



## **Town of Surfside**

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

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

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

##### **1. Sister Cities**

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) or with those communities that are vested in turtle conservation. 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. At the January 6, 2014 Tourist Board meeting, the Board unanimously endorsed recommending Newtown, CT as the first Surfside sister city to the Town Commission. The Tourist Board met with members of the Town Commission at the regular monthly Tourist Board meeting on February 3, 2014.

A recommendation on the details of a Sister Cities program for the Town will be vetted by the Tourist Board over the next couple of months and will be provided to the Town Commission as part of the FY 14/15 budgetary review process. Find more information at: <http://sister-cities.org>.

##### **2. Bullying Program**

Anti-bully events along with staff and community training will be an ongoing process per the Town Resolution adopted in February, 2013. Item completed.

##### **3. Bus Service**

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 was 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 was included in the proposed FY 13/14 budget. 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.

Recently, general discussions have been held to address bus service in the 33154 zip code. These discussions have identified an interest on part of the communities to pursue opportunities to improve bus service and to do so more economically. On March 3, a meeting with Bal Harbour was held to discuss a number of issues including bus service.

Each of these communities provides bus service for its residents using Citizens Initiative Transportation Tax (CITT) funds. The funds are generated through a Miami-Dade County gasoline tax and results from a citizens' initiative to improve transportation throughout the County. [Note: A minimum of 20% of the receipts are required to be spent on mass transit and the Town of Surfside exceeds this obligation. For FY 13/14, \$134,366 (including gas) is budgeted for the community bus service in Surfside].

In order to address this issue on a regional basis (Surf/Bal/Bay), a request has been made to the CITT to have a transportation planner conduct an analysis of existing bus routes; ridership and recommended bus transportation routes within the three municipalities in order to make bus service more efficient; responsive to community needs and more cost effective. The transportation planner will be asked to review the establishment of bus service/route to Mt. Sinai as part of the overall analysis. Staff also has initiated discussion with North Miami transportation officials who are currently exploring piggybacking on a Broward County bus transportation contract.

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

The proposal of a skate park located between 86th and 87th streets through a partnership between the Town of Surfside and Miami Beach was presented by Miami Beach Parks and Recreation Department to the Miami Beach Commission on January 15, 2014. The Miami Beach Commission requested staff to prepare a comprehensive Master Plan for the considerable amount of land in the very extreme north area of Miami Beach owned by the City. The City Commissioners indicated that this area should be developed as part of an overall plan. Miami Beach staff reports that the recreational master planning process for the North Beach area is moving forward and a skate park is included in the project; however, the location will likely be several blocks to the south and incorporated near or in the development of a recreation complex at the Log Cabin site. It is anticipated that the Master Plan will move forward through the Miami Beach public process (either Neighborhood Meeting or Commission) in April timeframe. This will be updated as the status changes and notifications are received from Miami Beach.

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

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 hosted 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 took place in the Commission Chambers. The agenda and meeting information was 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 was 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.

A conference call was held on December 12 with Assistant Superintendent Iraida Mendez-Cartaya, CPA to follow-up on Fausto Gomez's suggestions on possible funding options. The following is a summary of our discussions:

- Student stations that would be eligible for Surfside students would cost \$20,000 per student station. These student stations would be on-going and not just assigned to initial students. Surfside students would have to meet eligibility requirements and the number of seats purchased for Surfside students would be assigned and if the number of eligible Surfside students exceeded the number of student stations, then a lottery would be used.
- Initial estimates for finalizing an agreement on student stations would need to be in place prior to the school year 17/18.
- A number of municipalities have entered into agreements with the County for similar endeavors where direct educational benefit is provided to students in that municipality. Ms. Mendez-Cartaya has provided us agreements between the School District and: 1. Key Biscayne, 2. Cutler Bay; and 3. Sunny Isles.

An added benefit for students from Surfside to attend the MAST@FIU would be for the student to have the ability to complete up to an AA degree at the time of graduation from high school with the cost funded by the School District.

Ms. Mendez-Cartaya will initiate an analysis of student numbers and projected growth to provide input to the Town regarding a recommended number of student stations for the Town to consider.

The Town Manager will follow-up with area Managers regarding their jurisdiction's position on the MAST@FIU.

On February 10, Staff met with School District officials to discuss minimum and future projections for student stations for MAST@FIU and associated anticipated costs.

