



**Town of Surfside
Town Commission Budget Workshop**

AGENDA

June 12, 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 18-19 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 2019 DISCUSSION ITEMS

Millage

Program Modifications and Capital Expenditure Requests

Other Discussion Items

- Homeless Trust contribution
- Enhancements to Dog Park
- Light up municipal buildings
- Litter
- Undergrounding
- Beach maintenance
- Internal service fund for vehicle maintenance and replacement
- Resort Tax budget presentation changes

SUMMARY OF NEW PROGRAM MODIFICATIONS

FY 2019

Department/Division	Description of Program Modifications	Type	Fund	Total Cost
GENERAL FUND				
Town Attorney	Non-Contract Professional Services and Special Projects/ Excluded Services	PM	001	\$125,000
Planning & Zoning	10-year Water Supply Plan Update	PM	001	\$15,000
Planning & Zoning	Florida Green Building Coalition Certification	PM	001	\$26,350
Planning & Zoning	Impact Fee Study	PM	001	\$50,000
Finance	Accountant Position	PM	001	\$78,000
Finance/ IT	Cloud E-mail Services	PM	001	\$23,760
Finance/ IT	Backup Software Upgrade and Cloud-Based Backup Services	PM	001	\$15,500
Public Safety	Hurricane / Critical Incident Items and Equipment	PM	001	\$30,000
Public Safety	Ruth K. Broad K-8 School Overtime Detail	PM	001	\$17,000
Public Works	Bigbelly Program Phase II - WIFI Enabled	PM	001	\$350,000
Parks & Recreation	Tennis Court Resurfacing	PM	001	\$12,000
TEDACS	Enhanced Public Information Representative Retainer	PM	001	\$51,540
TOTAL	GENERAL FUND			\$794,150
BUILDING FUND				
Building Services	Assistant Building Official	PM	150	\$123,000
TOTAL	BUILDING FUND			\$123,000
ENTERPRISE FUNDS:				
WATER AND SEWER FUND				
Public Works / Water & Sewer	Alternative Rate Structure Sensitivity Study	PM	401	\$33,750
Public Works / Water & Sewer	Sewer & Stormwater Pump Maintenance	PM	401	\$25,000
TOTAL	WATER AND SEWER FUND			\$58,750
STORMWATER FUND				
Public Works / Stormwater	Alternative Rate Structure Sensitivity Study	PM	404	\$11,250
Public Works / Stormwater	Sewer & Stormwater Pump Maintenance	PM	404	\$25,000
TOTAL	STORMWATER FUND			\$36,250
TOTAL ALL FUNDS				\$1,012,150

**SUMMARY OF NEW CAPITAL EXPENDITURE REQUESTS
FY 2019**

Department/Division	Description of New Capital Expenditures	Type	Fund	Total Cost
GENERAL FUND				
Finance / IT	IT Infrastructure Upgrades	CO	001/ 301	\$85,000
Finance	Network Switch Upgrades	CO	001/ 301	\$10,000
Public Safety	Police Vehicles	CO	001	\$228,000
Public Safety	Police Handheld Radios	CO	001	\$129,600
Public Works	Town Hall Generator	CO	001/ 301	\$125,000
Parks & Recreation	P&R Administrative Replacement Vehicle	CO	001	\$28,000
TOTAL	GENERAL FUND			\$605,600
CAPITAL IMPROVEMENT FUND				
Public Works	Westside Street End Improvements	CIP	301	\$200,000
Parks & Recreation	96th Street Park	CIP	001/ 301	\$700,000
TOTAL	CAPITAL IMPROVEMENT FUND			\$900,000
SPECIAL REVENUE FUNDS: POLICE FORFEITURE FUND				
Public Safety	Police Mobile Laptops	CO	105	\$133,509
Public Safety	Handheld Radios	CO	105	\$21,600
TOTAL	POLICE FORFEITURE FUND			\$155,109
TOTAL ALL FUNDS				\$1,660,709

