



Memorandum

To: Mayor and City Commissioners

From: Mark S. Lubelski, P.E., City Manager

Date: August 4, 2021

Re: 2020/2021 City Accomplishments

It has been a pleasure and honor to serve as City Manager since July 11, 2020. I am incredibly proud of the work that the City Commission, City Employees, residents, and businesses have accomplished together over the past year, to adapt and respond to the COVID-19 pandemic while still maintaining focus on the long-term goals of the City. Although the City has many core values imbedded into our culture, I consistently reinforce the following three pillars throughout our organization on a daily basis:

- Outstanding customer service
- Transparency in everything we do
- Collaboration at all levels of the organization

The below list of major accomplishments is a testament to the vision of the City Commission and hard work of our employees across every level of the organization.

COVID-19 Pandemic Response:

- Established a **Compassion Center** to meet the needs of residents during the pandemic. The Compassion Call Team has received more than 4,200 calls and emails from unique residents and they have placed more than 3,770 follow-up phone calls to stay in touch with residents. The Compassion Center was also recognized with a \$1,500 grant award.
 - Established a **Sunrise Cares Utility Assistance Program**. The program assisted Sunrise water and wastewater utility customers who were financially impacted as a result of COVID-19. The program provided a one-time credit on the water and wastewater portion of the Sunrise utility bill for 642 customers in the amount of up-to \$500.
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- Established a **Residential Assistance Program**. The Residential Assistance Program provided mortgage, rental, and utility bill assistance for our residents. We were able to assist 241 residents with almost \$1.3 million in grant funding
- Established a **Sunrise Cares – Business Recovery Grant Program** where we were able to assist 129 small businesses with grants of up to \$25,000. We recently surveyed the businesses that received the grant funds and 94% of the 129 small businesses were still in business.
- Established a **Community Food Distribution Program** by partnering with Feeding South Florida and hosting 67 food distribution events from the Sunrise Tennis Club serving an estimated 44,000 households with over 880,000 meals served.
- City Hall and most of our buildings were closed to the public for a large part of the past year; however, the City maintained our services throughout the community.
 - Community Development Department continued to receive, review, and issue permits during that time.
 - The City quickly responded to the pandemic by rapidly deploying technology to staff to maximize telecommuting for all eligible employees.
 - Implemented a Telecommuting Policy and FFCRA Policy in response to the COVID pandemic.
 - Transitioned to the Vast Conference Call system for City Commission Meetings during the pandemic to ensure public access and transparency.
 - Reimagined community events during COVID to ensure continued engagement such as Boo-through Halloween, Winter Wonderland Drive-Through, Back to School Round Up drive through, drive-up bingo, and other similar events.
 - Created video ceremonies for Memorial Day, Veterans Day, and the 9/11 ceremony.
 - Successfully reopened City Hall, public parks, and other City facilities to pre-COVID operations in May – June 2021.
- Enhanced community messaging through email, social media, website, and community signage.
- Developed a **SHOP Sunrise** marketing campaign to promote sunrise small businesses. Phase two the program will roll-out later this year with businesses being able to register to offer local discounts. Participating businesses will receive a welcoming kit with door sticker and promotional materials and listing on the City's website.
- Utilized **video messaging** to provide updates to City staff during the pandemic.

Commission Communication and Transparency:

- Initiated a **City Commission Meeting Action Item Report**. The report tracks requests from the City Commission during the City Commission Meeting along with resolution date, responsible department, and status or resolution. Once items are completed, they are removed from the report. During the last year, staff responded to over 50 City Commission requests.
- Re-initiated the City Commission **Change Order Log**. The Change Order Log tracks all change orders from our capital projects.
- Provided regular detailed email updates to City Commission on various topics.

- Initiated a more robust Agenda background information for every City Commission Agenda Item.

