



**Town of Surfside
Special Town Commission Meeting
August 23, 2012
4 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. Introduction – General Preview of Special Meeting – Roger M. Carlton, Town Manager**

- 3. Approved Minutes of July 10, 2012 Special Town Commission Meeting**

- 4. Discussion of Summer Studies**
 - A. FY 12/13 Proposed Budget Summary Study – Alternatives to Reach Rolled Back Rate of 5.0635 Mills**
 - B. Cost Recovery Summer Study**
 - C. Community Dog Park Summer Study**
 - D. Channel 77 Summer Study**
 - E. Police Athletic League (PAL)**
 - F. Solid Waste Rate Study for Multiple Commercial Small Tenant Buildings Downtown**
 - G. Five-Year Financial Plan Update: Deferred till FY 12/13 Budget is Adopted in September 2012.**
 - H. Solid Waste Collection Procedures and Frequency Study: Deferred till Early 2013.**

- 5. Public Comments**

- 6. Adjournment**

Respectfully submitted,

Roger M. Carlton
Town Manager

THIS MEETING IS OPEN TO THE PUBLIC. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS ARE DISABLED; WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE TOWN CLERK AT 305-893-6511 EXT. 226 NO LATER THAN FOUR DAYS PRIOR TO SUCH PROCEEDING. HEARING IMPAIRED PERSONS MAY CONTACT THE TDD LINE AT 305-893-7936.

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.



**Town of Surfside
Special Town Commission Meeting
MINUTES**

July 10, 2012

4 p.m.

Town Hall Commission Chambers - 9293 Harding Ave, 2nd Floor
Surfside, FL 33154

1. Opening

A. Call to Order

Mayor Dietch called the meeting to order at 4:06 P.M.

B. Roll Call of Members

Town Clerk Sandra Novoa called the roll with the following members present: Mayor Dietch, Vice Mayor Karukin, Commissioner Kligman and Commissioner Olchyk.

C. Pledge of Allegiance

Chief of Police David Allen led the Pledge of Allegiance.

2. Introduction – General Preview of Special Meeting – Roger M. Carlton, Town Manager

Roger M. Carlton spoke about the different Power Point presentations that were going to be presented to the Town Commission.

3. Citizen Survey–Vice Mayor Michael Karukin

Vice Mayor Karukin spoke about the items that he included in a survey that went out electronically to more than 400 people and had a response of nearly 25 percent. He spoke about the results of the survey that he put through survey Monkey.

Commissioner Olchyk suggested that next time Vice Mayor should get the Mayor's email addresses and try to reach more Town residents.

Commissioner Kligman thanked the Vice Mayor for taking the time to put the survey together.

4. Information Resultant from the June 19, 2012 Budget Workshop:

A. Recommended Summer Studies and Other Actions

The Mayor stated that a vote on each recommended summer study and other actions would be taken.

- **Five-Year Financial Plan Update**
Commissioner Kligman spoke about her interest in enhancing financial planning and best practices and as an elected official, she would like the Town to have a financial plan.
Vice Mayor Karukin stated that he is in favor of having a financial plan and setting benchmarks.
Vice Mayor Karukin made a motion to direct the Administration to update the 5 Year Financial Plan with benchmarks. The motion received a second from Commissioner Olchyk and all voted in favor.
- **Organizational Location of IT Function to Finance Department**
Vice Mayor Karukin made a motion to move the IT function to the Finance Department. The motion received a second from Commissioner Kligman and all voted in favor.
- **Solid Waste Rate Study for Multiple Commercial Small Tenant Buildings Downtown**
Mayor Dietch made a motion to direct the Administration to prepare a summer study on this issue. The motion received a second from Commissioner Kligman and all voted in favor.
- **Alternate Collection Process for Solid Waste**
Town Manager Roger M. Carlton provided a brief explanation.
Commissioner Kligman spoke about the level of service that Surfside residents are used to and what they want their tax monies to be spent on.
Vice Mayor Karukin expressed his opposition to this summer study.
The Mayor made a motion to proceed with an analysis for Solid Waste collection alternate procedures in the single family neighborhood. The motion received a second from Commissioner Kligman. The motion passed 3-1 with Vice Mayor Karukin voting in opposition.
- **Cost Recovery from Developers for Legal and Planning and Zoning Costs**
Commissioner Olchyk made a motion to direct the Administration to study this issue. The motion received a second from Commissioner Kligman and all voted in favor.
- **Outside Legal Costs Computation**
Vice Mayor Karukin stated that there is no need to do this study as the Town Commission has already agreed to adjust the budget to meet increased demands on the Town Attorney's Office.
Everyone agreed with the Vice Mayor.
No summer study will be conducted on this item
- **Calvin, Giordano & Associates review of Contractual Required Scope of Work Services in Relation to Town Provided Services**
Town Manager, Roger M. Carlton explained that a question came up during the June 19, 2012 Commission Workshop as to whether or not any of the CGA's work budgeted is duplicative work done by Staff. After reviewing the contract, the Manager stated that there is no duplication of work. His conclusion is that the Town is getting excellent value.
Vice Mayor Karukin spoke about items that he thought were under the 2007 CGA agreement. He realized that the master agreement he was looking at was an old version.

