



## Town of Surfside

### MEMORANDUM

**To:** Guillermo Olmedillo, Town Manager  
**From:** Donald Nelson, Finance Director *DN*  
**Date:** May 19, 2016  
**Subject:** Budget Workshop – June 9, 2016

On Thursday, June 9, 2016, the Town Commission will hold the first Budget Workshop for the 2016- 2017 Proposed Budget in order to provide an open forum for the citizens of Surfside and the Town Commission to discuss and prioritize budget items they would like to include in the budget. This will provide guidance to the Administration for the preparation of the Proposed Budget that is to be delivered to the Town Commission on July 1, as required by Town Charter.

The development of the 2016-2017 Proposed Budget is a comprehensive analysis of estimated revenues and expenditures for all funds in order to prepare a balanced budget. There are many items to be considered or to be received prior to the completion of the 2016-2017 Proposed Budget including:

- The 2016 Assessment Roll Estimate to be received on June 1, 2016 from the Miami-Dade County Property Appraiser's Office
- Capital projects to be included in the budget
- Personnel positions to be included in the budget
- Capital equipment and vehicles
- Department program modifications of proposed substitutive changes in departmental operations and their respective costs

The preparation of the 2016-2017 Proposed Budget is well underway. The Town Departments have submitted their budget requests through Program Modifications for items to be considered and included in the budget.

The following significant expenditure items are in the process of being received and reviewed for the 2016-2017 Proposed Budget include:

- Police salary adjustment based on the outcome of the Police collective bargaining agreement
- Salary increases to employees based on performance
- Increase of the Town's annual retirement contribution to the Pension Plan
- Increase in employee group health insurance
- Increase in general liability, auto liability and property insurance
- Capital equipment and capital improvements
- Department program modifications

The attachments include the 2016-2017 Proposed Budget preparation calendar and proposed Program Modifications for all Departments.

DN/drh



Town of Surfside  
2016/2017 Budget  
TENTATIVE BUDGET PREPARATION CALENDAR

Distribution of Department Budget Package to Department Directors	January 26 (Tuesday)
Submission of Department Budget Requests to Finance Department	April 15 (Friday)
Department Budget Meetings with the Town Manager	May 3 - May 4
Miami Dade Property Appraiser 2016 Assessment Roll Estimate	June 1 (Wednesday)
Budget Workshop	June 9 (Thursday 5:00pm)
2016/2017 Proposed Budget Delivered to the Town Commission	July 1 (Friday)
Miami-Dade Property Appraiser Certified Taxable Value	July 1 (Friday)
Town Commission Budget Meeting and Preliminary Millage Rate Adoption at Special Commission Meeting	July 12 (Tuesday 5:00pm)
First Public Hearing	September 13 (Tuesday 5:01pm)
Budget Summary and Notice of Hearing Published	September 22 and September 25
Second Public Hearing	September 27 (Tuesday 5:01pm)
2016/2017 Fiscal Year Begins	October 1

First Public Hearing dates of:  
Miami-Dade County (September 8)  
Miami Dade County School Board (July 27)

Second Public Hearing dates of:  
Miami-Dade County (September 22)  
Miami Dade County School Board (September 7)

