



TOWN MANAGER'S REPORT NOVEMBER 2017

COMMUNITY PROGRAMS / INITIATIVES / ENHANCEMENTS

1. **See Click Fix Report** – See Attachment “A”
2. **Post Hurricane Workshop** – November 1, 2017 at 5:30pm in the Commission Chambers
3. **Interlocal Shuttle Update**

On June 12, 2017 the Bay Harbor Islands Council voted to join Surfside and Bal Harbour Village in moving the Surf-Bal-Bay Interlocal Shuttle initiative forward. Since that date, staff met with representatives of FIU's Lehman Center for Transportation Research as well as this initiative's primary representatives from the other two municipalities. An Interlocal Memorandum of Understanding is earmarked for the December 13, 2017.

4. **Development Application Status**

A. 9116 Harding – A site plan application for a 4 unit townhouse development has been received. A Development Review Group (DRG) meeting was held November 2, 2016. Comments were provided and corrections were required. The plans were resubmitted for a second DRG meeting on February 7, 2017 and a third DRG meeting on May 18, 2017. The Development Impact Committee (DIC) meeting was held on June 1, 2017. The property has recently been sold and the new owner has added one property to the site for additional landscape purposes. A DRG meeting will be scheduled when the revised plans are submitted.

B. 8995 Collins – A site plan was submitted on May 19, 2017. A DRG meeting was held on June 19, 2017. The applicant submitted the revised drawings and a second DRG meeting was held on August 24, 2017. Revisions were required and a third DRG meeting was held on September 28, 2017. The DIC meeting will be scheduled.

C. 9133-9149 Collins - The Surf Club II – A revised site plan was submitted on August 28, 2017 for 46 new condominium units, two renovated condominium units and 31 new hotel units. DRG and DIC meetings were held on September 28, 2017. The Planning and Zoning Board has been scheduled for December 7, 2017.

TOWN DEPARTMENTS

Code Compliance Division

A. Code Violation Cases: As of October 26, 2017, the total number of active, open cases being managed is 183; of these cases, 103 cases are still under investigation and are working towards compliance; 5 cases are on-hold; 28 are in the Special Master hearing queue; 10 cases are in post-Special Magistrate action status; and 37 cases have been issued liens and remain unpaid. Properties with unpaid liens are sent reminder letters on a quarterly basis.

B. Collected Civil Penalty Fines: Unresolved code compliance cases accrue fines until the code violation is resolved. After the violation is abated, then the property owners are notified to remit the fine amount due. In many cases, the fine amount is either paid, resolved via a settlement agreement, or referred to the Town's Special Master for a hearing and ruling on the fine amount due. The following is a summary by fiscal year of the fine amounts collected:

- FY 17/18: 5 cases have paid/settled through October 26, 2017 for a total collection of \$1,349
- FY 16/17: 117 cases have paid/settled through September 25, 2017 for a total collection of \$40,842
- FY 15/16: 152 cases paid/settled for a total of \$137,282

Finance Department

A. Monthly Budget to Actual Summary as of September 30, 2017. See Attachment "B"

B. Enterprise Resource Planning (ERP): Tyler Technologies is the recommended ERP solution and the Software-as-a-service Agreement is earmarked for the December 13, 2017 Town Commission meeting for consideration.

Information Technology

- ASI/SDI Digital box for the Meeting Broadcast System (Channel 93) will be presented to the Town Commission in December
- IT is working with the Video System Controller and Server subcontractor, LexisNexus HD to obtain quotes for replacement of the system. The first quote obtained from AVI came in at \$12,440. IT will work with the Acting Finance Director on the next steps for approval and replacement. This was approved in the FY2017/2018 budget and will be on the Town Commission December Agenda.