Sarah Sinatra, Town Planner from CGA stated that certain services were originally in the contract but as the Vice Mayor stated there was never a work order authorizing CGA to do Code Compliance.

After some discussion, no summer study will be conducted on this item.

- **Employee Educational Assistance Program**

Commissioner Olchyk stated that there is no reason to spend additional money on this and that this year some of the employees received salary increases.

Commissioner Kligman agreed.

Vice Mayor Karukin stated that the Town should not move forward on this item.

No summer study will be conducted on this item.

- **Executive Department Additional Support**

Commissioner Olchyk opposed this item.

Commissioner Kligman opposed this item.

Vice Mayor Karukin stated there is nothing to study.

No summer study will be conducted on this item

- **Customer Response Management System**

Mayor Dietch spoke in favor of this item which would keep a record of citizens requests and how these requests are handled.

Vice Mayor Karukin asked Duncan Tavares TEDACS Director if this item was a component to the e-City services contract. The response was affirmative. He also asked if in one year the Town didn't want the services any more, if they could opt-out. The answer was negative.

Vice Mayor Karukin made a motion to keep this item in the budget.

Commissioner Kligman stated that they will be looking at millage rate different scenarios and even the need for cut backs. She thought it was premature to vote to keep this item on the budget at this time when they will be looking at different scenarios.

Vice Mayor Karukin asked if the charge will be a one-time fee or an annual fee.

Duncan Tavares TEDACS Director will find out and get back to the Commission with a response.

This item will come back during the August 15, 2012 meeting.

- **Dog Park Study**

Commissioner Kligman stated that she is not against the Dog Park but her concerns are more towards the neighbors and how they feel about the Park.

Ann Finley spoke in favor of the Dog Park and expressed her wish to be able to have a park where neighbors could take their dogs while having a sense of community.

The Manager explained some of the things that would be analyzed during the summer study.

Vice Mayor Karukin explained his concerns, but he will support the study component of this item.

A Biscaya Avenue resident (name unknown) spoke in favor of the Dog Park

Joseph Corderi spoke in favor of the Dog Park.

Commissioner Kligman made a motion to move forward with the study. The motion received a second from Vice Mayor Karukin and all voted in favor.

- **Community Garden Budget Allocation of \$2,000**

Melissa Moonvest, President of the Community Garden organization, spoke about the Community Garden and the members would like to add three more plots and insurance with the \$2,000.

Vice Mayor Karukin made a motion to keep the \$2,000 in the budget. The motion received a second from Commissioner Kligman and all voted in favor. Commissioner Olchyk was absent.

