

# **CITY OF MADEIRA BEACH**

## **Annual Operating and Capital Budget**



## **Fiscal Year 2022**

October 1, 2021 - September 30, 2022

**CITY OF MADEIRA BEACH  
ANNUAL ADOPTED BUDGET  
FISCAL YEAR 2022**

Board of Commissioners

John B. Hendricks, Mayor

Helen “Happy” Price, Vice Mayor (District 1)

Nancy Hodges, City Commissioner (District 2)

Doug Andrews, City Commissioner (District 3)

Dave Hutson, City Commissioner (District 4)

City Manager

Robert Daniels, City Manager

City Attorney

Thomas Trask

City Clerk

Clara VanBlargan

Finance

Andrew Laflin

Human Resources

Sean Lilly

Community Development

Linda Portal

Building Official

Frank DeSantis

Public Works

Megan Wepfer

Fire/EMS

Clint Belk

Recreation

Jay Hatch

Marina

Brian Crabtree

# CITY OF MADEIRA BEACH FY 2022 ANNUAL BUDGET

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# INTRODUCTION



# CITY OF MADEIRA BEACH BACKGROUND

DATE INCORPORATED	1947
FORM OF GOVERNMENT	Commission / Manager
AREA	445 Acres
GOVERNING BODY	Board of Commissioners  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.



September 22, 2021

Honorable Mayor John Hendricks  
Vice-Mayor Doug Andrews  
City Commissioner Dave Hutson  
City Commissioner Nancy Hodges  
City Commissioner Helen "Happy" Price

Subject: City Manager's Fiscal Year 2022 Budget Overview

Dear Mayor, Board of Commissioners, and Residents,

The purpose of this letter is to provide you with an overview and introduction to the Fiscal Year 2022 Budget for the City of Madeira Beach. My focus and intent with this budget is centered on moving Madeira Beach forward using our history for guidance, while at the same time, not allowing the past to hinder our progress as we gravitate to a shared vision. The Board of Commissioners staff, the residents and the business community must work together to accomplish our mission. Madeira Beach was awarded the designation of a top ten beach in the United States, Number 9, by Trip Advisor, offering 2-miles of amazing beach on the Gulf of Mexico. Add to that our premiere athletic facilities, senior activities, neighborhood parks, a full-service Marina with several charter fishing boats, a category two Fire Department, cooperative library services, ROC Park, and much, much more. Our natural resources attract visitors and locals seeking premier water sports activities and inland waterways that allow for watching Dolphins and Manatees at play, making Madeira Beach a year-round destination. At the heart of our community, we have a mecca for tourism in John Pass Village and our boardwalk. This historic centerpiece of the city must be maintained, improved, and preserved along with our parks and other assets.

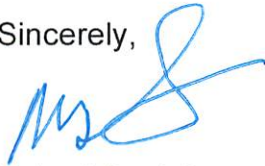
During our past fiscal year, we have endured a pandemic, COVID-19, Tropical Storm ETA – with major damage from flooding, and Hurricane Elsa, which spared us from damage. Each of these events has worked to make us stronger, helped us strengthen our community, improved the respect we have for our neighbors, and increased our pride we have in our great City. During this next fiscal year, we will work on better mitigation strategies to assist in fighting flooding from rising tides, improve on our park maintenance by prioritizing neighborhood parks, complete updates to our comprehensive plan and

develop a resilient City improving our sustainability with sea level rise and environmental impacts from Red Tide and other pollutants.

We also need to celebrate as we enter 2022 and throughout the year, as we turn 75 years old as a city. The Recreation Department has planned major events on a monthly basis starting with our annual Seafood Festival in January and ending in December with our Holiday Bash. It should be an enjoyable year for all of us. We also continue to look for grant funding having received a total \$2.250 million from the Florida State Legislature, \$1.8 million in American Relief funding, and over \$66,000 from DEO grants for our Comprehensive Plan studies, all a sizeable increase from last year. We will continue to look for grant dollars.

In closing, the following pages will detail our financial revenues and expenses while providing services to our residents, businesses, and tourists. Please feel free to ask any questions of our finance staff or myself.

Sincerely,

A handwritten signature in blue ink, appearing to read 'RD', is positioned above the printed name of the signatory.

Robert Daniels  
City Manager



# CITY OF MADEIRA BEACH EXECUTIVE OVERVIEW

## **Budget 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 developing the budget, the City's focus is to be fiscally responsible, conservative, transparent and to take advantage of technological enhancements to better improve the operation of the City of Madeira Beach.

## **About the City**

The City of Madeira Beach is one of the most beautiful locations to live, visit, work, and play on the Gulf Coast of Florida. Like all other destination communities, Madeira Beach is a tourism-based economy. Measuring approximately one-square-mile in size, Madeira Beach is home to more than 4,000 residents but draws hundreds of thousands of tourists each year.

## **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
- Procurement Policy Updated May 2021

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) 2022 budget is proposed in compliance with each of the applicable budget and finance policies. These policies are included within the Supplemental section of this budget book.

## **Fund Overview**

The City reports a general fund, four special revenue funds (Local Option Sales Tax Fund, Archibald Fund, Building Fund, and Gas Tax Fund), a debt service fund, and three enterprise funds (Sanitation Fund, Stormwater Fund, and Marina Fund). A general description and brief overview of each fund is described below:

### *General Fund:*

The City's primary operating fund, the General Fund 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.

The Board of Commissioners set the proposed millage rate at 2.7500 for FY 2022. This is the same as the previous year's millage rate and represents a 7.48% increase over the rolled-back rate of 2.5586. Budgeted ad valorem tax revenue in the General Fund is \$4,052,800 for FY 2022, compared to \$3,706,000 budgeted in FY 2021. This increase in tax revenue is necessary to help offset the cost of the \$1.6m annual debt service requirement. The General Fund has budgeted to transfer \$575,000 and \$1,025,000 to the Debt Service Fund and Stormwater Fund, respectively, in FY 2022 in order to assist with its debt service obligation.

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

The primary revenue source of the LOST Fund is discretionary infrastructure surtax, or Penny for Pinellas. This revenue is projected to be \$567,000 in FY 2022. This revenue is restricted under Section 212.055, Florida Statutes. Proceeds from this tax must be used for long-term capital infrastructure projects that support the local community. Based on statute, the term "infrastructure" means any fixed capital expenditure or fixed capital outlay associated with the construction, reconstruction, or improvement of public facilities that have a life expectancy of 5 or more years. It also includes a fire department vehicle, an emergency medical service vehicle, a sheriff's office vehicle, a police department vehicle, or any other vehicle, and the equipment necessary to outfit the vehicle for its official use or equipment that has a life expectancy of at least 5 years.

The budgeted capital expenditures in FY 2022 to be expended by the LOST Fund total \$950,000. The more significant outlays include \$200,000 for a beach access and parking lot improvement plan, \$200,000 for architectural design and engineering work associated with the new construction of a parking garage on 130<sup>th</sup> Avenue and Gulf Boulevard, and a \$144,000 annual lease payment involving the replacement of a 2004 Pierce Enforcer fire engine.

#### *Archibald Fund:*

The Archibald Fund accounts for revenue earned at Archibald Memorial Beach Park. Proceeds generated from parking revenue and a retail operator lease 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.

#### *Building Fund:*

Available fund balance of the Building Fund has been increasing based on recent annual operating results. As of the fiscal year ended September 30, 2020, ending fund balance was \$964,362. For fiscal year 2021, the Building Fund incurred approximately \$750,000 of capital costs associated with the construction and renovation of the first floor of the City Centre, which is where the Building Services department relocated in the summer of 2021. Thus, fund balance available at the beginning of fiscal year 2022 is anticipated to be reduced to approximately \$723,000.

#### *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.

#### *Debt Service Fund:*

This fund is used to account for the debt service on governmental debt issues outstanding. The Infrastructure Sales Surtax Revenue Note, Series 2016, in the amount of \$725,000 to finance the acquisition of a ladder truck was fully paid down in FY 2020. The two remaining debt obligations in the debt service fund consist of the following:

- Capital Improvement Revenue Bonds, Series 2013, issued in October 2013 in the amount of \$4,760,000 to finance the construction of the City Centre project, including reconstruction of the City Hall, Recreation Center, Fire Station, and park amenities located at or near 300 Municipal Drive. Debt service requirements in fiscal year 2022 relating to this outstanding debt include a principal payment of \$110,000 and interest payments totaling \$186,525.
- Capital Improvement Refunding Revenue Bond, Series 2018, issued in June 2018 in the amount of \$1,297,000 to currently refund the Interlocal Payments Revenue Bonds, Series 2014, and pay the associated costs of issuance. Debt service requirements in fiscal year 2022 relating to this outstanding debt include a principal payment of \$337,908 and interest payments totaling \$5,509. Upon making this payment in FY 2022, this debt obligation will be retired.

### *Sanitation Fund:*

This fund accounts for the City's solid waste collection and disposal services provided to residential and commercial customers in the City. Collection and disposal of recyclable items is performed by a vendor under contract, Waste Connections.

### *Stormwater Fund:*

This fund accounts for stormwater utility fee revenues and expenses for drainage and stormwater related projects. The City borrowed \$6.2 million in FY 2015 for stormwater drainage and roadway improvements. Then, in FY 2019 the City issued a \$15 million bank loan for rebuilding roadways and stormwater systems along three areas: Crystal Island, Marguerite Drive, and John's Pass Village area. For fiscal year 2022, budgeted capital improvement projects total \$2,625,000, and \$2m of this total consists of roadway and stormwater improvements at Area 3 (Parsley Dr/ Marguerite Dr) and Area 5 (129th Ave, Pelican and 131st Ave).

### *Marina Fund:*

This fund accounts for the operations of the Madeira Beach Municipal Marina. Its primary sources of revenue are fuel sales, which are budgeted at \$2,000,000 in fiscal year 2022, and store sales of \$250,000 for FY 2022. Related cost of sales for fuel and store sales are budgeted to be \$1,520,000 in FY 2022, yielding a projected gross profit of \$230,000.

## **Budget Process**

The City's budget is considered to be a policy document that is subject to statutory requirements and is used as a mechanism to determine appropriate levels of services that are provided to residents. The Budget Process consists of four main stages: preparation, review, adoption, and implementation. Each of these four steps and the persons involved are briefly discussed below.

- **Preparation:** During this stage, individual departments develop their own budgets to perform daily operations as well as attain their established departmental goals.
- **Review:** The City Manager collaborates with Department Heads to review departmental budgets. The Finance Director carefully examines each department's budget for accuracy and begins combining them into one unified budget document. Public meetings, as required by State Law (F.S. 200.65), are held during the review and adoption stages. Public participation is encouraged during this phase.
- **Adoption:** This phase of the budget process is driven by timing requirements set forth by state law.

- **Implementation:** In the implementation phase, the adopted budget, as approved by the Board of Commissioners, is put into action for the fiscal year. Once the budget is implemented, control and revision measures are the responsibility of each department. Departments are held accountable for monitoring their budget spending over time in order to avoid shortfalls at the end of the fiscal year.

Amendments to the budget can be made after adoption. Transfer requests (shifting budgeted outflow amounts among accounts within a department) and amendment requests (increasing the operating budget of a department) can be initiated by any staff member and submitted to the Finance Director via workflow in the City's budgeting system. Budget amendments must be considered and decided upon by the Board of Commissioners. Amendments may take place in the case that doing so would be necessary for the proper and economical operation of the City. Additionally, appropriated funds may go through re-appropriation if they are no longer needed for their original purpose. In this case, the Board of Commissioners must approve that the funds be used for another municipal purpose. The City Manager is given the authority to transfer budgeted amounts between line items within a department without the Board of Commissioners' approval.

### **Basis of Accounting**

Governmental funds are budgeted using the modified accrual basis of accounting, whereby expenditures are recognized in the accounting period when the liability is incurred, if measurable, and revenues and other resources are recognized in the accounting period when they become available and measurable. Revenues are considered to meet the availability test if they are collectible within the current period or soon thereafter for use in payment of liabilities of the current period. This general purpose framework is based on accounting principles generally accepted in the United States of America (i.e., U.S. GAAP). Proprietary funds are also budgeted using the modified accrual basis of accounting. This is a special purpose framework that is not in accordance with U.S. GAAP. Under U.S. GAAP, proprietary funds are reported under the accrual basis of accounting, in which revenues are recognized in the period when earned and expenses are recognized when they are earned.

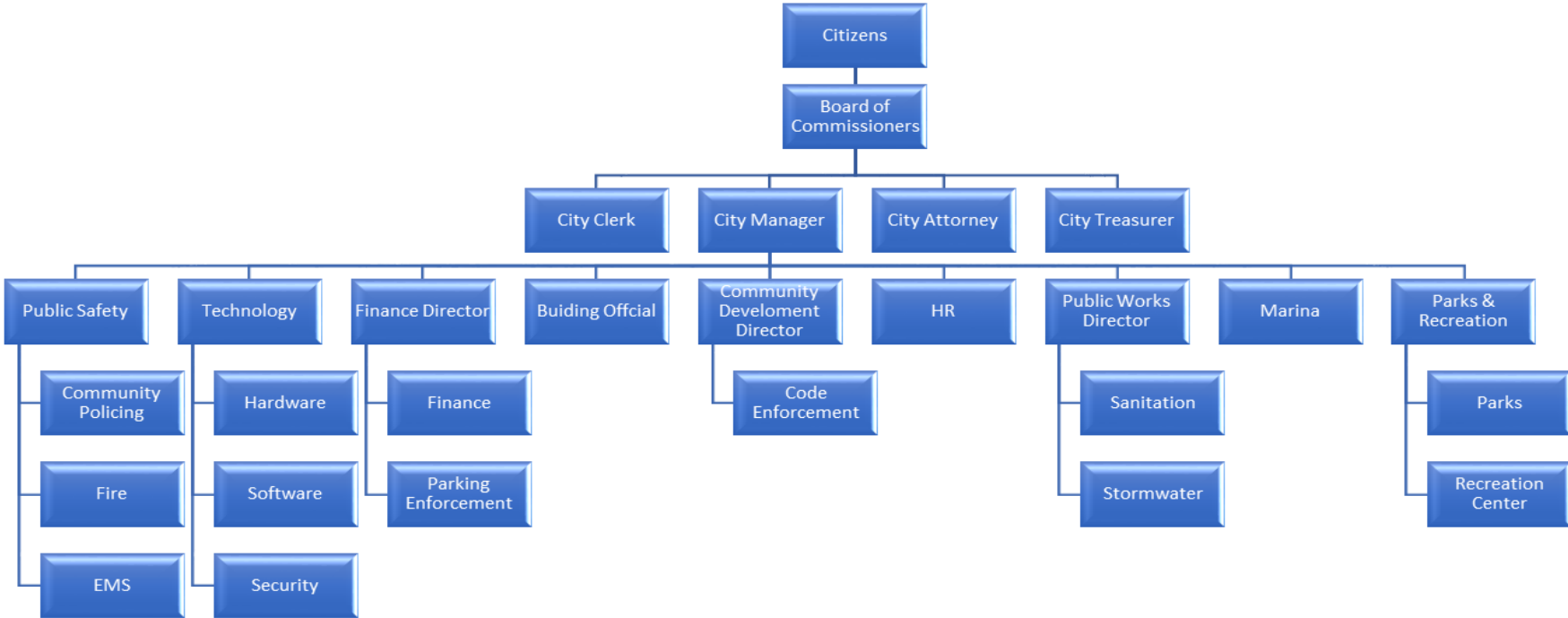
### **Encumbrance Carryforward and Contingencies**

An encumbrance carryforward reserve has been incorporated into the FY 2022 budget to account for unspent purchase orders for goods and services of a non-recurring nature at the end of fiscal year 2021 that will carry forward into fiscal year 2022 and was not contemplated during the FY 2022 budget process (as these expenditures were planned to occur and be completed in FY 2021). Also, a contingency reserve has been established in the FY 2022 budget to account for unplanned events or other scenarios requiring outflows within a particular fund and department. Examples include expenditures for storm-related incidents or the need for professional services on a short term basis resulting from unexpected staff turnover. These reserves may be utilized to increase the operating budget of a particular fund and department when applicable pending approval by the City Manager, subject to the amount of reserve available in said fund as reported in this budget document (see 'Budget Summary' schedule later in this section). Use of these reserves will not require a formal budget amendment.

**Disclaimer**

The accompanying budgetary schedules and other budget-related information reported herein for the 2021-2022 fiscal year were not subjected to an audit, review, or compilation, and no opinion, conclusion, or assurance is provided on them. The budgeted results may not be achieved, as there will usually be differences between the budgeted and actual results because events and circumstances frequently do not occur as expected, and these differences may be material. We assume no responsibility to update this report for events and circumstances occurring after October 1, 2021.