It was reported that there were 563 applicants for MAST@FIU for 14/15 with 29 from zip code 33154 and twelve from Surfside. The District further indicated there are approximately 700 Surfside students in the public schools (K-12).

The minimum number of student stations needed to have the MAST@FIU function as a high school is 400 – 500. By comparison, the MAST at Virginia Key has approximately 1000 students.

For the School District to build the high school (currently MAST@FIU is working out of temporary facilities) it will be necessary to have funding support from the nearby municipalities (including Bal Harbour, Bay Harbor, Aventura, Sunny Isles Beach, North Miami Beach, Golden Beach and Surfside). Funding of a MAST is not an eligible expenditure from the District's Capital Projects fund/budget. Student stations, once purchased are dedicated from the perpetual use by a Surfside student in accordance with admission policies. [Note: each student station is valued at \$20,000].

Based on input from the School District officials, the success of MAST@FIU is dependent upon financial support from the community and the above listed municipalities. At this point, financial commitments have not been made by the municipalities. Prior to scheduling a presentation to the Town Commission, discussion/meeting(s) with representatives of these municipalities will be held.

As the Commission addresses the allocation of resources from development activities (see Five Year Financial Forecast), a modest, annual educational investment presents a unique opportunity that would benefit current and future generations of Surfside students and have a positive impact on the desirability of raising a family in Surfside and enhance property values.

## **6. Turtles Project – Art in Public Places**

The Tourist Bureau continues to leverage the iconic Turtles in promoting Surfside. With the Tourist Board's decision to keep the remaining Turtles and leave them on 93<sup>rd</sup> Street ("Turtle Walk"), the department can now focus on including them in marketing initiatives. An item requested by the Vice Mayor regarding small turtle statues was presented to the Town Commission on the February 11, 2014. The decision on procuring Turtle souvenirs, etc. was referred to the Tourist Board for a decision

at the March 3, 2014 meeting. The Tourist Board voted to defer a decision on all merchandising to be included in their FY 14/15 budgetary process. Also at that meeting, the Tourist Board discussed honoring the late Sandra Suarez (artist of the Love Turtle). A memorial plaque will be placed on the Turtle (date tbd) and the Board voted to contact the family of the Turtle before selling/disposing of the sculpture if that decision is ever made in the future.

## **7. Newcomers Packet**

A “newcomers packet” is in the final review stage and will be presented to new residents.

The theme of the packet is “Welcome to the Neighborhood” and will provide a variety of information to new residents acclimating them to Surfside and inform them of the many and varied services and amenities available to them in their new town.

This new initiative will be rolled out at the same time another new initiative begins. The FY 13/14 funded Neighborhood Resource Officer (NRO) program was scheduled to begin in February; however it has been delayed due to personnel issues that could not be avoided or anticipated. When the NRO program is up and running, the Neighborhood Resource Officer will personally deliver a newcomer packet to new residents. They will be identified through a number of sources: opening new utility account; acquiring a Town ID/parking sticker; word of mouth, etc. In the interim, Staff will take the lead in providing the packets.

The newcomer packet will be focused on identifying web based Town information. When the NRO delivers the packet, an assessment will be made if the new resident has the availability to successfully obtain the necessary resident information via web or if Staff needs to follow-up with hard copy information.

## **8. Climate Change Forum**

The Town in conjunction with the CLEO Institute (Climate Leadership Engagement Opportunities) is sponsoring an educational forum on Climate Change, April 23, 2014 from 1:00 pm to 4:00 pm at the Community Center.

The purpose of the forum is three-fold. First, it will be an informational session for our residents to learn more about the topic and impacts going forward. Second, it will serve as a training opportunity for the Commission and Town staff to better position the Town for future decisions including land development regulations and infrastructure planning/improvements. Third, it is an opportunity to collaborate with elected officials and staff from our neighboring as climate change/sea level rise challenges are not limited to municipal boundaries and any comprehensive solution logically should include a regional approach.

The agenda for the Climate Change forum includes: 1) a presentation on the science of climate change and the rates of change; 2) identification of opportunities for local/regional mitigation and adaptation

solutions; and 3) examples of local initiatives that have been implemented in response to climate change/sea level rise.

## **9. Relay for Life**

Once again, Surfside will participate in the Relay for Life even scheduled for Saturday, May 31. A kick-off party for this year's Relay for Life took place at Ruth K. Broad Bay Harbor K-8 Center on April 1, at 6pm, 1155 93rd Street in Bay harbor Islands.

