

# **CITY OF MADEIRA BEACH**

## **Tentative Operating and Capital Budget**



### **Fiscal Year 2020**

October 1, 2019 - September 30, 2020

# **CITY OF MADEIRA BEACH**

## **Tentative Operating and Capital Budget**



### **Fiscal Year 2020**

October 1, 2019 - September 30, 2020

# MILLAGE & BUDGET ORDINANCES



**ORDINANCE 2019-22**

**AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, ESTABLISHING THE MILLAGE RATE FOR FISCAL YEAR 2020; 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 2020 is 2.0877 per \$1,000.

Section 3. The fiscal year 2020 proposed millage rate is 31.72% higher than the rolled-back rate.

Section 4. The millage rate to be levied for fiscal year 2020 shall be 2.7500 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 \_\_\_\_\_, 2019.

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: \_\_\_\_\_

**ORDINANCE 2019-23**

**AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020; 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 2020 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, 2019 and ending September 30, 2020;

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

Section 1. The fiscal year 2020 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 2.7500)	\$3,477,600
Charges for service	307,000
Contributions from enterprise operations	96,400
Culture and recreation	414,300
Fines and forfeitures	20,000
Franchise fees	528,100
Intergovernmental	1,504,300
Investment earnings	130,000
Licenses and permits	138,100
Miscellaneous	188,100
Parking enforcement	2,042,900
State grants and reimbursements	400,000
Utility service taxes	776,500

<u>Non-operating sources:</u>	
Inter-fund transfer (Building Fund)	92,200
<b>Total funding sources</b>	<b><u>\$10,115,500</u></b>

<b>Local Option Sales Tax Fund</b>	
Investment earnings	\$8,000
Local option taxes	479,300
<b>Total funding sources</b>	<b><u>\$487,300</u></b>

<b>Archibald Fund</b>	
Investment earnings	\$2,500
Parking enforcement	395,500
Rents and royalties	87,600
<b>Total funding sources</b>	<b><u>\$485,600</u></b>

<b>Building Fund</b>	
Charges for service	\$881,200
Investment earnings	2,000
<b>Total funding sources</b>	<b><u>\$883,200</u></b>

<b>Gas Tax Fund</b>	
Intergovernmental	\$49,900
Local option taxes	63,000
<b>Total funding sources</b>	<b><u>\$112,900</u></b>

<b>Debt Service Fund</b>	
Inter-fund transfer (debt service)	\$741,900
Inter-fund transfer (fund balance)	279,500
<b>Total funding sources</b>	<b><u>\$1,021,400</u></b>

**PROPRIETARY FUNDS:**

<b>Sanitation Fund</b>	
Charges for service	\$1,304,300
Investment earnings	5,000
Unrestricted fund balance	186,400
<b>Total funding sources</b>	<b><u>\$1,495,700</u></b>

<b>Stormwater Fund</b>	
Charges for service	\$690,000
Investment earnings	55,000
State grants and reimbursements	220,000
Debt Proceeds	\$7,834,000
Inter-fund Transfer (General Fund)	\$372,600
Unrestricted fund balance	156,100
<b>Total funding sources</b>	<b><u>\$9,327,700</u></b>

<b>Marina Fund</b>	
Charges for service	\$2,584,200
Investment earnings	1,900
<b>Total funding sources</b>	<b><u>\$2,586,100</u></b>

<b>TOTAL FUNDING SOURCES: GOVERNMENTAL AND PROPRIETARY FUNDS</b>	<b><u>\$26,515,400</u></b>
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**FUNDING USES: GOVERNMENTAL AND PROPRIETARY FUNDS**

**GOVERNMENTAL FUNDS:**

**General Fund**

Operating uses:

City Manager's Office	\$464,600
Legal Services	154,000
Human Resources	115,400
Community Development	486,100
Finance	508,700
City Clerk	297,000
City Commission	64,800
Non-Departmental	656,600
Public Works	294,400
Fire/EMS	1,716,000
Law Enforcement	1,317,000
Parks	113,800
Recreation	834,200
Parking Enforcement	354,400
John's Pass Village	162,300

Non-operating uses:

Capital improvements and vehicle replacements	\$229,000
Debt Service Fund committed balance	279,500
FEMA flood mitigation program	400,000
Inter-fund transfer (debt service expenditures)	1,015,700
Unassigned balance	652,000
<b>Total funding uses</b>	<b><u>\$10,115,500</u></b>

**Local Option Sales Tax Fund**

Capital outlay	\$300,000
Inter-fund transfer (debt service expenditures)	98,800
Restricted balance	88,500
<b>Total funding uses</b>	<b><u>\$487,300</u></b>

**Archibald Fund**

Personnel	\$199,100
Operations	234,400
Restricted balance	52,100
<b>Total funding uses</b>	<b><u>\$485,600</u></b>



<b>Building Fund</b>	
Personnel	\$377,300
Operations	118,700
Inter-fund transfer (general fund expenditures)	92,200
Restricted balance	295,000
<b>Total funding uses</b>	<b><u>\$883,200</u></b>

<b>Gas Tax Fund</b>	
Operations	\$91,000
Restricted balance	21,900
<b>Total funding uses</b>	<b><u>\$112,900</u></b>

<b>Debt Service Fund</b>	
Debt service	\$741,900
Committed balance	279,500
<b>Total funding uses</b>	<b><u>\$1,021,400</u></b>

**PROPRIETARY FUNDS:**

<b>Sanitation Fund</b>	
Personnel	\$432,500
Operations	823,200
Capital outlay	240,000
<b>Total funding uses</b>	<b><u>\$1,495,700</u></b>

<b>Stormwater Fund</b>	
Personnel	\$270,600
Operations	137,000
Capital outlay	8,034,000
Debt service	877,200
Restricted balance	8,900
<b>Total funding uses</b>	<b><u>\$9,327,700</u></b>

<b>Marina Fund</b>	
Personnel	\$325,000
Operations	2,059,300
Debt service	96,400
Restricted balance	105,400
<b>Total funding uses</b>	<b><u>\$2,586,100</u></b>

<b>TOTAL FUNDING USES: GOVERNMENTAL AND PROPRIETARY FUNDS</b>	<b><u>\$26,515,400</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, 2019 to include encumbered balances legally reserved as of September 30, 2019 (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 \_\_\_\_\_, 2019.

APPROVED AS TO FORM:

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Ralf Brookes, City Attorney

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MAGGI BLACK, Mayor

ATTEST:

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

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

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

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

**CITY OF MADEIRA BEACH  
PROPOSED ANNUAL BUDGET  
FISCAL YEAR 2020**

City Commission

Maggi Black, Mayor

Nancy Hodges, Vice Mayor (District 2)

Deby Weinstein, City Commissioner (District 1)

Doug Andrews, City Commissioner (District 3)

John Douthirt, City Commissioner (District 4)

City Manager

Robert Daniels, 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

Deb Laramie, Interim 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.

**CITY OF MADEIRA BEACH  
PROPOSED ANNUAL BUDGET  
FISCAL YEAR 2020**

**BUDGET REVIEW COMMITTEE**

Roger Pryor (Chairman)

Tom Edwards

Doreen Moore

Linda Hein

Ann Marie Brooks



# INTRODUCTION





# CITY OF MADEIRA BEACH

## FY 2020 BUDGET

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# CITY MANAGER'S BUDGET MESSAGE





August 21, 2019

Honorable Mayor Maggi Black  
Honorable Vice-Mayor Nancy Hodges  
City Commissioner Deby Weinstein  
City Commissioner John Douthirt  
City Commissioner Doug Andrews

Subject: City Manager's Fiscal Year 2020 Budget Overview

Dear Mayor and Board of Commissioners:

This letter is an overview of the Fiscal Year 2020 Budget for the City of Madeira Beach. My focus is centered on moving Madeira Beach forward, while using our history for guidance but not hindering our progress as we move forward. This goal cannot be accomplished without the support of the Board of Commissioners who share this vision. Madeira Beach offers so much for the Community, with athletic activities, senior activities, beach-front parks, neighborhood parks, a full-service Marina, a professionally managed Fire Department, great beaches, in-house sanitation, and cooperative library services. Within the City boundaries we have a mecca for tourism at John Pass Village, Madeira Beach Fundamental School offering a premium K-8 education through Pinellas County Schools, and water sports. We are truly a year-round destination focusing on our eclectic character and amenities available to us.

The focus of the new administration for the City of Madeira Beach is to actively monitor and manage the approved infrastructure projects. These projects are designed to repair and replace internal roadways while also repairing and replacing the stormwater sewer and drainage infrastructure. Half of the project will be completed within the next three years under a \$15 million bond and during this timeframe, other funding sources will be identified to construct additional roadways and infrastructure that is necessary to have our entire city infrastructure revamped to current day standards. Additionally, we believe that we must be good stewards of our environment to preserve our community for future generations. Additionally, emphasis will be placed on maintenance of our municipal buildings and landmarks, like our 9-1-1 monument and Causeway Park. Concerned residents have given their time, treasure, and talent to not only assist in governance of our community, but to volunteer and support the activities we offer.

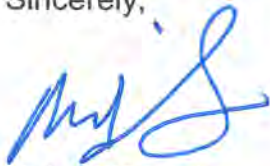
We are currently seeking a Public Works Director that could oversee the projects listed above, handle the multiple tasks of Stormwater, Sanitation, and sign maintenance.

We are also recruiting for a manager for our Marina, which is need of leadership and help from a visionary individual that can market and grow one of our greatest assets.

Preceding my cover letter, you will see correspondence from our Finance Director, Walter Pierce. Walter has worked hard maximizing our revenues and minimizing our tax increase, while keeping the public, the Budget Review Committee, and the Board of Commissioners informed of each step of our budget process. Mr. Pierce provides a detailed review of our budget and is willing to answer any questions that our residents might have regarding the documentation.

In closing, I invite you to participate by volunteering, being active on one of our advisory boards, or sharing your thoughts with me or our elected officials. We all have the best interests Madeira Beach at heart and with each resident's contribution, we can accomplish so much more, now and in the future. We must learn from those that came before us and share our time, treasure, and talents.

Sincerely,



Robert Daniels  
City Manager  
Madeira Beach

# FINANCE MESSAGE



## FINANCE MESSAGE

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Dear Residents, and Property Owners of Madeira Beach,

The Finance Message attached, is fourteen pages that highlights the significant areas that make up the City's Tentative Operating and Capital Budgets for Fiscal Year 2019/2020 (October 1, 2019 to September 30, 2020). The FY 2020 Tentative Budget for all Funds is \$26,515,400. The FY 2020 Tentative Budget for the General Fund is \$10,115,500, which is an increase of \$180,700 or 1.82% more than the FY 2019 Adopted Budget.

This budget is clearly more difficult than previous year's budgets. For the past four years the millage rate for the City has stayed at 2.2000. The FY 2020 Tentative budget is built on a millage rate increase to 2.7500. While the details are included in the Finance Message, the City is facing the greatest stormwater challenge to date and the cost is \$15 million dollars.

Clearly no one like's tax increases particularly residents who are retired, on fixed income, or just starting a family. This millage increase for the FY 2020 budget is for a direct need and that is to improve the City's infrastructure. Not paying attention to these needs or avoiding them would be irresponsible not only to existing residents but future residents and guests as well. There are a lot of people involved in carefully planning for the City's future capital improvements. Residents and Property Owners can trust that these professionals are working hard, doing their best, and using good judgment in order to do what is best for the City.

Several people have inquired as to how this millage rate increase to 2.7500 would impact them directly. Here is an example of an average Madeira Beach property tax bill: Using an average Madeira Beach home's taxable value as \$350,000. This is reduced to \$300,000 less \$50,000 for homestead exemption. The estimated property tax for a millage rate of 2.7500 would be \$825.00 and \$660 if the millage rate stayed at 2.2000. This represents an increase of \$165 for a year or \$13.65 per month.

I would like to thank the Budget Review Committee. I found their input, communication, and guidance to be a great advantage in putting together this document. Their recommendations helped tremendously in keeping the budget process moving forward.

For more detailed information of the City's budget process, 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 budget documents for previous years.

Respectfully,



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

## FY 2020 FINANCE MESSAGE

### Citywide Summary

#### Budget and Finance Introduction:

This budget book is intended to be useful to readers with varying interests. This budget book 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) 2020 budget is proposed in compliance with each of the applicable budget and finance policies. However, there is a change with respect to the Emergency Storm Response Fund within the Fund Balance Policy. 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. Upon completion of the FY 2018 audit, the balance within this fund increased to \$2,409,363. At the June 11, 2019 regular Board of Commissioners meeting, the Finance Department presented Resolution 2019-09 establishing a halt to the annual funding of this Emergency Storm Response Fund. Justification for this change included the following: that there is confidence that this current balance is sufficient to handle significant debris removal if a large storm or Hurricane should hit this area; the City's property insurance company, Public Risk Insurance Advisors (PRIA), has communicated the related insurance deductible exposure (approximately \$300,000); and as the City continues to experience growth and capital improvement needs, there is a better use for the \$200,000 that is placed in this fund annually. Resolution 2019-09 was approved by the Board of Commissioners.

#### Budget Review Committee:

On July 11, 2017, the Board of Commissioners passed Resolution 2017-05 which called for the creation of a Budget Review Committee from the electors of the City of Madeira Beach. Last year's FY 2019 Budget development was the first year for this five member Committee. The



majority of its members were back in providing input, guidance, and support to staff in developing this FY 2020 Budget. The feedback that they received from citizens was very beneficial. However, it was their recommendations that assisted staff in moving the budget process forward. Over 90% of their recommendations related to the FY 2020 Budget were approved by the Board of Commissioners.

#### Forecasts:

Finance 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 2019 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. The last of the funding associated from Series 2015 Revenue Bond will be coming to completion in FY 2019 with the 137<sup>th</sup> Avenue Circle stormwater project. However, much bigger stormwater needs are being forecasted. Beyond FY 2019, the City is facing stormwater projects that exceed \$34 million dollars. During meetings in the February and March timeframe earlier this year, it was the residents specifically residents of Crystal Island that confronted City leaders and demanded that these stormwater and roadway improvements be made soon and not delayed unfunded into future years as noted in previous Capital Improvement Plan (CIP). This was clearly a "wake up call" to City Leaders pure and simple. The latter part of FY 2019, as will be outlined in detail later in this document, will focus more on how much to raise and when is the earliest that this funding can be received and projects started. Challenges are not isolated to funding but will also be seen through rising construction costs as well as competition for good companies. Also, requests for grants from the South West Florida Management District (SWFMD) and the county needs to be considered and submitted in a proactive manner. Further, any economic downturn will also need to be considered and have an impact on these future projects from getting started or completed and could ultimately influence even more residents of the City.

#### Personnel Budget:

The budget includes a net increase of 1.70 full-time equivalent (FTE) positions for a total of 72.00 for FY 2020. The Number of FTE's requested for FY 2019 totaled 70.30 and was revised during the year to 71.00 with the addition of three part-time seasonal staff. These three part-time staff serve in the finance department, parking, and building department. These seasonal/part-time positions receive no benefits and prevent the hiring of additional full time staff to complete specific tasks. They are hired for a specific purpose, for example, the seasonal/part-time staff in finance

was hired to scan documents. This task could not be completed by existing staff and would be a significant expense to contract out these services. Additionally, the seasonal/part-time staff in parking is to assist visitors on how best to operate our parking machines. The addition to touch pad screens will further eliminate confusion and ultimately there will be no need for this seasonal/part-time position. For FY 2020, the Public Works Director will no longer be supervising the Marina. Due to this change in responsibility, there will be a new Marina Manager position which is included in this FY 2020 Budget. For the FY 2020 Budget, there is also a correction as to the placement of the Division Supervisor for Parks and two Grounds Maintenance Workers. These positions in past were charged to the Archibald Fund, however for FY 2019 they were charged to General Fund departments with a transfer from the Archibald Fund to the General Fund. For the FY 2020 Budget, these positions will be placed in the Archibald Fund. Below is a summary of position changes by department or fund:

Marina Manger	1.00
Finance Seasonal/Part-time	0.25
Parking Seasonal/Part-time	0.25
Building Seasonal/Part-time	0.20
Net:	<u>1.70</u>

In addition to staffing levels, the personnel budget is impacted by cost increases associated with employee raises, healthcare premiums, insurance experience, and retirement contributions required by the Florida Retirement System (FRS). The total effective personnel cost increase is approximately \$268,100 which represents a 5.5% increase over the prior year adopted budget. The following are the individual assumptions and rate increases applicable to the personnel budget:

Employee wage increases: 2.00% Cost of living Adjustment (COLA) and up to 2.00% Merit

All employees are scheduled to receive a 2% cost of living adjustment annual increase starting with the first pay period in October. Further, all employees will be eligible to receive up to a maximum 2% for Merit which would be based upon evaluation results upon their anniversary date. This was an idea and direction received from the Budget Review Committee and ultimately the consensus of the Board of Commissioners. The Civil Service Commission met on August 8, 2019 and reviewed the perimeters on how to apply this Merit Plan. The Commission approved a new employee performance appraisal that is based on a point system. The point matrix system provides the employee the opportunity to receive a 1%, 1.5%, or a maximum of 2% based upon the number of total points. The Commission also believed that there should be overall oversight by the City Manager and or a top level management committee to prevent any bias that directors may have toward

any employees. Human Resources will be task to train department directors and supervisors on how best to use this new performance appraisal and point system. The importance of completing these performance appraisals in a timely manner will be stressed to all department directors and supervisors. Employees will receive any calculated increases on the pay period following their anniversary date.

During FY 2019, the City hired Public Sector Professional Consultants (PSPC) out of California to complete an Employee Salary and Compensation Study. PSPC was found through a search in which the City of Clearwater was going through a similar study, therefore, the City was able to take advantage of reduced contracted costs. PSPC presented various options but advised an option that at least moved employees identified to mid-point to meet the market. In April, the Board of Commissioners approved a recommendation from management which called for a total of sixteen employees to receive a compensation adjustment in June. The total estimated cost impact was \$15,400.

Budgeted FRS contribution rates: Special Risk Class: 25.48% / Regular Class: 8.47%

Despite the Florida Retirement System's status as of one the best funded state pensions in the country, its total net pension liability was over \$31.4B as of FY 2018. 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 \$2.2M of the total. The estimated FY 2019 contribution rate reflects a 2.54% increase for Regular Class participants and 4.00% 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 increase: 2.70%

The Public Risk Management (PRM) pool which the City is a member communicated to City staff that there would be a 2.70% increase for FY 2020. For the City's BlueOptions 03359 plan employees would see an increase from \$720.52 to \$739.97. This would be a cost increase of \$19.45 for the City. The total cost impact for the City is \$11,626. Due to this, it was the recommendation of the Budget Review Committee not to pass this increase on to employees for FY 2020 and this was the consensus of the Board of Commissioners. For FY 2019, the City was faced with a 10% increase in its current no deductible high cost BlueOptions 03748 plan. City management outlined a plan to do away with this plan and move to the current BlueOptions 03359 plan (deductible \$1,000/\$3,000). If the City had remained in the BlueOptions 03748 plan, there would have been an increase of \$80,300 for FY 2020. There will be a second plan offered to staff that will be tied to a Health Savings Account (commonly called HSA). Similar to FY 2019, 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 ACA or government plan.

Worker's compensation cost decrease: -7.81%

The City was notified by its insurance provider Public Risk Insurance Advisors (PRIA) that the October 1, 2019 Worker's Compensation Experience Modification factor is .70. As a result, the overall premium will be reduced significantly, resulting in the overall estimate at a 7.81% or \$32,000 reduction. This is good news after virtually flat renewals over the past two years.

### Operating Budget:

#### *Modifications*

The personnel budget for City Manager's Office will decrease from \$416,200 as reflected in the FY 2019 adopted budget to \$341,800 for FY 2020. This is due to the creation of a new Human Resources Department (001.1030). The Human Resources Coordinator's personnel costs will move from the City Manager's Office to this new Human Resources Department. This also explains why there is a decrease in the City Manager's Office operating budget in the amount of \$149,700 for FY 2019 to \$118,800 for FY 2020. The total FY 2020 Budget for Human Resources is \$126,400.

The Community Development Department has had significant operating budget increases over the past three fiscal years due to the professional services account within this department. The addition of a new Planning and Zoning Coordinator position in FY 2019 did assist greatly in controlling these actual expenses which decreased by \$78,189 or from \$190,000 for FY 2017 to \$111,811 for FY 2018. However, the professional services budget for FY 2020 is increasing to \$164,300 which is \$79,000 higher than the initial budget request of \$85,300. This additional \$79,000 is part of \$100,000 needed for continued department support and impact fee document preparation. The City is missing out on future impact fees due to a lack of proper documentation. Also, the Community Development Director's percentage of time charged to the Building Fund has been adjusted from 10% to 15%. The Planning and Zoning Coordinator has 10% of time charged to the Building Fund.

The Non-Departmental section of the budget includes all costs and budgets that are not allocated to one specific department. The Non-Departmental operating budget for FY 2020 shows a total increase of just 6.85% however some things need mentioning. The website services account (3123) is increasing from a budget of \$7,300 for FY 2019 to \$35,000 for FY 2020. This is due to continued website redesign which also includes \$10,000 extra in the budget to get in compliance with the Americans with Disabilities Act (ADA). The other contractual services account (3400) is increasing from a FY 2019 budget of \$26,800 to \$52,500 for FY 2020. This increase is due to the FY 2019 budget for this account being understated and secondly due to the realignment of the

janitorial allocations throughout the City. Finally, the Fireworks account (4804) is decreasing from \$31,000 in FY 2019 to \$10,000 for FY 2020. This is due to the effort to seek sponsorships in assisting with this event.

The Law Enforcement budget for FY 2020 is \$1,276,600 which is an increase of 3.04% from the FY 2019 adopted budget amount of \$1,238,900. For the FY 2020 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 budget for FY 2020 decreased from \$516,600 for FY 2019 to \$423,300 for FY 2020. For the FY 2020 budget, the decision was made to reflect the budget of the two grounds maintenance workers allocated to the Recreation Department in FY 2019 to the Archibald Fund for FY 2020. Due to this reallocation decision in the FY 2019 budget, a transfer in the amount of \$191,800 from the Archibald Fund to the General Fund was needed. This is keeping with Resolution 2015-42, which states that the Archibald Fund will support the cost of these two positions plus a Division Supervisor for Parks (whose cost and budget is charged to Public Works). It remains unclear, what the purpose was in doing this for the FY 2019 budget, however it did result in numerous journal entries throughout the year. The operating expenditures for the Recreation Department did increase by 6.34% which was due to the increase in the rentals and leases account (4400). This account increased from a budget in the amount of \$4,000 in FY 2019 to \$24,300 for FY 2020. This increase is due to two vehicles the Recreation Center received under the new Enterprise Fleet Management Program initiated by the City during FY 2019.

#### Capital Improvement:

During FY 2019, two capital projects impacting the General Fund and Gulf Boulevard began. The second phase of Gulf Boulevard undergrounding of utilities progressed 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 second phase should be completed by the end of September. A total of \$1.4 million is anticipated to be reimbursed to the City in FY 2019 by Pinellas County under the Penny for Pinellas funding. This will not fully complete the undergrounding of utilities along Gulf Boulevard which includes John's Pass. Pinellas County is still determining how to allocate Penny four funding. The second project impacting Gulf Boulevard is a road resurfacing project that is a joint participation agreement between the City and Florida Department of Transportation (FDOT). The total cost for this project is \$1,920,300 and the City receives reimbursement from FDOT. The budget as well as the cost for these two projects is contained within the Non-Departmental Budget.

The Capital Improvement Program continues to see expansion relating to stormwater drainage projects. However, with the Rex Place stormwater project completed in August 2018, the

remaining project covered under the Series 2015 stormwater system revenue bond (\$6,200,000) is 137<sup>th</sup> Avenue Circle. The original estimate for this project in FY 2016 was \$935,000, however delays and increased construction costs have the estimate at \$1,308,591. The City anticipates receiving \$467,000 in reimbursement from the Southwest Florida Management District (SWFWMD) for this project.

#### The City's Major Stormwater Challenge and its Impact on the General Fund:

As far as the future for stormwater projects, as stated at beginning of this Summary, Management has been provided with information regarding future stormwater projects that exceed \$34 million dollars. Also, as mentioned, during February and March of FY 2019, City Leaders received pressure from residents from Crystal Island and surrounding John's Pass about the continued deterioration of their roads and stormwater systems.

During the April 23, 2019 Board of Commissioners Workshop, the City's engineer outlined three significant roadway and stormwater problem areas which are:

- Area 1 – Crystal Island which includes Crystal Drive, Flamingo Drive, Lillian Drive and Johns Pass Avenue
- Area 3 – Marguerite Drive, East Parsley, Lynn Way, A Street and B Street
- Area 5 – The John Pass Village area which includes Pelican Lane, Village Boulevard, 131<sup>st</sup> Avenue and a 39th Avenue

The City engineer spoke in detail about two types of construction options for rebuilding the roadways, conventional construction and construction utilizing pervious concrete. The construction utilizing pervious concrete is eligible for cooperative funding through the Southwest Florida Management District (SWFWMD). There is at least a year long process in receiving SWFWMD approval, however, construction can begin in those areas where the use of pervious concrete is not possible. The engineer indicated that the construction for these three areas would be over a three to four year term and estimated to cost \$15 million dollars.

Also present at this April 23, 2019 Board of Commissioners Workshop was the City's Financial Advisor who outlined different scenario options for funding this \$15 million dollars for the stormwater fund. The Financial Advisor indicated to the Board that this was the best time to seek financing due to the strength of the economy as well as low interest rates. The Financial Advisor received consensus to issue an RFP on behalf of the City for a \$15 million dollar Bank Loan over twenty years. The financing for the loan amount of \$15,063,000 (including issuance costs) over 20 years with a fixed rate of 3.07% was approved by the Board on July 9, 2019 (Resolution 2019-11). The closing took place on August 11, 2019 and the funds were wired to the City's new account with FL PALM. The estimated principal and interest payments on this Loan would be \$1 million dollars each year for twenty years. From the start of this major stormwater challenge topic and the many discussions that took place, both the City's Financial Advisor and the City's Finance Director indicated that the stormwater fund could not handle the annual \$1 million dollar payments

on this Loan alone. The General Fund would need to assist the stormwater fund over the course of this Loan especially with other stormwater projects that are four or five years away. The only way that the General Fund could assist is by raising the millage rate.

**General Fund**

The Board of Commissioners set the proposed millage rate at 2.7500 millage rate for FY 2020. This represents an increase of .5500 from the previous year’s millage rate of 2.2000. This increase is necessary to help offset the cost of the annual \$1 million dollar stormwater Loan payment (mentioned above) by allowing the city to cover expenses currently paid from non-ad valorem revenues. Property values are estimated to increase 5.72%, which is sufficient to generate \$845,800 in additional ad valorem revenue. Property values are estimated to increase 5.72%, however, the budget assumes a collection rate of 95%. The proposed property tax levy of \$3,477,600 allows the City to balance its General Fund operating budget, meet annual debt service obligations (including assisting the stormwater fund), and set aside funds for future consideration.

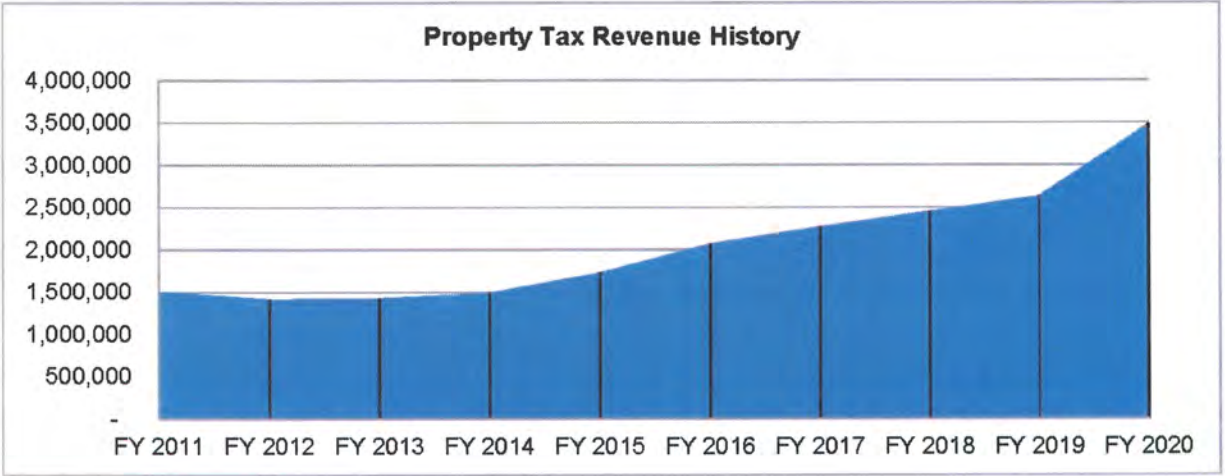
Below are the estimated FY 2020 taxable value increases for comparable cities:

Gulfport	9.04%
Indian Rocks Beach	6.90%
Indian Shores	7.10%
<b>Madeira Beach</b>	<b>5.72%</b>
South Pasadena	5.14%
St. Pete Beach	6.57%
Treasure Island	7.72%

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 seven years.

**City of Madeira Beach  
Ten-Year Property Tax History  
FY 2011 - FY 2020**

Year	Millage Rate	Revenue	Percent +/-
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%
FY 2020	2.7500	3,477,600	32.1%

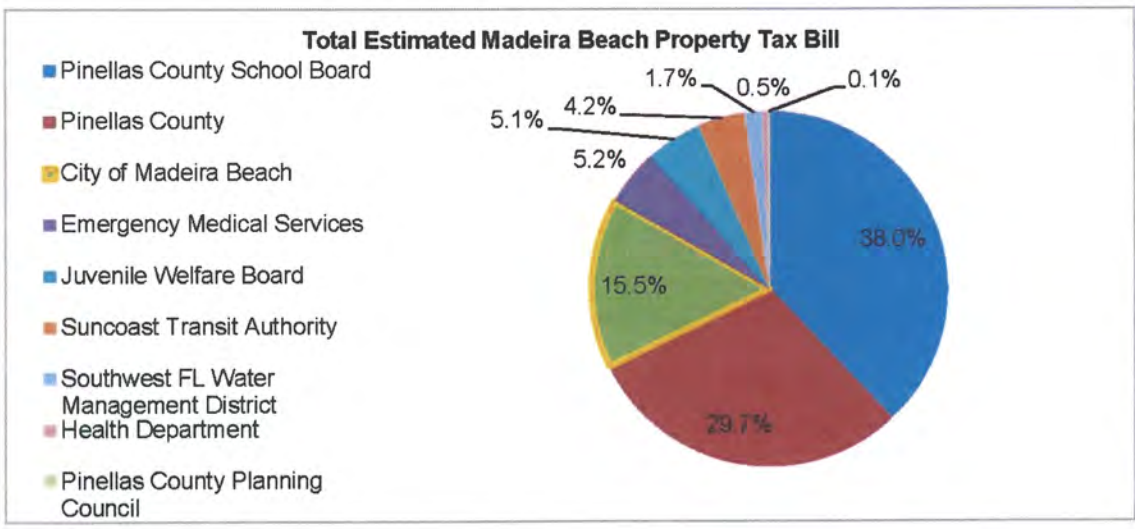


Even with a millage rate increase from 2.2000 to 2.7500, the City of Madeira Beach’s standing compared to similar municipalities in Pinellas County remains unchanged. The following table provides a list of similar municipalities and corresponding FY 2020 millage rates:

Municipality	Millage Rate
City of Gulfport	4.0390
City of Treasure Island	3.6129
City of South Pasadena	3.5000
City of St. Pete Beach	3.1500
<b>City of Madeira Beach*</b>	<b>2.7500</b>
City of Indian Rocks Beach	1.8326
Town of Indian Shores	1.8700

\*FY 2020 proposed millage rate

The following chart provides a comparison of an estimated Madeira Beach Tax Bill:





The main reason why the millage rate has remained at 2.2000 for the past four years is due to the strength of the City's parking enforcement program. General Fund parking-related revenue is anticipated to exceed \$2.4M in FY 2020, while enforcement expenditures remain very manageable at just \$404,400. However, parking revenue is not guaranteed especially if there is a Hurricane or red tide. Below is a summary of the City's net parking enforcement operation over the last five years.

<b>City of Madeira Beach: Parking Revenue History</b>					
Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Projected
Archibald Park	206,536	336,839	339,852	336,745	343,300
Archibald Fund:	<u>\$ 206,536</u>	<u>\$ 336,839</u>	<u>\$ 339,852</u>	<u>\$ 336,745</u>	<u>\$ 343,300</u>
John's Pass Village	256,724	276,433	268,672	248,808	249,000
John's Pass Park	402,207	428,330	364,839	389,903	390,000
Village Blvd.	608,064	839,202	843,216	775,396	778,000
City Lots	-	61,175	84,630	94,803	94,554
Parking Permits	18,045	18,400	21,849	25,730	35,000
Parking Tickets	143,768	147,576	149,103	83,008	106,442
Restricted	-	-	-	119,181	380,000
General Fund:	<u>\$ 1,428,808</u>	<u>\$ 1,771,116</u>	<u>\$ 1,732,309</u>	<u>\$ 1,736,829</u>	<u>\$ 2,012,996</u>
Ticket Processing Fees: Public	-	-	-	-	-
Ticket Processing Fees: Private	(19,520)	(14,000)	(20,803)	(13,477)	(20,000)
	<u>\$ (19,520)</u>	<u>\$ (14,000)</u>	<u>\$ (20,803)</u>	<u>\$ (13,477)</u>	<u>\$ (20,000)</u>
Parking Enforcement: Personnel	(97,598)	(98,155)	(95,255)	(128,615)	(135,300)
Parking Enforcement: Operating*	(145,680)	(166,762)	(164,396)	(155,685)	(184,200)
Parking Enforcement: Capital**	-	-	-	(158,650)	(9,100)
	<u>(243,278)</u>	<u>(264,917)</u>	<u>(259,651)</u>	<u>(442,950)</u>	<u>(328,600)</u>
All Funds - Net:	<u>\$ 1,372,546</u>	<u>\$ 1,829,038</u>	<u>\$ 1,791,707</u>	<u>\$ 1,617,147</u>	<u>\$ 2,007,696</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 6.1% 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 funds for beach access, parking lot improvement plan, and increased signage of which a total of \$300,000 is allocated. The final debt payment on the 78' Aerial Quint Rosenbauer Fire Engine will be on December 1, 2019. Improving beach access needs to be planned over the next three to four years. Improvements to these areas are vital to ensure that visitors make return visits to the City.

### *Archibald Fund*

The Archibald Fund accounts for revenue earned at Archibald Memorial Beach Park. Proceeds generated on the property are to be used for parks and recreation purposes, in accordance with National Park Service precedent and Resolution 03.13 adopted by the City in June 2003. Projections assume a revenue increase of 16.65%, driven exclusively by parking activity; lease agreements in place at Archibald Park are fixed in nature. For the FY 2020 budget, Personnel costs will be listed for three positions (Division Supervisor-Parks, and two Ground Maintenance Workers) whose costs have been charged to the Archibald Fund in years prior to FY 2019. For the FY 2019 budget, the budget allocation for these three positions were charged to other General Fund Departments specifically Public Works for the Supervisor position and Recreation Center for the two Ground Maintenance Workers. There did not seem to be any useful advantage to this change done for the FY 2019 budget. There is no Archibald Fund capital budget allocation for FY 2020, however, funds for a bath house for \$65,000 and restroom for \$30,000 budgeted in FY 2019 are in line to carry over into FY 2020.

### *Building Fund*

The financial position of the Building Fund is entirely contingent upon the schedule and magnitude of private development. The City has experienced peak building activity over the past four years.

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 2020. The permit revenue estimated to be collected is \$880,000 which is a conservative forecast. Gone for at least a while is the potential of the Building Fund needing assistance from the General Fund. While the Building Fund is in good financial standing with constant monthly permit revenue, an economic downturn or a recession could put a halt to this positive revenue activity. For FY 2020, the Building Fund will be transferring \$92,200 to the General Fund to cover costs for a Deputy Sheriff to assist with Florida Building Code compliance. Additionally, for the FY 2020 budget, the Administrative Assistant's position will be upgraded to Building Department Supervisor and there is a need for a part-time clerk position.

The City Commission has expressed a commitment to get more answers and proper documentation in order for the City to receive revenue in the form of Impact fees from new developments that would be a huge benefit to the City's capital improvement program in the future.

### *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 \$21,900.

*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
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
Capital Improvement refunding Rev. Bond	6/14/2018	\$ 1,297,000	\$ 80,749	9/30/2022
Stormwater Capital Improvement Rev. Bond	7/11/2019	\$ 15,063,000	\$ 5,466,153	11/1/2039
Total		\$ 28,045,000	\$ 11,127,027	

The Council 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 and .25 toward infrastructure. With the \$15 million stormwater financing (Series 2019), management at the June 11, 2019 City Commission meeting presented Resolution 2019-10 requesting that all of the additional \$0.50 in parking revenue be available for budgetary transfers from the General Fund to the Debt Service Fund.

**Enterprise Funds**

*Sanitation Fund*

The main challenge facing this Sanitation fund involves sky rocketing recycle fees going into FY 2019. These fees are dictated through the international market. Per the current agreement with Waste Connections, single family homes recycle costs are \$6.33 per month and \$23.98 for Condominiums. These total fees provided for FY 2019 represent a 64% increase from the FY 2018 adopted budget. The current agreement with Waste Connections expires in December 2019, and an RFP is set to be issued in August 2019. Due to the possibility of Condominiums continuing opting out of the services, the FY 2020 budget for revenues has decreased to \$35,000. The expenditure side also remains a mystery, so the FY 2020 allocation is unchanged from the FY 2019 allocation which is \$168,100. During FY 2019, the Board of Commissioners approved \$240,000 for the purchase of a new Sanitation (Garbage) Truck. For the FY 2020 budget, there is an allocation in the amount of \$240,000 to replace an existing Garbage Truck.

