



**Town of Surfside
Special Town Commission Meeting
July 10, 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. Citizen Survey– Vice Mayor Michael Karukin - Page 1**
- 4. Information Resultant from the June 19, 2012 Budget Workshop:**
 - A. Recommended Summer Studies and Other Actions – Page 5**
 - B. Comparison of Building Permit Revenue for 10 Fiscal Years in Relation to Recurring Ad Valorem and Resort Tax Revenue – Page 6**
 - C. General Fund Personnel Cost Increase for FY12/13 Proposed Budget Over the FY 11/12 Projected Budget – Page 7**
 - D. Five Year Funded and Proposed Town-Wide Positions Including Annual Cumulative Changes – Page 8**
- 5. Town Commission Discussion of Remainder of FY 12/13 Proposed Budget not Discussed During the June 19, 2012 Budget Workshop**
- 6. Public Comments**
- 7. Adjournment**

Respectfully submitted,



Roger M. Carlton
Town Manager

NOTE: There is an Executive Session Relative to Labor Policy Scheduled for 7:00 P.M. in the Manny Crawford Conference Room.

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.

Results from Surfside Priorities Survey

6/30/2012

The purpose of this survey was to gather information on resident opinions about the priority level for various projects and initiatives. The survey asked respondents to rate 22 items on a 5 point scale:

- 1 = Not a priority
- 2 = Low priority
- 3 = Medium priority
- 4 = High priority
- 5 = Very high priority

Costs and context was intentionally excluded from the question in order to keep the data collection process as simple as possible. There are many questions to ask and many ways to ask a question. Measurements therefore reflect general opinion without qualification or reference to cost or consequence. Therefore, generalizability of the result is limited.

The following items were displayed in 5 screens. These items were selected based on the outcome of a priorities workshop held at a public meeting on April 30 2012 and subsequent discussions with staff. The list is by no means comprehensive. There are many other items and issues under consideration by this commission not covered by this survey.

1. Complete water sewer storm-water project
2. Fund utility rate stabilization fund to offset or delay increases
3. Plan for undergrounding power, phone, cable lines
4. Build a second story for the community center

5. Clean up the town charter
6. Support crime prevention initiatives
7. Expand code compliance program
8. Beautify physical appearance of town
9. Assess parking situation at older condos
10. Develop a program to help retrofit older condos for energy efficiency

11. Decrease percentage of tax revenue from residential properties
12. Build cash reserves to 5 million dollars (currently 4.1 million)
13. Support a downtown business improvement district
14. Build a parking structure for business district

15. Promote Art in public places
16. Enhance bus shelters
17. Build dog park
18. Online bill pay
19. Live video streaming on web
20. Consumer report tracking

21. Consider hiring an assistant town manager
22. Consider hiring an assistant town attorney.

The survey was constructed using Survey Monkey (www.surveymonkey.com). A link to the survey was sent to 440 people via email on June 23rd 2012. Data was collected over a 7 day period.

RESULTS

- A total of 115 people took the survey resulting in a response rate of 26% (115/440).

