



TOWN MANAGER'S REPORT MAY 2015

COMMUNITY PROGRAMS / INITIATIVES / ENHANCEMENTS

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

Cory Gittner, producer of the Gazette, is assisting on the development of an easy to follow schedule of the present Surf-Bal-Bay systems (Phase 1). Each community's schedule is being pieced together into a more cohesive document that is easier to follow. As the Town does not have the relevant transportation software, this task involves time consuming data entry and requires the creation of an Excel spreadsheet and then to build from there. Staff has a draft version of this schedule and is working on refining an easy to use brochure. It is important to note that while the Commission expressed a desire to ensure the Surf-Bal-Bay routes also connect with Miami Beach and Sunny Isles systems (Phase II), as well as Miami Dade's transit system (Phase III), this entire reworking of the routing is something outside the scope of our expertise. It is imperative to have the County's involvement; however, they do not view this as a priority. Staff has recently secured some minor recommendations from the County and is presently attempting to implement them where possible. The County has now referred any rerouting of the multiple municipality shuttles back to CITT and Nestor Toledo. Staff is attempting to re-engage CITT on this. It has already been suggested by the County that the Town(s) hire one of CITT's consultants to complete this difficult task. More information will be provided once CITT responds to staff's ongoing requests. A follow up meeting of the three municipalities (Surf-Bal-Bay) is scheduled for the week of May 4 in an effort to coordinate pressure on CITT and the County as well as discuss a possible Interlocal Agreement and the coordination of our contracts with the shuttle leasing company.

2. Film Ordinance

Based on recommendations from the February 11, 2015 meeting, a workshop to identify and vet all possible recommendations and code compliance issues was held on April 29, 2015. This workshop was posted on the Town website and Channel 77, in the April Gazette, and included in the weekly website e-blasts. Flyers were again distributed in the Biscaya neighborhood where the issue of filming seems to be an ongoing matter. An update on recommendations from this workshop will be brought before the Town Commission at the June 8, 2015 meeting.

3. Channel 77 Improvements

With the implementation of SCALA, the content and programming on Channel 77 has improved. Town staff met with CGA on March 24, 2015 to review previous suggestions for enhanced content. This included such items as production of interviews, the addition of Town facts, and the inclusion of information from other governmental agencies etc.). Recommendations, including the associated costs, will be presented to the Town Commission as part of the FY 15/16 budgetary process.

4. See Click Fix

Report attached.

DOWNTOWN BUSINESS DISTRICT and TOURISM

5. Sidewalk Ordinance Implementation

Copies of the plans are being provided to each applicant for their review, as well as notification of any deficiencies of required documentation to complete their application. Once any pending documentation is submitted, final review will be made and permits formally authorizing sidewalk café operations will be issued. In the interim, clear pedestrian pathways, unapproved expansion beyond the restaurant frontage; and removal of sidewalk café tables, chairs and equipment at the end of business day is being monitored and enforced.

6. Five Year Tourism Strategic Plan

Joint Meeting: A joint meeting of the Town Commission and Tourist Board is set for Monday, May 4, 2015. The agenda includes the proposed changes to the Resort Tax Ordinance, Board governance and composition, policies and procedures as well as ethics.

Holiday Lights: With the vendor now providing 10 additional weeks of service and inspections at no cost to the Town, several downtown merchants would like the Town to have some of the tree lights remain all year round. Staff is looking into securing funds from these merchants to assist in having more durable tree lights installed at the entrance to the business district (96th Street and Harding Ave) this year. Addressing tree lights that remain up all year long, including a possible option to change out the color of the lights, will be done over this summer as part of the FY15/16 budget process. This will not only include lighting options but also address other funding sources (grants) where possible. The Tourist Board and Town Commission will be updated as part of the FY 15/16 budget process. The downtown business district requested having the entrance trees on Harding Avenue at 96th Street remain lighted the entire year and pledged \$5000 towards the cause. While a substantial commitment, this falls short of the amount needed. The Town Manager issued a funding request letter to all of the downtown businesses in an effort to support this endeavor. At the April 6, 2015 Tourist Board meeting the Board voted 3:2 not to financially support this initiative by utilizing Resort Tax Funds for the remaining balance or to match the donated funds. Therefore the tree lights were removed at the end on April 26. The three entrance trees at Harding Ave and 96th will remain lighted through to the next seasonal installation (or pending other options as part of the FY1516 budget process) paid for from

donations recently received from the downtown businesses. A Resolution accepting the contributions is on the May 12 agenda. **(ACTION ITEM)**

Mobile App: The vendor presented a prototype of the App and explained its functionality at the March 2, 2015 Tourist Board meeting. The App is earmarked to be launched at the end of May.