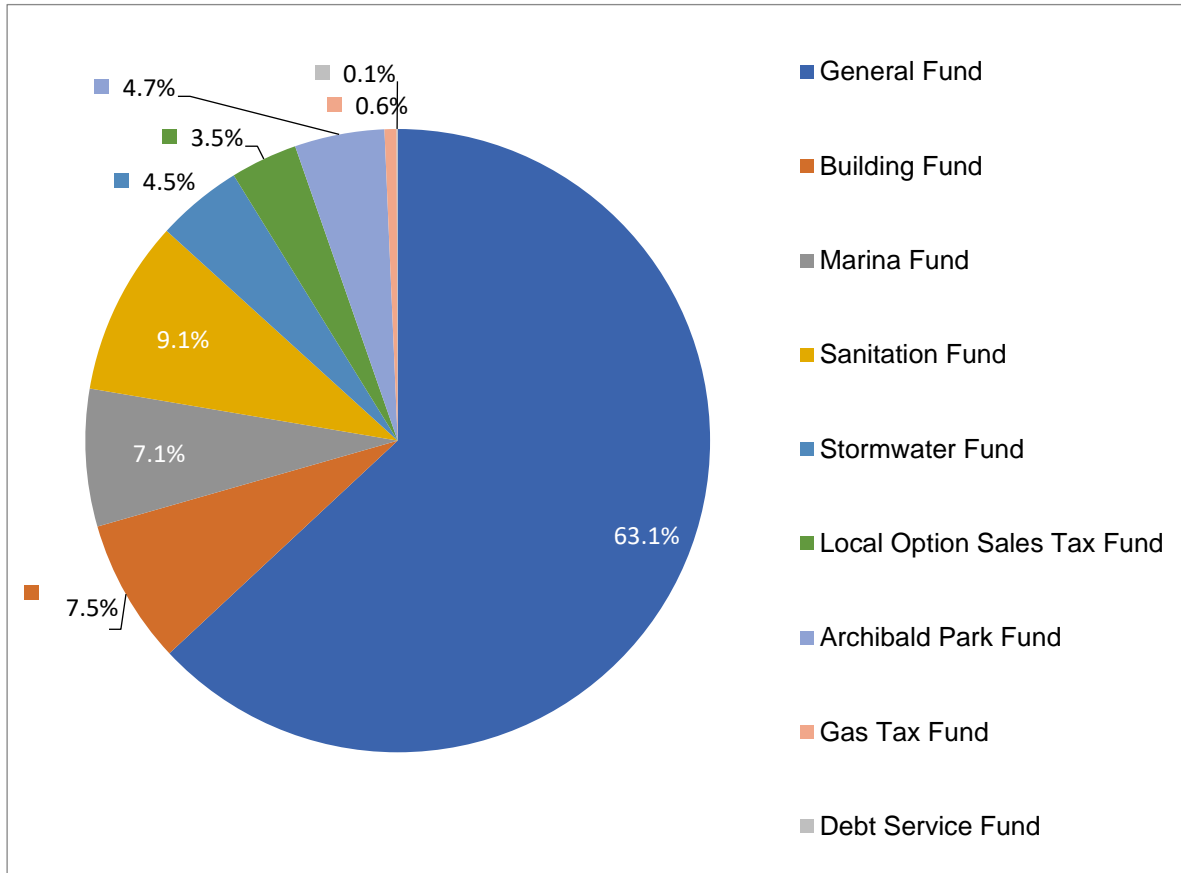
# CITY OF MADEIRA BEACH ORGANIZATIONAL CHART



# SUMMARY OF REVENUES BY FUND

## TOTAL REVENUES & OTHER SOURCES

General Fund	63.1%	11,175,450
Building Fund	7.5%	1,331,500
Marina Fund	7.1%	1,262,570
Sanitation Fund	9.1%	1,608,300
Stormwater Fund	4.5%	790,000
Local Option Sales Tax Fund	3.5%	597,000
Archibald Park Fund	4.7%	824,000
Gas Tax Fund	0.6%	110,000
Debt Service Fund	0.1%	10,000
<b>Total Operating Revenue</b>	<b>100.0%</b>	<b>\$17,708,820</b>
Transfers In and Other Financing Sources		5,879,142
<b>Total Sources</b>		<b>\$23,587,963</b>

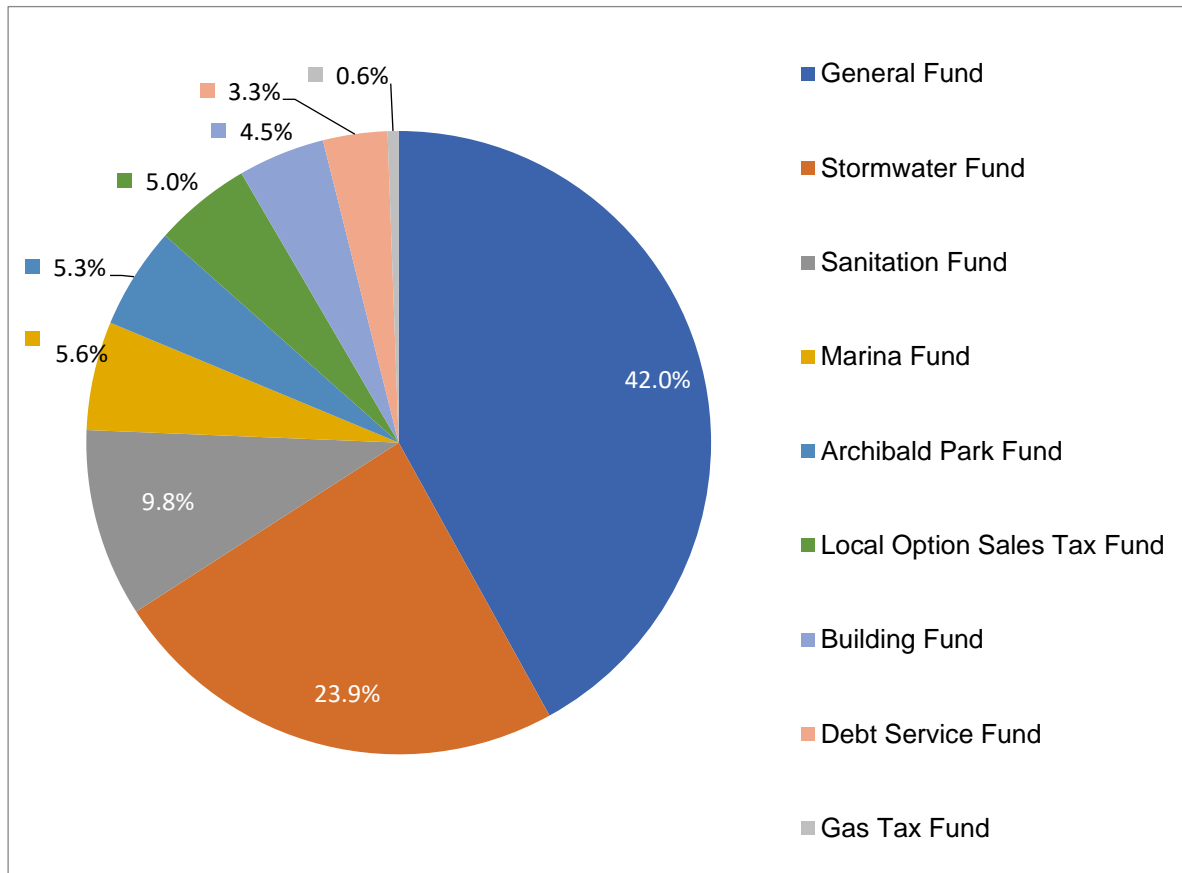




# SUMMARY OF EXPENDITURES BY FUND

## TOTAL EXPENDITURES & OTHER USES

General Fund	42.0%	8,069,740
Stormwater Fund	23.9%	4,595,190
Sanitation Fund	9.8%	1,876,300
Marina Fund	5.6%	1,084,290
Archibald Park Fund	5.3%	1,014,260
Local Option Sales Tax Fund	5.0%	950,000
Building Fund	4.5%	863,730
Debt Service Fund	3.3%	640,000
Gas Tax Fund	0.6%	110,000
<b>Total Expenditures</b>	<b>100.0%</b>	<b>\$19,203,510</b>
Transfers Out and Other Financing Uses		4,384,453
<b>Total Uses</b>		<b>\$23,587,963</b>



## FUNDED POSITIONS AND PERSONNEL SERVICES 2017-2022

Org #	Organization	Total Funded Positions						Personnel Services (Wages & Benefits)					
		2017 Funded	2018 Funded	2019 Funded	2020 Funded	2021 Funded	2022 Funded	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Budget
1000	City Manager	2.50	3.00	4.00	3.00	3.00	3.00	\$ 334,238	\$ 260,922	\$ 435,914	\$ 349,153	\$ 335,900	\$ 323,140
1010	Information Technology	-	-	-	-	0.50	0.50	-	-	-	-	43,200	22,850
1030	Human Resources	-	-	-	1.00	0.50	0.50	-	-	-	87,271	-	62,640
1050	Community Development	1.70	1.20	3.00	2.95	3.75	4.25	68,820	101,277	240,519	265,302	315,400	340,520
1100	Finance Department	4.00	4.00	4.00	4.25	3.50	3.00	366,043	372,633	389,336	417,880	315,500	300,480
1300	City Clerk	7.00	7.00	2.00	2.00	2.25	2.75	238,042	201,427	169,315	183,802	222,100	241,420
1310	Board of Commissioners	-	-	5.00	5.00	5.00	5.00	-	-	42,749	43,127	43,200	43,200
3000	Public Works Admin	2.00	2.00	3.00	2.30	2.10	2.30	127,522	118,742	181,670	192,663	173,700	192,750
4000	Fire / EMS	14.00	15.00	15.00	15.00	15.00	15.00	1,269,630	1,301,189	1,444,748	1,506,512	1,985,600	1,519,670
5000	Recreation	9.25	9.25	11.25	9.25	8.75	9.25	438,582	425,860	532,405	383,322	343,800	481,830
6000	Parking Enforcement	2.75	2.75	3.00	3.25	2.50	3.00	95,255	128,615	133,605	121,680	117,200	154,640
9910	Archibald Fund	2.75	2.75	-	3.00	3.00	4.00	135,438	143,107	-	187,089	204,700	270,830
5240	Building Fund	4.00	4.00	4.20	4.45	4.75	7.75	289,574	330,379	319,095	334,149	377,500	583,500
7000	Sanitation Fund	6.00	8.00	7.50	7.50	7.60	8.60	462,680	475,097	508,668	476,488	528,200	529,480
9200	Stormwater Fund	3.00	3.00	4.00	4.00	4.80	3.80	213,106	220,443	283,726	262,643	313,900	252,820
9300	Marina Fund	4.35	4.35	4.35	5.05	5.00	5.25	232,083	233,144	262,052	304,391	332,000	246,500
<b>Total</b>		<b>63.30</b>	<b>66.30</b>	<b>70.30</b>	<b>72.00</b>	<b>72.00</b>	<b>77.95</b>	<b>\$ 4,271,013</b>	<b>\$ 4,312,835</b>	<b>\$ 4,943,802</b>	<b>\$ 5,115,472</b>	<b>\$ 5,651,900</b>	<b>\$ 5,566,270</b>
<b>2017 to 2022 Growth %</b>							<b>23%</b>						<b>30%</b>

# BUDGET SUMMARY

## CITY OF MADEIRA BEACH - FISCAL YEAR 2021-2022

General Fund Tentative Millage Rate: 2.7500 mills

ESTIMATED REVENUES	GENERAL	DEBT SERVICE FUND	LOCAL OPTION SALES TAX FUND	ARCHIBALD PARK FUND	BUILDING FUND	GAS TAX FUND	ENTERPRISE - SANITATION FUND	ENTERPRISE - STORMWATER FUND	ENTERPRISE - MARINA	TOTAL
Property Taxes	\$ 4,052,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,052,800
Franchise Fees	526,200	-	-	-	-	-	-	-	-	526,200
Utility & Other General Taxes	1,169,000	-	-	-	-	-	-	-	-	1,169,000
Permits & Fees	56,500	-	-	-	1,300,000	-	-	-	-	1,356,500
Intergovernmental Revenues	2,172,200	-	567,000	280,000	-	108,000	3,300	-	-	3,130,500
Charges for Services	626,900	-	-	80,000	-	-	1,590,000	690,000	1,235,000	4,221,900
Parking Enforcement	1,953,000	-	-	450,000	-	-	-	-	-	2,403,000
Fines and Forfeitures	68,000	-	-	-	-	-	-	-	-	68,000
Interest Income	233,250	10,000	30,000	14,000	15,000	2,000	15,000	100,000	25,000	444,250
Miscellaneous	317,600	-	-	-	16,500	-	-	-	2,570	336,670
<b>TOTAL REVENUES</b>	<b>11,175,450</b>	<b>10,000</b>	<b>597,000</b>	<b>824,000</b>	<b>1,331,500</b>	<b>110,000</b>	<b>1,608,300</b>	<b>790,000</b>	<b>1,262,570</b>	<b>17,708,820</b>
Transfers In	-	575,000	-	-	-	-	-	1,025,000	-	1,600,000
Administrative Charges to Other Funds	405,692	-	-	-	-	-	-	-	-	405,692
Proceeds from Sale of Capital Assets	-	-	-	-	-	-	-	-	-	-
Fund Balance/Net Position Carryover Used	-	55,000	448,000	205,260	-	12,000	288,000	2,865,190	-	3,873,450
<b>TOTAL SOURCES</b>	<b>11,581,143</b>	<b>640,000</b>	<b>1,045,000</b>	<b>1,029,260</b>	<b>1,331,500</b>	<b>122,000</b>	<b>1,896,300</b>	<b>4,680,190</b>	<b>1,262,570</b>	<b>23,587,963</b>
<b>EXPENDITURES</b>										
General Government	2,962,250	-	-	-	-	-	-	-	-	2,962,250
Physical Environment	293,850	-	-	-	763,730	-	-	-	-	1,057,580
Public Safety	3,165,320	-	-	-	-	-	-	-	-	3,165,320
Culture and Recreation	1,007,030	-	-	544,260	-	-	-	-	-	1,551,290
Transportation	624,290	-	-	-	-	110,000	-	-	-	734,290
Enterprise - Personal Services	-	-	-	-	-	-	529,480	252,820	246,500	1,028,800
Enterprise - Operating	-	-	-	-	-	-	831,820	191,470	382,790	1,406,080
Debt Service - Principal	-	448,000	-	-	-	-	-	971,000	-	1,419,000
Debt Service - Interest	-	192,000	-	-	-	-	-	529,900	10,000	731,900
Capital Outlay	17,000	-	950,000	470,000	100,000	-	515,000	2,650,000	445,000	5,147,000
<b>TOTAL EXPENDITURES</b>	<b>8,069,740</b>	<b>640,000</b>	<b>950,000</b>	<b>1,014,260</b>	<b>863,730</b>	<b>110,000</b>	<b>1,876,300</b>	<b>4,595,190</b>	<b>1,084,290</b>	<b>19,203,510</b>
Transfers Out	1,600,000	-	-	-	-	-	-	-	-	1,600,000
Encumbrance Carryforward	50,000	-	35,000	5,000	20,000	-	5,000	25,000	5,000	145,000
Contingencies	250,000	-	60,000	10,000	50,000	12,000	15,000	60,000	30,000	487,000
Fund Balance/Net Position Available	1,611,403	-	-	-	397,770	-	-	-	143,280	2,152,453
<b>TOTAL USES</b>	<b>11,581,143</b>	<b>640,000</b>	<b>1,045,000</b>	<b>1,029,260</b>	<b>1,331,500</b>	<b>122,000</b>	<b>1,896,300</b>	<b>4,680,190</b>	<b>1,262,570</b>	<b>23,587,963</b>

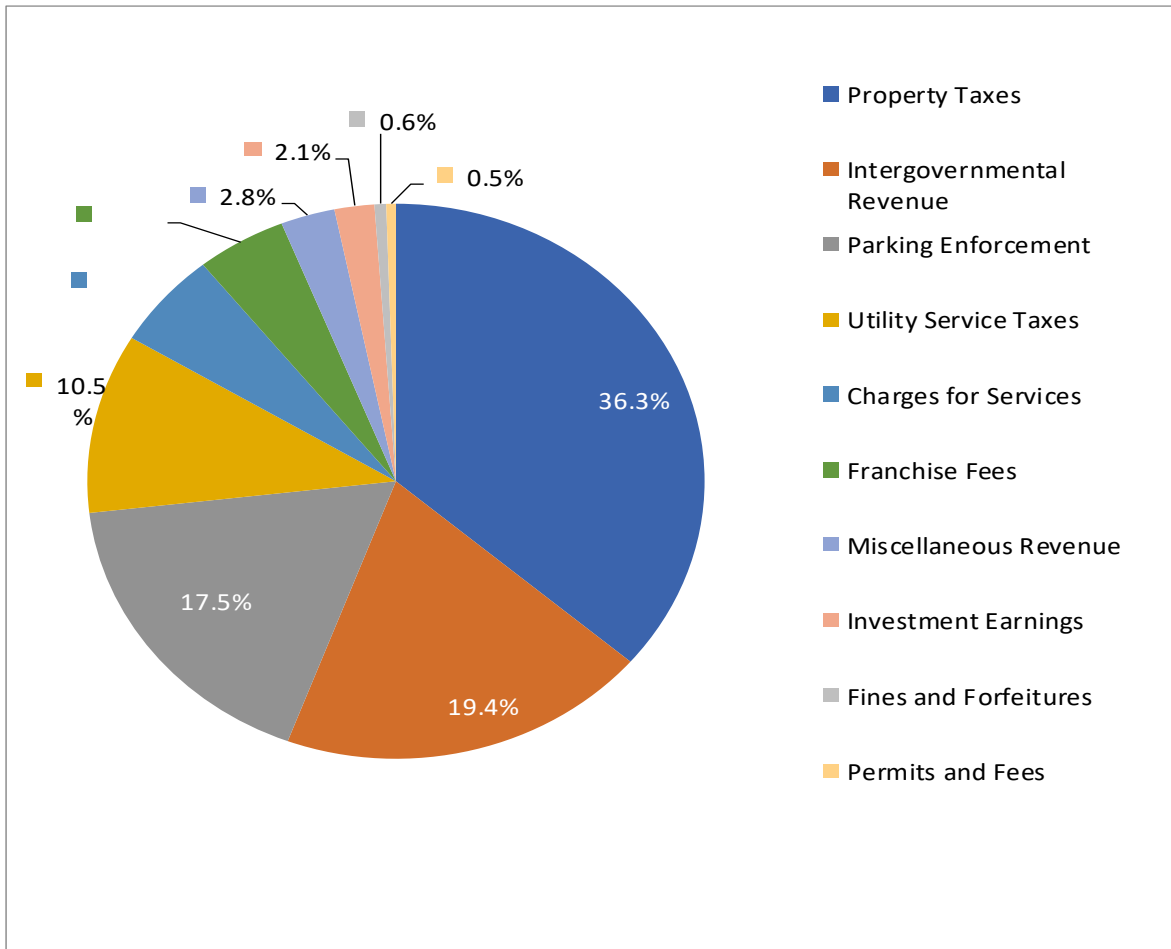
# GENERAL FUND – SUMMARIES AND DEPARTMENTS