Type Description

PM - Program Modification

CO - Capital Outlay

CIP - Capital Improvement Project

FY 2019 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				\$125,000
Justification and Description				
<ul style="list-style-type: none"> • Non-contract additional professional services - \$25,000 • Special Projects or Excluded Legal Services - \$100,000 				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description	Cost		
001-1500-514-3110	Professional Services	\$125,000		
One Time Costs				
Account Number	Description	Cost		

FY 2019 New Program Enhancement (Modification)

10 Year Water Supply Plan Update				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Executive	Planning	General	1	\$15,000
Justification and Description				
<p>The Town is required to update its 10 Year Water Supply plan. This includes identifying any sources of an alternative water supply and analyzing data from its supplier.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>The Town will not be in compliance with Florida State Statute.</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		
001-2000-512-3110	Professional Services	\$15,000		

FY 2019 New Program Enhancement (Modification)

Florida Green Building Coalition Certification				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Executive	Planning	General	2	\$26,350
Justification and Description				
<p>Obtain a Florida Green Building Coalition Certification for the Town. This initiative was identified in the Mayor's Town Commission memorandum dated December 1, 2017 titled "Additional Sustainability Initiatives" and endorsed by both the Planning & Zoning Board and the Sustainability Sub-Committee. The FGBC Green Local Government Standard designates Green Cities and Green Counties for outstanding environmental stewardship. It is expected that certified green city and county governments will not only gain recognition and publicity, but also function in a more efficient manner through better internal communication, cost reductions, and effective risk and asset management.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Following the green designation standard will likely lead to reduced government utility use, reduced waste and reduced expenditures on toxic cleansers and pest controls.</p>				
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		
001-2000-512-3110	Florida Green Building Coalition Certification	\$26,350		

FY 2019 New Program Enhancement (Modification)

Impact Fee Study				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Executive	Planning	General	2	\$50,000
Justification and Description				
<p>Impact fees are one-time charges levied on new development designed to cover the portion of capital costs of infrastructure required to support the additional demand created by new growth. The purpose of an impact fee is to assist in funding capital improvement projects and equipment for the related facility/service categories such as roads, polices services and parks and recreation. To establish an impact fee, a study demonstrating that the fees are proportionate in amount to the need created by new development is required. This request is for financial consulting services to perform an impact fee study to determine the appropriate level of impact fees that the Town could charge.</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	
001-2000-512-3110	Impact Fee Study		\$50,000	

FY 2019 New Program Enhancement (Modification)

Accountant				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Finance		General	1	\$78,000
Justification and Description				
<p>A Senior Accountant position will meet the increased demands on the finance department. The position will provide the additional resources needed to address issuing timely financial statements and additional closings during the year. Changes and improvements to town-wide procurement activities, as well as assistance during conversion of the Town's ERP, will require additional professional services in the department.</p>				
Benefits or Alternative/Adverse Impact if not funded				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
1	Accountant	\$57,000	\$21,000	\$78,000
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		

FY 2019 New Program Enhancement (Modification)

Cloud E-mail Services				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Finance	Information Technology	General Fund	2	\$23,760
Justification and Description				
<p>The IT Department recommends that the Town transition to Exchange Online with Microsoft GovCloud for their e-mail services. Moving the Town's e-mail to the cloud provides for better reliability, security, and disaster recovery. Using a cloud-based e-mail service allows for the Town to continue operating with no interruptions during a disaster recovery scenario, ensuring that Town communications can remain operational without depending on Town hardware and building resources. The projected costs for FY 2019 include the up-front annual cost (\$11,760) for the mailbox hosting/storage, and a one-time migration cost (estimated \$12,000) to move the Town's mailboxes into Microsoft Exchange Online.</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	
001-2100-516-4601	IT Services Contracts		\$11,760	
One Time Costs				
Account Number	Description		Cost	
001-2100-516-4601	IT Services Contracts		\$23,760	

FY 2019 New Program Enhancement (Modification)