**SUMMARY OF NEW PROGRAM MODIFICATIONS AND CAPITAL OUTLAY**

**FY 16/17**

Department/Division	Description of Program Modification/Capital Outlay	Total Cost	Manager Recommended	Modifications Not Funded
<b>GENERAL FUND</b>				
Executive	New Position - Assistant Town Manager	\$170,118	\$170,118	
Executive / Human Resources	Educational Assistance Program	\$30,000		\$30,000
Executive / Planning & Code Compliance	Evaluation and Appraisal Amendments (EAR). A requirement to update the Comprehensive Plan.	\$57,565	\$57,565	
Executive / Planning & Code Compliance	Sea Level Rise Analysis	\$50,000		\$50,000
Building Services	New Position - Customer Service Representative	\$47,500	\$47,500	
Building Services	Digitalization of Building Records	\$84,600	\$84,600	
Public Safety	New Position - Police Officer (2)	\$157,340	\$78,670	\$78,670
Public Safety	New Position - Community Service Aide (2)	\$89,620		\$89,620
Public Safety	Electronic Data Storage - Power DMS system	\$5,000	\$5,000	
Public Safety	Replacement Vehicles - Five (5) Patrol Sedans	\$160,000	\$96,000	\$64,000
Public Works	Cost Analysis to Underground Utilities, Sidewalks and Shade Trees	\$30,000		\$30,000
Parks and Recreation	Earth Day Event	\$11,725	\$11,725	
Parks and Recreation	New Dog Stations	\$7,668	\$7,668	
<b>TOTAL</b>		<b>\$901,136</b>	<b>\$558,846</b>	<b>\$342,290</b>
<b>CAPITAL IMPROVEMENT FUND</b>				
Finance / IT	Enterprise Resource Program ERP	\$100,000	\$100,000	
<b>TOTAL</b>		<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>
<b>ENTERPRISE FUNDS:</b>				
<b>WATER AND SEWER FUND</b>				
Public Works / Sewer	Sewer Model Capacity	\$38,900	\$38,900	
<b>TOTAL</b>		<b>\$38,900</b>	<b>\$38,900</b>	<b>\$0</b>
<b>MUNICIPAL PARKING FUND</b>				
Public Safety	Pay Stations - Net of Upgrade/Trade In Credit	\$324,373	\$324,373	
<b>TOTAL</b>		<b>\$324,373</b>	<b>\$324,373</b>	<b>\$0</b>
<b>SOLID WASTE FUND</b>				
Public Works / Solid Waste	Big Belly Receptacles (14) Leasing	\$15,040	\$15,040	
Public Works / Solid Waste	Two and Three Yard Containers	\$22,500	\$22,500	
Public Works	Rear Load Garbage Truck	\$240,000	\$240,000	
<b>TOTAL</b>		<b>\$277,540</b>	<b>\$277,540</b>	<b>\$0</b>
<b>TOTAL ALL FUNDS</b>		<b>\$1,641,949</b>	<b>\$1,299,659</b>	<b>\$342,290</b>

## FY 16/17 New Program Modification

<b>Assistant Town Manager</b>				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Executive		General Fund	1	\$170,118
<b>Justification and Description</b>				
<p>The Executive Department is requesting a new personnel position of Assistant Town Manager. This position would assist the Town Manager in the day to day operations and coordination of all aspects under the Town Manager's functions and authority to include: Assisting all departments with the management of duties to ensure a timely delivery of responses and execution; assisting with the coordination of all Town Committees and Boards including the overseeing of the agenda process and subsequent tasks and timelines; responds to all citizen complaints as a community affairs liason and focuses on the dissemination of information through all communication channels; assisting the Town Manager on identifying efficient operational efficiencies and best practices; assisting in the planning and recommending of future strategic programs; assisting with other duties assigned.</p>				
<b>Benefits or Alternative/Adverse Impact if not funded</b>				
<p>The Town Manager is at a disadvantage as the current structure does not provide adequate support to the Town Manager's office; thus creating a difficult environment to effectively address long term goals and objectives. The surrounding communities operate in a more efficient manner by having this position as part of their organizational structure.</p>				
<b>Required Resources</b>				
<b>New Personnel</b>				
Number of Positions	Title	Salary	Fringe Benefits	Cost
1	Assistant Town Manager	\$125,000	\$41,618	\$166,618
Account Number				
001-2000-512-1210:2410				
<b>Other Recurring Operating Costs</b>				
Account Number	Description		Cost	
<b>One Time Costs</b>				
Account Number	Description		Cost	
001-2000-512-6410	Capital Outlay - Computer and Workspace Equipment		\$3,500	