### *Stormwater Fund*

As indicated earlier in this finance message, The City borrowed \$6.2 million in FY 2015 for stormwater drainage and roadway improvements. With the scheduled Rex Place stormwater project completed in August 2018, the remaining project covered under the Series 2015 stormwater system revenue bond (\$6,200,000) is 137<sup>th</sup> Avenue Circle. The original estimate for this project in FY 2016 was \$935,000, however delays and increased construction costs have the estimate at \$1,308,591. The City anticipates receiving \$467,000 in reimbursement from the Southwest Florida Management District (SWFWMD) for this project.

Also discussed earlier, are the major stormwater challenges the City now faces for Area 1, Area 3, and Area 5. The City now has the \$15 million funding to provide for these improvements. However, the City's engineer has estimated the need for another \$15 million in stormwater projects in about four years from now. These are identified as unfunded in the current 5-year Capital Improvement Plan (CIP). There will be time to proactively prepare for the acquisition of grants, however, the City needs to look at raising stormwater fees as well as establishing stormwater impact fees. These revenue streams could be contributing to the stormwater fund reserve in preparing for these future projects.

### *Marina Fund*

In early FY 2019, management selected the accounting firm of Carr, Riggs & Ingram to undergo a separate audit of the Marina. The initial preliminary review expanded into a longer more in depth examination (with Board of Commission approval). At a meeting held on January 21, 2019, representatives from Carr, Riggs & Ingram presented their findings. One of the main concerns raised by this firm was regarding unauthorized fuel discounts. These representatives concluded their presentation by presenting 25 internal control recommendations. The current City Auditor (not involved in this separate audit of the Marina) asked management, during the FY 2018 Audit of the City, to provide a Corrective Action Plan. A Corrective Action Plan was constructed by the City Manager at that time. This plan is dated February 7, 2019. The City Auditor presented the FY 2018 Audit to the Board of Commissioners on August 13, 2019. The City Auditor indicated that the Corrective Action Plan addressing the 25 internal control recommendations needed to be completed and would be looked at during the FY 2019 Audit.

Revenue estimates include a 5.57% increase, however, this is taking a very conservative approach toward continued fuel sales. The personnel costs are increasing by 35.02%. This is mainly due to the hiring of a Marina Manager. The present City Manager believes that this new position is needed to address recommendations outlined by Carr, Riggs & Ingram and specifically addressing the Corrective Action Plan. For FY 2020, revenues are projected to exceed expenditure by at least \$105,400. So, there should be sufficient funds within this fund during FY 2020 to complete the 25 internal control recommendations.

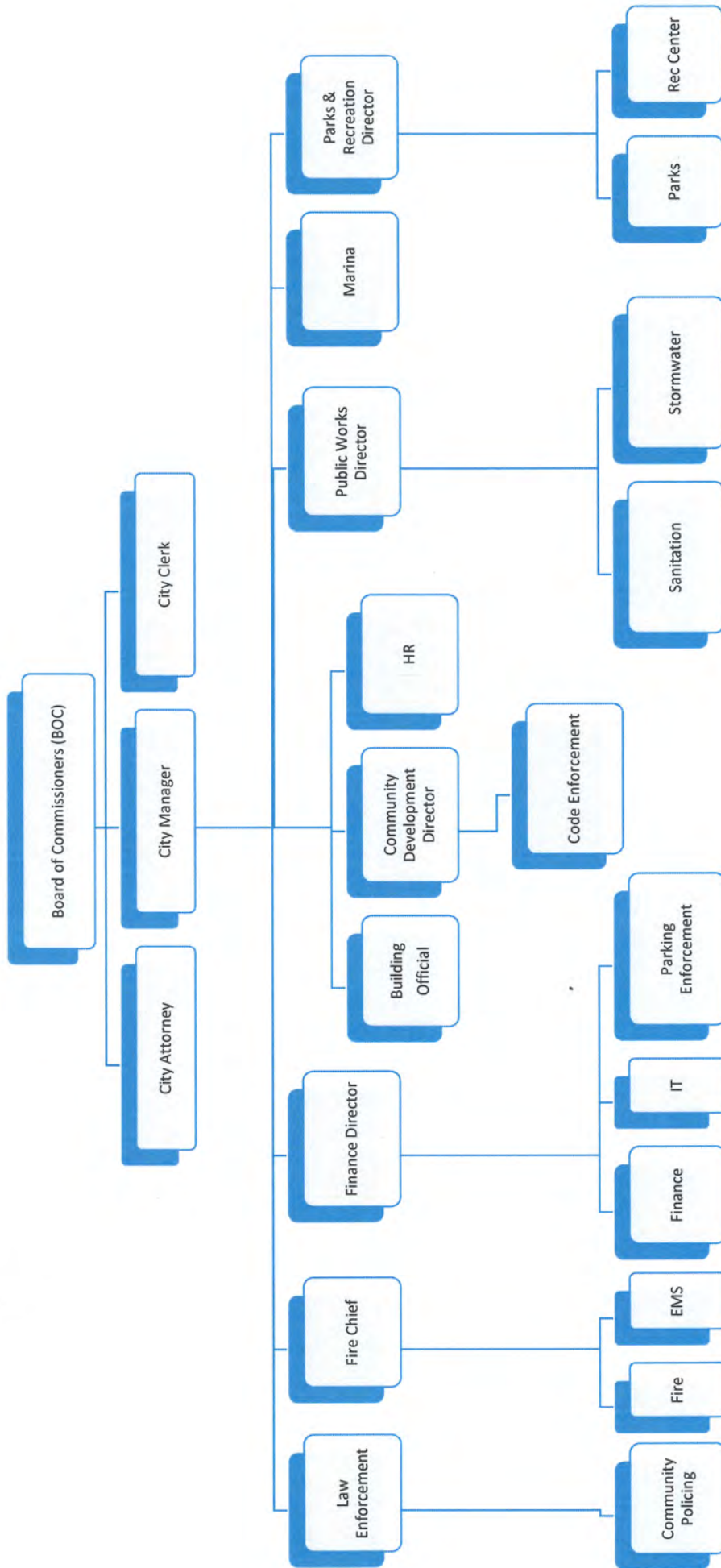
The General Fund contributed approximately \$625,000 to the City's marina to facilitate the

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.

# ORGANIZATIONAL CHART



# City of Madeira Beach Organizational Chart



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

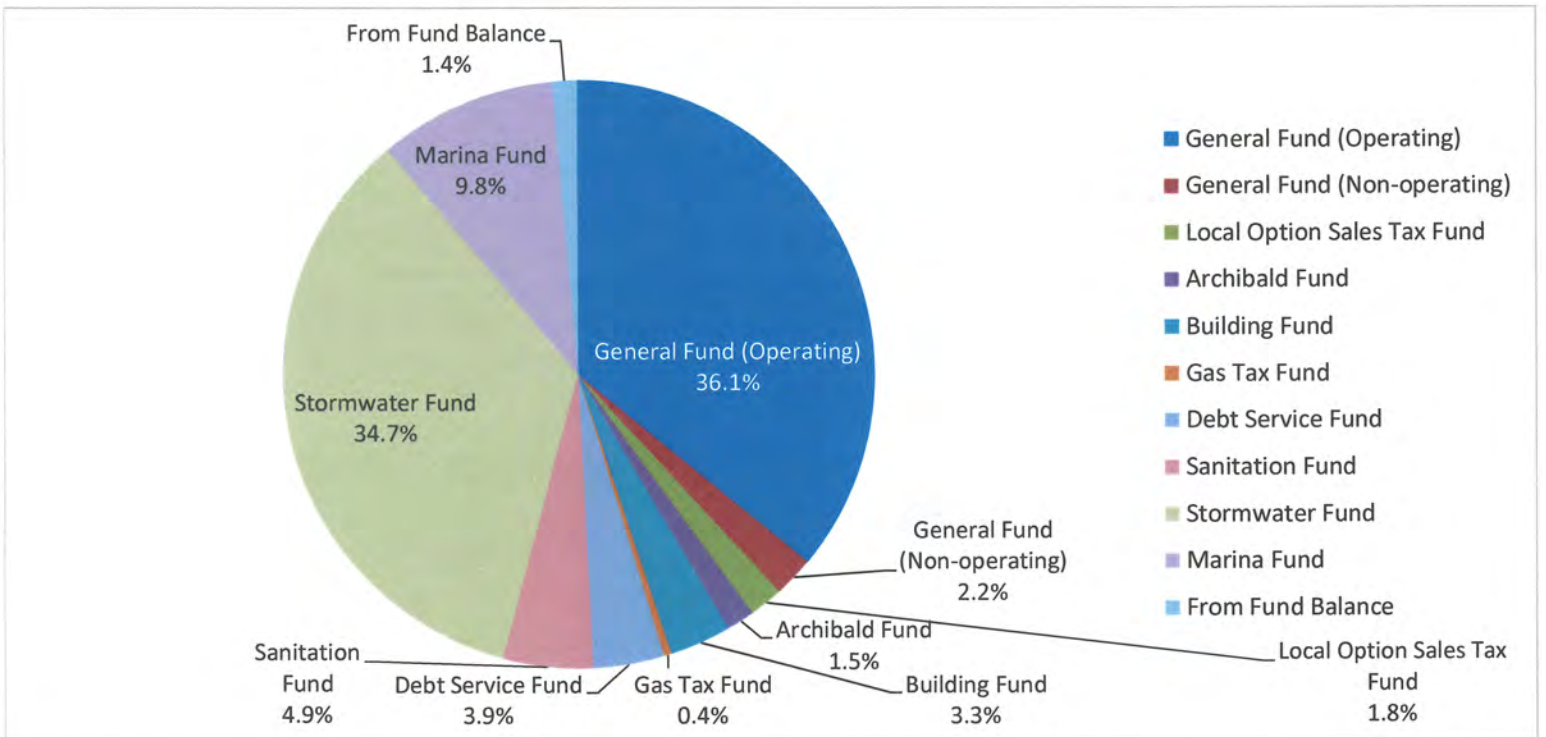




## FY 2020 BUDGET SUMMARY: FUNDING SOURCES

Fund	FY 2020
General Fund (Operating)	9,526,900
General Fund (Non-operating)	588,600
Local Option Sales Tax Fund	487,300
Archibald Fund	407,700
Building Fund	883,200
Gas Tax Fund	112,900
Debt Service Fund	1,021,400
Sanitation Fund	1,309,300
Stormwater Fund	9,171,600
Marina Fund	2,586,100
From Fund Balance	368,300

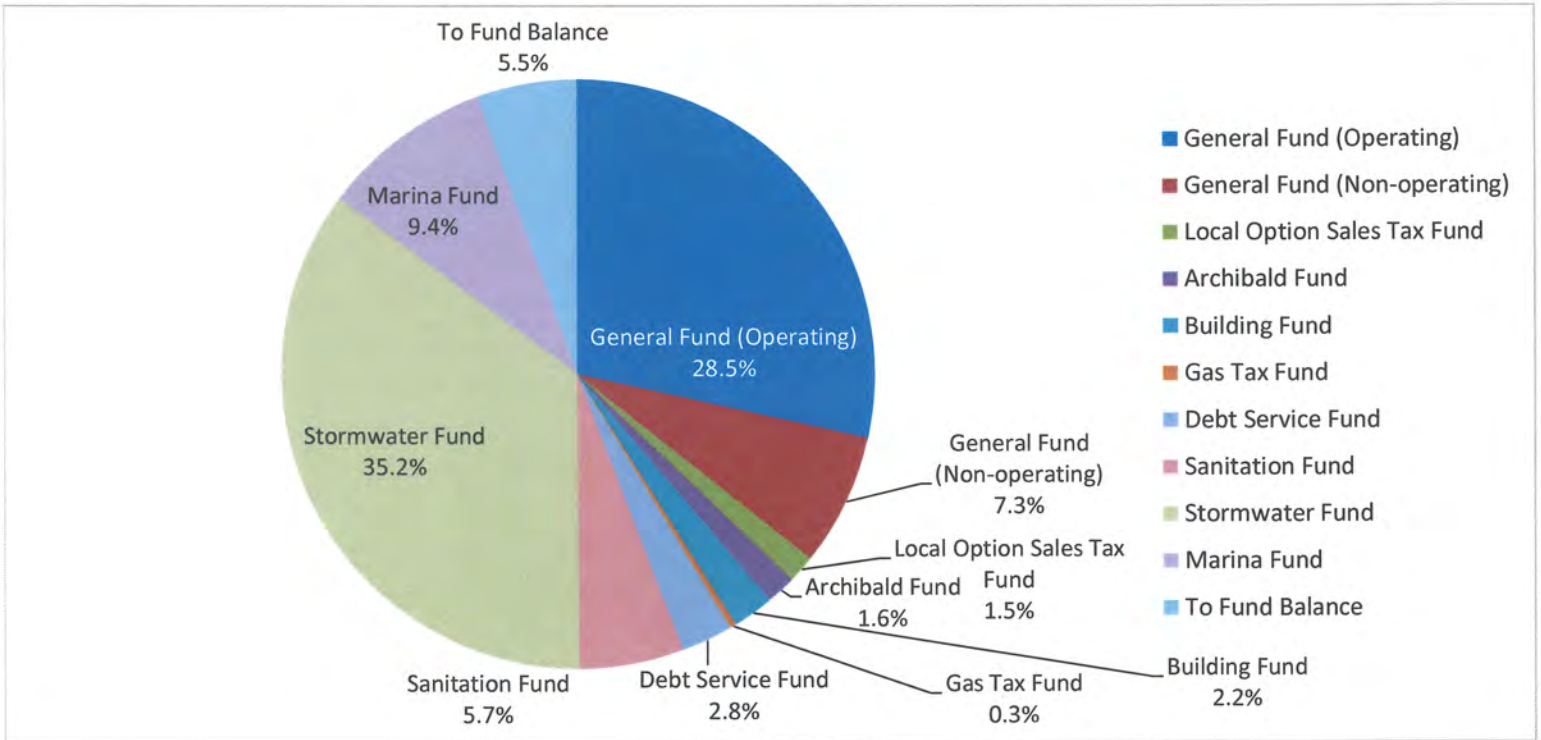
**Total Budget** **\$26,463,300**



## FY 2020 BUDGET SUMMARY: FUNDING USES

Fund	FY 2020
General Fund (Operating)	7,539,300
General Fund (Non-operating)	1,924,200
Local Option Sales Tax Fund	398,800
Archibald Fund	433,500
Building Fund	588,200
Gas Tax Fund	91,000
Debt Service Fund	741,900
Sanitation Fund	1,495,700
Stormwater Fund	9,318,800
Marina Fund	2,480,700
To Fund Balance	1,451,200

**Total Budget** **\$26,463,300**

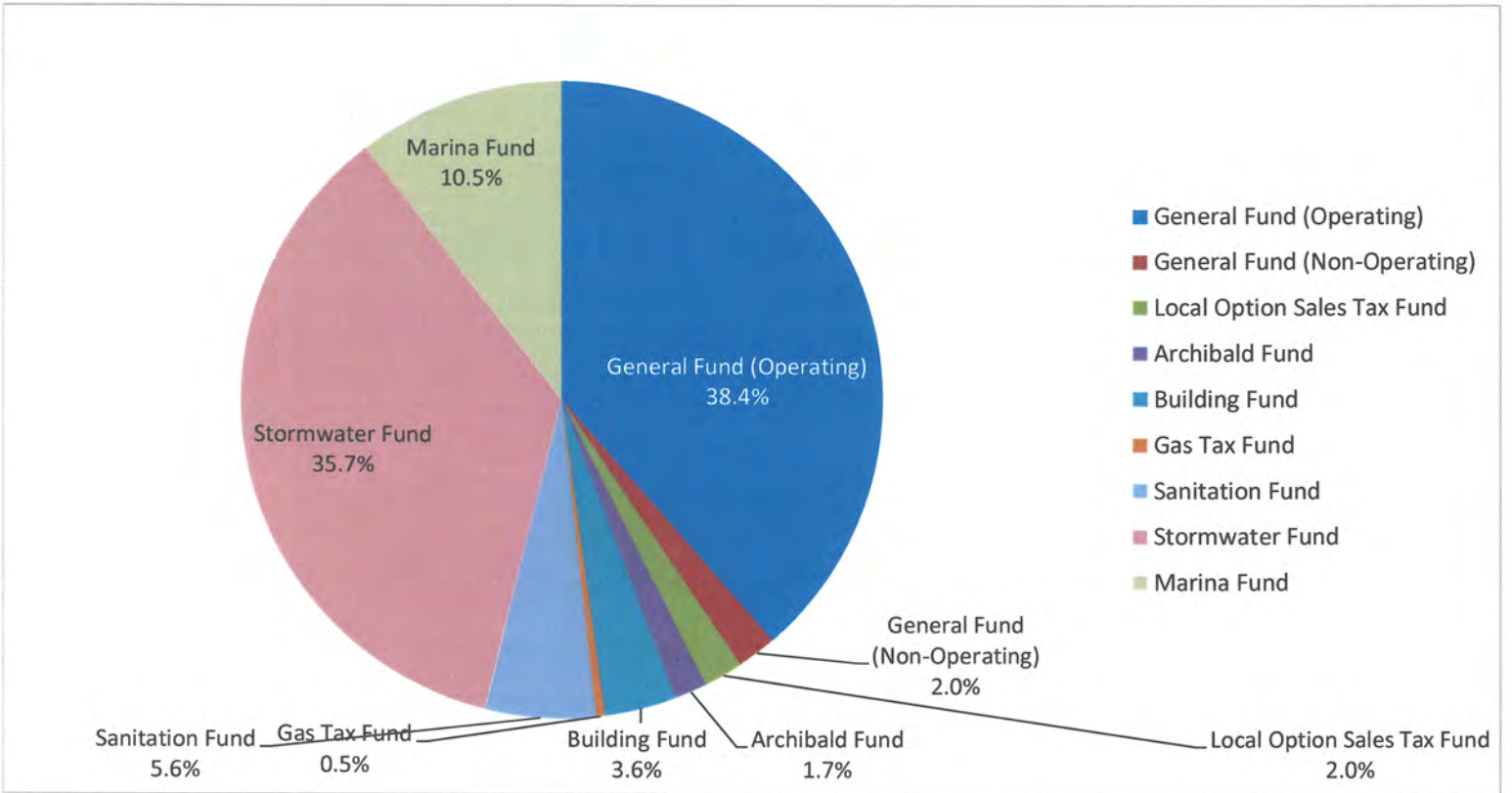


## FY 2020 BUDGET SUMMARY: REVENUES BY FUND

*Funding sources less transfers and fund balance appropriations*

Fund	FY 2020
General Fund (Operating)	9,526,900
General Fund (Non-Operating)	496,400
Local Option Sales Tax Fund	487,300
Archibald Fund	407,700
Building Fund	883,200
Gas Tax Fund	112,900
Sanitation Fund	1,370,000
Stormwater Fund	8,799,000
Marina Fund	2,586,100

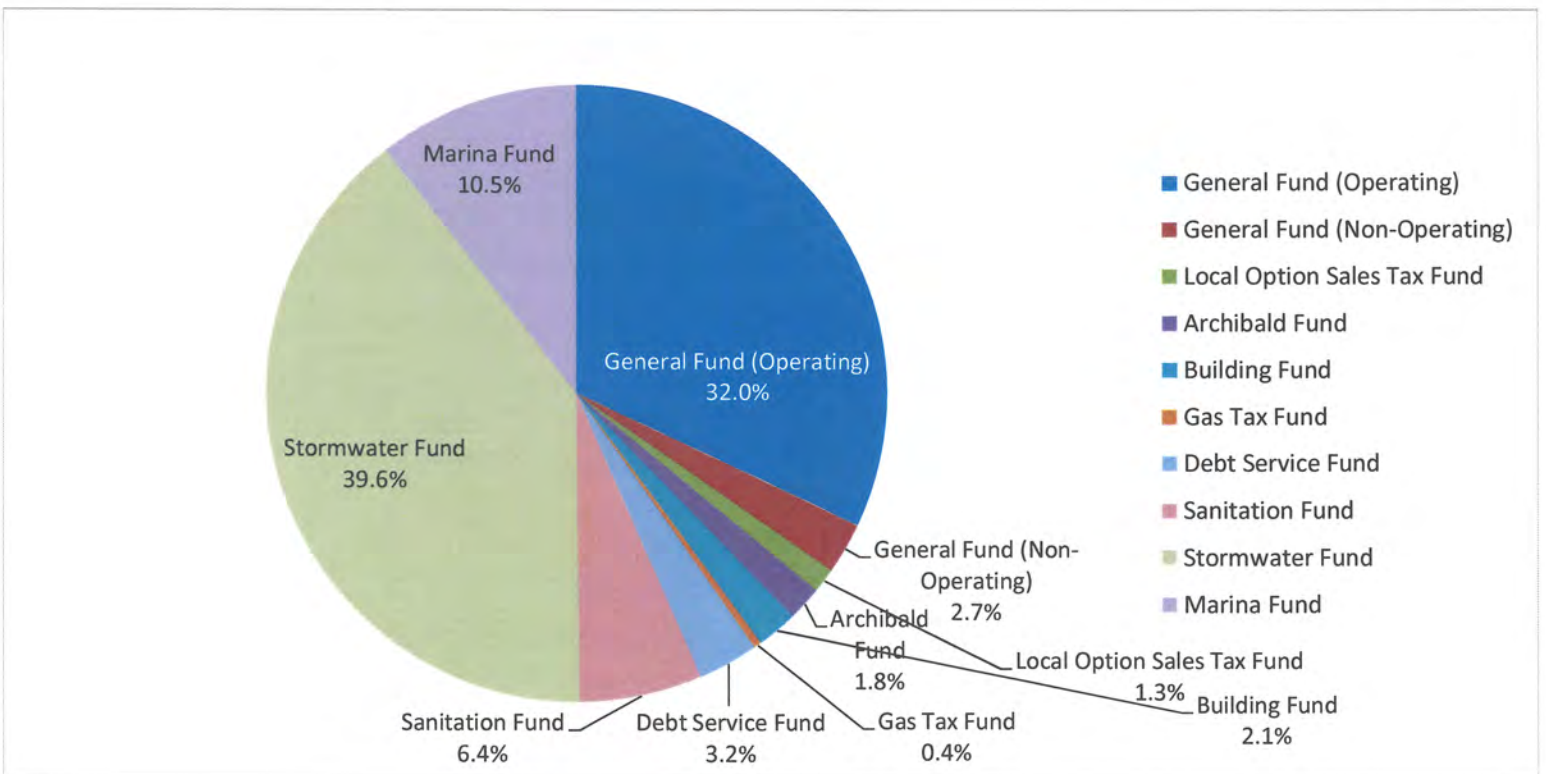
**Total Budgeted Revenue** **\$24,669,500**



## FY 2020 BUDGET SUMMARY: EXPENDITURES BY FUND

*Funding uses less transfers and fund balance appropriations*

Fund	FY 2020
General Fund (Operating)	7,539,300
General Fund (Non-Operating)	629,000
Local Option Sales Tax Fund	300,000
Archibald Fund	433,500
Building Fund	496,000
Gas Tax Fund	91,000
Debt Service Fund	741,900
Sanitation Fund	1,495,700
Stormwater Fund	9,318,800
Marina Fund	2,480,700
<b>Total Budgeted Expenditures</b>	<b>\$23,525,900</b>

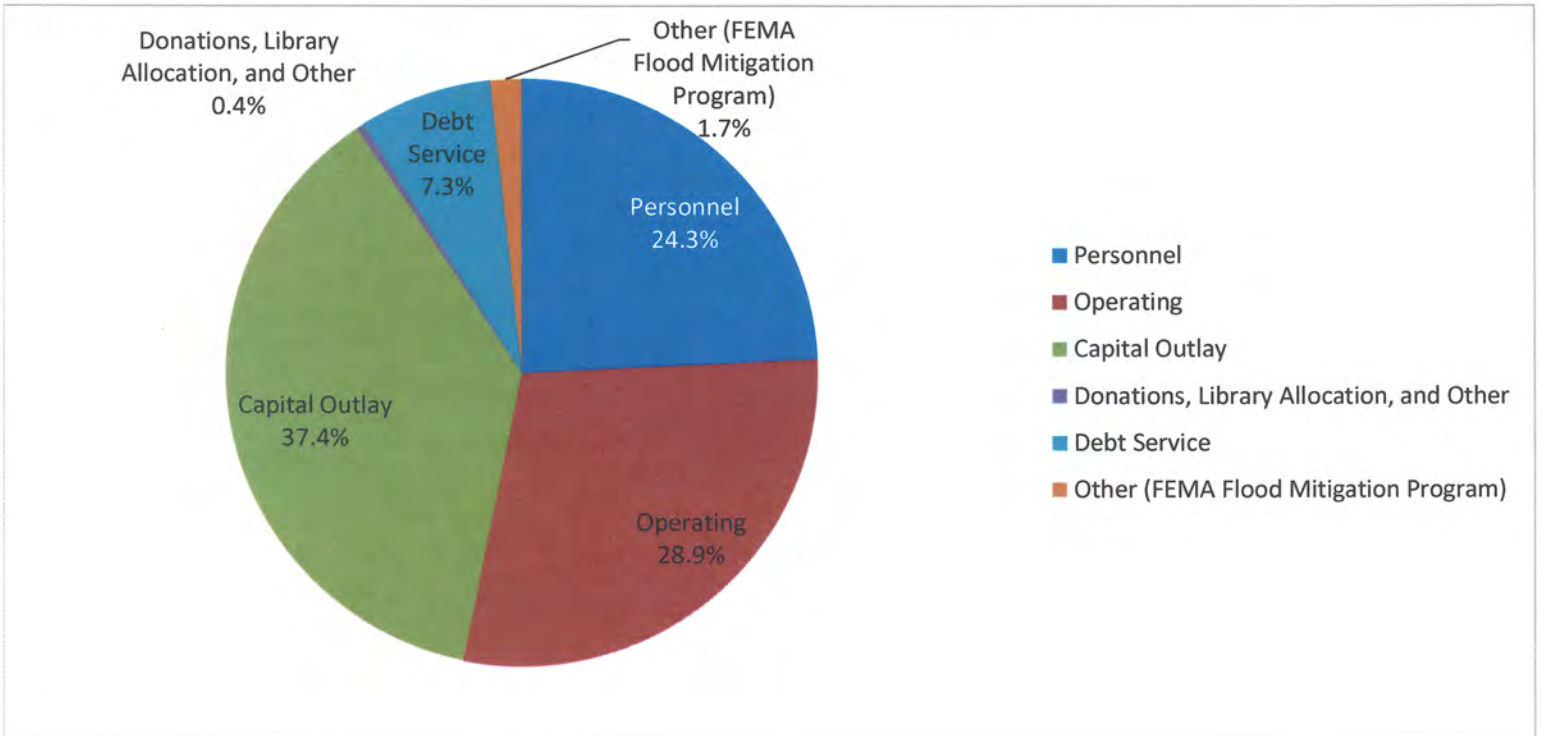


## FY 2020 BUDGET SUMMARY: EXPENDITURES BY CATEGORY

*Funding uses less transfers and fund balance appropriations*

Expenditure type	FY 2020
Personnel	5,705,900
Operating	6,804,100
Capital Outlay	8,803,000
Donations, Library Allocation, and Other	97,400
Debt Service	1,715,500
Other (FEMA Flood Mitigation Program)	400,000

**Total Budgeted Expenditures** **\$23,525,900**





**FY 2020 BUDGET  
GENERAL FUND**



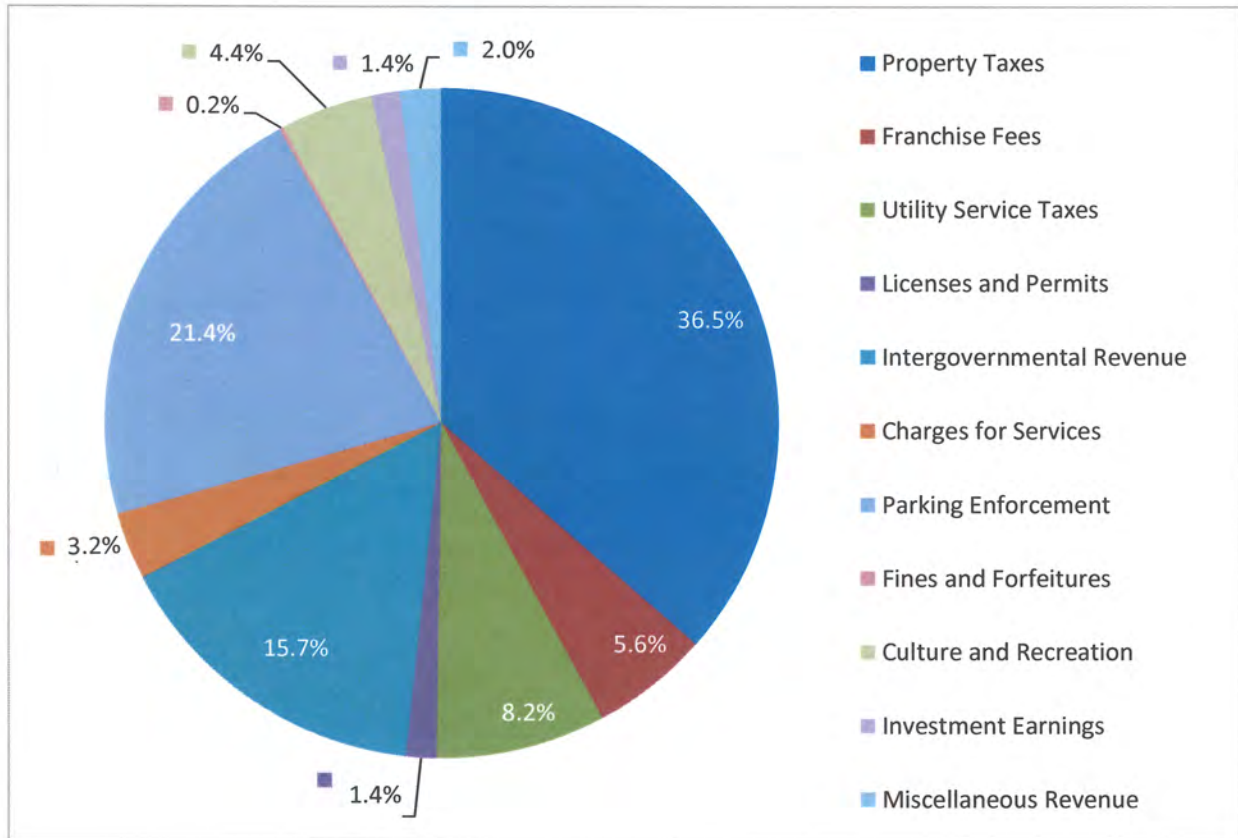




# GENERAL FUND

## OPERATING REVENUE

Property Taxes	36.5%	3,477,600
Franchise Fees	5.6%	528,100
Utility Service Taxes	8.2%	776,500
Licenses and Permits	1.4%	138,100
Intergovernmental Revenue	15.7%	1,504,300
Charges for Services	3.2%	307,000
Parking Enforcement	21.4%	2,042,900
Fines and Forfeitures	0.2%	20,000
Culture and Recreation	4.4%	414,300
Investment Earnings	1.4%	130,000
Miscellaneous Revenue	2.0%	188,100
<b>Total Operating Revenue</b>	<b>100.0%</b>	<b>\$9,526,900</b>

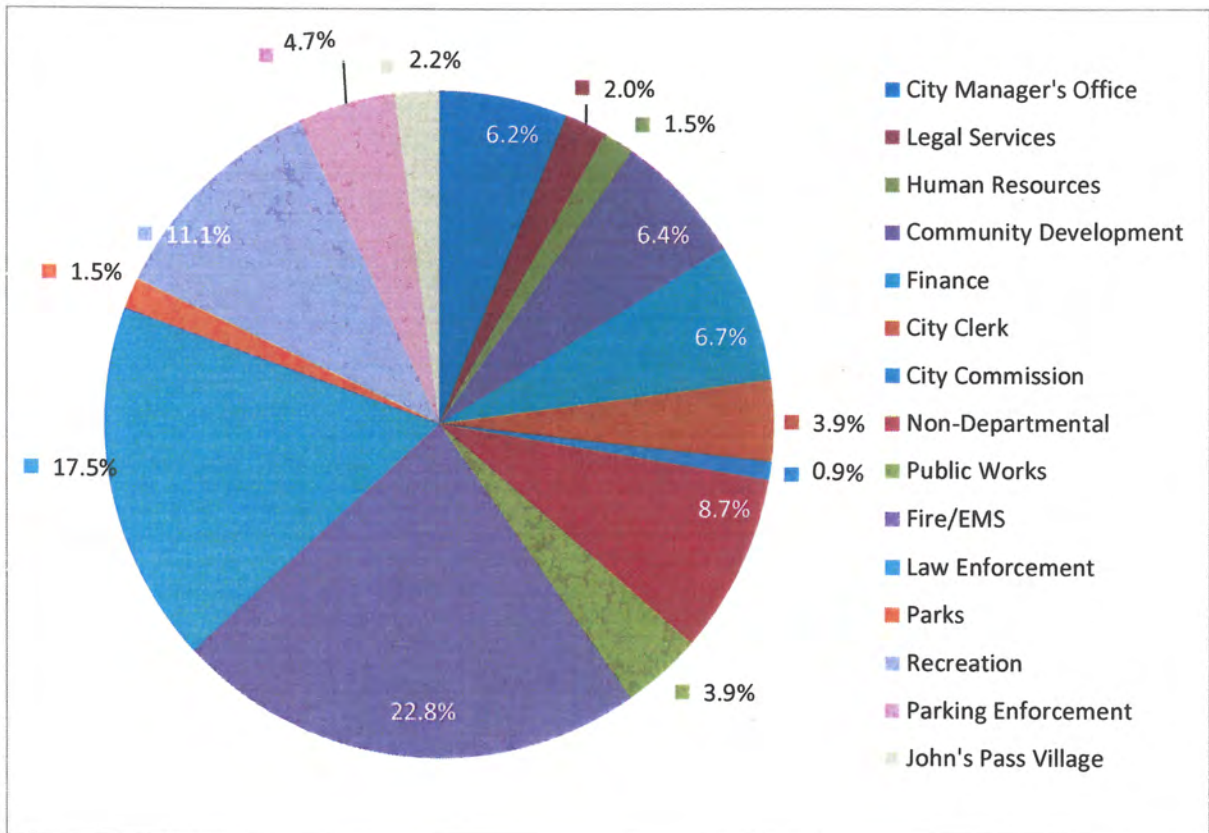




# GENERAL FUND

## OPERATING EXPENDITURES

City Manager's Office	6.2%	464,600
Legal Services	2.0%	154,000
Human Resources	1.5%	115,400
Community Development	6.4%	486,100
Finance	6.7%	508,700
City Clerk	3.9%	297,000
City Commission	0.9%	64,800
Non-Departmental	8.7%	656,600
Public Works	3.9%	294,400
Fire/EMS	22.8%	1,716,000
Law Enforcement	17.5%	1,317,000
Parks	1.5%	113,800
Recreation	11.1%	834,200
Parking Enforcement	4.7%	354,400
John's Pass Village	2.2%	162,300
<b>Total Operating Expenditures</b>	<b>100.0%</b>	<b>\$7,539,300</b>





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

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>Beginning available resources:</b>							
	Unassigned fund balance	5,493,842	5,493,842	4,160,068	3,273,992	1,587,042	
	Fund balance policy reconciliation	-	-	-	-	-	
	Florida building code net revenue	-	-	-	-	-	
	Est. FY 2019 operating revenue > revised budget	-	-	210,000	-	210,000	
	Est. FY 2019 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	790,419	1,723,291	-	1,500,000	-	
	<b>Total beginning available resources</b>	<b>\$ 6,284,261</b>	<b>\$ 7,217,133</b>	<b>\$ 4,880,068</b>	<b>\$ 4,773,992</b>	<b>\$ 2,107,042</b>	<b>-55.86%</b>
<b>Operating revenue:</b>							
<b>Property tax:</b>							
311.000	Ad valorem - current	2,255,465	2,444,466	2,631,800	2,631,800	3,477,600	32.14%
311.006	Ad valorem - delinquent	10,697	951	-	-	-	
311.0140	Ad valorem - tax certificates	39,036	37,757	-	-	-	
	<b>Total property taxes</b>	<b>2,305,198</b>	<b>2,483,174</b>	<b>2,631,800</b>	<b>2,631,800</b>	<b>3,477,600</b>	<b>32.14%</b>
<b>Franchise fees:</b>							
313.215	Electricity	484,387	521,428	489,300	489,300	522,300	6.74%
313.505	Gas	5,371	5,749	5,500	5,500	5,800	5.45%
	<b>Total franchise fees</b>	<b>489,758</b>	<b>527,177</b>	<b>494,800</b>	<b>494,800</b>	<b>528,100</b>	<b>6.73%</b>
<b>Utility service taxes:</b>							
314.1011	Electricity	607,355	628,932	608,300	608,300	630,500	3.65%
314.3011	Water	118,483	115,530	118,500	118,500	116,400	-1.77%
314.4011	Gas	4,120	4,625	4,400	4,400	4,600	4.55%
314.8011	Propane	21,547	25,657	21,800	21,800	25,000	14.68%
	<b>Total utility service taxes</b>	<b>751,504</b>	<b>774,744</b>	<b>753,000</b>	<b>753,000</b>	<b>776,500</b>	<b>3.12%</b>
<b>Licenses and permits:</b>							
321.010	Local business tax receipts	82,679	74,413	82,800	82,800	75,500	-8.82%
321.012	Contractor reciprocals	-	-	100	100	100	0.00%
322.009	Variance applications	4,700	2,900	-	-	-	
322.020	Building permits	-	-	-	-	-	
322.021	Re-inspection fees	-	-	-	-	-	
322.022	Fire inspection fees	4,780	8,100	20,000	20,000	10,000	-50.00%
322.023	Land development review	22,688	4,191	35,000	35,000	35,000	0.00%
322.024	Rental inspection	15,490	16,298	15,000	15,000	17,500	16.67%
	<b>Total licenses and permits</b>	<b>130,338</b>	<b>105,901</b>	<b>152,900</b>	<b>152,900</b>	<b>138,100</b>	<b>-9.68%</b>
<b>Intergovernmental revenue:</b>							
312.410	Local option gas tax	-	-	-	-	-	
315.2011	Communication services tax	244,521	243,902	240,000	240,000	242,000	0.83%
331.490	FDOT beautification program	50,000	-	-	-	-	
331.509	FEMA flood mitigation program	-	-	-	-	-	
335.120	State revenue sharing	158,715	159,793	160,300	160,300	161,300	0.62%
335.150	Alcoholic beverage licenses	20,697	4,956	20,700	20,700	18,000	-13.04%
335.180	Half cent sales tax	274,044	284,094	284,700	284,700	284,700	0.00%
335.230	Firefighters supplemental income	5,330	2,070	4,000	4,000	4,000	0.00%
335.490	Fuel tax refund	3,825	974	3,900	3,900	1,200	-69.23%
338.900	Pinellas County - EMS	398,358	443,585	445,700	445,700	503,900	13.06%
342.202	Fire protection - Redingtons	241,858	246,211	251,600	251,600	252,700	0.44%
342.904	FDOT maintenance agreements	65,006	36,334	36,000	36,000	36,500	1.39%
	<b>Total intergovernmental revenue</b>	<b>1,462,353</b>	<b>1,421,918</b>	<b>1,446,900</b>	<b>1,446,900</b>	<b>1,504,300</b>	<b>3.97%</b>

