



Town of Surfside

**TOWN MANAGER'S REPORT
November 2013**

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Town of Surfside

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

TOWN MANAGER'S REPORT November 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 to the committee for review in November 2013. 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. 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. Staff will prepare a proposal for the Commission's consideration for the December 2013 meeting.

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 (87th 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 151st 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.

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) has been drafted and is being reviewed. It will be sent to FDOT by November 11.

7. Turtles Project – Art in Public Places (Agenda Item: November 12, 2013 Commission Meeting)

Current Status: On March 13, 2012 the Town Commission supported this two year Tourist Board initiative paid for out of the Resort Tax Fund. The potential to attract visitors to Surfside, knowing the affinity that people express for similar temporary installations elsewhere and the lasting memories they create, is the driving force behind the project. The public relations and marketing exposure continues to be invaluable and the visitor, resident and business community feedback has been overwhelmingly supportive. By locating the majority of the Turtles in the business district, a sense of excitement and novelty was created - not to mention a reason to visit and walk the district.

The Tourist Board has incorporated the turtle theme to the maximum level possible in all other events and promotions it has undertaken since inception. The Parks and Recreation Department conducted events and activities around community environmental awareness and education. Ruth K. Broad Bay Harbor K-8 Center embraced this program wholeheartedly by including their own educational and environmental awareness components into their curriculum. Their Ruth the Turtle became part of a national healing process.

The program now enters its final phase with just six months to go. A year and a half ago it would have been difficult to predict the amount of construction that is now occurring in such a small area of Town and its implications on this initiative. Recently it has been necessary to move Turtles from the 96th St Park entrance as well as the 95th and 94th Street beach ends in order to ensure their protection from adjacent construction projects. These sculptures are now temporarily stored around the Town's municipal complex in multiple locations due to lack of space. The recently approved Harding Avenue Streetscape Project is now in its construction/implementation phase and this requires the movement of several Turtles.

The dilemma over moving the Turtles and where to place them is impacted by the Tourist Board's decision to sell some of the Turtles and allow the new owners to receive them prior to the program's end next year. This management and logistical challenge, that created a vacuum in the overall location and placement of the sculptures, required a new approach, even if it is only a temporary one, to successfully manage the initiative.

At their September 25, 2013 additional monthly meeting, the Tourist Board approved a plan to relocate the remaining Turtles to 93rd Street between Collins and Harding Avenues while directing the continuation of their sale and removal from Town (dependent on the new owners' requirements). The

new location will at least ensure the continuation of the program by recreating a critical mass of sculptures for people to visit, view and appreciate. This street is also a more efficient place for monitoring their safety. In effect this stretch leading to the Community Center becomes Surfside's "Turtle Walk" and the marketing effort can take on a whole new dimension and fresh direction. However it is important to note that the continued sale of the sculptures will translate to a diminishing number of sculptures being in the Town and all marketing efforts will be less and less effective. At the October 7, 2013 meeting the Board was advised of the desire by some on the Town Commission to keep some of the Turtles but decided to retain the status quo regarding the continued sale (and subsequent removal) of the Turtles. The Board also committed to address their plan for the remaining Turtles at their monthly meetings through the end of this year with direction sought on the following:

- Where to place the Turtles after the streetscape project is completed
- Should there be a charity collection while the sculptures are in place
- Should the remaining Turtles next year be sold as originally intended
- What marketing efforts does the Tourist Board envision for the remaining six months or longer (an item identified in the Five Year Tourism Strategic Plan)