## FY 16/17 New Program Modification

Educational Assistance Program				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Executive	Human Resources	General Fund	2	\$30,000
Justification and Description				
<p>The Town of Surfside encourages employees to further their education. The employee Educational Assistance Program offers full time employees (who apply for and are approved) a partial tuition reimbursement for college courses. The courses must be from an accredited public or private academic institution, directly related to an employee's particular job, position or assignment, and taken for academic credit toward a degree. The reimbursement is conditioned upon achieving a grade of "C" of better, or its equivalent, and is limited to one-half of the tuition cost at the State of Florida tuition's rate. The reimbursement will apply to tuition cost only. It will not cover application fees, testing of any kind and/or other fees. An employee who receives a tuition reimbursement shall remain employed by the Town for a minimum of 12 months from the date of completion of any college course for which the Town has provided the employee reimbursement. If the employee voluntarily leaves the employment of the Town prior to the expiration of this time period, the employee shall repay the Town all college tuition reimbursement received in the prior 12 months. This program is contingent on annual funding availability and has been frozen since FY 11/12.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>This program will help promote succession planning and new skills/competencies for career development within the Town as well as lead to personnel retention.</p>				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description	Cost		
001-2000-512-5510	Training and Educational	\$30,000		
One Time Costs				
Account Number	Description	Cost		

## FY 16/17 New Program Modification

Evaluation and Appraisal Amendments				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Executive	Planning & Code Compliance	General Fund	1	\$57,565
Justification and Description				
<p>Pursuant to Rule Chapter 73C-49, Florida Administrative Code, the Town of Surfside is required to review its Comprehensive Plan (Comp Plan) every seven years and determine whether or not there have been changes in State requirements or in local conditions which deem it necessary to update to Town's Comp Plan. The Town's current Comp Plan is dated January 2010 and staff has determined that amendments will be necessary in order to comply with State Statutes. The Town must provide a letter to the Florida Department of Economic Opportunity no later than January 1, 2017 stating that amendments will be made to the Comp Plan in accordance with the Evaluation and Appraisal Review (EAR) process. The Town will then be required to submit an amendment package to the State and regulatory agencies with the proposed updates in strikethrough and underline format no later than January 1, 2018. The proposed amendments must first be reviewed by the Planning and Zoning Board and by the Town Commission at a public hearing prior to transmittal. Within 30 days of receipt of the transmittal both the State and the regulatory agencies will provide the Town with any comments and recommended edits. The Town Commission will have 180 days in which to revise, adopt and transmit the final adopted amendments to the State and regulatory agencies. The adopted amendments will become effective 30 days thereafter. If the Town is found out of compliance with the EAR process then no changes to the Town's Com Plan, Future Land Use Map, or land use amendment applications shall be permitted until such time as the Town is in compliance with the EAR requirements. The Comprehensive Plan - EAR Amendments will include a Post-Disaster Redevelopment Plan for the Town.</p>				
Benefits or Alternative/Adverse Impact if not funded				
Not completing the update to the Comprehensive Plan will leave the Town in violation with the State of Florida and the Town will not be able to process any comprehensive plan amendments.				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
One Time Costs				
Account Number	Description	Cost		
001-2000-524-3110	Professional Services	\$57,565		

## FY 16/17 New Program Modification

<b>Sea Level Rise Analysis</b>				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Planning	Planning & Code Compliance	General	2	\$50,000
<b>Justification and Description</b>				
<p>In order to adapt to sea level rise, the Town should modify the zoning code and comprehensive plan to consider modifications on the measurement of height in order to allow structures to be measured from finished floor elevations. Analyze the need for drainage improvements and other potential capital improvement projects in certain areas within the town to progressively prepare for the impacts. Create graphics demonstrating the appearance and impact of elevated structures. Create GIS maps that provide areas in town that would be most affected and describe potential zoning and/or engineering modifications based on those impacts.</p>				
<b>Benefits or Alternative/Adverse Impact if not funded</b>				
Continue to build as is without taking into account potential impacts from sea level rise.				
<b>Required Resources</b>				
<b>New Personnel</b>				
Number of Positions	Title	Salary	Fringe Benefits	Cost
<b>Other Recurring Operating Costs</b>				
Account Number	Description	Cost		
<b>One Time Costs</b>				
Account Number	Description	Cost		
001-2000-524-3110	Professional Fees	\$50,000		

