



**Town of Surfside**

**TOWN MANAGER'S REPORT  
December 2013**

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## **Town of Surfside**

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

### **TOWN MANAGER'S REPORT December 2013**

#### **A. COMMUNITY PROGRAMS/INITIATIVES/ENHANCEMENTS**

##### 1. Sister Cities: Mayor Daniel Dietch

Current Status: The concept of Surfside entering into Sister City relationships with other towns/cities was first discussed within the Administration due to the success of such programs in Surfside's neighboring communities of Miami Beach and Sunny Isles Beach. The idea was recently proposed at the August, 2013 Town Commission meeting by resident Peter Neville as an initiative the Tourist Board might consider given the advent of the revitalization of the Town's tourism economy. Becoming a Sister City (or Town Twinning) creates a broad-based relationship and partnership between two communities nationally or internationally. Traditionally this relationship requires a cooperative agreement between the two towns that often promotes cultural and commercial ties. Possible programs could be established with communities such as Newtown, CT, given the established relationship created by the gift of Ruth the Turtle, with those that have an historical tourism connection (i.e. Canada), as well as with towns based on the heritage of Surfside's population (e.g. those in Israel, Latin and South America). The Tourist Board endorsed the idea at their October 7, 2013 meeting but feels that it should be a collaborative effort with the Town Commission. This concept will come before the Commission for direction at a later meeting.

##### 2. Bullying Program: Commissioner Michelle Kligman

Current Status: The bullying program was held on January 16, 2013 in the Community Center. The event consisted of an informative session that included an expert panel in the control of bullying with a question and answer session and a showing of the movie *Bully*. The event was a great success with approximately 100 people in attendance. Commissioner Kligman proposed a robust program that incorporates surrounding communities and the School Board to further this program. A resolution defining this effort was approved by the Town Commission during the February 12, 2013 Commission meeting. The resolution along with an outline for implementing the program was introduced to the Parks and Recreation Committee during their March 18, 2013 meeting. Summer camp staff received the bully training during the summer camp in-service training on June 8, 2013. The bully training program was held September 19, 2013 in the Community Center for full and part time staff. Staff will also work on holding a youth anti-bully program January 29, 2014 at 6:30 pm. Staff is at this time preparing an agenda for this program. The Parks and Recreation Committee was asked again to review the resolution and is preparing suggestions for an anti-bully policy to be presented for review in January 2014. This will be an ongoing process and updates will be provided monthly.

### 3. Mt. Sinai Bus Route: Commissioner Michelle Kligman

Current Status: Following the Town Manager and TEDACS Director meeting with the Jewish Community Services (JCS) team on May 30, 2013 regarding transportation options and related costs, JCS staff prepared a bus proposal. This information will be presented to the Town Commission in the FY 13/14 budget process. A subsequent meeting on June 24, 2013 explored further partnership options to mutually benefit Town residents and JCS clients. A Program Modification addressing transportation to Mount Sinai in conjunction with JCS has been included in the proposed FY 13/14 budget. In the interim, JCS conducted outreach meetings with all Police Department shifts to inform them of their services available to seniors. Being aware of the benefits of the Surf-Bal-Bay Program, police officers can pass on information to residents/seniors that they interact with during their daily community involvement/activities. The Town will continue to inform Surfside residents of the program through the Gazette. The FY 13/14 Adopted Budget includes up to \$7500 addressing this transportation need. Following budget adoption, the Town Manager met with JCS on a proposal that would address the request for a Mount Sinai route and also provide additional services to the Town's seniors through the Surf/Bal/Bay Club. In late November, the Town was notified that JCS has made a financial decision to close the Surf/Bal/Bay Club. Other options will be explored including discussions with neighboring barrier island communities including Bal Harbour; Bay Harbor; Sunny Isles and Miami Beach.

### 4. Joint Skate Park with City of Miami Beach

Current Status: Initial contact was made with Miami Beach officials on May 31, 2013 regarding a joint skate park project located south of the Tennis Center and discussions have begun with the Town's Parks and Recreation Committee. A meeting with Miami Beach officials and Town Representatives was held on July 11, 2013 and September 13, 2013. The meeting was positive in nature and Miami Beach is on board with the Town researching the possibility of building a skate park as a joint venture between Miami Beach and the Town of Surfside. At this time Miami Beach has a possible \$400,000 for the project along with the 2 lots of land. The project was presented to the Parks and Recreation Committee during the July 15, 2013 meeting and was supported by the Committee. Staff work on the project continues including finalizing a proposal for partnership with Miami Beach; options for park development and operation; and community outreach. Also, Bay Harbor Islands officials have expressed an initial interest in the skate park partnership and exploring possible participation. A meeting was held on September 13 with Miami Beach representatives (Assistant Manager and Recreation Director) to discuss the status of the project. They identified an additional site (the "log cabin" site approximately 5 blocks south of 87th Terrace lot) which they are also considering. Miami Beach staff will present skate park options at a Neighborhood meeting in mid-October. The idea of a joint skate park was reviewed by the Miami Beach Neighborhoods/Community Affairs Committee on October 28, 2013 and has been forwarded on to the Miami Beach City Commission for review.



Approximate 9000 sqft site identified as a possible location for a joint partnership with Miami Beach for developing a skate park located south of the Town's tennis facility (87<sup>th</sup> Terrace).

#### 5. MAST Academy – Miami-Dade County Public Schools Maritime and Science Technology Academy (FIU Biscayne Bay Campus)

Current Status: Miami-Dade County Public School District is currently in the process of finalizing the startup of a District operated secondary program in environmental sciences at the FIU Biscayne Bay Campus (3000 NE 151<sup>st</sup> Street, North Miami) for School Year 13/14.

Mayor Daniel Dietch and the Town Manager received a briefing on June 18, 2013 from County School District officials on the start-up of the Environmental Science Program and longer range plans to fund and permanently establish a facility. Commissioner Michelle Kligman also received a briefing from the Superintendent's Office on the proposal.

