



**Town of Surfside
Town Commission Budget Workshop**

AGENDA

June 11, 2018

5:00 p.m.

Town Hall Commission Chambers - 9293 Harding Ave, 2nd Floor
Surfside, FL 33154

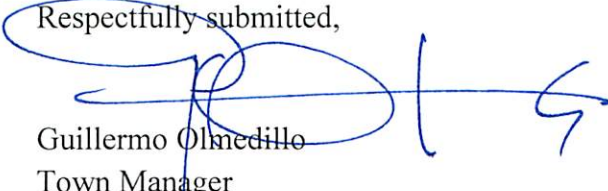
1. Opening

- A. Call to Order**
- B. Roll Call of Members**
- C. Pledge of Allegiance**

2. Discussion on Upcoming FY 19-20 Budget – Guillermo Olmedillo, Town Manager

3. Adjournment

Respectfully submitted,


Guillermo Olmedillo
Town Manager

THIS MEETING IS OPEN TO THE PUBLIC. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS THAT ARE DISABLED; WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE TOWN CLERK AT 305-861-4863 EXT. 226 NO LATER THAN FOUR DAYS PRIOR TO SUCH PROCEEDING.

IN ACCORDANCE WITH THE PROVISIONS OF SECTION 286.0105, FLORIDA STATUTES, ANYONE WISHING TO APPEAL ANY DECISION MADE BY THE TOWN OF SURFSIDE COMMISSION, WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD SHALL INCLUDE THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

AGENDA ITEMS MAY BE VIEWED AT THE OFFICE OF THE TOWN CLERK, TOWN OF SURFSIDE TOWN HALL, 9293 HARDING AVENUE. ANYONE WISHING TO OBTAIN A COPY OF ANY AGENDA ITEM SHOULD CONTACT THE TOWN CLERK AT 305-861-4863. A COMPLETE AGENDA PACKET IS ALSO AVAILABLE ON THE TOWN WEBSITE AT www.townofsurfsidefl.gov

TWO OR MORE MEMBERS OF OTHER TOWN BOARDS MAY ATTEND THIS MEETING.

THESE MEETINGS MAY BE CONDUCTED BY MEANS OF OR IN CONJUNCTION WITH COMMUNICATIONS MEDIA TECHNOLOGY, SPECIFICALLY, A TELEPHONE CONFERENCE CALL. THE LOCATION 9293 HARDING AVENUE, SURFSIDE, FL 33154, WHICH IS OPEN TO THE PUBLIC, SHALL SERVE AS AN ACCESS POINT FOR SUCH COMMUNICATION.

FY 2020 DISCUSSION ITEMS

Millage

Program Modifications and Capital Expenditure Requests

**SUMMARY OF NEW PROGRAM MODIFICATIONS
FY 2020**

Department/Division		Description of Program Modifications	Type	Fund	Total Cost
GENERAL FUND					
Legislative	3110	Government Academy	PM	001	\$12,000
Legislative	3110	Charter and Code Rewrite	PM	001	\$300,000
Town Attorney Executive / Human Resources		Non-contract professional services and special projects/excluded services	PM	001	\$190,000
Executive / Human Resources	3110	Classification and Compensation Study	PM	001	\$25,000
Executive / Planning & Zoning		Paid Parental Leave	PM	001	\$20,000
Executive/ Planning & Zoning	3110	Surfside 305 Strategic Climate Action Plan	PM	001	\$250,000
Public Safety	3110	Urban Land Institute Leadership Project	PM	001	\$10,000
Parks & Recreation		Police Officer - New Position	PM	001	\$97,866
		85th Anniversay Event	PM	001	\$18,000
TOTAL GENERAL FUND					\$922,866
SPECIAL REVENUE FUNDS:					
TOURIST RESORT FUND					
Parks & Recreation - Tennis Center		Full time Lifeguard	PM	001	\$62,750
Parks & Recreation - Community Center		Full time Custodian - New Position	PM	102	\$55,112
Parks & Recreation - Community Center		Swim Team Coach	PM	102	\$12,000
Parks & Recreation - Community Center		Painting of the Community Center	PM	102	\$20,000
Parks & Recreation - Community Center		Water Activity Pool/Tot Lot and Slides Repair	PM	102	\$47,500
Parks & Recreation - Community Center		Biweekly Professional Cleaning Service for Community Center	PM	102	\$12,000
Parks & Recreation - Community Center		Beach Raking	PM	102	\$87,120
Parks & Recreation - Community Center		RecTrac Software System Update	PM	102	\$17,000
TOTAL RESORT TAX FUND					\$313,482
ENTERPRISE FUNDS:					
WATER AND SEWER FUND					
Public Works / Water & Sewer		Maintenance Worker II New Position	PM	401	\$56,742
TOTAL WATER AND SEWER FUND					\$56,742
MUNICIPAL PARKING FUND					
Public Safety	6410	Parking Enforcement Officer New Position	PM	402	\$57,250
TOTAL MUNICIPAL PARKING FUND					\$57,250
TOTAL ALL FUNDS					\$1,350,340

