



## **Town of Surfside**

Town Hall Commission Chambers - 9293 Harding Ave, 2<sup>nd</sup> Fl  
Surfside, FL 33154

### **TOWN MANAGER'S REPORT DECEMBER 2014**

#### **COMMUNITY PROGRAMS / INITIATIVES / ENHANCEMENTS**

##### **1. Bus Service - Multi-jurisdictional Study – Bus Service Improvements and Operational Efficiencies**

Discussions were completed with the Managers of Bal Harbour, Bay Harbor Islands and Sunny Isles Beach. Each municipality expressed its desire to participate in this multi-jurisdictional transportation analysis in order to provide a bus transportation system that is more responsive to its residents ridership needs by attempting to provide a coordinated schedule and routes; expand designation options (Mount Sinai; Aventura Mall, etc.); reduce costs by eliminating overlapping routes and number of vehicles; and provide linkages to the Miami-Dade transportation system.

Miami-Dade CITT agreed to organize the coordination of the three bus circulators (Surfside, Bal Harbour and Bay Harbor) to identify a more efficient routing thus reducing the overall operating costs. A revised routing plan will be available for local review, ultimately leading to an interlocal agreement. The TEDACS Director, Duncan Tavares serves as the Town's representative. The Finance Director, Donald Nelson attended the CITT Municipal Transportation Workshop on behalf of the Town on July 24, 2014.

A follow up meeting between MD CITT, Miami-Dade Transit (MDT), Sunny Isles and Surf-Bal-Bay representatives was held on September 17. MDT agreed to review all of the schedules and provide recommendations on better coordination.

After conducting outreach on an update to this process, the following email was received from Gerald Bryan (MDT) on November 3:

“My staff has not yet had the opportunity to analyze the municipal services. We are presently in preparation for the MDT November service changes. I envision within the next couple of months having the available staff for this effort.”

The TEDACS Director will continue to monitor the progress on this initiative.

## **2. Citizen Survey**

Identified as an item in the "Manager's Transition: Status Report and Work Plan", with \$5000 allocated in the approved FY 13/14 budget for this initiative, the TEDACS Director is in the process of contacting the following vendors for proposals:

- Barry University (conducted North Bay Village's survey)
- FIU Metropolitan Center (approached by the Town to conduct a survey in 2011)
- Kerr & Downs (conducted Miami Beach's survey)

This item will be a discussion item on the January 13, 2015 Commission agenda.

## **3. Film Ordinance**

The TEDACS Director, Town Attorney's Office and Code Compliance Director met with Sandy Lighterman, Film and Commissioner (Miami-Dade), on August 14, 2014 to discuss a possible interlocal agreement with the Town. This is earmarked as a discussion item for the Town Commission at the January 13, 2015 meeting.

## **4. Miami-Dade Design (Climate Resiliency, Sustainability and Mitigation) Charrette Group 2**

Also identified in the Town Manager's Transition Plan, an initial meeting was spearheaded by the Tropical Audubon Society on June 21, 2014. At that meeting groups were formed according to location. Group 2 consisted of attendees from coastal communities including Mayor Dietch and the TEDACS Director. A laundry list of items to address was conceived with a commitment from the group to conduct a subsequent meeting. On August 26, 2014, members of Group 2 met at the Surfside Community Center. The group is committed to create a presentation on achievable initiatives and programs that can be used to educate the community. The next meeting was earmarked to be scheduled for early October.

The follow up meeting is presently on hold due to the unavailability of participants. More information will be provided to the Town Commission when it becomes available.

## **DOWNTOWN BUSINESS DISTRICT and TOURISM**

### **5. Sidewalk Ordinance Implementation**

On October 29, 2014, Courtesy Notices were issued to both landlords and restaurateurs providing for a 15 day period to apply for and begin the approval process for sidewalk cafés. To date, sidewalk café applications have been received from nine restaurateurs. In the following weeks, Civil Violation Notices will be issued to those who have not made application, and require that they cease and desist operating on the sidewalk. Failure to comply with the timelines in said Notices will include civil penalties and may result in sidewalk café furnishings and equipment to be removed by the Town.

The initial master plan showing the overall available café space (left after backing-out clear walking paths) in front of each storefront has been received from the engineer. The Building Department is

reviewing the submitted master plan and will have a final, approved plan which will then be added to the applicant files for their consideration. The reason being that they will be charged per square foot and they must determine how much space they want to pay for.

## **6. Parking Structure Feasibility Study**

The report entitled "Parking Solution: The Next Step" was presented to the Commission on April 1, 2014 and was an agenda item for the April 8 Commission meeting.