Tourism Social Media Policy: As part of their March 2, 2015 meeting, the Tourist Board reviewed a draft social media policy that addresses tourism marketing initiatives only. The policy was adopted by the Tourist Board at the meeting on April 6, 2015.

Mom & Pop Grant / Sign Code Compliance: Applications for Commissioner Sally Heyman's County grant program for small businesses were hand delivered to every business in Surfside's downtown twice and mailed to each business. Staff is working with those businesses impacted from the recent adopted changes to the Town's sign code ordinance to apply for this grant to assist with procuring new signs. Staff has also provided each business with information on State backed loans for small businesses through ourmicrolending.com. The following businesses have been awarded grants this year: Serendipity, Josh's Deli, Rafe Sweetheart Beauty Salon and Ship & Pack.

PLANNING, ZONING AND DEVELOPMENT

7. Historic Preservation

The Miami-Dade Historic Preservation Board (Board) has recently designated 9149 Collins Avenue and 9340 Collins Avenue as historic.

Miami-Dade County's Office of Historic Preservation has issued a moratorium on permits for the following addresses: 9016 Collins, 9024 Collins, 9025 Harding, 9033 Harding, 9040 Collins, 9048 Collins, 9056 Collins, and 9064 Collins. A designation hearing was held for these properties on March 18, 2015, however a property owner requested a three month deferral until June 2015. The Board granted this request. The condominium board of 9241 Collins, Seaside Terrace, requested historic designation from the County, which was designated historic at their February 18, 2015 meeting. A resident has filed a petition to appeal the designation. The appeal was heard on April 21, 2015 and ended in a tie vote. As a result of the tie, this item has been deferred to the May 5, 2015 Board of County Commissioner's meeting. Commissioner Heyman proposed an ordinance revision amending the "opt-out" provision to allow any municipality to opt-out from under the County's historic preservation jurisdiction and establish their own program/ordinance at any time. This item passed first reading by the full BCC on October 7, 2014. It was then heard by the Cultural Affairs and Recreation Committee on December 17, 2014. This committee voted to "lay the item on the table," which means that it effectively died in its current state but allowed Commissioner Heyman to retain the ability to bring the item back no sooner than 3 months. However, if she opts to bring that item back, it will have to start the process over again at first reading. Neither Commissioner Heyman nor her staff have indicated whether or not she plans to bring the item forward again from the beginning.

8. Land Development Regulations – Block between Harding and Collins Avenues

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

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

At the June 2014 Planning and Zoning meeting, the Board voted unanimously to establish this as a top priority. This project was funded in the FY 14/15 budget. The work authorization with CGA was approved on November 6, 2014. Work has commenced and an initial discussion with the Planning and Zoning Board occurred on February 18, 2015. The recommendation from the February 18, 2015 meeting was presented at the Planning and Zoning Board's March 26, 2015 meeting. Direction was provided to staff to make such modifications as limiting the lengths of buildings to 75 feet on Harding Avenue and 150 feet on Collins Avenue, requiring 20 ft. setbacks on Collins and Harding, rather than 10 feet, for corner properties and requiring breezeways between buildings. The zoning ordinance enacted these changes is scheduled for the June 9, 2015 Town Commission meeting.

9. Ten Year Water Supply Plan

The Town is required to update its Ten Year Water Supply Plan including identifying any alternate water supply sources and analyzing/updating data from our current supplier. Funds for this project have been included in the FY 14/15 Budget. Work Authorization No. 89 – Ten Year Water Supply Plan has been executed with CGA in the amount of \$7,466.92. This was unanimously recommended for approval to the Town Commission by the Planning and Zoning Board at their March 26, 2015 meeting was scheduled for the April 14, 2015 Town Commission. Due to the length of the agenda, the Town Commission deferred this item until May 12, 2015 which it will be heard on first reading.