FY 2020 New Program Enhancement (Modification)

Government Academy				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Legislative		General Fund		\$12,000
Justification and Description				
<p>A Government Academy program, similar to Surfside's Citizens Police Academy, offering residents the opportunity to participate and learn how local government works. A series of six to eight informative weekly night sessions will be designed to focus on specific areas of Surfside's government including:</p> <ul style="list-style-type: none"> • The Town Commission/Town Manager relationship • The meaning of the Town Charter • How ordinances are enacted • Familiarize residents with services, responsibilities, and functions of Town departments 				
Benefits or Alternative/Adverse Impact if not funded				
<p>The objective of the Government Academy is to:</p> <ul style="list-style-type: none"> • Develop resident's understanding of how the Town of Surfside government functions • Provide an inside look at Town operations • Encourage residents to become involved in their local government <p>The Town's successful Citizens Police Academy and similar programs in other municipalities provide learning opportunities for residents to gain and enhance their understanding and involvement in local government operations.</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		
001-1000-511-31-10	Professional Fees	\$12,000		

FY 2020 New Program Enhancement (Modification)

Charter and Code Rewrite				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Legislative	Legislative	General Fund	2	\$300,000
Justification and Description				
<p>The current charter and code, as codified, is seriously out of date. Many of the Charter provisions were superceded by Florida law and are now considered Ordinances, but appear in the Charter section. Many of the Ordinances, such as the Utilities Chapter, need to be updated. A re-write of the Code will bring many sections of the Code current and afford the Town the opportunity to address areas where the Code can be modernized or brought current.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>When anyone reads the Charter and Code as they are currently written, they may make mistakes by believing the Charter language is current. Anyone who reads the Charter and Code should rightfully believe that what is written is what should be followed. Often, this is not currently the case.</p>				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description		Cost	
NA	NA		NA	
One Time Costs				
Account Number	Description		Cost	
001-1000-511-31-10	Professional Services		\$300,000	

FY 2020 New Program Enhancement (Modification)

Town Attorney - Non-Contract Professional Services and Special Projects/Excluded Services				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Town Attorney		General Fund		\$190,000
Justification and Description				
<p>The Town Attorney provides general municipal services pursuant to the Retainer Agreement dated July 11, 2017 at a monthly fixed fee of \$30,501 or \$366,012 annually for FY2020 (including a 3% annual increase). The following Excluded Services or Special Projects are anticipated for FY2020:</p> <ul style="list-style-type: none"> • Labor and Employment fees - \$40,000; • Litigation oversight and litigation matters not covered by FMIT - \$50,000; • Excluded services and special projects as directed by the Town Commission and/or Town Administration - \$100,000. 				
Benefits or Alternative/Adverse Impact if not funded				
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		
001-1500-514-31-10	Professional Fees	\$190,000		

FY 2020 New Program Enhancement (Modification)

Classification and Compensation Study				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Executive	Human Resources		1	\$25,000
Justification and Description				
<p>A Classification and Compensation Study is needed for the Town to remain a competitive employer, retain staff, and attract the best qualified candidates. The Town conducted a classification and compensation study in FY2012. The Society for Human Resources Management (SHRM) recommends updating the compensation plan every three to five years.</p> <p>The study will:</p> <ul style="list-style-type: none"> • review and update job descriptions • review Fair Labor Standards Act (FLSA) status of all positions • review existing compensation structure • gather market to date information • create a new plan 				
Benefits or Alternative/Adverse Impact if not funded				
<p>Benefits:</p> <ul style="list-style-type: none"> • attract and retain employees • motivate the workforce • sustain high morale • review minimum qualifications to facilitate recruitment 				
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		
001-2000-512-31-10	Professional Services	\$25,000		

FY 2020 New Program Enhancement (Modification)

Paid Parental Leave				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Executive	Human Resources		2	\$20,000
Justification and Description				
<p>The federal Family Medical Leave Act (FMLA) allows up to 12 weeks of unpaid, job-protected leave to eligible employees to care for and bond with their newly born infant or child placed in their home through adoption, foster care or other legal placement. During this unpaid leave, employees frequently require financial help to make ends meet. As a result, employees often return to work prior to taking the full allowable leave period.</p> <p>This request is for:</p> <ul style="list-style-type: none"> • 100% base salary income replacement for four weeks (base salaries are budgeted at annual cost) • a relief factor (i.e. temporary services) for uninterrupted job coverage. <p>A paid parental leave policy will be established and include that the individual:</p> <ul style="list-style-type: none"> • currently has been working for the Town 12 months • must have worked at least 1,250 hours during the 12 month period preceding the leave 				
Benefits or Alternative/Adverse Impact if not funded				
Benefit: Provides financial relief to eligible staff through 100% base salary income replacement for four weeks to care for and bond with a newborn, or child placed through adoption, foster care or other legal placement.				
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		
Various - 3410	Other Contractual Services	\$20,000		