# GENERAL FUND REVENUE SUMMARY

## OPERATING REVENUE

Property Taxes	36.3%	4,052,800
Intergovernmental Revenue	19.4%	2,172,200
Parking Enforcement	17.5%	1,953,000
Utility Service Taxes	10.5%	1,169,000
Charges for Services	5.6%	626,900
Franchise Fees	4.7%	526,200
Miscellaneous Revenue	2.8%	317,600
Investment Earnings	2.1%	233,250
Fines and Forfeitures	0.6%	68,000
Permits and Fees	0.5%	56,500
<b>Total Operating Revenue</b>	<b>99.9%</b>	<b>\$11,175,450</b>



## GENERAL FUND INFLOWS

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.0000.311.00000.000 - Ad Valorem Taxes	3,529,569	3,706,000	3,700,818	4,052,800
001.0000.311.00000.006 - Ad Valorem Taxes - Delinquent	4,119	-	75,000	-
001.0000.313.00000.215 - Progress Energy Franchise	541,168	494,000	481,931	520,000
001.0000.313.00000.505 - Peoples Gas Systems Franchise	5,912	5,700	7,159	6,200
001.0000.314.00000.1011 - Utility Tax - Electric	709,169	624,000	642,441	700,000
001.0000.314.00000.3011 - Utility Tax - Water	115,722	116,000	117,667	115,000
001.0000.314.00000.4011 - Utility Tax - Gas	5,092	5,000	7,243	6,000
001.0000.314.00000.8011 - Utility Tax - Propane	21,436	21,500	23,971	23,000
001.0000.315.00000.2011 - Communications Services Tax	253,418	219,000	256,674	240,000
001.0000.321.00000.010 - Local Business Tax Receipts	59,631	67,000	72,000	85,000
001.0000.322.00000.009 - Applications/Fees	3,085	1,400	2,352	2,500
001.0000.322.00000.022 - Fire Inspection Fees	2,740	8,000	5,777	10,000
001.0000.322.00000.023 - Plan Review	32,105	25,000	3,557	20,000
001.0000.322.00000.024 - Rental Inspection Fees	21,188	18,000	12,841	24,000
001.0000.331.00000.508 - Fema Grant Revenues	177,101	130,000	-	100,000
001.0000.331.00000.509 - FEMA Flood Mitigation Program	33,999	-	-	-
001.0000.331.00000.510 - ARPA NEU Grant Proceeds	-	-	-	1,077,000
001.0000.335.00000.120 - State Revenue Sharing	161,507	158,000	163,844	166,000
001.0000.335.00000.130 - State Appropriation	460,603	-	5,023	-
001.0000.335.00000.150 - Alcoholic Beverage Licenses	24,825	10,000	4,677	8,000
001.0000.335.00000.180 - Half Cent Sales Tax Revenue	299,744	274,500	334,415	300,000
001.0000.335.00000.230 - Firefighters Suppl Income	4,776	3,700	2,731	4,000
001.0000.335.00000.490 - Fuel Tax Refund	2,968	2,100	-	3,000
001.0000.338.00000.900 - Pinellas County EMS	510,368	519,100	471,708	514,200
001.0000.341.00000.901 - Election Qualifying Fees	617	500	282	500
001.0000.342.00000.202 - Redington Beach Fire Contract	252,635	262,200	284,276	270,000
001.0000.342.00000.904 - FDOT Maintenance Agreements	41,431	42,000	46,263	46,400
001.0000.344.00000.502 - John's Pass Village	267,928	260,300	325,846	300,000
001.0000.344.00000.504 - City/South Beach	456,457	408,700	540,378	509,000
001.0000.344.00000.506 - Non-Resident Parking Permits	37,665	40,000	64,322	55,000
001.0000.344.00000.507 - Village Blvd. Parking	842,072	800,700	967,822	900,000
001.0000.344.00000.510 - Misc. Lot Parking	127,181	99,300	210,502	189,000
001.0000.347.00000.210 - Recreation Programs	14,928	22,000	15,310	18,000
001.0000.347.00000.220 - After School Program	85,976	100,000	85,127	95,000
001.0000.347.00000.221 - Summer Program	42,795	80,000	71,486	85,000
001.0000.347.00000.222 - Field Rentals	37,244	30,000	25,588	35,000
001.0000.347.00000.224 - Sponsorships	6,148	10,000	12,445	12,000
001.0000.347.00000.227 - MB Little League	47,405	50,000	30,595	10,000
001.0000.347.00000.228 - Adult Leagues	6,820	14,000	8,981	10,000
001.0000.347.00000.229 - Youth Leagues	22,823	23,000	34,460	28,000
001.0000.347.00000.597 - Beach Walkover Chair Rentals	17,000	15,000	10,908	17,000
001.0000.351.00000.111 - Fines & Forfeitures	7,077	8,000	4,677	8,000
001.0000.351.00000.112 - Parking Fines	78,688	90,000	37,274	60,000
001.0000.361.00000.100 - Interest Earnings	221,647	110,000	297,300	225,000
001.0000.361.00000.105 - Interest - Tax Collector	580	-	278	250
001.0000.362.00000.003 - Facility Rental- Cost Recovery	3,500	5,000	7,209	10,000
001.0000.362.00000.004 - Facility Rentals	13,743	30,000	26,498	35,000

## GENERAL FUND INFLOWS, CONTINUED

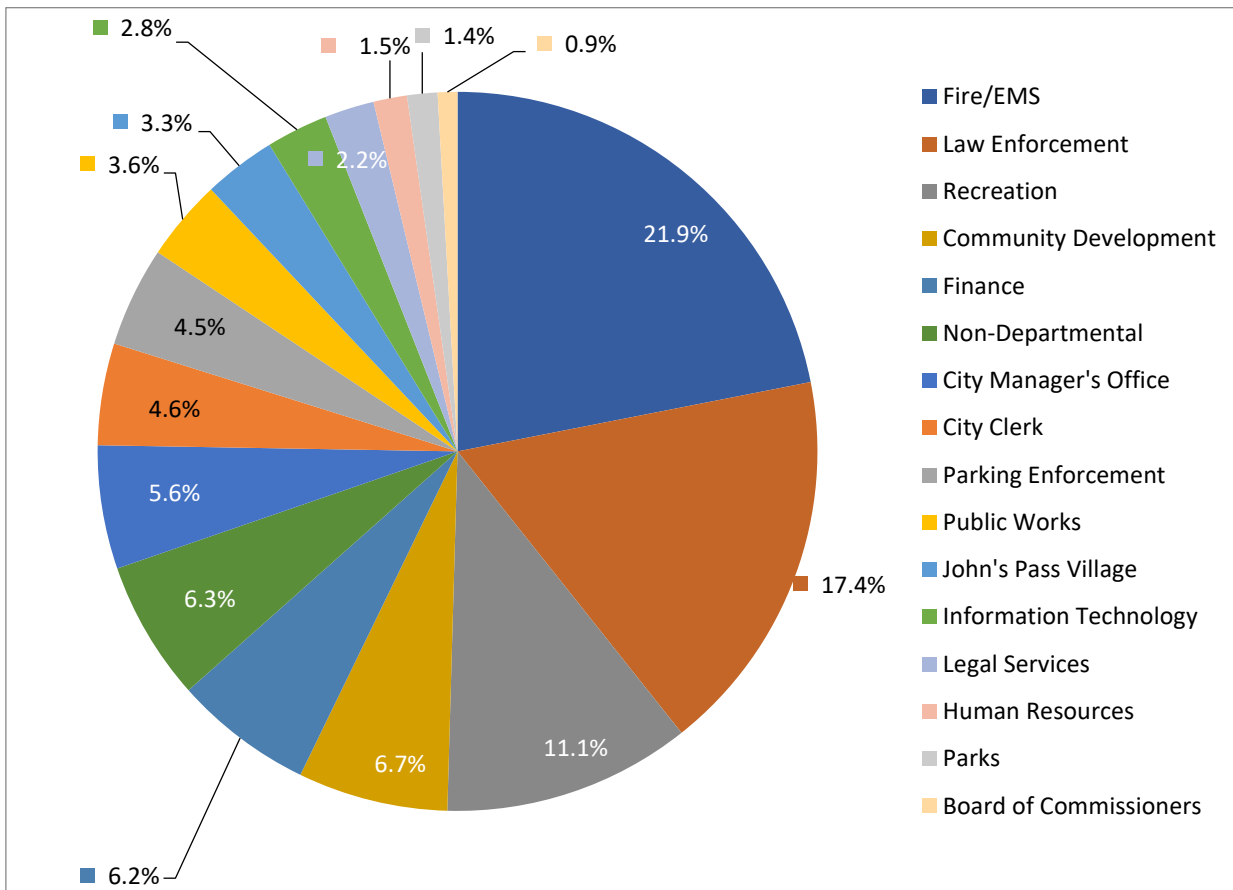
### GENERAL FUND INFLOWS CONTINUED

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.0000.362.00000.005 - Rent PW Complex - Beach Mason.	338	300	366	500
001.0000.362.00000.013 - Rent	112,253	128,700	128,805	130,000
001.0000.362.00000.015 - Rental Income - Chamber Bldg.	11	-	12	-
001.0000.362.00000.587 - Bell South Cell Tower	66,655	55,000	52,549	57,000
001.0000.364.00000.411 - Sale of Equipment	16,763	15,000	-	10,000
001.0000.366.00000.367 - Donations - Fire Department	2,255	-	1,209	2,500
001.0000.366.00000.368 - JPV Donations	1,070	500	2,526	500
001.0000.369.00000.0911 - 9/11 Donations	530	-	542	500
001.0000.369.00000.369 - Other Miscellaneous Revenues	31,426	15,000	16,161	15,000
001.0000.369.00000.370 - Copy Charges	320	300	230	300
001.0000.369.00000.374 - Notary Fee	180	200	98	200
001.0000.369.00000.379 - Refund Prior Year Expenses	14,427	10,000	40,651	15,000
001.0000.369.00000.381 - Sales Tax Collection Allowance	554	600	608	600
001.0000.369.00000.382 - Indebtedness Searches	9,800	8,500	16,101	10,000
001.0000.369.00000.383 - Insurance Proceeds	14,910	-	2,439	-
001.0000.369.00000.386 - Special Event Fee	12,493	35,000	10,752	20,000
001.0000.369.00000.390 - CPR Training Revenue	25	100	-	-
001.0000.369.00000.391 - Civil Review Fees	3,790	3,500	2,875	3,500
001.0000.369.00000.392 - Purchase Card Rebate	1,764	1,500	2,445	2,000
001.0000.369.00000.393 - Credit Card Convenience Fee	6,400	3,500	10,700	5,000
001.0000.381.00000.124 - Transfer from Building Fund	92,200	-	-	-
001.0000.381.00000.405 - Debt Payment from Marina	10,676	10,000	104,391	8,000
001.0000.389.00000.400 - Administrative Services Alloc	295,700	517,300	560,780	405,692
<b>TOTAL:</b>	<b>10,307,145</b>	<b>9,713,700</b>	<b>10,453,896</b>	<b>11,581,143</b>

# GENERAL FUND OPERATING EXPENDITURE SUMMARY

## OPERATING EXPENDITURES

Fire/EMS	21.9%	1,764,320
Law Enforcement	17.4%	1,401,000
Recreation	11.1%	897,430
Community Development	6.7%	542,820
Finance	6.2%	502,680
Non-Departmental	6.3%	506,100
City Manager's Office	5.6%	447,040
City Clerk	4.6%	368,620
Parking Enforcement	4.5%	361,790
Public Works	3.6%	293,850
John's Pass Village	3.3%	262,500
Information Technology	2.8%	223,250
Legal Services	2.2%	179,000
Human Resources	1.5%	121,440
Parks	1.4%	109,600
Board of Commissioners	0.9%	71,300
<b>Total Operating Expenditures</b>	<b>100.0%</b>	<b>\$8,052,740</b>





## BOARD OF COMMISSIONERS

**Overview:** The City of Madeira Beach is a commission-manager form of government. The Board of Commissioners (BOC) have legislative powers of the City that include adopting, amending, and repealing ordinances and resolutions, levying taxes, applying for and approving grants, renewing or extending franchises, and setting fees or user charges for municipal services. The BOC appoints the city clerk, city manager, city attorney, and authorizes the appointment of the City Treasurer/Finance Director, and all serves at its pleasure.

The City of Madeira Beach Board of Commissioners (BOC) is comprised of a mayor and four district commissioners. The mayor is nominated at large, voted for at-large, and serves a three-year term. Each four district commissioners are nominated from the district in which they reside, voted for at-large, and serve a two-year term. The new Commissioners are sworn into office at a regular meeting or special meeting following the election but no later than the end of the month in which they are elected. At the first regular meeting following the election, the Board of Commissioners appoints a Vice Mayor from the district commissioners.

The current Board of Commissioners (BOC) are:

- John Hendricks, Mayor : March 2020 - March 2023
- Helen "Happy" Price, District 1 Vice Mayor: March 2020 - March 2022
- Nancy Hodges, District 2 Commissioner : March 2020 - March 2022
- Doug Andrews, District 3 Commissioner : March 2021 - March 2024
- Dave Hutson, District 4 Commissioner : March 2021 - March 2024

### **BOARD OF COMMISSIONERS**

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.1310.511.00000.1100 - Salaries-Commission	40,000	40,000	39,745	40,000
001.1310.511.00000.2100 - Social Security	3,060	3,100	3,041	3,100
001.1310.511.00000.2400 - Worker's Compensation	67	100	82	100
001.1310.511.00000.4000 - Travel & Training	1,147	10,000	3,000	10,000
001.1310.511.00000.4110 - Cellular Telephone	1,423	1,200	2,100	2,500
001.1310.511.00000.4640 - Maint Other Equipment	-	1,600	1,000	1,600
001.1310.511.00000.4700 - Printing and Binding	1,700	1,000	850	1,000
001.1310.511.00000.4802 - Board Appreciation Dinner	2,038	5,000	-	5,000
001.1310.511.00000.5100 - Office Supplies	7,468	1,800	700	2,000
001.1310.511.00000.5200 - Uniforms	559	1,000	250	1,000
001.1310.511.00000.5420 - Dues & Subscriptions	3,535	3,000	3,903	5,000
<b>TOTAL:</b>	<b>60,996</b>	<b>67,800</b>	<b>54,671</b>	<b>71,300</b>

## CITY CLERK

**Overview:** The City Clerk is a charter officer appointed by the Board of Commissioners (BOC) and works directly for the BOC, serving at its pleasure. The City Clerk is the secretary to the Board of Commissioners; secretary ex-officio to the Civil Service Commission; Chief Election Official; custodian of the City Seal with the authority to execute and emboss documents to authenticate the validity of City records; custodian of all City records within the boundaries established by Florida State Statutes, City Charter, and the City's Code of Ordinances, and ensures their safety; Records Manager and oversees the City's records management program, and coordinates record management efforts and training for City departments; Records Management Liaison Officer with the State of Florida; and Financial Disclosure Coordinator with the State of Florida Commission on Ethics.

Other responsibilities of the City Clerk include coordinating meetings and conferences for the Mayor and Commissioners; writing and preparing ordinances and resolutions for the City Clerk's Office with the assistance of the City Attorney, and authenticating by signature and recording in full in a book kept for the BOC; for the BOC meetings publish the agenda packets, post agendas, attend the meetings, and transcribe the meeting minutes; keeping a journal of Board of Commissioners proceedings; 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 membership roster; providing notary services in relation to official business of the City Clerk's office; preparing and advertising public hearing legal notices for ordinances, resolutions, and elections with the assistance of the City Attorney. Assisting with the advertising of TRIM notices, Requests for Qualifications (RFQ), request for Proposals (RFP), and zoning change notices prepared by other departments. The City Clerk also performs other duties as assigned by the Board of Commissioners.

**FY '21 Accomplishments:** Streamlined costs to make the City Clerk's office leaner and more efficient. – Always for every Fiscal Year. Per City Charter, Sec. 5.2, kept in good standing with the Institute of Municipal Clerks (IIMC) and Florida Association of City Clerks (FACC), and maintained Master Municipal Clerk (MMC) certification with the organizations through continuing educational courses, city clerk conferences, and meeting, etc. Budgeting accordingly. Provided educational opportunities to the Deputy Clerk to meet the goal of becoming a certified municipal clerk (basic certification) within three years, as required when accepting the position. Educational training provided in FY 2021. Launched JustFOIA, software solution designed to help the organization manage and track public records requests, and to make it easier for the public to request and receive a public document. Provided greater customer services and increased transparency to the citizens and community by upgrading IT software and equipment.