The Relay will include the communities of Surfside, Bal Harbour and Bay Harbor Islands and will raise funds for the American Cancer Society.

You can help TEAM SURFSIDE reach their goal by becoming a sponsor and/or donating to the American Cancer Society Surfside/Bal Harbour/Bay Harbor Relay. Contact Yamileth Slate-McCloud at 305-861-4863 x227.

## **DOWNTOWN BUSINESS DISTRICT AND TOURISM**

### **10. Harding Avenue Streetscape Plan**

The construction portion of the project is complete. The architectural feature (decorative fence) has been installed at the intersection of 96th and Harding to prevent pedestrians from illegally crossing Harding Avenue. The foot path through the landscaping which was destroyed by pedestrians crossing has been re-landscaped. Awaiting delivery of furniture (benches are due the end of April/beginning of May). The Ribbon Cutting ceremony was held on February 20. [Note: a section of the new fence and landscaping were damaged as a result of a traffic accident on March 31].

### **11. Downtown Vision Project**

The following BID schedule was presented to the Town Commission on February 11, 2014 with the second reading of the BID enabling ordinance:

- *A local planning ordinance allowing for the authorization of a BID in a subsequent ordinance passed on second reading on February 11, 2014 after going to Planning & Zoning on January 30, 2014. As an enabling legislation, this is the first step in the statutorily prescribed process for the creation of a specific district and levying an assessment for the created district.*
- *A resolution declaring intent to assess a special assessment, creating the actual district, providing for the nature and estimate of benefits for the district and authorizing the Town Administration to prepare a preliminary assessment roll was adopted by the Town Commission on March 11, 2014.*
- *Upon the passage of this resolution, the Town Clerk now has on file an assessment plat of the proposed area with plans and specifications as well as an estimate of the associated assessment. This resolution will condition creation of the specific BID on a referendum approval of affected property owners (those property owners in the proposed district,) specify the boundaries, and name the proposed district, etc.*

- *This referendum must then be held within 120 days. Within 5 days of the close of voting for the referendum the Town Clerk shall present the results to the Town Commission.*
- *Upon an affirmative majority vote of approving the special assessment district and certification of the referendum results, the Town Commission shall also adopt a second resolution fixing a time and place for the special assessment to be heard based on the results of the election.*
- *A second ordinance outlining the BID's governance, purpose, powers and duties, and annual reporting guidelines is then required at this juncture as a more effective means of coordinating the multitude of steps and timelines in this process. This ordinance is contingent upon a referendum approval of the affected district property owners.*
- *Staff is preparing an "outreach" process leading up to the BID referendum. More information will be available by mid-April.*

### Tentative Sign Code Review Timeline

March: DVAC - completed  
May: P&Z/Commission Joint Meeting  
July: DVAC  
October: Commission  
October: P&Z  
December: Commission

The DVAC meeting held on March 24, 2014 addressed such items as the Town Manager's recommendation on moving the parking structure forward, the sign code revisions were discussed (DVAC provided recommendations), and a possible color palette for downtown, as suggested by P&Z was discussed. Commissioner Karukin's request to investigate the possibility of merging DVAC and the Tourist Board was also discussed. DVAC's recommendations will be provided in the Town Managers report on this item. DVAC members will assist the TEDACS Director on outreach to the downtown property owners and business operators on the BID ballot process. The Town Planner presented plans on the upcoming improvements to the AmTrust building. The owners will open bids on April 4 for the improvements.

### **12. Sidewalk Ordinance Implementation**

The Town has received the signed copies of the Sidewalk Café Agreement with FDOT. The Building Department will oversee the roll out and management of this with the assistance of Code Compliance, Public Works and TEDACS. Door to door outreach to the downtown restaurants was conducted the week of February 24, 2014 and March 3, 2014:

- *Letters on ADA Path of Travel:* Code Compliance staff hand delivered letters signed by the Town Manager to all restaurants requesting their assistance in keeping the sidewalk open for pedestrians and informing them of their responsibility to clean their sidewalk each evening.
- *Sidewalk Furniture:* Once all applications for sidewalk cafes are received and processed, Code Compliance expects to follow the Ordinance requirements which have very specific

enforcement procedures, including removal of furnishings if warranted. However, the Town has yet to begin enforcement associated with "leaving furniture on the sidewalk outside of business hours", as the new sidewalk café ordinance procedures, including application, have yet to be fully implemented.