FY 2020 New Program Enhancement (Modification)

Surfside 305 Strategic Climate Action Plan				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Executive		General		\$250,000
Justification and Description				
<p>Cities in the greater Miami area are collaborating with the Rockefeller Foundation and The Miami Foundation as part of the 100 Resilient Cities network. This effort aims to help cities around the world become more resilient, known as Resilient 305. It will provide adaptation tools including online guidance, training, platform for resiliency data, pre-& post disaster planning, financial components of disaster recovery including budgeting, funding for resiliency projects, best practice checklist for development applications and a sea level rise checklist for new infrastructure. Modeling & training are also part of the strategy.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Climate change and sea level rise will continue to affect every resident and the Town must prepare for its future. The Town's focus in this area has been piecemeal and a wholistic approach will provide for better efficiencies and dedication to this effort. This will also enable a dedicated collaboration with Bal Harbour Village and the Town of Bay Harbor Islands.</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		
001-2000-524-31-10	Professional Fees	\$250,000		

FY 2020 New Program Enhancement (Modification)

Urban Land Institute (ULI) Leadership Project				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Executive	Planning	General	2	\$10,000
Justification and Description				
<p>ULI Southeast Florida/Caribbean is seeking proposals for Leadership Projects for their Leadership Institute. The projects are pro bono advisory service projects offered through the Leadership Institute that seek to provide solutions to tangible land use and real estate challenges faced by local public entities.. There is a cost for staff to produce materials, coordinate stakeholder involvement, and general oversight.</p> <p>A project would need to be identified such as:</p> <ul style="list-style-type: none"> • How do we promote a vibrant downtown with a more diverse array of retail and restaurants? • How do we fill vacant storefronts? • How do we create more walkability? <p>The study project would be approved by the Town Commission.</p>				
Benefits or Alternative/Adverse Impact if not funded				
This is an opportunity for ULI to study a specific issue in Town pro bono.				
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		
001-2000-524-31-10	Professional Fees	\$10,000		

FY 2020 New Program Enhancement (Modification)

POLICE OFFICER POSITION				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Safety	Police	General	1	\$97,866
Justification and Description				
<p>One (1) Police Officer position to enhance the Department's traffic mitigation/traffic enforcement initiatives. The new position will focus on using proactive initiatives to mitigate: traffic crashes, speeding, and double parking/obstructing roadways. The officer will contribute to on-going details to increase pedestrian and bicycle safety, and the improvement of traffic flow design, signage, striping, traffic calming measures. The position will enhance the effectiveness and efficiency of other officers by allowing them to focus on other dedicated patrol initiatives, and responding to calls for service.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Without a dedicated traffic officer, the ability of patrol officers to conduct continual traffic related control and enforcement initiatives will be diminished.</p>				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
1	Police Officer	\$57,715	\$40,151	\$97,866
Other Recurring Operating Costs				
Account Number	Description		Cost	
	FOP contractual cost of living adjustments and step raises			
One Time Costs				
Account Number	Description		Cost	

FY 2020 New Program Enhancement (Modification)

85th Anniversay Event				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks & Recreation		General Fund		\$18,000
Justification and Description				
To recognize and celebrate the Town's 85th Anniversary in May 2020, the Town will orgainze an event for residents.				
Benefits or Alternative/Adverse Impact if not funded				
This event will strenthen the sense of community for the residents while acknowledging this important milestone.				
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		
001-6000-572-48-10	Promotional Activities	\$18,000		

FY 2020 New Program Enhancement (Modification)

Full Time Lifeguard				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks and Recreation		Tourist Resort Fund	1	\$62,750
Justification and Description				
<p>Through the hiring process, it has been documented that the ability to attract and retain qualified/certified part-time pool lifeguards has become increasingly difficult. Part-time staff are limited to 25-28 hours a week and many lifeguards need to maintain multiple jobs.</p> <p>All aquatics staff must be:</p> <ul style="list-style-type: none"> • certified • pass an open water swim test • pass a CPR review • complete the pre-employment hiring process. <p>During FY2019, the community requested and the Parks and Recreation Committee recommended increasing the operational hours of the facility from three days to five days per week for early morning lap swimming and extended hours to maximize daylight swimming. This has necessitated additional hours of lifeguard duty daily. During FY2019, over 415 hours have been added to the pool hours of operation.</p> <p>Community awareness of the importance of swim lessons and a community demand for additional programming for preschool, beginner and adult swim lessons has generated a need for increased staffing.</p> <p>An additional full-time position will provide the stability for the Park and Recreation Department to continue to fulfill these quality of service Community Center operational needs, and allow for stabilized weekly lifeguard schedules.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Adverse Impacts:</p> <ul style="list-style-type: none"> • The Community Center facility and beach will continue to be staffed with a majority of part time staff. • Turnover of part time lifeguards will continue to be a staffing problem. 				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
1	Full Time Lifeguard	\$36,000	\$26,750	\$62,750
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		