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

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>Charges for services:</b>							
347.597	Beach walkover chair rental agreement	14,167	15,000	12,000	12,000	12,000	0.00%
389.400	Administrative services allocation	275,700	275,700	295,000	295,000	295,000	0.00%
	Total charges for service	<b>289,867</b>	<b>290,700</b>	<b>307,000</b>	<b>307,000</b>	<b>307,000</b>	<b>0.00%</b>
<b>Parking enforcement:</b>							
344.502	Parking meters - John's Pass Village	268,672	248,808	276,800	276,800	255,200	-7.80%
344.504	Parking meters - John's Pass Park	364,839	389,903	375,700	375,700	400,700	6.65%
344.506	Non-resident parking permits	21,849	25,730	22,000	22,000	40,000	81.82%
344.507	Parking meters - Village Blvd.	843,216	775,396	851,700	851,700	785,000	-7.83%
344.510	Parking meters - misc. lots (& 134th)	84,630	94,803	89,900	89,900	97,400	8.34%
351.112	Parking fines	149,103	83,008	93,500	93,500	85,000	-9.09%
111.127	Parking Revenue Committed to Debl	-	119,181	-	-	379,600	
	Total parking enforcement	<b>1,732,309</b>	<b>1,736,829</b>	<b>1,709,600</b>	<b>1,709,600</b>	<b>2,042,900</b>	<b>19.50%</b>
<b>Fines and forfeitures:</b>							
351.111	Ordinance violations	11,182	7,854	10,000	10,000	10,000	0.00%
359.091	Code enforcement	12,021	3,299	15,000	15,000	10,000	-33.33%
	Total fines and forfeitures	<b>23,202</b>	<b>11,153</b>	<b>25,000</b>	<b>25,000</b>	<b>20,000</b>	<b>-20.00%</b>
<b>Culture and recreation:</b>							
347.210	Activity registration	20,225	19,608	20,400	20,400	22,000	7.84%
347.211	Softball registration	-	-	-	-	-	
347.220	After school program	92,095	114,051	93,900	93,900	110,000	17.15%
347.221	Summer program	84,430	94,349	85,300	85,300	85,300	0.00%
347.222	Field rentals	23,825	24,604	24,100	24,100	30,000	24.48%
347.224	Sponsorships	9,059	16,497	9,000	9,000	10,000	11.11%
347.227	Little League	51,998	55,792	45,000	45,000	50,000	11.11%
347.228	Adult leagues	17,440	17,845	15,000	15,000	14,000	-6.67%
347.229	Youth leagues	19,088	28,585	19,300	19,300	23,000	19.17%
362.003	Facility rentals - cost recovery	4,647	5,669	5,000	5,000	5,000	0.00%
362.004	Facility rental fees	42,940	29,917	30,000	30,000	30,000	0.00%
369.386	Special event fees	54,811	40,247	35,000	35,000	35,000	0.00%
	Total culture and recreation	<b>420,557</b>	<b>447,163</b>	<b>382,000</b>	<b>382,000</b>	<b>414,300</b>	<b>8.46%</b>
<b>Investment earnings:</b>							
361.100	Interest earnings	64,666	69,866	45,000	45,000	130,000	188.89%
	Total investment earnings	<b>64,666</b>	<b>69,866</b>	<b>45,000</b>	<b>45,000</b>	<b>130,000</b>	<b>188.89%</b>
<b>Miscellaneous revenue:</b>							
341.901	Election qualifying fees	775	529	100	100	500	400.00%
347.290	Vending machine	-	-	-	-	-	
362.005	Storage rental - Beach Masonizing	336	336	300	300	500	66.67%
362.013	Rent - Tango Bay	107,861	110,831	113,600	113,600	118,100	3.96%
362.587	Rent - cell tower	52,142	53,535	52,700	52,700	54,100	2.66%
364.411	Sale of equipment	-	-	-	-	-	
366.366	Donations	1,173	1,070	-	-	-	
366.368	John's Pass Village donations	100	730	-	-	-	
369.369	Miscellaneous	9,834	13,557	-	-	-	
369.370	Copy charges	1,092	739	1,000	1,000	1,000	0.00%
369.374	Notary services	380	275	400	400	400	0.00%
369.376	Lawn maintenance - Library	-	-	-	-	-	
369.379	Refund prior year expenses	43,729	17,553	-	-	-	
369.381	Sales tax collection allowance	587	611	-	-	-	
369.382	Lien searches	9,450	10,900	5,000	5,000	8,000	60.00%
369.390	CPR training	75	250	-	-	-	
369.391	Civil review fees	2,645	3,584	2,700	2,700	3,000	11.11%
369.392	Purchase card rebate	2,863	1,744	2,900	2,900	2,500	-13.79%
369.393	Credit card fee	1,908	2,915	-	-	-	
	Total miscellaneous revenue	<b>234,951</b>	<b>219,161</b>	<b>178,700</b>	<b>178,700</b>	<b>188,100</b>	<b>5.26%</b>
<b>Total operating revenue</b>		<b>\$ 7,904,704</b>	<b>\$ 8,087,787</b>	<b>\$ 8,126,700</b>	<b>\$ 8,126,700</b>	<b>\$ 9,526,900</b>	<b>17.23%</b>

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

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>Non-operating funding sources:</b>							
331.490	FDOT beautification capital outlay reimbursement	-	-	-	-	-	
331.508	Assistance to Firefighters (AFG) grant award	-	40,053	-	-	-	
331.509	FEMA flood mitigation program	555,772	150,141	500,000	500,000	400,000	-20.00%
335.130	State appropriation	349,835	-	-	-	-	
337.092	FRDAP recreation equipment grant	-	-	-	-	-	
	Transfer from Archibald Fund	-	-	191,800	191,800	-	-100.00%
	Transfer from Building Fund	-	-	89,400	89,400	92,200	3.13%
381.404	Transfer from Stormwater Fund	55,000	-	-	-	-	
381.405	Repayment from Marina Fund (Docks)	58,369	83,092	67,400	67,400	67,400	0.00%
381.405	Repayment from Marina Fund (Ship Store)	14,441	13,204	29,000	29,000	29,000	0.00%
381.777	Boating improvement grant award	-	-	-	-	-	
381.888	Pinellas Co. Gulf Blvd. improvements funding schedule	558,920	-	659,900	659,900	-	-100.00%
364.411	Proceeds from sale of capital assets	627,685	3,960	-	-	-	
389.4	Debt Proceeds	-	1,297,000	-	-	-	
393.991	BP lawsuit settlement - committed fund balance	-	-	271,600	271,600	-	-100.00%
<b>Total non-operating funding sources</b>		<b>\$ 2,220,022</b>	<b>\$ 1,587,450</b>	<b>\$ 1,809,100</b>	<b>\$ 1,809,100</b>	<b>\$ 588,600</b>	<b>-67.48%</b>
<b>Total funding sources</b>		<b>\$ 10,124,726</b>	<b>\$ 9,675,237</b>	<b>\$ 9,935,800</b>	<b>\$ 9,935,800</b>	<b>\$ 10,115,500</b>	<b>1.81%</b>
<b>Operating expenditures by department:</b>							
	City Manager	748,628	526,350	569,900	569,900	464,600	-18.48%
	Legal Services	-	-	149,000	149,000	154,000	
	Human Resources	-	-	-	-	115,400	
	Community Development	285,197	246,828	422,200	490,157	486,100	-0.83%
	Finance	459,539	488,691	466,800	469,300	508,700	8.40%
	City Clerk	431,699	409,157	285,800	288,300	297,000	3.02%
	City Commission	-	-	66,000	66,000	64,800	-1.82%
	Non-Departmental	484,400	630,568	596,900	620,377	656,600	5.84%
	Public Works	254,933	246,777	335,100	335,100	294,400	-12.15%
	Fire / EMS	1,422,630	1,544,404	1,636,800	1,636,800	1,716,000	4.84%
	Law Enforcement	1,208,320	1,239,364	1,276,600	1,276,600	1,317,000	3.16%
	Parks	127,132	113,662	111,200	111,200	113,800	2.34%
	Recreation	788,770	738,769	903,000	903,000	834,200	-7.62%
	Parking Enforcement	259,651	284,300	319,500	329,223	354,400	7.65%
	John's Pass Village	129,680	129,749	162,300	162,790	162,300	-0.30%
<b>Total operating expenditures</b>		<b>\$ 6,600,580</b>	<b>\$ 6,598,620</b>	<b>\$ 7,301,100</b>	<b>\$ 7,407,747</b>	<b>\$ 7,539,300</b>	<b>1.78%</b>
<b>Non-operating funding uses:</b>							
	Capital improvements and vehicle replacements	656,663	248,257	696,600	3,816,303	229,000	-94.00%
	Debt service, 2013 revenue bond (transfer to D.S. Fund)	494,369	299,113	495,700	495,700	298,200	-39.84%
	Debt service, 2014 revenue bond (transfer to D.S. Fund)	1,225,443	1,916,698	344,100	344,100	0	-100.00%
	Debt service, 2018 revenue bond (transfer to D.S. Fund)	-	-	-	-	344,900	
	Debt service, 2019 revenue bond (transfer to Storm Fund)	-	-	-	-	372,600	
	Marina interfund Loan principal applied	58,369	83,092	-	-	-	
	Cost of issuance, 2014 revenue bond	-	32,754	-	-	-	
	FEMA flood mitigation program	605,394	127,950	500,000	500,000	400,000	-20.00%
	Appropriation to Debt Service Fund committed balance	-	-	279,500	279,500	279,500	0.00%
	Appropriation to General Fund committed balance	-	-	279,400	279,400	0	-100.00%
<b>Total non-operating funding uses</b>		<b>\$ 3,040,238</b>	<b>\$ 2,707,863</b>	<b>\$ 2,595,300</b>	<b>\$ 5,715,003</b>	<b>\$ 1,924,200</b>	<b>-66.33%</b>
<b>Total funding uses</b>		<b>\$ 9,640,818</b>	<b>\$ 9,306,483</b>	<b>\$ 9,896,400</b>	<b>\$ 13,122,750</b>	<b>\$ 9,463,500</b>	<b>-27.88%</b>
<b>Adjustments:</b>							
	Outstanding encumbrances	(275,473)	(2,982,519)	-	-	-	
	Nonspendable	(932,373)	(877,253)	-	-	-	
	Restricted	-	-	-	-	-	
	Committed	-	-	-	-	-	
	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>\$ 5,108,200</b>	<b>\$ 3,273,992</b>	<b>\$ 4,719,468</b>	<b>\$ 1,587,042</b>	<b>\$ 2,759,044</b>	<b>73.85%</b>
<b>Available balance as percent of operating expenditures</b>		<b>88.0%</b>	<b>49.6%</b>	<b>64.6%</b>	<b>21.4%</b>	<b>36.6%</b>	





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.

### DEPARTMENT INITIATIVES FOR 2020 BUDGET YEAR

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

- **Objective 1:** Attract, test and certify qualified applicants fairly and equitably to ensure compliance with all federal, state and local regulations.
- **Objective 2:** Develop mandatory supervisory and professional development training programs for current and new employees to deal with the evolving workforce.
- **Objective 3:** Develop and implement an electronic and automated personnel-action processing system.
- **Objective 4:** Institute a merit-based performance evaluation system to reward employees based on performance with quantifiable measurements to determine overall performance.

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

- **Objective 1:** Continue to publish the City Manager's Report external newsletter, allowing staff to highlight their work and learn about other departments' initiatives and successes monthly.
- **Objective 2:** Develop a new preview and recap e-notification that goes out regularly to subscribers and highlights previews and recaps of Board of Commissioners meetings and actions.
- **Objective 3:** Refresh home page on the city's website with daily news highlights and a regularly updated calendar of events.
- **Objective 4:** Ensure all signage, vehicles, clothing, etc. employs consistent implementation of the logo and brand.
- **Objective 5:** Creation of "Welcome to the Neighborhood" material for local restate offices to provide to future residents to highlight programs and services from the city.

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

- **Objective 1:** Inform the Board of Commissioners quarterly of fiscal opportunities to reduce costs, increase revenues and refinance long-term debt to reduce some long-term debt obligations.
- **Objective 2:** Find fiscal solutions to mitigate any long-term increases associated with service levels. Maintain and improve the existing level of service through operational efficiencies and cost-saving measures.
- **Objective 3:** Conduct operational audits and fiscal audits when deemed appropriate to identify operational efficiencies and cost containment strategies to ensure long-term fiscal sustainability.

## DEPARTMENT INITIATIVES FOR 2020 BUDGET YEAR

- **Objective 4:** The city will take a leadership role in encouraging sustainable procurement practices that are intended to be a model for smart fiscal policies and encourage local participation in local business growth.
- **Objective 5:** Attain the Government Finance Officers Association (GFOA) Distinguished Budget Award for FY 2020.

### **GOAL: GROWTH MANAGEMENT**

- **Objective 1:** Educate residents about the land development regulations.
- **Objective 2:** Implement impact fee(s) for development with the city.
- **Objective 3:** Protect and preserve the community's eclectic nature by promoting smart and responsible growth.
- **Objective 4:** Work with staff to research and promote alternative transportation options intended to safeguard against adverse environmental impacts.

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

- **Objective 1:** Continually modify the city's Emergency Operation Plan (EOP) to ensure compliance with all local, state and federal authorities and agencies.
- **Objective 2:** Develop policies that nurture a diverse and stable local economy that supports residents', businesses' and visitors' basic needs.
- **Objective 3:** Encourage residents, businesses and visitors to recognize that they share the local ecosystem with other living things that warrant respect and responsible stewardship, and the city will continue to develop public policy that accounts for this objective.
- **Objective 4:** Install generators at both facilities, the City Center and the recreation Complex, to ensure pre-and post-disaster recovery in the event of an activation.

# CITY MANAGER'S OFFICE

## SUMMARY

	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ADOPTED</b>	<b>FY 2019 REVISED</b>	<b>FY 2020 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
PERSONNEL	334,238	260,922	416,200	416,200	341,800
OPERATING	408,390	260,429	149,700	149,700	118,800
CAPITAL	-	-	-	-	-
DONATIONS	5,000	5,000	4,000	4,000	4,000
<b>TOTAL</b>	<b>\$747,628</b>	<b>\$526,351</b>	<b>\$569,900</b>	<b>\$569,900</b>	<b>\$464,600</b>
<b><u>FUNDING SOURCE:</u></b>					
GENERAL FUND	\$747,628	\$526,351	\$569,900	\$569,900	\$464,600

### **FY 2020 Budget Modifications**

- HR Coordinator position will moved to new Human Resources Department.

### **Capital Budget**

- There is no capital purchases budgeted for FY 2020.

## CITY MANAGER'S OFFICE (001.1000)

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>							
1200	Salaries & Wages	266,092	198,620	317,800	317,800	261,800	-17.62%
1400	Overtime	2,650	728	-	-	-	
2100	Social Security	15,655	15,546	24,400	24,400	19,200	-21.31%
2203	ICMA 401(a) Plan	22,772	16,839	33,100	33,100	29,500	-10.88%
2206	FRS - DROP	3,113	5,344				
2300	Group Insurance	22,875	23,064	40,100	40,100	30,800	-23.19%
2400	Worker's Compensation	1,081	781	800	800	500	-37.50%
	Subtotal Personnel	334,238	260,922	416,200	416,200	341,800	-17.88%
<b>OPERATING:</b>							
3100	Professional Services	23,015	7,443	-	-	12,000	
3101	City Attorney - Retainer	67,600	80,400	-	-	-	
3102	City Attorney - Non-Retainer	87,109	40,567	-	-	-	
3103	Other Legal Expenses	139,249	13,844	-	-	-	
3105	Legal - Labor Attorney	546	2,180	-	-	-	
3135	Pre-Employment Services	-	144	3,500	3,500	-	-100.00%
3400	Other Contractual Services	48,466	52,326	63,800	63,800	48,000	-24.76%
4000	Travel and Training	3,239	15,777	11,500	11,500	11,500	0.00%
4001	Auto Allowance	4,401	3,675	6,000	6,000	6,000	0.00%
4110	Cellular Telephone	246	2,241	1,100	1,100	1,400	27.27%
4200	Postage	226	98	1,000	1,000	1,000	0.00%
4640	Maintenance - Other Equipment			11,500	11,500	-	-100.00%
4700	Print & Reproduction	4,052	798	15,500	15,500	7,600	-50.97%
4800	Promotions & Public Relations	26,041	24,485	25,000	25,000	20,000	-20.00%
4900	Other Current Charges			-	-	-	
5100	Office Supplies	2,426	10,227	5,000	5,000	5,000	0.00%
5200	Uniforms	130	584	500	500	500	0.00%
5210	Departmental Supplies		2,511	-	-	-	
5420	Dues & Subscriptions	1,643	3,129	5,300	5,300	5,800	9.43%
	Subtotal Operating	408,390	260,429	149,700	149,700	118,800	-20.64%
<b>CAPITAL:</b>							
6400	Capital equipment	-	-	-	-	-	
	Subtotal Capital Outlay	-	-	-	-	-	
<b>DONATIONS:</b>							
8400	Chamber of Commerce	6,000	5,000	4,000	4,000	4,000	0.00%
	Subtotal Donations	6,000	5,000	4,000	4,000	4,000	0.00%
	<b>TOTAL CITY MANAGER'S OFFICE</b>	<b>\$748,628</b>	<b>\$526,351</b>	<b>\$569,900</b>	<b>569,900</b>	<b>\$464,600</b>	<b>-18.48%</b>

## CITY MANAGER'S OFFICE (001.1000)

CODE	ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>			
1200	Salaries & Wages	261,800	Staff wages
			Overtime as authorized by the City Manager for the Executive Office
1400	Overtime	-	Manager
2100	Social Security	19,200	FICA contributions at 7.65% of salary
			City contribution to City Manager's retirement at 12% of salary per contract;
2203	ICMA 401(a) Plan	29,500	staff retirement at 9% of salary
2300	Group Insurance	30,800	Medical, dental, life and long-term disability coverage
2400	Worker's Compensation	500	Worker's compensation insurance costs per quoted estimate
	<b>Subtotal Personnel</b>	<b>341,800</b>	
<b>OPERATING:</b>			
3100	Professional Services	12,000	Marketing, editing, and survey 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
			Estimated legal expenditures as incurred for union negotiations, and
3105	Legal - Labor Attorney	-	personnel management issues
3135	Pre-Employment Services	-	Background screening, physicals and drug screens for new hires
3400	Other Contractual Services	48,000	State lobbying services
4000	Travel and Training	11,500	City Manager training per contract and support staff training
4001	Auto Allowance	6,000	City Manager's automobile allowance per contract (\$500/month)
			Verizon Wireless service contract and/or reimbursement of personal phone
4110	Cellular Telephone	1,400	use
4200	Postage	1,000	Quarterly newsletter and other general correspondence
4640	Maintenance - Other Equipment	-	Commission Chambers audio/visual service (was in Clerk's budget)
4700	Print & Reproduction	7,600	Promotional material and mailing
			Discretionary special event, promotion, donation expenditures as approved
4800	Promotions & Public Relations	20,000	by City Manager
5100	Office Supplies	5,000	Office supplies and furnishings
5200	Uniforms	500	Work shirts requested for PIO and office volunteers
			Professional membership fees for support staff and the City Manager,
5420	Dues & Subscriptions	5,800	including ICMA per contract and civic organizations
	<b>Subtotal Operating</b>	<b>118,800</b>	
<b>CAPITAL:</b>			
6400	Capital Equipment	-	
	<b>Subtotal Capital Outlay</b>	<b>-</b>	
<b>DONATIONS:</b>			
8400	Chamber of Commerce	4,000	Treasure Island & Madeira Beach Chamber of Commerce contribution (\$2,000); Tampa Bay Chamber (\$2,000)
	<b>Subtotal Donations</b>	<b>4,000</b>	
<b>TOTAL CITY MANAGER'S OFFICE</b>		<b>\$464,600</b>	

## CITY MANAGER'S OFFICE

### FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
City Manager	1.00	1.00	1.00	1.00
Executive Office Manager	1.00	1.00	0.00	0.00
Executive Assistant	0.00	0.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00	0.00
HR Coordinator	0.00	0.00	1.00	0.00
Public information Specialist	0.00	1.00	1.00	1.00
Volunteer Coordinator	0.50	0.00	0.00	0.00
Total Funded Positions	2.50	3.00	4.00	3.00



## 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 FY2020 Budget Year**

Contractual Agreement – Department initiatives are not applicable



# LEGAL SERVICES

## SUMMARY

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<u>EXPENDITURES:</u>					
OPERATING	-	-	149,000	149,000	154,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$149,000</b>	<b>\$149,000</b>	<b>\$154,000</b>
<u>FUNDING SOURCE:</u>					
GENERAL FUND	\$0	\$0	\$149,000	\$149,000	\$154,000

### **FY 2020 Budget Modifications**

- For the FY 2020 Budget, the City Attorney - Non-Retainer account will be budgeted at \$25,000. The Other Legal Expenses account will be increased by \$15,000 to \$35,000 for the Land Use Attorney.

### **Capital Budget**

- There is no capital purchases budgeted for FY 2020.

## LEGAL SERVICES (001.1020)

CODE ACCOUNT TITLE	FY 2107 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>OPERATING:</b>						
3101 City Attorney - Retainer	-	-	84,000	84,000	84,000	0.00%
3102 City Attorney - Non-Retainer			40,000	40,000	25,000	-37.50%
3103 Other Legal Services			20,000	20,000	35,000	75.00%
3410 Legal - Labor Attorney	-	-	5,000	5,000	10,000	100.00%
Subtotal Operating	-	-	149,000	149,000	154,000	3.36%
<b>TOTAL LEGAL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$149,000</b>	<b>\$149,000</b>	<b>\$154,000</b>	<b>3.36%</b>

**LEGAL SERVICES (001.1020)**

<b>CODE</b>	<b>ACCOUNT TITLE</b>	<b>FY 2020 BUDGET</b>	<b>DESCRIPTION</b>
<b>OPERATING:</b>			
3101	City Attorney - Retainer	84,000	City Attorney recurring legal fees
3102	City Attorney - Retainer	25,000	Estimated City Attorney legal expenditures in addition to retainer agreement
3103	Other Legal Expenses	35,000	Estimated legal expenditures for Land Use Attorney
3105	Legal - Labor Attorney	10,000	Estimated legal expenditures as incurred for union negotiations and personnel management issues
	Subtotal Operating	154,000	
	<b>TOTAL LEGAL SERVICES</b>	<b>\$154,000</b>	



The City of Madeira Beach Human Resources Department provides oversight of all human resource transactions within the City, including job announcements, job placement, onboarding, payroll administration, benefits and retirement. The services provided by the Human Resources Department are as follows:

### **Department Initiatives for FY2020 Budget Year**

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

- **Objective 1:** Continue to look for ways to savings opportunities for the City on cell phone usage and providing for the best equipment and services for staff.
- **Objective 2:** Add a time and attendance software to replace the manual punch clocks and outdated procedures for process timecards and payroll. Determining which type of log in processes will work the best for employees out in the field, either facial recognition, finger stamp or possibly a phone app which has GPS ability to track where the signing occurred.
- **Objective 2:** Develop a procedure and design a form that can be uploaded to the website for public lien requests and online payments.
- **Objective 3:** Add self-service tools to our current Human Resources software that will enable prospective employees and employees to complete necessary tasks online such as applications, benefits, retirement themselves. Giving them more access to their own information and also speeding up the processes.

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

- **Objective 1:** Work with the civil service committee to design and create a matrix for determining merit eligibility for employees through evaluations and training opportunities.
- **Objective 2:** Provide for more online webinars and training for staff to become more proficient in their jobs, better educated and to provide continual learning opportunities for employees to learn and grow.
- **Objective 3:** Develop better ways of communication between staff and leadership.
- **Objective 4:** Provide educations opportunities to allow for internships from local educational institutions for students to obtain mentoring, on-the-job training, and college service credits, etc. all while helping the city.
- **Objective 5:** Develop a high school student internship program for students who need volunteer hours for high school or college.

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

- **Objective 1:** Continue to build and grow the Wellness Programs that the City already offers employees. Create more opportunities for staff to become involved with the program and assisting with developing new and fun ways to promote healthy lifestyles.
- **Objective 2:** Provide safety and educational opportunities to enhance the safety and wellbeing of our employees.

# HUMAN RESOURCES

## SUMMARY

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<b>EXPENDITURES:</b>					
PERSONNEL	-	-	-	-	83,600
OPERATING	-	-	-	-	31,800
CAPITAL					11,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>126,400</b>
<b>FUNDING SOURCE:</b>					
GENERAL FUND	\$0	\$0	\$0	\$0	\$126,400

### **FY 2020 Budget Modifications**

• For the FY 2020 Budget, Human Resources will be a separate department. In FY 2019, Human Resources was in the City Manager's Office budget.

### **Capital Budget**

• There is \$11,000 allocated for Capital Equipment for FY 2020 for Human Resources which is for a new Flex HR/Payroll upgrade.

## HUMAN RESOURCES (001.1030)

CODE ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>						
1200 Salaries & Wages	-	-	-	-	62,900	
1400 Overtime	-	-	-	-	-	
2100 Social Security	-	-	-	-	4,800	
2203 ICMA 401(a) Plan	-	-	-	-	5,700	
2300 Group Insurance	-	-	-	-	10,000	
2400 Worker's Compensation	-	-	-	-	200	
Subtotal Personnel	-	-	-	-	83,600	
<b>OPERATING:</b>						
3121 Computer Software & Support	-	-	-	-	15,800	
3135 Employee Physicals/Drug Screening	-	-	-	-	3,000	
3136 Criminal Records Check	-	-	-	-	2,500	
3400 Other Contractual Services	-	-	-	-	2,900	
4000 Travel and Training	-	-	-	-	3,000	
4110 Cellular Telephone	-	-	-	-	300	
4700 Print & Reproduction	-	-	-	-	1,000	
4800 Promotions & Public Relations	-	-	-	-	1,000	
4900 Other Current Charges	-	-	-	-	1,000	
5100 Office Supplies	-	-	-	-	1,000	
5200 Uniforms	-	-	-	-	-	
5210 Departmental Supplies	-	-	-	-	-	
5420 Dues & Subscriptions	-	-	-	-	300	
Subtotal Operating	-	-	-	-	31,800	
<b>CAPITAL:</b>						
6400 Capital Equipment	-	-	-	-	11,000	
Subtotal Capital Outlay	-	-	-	-	11,000	
<b>TOTAL HUMAN RESOURCES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>126,400</b>	

## HUMAN RESOURCES (001.1100)

CODE ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>		
1200 Salaries & Wages	62,900	Staff wages
2100 Social Security	4,800	FICA contributions at 7.65% of salary
2203 ICMA 401(a) Plan	5,700	City contribution to staff retirement at 9% of salary
2300 Group Insurance	10,000	Medical, dental, life and long-term disability coverage
2400 Worker's Compensation	200	Worker's compensation insurance costs per quoted estimate
<b>Subtotal Personnel</b>	<b>83,600</b>	
<b>OPERATING:</b>		
3121 Computer Software & Support	15,800	HR software, Paychex Services, and FSA Admin. Services
3125 Employee Physicals/Drug Screening	3,000	To be re-distributed to each relevant department
3136 Criminal Records Check	2,500	To be re-distributed to each relevant department
3400 Other Contractual Services	2,900	New SMARSH App for cell phone archiving
4000 Travel and Training	3,000	HR Florida Conference and Expo, Webinars, and one-day Trainings
4110 Cellular Telephone	300	HR on-call
4700 Print & Reproduction	1,000	Job Board Advertisements
4800 Promotions & Public Relations	1,000	New employee onboarding and City promotional materials
4900 Other Current Charges	1,000	Wellness fair and other wellness activities throughout the year
5100 Office Supplies	1,000	General office files, folders, and desk supplies
5200 Uniforms	-	
5210 Departmental Supplies	-	
5420 Dues & Subscriptions	300	SHRM & Suncoast HR annual memberships
<b>Subtotal Operating</b>	<b>31,800</b>	
<b>CAPITAL:</b>		
6400 Capital Equipment	11,000	New Flex HR/Payroll Upgrade
<b>Subtotal Capital Outlay</b>	<b>11,000</b>	
<b>TOTAL HUMAN RESOURCES</b>	<b>126,400</b>	



# HUMAN RESOURCES

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
HR Coordinator	0.00	0.00	0.00	1.00
Total Funded Positions	0.00	0.00	0.00	1.00



## COMMUNITY DEVELOPMENT DEPARTMENT

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 Licensing, floodplain management and shared responsibility for the management of code compliance. It is directed by the Community Development 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 plans 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 of 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 staff provides staff support to the Board of City 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 2020 Budget Year**

#### **GOAL: INFRASTRUCTURE**

- Objective 1: Automate communications and fee collection within existing IT framework
- Objective 2: Implement ArcGIS mapping and statistical analysis in planning process
- Objective 3: Update files and file management procedures to mirror site plan procedures
- Objective 4: Collaborate with Building Department to integrate records and GIS
- Objective 5: Develop formal procedures for site plan application/review with owners/agents

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

- Objective 1: Coordinate improvements to fee accounting/collection with Finance Department
- Objective 2: Support automation or billing and fee collection through IT development.
- Objective 3: Coordinate Community Rating System Reporting and program management
- Objective 4: Evaluate CRS point opportunities and recommend ordinances as appropriate

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

- Objective 1: Manage Johns Pass Village redevelopment planning processes.
- Objective 2: Begin design/policy development for Gulf Blvd. commercial corridor.
- Objective 3: Prepare policy amendments and associated graphics for public hearing process
- Objective 4: Update the Comprehensive Plan for polity update, CIP and Levels of service
- Objective 5: Create city mapping and land use analysis program with ArcGIS
- Objective 6: Coordinate with FRCI to complete impact fee and planning analysis

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

- Objective 1: Provide updated training on the use of ArcGIS for Community staff.
- Objective 2: Mentor train employees for floodplain management certification

- Objective 3: Provide support for staff certification requirements

**GOAL: TRANSPORTATION MOBILITY**

- Objective 1: Develop transportation mobility policy for in cooperation with FRCI.
- Objective 2: Update parking design and mobility design standards for LDRs.
- Objective 3: Coordinate the staging of construction related infrastructure improvements interdepartmentally and with the public

**Safe and Healthy Living Goal:**

- Objective 1: Complete evaluate recreation levels of service and propose policy amendments.
- Objective 2: Include integration of public health goals to the development of transportation mobility plans.
- Objective 3: Evaluate LDRs and propose policy as needed to address Crime Prevention Through Environmental Design (CPTED) standards in site plan review

**Internal and External Communication Goal:**

- Objective 1: Represent the City on Countywide, Statewide and Regional committees and task
- Objective 2: Provide staff support to Board of Commissioner representative to TBRPC/ABM
- Objective 3: Provide community guidance through amended development review processes
- Objective 4: Update NFIP related forms and procedures for community dissemination
- Objective 5: Coordinate on-going communication and reporting with FEMA regarding program enhancement and CRS classification.
- Objective 6: Initiate interactive procedures for public planning process.

# COMMUNITY DEVELOPMENT

## SUMMARY

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<b>EXPENDITURES:</b>					
PERSONNEL	68,820	101,277	261,400	261,400	240,200
OPERATING	216,378	145,552	160,800	228,757	245,900
CAPITAL	-	-	-	-	-
OTHER	605,394	127,950	500,000	500,000	400,000
<b>TOTAL</b>	<b>\$890,592</b>	<b>\$374,778</b>	<b>\$922,200</b>	<b>\$990,157</b>	<b>\$886,100</b>
<b>FUNDING SOURCE:</b>					
GENERAL FUND	\$890,592	\$374,778	\$922,200	\$990,157	\$886,100

### **FY 2020 Budget Modifications**

- Community Services Director's percentage of time charged to the Building Fund has been adjusted from 90% to 85% for FY 2020. The Coordinator's percentage of time charged to the Building Fund has been set at 90% for FY 2020.
- This budget includes \$100,000 (professional services) for the services of Jerry Murphy to provide additional department staff support and to document Impact Fee language.

### **Capital Budget**

- There is no capital purchases budgeted for FY 2020.

## COMMUNITY DEVELOPMENT (001.1050)

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>							
1200	Salaries & Wages	52,798	76,920	199,800	199,800	180,200	-9.81%
1400	Overtime	-	201	-	-	-	
2100	Social Security	4,021	5,539	15,300	15,300	13,800	-9.80%
2203	ICMA 401(a) Plan	3,531	6,512	18,000	18,000	18,100	0.56%
2300	Group Insurance	8,139	11,871	27,800	27,800	27,700	-0.36%
2400	Worker's Compensation	331	234	500	500	400	-20.00%
	Subtotal Personnel	68,820	101,277	261,400	261,400	240,200	-8.11%
<b>OPERATING:</b>							
3100	Professional Services	194,340	111,811	82,400	150,357	164,300	9.27%
3125	Special Magistrate	10,144	17,260	40,000	40,000	30,000	-25.00%
3400	Contractual Services			-	-	6,000	
4000	Travel and Training	2,445	4,154	7,000	7,000	10,000	42.86%
4110	Cellular Telephone	96	326	900	900	1,000	11.11%
4200	Postage	1,926	2,340	7,000	7,000	4,500	-35.71%
4500	General Insurance			-	-	-	
4600	Maintenance - Auto Equipment			-	-	-	
4700	Print & Reproduction	365	58	2,500	2,500	6,000	140.00%
4930	Bank Service Fees			-	-	-	
5100	Office Supplies	251	2,922	6,500	6,500	7,100	9.23%
5200	Uniforms			-	-	-	
5210	Departmental Supplies			-	-	-	
5220	Gasoline & Oil			-	-	-	
5300	Building Management			-	-	-	
5301	Code Enforcement	72	308	2,500	2,500	2,500	0.00%
5302	Planning & Zoning	3,633	2,789	4,000	4,000	5,000	25.00%
5303	Business Tax	731	787	1,500	1,500	1,500	0.00%
5420	Dues & Subscriptions	2,374	2,795	6,500	6,500	8,000	23.08%
	Subtotal Operating	216,378	145,552	160,800	228,757	245,900	7.49%
6400	Capital Equipment	-	-	-	-	-	
	Subtotal Capital Outlay	-	-	-	-	-	
<b>OTHER:</b>							
8000	FEMA Flood Mitigation Program	605,394	127,950	500,000	500,000	400,000	-20.00%
	Subtotal Other	605,394	127,950	500,000	500,000	400,000	-20.00%
	<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>890,592</b>	<b>\$374,778</b>	<b>\$922,200</b>	<b>\$990,157</b>	<b>\$886,100</b>	<b>-10.51%</b>

## COMMUNITY DEVELOPMENT (001.1050)

CODE ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>		
1200 Salaries & Wages	180,200	Staff wages as allocated between the General Fund and Building Fund
1400 Overtime	-	Overtime as authorized by Community Development Director
2100 Social Security	13,800	FICA contributions at 7.65% of salary
2203 ICMA 401(a) Plan	18,100	City contribution to staff retirement at 9% of salary
2300 Group Insurance	27,700	Medical, dental, life and long-term disability coverage
2400 Worker's Compensation	400	Worker's compensation insurance costs per quoted estimate
Subtotal Personnel	<u>240,200</u>	
<b>OPERATING:</b>		
3100 Professional Services	164,300	Estimated engineering and planning consultant services (\$70,300); Estimated FEMA flood mitigation reimbursable administrative expenditures (\$15,000); and consulting services from Jerry Murphy
3125 Special Magistrate	30,000	Estimated legal service expenditures for code enforcement and variance hearings; new agreement effective FY 2017. Reduced to account for use of Board of Adjustment beginning in FY2020
3400	6,000	Costs associated with changes to plans, maps, and funds for intern
4000 Travel and Training	10,000	Training associated with two CFM certificates and two AICP exams
4110 Cellular Telephone	1,000	Verizon Wireless service contract for two cell phones
4200 Postage	4,500	General correspondence and additional postage associated with FEMA mailings and Code changes
4700 Print & Reproduction	6,000	General correspondence and additional FEMA mailings, Sea Turtle, LDRs, and map production
5100 Office Supplies	7,100	ESRI support and supplies plus new ipads for Planning Board
5301 Code Enforcement	2,500	Posting supplies, printing and recorded costs
5302 Planning & Zoning	5,000	Discretionary expenditures and specific project planning costs and technical support
5303 Business Tax	1,500	Forms, mailing, software, etc.
5420 Dues & Subscriptions	8,000	American Planning Association membership dues; Tampa Bay Regional Planning Council; AICP; and ASFM
Subtotal Operating	<u>245,900</u>	
<b>OTHER:</b>		
8000 FEMA Flood Mitigation Program	400,000	FEMA flood mitigation reimbursable construction expenditures
Subtotal Other	<u>400,000</u>	
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b><u>\$886,100</u></b>	

## COMMUNITY DEVELOPMENT

### FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Community Development Director	0.00	0.50	0.90	0.85
Planning and Zoning Coordinator	0.50	0.00	1.00	0.90
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	0.20	0.20	0.20	0.20
Administrative Assistant	0.50	0.50	0.90	1.00
Total Funded Positions	1.20	1.20	3.00	2.95





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:** Management 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 FY2020 Budget Year**

**GOAL: INTERNAL AND EXTERNAL COMMUNICATIONS**

- **Objective 1:** Have budget meetings with residents out in the public at a restaurant or coffee house where they might feel more comfortable asking questions.
- **Objective 2:** Continue to expand transparency portal to include more information especially with respect to capital projects.
- **Objective 3:** Continue to 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:** Continue to 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 or 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 FY2020 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:** Continue to 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 citizen's engagement on issues such as undergrounding all utilities to make the City even better for today and years to come.

