



TOWN MANAGER'S REPORT OCTOBER 2017

COMMUNITY PROGRAMS / INITIATIVES / ENHANCEMENTS

1. **See Click Fix** -- Report attached.
2. **Post Hurricane Workshop** – November 1, 2017 at 5:30pm – 7:30pm 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 MOU is earmarked for the November 14, 2017 meeting of the three municipalities with the view of retaining FIU that month to begin the proposed objectives.

4. **Development Application Status**

A. 9116 Harding – A site plan application for a 4 unit townhouse development has been received. A Development Review meeting was held November 2, 2016. Comments were provided and corrections were required. The plans were resubmitted and the second Development Review Group (DRG) was held on February 7, 2017 and a third DRG was held on May 18, 2017. The 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. Surf Club Northwest Building – A site plan amendment was submitted on February 9, 2017. The DRG meeting was held on March 9. Revisions were required and were received on April 24, 2017. A DRG meeting was held on May 11, 2017. The DIC meeting was held on June 1, 2017. The Planning and Zoning Board meeting was held on August 31, 2017. The Town Commission hearing is scheduled for October 10, 2017.

C. 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.

D. The Surf Club II, 9133-9149 Collins – 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 were held on September 28, 2017. The Planning and Zoning Board will be scheduled.

TOWN DEPARTMENTS

5. Code Compliance

A. Code Violation Cases: As of September 25, 2017, the total number of active, open cases being managed is 174; of these cases, 109 cases are still under investigation and are working towards compliance, 4 cases are on-hold, 16 are in the Special Master hearing queue; 8 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 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

6. Finance

A. Budget to Actual Monthly Report – August 31, 2017 Report attached

B. Enterprise Resource Planning (ERP): The Town received two ERP proposals from Tyler Technologies, Inc. and Accela/Springbrook to replace the current SunGard computer software applications to a new central platform system to be used by all Town departments. Both proposals have been carefully reviewed with on-site presentations of their applications, off-site visits to other municipalities that use these ERP applications. Telephone calls were placed to distant cities that were not visited but were interviewed on their recommendations regarding the two ERP vendors and their ERP solutions. Tyler Technologies is the recommended ERP solution and the Software-as-a-service (SaaS) Agreement will be presented at the October 10, 2017 Town Commission meeting for approval.

7. Information Technology

- IT placed an order in June for ASI/SDI Digital box for the Meeting Broadcast System (Channel 93). The equipment will be installed in October.
- 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 interim Finance Director on the next steps for approval and replacement. This was just approved in the FY2017/2018 budget.
- IT installed Ethernet cables in five different locations in the Town Hall building to provide Wi-Fi to Town employees and for public meetings. Equipment to be ordered Oct 30th.
- IT is working with the vendor to upgrade the SCALA and renew the maintenance contract by Oct 30th.
- The new Town website is earmarked to be operational by November 1, 2017.

8. Police Department

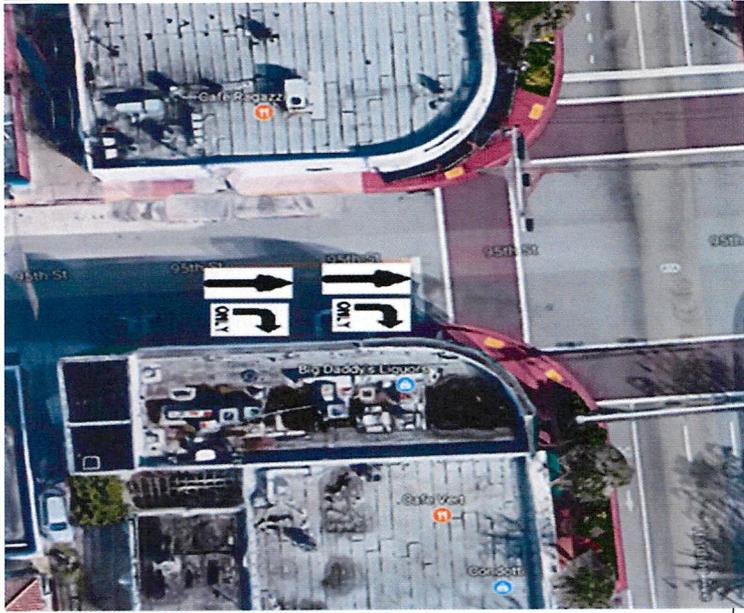
A. September 2017 Significant Incidents/Arrests

- Residential Burglary - 09/08/2017 to 09/11/2017 at 1800 hours: 917 91st Street. An evacuated residence due to Hurricane Irma was entered using force and ransacked.
- Residential Burglary - 09/08/2017 to 09/11/2017: 925 91st Street. An evacuated residence due to Hurricane Irma was entered using force and ransacked.

