

# Town of Surfside Town Commission Budget Workshop AGENDA

June 2, 2015

5:00 p.m. - 7:00 p.m.

Town Hall Commission Chambers - 9293 Harding Ave, 2<sup>nd</sup> Floor Surfside, FL 33154

#### 1. Opening

- A. Call to Order
- B. Roll Call of Members
- C. Pledge of Allegiance
- 2. Discussion and Input of Upcoming FY 2015/2016 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 <a href="https://www.townofsurfsidefl.gov">www.townofsurfsidefl.gov</a>

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.



#### Town of Surfside

#### **MEMORANDUM**

To: Guillermo Olmedillo, Town Manager

**From:** Donald Nelson, Finance Director

**Date:** May 28, 2015

**Subject:** Budget Workshop – June 2, 2015

On Tuesday, June 2, 2015, the Town Commission will hold the first Budget Workshop for the 2015-16 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 2015-16 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 2015-16 Proposed Budget including:

- The 2015 Assessment Roll Estimate to be received on June 1, 2015 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
- Department program modifications of proposed substitutive changes in departmental operations and their respective costs
- The reimbursement of General Fund Reserves used to fund capital projects in 2014-15

The budget packages were delivered to Town Departments on March 18, 2015 and they have been received in order to formulate the proposed budget. The significant expenditure items currently being reviewed for the 2015-16 Proposed Budget include:

- Police salary adjustment based on Police collective bargaining of 2% cost of living
- Salary increases to annual employees for longevity and satisfactory performance
- Increase of the Town's annual retirement contribution
- Increase in employee group health insurance
- Increase in general liability, auto liability and property insurance
- Capital equipment and capital improvements
- Department program modifications

The attachment shows the 2015-16 Proposed Budget preparation calendar.



#### Town of Surfside 2015/2016 Budget TENTATIVE BUDGET PREPARATION CALENDAR

Distribution of Department Budget

Package to Department Directors

March 18 (Wednesday)

Submission of Department Budget Requests to Finance Department

April 6 (Friday)

Department Budget Meetings with the

Town Manager

April 20 - April 24

Miami Dade Property Appraiser 2015

Assessment Roll Estimate

June 1 (Monday)

**Budget Workshop** 

June 2 (Tuesday 5:00pm)

2015/2016 Proposed Budget Delivered

to the Town Commission

July 1 (Wednesday)

Miami-Dade Property Appraiser

Certified Taxable Value

July 1 (Wednesday)

Town Commission Budget Meeting and Preliminary Millage Rate Adoption at

Special Commission Meeting

July 14 (Tuesday 5:00pm)

First Public Hearing

September 8 (Tuesday 5:01pm)

Budget Summary and Notice of Hearing

Published

September 17 and September 18

Second Public Hearing

September 21 (Monday 5:01pm)

2015/2016 Fiscal Year Begins

October 1

Public Hearing dates of:

Miami-Dade County (September 3)

Miami Dade County School Board (July 29)

Public Hearing dates of:

Miami-Dade County (September 17)

Miami Dade County School Board (September 9)

### FY 1516 Program Modifications, Capital Outlay and Capital Improvement Projects

**General Fund** 

Department	Description		Fund	Amount
Legislative	Citizen Feedback & Engagement Platform	PM	001	\$6,000
Legislative	Citizen Academy	PM	001	\$6,000
Code Compliance	O/S Services to Administrative Aide Position & Computer/Workstation	PM	224	4
code compliance			001	\$19,970
Town Clerk	Records Management Plan & Implementation	PM	001	\$44,000
				, ,
Public Works	Gator HPX 4X4 Work Utility Vehicle (1)	co	001	\$10,000
Parks & Recreation	Unity Special Event with Bal Harbour and Bay Harbor	DA 4	004	440.000
Parks & Recreation	ATV for Beach Operations	PM CO	001 001	\$10,000 \$10,000
		CO	001	\$10,000
	Total - General Fund			\$105,970
	Capital Improvement Fund			
Finance - IT	ERP by Transfer from General Fund Reserves	со	001 / 301	\$100,000
			·	• • • • • • • • • • • • • • • • • • • •
	Special Revenue Funds			
Police Forfeiture Fund	Golf Cart	со	105	\$10,000
	Radar Speed Display Trailer	co	105	\$10,000
	Total - Police Forfeiture Fund			\$22,000
				<b>7-2,</b> 222
	Enterprise Funds			
Water & Sewer Fund	Standby/Emergency Pump  Total - Water & Sewer Fund	со	401	\$35,000
	Total - Water & Sewer rung			\$35,000
Municipal Parking Fund	Vehicle Ford F150	CO	402	\$16,000
	Visual Message Board	CO	402	\$11,000
	Security Cameras - Abbott Parking Lot	СО	402	\$20,000
	Total - Municipal Parking Fund			\$47,000
Solid Waste Fund	25 Cubic Yard Mack Truck with Grapple Hook - Finance 5 Years	co	403	\$160,000
	Two & Three Cubic Yard Dumpsters	CO	403	\$50,000
	Total - Solid Waste Fund			\$210,000
	Capital Improvement Fund - Outer Years			
Public Works	Surfside Seawall Replacement Project Phase II - Construction	со	FY 16/17	\$422,250
Parks & Recreation	96th Street Park Renovations - balance	CO	FY 16/17	\$215,425
Parks & Recreation	Hawthorne Tot-Lot Design Fees	CO	FY 16/17	\$50,000
	Total - Capital Projects Fund - transfers from General Fund			\$687,675