In a number of locations through the County, municipalities partner with the School District to invest in educational opportunities for its residents particularly as it relates to MAST academies. On September 9th, Surfside and Miami-Dade County School District will host an information meeting at Town Hall regarding the Environmental Sciences at Florida International University (FIU), located at 3000 NE 151 Street in North Miami. The meeting will take place in the Commission Chambers. The agenda and meeting information has been posted on the Town's website under Town News. Elected Officials and staff from Bal Harbour and Bay Harbor Islands were invited to attend the September 9th meeting to hear about this opportunity to expand educational opportunities for local students. The Commission has been provided with a written report on the September 9th Community meeting. An open house tour of the MAST Academy at FIU was held on October 17. There were approximately 25 attendees at the open house and the Town was represented by Linda Jain, Web and Special Projects Coordinator.

During a recent meeting with Lobbyist Fausto Gomez, funding for the MAST Academy was discussed. An option of creating a Town non-profit educational fund was identified as an additional

funding opportunity. Fausto Gomez indicated several Miami-Dade communities have established such a non-profit in conjunction with the School District.

#### 6. Town-wide Traffic Study Public Outreach

Current Status: The proposal for the outreach/education process on the Town-wide Traffic Study was presented to the Commission at the May 15, 2013 meeting. The first outreach meeting was held June 25, 2013 in the Commission Chambers. Approximately 10 residents attended. Another outreach meeting is planned; however, in order to receive more input, a different approach is necessary. Correspondence to FDOT addressing several study recommendations (timing of traffic signals at 96th/ Harding and Collins); pedestrian crosswalk feature at Byron and 96th and the 96th/Harding crosswalk) was sent to FDOT in November. A copy of the correspondence has been provided to the Commission.

#### 7. Turtles Project – Art in Public Places

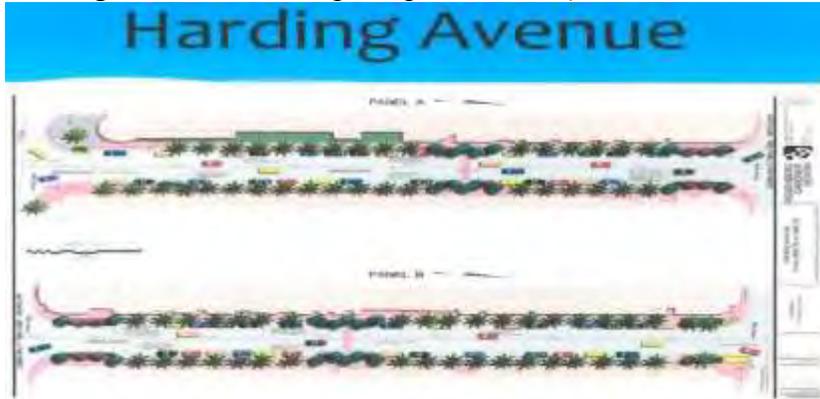
Current Status: The Tourist Board agreed to keep the Turtles per Town Commission request. Presently the sculptures reside on Turtle Way, 93<sup>rd</sup> Street between Collins and Harding Avenues. The Tourist Board will continue to oversee and market this initiative as an asset to Surfside. Staff will continue to manage the program under the stewardship of the Tourist Board. The Turtle that the Tourist Board has donated to RKBBHK8, to replace “Ruth”, will be relocated from Town Hall to the school during a ceremony tentatively scheduled for December 10, 2013 (the one year anniversary of the Newtown, CT tragedy). More information will be provided as soon as it is available.

### **B. DOWNTOWN BUSINESS DISTRICT AND TOURISM**

#### 1. Harding Avenue Streetscape Plan

Current Status: The project is nearing completion. All trees and shrubs scheduled for removal on Harding Avenue have been removed and the trees have been re-located to various locations throughout Town (94<sup>th</sup> and Bay; 93<sup>rd</sup> and Bay; Tot Lot; Tennis Center). These trees were required to be relocated by the FDOT permit. These locations are utilized to beautify and add more greenery; this practice eliminates the Town from discarding healthy plantings. All of the medjools for the project have been planted. The rough in for the up-lighting has been completed on the east/west side of Harding. The cut outs for the pocket parks on both sides of Harding Avenue are complete and concrete will be put back the week of December 2. The committee met and chose the hardscape furniture and trash receptacles for this project. Public Works is in the process of planting the smaller trees and shrubbery in the pocket parks. Public Works and the contractor are continuing to work diligently to complete the project. All trees and shrubs as well as the tree grates and replaced sidewalks are expected to be completed within 10 days. The remaining items are tree lights, furniture and trash receptacles.

Harding Avenue streetscape improvements (94<sup>th</sup> and 96<sup>th</sup> Streets):



## 2. Downtown Vision Project: Commissioner Michelle Kligman

Current Status: DVAC met on November 25 as part of the Parking Structure outreach to the downtown property owners and business operators. Despite hand delivered and emailed invitations to the meeting, plus the publication of the meeting in the Gazette (which was also hand delivered) attendance was scarce. While there is real concern and frustration on the part of downtown stakeholders regarding the parking situation and the historical inaction of the Town to truly address the issue, there is a reticence to attend any meetings. The lack of a cohesive body to represent downtown (like a BID) only further exasperates all outreach attempts. The Town will continue to involve the downtown stakeholders on the parking challenge as best possible. A Community Dialogue meeting for residents will be held Wednesday December 18, 2013.

The meeting also discussed the following timeline of the proposed BID straw vote:

Week of Nov 18 – finalize Straw Ballot Document and Summary of the BID for dissemination. RMA to start preliminary outreach.

Week of Nov 25 – RMA & TEDACS Director completes preliminary outreach.

Week of Dec 2 – Outreach by Mayor, Commissioner Kligman, Town Manager to Property Owners. RMA and TEDACS Director outreach to all business operators.

Weeks of Dec 9/Dec 16 – Conduct Straw Ballot and follow-up (RMA).

Week of Dec 23 – Summary of findings report completed for TC Jan meeting.

The results of the ballot will be presented to the Town Commission for direction on whether or not to proceed with the formal process for a BID.

## 3. Sidewalk Ordinance Implementation

Current Status: The agreement, as well as the accompanying resolution, remains with FDOT for their final review and signature. The ordinance continues to be rolled out as part of the Town's Fall business licensing process (see information on the LBTR/CU Process in this report) and will coincide, as well as complement, the Harding Avenue Business District Streetscape.