At the May meeting, the Commission approved the proposal of Lambert Advisory to assist in the process of evaluating the Public Private Partnership (P3) recommendation contained in the April 1, 2014 report for the Post Office site. The initial work to be undertaken includes necessary economic/market analysis to ultimately determine feasibility of a P3 and identification of strategic opportunities to ensure a successful P3.

Due to the heightened interest in development opportunities, the Town has recently been approached by multiple parties interested in public private partnership opportunities for the Abbott, Post Office and 94th Street Parking lots. The Town's parking study identifies these three lots as the potential locations for a parking structure to address the Town's parking deficit. The development community has expressed much interest in the programs identified in the study and has asked the Town for the next steps to proceed with a partnership.

Staff is requesting direction on whether or not to continue pushing forward with the Post Office site or issue a request for information (RFI) to receive design concepts from the development community on all three identified locations. This method would provide the development community with the opportunity to submit design concepts/interest and possible financial options to the Town Commission to allow an informed discussion.

Staff believes that this approach will enable options to be more clearly identified and possibly provide a quicker parking solution. This will be an agenda item at the December Commission meeting.

## **7. Five Year Tourism Strategic Plan**

The new Tourist Board Members were provided with the Plan; Resort Tax Ordinance (including the recommended changes), FY 13/14 Budget documents etc. The Tourist Board will focus on the FY 14/15 budget as identified in the Five Year Tourism Strategic Plan over the next couple of months. A joint meeting of the Town Commission and Tourist Board was scheduled for October 6, to discuss revising the Resort Tax Ordinance and to address the Board's governance, authority and composition.

An official tour of the Grand Beach Hotel Surfside was conducted on August 20, 2014 as part of an ongoing effort to forge synergy and a cooperative relationship between the Board and hotel. The joint meeting did not occur due to a lack of availability of participants.

The Town Commission identified February 2, 2015 at 7 pm as possible date for a joint meeting. The Tourist Board will discuss their availability at their December 8, 2014 meeting (note date change from December 1). (**Action Item**)

**Holiday Lights:** The Tourist Board will discuss at their December 8, 2014 meeting when the tree lights should be taken down. Past discussions have centered on keeping the lights on past the traditional holiday period (ending on January 5). An email was sent to the Town Commission and Tourist Board on November 25, 2014 addressing occasional outages through the Police Dispatch/Dept. as a speedier remedy.

**Mobile App:** Staff are working with the vendor on having the app operational by the first Third Thursday event on January 15, 2015.

**Sister Cities:** This initiative, while approved by the previous Tourist Board, was set for discussion by the new Tourist Board at their November 3, 2014 meeting. The focus was on educating the Board on this initiative and to determine a path forward. At the November 3, 2014 meeting the Board approved moving ahead with the initiative but needs more time and information before providing a recommendation to the Town Commission. This initiative will be addressed by the Board over the next few months with updates provided to the Commission when available.

**Benches:** Prior to the downtown streetscape project, sponsorship of downtown benches was explored as a means to secure seating in the downtown district. While there was interest from a number of businesses at the time, this initiative was put on hold due to the improvement project and the committee choice of benches that cost more than the previously discussed sponsorship amount. This item is on the December 9, 2014 Town Commission agenda. (**Action Item**)

## **INFRASTRUCTURE AND UTILITIES**

### **8. 95th Street End Project**

The 95th Street End Project is 95% complete. All of the concrete work, paver installation and landscaping is finished. The shower is installed and operational. The concrete benches, which will be located in the circle on the pavers; arrived Thanksgiving week with installation within the first two weeks of December. Foot traffic is now open to the public for access to the beach. This project was completed on time and \$2000.00 under proposed staff budget and approx. \$43,000.00 under outside contract.

### **9. Seawall Project**

Per the direction of the Commission, a report was scheduled for the September Commission meeting recommending a plan to address seawall deficiencies within available resources. However, due to the length of other agenda items, this item was delayed until the October meeting. Again, the item was deferred from the October meeting and was finally heard at the November 6, 2014 Special Commission Meeting. At this meeting the Commission directed CGA to contract with PAC COMM, INC to complete the seawalls listed as "Option 5". Option 5 included the following seawalls:

1. Carlyle Ave and 88th St
2. End of 88th St on Isles of Biscaya
3. 95th St and Bay Drive

4. Froude Ave and 88th St
5. Surfside Park

CGA has requested in writing the modification of the FIND Grant to FIND. CGA will present the reduction in scope while requested the full amount (or an increase) be retained for the Town at the December 13, 2014 FIND Board Meeting. After confirmation of the grant funding amount a NTP will be issued to Pac Comm, Inc.