- **Building Permit Revenues vs. Long-term Recurring Revenue Streams (Impact of New Ad-Valorem and Resort Taxes from In-fill)**
Town Manager Roger M. Carlton presented the item to the Town Commission and showed Power Point slides illustrating how three years of increased building permit revenue would be more than exceeded by permanent revenue increases from resort and ad valorem taxes.
Commissioner Kligman asked how the Town is defining “New Buildings”.
Town Manager, Roger M. Carlton explained that it will be new construction meaning that full credit is received in additional tax revenue.
- **Equity Within Range for Long-term Non-bargaining Unit Town Employees (from compensation/classification study)**
No summer study will be conducted on this item.
- B. **Comparison of Building Permit Revenue for 10 Fiscal Years in Relation to Recurring Ad Valorem and Resort Tax Revenue**
Item discussed under “Building Permit revenues vs. Long-term Recurring Revenue Streams (Impact of new Ad-Valorem and Resort Taxes from In-fill) item.
- C. **General Fund Personnel Cost Increase for FY12/13 Proposed Budget Over the FY 11/12 Projected Budget**
Town Manager Roger M. Carlton presented the item.
No summer study will be conducted on this item.
- D. **Five Year Funded and Proposed Town-Wide Positions Including Annual Cumulative Changes**
No summer study will be conducted on this item.

Commissioner Kligman spoke about Channel 77. She would like the Town Manager to conduct a study on the logistics and cost for providing programs on Channel 77 to the residents. A summer study will be prepared and discussed with the new IT/Telecommunications Committee.

5. **Town Commission Discussion of Remainder of FY 12/13 Proposed Budget Not Discussed During the June 19, 2012 Budget Workshop**
Commissioner Olchyk had questions on the Parks and Recreation Personnel Complement Chart on page 76 of the proposed FY 2012/2012 Budget. Tim Milian responded to her concerns.
Commissioner Kligman asked about the line item “Special Pay” on page 77 and on some of the other Departments budgets. She was informed that the “Special Pay” line item is for longevity pay throughout the budget.

Vice Mayor Karukin will not support the Branding Initiative for \$20,000 on page 84. Commissioner Kligman asked why the Unemployment Compensation line item on page 86 increased by \$30,000. Town Manager Roger M. Carlton explained that it was there in case a change occurs on the Solid Waste service delivery methodology.

Commissioner Olchyk questioned the Manager on the proposed Support Clerk for the TEDACS Director on page 100. The Manager explained the duties that the position will provide to this department.

Town Manager Roger M. Carlton spoke and explained each of the funds and answered questions posed by the Commission.

Commissioner Kligman asked to add a Summer Study to determine how the roll-back millage rate of 5.0635 could be reached. The Administration was directed to add this to the Summer Studies.

6. Public Comments

Mayor Dietch invited the public to speak on any of the items discussed.

Former Vice Mayor Joe Graubart spoke about the Surf-Bal-Bay PAL program and the benefits that this program brings to the children. He would like the Town to make this a summer study if possible.

The Chief stated that when he first became Chief, the Town was funding the program with \$10,000 from Forfeiture Funds. The Police Department does not have \$30,000 from this source to participate in the program at this point.

Commissioner Kligman made a motion to do a summer study on this item. The motion received a second from Commissioner Olchyk and all voted in favor.

Mrs. Barbara Cohen commended the Chief of Police David Allen and Ft. Lauderdale Police Officer Heather Lee for a quick police response.

Ms. McLaughlin spoke about the Tourist Bureau and new initiatives that the Board is working on.

7. Adjournment

There being no further business to come before the Commission, the meeting adjourned at 7:07p.m.

Accepted this 15 day of August, 2012


Daniel Dietch, Mayor

Attest:


Sandra Novoa, CMC
Town Clerk



Town of Surfside Commission Communication

Agenda # 4A

Date: August 23, 2012

Subject: FY 12/13 Proposed Budget Summer Study – Alternatives to Reach Rolled Back Rate of 5.0635 Mills

Analysis: During the July 10, 2012 Special Meeting, the Town Commission directed Staff to provide a Summer Study that would review the alternatives to reduce the millage to the rolled back rate of 5.0635 from the proposed 5.4 mills presented in the original FY 12/13 Budget submission. To achieve this reduction required reducing expenses, raising revenues in the General Fund, or a combination of both in the amount of \$417,783. The \$417,783 goal is a combination of \$189,694 reduction in ad valorem revenue produced at the rolled back millage rate and not utilizing \$228,089 from available reserves to balance the General Fund.