# FINANCE

## SUMMARY

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<b>EXPENDITURES:</b>					
PERSONNEL	366,043	372,633	370,900	370,900	379,800
OPERATING	93,496	116,058	95,900	98,400	128,900
<b>TOTAL</b>	<b>\$459,539</b>	<b>\$488,691</b>	<b>\$466,800</b>	<b>\$469,300</b>	<b>\$508,700</b>
<b>FUNDING SOURCE:</b>					
GENERAL FUND	\$459,539	\$488,691	\$466,800	\$469,300	\$508,700

### **FY 2020 Budget Modifications**

- The FY 2019 Audit will be completed by the present City Auditor. However this will be the fifth year of the contractual agreement with this firm and staff will need to form an audit committee in preparation to bid out these services starting with the FY 2020 audit.

- Within the 3200 Accounting and Auditing account is an additional \$15,000 budgeted for an outside auditing firm to audit selected City departments. This function could be done by the new audit firm selected for the FY 2020 audit.

### **Capital Budget**

- There are no capital purchases budgeted for FY 2020.

## FINANCE (001.1100)

CODE ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>						
1200 Salaries & Wages	280,822	282,273	283,300	283,300	290,600	2.58%
1400 Overtime	1,196	1,413	-	-	-	
2100 Social Security	20,435	20,597	21,700	21,700	22,300	2.76%
2203 ICMA 401(a) Plan	23,512	25,105	25,500	25,500	25,700	0.78%
2300 Group Insurance	38,817	42,338	39,700	39,700	40,500	2.02%
2400 Worker's Compensation	1,261	907	700	700	700	0.00%
Subtotal Personnel	366,043	372,633	370,900	370,900	379,800	2.40%
<b>OPERATING:</b>						
3100 Professional Services	5,000	15,210	10,000	12,500	14,000	12.00%
3121 Computer Software Support	20,217	16,697	18,500	18,500	20,000	8.11%
3135 Pre-Employment Services	3,826	5,839	-	-	-	
3200 Accounting and Auditing	37,315	44,085	52,500	52,500	74,500	41.90%
3400 Other Contractual Services	14,632	15,304	-	-	-	
4000 Travel and Training	1,952	3,298	5,000	5,000	8,000	60.00%
4100 Telephone						
4110 Cellular Telephone	375	359	400	400	400	0.00%
4200 Postage	1,977	2,044	2,500	2,500	2,500	0.00%
4500 General Insurance						
4640 Maintenance - Other Equipment	-	64	500	500	500	0.00%
4700 Print & Reproduction	3,742	8,076	2,500	2,500	5,000	100.00%
4900 Other Current Charges			-	-	-	
4930 Bank Service Fees	558	10	300	300	300	0.00%
4940 Other Charges			-	-	-	
4990 Debt Management Fees	1,750	1,750	2,000	2,000	2,000	0.00%
5100 Office Supplies	1,717	1,475	1,000	1,000	1,000	0.00%
5200 Uniforms			-	-	-	
5210 Departmental Supplies		1,218	-	-	-	
5420 Dues & Subscriptions	435	629	700	700	700	0.00%
Subtotal Operating	93,496	116,058	95,900	98,400	128,900	31.00%
<b>TOTAL FINANCE</b>	<b>\$459,539</b>	<b>488,691</b>	<b>\$466,800</b>	<b>\$469,300</b>	<b>\$508,700</b>	<b>8.40%</b>

## FINANCE (001.1100)

CODE ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>		
1200 Salaries & Wages	290,600	Salary for Finance staff
2100 Social Security	22,300	FICA contributions at 7.65% of salary
2203 ICMA 401(a) Plan	25,700	City contribution to staff retirement at 9% of salary
2300 Group Insurance	40,500	Medical, dental, life and long-term disability coverage
2400 Worker's Compensation	700	Worker's compensation insurance costs per quoted estimate
Subtotal Personnel	<u>379,800</u>	
<b>OPERATING:</b>		
3100 Professional Services	14,000	Financial Advisor retainer agreement (\$7,500) and authorized reimbursable costs (e.g., production, travel expenses)
3121 Computer Software Support	20,000	Munis financial software system support contract Plus upgrade costs
3135 Pre-Employment Services	-	Background checks, physicals and drug screens for new hires
3200 Accounting and Auditing	74,500	Annual independent audit of the City's financial statements as required by State Statutes and City Charter; Single Audit fee, if applicable (\$59,500). Includes amount for audit of selected departments (\$15,000)
3400 Other Contractual Services	-	Paychex payroll processing software contract; flexible spending account (FSA) administration
4000 Travel and Training	8,000	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	5,000	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>128,900</u>	
<b>TOTAL FINANCE</b>	<b>\$508,700</b>	

# FINANCE

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Assistant City Manager/Finance Director	1.00	0.00	0.00	0.00
Finance Director	0.00	1.00	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	0.00	0.00	0.00
HR/Financial Coordinator	0.00	1.00	0.00	0.00
Accounting Specialist	0.00	0.00	0.00	0.00
Fiscal Coordinator	0.00	0.00	1.00	1.00
Seasonal/Scanning	0.00	0.00	0.00	0.25
Administrative Assistant	1.00	1.00	1.00	1.00
Total Funded Positions	4.00	4.00	4.00	4.25





## CITY CLERK'S OFFICE

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-officio 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 assists in the advertising of TRIM notices and other notices prepared by other departments.

### Department Initiatives for 2020 Budget Year

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

- **Objective 1:** iCompass technology will 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 Meeting Manager, Action Tracker, Archives Tracker, Public Records Requests Tracker, Contract Tracker, and the Records Document Center, and Video Manager HD.
- **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.

### Department Initiatives for 2020 Budget Year

- **Objective 7:** The Archives Tracker allows the City's staff, citizens, and the community to access past 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 has been 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 Document 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

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<b>EXPENDITURES:</b>					
PERSONNEL	238,042	201,427	168,700	168,700	176,400
OPERATING	102,368	115,660	117,100	119,600	120,600
CAPITAL	-	-	-	-	-
DONATIONS	91,289	92,070	-	-	-
<b>TOTAL</b>	<b>\$431,699</b>	<b>\$409,157</b>	<b>\$285,800</b>	<b>\$288,300</b>	<b>\$297,000</b>
<b>FUNDING SOURCE:</b>					
GENERAL FUND	\$431,699	\$409,157	\$285,800	\$288,300	\$297,000

### **FY 2020 Budget Modifications**

- FY 2020 will be the second fiscal year now where the City Clerk and City Commission have separate budgets. For the FY 2018 budget and prior, the Commission budget was included within the City Clerk's budget.

### **Capital Budget**

- There is no capital purchases budgeted for FY 2020.

**CITY CLERK (001.1300)**

<b>CODE ACCOUNT TITLE</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ADOPTED</b>	<b>FY 2019 REVISED</b>	<b>FY 2020 BUDGET</b>	<b>PERCENT CHANGE</b>
<b>PERSONNEL:</b>						
1100 Salaries - Commission	39,375	40,000	-	-	-	
1200 Salaries & Wages	152,553	118,191	125,300	125,300	130,700	4.31%
1400 Overtime	981	2,116	2,500	2,500	2,500	0.00%
2100 Social Security	14,750	11,691	9,600	9,600	10,000	4.17%
2201 Retirement - FRS	3,276	-	-	-	-	
2203 ICMA 401(a) Plan	5,783	10,637	11,300	11,300	11,800	4.42%
2300 Group Insurance	20,588	18,273	19,700	19,700	21,100	7.11%
2400 Worker's Compensation	735	520	300	300	300	0.00%
Subtotal Personnel	238,042	201,427	168,700	168,700	176,400	4.56%
<b>OPERATING:</b>						
3100 Professional Services	59,549	46,167	-	2,500	-	-100.00%
3101 City Attorney - Retainer	-	-	-	-	-	
3137 Legal Recording	-	-	1,000	1,000	1,000	0.00%
3400 Other Contractual Services	-	3,321	64,000	64,000	67,800	5.94%
3405 Temporary Services	-	-	-	-	1,300	
4000 Travel and Training	115	5,639	13,500	13,500	10,000	-25.93%
4010 Travel - Commission District #1	525	1,225	-	-	-	
4020 Travel - Commission District #2	-	-	-	-	-	
4030 Travel - Commission District #3	-	1,382	-	-	-	
4040 Travel - Commission District #4	837	805	-	-	-	
4050 Travel - Mayor	888	1,685	-	-	-	
4100 Telephone	-	-	-	-	-	
4110 Cellular Telephone	359	1,097	1,400	1,400	500	-64.29%
4200 Postage	83	1,052	500	500	500	0.00%
4640 Maintenance - Other Equipment	12,173	9,539	1,500	1,500	1,500	0.00%
4700 Print & Reproduction	1,272	3,917	500	500	500	0.00%
4800 Promotions & Public Relations	1,181	2,669	6,000	6,000	6,000	0.00%
4802 Board Appreciation Dinner	-	-	-	-	-	
4803 Boat Parade	-	-	-	-	-	
4812 Deputy Appreciation Event	-	-	-	-	-	
4900 Other Current Charges	-	-	-	-	-	
4901 Legal Advertisements	16,097	4,940	18,000	18,000	17,800	-1.11%
4910 Election Expenses	5,458	23,992	7,000	7,000	10,000	42.86%
5100 Office Supplies	1,302	3,567	2,000	2,000	2,000	0.00%
5200 Uniforms	315	174	200	200	200	0.00%
5210 Departmental Supplies	-	1,824	-	-	-	
5420 Dues & Subscriptions	2,213	2,665	1,500	1,500	1,500	0.00%
Subtotal Operating	102,368	115,660	117,100	119,600	120,600	0.84%
<b>CAPITAL:</b>						
6400 Capital Equipment	-	-	-	-	-	
Subtotal Capital Outlay	-	-	-	-	-	
<b>DONATIONS:</b>						
8201 Seniors Club	2,000	-	-	-	-	
8222 Neighborly Care Network	-	-	-	-	-	
8340 Gulf Beaches Library	89,289	92,070	-	-	-	
Subtotal Donations	91,289	92,070	-	-	-	
<b>TOTAL CITY CLERK</b>	<b>\$431,699</b>	<b>\$409,157</b>	<b>\$285,800</b>	<b>\$288,300</b>	<b>\$297,000</b>	<b>3.02%</b>

## CITY CLERK (001.1300)

CODE	ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>			
1100	Salaries - Commission	-	Elected official wages
1200	Salaries & Wages	130,700	Staff wages
1400	Overtime	2,500	Overtime related to City Clerk office duties
2100	Social Security	10,000	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	11,800	City contribution to City Clerk and Deputy retirement at 9% of salary
2300	Group Insurance	21,100	Medical, dental, life and long-term disability coverage
2400	Worker's Compensation	300	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	<u>176,400</u>	
<b>OPERATING:</b>			
3100	Professional Services	-	
3137	Legal Recording	1,000	Non-Lien recording
3400	Other Contractual Services	67,800	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 (\$5,000); Annual renewal (\$3,800); Muni code (\$8,500)
3405	Temporary Services	1,300	Assistance with scanning project
4000	Travel and Training	10,000	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	500	Deputy Cellular phone
4200	Postage	500	Miscellaneous correspondence
4640	Maintenance - Other Equipment	1,500	Clerk recording device replacement & software
4700	Print & Reproduction	500	Name tags; Business cards; and other printing types
		6,000	Speaker Training costs incl. meals & Hotel (public records training, Sunshine Law; Ethics; and other training Clerk is responsible for)
4800	Promotions & Pub Relations	-	
4802	Board Appreciation	-	
4812	Deputy Appreciation Event	-	
4901	Legal Advertisements	17,800	legal advertising placements
4910	Election Expenses	10,000	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	<u>120,600</u>	
<b>DONATIONS:</b>			
8201	Seniors Club	-	
8340	Gulf Beaches Library	-	library FY 2020 budget request is in Nondepartmental budget
	Subtotal Donations	<u>-</u>	
<b>TOTAL CITY CLERK</b>		<b>\$297,000</b>	

# CITY CLERK

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
City Clerk	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	0.00	1.00	1.00
Administrative Support Specialist	0.00	1.00	0.00	0.00
Public Works Technician	0.00	0.00	0.00	0.00
Mayor	1.00	1.00	0.00	0.00
Commissioners	4.00	4.00	0.00	0.00
Total Funded Positions	7.00	7.00	2.00	2.00



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 ordinance 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
- Nancy Hodges, District Commissioner 2 (Vice Mayor): April 10, 2018 – April 14, 2020
- Deby Weinstein, District Commissioner 1: April 10, 2018 – April 14, 2020
- Doug Andrews, District Commissioner 3: March 19, 2019 – March 9, 2021
- John Douthirt, District Commissioner 4: March 19, 2019 – March 9, 2021

**Department Initiatives for FY2020 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

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<b>EXPENDITURES:</b>					
PERSONNEL	-	-	43,200	43,200	43,200
OPERATING	-	-	22,800	22,800	21,600
CAPITAL	-	-	-	-	-
DONATIONS	-	-	-	-	-
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$66,000</b>	<b>\$66,000</b>	<b>\$64,800</b>
<b>FUNDING SOURCE:</b>					
GENERAL FUND	\$0	\$0	\$66,000	\$66,000	\$64,800

### **FY 2020 Budget Modifications**

#### **Capital Budget**

- There is no capital purchases budgeted for FY 2020.

## CITY COMMISSION (001.1310)

CODE ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>						
1100 Salaries - Commission	-	-	40,000	40,000	40,000	0.00%
1200 Salaries & Wages	-	-	-	-	-	
1400 Overtime	-	-	-	-	-	
2100 Social Security	-	-	3,100	3,100	3,100	0.00%
2201 Retirement - FRS	-	-	-	-	-	
2203 ICMA 401(a) Plan	-	-	-	-	-	
2300 Group Insurance	-	-	-	-	-	
2400 Worker's Compensation	-	-	100	100	100	0.00%
Subtotal Personnel	-	-	43,200	43,200	43,200	0.00%
<b>OPERATING:</b>						
3100 Professional Services	-	-	-	-	-	
3137 Legal Recording	-	-	-	-	-	
3400 Other Contractual Services	-	-	-	-	-	
4000 Travel and Training	-	-	10,000	10,000	10,000	0.00%
4100 Telephone	-	-	-	-	-	
4110 Cellular Telephone	-	-	3,500	3,500	1,000	-71.43%
4200 Postage	-	-	-	-	-	
4640 Maintenance - Other Equipment	-	-	-	-	1,600	
4700 Print & Reproduction	-	-	500	500	500	0.00%
4800 Promotions & Public Relations	-	-	-	-	-	
4802 Board Appreciation Dinner	-	-	4,300	4,300	5,000	16.28%
4900 Other Current Charges	-	-	-	-	-	
4901 Legal Advertisements	-	-	-	-	-	
4910 Election Expenses	-	-	-	-	-	
5100 Office Supplies	-	-	2,000	2,000	2,000	0.00%
5200 Uniforms	-	-	500	500	-	-100.00%
5210 Departmental Supplies	-	-	-	-	-	
5420 Dues & Subscriptions	-	-	2,000	2,000	1,500	-25.00%
Subtotal Operating	-	-	22,800	22,800	21,600	-5.26%
<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 COMMISSION</b>	<b>\$0</b>	<b>\$0</b>	<b>\$66,000</b>	<b>\$66,000</b>	<b>\$64,800</b>	<b>-1.82%</b>

## CITY COMMISSION (001.1310)

CODE	ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>			
1100	Salaries - Commission	40,000	Elected official wages
2100	Social Security	3,100	FICA contributions at 7.65% of salary
2400	Worker's Compensation	100	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	<u>43,200</u>	
<b>OPERATING:</b>			
4000	Travel and Training	10,000	City Commission attendance at conference training and educational training
4110	Cellular Telephone	1,000	Cell phone App for each Commissioner
4200	Postage	-	
4640	Maintenance - Other Equipment	1,600	Equipment replacement (recording software)
4700	Print & Reproduction	500	Name tags; Business cards; and other printing types
4800	Promotions & Pub Relations	-	
4802	Board Appreciation	5,000	Cater, decorations, and invitations
4901	Legal Advertisements	-	
4910	Election Expenses	-	
5100	Office Supplies	2,000	Office supplies and furnishings
5200	Uniforms	-	
5420	Dues & Subscriptions	1,500	Professional membership dues for City Commissioners
	Subtotal Operating	<u>21,600</u>	
<b>DONATIONS:</b>			
8201	Seniors Club	-	
8340	Gulf Beaches Library	-	library FY 2020 budget request is in Nondepartmental budget
	Subtotal Donations	<u>-</u>	
	<b>TOTAL CITY COMMISSION</b>	<b>\$64,800</b>	

# CITY COMMISSION

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Mayor	0.00	0.00	1.00	1.00
Commissioners	0.00	0.00	4.00	4.00
Total Funded Positions	0.00	0.00	5.00	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 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ADOPTED</b>	<b>FY 2019 REVISED</b>	<b>FY 2020 BUDGET</b>
<b>EXPENDITURES:</b>					
OPERATING	484,400	630,568	503,600	527,077	563,200
CAPITAL	131,260	151,325	165,000	3,261,399	50,000
DEBT SERVICE	-	-	-	-	-
OTHER	1,719,812	2,248,564	93,300	93,300	93,400
<b>TOTAL</b>	<b>2,335,472</b>	<b>\$3,030,457</b>	<b>\$761,900</b>	<b>\$3,881,776</b>	<b>\$706,600</b>
<b>FUNDING SOURCE:</b>					
GENERAL FUND	\$2,335,472	\$3,030,457	\$761,900	\$3,881,776	\$706,600

### **FY 2020 Budget Modifications**

- The FY 2020 budget for account 4804 Fireworks is being reduced by \$26,000 to \$10,000. Funds will be raised through sponsorships to arrive at the total cost needed for this event.

### **Capital Budget**

- Within the FY 2020 budget for Non-Departmental is \$50,000 for the Capital 6318 City Centre account. This will be for Municipal Complex continued repair and maintenance.

**NON-DEPARTMENTAL (001.1400)**

<b>CODE</b>	<b>ACCOUNT TITLE</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ADOPTED</b>	<b>FY 2019 REVISED</b>	<b>FY 2020 BUDGET</b>	<b>PERCENT CHANGE</b>
<b>OPERATING:</b>							
3122	Computer Support	96,488	144,516	143,800	157,761	170,000	7.76%
3123	Website Services	6,348	23,916	7,300	14,800	35,000	136.49%
3400	Other Contractual Services	50,675	58,703	26,800	26,800	52,500	95.90%
4100	Telephone	21,399	19,655	26,000	26,000	20,000	-23.08%
4110	Cellular Telephone	-	1,665	-	-	-	
4200	Postage	0	3	-	-	-	
4300	Utilities	17,382	14,316	17,500	17,500	15,000	-14.29%
4331	Electric - Building	24,738	29,401	25,500	25,500	30,000	17.65%
4340	Waste Disposal	2,500	2,500	2,500	2,500	2,500	0.00%
4400	Rentals and Leases	9,675	11,396	11,000	11,000	11,000	0.00%
4500	General Insurance	130,167	133,859	140,000	140,000	140,000	0.00%
4610	Maintenance - Building	25,797	75,397	27,000	29,016	34,500	18.90%
4640	Maintenance - Other Equipment	518	245	-	-	-	
4700	Print & Reproduction	3,766	2,746	4,000	4,000	4,000	0.00%
4800	Promotions & Public Relations	-	72	-	-	-	
4801	Christmas Decorations	30,670	32,767	32,000	32,000	33,000	3.13%
4804	Fireworks	31,000	37,303	31,000	31,000	10,000	-67.74%
4813	Water Taxi/Ferry Service	25,000	25,000	-	-	-	
5100	Office Supplies	3,523	16,254	9,000	9,000	5,000	-44.44%
5210	Departmental Supplies	4,110	210	-	-	-	
5420	Dues & Subscriptions	645	645	200	200	700	250.00%
	<b>Subtotal Operating</b>	<b>484,400</b>	<b>630,568</b>	<b>503,600</b>	<b>527,077</b>	<b>563,200</b>	<b>6.85%</b>
<b>CAPITAL:</b>							
6300	Capital Improvement	13,000	3,620	115,000	118,450	-	-100.00%
6318	City Centre	-	23,895	50,000	149,006	50,000	-66.44%
6319	Marina Dock Construction	-	-	-	-	-	
6322	Transient Dock Construction	-	5,550	-	3,050	-	-100.00%
6323	Gulf Blvd. Improvements	118,260	118,260	-	2,990,893	-	-100.00%
6400	Capital Equipment	-	-	-	-	-	
	<b>Subtotal Capital Outlay</b>	<b>131,260</b>	<b>151,325</b>	<b>165,000</b>	<b>3,261,399</b>	<b>50,000</b>	<b>-98.47%</b>
<b>DEBT SERVICE:</b>							
7100	Debt Service - Principal	-	-	-	-	-	
7200	Debt Service - Interest	-	-	-	-	-	
	<b>Subtotal Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>OTHER:</b>							
8340	Gulf Beaches Library	-	-	93,300	93,300	93,400	
9912	Transfer to Debt Service Fund	1,719,812	2,215,810	-	-	-	
9999	Cost of issuance (COI)	-	32,754	-	-	-	
	<b>Subtotal Other</b>	<b>1,719,812</b>	<b>2,248,564</b>	<b>93,300</b>	<b>93,300</b>	<b>93,400</b>	<b>0.11%</b>
	<b>TOTAL NON-DEPARTMENTAL</b>	<b>2,335,472</b>	<b>\$3,030,457</b>	<b>\$761,900</b>	<b>\$3,881,776</b>	<b>\$706,600</b>	<b>-81.80%</b>



## NON-DEPARTMENTAL (001.1400)

CODE	ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>OPERATING:</b>			
3122	Computer Support	170,000	IT maintenance and replacement agreement per FY 2014 ten-year agreement authorized by BOC (and four add-on agreements) (\$145,000) and contracted IT specialist time (\$25,000)
3123	Website Services	35,000	Maintenance and development retainer agreement in addition to comprehensive services described above; includes funds (\$10,000) to get ADA compliant
3400	Other Contractual Services	52,500	Cleaning and janitorial services contract allocation that includes 5% increase
4100	Telephone	20,000	Bright House service allocation: internet, television, phones
4300	Utilities	15,000	Pinellas County water and reclaimed water services allocation
4331	Electric - Building	30,000	City Hall electrical service costs
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	34,500	Maintenance agreements: A/C (\$8,000), elevator (\$3,500), fire alarms (\$1,000); keys/security/cameras (\$10,000); grease traps (\$1,000); pest control (\$1,000); general maint. (\$10,000)
4700	Print & Reproduction	4,000	Letterhead, envelopes, paper supplies (City Hall)
4801	Christmas Decorations	33,000	Citywide Christmas ornaments and displays
4804	Fireworks	10,000	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	5,000	Office supplies and furnishings (City Hall)
5420	Dues & Subscriptions	700	Website (.gov) renewal; Sam's Club membership (Citywide supplies)
	Subtotal Operating	<u>563,200</u>	
<b>CAPITAL:</b>			
6300	Capital Improvement	-	
6318	City Centre	50,000	Municipal Complex continued repair & maintenance program
	Subtotal Capital Outlay	<u>50,000</u>	
<b>OTHER:</b>			
8340	Gulf Beaches Library	93,400	Library FY2020 Allocation
	Subtotal Other	<u>93,400</u>	
	<b>TOTAL NON-DEPARTMENTAL</b>	<b>706,600</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 2020 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 the 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
- **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

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<b>EXPENDITURES:</b>					
PERSONNEL	127,522	118,742	204,900	204,900	177,000
OPERATING	127,412	128,035	130,200	130,200	117,400
CAPITAL	-	-	395,000	395,000	100,000
<b>TOTAL</b>	<b>\$254,933</b>	<b>\$246,777</b>	<b>\$730,100</b>	<b>\$730,100</b>	<b>\$394,400</b>
<b>FUNDING SOURCE:</b>					
GENERAL FUND	\$254,933	\$246,777	\$730,100	\$730,100	\$394,400

### **FY 2020 Budget Modifications**

- . For FY 2020, the Public Works Director will not be supervising the Marina. So, the percentage of FTE for this position in Public Works will change from .20 to .50
- . For FY 2020, the City will only be responsible for one traffic light and replacement, so the allocation for account 4670 Maintenance - Signs & Signals has been reduced to \$10,000.

### **Capital Budget**

- . For FY 2020, there is capital budget in the amount of \$100,000 for Road sign replacement.

## PUBLIC WORKS ADMINISTRATION (001.3000)

CODE ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>						
1200 Salaries & Wages	98,541	97,068	149,000	149,000	131,700	-11.61%
1400 Overtime	3,937	1,722	-	-	-	
2100 Social Security	7,838	7,547	11,400	11,400	10,100	-11.40%
2203 ICMA 401(a) Plan	2,880	2,586	13,500	13,500	8,700	-35.56%
2206 FRS -DROP	-	-	-	-	-	
2300 Group Insurance	7,279	4,221	23,300	23,300	19,700	-15.45%
2400 Worker's Compensation	7,046	5,598	7,700	7,700	6,800	-11.69%
Subtotal Personnel	127,522	118,742	204,900	204,900	177,000	-13.62%
<b>OPERATING:</b>						
3400 Other Contractual Services	-	33,016	-	-	-	
4000 Travel and Training	2,636	1,366	5,500	5,500	5,500	0.00%
4110 Cellular Telephone	841	850	1,600	1,600	1,600	0.00%
4200 Postage	-	-	-	-	-	
4336 Electric - Street Lights	-	-	-	-	-	
4337 Electric - Traffic Signals	-	-	-	-	-	
4400 Rentals and Leases	9,983	9,983	15,000	15,000	15,000	0.00%
4500 General Insurance	32,693	32,947	33,300	33,300	33,300	0.00%
4600 Maintenance - Auto Equipment	2,467	3,585	6,000	6,000	6,000	0.00%
4610 Maintenance - Building	-	-	-	-	-	
4640 Maintenance - Other Equipment	8,039	6,285	8,000	8,000	9,000	12.50%
4650 Maintenance - Streets	9,395	11,361	15,000	15,000	15,000	0.00%
4670 Maintenance - Signs & Signals	50,123	13,071	26,000	26,000	10,000	-61.54%
4680 Maintenance - Tires	598	-	-	-	-	
5200 Uniforms	374	-	-	-	-	
5210 Departmental Supplies	5,906	6,447	6,500	6,500	6,500	0.00%
5217 Flag Supplies	750	719	2,000	2,000	2,000	0.00%
5220 Gasoline & Oil	2,366	4,492	6,500	6,500	6,000	-7.69%
5230 Tools	1,216	3,768	4,800	4,800	7,500	56.25%
5420 Dues/Subscriptions	25	146	-	-	-	
Subtotal Operating	127,412	128,035	130,200	130,200	117,400	-9.83%
<b>CAPITAL:</b>						
6300 Capital Improvement	-	-	300,000	300,000	100,000	0.00%
6400 Capital Equipment	-	-	95,000	95,000	-	-100.00%
Subtotal Capital Outlay	-	-	395,000	395,000	100,000	-74.68%
<b>TOTAL PUBLIC WORKS</b>	<b>\$254,933</b>	<b>\$246,777</b>	<b>\$730,100</b>	<b>\$730,100</b>	<b>\$394,400</b>	<b>-45.98%</b>

## PUBLIC WORKS ADMINISTRATION (001.3000)

CODE ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>		
		Staff wages, including allocation of new Public Works Director at 50% and
1200 Salaries & Wages	131,700	Administrative Assistant position at 20%
2100 Social Security	10,100	FICA contributions at 7.65% of salary
2203 ICMA 401(a) Plan	8,700	City contribution to full-time staff retirement at 9% of salary
2206 FRS - DROP	-	
2300 Group Insurance	19,700	Medical, dental, life and long-term disability coverage
2400 Worker's Compensation	6,800	Worker's compensation insurance costs per quoted estimate
Subtotal Personnel	<u>177,000</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	9,000	Maintenance of tractors and small equipment
4650 Maintenance - Streets	15,000	Sidewalk repair, and roadway patching
4670 Maintenance - Signs & Signals	10,000	Cost of one traffic light and replacement
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	6,000	Estimated Public Works vehicle fuel consumption
5230 Tools	7,500	Mechanic Hand tools needs for Vehicle and small equipment
5420 Dues/Subscriptions	-	
Subtotal Operating	<u>117,400</u>	
<b>CAPITAL:</b>		
6300 Capital Improvement	100,000	Road sign replacement for FY 2020
6400 Capital Equipment	-	
Subtotal Capital Outlay	<u>100,000</u>	
<b>TOTAL PUBLIC WORKS</b>	<b>\$394,400</b>	

# PUBLIC WORKS ADMINISTRATION

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Public Works Director	0.20	0.20	0.20	0.50
Lead Mechanic	0.60	0.60	0.60	0.60
Division Supervisor (Parks)	0.00	0.00	1.00	0.00
Administrative Assistant	0.20	0.20	0.20	0.20
Public Works Technician	1.00	1.00	1.00	1.00
Total Funded Positions	2.00	2.00	3.00	2.30





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 2020 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

#### **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 (WET) program and marine rescue PWC operations
- **Objective 3:** Cross-train at least two (2) more firefighters as Acting Drivers or Acting Lieutenants

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

- **Objective 1:** Continue to maintain 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

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<u>EXPENDITURES:</u>					
PERSONNEL	1,269,630	1,301,189	1,449,000	1,449,000	1,512,100
OPERATING	152,999	243,215	187,800	187,800	203,900
CAPITAL	50,495	35,264	-	1,683	12,000
<b>TOTAL</b>	<b>\$1,473,124</b>	<b>\$1,579,668</b>	<b>\$1,636,800</b>	<b>\$1,638,483</b>	<b>\$1,728,000</b>
<u>FUNDING SOURCE:</u>					
GENERAL FUND	\$1,473,124	\$1,579,668	\$1,636,800	\$1,638,483	\$1,728,000

### **FY 2020 Budget Modifications**

. Firefighters three year agreement approved in FY 2019.

### **Capital Budget**

. FY 2020 Capital includes \$12,000 for removal/reapplication of joint expansion and reinforcement of problem areas around perimeter of Fire House.

## FIRE/EMS (001.4000)

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>							
1200	Salaries & Wages	733,112	767,568	892,500	892,500	933,600	4.61%
1400	Overtime	111,622	104,207	100,000	100,000	104,000	4.00%
2100	Social Security	62,435	64,490	67,900	67,900	71,500	5.30%
2202	FRS - Special Risk	155,268	164,700	172,900	172,900	177,000	2.37%
2203	ICMA 401(a) Plan	9,666	9,832	8,400	8,400	14,200	69.05%
2206	FRS - DROP	9,311	8,037	14,200	14,200	14,900	4.93%
2300	Group Insurance	138,604	144,956	146,500	146,500	151,600	3.48%
2400	Worker's Compensation	49,612	37,400	46,600	46,600	45,300	-2.79%
	Subtotal Personnel	1,269,630	1,301,189	1,449,000	1,449,000	1,512,100	4.35%
<b>OPERATING:</b>							
3135	Employee Physicals	5,741	8,147	8,000	8,000	8,500	6.25%
3200	Accounting and Auditing	-	-	2,500	2,500	2,500	0.00%
3400	Contractual Services	22,120	22,698	16,050	16,050	18,100	12.77%
4000	Travel and Training	6,741	10,181	9,000	9,000	9,000	0.00%
4100	Telephone	3,670	5,212	2,500	2,500	5,100	104.00%
4110	Cellular Telephone	302	401	1,500	1,500	1,000	-33.33%
4200	Postage	75	168	300	300	300	0.00%
4331	Electric - Building	11,191	10,812	9,400	9,400	11,000	17.02%
4340	Waste Disposal	2,500	2,500	2,500	2,500	2,500	0.00%
4400	Rentals & Leases	95	-	-	-	12,400	-
4500	General Insurance	14,771	15,832	18,500	18,500	17,000	-8.11%
4515	AD&D Insurance	878	906	900	900	900	0.00%
4600	Maintenance - Auto Equipment	11,451	16,564	30,000	30,000	27,000	-10.00%
4610	Maintenance - Building	8,432	7,487	19,500	19,500	26,600	36.41%
4640	Maintenance - Other Equipment	7,612	10,011	7,500	7,500	8,000	6.67%
4680	Maintenance - Tires	2,705	4,486	-	-	-	-
4691	Maintenance - Radio Equipment	4,771	8,252	5,000	5,000	5,000	0.00%
4700	Print & Reproduction	451	832	500	500	500	0.00%
4800	Promotions & Public Relations	3,655	6,777	4,000	4,000	5,000	25.00%
4920	Licenses & Permits	2,366	710	2,500	2,500	2,500	0.00%
5100	Office Supplies	1,150	1,140	1,750	1,750	1,500	-14.29%
5200	Uniforms	7,809	58,693	10,000	10,000	10,000	0.00%
5210	Departmental Supplies	10,725	35,535	15,000	15,000	11,000	-26.67%
5220	Gasoline & Oil	9,621	11,194	13,400	13,400	12,000	-10.45%
5230	Tools	10,917	3,325	5,000	5,000	4,000	-20.00%
5250	Other Medical Supplies	-	-	-	-	-	-
5420	Dues & Subscriptions	3,253	1,352	2,500	2,500	2,500	0.00%
	Subtotal Operating	152,999	243,215	187,800	187,800	203,900	8.57%
<b>CAPITAL:</b>							
6300	Capital Improvement	24,044	8,400	-	1,683	12,000	613.01%
6400	Capital Equipment	26,451	26,864	-	-	-	-
	Subtotal Capital Outlay	50,495	35,264	-	1,683	12,000	613.01%
	<b>TOTAL FIRE/EMS</b>	<b>\$1,473,124</b>	<b>\$1,579,668</b>	<b>\$1,636,800</b>	<b>\$1,638,483</b>	<b>\$1,728,000</b>	<b>5.46%</b>

**FIRE/EMS (001.4000)**

<b>CODE</b>	<b>ACCOUNT TITLE</b>	<b>FY 2020 BUDGET</b>	<b>DESCRIPTION</b>
<b>PERSONNEL:</b>			
1200	Salaries & Wages	933,600	Staff wages which includes New Fire Inspector
1400	Overtime	104,000	Overtime as authorized by the Fire Chief
2100	Social Security	71,500	FICA contributions at 7.65% of salary
2202	FRS - Special Risk	177,000	City contribution to firefighter retirement at FRS Special Risk required contribution rate
2203	ICMA 401(a) Plan	14,200	City contribution to Administrative Assistant retirement at 9% of salary
2206	FRS - DROP	14,900	City contribution for Fire Chief in DROP status
2300	Group Insurance	151,600	Medical, dental, life and long-term disability coverage
2400	Worker's Compensation	45,300	Worker's compensation insurance costs per quoted estimate
	<b>Subtotal Personnel</b>	<b>1,512,100</b>	
<b>OPERATING:</b>			
1315	Employee Physicals	8,500	Annual comprehensive physical exams for Chief, Firefighters, new hires
3200	Accounting and Auditing	2,500	Annual EMS Audit as required by Pinellas County
3400	Contractual Services	18,100	Cleaning and janitorial services contract allocation (\$8,000); Target Solutions software (\$1,600); MobileEyes (\$3,000); Tyler software support (\$2,000) estimated taxi service for paramedics returning from hospital (\$500); cleaning supplies (\$3,000)
4000	Travel and Training	9,000	Florida Fire Chiefs Association; National Fire Academy; tactics, strategy, company officer, water rescue, inspection training
4100	Telephone	5,100	Spectrum service allocation: internet, television, phones
4110	Cellular Telephone	1,000	Verizon Wireless service contract and/or reimbursement of personal phone use (includes increase for phone upgrades)
4200	Postage	300	Miscellaneous correspondence
4331	Electric - Building	11,000	Utility expenditures previously included in non-departmental program
4340	Waste Disposal	2,500	Sanitation Fund billing to General Fund for waste disposal services
4400	Rentals & Leases	12,400	New Konica Copier Lease (\$6,500) and Enterprise Fleet (\$5,900)
4500	General Insurance	17,000	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	27,000	Apparatus and vehicle preventive maintenance and repairs
4610	Maintenance - Building	26,600	Maintenance agreements: A/C (\$6,500), fire alarms (\$2,500), bay doors repairs (\$3,500), pest control (\$2,000); fire sprinklers (\$1,000); Extinguishers Maint./Replace (\$1,000); generator maint. Agreement (\$6,500); FCS monthly service (\$2,000); hood system (\$600); grease trap maint. (\$2,000)
4640	Maintenance - Other Equipment	8,000	Maintenance of security system, air tanks, bunker gear, tools, pumps and generator
4691	Maintenance - Radio Equipment	5,000	Annual maintenance contract and radio/headset equipment repairs as needed
4700	Print & Reproduction	500	Training manuals, emergency plan, and annual service report
4800	Promotions & Public Relations	5,000	Public education materials and teaching supplies
4920	Licenses & Permits	2,500	Federal and state licensing requirements and re-certifications
5100	Office Supplies	1,500	Office supplies and furnishings
5200	Uniforms	10,000	Uniforms, shoes, bunker gear, helmets, boots, safety equipment; rain gear for 14 members (includes new employees replacing current member)
5210	Departmental Supplies	11,000	Required supplies to operate the Fire Station: cleaning supplies, paper, hardware supplies, and supplies for Clover (\$2,500 budgeted)
5220	Gasoline & Oil	12,000	Estimated Fire Department vehicle fuel consumption
5230	Tools	4,000	Hydrant repair parts, hoses, clamps, couplings, and gauges
5420	Dues & Subscriptions	2,500	1st Responder Newspaper; Florida Fire Chiefs Association; Florida Fire Marshals and Inspectors Association; National Fire Protection Association; National Testing Network; Pinellas County Fire Chiefs Association
	<b>Subtotal Operating</b>	<b>203,900</b>	
<b>CAPITAL:</b>			
6300	Capital Improvement	12,000	Removal/reapplication of joint expansion & reinforcement of problem areas (\$12,000)
6400	Capital Equipment	-	
	<b>Subtotal Capital Outlay</b>	<b>12,000</b>	
	<b>TOTAL FIRE/EMS</b>	<b>\$1,728,000</b>	

# FIRE/EMS

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</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	1.00	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	15.00	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 ordinance; code infractions and issues involving short-term rentals.