## **10. Biscaya Drainage**

The project began on September 21, 2014. Staff worked diligently with minor delays and completed the underground work on November 7, 2014. The roads and properties on the island have been cleaned and materials removed. There has been newly inserted curbing on properties that were originally damaged. The asphalt was placed on November 25, 2014. The project is now complete! This project was a great accomplishment for the utility department as all work was performed in house with a savings to the Town of over \$100,000.00. Special commendation goes out to both the Utility Department (Hector Rodriguez, Harold Lacroix, and Kenny Chaviano) and Public Works staff (Jose Nodarse) for their tremendous efforts in working to complete the project. The whole project was spearheaded by the Town's Project Manager Randy Stokes!

## **11. Town Hall Improvements**

### **Town Hall**

Town Hall roof and chiller system projects have begun. The roof portion of this project was completed on November 7. The chiller unit was delivered and installed in October. The chiller unit is secured on the roof. The air handlers are on site and are expected to be secured on the roof on December 10. The A/C contractor expecting delivery of parts scheduled for December 12. Completion is expected for end of December. Once the roof and A/C system are complete the inside portion of this project will be addressed, replacing the ceiling tiles, carpet and painting the walls in the Commission Chambers, training room, code compliance office and the Police Chief's office. This project is scheduled for completion by the end of January, 2015.

## **PLANNING, ZONING AND DEVELOPMENT**

### **12. Historic Preservation**

The staff of the Miami-Dade Historic Preservation Board (Board) has identified 9 buildings along the west side of Collins Avenue as potentially historic structures. These include 9016, 9024, 9025, 9033, 9040, 9048, 9054, 9064 and 9340 Collins Avenue. The property owners were notified of the Board's interest in these buildings through a letter each property owner received notifying them that their property is now subject to a moratorium on all building permits until the Board held a public hearing to determine if the structure would be designated historic. The property owners contacted the Town asking for assistance in this matter. At that time, the Town contacted the Board's staff requesting a meeting to discuss the implications of this moratorium and inform them of the Town's ongoing plans, including the parking structure analysis and the discussion of development standards on the block

between Collins and Harding. Based on Town staff discussion with the Board's staff, Town staff indicated that it would be appropriate to request a deferral of a decision by the Board. The Board meeting was held on June 18, 2014 and Town staff requested a six month deferral to provide for an opportunity to work with the Board's staff. An attorney for one of the affected property owners was also present and asked for a three month deferral. The Board granted a three month deferral of the decision to designate the properties historic.

The Town coordinated a meeting for residents with Historic Preservation Staff on September 10. This presented an opportunity for Historic Preservation Staff to inform residents of the process and get questions answered. Approximately 50 residents attended. Town Staff attended the September 17, 2014 Board meeting to request a second deferral. The Board granted a six month deferral of the two applications that were being reviewed. Residents of the Seaway Villas Condominium were in attendance at this meeting and requested that the Board direct their staff to begin an analysis of their building to determine if it is eligible for historic preservation. The Board voted to approve this request. Town Staff have asked the Board's staff to notify the Town of all correspondence occurring between the Historic Preservation Office and properties in Town.

The Building Official reports that Miami-Dade County's Office of Historic Preservation contacted the Building Department on July 24, 2014 requesting the review of plans for the following addresses:

- 9300 Collins Ave
- 9316 Collins Ave
- 9332 Collins Ave
- 9348 Collins Ave
- 9364 Collins Ave
- 9372 Collins Ave
- 9380 Collins Ave
- 9309-9317 Collins Ave

Property owner Bratt Holdings filed building demolition applications on August 1, 2014 for the following addresses, 9348 Collins, 9364 Collins and 9372 Collins. Property owner 9300 Collins Avenue Investment Group filed a building demolition application on August 8, 2014 for address 9300 Collins. Miami-Dade County's Office of Historic Preservation has not issued a moratorium on permits for these addresses and as such these applications will now precede any such abeyance on the permitting process. On October 7, the Miami-Dade County Commission approved a Historic Preservation ordinance on first reading to amend the current provision. Staff reviewed the County's Historic Preservation amending ordinance sponsored by Commissioner Sally Heyman. Basically, if approved, it would be another tool available to municipalities to decide what direction it wants to proceed with historic preservation issues. Municipalities now under the County's Historic Preservation regulations must remain because they did not opt out in 1982 when that option was available. The amendment would allow municipalities to now opt out and establish their own Historic Preservation Boards/regulations. If this amendment is adopted by the County Commission, it does not commit the Town to establishing its own Historic Preservation Board as there are many considerations prior to undertaking that effort. [Note: The ordinance passed on first reading by a reported 7-5 vote]. The ordinance that would allow municipalities to opt-out of the County's historic preservation jurisdiction will be taken up at public hearing before the Cultural Affairs and Recreation Committee