## CITY CLERK, CONTINUED

**FY '21 Goals:** Streamline costs to make the City Clerk's office leaner and more efficient. Per City Charter, Sec. 5.2, keep in good standing with the Institute of Municipal Clerks (IIMC) and Florida Association of City Clerks (FACC), and maintain Master Municipal Clerk (MMC) certification with the organizations through continuing educational courses, city clerk conferences, and meeting, etc. Budgeting accordingly. Continue training and education and keeping up on the new laws and regulations in the City Clerk's office. Continue public records program for processing and tracking public records requests. Ensure that the necessary tools, software, and equipment are in place to manage the City Clerk's office more efficiently, provide greater customer service, and to increase transparency to the citizens and community.

### CITY CLERK

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.1300.511.00000.1200 - Salaries & Wages	131,951	167,100	159,259	187,270
001.1300.511.00000.1400 - Overtime	9,877	3,000	149	1,840
001.1300.511.00000.2100 - Social Security	9,716	12,800	11,762	14,470
001.1300.511.00000.2203 - ICMA 401(a) Plan	12,217	14,600	13,892	14,960
001.1300.511.00000.2300 - Group Insurance	19,840	24,300	21,178	22,600
001.1300.511.00000.2400 - Worker's Compensation	201	300	238	280
001.1300.511.00000.2500 - Unemployment Compensation	332	-	-	-
001.1300.511.00000.3100 - Professional Services	971	3,000	3,000	12,000
001.1300.511.00000.3121 - Software	7,375	-	24,050	24,050
001.1300.511.00000.3122 - Computer Hardware Support Svcs	-	9,970	-	-
001.1300.511.00000.3137 - Legal Recording	-	1,000	-	-
001.1300.511.00000.3400 - Contractual Service	48,184	44,350	44,350	48,350
001.1300.511.00000.4000 - Travel & Training	2,806	10,000	5,000	8,000
001.1300.511.00000.4110 - Cellular Telephone	1,220	1,700	2,000	2,000
001.1300.511.00000.4200 - Postage	31	500	100	500
001.1300.511.00000.4640 - Maint Other Equipment	124	2,500	972	1,000
001.1300.511.00000.4700 - Printing and Binding	65	500	150	300
001.1300.511.00000.4800 - Promotions & Pub Rltns	485	5,000	2,000	3,000
001.1300.511.00000.4901 - Legal Advertisements	6,203	10,000	8,000	10,000
001.1300.511.00000.4910 - Election Expense	7,834	14,000	1,000	14,000
001.1300.511.00000.5100 - Office Supplies	2,263	2,000	800	2,000
001.1300.511.00000.5200 - Uniforms	-	500	-	500
001.1300.511.00000.5210 - Departmental Supplies	20	-	-	-
001.1300.511.00000.5420 - Dues & Subscriptions	870	1,500	883	1,500
<b>TOTAL:</b>	<b>262,584</b>	<b>328,620</b>	<b>298,783</b>	<b>368,620</b>

**CITY CLERK, CONTINUED**

**FULL-TIME EQUIVALENT (FTE) POSITIONS**

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
					.
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	1.00	1.00	1.00	0.00
Executive Assistant to City Clerk	1.00	0.00	0.00	0.00	1.00
Seasonal Employee	0.00	0.00	0.00	0.25	0.75
Total Funded Positions	2.00	2.00	2.00	2.25	2.75

## CITY MANAGER'S OFFICE

**Overview:** 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.

**FY '22 Goals:** Improve external promotion within the tourism industry highlighting the viability of Madeira Beach being a destination vacation spot. Develop a liaison with the Tourist Development Council, Visit St. Pete/Clearwater, and other like organizations to improve our share of funding for tourism infrastructure. Develop an intercity transportation network that can serve the needs of residents and tourists. Indorsing a green initiative to protect our environment and improve our carbon footprint. Set the framework for a more resilient community dealing with sea level rise and other related issues.

### CITY MANAGER

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.1000.512.00000.1200 - Salaries & Wages	247,026	253,600	226,737	242,360
001.1000.512.00000.1400 - Overtime	6,524	-	451	-
001.1000.512.00000.2100 - Social Security	20,289	19,400	17,433	20,610
001.1000.512.00000.2203 - ICMA 401(a) Plan	26,007	29,600	24,443	25,870
001.1000.512.00000.2300 - Group Insurance	48,924	32,800	45,784	33,900
001.1000.512.00000.2400 - Worker's Compensation	383	500	394	400
001.1000.512.00000.3100 - Professional Services	3,913	10,000	2,943	7,000
001.1000.512.00000.3101 - City Attorney - Retainer	-	-	9,363	10,000
001.1000.512.00000.3102 - City Attorney - Non-retainer	-	-	107	-
001.1000.512.00000.3103 - Other Legal Expenses	900	-	-	-
001.1000.512.00000.3123 - IT Services	5,200	-	-	-
001.1000.512.00000.3400 - Contractual Service	50,323	48,000	50,121	55,000
001.1000.512.00000.4000 - Travel & Training	8,684	1,700	3,000	5,000
001.1000.512.00000.4001 - Auto Allowance	6,000	6,000	6,019	6,000
001.1000.512.00000.4110 - Cellular Telephone	1,632	1,400	939	1,400
001.1000.512.00000.4200 - Postage	128	1,200	54	500
001.1000.512.00000.4400 - Rentals & Leases	1,023	-	-	-
001.1000.512.00000.4640 - Maint Other Equipment	357	-	-	-
001.1000.512.00000.4700 - Printing and Binding	65	7,600	-	5,000
001.1000.512.00000.4800 - Promotions & Pub Rltns	6,597	17,000	4,905	15,000
001.1000.512.00000.5100 - Office Supplies	6,055	5,000	1,099	3,000
001.1000.512.00000.5200 - Uniforms	-	500	-	500
001.1000.512.00000.5210 - Departmental Supplies	4,246	800	296	800
001.1000.512.00000.5420 - Dues & Subscriptions	3,896	7,700	2,062	7,700
001.1000.512.00000.8400 - Chamber of Commerce Donation	4,000	7,000	2,675	7,000
<b>TOTAL:</b>	<b>452,170</b>	<b>449,800</b>	<b>398,825</b>	<b>447,040</b>

**CITY MANAGER'S OFFICE CONTINUED**

**FULL-TIME EQUIVALENT (FTE) POSITIONS**

	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>
City Manager	1.00	1.00	1.00	1.00	1.00
Executive Office Manager	1.00	0.00	0.00	0.00	0.00
Executive Assistant	0.00	1.00	1.00	1.00	1.00
HR Coordinator	0.00	1.00	0.00	0.00	0.00
Public information Officer	1.00	1.00	1.00	0.00	0.00
Front Desk Coordinator	0.00	0.00	0.00	1.00	1.00
Total Funded Positions	3.00	4.00	3.00	3.00	3.00

## COMMUNITY DEVELOPMENT

**Overview:** 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 plan review process, which incorporates the input of a wide range of consultants, outside agencies and city departments. The Zoning compliance functions involve coordination with the Code Enforcement Officers to interpret and implement the use of land, parking, safety, traffic access and environmental protection aspects of the City's Code of Ordinances. The Department also updates and manages the Community Ratings System and associated Floodplain Management Ordinance and the Business Tax program.

Community Development staff also supports city-wide programs sponsored by other departments and represents City planning interests by participation in County and Regional planning and development programs. Community Development 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.

**FY '21 Accomplishments:** Infrastructure – Automated the communications and fee collection through IT development. Ongoing development of on-line permitting software is ordered and for implementation. Expansion of ArcGIS mapping and statistical analysis in planning and emergency management processes. Progress made with all land use and zoning and analysis of city-wide FAR. Successful 1st run-through on emergency management protocol with Elsa. Integrated ArcGIS into records management and provided training assistance to Building Department staff. Continued implementing the interactive procedures for public planning process. Held 2 workshops on Community Planning with excellent public input and very strong survey online participation. Also used for Eta response and other floodplain and emergency management community training activities.

Financial Sustainability - Work in progress on the development of internal method of hourly output analysis to use in update of fee structure. Supported automation on billing and fee collection through IT development. Coordinated an on-going Community Rating System Reporting and program management. Work in progress on updating standards and records management criteria in keeping with newly established NFIP requirements. Evaluated and under legal review CRS point opportunities, proposed ordinances change per Floodplain management ordinance amended FY20-21. Coordinated with city manager and Finance Director on the implementation of impact fee management system in support of newly adopted fees. Impact fees adopted and implementation protocol under development.

## COMMUNITY DEVELOPMENT CONTINUED

Growth Management - Facilitated land use and zoning update of all commercial areas, and residential standards for compatibility with Pinellas County Strategic Planning Goals and as necessary to support actual development patterns, future land use goals, and both economic and ecological resiliency goals. Sponsored proposed amended to the Pinellas County Strategic Plan to reflect actual development patterns, future use goals, and both economic and ecological resiliency. Updated data and analysis portions of the Comprehensive Plan - ongoing projects. Continued to expand the city mapping and land use analysis program with ArcGIS. Additionally, transferred the Public Works ArcGIS responsibility to Community Development for coordination, analysis, mapping, and data management. Updated the Comprehensive Plan, CIP and levels of service. Data and analysis is ongoing and annually reported.

Human Capital Ratings - Provided updated training on the use of ArcGIS for Community Development and Building Department staff Completed. Mentored and trained employees for floodplain management certification. New CFM rehired. Provided support for staff certification requirements. Staff provided training opportunities in floodplain management and business licensing certifications and the experience needed for AICP exam qualification. Done throughout the year.

Transportation Mobility - Developed transportation mobility policy for Comprehensive Plan in cooperation with FRCI. Plan updated with adoption of Mobility Element. Updated parking design and mobility design standards for LDRs. Completed review of all development for mobility compliance. Parking standards have been updated. Coordinated the staging of construction related infrastructure improvements interdepartmentally and with the public. Addressed in the update of Comp Plan elements for impact fee adoption.

Safe and Healthy Living – Completed & evaluated recreation levels of service and propose policy amendments. Completed with the impact fee study and the Comp Plan update.

Internal and External Communication - Represented the City on Countywide, Statewide and Regional committees. Ongoing responsibility with Madeira Beach staff taking lead in supportive plans and protocols for BIGC cities and as member of the county-wide LMS working group. Provided staff support to BOC representative to TBRPC/ABM. Provided orientation to appointed rep for Nancy Hodges on the TBRPC and subcommittee of her choice. Provided community guidance through development review processes. Ongoing responsibility. Coordinated on-going communication and reporting with FEMA regarding program enhancement and CRS classification. Initiated interactive procedures on fair review of the city's CRS review for public planning process.



## COMMUNITY DEVELOPMENT CONTINUED

**FY '22 Goals:** Administrative and Financial management - Automate communications and fee collection. Develop internal method of hourly output analysis to use in update of fee structure. Expansion of ArcGIS mapping and statistical analysis in planning and emergency management processes. To provide training assistance to Building Department staff. Coordinate on-going Community Rating System (CRS) reporting and program management. Update standards and records management criteria in keeping with newly established NFIP requirements. To evaluate CRS point opportunities, propose ordinances change per Floodplain management ordinance amended FY20-21. To design and implement impact fee management system in support of newly adopted fees. Create staff and train new planning position. To obtain director certification.

Planning and Growth Management - Continue implementing the interactive procedures for public planning process under current use for support of the community planning effort of Comp Plan update. To process over 100 permits per month. Facilitate land use and zoning update of all commercial areas, and residential standards. Sponsor proposed amendments to the Pinellas County Strategic Plan. To update Data and Analysis portions of the Comprehensive Plan. Coordinate and provide expert planning services through local, county and state hearing processes and all associated policy development, notice and advertisement requirements. Continue to expand the city mapping and land use analysis program with ArcGIS. To transfer the Public Works ArcGIS responsibility to Community Development. Develop Complete streets design and use criteria for inclusion in comprehensive plan and as basis. Begin update of the Land Development Regulations (LDRs). Coordinate the staging of construction related infrastructure improvements interdepartmentally and with the public. Mentor & train new employee. Provide support for staff certification requirements. Provide training opportunities in floodplain management and business licensing certifications and the experience needed for AICP exam qualification.

Internal and External Communication - Represent the City on Countywide, Statewide and Regional committees. Provide staff support to BOC representative to TBRPC/ABM. Provide community guidance through development review processes. Coordinate on-going communication and reporting with FEMA regarding program enhancement and CRS classification.

## COMMUNITY DEVELOPMENT CONTINUED

### COMMUNITY DEVELOPMENT

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.1050.515.00000.1200 - Salaries & Wages	206,914	236,800	229,124	270,470
001.1050.515.00000.1400 - Overtime	1,341	500	796	1,870
001.1050.515.00000.2100 - Social Security	15,181	18,100	16,980	20,830
001.1050.515.00000.2203 - ICMA 401(a) Plan	15,650	19,700	22,182	24,340
001.1050.515.00000.2300 - Group Insurance	25,934	39,900	34,883	22,600
001.1050.515.00000.2400 - Worker's Compensation	282	400	318	410
001.1050.515.00000.2500 - Unemployment Compensation	3,713	-	447	-
001.1050.515.00000.3100 - Professional Services	119,299	80,000	80,000	80,000
001.1050.515.00000.3125 - Special Magistrate	6,144	25,000	25,000	25,000
001.1050.515.00000.3400 - Contractual Service	-	7,000	7,000	17,000
001.1050.515.00000.4000 - Travel & Training	4,601	10,000	1,000	15,000
001.1050.515.00000.4110 - Cellular Telephone	1,258	1,200	1,228	1,800
001.1050.515.00000.4200 - Postage	3,881	7,000	6,208	14,000
001.1050.515.00000.4700 - Printing and Binding	1,698	3,000	5,351	5,000
001.1050.515.00000.5100 - Office Supplies	3,998	6,000	4,606	6,000
001.1050.515.00000.5301 - Code Enforcement	2,860	3,600	3,000	5,000
001.1050.515.00000.5302 - Planning	1,637	7,000	6,000	7,000
001.1050.515.00000.5303 - Business Tax	-	1,200	500	3,500
001.1050.515.00000.5420 - Dues & Subscriptions	1,540	6,000	6,000	8,000
001.1050.515.00000.8000 - FEMA Flood Mitigation Program	938	15,000	-	15,000
<b>TOTAL:</b>	<b>416,868</b>	<b>487,400</b>	<b>450,623</b>	<b>542,820</b>

### FULL-TIME EQUIVALENT (FTE) POSITIONS

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Community Development Director	0.50	0.90	0.85	0.85	0.85
Planning and Zoning Coordinator	0.00	1.00	0.90	0.90	0.90
Planner / GIS Technician	0.20	0.20	0.20	1.00	1.00
Planner	0.00	0.00	0.00	1.00	0.50
Administrative Assistant	0.50	0.90	1.00	1.00	1.00
<b>Total Funded Positions</b>	<b>1.20</b>	<b>3.00</b>	<b>2.95</b>	<b>4.75</b>	<b>4.25</b>

## FINANCE DEPARTMENT

**Overview:** 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

**FY '21 Accomplishments:** The Finance Department led a City-wide paperless initiative in the area of purchasing and payment processing. Historically, purchase requisitions and invoice approvals have been completed using paper documentation and manual signoffs. The City has migrated to a virtual environment using electronic workflow technology to capture reviews and approvals. Vendors can also submit invoice documentation via an online portal rather than submitting via mail. And Finance is in the process of automating payment processing and eliminating the manual processing of checks, which will facilitate faster payments to the City's vendors. The fiscal year 2020 audit was performed by a new audit firm, yet the audit was still completed timely and efficiently. Finance has also improved financial transparency by creating a fund and department financial summary solution available on the City's website, which is updated daily with current activity. Finally, the city has implemented a new budgeting process using a customized web application to capture department operating and capital requests and provide automation surrounding the accumulation and calculation of employee wages, taxes, and benefits by department.

**FY '22 Goals:** Finance will take the lead on continuing to leverage technology to automate business processes where possible and improve operational efficiency. Examples include streamlining our business tax receipt, property inspection, and permitting processes and offering online service options for citizens to initiate applications and make payments. Finance will use time savings achieved to perform more value-added functions for the City, such as internal auditing activities over various processes, conducting fee studies, and provide enhanced reporting to departments and other stakeholders to allow for more informed decision-making.