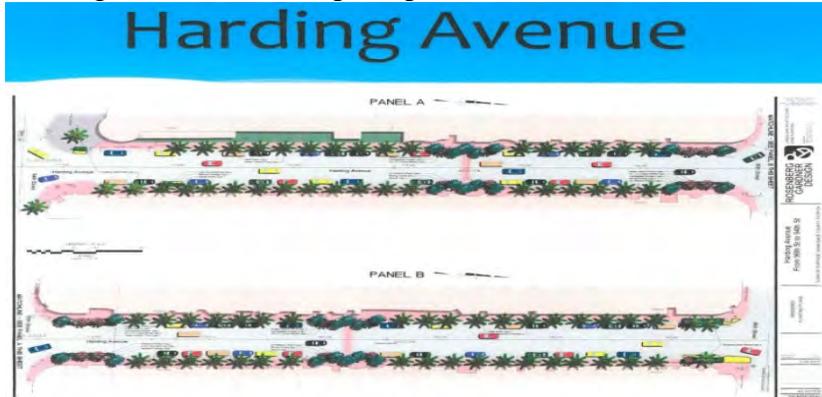
Staff will continue to manage the program under the stewardship of the Tourist Board. The Turtle that the Tourist Board has donated to RKBH8, to replace "Ruth", will be relocated from Town Hall to the school during a ceremony tentatively scheduled for December 10, 2013 (the one year anniversary of the 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 in full swing, and the removal of trees and shrubs from the west side of Harding Avenue has been completed. The trees have been re-located to various locations throughout Town (94th and Bay; 93rd and Bay; Tot Lot; Tennis Center). These trees are 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. Approximately 20 new medjool palms have been planted on the west side of Harding Avenue. The rough in for the up-lighting has been completed on the west side of Harding. The cut outs for the pocket parks on both sides of Harding Avenue is currently in progress. A committee was formed to help choose the hardscape furniture and trash receptacles for this project. By November 8, all of the trees and shrubs should be removed and relocated to new locations. Medjool palms plantings are expected to be completed by November 21. This project completion date is November 22. Public Works and the contractor are diligently working to complete the project by this date as the commencement date of the project was delayed due to issues associated with the FDOT permit approval.

Harding Avenue streetscape improvements (94th and 96th Streets):



2. Abbott and 94th Street Lot Improvements

Current Status: 94th Street Parking lot is complete.



Pictured: Completed 94th Street Parking lot

3. Downtown Vision Project: Commissioner Michelle Kligman

Current Status: DVAC met on October 28 and recommended moving ahead with the Town Manager's plan for a Parking Structure public outreach initiative. Next month's meeting will focus on issues relating to downtown signage. This is the first step in a re-energized review of existing signage and the formalization of their "vision" for downtown signage.

The meeting also discussed the Town Commission directive to conduct a straw ballot of the downtown business property owners on the support of the formation of a BID. This vote is scheduled to take place prior to the end of the calendar year. 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.

4. 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.

5. 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 be prepared 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. As reported in the Town Manager's memo summarizing the first 120 days of employment, the October 8 Commission agenda included a report on the outreach strategy regarding the Parking Structure Feasibility Study and the critical deficiency in parking in the Business District. The report contained recommendations to the Commission including formally accepting the Parking Structure Feasibility Study; acknowledging the parking deficiencies identified in the study; directing Staff to initiate actions necessary to complete outreach and authorize Staff to prepare a report no later than April 1, 2014, containing detailed recommendations on parking facility improvements to address deficiencies including location; financing options and construction timeframes.

6. 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 is finalizing ethics, conflict of interest, policies and procedures as well

and 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. Pavers for the roadway are scheduled to be installed by November 6. After the road pavers are installed, demolition of the south side sidewalk and curbing will begin. This is scheduled for the week of November 17 with paver installation tentatively scheduled for November 25. The project is on schedule to be completed by the January completion date.

The permit process is moving forward for the second phase which entails work from the bulkhead east to the hard-pack.



Pictured is 95th and Collins to bulkhead

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 163rd 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 the 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 identified in this POL. 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 (Agenda Item: November 12, 2013 Commission Meeting; 8:00 pm time certain)

Current Status: See report in the Commission agenda packet on the closeout of the Water/Sewer/Storm Drainage Project.

4. Seawall Project

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 plans will be going out to bid in November 2013.

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.

Plans for the dune re-nourishment project in April, 2014 are 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 is meeting 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 is requesting 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 and FPL will schedule remedial action.

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.

8. Town Hall Parking Lot(s) and Parking Solutions

Current Status: At the April 9, 2013 Commission meeting, issues associated with Town Hall Parking Lot(s) and parking issues/solutions were discussed.

In order to understand the magnitude of improvements to the existing conditions, a design build proposal was requested from Lynx Construction Management for discussion purposes. This proposal included design, surveying, permitting, construction, etc. The cost estimate was based on a design to accommodate existing operations (Town Hall, Public Works and Police needs). The design build proposal was \$425,441.

It is recommended that no action be taken on this design build proposal. The ultimate parking solution for this area will be part of the overall analysis going forward as the Town considers the proposed improvements to the Community Center (second floor option). Also, there has been discussion on relocating all or a portion of the Public Works operation and/or vehicles.

Staff will determine appropriate maintenance actions to minimize the impacts of the dirt parking areas in the parking area south of Town Hall until permanent improvements are made.