Backup Software Upgrade and Cloud-Based Backup Services				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Finance	Information Technology	General	2	\$15,500
Justification and Description				
<p>Replacement of the Town's aging tape backup system with cloud-based backups through a service provider. In order to facilitate this change, the IT division recommends that the Town switch to backup and replication software, with built-in cloud backup capability that can be leveraged by third-party service providers. The software upgrade is a one-time cost with a recurring annual maintenance cost. The cloud-based backups through a service provider will be a recurring annual operating cost. The costs may increase over time as the size and retention period for backups grows. The change will also result in an estimated \$250/month savings in current transportation costs to pick up and deliver tapes.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>The Town will continue to use an older tape technology, which is more likely to fail, and requires much longer backup and restore times.</p>				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description	Cost		
001-2100-516-4603	IT - Equipment (Backup software)	\$3,500		
001-2100-516-4601	IT Service Contracts (Cloud-based backup services)	\$12,000		
One Time Costs				
Account Number	Description	Cost		
001-2100-516-4601	IT Service Contracts (Annual software renewal)	\$800		
001-2100-516-4601	IT Service Contracts (Annual cloud-based backup services)	\$12,000		

FY 2019 New Program Enhancement (Modification)

Hurricane / Critical Incident Items and Equipment				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Safety	Police	General	1	\$30,000
Justification and Description				
<p>Surfside Police Department Command Staff recommend the procurement of hurricane/emergency items to ensure operational effectiveness/readiness during hurricane season, and during critical incident or mass casualty events. These needed items were identified and documented in the Surfside PD Hurricane Irma After Action Report which was the result of a comprehensive process involving police personnel, Town administration, Town officials, and the citizenry. It was noted in the report that "preparedness is essential for effective incident and emergency management and involves engaging in a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action to achieve and maintain readiness to respond to emergencies". The items identified for procurement include a self-contained HVAC unit for the Communications Center, industrial fans, cots, portable lighting, portable stop signs, food preparation equipment, vehicle/tire maintenance items, and upgraded 2-way non-police frequency radios.</p> <p>The cost to purchase, outfit, and install the necessary hurricane/emergency Incident equipment is approximately \$30,000. The estimated cost includes an extended warranty for two years on the self-contained HVAC unit.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>The Surfside Police Department's and the Town's ability to ensure operational effectiveness / readiness in the event of a hurricane event or a critical incident event will be diminished if these items are not procured.</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		
001-3000-521-6410	Equipment - Communications Unit- HVAC unit	\$5,500		
001-3000-521-6410	Equipment- Upgraded two-way radios (non-police frequenc	\$8,400		
001-3000-521-5290	Fans for Town Hall and Police Department	\$2,000		
001-3000-521-5290	Cots	\$3,500		
001-3000-521-5290	Portable lighting/flood lighting	\$3,000		
001-3000-521-5290	Portable stop signs	\$5,750		
001-3000-521-5290	Food preparation equipment	\$750		
001-3000-521-4612	Vehicle/tire maintenance items	\$1,100		
Total				\$30,000

FY 2019 New Program Enhancement (Modification)

Ruth K. Broad K-8 School Overtime Detail				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Executive	Planning	General	2	\$17,000
Justification and Description				
<p>In response to the horrific shooting at the Marjory Stoneman Douglas High School, the Florida Legislature produced, in the 2018 Legislative Session, the Marjory Stoneman Douglas High School Safety Act, Senate Bill SB 7026. The legislation represents a comprehensive approach to addressing school safety and includes a requirement to assign one or more safe-school officers at each school facility in the state beginning at the start of the new school year. The Miami-Dade Schools Police has requested assistance from local police agencies to assist in staffing some schools until proper staffing levels are achieved to fulfill the new mandate. Ruth K. Broad K-8 Center is one of the schools that will be staffed by the local agency, Bay Harbor Islands Police. Bay Harbor Islands Police has requested Surfside Police staff the school with one officer, one day per week during regular school hours for the upcoming school year beginning in August of 2018. This position will require one overtime officer each day the assignment is filled in order to maintain proper staffing levels and not have a negative impact on Surfside Police Department regular duties / calls for service. One overtime officer position for one day each week of the regular school year is estimated to cost \$17,000.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>If not funded, the Surfside Police Department regular staffing will be reduced upon one officer being assigned to Ruth K. Broad K-8 security.</p>				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
Other Recurring Operating Costs				
Account Number	Description		Cost	
001-3000-521-1410	Overtime		\$17,000	
One Time Costs				
Account Number	Description		Cost	