- IT installed Ethernet cables in five different locations in the Town Hall building to provide Wi-Fi to Town employees and for public meetings.
- IT is working with the vendor to upgrade the SCALA and renew the maintenance contract. To be completed on 11/24/2017
- The new Town website is earmarked to be operational by December 1, 2017

Police Department


A. October 2017 Significant Incidents/Arrests:

- Loitering and Prowling/Resisting Officer without Violence Arrest – 10/10/17 at 1000 hours: 9400 Harding Avenue. The subject was arrested.
- Failure to Obey Police Officer/Disorderly Conduct Arrest – 10/10/17 at 1100 hours: 90th Street and Collins Avenue. The subject was arrested.
- Auto Burglary - 10/15/2017 between 1200 – 0200 hours: 8950 Carlyle Avenue. An unlocked vehicle parked in a driveway was entered.
- Armed Robbery/ Kidnapping - 10/19/2017 between 1715 hours and 1834 hours: 94th Street and Harding Avenue. One arrest has been made at this time. A second suspect has been identified.
- Auto Burglary - 10/18/2017 between 1915 hours and 2030 hours: 9400 block of Collins Avenue (Post Office Parking Lot). An unlocked vehicle was entered and miscellaneous items were taken.

B. Traffic Mitigation Update:

- Damaged and missing stop signs from Hurricane Irma have been replaced by Public Works

#	Initiatives	Update(s)
	Short Term (0 – 6 months)	
1	95 Street & Harding Avenue (westbound), left Turn lane added. 300 block of 95 th Street (eastbound), right turn lane added.	<p>On 4-27-2017, the traffic lanes in the 200 block of 95 Street, between Collins Avenue and Harding Avenue were modified to improve the traffic flow. New lane pavement markers delineate the new vehicular traffic flow for westbound traffic on 95 Street approaching Harding Avenue. The pavement markings allow vehicles to travel in two lanes west of the alleyway with one lane designated for travel westbound only on 95 Street across Harding Avenue, and the other lane designated as a left turn only lane for vehicles turning southbound onto Harding Avenue. Three parking spaces on the North East side of 95 Street & Harding Avenue have been eliminated to allow for a westbound travel lane.</p> <p>As of Tuesday 8-22-2017, the traffic flow in the 300 block of 95th Street, between Abbott Avenue and Harding Avenue, has been altered. The new lane pavement markers delineate the new vehicular traffic flow for eastbound traffic on 95th Street</p>

		<p>approaching Harding Avenue. The pavement markings allow vehicles to travel in two lanes east of the alleyway with one lane designated for travel eastbound only on 95th Street across Harding Avenue, and the other lane designated as a right turn only lane for vehicles turning southbound onto Harding Avenue. The loading zone at this location has been eliminated to allow for a right turn only lane. <u>Please refer to the traffic diagram below.</u></p> 
2	New Stop Signs at all intersections west of Harding Avenue	<p>Public Works installed stop signs at the following locations:</p> <ul style="list-style-type: none"> • 89th Street & Byron Avenue (east-west) • 90th Street & Abbott Avenue (east-west) • 90th Street & Carlyle Avenue (east-west) • 92nd Street & Abbott Avenue (east-west) • 92nd Street & Carlyle Avenue (east-west)
3	New Stop Bar Reflectors	Completed
4	New Speed Bumps	<p>New speed bumps have been installed at the following locations:</p> <ul style="list-style-type: none"> • 8900 block of Abbott Avenue • 9100 block of Abbott Avenue • 9300 block of Abbott Avenue
5	Revisit Street Closure 94 th Street / Abbott Avenue	Commission approved a motion against revisiting this item.
6	New Street Closure Byron Avenue (northbound) at 88 th Street	Requires study, Miami-Dade County and the City of Miami Beach's approval. Pending meetings / agreements.
7	Loop Detector Installation	CGA was authorized to move forward with the preparation of the bid documents for the traffic loops at three signalized intersections along Harding Avenue. CGA will need to provide updated scope of services and fee in order to provide traffic

