



TOWN COUNCIL AGENDA SPECIAL MEETING “Preliminary Budget Workshop”

FRIDAY
JUNE 23, 2023 – 10:00 A.M.

TOWN COUNCIL CHAMBERS
4300 S. ATLANTIC AVENUE, PONCE INLET, FL

SUNSHINE LAW NOTICE FOR BOARD MEMBERS – Notice is hereby provided that one or more members of the Town’s various boards may attend and speak at this meeting.

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Discussion – Capital Improvements and Level-of-Service Enhancements.
5. Adjournment.

Persons who require an accommodation in order to attend this meeting should contact the Ponce Inlet Town Hall at 236-2150 at least 3 business days prior to the meeting in order to request such assistance.

A complete copy of the materials for this agenda is available at Town Hall.



MEMORANDUM
Office of the Public Safety Director

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Town Council
From: Michael E. Disher, AICP, Town Manager
Date: June 16, 2023
Subject: Discussion FY 23-24 Capital Improvements and Level-of-Service Enhancements

MEETING DATE: June 23, 2023

The purpose of this preliminary budget workshop is to discuss the priorities of the Town Council in terms of significant (\$25,000+) purchases, projects, and levels of service for the next fiscal year. Purchases can be thought of as tangible equipment, such new generators or vehicles. Projects involve construction, such as the S. Peninsula sidewalk expansion. Services can include maintenance activities like storm pipe cleaning or professional services for new studies and plans. Enhancements to the levels of service currently provided by the Town can include new purchases, projects, and personnel.

This workshop does **not** include a discussion of proposed millage rate, proposed operational expenses, funding allocations, or other detailed budget information. The preliminary budget and tentative millage rate are dependent on revenue estimates and other information that will not be available until the beginning of July. The Town’s preliminary budget will be presented for discussion at the second budget workshop on July 18, 2023. The Town Council will establish a tentative millage rate at its regular meeting on July 20, 2023.

At its March 2, 2023 meeting, the Essential Services Advisory Board reviewed proposals from the Fire, Police, and Public Works Departments for FY 23-24 and FY 24-25. These proposals were then ranked in terms of budgetary priority (**Attachment 1**). The background reports reviewed by the ESAB are also included.

With this memo is the complete list of purchases, projects, and services from all departments (except Legislative) for FY 23-24 (**Attachment 2**). All items on this were either prioritized by the ESAB, tied to a Council goal, or were part of the Town’s appropriation requests to the Florida Legislature this year. **Attachment 3** is a five-year look at future equipment and service needs, showing the replacement and maintenance cycles over time, as well as the design and construction of certain projects. Finally, Attachment 4 includes new positions that would be needed to enhance the levels of service above that currently provided by the Town.

Additional information will be provided to the Council between now and the workshop date, including estimated increases to current expenses. All of the information will be presented together on the day of the workshop.

Attachments

1. March 2023 ESAB Priority List
2. FY 23-24 Capital Purchases, Projects, and Services
3. Five-Year CIP
4. FY 23-24 New Personnel Requests

Priority List Recommended by Essential Services Advisory Board, March 2023

For FY 22-23 (mid-year) and FY 23-24

Priority	Request	Dept.	Fiscal Year	Cost	Comment
1	Phase 2 storm pipe cleaning	PW	23-24	\$60,000	
2	Retention pond excavation	PW	23-24	\$130,000	
3	2 new patrol officers	PD	23-24	\$161,918	Needed for functional back-up capacity
4	2 replacement patrol vehicles	PD	23-24	\$111,000	
5	1 Water system personnel	PW	22-23 (mid-year)	\$30,000	
6	2 nd set of fire-fighting gear	FD	23-24	\$52,000	
7	Stormwater utility fee study and implementation	PW	23-24	\$60,000	
8	Replacement dump truck	PW	23-24	\$75,000	22 years old, not functioning to capacity.
9	1 Water system personnel	PW	23-24	\$60,000	
10	3 new fire fighters with facility modification and start-up costs	FD	23-24 (mid-year)	\$208,736	Need per accreditation study. New staff to be hired mid-year, at \$138,736 total (with paramedic incentive). Town is applying for grant. Subject to impact bargaining.
11	Residential street revitalization (Year 1)	PW	23-24	\$70,400	
12	Public Works Facility modification, survey and design	PW	23-24	\$30,000	