Staff has reviewed all the numbers in the Proposed FY 12/13 Budget. The attached chart reflects \$215,000 in new revenues from fee increases in the Parks and Recreation programs (10 percent across the board/\$18,000), adjusting the method used to calculate developer reimbursables to include a percent for executive salaries (\$15,000), enhancing the collection of past due parking citations (\$10,000), eliminating the PTP supported Sunny Isles Beach additional bus run to NE Miami Dade shopping areas and transferring the savings to the General Fund (\$10,000), increasing the Parking Fund administration contribution to the General Fund by 5 percent (\$25,000) and a one time contribution of (\$137,000) to the General Fund from the Parking Fund available reserves (currently \$1,604,445 and growing).

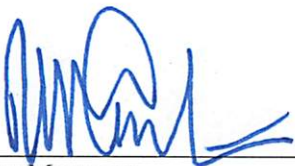
There are also 22 potential expense reductions totaling \$261,197. Some of these reductions reflect decisions already made by the Town Commission, others reflect an adjustment in expenses and, most importantly, many reflect programs which enhance the quality of life and are important to constituencies of varying size and intensity. We have placed these expense reductions before you for consideration.

The Summer Study also includes expanding the hourly use of our part time Building Inspectors in order to meet the demands of quality inspections for the expanded pace of development (\$46,117). Also listed are two capital projects which could be deferred. These include the downtown benches (\$11,000) and the news rack replacement (\$10,000). If these capital projects are deferred, the \$21,000 could be transferred from the Capital Fund to the General Fund.

Conclusion: With sensitivity to the economic times we are all experiencing, the Administration does not recommend that the millage be lowered for the following reasons:

1. Such action would be a deviation from the strategy approved by the Town Commission when the Five Year Financial Plan was adopted. The primary goal for the General Fund was to develop \$5 million in reserves and we are on an accelerated track to achieve this goal. With the increase in property value that was announced by the Property Appraiser on July 1, 2012, we only need \$78,220 from reserves next year rather than the \$228,089 originally projected and this amount will most likely be eliminated by updated estimates for carryover from FY 11/12.
2. The Town is achieving the goals of “putting the shine back in Surfside” and “platinum service” responsiveness to our citizens. We are also succeeding in expanding transparency, improving employee morale, enhancing downtown improvement and more equitably distributing the tax burden from residents to commercial properties. The millage reduction to achieve the rolled back rate will slow down this progress.
3. The growth in property values will continue as construction projects are completed and as the economy recovers. This means that the millage rate can be reduced gradually as property values increase rather than to an artificial number, that is not based on the real world situation that exists every year. Lowering the millage rate reduces tax revenue and/or requires non ad valorem revenues to be increased or expenses to be eliminated. The demand for improved services does not diminish. It is more advisable to continue to reduce the millage in a gradual manner, i.e. 5.6030 mills in FY 10/11, 5.5000 mills in FY 11/12 and 5.4000 in FY 12/13. One person’s critical need is another’s luxury. There is no financial necessity creating the need to reduce the millage more than already recommended. As a policy matter and as stewards of the community, the question is whether or not this savings is worth the inevitable debate over resource allocation? That policy debate is the province of the Town Commission and Staff will carry out your direction.

In closing, the Town of Surfside is in excellent financial condition. We have lowered millage for two years in a row if the proposed FY 12/13 5.4000 millage is adopted. The Town is greatly improved as to quality of services and responsiveness. Employee morale is high and most of our citizens are pleased with where we are. Based on the progress we have made and the need to continue, the Administration recommends leaving the millage at 5.4000.