B. Traffic Mitigation Update:

- Damaged and missing stop signs from Hurricane Irma are being replaced by Public Works.

#	Initiatives	Update(s)
	Short Term (0 – 6 months)	
1	<p>95 Street & Harding Avenue (westbound), left Turn lane added.</p> <p>300 block of 95th Street (eastbound), right turn lane added.</p>	<p>On 04-27-2017, 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 08-22-2017, 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 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</p>

		<p>lane. Please refer to the traffic diagram below.</p> 
2	<p>New Stop Signs at all intersections west of Harding Avenue</p>	<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	<p>New Stop Bar Reflectors</p>	<p>Completed</p>
4	<p>New Speed Bumps</p>	<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	<p>Revisit Street Closure ○ 94th Street / Abbott Avenue</p>	<p>Commission approved a motion against revisiting this item.</p>
6	<p>New Street Closure ○ Byron Avenue (northbound) at 88th Street</p>	<p>Requires study, Miami-Dade County and Miami Beach approval. Pending meetings / agreements.</p>
7	<p>Loop Detector Installation</p>	<p>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 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>

		August 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).
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 <ul style="list-style-type: none"> o 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 CGAS, 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 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	<p>Create 1-Way Streets</p> <ul style="list-style-type: none"> ○ 88th, 89th, 90th and 91st 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	<p>Design 91st Street Improvements</p> <ul style="list-style-type: none"> ○ 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
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. • 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.

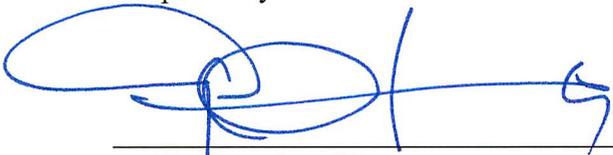
C. High Holiday Detail

The High Holiday services began on Wednesday evening, September 20, 2017 and end Saturday, October 14, 2017. The Surfside Police Department has increased police presence with assigned details for high visibility during the High Holidays in the areas of The Shul 9540 Collins Avenue, Young Israel 9592 Harding Avenue, Hechal Shalom Sephardic Congregation 310 95th Street and Magen David Sephardic Congregation 9348 Harding Avenue. The enhanced patrols are concentrated before and after services when congregants from the surrounding area and neighboring communities are walking to and from these locations. In addition, Bal Harbour and Bay Harbor Islands Police Departments have assigned officers to further augment patrols in the area.

D. Police Events

- The 16th Citizens Police Academy class began on September 21 and will conclude on December 7 with a graduation ceremony. The classes will include K-9 Unit, Crime Scene Investigation, Homicide Investigation, Marine Patrol, SWAT, Police Involved Shootings, Officer Survival, Driving Range, Firearms Range, Fundamentals of Law and Miami-Dade Fire Rescue Department.
- The Surfside Police Department will host a community blood drive on October 11 from 12:00 p.m. – 4:00 p.m. The blood mobile will be in the Town Hall lot.
- The Surfside Police Department will host a Mobile Department of Motor Vehicles event for residents to apply for and renew their driver's licenses on October 19 from 10:00 a.m. to 2:00 p.m. in the Commission Chambers.
- The monthly Bike with the Chief is October 25 at Town Hall at 5:00 p.m.
- Coffee with the Cops is October 26 at Starbucks at 10:00 a.m.
- The Halloween Block Party is on October 31 on 92nd Street and Byron Avenue from 6:00 p.m. to 8:00 p.m. Police Officers and civilian staff will distribute candy and glow necklaces.
- The Prescription Drug Drop Off Day is October 28 from 10:00 a.m. to 2:00 p.m. in the Town Hall Lobby. Dina Goldstein will manage this event.
- Surfside PD, Sunny Isles Beach PD, Bay Harbour Islands PD and Bal Harbour PD will host a Shred a Thon and DEA Drug Take Back on October 28 at Bill Bird Marina (Haulover Park) from 10:00 a.m. to 2:00 p.m. A CSA will be assigned to attend.