FY 2019 New Program Enhancement (Modification)

Bigbelly Program Phase II				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Works		General		\$350,000
Justification and Description				
<p>Installation of 13 WIFI enabled Bigbelly double compacting stations to alleviate trash and provide hotspot coverage in the business district and beachends. Bigbelly is a turnkey smart city solution which delivers a solar powered smart waste and recycling platform. The additional WIFI compacting stations will expand the Town's Bigbelly fleet, and the existing Bigbelly stations will be relocated to street ends and public parks.</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		
001-5000-539-4403	Equipment Leasing - Annual (5 years \$215,000)	\$43,000		
001-7900-590-4110	Telecommunications (5 years \$120,000 estimated)	\$24,000		
One Time Costs				
Account Number	Description	Cost		
001-5000-539-4603	Equipment Maintenance	\$15,000		

FY 2019 New Program Enhancement (Modification)

Tennis Court Resurfacing				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Parks & Recreation		General Fund	2	\$12,000
Justification and Description				
<p>The Tennis Center court renovations were completed in January 2014. Court resurfacing is recommended every four to six years in order to maintain the courts and prolong the productive lifespan of the three existing tennis courts. This resurfacing schedule would fall in the fifth year.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Exposure to salt air, harsh sun and normal wear and tear affect the tennis courts' condition. Planned resurfacing maintains and prolongs the courts' lifespan.</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		
001-6000-572-4611	Miscellaneous Maintenance	\$12,000		

FY 2019 New Program Enhancement (Modification)

Enhanced Public Information Representative (PIR) Retainer												
Department Name	Division Name	Funding Source	Department Priority	Total Requested								
TEDACS		General	2	\$51,540								
Justification and Description												
<p>Pinzur Communications (Pinzur) has operated as the Town's Public Information Representative since October 1, 2017. Pinzur's agreement is up for renewal in September 2018 and this provides the Town an opportunity to identify services and related costs for a better the overall communications program beginning in fiscal year 2019. An enhanced, more comprehensive PIR program will include:</p> <ul style="list-style-type: none"> • addressing the content of Channel 93; • coordinating and improving the content of the Gazette; • working with staff on customer services responses. <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 70%;">Estimated total PIR services</td> <td style="text-align: right;">\$90,020</td> </tr> <tr> <td>Less: Existing Public Information Representative services</td> <td style="text-align: right;">-</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$38,480</td> </tr> <tr> <td>FY 2019 enhancement/modification request</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$51,540</td> </tr> </table>					Estimated total PIR services	\$90,020	Less: Existing Public Information Representative services	-		\$38,480	FY 2019 enhancement/modification request	\$51,540
Estimated total PIR services	\$90,020											
Less: Existing Public Information Representative services	-											
	\$38,480											
FY 2019 enhancement/modification request	\$51,540											
Benefits or Alternative/Adverse Impact if not funded												
<p>The first year of PIR services has facilitated a better way to communicate with the residents of Surfside. Without a more comprehensive approach and more involvement from a PIR, the Town will continue to be more reactive than proactive.</p>												
Required Resources												
New Personnel												
Number of Positions	Title	Salary	Fringe Benefits	Cost								
Other Recurring Operating Costs												
Account Number	Description	Cost										
001-6600-552-3410	Other Contractual Services	\$51,540										
One Time Costs												
Account Number	Description	Cost										

FY 2019 New Program Enhancement (Modification)

Assistant Building Official				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Building Services		Building	1	\$123,000
Justification and Description				
<p>The Assistant Building Official position is required due to the increased volume of work from new commercial developments, residential construction and remodeling, and the greater level of service to the community that requires higher demands on existing staff to provide the full range of building services.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Support would allow the Building Services Department to meet present volume of work and the expected level of service.</p>				
Required Resources				
New Personnel				
Number of Positions	Title	Salary	Fringe Benefits	Cost
1	Assistant Building Official	\$95,000	\$28,000	\$123,000
Other Recurring Operating Costs				
Account Number	Description	Cost		
One Time Costs				
Account Number	Description	Cost		