TOWN DEPARTMENTS

Building Department

10. FEMA National Flood Insurance Program (NFIP)

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

11. Community Rating System (CRS)

The Town of Surfside CRS application to ISO is awaiting a ranking.

12. Forty Year Building Certification for Collins, Harding, Abbott Avenues and Surfside Blvd.

The 40 Year Building Certification Program is progressing as follows:

Reported certifications: 122 in present case file

Completed certifications: 44

Time extensions granted: 2

Exempt from Certification: 3

Vacant commercial properties: 9

Sent to Code Enforcement for non-compliance: 8

150 day repair order: 6

On hold: 4

Inspections: 0

13. Development Projects

The Chateau: Coastal is scheduled for 7th floor concrete slab pours and vertical columns and walls.

The Surf Club: Coastal has completed mechanical systems on the parking structure, is completing work on the roof of the condo building and glass installation on the hotel building.

The Marriott: Miller has completed the west hotel roof slab.

Young Israel: AVI is progressing on interior finishes and final drainage systems on the exterior. Landscaping changes by the owner are being reviewed by FDOT.

14. Document Scanning

The scanning program continues to collect funds through its expired permit outreach effort. The sale of the scanner is pending.

Code Compliance

15. Code Compliance Cases Settled

Code compliance cases settled via settlement agreements after compliance was attained:

Since March of 2012 approximately \$136,600 has been collected for Code Compliance violation related civil penalties, after mitigation or negotiated settlement.

The following is a summary by Fiscal Year:

FY 11/12: 8 cases settled for a total of \$16,875
FY 12/13: 9 cases settled for a total of \$15,750
FY 13/14: 6 cases settled for a total of \$67,293
FY 14/15: To date, 9 cases settled for a total of \$36,682

Finance Department

16. Enterprise Resource Planning – (ERP)

The RFP for the Enterprise Resource Planning software was released on February 23, 2015. The responses to the RFP were received on April 23, 2015. The Town received the following two ERP vendors and cost proposals: Tyler Technologies \$477,137 and Springbrook \$825,036.

A comprehensive review of these two proposals will be made in order to make a recommendation on an ERP solution for the Town. The first meeting of the ERP Evaluation Committee consisting of seven Town employees from different Departments was held on April 30, 2015.

Parks and Recreation

17. Beach Management Agreement

The Town is researching changes to the Town Code to regulate beach chairs. The Town Manager, Town Attorney's Office and Parks and Recreation Director are in communication with the Chief of the Bureau of Public Land Administration and a Senior Attorney from the Florida Department of Environmental Protection (FDEP) to discuss options for the Town to regulate beach concessions. FDEP provided ordinances from several municipalities and counties throughout Florida as models for public safety regulation, as well as several Attorney General Opinions to support the Town's regulation authority. We are following up with analysis of this information and further research to determine opportunities for next steps.

18. Silver Sneakers Program

Silver Sneakers is the leading fitness program designed specifically for active older adults. It is delivered through a nationwide network of participating fitness locations such as wellness centers,

gyms and other facilities. Healthways has been providing innovative health benefits for older adults for more than two decades. Today more than 65 Medicare health plans offer the program as a benefit to members across the nation. Regular participation in the program has been proven to help older adults manage their health and increase strength, balance and endurance. At the request of the Vice Mayor the Parks and Recreation Department has completed an application to host this national program. Effective April 20, 2015 the Town has revived the initial invitation to host the Silver Sneakers Program at the Surfside Community Center. At this time the Parks and Recreation Department is working on a Specific Use Agreement with Healthways to provide programming in the Fall of 2015. This will be completed and updated in July 2015.