		<p>counts and traffic analysis at subject intersections (before and after traffic analysis) per commission request at 05-09-17 meeting.</p> <p>The east Stop Bar at 93 Street & Harding Avenue will be moved back.</p> <p>On 8-8-2017 CGA submitted their additional Service Agreement for completing the before and after traffic analysis at the signalized intersections along Harding Avenue that new traffic loops are being installed. At the Commission meeting where the Post Design Services contract was approved, the Mayor and Commission asked if CGA could do a before and after analysis in order to evaluate the change in traffic operations at these subject intersections. The traffic counts are currently scheduled for the 29th, 30th or 31st of August (second week of regular school).</p>
8	Install a centerline curb on 95 th Street between Abbott and Byron Avenues	Public Works installed delineators to deter trucks from traveling west on 95 th Street.
9	Eliminate Crosswalks on Collins (north) & Harding (south) Avenues	FDOT stated that eliminating crosswalks would hinder pedestrian travel and further study would be required before they can agree to that recommendation.
10	Create Vehicular Circulation Plans for New Construction Projects Minimize lane closures	MOT's and circulation plans for new construction projects was a primary topic of discussion with FDOT and the surrounding jurisdictions representatives. A plan to improve the coordination of projects and to enhance communication by FDOT providing notice well in advance of all approved MOT's to the three jurisdictions was agreed upon. The early notice system has shown an improvement.
11	Evaluate Sidewalk Options	Commission approved a motion to continue to evaluate pedestrian safety options in Surfside.
12	Install traffic light at 96 th Street & Abbott Avenue Eliminate left hand turn at 96 th Street & Byron Avenue	Town Manager Olmedillo, Chief Allen, Captain Yero and Randy Stokes, from the Town and Eric Czerniejewsky from CGA, spent a few hours with Ramon Sierra, FDOT District 6. Several simulations were run, and the result is that the back-up traffic in the east bound direction made congestion worse on 96 th Street. This will not allow the vehicles turning right from Byron to move, causing a longer back-up on Byron and creating additional congestion on Harding and Collins. FDOT will not eliminate the left turn at 96 th Street & Byron Avenue.
13	Install a crosswalk at 90 th Street & Harding Avenue (north side)	FDOT agreed to reconsider installing a traffic signal at the location, pending study (count). The Town installed traffic delineators designed to allow a left turn only onto Harding

		Avenue, preventing vehicles from traveling westbound across the intersection.
14	Send demand letters to mapping companies	Completed
	Intermediate Term (7 – 18 months)	
15	Create 1-Way Streets 88 th , 89 th , 90 th and 91 st Street between Collins & Harding Avenues	A Town meeting was held July 18 th , 2017, to present a new traffic pattern plan making 89 th Street one-way only for westbound vehicular traffic from Collins Avenue to Hawthorne Avenue and 90 th Street one-way only for eastbound vehicular traffic from Bay Drive to Collins Avenue.
16	Design 91 st Street Improvements Sidewalk, landscaping and buried utilities	Pending design and engineering cost estimates.
	Long Term (19+ months)	
17	Gate the area west of Harding Avenue and create a special taxing district	This item is back in the commission discussion stage.

#	Parking / Taxis	Update(s)
1	<p>The Town of Surfside added 18 new single parking spaces and 2 loading zones in the streets that are east of Collins Avenue. These new parking spaces provide additional parking options for residents and visitors to our Town. The additional loading zones provide a safe location for trucks and other vehicles to deliver goods and services to residents.</p> <p>The total number of single parking spaces added is now 12.</p>	<p>The additional parking spaces are located in the following locations:</p> <ul style="list-style-type: none"> • 100 block of 88th Street (4 spaces) effective 06-01-2017 • 100 block of 90th Street (4 spaces) effective upon completion of on-going construction project • 100 block of 92nd Street (4 spaces) effective 06-01-2017 • 100 block of 96th Street (6 spaces) six single pay parking spaces were removed and the area was designated a Tow-Away Zone. <p>The additional loading zones are located in the following locations:</p> <ul style="list-style-type: none"> • 100 block of 89th Street - effective 06-01-2017 • 100 block of 94th Street - effective 06-01-2017
2	Taxi Cab Stands added and changed.	<ul style="list-style-type: none"> • The Taxi Cab Stand at 94th Street & Collins Avenue was reduced from (4) vehicles to (2) vehicles. • 94th Street & Harding Avenue (across from Publix) will have a (2) vehicle Taxi Cab Stand. * One metered parking space has been added.