Town Manager



Finance Director



Budget Director

RC/dh

**FY 12/13 Budget Adjustments
to Attain 5.0635 Mills**

			5.0635 value Millage Reduction
Revenue			
Increases:			
	All Recreation Fees 10% increase	\$18,000	0.0178
	Additional Developer Reimbursements (Formula Adjustment)	\$15,000	0.0149
	Parking Citations Enhanced Ticket Collection	\$10,000	0.0099
		\$43,000	<u>0.0426</u>
	Parking Fund to GF allocation 5% increase	\$25,000	0.0248
	Parking Fund Transfer	\$137,000	0.1358
	Municipal Transportation Fund transfer from Eliminating Sunny Isles Beach Route Expansion	\$10,000	\$172,000 0.0099
			<u>0.1704</u>
	Total Revenue Increases		<u><u>\$215,000</u></u>
Expenditure			
Reductions:			
Executive	Employee Tuition Reimbursement	\$10,000	0.0099
Executive	Gazette bi-monthly publication	\$24,000	0.0238
Planning & Code	Professional Services - Sign Code Study Reduction	\$10,000	0.0099
Town Clerk	VOIP duplicaton in Clerk's budget	\$33,000	0.0327
Town Clerk	Construction of storage space	\$7,500	0.0074
Town Clerk	PT Recording Clerk	\$15,000	0.0149
Public Safety	Police Overtime	\$10,000	0.0099
Parks/Recreation	Lower Winter Pool Temperature 2 degrees	\$2,500	0.0025
Public Works	Dog Park	\$10,000	0.0099
Public Works	Community Garden Insurance	\$2,000	0.0020
Public Works	Beachwalk Maintenance Frequency	\$5,000	0.0050
Tourism	Branding Study	\$13,200	0.0131
Non-Dept	Unemployment	\$30,417	0.0301
Non-Dept	No Transfer to CITT	\$27,080	0.0268
Non-Dept	Merit Pay to 2.5 percent	\$30,000	0.0297
Non-Dept	Library Reimbursement to \$50 each	\$7,500	0.0074
Across the Board	Office Supplies	\$5,000	0.0050
Across the Board	Misc. Operating Supplies	\$5,000	0.0050
Across the Board	Conferences & Seminars	\$3,000	0.0030
Across the Board	Legal Advertising	\$2,500	0.0025
Across the Board	Meeting Supplies	\$2,500	0.0025
Across the Board	Insurance savings through negotiations	\$5,000	0.0050
	Eliminate Participation in Florida League of Cities & Miami Dade League of Cities	\$1,500	0.0015
			<u>\$261,697</u>
			<u>0.2593</u>
Expenditure			
Additions:			
Building Services	Building Inspectors Increase in Number of Hours	(\$46,117)	(0.0457)
			<u>(\$46,117)</u>
			<u>(0.0457)</u>
			<u><u>\$430,580</u></u>
			<u><u>0.4267</u></u>

Rollback Rate Millage 5.0635

Proposed Budget Contingency/Reserves Utilization

Use of Contingency - Proposed Budget

\$228,089

Decrease in Ad Valorem Revenues from Rollback Rate

\$189,694

Net use of Contingency/(Increase in Contingency)

\$417,783



MEMORANDUM

To: Roger M. Carlton, Town Manager
From: Sarah Sinatra Gould, AICP, Town Planner
Date: August 6, 2012
Re: Cost Recovery Summer Study

Ordinance 06-1465, adopted on October 10, 2010, established a cost recovery system for the Town of Surfside. Cost recovery is a method where the applicant pays for the full cost of the development plan review. This includes site plans, rezoning requests, land use plan amendments, vacations of right-of-ways, variances and plats. In conjunction with Ordinance 06-1465, a fee schedule to recuperate planning and legal fees was also adopted. Once an application and associated fee is submitted to the Town, the plan review commences and the funds are kept in escrow and dispersed as the review continues. If the escrow account balance is reduced to a third of its initial deposit, staff requests additional funds from the applicant. Once a project has been issued the Certificate of Occupancy or final action has occurred, any unused funds will be returned to the applicant.

The adopted fee schedule is below:

<u>Description</u>	<u>Planning & Legal Fees Escrow Amount</u>
Land Use Plan Amendment	\$15,000
Rezoning	\$12,000
Plat	\$ 8,000
Site Plan	\$12,000
Site Plan Amendment	\$ 7,500
Vacations (non-residential)	\$ 3,000
Vacations (residential)	\$ 1,500
Variance (non-residential)	\$ 5,000
Variance (residential)	\$ 1,500
Minor Parking Reduction	\$500
Major Parking Reduction	\$3,500

The original intention behind the ordinance was to recover consultant and attorney fees. However, Town staff time is also impacted by development projects. For instance, the Town Manager, Building Official, Public Works Director and Parks and Recreation Director all

attend the Development Impact Committee meetings relating to a project. These staff members also prepare for these meetings by reviewing the development plan package, which impacts staff time. It is recommended that 10% of the initial deposit and any subsequent deposits be allocated for Town Administration.