**Department Initiatives for FY2020 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 ordinance.
- **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

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<b>EXPENDITURES:</b>					
OPERATING	1,208,320	1,239,364	1,276,600	1,276,600	1,317,000
<b>TOTAL</b>	<b>\$1,208,320</b>	<b>\$1,239,364</b>	<b>\$1,276,600</b>	<b>\$1,276,600</b>	<b>\$1,317,000</b>
<b>FUNDING SOURCE:</b>					
GENERAL FUND	\$1,208,320	\$1,239,364	\$1,276,600	\$1,276,600	\$1,317,000

### **FY 2020 Budget Modifications**

- The Law Enforcement Services budget for FY 2020 is \$1,315,980 which is an increase of 3.09% from the FY 2019 adopted budget amount of \$1,276,600.
- For FY 2020, 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 \$92,200 will be transferred from the Building Fund to the General Fund.

### **Capital Budget**

- There is no capital purchases budgeted for FY 2020.



## LAW ENFORCEMENT (001.4010)

CODE	ACCOUNT TITLE	FY 2107 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>OPERATING:</b>							
3131	Law Enforcement Services	1,208,320	1,238,364	1,276,600	1,276,600	1,316,000	3.09%
3410	County Services	-	1,000	-	-	1,000	
	Subtotal Operating	1,208,320	1,239,364	1,276,600	1,276,600	1,317,000	3.16%
	<b>TOTAL LAW ENFORCEMENT</b>	<b>\$1,208,320</b>	<b>\$1,239,364</b>	<b>\$1,276,600</b>	<b>\$1,276,600</b>	<b>\$1,317,000</b>	<b>3.16%</b>

## LAW ENFORCEMENT (001.4010)

CODE	ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>OPERATING:</b>			
3131	Law Enforcement Services	1,316,000	Pinellas County Sheriff's Office contract includes an increase of 3.09%.
3410	County Services	1,000	Pinellas County's ordinance citation fee: \$10 per violation
	Subtotal Operating	1,317,000	
	<b>TOTAL LAW ENFORCEMENT</b>	<b>\$1,317,000</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

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<u>EXPENDITURES:</u>					
OPERATING	127,132	113,662	111,200	111,200	113,800
CAPITAL	31,130	-	-	-	-
<b>TOTAL</b>	<b>\$158,262</b>	<b>\$113,662</b>	<b>\$111,200</b>	<b>\$111,200</b>	<b>\$113,800</b>
<u>FUNDING SOURCE:</u>					
GENERAL FUND	\$158,262	\$113,662	\$111,200	\$111,200	\$113,800

### **FY 2020 Budget Modifications**

#### **Capital Budget**

- There are no capital purchases budgeted for FY 2020.

**PARKS (001.4900)**

<b>CODE ACCOUNT TITLE</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ADOPTED</b>	<b>FY 2019 REVISED</b>	<b>FY 2020 BUDGET</b>	<b>PERCENT CHANGE</b>
<b>OPERATING:</b>						
3400 Contractual Services	74,960	67,898	58,000	58,000	60,600	4.48%
3412 Contractual Services - Archibald	-	-	-	-	-	-
3414 Contractual Services - Causeway Park	-	-	-	-	-	-
3415 Contractual Services - John's Pass Park	-	-	-	-	-	-
4000 Travel and Training	262	-	-	-	-	-
4110 Cellular Telephone	-	-	-	-	-	-
4311 Water Service - Medians	7,059	5,691	4,000	4,000	4,000	0.00%
4312 Water Service - Parks	21,489	18,713	27,700	27,700	27,700	0.00%
4314 Water Service - Buildings	-	-	-	-	-	-
4332 Electric - Sprinklers	-	-	-	-	-	-
4339 Electric - Park Restrooms	-	-	-	-	-	-
4340 Waste Disposal	13,200	13,200	13,200	13,200	13,200	0.00%
4500 General Insurance	8,066	8,160	8,300	8,300	8,300	0.00%
4600 Maintenance - Auto Equipment	-	-	-	-	-	-
4612 Maintenance - Building (Archibald Park)	-	-	-	-	-	-
4613 Maintenance - Building (John's Pass Park)	100	-	-	-	-	-
4620 Maintenance - Grounds/Parks (Pocket Parks)	-	-	-	-	-	-
4622 Maintenance - Grounds/Parks (Causeway)	550	-	-	-	-	-
4630 Maintenance - Grounds/Parks (J.P. Park)	-	-	-	-	-	-
4640 Maintenance - Other Equipment	30	-	-	-	-	-
4660 Maintenance - Seawalls	-	-	-	-	-	-
4680 Maintenance - Tires	-	-	-	-	-	-
5200 Uniforms	12	-	-	-	-	-
5210 Departmental Supplies	-	-	-	-	-	-
5220 Gasoline & Oil	1,403	-	-	-	-	-
5230 Tools	-	-	-	-	-	-
5420 Dues & Subscriptions	-	-	-	-	-	-
Subtotal Operating	127,132	113,662	111,200	111,200	113,800	2.34%
<b>CAPITAL:</b>						
6300 Capital Improvements	31,130	-	-	-	-	-
6400 Capital Equipment	-	-	-	-	-	-
6911 9/11 Memorial	-	-	-	-	-	-
Subtotal Capital Outlay	31,130	-	-	-	-	-
<b>TOTAL PARKS</b>	<b>\$158,262</b>	<b>\$113,662</b>	<b>\$111,200</b>	<b>\$111,200</b>	<b>\$113,800</b>	<b>2.34%</b>

**PARKS (001.4900)**

<b>CODE ACCOUNT TITLE</b>	<b>FY 2020 BUDGET</b>	<b>DESCRIPTION</b>
<b>OPERATING:</b>		
3400 Contractual Services	60,600	Contractual services to provide City's primary landscaping care, includes a decrease due to new agreement
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	<u>113,800</u>	
<b>TOTAL PARKS</b>	<b>\$113,800</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 programming, senior programming, facility rentals, community events, special event permitting, and day-to-day park and facility maintenance.

**Department Initiatives for FY2020 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 training options to provide proactive maintenance measures for with long term solutions.

**GOAL: HUMAN CAPITAL**

- **Objective 1:** Encourage professional growth and training in areas of communications, fiscal responsibility, level of service, and facility maintenance.
- **Objective 2:** Maintain professional memberships while exploring personal growth options and additional training availability.
- **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:** Create more readily available communication options for stakeholders of recreation activities.
- **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 marketing plan while aiming for and tracking measureable feedback and applicable data.

**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:** Continue growth of programming options to ensure the inclusion of all demographics of the area.
- **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 2020 Budget Year**

### **GOAL: FINANCIAL SUSTAINABILITY**

- **Objective 1:** Review previous budget years and identify trends to create proactive spending plans to ensure preparedness and more informed purchasing.
- **Objective 2:** Research grant opportunities for program and facility growth.
- **Objective 3:** Continue to elevate the education and understanding of the budget process for all staff members.

### **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 healthy educational opportunities 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:** Enhance website and external messaging for parking information and transportation availability.
- **Objective 2:** Encourage transportation alternatives that promote healthy lifestyle.

# RECREATION

## SUMMARY

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<b>EXPENDITURES:</b>					
PERSONNEL	438,582	425,860	516,600	516,600	423,300
OPERATING	327,089	312,910	386,400	386,400	410,900
CAPITAL	77,318	14,400	30,000	30,000	6,000
DONATIONS	23,100	-	-	-	-
<b>TOTAL</b>	<b>\$866,088</b>	<b>\$753,169</b>	<b>\$933,000</b>	<b>\$933,000</b>	<b>\$840,200</b>
<b>FUNDING SOURCE:</b>					
GENERAL FUND	\$866,088	\$753,169	\$933,000	\$933,000	\$840,200

### **FY 2020 Budget Modifications**

. For the FY 2020 budget, the recommendation from the Budget Review Committee and Board of Commissioners was to have the budget of two grounds maintenance workers allocated to the Archibald Fund as was the practice in budgets prior to FY 2019. For FY 2019, the cost of these positions were charged to Recreation with a transfer from the Archibald to the General Fund for the cost of these positions.

### **Capital Budget**

. FY 2020 Budget, there is \$6,000 budgeted in the 6400 Capital Equipment account for a trailer for lawn mowers.

## RECREATION (001.5000)

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>							
1200	Salaries & Wages	323,931	313,817	388,000	388,000	317,100	-18.27%
1400	Overtime	5,584	7,314	6,000	6,000	7,000	16.67%
2100	Social Security	25,221	24,538	29,700	29,700	24,300	-18.18%
2201	Retirement - FRS			3,200	3,200	-	-100.00%
2203	ICMA 401(a) Plan	21,669	22,139	24,000	24,000	21,600	-10.00%
2300	Group Insurance	55,256	52,536	57,700	57,700	49,100	-14.90%
2400	Worker's Compensation	6,922	5,515	8,000	8,000	4,200	-47.50%
	Subtotal Personnel	438,582	425,860	516,600	516,600	423,300	-18.06%
<b>OPERATING:</b>							
3117	Umpires & Officials	28,069	26,474	30,000	30,000	30,000	0.00%
3121	Computer Software Support	2,012	1,959	2,100	2,100	5,000	138.10%
3400	Contractual Services	34,164	29,751	38,500	38,500	38,500	0.00%
3401	Scorekeepers	1,575	1,054	1,500	1,500	1,500	0.00%
3401	Instructors	-	-	10,000	10,000	10,000	0.00%
3402	Fitness	11,281	6,542				
3405	Temporary Services	1,742	762	3,000	3,000	7,500	150.00%
4000	Travel and Training	6,272	8,205	8,000	8,000	10,000	25.00%
4100	Telephone	1,993	2,282	4,800	4,800	3,500	-27.08%
4110	Cellular Telephone	893	886	1,000	1,000	1,000	0.00%
4200	Postage	84	67	200	200	200	0.00%
4331	Electric - Buildings	9,594	10,895	9,600	9,600	9,600	0.00%
4333	Electric - Ball Fields	32,614	33,049	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	3,855	3,507	4,000	4,000	24,300	507.50%
4500	General Insurance	26,283	25,009	27,400	27,400	27,400	0.00%
4600	Maintenance - Auto Equipment	1,954	112	4,500	4,500	3,000	-33.33%
4610	Maintenance - Building	7,520	10,712	18,000	18,000	18,000	0.00%
4620	Maintenance - Grounds & Parks	35,814	34,992	38,000	38,000	38,000	0.00%
4640	Maintenance - Other Equipment	1,445	2,061	3,000	3,000	3,000	0.00%
4680	Maintenance - Tires	874	-	-	-	-	
4700	Print & Reproduction	3,555	2,003	5,000	5,000	5,000	0.00%
4800	Promotions & Public Relations	34,025	15,305	25,000	25,000	25,000	0.00%
4920	Licenses & Permits	145	260	500	500	500	0.00%
5100	Office Supplies	973	1,714	2,000	2,000	2,000	0.00%
5101	Athletic Programming	4,681	12,315	9,000	9,000	12,000	33.33%
5102	Little League	22,457	25,604	30,000	30,000	30,000	0.00%
5103	Senior Programming	3,265	2,839	7,500	7,500	7,500	0.00%
5200	Uniforms	1,809	1,984	2,500	2,500	2,500	0.00%
5210	Departmental Supplies	9,801	15,083	18,000	18,000	18,000	0.00%
5212	After School Program	11,011	7,564	15,000	15,000	10,000	-33.33%
5218	Summer Program	17,390	19,935	24,000	24,000	24,000	0.00%
5220	Gasoline & Oil	3,667	4,085	4,000	4,000	4,000	0.00%
5420	Dues & Subscriptions	371	-	400	400	-	-100.00%
	Subtotal Operating	327,089	312,910	386,400	386,400	410,900	6.34%

## RECREATION (001.5000)

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>CAPITAL:</b>							
6300	Capital Improvement	21,030	14,400	-	-	-	
6400	Capital Equipment	56,288	-	30,000	30,000	6,000	-80.00%
	Subtotal Capital Outlay	77,318	14,400	30,000	30,000	6,000	-80.00%
<b>DONATIONS:</b>							
8200	DCO Enterprises	23,100	-	-	-	-	
	Subtotal Donations	23,100	-	-	-	-	0.00%
	<b>TOTAL RECREATION</b>	<b>\$866,088</b>	<b>\$753,169</b>	<b>\$933,000</b>	<b>\$933,000</b>	<b>\$840,200</b>	<b>-9.95%</b>

## RECREATION (001.5000)

CODE	ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>			
1200	Salaries & Wages	317,100	Staff wages
1400	Overtime	7,000	Overtime as authorized by Parks and Recreation Director, primarily relating to special events
2100	Social Security	24,300	FICA contributions at 7.65% of salary
2201	Retirement - FRS	-	City contribution to staff retirement at FRS required contribution rate
2203	ICMA 401(a) Plan	21,600	City contribution to full-time staff retirement at 9% of salary
2300	Group Insurance	49,100	Medical, dental, life and long-term disability coverage for full-time staff
2400	Worker's Compensation	4,200	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	423,300	
<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	5,000	Civic Rec 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	7,500	Call-in labor as necessary for special events and weekend tournaments
4000	Travel and Training	10,000	National Recreation and Park Association manuals; Florida Recreation and Park Association conference; Pinellas County Schools childcare modules; and Pinellas County License Board training
4100	Telephone	3,500	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	24,300	Portable restrooms for league play, special events, and tournaments (\$4,000); new Knoica copier lease (\$4,800); and Enterprise Fleet Mgmt. (\$15,500)
4500	General Insurance	27,400	Property, auto, flood policies per quoted estimate
4600	Maintenance - Auto Equipment	3,000	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); and other maint. as needed (\$12,400)
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	12,000	Sports field supplies and equipment
5102	Little League	30,000	Uniforms, equipment, fees, and field supplies
5103	Senior Events	7,500	Program which provides leisure service events to seniors

## RECREATION (001.5000)

CODE	ACCOUNT TITLE	FY 2020 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	10,000	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	-	
	Subtotal Operating	<u>410,900</u>	
	<b>CAPITAL:</b>		
6300	Capital Improvement	-	
6400	Capital Equipment	6,000	Equipment trailer for lawn mowers
	Subtotal Capital Outlay	<u>6,000</u>	
	<b>TOTAL RECREATION</b>	<b>\$840,200</b>	

# RECREATION

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	FY 2017	FY 2018	FY 2019	FY 2020
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	2.00	0.00
Building Maintenance Worker	0.00	0.00	0.00	0.00
Bus Driver	0.00	0.25	0.25	0.25
Recreation Leader III	3.00	3.00	3.00	3.00
Recreation Leader II	2.00	2.00	2.00	2.00
Recreation Leader I	3.25	3.00	3.00	3.00
<b>Total Funded Positions</b>	<b>9.25</b>	<b>9.25</b>	<b>11.25</b>	<b>9.25</b>





The functions of the Parking Enforcement Department for the City includes manual patrolling of fourteen city-owned parking lots that comprise 537 parking spaces on a daily basis. Ensuring proper maintenance and functionality of the 30 pay stations throughout the city is a major responsibility for the department and requires a highly trained and efficient staff. Parking staff are trained and qualified to assist visitors who may be unfamiliar with pay stations and the methods of payment offered by the City. Visitors who violate parking restrictions and city ordinances are issued parking violations by Parking Enforcement staff or Police Officers. The department is required to follow and ensure that cash handling policies are strictly enforced and generate various financial reports that satisfy recipients.

**Department Initiatives for FY2020 Budget Year**

**GOAL: INFRASTRUCTURE**

- Objective 1: Preserve the integrity of the City parking lots and report any obstacles or problems to the Public Works Department.
- Objective 2: Explore and initiate new efficient ways that visitors can pay utilizing the current technology within the 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 on improving customer service and assisting visitors.
- Objective 2: Empower team members to make suggestions on ways of improving the experience of visitor to the City.
- Objective 3: Encourage the staff to write brief reports on how pay station malfunctions were resolved after instructions from technician.

**GOAL: INTERNAL AND EXTERNAL COMMUNICATION**

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

**GOAL: FINANCIAL SUSTAINABILITY**

- Objective 1: Evaluate current revenue collection of parking machines and explore better ways of improving fiscal management including eliminating cash transactions.
- Objective 2: Ensure staff reads financial reports on parking revenue collection 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 safer and healthier environment around City wide parking lots.

# PARKING ENFORCEMENT

## SUMMARY

	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ADOPTED</b>	<b>FY 2019 REVISED</b>	<b>FY 2020 BUDGET</b>
<b><u>EXPENDITURES:</u></b>					
PERSONNEL	95,255	128,615	135,300	135,300	160,800
OPERATING	164,396	155,685	184,200	193,923	193,600
CAPITAL	-	158,650	-	-	50,000
<b>TOTAL</b>	<b>\$259,651</b>	<b>\$442,950</b>	<b>\$319,500</b>	<b>\$329,223</b>	<b>\$404,400</b>
<b><u>FUNDING SOURCE:</u></b>					
PARKING FUND	\$259,651	-	-	-	-
GENERAL FUND	-	\$442,950	\$319,500	\$329,223	\$404,400

### **FY 2020 Budget Modifications**

- Starting August 1, 2019, all parking machines will no longer be accepting coins. All parking fees will need to be paid by credit card or by way of phone pay app. The process of counting coins is very time consuming and involves finance as well as parking staff each week. It is projected that this change will save atleast \$15,000 and cover the costs of the seasonal parking assistant.

### **Capital Budget**

- There is a Capital allocation for parking enforcement in the amount of \$50,000 for FY 2020. This is for new touch pad screens for each parking machine.

## PARKING ENFORCEMENT (001.6000)

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>							
1200	Salaries & Wages	61,910	83,017	87,900	87,900	109,700	24.80%
1400	Overtime	948	3,116	500	500	-	-100.00%
2100	Social Security	4,387	5,976	6,800	6,800	8,400	23.53%
2203	ICMA 401(a) Plan	5,331	7,335	8,000	8,000	9,400	17.50%
2300	Group Insurance	18,703	26,121	28,400	28,400	29,100	2.46%
2400	Worker's Compensation	3,976	3,050	3,700	3,700	4,200	13.51%
2500	Unemployment Compensation			-	-	-	
	Subtotal Personnel	95,255	128,615	135,300	135,300	160,800	18.85%
<b>OPERATING:</b>							
3111	Armored Car Service	-	-	300	300	-	-100.00%
3410	County Services			-	-	-	
3411	Contractual Ticket Processing	20,803	13,477	20,000	29,723	14,000	-52.90%
4000	Travel and Training	1,446	149	3,900	3,900	4,500	15.38%
4110	Cellular Telephone	541	641	600	600	-	-100.00%
4200	Postage	127	143	300	300	300	0.00%
4400	Rentals & Leases	2,400	3,900	-	-	5,400	
4500	General Insurance	515	555	600	600	600	0.00%
4600	Maintenance - Auto Equipment	1,005	556	2,500	2,500	1,500	-40.00%
4640	Maintenance - Other Equipment	476	339	2,500	2,500	-	-100.00%
4655	Maintenance - Pay Stations	32,730	27,238	15,000	15,000	30,000	100.00%
4680	Maintenance - Tires			-	-	500	
4700	Print & Reproduction	1,046	1,047	3,000	3,000	5,100	70.00%
4930	Bank Service Fees	96,668	97,894	121,000	121,000	111,000	-8.26%
5100	Office Supplies	226	-	500	500	500	0.00%
5200	Uniforms	342	1,346	1,200	1,200	1,200	0.00%
5210	Departmental Supplies	4,763	5,969	10,000	10,000	15,000	50.00%
5220	Gasoline & Oil	1,309	2,432	2,800	2,800	4,000	42.86%
	Subtotal Operating	164,396	155,685	184,200	193,923	193,600	-0.17%
<b>CAPITAL:</b>							
6400	Capital Equipment	-	158,650	-	-	50,000	
	Subtotal Capital Outlay	-	158,650	-	-	50,000	
	<b>TOTAL PARKING ENFORCEMENT</b>	<b>\$259,651</b>	<b>442,950</b>	<b>319,500</b>	<b>\$329,223</b>	<b>\$404,400</b>	<b>22.83%</b>

## PARKING ENFORCEMENT (001.6000)

CODE	ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>			
1200	Salaries & Wages	109,700	Staff wages
1400	Overtime	-	Call-in duty as necessary to maintain pay station functionality
2100	Social Security	8,400	FICA contributions at 7.65% of salary
2203	ICMA 401(a) Plan	9,400	City contribution to full-time staff retirement at 9% of salary
2300	Group Insurance	29,100	Medical, dental, life and long-term disability coverage for full-time employees
2400	Worker's Compensation	4,200	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	<u>160,800</u>	
<b>OPERATING:</b>			
3111	Armored Car Service	-	Bank deposit service fees
3411	Contractual Ticket Processing	14,000	Contractual ticket processing services with Complus Data Innovations (10.0% fee/ticket) plus increased ticket volume for FY20
4000	Travel and Training	4,500	Attendance at seminars related to Parking Enforcement
4110	Cellular Telephone	-	Verizon Wireless service contract and/or reimbursement of personal phone use
4200	Postage	300	Miscellaneous correspondence
4400	Rentals & Leases	5,400	Enterprise Fleet Management (1 vehicle)
4500	General Insurance	600	Auto policy per quoted estimate
4600	Maintenance - Auto Equipment	1,500	Parking vehicle preventive maintenance and service
4640	Maintenance - Other Equipment	-	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	30,000	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
4680	Maintenance - Tires	500	Tire replacement as needed
4700	Print & Reproduction	5,100	Parking passes and parking ticket production
4930	Bank Service Fees	111,000	Pay station credit card payment interchange fees will increase due to recent .50 increase in parking fees
5100	Office Supplies	500	Office supplies and furnishings
5200	Uniforms	1,200	Staff uniforms and work shirts
5210	Departmental Supplies	15,000	Tools, batteries and replacement items as needed to support pay stations
5220	Gasoline & Oil	4,000	Estimated Parking vehicle fuel consumption
	Subtotal Operating	<u>193,600</u>	
<b>CAPITAL:</b>			
6400	Capital Equipment	50,000	Install new windows that include touch pad and antiglare capability
	Subtotal Capital Outlay	<u>50,000</u>	
<b>TOTAL PARKING ENFORCEMENT</b>		<b>\$404,400</b>	

# PARKING ENFORCEMENT

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</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
Seasonal Parking Assistant	0.00	0.00	0.00	0.25
Total Funded Positions	2.75	2.75	3.00	3.25



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.

**Department Initiatives for FY2020 Budget Year**

**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 3:** To maintain existing Stormwater infrastructure and to provide efficient infrastructure capacity to meet the future needs.

**GOAL: HUMAN CAPITAL**

- **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 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<b>EXPENDITURES:</b>					
OPERATING	129,680	129,749	162,300	162,790	162,300
CAPITAL	366,460	5,879	106,600	128,221	-
<b>TOTAL</b>	<b>\$496,140</b>	<b>\$135,628</b>	<b>\$268,900</b>	<b>\$291,011</b>	<b>\$162,300</b>
<b>FUNDING SOURCE:</b>					
JOHN'S PASS VILLAGE FUND	-	-	-	-	-
GENERAL FUND	496,140	\$135,628	\$268,900	\$291,011	\$162,300

### **FY 2020 Budget Modifications**

#### **Capital Budget**

- There is no capital allocation budgeted for FY 2020.
- The total amount of \$106,600 from the BP committed reserve fund for John's Pass Improvements was not utilized in FY 2019. It will be the Board of Commissioners that will need to decide if this allocation is to carry forward into FY 2020.

## JOHN'S PASS VILLAGE (001.8000)

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>OPERATING:</b>							
3400	Other Contractual Services	21,026	24,805	29,400	29,890	22,400	-25.06%
4314	Water Service - Buildings	11,064	8,830	15,600	15,600	15,600	0.00%
4331	Electric - Buildings	1,882	2,619	5,200	5,200	5,200	0.00%
4336	Electric - Street Lights	11,289	12,158	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	25,598	25,900	26,200	26,200	26,200	0.00%
4610	Maintenance - Building	1,993	496	6,000	6,000	6,000	0.00%
4620	Maintenance - Grounds/Parks	13,854	12,798	18,000	18,000	20,000	11.11%
4630	Maintenance - Boardwalk	671	2,342	5,000	5,000	5,000	0.00%
4640	Maintenance - Other Equipment			-	-	-	
5210	Departmental Supplies	3,403	903	5,000	5,000	10,000	100.00%
	Subtotal Operating	129,680	129,749	162,300	162,790	162,300	-0.30%
<b>CAPITAL:</b>							
6300	Capital Improvement	366,460	5,700	106,600	113,400	-	-100.00%
6313	Seawall Improvement	-	179	-	14,821	-	-100.00%
	Subtotal Capital Outlay	366,460	5,879	106,600	128,221	-	-100.00%
	<b>TOTAL JOHN'S PASS VILLAGE</b>	<b>\$496,140</b>	<b>135,628</b>	<b>\$268,900</b>	<b>\$291,011</b>	<b>\$162,300</b>	<b>-44.23%</b>

## JOHN'S PASS VILLAGE (001.8000)

CODE	ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>OPERATING:</b>			
3400	Other Contractual Services	22,400	Cleaning and janitorial services contract allocation
			Pinellas County Utility expenditures at JPV restrooms and Fantasy Planet store
4314	Water Service - Buildings	15,600	
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
			Preventive maintenance and repair of Fantasy Planet retail store, village restrooms and air-conditioning systems
4610	Maintenance - Building	6,000	
4620	Maintenance - Grounds/Parks	20,000	Grounds maintenance and beautification within John's Pass Village
4630	Maintenance - Boardwalk	5,000	Boardwalk maintenance and upkeep as needed
5210	Departmental Supplies	10,000	Signs, mulch, paint, ashtrays, and receptacles
	Subtotal Operating	<u>162,300</u>	
<b>CAPITAL:</b>			
6300	Capital Improvement	-	BP FUNDS: Improvements (\$75,000); Replaced Pilings (\$31,600)
6313	Seawall Improvement	-	
	Subtotal Capital Outlay	<u>-</u>	
<b>TOTAL JOHN'S PASS VILLAGE</b>		<b>\$162,300</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. Proceeds are shared between the county and municipalities in order to fund infrastructure improvements.

# LOCAL OPTION SALES TAX FUND

## SUMMARY

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<b>EXPENDITURES:</b>					
CAPITAL	796,577	35,986	260,000	260,000	300,000
OTHER	-	-	-	-	-
<b>TOTAL</b>	<b>\$796,577</b>	<b>\$35,986</b>	<b>\$260,000</b>	<b>\$260,000</b>	<b>\$300,000</b>
<b>FUNDING SOURCE:</b>					
LOCAL OPTION SALES TAX FUND	\$796,577	\$35,986	\$260,000	\$260,000	\$300,000

### **FY 2020 Budget Modifications**

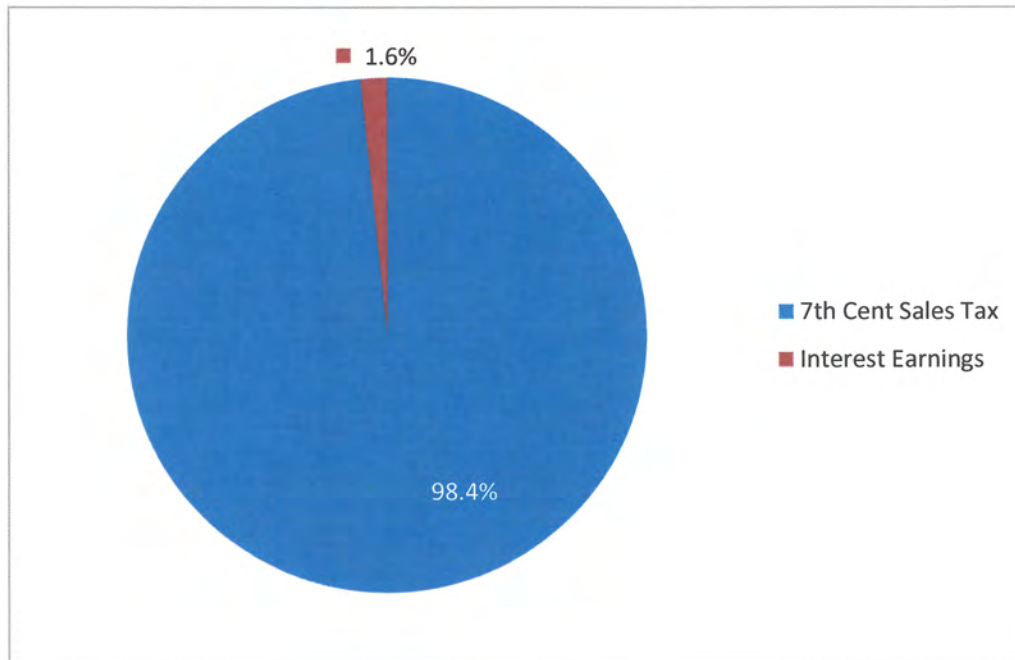
#### **Capital Budget**

- For FY 2020, \$300,000 will be allocated for improvements to Beach access, parking lot improvement plan, and signage.

# LOCAL OPTION SALES TAX FUND

## FUNDING SOURCES

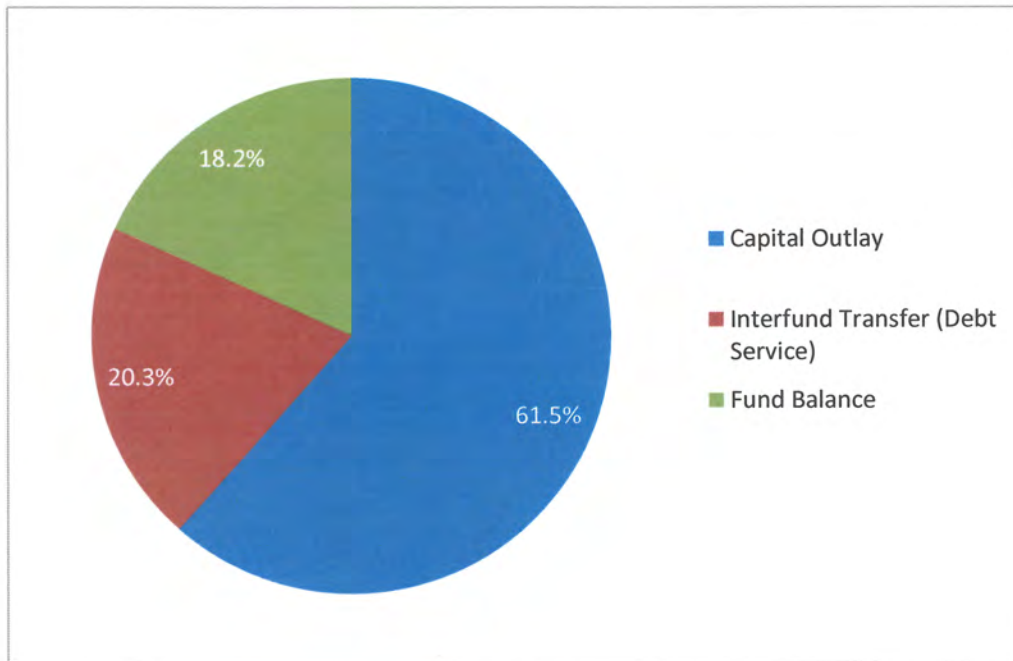
7th Cent Sales Tax	98.4%	479,300
Interest Earnings	1.6%	8,000
<b>Total Funding Sources</b>	<b>100.00%</b>	<b>\$487,300</b>



# LOCAL OPTION SALES TAX FUND

## FUNDING USES

Capital Outlay	61.5%	300,000
Interfund Transfer (Debt Service)	20.3%	98,800
Fund Balance	18.2%	88,500
<b>Total Funding Uses</b>	<b>100.00%</b>	<b>\$487,300</b>





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

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b><u>Beginning available resources:</u></b>							
	Restricted balance	1,687,493	1,150,134	1,051,500	1,400,464	1,400,700	
	Est. FY 2018 operating revenue > revised budget	-	-	-	-	-	
	<b>Total beginning available resources</b>	<b>\$ 1,687,493</b>	<b>\$ 1,150,134</b>	<b>\$ 1,051,500</b>	<b>\$ 1,400,464</b>	<b>\$ 1,400,700</b>	<b>0.02%</b>
<b><u>Operating revenue:</u></b>							
312.600	7th cent sales tax	449,245	477,312	451,200	451,200	479,300	6.23%
361.100	Interest earnings	7,910	6,945	8,000	8,000	8,000	0.00%
<b><u>Non-operating funding sources:</u></b>							
381.999	Debt proceeds	-	-	-	-	-	
	<b>Total funding sources</b>	<b>\$ 457,155</b>	<b>\$ 484,257</b>	<b>\$ 459,200</b>	<b>\$ 459,200</b>	<b>\$ 487,300</b>	<b>6.12%</b>
	<b>Capital outlay expenditures:</b>	796,577	35,986	260,000	260,000	300,000	
<b><u>Non-operating funding uses:</u></b>							
	Debt service, 2016 revenue note (transfer to D.S. Fund)	197,938	197,940	198,900	198,900	98,800	
	Cost of issuance, 2016 revenue note	-	-	-	-	-	
	<b>Total funding uses</b>	<b>\$ 994,515</b>	<b>\$ 233,927</b>	<b>\$ 458,900</b>	<b>\$ 458,900</b>	<b>\$ 398,800</b>	<b>-13.10%</b>
	<b>Restricted fund balance</b>	<b>\$ 1,150,134</b>	<b>\$ 1,400,464</b>	<b>\$ 1,051,800</b>	<b>\$ 1,400,764</b>	<b>\$ 1,489,200</b>	<b>6.31%</b>

## LOCAL OPTION SALES TAX FUND (103.9519)

CODE ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>CAPITAL:</b>						
6300 Capital Improvements	-	-	260,000	260,000	300,000	15.38%
6311 Archibald Memorial Beach Park Rehabilitation	-	-	-	-	-	
6318 City Centre	110,000	4,000	-	-	-	
6319 Marina Dock Construction	-	-	-	-	-	
6320 Stormwater Drainage & Roadway Improvements	-	-	-	-	-	
6321 Beach Groyne Rehabilitation	-	-	-	-	-	
6325 Madeira Way Improvements	-	-	-	-	-	
6400 Capital Equipment	686,577	31,986	-	-	-	
6406 ALS Vehicle Acquisition	-	-	-	-	-	
Subtotal Capital Outlay	796,577	35,986	260,000	260,000	300,000	15.38%
<b>OTHER:</b>						
9999 Cost of Issuance	-	-	-	-	-	
Subtotal Other	-	-	-	-	-	
<b>TOTAL LOCAL OPTION SALES TAX FUND</b>	<b>\$796,577</b>	<b>\$35,986</b>	<b>\$260,000</b>	<b>\$260,000</b>	<b>\$300,000</b>	<b>15.38%</b>

## LOCAL OPTION SALES TAX FUND (103.9519)

<b>CODE</b>	<b>ACCOUNT TITLE</b>	<b>FY 2020 BUDGET</b>	<b>DESCRIPTION</b>
<b>CAPITAL:</b>			
6300	Capital Improvement	<u>300,000</u>	Beach Access, Parking Lot Improvement Plan, and signage
6318	City Centre - Capital Improvement	<u>-</u>	
6400	Capital Equipment	<u>-</u>	
Subtotal Capital Outlay		<u>300,000</u>	
<b>TOTAL LOCAL OPTION SALES TAX FUND</b>		<b>\$300,000</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 FY2020 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

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<b>EXPENDITURES:</b>					
PERSONNEL	135,438	143,107	-	-	199,100
OPERATING	158,378	146,945	191,100	191,100	234,400
CAPITAL	58,171	13,216	95,000	95,000	-
TRANSFER					-
<b>TOTAL</b>	<b>\$351,987</b>	<b>\$303,269</b>	<b>\$286,100</b>	<b>\$286,100</b>	<b>433,500</b>
<b>FUNDING SOURCE:</b>					
ARCHIBALD FUND	\$351,987	\$303,269	\$286,100	\$286,100	\$433,500

### **FY 2020 Budget Modifications**

. For the FY 2020 Budget, the direction from the Board based upon the recommendation from the Budget Review Committee is to reflect the cost of two grounds maintenance workers and Division Supervisor. For the FY 2019 Budget, these positions were charged to the Recreation Center and Public Works Department respectfully.