#### 4. Parking Structure Feasibility Study

Current Status: The completed study was issued to the DVAC Parking Subcommittee (which includes members appointed by the Town Commission and the Town Manager) on March 8, 2013 for the March 20, 2013 meeting. Rich and Associates and C3TS/Stantec presented to the committee and public in attendance and the meeting was broadcast over Channel 77. The committee unanimously voted in favor of moving the study on to the Planning and Zoning Board (April 3, 2013) and Town Commission (April 9, 2013).

At the April 9, 2013 meeting, the Commission acknowledged receipt of the March, 2013 Parking Structure Feasibility Study. The Commission tasked Staff to develop a public outreach and educational process to move the Study forward in order to ensure all stakeholders have been informed and involved prior to the Commission proceeding with its action on the Study.

Staff began the outreach/education process on the Parking Structure Feasibility Study. At the May, 2013 DVAC meeting, the committee members were asked to share their ideas/suggestions on the community outreach/vision process. At the June 24, 2013 DVAC meeting, the committee members provided ideas/suggestions on the community outreach/vision process. The item was also discussed at the two BID Property Owners/Business Operators meetings held on June 26, 2013.

At its October meeting, the Commission provided direction to move this process forward including:

- Acknowledging the parking deficiencies in the business district; (shortage of parking spaces presents unacceptable conditions for business and customers and needs a comprehensive solution).
- Supporting the outreach effort to develop a final report to be prepared no later than April 1, 2014 containing: detailed recommendations on parking facility improvements to address deficiencies including location; financing options and construction timeframes.
- Recognition that the Commission retains the ultimate decision making authority in how the recommendations of the report are implemented, including method of approval.

On December 18, a Community Dialogue will be held as part of the outreach. Regular updates will be provided including status update on the project at the January 2014 Commission meeting.

#### 5. Five Year Tourism Strategic Plan

Current Status: Staff is working on implementing the first year identified in the plan (FY 13/14). The Tourist Board finalized their ethics, conflict of interest, policies and procedures as well as governance policies. Along with suggested changes to the Town's Resort Tax Ordinance, these items will be brought before the Town Commission at the January 2014 meeting.

## **C. INFRASTRUCTURE AND UTILITIES**

### 1. 95th Street End Project

Current Status: The project is about 70% completed. Curb installations are complete; all of the medjool palms are in; pavers are installed on the north side of the project from back of curb to the driveway as well as on the roadway from the bulkhead west to about 100 feet from Collins Avenue. The paver portion is scheduled to be completed by December 6<sup>th</sup>. The south side of the project (Spiaggio) has been demo'd and pavers are being installed. The project is on schedule to be finished by the January completion date.

Pictured is 95th and Collins to bulkhead paver design:



### 2. North Force Main/Building Better Communities Bond Program

Current Status: There is both progress and pushback on this effort to obtain funding for this critically important second sewage disposal alternative for Surfside, Bal Harbour and Bay Harbor Islands. Miami-Dade County WASD has retained the firm of Hazen and Sawyer to study the situation at the North Dade Regional Plant and the 163<sup>rd</sup> Street force main. This is recognition that something needs to be done that will resolve the issue which we keep top of their minds. The negatives are that specific projects which would facilitate acceptance of our sewage are not listed in the draft settlement agreement with EPA and FDEP. Surfside was represented in a community meeting held by WASD September 27, 2012 and our concerns were placed on the record, Mayor Daniel Dietch, Donald Nelson and the former Town Manager also attended a meeting held at WASD on October 25, 2012 in which the draft settlement agreement was further discussed. A new resolution was approved by the Board of County Commissioners that gave specific direction to the County Administration to consider innovative municipal projects as they prioritized the Building Better Communities bond funding. This amendment

was written by the former Town Manager and supported by County Commissioner Sally Heyman. Finally, the risks inherent in the Virginia Key plant (where our sewage is treated) and the new force main under Government Cut have been documented in the Miami Herald.

In a conversation with Doug Yoder, Assistant WASD Director who is handling the negotiations with EPA and DEP, it was learned that an environmental group has filed a lawsuit which questions the advisability of upgrading shoreline sewer plants that may go underwater if global warming raises sea level. Therefore WASD is looking at the alternative of an inland plant at a higher elevation. There is a long way to go on this issue.

At the May 21, 2013 County Commission meeting, the County adopted a resolution regarding the Federal Consent Decree. Commissioner Heyman again expressed support for recognition of funding efforts of municipal governments in upgrading sanitary facilities. Bob McSweeney, PE of CGA represented the Town at this meeting. However, since the County Commission action on the Consent Decree was a resolution, no public comment was received. The following is a summary of the long established Town talking points on this issue which were to be presented:

1. There should be recognition for communities that have made substantial investment to combat I&I. Rate increases should be discounted for communities which took initiative to reduce the I&I utilizing their own funds. Surfside has expended \$23 million on their utilities with the goal of reducing the I&I by 90%.
2. Lift stations – Surfside has fixed its own, as has Miami Beach. Surfside's sewage flows through upgraded lift stations with acceptable NAPOT reports. Again, communities which showed initiative should not be punished by these rate increases.
3. Support for Commissioner Heyman's position: "Any Building Better Communities water and/or sewer project in which a municipality has put forth an innovative financing plan shall not be adjusted as to priority in this analysis and in fact, shall be accelerated if possible. Further, the analysis requested of the Mayor shall include the implication for any recommended adjustments in dollars or timing in the Building Better Communities Bonds as to allocation of water and sewer permits for new or updated construction projects. Said analysis shall be done in a format that clearly demonstrates how the proposed adjustments impact the construction industry and job creation."
4. There should be recognition for building permits issuance and utilization of County capacity to offset County costs/ burden by developers. This burden should not be placed solely on the wholesale customers such as the Town of Surfside.

On May 29, 2013, Town Manager Michael Crotty discussed with Commissioner Heyman establishing a meeting to follow-up on sanitary sewer issues. The Commission will be provided updates.