A survey of the sidewalks, that includes the new downtown streetscape, is in the process of being completed. Once receiving the survey, the Building Department will be meeting with each business individually to assist with the Sidewalk Café Application and to determine what furniture can be accommodated and where it can be placed. Once these determinations are made, the businesses must comply or face stringent code enforcement that could result in removal of the furniture or closure of the outside seating by FDOT.

### **13. Parking Structure Feasibility Study**

In April, 2013, the Parking Structure Feasibility Study by Rich & Associates (March 2013) was presented to the Town Commission.

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.

The report entitled "Parking Solution: The Next Step" was presented to the Commission on April 1, 2014 and is an agenda item for the April 8 Commission meeting (**Agenda Item**)

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

Staff is working on implementing the first year identified in the plan (FY 13/14). The Tourist Board finalized the ethics, conflict of interest, policies and procedures as well as governance policies after several months of work. Suggested changes to the Town's Resort Tax Ordinance were passed on first reading by the Town Commission on February 11, 2014. On second reading at the March 11, 2014 Town Commission meeting, none of the recommendations passed even with the endorsement from the majority of the Tourist Board (except the Chair), the Administration, the adopted 5 Year Tourism Plan, the Grand Beach and Mr. Meyers (the consultant). The Town Commission has sent the initiative back to the Tourist Board to be readdressed once the new Board is established by the new Town Commission.



## **INFRASTRUCTURE AND UTILITIES**

### **15. 95th Street End Project**

The project is in its final stages. Since the February Manager's report, the lighted bollards at the end of 95th and street light poles on the north side of 95th were installed. The actual lights will be installed by April 7. A meeting on site for the Phase 2 (east of the bulkhead) took place with FDEP on February 6, 2014. It was discussed to make Phase 2 part of Phase 1 which will speed up the permit process. The permit should be issued within the next two weeks. Once issued, Phase 2 will be required to be completed within one year.

[Note: A major focus of the 95th Street project was to adjust the elevation of the 95th Street to accommodate access into the garages of the newly constructed townhomes. Even though the elevations of the new street were established with the concurrence of the owner/developer in order to provide proper access, the resulting conditions still present an obstacle for proper access. Staff continues to work with the owner/developer to find a solution as eventually the units will be sold to the new owners who will be residents and this problem needs to be resolved. It is anticipated that an arrangement will be finalized by April 7 outlining the details and protecting the Town's interest].

### **16. Seawall Project**

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 approved a resolution to allocate the Town's matching funds at the December 2013 Commission meeting. At the January, 2014 meeting, the Commission again stated its support of the original implementation schedule and its desire to replenish the reserves during the FY 14/15 budget process to replace the amount of the reserves utilized on the seawall project as the source of the Town's local match (\$494,445). CGA will have the project out to bid April, 2014.

The Town Commission has directed that language be included in the specifications that the contractor selected for this project extend the contract unit prices to homeowners who desire to undertake seawall improvements on their private seawalls concurrently with the Town's project. While this would be a private transaction between the contractor and the homeowner, this could present an opportunity for the homeowner to undertake seawall improvements at a competitive price as the contractor is already mobilized in Surfside.

Last year, the Town Commission joined the Coastal Corridor PACE Program (Property Assessed Clean Energy). This program provides upfront financing for energy conservation and efficiency, renewable energy and other qualifying improvements. Seawall improvements have been reported as eligible due to protection from storm/hurricane events. The PACE program could assist homeowners

in financing seawall improvements—either through the Town's contractor or a different contractor selected by the homeowner.

The information was included in the April Gazette and two residents have already inquired about this opportunity.

## **17. Beach Renourishment**

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 attempted to locate compatible sand (non-County borrow area) for future projects and the initial findings indicate that the sources of compatible sand is located north of Miami-Dade as far north as Martin/St. Lucie counties.

Brian Flynn, Special Projects Administrator, Miami-Dade DERM spoke at the March, 2014 Commission meeting giving the Commission an update on the Town of Surfside's upcoming beach re-nourishment project which is anticipated to start June, 2015.