on December 17, 2014 at 2p.m. (Note that this meeting was previously scheduled for December 8, 2014.) The next Historic Preservation Board hearing will be held the following day, on December 18, 2014 at 2p.m.

Town Staff attended the November 19, 2014 hearing of the County's Historic Preservation Board and presented a copy of the Town's Resolution No. 14- 2270 requesting a six month deferral on all Town of Surfside properties. The Historic Preservation Board denied the Town's request for a 6 month deferral on all properties, however, the Board indicated the Town may ask for additional deferrals at their December 18, 2014 public hearing.

Miami-Dade County Commissioner Sally Heyman has sponsored an additional ordinance listed as Item 4(D) on the December 2, 2014 Miami-Dade County Agenda which relates to Historic Preservation. This ordinance proposes to amend section 16A-10 of the Miami-Dade County Code as it pertains to owner-initiated petitions for historic designation. The proposed amendments will require at least 75 percent of unit owners in a condominium or cooperative property to join a petition to initiate an historical designation proceeding. This "new" ordinance will run concurrently with the proposed ordinance heard by the Miami-Dade Commission on October 7 which proposes to amend Section 16A-3 and 16A-3.1 of the Miami-Dade County Code to allow municipalities the opportunity to enact their own historic preservation ordinance at any time and delete limitations on the timeframe for municipalities to enact their own historic preservation ordinance.

### **13. Land Development Regulations – Block between Harding and Collins Avenues**

At the September 30, 2013, Joint Planning and Zoning and Town Commission meeting, there was a discussion about the block between Collins and Harding Avenues and the high interest in redevelopment of this corridor. In an effort to stay ahead of the new construction, there was interest from both boards to prepare criteria to help guide future development into the desired development pattern. Based on that, a budget item was included for an analysis and preparation of zoning criteria which includes the following:

- Preparation of new zoning criteria and comparison of existing conditions
- A review of green book traffic engineering standards as well as Miami-Dade County and FDOT as it relates to mid-block accessibility, walkways, pedestrian activity
- Impacts to existing buildings and strategies for potential non-conformities such as if there is a modification to an existing building, under what circumstances would the entire development need to be brought up to the proposed code
- Consistency of new criteria with comprehensive plan, including the 1989 Comprehensive Plan, which provided for a study of this corridor
- Consistency of new criteria with other sections of the zoning code such as off-street parking, signs, accessory structures, conditional uses, landscaping
- Requirements for open space in terms of landscaping, public space
- Coordination with legal in terms of vested rights, reduced density or intensity resulting from new zoning criteria
- Design criteria for pedestrian walkways

At the June, 2014 Planning and Zoning meeting, the Board voted unanimously to establish this as a top priority. This project was funded in the FY 14/15 budget and the project will be underway immediately following the execution of the work authorization with CGA. The work authorization was approved on November 6, 2014. Work will commence immediately. The Town Planner has coordinated a "kick-off" meeting.

#### **14. Ten Year Water Supply Plan**

The Town is required to update its Ten Year Water Supply Plan including identifying any alternate water supply sources and analyzing/updating data from our current supplier. Funds for this project have been included in the FY 14/15 Budget. Work Authorization No. 89 – Ten Year Water Supply Plan has been executed with CGA in the amount of \$7,466.92. This will be scheduled for the January, 2015 Commission meeting for first reading.

### **TOWN DEPARTMENTS**

#### **Town Attorney**

#### **15. November 4, 2014 Special Election - Seven Ballot Questions for the Town Charter**

The Town of Surfside received the Official "Certificate of County Canvassing Board Miami-Dade County" for the November 4, 2014 Special Election. Town residents approved the following questions: "Vacancies on Commission"; "Vacancy in Candidacy"; "Canvassing Board"; "Qualifying for Elected Office"; and "Runoff Election." Ballot Questions "Qualification for Office" and "Establishing Elected Official's Staggered Terms and Increasing Town Commissioner's Terms from Two to Four Years" were not approved. A resolution is prepared for the December 9, 2014 Town Commission Meeting.