## FY 16/17 New Program Modification

<b>Customer Service Representative</b>				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Building Services		General Fund	1	\$47,500
<b>Justification and Description</b>				
<p>An entry level Customer Service Representative is required for the increase in new developments and overall Town growth. New committees and ordinances have created higher demands on existing staff. To continue to support the present level of service this position is essential.</p>				
<b>Benefits or Alternative/Adverse Impact if not funded</b>				
<p>Additional support will provide Building Services with a sufficient staffing to meet the present volume of work and provide a quality service level to stakeholders and customers.</p>				
<b>Required Resources</b>				
<b>New Personnel</b>				
Number of Positions	Title	Salary	Fringe Benefits	Cost
1	Customer Service Representative	\$30,592	\$14,408	\$45,000
Account Number	Description	Salary	Fringe Benefits	Cost
001-2000-512-1210:2410				
<b>Other Recurring Operating Costs</b>				
Account Number	Description	Salary	Fringe Benefits	Cost
<b>One Time Costs</b>				
Account Number	Description	Salary	Fringe Benefits	Cost
001-2000-512-6410	Capital Outlay - Computer and Workspace Equipment			\$2,500



## FY 16/17 New Program Modification

Digitalization of Building Records				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Building Services		General Fund	1	\$84,600
Justification and Description				
<p>The program will continue the process of converting building records into digital format that was initially funded in FY 15/16. It is intended to optimize imaging efforts to include records access to residents, design professionals, flood managing and reporting agencies. It will alleviate time consuming and expensive processes for building records requests.</p>				
Benefits or Alternative/Adverse Impact if not Funded				
<p>Continued use of departmental resources for public records requests and coordination of increasingly perishable plans. Loss of Community Rating System (CRS) points for open access, electronic documents and ease of public use.</p>				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description	Cost		
001-2500-524-4601	Annual building records maintenance	\$3,600		
One Time Costs				
Account Number	Description	Cost		
001-2500-524-3110	Professional Services	\$81,000		

## FY 16/17 New Program Modification

<b>Police Officer Two (2) Positions</b>				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Safety	Police	General Fund	1	\$157,340
<b>Justification and Description</b>				
<p>The Department is requesting two entry level Police Officer positions. These positions will be assigned to address the current and increasing quality of life issue. Quality of life issues include traffic congestion, lane closures, lack of available parking, construction worker parking in the residential areas, construction site noise, and the increase in visitors, residents, workers and crime. This will also plan for the future as the Town's population and visitors grows.</p>				
<b>Benefits or Alternative/Adverse Impact if not funded</b>				
<p>The Department currently uses on duty officers as well as off duty officers to address these issues on a daily basis. Off duty officers however work at a specific location and for a specific company and cannot address other problem areas except for emergencies. Traffic direction and parking enforcement by on duty officers takes away from critical public safety issues.</p>				
<b>Required Resources</b>				
<b>New Personnel</b>				
Number of Positions	Title	Salary	Fringe Benefits	Cost
1	Police Officer	\$53,335	\$25,335	\$78,670
1	Police Officer	\$53,335	\$25,335	\$78,670
001-3000-521-1210:2410				
<b>Other Recurring Operating Costs</b>				
Account Number	Description	Cost		
<b>One Time Costs</b>				
Account Number	Description	Cost		