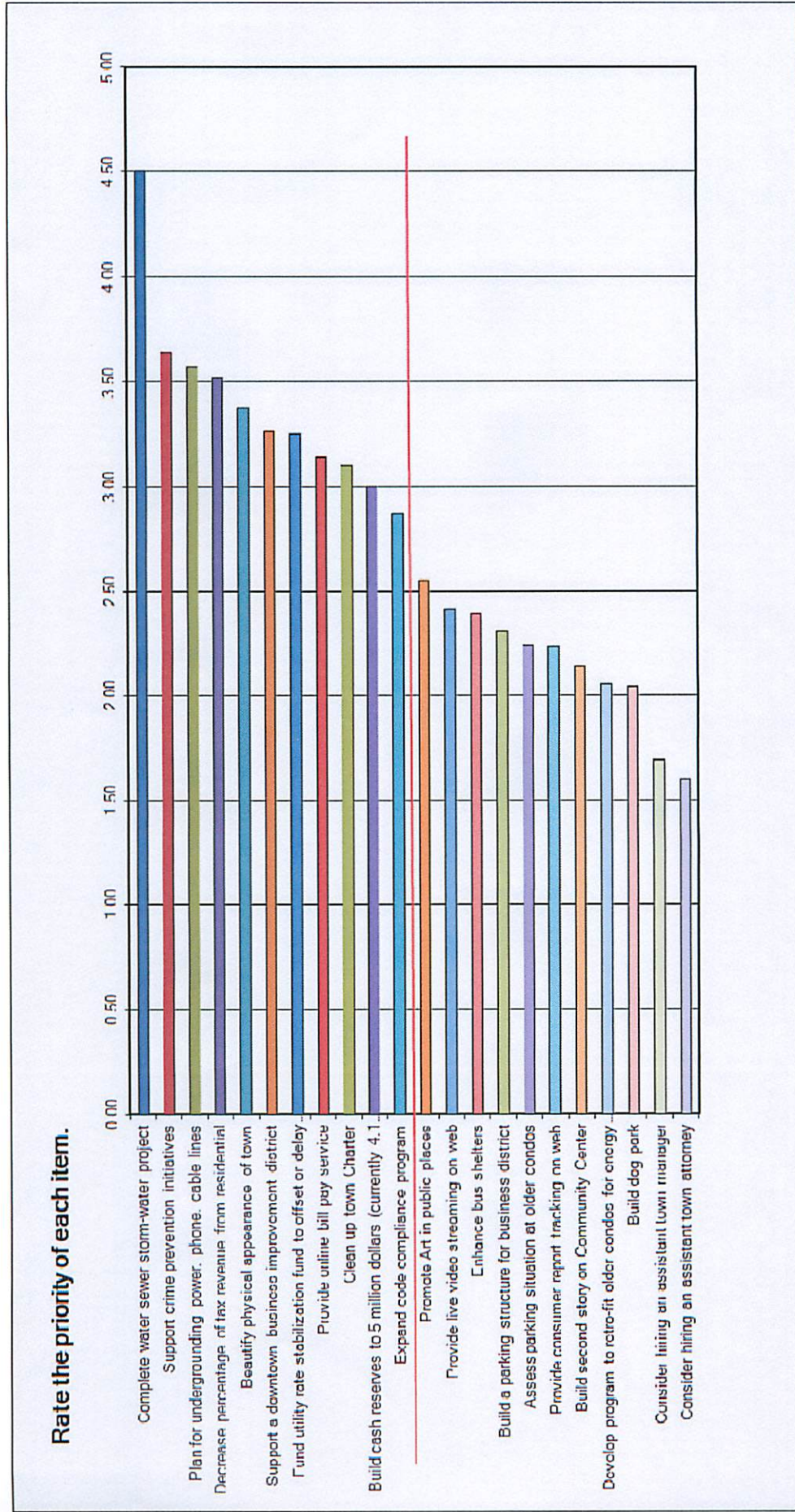
- **The number 1 priority** is completing the water sewer storm water infrastructure project. Over 90% of the respondents rated this item as high or very high priority (n=102 or 91.9%).

- **The top 4 priorities (rated high or very high by 50% or more of the respondents)**
 1. Complete water sewer storm-water project (score: 4.50, n=102 or 91.9%)
 2. Support crime prevention initiatives (score: 3.64, n=64 or 58.2%)
 3. Plan for undergrounding power, phone, cable lines (score: 3.57, n=65 or 57.5%)
 4. Decrease percentage of tax revenue from residential properties (score: 3.52, n=57 or 51.4%)

- **Items rated low or not a priority by more than 50% of respondents.**
 1. Consider hiring an assistant town attorney (score: 1.60, n=94 or 85.5%)
 2. Consider hiring an assistant town manager (score: 1.69, n=90 or 81.1%)
 3. Build dog park (score: 2.04, n=76 or 68.5%)
 4. Develop program to retro-fit older condos for energy efficiency (score: 2.05, n=76 or 67.9%)
 5. Build second story on Community Center (score: 2.14, n=74 or 66.1%)
 6. Provide consumer report tracking on web (score: 2.23, n=68 or 61.3%)
 7. Assess parking situation at older condos (score: 2.24, n=72 or 64.9%)
 8. Build a parking structure for business district (score, 2.31, n=63 or 54.1%)
 9. Enhance bus shelters (score: 39, n=60 or 54.1%)
 10. Provide live video streaming on web (score: 2.41, n=63 or 56.8%)

Anything above the line leans in the direction of being a priority. Anything below the line leans in the direction of not being a priority

1= Not a Priority; 2= Low Priority; 3 = Medium Priority; 4 = High Priority; 5 = Very High Priority



The 4 items highlighted at the top have the highest priority with 50% or more of respondents rating them as high or very high priority.

