



TOWN OF SURFSIDE

9293 HARDING AVENUE
SURFSIDE, FLORIDA 33154
(305) 861-4863 • FAX: (305) 861-1302
WWW.TOWNOFSURFSIDEFL.GOV

November 8, 2013

RECEIVED
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Charles Scurr
MDC – Office of the Citizen's Independent Transportation Trust
Stephen P. Clark Center
111 NW 1st Street – 10th Floor
Miami, Florida 33128

RE: Municipal Transportation Fund

Dear Charles:

The Municipal Transportation Fund is a Special Revenue Fund within the Town of Surfside's budget. Funding for the Municipal Transportation Fund comes from the Town's pro-rated share of the half-cent discretionary sales tax on purchases made in Miami-Dade County. The funds are made available to implement the Peoples' Transportation Plan (PTP) administered by the Citizen's Independent Transportation Trust (CITT).

Twenty percent (20%) of the funding is to be spent on direct public transit purposes. In FY 2013/2014 the 20% is projected to be \$39,383 of the Transit Surtax proceeds of \$196,916. Surfside community bus service expenditures are projected to be \$134,366 which more than satisfies the requirement. The remaining amount (80%) may be spent on development, construction, or maintenance of roadways, bridges, or mass transit systems.

In FY 2013/2014, the following projects totaling \$217,186 are funded through CITT proceeds and interest of \$196,916 and the use of CITT restricted reserves of \$20,270.

Community Bus Service (including gas)	\$ 134,366
Traffic Consulting Services	\$ 8,000
5% (maximum) Administrative Transfer	\$ 9,846
9501 Collins Street Capital Improvements	\$ 17,000
93 rd Street/Harding Ave Crosswalks (4)	\$ 17,000
Bus Shelter (1) 93 rd Street/Harding	\$ 5,800
Sidewalk/Handicap Access Ramp Repair	\$ 25,174
Total Expenditures:	\$ 217,186

General Town administrative support services provide a number of services for this fund (such as: planning, general management, budgeting, accounting, reporting, and provision of related work space and other indirect costs). The Municipal Transportation Fund offsets some of these costs with a service payment of five percent (5%) of projected revenues.

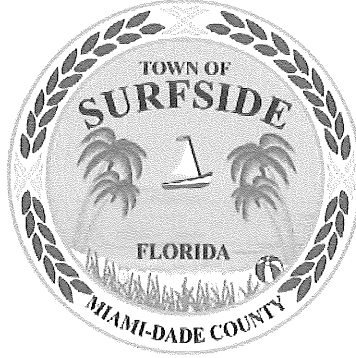
We are submitting the FY 2013/2014 planned use of CITT funds for your review.

Sincerely,

A handwritten signature in dark ink, reading "Michael Crotty". The signature is written in a cursive style with a large, stylized "M" and a long, sweeping underline.

Michael P. Crotty
Town Manger

Cc: Joseph Kroll, Public Works Director
Donald Nelson, Finance Director



Municipal Transportation Fund

The Town operates a Community Bus Service which provides connecting services to large mass transit services. This service is made possible through the use of Citizens Initiative Transportation Tax (CITT) funds. The funds are generated through a Miami-Dade County gasoline tax and results from a citizens' initiative to improve transportation throughout the County.

A minimum of 20% of the receipts are required to be spent on mass transit and the Town of Surfside exceeds this obligation. The Town is also required to continue its separately funded maintenance efforts (called Maintenance of Effort or MOE). The Town meets this obligation through street maintenance expenditures in the General Fund.

The balance of receipts (total less mass transit system) may be spent on new projects or programs which provide transportation enhancement with a preference for improving pedestrian (non-motorized) safety and access to mass transit systems.