## FY 16/17 New Program Modification

Community Service Aide Two (2) Positions				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Safety	Police	General Fund	2	\$89,620
Justification and Description				
<p>Currently the Police Department has one Community Service Aide (CSA). The CSA's function is to assist police officers and handle minor calls for service such as traffic crashes, traffic direction and non-criminal reports. This frees officers to respond to emergency calls, calls for service and to patrol to prevent crime. The current CSA is also responsible as the fleet manager and quartermaster and spends little time assisting patrol due to these duties. Parking Enforcement Officers are regularly taken from their duties to assist with traffic direction during crashes, rush hours and special events.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Two additional CSAs would allow the department to operate much more effectively. The CSAs will be cross trained as communication operators to provide relief for breaks, sick and vacation leave. Currently the Public Safety Department operates at a minimum with one communications operators per shift with no back up. If a communications operator is off, a police officer is assigned for relief. This is not cost effective nor efficient as the police officer is not trained nor should be for these functions and the police officer is removed from street patrol.</p>				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
1	Community Service Aide	\$31,510	\$13,300	\$44,810
1	Community Service Aide	\$31,510	\$13,300	\$44,810
Account Number				
001-3000-521-1210:2410				
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		

## FY 16/17 New Program Modification

<b>Electronic Data Storage - PowerDMS System</b>				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Safety	Police	General	2	\$5,000
<b>Justification and Description</b>				
<p>The Department is requesting to procure the PowerDMS Data Storage Suite product in order to effectively record, store, and manage law enforcement policy, training, and accreditation records within an electronic format system. Police departments are required to record, store, and provide this information for internal and external purposes. This new system will provide the following benefits: A single secure on-line location for the organization and management of specific records, a unified searchable database for efficient storage and retrieval of records, full integration with the Florida Accreditation Standards process, ability to run reports regarding the dissemination of information, ability to store all BOLO Flyers and Florida Statutes for easy retrieval, provide security and accountability for records, provide accessibility to stored records from any computer, and the system is designed for law enforcement use. The system will provide time savings to the end users. The total initial cost of software and services required is approximately \$5,000 with a recurring yearly cost of approximately \$2,600 for the subscription fee and maintenance. The estimated costs include Warranty costs.</p>				
<b>Benefits or Alternative/Adverse Impact if not funded</b>				
<p>The department does not presently have an electronic means to efficiently store the records or produce them in an efficient manner for accreditation purposes. The current method is to maintain many of these records in a handwritten format in file folders which has proven to be ineffective.</p>				
<b>Required Resources</b>				
<b>New Personnel</b>				
Number of Positions	Title	Salary	Fringe Benefits	Cost
<b>Other Recurring Operating Costs</b>				
Account Number	Description	Cost		
001-3000-521-4510	System subscription fee/ maintenance second year	\$2,600		
<b>One Time Costs</b>				
Account Number	Description	Cost		
001-3000-521-4403	Electronic Data Storage System	\$5,000		

## FY 16/17 New Capital Outlay Request

<b>Replacement Vehicles</b>				
Department	Division	Funding Source	Dept. Priority	Net Fiscal Impact
Public Safety	Police	General Fund	1	\$160,000
<b>Justification and Description</b>				
<p>Five (5) police vehicles purchased under a municipal program in conjunction with the Florida Sheriff Association and Florida Association of Counties to replace five (5) aging fleet vehicles with over 100,000 miles. Ford Police Interceptor patrol cars are six cylinder, fuel efficient sedans. The cost to purchase, outfit and install necessary equipment and graphics on the five (5) police vehicles is approximately \$150,00 and includes an extended bumper to bumper warranty for five years or 75,000 miles, whichever comes first.</p>				
<b>Benefits or Alternative/Adverse Impact if not funded</b>				
<p>Replacing high mileage, aging vehicles reduces fleet repair/maintenance costs and provides for a fuel efficient, safe and reliable fleet.</p>				
<b>Required Resources</b>				
Account Number	Title or Description of Request		Net Cost	
001-3000-521-6410	5 Police Cars		\$160,000	
<b>Other Recurring Operating Costs</b>				
Account Number	Description		Cost	