Department l	Name	Division Name	Funding Source	Department Priority	Total Requested
Legislativ	е		General Fund	1	\$6,000
		Justification and	Description		
following on the C		efits or Alternative/Adve			al agreemen
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				Fringe Benefits	Cost
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			Funding	Department	Total
Department Na	me	Division Name	Source	Priority	Requested
Legislative			General Fund	1	\$6,000
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		10/10/10/11/09			
		Administrat	ive Aide		
Depar	tment Name	Division Name	Funding Source	Department Priority	Total Requested
E	xecutive	Code Compliance	General	1	1
		Justification and	l Description		
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	Net Request Am				\$17,970
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		Other Recurring Op			<del></del>
Account Nu	ımber	De	escription		Cost
·		One Time (	Costs		
Account Nu			escription		Cost
001-2000-5	24-6410	Computer & Workstation			\$2,000

	DL	Title/Pos			
Departi	nent Name	lic Records Management  Division Name	Funding Source	Department Priority	Total Requested
Tow	vn Clerk	Town Clerk	General Fund	1	\$44,00
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	Deli	efits or Alternative/Adve	rse impact if not	Tunaea	·
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### FY 15/16 Capital Outlay Request

Gator HPX 4X4 Wo	ork Utility Vehi	cle	· · · · · ·
Division Name	Funding Source	Department Priority	Total Requested
Public Works	General Fund	1 1	\$10,000
	Division Name	Funding Division Name Source	Division Name Source Priority

#### **Justification and Description**

Purchase of a Gator HPX 4x4 work utility vehicle that will be used to monitor, pick-up trash at the beach, and repair posts & ropes. This utility vehicle will help Public Works with projects throughout Town where access by truck is difficult and limited. This will facilitate both ease of access and staff efficiency. This will replace an old pick-up truck which will be eliminated from the Public Works fleet.

#### Benefits or Alternative/Adverse Impact if not funded

The benefits of this utility vehicle includes the reduction in fuel consumption and cost; ease of access to the beach area and work efficiency for Public Works staff. If this is not funded, one of the pick-up trucks will need to be replaced due to high mileage and vehicle age.

#### **Required Resources**

Account Number	Description	Cost
001-5000-539-6410	Machinery & Equipment	\$10,000

Department Na	me	Division Name	Funding Source	Department Priority	Total Requested
Parks and Recrea	ation		General Fund	1	\$10,000
		Justification and	Description		
event would be a be special event would This event would no	ach or to help to o t be run	ride a joint venture special own park event to include create a community wide to a holiday and would be ed by each participating m	music ,rides, gam bond between the e sometime in the	es and food. Pr surrounding mu	roviding a join inicipalities.
		efits or Alternative/Adve			
working partnership	with the	nicipalities on a grand sca se municipalities. Over th surrounding municipalities rocess.  Required Res	e past few years to work together	here has been a	growing
		New Perso		<del></del>	<u></u>
Number of Positions		Title	Salary	Fringe Benefits	Cost
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		Other Recurring Op	erating Costs		
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Account Number			scription		Cost
Account Number		One Time (	scription		Cost

### FY 15/16 New Capital Outlay Request

### **ATV for Beach Operations/Lifeguard Operations**

Department name	Division Name	Funding Source	Dept. Priority	Fiscal Impact
Parks and Recreation		General Fund	1	\$10,000

#### **Justification and Description**

The Parks and Recreation existing ATV that is used for the beach operations is in constant need of repairs and is unreliable. Major repairs have been completed to keep the vehicle in service. During this time repairs are needed the beach is without the use of the ATV. Without the ATV the beach lifesaving services are limited and total beach patrols are not available. The use of a new ATV will improve the day to day reliability of the beach supervision. Staff will have a reliable ATV to use in case of emergency responses. The request is for a 4 wheel drive ATV to be use for day to day beach operations. The purchasing of a new ATV will provide the beach with reliable beach patrol and assistance in lifesaving operations.