Each category was also analyzed to determine if the initial deposit is sufficient. In the past 18 months, staff has completed the review of three site plans and two variances. The two variances were single family homes and the \$1,500 cost recovery fee was sufficient for those reviews.

The three site plans are outlined below:

Project	Initial Deposit	Subsequent Deposits	Total Cost
9200 Collins Hotel	\$12,000	\$22,000	\$29,000 (\$5,000 remaining in escrow for final landscape inspections)
Young Israel	\$12,000	\$10,214	\$40,600 (Amount paid was part of the negotiated settlement agreement)
Grand Beach Hotel	\$12,000	\$26,149	\$38,149 (Additional funds will be required for final landscape inspections)

Based on the above final costs, it is clear that the initial deposit of \$12,000 is quickly expended and additional funds are necessary. In order to avoid additional staff time requesting additional funds and requiring an applicant to secure supplementary checks, an increase in the submittal fee for site plans is recommended. Staff analyzed all adopted cost recovery application fees and is recommending the increase only for the Site Plan application.

In summary, the following are recommendations from the Cost Recovery Summer Study:

1. Modify the ordinance to permit cost recovery of Town employee time as well as consultant time and include a 10% Administrative Fee generating \$15,000.
2. Increase the Site Plan application fee to an initial deposit of \$20,000.



**Town of Surfside
Commission Communication**

Agenda # 4C

Date: August 23, 2012

Subject: Community Dog Park Summer Study

Background: Based on community interest, and spearheaded by support from Mayor Dietch, the Town is investigating the implementation of a Surfside, resident only accessed, Dog Park. Other neighboring sites at Haulover Park and in Miami Beach are perceived to be inherently disadvantaged by their location and concern for safety. They also do not foster the same ability to forge a sense of community that a local site would bring to all of those that would utilize this Town amenity. The Town Commission only needs to review the success of the Community Garden initiative as a comparison.

The site identified for this possible park is the existing pump station site on the corner of Byron Avenue and 93rd Street. This initiative is being addressed in the Fiscal Year 12/13 Budget with a proposed \$10,000 allocation - \$2000 was directed by the Town Commission to the Community Garden at the Budget Special Hearing July 10, 2012. Staff is also investigating grant opportunities through the PetSmart Foundation to assist in funding and enhancing this initiative in the long term. The proposed area is already zoned as Municipal and would not require a zoning change.

Ms. Ann Finley, Surfside resident, has coordinated a grass roots effort, similar to that of the Surfside Urban Gardeners (SUG) which presently has an agreement with the Town to manage the Community Garden at Dickens Avenue and 89th Street, to galvanize those residents interested in having a Dog Park. To date, more than 40 residents have signed a petition pledging their support. Once this group finalizes its required obligations (as outlined below) it too would enter into an agreement with the Town as a cooperative venture.

Analysis: As this is the location of an in use sanitary sewage lift station, access to the station would be of primary importance. At times, work on the station would take precedence over use of the park and the park could be closed at a moment's notice to accommodate this situation. This station is set for upgrade and reconfiguration with the present Water/Sewer/Storm Drainage project. The park could be operational by January 2012.

Once the station is rebuilt a dense landscape buffer would be planted abutting the neighbors on the north and western sides of the site. An attractive fence would secure the perimeter of the park and a

sign, similar to the one at the Community Garden, would identify the rules and regulations at the park. A lockable gate would permit access by residents only and also secure the site after hours. Irrigation would be added to accommodate maintaining the park and to provide water for the dogs. The \$10,000 allocated in the proposed Fiscal Year 12/13 Budget would be utilized for these expenses. On-going maintenance would be conducted by Luke's Landscaping. The dog receptacles are presently being emptied by Parks and Recreation staff – this would remain in place with a new park. The Police Department would add the location to their Community Policing procedures.