FY 2020 New Program Enhancement (Modification)

Full Time Community Center Custodian				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks and Recreation		Tourist Resort	4	\$55,112
Justification and Description				
<p>A full time cutodian to mitigate cleaning issues that have arisen from the increasing hours of operation and additional programing at the Community Center. Currently, there are three part time custodians that maintain all Parks and Recreation facilities and the townwide doggie stations.</p>				
Benefits or Alternative/Adverse Impact if not funded				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
1	Custodian	\$31,200	\$23,912	\$55,112
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		

FY 2020 New Program Enhancement (Modification)

Certified USA Swim Team Coach				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks and Recreation		Tourist Resort Fund		\$12,000
Justification and Description				
<p>A certified USA Swim Coach at the Community Center will relieve some of the challenges associated with staffing swim programs at the pool and beach. In addition, a certified USA Swim Coach will provide consistent structure to Monday through Thursday classes, and introduce new swimming instructors to the proper swim team breakdown. Swim team consistently has a wait list, and an additional coach will provide the Community Center swim program the ability to offer additional training sessions to increase the number of spots available.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Benefits:</p> <ul style="list-style-type: none"> • the community's future swimmers will receive additional instruction for growth and expansion • ease pool/beach staffing issues by relieving lifeguards from swim coach duty in order to guard the pool and beach 				
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	
102-8000-572-34-10	Other Contractual Services		\$12,000	

FY 2020 New Program Enhancement (Modification)

Professional Painting of the Community Center				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks and Recreation		Tourist Resort	3	\$20,000
Justification and Description				
Exterior and interior painting of the Community Center. The entire facility has not been painted since opening in June 2012.				
Benefits or Alternative/Adverse Impact if not funded				
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	
102-8000-572-46-02	Building Maintenance		\$20,000	

FY 2020 New Program Enhancement (Modification)

Water Activity Pool/Tot Lot and Slides Repair				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks and Recreation		Tourist Resort Fund	3	\$47,500
Justification and Description				
<p>After eight years of year-round usage, close proximity to the beach and the normal lifespan of the features, the tot-lot activity pool is in need of minor structural repairs to ensure its longevity and safety. The following structural repairs needed are:</p> <p>Slides - repairs will be completed on all three slides, to include:</p> <ul style="list-style-type: none"> • premium gel coat and recalling the seams (both of which are done to ensure a smooth safe ride) • remove the rust, prime and paint slides <p>Foam features:</p> <ul style="list-style-type: none"> • redone to prevent further chipping 				
Benefits or Alternative/Adverse Impact if not funded				
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		
102-8000-572-46-02	Building Maintenance	\$47,500		

FY 2020 New Program Enhancement (Modification)

Community Center Bi-Weekly Professional Cleaning Service				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks and Recreation		Tourist Resort Fund		\$12,000
Justification and Description				
<p>A contractual cleaning service to provide bi-weekly cleaning at the community center. This will be in-depth cleaning of floors, tiles , AC ducts windows, restrooms and high volume areas that will supplement the Parks and Recreation staff cleaning. This type of service is necessary due to the popularity of the community center and pools.</p>				
Benefits or Alternative/Adverse Impact if not funded				
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		
102-8000-572-46-02	Building Maintenance	\$12,000		

FY 2019 New Program Enhancement (Modification)

Beach Raking				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Works		Tourist Resort		\$87,120
Justification and Description				
<p>The Town's coastal community has grown and is expected to continue growing. With this growth, daily visitors to Surfside's beach have increased resulting in the generation of litter, trash, and beach debris accumulation. In addition, varying quantities of debris from natural sources such as seaweed and organic material come ashore each day. Beach grading and sanitizing services are currently approved by Miami Dade County. The County's services are not sufficient to maintain, manicure, and preserve Surfside's beach for tourism, recreation, and enjoyment, and to protect the coastal habitat. Public Works is recommending daily mechanical beach cleaning to supplement the County services and maintain Surfside beach's recreational and economic value.</p> <p>Beach raking is estimated for nine months of service to commence upon completion of the beach renourishment project.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Debris left behind can pose a hazard to people and animals. Increased beach raking services will help alleviate the accumulation of debris left by the tides, storms, and beach goers on Surfside's shorelines.</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		
102-8000-572-46-01	Maintenance Services	\$87,120		

FY 2020 New Program Enhancement (Modification)