On July 11, 2013, Town representatives met with Miami Beach officials regarding the agreement with Miami Beach on sanitary sewer services they provide to the Town. Issues identified during the preparation of the new agreement with Miami Beach may identify additional issues to assist in the Town's discussions with Miami-Dade. Miami Beach will be encouraged to partner with

the Town and our adjoining communities as we approach Miami-Dade regarding the possibility of a north force main. This enhancement would be a significant "back-up" for Miami Beach. Once the negotiations are concluded with Miami Beach, Bob McSweeney, CGA Director of Engineering Construction, will prepare a report outlining the Town's efforts in upgrades/improvements to its sanitary sewer system and issues in support of our talking points listed above which will serve as the basis for discussions with the County.

Finally, a meeting was held with DERM on August 29th to discuss the Town's successful compliance with the terms of the 2007 Consent Agreement as a result of the Town's \$23.6M Water/Sewer/Storm Drainage Project. Town staff discussed with DERM representatives the contemplated north force main project; benefits to be derived and possible approaches to achieve this objective. Miami Beach officials have been initially approached to discuss the north force main project and determine their interest in participating with the County in this dialogue. Additional dialogue will occur with the Manager's Office, Utilities and Economic Development staff.

### 3. Water/Sewer/Storm Drainage Project and Collins Avenue Force Main Project

Current Status: See CGA monthly report in the Commission agenda packet for the status of the Water/Sewer/Storm Drainage Project.

### 4. Seawall Project (Agenda Item: December 10, 2013)

Current Status: Miami Dade County Regulatory and Economic Resources (RER) (formerly DERM) has completed the Biological Opinion (BO). The results of the BO were submitted to the Town and CGA has incorporated the BO permit requirements into our final plans. The US Army Corps of Engineers (USACE) permit was obtained in late February 2013 and the FDEP permit was obtained in April 2013. The SFWMD and RER final permits have been received. The Town received final authorization from Florida Inland Navigation District (FIND) and the Commission will vote on a resolution to allocate the Town's matching funds at the December 2013 Commission meeting.

### 5. Beach Management

Current Status: Hurricane Sandy and high full moon tides and wind caused significant erosion on our beach. Due to the storm, Surfside lost up to 75 feet of beach (with nearly 25 feet returning by natural drift of sand) and was one of the least damaged segments of beach countywide. Staff has begun work on many fronts to ensure that various agencies with authority and funding initiate a re-nourishment program. A meeting was held with Miami Dade County staff on December 20, 2012 and the County accepted responsibility for coordinating the re-nourishment. Town Staff will be kept updated as Miami-Dade County moves forward with any re-nourishment project.

Congresswoman Debbie Wasserman Shultz sponsored a Coastal Community Roundtable on April 4, 2013. Governmental representatives from Miami-Dade and Broward Counties heard presentations from U.S. Army Corps of Engineers in Jacksonville, Florida. Of local interest,

Corps representatives presented an overview of the sand re-nourishment project scheduled in Bal Harbour (Contract G: August, 2013 Award and start date at the conclusion of Sea Turtle Season). After this project, compatible sand sources for re-nourishment will be depleted.

The Corps began an outreach pertaining to their planned sand source study (Contract J: tentative date August, 2014). The study will attempt to locate compatible sand (non-County borrow area) for future projects.

Discussions were held on the long delayed Bypass project at Port Everglades and the legal issues and challenges associated with the use of foreign sand (i.e. Bahamas) for domestic projects. Also, the Town has been approached about possible coordination with Miami Beach on their dune restoration initiative.

The dune re-nourishment project in April, 2014 is still a work in progress. Public Works staff continues to coordinate this effort with Lee Gotlieb.

#### 6. Collins Avenue Sidewalk Utility Box Repairs: Commissioner Marta Olchyk

Current Status: Public Works met with FDOT on September 27, 2013 to discuss the remaining trip hazards on the Collins Avenue pedestrian walkway (sidewalks). The FDOT met with FPL to discuss their many different locations along the Collins Avenue walkway that have FPL boxes that are subject to trip and fall. FDOT requested that FPL expedite and fix these locations. In October, the Public Works Director and Building Official did a walk through with representatives of FPL (including Aletha Player) to specifically identify the problem areas. As of November 2013, the Collins Avenue Utility Box has been repaired by FPL. The Public Works department continues to inspect/maintain all sidewalks for possible trip hazards on a weekly basis. Item completed.

#### 7. Pedestrian Crosswalk at Harding Avenue and 96th Street

Current Status: This FDOT experiment in modifying pedestrian behavior by requiring a three light alternative has been an issue of concern. A meeting was held with FDOT District Engineer Gus Pego and he agreed to study going back to the original crosswalk. This will slow eastbound traffic on 96th Street making a right turn to Harding Avenue southbound, however, that is a more desirable consequence than leaving the current dangerous unauthorized pedestrian movement. A meeting was held with Mr. Pego on July 3, 2013 regarding the history of the pedestrian crossing at 96th/Harding.

Public Works Director Joseph Kroll, also met with the Town's Traffic Consultant, Jeff Maxwell of Calvin, Giordano, and Associates to discuss the aforementioned traffic issue. Mr. Maxwell was able to provide his findings for Harding Avenue and 96th Street crosswalk as follows:

Potential Crosswalk at 96th Street/Harding Avenue – South Leg of the Intersection: The intersection of Harding Avenue/96th Street currently provides pedestrian crosswalks on the north, east, and west approaches. The south leg of the intersection does not provide a pedestrian crosswalk. Westbound traffic is prohibited from turning left onto Harding Avenue (southbound)

and would therefore not present a conflict with the proposed pedestrian crosswalk. Eastbound traffic allows for dual eastbound to southbound right-turn movements. This will present a conflict with the proposed pedestrian movement on the south side of the intersection during the eastbound through movement green phase. For this reason, it will be necessary to provide a dedicated pedestrian phase for the proposed pedestrian movement on the south side of the intersection. It will very likely result in the deterioration of the intersection traffic Levels of Service since the cycle time will need to be allocated for an exclusive pedestrian phase. This will be the primary disadvantage of the proposed crosswalk facility. If a pedestrian crosswalk is installed on the south leg of the intersection, pedestrians on the south side of 96th Street wishing to cross Harding Avenue will no longer need to crossover to the north side of 96th Street. This will be the primary advantage of the proposed crosswalk facility.

In November, correspondence was sent to FDOT District Secretary Gus Pego requesting FDOT undertaking a study re-establishing this crosswalk and the resulting pedestrian, traffic and safety impacts.

