



TOWN MANAGER'S REPORT JUNE 2015

COMMUNITY PROGRAMS / INITIATIVES / ENHANCEMENTS

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

A follow up meeting of the three municipalities (Surf-Bal-Bay) occurred on May 13 in an effort to coordinate pressure on CITT and the County for assistance as well as discuss a timeline for an Interlocal Agreement and the coordination of our contracts with the shuttle leasing company. A comprehensive tri-community (Surf-Bal-Bay) schedule/brochure produced by Staff was provided to Bal Harbour and Bay Harbor to approve the content. Staff found that the other communities' shuttles did not adhere to their published schedules on the day that all three routes were taken. Once approved by the other two municipalities, this schedule/brochure will be disseminated to the three communities through all possible communication vehicles and will coincide with an informational campaign (Phase I). It is important to note that while the Commission expressed a desire to ensure that 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 the expertise of the municipalities. 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 by working with the shuttle vendor. 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. Since initiating the repeated appeals to CITT and M-D Transit for assistance, the Town has undergone a financial audit of the fund account and was recently the subject of a ridership and route consistency audit. Many of the difficulties faced by each municipality, and in fact many municipalities, is the service, deliverables and responsiveness of the contracted vendor. It seems as if they are the only viable option due to their ability to service the vehicles. This will be one of the primary issues addressed by Surf-Bal-Bay this summer as the communities seek to streamline operational efficiencies.

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 July 14, 2015 meeting. August 26, 2015 is earmarked for a Community Film Ordinance Workshop II based on feedback from the Town Commission in July.

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. To date, only one business has been found out of compliance and the tables and chairs were removed, but returned upon the payment of costs for removal and storage to the Town.

6. Five Year Tourism Strategic Plan

Joint Meeting: A joint meeting of the Town Commission and Tourist Board was held on Monday, May 4, 2015. The agenda included the proposed changes to the Resort Tax Ordinance, Board governance and composition, policies and procedures as well as ethics. The Administration was directed to take the matter back to the Tourist Board (set for the June 1, 2015 meeting) and return to the Town Commission for consideration at a future date (TBD).

Holiday Lights: The Tourist Board is set to discuss the renewal of the second year option for holiday/seasonal tree lighting at their July 8, 2015 meeting.

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

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. As of June 1, 2015, the Historic Preservation staff contacted the Town to indicate they will be requesting an additional three month deferral from the Board in order to further work with the property owners and the Town on the proposed district. 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 filed a petition to appeal the designation. The appeal was heard on May 19, 2015 and was approved. Therefore, the historic designation has been overturned by the County Commission. 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. This will be a discussion item on the June 9, 2015 Town Commission agenda.

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. It was approved on first reading and transmitted to the State of Florida for review and comment.

10. Development Applications

- a) 8851 Harding Avenue – A site plan application for a 23 unit development has been submitted to the Town. Staff held a Development Review Meeting with the applicant in January, however there have been numerous comments and a resubmittal has not been provided to date.
- b) 8800 Collins Avenue – A site plan application for a 25 unit development has been submitted to the Town. Staff held a Development Review Meeting with the applicant in March and June, however there are outstanding comments and a Development Impact Committee meeting has not been scheduled to date.
- c) 9415-9421 Harding Avenue – A site plan application for an 80 square foot addition at the rear of the building abutting the alley has been submitted. Staff reviewed the application with the applicant and a Development Impact Committee meeting has been scheduled for June 23, 2015 at 10:00am in the Commission Chambers. This will be noticed on the website, per the Town Code requirements.

TOWN DEPARTMENTS

Building Department

11. FEMA National Flood Insurance Program (NFIP)

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

12. Community Rating System (CRS)

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

13. 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: 5
On hold: 4
Inspections: 0

14. Development Projects

The Chateau: Coastal is scheduled for 9th floor concrete slab pours and vertical columns and walls.

The Surf Club: Coastal is completing the condo building roof system and glass installation is ongoing.

The Marriott: Miller is progressing on the building interiors.

Young Israel: AVI is continues to work on the interior finishes and final drainage systems on the exterior. Landscaping changes by the owner have been reviewed by Public Works and are being forwarded to FDOT.

