



## Town of Surfside

### BUDGET ADVISORY COMMITTEE MEETING AGENDA

January 19, 2021 – 3:00 p.m.

1. **Call to Order/Roll Call**
2. **Agenda and Order of Business**
3. **Approval of Minutes: September 9, 2020 Budget Advisory Committee Meeting**
4. **2021 Budget Advisory Committee Meeting Dates**
5. **Budget Savings Presentation – Assistant Town Manager Jason Greene**
6. **Public Works Staffing/Project Discussion – Assistant Town Manager Jason Greene**
7. **Code Fine/Liens – Chair Sheryl Goldberg**
8. **Code Revenues – Chair Sheryl Goldberg**
9. **Business Tax, Parking/Traffic Citation Revenue – Chair Sheryl Golberg**
10. **Parks and Recreation – Committee Member Diana Gonzalez**
11. **Public Comments - (3-minute time limit per speaker)**
12. **Adjournment**

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.

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](http://www.townofsurfsidefl.gov).

TWO OR MORE MEMBERS OF TOWN COMMISSION OR OTHER TOWN BOARDS MAY ATTEND AND PARTICIPATE AT 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**

### **BUDGET ADVISORY COMMITTEE MEETING MINUTES**

**September 9, 2020 – 3:00 p.m.**

#### **1. Call to Order/Roll Call**

Chair Goldberg called the meeting to order at 3:00 p.m.

Present: Chair Sheryl Goldberg, Committee Member Andrew Craven, and Committee Member Diana Gonzalez.

Absent: Vice Chair Robert Cummings and Committee Member Lauren Bardos

Also present were Interim Town Manager Jason Greene

#### **2. Agenda and Order of Business**

#### **3. Approval of Minutes: August 20, 2020 Budget Advisory Committee Meeting**

A motion was made by Committee Member Craven to approve the August 20, 2020 Budget Committee Meeting Minutes, seconded by Committee Member Gonzalez. The motion carried with a 3-0 vote with Vice Chair Cummings and Committee Member Bardos absent.

#### **4. Parks and Recreation – Vice Chair Robert Cummings**

The item was deferred to the next meeting due to Vice Chair Cummings being absent from the meeting.

#### **5. Code Compliance/Beach Patrol Part-Time Addition – Interim Town Manager Jason Greene**

Interim Town Manager Greene gave an update on the item and stated that the changes from the July Budget Workshop will be presented at the First Budget Hearing. This item which is a part time code compliance position was requested to be added. He provided the Committee an overview of the history of the budget regarding this position. He provided the issues presented on the beach along with future code compliance issues that will be presented in the future and they were requested to bring back that part time position of code enforcement to be funded by the Tourist Fund.

Committee Member Craven asked if this part time code enforcement position is able to fine those that are in violation of the code including abandoning yards, trash cans, parking on their front yards, etc. and he would like to have someone out there to stop and fine those violators.

Interim Town Manager Greene addressed the question from Committee Member Craven and stated that yes, that individual will be able to perform those duties.

A motion was made by Committee Member Craven to proceed with the recommendation to the Town Commission for an additional code compliance beach chair position, seconded by Chair Goldberg. The motion carried with a 3-0 vote with Vice Chair Cummings and Committee Member Bardos absent.

## **6. Parking Department Revenues and Expenditures – Chair Sheryl Goldberg**

Chair Goldberg introduced the item and asked Interim Town Manager Greene how many parking spaces the Town has and how many parking passes they hand out. She asked if the cost is \$85.00.

Code Compliance Supervisor Joseph stated they have 640 spaces and they issued 120 permits during COVID and 140 before COVID.

Interim Town Manager Greene stated the Abbott Lot is \$91 and the 96 Street is \$75.00.

Chair Goldberg commented on the revenues received during COVID and the average is \$4,000 a week and if they are averaging \$4,000 a week (\$192,000 a year) how do they come up with a revenue of \$1.2 million.

Interim Town Manager Greene stated it is a total revenue referring to the meters and not only citations. He stated that pertaining to the meters they received \$1.3 million in 2019 and there will be a decrease in 2021 to \$1.15 million in revenues for the Parking Department and could be found on page 98 of the proposed draft budget. He stated that as of July of this year, the Parking Department has brought in revenues of \$1 million and it will be more by the end of the fiscal year in September. He stated that the lots are being used and it has been slowly picking up and those are the same projections for next year.

Chair Goldberg just needed clarification on the funding and revenues. She asked if any adjustments have been done to the schedule.