		<ul style="list-style-type: none">• In the 200 block of 92nd Street (North side in front of the Marriott) one metered parking space was removed and replaced with a (1) vehicle Taxi Cab Stand.• A (2) vehicle Taxi Cab Stand has been added to the south side of the 200 block of Collins Avenue.
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C. Police Events:

- The Parks and Recreation Department is hosting their annual Veterans Day Ceremony on November 11 at 10:00 a.m. The Honor Guard will participate in the Ceremony and the command staff will be in attendance.
- The monthly Bike with the Chief is November 29 at Town Hall at 5:00 p.m.
- Coffee with the Cops is November 30 at Starbucks at 10:00 a.m.

Respectfully submitted:

by: _____

Guillermo Olmedillo, Town Manager



Town of Surfside, FL

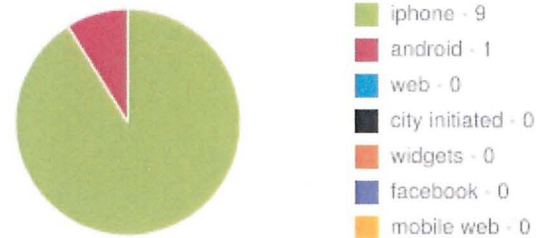
Between Oct 01, 2017 and Oct 30, 2017

12 requests were opened

9 requests were closed

The average time to close was 39.3 days.

Requests by Source



REQUEST CATEGORY	OPENED	CLOSED	DAYS TO CLOSE
Other	4	5	55.3
Code Compliance (Safety Concern)	2	1	1.3
Street lights (PW)	2	0	0.0
Code Compliance (Violation)	2	0	0.0
Community Center (P & R)	1	1	0.1
Parking Issue	1	1	11.1
Beach Issue	0	1	64.3
96 Street Park (P & R)	0	0	0.0
Barking Dog	0	0	0.0
Beach Patrol	0	0	0.0
Construction Issues	0	0	0.0
Dead Animal	0	0	0.0
Dog Stations (P & R)	0	0	0.0
Drainage/Flooding (PW)	0	0	0.0
Graffiti (in park) (P & R)	0	0	0.0
Graffiti (PW)	0	0	0.0
Hawthorne Tot-Lot (P & R)	0	0	0.0

R)

Police (Safety Concern)	0	0	0.0
Pothole (PW)	0	0	0.0
Solid Waste (Commercial) (PW)	0	0	0.0
Solid Waste (Residential) (PW)	0	0	0.0
Surfside Dog Park (P & R)	0	0	0.0
Utilities (Water/Sewer) (PW)	0	0	0.0
Veterans Park (P & R)	0	0	0.0



Town of Surfside, FL

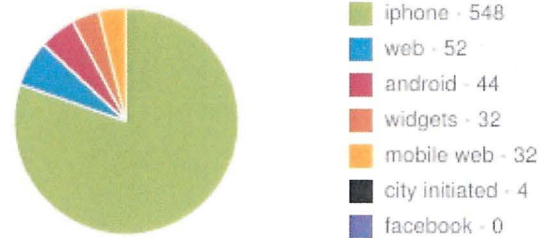
Between Jan 01, 2013 and Oct 30, 2017

712 requests were opened

683 requests were closed

The average time to close was 28.1 days.