The park would be opened at 8:00am and closed daily at dusk (or a similar time to be determined). This would correspond with the hours of the 96th Street Park and would be managed by the same staff and procedures. As many residents will walk to the park an adverse parking situation is not anticipated. After almost a year of operation, parking is not a concern at the Community Garden. There is ample street parking in the neighborhood of the park to address any parking as needed.

The following is the proposed process required to move this initiative forward:

- Outreach to neighbors (see attached map): residents abutting and within 250 feet of the proposed park (highlighted in yellow in the attachment) would be notified by certified mail of a Community Meeting to discuss the proposed park and would be given a time to respond to the notice if unable to attend the meeting.
- A Community Meeting would be set in October for resident input on the proposed park. This meeting would be advertised through the Town's communication channels.
- Ms. Finley, and the other interested residents, would need to incorporate as a non-profit organization (501(c)3) by November 15, 2012 and present to the Town Administration proof of incorporation. This is in accordance with the process that Surfside Urban Gardeners established.
- An agreement with this group would be brought before Town Commission discussion and ratification at the December 2012 meeting.

Budget Impact: \$10,000 is earmarked in the Fiscal Year 12/13 Budget proposal to construct a basic dog park. Maintenance cost of approximately \$3,000 per year will be incorporated into existing Town contractor agreements as an on-going expense.

Staff Impact: Existing staff, with the assistance of Luke's Landscaping, will be utilized to design and construct the park as well as maintain.

Recommendation: Town Staff awaits Commission direction of this proposed process prior to proceeding.



Department Head



Town Manager



**Town of Surfside
Commission Communication**

Date: August 23, 2012

Subject: Channel 77 Summer Study

Background: At the Special Hearing appearing on the Budget July 10, 2012, Commissioner Michelle Kligman requested information on enhancing the content on Channel 77. A meeting was held on July 25, 2012 with Commissioner Kligman, the TEDACS Director and representatives from Calvin, Giordano & Associates. Below is a list describing the present content. CGA is contracted by the Town to maintain the broadcasting of the channel:

- Welcome to Surfside photograph
- Commission Chambers photograph
- Daily broadcasting schedule of meetings
- Aerial photographs of the completed Community Center
- Miscellaneous Town news and events flyers

Previous Commission directives have resulted in the broadcasting of all filmed meetings every day thus leaving little remaining time for other content. Meetings are shown as follows:

- The monthly Town Commission meeting airs at 7:00am and 7:00pm daily. The meeting lasts over four hours and is shown twice to give residents viewing opportunities.
- Special Town Commission meetings play at 11:00am daily or after the monthly Town Commission meeting.
- The monthly Planning and Zoning meeting airs at 2:00pm daily or after Special Town Commission Meetings.
- Budget and Downtown Vision Advisory Committee meetings start at 2:00pm daily or after Planning and Zoning meetings.
- News and events flyer are currently running when a meeting is not playing.

Analysis: The following items were discussed and earmarked for further investigation and presented here for Town Commission review.

Leightronix is the current operating software and DVR system for the Commission Chamber cameras and is in need of an upgrade. The cost from Digital Video Systems (DVS) to complete the upgrade is \$3,586. This software is responsible for operating and recording the audio/visual inputs (internal cameras and microphones) from the Commission Chambers for the live broadcast feed as well as scheduling and organizing the recorded video output via a built-in playback schedule system. The signal is output from Town Hall to an Atlantic Broad Band (ABB) switch station. The ABB switch station then transmits the signal to Surfside residences.

Scala is the current operating software that displays dynamic content. Dynamic content encompasses both the overlays shown during meeting (meeting title, speaker name and title etc.) as well as pictures, flyers and videos that were not recorded in the Commission Chambers. The software is currently set up to automatically display content when the meetings are not currently re-broadcasting. For the Town's 75th Anniversary celebration in May 2010 short videos of Surfside children showing their homes ("Surfside Cribs") were produced by resident Dana Kulvin and added to Channel 77's software capabilities. The Tourist Bureau's video was also shown at one point. Other informative and educational videos and films could be broadcast if the existing schedule of meetings is reduced. The additional costs to upgrade the Scala software would be \$9,950. The employee charged with responsibility for operating the new website (webmaster) could also handle this responsibility.