Respectfully submitted:



Guillermo Olmedillo, Town Manager



Town of Surfside, FL

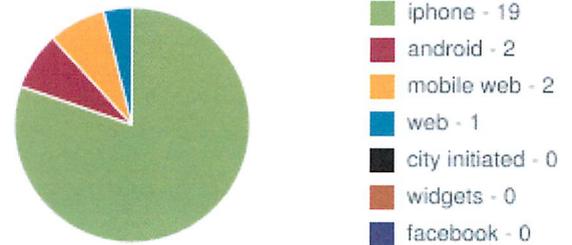
Between Aug 01, 2017 and Sep 25, 2017

6 requests were opened

6 requests were closed

The average time to close was 30.7 days.

Requests by Source



REQUEST CATEGORY	OPENED	CLOSED	DAYS TO CLOSE
Beach Issue	9	5	51.6
Other	7	5	32.0
Code Compliance (Safety Concern)	3	6	12.7
Police (Safety Concern)	2	2	3.5
Code Compliance (Violation)	2	3	39.8
Construction Issues	1	0	0.0
Parking Issue	0	1	54.6
96 Street Park (P & R)	0	0	0.0
Barking Dog	0	0	0.0
Beach Patrol	0	0	0.0
Community Center (P & R)	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 &	0	0	0.0

R)			
Pothole (PW)	0	0	0.0
Solid Waste (Commercial) (PW)	0	0	0.0
Solid Waste (Residential) (PW)	0	0	0.0
Street lights (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 May 01, 2013 and Sep 25, 2017

268 requests were opened

268 requests were closed

The average time to close was 28.0 days.

Requests by Source



REQUEST CATEGORY	OPENED	CLOSED	DAYS TO CLOSE
Other	179	172	20.1
Beach Issue	112	101	14.0
Parking Issue	70	70	3.4
Police (Safety Concern)	73	73	8.7
Code Compliance (Violation)	56	54	53.6
Street lights (PW)	37	36	178.7
Code Compliance (Safety Concern)	40	38	56.7
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)	13	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)	6	6	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

August 31, 2017

92% OF YEAR EXPIRED (BENCHMARK)

Agenda Item #

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Agenda Date: October 10, 2017

	ACTUAL	ANNUAL BUDGETED	% BUDGET
GOVERNMENTAL FUNDS			
<i>GENERAL FUND</i>			
REVENUE	\$ 13,569,419	\$13,531,474	100%
EXPENDITURES	11,640,988	\$13,531,474	86%
Net Change in Fund Balance	1,928,431		
Fund Balance-September 30, 2016 (Audited)	7,368,408		
Fund Balance-August 31, 2017 (Reserves)	<u>\$ 9,296,839</u>		
<i>TOURIST RESORT FUND</i>			
REVENUE	\$ 631,499	\$735,031	86%
EXPENDITURES	557,688	\$735,031	76%
Net Change in Fund Balance	73,811		
Fund Balance-September 30, 2016 (Audited)	363,407		
Fund Balance-August 31, 2017 (Reserves)	<u>\$ 437,218</u>		
<i>POLICE FORFEITURE FUND</i>			
REVENUE	\$ 58,102	\$50,592	115%
EXPENDITURES	36,947	\$50,592	73%
Net Change in Fund Balance	\$ 21,155		
Fund Balance-September 30, 2016 (Audited)	141,755		
Fund Balance-August 31, 2017 (Reserves)	<u>\$ 162,910</u>		
<i>TRANSPORTATION SURTAX FUND</i>			
REVENUE	\$ 202,846	\$294,799	69%
EXPENDITURES	165,699	\$294,799	56%
Net Change in Fund Balance	37,147		
Fund Balance-September 30, 2016 (Audited)	354,264		
Fund Balance-August 31, 2017 (Reserves)	<u>\$ 391,411</u>		
<i>BUILDING FUND</i>			
REVENUE	\$ 2,491,771	\$1,927,983	129%
EXPENDITURES	779,541	\$1,927,983	40%
Net Change in Fund Balance	1,712,230		
Fund Balance-September 30, 2016 (Audited)	0		
Fund Balance-August 31, 2017 (Reserves)	<u>\$ 1,712,230</u>		
<i>CAPITAL PROJECTS FUND</i>			
REVENUE	\$ 247,104	\$973,818	25%
EXPENDITURES	890,694	\$973,818	91%
Net Change in Fund Balance	(643,590)		
Fund Balance-September 30, 2016 (Audited)	1,154,352		
Fund Balance-August 31, 2017 (Reserves)	<u>\$ 510,762</u>		