The last 10 items lean in the direction of not being a priority with 50% or more of respondents saying low or not a priority

Surfside Priorities Survey										
Rate the priority of each item.										
Answer Options	Not a priority	Low	Medium	High	Very high	Rating Average	Response Count	Not or Low	High or very high	
Complete water sewer storm-water project	2 (1.8%)	1 (0.9%)	6 (5.4%)	32 (28.8%)	70 (63.1%)	4.50	111	3 (2.7%)	102 (91.9%)	
Support crime prevention initiatives	5 (4.5%)	10 (9.1%)	31 (28.2%)	38 (34.5%)	26 (23.6%)	3.64	110	15 (13.6%)	64 (58.2%)	
Plan for undergrounding power, phone, cable lines	13 (11.5%)	13 (11.5%)	22 (19.5%)	27 (23.9%)	38 (33.6%)	3.57	113	26 (23.0%)	65 (57.5%)	
Decrease percentage of tax revenue from residential properties	8 (7.2%)	16 (14.4%)	30 (27.0%)	24 (21.6%)	33 (29.7%)	3.52	111	24 (21.6%)	57 (51.4%)	
Beautify physical appearance of town	12 (10.8%)	15 (13.5%)	30 (27.0%)	28 (25.2%)	26 (23.4%)	3.37	111	27 (24.3%)	54 (48.6%)	
Support a downtown business improvement district	16 (14.5%)	13 (11.8%)	32 (29.1%)	32 (29.4%)	25 (22.7%)	3.26	110	29 (26.4%)	49 (44.5%)	
Fund utility rate stabilization fund to offset or delay increases	16 (14.7%)	13 (11.9%)	28 (25.7%)	19 (17.1%)	20 (18.3%)	3.25	109	29 (26.6%)	52 (47.7%)	
Provide online bill pay service	18 (16.2%)	17 (15.3%)	32 (28.8%)	19 (17.1%)	25 (22.5%)	3.14	111	35 (31.5%)	44 (39.6%)	
Clean up town Charter	11 (10.3%)	23 (21.5%)	32 (29.9%)	26 (24.3%)	15 (14.0%)	3.10	107	34 (31.8%)	41 (38.3%)	
Build cash reserves to 5 million dollars (currently 4.1 million)	10 (9.1%)	22 (20.0%)	46 (41.8%)	22 (20.0%)	10 (9.1%)	3.00	110	32 (29.1%)	32 (29.1%)	
Expand code compliance program	21 (18.8%)	19 (17.0%)	41 (36.6%)	16 (14.3%)	15 (13.4%)	2.87	112	40 (35.7%)	31 (27.7%)	
Promote Art in public places	24 (21.6%)	29 (26.1%)	37 (33.3%)	15 (13.5%)	6 (5.4%)	2.55	111	53 (47.7%)	21 (18.9%)	
Provide live video streaming on web	32 (28.8%)	31 (27.9%)	28 (25.2%)	10 (9.0%)	10 (9.0%)	2.41	111	63 (56.8%)	20 (18.0%)	
Enhance bus shelters	28 (25.2%)	32 (28.8%)	34 (30.6%)	14 (12.6%)	3 (2.7%)	2.39	111	60 (54.1%)	17 (15.3%)	
Build a parking structure for business district	39 (35.5%)	24 (21.8%)	27 (24.5%)	14 (12.7%)	6 (5.5%)	2.31	110	63 (57.3%)	20 (18.2%)	
Assess parking situation at older condos	40 (36.0%)	32 (28.8%)	19 (17.1%)	12 (10.8%)	8 (7.2%)	2.24	111	72 (64.9%)	20 (18.0%)	
Provide consumer report tracking on web	36 (32.4%)	32 (28.8%)	31 (27.9%)	6 (5.4%)	6 (5.4%)	2.23	111	68 (61.3%)	12 (10.8%)	
Build second story on Community Center	50 (44.6%)	24 (21.4%)	21 (18.8%)	6 (5.4%)	11 (9.8%)	2.14	112	74 (66.1%)	17 (15.2%)	
Develop program to retro-fit older condos for energy efficiency	45 (40.2%)	31 (27.7%)	24 (21.4%)	9 (8.0%)	3 (2.7%)	2.05	112	76 (67.9%)	12 (10.7%)	
Build dog park	52 (46.8%)	24 (21.6%)	21 (18.9%)	7 (6.3%)	7 (6.3%)	2.04	111	76 (68.5%)	14 (12.6%)	
Consider hiring an assistant town manager	61 (55.0%)	29 (26.1%)	16 (14.4%)	4 (3.6%)	1 (0.9%)	1.69	111	90 (81.1%)	5 (4.5%)	
Consider hiring an assistant town attorney	63 (57.3%)	31 (28.2%)	14 (12.7%)	1 (0.9%)	1 (0.9%)	1.60	110	94 (85.5%)	2 (1.8%)	