Code Compliance

15. Code Compliance Cases Settled

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

Since March of 2012 approximately \$151,350 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, 17 cases settled for a total of \$51,432

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. An ERP Evaluation Committee consisting of seven Town employees from different departments was formulated on April 30, 2015 to review the two proposals.

A comprehensive review of these two proposals is in process by the ERP Evaluation Committee. Upon completion of the committee member's individual evaluation of the proposals, a second meeting of the ERP Evaluation Committee will be scheduled in June to review their evaluations and scoring of the proposals. The two ERP vendors will then be scheduled for a demonstration of their ERP solution for the Town.

Parks and Recreation

17. 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.

18. 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 Committee's 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 July commission meeting for funds to provide architectural drawings and plans for the scope of work needed.

19. Place Making Micro -Grant Application

The Parks and Recreation Department has applied for a grant opportunity with a dollar amount to range from \$500-\$2,500 from the Housing and Government Affairs. Projects listed that can be funded include playgrounds. The proposal concurs with the 5 Year Capital Plan and renovation of the Hawthorne Tot Lot. Application deadline is June 30, 2015. Updates will be posted as information is received.

Police Department

20. Traffic Issues

The Town Commission held a Special Commission Meeting on April 27, 2015 to discuss short term and long term solutions to the traffic concerns in Town. Traffic experts from Miami-Dade County, the Florida Department of Transportation, and Calvin, Giordano and Associates presented information and answered questions for the Town Commission and the residents. The Town Commission directed the Town Manager to develop a plan of action for short term solutions that can be implemented

immediately to relieve the traffic congestion issues. The short term solutions were implemented and discussed at the May 12 Town Commission meeting. The Town Commission also at the May 12 meeting directed staff to develop more permanent traffic solutions for the June 9 meeting for discussion. They are included in the June 9, 2015 Town Commission agenda.

21. Police Department Events

- Police Teen Summer Camp: The Police Department's annual Teen Summer Camp is scheduled from June 11 to July 30 on Thursdays from 10:00 am -12:00 pm.
- Mobile DMV: The mobile Department of Motor Vehicle is on June 18, 9:30 am- 2:30 pm in the training room.
- ADT Alarm Safety Presentation: ADT will present a home and business security/safety seminar on June 24 from 6:30 pm -7:30 pm in the training room for residents and business persons.
- Mobile Blood Drive: The mobile Blood Drive is June 25 from 1:00 pm- 4:00pm in the Town Hall parking lot.

Public Works

22. Solid Waste Commercial Rate Structure

The Solid Waste Commercial Rate Structure was approved at the May 12 Town Commission meeting. Staff is in the process of visiting each commercial account to properly set the new rate by calculating the correct amount of dumpsters for that site and correct amount of pickups per week which will give us the cost per month. When complete, staff will generate and send a letter to each commercial account explaining the new rates and billing procedures. These new rates and pickup schedules will go into effect on July 1, 2015.

Town Attorney

23. Point Lake

A "Town Manager Informational Meeting" occurred on May 19, 2015 at 6 p.m. in the Town Hall Chambers which was attended by interested residents who discussed ownership. The consensus was that this is a private issue and the Town will not take any action.

24. Beach Management Agreement

The Town Manager and Code Enforcement Director have communicated with beachside properties regarding limiting placement of beach chairs on the beach as an interim measure while 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.

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 the Contractor (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. The Contractor commenced with construction of Site #1 (Surfside Park on Bay Drive; south of 96th Street) and of Site #2 (the street end at 95th Street). King and batter piles are mostly complete as well as wall panels at Site #1. Contractor is currently in the process constructing the concrete sea wall cap at Site #1. At Site #2, the Contractor has installed the vertical / king piles. The Town was recently successful in coordinating / obtaining a staging area to be available for the Contractor's use. The Contractor coordinated, prepared and received approval to modify the County permit to allow construction of Site #4 (the street end at Froude Avenue) and Site #5 (the street end at Carlyle Avenue) from the water side (via barge) as opposed to working from the land side. Work is now proceeding unhindered.

Respectfully submitted by:

Guillermo Olmedillo, Town Manager