## FY 16/17 New Program Modification

Cost Analysis to Underground Utilities, Sidewalks and Shade Trees				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Works		General	1	\$30,000
Justification and Description				
<p>Update a cost study to underground existing utilities on 91st Street from Harding Avenue to Bay Drive. The original study was done in 2012 and material and labor costs have changed. To move forward with this project, an up-to-date cost breakdown would be required.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Electric utility lines would remain above ground and the landscape improvements and shade trees that are planned and scheduled could only be planted on one side of 91st Street.</p>				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
One Time Costs				
Account Number	Description	Cost		
001-5000-539-3110	Professional Services	\$30,000		

## FY 16/17 New Program Modification

Earth Day Event				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks and Recreation		General Fund	1	\$11,725
Justification and Description				
<p>The Town's first annual Earth Day Event was held on Sunday April 17, 2016 at the Community Center. The event included planting of native coastal sea oats by volunteers, an educational resource fair, arts and crafts, music and refreshments. The first year event was a huge success with the community.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>This community event brings together residents/neighbors to enjoy the benefits of working to keep the planet green.</p>				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description	Cost		
001-6000-572-48-10	Supplies needed to host the event.	\$9,500		
001-6000-572-14-10	Overtime for staff to plan and work the event.	\$2,225		
One Time Costs				
Account Number	Description	Cost		

## FY 16/17 New Program Modification

New Dog Stations				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks & Recreation		General Fund	1	\$7,668
Justification and Description				
Six (6) new dog stations to be located on Collins and Harding Avenues. There are no dog stations along these pedestrian friendly avenues.				
Benefits or Alternative/Adverse Impact if not funded				
The stations would provide easy access locations for disposal of dog waste and help maintain the cleanliness of Collins and Harding Avenues.				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description	Cost		
001-6000-572-4611	Replacment bags for stations	\$1,800		
001-6000-572-1310	Part time staff hours for maintenance	\$4,368		
One Time Costs				
Account Number	Description	Cost		
001-6000-572-4611	6 New Dog Stations	\$1,500		



## FY 16/17 New Program Modification

<b>Sewer Model - Capacity</b>				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Works	Water & Sewer	Water & Sewer Fund	1	\$38,900
<b>Justification and Description</b>				
<p>At this time the maximum volume of sewage that Miami Beach can receive and treat from the Town is known, and the capacity of the Town's pump stations, force mains and the size of the gravity main pipes within the Town's sewer collection network is known. However, no analysis of this network has been performed recently, so currently it is not known if the existing piping network is sufficiently sized to meet current or future demands of the Town's development during peak demand times (i.e. it is not known if the system is sufficiently sized to convey the sewage from all properties or from any specific property to the lift stations during peak or non-peak demand times). This proposed Hydraulic Model would provide the necessary analysis to draw the appropriate conclusions as to the adequacy of the Town's existing sewage collection network and would allow for determining what improvements or upgrades might be required to support the existing development and what improvements or upgrades might be required to support specific future proposed development. In addition, it would allow the Public Works Director to properly certify the required DERM forms for any proposed development and allow for the pacing of development based on the schedule for improvements.</p>				
<b>Benefits or Alternative/Adverse Impact if not funded</b>				
Continue to develop properties without a clear understanding if the sewer pipes are adequately sized to handle the sewage volume from development.				
<b>Required Resources</b>				
<b>New Personnel</b>				
Number of Positions	Title	Salary	Fringe Benefits	Cost
<b>Other Recurring Operating Costs</b>				
Account Number	Description	Cost		
<b>One Time Costs</b>				
Account Number	Description	Cost		
401-9900-536-3110	Professional Fees	\$38,900		