## FINANCE DEPARTMENT CONTINUED

### FINANCE

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.1100.513.00000.1200 - Salaries & Wages	308,812	234,300	240,599	221,620
001.1100.513.00000.1400 - Overtime	18,310	5,000	1,270	7,180
001.1100.513.00000.2100 - Social Security	24,124	17,900	17,605	17,500
001.1100.513.00000.2203 - ICMA 401(a) Plan	25,439	20,400	21,152	19,950
001.1100.513.00000.2300 - Group Insurance	40,728	37,500	34,662	33,900
001.1100.513.00000.2400 - Worker's Compensation	467	400	346	330
001.1100.513.00000.3100 - Professional Services	34,538	96,000	94,630	105,000
001.1100.513.00000.3121 - Software Support Services	15,719	16,000	18,085	25,000
001.1100.513.00000.3135 - Employee Physicals/Shots	147	-	-	-
001.1100.513.00000.3200 - Accounting and Auditing	51,425	62,000	45,000	55,000
001.1100.513.00000.4000 - Travel & Training	7,237	2,000	569	2,500
001.1100.513.00000.4110 - Cellular Telephone	659	800	129	500
001.1100.513.00000.4200 - Postage	1,886	2,500	1,453	3,500
001.1100.513.00000.4700 - Printing and Binding	4,338	7,000	1,618	4,000
001.1100.513.00000.4930 - Bank Service Charges	10	-	1,337	-
001.1100.513.00000.4990 - Debt-Related Fees	3,275	2,000	1,924	3,200
001.1100.513.00000.5100 - Office Supplies	3,935	2,000	1,136	2,000
001.1100.513.00000.5420 - Dues & Subscriptions	1,270	2,000	499	1,500
001.1100.513.00000.5810 - Cash Short (Over)	24	-	1	-
<b>TOTAL:</b>	<b>542,342</b>	<b>507,800</b>	<b>482,015</b>	<b>502,680</b>

### FULL-TIME EQUIVALENT (FTE) POSITIONS

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Finance Director	1.00	1.00	1.00	0.00	0.00
Accounting Manager	1.00	1.00	1.00	1.00	1.00
Payroll/Financial Coordinator	1.00	0.00	0.00	1.00	1.00
Fiscal Coordinator	0.00	1.00	1.00	1.00	0.00
Accountant	0.00	0.00	0.00	0.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.50	0.00
<b>Total Funded Positions</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>3.50</b>	<b>3.00</b>

## FIRE DEPARTMENT

**Overview:** 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 the hazardous related incidents, including hostile fire, hazardous materials, tropical storms, water related emergencies and medical emergencies. These services will be provided thru fire suppression, prevention practices, water rescue operations and advanced life support care, treatment, and transportation.

**FY '21 Accomplishments:** We successfully navigated, financially to this point the COVID-19 pandemic even though the fire department was tasked with the logistics of procuring and ordering supplies and being able to remain within budget. TS Eta has had a negative impact on our ladder truck due to the flooding salt water which has increased our needed repairs and we have again been able to stay within budget by requesting and sometimes strongly advising the manufacturer for assistance due to the apparatus being only four years old.

**FY '22 Goals:** To remain within our budgetary constraints while being able to maintain, if not increase our level of service to the citizens of Madeira Beach while being fiscally responsible. We will continue to apply for various grants for staffing and equipment and being innovative in our ways to secure funds through other resources (501c3, fund raisers, etc.). Updating our fire fees for special events, inspections, plan review and other prevention tasks while having a more streamlined approach through Aclarian will also assist in offsetting some of the costs associated with the fire department.

### **FIRE/EMS**

Account	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.4000.522.00000.1200 - Salaries & Wages	918,560	908,900	825,386	874,150
001.4000.522.00000.1400 - Overtime	111,639	110,000	153,730	127,310
001.4000.522.00000.2100 - Social Security	76,693	77,900	70,065	76,610
001.4000.522.00000.2201 - FRS - Regular Class	5,236	-	-	-
001.4000.522.00000.2202 - FRS - Special Risk	195,137	243,100	232,935	225,000
001.4000.522.00000.2203 - ICMA 401(a) Plan	9,909	4,000	4,048	5,100
001.4000.522.00000.2206 - FRS - DROP	13,917	7,800	-	-
001.4000.522.00000.2300 - Group Insurance	144,755	159,800	148,725	169,500
001.4000.522.00000.2400 - Worker's Compensation	30,666	44,100	35,182	42,000
001.4000.522.00000.3135 - Employee Physicals/Shots	7,420	8,500	-	8,000
001.4000.522.00000.3200 - Accounting and Auditing	-	2,500	-	-
001.4000.522.00000.3400 - Contractual Service	21,210	18,000	17,166	21,500
001.4000.522.00000.4000 - Travel & Training	8,279	9,000	7,242	15,750

## FIRE DEPARTMENT CONTINUED

Account	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.4000.522.00000.4110 - Cellular Telephone	1,000	1,000	1,247	1,500
001.4000.522.00000.4200 - Postage	329	200	514	500
001.4000.522.00000.4331 - Electric - Buildings	12,338	11,000	10,235	11,000
001.4000.522.00000.4340 - Solid Waste Disposal	2,500	2,500	2,710	2,700
001.4000.522.00000.4400 - Rentals & Leases	2,032	6,000	1,924	3,000
001.4000.522.00000.4500 - General Insurance	17,014	18,500	17,927	19,000
001.4000.522.00000.4515 - A.D.& D. - Firefighters	1,103	1,200	2,206	3,000
001.4000.522.00000.4600 - Maintenance Auto Equipment	18,591	27,000	18,620	28,500
001.4000.522.00000.4610 - Maintenance Building	16,401	32,500	15,942	33,000
001.4000.522.00000.4640 - Maint Other Equipment	14,317	11,000	9,918	11,000
001.4000.522.00000.4691 - Maintenance Radio Equipment	1,629	5,500	7,983	7,500
001.4000.522.00000.4700 - Printing and Binding	807	400	648	400
001.4000.522.00000.4800 - Promotions & Pub Rltns	7,035	3,000	3,874	3,000
001.4000.522.00000.4920 - Licenses & Permits	(50)	2,500	2,244	2,500
001.4000.522.00000.5100 - Office Supplies	2,137	1,500	611	1,500
001.4000.522.00000.5200 - Uniforms	18,865	31,000	27,454	17,000
001.4000.522.00000.5210 - Departmental Supplies	13,447	14,000	8,448	30,300
001.4000.522.00000.5220 - Gasoline & Oil	11,223	14,000	12,805	16,000
001.4000.522.00000.5230 - Tools	2,246	5,000	3,962	5,000
001.4000.522.00000.5420 - Dues & Subscriptions	3,095	3,000	1,996	3,000
<b>TOTAL:</b>	<b>1,689,478</b>	<b>1,784,400</b>	<b>1,645,747</b>	<b>1,764,320</b>

### Outflow - Capital

ACCOUNT	TITLE	YEAR	AMOUNT
001.4000.522.00000.6400 - Capital Equipment	Purchase of 2 portable radios & batteries	2022	17,000
<b>Total - FY 2022 Capital Outlays</b>			<b>17,000</b>
<b>Future Years:</b>			
001.4000.522.00000.6400 - Capital Equipment	SCBA Replacement Portable Radios - Emergency	2023	100,000
001.4000.522.00000.6400 - Capital Equipment	Communication Replacement of Kitchen & Laundry Appliances	2024	53,000
001.4000.522.00000.6400 - Capital Equipment	Replacement of MDTs	2025	17,000
001.4000.522.00000.6400 - Capital Equipment	Replacement of MDTs	2025	11,000
001.4000.522.00000.6400 - Capital Equipment	Replacement of Bunker Gear	2027	50,000
001.4000.522.00000.6400 - Capital Equipment	Painting of station; inside & outside	2027	37,000

## FIRE DEPARTMENT CONTINUED

### FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
Fire Chief	1.00	1.00	1.00	1.00	1.00
Fire Lieutenant	3.00	3.00	3.00	3.00	3.00
Fire Inspector	1.00	1.00	1.00	1.00	1.00
Firefighter	9.00	9.00	9.00	9.00	9.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Total Funded Positions	15.00	15.00	15.00	15.00	15.00

## HUMAN RESOURCES

**Overview:** 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.

**FY '21 Accomplishment:** Started and successfully integrated Talent Management in the Paycom system. Overhauled, reconfigured, and enhanced Position Control in the Paycom system.

**FY '22 Goals:** Source a benefit management software.

### HUMAN RESOURCES

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.1030.513.00000.1200 - Salaries & Wages	66,725	-	53,565	58,100
001.1030.513.00000.2100 - Social Security	4,944	-	4,062	4,450
001.1030.513.00000.2203 - ICMA 401(a) Plan	5,640	-	1,330	-
001.1030.513.00000.2300 - Group Insurance	9,859	-	-	-
001.1030.513.00000.2400 - Worker's Compensation	103	-	22	90
001.1030.513.00000.3100 - Professional Services	-	54,000	9,756	5,000
001.1030.513.00000.3121 - Software Support Services	29,051	15,000	30,000	27,000
001.1030.513.00000.3135 - Pre Employment Services	2,053	3,000	5,107	6,000
001.1030.513.00000.3136 - Criminal Records Check	3,259	2,500	2,345	1,500
001.1030.513.00000.3400 - Contractual Service	3,026	2,500	3,050	3,000
001.1030.513.00000.4000 - Travel & Training	525	3,000	-	3,000
001.1030.513.00000.4110 - Cellular Telephone	121	300	311	300
001.1030.513.00000.4400 - Rentals & Leases	-	9,000	255	9,000
001.1030.513.00000.4700 - Printing and Binding	2,541	1,000	2,305	-
001.1030.513.00000.4800 - Promotions & Pub Rltns	1,062	1,000	1,568	-
001.1030.513.00000.4900 - Other Current Charges	1,047	1,000	-	1,000
001.1030.513.00000.5100 - Office Supplies	878	1,000	93	1,000
001.1030.513.00000.5200 - Uniforms	-	-	474	-
001.1030.513.00000.5210 - Departmental Supplies	-	1,000	972	1,000
001.1030.513.00000.5420 - Dues & Subscriptions	879	500	475	1,000
<b>TOTAL:</b>	<b>131,713</b>	<b>94,800</b>	<b>115,690</b>	<b>121,440</b>

### FULL-TIME EQUIVALENT (FTE) POSITIONS

	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET	FY 2022 BUDGET
HR Director	0.00	0.00	0.00	0.50	0.50
HR Coordinator	1.00	1.00	1.00	0.00	0.00
<b>Total Funded Positions</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.50</b>	<b>0.50</b>



## INFORMATION TECHNOLOGY

**Overview:** Information Technology department was created as part of the FY 2021 budgeting process within the General Fund. Information Technology (IT) provides hardware, software, and network support to all needed functions of the City.

**FY '22 Goals:** Improve our communication with residents regarding broadcasting meetings to make it more reliable and consistent. Research and implement a more consistent closed captioning system with broadcasting through software. Develop more talent inhouse for the Information Technologies sector to improve internal customer relations and quicker resolutions to problems.

### INFORMATION TECHNOLOGY

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.1010.513.00000.1200 - Salaries & Wages	-	40,000	17,609	21,200
001.1010.513.00000.2100 - Social Security	-	3,100	1,347	1,620
001.1010.513.00000.2400 - Worker's Compensation	-	100	71	30
001.1010.513.00000.3122 - Computer Hardware Support Svcs	-	180,000	162,419	170,000
001.1010.513.00000.3123 - IT Services	70	36,000	30,561	30,000
001.1010.513.00000.4110 - Cellular Telephone	-	-	181	400
<b>TOTAL:</b>	<b>70</b>	<b>259,200</b>	<b>212,188</b>	<b>223,250</b>

### FULL-TIME EQUIVALENT (FTE) POSITIONS

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
IT Technician	0.00	0.00	0.00	0.50	0.50
Total Funded Positions	0.00	0.00	0.00	0.50	0.50

## JOHNS PASS VILLAGE

**Overview:** 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.

### JOHN'S PASS VILLAGE

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTION	FY 2022 BUDGET
001.8000.530.00000.3400 - Contractual Service	40,738	29,400	31,922	25,000
001.8000.530.00000.4314 - Water Service - Buildings	7,275	15,600	14,599	11,000
001.8000.530.00000.4331 - Electric - Buildings	2,722	5,200	1,969	3,500
001.8000.530.00000.4336 - Electric - Street Lights	12,709	13,000	9,798	11,000
001.8000.530.00000.4340 - Solid Waste Disposal	38,900	38,900	42,166	45,000
001.8000.530.00000.4500 - General Insurance	26,200	26,200	33,204	32,000
001.8000.530.00000.4610 - Maintenance Building	2,123	6,000	2,751	15,000
001.8000.530.00000.4620 - Maintenance Grounds/Parks	16,905	20,000	15,879	90,000
001.8000.530.00000.4630 - Maintenance South Beach Park	228	5,000	298	10,000
001.8000.530.00000.4640 - Maint Other Equipment	240	-	-	-
001.8000.530.00000.5210 - Departmental Supplies	(9,585)	10,000	2,369	20,000
<b>TOTAL:</b>	<b>138,457</b>	<b>169,300</b>	<b>154,955</b>	<b>262,500</b>

## LAW ENFORCEMENT

**Overview:** 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.

### **LAW ENFORCEMENT**

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.4010.521.00000.3131 - Law Enforcement Services	1,308,064	1,351,000	1,350,000	1,400,000
001.4010.521.00000.3410 - County Services	500	1,000	542	1,000
<b>TOTAL:</b>	<b>1,308,564</b>	<b>1,352,000</b>	<b>1,350,542</b>	<b>1,401,000</b>

## LEGAL SERVICES

**Overview:** The City Attorney is appointed by the City Commission and reports directly to the City Commission. The City Attorney provides legal advice to the City Commission and the administrative staff of the City, in the best interest of the City. The City Attorney keeps abreast of ever changing statutes and particularly those relative to the operation of municipal government. The City Attorney also works in conjunction with other special counsel as deemed necessary by the City Commission.

### **LEGAL SERVICES**

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.1020.512.00000.3101 - City Attorney - Retainer	84,000	84,000	75,878	84,000
001.1020.512.00000.3102 - City Attorney - Non-retainer	31,508	40,000	66,328	60,000
001.1020.512.00000.3103 - Other Legal Expenses	16,256	20,000	28,496	35,000
001.1020.512.00000.3410 - County Services	1,047	10,000	-	-
<b>TOTAL:</b>	<b>132,811</b>	<b>154,000</b>	<b>170,702</b>	<b>179,000</b>

## NON-DEPARTMENTAL

**Overview:** The Non-Departmental section includes all costs and activities not allocated to one specific department, such as: capital improvement projects, facility maintenance, insurance, utilities, and other city-wide costs.

### NON-DEPARTMENTAL

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.1400.519.00000.3121 - Software Support Services	2,874	-	-	-
001.1400.519.00000.3122 - Computer Hardware Support Svcs	133,786	-	-	-
001.1400.519.00000.3123 - IT Services	60,290	-	-	-
001.1400.519.00000.3400 - Contractual Service	39,137	50,000	37,717	45,000
001.1400.519.00000.4000 - Travel & Training	400	-	-	-
001.1400.519.00000.4100 - Telephone	20,165	20,000	23,081	25,000
001.1400.519.00000.4110 - Cellular Telephone	865	500	212	500
001.1400.519.00000.4200 - Postage	24	-	4	-
001.1400.519.00000.4300 - Utilities	7,039	17,000	11,736	15,000
001.1400.519.00000.4331 - Electric - Buildings	26,952	30,000	22,240	28,000
001.1400.519.00000.4340 - Solid Waste Disposal	2,500	2,500	2,710	2,500
001.1400.519.00000.4400 - Rentals & Leases	14,494	11,500	9,184	12,000
001.1400.519.00000.4500 - General Insurance	144,461	160,000	177,107	170,000
001.1400.519.00000.4610 - Maintenance Building	25,037	45,000	23,291	35,000
001.1400.519.00000.4640 - Maint Other Equipment	1,815	2,000	1,002	2,000
001.1400.519.00000.4650 - Maintenance Streets	439,165	-	-	-
001.1400.519.00000.4700 - Printing and Binding	2,922	6,000	1,056	4,000
001.1400.519.00000.4801 - Christmas Decorations	39,495	33,000	35,972	36,000
001.1400.519.00000.4804 - Fireworks	-	30,000	30,000	30,000
001.1400.519.00000.4805 - Other Contributions & Donations	-	-	-	10,000
001.1400.519.00000.4960 - Bad Debt Expense	232	-	-	-
001.1400.519.00000.5100 - Office Supplies	9,842	7,000	4,346	6,000
001.1400.519.00000.5210 - Departmental Supplies	4,543	-	109	500
001.1400.519.00000.5420 - Dues & Subscriptions	381	800	434	600
001.1400.519.00000.8340 - Gulf Beaches Library	93,355	84,100	84,053	84,000
001.1400.519.00000.9912 - Transfer to Debt Service Fund	642,922	644,300	644,300	575,000
001.1400.519.00000.9914 - Transfer to Stormwater Fund	372,600	1,174,000	1,174,000	1,025,000
<b>TOTAL:</b>	<b>2,085,297</b>	<b>2,317,700</b>	<b>2,282,554</b>	<b>2,106,100</b>

## PARKS

**Overview:** 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.

**FY '21 Accomplishments:** Awarded the first term renewal of the Landscape Contract.

### **PARKS**

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.4900.572.00000.3400 - Contractual Service	57,592	60,600	56,828	60,600
001.4900.572.00000.4311 - Water Service - Medians	5,320	4,000	6,566	5,000
001.4900.572.00000.4312 - Water Service - Parks	21,550	27,700	29,436	20,000
001.4900.572.00000.4331 - Electric - Buildings	-	-	20	-
001.4900.572.00000.4340 - Solid Waste Disposal	13,200	13,200	14,308	14,000
001.4900.572.00000.4500 - General Insurance	8,300	8,300	10,074	10,000
001.4900.572.00000.5220 - Gasoline & Oil	-	-	112	-
<b>TOTAL:</b>	<b>105,961</b>	<b>113,800</b>	<b>117,344</b>	<b>109,600</b>

## PARKING ENFORCEMENT

**Overview:** The functions of the Parking Enforcement Department for the City include 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.

**FY '21 Accomplishments:** Hired a part time employee for extended hours of coverage. Area of coverage has increased to patrolling side streets. Have a new handheld to increase efficiency out in the field. Started the volunteer Ambassadors to help guests of Johns Pass Village.

**FY '22 Goals:** Hire another part time employee to help with coverage in side streets also give some additional hours to current part time employees. More in-depth training to improve officers' abilities out on patrol.