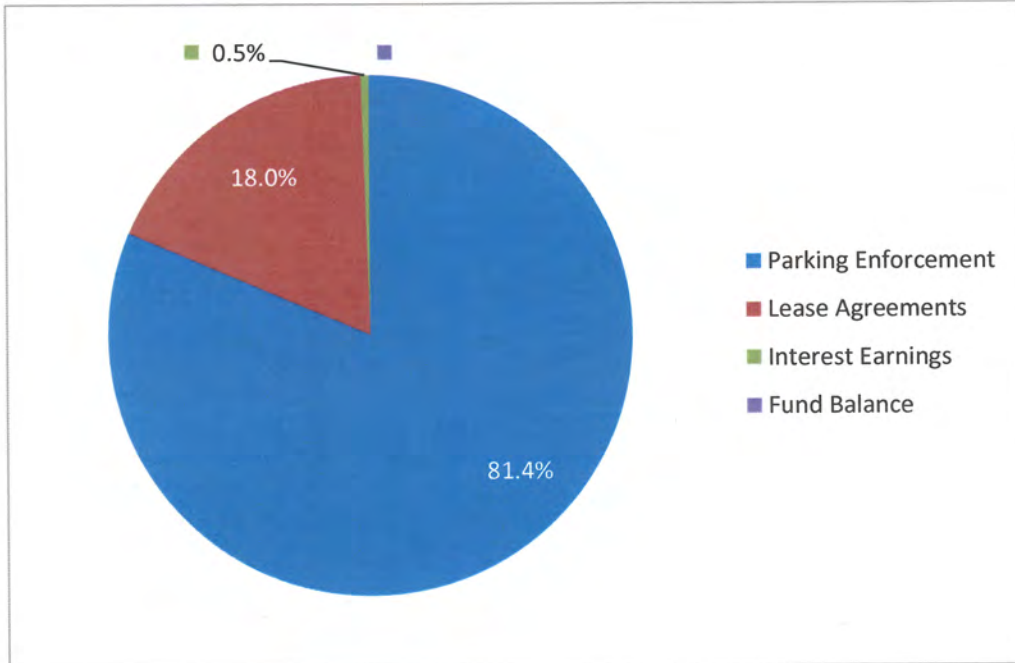
### **Capital Budget**

. Necessary repairs to the Splash Pad located at ROC Park have not taken place yet in FY 2019 and \$44,500 allocated should roll over into FY 2020. However, projected costs appear to exceed \$44,500.

# ARCHIBALD FUND

## FUNDING SOURCES

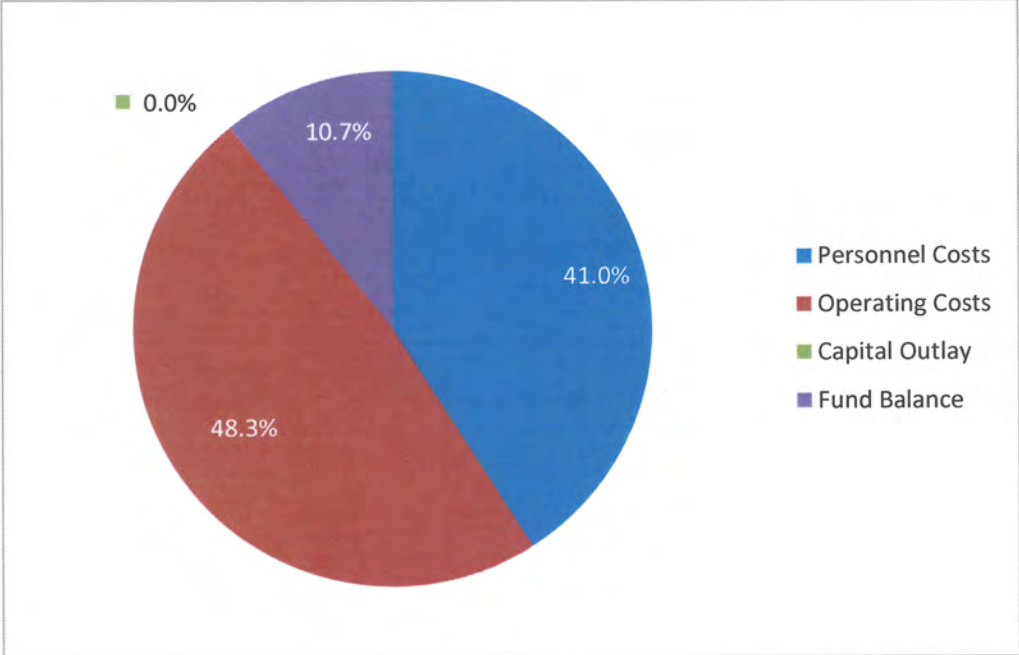
Parking Enforcement	81.4%	395,500
Lease Agreements	18.0%	87,600
Interest Earnings	0.5%	2,500
Fund Balance	0.0%	0
<b>Total Funding Sources</b>	<b>100.00%</b>	<b>\$485,600</b>



# ARCHIBALD FUND

## FUNDING USES

Personnel Costs	41.0%	199,100
Operating Costs	48.3%	234,400
Capital Outlay	0.0%	0
Fund Balance	10.7%	\$52,100
<b>Total Funding Uses</b>	<b>100.00%</b>	<b>\$485,600</b>





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

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>Beginning available resources:</b>							
	Restricted balance	255,223	316,628	310,300	524,500	654,700	
	Est. FY 2019 operating revenue > revised budget	-	-	10,000		20,000	
	Est. FY 2019 operating expenditures < revised budget	-	-	74,000		10,000	
	<b>Total beginning available resources</b>	<b>\$ 255,223</b>	<b>\$ 316,628</b>	<b>\$ 394,300</b>	<b>\$ 524,500</b>	<b>\$ 684,700</b>	<b>30.54%</b>
<b>Operating revenue:</b>							
344.501	Archibald Park parking meters	339,852	336,745	343,300	343,300	317,600	-7.49%
	Parking Fees Committed					77,900	
347.594	Beach concession lease	-	-	-	-	-	
347.596	Snack Shack operator lease	72,000	72,000	72,000	72,000	87,600	21.67%
361.100	Interest earnings	1,539	1,996	1,000	1,000	2,500	150.00%
	<b>Total funding sources</b>	<b>\$ 413,391</b>	<b>\$ 410,741</b>	<b>\$ 416,300</b>	<b>\$ 416,300</b>	<b>\$ 485,600</b>	<b>16.65%</b>
	<b>Total funding uses</b>	<b>\$ 351,987</b>	<b>\$ 303,269</b>	<b>\$ 286,100</b>	<b>\$ 286,100</b>	<b>\$ 433,500</b>	<b>51.52%</b>
	<b>Restricted fund balance</b>	<b>\$ 316,628</b>	<b>\$ 424,100</b>	<b>\$ 524,500</b>	<b>\$ 654,700</b>	<b>\$ 736,800</b>	<b>12.54%</b>

**ARCHIBALD FUND (110.9910)**

<b>CODE ACCOUNT TITLE</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ADOPTED</b>	<b>FY 2019 REVISED</b>	<b>FY 2020 BUDGET</b>	<b>PERCENT CHANGE</b>
<b>PERSONNEL:</b>						
1200 Salaries & Wages	99,831	106,337	-	-	143,300	
1400 Overtime	5,478	2,484	-	-	2,500	
2100 Social Security	7,619	8,051	-	-	11,000	
2201 Retirement - FRS	7,270	10,190	-	-	12,900	
2203 ICMA 401(a) Plan	-	-	-	-	3,500	
2300 Group Insurance	10,037	10,452	-	-	19,800	
2400 Worker's Compensation	5,204	5,594	-	-	6,100	
Subtotal Personnel	135,438	143,107	-	-	199,100	
<b>OPERATING:</b>						
3400 Other Contractual Services	-	-	-	-	15,600	
3405 Temporary Contractual Services	-	-	-	-	-	
3414 Contractual Services - Causeway Park	14,587	15,054	15,700	15,700	15,700	0.00%
3415 Contractual Services - John's Pass Park	14,587	14,226	19,100	19,100	19,600	2.62%
3600 Administrative Services	28,500	28,500	30,500	30,500	30,500	0.00%
4000 Travel and Training	200	-	900	900	900	0.00%
4110 Cellular Telephone	208	152	300	300	-	-100.00%
4312 Water Service - Parks	1,081	1,458	2,000	2,000	2,000	0.00%
4314 Water Service - Buildings	11,190	9,673	12,000	12,000	16,000	33.33%
4332 Electric - Sprinklers	5,464	6,158	5,000	5,000	5,000	0.00%
4339 Electric - Park Restrooms	2,918	2,800	4,600	4,600	4,600	0.00%
4340 Waste Disposal	14,900	14,900	14,900	14,900	14,900	0.00%
4400 Rental & Leases	-	-	-	-	6,200	
4500 General Insurance	10,877	10,699	10,700	10,700	10,700	0.00%
4600 Maintenance - Auto Equipment	2,032	4,187	900	900	900	0.00%
4612 Maintenance - Building	640	4,259	11,000	11,000	11,000	0.00%
4620 Maintenance - Grounds/Parks	19,385	15,227	20,000	20,000	25,000	25.00%
4640 Maintenance - Other Equipment	2,095	1,022	3,000	3,000	3,000	0.00%
4660 Maintenance - Beach	10,959	6,821	11,000	11,000	16,000	45.45%
4690 Maintenance - Palm Trees	13,453	4,930	20,000	20,000	25,000	25.00%
5200 Uniforms	51	-	500	500	500	0.00%
5210 Departmental Supplies	3,858	4,076	4,000	4,000	6,000	50.00%
5220 Gasoline & Oil	472	2,030	3,000	3,000	3,000	0.00%
5230 Tools	385	342	1,000	1,000	1,300	30.00%
5420 Dues & Subscriptions	533	430	1,000	1,000	1,000	0.00%
Subtotal Operating	158,378	146,945	191,100	191,100	234,400	22.66%
<b>CAPITAL:</b>						
6300 Capital Improvement	33,244	13,216	95,000	95,000	-	-100.00%
6400 Capital Equipment	24,927	-	-	-	-	
Subtotal Capital Outlay	58,171	13,216	95,000	95,000	-	-100.00%
<b>TRANSFER:</b>						
Transfer to General Fund (Recreation)			191,800	191,800	-	
Subtotal Transfer					-	
<b>TOTAL ARCHIBALD FUND</b>	<b>\$351,987</b>	<b>\$303,269</b>	<b>\$286,100</b>	<b>\$286,100</b>	<b>433,500</b>	<b>51.52%</b>

**ARCHIBALD FUND (110.9910)**

<b>CODE</b>	<b>ACCOUNT TITLE</b>	<b>FY 2020 BUDGET</b>	<b>DESCRIPTION</b>
<b>PERSONNEL:</b>			
1200	Salaries & Wages	143,300	Archibald Fund allocation of park staff wages
1400	Overtime	2,500	Overtime expenditures as authorized by the Parks and Recreation Director
2100	Social Security	11,000	FICA contributions at 7.65% of salary
2201	Retirement - FRS	12,900	City contribution to staff retirement at FRS required contribution rate
2203	ICMA 401 (a) Plan	3,500	City contribution to staff retirement at 9% of salary
2300	Group Insurance	19,800	Medical, dental, life and long-term disability coverage
2400	Worker's Compensation	6,100	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	199,100	
<b>OPERATING:</b>			
3400	Other Contractual Services	15,600	Cleaning and janitorial services per new contract to clean restrooms
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	19,600	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	-	Cell phone for staff
4312	Water Service - Parks	2,000	Estimated water service at Archibald Park (grounds)
4314	Water Service - Building	16,000	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
4400	Rental & Leases	6,200	Enterprise Fleet Mgmt. (one vehicle)
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	25,000	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	16,000	Beach cleaning contract (\$5,400); swim buoy maintenance and replacement; signs, and receptacles
4690	Maintenance - Palm Trees	25,000	Contractual annual maintenance (Citywide)
5200	Uniforms	500	Staff uniforms, work shirts, etc.
5210	Departmental Supplies	6,000	Work gloves, pest control, ashtrays, lights, and keys
5220	Gasoline & Oil	3,000	Estimated Parks vehicle fuel consumption
5230	Tools	1,300	Grass, fertilizer, planters, and sprinkler system repairs
5420	Dues & Subscriptions	1,000	Florida Nursery Growers & Landscape Association; Florida Farm Bureau
	Subtotal Operating	234,400	
<b>CAPITAL:</b>			
6300	Capital Improvement	-	
6400	Capital Equipment	-	
	Subtotal Capital Outlay	-	
<b>TRANSFER:</b>			
	Transfer to General Fund	-	
<b>TOTAL ARCHIBALD FUND</b>		<b>433,500</b>	

# ARCHIBALD FUND

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2019</u>
Division Supervisor	1.00	1.00	0.00	1.00
Grounds Maintenance Worker	1.75	1.75	0.00	2.00
Total Funded Positions	2.75	2.75	0.00	3.00



## BUILDING DEPARTMENT

The Building Department's mission is to administer and enforce the current Florida Building Codes and the International Property Maintenance Codes for new and existing building construction, renovation, remodeling and also fire, zoning and neighborhood integrity codes in an effort to ensure a safe, well maintained community.

The Building goals are accomplished by various inspections all through the construction phase to ensure the facility meets the code; conducting a final inspection before the structure is occupied; coordinating with Community Development for plans review; assisting in FEMA – National Flood Insurance Program compliance and review; and adherence to the NPDES Standard Operating Procedures for storm-water management.

The Building Department also implements review for city codes relating to building; provides rental property inspections; monitors the city for neighborhood integrity, safety and aesthetics; processes violations for code compliance; coordinates with Sheriff's Office for code compliance; and staffs the Special Magistrate Meeting for code compliance.

### **Departmental Initiatives for FY 2020 Budget Year**

#### **GOAL: INFRASTRUCTURE**

- **Objective 1:** Develop web based permitting for inspections and permit tracking.
- **Objective 2:** Provide one-on-one support, communications and information at front counter, using informational hand-out materials and for scheduling Building Official Consultations.
- **Objective 3:** Have regularly scheduled meetings with staff to review any changes in policy, on-gong permit issues and anything else that would affect their ability to consistently provide good and true information to other staff and the public as a cohesive team.
- **Objective 4:** Create a comprehensive data management program.

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

- **Objective 1:** Educate staff on financial/budget processes and concerns.
- **Objective 2:** Conduct one-on-one meeting with staff to anticipate financial changes or additional impacts to the department revenue.
- **Objective 3:** Research potential infrastructure improvements to increase sustainability and improved department processes.
- **Objective 4:** Develop the ICC internship as an investment in the futures success of the Building Department by providing the intern with training, mentoring, encouraging and promoting from within by investing in our human capital.

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

- **Objective 1:** Maintain an environment in which public safety and healthy living are at the forefront of each program policy decision.

- **Objective 2:** Work with staff to improve the rental inspection services program.
- **Objective 3:** Work with IT to improve the Building Department's website to inform the general public of emergency alerts and changes or improvements within the community.
- **Objective 4:** Update the Building Department's web page and portal, add a "Public Information and Education" folder and insert the NPDES Standard Operating Procedure to educate the public on illicit discharge. Hyperlink the SOP to the agencies referenced within, e.g. PCSWM, FDEP, SWFWMD, etc., and provide an acronym definition page.

**GOAL: HUMAN CAPITAL**

- **Objective 1:** Encourage team members through the ICC certification program.
- **Objective 2:** Encourage and support staff in independent decision-making.
- **Objective 3:** Initiate a cross training program for team members to improve general understanding and enhance work coverage throughout the department.
- **Objective 4:** Assign a part time permit clerk to the front counter to assist the public, answer phones, make copies, assist contractors find the right forms, scan and file closed permits, and support the permit technician.
- **Objective 5:** Revise the building permit forms to be uniform and consistent.
- **Objective 6:** Create checklists for permit intake applications.

## BUILDING FUND

### SUMMARY

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<b>EXPENDITURES:</b>					
PERSONNEL	289,574	330,379	322,500	322,500	377,300
OPERATING	83,453	98,378	105,200	105,200	118,700
CAPITAL	-	18,594	-	-	-
TRANSFER	-	-	-	-	92,200
<b>TOTAL</b>	<b>\$373,027</b>	<b>\$428,757</b>	<b>427,700</b>	<b>427,700</b>	<b>588,200</b>
<b>FUNDING SOURCE:</b>					
BUILDING FUND	\$373,027	\$428,757	\$427,700	\$427,700	\$588,200

#### **FY 2020 Budget Modifications**

. For FY 2020, the Administrative Assistant's title will change to Building Supervisor. This is due to the Building Official needing to spend more time outside City Hall viewing new projects.

. During FY 2019, a part-time clerk position was added to assist with the increase in permits and to assist with scanning. This position will be funded in the FY 2020 Budget.

. For the FY 2020 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 \$92,200 will be transferred from the Building Fund to the General Fund.

#### **Capital Budget**

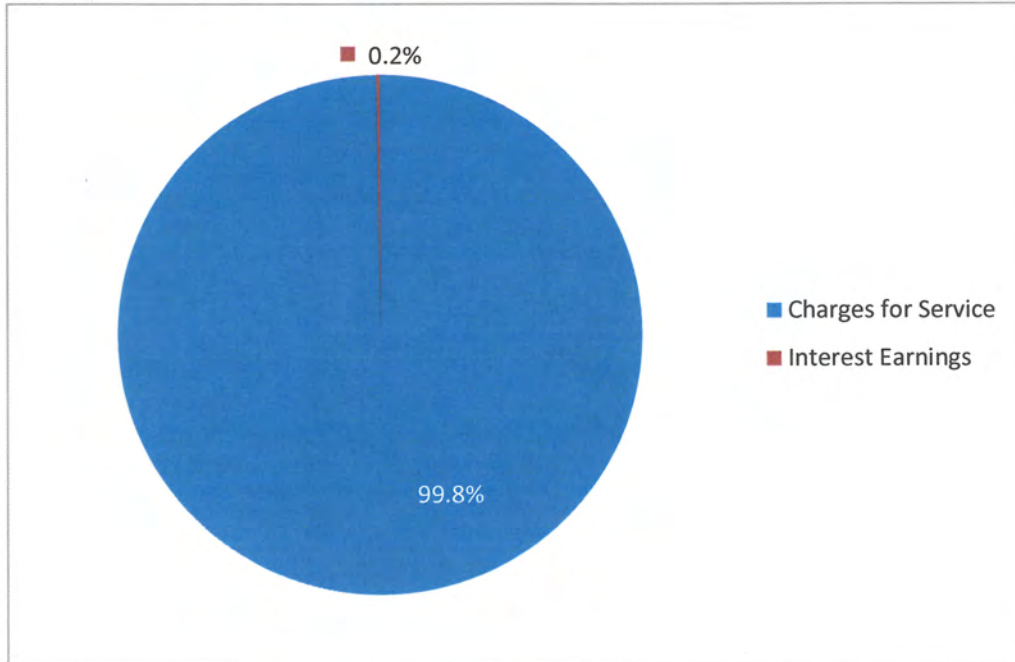
. There is no capital purchases budgeted for FY 2020.



# BUILDING FUND

## FUNDING SOURCES

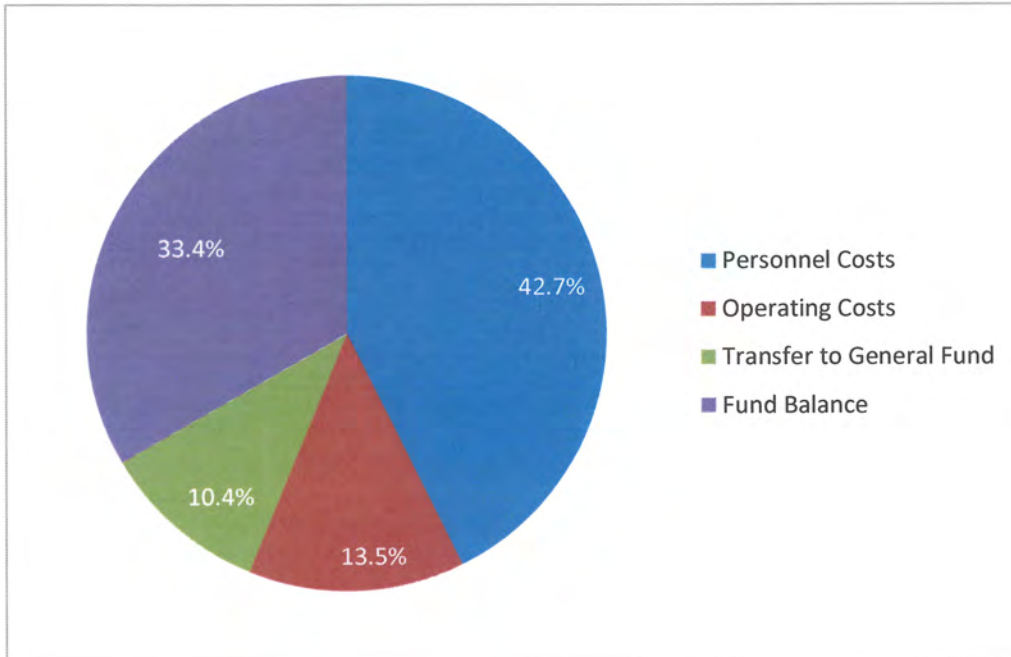
Charges for Service	99.8%	881,200
Interest Earnings	0.2%	2,000
<b>Total Funding Sources</b>	<b>100.00%</b>	<b>\$883,200</b>



# BUILDING FUND

## FUNDING USES

Personnel Costs	42.7%	377,300
Operating Costs	13.5%	118,700
Transfer to General Fund	10.4%	92,200
Fund Balance	33.4%	295,000
<b>Total Funding Uses</b>	<b>100.00%</b>	<b>\$883,200</b>



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

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
<b><u>Beginning available resources:</u></b>							
	Restricted balance	85,022	253,793	132,400	397,393	588,200	
	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>\$ 251,121</b>	<b>\$ 253,793</b>	<b>\$ 132,400</b>	<b>\$ 397,393</b>	<b>\$ 588,200</b>	<b>48.01%</b>
<b><u>Operating revenue:</u></b>							
322.009	Variance applications	1,200	1,400	5,500	5,500	1,200	-78.18%
322.020	Building permits	370,773	587,510	700,000	700,000	880,000	25.71%
322.023	Land development review	2,310	-	1,000	1,000	-	-100.00%
361.100	Interest earnings	1,416	2,042	1,500	1,500	2,000	33.33%
	<b>Total funding sources</b>	<b>\$ 375,699</b>	<b>\$ 590,952</b>	<b>\$ 708,000</b>	<b>\$ 708,000</b>	<b>\$ 883,200</b>	<b>24.75%</b>
	<b>Total funding uses</b>	<b>\$ 373,027</b>	<b>\$ 447,352</b>	<b>\$ 517,100</b>	<b>\$ 517,100</b>	<b>\$ 588,200</b>	<b>13.75%</b>
	<b>Restricted fund balance</b>	<b>\$ 253,793</b>	<b>\$ 397,393</b>	<b>\$ 323,300</b>	<b>\$ 588,293</b>	<b>\$ 883,200</b>	<b>50.13%</b>

## BUILDING FUND (125.5240)

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	BUDGET CHANGE
<b>PERSONNEL:</b>							
1200	Salaries & Wages	209,731	241,642	231,300	231,300	268,300	16.00%
1400	Overtime	466	143				
2100	Social Security	15,515	16,967	17,700	17,700	20,600	16.38%
2203	ICMA 401(a) Plan	17,874	21,354	24,500	24,500	28,400	15.92%
2300	Group Insurance	38,197	41,485	40,900	40,900	50,700	23.96%
2400	Worker's Compensation	7,792	8,788	8,100	8,100	9,300	14.81%
	Subtotal Personnel	289,574	330,379	322,500	322,500	377,300	16.99%
<b>OPERATING:</b>							
3100	Professional Services	2,117	6,534	3,000	3,000	5,000	66.67%
3121	Computer Software Support	11,837	11,847	12,500	12,500	15,000	20.00%
3600	Administrative Services	57,000	57,000	63,200	63,200	63,200	0.00%
4000	Travel and Training	1,709	3,116	3,000	3,000	4,000	33.33%
4110	Cellular Telephone	441	632	500	500	1,500	200.00%
4200	Postage					100	
4400	Rental & Leases	-	-			2,900	
4500	General Insurance	294	317	7,700	7,700	7,700	0.00%
4600	Maintenance - Auto Equipment	35	565	1,000	1,000	1,000	0.00%
4930	Bank Service Fees	3,655	5,500	4,000	4,000	4,000	0.00%
5100	Office Supplies	4,930	10,462	6,000	6,000	6,000	0.00%
5103	Code Enforcement					2,500	
5200	Uniforms					1,500	
5220	Gasoline & Oil	1,035	1,303	2,400	2,400	2,400	0.00%
5230	Tools	-	894	1,500	1,500	1,500	0.00%
5420	Dues & Subscriptions	398	210	400	400	400	0.00%
	Subtotal Operating	83,453	98,378	105,200	105,200	118,700	12.83%
<b>CAPITAL:</b>							
6300	Capital Improvement	-	-	-	-	-	-
6400	Capital Equipment	-	18,594	-	-	-	-100.00%
	Subtotal Capital Outlay	-	18,594	-	-	-	-100.00%
<b>TRANSFER:</b>							
	Transfer to General Fund			89,400	89,400	92,200	
	Subtotal Transfer					92,200	
	<b>TOTAL BUILDING FUND</b>	<b>\$373,027</b>	<b>\$447,352</b>	<b>517,100</b>	<b>517,100</b>	<b>588,200</b>	<b>13.75%</b>

## BUILDING FUND (125.5240)

CODE	ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>			
			Direct and allocated wages relating to administration of the Florida Building
1200	Salaries & Wages	268,300	Code
2100	Social Security	20,600	FICA contributions at 7.65% of salary
2203	ICMA 401(a) Plan	28,400	City contribution to staff retirement at 9% of salary
2300	Group Insurance	50,700	Medical, dental, life and long-term disability coverage
2400	Worker's Compensation	9,300	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	<u>377,300</u>	
<b>OPERATING:</b>			
3121	Computer Software Support	20,000	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	4,000	International Code Council training; Building Officials Association of Florida conference; continuing education requirements
4110	Cellular Telephone	1,500	Verizon Wireless service contract and/or reimbursement of personal phone use
4200	Postage	100	Mail Letters and documents
4400	Rental & Leases	2,900	Enterprise Fleet Mgmt. (one vehicle)
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
5103	Code Enforcement	2,500	Stakes, signs, door hangers and forms
5200	Uniforms	1,500	five uniforms for employees
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>118,700</u>	
<b>CAPITAL:</b>			
6400	Capital equipment	<u>-</u>	
<b>TRANSFER:</b>			
	Transfer to General Fund	92,200	Transfer costs for Building Code Enforcement to General Fund.
<b>TOTAL BUILDING FUND</b>		<b>588,200</b>	

# BUILDING FUND

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Building Official	1.00	1.00	1.00	1.00
Building Department Supervisor	0.00	0.00	0.00	1.00
Planning and Zoning Coordinator	0.50	0.00	0.00	0.10
Planning and Zoning Director	0.00	0.50	0.10	0.15
Permit Technician	1.00	1.00	1.00	1.00
Building Codes Compliance Officer	1.00	1.00	1.00	1.00
Code Compliance Officer III	0.00	0.00	0.00	0.00
Administrative Assistant	0.50	0.50	0.10	0.00
Administrative Assistant	0.00	0.00	1.00	0.00
Part-time Clerk	0.00	0.00	0.00	0.20
Total Funded Positions	4.00	4.00	4.20	4.45



## 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 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ADOPTED</b>	<b>FY 2019 REVISED</b>	<b>FY 2020 BUDGET</b>
<b>EXPENDITURES:</b>					
OPERATING	86,769	90,246	89,500	89,500	91,000
<b>TOTAL</b>	<b>\$86,769</b>	<b>\$90,246</b>	<b>\$89,500</b>	<b>\$89,500</b>	<b>\$91,000</b>
<b>FUNDING SOURCE:</b>					
GAS TAX FUND	\$86,769	\$90,246	\$89,500	\$89,500	\$91,000

### **FY 2020 Budget Modifications**

- There are no budget modifications for FY 2020.

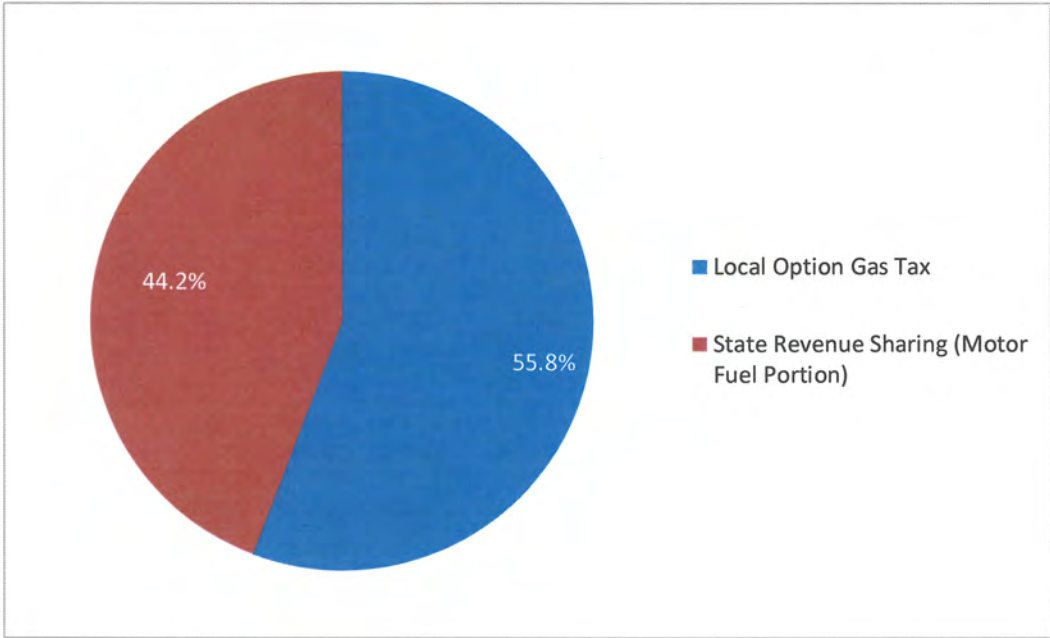
### **Capital Budget**

- There is no capital purchases budgeted for FY 2020.

# GAS TAX FUND

## FUNDING SOURCES

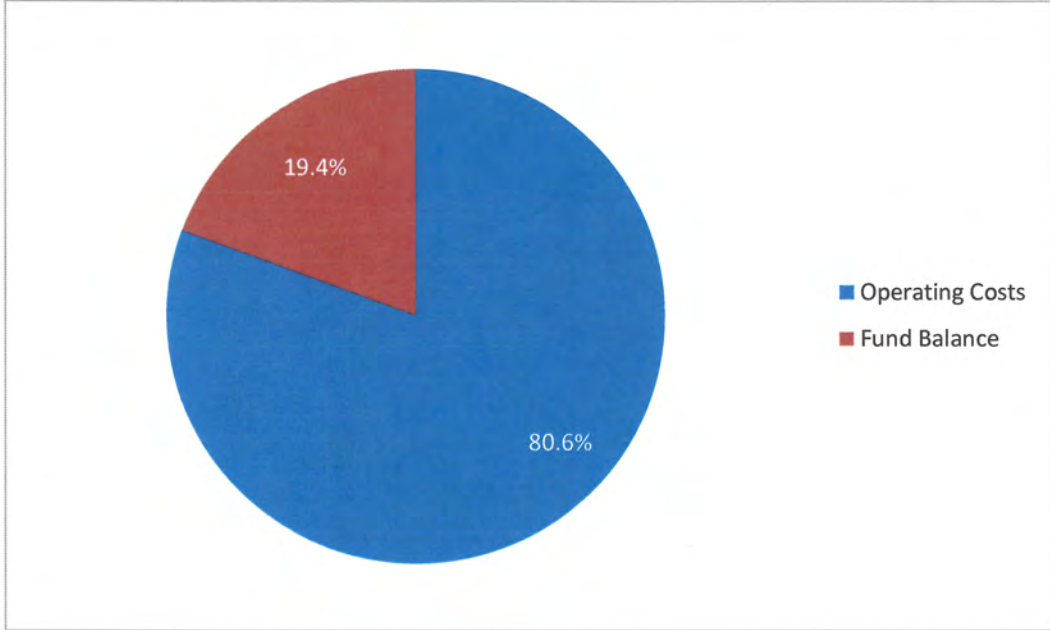
Local Option Gas Tax	55.8%	63,000
State Revenue Sharing (Motor Fuel Portion)	44.2%	49,900
<b>Total Funding Sources</b>	<b>100.00%</b>	<b>\$112,900</b>



# GAS TAX FUND

## FUNDING USES

Operating Costs	80.6%	91,000
Fund Balance	19.4%	21,900
<b>Total Funding Uses</b>	<b>100.00%</b>	<b>\$112,900</b>



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

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b><u>Beginning available resources:</u></b>							
	Impact fees	-	-	-	-	-	
	Restricted balance	25,072	50,901	61,501	71,567	95,567	
	<b>Total beginning available resources</b>	<b>\$ 25,072</b>	<b>\$ 50,901</b>	<b>\$ 61,500</b>	<b>\$ 71,567</b>	<b>\$ 95,600</b>	<b>33.58%</b>
<b><u>Operating revenue:</u></b>							
312.410	Local option gas tax	62,811	61,157	63,600	63,600	63,000	-0.94%
335.120	State revenue sharing	49,579	49,417	49,900	49,900	49,900	0.00%
361.100	Interest	208	338	-	-	-	
	<b>Total funding sources</b>	<b>\$ 112,598</b>	<b>\$ 110,912</b>	<b>\$ 113,500</b>	<b>\$ 113,500</b>	<b>\$ 112,900</b>	<b>-0.53%</b>
	<b>Total funding uses</b>	<b>\$ 86,769</b>	<b>\$ 90,246</b>	<b>\$ 89,500</b>	<b>\$ 89,500</b>	<b>\$ 91,000</b>	<b>1.68%</b>
	<b>Restricted fund balance</b>	<b>\$ 50,901</b>	<b>\$ 71,567</b>	<b>\$ 85,500</b>	<b>\$ 95,567</b>	<b>\$ 117,500</b>	<b>22.95%</b>

## GAS TAX FUND (150.5410)

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>OPERATING:</b>							
4336	Electric - Street Lights	82,952	86,441	85,000	85,000	87,000	2.35%
4337	Electric - Traffic Signals	3,816	3,805	4,500	4,500	4,000	-11.11%
	Subtotal Operating	86,769	90,246	89,500	89,500	91,000	1.68%
	<b>TOTAL GAS TAX FUND</b>	<b>\$86,769</b>	<b>\$90,246</b>	<b>\$89,500</b>	<b>\$89,500</b>	<b>\$91,000</b>	<b>1.68%</b>

## GAS TAX FUND (150.5410)

CODE	ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>OPERATING:</b>			
4336	Electric - Street Lights	87,000	Estimated Duke Energy expenditures (street lights)
4337	Electric - Traffic Signals	4,000	Estimated Duke Energy expenditures (signs, signals, pedestrian crossings)
	Subtotal Operating	<u>91,000</u>	
	<b>TOTAL GAS TAX FUND</b>	<b>\$91,000</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 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<u>EXPENDITURES:</u>					
OPERATING	1,654,050	2,413,751	1,038,700	1,038,700	741,900
<b>TOTAL</b>	<b>\$1,654,050</b>	<b>\$2,413,751</b>	<b>\$1,038,700</b>	<b>\$1,038,700</b>	<b>\$741,900</b>
<u>FUNDING SOURCE:</u>					
DEBT SERVICE FUND	\$1,654,050	\$2,413,751	\$1,038,700	\$1,038,700	\$741,900

### **FY 2020 Budget Modifications**

. As an explanation, the City acquired a \$15 million dollar bank loan during FY 2019 for future stormwater projects (Area 1, Area 3, and Area 5). This loan will not impact the Debt Service Fund. The activity on this Series 2019 Loan will take place within the Stormwater Fund with transfers from the General Fund.

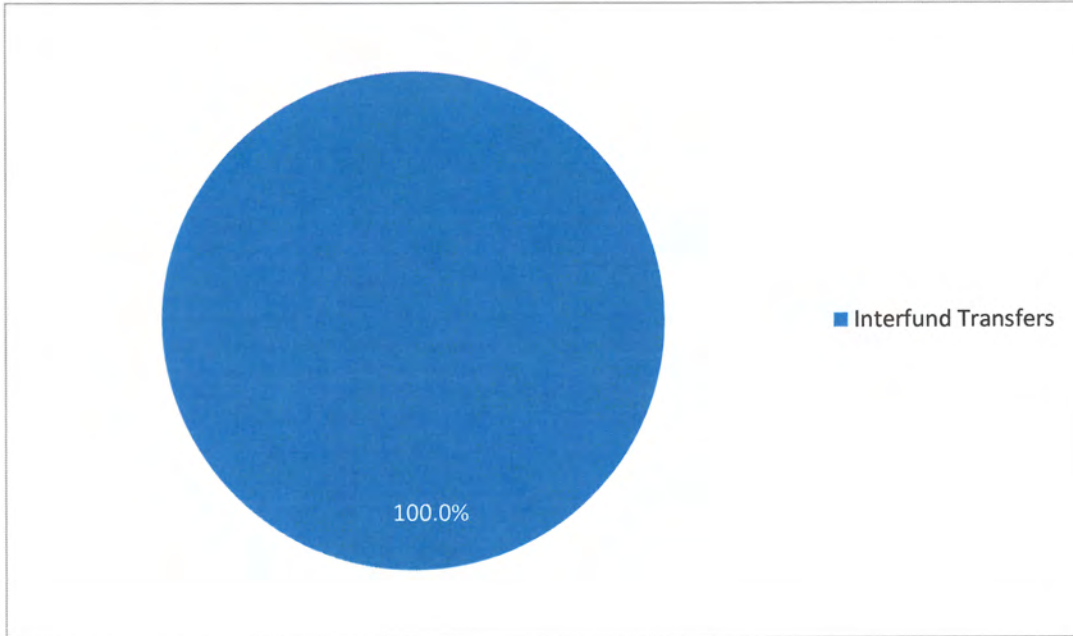
### **Capital Budget**

- . There is no capital purchases budgeted for FY 2020.