## FY 16/17 New Capital Outlay Request

<b>Pay Station System Replacement</b>				
Department	Division	Funding Source	Dept. Priority	Net Fiscal Impact
Public Safety	Municipal Parking	Municipal Parking Fund	1	\$324,373
<b>Justification and Description</b>				
<p>The current pay station system will be phased out and not be supported by the end of 2016 or beginning of 2017. The cost to purchase and install the latest model pay stations (LUKE II) is \$514,884 with a buyback credit program of \$202,473. This option will eliminate the need to upgrade current modems and increase functionality by adding Pay by Plate. Pay by Plate allows customers to enter vehicle tag information for digital monitoring and eliminates printed paper dashboard display receipts. The LUKE II Pay Stations include a digital patrol application which monitors parking expiration times and provides a way to better manage enforcement resources.</p>				
<b>Alternative/Adverse Impacts if not funded:</b>				
<p>The new system will generate more accurate reports and transactions. Paper dashboard receipts are eliminated. Digital patrolling generates efficiencies in time management of parking enforcement officers and is expected to increase citation revenues.</p>				
<b>Required Resources</b>				
Account Number	Title or Description of Request		Net Cost	
402-95100-545-6410	Machinery & Equipment		\$514,884	
	Less: Credit for buyback of current system		(\$202,473)	
<b>Other Recurring Operating Costs</b>				
Account Number	Description		Cost	
402-95100-545-4601	Annual Warranty - Year Two		\$11,962	
	Annual Warranty - Year Three		\$35,162	

## FY 16/17 New Program Modification

<b>Big Belly Receptacles</b>				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Works	Solid Waste	Solid Waste Fund	1	\$15,040
<b>Justification and Description</b>				
<p>This program will provide the Town with 14 new Big Belly receptacles. This includes all repairs and maintenance as needed and replacement with newer models as those come available.</p>				
<b>Benefits or Alternative/Adverse Impact if not funded</b>				
<p>Big Belly receptacles for select locations around Town will allow for less labor intensive waste monitoring and removal.</p>				
<b>Required Resources</b>				
<b>New Personnel</b>				
Number of Positions	Title	Salary	Fringe Benefits	Cost
<b>Other Recurring Operating Costs</b>				
Account Number	Description		Cost	
403-4000-534-4403	Equipment Leasing		\$15,040	
<b>One Time Costs</b>				
Account Number	Description		Cost	

## FY 16/17 New Program Modification

Two and Three Cubic Yard Containers				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Works	Solid Waste	Solid Waste Fund	1	\$22,500
Justification and Description				
<p>This program is to purchase 2-yard and 3-yard poly containers to replace the metal garbage containers currently used for commercial properties. The initial container replacement program commenced in FY 15/16 and this phase would continue implementing the changeover to Town owned containers. Poly containers have a longer life span (five years) than metal containers which require replacement on a two-year cycle due to rusting from the effects of the type of garbage disposed.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Continued use of metal containers requires replacement every two years. The metal containers are heavy and the replacement poly containers mitigate the metal container weight factor. Town ownership of the containers facilitates maintaining them in clean, sanitized and working order.</p>				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		
403-4000-534-4911	Other Current Charges	\$22,500		

## FY 16/17 New Capital Outlay Request

<b>Rear Load Garbage Truck</b>				
Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Public Works	Solid Waste	Solid Waste Fund	1	\$243,000
<b>Justification and Description</b>				
<p>A rear load garbage truck is needed to replace the 2004 Mack rear load, which has exceeded its life expectancy of years in service and miles. The need to replace this truck was identified during a review of the Public Works Department's fleet and is a priority in the department's five year vehicle replacement chart. The 2004 Mack rear load truck's estimated trade-in/salvage value is approximately \$15,000.</p>				
<b>Alternative/Adverse Impacts if not funded:</b>				
<p>Solid Waste service levels to residents and businesses will not be able to be maintained due to the aging, high mileage garbage truck fleet that is often in need of costly repairs.</p>				
<b>Required Resources</b>				
Account Number	Title or Description of Request		Cost	
403-4000-534-6410	2016 Mack Rear Load Truck		\$235,000	
403-4000-534-6410	Truck Graphics & Lighting		\$5,000	
<b>Other Recurring Operating Costs</b>				
Account Number	Description		Cost	
403-4000-534-45410	Property & Liability Insurance		\$3,000	