### **PARKING ENFORCEMENT**

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.6000.581.00000.1200 - Salaries & Wages	89,788	84,000	95,154	114,060
001.6000.581.00000.1400 - Overtime	5,853	4,000	907	-
001.6000.581.00000.2100 - Social Security	7,313	6,700	7,339	8,730
001.6000.581.00000.2203 - ICMA 401(a) Plan	6,663	6,400	6,313	7,550
001.6000.581.00000.2300 - Group Insurance	10,506	14,400	11,035	22,600
001.6000.581.00000.2400 - Worker's Compensation	1,557	1,700	1,606	1,700
001.6000.581.00000.3411 - Ticket Processing	10,688	18,700	10,680	11,000
001.6000.581.00000.4000 - Travel & Training	760	2,000	-	2,000
001.6000.581.00000.4200 - Postage	333	100	220	150
001.6000.581.00000.4400 - Rentals & Leases	9,245	9,000	8,888	9,500
001.6000.581.00000.4500 - General Insurance	600	600	618	600
001.6000.581.00000.4600 - Maintenance Auto Equipment	34	1,200	13	1,200
001.6000.581.00000.4640 - Maint Other Equipment	763	-	178	1,000
001.6000.581.00000.4655 - Maintenance - Pay Stations	28,569	30,000	24,838	30,000
001.6000.581.00000.4680 - Maintenance Tires	-	500	-	500
001.6000.581.00000.4700 - Printing and Binding	5,124	5,100	3,000	5,100
001.6000.581.00000.4930 - Bank Service Charges	115,086	111,000	136,461	130,000
001.6000.581.00000.5100 - Office Supplies	90	200	272	300
001.6000.581.00000.5200 - Uniforms	1,530	1,200	1,136	1,300
001.6000.581.00000.5210 - Departmental Supplies	6,740	10,000	8,933	10,500
001.6000.581.00000.5220 - Gasoline & Oil	1,323	4,000	2,056	4,000
<b>TOTAL:</b>	<b>302,564</b>	<b>310,800</b>	<b>319,647</b>	<b>361,790</b>

**PARKING ENFORCEMENT CONTINUED**

**FULL-TIME EQUIVALENT (FTE) POSITIONS**

	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>	<b><u>FY 2021</u></b>	<b><u>FY 2022</u></b>
Division Supervisor	1.00	1.00	1.00	1.00	1.00
Parking Enforcement Officer II	1.00	1.00	1.00	1.00	1.00
Parking Enforcement Officer I	0.75	1.00	1.00	0.50	0.50
Seasonal Parking Assistant	0.00	0.00	0.25	0.00	0.50
Total Funded Positions	2.75	3.00	3.25	2.50	3.00



## PUBLIC WORKS ADMINISTRATION

**Overview:** 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.

**FY '21 Accomplishments:** Received state funding for the rehabilitation of the beach groins. Improved communications at a county and state level. Working on grant opportunities for City's infrastructure.

### **PUBLIC WORKS ADMINISTRATION**

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.3000.530.00000.1200 - Salaries & Wages	141,047	134,200	160,513	146,800
001.3000.530.00000.1400 - Overtime	13,215	1,000	7,974	7,970
001.3000.530.00000.2100 - Social Security	11,792	10,300	12,246	11,840
001.3000.530.00000.2203 - ICMA 401(a) Plan	6,171	4,000	3,326	7,840
001.3000.530.00000.2206 - FRS - DROP	417	-	-	-
001.3000.530.00000.2300 - Group Insurance	14,989	16,400	15,117	11,300
001.3000.530.00000.2400 - Worker's Compensation	5,032	7,800	6,108	7,000
001.3000.530.00000.3100 - Professional Services	6,556	-	705	1,000
001.3000.530.00000.3121 - Software Support Services	2,547	2,600	1,642	2,600
001.3000.530.00000.4000 - Travel & Training	4,167	5,500	559	5,000
001.3000.530.00000.4100 - Telephone	1,059	1,500	1,594	1,500
001.3000.530.00000.4110 - Cellular Telephone	1,007	1,600	643	1,300
001.3000.530.00000.4200 - Postage	1	-	8	-
001.3000.530.00000.4331 - Electric - Buildings	1,090	3,000	964	1,000
001.3000.530.00000.4400 - Rentals & Leases	22,897	24,000	22,160	15,000
001.3000.530.00000.4500 - General Insurance	33,300	33,300	36,731	36,000
001.3000.530.00000.4600 - Maintenance Auto Equipment	2,713	6,000	5,506	4,000
001.3000.530.00000.4610 - Maintenance Building	3,585	5,000	4,567	5,000
001.3000.530.00000.4640 - Maint Other Equipment	1,810	9,000	3,145	5,000
001.3000.530.00000.4650 - Maintenance Streets	4,469	15,000	2,051	-
001.3000.530.00000.4670 - Maintenance Signs & Signals	7,328	10,000	9,523	-
001.3000.530.00000.5100 - Office Supplies	1,189	500	1,067	1,000
001.3000.530.00000.5200 - Uniforms	250	-	-	500
001.3000.530.00000.5210 - Departmental Supplies	9,037	7,500	5,686	7,500
001.3000.530.00000.5217 - Flag Supplies	351	2,000	364	2,000
001.3000.530.00000.5220 - Gasoline & Oil	4,457	6,000	3,099	5,000
001.3000.530.00000.5230 - Tools	3,852	7,500	3,687	7,500
001.3000.530.00000.5420 - Dues & Subscriptions	130	200	362	200
<b>TOTAL:</b>	<b>304,459</b>	<b>313,900</b>	<b>309,347</b>	<b>293,850</b>

## PUBLIC WORKS ADMINISTRATION CONTINUED

**Outflow - Capital**

ACCOUNT	TITLE	YEAR	AMOUNT
<i>Future Years:</i>			
001.3000.530.00000.6400 - Capital Equipment	Replace 2016 Duralift Mounted Bucket truck	2026	50,000
001.3000.530.00000.6400 - Capital Equipment	Replace #44 2019 Caterpillar Backhoe	2029	95,000
001.3000.530.00000.6400 - Capital Equipment	Replace #56 2021 ASV Skidsteer	2030	50,000
001.3000.530.00000.6400 - Capital Equipment	Replace #9 2021 Kubota M5-091 HDC	2030	55,000

### **FULL-TIME EQUIVALENT (FTE) POSITIONS**

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Public Works Director	0.20	0.20	0.50	0.30	0.40
Lead Mechanic	0.60	0.60	0.60	0.50	0.50
Division Supervisor (Parks)	0.00	1.00	0.00	0.00	0.00
Administrative Assistant	0.20	0.20	0.20	0.30	0.40
Public Works Technician	1.00	1.00	1.00	1.00	1.00
<b>Total Funded Positions</b>	<b>2.00</b>	<b>3.00</b>	<b>2.30</b>	<b>2.10</b>	<b>2.30</b>

## RECREATION DEPARTMENT

**Overview:** 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.

**FY '21 Accomplishments:** Splash Pad Improvements – The Splash Pad upgrades, and fencing were completed in FY21. The maintenance contract was reviewed, and a new and improved company was selected to assist with weekly/daily upkeep. Communications sign was added to communicate closings, schedule maintenance, and reservation opportunities. New reservation plan has allowed Recreation to collect revenue from private parties on location. Foundation of the Friends of Parks and Recreation – Staff has made great strides in the foundation of the Friends of Parks and Recreation. The 501(c)(3) has been filed and the group is ready to begin fundraising and recruitment for the group. A core group of about 8-10 residents are already involved in the group and will help recruit other members to join. LED Lighting Project – The LED Lighting Project for the athletic fields will be completed as we wrap up FY21. Budgeted, Bid, and Approved in FY21. Schedule for completion mid-August.

**FY '22 Goals:** Recreation Booklet – Online publication with full listing and details on all activities and events for the year similar to 'The Wave' that was previously distributed, but Recreation and content focused. Program Growth – Looking to increase program offering post-Covid. Simplified Maintenance – Goal is to protect future maintenance costs by hiring more qualified contractors and ensuring proper work is done the first time. Streamline Special Event Applications – Find process more efficient than current process. Seafood Festival / 75th Anniversary – Initial year of large-scale event with City management involved.

### RECREATION

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.5000.572.00000.1200 - Salaries & Wages	281,885	265,300	299,069	364,620
001.5000.572.00000.1400 - Overtime	20,738	7,000	7,928	6,790
001.5000.572.00000.2100 - Social Security	23,068	20,800	23,448	28,410
001.5000.572.00000.2203 - ICMA 401(a) Plan	17,572	15,700	18,114	22,510
001.5000.572.00000.2300 - Group Insurance	35,262	31,900	37,077	56,500
001.5000.572.00000.2400 - Worker's Compensation	4,797	3,100	2,570	3,000
001.5000.572.00000.2500 - Unemployment Compensation	3,964	-	164	-
001.5000.572.00000.3100 - Professional Services	15,720	15,700	17,040	24,000
001.5000.572.00000.3117 - Umpires & Officials	18,678	30,000	31,279	10,000
001.5000.572.00000.3121 - Software Support Services	10,871	5,000	5,122	5,000

## RECREATION DEPARTMENT CONTINUED

### RECREATION, CONTINUED

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.5000.572.00000.3400 - Contractual Service	45,885	38,500	40,264	40,000
001.5000.572.00000.3401 - Scorekeepers	-	8,000	-	-
001.5000.572.00000.3402 - Recreation Instructors	4,810	-	2,696	8,000
001.5000.572.00000.3405 - Temporary Services	1,763	4,000	-	4,000
001.5000.572.00000.4000 - Travel & Training	100	8,000	2,782	10,000
001.5000.572.00000.4100 - Telephone	3,250	3,500	3,356	4,000
001.5000.572.00000.4110 - Cellular Telephone	514	750	459	600
001.5000.572.00000.4200 - Postage	28	100	104	100
001.5000.572.00000.4331 - Electric - Buildings	9,160	9,600	8,733	9,600
001.5000.572.00000.4333 - Electric - Ball Fields	30,357	34,000	30,794	34,000
001.5000.572.00000.4340 - Solid Waste Disposal	5,900	5,900	6,395	5,900
001.5000.572.00000.4400 - Rentals & Leases	21,573	30,000	19,277	30,000
001.5000.572.00000.4500 - General Insurance	27,421	27,400	31,546	27,400
001.5000.572.00000.4600 - Maintenance Auto Equipment	1,859	3,000	4,454	3,000
001.5000.572.00000.4610 - Maintenance Building	6,202	18,000	11,855	18,000
001.5000.572.00000.4620 - Maintenance Grounds/Parks	31,061	38,000	39,641	40,000
001.5000.572.00000.4640 - Maint Other Equipment	2,316	3,000	1,417	3,000
001.5000.572.00000.4700 - Printing and Binding	878	5,000	1,597	5,000
001.5000.572.00000.4800 - Promotions & Pub Rltns	9,395	10,000	18,528	35,000
001.5000.572.00000.4920 - Licenses & Permits	217	500	-	-
001.5000.572.00000.4930 - Bank Service Charges	2,913	-	3,895	4,000
001.5000.572.00000.5100 - Office Supplies	3,223	2,000	103	2,000
001.5000.572.00000.5101 - Athletic Programming	8,495	10,000	15,320	15,000
001.5000.572.00000.5102 - MB Little League	30,665	30,000	30,945	10,000
001.5000.572.00000.5103 - Senior Programming	2,794	6,000	438	6,000
001.5000.572.00000.5200 - Uniforms	769	2,000	2,336	2,500
001.5000.572.00000.5210 - Departmental Supplies	13,743	15,000	11,359	18,000
001.5000.572.00000.5212 - Supplies-After School Program	6,436	5,000	7,770	7,500
001.5000.572.00000.5218 - Supplies-Summer Program	5,484	25,000	8,406	30,000
001.5000.572.00000.5220 - Gasoline & Oil	2,737	4,000	5,136	4,000
001.5000.572.00000.5420 - Dues & Subscriptions	79	-	190	-
001.5000.572.00000.5810 - Cash Short (Over)	0	-	(7)	-
<b>TOTAL:</b>	<b>712,580</b>	<b>740,750</b>	<b>751,600</b>	<b>897,430</b>

### Outflow - Capital

ACCOUNT	TITLE	YEAR	AMOUNT
<i>Future Years:</i>			
001.5000.572.00000.6300 - Capital Improvements	Field Improvements	2023	\$50,000.00
	Facility Expansion - Engineering &		
001.5000.572.00000.6300 - Capital Improvements	Estimates	2023	\$50,000.00
001.5000.572.00000.6300 - Capital Improvements	Concession Stand	2024	\$50,000.00
	Recreation Expansion		
001.5000.572.00000.6300 - Capital Improvements	Cost	2024	\$250,000.00
001.5000.572.00000.6300 - Capital Improvements	Concession Stand	2025	\$250,000.00

## RECREATION DEPARTMENT CONTINUED

### FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
Recreation Director	1.00	1.00	1.00	1.00	1.00
Recreation Supervisor	0.00	0.00	0.00	1.00	1.00
Recreation Leader III	3.00	3.00	3.00	2.00	2.00
Recreation Leader II	2.00	2.00	2.00	1.00	1.00
Recreation Leader I	3.00	3.00	3.00	3.25	3.75
Bus Driver/ Seasonal Rec Leader 1	0.25	0.25	0.25	0.50	0.50
Total Funded Positions	9.25	9.25	9.25	8.75	9.25

# **LOCAL OPTION SALES TAX FUND – OVERVIEW, REVENUES AND EXPENDITURES**



## LOCAL OPTION SALES TAX FUND

**Overview:** 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.

### Inflow

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
103.0000.312.00000.600 - 7th Cent Sales Tax Revenue	527,970	475,300	496,821	567,000
103.0000.361.00000.100 - Interest Earnings	32,998	13,500	40,000	30,000
<b>Total:</b>	<b>560,968</b>	<b>488,800</b>	<b>536,821</b>	<b>597,000</b>

### Outflow - Operating

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTION	FY 2022 BUDGET
103.9000.519.00000.9912 - Transfer to Debt Service Fund	98,779	-	-	-
<b>Total:</b>	<b>98,779</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Outflow - Capital FY 2022

ACCOUNT	Department	Title	Year	Amount
103.9000.519.00000.6400 - Capital Equipment	Recreation	Shade Structure	2022	10,000
103.9000.519.00000.6300 - Capital Improvements	City Manager	Chamber Equipment Improvements	2022	45,000
103.9000.519.00000.6300 - Capital Improvements	John's Pass Village	Beach Access & Parking Lot Improvement Plan (Yr 1)	2022	200,000
103.9000.519.00000.6300 - Capital Improvements	John's Pass Village	Johns Pass Park - Regrade and repave parking lot	2022	120,000
103.9000.519.00000.6400 - Capital Equipment	Recreation	School Bus	2022	125,000
103.9000.519.00000.6400 - Capital Equipment	Fire Department/EMS	Rescue Boat	2022	65,500
103.9000.519.00000.6400 - Capital Equipment	Fire Department/EMS	Replacement of 2014 Ford Explorer MB400	2022	40,500
103.9000.519.00000.6400 - Capital Equipment	Fire Department/EMS	Replacement of Pierce Engine (Lease Payment)	2022	144,000
103.9000.519.00000.6300 - Capital Improvements	Public Works - Admin	Parking Garage at 130th Ave and Gulf Blvd (Engineering & Design)	2022	200,000
<b>Total - FY 2022 Capital Outlays</b>				<b>950,000</b>

### Future Years:

103.9000.519.00000.6400 - Capital Equipment	Fire Department/EMS	Replacement of Pierce Engine (Lease Payment)	2023	144,000
103.9000.519.00000.6300 - Capital Improvements	John's Pass Village	Beach Access & Parking Lot Improvement Plan (Yr 2)	2023	260,000
103.9000.519.00000.6300 - Capital Improvements	Public Works - Admin	Parking Garage at 130th Ave and Gulf Blvd (Construction Yr 1)	2023	3,000,000
103.9000.519.00000.6400 - Capital Equipment	Fire Department/EMS	Replacement of Pierce Engine (Lease Payment)	2024	144,000
103.9000.519.00000.6300 - Capital Improvements	Public Works - Admin	Parking Garage at 130th Ave and Gulf Blvd (Construction Yr 2)	2024	3,000,000
103.9000.519.00000.6400 - Capital Equipment	Fire Department/EMS	Replacement of Pierce Engine (Lease Payment)	2025	144,000
103.9000.519.00000.6400 - Capital Equipment	Fire Department/EMS	Replacement of Pierce Engine (Lease Payment)	2026	144,000

# ARCHIBALD FUND – OVERVIEW, REVENUES AND EXPENDITURES





## ARCHIBALD FUND

**Overview:** 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.

### Inflow

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
110.0000.344.00000.501 - Archibald Beach Parking Meters	418,574	374,700	426,155	450,000
110.0000.335.00000.131 - State Grant - Beach Groins	-	-	-	280,000
110.0000.347.00000.596 - Concession-Snack Shack	80,300	75,000	70,742	80,000
110.0000.361.00000.100 - Interest Earnings	9,439	5,000	12,207	14,000
<b>Total:</b>	<b>508,312</b>	<b>454,700</b>	<b>509,103</b>	<b>824,000</b>