#### 8. Community Center Expansion: Second Floor Addition: Vice Mayor Karukin

Current Status: During the December 17, 2012 Parks and Recreation Committee meeting, the second floor of the Community Center was listed by the Committee as the top priority for the Parks and Recreation Infrastructure Plan. The FY 13/14 proposed budget contains \$100,000 funding from voluntary proffers to undertake conceptual planning and design of projects including the second story addition to the Community Center. This funding is subject to the Commission approving a Five Year Capital Parks and Recreation Plan. The Resolution adopting the Five Year Capital Parks and Recreation Plan was approved at the September 17 Commission meeting. Also, the resolutions authorizing engineering and architectural services have sunset and will need to be reviewed.

Finally, since this project contains varied components (structural analysis of an existing facility to determine expansion capability; public outreach to determine features to be included; design and permitting, bidding and construction services) the option of competitively selecting a firm which would be retained for "design build" or "best value". The October 30, 2013 report on contractual services recommends that the upcoming RFP under the Consultant's Competitive Negotiation Act for architectural and engineering services include a reservation of rights to do a separate RFP for architectural/engineering services for the expansion/second story of the Community Center.

#### 9. Tennis Facility

Current Status: At the July 15, 2013 Parks and Recreation Committee meeting, the Committee recommended that the improvements to the tennis facility be ranked as the #2 priority with implementation beginning in FY 13/14, (#1 priority being the second floor addition to the Community Center). The improvements (court surface, lighting and fencing) are estimated to cost \$255,000. The Committee moved up the tennis facility on its priority list due to the deteriorating condition of the court surface and overall condition of the supporting infrastructure including lights.

Photos of the existing condition of tennis court surface, light poles and fence/screening to be addressed in FY 13/14:



The Commission approved the Five Year Parks and Recreation Capital Plan during the September 17, 2013 Commission Meeting. The Town will receive in excess of \$400,000 during FY 13/14 from voluntary proffers. A proposal for the renovation of the Tennis Center was approved by the Town Commission at the October 8, 2013 Commission meeting. After meeting with the contractors, the following is the preliminary/tentative schedule:

- Approximately a week turnaround time from Musco Lighting for plan submittal. Upon town's execution, equipment will be ordered.
- Fast Dry will be providing any plan submittals needed as well.
- Delivery time for equipment -- 4-6 weeks.
- Approximately a week prior to delivery, Musco will be on site for demolition.
- Musco Lighting install expected to take approximately 2-3 weeks.
- Immediately concluding Musco's work, if not coinciding, Fast Dry will be on site for court demolition.
- Fast Dry will need at least 14 days for the courts to cure. In the meantime, fence work will be completed.
- Fast Dry expected to take approximately 3 weeks for project work.

The existing agreements have been signed by all parties and the required permits have been issued as of November 21, 2013. The renovation started December 2, 2013 with the delivery of the new light poles. The courts will be closed until the project is completed. Arrangements have been made with the City of North Miami for the Town of Surfside Residents to use the City of North Miami San Suocci Tennis Center Facility at the City of North Miami Resident rate/fee. As the renovation moves forward updates will be posted in the Town Manager's report. Renovation is expected to be completed by the first week of February 2014.

Pictured: light poles have been delivered to the tennis center:



## 10. Biscaya Drainage

**Current Status:** At the November 2013 meeting, the Commission approved the Biscaya Drainage Project in the total amount of \$230,858.81 with a substantial portion of the project being completed by Public Works thus reducing the cost of the project by approximately \$90,000. The “in-house” capability to undertake this project is due to the acquisition of the front loader/back hoe funded in the FY 13/14 budget. The savings to the Town by using Public Works to undertake the project exceeds the purchase cost of the front loader/back hoe.

The project will increase the outfall culvert size (pipe diameter) through replacing the existing outfall running north-south which discharges into the northern canal opening.

This design option will serve to provide increased storm water run-off conveyance and an increased level of service for the affected / identified portion of road Right-of-Way. It is anticipated that using 18” and 24” diameter piping for replacing the existing longitudinal drainage culverts in this area will increase the outfall capacity to meet the 10 year – 1 day rainfall event (meeting Miami-Dade County standards) for the contributing Right-of-Way area and crown of roadway protection. The hydraulic capacity of the pipe size increases shall be verified for the 3 year - 1 hour storm event. Additional elements to be incorporated into the project include adding manatee grates on the islands three outfalls, and installing backflow prevention devices on the three outfalls.

The proposed design will include backflow prevention devices to be installed on the island’s three outfalls. These devices are intended prevent tidal water from backing up into the roadway drainage system and subsequently onto the roadway surface through the existing drainage catch basins during extreme high tide events. The current proposal would utilize a single backflow prevention device (in-

line or sea wall mounted check valves including but not limited to a duck bill/Red Valve, Tide Flex or flap gate) on each of the three outfalls.

Based on additional input received, consideration of a second (redundant) in-line check valve or manually operated secondary devices such as sluice gates or control valves will be investigated for inclusion in the system design, and will be cost analyzed.

When the Commission approved the project, Staff was requested to meet with Biscaya residents to ensure on-going communication throughout the project.

A meeting was held on November 26 with residents of Biscaya to discuss the project. The following was discussed:

1. Town's approach in planning and addressing the drainage issues including options considered; cost considerations; permitting requirements/variance for upsizing pipe; and safeguards included in the project to address water rise from high tides.
2. Estimated timeframes for the project.
3. Question/Answer session with residents. Resident concerns centered primarily with the impact of water rise/tidal action and the importance of regular maintenance to help offset this impact.
4. Future communications and meetings regarding the project including sending an invitation to residents to attend the pre-construction meeting--estimated to be during May.

The meeting was attended by 5 Biscaya residents and attending from the Town were the Mayor; Town Manager; Public Works Director; and representatives from CGA (Chris Giordano and Bob McSweeney, P.E.).

## 11. Street Signs Replacement

Current Status: This item has been deferred until the final costs of the water/sewer/storm drainage project are known. It does not appear that enough funds will be available for this project. A final report will be provided to the Commission upon closeout of the project.