Community Center System Software Updates				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks and Recreation		Tourist Resort		\$17,000
Justification and Description				
RecTrac software update, training, and support services to bring the Community Center system up-to-date for operating at optimal capacity.				
Benefits or Alternative/Adverse Impact if not funded				
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	
102-8000-572-34-10	Other Contractual Services		\$17,000	

FY 2020 New Program Enhancement (Modification)

Maintenance Worker II - Water and Sewer				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Works	Water and Sewer	Water/Sewer Fund	1	\$56,742
Justification and Description				
<p>With the increase in maintenance of the Town's water and sewer infrastructure, it is imperative to maintain proper staffing to ensure the division continues to service Town needs. The water and sewer maintenance staff consists of three maintenance personnel, two of which are within four years of retirement. It is crucial for the Water & Sewer division to develop and prepare employees who are capable to assume the roles that become available as key employees retire. Succession planning is a focused process for keeping talent in the pipeline, and is generally a 12- to 36-month process of preparation.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>This position will report to the Water and Sewer Supervisor with a focus on:</p> <ul style="list-style-type: none"> • developing employee knowledge, skills, abilities, and experience on the Town's infrastructure operation • assisting with the increasingly ongoing maintenance needs from State and County level infrastructure maintenance requirements 				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
1	Maintainance Worker II	\$31,200	\$25,542	\$56,742
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		

FY 2020 New Program Enhancement (Modification)

PARKING ENFORCEMENT OFFICER POSITION				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Safety	Parking	Municipal Parking	1	\$57,250
Justification and Description				
<p>The Surfside Police Department is seeking to increase the Parking Division staffing with one (1) Parking Enforcement Officer position to enhance parking enforcement initiatives in the business district and during staffing overlap time periods. The new position will focus on on-street and off-street parking violators and assist Police Department personnel with traffic control and pedestrian safety measures.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Without an additional Parking Enforcement Officer the ability to effectively and continuously address parking violators during high impact time frames and in the business district will be diminished.</p>				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
1	Parking Enforcement Officer	\$31,500	\$25,750	\$57,250
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		

**SUMMARY OF NEW CAPITAL OUTLAY REQUESTS
FY 2020**

Department/Division		Description of New Capital Expenditures	Type	Fund	Total Cost
GENERAL FUND					
Public Safety	6410	Hand Held Radios	CO	001	\$129,600
Parks & Recreation		Security camera system - Tennis Center	CO	001	\$15,500
Non-Departmental	6410	Community Digital Signs	CO	102	\$36,000
TOTAL GENERAL FUND					\$181,100
CAPITAL IMPROVEMENT FUND					
Public Works	6410	Downtown Surfside Sidewalk Beautification - Plans and Studies	CIP	001/301	\$50,000
Public Works/ Parks & Recreation	63TBD	Turnkey Solar Power System	GF/CIP	301	\$525,000
TOTAL CAPITAL IMPROVEMENT FUND					\$575,000
SPECIAL REVENUE FUNDS:					
TOURIST RESORT FUND					
Parks & Recreation - Community Center		Community Center fence and gate entrance replacement	CO	102	\$15,000
Parks & Recreation - Community Center		Security Camera System	CO	102	\$23,000
TOTAL POLICE FORFEITURE FUND					\$38,000
ENTERPRISE FUNDS:					
MUNICIPAL PARKING FUND					
Public Safety	6410	Hand Held Radios	CO	402	\$21,600
TOTAL MUNICIPAL PARKING FUND					\$21,600
SOLID WASTE FUND					
Solid Waste	6410	Rear Load Garbage Truck	CO	402	\$240,000
TOTAL SOLID WASTE FUND					\$261,600
INTERNAL SERVICE FUNDS:					
FLEET MANAGEMENT FUND					
Public Safety	6410	Police Vehicles	CO	501	\$252,000
Public Safety	6410	Parking Enforcement Vehicle	CO	501	\$39,000
Public Works	6410	ATV	CO	501	\$15,000
Building Services	6410	Building Services Vehicle	CO	501	\$32,500
TOTAL					\$338,500
TOTAL ALL FUNDS					\$1,154,200

Type Description

PM - Program Modification

CO - Capital Outlay

CIP - Capital Improvement Project

FY 2020 New Capital Outlay Request

Handheld Radios for Public Safety

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Public Safety		General	1	\$129,600

Justification and Description

Thirty -six (36) handheld radios (\$3,600 per radio) to support the operation, maintenance, and modernization of the Surfside PD radio system. The new model handheld radios will allow for the latest security protocols, address mandated technical standards, and achieve communications standards that enable effective and secure interoperability with local, county, and state communications systems. The primary objective of this purchase is to deploy secure, interoperable, and reliable radio communications equipment to Surfside PD personnel to ensure tactical law enforcement communications that directly supports the Department’s initiatives, and communications requirements during emergency and critical incidents. The implementation of all handheld radio components will be completed in conjunction with the Surfside Information Technology division. A one (1) year warranty is included in the estimated cost. The Surfside Police Department attempted to procure the radios during FY2019 but Miami-Dade County had not authorized the new model radios for their radio platform and were conducting functionality testing of these model radios. It is anticipated that the radios will be authorized during FY2020.