TOTAL COST: \$1,049,054

Requests that can be deferred to FY 24-25

Priority	Request	Dept.	Fiscal Year	Cost	Comment
1	Replacement cascade system	FD	24-25	\$60,000	Town has applied for grant.
2	Public Works Facility modification, construction	PW	24-25	\$150,000	
3	Replacement deputy fire chief vehicle	FD	24-25	\$50,000	
4	Vacant lot mowing contract	PW	24-25	\$60,000	

TOTAL COST: \$320,000

Town of Ponce Inlet

FY 23-24 CAPITAL IMPROVEMENTS PROGRAM - Projects and Services

\$25,000+

	= Tangible Projects/Purchases
	= Professional Services
	= Maintenance/Services

ATTACHMENT 2

PROJECT	Council Goal	Grant Priority	ESAB Priority	FUNDING SOURCE	F/Y		COMMENT
					23	24	
Administration							
Salary Survey	✓				\$60,000		As recommended by the last salary survey in 2016
Fire Suppression (file room), New Clerk's office	✓			GF	\$30,000		Has already been deferred 1 year
Cultural Services							
Museum boardwalk replace decking and rails	✓			Museum	\$40,000		Approx 60% replacement
Davies Park irrigation	✓			Water	\$25,000		
Fire							
Accreditation Self Assessment Manual	✓				\$36,000		Needed for department accreditation
Replacement generator		2		GF	\$70,000		50% appropriation grant was included in state budget on 5-2-23 but vetoed by the Gov. on 6-15-23. Current generator is 20 years old.
2 nd set of fire-fighting gear			6		\$52,000		Intended to reduce exposure to possible carcinogens
Interior station modifications to house 3 new fire fighters reqd. for Accreditation	✓		10	GF	\$70,000		Dependent upon grant approval of 3 new firefighters mid-year
Information Technology							
Planning & Development							
CRS consultants and maps	✓				\$46,500		Required for compliance with new CRS manual
Adaptation Action Plan	✓			Grant	\$50,000		Grant for reimbursement has been awarded (unofficially) through Resilient FL program
S. Peninsula sidewalk project	✓				\$150,000		The Town's 15% share, to be paid to Volusia County for project design = \$1,100,000. Town has \$968,574 already. Approx \$365k to be borrowed temporarily and replaced next FY thru FEMA reimbursement
Police							

PROJECT	Council Goal	Grant Priority	ESAB Priority	FUNDING SOURCE	F/Y		COMMENT
					23	24	
2 replacement patrol vehicles			4	GF		--	To be leased, if possible. \$121,000 if purchased.
Portable message boards		5				\$36,000	Appropriation grant was included in state budget on 5-2-23 but vetoed by the Gov. on 6-15-23
Public Works / Water							
Storm pipe cleaning - north half of Town (Phase 2)	✓		1	GF		\$60,000	Half of Town every 5 years
Retention pond excavation			2	GF		\$60,000	Removing muck from existing ponds
Stormwater utility fee study and implementation	✓		7			\$60,000	
Replace 2002 F-350 dump truck			8	GF		--	To be leased. \$75,000 if purchased.
Storm drain backflow devices and river outfall addition		1				\$125,000	50% appropriation grant was included in state budget on 5-2-23 but vetoed by the Gov. on 6-15-23.
New generator for Community Center		4		Grant		\$20,000	Appropriation grant approved by the Gov. on 6-15-23
				GF		\$35,000	
Replacement generator for Public Works		3		GF		\$27,500	\$20k appropriation grant was included in state budget on 5-2-23 but vetoed by the Gov. on 6-15-23.
				Water		\$27,500	
Public Works parking lot expansion (design and const.)			12	GF		\$60,000	
				Water		\$60,000	
TOTAL						\$1,200,500	

Town of Ponce Inlet

FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM - Projects and Services: 2023-2027