## **D. PLANNING, ZONING AND DEVELOPMENT**

### 1. The Shul Project

Current Status: An application in sufficient form to start the Design Review Group (DRG) process was received and the first meeting was held on August 22, 2012. A second Design Review Group meeting was held on February 13, 2013 and a third was held on March 28, 2013. A meeting took place with Stanley Price representing the Shul, former Town Manager and Town

Attorney Linda Miller on March 1, 2013 to further refine the voluntary proffers including an alternative to a Payment In Lieu of Taxes (PILOT). A DRG meeting occurred on July 18, 2013 and additional comments were discussed. A meeting was held on September 12, 2013 between the Shul and Town representatives to continue the dialogue.

A Development Impact Committee meeting was held on October 17, 2013. Initial conditions were discussed, but no items were brought to closure. A main topic of discussion was the alley between 96th Street and 95th Street. The Town expressed concerns relating to pavement quality, drainage, undergrounding the utilities, potentially moving and/or upgrading the water/gas lines in the alley, requiring easement (if necessary) for the transformers and providing lighting. The applicant will need to prepare a study describing the improvements needed in this alley and fund the cost of the improvements. Also discussed in length are the parking concerns. The applicant's proposed site plan is deficient by approximately 100 parking spaces on site. The Code permits both off-site parking, if there is adequate parking within 300 feet of the property, as well as contributions to the Downtown Parking Trust Fund. The applicant indicated at the DIC meeting that they would be proposing to park in a portion of the required parking in the Bal Harbour Shops and a portion of the required parking would be a payment into the Parking Trust Fund. They also indicated a desire to park in Bay Harbor for special events. Staff requested a full operations plan to review the full scope of the applicants request.

Bal Harbour has completed an analysis of the available parking in the Bal Harbour Shops, which indicates there is not adequate capacity at the Shops to accommodate 100% of the Shul's off-site required parking needs.

A second DIC meeting will be scheduled once additional information is provided to the Town from the applicant.

## 2. Tracking Development Orders

Current Status: Project management tracking will be an integral part of obtaining software for project tracking, departmental interfacing/sharing of critical information (i.e. Code Department and Building Department) and overall management of special/development projects and asset management. On May 30, 2013, a meeting was held to identify and discuss Enterprise Resource Planning (ERP – systems integration of internal and external management of information across the entire Town organization) requirements for upgrades for FY 13/14. This will include a project tracking component. Funds are included in the FY 13/14 budget to move ERP forward. (See additional information on IT/Channel 77 (SCALA)/Video Streaming/Communication/Mobile Application/ERP/Online Agenda Packets (Bookmarks) on pages 20 – 21 of this report.

## 3. Massing and Zoning Discussion: Vice Mayor Karukin

Current Status: At its May 15, 2013 meeting, the Town Commission directed the Town Manager to set up a Joint Workshop with the Planning and Zoning Board to discuss zoning issues. Those issues were clarified at the July 25, 2013 Planning and Zoning Board meeting and the Manager

announced that the public is encouraged to provide comments regarding the zoning code on a form provided on the website.

Vice Mayor Karukin clarified his concerns in a July meeting with the Town Attorney and Staff and these specific issues have been discussed at the August Planning and Zoning Board meeting. The Planning and Zoning Board has asked staff to look at side setbacks as a percentage of the lot width to increase the current setbacks, removing the side setback requirement, require parking below grade, requiring building lengths to be no greater than 150 with 30 feet of separation, explore breezeways and consider building platforms no greater than 30 or 40 feet in height without a break similar to the conditions at the Surf Club.

A presentation with follow-up discussion was made at the October, 2013 Planning and Zoning meeting. Staff is preparing additional graphics and options for an upcoming Planning and Zoning Board meeting.

## **E. TOWN COMMISSION**

### **1. Legislative Priorities (Agenda Item: December 10, Commission Meeting)**

Current Status: Initial discussions have been held with Fausto Gomez on the Town's 2014 Legislative priorities. A legislative priorities report has been prepared and will be an agenda item at the December Commission meeting (report included in the agenda packet).

### **2. Charter Amendment Review Board**

Current Status: The Charter Review Board held its first meeting on November 14, 2013. Board Members by motion unanimously recommended Lou Cohen, Chairman and Marc Imberman, Vice Chairman. The Board discussed the Charter Review process moving forward and a second meeting was held on December 2, 2013.

## **F. TOWN DEPARTMENTS**

### **1. Town Attorney**

#### **a. Options to Mitigate Inadequate Number of Parking Spaces at Multi-family Establishments along the Collins Avenue Corridor: Mayor Daniel Dietch**

Current Status: Staff is finalizing information necessary to resolve this issue. Follow-up will be coordinated with the Town Attorney.

### **2. Building Department**

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

Current Status: As previously reported, the Town of Surfside CAV 5.27.13 was closed and all certifications including the cumulative substantial improvement verification, dry flood-proofing and elevation certificates that were pending have been reviewed by Dr. Prasad Inmala, DHS FEMA Region IV, Atlanta. All documents submitted for review were returned with minor, technical comments and/or clarifications. FEMA can only make flood insurance available in those communities that agree to regulate future development in the floodplain. The great majority of Surfside's land mass is located within an AE zone which is classified as a Special Flood Hazard Area (SFHA) with a defined Base Flood Elevation (BFE). Enforcement of the SFHA regulations is required as a condition of participation in the NFIP and the areas where the mandatory flood insurance purchase requirement applies.

b. Community Rating System (CRS)

Staff would once more like extend its gratitude for approving funding for CRS Max, Inc. to aid in application to the National Flood Insurance Programs Community Rating System (NFIP/CRS). At present we are working to amass and provide CRS Max with the required documentation necessary for the application ISO-CRS.

c. Building Code Effectiveness Grading System (BCEGS)

ISO is an independent statistical, rating and advisory organization that serves the property and casualty insurance industry. ISO collects information on a community's building code adoption and enforcement services, analyzes the data and then assigns a Building Code Effectiveness Classification number from 1 to 10. Class 1 represents exemplary commitment to building code enforcement. Municipalities with well enforced, up to date codes demonstrate better loss experience and their residents' insurance rates can reflect that. The prospect of minimizing catastrophe related damage and ultimately lowering insurance costs gives communities an incentive to enforce their building codes rigorously.

