



## **TOWN MANAGER'S REPORT JUNE 2017**

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

**1. See Click Fix --** Report attached.

**2. Public Information Policy and Plan**

This Town Commission directed initiative will be on the July 11, 2017 Town Commission Meeting agenda for discussion.

The Town has retained the services of ProCom Communications, Inc. to assist in formulating the policy and plan. The following are areas being addressed in the report: philosophy and scope, definitions, guidelines and procedures, roles and responsibilities, key messages, procedures for public and media, and communication tools.

**3. Development Application Status**

- A. 9116 Harding – A site plan application for a 4 unit townhouse development has been received. A Development Review meeting was held November 2, 2016. Comments were provided and corrections were required. The plans were resubmitted and the second Development Review Group (DRG) was held on February 7, 2017 and a third DRG was held on May 18, 2017. The DIC meeting was held on June 1, 2017. The Planning and Zoning Board will be scheduled in the future.
- B. 228 89<sup>th</sup> Street – Casa de Jesus – a Special Exception application has been submitted related to an afterschool program. A Development Review meeting was held on December 6, 2016. Comments were provided and corrections were required. The plans were resubmitted and a DIC meeting was held on February 7, 2017. The item was heard at the April Planning and Zoning Board meeting and was deferred to the next meeting. It was approved at the May 25, 2017 Planning and Zoning Board meeting. The approval was for 20 students with the option of increasing the students administratively by 10 after one year if the applicant performs a traffic study and demonstrates a de minimus impact. A Town Commission meeting has not been scheduled.
- C. 8851 Harding Avenue – a 25 unit condominium development was submitted in January 2015. A Development Review meeting was held on January 22, 2016. The applicant resubmitted the plan on August 1, 2016 and a second Development Review meeting was held on August 18, 2016. Comments were provided and corrections were required. The applicant resubmitted the plans and comments were provided on January 26, 2017. A DIC meeting will be scheduled in the future.
- D. Surf Club II – A site plan application was submitted on August 12, 2015. The Development Review meeting was held on September 4, 2015. A second DRG meeting was held on April 18, 2016. The plans were resubmitted on June 13, 2016 and DIC was held on July 27, 2016. The application was heard by Planning and Zoning on August 25, 2016. The applicant has revised the request and resubmitted the plans. The DRG and DIC meetings were held on March 9. Revisions are required. The next DRG and DIC meetings have not been scheduled yet.

- E. Surf Club Northwest Building – A site plan amendment was submitted on February 9, 2017. The DRG meeting was held on March 9. Revisions were required and were received on April 24, 2017. A DRG meeting was held on May 11, 2017. The DIC meeting was held on June 1, 2017. A Planning and Zoning Board meeting will be scheduled in the future.
- F. 8995 Collins – A site plan was submitted on May 19, 2017. A DRG meeting is scheduled for June 19, 2017.

## **TOWN DEPARTMENTS**

### **4. Building Department**

- A. Mosquito Control: The Miami-Dade County Department of Solid Waste Management's Mosquito Control and Habitat Management Division continues to work with residents, businesses and various industry groups to provide information designed to help prevent mosquito breeding and protect Miami-Dade residents and visitors from mosquito bites.

One of the industries the Mosquito Control Division has partnered with is the construction industry. During last year's response to the Zika virus, mosquito inspectors identified several construction sites throughout the County with conditions that caused mosquito breeding and adult mosquito activity. To facilitate breeding-prevention awareness, Mosquito Control staff has conducted workshops with building industry professional groups and provided mosquito abatement training for municipal code enforcement and building officials. In addition, the department's Communications team developed a flyer with mosquito control information specific to the construction industry that is available at the front counter in Town Hall, it is posted on the bulletin board in the lobby and can also be found on the Town website.