\$25,000+

	= Tangible Projects/Purchases
	= Professional Services
	= Maintenance/Services

PROJECT	Council Goal	Grant Priority	ESAB Priority	FUNDING SOURCE	F/Y 23-24	F/Y 24-25	F/Y 25-26	F/Y 26-27	F/Y 27-28	TOTAL	COMMENT
Administration											
Salary Survey	✓				\$60,000					\$60,000	As recommended by the last salary survey in 2016
Fire Suppression (file room) New Clerk's office	✓			GF	\$30,000					\$30,000	Has already been deferred 1 year
Administration customer service areas remodel	✓			GF		\$33,000				\$33,000	
Cultural Services											
Museum boardwalk replace decking and rails	✓			Museum	\$40,000					\$40,000	Approx 60% replacement
	✓			Water	\$25,000					\$25,000	
Fire											
Davies Park irrigation											
Accreditation Self Assessment Manual	✓				\$36,000					\$36,000	Needed for department accreditation
Replacement generator		2		GF	\$70,000					\$70,000	50% appropriation grant was included in state budget on 5-2-23 but vetoed by the Gov. on 6-15-23. Current generator is 20 years old.
2 nd set of fire-fighting gear			6		\$52,000					\$52,000	Intended to reduce exposure to possible carcinogens
Interior station modifications to house 3 new fire fighters reqd. for Accreditation	✓		10	GF	\$70,000					\$70,000	Dependent upon grant approval of 3 new firefighters mid-year
New Fire station design (Professional services)		7		Grant		\$200,000				\$250,000	Applied for but did not receive legislative appropriation in FY 22-23. Will try again next FY. Will also need to include new community center.
				GF		\$50,000					
Replacement SCBA Harness and Bottles (cascade system)			13	Grant		\$60,000				\$60,000	AFG Grant application in progress. Next replacement in FY 33-34 - \$150,000
New Power Lift Stretcher						\$30,000				\$30,000	
Replace 2013 deputy fire chief vehicle			15			\$50,000				\$50,000	Lease
Replace 2017 fire chief vehicle						\$50,000				\$50,000	Lease
Replace 2009 ambulance						\$100,000				\$100,000	Rremount only
Replacement Mechanical Compression Devices (2)							\$50,000			\$50,000	Should be purchased together, not split into separate years
Replacement Stretcher w/ Power Load							\$50,000			\$50,000	
Replace 2009 fire engine							\$500,000			\$500,000	Lease
Replacement Radio Communication								\$85,000		\$85,000	
Replace 2021 ambulance								\$300,000		\$300,000	Lease
Replacement Extrication Equipment										\$0	FY 28-29 - \$35,000
Information Technology											
Planning & Development											
CRS consultants and maps	✓				\$46,500					\$46,500	Required for compliance with new CRS manual
Adaptation Action Plan	✓			Grant	\$50,000					\$50,000	Grant for reimbursement has been awarded (unofficially) through Resilient FL program
S. Peninsula sidewalk project	✓				\$150,000					\$150,000	The Town's 15% share, to be paid to Volusia County for project design = \$1,100,000. Town has \$968,574 already. Approx \$365k to be borrowed temporarily and replaced next FY thru FEMA reimbursement
Small SUV (Planning)						\$32,000				\$32,000	Lease