Not all communities have rigorous building codes, nor do all communities enforce their codes with equal commitment. Yet the effectiveness of local building codes can have a profound effect on how structures in the community will fare in a natural disaster. Studies conducted following recent natural disasters concluded that total losses might have been as much as 50% less if all structures in the area had met current building codes. That said, building code enforcement can have a major influence on the economic well-being of a municipality and the safety of its residents. The Insurance Services Office helps distinguish amongst communities with effective building code adoption and enforcement through the comprehensive program called the Building Code Effectiveness Grading Schedule (BCEGS).

Data collection and analysis ISO has collected and evaluated over 12,000 building code enforcement agencies across the United States. In each of these communities three elements of building code adoption and enforcement are reviewed. The three elements are code administration, plan review and field inspections.

The survey conducted has resulted in a BCEGS classification of 3 in both the residential and commercial sectors of the construction industry. Specifically in the Administration of Codes section the Town of Surfside Building Department earned a points rating of 47.12 and 46.52 out of a possible 54 points in its commercial and residential sectors respectively. The previous rating period in 2009 the Building Department was rated at a 40 in both sectors out a possible 54 points. In Sections II and III which correspond to Plan Review and Field Inspections the Town of Surfside Building Department earned a points rating of 77.78 in the commercial sector and 87.64 in the residential sector. This was an improvement over the previous reporting year of 2009 in which the Department earned 77.58 for both commercial and residential sectors of plan review and field inspections.

Some areas for improvement have been identified and are being evaluated for possible implementation into the present departmental operating procedure.

d. Forty Year Building Certification - Collins and Harding Avenues

Current Status: Collins Avenue mailings have been completed and the focus has been turned to Harding Avenue. To date three properties have been issued letters of violation for non-compliance, four properties have had their letters of violation placed on temporary hold awaiting response. In these cases the owners have responded and requested a short extension. One code sanctioned exemption was granted and one property has come into full compliance including final payment. At this time there are six total properties under the ninety day notice for which we are awaiting response. Steady progress is being made in the area of 40 year building certification.

### **3. Code Compliance Department**

a. Code Compliance Priorities Workshop

Current Status: A Town Commission Special Meeting was scheduled and held on November 7, 2013, and a total of 35 priorities were established for Code Compliance, including enforcement priorities in the Single Family Residential, Multi-family Residential and Business Districts. A summary of the results from that Special Meeting has been prepared for the December 10, 2013 Commission Meeting, along with recommendations on the higher priority items, maximum compliance periods before imposition of penalties, and amounts for civil penalties in each priority category.

b. Residential Home Based Businesses

Current Status: At the direction of the Mayor and Town Commission, enforcement of the Local Business Tax Receipt and Certificate of Use provisions was stayed for Home Based Businesses for FY12/13, until such time as code compliance priorities are established. A Staff follow-up report from the April 17, 2013 Code Compliance Workshop was provided to the Town Commission on June 11, 2013, but deferred. Additional discussion, recommendations and options were originally to be provided at the November 7, 2013 Town Commission Special Meeting on Code Compliance Priorities, but due to time constraints was not pursued at that time.

c. Short Term Rentals

Current Status: Options/recommendations on short term rentals have been included in the Code Compliance Report that was provided, but deferred, at the June 11, 2013, Town Commission meeting as part of the follow-up to the April 17, 2013, Code Compliance Workshop. This item was incorporated in the Code Compliance priorities discussion at the November 7, 2013 Town Commission Special Meeting and addressed. The matter is also included in the Commission Communication submitted as part of today's agenda resulting from the November 7 Special Meeting when priorities were set.

d. Sight Triangle (Hedges) and Corner Visibility

Current Status: On August 20, 2013, Staff met with Miami-Dade County Traffic Engineer and looked at several intersections in the single family residential neighborhood. After much discussion, the County's position was that the Florida Green Book was the required minimum standard for all municipalities. County staff recommended adoption of same into our Town Code. Based on the discussions, it appears that compliance with Green Book requirements may not be easily attainable Town-wide, as many corner properties (due to limited width of easements and lack of sidewalks) may not be able to meet the minimum standards. These minimum standards include multiple "sight triangle" scenarios, some that address minimum sight clearances immediately after stop signs, as well as others that address visibility clearances that are related to cross traffic which are based on speed limits. It was also confirmed that many property owners have planted hedges and shrubs in the easement (in many cases, right up to the curb) that also hinder visibility. It was recommended that the most easily achievable resolution to compliance was to cut the hedges and shrubs back. Additional issues were also identified by County staff, such as the traffic circle at 95th & Byron, 4-way stop signs, stop sign locations, and speed limit signs, some of which may have been placed without County review or authorization. A follow-up report will be presented at the October 8 Commission meeting. With regard to the existing cases, as directed, lien releases were provided in all cases where compliance had been attained. A lien release was also provided to one non-compliant case after the administratively mitigated hearing and administrative fees were paid. Only one non-compliant case remains unresolved, as the resident has yet to pay the reduced fees. A Town Commission Special Meeting to discuss future policy and available alternatives to the corner visibility issues has been scheduled for December 12, 2013.

#### **4. Finance Department**

a. Online Bill Pay: Vice Mayor Michael Karukin

Current Status: The online payment by credit card of the water, sewer and storm water utility bill by residential and commercial customers was implemented as part of the water bill that was mailed in mid-June, 2013. The online bill pay went live on the website July 1, 2013. SunTrust Bank provides daily notifications to the Town on customer accounts that have been paid by credit card.