19. 96th Street Park Renovation

The number two item on the Parks and Recreation 5 Year Capital Plan, approved by the Town Commission, was the renovation of the 96th Street Park. This item has now moved to the forefront of the 5 Year Capital Plan. This was brought before the Town Commission during the October meeting. The Community Center Second Floor Expansion Committee requested and approved a 2 year hold on the second floor project. The recommendation was to consider moving forward with the 96th Street Park renovation. This was an agenda item for the Parks and Recreation Committee in December. The Committee at this time is reviewing recommendations on 96th Street Park provided to the Town during the 2006 Charrette. The Committee met again in January to review the Charrette and the Parks and Recreation Department's recommendations and provide a priority list of items needed to be renovated or replaced during the renovation process. The items listed in order are:

1. Green Space/Athletic Field
2. Two age specific playgrounds
3. Building / Pavilion
4. Recreational Basketball Court
5. Minimal Field Lighting
6. Landscaping

The funding options along with a project timeline were reviewed during the March 2015 Parks and Recreation Committee Meeting. The Committees recommendation was to move forward with the proposed budget amount included in the Parks and Recreation 5 Year Capital Plan. This total was \$675,000. The balance of Parks and Recreation capital project developer contributions available to fund the project is \$459,575. The additional funds needed will be included and requested in the budget process for FY 15/16. The Parks and Recreation Department will submit a request for proposals from the approved architectural firms on a scope of work needed. This will be a request only for a cost amount to start the planning process. Once the proposals are received they will be reviewed by staff and a recommendation on design and a cost will be present to the Town Commission. At this time no funds for the design process are being requested. A request will be presented to the Town Commission in the June commission meeting for funds to provide architectural drawings and plans for the scope of work needed.

20. Keep America Beautiful Recycling Containers Grant Program

The Parks and Recreation Department submitted a grant application to the Keep America Beautiful Dr. Pepper Public Park Recycling Grant Program. The grant application was received by Keep

America Beautiful on March 25, 2015. The application was for 8 recycling containers to be used within the Park facilities. The Town was notified April 22, 2015 that the grant was not awarded. Keep America Beautiful had nearly 300 grant requests for bins this year, of which, 39 grants were awarded.

Police Department

21. Traffic Issues

A Special Commission meeting was held on April 27, 2015 to discuss traffic issues in the Town. Traffic experts from Miami-Dade County, FDOT, and Calvin Giordano and Associates were present to answer questions from the Town Commission as well as residents. The Commission provided direction to the Town Manager to develop a plan for short term solutions for the traffic congestion in the residential neighborhood for the May Commission meeting.

22. Pilot Residential Parking Program

A ninety day pilot residential parking program was implemented in February for the 9400 and 9500 blocks of Byron Avenue to address parking issues. A community meeting and community survey were conducted in December with overall support from residents living on these two blocks for the project.

The program was also advertised in the Gazette and on the Town website. Signage has been installed on the two blocks to restrict parking to these residents only. Parking permits can be picked up by residents of Byron Avenue as of February 3, 2015. The program has been effective and successful for the three months of the pilot program and is now permanent.

23. New Police Lieutenant

Lieutenant John Bambis was hired on April 20, 2015. John is a recently retired Major of Police with 25 years of law enforcement experience. He will oversee the Support Services Division which includes Parking Enforcement, Communications Unit, Property and Evidence, Fleet, Equipment, Red Light Camera Safety Program, Training, and Accreditation.

Town Attorney

24. Point Lake

A "Town Manager Informational Meeting" is scheduled for Tuesday, May 19, 2015 at 6 p.m. in the Town Hall Chambers to discuss options for pipe across North Canal. Follow up with representatives from the Miami-Dade County Property Appraiser (Susan Garces) and County Attorney (Jorge Martinez-Esteve, Esq.) regarding the Town's request for a folio number and assessment on North Canal and Point Lake ("water bodies"). The County Attorney expressed several concerns regarding the uncertainty of the water bodies and stated that the Property Appraiser does not make a determination of ownership of property, particularly, where there is an apparent dispute between owners. The County Attorney further stated that the plat (Normandy Beach) does not specifically legally describe or identify the water bodies, nor contain dedication language. There is no deed of record for the water

bodies and ownership of the water bodies appears to be contested. The County Attorney concluded that without a deed for the water bodies, court order, or corrected/amended plat, the Property Appraiser will not assign a folio number or make a determination of ownership of the water bodies.

Projects Progress Updates

25. Information Technology & TV Broadcasts

IT is working with the vendor to add five additional security cameras around Town Hall. IT is gathering pricing and information to upgrade the SCALA information broadcasting system. IT will be getting prices and requesting demonstrations of HyperScreen Boards for the training room. IT is getting quotes from Dell to upgrade all remaining users to Microsoft Office 2013. The pricing for broadcast system upgrades, Backup Exec software upgrades, and Exchange e-mail software upgrades has been added to next year's budget for approval. Finance will be ordering a laser printer for pre-printing checks. IT is gathering pricing to upgrade the ID and Access Card hardware and software for addition to next year's budget.