Alternative/Adverse Impacts if not funded:

The Police Department will continue to utilize outdated handheld radios that lack the functionality needed to efficiently communicate while on-duty possibly leading to officer safety concerns. The present handheld radios are several generations old.

Required Resources

Account Number	Title or Description of Request	Cost
001-3000-521-64-10	Machinery & Equipment	\$129,600

Other Recurring Operating Costs

Account Number	Description	Cost

FY 2020 New Capital Outlay Request				
New Security Camera System for Tennis Center				
Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Parks and Recreation			7	\$15,500
Justification and Description				
Installation of new security camera system to help ensure the safety of tennis center visitors. The facility operations include hours during which the tennis center is not overseen by staff.				
Alternative/Adverse Impacts if not funded:				
<ul style="list-style-type: none"> • The public tennis center does not currently have a security system. • Staff cannot monitoring activity at the facility when not present. 				
Required Resources				
Account Number	Title or Description of Request			Cost
102-8000-572-64-10	Capital Outlay			\$15,500
Other Recurring Operating Costs				
Account Number	Description			Cost

FY 2020 New Capital Outlay Request

Community Digital Signs

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Non Departmental		General		\$36,000

Justification and Description

Purchase and installation of two community digital notification signs; one facing north at the 94th Street Parking Lot on Harding Avenue and one facing south at Town Hall on Collins Avenue.

In order to enhance notifying the community of upcoming events and meetings, two digital signs will be installed. The 94th Street location will replace the wooden sign that banners are attached to.

Benefit/Alternative/Adverse Impacts if not funded:

This is a more effective and aesthetically beneficial replacement.

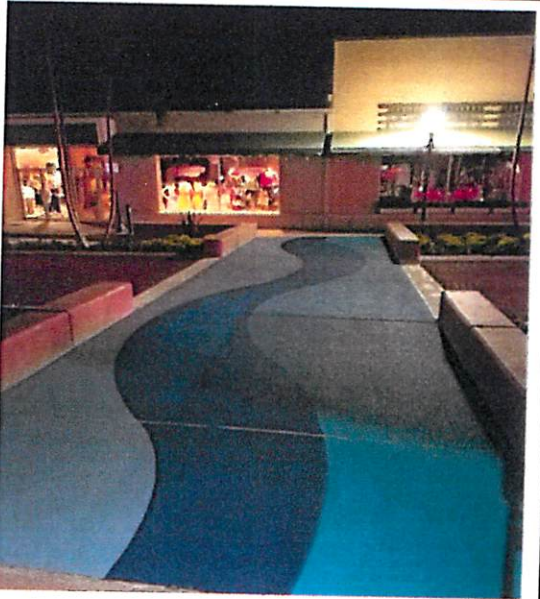
Required Resources

Account Number	Title or Description of Request	Cost
001-7900-590-64-10	Machinery & Equipment	\$36,000

Other Recurring Operating Costs

Account Number	Description	Cost

Capital Improvement Project

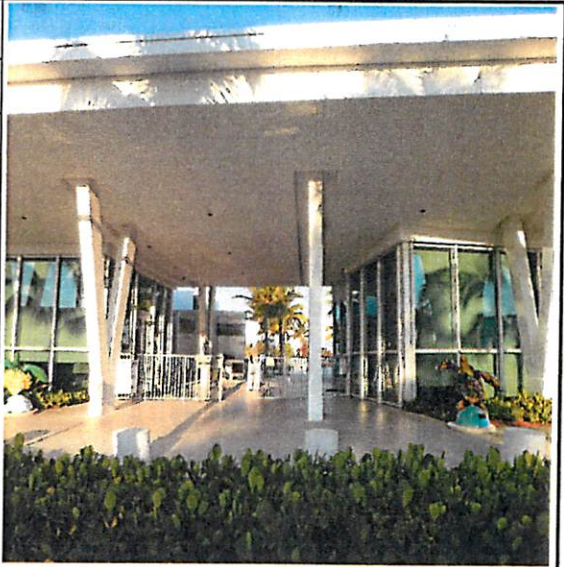
Project	Downtown Surfside Sidewalk Beautification	
Location	Downtown District	
Priority	1	
Department	Public Works Department	
Description/Justification		
<p>After multiple years of sidewalk staining, the friction course on the sidewalk surface has diminished. Sidewalk staining is not a feasible long term solution for sidewalk beautification in the Downtown Surfside District. The alternative option of applying an aesthetic overlay with epoxy, sand and sealant is proposed. The product is similar to existing paver pattern crosswalk but of different design to be selected and approved. The objective is to provide an aesthetically viable product with a textured surface to provide for pedestrian traction.</p>		