FY 2019 New Program Enhancement (Modification)

Alternative Rate Structure Sensitivity Study				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Finance/ Public Works		Water & Sewer/ Stormwater	1	\$45,000
Justification and Description				
<p>A sensitivity study to review the user rates and charges and develop potential alternative rate structures which will still meet the Town's revenue needs. The following key objectives to be addressed are:</p> <ul style="list-style-type: none"> • Provide for Water, Sewer, and Stormwater utility revenue sufficiency • Develop an estimate of cost of service to provide water, sewer and stormwater services • Evaluate the impact of alternative rate structures • Design of practical Water, Sewer, and Stormwater rates that balance diverse needs including customer affordability, conservation, and financial viability 				
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		
401-1500-514-3110	Professional Services	\$33,750		
404-5500-538-3110	Professional Services	\$11,250		

FY 2019 New Program Enhancement (Modification)

Sewer & Stormwater Pump Maintenance				
Department Name	Division Name	Funding Source	Department Priority	Total Requested
Public Works		Water & Sewer/ Stormwater	1	\$50,000
Justification and Description				
<p>The Town's existing sewer (4) and stormwater (5) pumps are located in proximity to salt water and the pumps' moving parts and metal are exposed to a corrosive environment. Routine maintenance is performed on a scheduled basis to extend their useful life and maintain operations. When pump components wear out or break down, emergency repairs are necessary. Readily available funding to allow for timely repairs to keep the pumps operational throughout the year is needed.</p>				
Benefits or Alternative/Adverse Impact if not funded				
<p>Additional funding will allow the Town to make timely pump repairs as the pumps are vital to the Town's daily 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		
401-9900-536-4603	Equipment Maintenance	\$25,000		
404-5500-538-4603	Equipment Maintenance	\$25,000		

FY 2019 New Capital Outlay Request

IT Infrastructure Upgrades

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Finance	Information Technology	General Fund/ Capital Projects Fund	1	\$85,000

Justification and Description

The Town's current virtual server infrastructure was purchased in 2013 and is currently running low on storage space. The environment currently houses a domain controller, e-mail server, fileshare, and the parks and recreation application server. Due to the age of the hardware and the limited expansion capability of the current system, the IT Department recommends replacing it with a new hardware solution consisting of multiple hosts and a storage array for redundancy and clustering capability. The additional processing power and storage will allow for expansion of the current servers and the introduction of any newly required servers. This proposed server environment will also require upgraded network switches to support 10Gig ethernet capability for the servers. The IT Department also recommends that the Town upgrade the existing backup environment to support local deduplicated disk backups for quick restores, and continue using tape backups for long term archival purposes. All equipment would be purchased with 3 or 5 year warranty periods, requiring no additional recurring costs. The equipment can be financed monthly over three or five years.

Alternative/Adverse Impacts if not funded:

The Town's current hardware will eventually run out of storage space, which will limit expansion for the current servers and future server needs. The hardware and software will also reach end-of-life, making it difficult to get warranty coverage and updates.

Required Resources

Account Number	Title or Description of Request	Cost
301-4400-516-6410	IT Equipment	\$85,000
Other Recurring Operating Costs		
Account Number	Description	Cost

FY 2019 New Capital Outlay Request

Network Switch Upgrades

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Finance	Information Technology	General Fund/ CapitalProjects Fund	1	\$10,000

Justification and Description

The IT Department recommends that the Town replace and upgrade the existing network access switches used for Town Hall computers and devices. Replacing the existing switches will provide more management, additional ports, and expanded Power-over-Ethernet capability for use with the Town's IP phone system. This is necessary as part of the IT Infrastructure Upgrades (if approved).

Alternative/Adverse Impacts if not funded:

The Town's current switches are mixed vendor, with minimal management capability, and will remain out of warranty with limited availability for replacement.