Mr. Flynn at the March meeting presented information on the upcoming sand transfer operation at the Surf Club project. The project is currently underway and sand is being transferred from their construction site to other areas of the beach as per Section 161.053 of Florida Statutes. These regulations state that any sand that is excavated east of the Coast Construction Control Line must be re-used in the same area. The sand was tested and found to be compatible with Surfside beach sand. It will provide a little over a foot of new sand and will be spread throughout the whole beach from 96th Street to 94th Street.

The project will continue until turtle nesting season begins on May 1. At the excavation site, the sand is cleaned and transported to the beach where it will be spread by earth moving equipment. Smaller vehicles and personnel will escort the machinery up and down the beach with Surfside Police vehicles

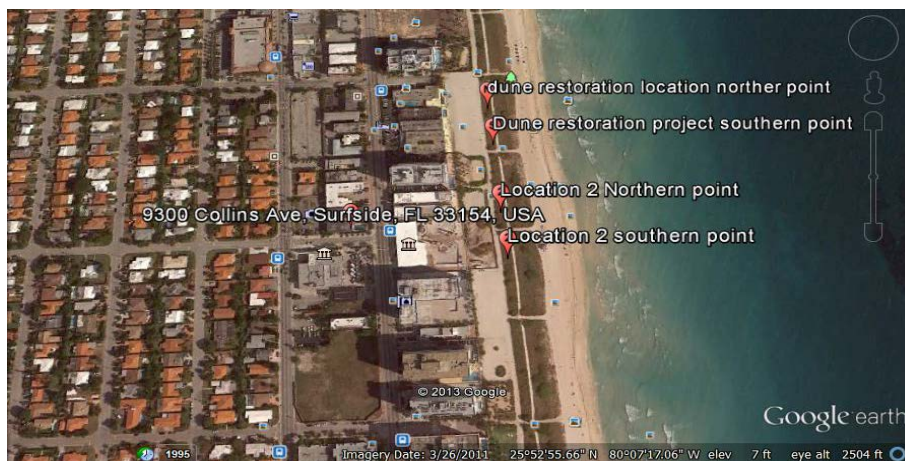
stationed near the entry point and the public right of way. The work will take place Monday-Saturday, 8 am – 6pm.

Public input has been received expressing concern about the dark color of the transferred sand when compared with the lighter color of existing sand. There are several projects in Miami-Dade whose developments are involved in similar transfer operations. The Chateau (formerly Best Western) anticipates a similar operation for their excavated sand.

Finally, the Surf club was required to post a bond for their transfer project to ensure restoration of dunes, hard pack and walking path.

### **18. Surfside Community Center Dune Renourishment Project**

Public Works in conjunction with the Youth Environmental Alliance Group have partnered for a Dune Restoration Project which was held on March 15, 2013 with several volunteer groups, Surfside residents, Town Employees and volunteers from surrounding communities. Re-nourished beaches protect sea turtle nesting areas and counteract beach erosion negative impacts. Approximately, 1300 plants were re-established into the dune in a three hour period. With over 100 volunteers it was a successful first restoration project for the Town and it encourages future restoration projects. Item completed.



### **19. Pedestrian Crosswalk at Harding Avenue and 96th Street**

As reported in the February Manager's report, Staff considers the possible re-establishment of this crosswalk as a completed/closed item.

The Harding Avenue Streetscape project, has an architectural feature (fence) which was installed to serve as a barrier to prevent pedestrians from crossing at this unauthorized/unsafe location. This feature/fence runs from 96<sup>th</sup> street on the east and west side of Harding about 80 feet south. Item completed.

## **20. Community Center Expansion: Second Floor Addition**

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". Based on demands of existing projects, Staff has identified an initial report to the Commission in the May timeframe following the completion of the Parking Structure Report/Recommendation due April 1. (**Agenda Item**)

## **21. Biscaya Drainage**

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.

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.).

The plans have passed the 30% QC review (which are now under review by the utilities) and the team is now completing the 60% drawings.

The second neighborhood meeting was held in the Commission Chambers on February 6.

Project engineer Bob McSweeney provided a status of the design of the project; permitting issues and schedule.

Several significant issues were discussed:

- Valves: Bob McSweeney discussed the selection criteria; the valves to be utilized; and the functioning/positioning of the valves.
- Need for a Pump Station: A resident at the meeting inquired about upgrading the project to include a pump station. Bob McSweeney detailed the analysis and options that were considered before a final recommendation was made on how to address the drainage problem on Biscaya. He presented the three options considered by staff and the Commission leading up to the approval of the project.
- Why wasn't Biscaya included in the original W/S/D Project? Following the completion of the W/S/D project, the drainage patterns on Biscaya were altered and slowed. This was due, in significant

part, to the tightening to the sanitary system which prior to the W/S/D project accommodated a significant portion of the drainage load. This has necessitated the need to now address the resulting drainage conditions on Biscaya.