# DEBT SERVICE FUND

## FUNDING SOURCES

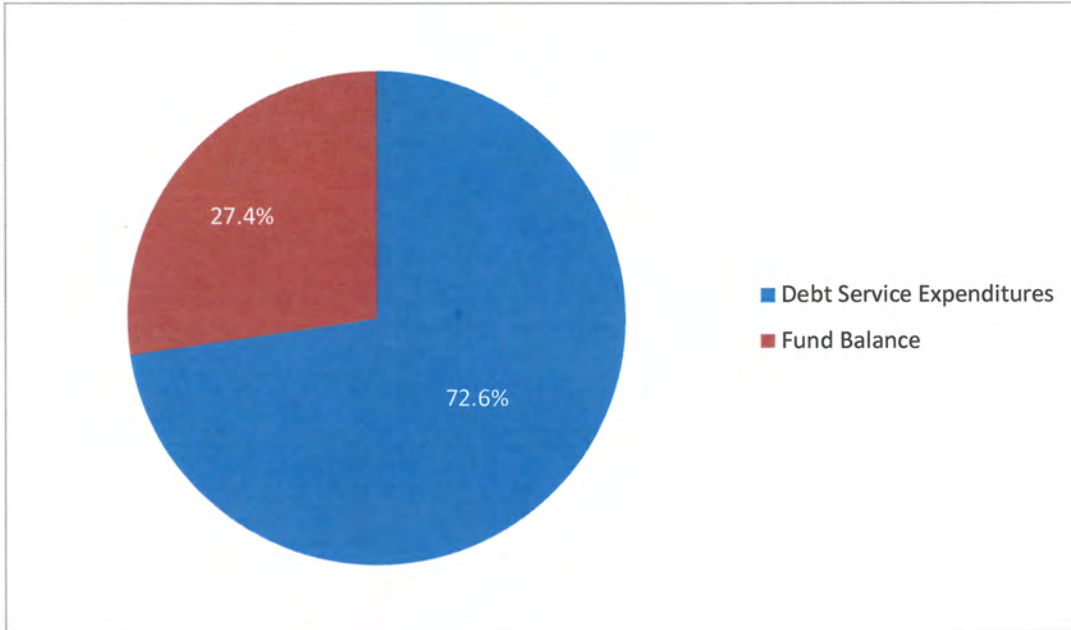
Interfund Transfers	100.0%	1,021,400
<b>Total Funding Sources</b>	<b>100.00%</b>	<b>\$1,021,400</b>



# DEBT SERVICE FUND

## FUNDING USES

Debt Service Expenditures	72.6%	741,900
Fund Balance	27.4%	279,500
<b>Total Funding Uses</b>	<b>100.00%</b>	<b>\$1,021,400</b>



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

ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>Beginning available resources:</b>						
Committed balance	192,292	458,593	263,700	461,344	740,844	
<b>Total beginning available resources</b>	<b>\$ 192,292</b>	<b>\$ 458,593</b>	<b>\$ 263,700</b>	<b>\$ 461,344</b>	<b>\$ 740,844</b>	
<b>Non-operating funding sources:</b>						
Transfer from General Fund - restricted	1,722,413	2,218,562	839,800	839,800	643,100	-23.42%
Transfer from General Fund - committed	-	-	279,500	279,500	279,500	0.00%
Transfer from Local Opt. Sales Tax Fund	197,938	197,940	198,900	198,900	98,800	-50.33%
<b>Total funding sources</b>	<b>\$ 1,920,351</b>	<b>\$ 2,416,502</b>	<b>\$ 1,318,200</b>	<b>\$ 1,318,200</b>	<b>\$ 1,021,400</b>	<b>-22.52%</b>
<b>Total funding uses</b>	<b>\$ 1,654,050</b>	<b>\$ 2,413,751</b>	<b>\$ 1,038,700</b>	<b>\$ 1,038,700</b>	<b>\$ 741,900</b>	<b>-28.57%</b>
<b>Committed fund balance</b>	<b>\$ 458,593</b>	<b>\$ 461,344</b>	<b>\$ 543,200</b>	<b>\$ 740,844</b>	<b>\$ 1,020,344</b>	<b>37.73%</b>

## DEBT SERVICE FUND (170.5170)

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>DEBT SERVICE:</b>							
7100	Principal	1,306,000	2,183,000	707,000	707,000	521,000	-26.31%
7200	Interest	348,050	230,751	331,700	331,700	220,900	-33.40%
	Subtotal Debt Service	1,654,050	2,413,751	1,038,700	1,038,700	741,900	-28.57%
	<b>TOTAL DEBT SERVICE FUND</b>	<b>\$1,654,050</b>	<b>\$2,413,751</b>	<b>\$1,038,700</b>	<b>\$1,038,700</b>	<b>\$741,900</b>	<b>-28.57%</b>

**DEBT SERVICE FUND (170.5170)**

<b>CODE</b>	<b>ACCOUNT TITLE</b>	<b>FY 2020 BUDGET</b>	<b>DESCRIPTION</b>
	<b>DEBT SERVICE:</b>		
7100	Principal	521,000	Series 2013: \$105,000; Series 2018: \$318,000; Series 2016: \$98,000
7200	Interest	220,900	Series 2013: \$193,200; Series 2018: \$26,900; Series 2016: \$800
	Subtotal Debt Service	741,900	
	<b>TOTAL DEBT SERVICE FUND</b>	<b>\$741,900</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 2020 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 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<b>EXPENDITURES:</b>					
PERSONNEL	462,680	475,097	477,600	477,600	432,500
OPERATING	693,018	681,216	780,600	785,266	823,200
CAPITAL	105,916	105,916	112,000	352,000	240,000
<b>TOTAL</b>	<b>\$1,261,613</b>	<b>\$1,262,229</b>	<b>\$1,370,200</b>	<b>\$1,614,866</b>	<b>\$1,495,700</b>
<b>FUNDING SOURCE:</b>					
SANITATION FUND	\$1,261,613	\$1,262,229	\$1,370,200	\$1,614,866	\$1,495,700

### **FY 2020 Budget Modifications**

. A new compensation study was approved and implemented in FY 2019. Hopefully, the impacts of this will prevent significant expenditure increases for Temporary Services.

### **Capital Budget**

. An amount of \$240,000 has carry forward into FY 2019 for Sanitation Fund Storage facility design.

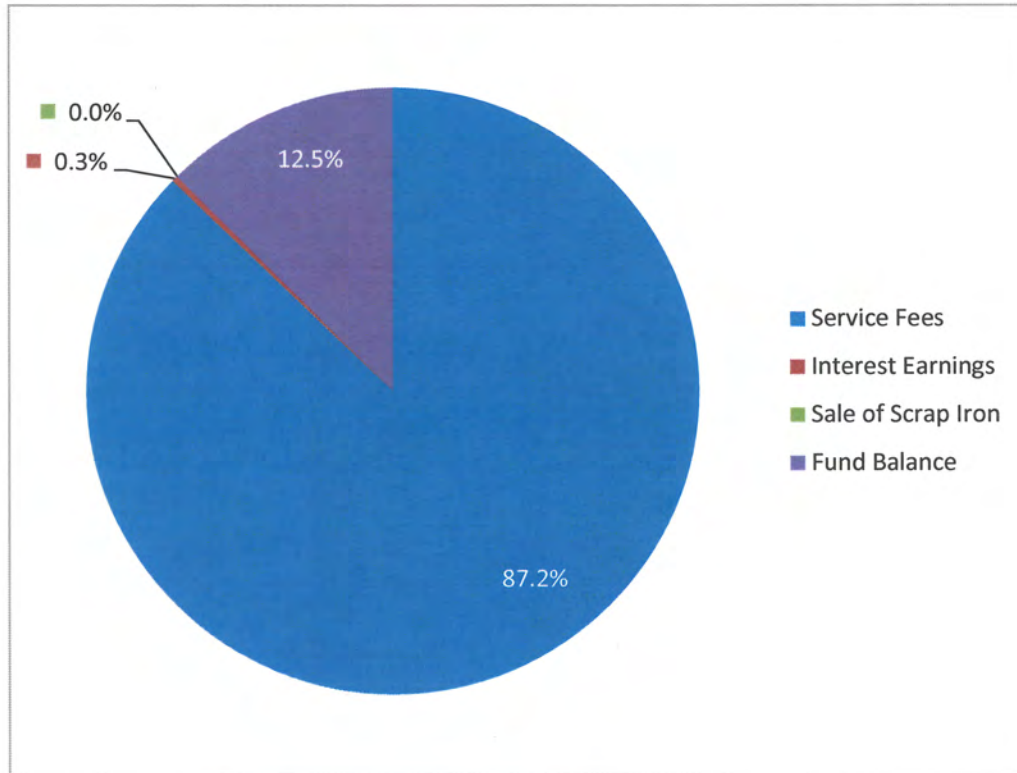
This will be a decision needed from the Board if this should carry forward into FY 2020.

. A new garbage truck was purchased during FY 2019 (not budgeted) and a replacement is now needed for FY 2020. For FY 2020, \$240,000 is budgeted for this new garbage truck.

# SANITATION FUND

## FUNDING SOURCES

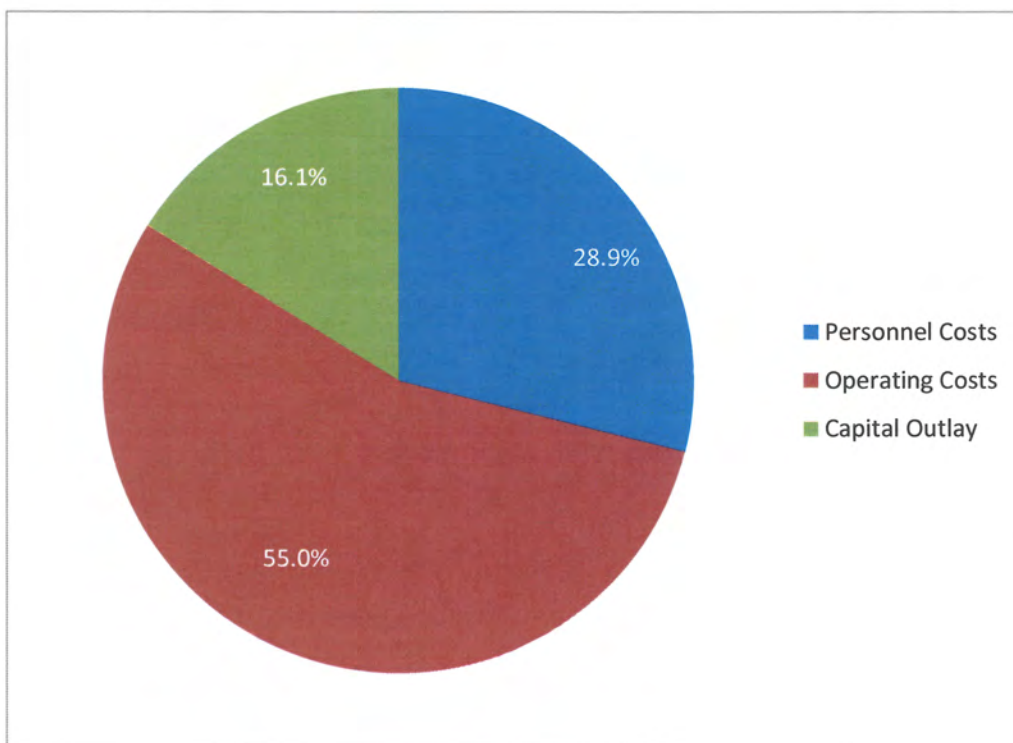
Service Fees	87.2%	1,304,300
Interest Earnings	0.3%	5,000
Sale of Scrap Iron	0.0%	0
Fund Balance	12.5%	186,400
<b>Total Funding Sources</b>	<b>100.0%</b>	<b>\$1,495,700</b>



# SANITATION FUND

## FUNDING USES

Personnel Costs	28.9%	432,500
Operating Costs	55.0%	823,200
Capital Outlay	16.1%	240,000
<b>Total Funding Uses</b>	<b>100.0%</b>	<b>\$1,495,700</b>



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

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>Beginning available resources:</b>							
	Current assets as of September 30	1,517,257	1,661,360	-	1,534,984	-	
	Current liabilities as of September 30	(59,056)	(51,152)	-	(59,056)	-	
	Est. FY 2019 operating revenue > revised budget	-	-	10,000	-	10,000	
	Est. FY 2019 operating expenditures < revised budget	-	-	50,000	-	50,000	
	<b>Total beginning available resources</b>	<b>\$ 1,458,201</b>	<b>\$ 1,610,208</b>	<b>\$ 1,535,600</b>	<b>\$ 1,475,928</b>	<b>\$ 1,291,000</b>	<b>-12.53%</b>
<b>Operating revenue:</b>							
337.337	Recycling grant	3,237	3,209	-	-	3,400	
343.415	Sanitation service fee	1,258,504	1,255,593	1,268,000	1,268,000	1,265,900	-0.17%
343.418	Recycling service fee	26,023	28,866	97,000	97,000	35,000	-63.92%
361.100	Interest earnings	8,738	9,009	5,000	5,000	5,000	0.00%
364.411	Sale of equipment	20,400	700	-	-	-	
369.369	Miscellaneous revenue	725	17	-	-	-	
369.378	Sale of scrap iron	-	-	-	-	-	
369.379	Refund prior year expenses	-	6,891	-	-	-	
	<b>Total funding sources</b>	<b>\$ 1,317,627</b>	<b>\$ 1,304,286</b>	<b>\$ 1,370,000</b>	<b>\$ 1,370,000</b>	<b>\$ 1,309,300</b>	<b>-4.43%</b>
	<b>Total funding uses</b>	<b>\$ 1,261,613</b>	<b>\$ 1,262,229</b>	<b>\$ 1,370,200</b>	<b>\$ 1,614,866</b>	<b>\$ 1,495,700</b>	<b>-7.38%</b>
	<b>Ending available resources</b>	<b>\$ 1,514,215</b>	<b>\$ 1,652,264</b>	<b>\$ 1,535,400</b>	<b>\$ 1,231,062</b>	<b>\$ 1,104,600</b>	<b>-10.27%</b>

## SANITATION FUND (402.7000)

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>							
1200	Salaries & Wages	257,265	265,934	295,300	295,300	256,400	-13.17%
1400	Overtime	64,750	67,114	36,000	36,000	45,000	25.00%
2100	Social Security	22,626	26,771	22,600	22,600	19,600	-13.27%
2201	Retirement - FRS	15,033	15,055	7,700	7,700	3,800	-50.65%
2203	ICMA 401(a) Plan	14,444	15,542	18,300	18,300	23,100	26.23%
2206	FRS - DROP	-	-	-	-	-	
2300	Group Insurance	64,933	62,265	71,600	71,600	63,300	-11.59%
2400	Worker's Compensation	23,631	22,416	26,100	26,100	21,300	-18.39%
	Subtotal Personnel	462,680	475,097	477,600	477,600	432,500	-9.44%
<b>OPERATING:</b>							
3405	Temporary Contractual Services	67,358	70,334	47,200	51,866	55,000	6.04%
3420	Waste Disposal	240,448	237,479	240,000	240,000	240,000	0.00%
3422	Curbside Recycling	96,712	96,560	168,100	168,100	168,100	0.00%
3423	Recycling Material Disposal	24,700	16,761	32,000	32,000	32,000	0.00%
3600	Administrative Services	85,500	85,500	89,700	89,700	89,700	0.00%
4110	Cellular Telephone	1,330	1,243	1,800	1,800	1,800	0.00%
4202	Postage - Utility Bills	8,015	8,042	9,000	9,000	9,000	0.00%
4400	Rentals and Leases	12,833	13,066	18,200	18,200	48,100	164.29%
4500	General Insurance	11,552	12,439	14,900	14,900	14,900	0.00%
4600	Maintenance - Auto Equipment	43,376	28,607	25,000	25,000	25,000	0.00%
4640	Maintenance - Other Equipment	89	95	2,000	2,000	2,000	0.00%
4680	Maintenance - Tires	16,869	13,847	20,000	20,000	20,000	0.00%
5200	Uniforms	3,104	1,969	2,700	2,700	2,700	0.00%
5210	Departmental Supplies	44,121	53,411	65,000	65,000	69,900	7.54%
5220	Gasoline & Oil	35,910	41,571	42,000	42,000	42,000	0.00%
5230	Tools	1,100	293	3,000	3,000	3,000	0.00%
5420	Dues & Subscriptions	-	-	-	-	-	
	Subtotal Operating	693,018	681,216	780,600	785,266	823,200	4.83%
<b>CAPITAL:</b>							
6300	Capital Improvements	-	-	-	240,000	-	-100.00%
6400	Capital Equipment	105,916	105,916	112,000	112,000	240,000	114.29%
	Subtotal Capital Outlay	105,916	105,916	112,000	352,000	240,000	-31.82%
<b>TOTAL SANITATION FUND</b>		<b>\$1,261,613</b>	<b>\$1,262,229</b>	<b>\$1,370,200</b>	<b>\$1,614,866</b>	<b>\$1,495,700</b>	<b>-7.38%</b>

## SANITATION FUND (402.7000)

CODE	ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>			
			Staff wages, including allocation of Public Works Director and Administrative
1200	Salaries & Wages	256,400	Assistant position (25% each)
1400	Overtime	45,000	Overtime as authorized by Public Works Director
2100	Social Security	19,600	FICA contributions at 7.65% of salary
2201	Retirement - FRS	3,800	City contribution to staff retirement at FRS required contribution rate
2203	ICMA 401(a) Plan	23,100	City contribution to administrative staff retirement at 9% of salary
2206	FRS - DROP	-	
2300	Group Insurance	63,300	Medical, dental, life and long-term disability coverage for full-time employees
2400	Worker's Compensation	21,300	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	<u>432,500</u>	
<b>OPERATING:</b>			
			Call-in service to maintain adequate staffing levels; includes increase
3405	Temporary Services	55,000	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	48,100	Rental of public works storage facility, including contractual fee increase (\$18,200) and Enterprise Fleet Mgmt (\$29,900)
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	69,900	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>823,200</u>	
<b>CAPITAL:</b>			
6300	Capital Improvements	-	
6400	Capital Equipment	240,000	Vehicle Replacement: 2012 Peterbilt Garbage Truck (#26)
	Subtotal Capital Outlay	<u>240,000</u>	
<b>TOTAL SANITATION FUND</b>		<b>\$1,495,700</b>	

## SANITATION FUND

### FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</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	1.00	1.00
Public Works Technician	0.50	0.00	0.00	0.00
Sanitation Worker	4.00	6.00	6.00	6.00
Total Funded Positions	6.00	8.00	7.50	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 2020 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 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ADOPTED</b>	<b>FY 2019 REVISED</b>	<b>FY 2020 BUDGET</b>
<b>EXPENDITURES:</b>					
PERSONNEL	213,106	220,443	267,600	267,600	270,600
OPERATING	137,795	135,690	135,300	138,120	137,000
CAPITAL	-	1,745,650	495,000	1,824,288	8,034,000
DEBT SERVICE	151,646	142,478	499,400	499,400	877,200
OTHER	119,207	179,884	-	-	-
<b>TOTAL</b>	<b>\$621,754</b>	<b>\$2,424,144</b>	<b>\$1,397,300</b>	<b>\$2,729,408</b>	<b>\$9,318,800</b>
<b>FUNDING SOURCE:</b>					
STORMWATER FUND	\$621,754	\$2,424,144	\$1,397,300	\$2,729,408	\$9,318,800

### **FY 2020 Budget Modifications**

. On July 9, 2019, the Board of Commissioners approved a \$15 million dollar Bank Loan for future stormwater funding over the next three to four years. The three Areas impacted by this include: Crystal Island (Area 1), Parsley Dr/Marguerite Dr (Area 3), and John's Pass Village Blvd. (Area 5).

. The required Loan payment on this \$15 million Loan is approximately \$1,006,000 annually for twenty years. The General Fund will need to assist the Stormwater Fund each year by way of Interfund Transfer. The Board of Commissioners have approved to set the maximum millage rate at 2.7500 to help offset the cost of the loan payments by allowing the City to cover expenses currently paid from non-ad valorem revenues.

### **Capital Budget**

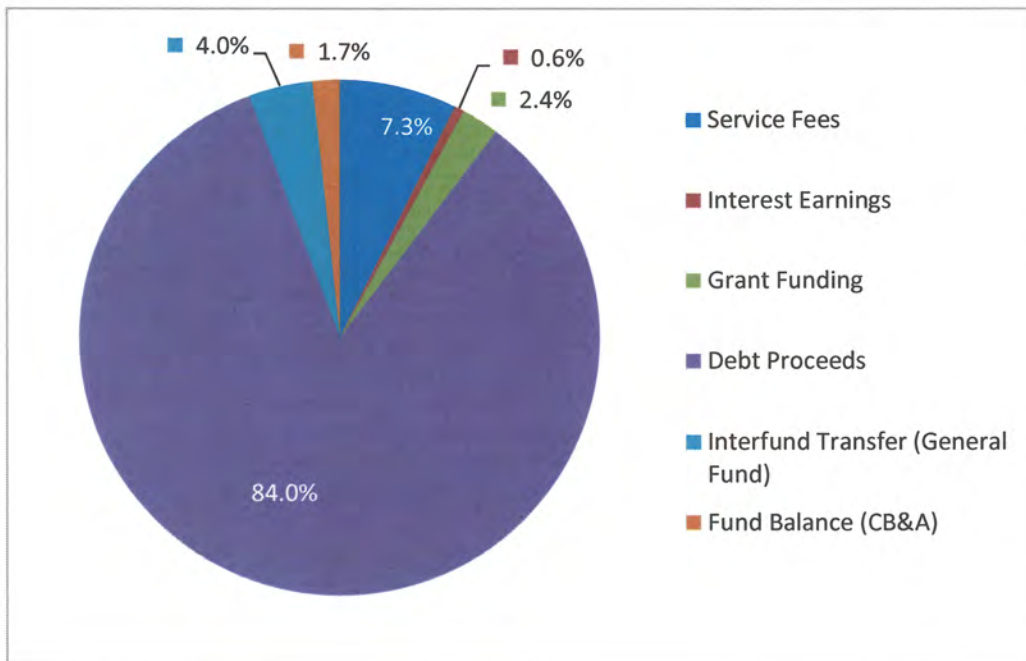
. The first stormwater project/area is Crystall Island (Area 1) and a total of \$7,834,000 will be allocated for FY 2020.

. Within the FY 2019 revised budget within accounts 6300 and 6320 is carry forward amounts which are related to the 137th stormwater project.

# STORMWATER FUND

## FUNDING SOURCES

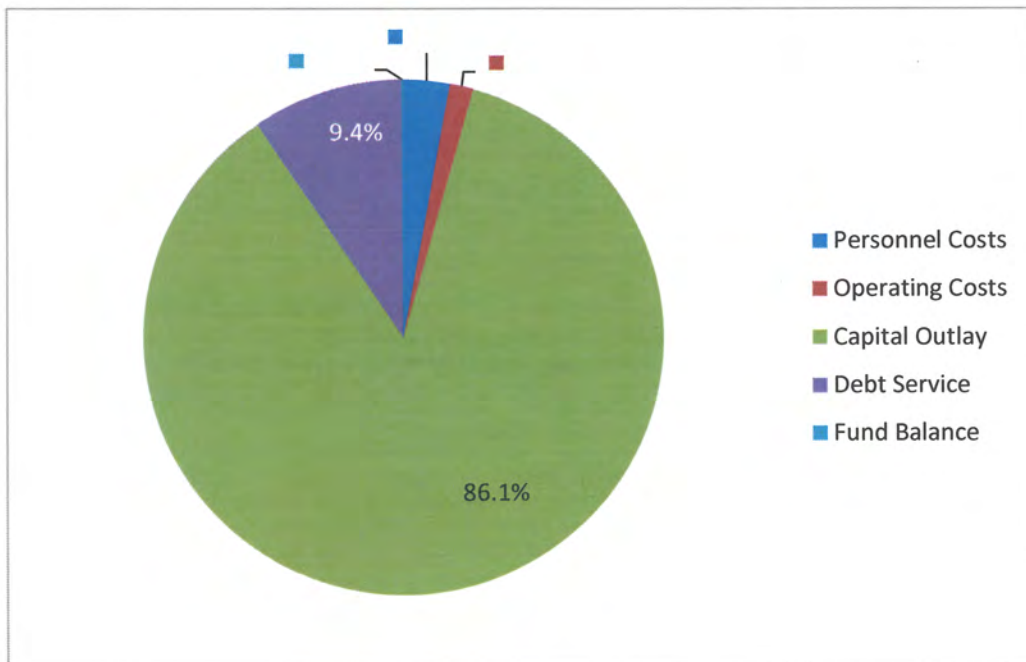
Service Fees	7.3%	690,000
Interest Earnings	0.6%	55,000
Grant Funding	2.4%	220,000
Debt Proceeds	84.0%	7,834,000
Interfund Transfer (General Fund)	4.0%	372,600
Fund Balance (CB&A)	1.7%	156,100
<b>Total Funding Sources</b>	<b>100.0%</b>	<b>\$9,327,700</b>



# STORMWATER FUND

## FUNDING USES

Personnel Costs	2.9%	270,600
Operating Costs	1.5%	137,000
Capital Outlay	86.1%	8,034,000
Debt Service	9.4%	877,200
Fund Balance	0.1%	8,900
<b>Total Funding Uses</b>	<b>100.0%</b>	<b>\$9,327,700</b>



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

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>Beginning available resources:</b>							
	Restricted assets	3,123,891	5,710,405	-	6,286,055	-	
	Covenant to budget and appropriate	-	-	(156,100)	-	(156,100)	
	Current assets as of September 30	2,001,144	1,998,357	-	-	-	
	Current liabilities as of September 30	(1,167,954)	(384,089)	-	-	-	
	Est. FY 2017 operating revenue > revised budget	-	-	19,000	-	(19,000)	
	<b>Total beginning available resources</b>	<b>\$ 3,957,081</b>	<b>\$ 7,324,673</b>	<b>\$ 1,155,700</b>	<b>\$ 6,286,055</b>	<b>\$ 4,828,100</b>	<b>-23.19%</b>
<b>Operating revenue:</b>							
343.700	Stormwater service fees	688,304	686,399	690,000	690,000	690,000	0.00%
361.100	Interest earnings	49,058	47,670	51,500	51,500	55,000	6.80%
369.369	Miscellaneous revenues	33,987	28,845	-	-	-	
369.379	Refund prior year expenses	-	706	-	-	-	
<b>Non-operating funding sources:</b>							
334.302	SWFWMD grant reimbursement	1,603,729	621,907	500,000	500,000	220,000	
381.999	Debt proceeds	-	-	-	-	7,834,000	
272.0272	Covenant to budget and appropriate	-	-	156,100	156,100	156,100	0.00%
	Transfer from General Fund	-	-	-	-	372,600	
	<b>Total funding sources</b>	<b>\$ 2,375,078</b>	<b>\$ 1,385,526</b>	<b>\$ 1,397,600</b>	<b>\$ 1,397,600</b>	<b>\$ 9,327,700</b>	<b>567.41%</b>
	<b>Total funding uses</b>	<b>\$ 621,754</b>	<b>\$ 2,424,144</b>	<b>\$ 1,397,300</b>	<b>\$ 2,729,408</b>	<b>\$ 9,318,800</b>	<b>241.42%</b>
	<b>Ending available resources</b>	<b>\$ 5,710,405</b>	<b>\$ 6,286,055</b>	<b>\$ 1,156,000</b>	<b>\$ 4,954,247</b>	<b>\$ 4,837,000</b>	<b>-2.37%</b>

**STORMWATER FUND (404.9200)**

<b>CODE</b>	<b>ACCOUNT TITLE</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ADOPTED</b>	<b>FY 2019 REVISED</b>	<b>FY 2020 BUDGET</b>	<b>PERCENT CHANGE</b>
<b>PERSONNEL:</b>							
1200	Salaries & Wages	137,117	141,129	172,500	172,500	182,300	5.68%
1400	Overtime	9,739	7,476	10,000	10,000	10,000	0.00%
2100	Social Security	10,899	11,247	13,200	13,200	14,000	6.06%
2203	ICMA 401(a) Plan	11,521	12,048	15,600	15,600	16,400	5.13%
2206	FRS - DROP	-	-	-	-	-	
2300	Group Insurance	30,630	31,381	42,800	42,800	34,400	-19.63%
2400	Worker's Compensation	13,199	17,162	13,500	13,500	13,500	0.00%
	Subtotal Personnel	213,106	220,443	267,600	267,600	270,600	1.12%
<b>OPERATING:</b>							
3100	Professional Services	10,025	22,716	10,500	13,320	10,500	-21.17%
3400	Contractual Services	-	-	-	-	-	
3407	Street Sweeping Contract	10,591	6,316	-	-	-	
3600	Administrative Services	42,700	42,700	45,900	45,900	45,900	0.00%
4000	Travel and Training	-	-	2,000	2,000	1,300	-35.00%
4110	Cellular Telephone	640	447	-	-	1,000	
4202	Postage - Utility Bills	8,112	8,464	9,000	9,000	9,000	0.00%
4313	Water Service - Pump Station	108	109	200	200	200	0.00%
4334	Electric - Pump Station	462	580	800	800	800	0.00%
4400	Rentals and Leases	11,462	11,524	17,100	17,100	17,100	0.00%
4500	General Insurance	19,365	20,962	22,700	22,700	22,700	0.00%
4600	Maintenance - Auto Equipment	2,066	2,171	3,000	3,000	3,000	0.00%
4640	Maintenance - Other Equipment	2,001	525	500	500	500	0.00%
4650	Maintenance - Streets	4,340	3,092	5,000	5,000	5,000	0.00%
4661	Maintenance - Storm Drains	15,634	6,250	10,000	10,000	10,000	0.00%
4680	Maintenance - Tires	-	-	-	-	-	
4900	Other Current Charges	-	97	-	-	-	
4920	Licenses & Permits	879	1,178	200	200	200	0.00%
5200	Uniforms	854	341	1,000	1,000	1,500	50.00%
5210	Departmental Supplies	1,830	1,155	1,000	1,000	1,000	0.00%
5220	Gasoline & Oil	5,512	5,998	5,200	5,200	4,100	-21.15%
5230	Tools	524	566	500	500	2,500	400.00%
5420	Dues & Subscriptions	690	500	700	700	700	0.00%
	Subtotal Operating	137,795	135,690	135,300	138,120	137,000	-0.81%

## STORMWATER FUND (404.9200)

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>CAPITAL:</b>							
6300	Capital Improvements	-	30,885	200,000	578,748	200,000	-65.44%
6320	Stormwater Drainage & Roadway Improvements	-	1,420,420	285,000	1,235,540	7,834,000	534.05%
6400	Capital Equipment	-	294,345	10,000	10,000	-	-100.00%
	Subtotal Capital Outlay	-	1,745,650	495,000	1,824,288	8,034,000	340.39%
<b>DEBT SERVICE:</b>							
7100	Principal	-	-	371,000	371,000	381,000	2.70%
7200	Interest	151,646	142,478	128,400	128,400	496,200	286.45%
	Subtotal Debt Service	151,646	142,478	499,400	499,400	877,200	75.65%
<b>OTHER:</b>							
5900	Depreciation Expense	119,207	179,884	-	-	-	
	Subtotal Other	119,207	179,884	-	-	-	
<b>TOTAL STORMWATER FUND</b>		<b>\$621,754</b>	<b>\$2,424,144</b>	<b>\$1,397,300</b>	<b>\$2,729,408</b>	<b>\$9,318,800</b>	<b>241.42%</b>

## STORMWATER FUND (404.9200)

CODE	ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>			
			Staff wages, including allocation of Public Works Director and Administrative
1200	Salaries & Wages	182,300	Assistant positions (25% each)
1400	Overtime	10,000	Overtime as authorized by Public Works Director
2100	Social Security	14,000	FICA contributions at 7.65% of salary
2203	ICMA 401(a) Plan	16,400	City contribution to staff retirement at 9% of salary
2206	FRS - DROP	-	
2300	Group Insurance	34,400	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>270,600</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	1,300	(\$1,300)
			Verizon Wireless service contract and/or reimbursement of personal phone
4110	Cellular Telephone	1,000	use
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	1,500	Staff uniforms and work shirts
5210	Departmental Supplies	1,000	Gloves, rags, chemicals, soaps, etc. as needed
5220	Gasoline & Oil	4,100	Estimated Stormwater vehicle fuel consumption
5230	Tools	2,500	Shovels, clamps, screws, drill/drivers, wrenches, and PVC materials
5420	Dues & Subscriptions	700	Florida Stormwater Association; Florida Water and Pollution Control
	Subtotal Operating	<u>137,000</u>	



## STORMWATER FUND (404.9200)

CODE	ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>CAPITAL:</b>			
6300	Capital Improvements	200,000	Rehabilitation and replacement program
6320	Stormwater Drainage & Roadway Improvements	7,834,000	Crystal Island (Area 1) construction funding
6400	Capital Equipment	-	
	Subtotal Capital Outlay	<u>8,034,000</u>	
<b>DEBT SERVICE:</b>			
7100	Principal	381,000	Series 2015 principal payment (\$381,000); no FY 2020 principal payment for Series 2019
7200	Interest	496,200	Series 2015 (\$123,600); Series 2019 (\$372,600)
	Subtotal Debt Service	<u>877,200</u>	
	<b>TOTAL STORMWATER FUND</b>	<b><u>\$9,318,800</u></b>	

# STORMWATER FUND

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</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	1.50	1.50	2.00	2.00
Limited Term Employee	0.00	0.00	0.50	0.50
Public Works Technician	1.00	1.00	1.00	1.00
Total Funded Positions	3.00	3.00	4.00	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 2020 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

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
<b>EXPENDITURES:</b>					
PERSONNEL	232,083	233,144	240,700	240,700	325,000
OPERATING	1,908,840	2,129,560	2,055,300	2,326,649	2,059,300
CAPITAL	-	-	-	-	-
DEBT SERVICE	14,441	14,441	96,400	96,400	96,400
OTHER	73,165	149,452	-	-	-
<b>TOTAL</b>	<b>2,228,529</b>	<b>2,526,597</b>	<b>\$2,392,400</b>	<b>\$2,663,749</b>	<b>\$2,480,700</b>
<b>FUNDING SOURCE:</b>					
MARINA FUND	\$2,228,529	\$2,526,597	\$2,392,400	\$2,663,749	\$2,480,700

### **FY 2020 Budget Modifications**

. Within the FY 2020 Budget for the Marina, there is a staff allocation for a Marina Manager position.

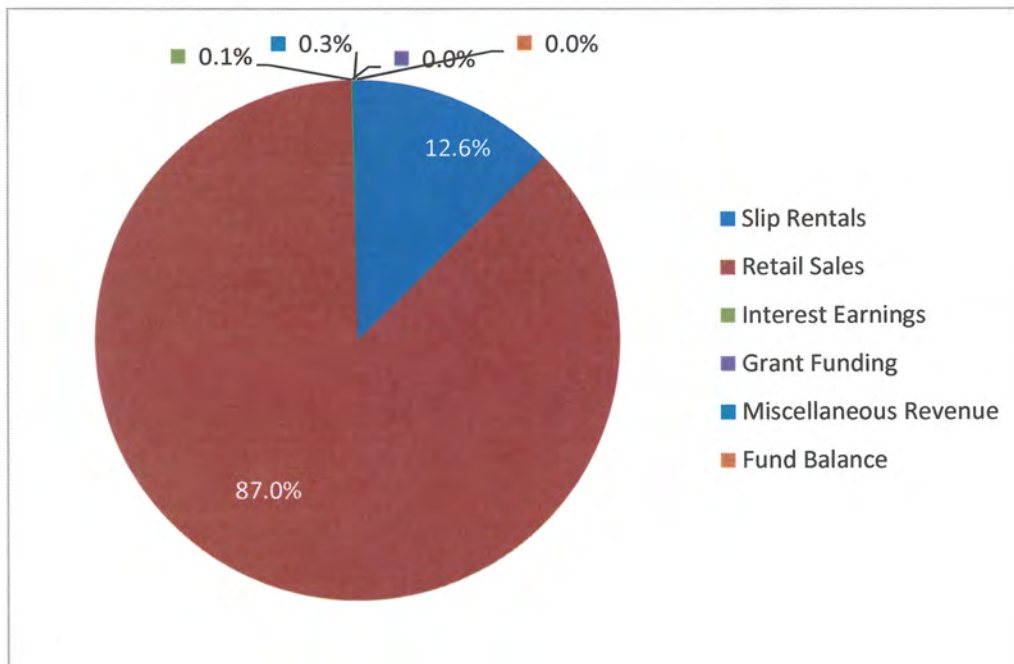
### **Capital Budget**

. For the FY 2020 Budget, there is no budget allocation for capital.