Presently Channel 77 is only broadcast on Atlantic Broad Band (ABB). The Town recognizes the fact that there are other cable providers in the area and have made several attempts to expand our broadcast to other providers. Currently neither U-Verse nor Comcast have the required infrastructure installed at Town Hall's location to broadcast at this time. In addition, satellite providers do not offer a local feed service anywhere. Staff will continue to follow up with U-Verse and Comcast so that when the infrastructure is in place we can again discuss the cost benefit analysis at a Commission Meeting.

Other municipalities in the area are utilizing the same Scala system and the same Scala vendor. Sunny Isles Beach is currently utilizing the same version and is in the process of completing the upgrades at a cost of \$9,950.

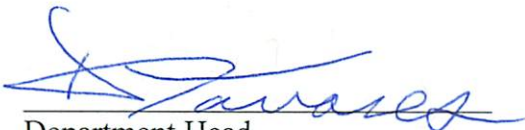
To film additional programming utilizing the abilities presently existing within the Commission Chambers would incur an additional cost of approximately \$375 per day of broadcasting (normal business hours) related to staffing needed to facilitate this new initiative. The total costs would be determined by the type of broadcast requested. Determining who identifies the additional broadcasting and its content will also need to be determined.

Additional programming could be produced off site of the Commission Chambers. The Town would need to produce a RFP to enter into an agreement with a production company to produce and film content not limited to the Commission Chambers location. The cost per year of additional production content is subject to change depending on the quantity and production value of content. Determining who identifies the additional broadcasting and its content will also need to be determined.

Budget Impact: Estimated costs to do this right are approximately \$50,000 per year. A basic start up could be done for approximately \$25,000 per year. After the public reaction is known, future allocations could be determined.

Staff Impact: To be determined based on Town Commission directive.

Recommendation: Staff seek Town Commission directive on the above identified potential enhancements of Channel 77.



Department Head



Town Manager



Town of Surfside Commission Communication

Agenda Item #: 4E

Agenda Date: August 23, 2012

Subject: Police Athletic League (PAL)

Background: As requested, the Parks and Recreation Department has looked into the options of funding the existing PAL program. The Parks and Recreation Committee met on August 6, 2012 and discussed the funding of the PAL program. It was determined unanimously that the Committee does not support the funding for the program.

The following factors were taken into consideration and presented to the Committee. The Parks and Recreation Department does not have a reserve of \$30,000. If the program was funded it would be through the current operating budget, resulting in limiting or reducing Parks and Recreation programs and operations. In addition, support of PAL programming would be duplication to current and future Town of Surfside Parks and Recreation programs. The Parks and Recreation Department currently offers programs such as summer camp, arts and crafts, tutoring, soccer and a variety of additional youth programs, coinciding with the PAL programs.

The Police Department also does not have \$30,000 in the forfeiture account to fund the PAL program.

Department Head

Roger M. Carlton, Town Manager



Town of Surfside Commission Communication

Agenda Item # 4F

Agenda Date: August 23, 2012

Subject: Solid Waste Rate Study for Multiple Commercial Small Tenant Buildings Downtown

Analysis: During the July 10, 2012 Special Meeting, the Town Commission directed Staff to provide a Summer Study that would review the Solid Waste rates charged to small tenant buildings downtown. There are 28 tenant buildings that are charged \$229.30 per annum based on the following current ordinance.

The ordinance reads: If a business is located above or below street level, \$229.30 per annum per such business unit. Any footage in multiples of other than 12 ½ front feet shall be prorated.

Conclusion: The total annual solid waste revenue collected from the 28 small tenant buildings downtown is \$6,420. The Administration recommends a reduction of 25% in the solid waste rates to small tenant buildings downtown. This would provide an equitable rate charged on the volume of solid waste garbage generated by these small business offices. This rate reduction would result in a decrease of \$1,605 in Solid Waste revenue to the Town.

Town Manager

Finance Director

Public Works Director

Budget Officer