Municipal Transportation Fund Summary FY 13/14

FY 12/13 Estimated

Estimated Transportation Revenue	185,830
Estimated FY 12/13 Appropriation	102,032
Estimated Expenditures & Encumbrances	(287,862)
Estimated FY 12/13 Year End Difference	<u>0</u>

Projected Restricted Fund Balance

Audited Restricted Fund Balance 9/30/2012	122,302
Estimated FY 12/13 Appropriation	(102,032)
Projected Restricted Fund Balance 9/30/2013	<u>20,270</u>
FY 13/14 Projected Reserve Replenishment	<u>44,704</u>
Projected Restricted Fund Balance 9/30/2014	<u>64,974</u>

FY 13/14 Budget Summary

Adopted Revenues

Projected Restricted Fund Balance 10/01/2013	20,270
Transit Surtax Proceeds	196,916
Interest Earnings	0
Total Revenues	<u>217,186</u>

Adopted Expenditures

Operating Items	142,366
Non-Operating Costs	9,846
Projected Restricted Fund Balance 9/30/2014	64,974
Total Expenditures	<u>217,186</u>

Municipal Transportation Fund

The Municipal Transportation fund is a Special Revenue Fund within the Town of Surfside's budget. Funding for the Municipal Transportation Fund comes from the Town's pro-rata share of a half-cent discretionary sales tax on purchases made in Miami-Dade County. The funds are made available to promote the Peoples' Transportation Plan (PTP) administered by the Citizens' Independent Transportation Trust (CITT).

Twenty percent (20%) of the funding is to be spent on direct public transportation purposes by the municipalities. Surfside community bus service expenditures are projected at \$134,366 which is funded from this source.

In FY 13/14, the following are funded through CITT and CITT Interest revenues of \$196,916.

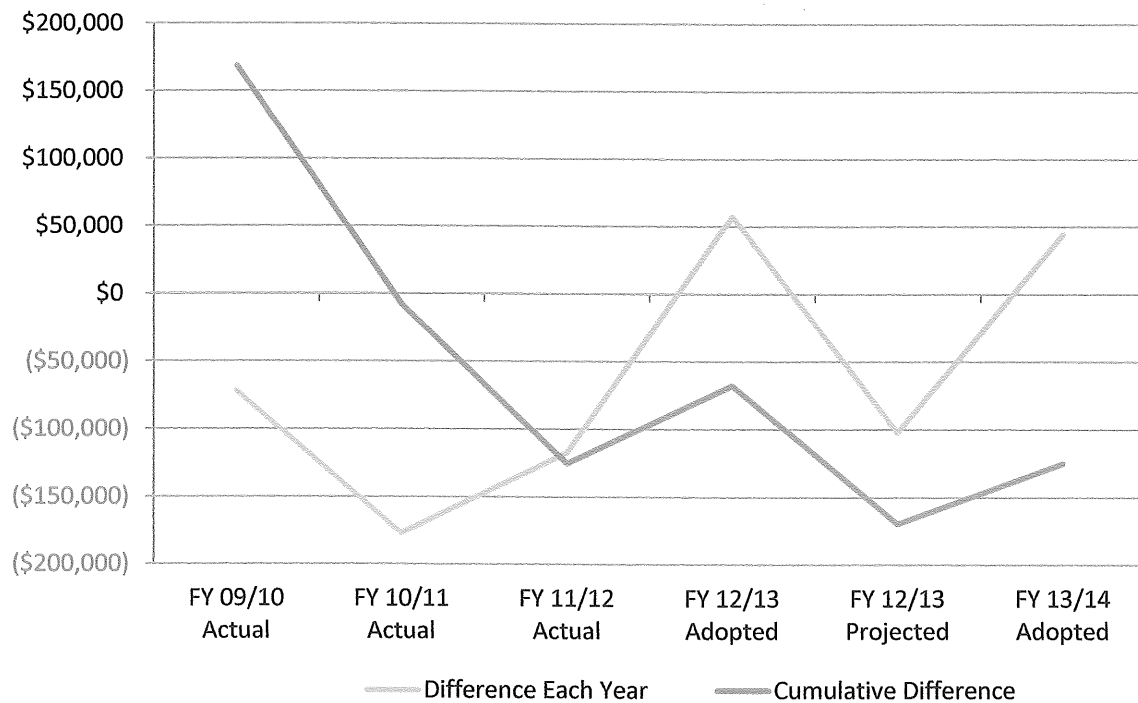
Community Bus Service (including gas)	\$ 134,366
Traffic Consulting Services	\$ 8,000
5% (maximum) Administrative Transfer	<u>\$ 9,846</u>
Total	\$ 152,212

General Town administrative support services provide a number of services for this fund (such as: planning, general management, budgeting, accounting, reporting, and provision of related work space and other indirect costs). The Municipal Transportation Fund offsets some of these costs with a service payment of \$9,846.