Requests by Source



REQUEST CATEGORY	OPENED	CLOSED	DAYS TO CLOSE
Other	183	177	21.1
Beach Issue	112	102	14.5
Parking Issue	71	71	3.5
Police (Safety Concern)	73	73	8.7
Code Compliance (Violation)	58	54	53.6
Street lights (PW)	39	36	178.7
Code Compliance (Safety Concern)	42	39	55.3
Utilities (Water/Sewer) (PW)	20	20	10.4
Construction Issues	18	17	11.5
Dog Stations (P & R)	13	13	5.3
Drainage/Flooding (PW)	13	13	22.6
Barking Dog	12	12	20.0
Solid Waste (Residential) (PW)	14	12	20.0
Surfside Dog Park (P & R)	8	8	1.1
96 Street Park (P & R)	9	9	3.5

Community Center (P & R)	7	7	0.1
Pothole (PW)	5	5	31.7
Hawthorne Tot-Lot (P & R)	4	4	5.2
Beach Patrol	3	3	0.7
Dead Animal	3	3	21.0
Graffiti (PW)	3	3	25.2
Solid Waste (Commercial) (PW)	2	2	0.1
Graffiti (in park) (P & R)	0	0	0.0
Veterans Park (P & R)	0	0	0.0

TOWN OF SURFSIDE, FLORIDA
MONTHLY BUDGET TO ACTUAL SUMMARY
FISCAL YEAR 2016/2017

AS OF

September 30, 2017

100% OF YEAR EXPIRED (BENCHMARK)

Agenda Item #

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1 of 3

Agenda Date: November 14, 2017

GOVERNMENTAL FUNDS	ACTUAL	ANNUAL BUDGETED	% BUDGET
GENERAL FUND			
REVENUE	\$ 14,081,935	\$13,531,474	104%
EXPENDITURES	12,815,257	\$13,531,474	95%
Net Change in Fund Balance	1,266,678		
Fund Balance-September 30, 2016 (Audited)	7,368,408 ^A		
Fund Balance-September 30, 2017 (Reserves)	<u>\$ 8,635,086</u>		
TOURIST RESORT FUND			
REVENUE	\$ 715,495 ^B	\$735,031	97%
EXPENDITURES	593,422	\$735,031	81%
Net Change in Fund Balance	122,073		
Fund Balance-September 30, 2016 (Audited)	363,407		
Fund Balance-September 30, 2017 (Reserves)	<u>\$ 485,480</u>		
POLICE FORFEITURE FUND			
REVENUE	\$ 62,072	\$50,592	123%
EXPENDITURES	39,113	\$50,592	77%
Net Change in Fund Balance	\$ 22,959		
Fund Balance-September 30, 2016 (Audited)	141,755		
Fund Balance-September 30, 2017 (Reserves)	<u>\$ 164,714</u>		
TRANSPORTATION SURTAX FUND			
REVENUE	\$ 304,846	\$294,799	103%
EXPENDITURES	201,380	\$294,799	68%
Net Change in Fund Balance	103,466		
Fund Balance-September 30, 2016 (Audited)	354,264		
Fund Balance-September 30, 2017 (Reserves)	<u>\$ 457,730</u>		
BUILDING FUND			
REVENUE	\$ 2,693,791	\$1,927,983	140%
EXPENDITURES	888,596	\$1,927,983	46%
Net Change in Fund Balance	1,805,195		
Fund Balance-September 30, 2016 (Audited)	0		
Fund Balance-September 30, 2017 (Reserves)	<u>\$ 1,805,195</u>		
CAPITAL PROJECTS FUND			
REVENUE	\$ 272,107	\$973,818	28%
EXPENDITURES	890,694	\$973,818	91%
Net Change in Fund Balance	(618,587)		
Fund Balance-September 30, 2016 (Audited)	1,154,352		
Fund Balance-September 30, 2017 (Reserves)	<u>\$ 535,765</u>		

NOTES:

* Many revenues for September 2017 are received in subsequent months (timing difference) and are recorded on a cash basis in the month received.

A. Includes \$2,000,000 available for hurricane/emergencies. Includes \$198,405 of Prepaid Expenses. The balance of \$5,170,003 is unassigned fund balance (reserves).