Joseph stated that they have adjusted their schedule since curfew and no one is in Town after curfew and adjustments will be made according to County Orders.

Chair Goldberg asked regarding the landscaping cost.

Interim Town Manager Greene stated that those costs regarding landscaping will be addressed with the change in the contract.

## **7. Finance Department – Chair Sheryl Goldberg**

Chair Goldberg introduced the item and stated that based on the budget from 2019 to current, the administrative cost has gone up 57%.

Interim Town Manager Greene stated it is because the Town did not have a Finance Director, it was part time contractor.

Chair Goldberg asked if the cost for the contractor is no longer on the budget and being paid.

Interim Town Manager Greene stated that cost is no longer existence. He addressed the work entailed with the Finance Department and additional work and responsibilities that the Finance Department is handling now. They added a position to take over the utility billings, payroll and other responsibilities including purchasing.

Chair Goldberg asked regarding the professional services for the IT Department.

Interim Town Manager Greene stated that it is not only IT staff but also the IT Penetration System and is related to the services of the IT Department.

## **8. Review of Budget Savings – Committee Member Diana Gonzalez**

Committee Member Gonzalez introduced the item and stated that there was a recommendation of a 10% cut to the departments.

Interim Town Manager Greene stated that was the Mayor's request back in June and stated that there was a 10% cut.

Committee Member Gonzalez stated that the Town Commission requested a 10% cut and that what she currently has seen it has been only a 3% cut and if they are still looking at cutting the budget by 10%.

Interim Town Manager Greene stated that it was discussed from the general fund perspective and the general fund was around \$16 million last year and in the July workshop there was a \$1 million cut and the Commission did not request additional

cut. He stated that on Tuesday's First Budget Hearing there is an additional \$213,000 budget cut which is an additional 21% cut from originally what was proposed.

Chair Goldberg asked if the \$1 million cut was an actual cut or a transfer to another budget.

Interim Town Manager Greene stated there was an actual cut and only some IT operating expenses were moved to the Tourist Fund.

Chair Goldberg asked if they cut or transferred some of that \$1 million dollar we really haven't saved or cut any money.

Interim Town Manager Greene stated that the vast majority was direct cuts and gave clarification to the Committee on the amount that were actual cuts in the budget were 8.4%.

The Committee has requested to have the actual amounts of the cuts to be sent to them once the Town Commission has received them.

Interim Town Manager Greene stated that once the First Budget Hearing Agenda is sent to the Commission he will forward to the Committee.

Interim Town Manager Greene went through the actual cuts and the following are being made:

- Code Compliance Clerk position will be eliminated which will be a saving from the Parking and General Fund.
- Proposed Procurement Coordinator will go from a Full Time to a Part Time Position that will be a \$40,000 savings.
- Health Insurance Reduction – The Commission reconfirmed and approved the employee's insurance benefit. They budgeted an increase in the event it was increased but they were able to renegotiate a 0% increase and that was a savings. (\$90,000 savings by not having any increase)
- Town Manager to renegotiate communication – reduction from the Pinzur contract that savings which will be split with the Tourist Fund.

Interim Town Manager Greene spoke regarding the other line items in the budget that are being proposed.

Chair Goldberg asked if that includes the transportation bus requested.

Interim Town Manager Greene stated yes that they are getting an RFQ in conjunction with the other neighboring islands.

Interim Town Manager Greene stated that the shuttle is shut down due to COVID but it will be restarted in the near future.

Committee Member Gonzalez asked regarding the minibus she has seen passing by Harding and how they are working because she did not see it before. She asked if there is a way to assist the elderly in using the bus.

Interim Town Manager Greene stated that those buses are Miami Beach buses lent to Miami Dade County in order to extend their capacity in some of the bus lines.

#### **9. Vehicle Allowance/Take Home Cars - Committee Member Diana Gonzalez**

Committee Member Gonzalez introduced the item. She stated that came about in one of the meetings and was not aware of the employees taking vehicles home as part of their contract. She is bringing it up because it was mentioned again. She stated that some of the ones that are taking home vehicles have salaries of over \$100,000 a year. She stated how this benefit came about when they already have other benefits and high salaries. She stated she does not want to expose by name the residents and would like to make another intent of additional savings which could help with other budget items like the high-water bills. She stated that there are 16 employees taking home vehicles as an additional benefit.