Employee Initiatives:

- Incorporated **new employee appreciation initiatives** designed to increase employee morale and engagement through recognition, team building, and family events. Highlights of the new programs include the Top Kudos Program, #SunriseWorks, and new employee newsletter. Additional programs will be rolled out later this year.
- Implemented a **new on-line employee training system** with user-friendly applications to offer on-line training, policy review and acceptance. With this new program, supervisors are able to assign training courses for employees to access and complete.
- Developed an “**Interview and Selection Process Training for Supervisors**” as part of our overall commitment to professional development and to ensure recruitment success. Utilities, Leisure, Community Development, and Finance have completed this training.
- Developed training called “**Performance Evaluation Training for Supervisors**” to provide tools and standard for consistent performance evaluation across the organization. Utilities, Leisure Services, and Community Development have completed this training.
- With an ongoing commitment to customer service, **Customer Service training** has been completed by Community Development and IT.
- Negotiated a new agreement with **ICMA-RC** for the employee retirement plans, providing more cost-effective rates and enhanced investment alternatives for participants.

Grants Received:

- Awarded funding through the County’s CARES One program to assist with COVID-19-related activities and response efforts- **\$4,256,446.50.**
- Awarded grant funding through the DHS FEMA Public Assistance program for COVID-19 preparation and response efforts including force account labor expenses and supplies/materials- **\$900,000 (estimated).**
- Awarded grant funding through the FL Department of Transportation for the City of Sunrise On-Demand Shuttle- **\$885,000.**
- Awarded grant funding through the FL Department of Health for the expansion of the existing Community Paramedic Program- **\$35,250.**
- Awarded grant funding through the United States Tennis Association Recovery Grant for the Sunrise Tennis Club- **\$2,000.**
- Awarded grant funding through the FL Department of Health for the Overdose Data to Action Surveillance and Prevention Implementation Project- **\$73,500.**
- Awarded funding through FL Department of Transportation to support high visibility enforcement for pedestrian and bicycle safety- **\$ 4,131.**
- Awarded funding from AARP for installation of artistic bicycle racks and bicycle fix-it stations at five City parks - **\$10,000.**

- Awarded funding through the Department of Justice Cops Hiring Program for a School Resource Officer- **\$125,000**.
- Awarded **\$500,000** in State appropriations funding for Pump Station No. 5 replacement, which is located at 9140 Sunrise Lakes Blvd. This stormwater pump station services 312 acres in central Sunrise, including densely populated multi-family housing developments and critical roadways.
- Working with our Federal Lobbyists, the City has been initially allocated **\$2 million** towards the replacement of Stormwater Pump Station No. 8, which provides critical relief from flooding in the center of the City's economic hub. The \$2 million has been included in the House budget submission at this time and we are optimistic that it will receive full support and funding.
- Applied and ranked for funding for 10 new bus shelters at an estimated grant value of **\$1.4 million** as part of the Broward County MPO CSLIP Year Five program.

Capital Projects:

- **Sunrise Athletic Club** completed along with video tour.
- **City Park Renovation** completed along with video tour.
- **Senior Center Expansion** completed along with video tour and grand reopening ceremony.
- **Sunrise Lakes Phase One Park (Lakeview Park)** is nearing completion and grand opening is being scheduled.
- Awarded contract to Stiles Construction and commenced construction of the new **City Hall and municipal campus improvements**, and held a groundbreaking ceremony.
- Completed the demolition of the abandoned **NW 12th Street gas station** and commenced design of the new parking lot, lighting, landscaping and public art.
- Completed Phase One of the **Reuse distribution system** within the Sawgrass Corporate Park.
- **Veterans Park** is nearing completion.
- **Welleby Park** is nearing completion.
- **Roarke Hall** renovation is nearing completion.
- **Village Beach Club** renovation is nearing completion.
- Awarded contract and commenced construction for **Sunrise Athletic Complex** Park Project.
- Awarded contract for **Oscar Wind Park Expansion** Phase One.
- Awarded contract for **Sawgrass Fueling Station Rehabilitation** Project.
- Commenced design for **Neighborhood Participation Program Phase 4**.
- Awarded contract for the final and fabrication of the **City branded bus shelters**. Contract for construction and installation of 5 new bus shelters is expected to be awarded this year.
- Commenced major corridor street lighting evaluation.
- Installed **traffic calming speed tables** in Sunrise Lakes Phase I.