26. Public Utilities / Engineering – Public Utilities / Engineering

The 1 year warranty video of the sanitary sewer mains has commenced and is 100% complete. The engineers have reviewed 72 of the main line sewer runs and have accepted 43 of them. The unaccepted sewer mains will require the line be cleaned and re-televised or require minor repairs that will be completed by the Contractor at no cost to the Town. The Contractor is currently working with his subcontractor to schedule the main line repairs. Also, CGA and the Town met with the City of Miami Beach and negotiated a total sewage invoice credit amount of \$224,943.61 (\$163,943.61 credit for the period of estimated billings during construction and \$61,000.00 for August 2014-October 2014 when CMB meters were down).

Funding Summary –

<u>Funding Status:</u>	<u>Amount</u>	<u>Amount Received</u>
FDEP Grant	\$873,500	\$873,500
FDEP Grant	\$125,000	\$125,000
FDEP Grant	\$100,000	\$100,000
FDEP State Revolving Fund Loan	\$9,312,881	\$7,339,928 *
BBC Bond	\$859,000	\$859,000
TOTAL	\$11,270,381	\$9,225,928

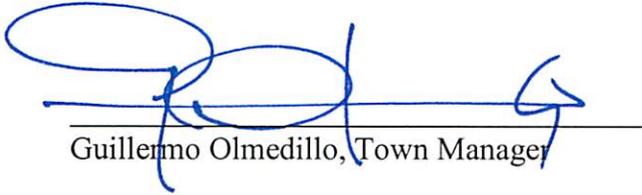
***Request # 3 has been submitted for the full \$9,312,881. The final report has been submitted to the state.**

27. Town-Owned Seawall Repair

Notice to Proceed was issued to Pac Comm on April 6, 2015 with 150 days to substantial completion and 180 days to final completion, for a final completion date of October 3, 2015. Currently, we are

experiencing difficulties in a coordinating a permanent staging area for the contractor's fuel delivery and pre-casting. CGA is working with staff and surrounding municipalities to secure a permanent site. Work is proceeding while utilizing temporary staging areas.

Respectfully submitted by:



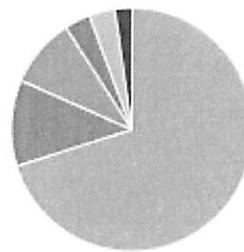
Guillermo Olmedillo, Town Manager

SEE CLICK FIX

Between Feb 01, 2014 and Apr 28, 2015

Issues by Source

127 issues were opened
 56 issues were acknowledged
 99 issues were closed
 The average time to acknowledge was 6.4 days
 The average time to close was 15.5 days



SERVICE REQUEST TYPE	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
Other (PW)	38	13	33	13.1	24.9
Beach Issue (PW)	16	5	13	19.1	18.4
Police (Safety Concern)	12	8	12	2.9	2.7
Street lights (PW)	14	10	1	1.5	46.5
Code Compliance (Violation)	8	5	5	0.2	5.5
Surfside Dog Park (P&R)	6	5	6	0.0	1.4
96 Street Park (P&R)	6	2	6	0.0	5.3
Code Compliance (Safety Concern)	7	3	4	3.4	44.8
Dog Stations (P & R)	4	0	4	0.0	5.4
Drainage/Flooding (PW)	3	2	2	2.0	14.1
Graffiti (PW)	3	1	3	39.7	25.2
Hawthorne Tot-Lot (P&R)	3	0	3	0.0	6.6
Community Center (P&R)	2	1	2	0.0	0.1
Pothole (PW)	2	1	2	0.0	0.0
Utilities (Water/Sewer) (PW)	2	0	2	0.0	0.6
Solid Waste (Residential) (PW)	1	0	1	0.0	4.6
Graffiti (in park) (P&R)	0	0	0	0.0	0.0
Solid Waste (Commercial) (PW)	0	0	0	0.0	0.0
Veterans Park (P&R)	0	0	0	0.0	0.0