FY 12/13 Proposed Budget Recommended Summer Studies and Other Actions

1. Five-Year Financial Plan Update
2. Organizational location of IT function to Finance Department
3. Solid Waste rates for multiple commercial small tenant buildings downtown
4. Alternate collection process for Solid Waste
5. Cost recovery from developers for legal and planning & zoning costs
6. Outside legal costs computation
7. Calvin, Giordano & Associates review of contractual required scope of work services in relation to Town provided services
8. Employee Educational Assistance Program
9. Executive Department additional support
10. Customer Response Management System
11. Dog Park study
12. Community Garden budget allocation of \$2,000
13. Building Permit revenues vs. Long-term Recurring Revenue Streams (impact of new Ad-Valorem and Resort Taxes from in-fill)
14. Equity within range for long-term non-bargaining unit Town employees (from compensation/classification study)

FY 12/13 Proposed Budget Comparison of Building Permit Revenue for 10 Fiscal Years in Relation to Recurring Ad Valorem and Resort Tax Revenue



Alternate 1: Increase Reserves
 Alternate 2: Reduce Millage
 Alternate 3: Improve Services/Capital Improvements
 Alternate 4: Some Combination

FY 12/13 Proposed Budget General Fund Personnel Cost Increase for FY 12/13 Proposed Budget Over the FY 11/12 Projected Budget

Personnel Costs Proposed - FY 12/13	\$7,104,221
Personnel Costs Projected - FY 11/12	6,576,339
Net Increase for FY 12/13	<u>\$527,882</u>
Less: Reduction to FY 12/13 Budgeted Unemployment	<u>(30,417)</u>
Net Increase to FY 12/13 Proposed Budget	<u>\$497,465</u>

11/12 Items affecting the Budget:

11/12 Compensation/Classification Study - full year allocation @75% for General Fund employees (including fringe)	\$102,464
11/12 Public Safety Fraternal Order of Police (including fringe)	60,000
11/12 Town Manager Increase - full year allocation (including fringe)	29,307
12/13 Increase to Merit Pool	30,000
Public Service Aide fully allocated to Public Safety and Program/Events Coordinator Parks & Rec. to FT	<u>45,000</u>

New Positions in 12/13:

Jr. Code Compliance Officer	\$50,000
Building Services Director/Building Official: cost of full-time position and fringe over current part-time Building Official	48,000
Building Official Paul Gioia transition period of three months concurrent with new hire	21,772
Tourism Support Clerk - allocated	31,020
Town Attorney's staff salary increase	<u>10,000</u>

Other Increases (Decreases):

Health/Life Insurance - estimated premium increase (10%) & coverage type adjustments	\$76,677
Workers' Compensation estimated premium increase (15%)	21,054
Retirement Contribution	56,359
Overtime	6,000
Extra Duty Pay	<u>(69,000)</u>
Total	<u>91,090</u>
	<u>\$518,653</u>

Difference*

*results from fringe items included in salary computations but not deducted from amounts in Other Increases (Decreases)