The next neighborhood meeting will be held prior to the start of construction (May timeframe, depending on permitting) and will be held on site with the neighbors (on Biscaya).

The 60% plans have been prepared and are under review/contract. CGA has commenced work on the 90% plans. The Town has issued payment to DERM to begin the permitting. Also, on March 13 the SFWMD notified the Town that a permit from the Water Management District is not required for this project.

## **22. Town Hall and Tennis Hut Improvements**

Recently, the Police Department floors in certain areas were replaced and during this process mold was discovered under the old tile. Prior to the floor replacement, the Chief reported complaints from personnel about excessive coughing and watery eyes. In response to the personnel input and the identification of apparent mold during the floor replacement, an environmental company was retained to perform an indoor air quality test in Town Hall and at the tennis hut (which also previously had substantial water intrusion).

The testing was performed in early December 2013. A report by CIH Environmental Solutions Inc., has been submitted detailing several locations in Town Hall and tennis hut that were infected with mold and bacterial spores that needed to be removed.

As background information, Town Hall has been experiencing water intrusion from the roof and/or A/C units for several years and this leakage is the main contributor for the presence of mold. The Town has made numerous attempts to rectify these problems with patching areas of the roof and most recently recoating the roof last year and relining the A/C pans which are located on the Town Hall roof. With all these repairs being done we are still experiencing leaks during rain events. These efforts over the past years have proven to be relatively unsuccessful. Prior to the installation of the new roof, the tennis hut experienced similar prolonged exposure to water intrusion.

The following is a summary of the findings/recommendations from CIH Environmental Solutions report:

1. Correct the water intrusion areas affecting the areas of concern in Town Hall, Police Station and tennis hut.
2. Room 129 (Police Chief) remove west wall gypsum board below the window and replace.
3. Replace water damaged ceiling tiles on the second floor hallway.
4. Room 226 (Code Enforcement) replace water damaged tile, replace affected carpet and replace damaged A/C insulation.
5. Training room - replace water damaged tile and A/C insulation.
6. Treat and remove mold infested areas at appropriate stages during repairs.

Tennis hut:

1. Remove all baseboards and gypsum board at least the bottom 2 feet on the east and north walls and replace.
2. Clean and sanitize the wall mounted A/C unit.
3. Replace carpeting.
4. Remove the south and west gypsum board below the windows.
5. Remove the ceiling gypsum board.
6. Treat and remove mold infested areas at appropriate stages during repairs.
7. Remove and replace windows to impact glass.

[Note: This option will harden the building and improve its ability to better withstand storm events].

Following review, Staff is proceeding with a proposal for the Commission's consideration including:

1. The Town Hall roof is flat and drains to the middle with down spouts that drain thru the middle of the building which leak. To fix this, Staff is recommending to re-roof that section with a built up roof system that will drain the water off to one side which will eliminate any standing water and give Town Hall some insulation.
2. The A/C units are scheduled for replacement 2014 (2 units) and 2015 (3 units). The existing units are experiencing excessive deterioration in all areas of the units. Water intrusion is continuing through the bottom of the pans despite applying an epoxy coating on them on at least three occasions. A proposal is being prepared to eliminate the five (5) independent units and replace with a chiller system. This type of system will be more efficient and economical than the current units and will serve Town Hall's 18,000 sqft much more efficiently. The savings on energy to operate this type of system will be substantial. This system should pay for itself in several years as a result of energy savings. Also, this system will eliminate five (5) roof mounted A/C units which are currently exposed to the elements of a corrosive ocean environment.

[Note: To move forward on #1 (roof) and #2 (chiller), professional assistance (architectural/mechanical and engineering) are in the process of being completed. A cost study will be included to illustrate pay-back on the cost of a proposed chiller system].

3. The tennis hut roof was replaced several years ago and the water intrusion has stopped. The solution to remove the mold in the hut will involve replacing the walls and ceiling areas infected. The Devcon Company is meeting with Staff on February 25 to go over the tennis center remediation.