The green (bottom) line in the chart below shows the excess of revenue over expenditures for each year from FY 09/10 through adopted FY 13/14. Since FY 09/10 these funds have been entirely utilized for their restricted purposes. Prior to FY 08/09 the restricted fund balance grew for several years without a clearly articulated use plan. This fund balance growth became a concern for CITT. Since FY 11/12 the funds were utilized and a portion of the restricted fund balance was used.

It should be noted that the chart reflects annual and cumulative change to restricted fund balance, not the fund balance amount. The audited balance as of September 30, 2012 was \$122,302. In FY 12/13 the purchase and installation of three new bus shelters was funded through the use of reserves. The adopted FY 13/14 budget replenishes reserves by \$44,704 and the restricted fund balance at the end of FY 13/14 is projected to be \$64,974.

Restricted Fund Balance Change FY 09/10 through Adopted FY 13/14



No personnel complement chart is provided for this fund as the Municipal Transportation (CITT) Fund has no personnel assigned.

Municipal Transportation Revenues

Line Item Prefix: 107-0000-:		FY 09/10 Actual	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Adopted	FY 12/13 Projected	FY 13/14 Adopted
338-1000	Transit Surtax Proceeds	170,243	180,473	191,296	185,650	185,650	196,916
TOTAL	Services Revenues	170,243	180,473	191,296	185,650	185,650	196,916
361-1000	Interest Earnings	1,329	516	15	180	180	
381-0100	Interfund Transfer from General Fund						
392-0000	Use of Restricted Fund Balance	0		138,579		102,032	
TOTAL	Miscellaneous Revenues	1,329	516	138,594	180	102,212	0
TOTAL		171,572	180,989	329,890	185,830	287,862	196,916

Municipal Transportation Fund Expenditures

Line Item Prefix: 107-8500-549-:		FY 09/10 Actual	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Adopted	FY 12/13 Projected	FY 13/14 Adopted
3110	Professional Services	2,008	676	8,577	8,000	8,000	8,000
3410	Other Contractual Services	80,208	93,243	94,080	94,500	113,000	117,000
4601	Maintenance Service/Repair Contracts						
4911	Other Current Charges					28,000	
5216	Gasoline	8,821	12,373	14,387	16,080	16,080	17,366
5310	Road Materials	0					
5410	Subscriptions and Memberships						
TOTAL	OPERATING EXPENSES	91,037	106,292	117,044	118,580	165,080	142,366
6320	Improvements other than Building	146,261	246,737			113,500	
TOTAL	CAPITAL OUTLAY	146,261	246,737	0	0	113,500	0
9120	Transfers to Capital Projects Fund						
9140	Transfer to Water / Sewer Fund for PTP Eligible Projects			183,492			
9101	Transfer to General Fund	6,000	4,700	8,232	9,282	9,282	9,846
9310	Contingency/Reserve				57,968	0	44,704
TOTAL	NON-OPERATING EXPENSES	6,000	4,700	191,724	67,250	9,282	54,550
TOTAL	TRANSPORTATION FUND	243,298	357,729	308,768	185,830	287,862	196,916

Major Variance from Adopted Fund Budget FY 12/13 to Projected FY 12/13

Code	Amount	Explanation of Variance
3410	18,500	Increased cost of Community Shuttle Service
4911	28,000	Sidewalk sealing allocated
6320	113,500	Bus shelters (\$83,500) and manhole adjustments (\$30,000)

Major Variance or Highlights of the Fund Budget - FY 12/13 Projected to FY 13/14 Adopted

Code	Amount	Explanation of Variance
3410	4,000	Community Shuttle Service annualized cost increase