#### Alternative/Adverse Impacts if not funded:

Staff can continue to use the existing ATV and preform costly repairs when needed. At some point the existing ATV will be beyond repair and the beach will be left with out the operations of an ATV. If not funded the beach operations will continue to be without a reliable 4 wheel drive beach emergency response vehicle.

	Required Resources	
Line Item	Title or Description of Request	Cost
001-6000-572-6410	ATV Beach Patrol Vehicle	\$10,000

<u> </u>		Golf	Cart		
Departm	ent Name	Division Name	Funding Source	Department Priority	Total Requested
Public	Safety	Police	Forfeiture Fund	1	\$10,000
		Justification and	d Description		
Police Depar been very su	tments have a ccessful accor	the business district, and dded golf carts to their fle ding to the police chiefs. ffective crime deterrent.	et over the past fer The golf cart is higl	w years and the	program has
	Ben	efits or Alternative/Adve	erse Impact if not	funded	
important too	will be register		nd has the capabilit nd vistiors from the	y to patrol the be	each. It is an ents that will
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## FY 15/16 Capital Outlay Request

			Funding	Department	Total
Department Na	me	Division Name	Source	Priority	Requested
Public Safety	,	Police	Forfeiture Fund	2	\$12,00
		Justification an	d Description		
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## FY 15/16 Capital Outlay Request

Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Works	Water/Sewer	Water/Sewer Fund	1	\$35,00
	Justification and	d Description		
	Benefits or Alternative/Adve	oreo Impact if not	fundad	
	Delicities of Afternative Auve	ise impact il not		
	chance of over working the o	ne pump left. If the	one operating i	nump fails, th

## FY 15/16 Capital Outlay Request

	Parking \	/ehicle		
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Safety	Parking	Municipal Parking Fund	1	\$16,000
	Justification and	Description		
Sheriff's Association and Fl can be utilized during inclei				
barricades, cones, and stop to purchase, outfit and insta includes an extended warra	o signs to street closures, t all the necessary equipmen anty.	raffic crashes, and nt and graphics is S	l community events 16,000. The ar	ents. The cost
barricades, cones, and stop to purchase, outfit and insta includes an extended warra Ber	o signs to street closures, to all the necessary equipment anty.  A control of the control of th	raffic crashes, and and graphics is s	l community events 16,000. The are	ents. The cost
barricades, cones, and stop to purchase, outfit and insta includes an extended warra	o signs to street closures, to all the necessary equipment anty.  nefits or Alternative/Advertise current 2008 parking versions.	raffic crashes, and and graphics is some second and graphics is some second and a second a second and a second a second and a second a second and a second a second and a second a second and a second a	funded	ents. The cost
barricades, cones, and stop to purchase, outfit and insta includes an extended warra  Ber The repair/maintenance for breaks down. In addition, d	o signs to street closures, to all the necessary equipment anty.  nefits or Alternative/Advertise current 2008 parking versions.	raffic crashes, and and graphics is some selection of the	funded	ents. The cost
barricades, cones, and stop to purchase, outfit and insta includes an extended warra  Ber The repair/maintenance for breaks down. In addition, d	o signs to street closures, to all the necessary equipment anty.  The street closures, to all the necessary equipment anty.  The street and str	raffic crashes, and and graphics is some selection of the	funded effective and it is resents safety a	ents. The cost

### FY 15/16 Capital Outlay Request

Visual Message Sign				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Safety	Police/Parking	Municipal Parking Fund	1	\$11,000

The Department is requesting to purchase one Visual Message Sign to replace the current one which is over ten years old and not cost effective to repair. The VMS is used daily to notify drivers of traffic and parking alerts, community events, and crime trends. The sign is mobile and records speed.

#### Benefits or Alternative/Adverse Impact if not funded

This item is necessary to notify drivers of our ongoing traffic, parking and public safety concerns as well as our many community events.

402-9500-545-6410 Visual Message Sign	\$11,000

### FY 15/16 Capital Outlay Request

Camera System				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
D. I. I. O. ( )	D. II. (D. 11)	Municipal		
Public Safety	Police/Parking	Parking Fund	1	\$20,00

#### **Justification and Description**

The Department is requesting to purchase and install a new six camera system in the Abbott municipal parking lot. The camera system is not only a crime deterrent but one of the best investigative tools to solve crimes. Last year, thefts of cell phones were occurring in the 96 Street Park and when a camera was installed, the thefts stopped.

#### Benefits or Alternative/Adverse Impact if not funded

This item is to address a public safety concern for the residents, business persons, and visitors who parked in our growing business district.

Required Resources		
Account Number	Title or Description of Request	Cost
402-9500-545-6410	Camera System	\$20,000

### FY 15/16 Capital Outlay Request

25	Cubic	Yard	Truck	with	Grapp	ole	Hook	

Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Works	Solid Waste	Solid Waste	1	\$160,000

#### **Justification and Description**

Purchase of a 25 cubic yard Mack truck with a grapple hook to pick-up vegetation and bulk waste. Currently, staff manually picks up vegetation and bulk by hand and stuffs it into the rear loader. This isn't efficient and rear loader trucks are not built to accept that type of debris.