### Outflow - Operating

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
110.9910.910.00000.1200 - Salaries & Wages	131,186	143,000	139,801	177,380
110.9910.910.00000.1400 - Overtime	7,205	3,000	2,175	7,680
110.9910.910.00000.2100 - Social Security	10,556	11,200	10,746	14,160
110.9910.910.00000.2201 - FRS - Regular Class	3,789	15,300	4,041	4,610
110.9910.910.00000.2203 - ICMA 401(a) Plan	3,473	3,400	3,439	6,420
110.9910.910.00000.2206 - FRS - DROP	8,422	-	11,121	12,180
110.9910.910.00000.2300 - Group Insurance	17,587	25,200	30,746	45,200
110.9910.910.00000.2400 - Worker's Compensation	4,871	3,600	3,171	3,200
110.9910.910.00000.3100 - Professional Services	2,500	-	-	-
110.9910.910.00000.3400 - Contractual Service	15,960	15,600	19,793	16,000
110.9910.910.00000.3414 - Contract Serv-Causeway Park	20,958	15,700	16,181	7,000
110.9910.910.00000.3415 - Contract Service-South Bch Pk.	21,050	19,100	16,842	15,000
110.9910.910.00000.3600 - Administrative Services	30,500	102,000	110,572	83,180
110.9910.910.00000.4000 - Travel & Training	-	900	-	900
110.9910.910.00000.4110 - Cellular Telephone	243	-	346	350
110.9910.910.00000.4312 - Water Service - Parks	99	2,000	120	1,000
110.9910.910.00000.4314 - Water Service - Buildings	11,268	16,000	19,943	14,000
110.9910.910.00000.4332 - Electric - Sprinklers	6,264	5,000	5,482	5,500
110.9910.910.00000.4339 - Electric - Park Restrooms	2,970	4,600	3,502	3,500
110.9910.910.00000.4340 - Solid Waste Disposal	14,900	14,900	16,152	15,000
110.9910.910.00000.4400 - Rentals & Leases	5,919	6,200	5,999	6,300
110.9910.910.00000.4500 - General Insurance	10,700	10,700	11,742	11,000
110.9910.910.00000.4600 - Maintenance Auto Equipment	981	900	12	1,000
110.9910.910.00000.4612 - Maint Building DAV	10,243	11,000	3,878	11,000
110.9910.910.00000.4620 - Maintenance Grounds/Parks	10,364	25,000	28,895	30,000
110.9910.910.00000.4640 - Maint Other Equipment	1,377	3,000	3,463	3,000
110.9910.910.00000.4660 - Maintenance Beach & Seawall	2,176	16,000	8,332	17,000
110.9910.910.00000.4690 - Maintenance - Palm Trees	21,959	20,000	12,044	20,000
110.9910.910.00000.5200 - Uniforms	22	500	69	500
110.9910.910.00000.5210 - Departmental Supplies	6,544	6,000	4,567	7,000
110.9910.910.00000.5220 - Gasoline & Oil	730	3,000	1,644	3,000
110.9910.910.00000.5230 - Tools	883	1,240	85	1,200
110.9910.910.00000.5420 - Dues & Subscriptions	540	1,000	-	1,000
<b>Total:</b>	<b>386,238</b>	<b>505,040</b>	<b>494,903</b>	<b>544,260</b>

## ARCHIBALD FUND CONTINUED

**Outflow - Capital**

ACCOUNT	Title	Year	Amount
110.9910.910.00000.6300 - Capital Improvements	Archibald Park ADA improvements	2022	70,000
110.9910.910.00000.6300 - Capital Improvements	Beach Groins Renourishment	2022	400,000
<b>Total - FY 2022 Capital Outlays</b>			<b>470,000</b>

***Future Years:***

110.9910.910.00000.6300 - Capital Improvements	#19 2004 F550	2023	45,000.00
110.9910.910.00000.6300 - Capital Improvements	Beach Groins Renourishment	2023	600,000.00
110.9910.910.00000.6300 - Capital Improvements	#108 Surf Rake	2023	70,000.00
110.9910.910.00000.6300 - Capital Improvements	#19 2004 F550	2023	45,000.00
110.9910.910.00000.6300 - Capital Improvements	#5 2018 Chevy Silverado	2025	35,000.00
110.9910.910.00000.6300 - Capital Improvements	#112 Chevy Silverado 1500	2025	35,000.00
110.9910.910.00000.6300 - Capital Improvements	#109 John Deere Gator	2026	25,000.00
110.9910.910.00000.6300 - Capital Improvements	#36 2019 Chevy Silverado	2026	35,000.00

### FULL-TIME EQUIVALENT (FTE) POSITIONS

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Division Supervisor	1.00	0.00	1.00	1.00	1.00
Senior Grounds Maintenance Worker	0.00	0.00	0.00	0.00	1.00
Grounds Maintenance Worker	1.75	0.00	2.00	2.00	1.00
Recreation Leader III	0.00	0.00	0.00	0.00	1.00
Total Funded Positions	2.75	0.00	3.00	3.00	4.00

**BUILDING FUND – OVERVIEW, REVENUES  
AND EXPENDITURES**



## BUILDING DEPARTMENT

**Overview:** 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; adherence to the NPDES Standard Operating Procedures for storm-water management and the Building Department Standard Operating Procedure.

The Building Department also implements review for city codes relating to building; issues business tax receipts, 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.

**FY '21 Accomplishments:** Currently accepting and collaborating electronic plan review. Uploading electronic drawing plan and document files, and corrected revisions to a submission policy check. Approval participation with internal departments (like fire, planning & zoning, and engineering) along with outside agencies. Integration with permit, land management, and/or community development planning & zoning solutions. New office suite, build out downstairs - The 6-month construction process has finally come to an end. We are currently waiting on the new office furnishings to be delivered and installed. This project not only expands the use of the 1st floor at roughly 5000 square feet of new office space including the front lobby, permitting counters, large conference room and kitchen or break room and multiple offices. It also combines 4 different departments into one modern, friendly work area. (Building, Planning & Zoning, Code Enforcement and Parking).

**FY '22 Goals:** Required records retention, long term and FEMA requirements; working with our contracted file retention folks to clean-up the excessive amount of outdated off-site files. Customer Self Service software. Custom build user friendly software to help the customers with all phases of the permit process including real-time results for inspections, plan reviews and permitting. Code Compliance and Code Enforcement would also benefit from this service.

***Building Fund  
Inflow***

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
125.0000.322.00000.020 - Building Permits	803,188	952,000	1,067,405	1,300,000
125.0000.322.00000.023 - Plan Review	1,100	500	-	500
125.0000.369.00000.379 - Refund Prior Year Expenses	934	-	12,313	-
125.0000.369.00000.369 - Other Miscellaneous Revenues	800	1,000	1,059	1,000
125.0000.361.00000.100 - Interest Earnings	20,101	6,500	19,729	15,000
125.0000.322.00000.009 - Applications/Fees	246	2,000	12,130	15,000
<b>Total:</b>	<b>826,369</b>	<b>962,000</b>	<b>1,112,638</b>	<b>1,331,500</b>

## BUILDING DEPARTMENT CONTINUED

**Building Fund**

**Outflow - Operating**

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
125.5240.000.00000.1200 - Salaries & Wages	242,419	276,700	235,171	431,840
125.5240.000.00000.1400 - Overtime	13,036	-	145	-
125.5240.000.00000.2100 - Social Security	18,439	21,200	17,093	33,040
125.5240.000.00000.2203 - ICMA 401(a) Plan	22,148	22,600	19,161	38,870
125.5240.000.00000.2300 - Group Insurance	36,297	50,200	39,677	79,100
125.5240.000.00000.2400 - Worker's Compensation	1,810	6,800	5,665	650
125.5240.000.00000.2500 - Unemployment Compensation	2,267	-	614	-
125.5240.000.00000.3100 - Professional Services	34,970	36,000	30,000	24,000
125.5240.000.00000.3121 - Software Support Services	12,978	15,000	16,260	15,000
125.5240.000.00000.3600 - Administrative Services	63,200	137,900	137,900	79,630
125.5240.000.00000.4000 - Travel & Training	1,893	4,000	6,000	7,500
125.5240.000.00000.4110 - Cellular Telephone	2,676	1,500	6,000	4,000
125.5240.000.00000.4200 - Postage	-	100	-	100
125.5240.000.00000.4400 - Rentals & Leases	-	3,000	2,000	3,000
125.5240.000.00000.4500 - General Insurance	7,700	7,700	7,933	9,000
125.5240.000.00000.4600 - Maintenance Auto Equipment	138	1,000	1,000	1,500
125.5240.000.00000.4930 - Bank Service Charges	6,649	4,000	9,493	12,000
125.5240.000.00000.5100 - Office Supplies	4,426	6,000	10,000	11,000
125.5240.000.00000.5200 - Uniforms	-	-	-	1,000
125.5240.000.00000.5220 - Gasoline & Oil	1,134	2,400	2,400	4,000
125.5240.000.00000.5230 - Tools	230	1,000	1,000	2,000
125.5240.000.00000.5301 - Code Enforcement	115	2,500	5,949	3,500
125.5240.000.00000.5420 - Dues & Subscriptions	674	400	808	3,000
125.5240.000.00000.9950 - Transfer to General Fund	92,200	-	-	-
<b>Total:</b>	<b>565,398</b>	<b>600,000</b>	<b>554,269</b>	<b>763,730</b>

**Building Fund**

**Outflow - Capital**

ACCOUNT	Title	Year	Amount
125.5240.000.00000.6400 - Capital Equipment	Building Official Vehicle	2022	60,000
125.5240.000.00000.6400 - Capital Equipment	Bldg Code Enforcement Vehicle	2022	30,000
125.5240.000.00000.6400 - Capital Equipment	Electric Charging Station	2022	10,000
	<b>Total:</b>		<b>100,000</b>

## BUILDING DEPARTMENT CONTINUED

### FULL-TIME EQUIVALENT (FTE) POSITIONS

	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2021</u>
Building Official	1.00	1.00	1.00	1.00	1.00
Community Development Director	0.50	0.10	0.15	0.15	0.15
Building Official Assistant	0.00	0.00	1.00	1.00	1.00
Planning and Zoning Coordinator	0.00	0.00	0.10	0.10	0.10
Permit Technician	1.00	1.00	1.00	1.00	1.00
Building Code Compliance Officer II	0.00	0.00	0.00	0.00	1.00
Building Code Compliance Officer I	1.00	1.00	1.00	0.00	1.00
Planner	0.00	0.00	0.00	0.50	0.50
Operation Specialist	0.00	0.00	0.00	0.00	1.00
Administrative Assistant	0.50	1.10	0.00	0.00	0.00
Permit Clerk	0.00	0.00	0.20	1.00	1.00
Total Funded Positions	4.00	4.20	4.45	4.75	7.75

# DEBT SERVICE FUND – OVERVIEW, REVENUES AND EXPENDITURES



## DEBT SERVICE FUND

**Overview:** 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).

**Inflow**

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
170.0000.381.00000.001 - Transfer from General Fund	642,922	644,300	575,483	575,000
170.0000.381.00000.103 - Transfer from Special Projects	98,779	-	-	-
170.0000.361.00000.100 - Interest Earnings	7,774	8,000	9,943	10,000
<b>Total:</b>	<b>749,475</b>	<b>652,300</b>	<b>585,426</b>	<b>585,000</b>

**Outflow**

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
170.5170.000.00000.7100 - Debt Service - Principal	521,000	438,000	438,000	448,000
170.5170.000.00000.7200 - Debt Services - Interest	220,701	206,300	207,000	192,000
<b>Total:</b>	<b>741,701</b>	<b>644,300</b>	<b>645,000</b>	<b>640,000</b>



**GAS TAX FUND – OVERVIEW, REVENUES  
AND EXPENDITURES**



## GAS TAX FUND

**Overview:** 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.

### Inflow

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTION	FY 2022 BUDGET
150.0000.312.00000.410 - Local Option Gas Tax	60,245	55,000	5,300	60,000
150.0000.335.00000.120 - State Revenue Sharing	47,260	45,000	46,436	48,000
150.0000.361.00000.100 - Interest Earnings	1,688	1,000	1,928	2,000
<b>Total:</b>	<b>109,193</b>	<b>101,000</b>	<b>53,664</b>	<b>110,000</b>

### Outflow - Operating

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTION	FY 2022 BUDGET
150.5410.000.00000.4336 - Electric - Street Lights	97,280	100,000	70,964	80,000
150.5410.000.00000.4337 - Electric - Traffic Signals	4,765	5,000	3,807	5,000
001.3000.530.00000.4650 - Maintenance Streets	-	-	-	15,000
001.3000.530.00000.4670 - Maintenance Signs & Sigr	-	-	-	10,000
<b>Total:</b>	<b>102,045</b>	<b>105,000</b>	<b>74,772</b>	<b>110,000</b>

# MARINA FUND – OVERVIEW, REVENUES AND EXPENDITURES



## MARINA DEPARTMENT

**Overview:** The marina 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 world famous 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 operation support the citizens and visitors to Madeira Beach and provide a safe and convenient access to the community's waterways.

**FY '21 Accomplishments:** Infrastructure - Upgraded fuel pumps and hoses which improved reliability and provided new functionality to manage customers. Safety and Healthy living - Maintained compliance with the Florida Clean Marina Program and the Clean Vessel Act.

**FY '22 Marina Goals:** Look for new income opportunities utilizing current personnel and infrastructure. To purchase 2 bulk ice machines. Capital project for FY '22 - To enhance the ascetics of the marina and the overall image of the marina. Continue to work with boat owners to properly maintain their vessels. Upgrade signage and re-stripe parking and trailer spots.

**Inflow**

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
405.0000.347.00000.530 - Unleaded Fuel Sales	1,445,463	1,410,000	1,765,950	1,700,000
405.0000.347.00000.531 - Purchases Fuel	(1,124,913)	(1,370,000)	(1,560,286)	(1,350,000)
405.0000.347.00000.552 - Misc Store Income-Taxable	223,545	250,000	277,248	250,000
405.0000.347.00000.553 - Purchases Store	(152,359)	(177,700)	(179,813)	(170,000)
405.0000.347.00000.580 - Marina Slip Rent	216,012	190,000	233,808	225,000
405.0000.347.00000.533 - Diesel - Commerical	191,123	270,000	304,471	300,000
405.0000.347.00000.520 - Dry Storage Fees	105,950	125,000	118,297	120,000
405.0000.347.00000.532 - Diesel Sales	84,436	100,000	90,005	80,000
405.0000.347.00000.521 - Transient Rentals	63,546	48,000	61,272	50,000
405.0000.361.00000.100 - Interest Earnings	24,073	8,500	33,711	25,000
405.0000.347.00000.585 - Annual Fishing Tournament	19,668	25,000	16,521	20,000
405.0000.331.00000.900 - Federal Grant - Clean Vessel	13,405	-	1,065	-
405.0000.369.00000.384 - Boat Ramp Fees	6,562	7,000	4,936	7,000
405.0000.347.00000.551 - Misc Store Income-Non Taxable	3,300	4,000	2,210	2,000
405.0000.347.00000.531 - Propane Sales	1,634	2,000	3,153	3,000
405.0000.347.00000.532 - Purchases Propane	(1,731)	(3,000)	(1,790)	(2,000)
405.0000.369.00000.377 - Commission - Laundry Equipment	1,156	1,200	1,034	1,000
405.0000.347.00000.401 - Late Fees	960	1,000	79	120
405.0000.347.00000.534 - Propane - Exempt	567	1,000	479	400
405.0000.369.00000.381 - Sales Tax Collection Allowance	360	400	354	400
405.0000.347.00000.581 - ATM Service Charge	181	-	-	150
405.0000.369.00000.369 - Other Miscellaneous Revenues	120	500	2,510	500
<b>Total:</b>	<b>1,123,058</b>	<b>892,900</b>	<b>1,175,214</b>	<b>1,262,570</b>