#### **Building Department**

#### **16. FEMA National Flood Insurance Program (NFIP)**

The follow-up visit date is pending and has not been determined.

#### **17. Community Rating System (CRS)**

The community verification visit has been tentatively scheduled for mid-February 2015.

#### **18. Forty Year Building Certification for Collins, Harding, Abbott Avenues and Surfside Blvd.**

The 40 Year Building Certification Program is progressing as follows:

Reported certifications: 122 in present case file

Completed certifications: 43

Time extensions granted: 1

Exempt from Certification: 3

Vacant commercial properties: 11

Sent to Code Enforcement for non-compliance: 9  
150 day repair order: 1  
On hold: 4  
Inspections: 4

## **19. Development Projects**

**The Chateau:** The Chateau is progressing with their garage by completing the first series of its major concrete pour operations and is out of the ground.

**The Surf Club:** The sky-mat, its major structural element consisting of 1200 plus cubic yards of concrete, is scheduled to be poured in early December. The east project is approaching the third floor level.

**The Marriott:** The Marriott continues to conduct the majority of its operations from on-site with limited lane closures on Collins and Harding. The east building roof level is in progress.

## **20. Sight Triangle (Hedges) and Corner Visibility**

On November 18, 2014, the Town Commission adopted, on second reading, an Ordinance amending the corner visibility provisions (hedges and sight triangles). An update will be provided at the January, 2015 Commission meeting.

## **21. Beach Management Agreement**

Progress on a Town/Miami-Dade County Beach Management Agreement is dependent upon the County receiving specific authorization from FDEP permitting the County to assign certain management responsibilities to local municipalities. The County sent a letter to FDEP on March 17, 2014 requesting a determination that the County can assign maintenance/regulations to local governments. The County once again has received a denial from the State to move forward with this request. At this time the County is not able to move forward on a staff level with any type of agreement. This has been an unsuccessful effort to this point despite Staff's efforts over the past couple of years. This has been identified as a priority for the new Town Manager on the Transition Plan.

## **22. Tennis Programing**

The Parks and Recreation Department will present options for operations including court rentals. The proposed budget did not include the funding request for the recreational software for the tennis facility. Due to budget constraints and the cost of the requested recreation software, other options will be explored. The Parks and Recreation Department will work with the Parks and Recreation Committee to review tennis court rentals and reservations. The Parks and Recreation Committee along with staff will look into the expansion of the tennis programing to include court fees. This will be completed in December and any changes in the operations will begin after the New Year.

### **23. Silver Sneakers Program**

Silver Sneakers is the leading fitness program designed specifically for active older adults. It is delivered through a nationwide network of participating fitness locations such as wellness centers, gyms and other facilities. Healthways has been providing innovative health benefits for older adults for more than two decades. Today more than 65 Medicare health plans offer the program as a benefit to members across the nation. Regular participation in the program has been proven to help older adults manage their health and increase strength, balance and endurance. At the request of the Vice Mayor the Parks and Recreation Department has completed an application to host this National Program. We have listed the Surfside Community Center as the host site. Updates will follow.

### **24. Tennis Court Shade**

Requests have been made for shade structures to be installed at the newly renovated Tennis Center. Any type of structure would have to be a permeant structure and Staff is looking into the cost and feasibility of this item. Update on this will be provided in the January, 2015 report.

### **25. 96<sup>th</sup> Street Park Renovation**

The number two item on the Parks and Recreation 5 Year Capital Plan, approved by the Town Commission, was the renovation of the 96<sup>th</sup> Street Park. This item has now moved to the forefront of the 5 year Capital Plan. This was brought before the Town Commission during the October meeting. The Community Center Second Floor Expansion Committee requested and approved a 2 year hold on the second floor project. The recommendation was to consider moving forward with the 96<sup>th</sup> Street Park renovation. This item will be an agenda item for the Parks and Recreation Committee in December. A recommendation from the Parks and Recreation Committee will be brought to the Town Commission in January, 2015.

### **Police Department**

#### **26. Upcoming events**

**Mobile DMV** - SPD will host a Mobile Department of Motor Vehicles for residents to renew their driver's license in the training room December 18, from 9:30 am – 2:30 pm. Contact Dina Goldstein for further information.

**Annual Toy Drive and Holiday Party** - SPD is collecting new and unwrapped toys for its annual toy drive from now until December 19. The Holiday Giveaway Party for the children is on December 19 at 3:00 pm in the Commission Chambers. Contact Dina Goldstein for further information or to donate toys.