The online payment of water, sewer and storm water bills by electronic check (e-check or transfer of bank funds) will be operational in January 2013 by SunTrust Bank, Municode (utility bill preparer) and CBoss (credit card processor who will also be the processor for e-checks).

b. Certificate of Use (CU) /Local Business Tax Receipt (LBTR)

Current Status: New renewal packages were mailed since mid-July 2013. We have already had 80% of the Businesses come and renew the Certificates of Use & Local Business Tax Receipts.

c. Certificate of Achievement for Excellence in Financial Reporting for Comprehensive Annual Financial Report (CAFR)

Current Status: The Town of Surfside has been awarded the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2012. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting. The Certificate of Achievement is awarded by the Government Finance Officers Association and is presented to only 3,908 of the 36,010 total governmental units nationwide. This is the third year that the Town has submitted and received this prestigious award. The preparation of the annual CAFR would not have been possible without the dedicated staff in the Finance Department.

d. IT/Channel 77 (SCALA)/Video Streaming/Communication/Mobile Application/ERP/Online Agenda Packets (Bookmarks)

Current Status: A meeting was held on November 20 and the following was addressed:

1. Bookmarks and file size of Agenda Packets
  - a. During the meeting, Bookmarks were enabled for all future Agenda Packets uploaded to the internet.
  - b. Training provided on how Agenda Packets can now be saved as a reduced file size. This will increase the download time when trying to open Agenda Packets over the internet.
2. Agenda / video integration – indexing Agenda Packet Items with video. This will enable residents to fast-forward video to a specific Agenda item in a pre-recorded meeting from the internet.
  - a. The Town currently has the software in place to index the video with specific Agenda items through E-Cities.
  - b. The Town Clerk will begin the indexing process manually by jotting down the time the Agenda item was discussed during the next meeting. The Clerk would then index the video after the meeting is adjourned.

- c. Representatives from E-Cities will provide training on the how to use the video indexing software.
  3. SCALA – Channel 77 content
    - a. Ideas were discussed on how to create uniform, branding style templates to be used specifically by Town departments when new content is posted on Channel 77.
    - b. CGA will provide a Proposal for graphic templates. Three (3) templates will be used for different event types.
    - c. SCALA deployment January 1 – 100% operational.
  4. SeeClickFix and CitySourced Application DEMOs (mobile apps)
    - a. DEMOs on the following were conducted on November 25:
      - SeeClickFix
      - CitySourced
    - b. Determination of successful integration of ERP systems with specific mobile app. IT Staff and Town Staff has seen the DEMO for each product and has informally recommended SeeClickFix
    - c. Last action item: review/determine cost benefit. Negotiate and reduce the cost of implementation and annual fee
  5. ERP – project goals are to find a qualified Vendor that will meet the Town's enterprise-wide operational needs for all departments
    - a. Item discussed - Conversion of existing data is a priority. Department Heads will be again provided with functional requirements.
    - b. April 1<sup>st</sup> RFP deadline.
- e. Tourist/Resort Tax Audit

Current Status: There are currently five businesses that are delinquent in payment of their monthly Tourist/Resort Tax. The Finance Director and Staff are working with the businesses to ensure compliance. If payment is not received, these businesses will go through the Code Enforcement process and the Special Master hearing if necessary.

## **5. Parks and Recreation**

### **a. Beach Concessions**

Current Status: The lease agreement with the State of Florida and Miami-Dade County was presented to the County Recreation and Cultural Affairs Committee on September 10, 2012 and moved forward to the Board of County Commissioners on October 2, 2012. The lease application and documents were prepared by Miami-Dade County and submitted to the State for approval. On May 15, 2013 the County received correspondence from by the State regarding to the lease agreement. The State

informed the County that Florida Statute 161.201 allows the County to police the beach and enter into a management agreement with the Town of Surfside. The Town Manager, Town Attorney and the Parks and Recreation Director met with John Ripple, Beach Operations and Maintenance Supervisor and Kevin Kirwin, Assistant Director for Operations from Miami Dade County on May 20, 2013 to move the process forward. Currently the County attorney's office is completing a review of the statute. Following legal review, Town and County staff will work to prepare an agreement which would provide the Town with the legal authority to regulate beach concessions. In the interim, the County will be responsible for beach management issues. This issue has still not been moved forward on the county level.

b. Pool Tot Lot Repairs - Community Center

Current Status: Funtraptions, the original contractor for the Community Center water playground, is no longer in business and not available for any warranty work or repairs. At the completion of the project, a 10 percent retainer fee was held back by the Town until full satisfaction was met with the water play structure. The retainer (\$22,600) will be utilized to cover the cost of repairs of warranty items that need to be addressed. Naumann Nature Scapes, Inc. has been on site at various times since January 28, 2013 reviewing the water playground operations and the water playground pool blue prints. Naumann Nature Scapes, Inc. has provided an itemized list of work to be completed on a priority level. This proposal was presented to the Town Commission during the May 15, 2013 meeting and a resolution was passed to have the work completed. Phase I of the work began on May 9, 2013 with the removal of the Sand Dollar play feature for repairs. The Sand Dollar has been reinstalled and Phase II of the repairs has been completed to include hardware replacement, rust removal, clear coat repair and solenoid repairs. Work has started on Phase III of the repairs and continues to move forward and the water playground continues to remain open. Progress reports on the work being performed will be updated until the project is completed.

## **6. Personnel**

### Department Heads Salaries

Current Status: Part of my "First 120 Days and Strategic Objectives" report provided in September included a strategic objective to resolve the disparity / lack of internal consistency of salaries of department heads. A strategic objective was developed following an analysis of salaries which clearly documented that primarily newly hired department heads (hired after 2010) have significant higher salaries and are slotted considerably further along their pay range than longer term department heads (hired prior to 2010).

A detailed report is being prepared which illustrates the disparity. The report will be completed and submitted to the Commission by December 31. The report includes a recommendation from Cody & Associates (whom the Town hired in 2011 to conduct the Town's first Classification and Compensation Study) on how to attain/retain equity among department heads' salaries. The report will provide an implementation plan to achieve Cody & Associates recommendation.

## **7. Police Department (Parking Division)**

Electric Car Charging Station: Mayor Daniel Dietch

Current Status: The Electric Car Charging Station is operational in the Town Hall lot with the Town receiving invaluable exposure through a press release coordinated between Staff and CarCharging that was posted on the Wall Street Journal's online site. Information on the station will be in the next Gazette and posted to the Town's website. Item completed.

## **8. Request for Proposals**

Architectural; Engineering and Grant Writing Services

Current Status: Pursuant to the direction provided at the November, 2013 meeting, Staff is on schedule to present the final bid packages for Commission review/action at the January, 2014 Commission meeting. Legal has indicated that pre-final drafts will be completed by the last week in December with the intent to submit to the Commission at that time.

Respectfully submitted

by: \_\_\_\_\_  
Michael P. Crotty  
Town Manager