9. Community Center Expansion: Second Floor Addition: Vice Mayor Karukin

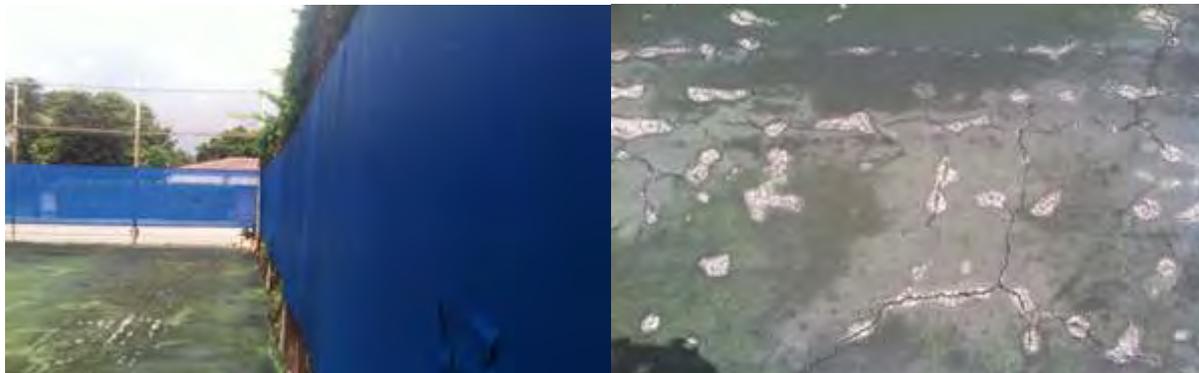
Current Status: During the December 17, 2012 Parks and Recreation Committee meeting, the second floor of the Community Center was listed by the Committee as the top priority for the Parks and Recreation Infrastructure Plan. The FY 13/14 proposed budget contains \$100,000 funding from voluntary proffers 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 included a focused solicitation (or a reservation of rights to do a separate RFP) for architectural/engineering services for the expansion/second story of the Community Center.

10. 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.

Contracts have been executed. Court work will not be apparent until approximately mid to late November. Target date: opening and playing in January.

11. Biscaya Drainage (Agenda Item: November 12, 2013 Commission Meeting)

Current Status: An agenda item for the November 12 Commission meeting has been established to get Commission approval for work to begin on the Biscaya Drainage project. Also included in the agenda is a proposal from CGA to design what is needed there with input from Public Works staff. Public Works is geared to do this project in house which will create substantial savings for the Town. This project, if approved, should start sometime in January/February 2014 timeframe.

12. 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, however, this initiative will be placed on hold pending direction of IT services going forward as outlined in the October 30, 2013 report on contractual services.

3. Massing and Zoning Discussion: Vice Mayor Karukin (Action Item: November 12, 2013 Commission Meeting)

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.

4. Solar Panels and TV Antennas (Dishes)

Current Status: Solar panels are becoming less expensive to install and more cost effective as technology advances. TV antennas (dishes) are proliferating where some buildings have as many as ten facing main streets causing visual clutter and excess wiring. Both devices are a part of urban life, however, guidelines need to be developed. Therefore this matter was sent to the Planning and Zoning Board for discussion during their January 31, 2013 meeting. This item was discussed at the Joint Meeting of the Town Commission and Planning and Zoning Board on September 30 and staff is preparing a priority list of all discussion items.

E. TOWN COMMISSION

1. Legislative Priorities

Current Status: The Legislative Session ended on May 3, 2013. Fausto Gomez updated the Commission at the July 16, 2013 Commission meeting on the session pertaining to new legislation affecting municipalities and the status of the Town's legislative priorities adopted on January 15, 2013. His written report was submitted to the Commission on June 4, 2013.

Initial discussion on the 2014 legislative priorities was held. This will be an agenda item at the December 9, Commission meeting.

2. Charter Amendment Schedule

Current Status: The Town Commission during the February 12, 2013 meeting determined to initiate the Charter review process no later than August, 2013. On January 15, 2013, the Town Commission adopted Resolution No. 2013-2126 which certified and declared the results of the election held on November 6, 2012 wherein all three Charter Amendments were adopted by the voters. Per the ballot language, the Town must commence Charter Review within the first (12) months after adoption of the Resolution. A resolution on the proposed Charter Review Board was included in the October 8 Commission agenda. The first meeting of the Charter Review Board in Town Hall Chambers is November 14, 2013 at 7 p.m.