The Devcon Company met with Staff on February 25 and a proposal for the Tennis Hut for mold remediation and improvements was presented. Public Works has prepared an agenda item for the April 8, 2014 Commission meeting to approve the Tennis Hut proposal and move forward with the repairs. (**Agenda Item**)

## **PLANNING, ZONING AND DEVELOPMENT**

### **23. The Shul Project**

The Shul application was heard at the February 27, 2014 Planning and Zoning Board meeting and will be scheduled for a Special Town Commission meeting pending the appeal/administrative hearing on the recently Town Commission approved Comp Plan Amendment.

### **24. Massing and Zoning Discussion**

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, 2013 meeting with the Town Attorney and Staff and these specific issues have been discussed at the August, 2013 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 prepared a rendering for the December 19, 2013 Planning and Zoning Board meeting demonstrating three options for building length modification. The renderings demonstrated that the building separations were not adequate for meeting the intent of the Board, therefore Staff prepared additional revisions to the renderings and language for the ordinance, which will be presented at the March 27, 2014 Planning and Zoning Board meeting. The Town Commission will be presented with an ordinance at an upcoming meeting.

## **TOWN COMMISSION**

### **25. Legislative Priorities**

The Commission adopted its 2014 Legislative Priorities at the January Commission meeting. Top priorities included securing a reduction in the interest of the State Revolving Loan for the Water/Sewer/Storm Drainage Project and to again secure funding for seawalls in the amount of \$75,000 which had been included in the legislatively approved budget but vetoed by the Governor.

### **26. Charter Review Board (CRB)**

The Charter Review Board presented a final report on Phase I Charter Review for election issues to the Town Commission on March 11, 2014.



## **TOWN DEPARTMENTS**

### **Town Attorney**

#### **27. Options to Mitigate Inadequate Number of Parking Spaces at Multi-family Establishments along the Collins Avenue Corridor**

On March 28, 2014, Howard Weinberg, Esq. submitted a preliminary parking plan by Klaus Parking Systems Atlantic, Inc. Mr. Weinberg was advised that the preliminary drawings would serve as a field reference to verify the actual parking but that it would not substitute the revision process required by the FBC and the Building Department. Signed and sealed plans are required for the formal revision process to begin.

### **Building Department**

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

The final property on the CAV is 9415 Harding Avenue, The Harbor Grill Restaurant was a site that was determined to be substantially improved and therefore required compliance with FEMA flood proofing for commercial properties. The remodeling took place and a TCO was issued in November 2012. The flood panel, design, permits and installation was the only item pending for CO. The project management had presented a sample of the panel plans and a copy of a deposit check to the panel manufacturer to the Building Official who, in good faith, issued the TCO. The TCO expired in February 2013. A violation was issued for this infraction and required compliance or exclusion from NFIP's FEMA subsidized flood insurance coverage. Due to the requirements placed on the parties by the language in the violation and subsequent conversations, they have decided to comply. The panel manufacturer was contacted and confirmed that the balances owed have been paid and the process will continue through to compliance. The panel manufacturer has submitted an application for permit and has scheduled installation of the panels to be completed the week ending April 4, 2014. The approved plans, engineering, inspection records and photos of the panels will be forwarded to Dr. Prasad Inmula, FEMA Region IV, Atlanta in order to close this final item of the CAV.

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

The second and final meeting of the Program for Public Information has been postponed due to scheduling conflicts. The meeting is tentatively re-scheduling for the first week of April.

#### **30. Forty Year Building Certification – Collins, Harding, Abbott Avenues and Surfside Blvd**

The 40 Year Building Certification Program is making steady progress toward completion as follows:

- Reported certifications: 118 in present case file
- Completed certifications: 37

- Time extensions granted: 4
- Exempt from Certification: 3
- Vacant commercial properties: 11
- Sent to Code Enforcement for non-compliance: 6

## **Code Compliance Department**

### **31. Code Compliance Priorities**

The priorities for code compliance have been established by the Town Commission. The Administration was asked to bring the compliance periods and fine schedule back in the form of a resolution. The resolution, along with an accompanying general Ordinance amendment that will remove fines from the Town Code and provide for all fines and compliance periods to be reflected in the newly proposed resolution will be presented at the April Commission meeting. **(Action Item)**

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

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. The County recommended adoption of same into 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. At the March meeting, the Town Commission directed that this item be placed on the May Commission Regular meeting agenda to discuss future policy, available alternatives, and request direction from the Commission.