PROJECT COSTS	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Five Year Total	Prior Fiscal Years
Plans and Studies	50,000					\$50,000	
Land/Site						\$0	
Engineering/Architecture							
Construction		400,000				\$400,000	
Equipment						\$0	
Other						\$0	
TOTAL COST	\$50,000	\$400,000	\$0	\$0	\$0	\$450,000	\$0

FUNDING SOURCES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Five Year Total	
Municipal Transportation Fund	50,000	50,000				\$100,000	
General Fund		350,000				\$350,000	
						\$0	
TOTAL	\$50,000	\$400,000	\$0	\$0	\$0	\$450,000	

ANNUAL OPERATING IMPACT	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Five Year Total	
Personnel						\$0	
Operating						\$0	
Capital Outlay						\$0	
Other						\$0	
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	

Capital Improvement Project

Project	Turnkey Solar Power System	
Location	Community Center	
Priority	Moderate	
Department	Public Works	
Description/Justification		
Installation of a turnkey solar power system at the community center.		

PROJECT COSTS	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Five Year Total	Prior Fiscal Years
Plans and Studies	10,000					\$10,000	
Land/Site							
Engineering/Architecture	75,000					\$75,000	
Construction		525,000				\$525,000	
Equipment							
Other	15,000					\$15,000	
TOTAL COST	\$100,000	\$525,000	\$0	\$0	\$0	\$625,000	\$0

FUNDING SOURCES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Five Year Total	
Capital Project Fund - General Fund	100,000	525,000				\$625,000	
						\$0	
						\$0	
TOTAL	\$100,000	\$525,000	\$0	\$0	\$0	\$625,000	

ANNUAL OPERATING IMPACT	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Five Year Total	
Personnel						\$0	
Operating						\$0	
Capital Outlay						\$0	
Other						\$0	
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	

FY 2020 New Capital Outlay Request

Community Center Fence and Gate Entrance Replacement

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Parks and Recreation		Tourist Resort		\$15,000

Justification and Description

A new gate and fence to improve the operations, accessibility, and the aesthetics of the community center. The existing original gate and fence has been repaired numerous times over the past eight years of operation. The existing gate and fence have become an operations issue due to repairs occurring almost every month.

Benefit/Alternative/Adverse Impacts if not funded:

Benefit: Reduce annual maintenance and repairs costs

Required Resources

Account Number	Title or Description of Request	Cost
102-8000-572-64-10	Machinery & Equipment	\$15,000

Other Recurring Operating Costs

Account Number	Description	Cost

FY 2020 New Capital Outlay Request

New Security Camera System for Community Center

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Parks and Recreation	Community Center	Resort Tax	6	\$23,000

Justification and Description

Replacement and installation of new, updated security camera system for the Community Center and pool deck. The new system will help to ensure security and safety at the facility.

Alternative/Adverse Impacts if not funded:

Continue to:

- use the out dated system
- continue to have issues with the quality of images when reviewed

Required Resources

Account Number	Title or Description of Request	Cost
102-8000-572-64-10		\$23,000

Other Recurring Operating Costs

Account Number	Description	Cost

FY 2020 New Capital Outlay Request

Handheld Radios for Parking Enforcement Personnel

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Public Safety	Parking	Municipal Parking Fund	1	\$21,600

Justification and Description

Six (6) handheld radios (\$3,600 per radio) to support the operation, maintenance, and modernization of the Surfside PD radio system. The new model handheld radios will allow for the latest security protocols, address mandated technical standards, and achieve communications standards that enable effective and secure interoperability with local, county, and state communications systems. The primary objective of this purchase is to deploy secure, interoperable, and reliable radio communications equipment to Surfside PD personnel to ensure tactical law enforcement communications that directly supports the Department's initiatives, and communications requirements during emergency and critical incidents. The implementation of all handheld radio components will be completed in conjunction with the Surfside Information Technology division. A one (1) year warranty is included in the estimated cost.

The Surfside Police Department attempted to procure the radios during FY2019 but Miami-Dade County had not authorized the new model radios for their radio platform and were conducting functionality testing of these model radios. It is anticipated that the radios will be authorized during FY2020.

Alternative/Adverse Impacts if not funded:

The Police Department will continue to utilize outdated handheld radios that lack the functionality needed to efficiently communicate while on-duty possibly leading to officer safety concerns. The present handheld radios are several generations old.

Required Resources

Account Number	Title or Description of Request	Cost
402-9500-545-64-10	Machiner & Equipment	\$21,600
Other Recurring Operating Costs		
Account Number	Description	Cost
000-0000-0000-0000		

FY 2020 New Capital Outlay Request

Rear Load Garbage Truck

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Public Works Department	Solid Waste	Solid Waste	1	\$240,000

Justification and Description

Purchase of a rear load garbage truck to replace fleet vehicle No. 45 a 2005 truck that is the oldest vehicle in the Solid Waste division's refuse collection fleet, has required high recurring maintenance, and has exceeded it's life expectancy of years in service and miles. The replacement vehicle will be procured under a cooperative purchasing program such as the Florida Sheriffs Association. It is estimated that fleet vehicle No. 45 will be traded in for a credit towards the purchase of the new vehicle.