#### Benefits or Alternative/Adverse Impact if not funded

The benefits if funded will allow for staff to be efficient and effective in picking up trash. In addition the life of the rear loaders will be extended. The adverse impact if not funded will be that staff will continue to pick-up these items by hand and there will be added wear and tear on the rear loaders.

Account Number	Title or Description of Request	Cost
403-4000-534-6410	Machinery & Equipment	\$160,000

### FY 15/16 Capital Outlay Request

Two and Three Cubic Yard Dumpsters				••• •
Department Name	Division Name	Funding Source	Department Priority	Total Requeste
Public Works	Solid Waste	Solid Waste	1	\$50,00

#### **Justification and Description**

The approval of the restructure of the solid waste commerical rates will allow solid waste to purchase 2 and 3 cubic yard containers to replace the current metal containers. This program will establish the Town as the owner of the containers eliminating commercial customers from purchasing them.

#### Benefits or Alternative/Adverse Impact if not funded

With the Town owning these containers we will be able to keep them clean, sanitized and in working order. If not funded, commericial customers will continue to purchase the metal containers.

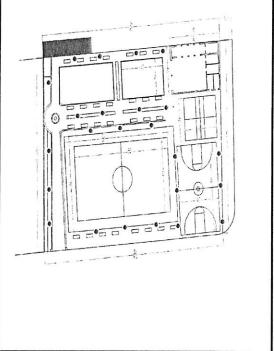
Account Number	Title or Description of Request	Cost
403-4000-534-5290	Miscellaneous Operating Supplies	\$50,000

#### **Capital Improvement Project**

Project	96th Street Park Renovation	
Location	96th Street Park	
Priority	1	
Department	Parks and Recreation	

#### Description/Justification

The 96th Street Park has not had any major renovations in over 25 years. With the changing demographics and the age of the exisiting equipment the park has been listed as the second priority in the Five Year Parks and Recreation Capital Plan . Renovating and bringing up to date the park as a whole will accommodate the vast recreational needs of the community and town residents. This will also give the Parks and Recreation Department the opportunity to expand programing and recreational activities of the community in a quality facility. The balance of Developer Contributions for the Parks & Recreational Captial Improvement Plan is \$459,575. The requested amount of \$675,000 in the Parks & Recreations Five Year Capital Plan is needed for this renovation. This would require additional funding of \$125,000 to meet that need.



PROJECT COSTS	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Five Year Total	Prior Fiscal Years
Plans and Studies						\$0	
Land/Site						\$0	
Engineering/Architecture		\$75,000					
Construction/Park							
Equipment		\$600,000				\$600,000	
Other						\$0	
TOTAL COST	\$0	\$675,000	\$0	\$0	\$0	\$600,000	\$0

FUNDING SOURCES	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Five Year Total	Prior Fiscal Years
Developer Contributions						\$0	\$459,575
General Fund Transfer		\$215,425			1	\$215,425	
						\$0	
TOTAL	\$0	\$215,425	\$0	\$0	\$0	\$215,425	\$459,575

ANNUAL OPERATING IMPACT	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Five Year Total	
Personnel						\$0	
Operating						\$0	
Capital Outlay						\$0	
Other						\$0	
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	

### **Capital Improvement Project**

Project	Design fees for renovation of Hawthrone Tot-Lot	
Location	Hawthrone Tot-Lot	
Priority	2	
Department	Parks and Recreation	
Description/Justificati	on	Insert Project Photo or Rendering
the Hawthorne Tot-Lot. the Parks and Recreation	begin the design concept for the renovation of The renovation was listed as item number 4 on on Five Year Capital Plan. Funds will be or the cost of the renovation to include ment replacement.	

PROJECT COSTS	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Five Year Total	Prior Fiscal Years
Plans and Studies		\$50,000				\$50,000	
Land/Site						\$0	
Engineering/Architecture					<del></del>		
Construction						\$0	
Equipment			\$225,000			\$225,000	
Other						\$0	
TOTAL COST	\$0	\$50,000	\$225,000	\$0	\$0	\$275,000	\$0

FUNDING SOURCES	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Five Year Total	
General Fund Transfer		50,000				\$50,000	
						\$0	
						\$0	
TOTAL	\$0	\$50,000	\$0	\$0	\$0	\$50,000	,

ANNUAL OPERATING IMPACT	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Five Year Total	
Personnel						\$0	
Operating						\$0	
Capital Outlay						\$0	
Other						\$0	
TOTAL	\$0	\$0	\$0	\$0	\$0		