### **5. Code Compliance**

- A. Code Violation Cases: As of May 29, 2017, the total number of active, open cases being managed is 133; of these cases, 65 cases are still under investigation and are working towards compliance, 4 cases are on-hold, 19 are in the Special Master hearing queue; 7 cases are in post-Special Magistrate action status, and 38 cases have been liened and remain unpaid. Properties with unpaid liens are sent reminder letters on a quarterly basis.
- B. Collected Civil Penalty Fines: Unresolved Code Compliance cases accrue fines until the code violation is resolved. After the violation is abated, then the property owners are notified to remit the fine amount due. In many cases, the fine amount is either paid, resolved via a settlement agreement, or referred to the Town's Special Master for a hearing and ruling on the fine amount due. The following is a summary by fiscal year of the fine amounts collected:

FY 16/17: 97 cases have paid/settled through May 29, 2017 for a total collection of \$33,951

FY 15/16: 152 cases paid/settled for a total of \$137,282

FY 14/15: 26 cases paid/settled for a total of \$86,869

FY 13/14: 6 cases paid/settled for a total of \$67,293

FY 12/13: 9 cases paid/settled for a total of \$15,750

FY 11/12: 8 cases paid/settled for a total of \$16,875

## 6. Finance

- A. Budget to Actual Monthly Report – Report attached
- B. Budget Preparation Calendar – Attached

## 7. Information Technology

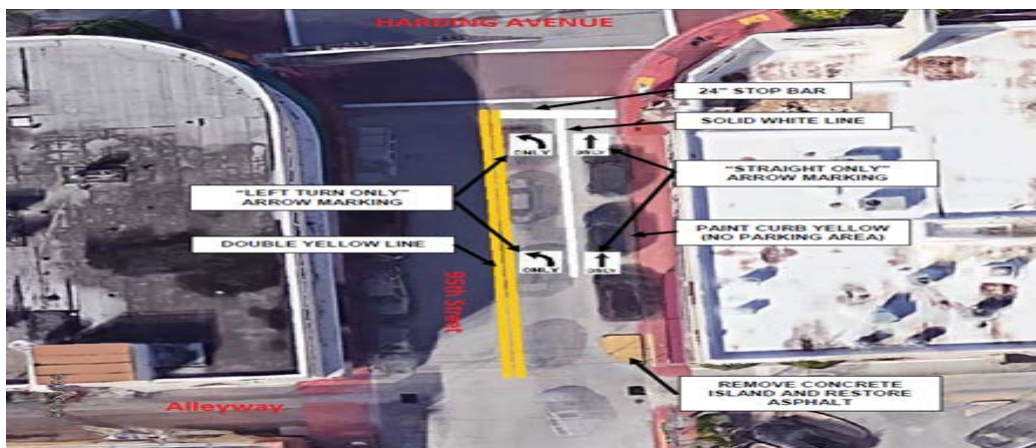
- IT completed the replacement of the firewall.
- IT is placing an order in June for ASI/SDI Digital box for the Meeting Broadcast System (Channel 93).
- IT is working with Finance to complete a cost benefit analysis for the upgrade of the internet bandwidth for FY17/18. The increase would be from 50MBs to 100MBs MetroE. The analysis is projected to be completed by AT&T within 1-2 months.
- IT is working with the Video System Controller and Server subcontractor, LexisNexus HD to obtain quotes for replacement of the system. The first quote obtained from AVI came in at \$12,440. IT will work with the Finance Director on the next steps for approval and replacement.
- IT is installing new VPN Client to all the Town and Police Laptops, to be completed by June.
- IT installed Ethernet Cables in five different locations in Town Hall building to provide Wi-Fi to Town employees and for public meetings. (Equipment to be ordered in June)