## **Finance Department**

### **33. Online Bill Pay**

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 May, 2014 by SunTrust Bank, Municode (utility bill preparer) and CBoss (credit card processor who will also be the processor for e-checks). These three companies are testing the e-check process to ensure security and complete transaction processing of a utility payment by e-check. SunTrust Bank has completed the link between the bank account and the ACH (Automated Clearing House) service, an electronic network to process credit and debit transactions.

A credit card terminal and a customer facing PIN pad device has been ordered from First Data through SunTrust Bank. The equipment is to be received the first week of April, 2014. These terminals will be installed at the Front Desk of Town Hall in April, 2014 and will allow customers to make payments securely by credit and debit card.

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

1. Bookmarks and file size of Agenda Packets
  - a. 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. Uniform branding style templates to be used specifically by Town departments have been created to be posted on Channel 77. Training of department staff has been completed.
  - b. These graphic templates have been designed to be used for different event types and the new graphics are in use.
  - c. The SCALA project is complete.
4. SeeClickFix operational February 11, 2014
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. The 2013/14 budget includes \$13,190 for the cost of the planning analysis and preparation of specifications for systems upgrade. A draft of the RFP is currently being reviewed. The cost of system upgrades has not yet been determined. Implementation of the ERP will be submitted as a Program Modification in the FY 14/15 budget].

### **35. Tourist/Resort Tax Audit**

There are currently three businesses that are behind in their monthly payment of Tourist/Resort Tax, two businesses are making payments and the other is in the process of complying through Code Enforcement. 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.

### **Parks and Recreation**

#### **36. Beach Management Agreement**

Any progress on a Town/Miami-Dade County Beach Management Agreement is dependent upon the County receiving specific authorization from FDEP permitting the County to assign certain management responsibilities to local municipalities. The County sent a letter to FDEP on March 17 requesting a determination that the County can assign maintenance/regulations to local governments.

#### **37. Pool Tot Lot Repairs - Community Center**

Work is still in progress in Phase III of the repairs and continues to move forward and the water playground continues to remain open. Due to the complexity of the playground apparatuses, special issue items are in need of minor repairs and will be replaced as the parts are received. The amount anticipated and budgeted for this project remains the same, not to exceed the retainer amount of \$22,600.

#### **38. Tennis Programing**

The Parks and Recreation Department has assumed the operations of the Tennis Center as of March 17, 2014. The facility will be staffed with existing Parks and Recreation staff and resident volunteers. The facility will be staffed week nights and weekend mornings and nights. The Parks and Recreation Department has also started a full scale youth tennis program for ages 4-14 and an adult doubles program to be held on Monday nights. The courts will also be open for resident recreational play 7 days a week. After the renovation of the existing tennis building and the budget process results for FY 14/15 the Parks and Recreation Department will look at expanding the operations to include court rentals.

### **39. Pilot Spring Adventure Camp**

In March of 2014, the Parks and Recreation Department introduced the start of a new Spring Adventure Camp to fill the need requested by town residents for spring break supervision and activities. The response to the camp has been outstanding with over 45 kids registered. The camp will be housed at the Community Center and will be included as an annual camp with Parks and Recreation. The staff used will be existing Parks and Recreation staff and will be a carryover from expenditures not utilized during winter camp.

### **Police Department**

#### **40. Individual Patrol Office Kit (IPOK)**

In March, the Surfside Police Department issued and trained all police officers with Individual Patrol Officer Kit (IPOK). The kit contains: Combat Application Tourniquet (C-A-T), Emergency Trauma Dressing, Combat Gauze - Hemostatic Dressing, and Black Talon Nitrile Trauma Gloves. The IPOK is designed to provide officers with a compact and durable individual hemorrhage control kit to treat bleeding from penetrating and other traumatic injuries. These kits are packaged to allow officers to keep a compact bleeding control kit on their person, where it is needed most, for critical emergencies as they await the arrival of the Miami-Dade Fire Rescue Department. The Dallas and Indianapolis Police Departments also recently issued their police officers similar type kits.

#### **41. Dog Tag Program**

The Police Department is providing special tags to be attached to the collar of their pets. The dog tag will have the Police telephone number and a registration number. The registration number will enable the Police to contact the owner of lost or loose dogs without calling Miami-Dade Animal Control. The tag does not replace the County dog tag. This is a free service.

Respectfully submitted

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