Interim Town Manager Greene stated that all the police department officers have take home vehicles as per their union contract. He stated that the directors have allowances and only a few have a take home vehicle. He stated it is standard employment benefit package that governments do offer; it is \$350 a month. In other government agencies they offer \$650 a month as vehicle allowance. He said that the vehicle allowance can be cut if the Commission requests for it to be cut. He stated that \$3.4 million dollars are being added to the reserves and thankfully the Town is not in the position of having to cut the budget. The vehicle allowance attracts talent to an agency and makes one competitive. He stated that he would not be at the point to say that everyone in the departments that receive an allowance know they are putting away the amount they are putting away into the reserve. He also stated that there are positions like the public works director that comes into the office when there is an emergency. He also explained that if you add it to their salary it will be costly due it being pensionable.

Chair Goldberg asked regarding the Code position that is being cut and if that individual had a take home vehicle.

Interim Town Manager Greene stated that was a clerk position that did not have a take home vehicle.

Chair Goldberg stated that the Code Department will no longer have a director for that department since it is going to the Police Department.

Committee Member Gonzalez asked regarding the other take home vehicles that are not directors.

Interim Town Manager Greene stated that yes, that it was in lieu of raises and those assistant director positions are on call employees.

Committee Member Craven stated that it is a small community and the amount being saved and placed in the reserves has been a contributor to the employees and stated it makes sense to him that if that is what it takes to run the Town properly, he is in favor of it.

Interim Town Manager Greene invited them to the First Budget Hearing this upcoming Tuesday. He stated that he is looking forward to working with them in the next budget cycle.

Chair Goldberg asked where the changes would be that they could look at.

Interim Town Manager Greene stated that once the agenda packet for the First Budget Hearing is ready, he requested for the Town Clerk's Office to send it to the Committee Members as well.

Discussion took place among the Committee Members and Interim Town Manager Greene regarding the revenues collected and in which fund they are deposited in, including parking tickets and what percentage the Town receives from those tickets.

Interim Town Manager Greene stated that some time in February or March would be the next meeting to start the new budget cycle.

Chair Goldberg stated that she was under the impression they would continue as a committee even after the budget is ratified.

Interim Town Manager Greene stated that the staff has to follow the charter which is from March through September.

#### **10. Public Comments - (3-minute time limit per speaker)**

No public comments.

## 11. Adjournment

A motion was made by Committee member Craven to adjourn the meeting without objection at 4:13 p.m. The motion received a second from Committee Member Gonzalez. The motion carried with a 3-0 vote with Vice Chair Cummings and Committee Member Bardos absent.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Sheryl Goldberg, Chair  
Budget Advisory Committee

Attest:

\_\_\_\_\_  
Evelyn Herbello  
Deputy Town Clerk



**2021 BUDGET ADVISORY COMMITTEE MEETING DATES**

**THIS BOARD MEETS QUARTERLY DURING BUDGET SEASON**

**January 19, 2021**

**March 17, 2021**

**June 16, 2021**

**August 18, 2021**

# New Commission Savings Report

Budget Advisory Board Meeting

January 19, 2021



# One-time Savings

- Classification & Compensation Study - \$25,000
  - Program budgeted and later canceled
- Community Digital Signs - \$39,000
  - Project canceled
- Photovoltaic Project - \$200,000
  - Project canceled

**Total one-time savings - \$264,000**



# Annual Recurring Savings

- Government Academy - \$12,000
  - Program budgeted and later canceled
- Surfside 305 Strategic Climate Action Plan - \$200,000
  - Program budgeted and later canceled
- Tourism Marketing Consultant agreement - \$359,340
  - Based on FY 2019 purchase orders. Includes \$161,820 for retainer services plus all tourist marketing pass through costs.
- Beach Raking - \$87,120
  - Service budgeted and later canceled



# Annual Recurring Savings, continued

- **Big Belly Trash Receptacle agreement - \$29,364**
  - Replacement Bins for Trash and Recycling Receptacles Throughout Town
  - The Town will save \$186,632 on the remaining 4 (four) year contract term costs. partially offset by a one-time cost of \$69,176 replacement manual trash and recycling receptacles. This would mean between \$117,456 costs savings to the Town over the next 4 (four) fiscal years.
- **New Town Phone Service Provider - \$17,676**
  - Represents approximately 50% savings from the current provider
- **Waste Connections Recycling agreement - \$12,000**
  - Approximately \$1,000 or 17% in savings monthly to the Town
- **New Planning Services agreement - \$20,091**
  - New Planning firm procured
- **New General Landscaping Services agreement - \$133,570**
  - Expected to save \$667,850 over five (5) year term

**Total annual recurring savings - \$871,161**