PROJECT	Council Goal	Grant Priority	ESAB Priority	FUNDING SOURCE	F/Y	F/Y	F/Y	F/Y	F/Y	TOTAL	COMMENT
					23-24	24-25	25-26	26-27	27-28		
Police											
2 replacement patrol vehicles			4	GF	\$121,000					\$121,000	Lease
Portable message boards		5			\$36,000					\$36,000	Applied for but did not receive legislative appropriation this FY
SUV Patrol vehicle with equipment						\$56,000				\$56,000	Lease
Patrol vessel with equipment				GF		\$40,000				\$80,000	Grant has been awarded, but match payment will be deferred, as presented to Council at Feb. 2023 meeting
				Grant		\$40,000					
SUV Patrol vehicle with equipment							\$60,000			\$60,000	Lease
2 SUV Patrol vehicles with equipment								\$124,000		\$124,000	Lease
SUV Patrol vehicle with equipment									\$64,000	\$64,000	Lease
Renewal of 5-year contract for Tasers and body cameras									\$25,000	\$25,000	Annual cost, starting FY 27-28
Public Works / Water											
Storm pipe cleaning - north half of Town (Phase 2)	✓		1	GF	\$60,000					\$60,000	Half of Town every 5 years
Storm pipe cleaning - south half of Town	✓			GF					60,000	\$60,000	Completed FY 22/23 - repeat every 5 years, starting FY 27-28
Retention pond excavation			2	GF	\$60,000					\$60,000	Removing muck from existing ponds
Stormwater utility fee study and implementation	✓		7		\$60,000					\$60,000	
Replace 2002 F-350 dump truck			8	GF	\$75,000					\$75,000	Lease
Storm drain backflow devices and river outfall addition		1			\$125,000					\$125,000	50% appropriation grant was included in state budget on 5-2-23 but vetoed by the Gov. on 6-15-23.
New generator for Community Center		4		Grant	\$20,000					\$55,000	Appropriation grant approved by the Gov. on 6-15-23
				GF	\$35,000						
Replacement generator for Public Works		3		GF	\$27,500					\$55,000	\$20k appropriation grant was included in state budget on 5-2-23 but vetoed by the Gov. on 6-15-23.
				Water	\$27,500						
Public Works parking lot expansion (design and const.)			12	GF	\$60,000					\$120,000	
				Water	\$60,000						
Residential street revitalization (operations/regular maintenance)	✓		11			\$100,000	\$100,000	\$100,000	\$100,000	\$400,000	First 4 years of a 10-year cycle, deferred to start in '24-25.
Public Works Bldg. conversion of office to locker room and office addition (design and const.)			12	GF		\$40,000				\$80,000	
				Water		\$40,000					
Vacant lot mowing contract (operations/regular maintenance)			16			\$60,000	\$60,000	\$60,000	\$60,000	\$240,000	ESAB recommended deferring until FY 24-25
Replace Caterpillar backhoe						\$125,000				\$125,000	
Replace 2014 F-150 truck						\$45,000				\$45,000	Lease
Replace 2016 F-250 Truck							\$55,000			\$55,000	Lease
Replace 2019 F-250 Truck								\$55,000		\$55,000	Lease
Replace 2020 F-250 Truck									\$55,000	\$55,000	Lease
Septic-to-Sewer Project Phase 1	✓										Cost estimate = \$5,261,065. Currently unfunded. Staff is researching opportunities for grants, cost participation, and loans
Septic-to-Sewer Project Phase 2	✓										Cost estimate = \$4,300,990. Currently unfunded. Staff is researching opportunities for grants, cost participation, and loans
TOTAL					\$1,396,500	\$1,151,000	\$875,000	\$339,000	\$749,000	\$4,510,500	

Town of Ponce Inlet

FY 23-24 New Personnel

PROJECT	Council Goal	Grant Priority	ESAB Priority	FUNDING SOURCE	F/Y	COMMENT
					23-24	
Administration						
Budget Analyst						
Salary and Benefits				GF (50%)	\$45,147	Coordinates the preparation of the Town's Annual Budget; Annual budget forecasting which projects revenues and expenses; Budgetary support services; Assists in TRIM compliance procedures; Conducts annual surveys regarding proposed and final mileage rates, water rates, and garbage fees.
				WF (50%)	\$45,147	
				Total	\$90,294	
Fire						
(3) Firefighter - EMT						
Salary and Benefits			✓	GF	\$140,694	Total estimated cost of three firefighters - employed 1/2 year (April) \$46,898 each
				Total	\$140,694	
Police						
(2) Police Officers						
Salary and Benefits			✓	GF	\$164,400	Total estimated cost of two police officers - employed full-year \$82,200 each
				Total	\$164,400	
Public Works / Water						
(2) Maintenance Technicians						
Salary and Benefits			✓	GF (50%)	\$54,190	Total estimated cost of two maintenance technicians - employed full year.
				Water (50%)	\$54,190	
				Total	\$108,380	
TOTAL					\$503,768	