Required Resources

Account Number	Title or Description of Request	Cost
301-4400-516-6410	Equipment Purchase	\$10,000

Other Recurring Operating Costs

Account Number	Description	Cost

FY 2019 New Capital Outlay Request

Police Vehicles

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Public Safety	Police	General	1	\$228,000

Justification and Description

The Surfside Police Department is seeking to purchase six (6) police vehicles to enable the department to replace its aging fleet and reduce incurred maintenance costs. The vehicles to be replaced are at or exceed approximately 100,000 miles and/or are over six model years old.

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 \$228,000 (\$38,000 per vehicle). The estimated cost includes an extended bumper-to-bumper warranty for five years or 75,000 miles, whichever comes first. The vehicles to be replaced and their related milage as of April 13, 2018 are:

- 2007 Ford Crown Victoria (97,704 miles);
- 2007 Ford Crown Victoria (104,800 miles);
- 2008 Ford Crown Victoria (90,739 miles);
- 2012 Dodge Charger (128,358 miles)
- Two additional vehicles to be determined.

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, older police fleet vehicles present safety and reliability concerns.

Required Resources

Account Number	Title or Description of Request	Cost
001-3000-521-6410	Vehicles	\$228,000
Other Recurring Operating Costs		
Account Number	Description	Cost

FY 2019 New Capital Outlay Request

Police Handheld Radios

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

Justification and Description

Purchase thirty-six (36) handheld police radios 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 and directly supports communications requirements during emergency and critical incidents. A one year warranty is included.

Alternative/Adverse Impacts if not funded:

The present handheld radios are several generations old. 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.

Required Resources

Account Number	Title or Description of Request	Cost
001-3000-521-6410	Equipment	\$129,600

Other Recurring Operating Costs

Account Number	Description	Cost

FY 2019 New Capital Outlay Request

Town Hall Generator

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Public Works		General	1	\$125,000

Justification and Description

New Town Hall generator. The Town Hall onsite generator approximately 35 years old. Although the generator is in working condition, it is not equipped to run both the lights and the chiller system during both emergency and non-emergency events. A second generator will provide the operation of both lighting and the chiller system during storm, emergency, and non-emergency events. It will also serve as a backup should the existing generator fail.

Alternative/Adverse Impacts if not funded:

Town Hall serves as an Emergency Operations Center and emergency operations staff is housed at Town Hall during storm events and other emergencies. A generator that allows the operation of both lighting and the chiller system is crucial to operations during these incidents.

Required Resources

Account Number	Title or Description of Request	Cost
001-5000-539-6410	Equipment	\$125,000

Other Recurring Operating Costs

Account Number	Description	Cost

FY 2019 New Capital Outlay Request

Parks and Recreation Administrative Replacement Vehicle

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Parks and Recreation		General	1	\$28,000

Justification and Description

Replacement of the Parks and Recreation Department's hybrid vehicle. The vehicle to be replaced is a 2008 Toyota Prius that is ten years old. The vehicle has significant rust damage from exposure to the corrosive salt air. The vehicle is in need of major repairs, the hybrid battery has an expected life span of 10-15 year, and a replacement battery would cost more then the estimated value of the existing vehicle. This vehicle serves as the main Parks and Recreation transportation to service events, programs, and the day to day operations of the facility and beach.

Alternative/Adverse Impacts if not funded:

Continue to repair the existing vehicle. The possibly of not being able to transport electronic equipment for special events when need .

Required Resources

Account Number	Title or Description of Request	Cost
001-6000-572-6410	Equipment - Vehicle	\$28,000

Other Recurring Operating Costs

Account Number	Description	Cost

Capital Improvement Project

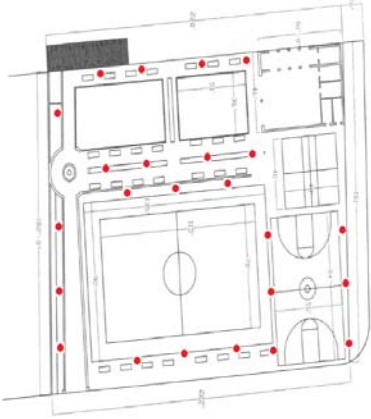
Project	Westside Street End Beautification
Location	Westside Street Ends
Priority	
Department	Public Works
Description/Justification	
Upgrade and improvements to the westside street ends for the visual and passive utilization of these town assets. Initial investment of \$50,000 in FY2018 as part of a plan to include subsequent improvements in FY 2019 and FY 2020 at \$200,000 per year. Remove pavement wherever possible, add pavers, furniture, trees and lighting.	