# MARINA FUND

## FUNDING SOURCES

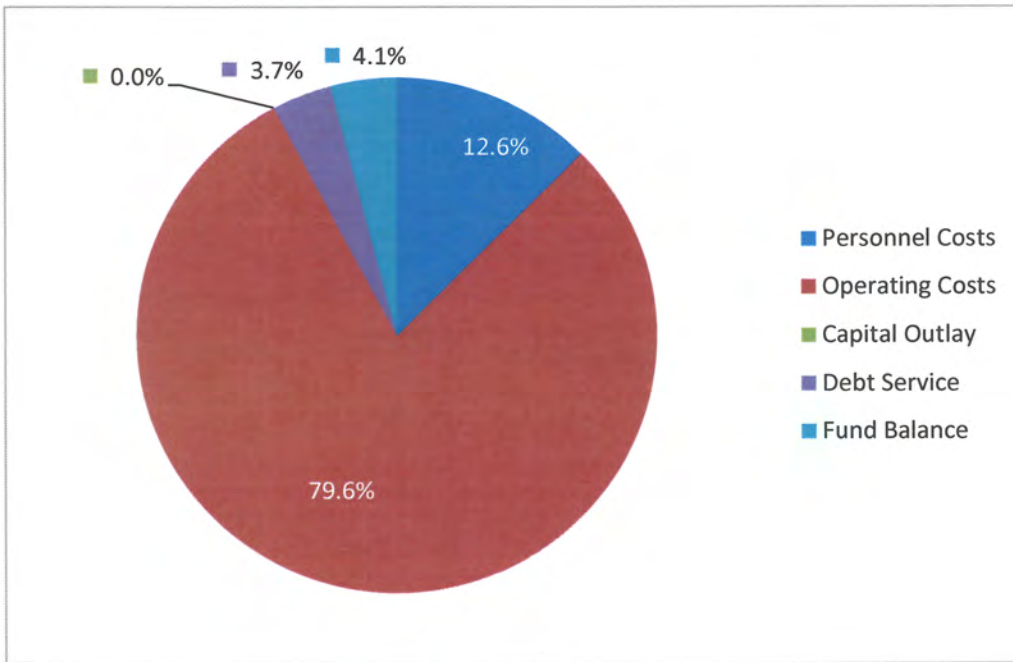
Slip Rentals	12.6%	325,000
Retail Sales	87.0%	2,251,600
Interest Earnings	0.1%	1,900
Grant Funding	0.0%	0
Miscellaneous Revenue	0.3%	7,600
Fund Balance	0.0%	0
<b>Total Funding Sources</b>	<b>100.0%</b>	<b>\$2,586,100</b>



# MARINA FUND

## FUNDING USES

Personnel Costs	12.6%	325,000
Operating Costs	79.6%	2,059,300
Capital Outlay	0.0%	0
Debt Service	3.7%	96,400
Fund Balance	4.1%	105,400
<b>Total Funding Uses</b>	<b>100.0%</b>	<b>\$2,586,100</b>



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

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b><u>Beginning available resources:</u></b>							
	Current assets as of September 30	664,597	797,459	-	-	-	
	Current liabilities as of September 30	(199,644)	(153,487)	-	-	-	
	Est. FY 2019 operating revenue < revised budget	-	-	(473,000)	(473,000)	-	
	Est. FY 2019 operating expenditures < revised budget	-	-	724,000	724,000	-	
	<b>Total beginning available resources</b>	<b>\$ 464,953</b>	<b>\$ 643,972</b>	<b>\$ 427,200</b>	<b>\$ 427,200</b>	<b>\$ 427,200</b>	<b>0.00%</b>
<b><u>Operating revenue:</u></b>							
347.401	Late fees	600	680	-	-	700	
347.520	Dry storage fees	84,502	89,121	90,000	90,000	90,000	0.00%
347.521	Transient rentals	48,025	57,076	48,000	48,000	55,000	14.58%
347.530	Unleaded fuel sales	1,342,642	1,412,248	1,340,000	1,340,000	1,400,500	4.51%
347.531	Propane sales	2,733	2,073	3,800	3,800	2,100	-44.74%
347.532	Diesel sales	58,280	42,623	60,000	60,000	45,000	-25.00%
347.533	Diesel commercial	431,799	551,286	432,000	432,000	515,500	19.33%
347.534	Propane - exempt	1,449	1,932	-	-	1,500	
347.551	Store sales - exempt	13,090	8,698	12,000	12,000	9,000	-25.00%
347.552	Store sales - taxable	248,520	249,056	250,000	250,000	250,000	0.00%
347.580	Marina wet slip rentals	191,063	178,996	180,000	180,000	180,000	0.00%
347.585	Tournament revenue	21,859	28,123	25,000	25,000	28,000	0.00%
361.100	Interest earnings	3,414	2,473	1,900	1,900	1,900	0.00%
364.411	Sale of equipment	-	-	-	-	-	
369.369	Miscellaneous revenue	106	208	-	-	-	
369.377	Commission - laundry equipment	1,491	481	500	500	500	0.00%
369.379	Refund prior year expenses	-	-	-	-	-	
369.381	Sales tax collection allowance	360	330	400	400	400	0.00%
369.384	Boat ramp fees	5,100	6,093	6,000	6,000	6,000	0.00%
<b><u>Non-operating funding sources:</u></b>							
331.900	Clean Vessel grant reimbursement	-	-	-	-	-	
	<b>Total funding sources</b>	<b>\$ 2,455,033</b>	<b>\$ 2,631,497</b>	<b>\$ 2,449,600</b>	<b>\$ 2,449,600</b>	<b>\$ 2,586,100</b>	<b>5.57%</b>
	<b>Total funding uses</b>	<b>\$ 2,228,529</b>	<b>\$ 2,526,597</b>	<b>\$ 2,392,400</b>	<b>\$ 2,663,749</b>	<b>\$ 2,480,700</b>	<b>-6.87%</b>
	<b>Ending available resources</b>	<b>\$ 691,457</b>	<b>\$ 748,872</b>	<b>\$ 484,400</b>	<b>\$ 213,051</b>	<b>\$ 532,600</b>	<b>149.99%</b>



## MARINA FUND (405.9300)

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>PERSONNEL:</b>							
1200	Salaries & Wages	150,024	155,445	158,900	158,900	224,300	41.16%
1400	Overtime	13,931	10,373	14,000	14,000	12,000	-14.29%
2100	Social Security	12,380	12,485	12,200	12,200	17,200	40.98%
2203	ICMA 401(a) Plan	11,620	12,411	12,900	12,900	18,400	42.64%
2206	FRS - DROP	-	-	-	-	-	
2300	Group Insurance	35,594	34,906	34,400	34,400	42,300	22.97%
2400	Worker's Compensation	8,534	7,524	8,300	8,300	10,800	30.12%
	Subtotal Personnel	232,083	233,144	240,700	240,700	325,000	35.02%
<b>OPERATING:</b>							
3100	Professional Services	-	54,500	-	-	-	
3121	Computer Software Support	2,201	2,875	3,000	3,000	1,500	-50.00%
3400	Contractual Service	21,147	22,083	20,000	20,000	20,000	0.00%
3600	Administrative Services	62,000	62,000	66,400	66,400	66,400	0.00%
4000	Travel and Training	3,591	3,159	3,000	3,000	3,000	0.00%
4100	Telephone	3,213	3,398	3,500	3,500	3,500	0.00%
4110	Cellular Phone	1,978	2,189	2,900	2,900	2,900	0.00%
4200	Postage	433	456	800	800	800	0.00%
4300	Utilities - Water Service	12,165	17,058	20,700	20,700	20,700	0.00%
4331	Electric - Buildings	11,122	11,544	12,400	12,400	12,400	0.00%
4335	Electric - Docks	10,825	13,700	14,000	14,000	14,000	0.00%
4340	Waste Disposal	5,000	5,000	5,000	5,000	5,000	0.00%
4400	Rentals and Leases	2,580	2,804	2,800	2,800	2,800	0.00%
4402	Submerged Land Lease	2,680	2,716	2,800	2,800	2,800	0.00%
4500	General Insurance	7,147	7,255	8,000	8,000	8,000	0.00%
4600	Maintenance - Auto Equipment	436	1,211	1,500	1,500	1,500	0.00%
4610	Maintenance - Building	3,074	3,112	4,500	4,500	4,500	0.00%
4620	Maintenance - Grounds	4,719	2,467	6,500	6,500	6,500	0.00%
4640	Maintenance - Other Equipment	5,753	1,168	5,000	5,000	5,000	0.00%
4692	Maintenance - Marina	15,513	7,246	16,200	16,200	16,200	0.00%
4700	Print & Reproduction	386	-	500	500	2,500	400.00%
4800	Promotions & Public Relations	25,806	18,717	25,000	25,000	25,000	0.00%
4803	Boat Parade	3,747	4,683	5,000	5,000	5,000	0.00%
4920	Licenses & Permits	1,353	1,094	1,000	1,000	1,000	0.00%
4930	Bank Service Charges	32,435	37,120	26,400	26,400	26,400	0.00%
5100	Office Supplies	3,663	1,834	2,500	2,500	5,000	100.00%
5200	Uniforms	865	796	1,000	1,000	1,000	0.00%
5210	Departmental Supplies	7,490	5,814	7,000	7,000	8,000	14.29%
5220	Gasoline & Oil	700	2,276	1,200	1,200	1,200	0.00%
5230	Tools	645	866	1,000	1,000	1,000	0.00%
5270	Fuel Purchases - Resale	1,455,664	1,631,795	1,600,000	1,871,349	1,600,000	-14.50%
5271	Store Purchases - Resale	196,915	194,743	177,700	177,700	177,700	0.00%
5272	Propane Purchases - Resale	3,564	3,541	7,500	7,500	7,500	0.00%
5420	Dues & Subscriptions	32	340	500	500	500	0.00%
	Subtotal Operating	1,908,840	2,129,560	2,055,300	2,326,649	2,059,300	-11.49%

## MARINA FUND (405.9300)

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
<b>CAPITAL:</b>							
6300	Capital Improvement	-	-	-	-	-	
6400	Capital Equipment	-	-	-	-	-	
6500	Capital Grants & Contributions	-	-	-	-	-	
	Subtotal Capital Outlay	-	-	-	-	-	
<b>DEBT SERVICE:</b>							
7100	Principal	-	-	82,300	82,300	82,300	0.00%
7200	Interest	14,441	13,204	14,100	14,100	14,100	0.00%
	Subtotal Debt Service	14,441	14,441	96,400	96,400	96,400	0.00%
<b>OTHER:</b>							
5900	Depreciation Expense	73,165	149,452	-	-	-	
	Subtotal Other	73,165	149,452	-	-	-	
	<b>TOTAL MARINA FUND</b>	<b>2,228,529</b>	<b>2,526,597</b>	<b>2,392,400</b>	<b>2,663,749</b>	<b>2,480,700</b>	<b>-6.87%</b>

## MARINA FUND (405.9300)

CODE	ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
<b>PERSONNEL:</b>			
			Staff wages, including allocation of Public Works Director and Administrative
1200	Salaries & Wages	224,300	Assistant positions (30% each)
1400	Overtime	12,000	Authorized overtime, primarily for special events, fishing tournaments, etc.
2100	Social Security	17,200	FICA contributions at 7.65% of salary
2203	ICMA 401(a) Plan	18,400	City contribution to staff retirement at 9% of salary
2206	FRS - DROP	-	
2300	Group Insurance	42,300	Medical, dental, life and long-term disability coverage
2400	Worker's Compensation	10,800	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	<u>325,000</u>	
<b>OPERATING:</b>			
3100	Professional Services	-	The FY 2019 Forensic Examination expenses were charged to this account
3121	Computer Software Support	1,500	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	2,500	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	5,000	Office supplies and furnishings
5200	Uniforms	1,000	Staff uniforms and work shirts
5210	Departmental Supplies	8,000	Point of sale-system expenses, drinking water, computer equipment, fire extinguishers, and merchandise racks and displays

## MARINA FUND (405.9300)

CODE	ACCOUNT TITLE	FY 2020 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>2,059,300</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>\$2,480,700</u></b>	

# MARINA FUND

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Public Works Director	0.30	0.30	0.30	0.00
Marina Manager	0.00	0.00	0.00	1.00
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	5.05



# CAPITAL IMPROVEMENT PROGRAM



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

Fund	Status	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 REVISED	FY 2020 BUDGET	FY 2021 PROJECTION	FY 2022 PROJECTION	FY 2023 PROJECTION	FY 2024 PROJECTION
<b>Projects/Improvements:</b>										
Stormwater	New	-	27,139	285,000	996,452	-	-	-	-	-
Stormwater	Complete	-	-	-	-	-	-	-	-	-
American Legion improvements	New	-	-	-	-	-	-	25,000	-	-
Archibald rehabilitation	General	21,030	-	-	-	-	-	-	-	-
Bandshell façade	Complete	-	-	-	-	-	-	-	-	-
Bayshore Drive improvements	Stormwater	-	-	-	-	-	-	-	-	-
Bath House improvements	Archibald	-	13,216	65,000	65,000	-	-	-	-	-
Boca Ciega Drive improvements	Stormwater	-	408,612	-	-	-	-	-	-	-
Parsley/Dr/Marguerite Dr. (Area 3/Series 2019)	Stormwater	-	-	-	-	-	4,500,000	-	-	-
Parsley/Dr/Marguerite Dr. (Area 3)- Proj. Research	Stormwater	-	8,148	-	220,549	-	6,500	-	-	-
Parsley/Dr/Marguerite Dr. (Emergency Project)	General	-	-	-	-	-	-	-	-	-
City Centre	Revised	-	-	-	-	-	-	-	-	-
City Hall Generator	General	-	8,070	-	275,000	-	-	-	-	-
City Centre Improvements	General	-	-	50,000	149,006	50,000	-	-	-	-
City Centre dock construction	General	110,000	4,000	-	-	-	-	-	-	-
City Centre transient dock engineering	LOST	-	15,825	-	-	-	-	-	-	-
City Centre transient dock engineering	General	-	-	-	-	-	-	-	-	-
Beach Access & Parking Lot Improvement Plan	LOST	-	-	260,000	260,000	300,000	200,000	150,000	-	-
Parking Pay Station Implementation	LOST	-	158,650	-	-	-	-	-	-	-
Parking Pay Station Touch Screen Installation	General	-	-	-	-	50,000	-	-	-	-
Public Works Building	General	-	-	-	-	-	-	-	-	-
Fire Sprinkler System (Rec)	General	-	-	-	-	-	-	-	-	-
Citywide park beautification	General	-	-	-	-	-	-	-	-	-
Commercial ice closet	Marina	-	-	-	-	-	-	-	-	-
Crystal Island improvements (Area 1/Series 2019)	Stormwater	-	-	-	-	7,500,000	-	-	-	-
Crystal Island improvements (Project Research)	Stormwater	-	-	-	-	15,000	-	-	-	-
Crystal Island improvements (Project Engineering)	Stormwater	-	-	-	-	319,000	-	-	-	-
Crystal Island Bridge Repair	General	-	-	-	164,284	-	-	-	-	-
Electrical installation at Village Blvd.	General	366,460	-	-	-	-	-	-	-	-
Fire Station Asphalt Driveway Improvement	General	-	-	75,000	75,000	-	-	-	-	-
Fire Station Extrication tools for Engine	General	-	17,644	-	-	-	-	-	-	-
Fire Station Improvements	General	-	-	-	-	12,000	-	-	-	-
Fire Station Mobile-Eyes software	General	-	9,220	-	-	-	-	-	-	-
Fire Station Sprinkler System (Rec)	General	-	14,400	-	-	-	-	-	-	-
Fire Uniforms (Grant)	General	-	-	-	-	-	-	-	-	-
Fire Station de-contamination room	General	24,044	-	-	-	-	-	-	-	-
Gateway signage	General	13,000	3,620	-	-	-	-	-	-	-
Gulf Blvd. improvements	General	118,260	5,550	-	2,990,893	-	-	-	-	-
Gulf Lane improvements	Stormwater	-	-	-	-	-	400,000	-	-	-
HR Flex Payroll Upgrade	General	-	-	-	-	11,000	-	-	-	-
John's Pass Village Blvd., (Area 5/Series 2019)	Stormwater	-	-	-	-	-	-	4,200,000	-	-
John's Pass Village Blvd., (Area 5) Proj. Research	Stormwater	-	-	-	-	-	-	10,500	-	-
John's Pass Improvements	General	-	-	106,600	106,600	-	-	-	-	-
John's Pass Kiosk Renovation	General	-	-	-	1,500	-	-	-	-	-
John's Pass transient dock construction	General	-	5,700	-	-	-	-	-	-	-
John's Pass Village Urban Design	General	-	-	-	-	-	-	-	-	-
Lighting improvements	Archibald	6,293	-	-	-	-	-	-	-	-
Madeira Way improvements	LOST	-	-	-	-	-	-	-	-	-
Marina dock construction	General	-	-	-	-	-	-	-	-	-
Marina dock construction	LOST	-	-	-	-	-	-	-	-	-
Marina dock construction	Marina	-	-	-	-	-	-	-	-	-
Marina dock construction	Marina	-	-	-	-	-	-	-	-	-
Marina equipment	Marina	-	-	-	-	-	-	-	-	-
Marina Fire Hydrant	Marina	-	-	-	6,800	-	-	-	-	-
Median Landscaping	General	-	-	-	-	-	-	-	-	-



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

Fund	Status	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 REVISED	FY 2020 BUDGET	FY 2021 PROJECTION	FY 2022 PROJECTION	FY 2023 PROJECTION	FY 2024 PROJECTION
<b>Projects/Improvements (Continued):</b>										
General	New	-	-	40,000	40,000	-	-	-	-	-
Stormwater	Existing	-	-	-	-	-	-	-	-	-
General	Complete	31,130	-	-	-	-	-	-	-	-
Archibald	New	13,051	-	-	-	15,000	-	-	-	-
General	Complete	13,900	-	-	-	-	-	-	-	-
Stormwater	Existing	-	30,885	200,000	578,748	200,000	200,000	200,000	200,000	200,000
Archibald	New	-	-	30,000	30,000	-	-	-	-	-
Stormwater	Existing	-	976,522	-	-	-	-	-	-	-
General	New	-	-	-	8,540	-	-	-	-	-
General	Existing	-	-	50,000	50,000	100,000	-	-	-	-
Sanitation	Existing	-	-	-	240,000	-	-	-	-	-
General	Existing	-	179	-	14,821	-	-	-	-	-
Marina	New	-	-	-	-	-	-	-	-	-
Archibald	Existing	-	-	-	40,000	-	-	-	-	-
Stormwater	Complete	-	-	-	-	-	-	-	-	-
General	Existing	-	-	250,000	250,000	-	-	-	-	-
General	Complete	-	8,400	-	-	-	-	-	-	-
General	Existing	-	-	-	-	-	-	-	-	-
Stormwater	New	-	-	10,000	10,000	-	-	-	-	-
<b>Unfunded Future Major Stormwater Projects:</b>										
Stormwater	New	-	-	-	-	-	-	3,100,000	-	-
Stormwater	New	-	-	-	-	-	-	-	5,700,000	-
Stormwater	New	-	-	-	-	-	-	-	-	6,000,000
Stormwater	New	-	-	-	-	-	-	-	-	6,200,000
<b>Projects/Improvements Subtotal:</b>		717,168	1,715,780	1,421,600	6,573,193	8,557,000	5,321,500	7,685,500	5,900,000	6,200,000

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

	Fund	Status	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 REVISED	FY 2020 BUDGET	FY 2021 PROJECTION	FY 2022 PROJECTION	FY 2023 PROJECTION	FY 2024 PROJECTION
<b>Vehicles:</b>											
1987 John Deere Fork Lift (#43)	General	Revised	-	-	50,000	-	-	-	-	-	-
1997 Ford F250 (#36)	Archibald	Revised	-	-	-	-	-	-	-	-	-
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 (#45)	Sanitation	New	-	-	-	-	-	-	-	-	-
2004 Ford F550 dump truck (#19)	Sanitation	Revised	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-
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 (#125) (Chief's Old-In Parking)	General	Existing	-	-	-	-	-	-	-	-	-
2009 Ford F350 (#40)	Sanitation	Revised	-	-	-	-	-	-	-	-	-
2009 Peterbilt packer truck (#51)	Sanitation	Existing	-	-	-	240,000	-	-	-	-	-
2010 John deere Tractor (#9) (Public Works)	General	Existing	-	-	-	-	-	42,000	-	-	-
2010 Bluebird Vision Bus (#55)	General	Existing	-	-	-	-	-	-	-	-	-
2011 Ford F350 (#70)	Stormwater	Revised	-	-	-	-	-	40,000	-	-	-
2012 Peterbilt packer truck (#26)	Sanitation	Existing	-	-	-	-	240,000	-	-	-	-
2014 Ford Explorer (#C25) (Fire Chief)	LOST	Revised	-	-	-	-	-	45,000	-	-	-
2014 Peterbilt claw truck (#18)	Sanitation	Existing	-	-	-	-	-	180,000	-	-	-
2014 Polaris Ranger 800	General	New	-	-	-	-	-	-	-	-	-
2015 Dodge Ram 4x4 (#107)	General	Complete	-	-	-	-	-	-	-	45,000	-
2015 Ford F150 (#100)	Building	Complete	-	-	-	-	-	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	-	-	-	-	-	-	-	-	-
Dura-lift mounted on F550 (Bucket Truck)	General	New	-	-	-	-	-	-	-	-	-
2016 Chev. Silverado Pickup (#111)	General	New	-	-	-	-	-	-	-	-	-
2016 John Deere Pr Gator Tx 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	-	-	-	-	-	-	-	-
2017 Ford Explorer (#125) Fire Inspector	General	New	-	31,986	-	-	-	-	-	-	-
2017 Chevy Silverado	Archibald	Complete	24,927	-	-	-	-	-	-	-	-
Elgin Vac-Con Truck	Stormwater	New	-	294,345	-	-	-	-	-	-	-
Acquisition: Building vehicle	Building	New	-	18,594	-	-	-	-	-	-	-
Equipment for Ladder Truck	General	Complete	26,451	-	-	-	-	-	-	-	-
Water rescue jet ski replacement	LOST	Existing	-	-	-	-	-	40,000	-	-	-
Water rescue jet skis	General	Complete	-	-	-	-	-	-	-	-	-
Recreation trailer for mowers	General	New	-	-	-	6,000	-	-	-	-	-
Parking Enforcement Equipment	General	New	-	-	-	-	-	-	-	-	-
<b>Vehicles Subtotal:</b>			1,031,895	344,925	237,000	240,000	246,000	1,126,000	-	245,000	-
Citywide CIP Total:			\$ 1,749,064	\$ 2,060,705	\$ 1,658,600	\$ 6,813,193	\$ 8,803,000	\$ 6,447,500	\$ 7,685,500	\$ 6,145,000	\$ 6,200,000

# CAPITAL IMPROVEMENT PROGRAM (CIP) FOR FY2020

## SUMMARY OF ALL FUNDS

Fund	FY2020 Budget
General Fund	229,000
Local Option Sales Tax Fund	300,000
Archibald Fund	0
Building Fund	0
Sanitation Fund	240,000
Stormwater Fund	8,034,000
Marina Fund	0
<b>TOTAL ALL FUNDS</b>	<b>\$8,803,000</b>

## CAPITAL GENERAL FUND BREAKDOWN FOR FY2020

### Capital Improvement

City Centre Maintenance	50,000
Parking Pat Station Touch Screen Install.	50,000
Fire Station Improvements	12,000
HR Flex Payroll Upgrade	11,000
Road Sign Replacements	100,000
<b>Subtotal Improvements</b>	<b>223,000</b>

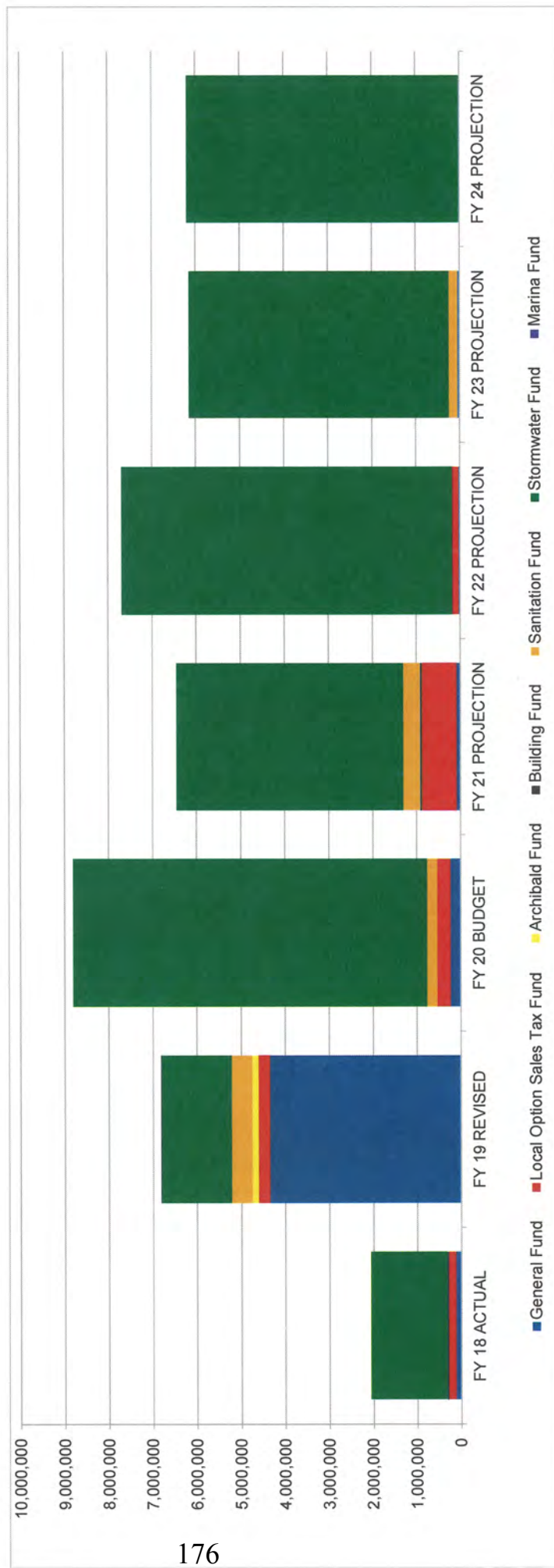
### Vehicles

Recreation Trailer for Mowers	6,000
<b>Subtotal Vehicles</b>	<b>6,000</b>

<b>TOTAL GENERAL FD CAPITAL</b>	<b>\$229,000</b>
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# CITY OF MADEIRA BEACH: CAPITAL IMPROVEMENT PROGRAM (CIP) FUNDING SCHEDULE

Fund	FY 18 ACTUAL	FY 19 REVISED	FY 20 BUDGET	FY 21 PROJECTION	FY 22 PROJECTION	FY 23 PROJECTION	FY 24 PROJECTION
General Fund	120,594	4,346,193	229,000	82,000	25,000	45,000	0
Local Option Sales Tax Fund	162,650	260,000	300,000	785,000	150,000	0	0
Archibald Fund	13,216	135,000	0	15,000	0	0	0
Building Fund	18,594	0	0	39,000	0	0	0
Sanitation Fund	0	480,000	240,000	380,000	0	200,000	0
Stormwater Fund	1,745,651	1,585,200	8,034,000	5,146,500	7,510,500	5,900,000	6,200,000
Marina Fund	0	6,800	0	0	0	0	0
<b>All Funds Total</b>	<b>\$ 2,060,705</b>	<b>\$ 6,813,193</b>	<b>\$ 8,803,000</b>	<b>\$ 6,447,500</b>	<b>\$ 7,685,500</b>	<b>\$ 6,145,000</b>	<b>\$ 6,200,000</b>

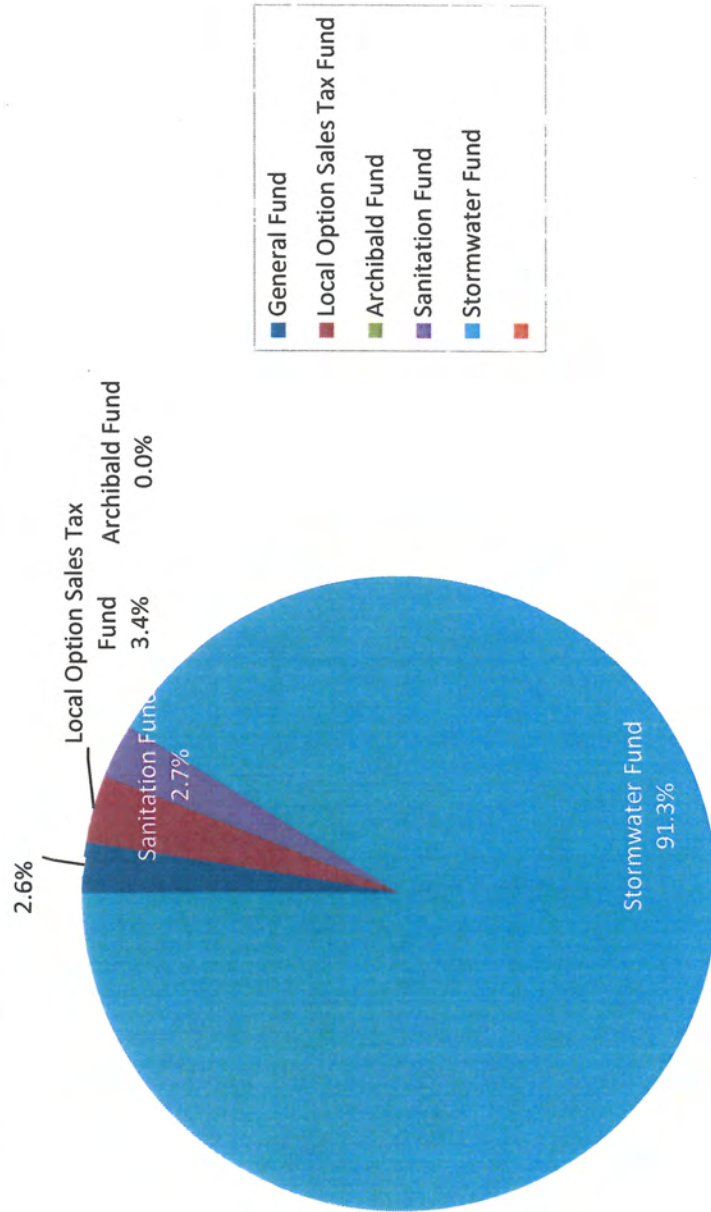


# FY 2020 CAPITAL IMPROVEMENTS BY FUND

Fund	FY 2020
General Fund	229,000
Local Option Sales Tax Fund	300,000
Archibald Fund	0
Sanitation Fund	240,000
Stormwater Fund	8,034,000

**Total Budget \$ 8,803,000**

**Total Budget**





# PERSONNEL SUMMARY



## PERSONNEL SUMMARY

<u>Department / Position Title</u>	<u>Full-Time Equivalent (FTE) Positions</u>			
	FY 2017	FY 2018	FY 2019	FY 2020
<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	0.00	0.00	0.00
HR Coordinator	0.00	0.00	1.00	0.00
Public Information Specialist	0.00	0.00	1.00	1.00
	<b>2.50</b>	<b>2.00</b>	<b>4.00</b>	<b>3.00</b>
<b><u>HR Coordinator</u></b>				
HR Coordinator	0.00	0.00	0.00	1.00
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>
<b><u>Clerk</u></b>				
City Clerk	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	0.00	0.00	0.00
Administrative Support Specialist	0.00	1.00	1.00	1.00
Public Works Technician	0.00	0.00	0.00	0.00
Mayor	1.00	1.00	0.00	0.00
City Commissioners	4.00	4.00	0.00	0.00
	<b>7.00</b>	<b>7.00</b>	<b>2.00</b>	<b>2.00</b>
<b><u>Commission</u></b>				
Mayor	0.00	0.00	1.00	1.00
City Commissioners	0.00	0.00	4.00	4.00
	<b>0.00</b>	<b>0.00</b>	<b>5.00</b>	<b>5.00</b>
<b><u>Community Development</u></b>				
Community Development Director	0.00	0.50	0.90	0.85
Planning and Zoning Coordinator	0.50	0.00	1.00	0.90
Building Official	0.00	0.00	0.00	0.00
Code Enforcement Specialist	0.20	0.20	0.20	0.00
Permit Technician	0.00	0.00	0.00	0.20
Administrative Assistant	0.50	0.50	0.90	1.00
	<b>1.20</b>	<b>1.20</b>	<b>3.00</b>	<b>2.95</b>



## PERSONNEL SUMMARY

<u>Department / Position Title</u>	<u>Full-Time Equivalent (FTE) Positions</u>			
	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
<b><u>Finance</u></b>				
Assistant City Manager/Finance Director	1.00	0.00	0.00	0.00
Finance Director	0.00	1.00	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	0.00	0.00	0.00
HR/Payroll Coordinator	0.00	1.00	0.00	0.00
Accounting Specialist	0.00	0.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00
Seasonal/Scanning	0.00	0.00	0.00	0.25
Fiscal Coordinator	0.00	0.00	1.00	1.00
	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.25</b>
<b><u>Public Works</u></b>				
Public Works Director	0.20	0.20	0.20	0.50
Lead Mechanic	0.60	0.60	0.60	0.60
Administrative Assistant	0.20	0.20	0.20	0.20
Division Supervisor (Parks)	0.00	0.00	1.00	0.00
Public Works Technician	1.00	1.00	1.00	1.00
	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.30</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	1.00	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>15.00</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	2.00	0.00
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	2.00	2.00	2.00	2.00
Recreation Leader I	3.25	3.25	3.00	3.00
	<b>9.25</b>	<b>9.25</b>	<b>11.25</b>	<b>9.25</b>

## PERSONNEL SUMMARY

<u>Department / Position Title</u>	<u>Full-Time Equivalent (FTE) Positions</u>			
	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
<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	1.00	1.00
Seasonal Parking Assistant	0.00	0.00	0.00	0.25
	<b>2.75</b>	<b>2.75</b>	<b>3.00</b>	<b>3.25</b>
<b><u>Archibald</u></b>				
Division Supervisor	1.00	1.00	0.00	1.00
Grounds Maintenance Worker	1.75	1.75	0.00	2.00
	<b>2.75</b>	<b>2.75</b>	<b>0.00</b>	<b>3.00</b>
<b><u>Building</u></b>				
Building Official	1.00	1.00	1.00	1.00
Building Department Supervisor	0.00	0.00	0.00	1.00
Planning and Zoning Coordinator	0.50	0.00	0.00	0.10
Community Development Director	0.00	0.50	0.10	0.15
Permit Technician	1.00	1.00	1.00	1.00
Building Codes Compliance Officer	1.00	1.00	1.00	1.00
Administrative Assistant	0.50	0.50	0.10	0.00
Administrative Assistant	0.00	0.00	1.00	0.00
Part-time Clerk	0.00	0.00	0.00	0.20
	<b>4.00</b>	<b>4.00</b>	<b>4.20</b>	<b>4.45</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	1.50	1.50	1.00	1.00
Public Works Technician	0.00	0.00	0.00	0.00
Sanitation Worker	4.00	6.00	6.00	6.00
	<b>6.00</b>	<b>8.00</b>	<b>7.50</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	1.50	1.50	2.00	2.00
Limited Term Employee	0.00	0.00	0.50	0.50
Public Works Technician	1.00	1.00	1.00	1.00
	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>

## PERSONNEL SUMMARY

<b>Department / Position Title</b>	<b>Full-Time Equivalent (FTE) Positions</b>			
	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>
<b>Marina</b>				
Public Works Director	0.30	0.30	0.30	0.00
Marina Manager	0.00	0.00	0.00	1.00
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>5.05</b>
<b>TOTAL FUNDED POSITIONS</b>	<b>62.80</b>	<b>65.30</b>	<b>70.30</b>	<b>72.00</b>

# PAY PLAN



**CITY OF MADEIRA BEACH PAY PLAN  
EFFECTIVE OCTOBER 1, 2019**

<b>GRADE</b>	<b>POSITION TITLE</b>	<b>RANGE MINIMUM</b>	<b>RANGE MAXIMUM</b>
1	Building Codes Compliance Officer	\$21,236 yr.	\$36,323 yr.
	Code Enforcement Specialist	\$10.210 hr.	17.463 hr.
2	Grounds Maintenance Worker		
	Marina Attendant		
	Parking Enforcement Officer		
	Public Works Technician		
	Recreation Leader I		
	Sanitation Worker		
	Seasonal Employees		
	Administrative Assistant	\$27,104 yr.	\$51,896 yr.
	Building Codes Compliance Officer II	\$13.031 hr.	\$24.947 hr.
	Building Official Assistant		
3	Recreation Leader II		
	Senior Administrative Assistant		
	Senior Grounds Maintenance Worker		
	Senior Marina Attendant		
4	Senior Parking Enforcement Officer		
	Senior Public Works Technician		
	Senior Sanitation Worker		
	Building Codes Compliance Officer III	\$36,323 yr.	\$57,209 yr.
5	Division Supervisor	\$17.463 hr.	\$27.504 hr.
	Permit Technician		
	Recreation Leader III		
6	Deputy City Clerk	\$45,458 yr.	\$69,538 yr.
	Executive Assistant to City Manager	\$21.226 hr.	\$33.431 hr.
	Fiscal Analyst		
7	Fiscal Coordinator	\$51,110 yr.	\$76,665 yr.
	HR/Financial Coordinator	\$24.572 hr.	\$36.858 hr.
	Planning & Zoning Coordinator		
	Public Information Officer		
8	Accounting Manager	\$59,166 yr.	\$93,187 yr.
	City Clerk	\$28.445 hr.	\$44.801 hr.
9	Building Official	\$83,250 yr.	\$124,880 yr.
	Community Development Director	\$40.026 hr.	\$60.038 hr.
	Finance Director		
	Fire Chief		
	Public Works / Marina Director		
10	Recreation Director		

# 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 at 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.