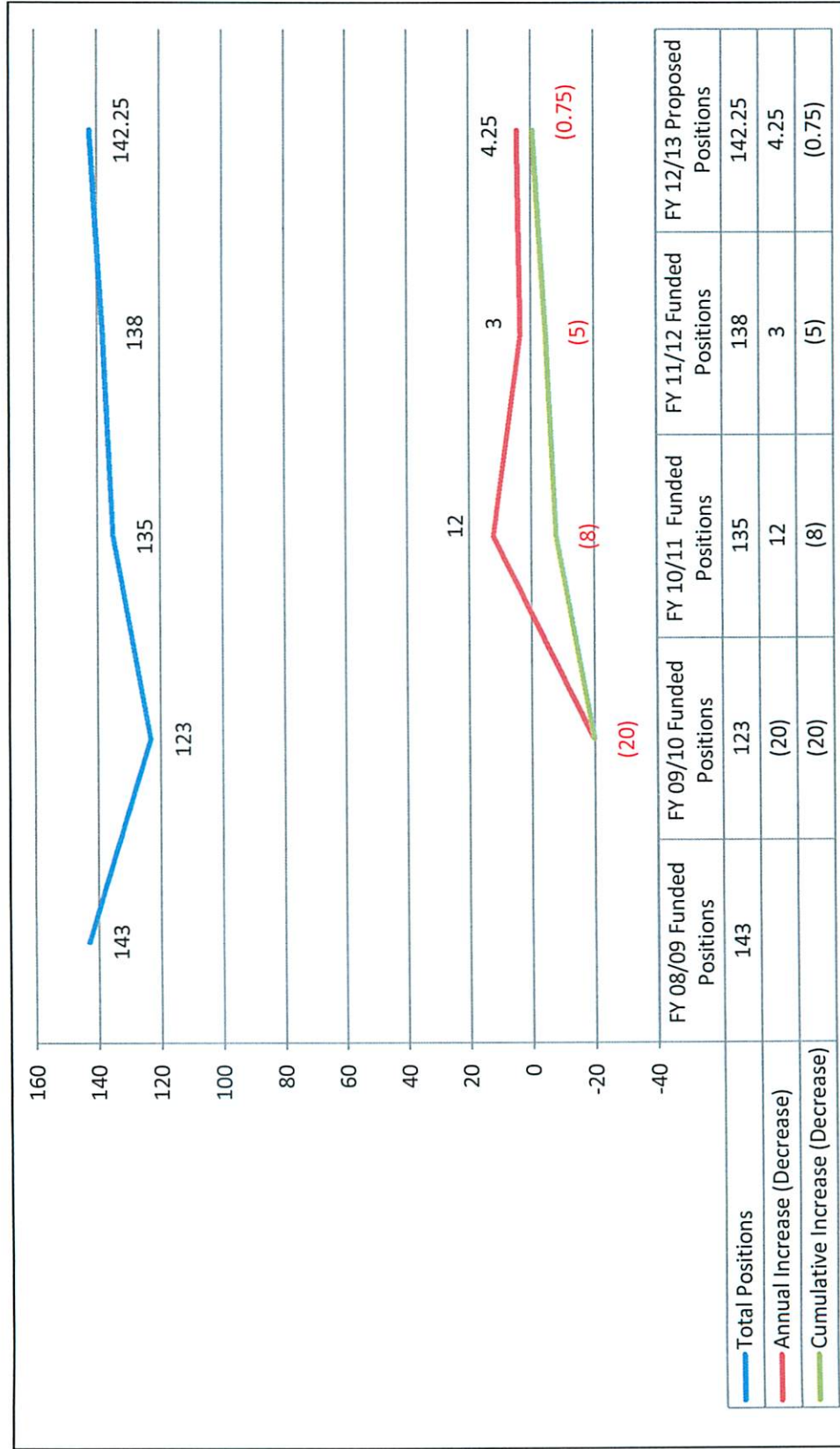
\$(21,188)

Other Positions not funded in General Fund:

Capital Improvement Project Manager - Water & Sewer (net effect)	\$20,000
Parking Enforcement Officer	\$41,600

FY 12/13 Proposed Budget

Five Year Funded and Proposed Town-wide Positions Including Annual Cumulative Changes



Town-wide Positions: includes full time and part time employees.