## 8. Police Department

### A. May 2017 Significant Incidents/Arrests

- Stolen/Recovered Vehicle – 05/02/2017-05/03/2017: 8800 block of Byron Avenue. A stolen vehicle was recovered in North Bay Village on 05/03/2017. The subject was arrested on 05/09/2017.
- Grand Theft Auto Arrest - 05/10/2017: 94th Street and Harding Avenue. The subject was arrested and a missing juvenile was recovered and returned to her parents.
- DUI / Narcotics Arrest - 05/12/2017: 8800 block of Collins Avenue. The subject was arrested after a traffic stop.
- Update-Auto Burglaries Arrest - 05/14/2017: 9000 block of Abbott Avenue. The subject was arrested for four auto burglaries on 5/17/17. All vehicles were unlocked.
- Unoccupied Burglary Attempt/Drug Arrest - 05/18/2017: 9000 Block of Abbott Avenue. Two subjects were arrested.
- Occupied Burglary/Escape/Criminal Mischief/Resisting Officer Arrest - 05/20/2017: 9400 block of Collins Avenue. The subject was arrested.
- Unoccupied Burglary Arrest - 05/21/2017: 9400 block of Bay Drive. Two subjects were arrested.

- B. Traffic Mitigation Update: On April 27, 2017, the traffic lanes in the 200 block of 95th Street, between Collins Avenue and Harding Avenue were modified to improve the traffic flow. The new lane pavement markers delineate the new vehicular traffic flow for westbound traffic on 95th Street approaching Harding Avenue. The pavement markings allow vehicles to travel in two lanes west of the alleyway with one lane designated for travel westbound only on 95th Street across Harding Avenue, and the other lane designated as a left turn only lane for vehicles turning southbound onto Harding Avenue. The three parking spaces at this location have been eliminated to allow for a westbound travel lane. Traffic diagram:



- CGA was authorized to move forward with the preparation of the bid documents for the traffic loops at three signalized intersections along Harding Avenue. CGA will need to provide updated scope of services and fee in order to provide traffic counts and traffic analysis at subject intersections (before and after traffic analysis) per Commission request at the May 9 meeting.
- Town of Surfside Expanded Parking Areas and Loading Zones: The Town of Surfside is adding 18 new single parking spaces and 2 loading zones in the streets that are east of Collins Avenue. These new parking spaces provide additional parking options for residents and visitors to our Town. The additional loading zones provide a safe location for trucks and other vehicles to deliver goods and services to residents.

The additional parking spaces are located in the following locations: 100 block of 88th Street (4 spaces), 100 block of 90th Street (4 spaces), 100 block of 92nd Street (4 spaces), and the 100 block of 96th Street (6 spaces). The parking spaces at 88th Street, 92nd Street, and 96th Street will be in service starting 06-01-2017. The parking spaces at 90th Street will become effective upon the completion of the ongoing construction project. The additional loading zones are located in the following locations: 100 block of 89th Street, and the 100 block of 94th Street. The loading zones are effective 06-01-2017.

### C. Police Events

- The Bay Harbor Islands Police Department hosted their annual Bike Rodeo at Ruth K. Broad K-8 Center on June 3. Officer Valino and CSA Duran represented the Surfside Police Department and participated in the event.
- The Miami-Dade County Emergency Operations Center hosted a regional Hurricane Strategy meeting on June 7 at Florida International University. Lt. Bambis attended.
- The Surfside Police Department hosted a community blood drive on June 7.
- The Police Teen Summer Program in conjunction with the Parks and Recreation Teen Camp began on June 13 and will conclude on August 3 with a graduation for the teenagers. The presentations will include K-9, Florida Fish and Wildlife Conservation Commission, Crime Scene Investigation, Fundamentals of Law and visits to the Coast Guard Air Base and Fire Rescue Department Station 25 in Opa Locka and Ocean Rescue in Haulover.

- The Surfside Police Department will host a Mobile Department of Motor Vehicles event for residents to apply for and renew their driver's licenses on June 15 from 10:00 a.m. to 2:00 p.m. in the Commission Chambers.
- Coffee with the Cops is June 27 at Starbucks at 10:00 a.m.
- The monthly Bike with the Chief is June 28 at Town Hall at 5:00 p.m.

Respectfully submitted:

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Guillermo Olmedillo, Town Manager