**Hanukah Events** - The Shul Hanukah party is December 16 from 5:30 pm – 7:30 pm in the Town Hall lot. Lt. Williams will coordinate and staff the event. The Shul Hanukah Parade is December 21 at 3:00 pm. Sgt. Alberto will coordinate the event and staff with officers from SPD and Bal Harbour and Bay Harbor Islands PDs.

## Town Clerk

### 27. 2015 Agenda and Town Commission Meeting Schedule

MONTH	Deadline - Items To	Agenda Deadline - All	Agenda	Commission Meeting
	Town Attorney	Completed Items To	Distribution	
		Town Clerk	Date	Date
January 2015	12/19/2014	1/2/2015	1/7/2015	1/13/2015
February 2015	1/16/2015	1/30/2015	2/4/2015	2/10/2015
March 2015	2/13/2015	2/27/2015	3/6/2015	3/10/2015
April 2015	3/20/2015	4/3/2015	4/8/2015	4/14/2015
May 2015	4/17/2015	5/1/2015	5/6/2015	5/12/2015
June 2015	5/17/2015	6/1/2015	6/3/2015	6/9/2015
July 2015	6/19/2015	7/3/2015	7/8/2015	7/14/2015
August 2015	7/17/2015	7/31/2015	8/5/2015	8/11/2015
September 2015	8/14/2015	8/28/2015	9/2/2015	9/8/2015
October 2015	9/18/2015	10/2/2015	10/7/2015	10/13/2015
November 2015	10/16/2015	10/30/2015	11/4/2015	11/10/2015
December 2015	11/13/2015	11/27/2015	12/2/2015	12/8/2015
January 2016	12/18/2015	1/1/2016	1/6/2016	1/12/2016

## Human Resources

### 28. Request for Commission Action on Personnel Salaries

Michael Crotty, former Town Manager wrote in his November 2014 Town Manager's Report:

During the first budget hearing on September 9, the Commission passed a motion *"to approve a millage rate of 5.0293 with the provision that the cuts would include eliminating salary increases in October for department heads, part of the step two process. It would also include eliminating a two percent increase in salary for the Finance Director who was not listed on the document."* The minutes show that the Commission approved this millage rate to avoid a substantially-reduced millage at the majority vote rate (4.6201 mills), which would have required an additional reduction of approximately \$500,000 in the FY 14/15 budget. However, this action has caused significant uncertainty and concern among our employees at all levels. In a previous memo to the Commission, I outlined the concerns and recommended Commission action:

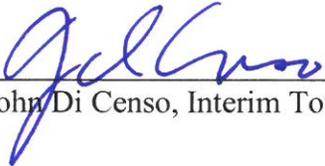
- 1. Merit increase for Finance Director.** The Town Manager is solely responsible for personnel actions, including the evaluation of employees to determine whether merit increases are warranted. Since the Commission's action is contrary to this principle, I recommend that the Commission leave this matter to the Town Manager's discretion and rescind this merit-increase prohibition.
- 2. Funding for step-two salary adjustments designed to address salary disparities for five Department Heads.** At the 12/10/13 regular Commission meeting, the Commission discussed disparities in Department Head salaries. *"The Town Commission agreed that this issue is totally under the Town Manager's purview and to take necessary actions to assure fairness in the salaries of Department Heads."* Following this direction and consistent with the Commission-approved Wage Study, I initiated a two-step plan to increase Department Head salaries in January and September 2014.

The two-step phasing of the plan was to mitigate budget impacts for FY 13/14. The January increase was implemented, but the Commission cancelled the September increase at the 9/9/14 meeting. I understand that some Commission members felt that the proposed salary adjustments were excessive or even unwarranted. However, the Commission has already acknowledged that this is a fairness issue. Our Department Heads are loyal, dedicated employees who provide outstanding service; and the ones with the low salaries are the ones who have served us the longest. To recognize these employees and their value to our municipal operation, I recommend that the Commission consider the step-two salary adjustments as a stand-alone item independent of other issues and fund the second salary adjustments that were promised to them.

It was my intention to place this item on the November 6 meeting agenda; however, one member of the Commission could not attend. These two items deserve the attention of the full Commission; therefore, I recommend that they be placed on an agenda when the full Commission will be present. These are fundamental issues of fairness that must be addressed to ensure a sound personnel management system.

This item is included on the December 2014 Town Commission Agenda.

Respectfully submitted

by:   
John Di Censo, Interim Town Manager