Public Art:

- Completed Phase 1 of **traffic control box art wraps**.
- Phase 2 of **traffic control box art wraps** has been advertised.
- Planning stage for **art sculptures** at Flamingo Road Linear Park.
- **Village Art Plaza** includes 9 sculptures and several large murals.

Development including Economic Development:

- **AC Marriott Grand Opening.** The 8-story, 174-room hotel with a rooftop bar is the first new hotel built in Sunrise in over 15 years and the first AC Marriott branded hotel in Broward County.
- **Pat Salerno Drive:** Participated in a working group with FDOT and Broward County to develop cost effective options for the installation of a full interchange at Pat Salerno Drive. Final agreements are expected by the end of 2021.
- Approval of First Reading of Land Use Plan Amendment for **Fruiciante Property** for construction of 450 residential apartments.
- Approval of the **Fruiciante Property Development Agreement**.
- Approval of the First Reading of Land Use Plan Amendment for **Solterra** formally known as the Sunrise Country Club for construction of 900 residential units.
- Approval for the **Solterra Development Agreement**.
- Creation of the Community Development District for the **Solterra Project**
- Commenced an **Economic Development Video** to promote the City. Video is expected to be completed in the fall 2021.
- City Commission authorized the City Manager to negotiate the sale of **25.5-acre property** located at the intersection of Oakland Park Blvd and Flamingo Road. Negotiations are in the final stages and we expect to have an agreement for Commission consideration in late 2021.
- **Amazon** submitted a site plan application for a new large distribution center in Sunrise. Staff has been reviewing the application and participated in numerous public outreach meetings over the past year.
- Commenced a **building division fee study** and develop an annual formal to adjust building fees to cover building division costs.

East Sunrise Improvements Master Plan:

- Advanced discussions for the sale of the **Sunset Strip Square Project** for the construction of 28 single family homes for the first new housing in east sunrise form many years. The project has a robust affordable housing component with community area, public art. Draft Agreement on August 2021 City Commission Agenda.
- Purchased 75% of **Library Square** Units to be used for community programming and ancillary use of Village Art Plaza.
- Commenced negotiations with a **brewery** to open within the Library Square Plaza. The brewery will activate the Village Art Plaza and assist with the programming of the stage and plaza activities. Agreement is expected to be finalized in late 2021/early 2022.

- Acquired several key parcels on Sunset Strip across from City Park. Hiring consultant to conduct a market study and present redevelopment options for Commission consideration.
- **Village Art Plaza** design is complete and construction is expected to commence in late 2021/early 2022.
- Lease expired for tenant at city owned property (Farm Store) on Sunset Strip. Property was cleaned up and property is expected to be demolished in 2021.
- Developing **Form Based Code** for University Drive Corridor and Sunset Strip Gateway.
- Completed **LED lighting conversions** for eastern Sunrise.

Code Amendments:

- Amended the Land Development Code to create regulations regarding **small-box discount stores**.
- Amended the Land Development Code to amend the conditions of **non-conforming uses**.

Other Accomplishments:

- Issuance of Bonds for the Municipal Campus Improvements.
- Consultant Services Agreements for six water/wastewater consultants.
- Completion of the CAFR for the year ending September 30, 2020.
- Reorganization of the Grants Division from Community Development Department to Finance Department.
- Commenced Eminent Domain process for future access to proposed park as part of the Solterra Project.
- City Commission approved permanently removing senior transportation bus fees.
- Completed workshop with City Commission on the Water/Wastewater Master Plan, Rate Study, and Reuse Update.
- Completed workshop on Municipal Solid Waste and Recycling Update.
- Presented an updated to the City Commission regarding the rebranding efforts of the Code Compliance Division of the Community Development Department. Also, received direction from the City Commission regarding implementation of the Code Compliance Action Plan for proactive commercial and residential uses.
- Implemented a new Utility Billing System associated with the new Tyler Munis Enterprise Resource Plan (ERP). Although there were some challenges, staff worked diligently to resolve and ultimately the project was successful.
- Restarted the Residents Leadership Academy as we return to pre-COVID operations.
- Initiated discussions and commenced initial due diligence associated with the Town of Davie for potential utility acquisition.