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: Having completed the remedial work required at 1220, 1236 and 1355 Biscaya Drive, all work under the present CAV commentary is complete. All certifications including the cumulative substantial improvement verification, dry flood-proofing and elevation certificates that were pending have been received, scanned and archived. Staff is awaiting word from Dr. Prasad Inmula, DHS FEMA Region IV, Atlanta to schedule a meeting for review of these documents and to successfully close the Town of Surfside CAV 5.27.13. As with all documents submitted for review there is a

possibility that other comments and/or clarifications may be forthcoming but at this point it is unexpected. Successfully closing this commentary will place the Town of Surfside as a participant in good standing within the National Flood Insurance Program (NFIP) which underwrites flood insurance coverage only in those communities that adopt and enforce its floodplain regulations. FEMA only makes 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. The ability to purchase flood insurance as has been customary is changing due to the passage of the Biggert-Waters Flood Insurance Reform Act of 2012. The Act essentially removes subsidized rates for a number of pre-FIRM rate properties based on defined criteria, increases the limit of annual rate increases from 10% to 20% within its risk classification and phased rate changes at 20% per year when area flood maps are updated. These are a few of the changes of most concern brought on by the Biggert-Waters Act.

Community Rating System (CRS)

Staff would 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). The CRS provides a reduction in flood insurance premium rates for communities that implement activities above and beyond the minimum requirements of the NFIP. Once application is made to Insurance Services Office (ISO) the Town will receive a rating that coincides with a flood insurance premium discount. It also receives some non-financial benefits. The community's flood program would receive recognition from a national evaluation program. It would receive technical assistance from ISO at no charge and it prominently places the community's floodplain management programs commitment as a deterrent to regulations that may negatively alter or affect the community's flood protection effort in times of diminished interest. Similarly, in the area of fire insurance/protection, the community's commitment to CRS serves as a bulwark in times of financial and political change that may negatively impact Surfside.

b. Imaging Town Documents

Current Status: The Building Department continues its daily scanning of current documents during the day and at the end of each day. Document files are being reviewed and organized on an ongoing daily basis.

c. 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 workshop was held on April 17, 2013 with the Mayor and Town Commission at which time Staff provided a presentation, including historical information on the prior Ad-Hoc Code Enforcement Committee's recommendations. The report included commonly occurring or reported violations in the single-family, multi-family residential districts, and business district.

Recommendations were provided on priorities in each district and discussion was held, including public comments. Each Elected Official was provided a priority worksheet to be submitted to Staff in order to assist in establishing priority and policy direction for code enforcement. Staff analyzed the information submitted by the Commission and included a written report, along with a Commission Communication in the June 11, 2013, Commission meeting agenda packet. Due to the number of items on the agenda and the anticipated length of the meeting to discuss code enforcement issues, this item was deferred. At the August 13, 2013, Town Commission meeting, the Administration received direction to present their updated report and recommendations at the November, 2013 Town Commission meeting. At the September 17, 2013, Commission meeting, a report was provided comparing the currently used Civil Citation process provided in the Town Code and an alternative Notice of Violation process available in the State Statutes.

A Town Commission Special Meeting is scheduled November 7, 2013 to address establishment of priorities for Code Compliance. A summary of the results from the Special Meeting will be prepared for the December 2013 Commission Meeting.

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 will be provided at the November 7, 2013 Town Commission Special Meeting on Code Compliance Priorities.

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 should be incorporated in the Code Compliance priorities discussion at the November 7, 2013 Town Commission Special Meeting.

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 Code Compliance Workshop to discuss future policy and available alternatives to the corner visibility issues will be set sometime in late November or December of 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) is in the process of being implemented 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. 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.

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. Public Works

Sidewalk Staining to Match Colors

Current Status: Project is complete as of October 15, 2013.

7. Police Department (Parking Division)

Electric Car Charging Station: Mayor Daniel Dietch

Current Status: The Parking Division of the Police Department is working with Car Charging on the installation of the station. Arrangements have been made with FPL to install a separate meter at the station's location - an expense to be incurred by Car Charging. The station will be installed at the Town Hall parking lot. The electrician is waiting for approval on the Town permit to start working. Public Works will also cut a concrete slab in the lot when the permit is approved. Public Works Director Joseph Kroll advises once the permit is approved he will be able to give an exact start date, possibly the first week in November.

The Commission will be notified upon receipt of notice of the actual installation date. Information on the station will be in the next available Gazette and posted to the Town's website.

Respectfully submitted

by: _____

Michael P. Crotty
Town Manager