## MARINA DEPARTMENT CONTINUED

### Marina Outflow - Operating

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
405.9300.575.00000.1200 - Salaries & Wages	190,716	223,000	213,051	149,850
405.9300.575.00000.1400 - Overtime	31,743	15,000	12,018	14,000
405.9300.575.00000.2100 - Social Security	17,160	18,200	17,230	11,460
405.9300.575.00000.2203 - ICMA 401(a) Plan	18,208	20,100	18,734	13,490
405.9300.575.00000.2206 - FRS - DROP	626	-	-	-
405.9300.575.00000.2300 - Group Insurance	37,153	46,000	41,608	48,200
405.9300.575.00000.2400 - Worker's Compensation	8,785	9,700	7,764	9,500
405.9300.575.00000.3100 - Professional Services	8,370	6,000	196	5,000
405.9300.575.00000.3121 - Software Support Services	470	1,500	2,041	2,000
405.9300.575.00000.3400 - Contractual Service	23,171	20,000	17,501	22,000
405.9300.575.00000.3600 - Administrative Services	66,400	181,100	194,106	140,090
405.9300.575.00000.4000 - Travel & Training	1,102	5,700	4,312	6,500
405.9300.575.00000.4100 - Telephone	3,918	3,500	4,074	4,400
405.9300.575.00000.4110 - Cellular Telephone	1,463	2,900	1,174	2,500
405.9300.575.00000.4200 - Postage	200	800	81	500
405.9300.575.00000.4300 - Utilities	13,902	20,700	18,710	20,700
405.9300.575.00000.4331 - Electric - Buildings	12,083	12,400	11,815	12,400
405.9300.575.00000.4335 - Electric - Docks	13,313	14,000	12,960	14,000
405.9300.575.00000.4340 - Solid Waste Disposal	5,000	5,000	5,359	5,000
405.9300.575.00000.4400 - Rentals & Leases	2,580	2,800	3,017	1,000
405.9300.575.00000.4402 - Submerged Land Lease	3,273	2,800	3,885	3,500
405.9300.575.00000.4500 - General Insurance	10,727	8,000	13,868	12,000
405.9300.575.00000.4600 - Maintenance Auto Equipment	874	1,500	524	1,500
405.9300.575.00000.4610 - Maintenance Building	2,924	4,500	4,139	6,000
405.9300.575.00000.4620 - Maintenance Grounds/Parks	6,166	6,500	3,803	6,500
405.9300.575.00000.4640 - Maint Other Equipment	2,071	5,000	5,047	5,000
405.9300.575.00000.4692 - Marina Maintenance	9,990	17,000	1,710	17,000
405.9300.575.00000.4700 - Printing and Binding	2,041	2,500	-	2,500
405.9300.575.00000.4800 - Promotions & Pub Rltns	16,355	20,000	19,263	20,000
405.9300.575.00000.4803 - Boat Parade	5,399	6,000	9,213	6,000
405.9300.575.00000.4920 - Licenses & Permits	709	1,000	324	1,000
405.9300.575.00000.4930 - Bank Service Charges	47,309	26,400	60,761	50,000
405.9300.575.00000.4960 - Bad Debt Expense	228	-	-	-
405.9300.575.00000.5000 - Pending Expenditures	-	-	5,753	-
405.9300.575.00000.5100 - Office Supplies	1,866	3,000	1,221	3,000
405.9300.575.00000.5200 - Uniforms	1,207	2,000	767	2,000
405.9300.575.00000.5210 - Departmental Supplies	8,541	8,000	6,991	8,000
405.9300.575.00000.5220 - Gasoline & Oil	2,229	1,200	1,066	1,200
405.9300.575.00000.5230 - Tools	102	1,000	802	1,000
405.9300.575.00000.5272 - Purchases Propane	1,731	3,000	1,790	-
405.9300.575.00000.5420 - Dues & Subscriptions	480	500	368	500
405.9300.575.00000.5810 - Cash Short (Over)	(86)	-	16	-
405.9300.575.00000.5820 - Discarded Inventory	81	-	13	-
405.9300.575.00000.5900 - Depreciation	145,258	-	-	-
405.9300.575.00000.7100 - Debt Service - Principal GF	-	-	93,098	-
405.9300.575.00000.7200 - Debt Services - Interest GF	10,676	10,000	10,115	10,000
<b>Total:</b>	<b>736,514</b>	<b>738,300</b>	<b>830,288</b>	<b>639,290</b>

## MARINA DEPARTMENT CONTINUED

### Capital Outflow

ACCOUNT	Title	Year	Amount
405.9300.575.00000.6300 - Capital Improvements	Pave trailer storage and parking areas	2022	400,000
405.9300.575.00000.6300 - Capital Improvements	Fencing improvement project	2022	25,000
405.9300.575.00000.6400 - Capital Equipment	Bulk ice for resale	2022	20,000
<b>Total:</b>			<b>445,000</b>

### FULL-TIME EQUIVALENT (FTE) POSITIONS

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Marina Director	0.30	0.30	0.00	0.00	0.00
Marina Manager	0.00	0.00	1.00	1.00	0.00
Marina Asst Manager	0.00	0.00	0.00	1.00	1.00
Administrative Assistant	0.30	0.30	0.30	0.00	0.00
Division Supervisor	1.00	1.00	1.00	1.00	0.00
Senior Marina Attendant	0.00	0.00	0.00	0.00	1.50
Marina Attendant	2.75	2.75	2.75	2.00	1.00
Public Works Tech / Marina Attendant	0.00	0.00	0.00	0.00	0.50
<b>Total Funded Positions</b>	<b>4.35</b>	<b>4.35</b>	<b>5.05</b>	<b>5.00</b>	<b>4.00</b>

# **SANITATION FUND – OVERVIEW, REVENUES AND EXPENDITURES**



## SANITATION FUND

**Overview:** 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.

**FY '21 Accomplishments:** Performed financial analysis resulting in recommendation to increase the Sanitation and Recycling fees.

### SANITATION INFLOWS

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
402.0000.337.00000.337 - Pinellas County Recycling Grnt	3,186	3,300	-	3,300
402.0000.343.00000.415 - Sanitation Charges	1,226,236	1,260,000	1,216,194	1,550,000
402.0000.343.00000.418 - Recycling Service Fee	37,202	42,000	37,795	40,000
402.0000.361.00000.100 - Interest Earnings	17,314	18,000	20,058	15,000
402.0000.364.00000.411 - Sale of Equipment	51,698	-	-	-
402.0000.369.00000.369 - Other Miscellaneous Revenues	452	500	-	-
402.0000.369.00000.379 - Refund Prior Year Expenses	22	-	14,971	-
<b>Total:</b>	<b>1,336,109</b>	<b>1,323,800</b>	<b>1,289,018</b>	<b>1,608,300</b>

### SANITATION OUTFLOWS

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
402.7000.534.00000.1200 - Salaries & Wages	246,962	303,500	284,413	347,700
402.7000.534.00000.1400 - Overtime	98,672	70,000	67,769	29,730
402.7000.534.00000.2100 - Social Security	25,011	28,600	24,703	28,870
402.7000.534.00000.2201 - FRS - Regular Class	4,829	4,700	5,214	5,320
402.7000.534.00000.2203 - ICMA 401(a) Plan	20,517	20,500	24,517	26,940
402.7000.534.00000.2206 - FRS - DROP	521	-	-	-
402.7000.534.00000.2300 - Group Insurance	65,202	78,800	71,444	90,400
402.7000.534.00000.2400 - Worker's Compensation	12,986	22,100	17,462	19,000
402.7000.534.00000.2500 - Unemployment Compensation	1,788	-	-	-
402.7000.534.00000.3405 - Temporary Services	69,703	55,000	39,747	35,000
402.7000.534.00000.3420 - Waste Disposal	242,185	240,000	279,358	300,000
402.7000.534.00000.3422 - Curbside Recycling	185,020	168,100	168,737	175,000
402.7000.534.00000.3423 - Recycling Material Disposal	17,858	32,000	18,057	20,000
402.7000.534.00000.3600 - Administrative Services	89,700	40,700	44,119	48,020
402.7000.534.00000.4000 - Travel & Training	5	-	-	-
402.7000.534.00000.4110 - Cellular Telephone	2,412	1,800	1,482	1,800
402.7000.534.00000.4200 - Postage	2,658	-	-	-
402.7000.534.00000.4202 - Postage - Utility Bills	5,456	9,000	7,313	7,500
402.7000.534.00000.4400 - Rentals & Leases	43,048	46,200	42,380	46,000
402.7000.534.00000.4500 - General Insurance	14,900	14,900	15,351	15,000
402.7000.534.00000.4600 - Maintenance Auto Equipment	26,134	25,000	56,110	35,000
402.7000.534.00000.4640 - Maint Other Equipment	978	2,000	1,752	2,000
402.7000.534.00000.4680 - Maintenance Tires	10,978	20,000	18,991	20,000
402.7000.534.00000.4960 - Bad Debt Expense	6	-	-	-
402.7000.534.00000.5000 - Pending Expenditures	-	-	2,749	-
402.7000.534.00000.5200 - Uniforms	3,240	2,700	2,883	3,500
402.7000.534.00000.5210 - Departmental Supplies	53,228	69,900	40,836	70,000
402.7000.534.00000.5220 - Gasoline & Oil	39,417	42,000	49,467	50,000
402.7000.534.00000.5230 - Tools	1,417	3,000	1,958	3,000
402.7000.534.00000.5420 - Dues & Subscriptions	88	-	-	-
402.7000.534.00000.5900 - Depreciation	137,070	-	-	-
402.7000.534.00000.5901 - Amortization Expense	-	-	-	-
402.7000.534.00000.7200 - Debt Services - Interest	-	-	-	-
<b>Total:</b>	<b>1,421,988</b>	<b>1,300,500</b>	<b>1,286,812</b>	<b>1,379,780</b>



## SANITATION FUND CONTINUED

### Sanitation Capital Budget Overview

ACCOUNT	Title	Year	Amount
402.7000.534.00000.6400 - Capital Equipment	Replace #37 2017 Peterbilt Garbage Truck	2022	275,000
402.7000.534.00000.6400 - Capital Equipment	Replace Truck #18	2022	225,000
402.7000.534.00000.6400 - Capital Equipment	Broyhill Dumpsters and toters	2022	15,000
<b>Total FY 2022:</b>			<b>515,000</b>

### *Future Years:*

402.7000.534.00000.6400 - Capital Equipment	Replace #33 2016 Peterbilt Garbage Truck	2024	275,000
402.7000.534.00000.6400 - Capital Equipment	Replace #24 2018 Chevy Silverado 1500	2025	35,000
402.7000.534.00000.6400 - Capital Equipment	Replace #68 2019 F250 With an easy dump bed	2026	55,000
402.7000.534.00000.6400 - Capital Equipment	Replace #3 2019 F250 with Easy Dump bed	2026	55,000
402.7000.534.00000.6400 - Capital Equipment	Replace #29 2019 Kenworth Packer	2028	280,000
402.7000.534.00000.6400 - Capital Equipment	Replace #26 2020 Kenworth Packer	2029	280,000
402.7000.534.00000.6400 - Capital Equipment	Replace #21 2021 Broyhill Load and Pack	2029	225,000

### FULL-TIME EQUIVALENT (FTE) POSITIONS

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Public Works Director	0.25	0.25	0.25	0.30	0.30
Senior Administrative Assistant	0.25	0.25	0.25	0.30	0.30
Division Supervisor	1.50	1.00	1.00	1.00	1.00
Public Works Technician	0.00	0.00	0.00	0.00	0.00
Senior Sanitation Worker	0.00	0.00	0.00	3.00	5.00
Sanitation Worker	6.00	6.00	6.00	3.00	2.00
<b>Total Funded Positions</b>	<b>8.00</b>	<b>7.50</b>	<b>7.50</b>	<b>7.60</b>	<b>8.60</b>

# STORMWATER – OVERVIEW, REVENUES AND EXPENDITURES



## STORMWATER

**Overview:** 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.

### STORMWATER INFLOWS

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTION	FY 2022 BUDGET
404.0000.334.00000.302 - Stormwater Grant	27,641	1,200,000	-	500,000
404.0000.337.00000.371 - Pinellas County	254,940	-	-	-
404.0000.343.00000.700 - Stormwater Service	678,652	685,000	645,000	690,000
404.0000.361.00000.100 - Interest Earnings	252,207	90,000	181,427	100,000
404.0000.364.00000.411 - Sale of Equipment	2,733	-	-	-
404.0000.369.00000.369 - Other Miscellaneous Revenues	91,984	-	252	-
404.0000.369.00000.379 - Refund Prior Year Expenses	2,268	-	7,227	-
404.0000.381.00000.001 - Transfer from General Fund	372,600	1,174,000	-	1,025,000
<b>Total:</b>	<b>1,683,025</b>	<b>3,149,000</b>	<b>833,907</b>	<b>2,315,000</b>

### STORMWATER OPERATING OUTFLOWS

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTION	FY 2022 BUDGET
404.9200.538.00000.1200 - Salaries & Wages	179,285	207,500	168,923	172,480
404.9200.538.00000.1400 - Overtime	6,688	10,000	2,926	4,410
404.9200.538.00000.2100 - Social Security	14,669	16,600	13,108	13,510
404.9200.538.00000.2203 - ICMA 401(a) Plan	15,046	15,600	22,633	15,520
404.9200.538.00000.2206 - FRS - DROP	521	-	-	-
404.9200.538.00000.2300 - Group Insurance	33,316	49,800	42,915	33,900
404.9200.538.00000.2400 - Worker's Compensation	11,914	14,400	11,232	13,000
404.9200.538.00000.2500 - Unemployment Compensation	1,204	-	-	-
404.9200.538.00000.3100 - Professional Services	22,935	35,000	22,329	30,000
404.9200.538.00000.3600 - Administrative Services	45,900	55,600	59,588	54,770
404.9200.538.00000.4000 - Travel & Training	-	500	-	500
404.9200.538.00000.4110 - Cellular Telephone	1,612	1,200	1,634	1,700
404.9200.538.00000.4200 - Postage	2,677	-	-	-
404.9200.538.00000.4202 - Postage - Utility Bills	5,458	8,500	7,927	8,500
404.9200.538.00000.4313 - Water Service - Pump Stations	110	200	130	200
404.9200.538.00000.4334 - Electric - Pump Stations	624	800	527	800
404.9200.538.00000.4400 - Rentals & Leases	11,611	15,000	11,742	15,000
404.9200.538.00000.4500 - General Insurance	22,700	23,000	42,615	42,000
404.9200.538.00000.4600 - Maintenance Auto Equipment	3,983	2,500	2,803	3,000
404.9200.538.00000.4640 - Maint Other Equipment	90	400	-	400
404.9200.538.00000.4650 - Maintenance Streets	-	4,000	9,353	12,000
404.9200.538.00000.4661 - Maintenance Storm Drains	7,778	8,000	-	8,000
404.9200.538.00000.4920 - Licenses & Permits	-	200	-	200
404.9200.538.00000.5000 - Pending Expenditures	-	-	1,967	-
404.9200.538.00000.5200 - Uniforms	1,321	1,800	1,246	1,800
404.9200.538.00000.5210 - Departmental Supplies	2,342	1,000	1,233	1,400
404.9200.538.00000.5220 - Gasoline & Oil	3,733	5,500	10,116	9,000
404.9200.538.00000.5230 - Tools	646	1,500	55	1,500
404.9200.538.00000.5420 - Dues & Subscriptions	500	500	585	700
404.9200.538.00000.5900 - Depreciation	469,579	-	-	-
404.9200.538.00000.7100 - Debt Service - Principal	-	965,000	965,000	971,000
404.9200.538.00000.7200 - Debt Services - Interest	586,928	530,900	530,900	529,900
404.9200.538.00000.9999 - Cost of Issuance	-	-	57,884	-
<b>Total:</b>	<b>1,453,171</b>	<b>1,975,000</b>	<b>1,989,371</b>	<b>1,945,190</b>

# STORMWATER CONTINUED

## STORMWATER CAPITAL OUTFLOWS - FY 2022

ACCOUNT	TITLE	YEAR	AMOUNT
404.9200.538.00000.6320 - Drainage & Roadway Improvement	Area 3 & Area 5 - Roadway and Stormwater Improvements (Yr 1)	2022	2,000,000
404.9200.538.00000.6300 - Capital Improvements	Watershed Management Plan	2022	70,000
404.9200.538.00000.6400 - Capital Equipment	Trailer Mounted Vector ramjet	2022	80,000
404.9200.538.00000.6300 - Capital Improvements	Gulf Lane Roadway and Drainage Improvements	2022	500,000
<b>TOTAL:</b>			<b>2,650,000</b>
<b>Future Years:</b>			
404.9200.538.00000.6320 - Drainage & Roadway Improvement	Area 3 & Area 5 - Roadway and Stormwater Improvements (Yr 2)	2023	2,000,000
404.9200.538.00000.6300 - Capital Improvements	Gulf Lane Roadway and Drainage Improvements	2023	500,000
404.9200.538.00000.6400 - Capital Equipment	#111 2016 Chevy Silverado 2500	2024	45,000
404.9200.538.00000.6400 - Capital Equipment	#110 2016 Chevy Silverado 2500	2024	45,000
404.9200.538.00000.6320 - Drainage & Roadway Improvement	Area 6 - 155th Ave, 154th Ave, 153rd Ave, 1st St E, 2nd St E, Harbor Dr and Municipal Dr	2024	2,000,000
404.9200.538.00000.6320 - Drainage & Roadway Improvement	Area 6 - 155th Ave, 154th Ave, 153rd Ave, 1st St E, 2nd St E, Harbor Dr and Municipal Dr	2025	1,500,000
404.9200.538.00000.6400 - Capital Equipment	#77 Elgin Whirlwind Street Sweeper	2028	325,000
404.9200.538.00000.6400 - Capital Equipment	#70 2021 F-250	2029	45,000
404.9200.538.00000.6400 - Capital Equipment	Stormwater Inspection Camera	2029	85,000

## FULL-TIME EQUIVALENT (FTE) POSITIONS

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Public Works Director	0.25	0.25	0.25	0.40	0.30
Senior Administrative Assistant	0.25	0.25	0.25	0.40	1.00
Division Supervisor - Public Works	1.50	2.00	2.00	1.00	0.00
Limited Term Employee	0.00	0.50	0.50	0.00	0.00
Senior Public Works Technician	0.00	0.00	0.00	2.00	1.00
Public Works Tech / Marina Attendant	0.00	0.00	0.00	0.00	0.50
Public Works Technician	1.00	1.00	1.00	1.00	1.00
<b>Total Funded Positions</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.80</b>	<b>3.80</b>

# 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) 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.

**AMORITIZATION.** The gradual elimination of 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 payment 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 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 budget is basic budgetary constraint intended to ensure that a government does not spend beyond its means and its use of resources for operation 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.

**CAPITAL ASSETS.** Land, improvements to land, easement, 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<sup>st</sup> 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 operation are determined.

**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** established 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.

**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<sup>st</sup> 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 POSITION.** The difference between the assets, and deferred outflows and liabilities, and deferred inflows of proprietary funds. Classifications include unrestricted, net investment in capital 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 governmental fund's net assets that is not available for appropriation.

**RESTRICTED FUND BALANCE.** Fund balance which is subject to constraints that are either external 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 a collecting officer to proceed with administering the tax.

**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.