Alternative/Adverse Impacts if not funded:

Required Resources

Account Number	Title or Description of Request	Cost
403-4400-534-64-10	Machinery & Equipment	\$240,000

Other Recurring Operating Costs

Account Number	Description	Cost

FY 2020 New Capital Outlay Request

Police Vehicles

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Public Safety	Police	General (Fleet Mgmt. Fund)	1	\$252,000

Justification and Description

Six (6) police vehicles to replace aging public safety fleet vehicles and reduce maintenance costs. The vehicles to be replaced exceed eight model years and have excessive repair /maintenance costs associated with them. The vehicles will be procured under a municipal program in conjunction with the Florida Sheriff's Association and Florida Association of Counties. The cost to outfit, and install the necessary emergency equipment on the six (6) vehicles is approximately \$252,000.00 (\$42,000 per vehicle). The estimated cost includes an extended bumper-to-bumper warranty for five years or 75,000 miles.

The following vehicles have been identified for replacement:

<u>Vehicle Number</u>	<u>Year/Model</u>	<u>Odometer Reading (Miles)</u>
524	2012 Dodge Charger	122,000+
429	2012 Dodge Charger	115,000+
412	2012 Dodge Charger	107,000+
422	2012 Dodge Charger	105,000+
522	2012 Dodge Charger	92,000+
424	2012 Dodge Charger	91,000+

Alternative/Adverse Impacts if not funded:

The repair/maintenance costs for the current fleet will continue to rise and the older vehicles are not as fuel efficient. In addition, the older police fleet vehicles present safety and reliability concerns.

Required Resources

Account Number	Title or Description of Request	Cost
501-5000-539-64-10	Machinery & Equipment	\$240,000
501-5000-539-TBD	Vehicle Maintenance - Extended Service Plan	\$12,000

Other Recurring Operating Costs

Account Number	Description	Cost

FY 2020 New Capital Outlay Request

Parking Enforcement Vehicle

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Public Safety	Parking	Municipal Parking (Fleet Management)		\$39,000

Justification and Description

One (1) parking enforcement vehicle to replace a ten-year old vehicle. A hybrid vehicle will be procured under a cooperative purchasing program such as the Florida Sheriffs Association and the Florida Association of Counties state contract. The vehicle is utilized for:

- operational enforcement initiatives
- emergency operations during inclement weather, storms, flooding
- transport barricades, cones, and stop signs in support of police and parking enforcement initiatives

This is anticipated to replace the aging vehicle no. 283, 2008 Ford Ranger pick-up truck with an odometer reading of over 48,000 miles. The estimated cost includes the cost of the vehicle, outfitting and installing necessary emergency equipment, and an extended bumper-to-bumper warranty for five years or 100,000 miles, whichever comes first.

Alternative/Adverse Impacts if not funded:

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Required Resources

Account Number	Title or Description of Request	Cost
402-9500-545-6410	Machinery & Equipment	\$37,000
501-5000-539-4612	Vehicle Maintenance	\$2,000
Other Recurring Operating Costs		
Account Number	Description	Cost

FY 2020 New Capital Outlay Request

Work Utility Vehicle 4x4

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Public Works Department	Public Works	Fleet Maintenance	2	\$15,000

Justification and Description

Purchase of a work utility vehicle 4x4 for public works maintenance. The vehicle will assist maintenance staff to:

- maneuver throughout the Town's highly dense vehicular and pedestrian areas
- access to the beach easily for increased litter control
- minimize impact to traffic in Downtown Surfside and the parking lots during repair and maintenance work

Alternative/Adverse Impacts if not funded:

Required Resources

Account Number	Title or Description of Request	Cost
501-5000-539-64-10	Machinery & Equipment - Vehicles	\$15,000

Other Recurring Operating Costs

Account Number	Description	Cost

FY 2020 New Capital Outlay Request

Building Services Vehicle

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Building Services		Building	1	\$32,500

Justification and Description

A new hybrid vehicle for the Building Department. The Building Department is responsible for performing field inspections and monitoring construction projects for which building permits have been issued. Currently the Building Department has one vehicle for two full time employees to perform all daily operations and respond to all weather, fire and other on-call events.

Benefits or Alternative/Adverse Impacts if not funded:

The vehicle will allow more efficient performance of daily duties and a more effective response to other on-call events.

Required Resources

Account Number	Title or Description of Request	Cost
501-2500-524-64-10	Machinery & Equipment	\$32,500

Other Recurring Operating Costs

Account Number	Description	Cost