NOTES:

* Many revenues for August 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 August 2017 is \$2,053,176 (\$631,499 is the Tourist Resort Fund and \$1,421,677 is the General Fund).

ENTERPRISE FUNDS

ACTUAL

ANNUAL BUDGETED	% BUDGET
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WATER & SEWER FUND

REVENUE	\$ 3,033,309
EXPENDITURES	2,530,968
Change in Net Position	502,341
Unrestricted Net Position-September 30, 2016 (Audited)	(2,827,890)
Restricted Net Position	1,765,319 C1
Unrestricted Net Position-August 31, 2017 (Reserves)	<u>\$ (560,230) C2</u>

\$3,359,624	90%
\$3,359,624	75%

MUNICIPAL PARKING FUND

REVENUE	\$ 1,038,727
EXPENDITURES	1,213,020
Change in Net Position	(174,293)
Unrestricted Net Position-September 30, 2016 (Audited)	1,111,941
Unrestricted Net Position-August 31, 2017 (Reserves)	<u>\$ 937,648</u>

\$1,706,356	61%
\$1,706,356	71%

SOLID WASTE FUND

REVENUE	\$ 1,702,028
EXPENDITURES	1,495,082
Change in Net Position	206,946
Unrestricted Net Position-September 30, 2016 (Audited)	245,941
Unrestricted Net Position-August 31, 2017 (Reserves)	<u>\$ 452,887</u>

\$1,786,275	95%
\$1,786,275	84%

STORMWATER FUND

REVENUE	\$ 486,439
EXPENDITURES	330,249
Change in Net Position	156,190
Unrestricted Net Position-September 30, 2016 (Audited)	3,392,370
Restricted Net Position	347,140 C3
Unrestricted Net Position-August 31, 2017 (Reserves)	<u>\$ 3,895,700</u>

\$684,143	71%
\$684,143	48%

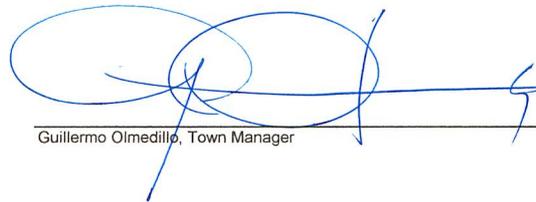
NOTES:(con't)

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 (\$560,230) is the result of a change in current net position as of August 2017 of \$502,341 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.


Mayte D. Gamiolea, Interim Finance Director


Guillermo Olmedillo, Town Manager

Town of Surfside
Fund Balance (Reserves)
8/31/2017

FUND	9/30/2014	9/30/2015	9/30/2016	8/31/2017
General	\$ 6,366,391	\$ 5,905,726	\$ 7,368,408	\$ 9,296,839
Tourist Resort	180,297	339,396	363,407	437,218
Police Forfeiture	159,626	113,431	141,755	162,910
Transportation Surtax	396,740	440,662	354,264	391,411
Building	-	-	-	1,712,230
Capital Projects	849,445	182,903	1,154,352	510,762
Water & Sewer	(3,501,884)	(2,705,871)	(2,827,890)	(560,230)
Municipal Parking	1,000,355	1,089,165	1,111,941	937,648
Solid Waste	116,662	340,391	245,941	452,887
Stormwater	3,838,412	4,051,768	3,392,370	3,895,700
Total	\$ 9,406,044	\$ 9,757,571	\$ 11,304,548	\$ 17,237,375