B. Resort Tax Revenues total collected through September 2017 is \$2,224,442 (\$715,495 is the Tourist Resort Fund and \$1,508,947 is the General Fund).

ENTERPRISE FUNDS

ACTUAL

ANNUAL BUDGETED % BUDGET

WATER & SEWER FUND

REVENUE	\$ 3,370,291	\$3,359,624	100%
EXPENDITURES	2,805,985	\$3,359,624	84%
Change in Net Position	564,306		
Unrestricted Net Position-September 30, 2016 (Audited)	(2,827,890)		
Restricted Net Position	1,765,319		C1
Unrestricted Net Position-September 30, 2017 (Reserves)	\$ (498,265)		C2

MUNICIPAL PARKING FUND

REVENUE	\$ 1,125,099	\$1,706,356	66%
EXPENDITURES	1,415,567	\$1,706,356	83%
Change in Net Position	(290,468)		
Unrestricted Net Position-September 30, 2016 (Audited)	1,111,941		
Unrestricted Net Position-September 30, 2017 (Reserves)	\$ 821,473		

SOLID WASTE FUND

REVENUE	\$ 1,837,584	\$1,786,275	103%
EXPENDITURES	1,667,366	\$1,786,275	93%
Change in Net Position	170,218		
Unrestricted Net Position-September 30, 2016 (Audited)	245,941		
Unrestricted Net Position-September 30, 2017 (Reserves)	\$ 416,159		

STORMWATER FUND

REVENUE	\$ 528,275	\$684,143	77%
EXPENDITURES	495,249	\$684,143	72%
Change in Net Position	33,026		
Unrestricted Net Position-September 30, 2016 (Audited)	3,392,370		
Restricted Net Position	347,140		C3
Unrestricted Net Position-September 30, 2017 (Reserves)	\$ 3,772,536		

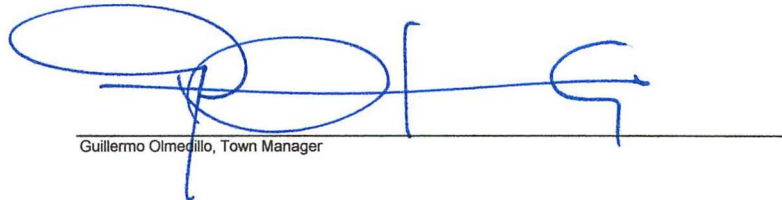
NOTES:(con't)

C1. The Restricted Net Position of \$1,765,319 includes \$1,522,319 for renewal and replacement, and \$243,000 for State Revolving Loan reserves.

C2. The reserves balance of (\$498,265) is the result of a change in current net position as of September 2017 of \$564,306 net position as of September 30, 2016 of (\$2,827,890) includes Restricted Net Position of \$1,765,319.

C3. The Restricted Net Position of \$347,140 includes \$266,140 for renewal and replacement, \$81,000 for State Revolving Loan reserves.


 Mayra D. Camotea, Acting Finance Director


 Guillermo Olmedillo, Town Manager

Town of Surfside
Fund Balance (Reserves)
9/30/2017

FUND	9/30/2014	9/30/2015	9/30/2016	9/30/2017
General	\$ 6,366,391	\$ 5,905,726	\$ 7,368,408	\$ 8,635,086
Tourist Resort	180,297	339,396	363,407	485,480
Police Forfeiture	159,626	113,431	141,755	164,714
Transportation Surtax	396,740	440,662	354,264	457,730
Building	-	-	-	1,805,195
Capital Projects	849,445	182,903	1,154,352	535,765
Water & Sewer	(3,501,884)	(2,705,871)	(2,827,890)	(498,265)
Municipal Parking	1,000,355	1,089,165	1,111,941	821,473
Solid Waste	116,662	340,391	245,941	416,159
Stormwater	3,838,412	4,051,768	3,392,370	3,772,536
Total	\$ 9,406,044	\$ 9,757,571	\$ 11,304,548	\$ 16,595,873