PROJECT COSTS	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total	Prior Fiscal Years
Plans and Studies						\$0	
Land/Site						\$0	
Engineering/Architecture							
Construction	50,000	200,000	200,000			\$450,000	
Equipment						\$0	
Other						\$0	
TOTAL COST	\$50,000	\$200,000	\$200,000	\$0	\$0	\$450,000	\$0

FUNDING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total	
General Fund	50,000	200,000	200,000			\$450,000	
						\$0	
						\$0	
TOTAL	\$50,000	\$200,000	\$200,000	\$0	\$0	\$450,000	

ANNUAL OPERATING IMPACT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total	
Personnel						\$0	
Operating						\$0	
Capital Outlay						\$0	
Other						\$0	
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	

Capital Improvement Project

Project	96th Street Park Renovation	
Location	96th Street Park	
Priority		
Department	Parks and Recreation	
Description/Justification		
<p>The 96th Street Park has not undergone major renovations in over 25 years. The Parks and Recreation Committee considered the town's changing demographics and the age of the existing equipment and identified renovating the park as the second priority in the 5 Year Parks and Recreation Capital plan. Renovating and updating the park as a whole will address an element of the recreational needs of town residents. The Parks and Recreation Department will then have the opportunity to expand programming and recreational activities at this quality facility.</p>		

PROJECT COSTS	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total	Prior Fiscal Years
Plans and Studies						\$0	
Land/Site						\$0	
Engineering/Architecture	75,000					\$75,000	
Construction		600,000				\$600,000	
Equipment		100,000				\$100,000	
Other						\$0	
TOTAL COST	\$75,000	\$700,000	\$0	\$0	\$0	\$775,000	\$0

FUNDING SOURCES	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total	
CIP-FB (Developer Contributions)	75,000	242,000				\$317,000	
General Fund		458,000				\$458,000	
						\$0	
TOTAL	\$75,000	\$700,000	\$0	\$0	\$0	\$775,000	

ANNUAL OPERATING IMPACT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total	
Personnel						\$0	
Operating						\$0	
Capital Outlay						\$0	
Other						\$0	
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	

FY 2019 New Capital Outlay Request

Police Mobile Laptops

Department	Division	Funding Source	Dept. Priority	Fiscal Impact
Public Safety	Police	Forfeiture	1	\$133,509

Justification and Description

Thirty-seven (37) fully-integrated mobile laptop computers to replace the current aging laptops which are over five years old and unable to meet the continuing needs of the police department. The laptops will be integrated with the police department Computer Aided Dispatch System, Records Management System, and provide for:

- police report writing
- mobile field reporting
- traffic crash reporting
- crime case management tracking/ criminal
- property and evidence tracking
- connectivity to local, county, state, and national law enforcement systems and
- connectivity to databases, and internet based police websites

The lease includes a full three (3) year warranty during the 36 month lease program.

Annual cost - 3 years \$44,503

Total fiscal outlay over three year lease \$133,509

Alternative/Adverse Impacts if not funded:

The Police Department will continue to utilize outdated laptops that lack the functionality needed to efficiently manage, track, and complete required reporting of calls for service, criminal case management, crime analysis, Uniform Crime Reports, Arrest Reports, Traffic Crash Reports, and associated crime reporting statistics.

Required Resources

Account Number	Title or Description of Request	Cost
105-3300-521-4405	Equipment Lease - Annual	\$44,503

Other Recurring Operating Costs

Account Number	Description	Cost

FY 2019 New Capital Outlay Request

Handheld Radios

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

Justification and Description

The purchase six (6) handheld radios (\$3,600 each) to support the operation, maintenance, and modernization of the Surfside Police Department 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, and directly supports communications requirements during emergency and critical incidents. A one year warranty is included.

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
402-9500-545-6410	Equipment	\$21,600

Other Recurring Operating Costs

Account Number	Description	Cost
000-0000-0000-0000		