



Town of Surfside

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

TOWN MANAGER'S REPORT MARCH 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 Monday 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

Following up on the successful 2013 anti-bullying initiative, a second anti bully program was held by the Parks and Recreation Department on January 29, 2014. The program was a success. The program was an interactive session between the presenters and patrons. Anti-bully events along with staff and community training will be an ongoing process per the Town Resolution adopted in February, 2013. The Police Department hosted anti-bullying training with a nationally known speaker on March 5, 2014. Police and Parks and Recreation Department staff, teachers from Bay Harbor Island K-8, and police officers from local agencies attended.

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 will be made to the CITT Director 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. (**Agenda Item**)

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 March/April timeframe.

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 151st Street, North Miami) for School Year 13/14.

Mayor Daniel Dietch and the Town Manager received a briefing on June 18, 2013 from County School District officials on the start-up of the Environmental Science Program and longer range plans to fund and permanently establish a facility. Commissioner Michelle Kligman also received a briefing from the Superintendent's Office on the proposal.

In a number of locations through the County, municipalities partner with the School District to invest in educational opportunities for its residents particularly as it relates to MAST academies. On September 9th, Surfside and Miami-Dade County School District 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].

School officials will make a presentation to the Commission at the May Commission meeting.

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 icon Turtles in promoting Surfside. With the Tourist Board's decision to keep the remaining Turtles and leave them on 93rd 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.

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.

Thanks to Dawn Hunziker for spearheading this effort.

DOWNTOWN BUSINESS DISTRICT AND TOURISM

8. Harding Avenue Streetscape Plan

The construction portion of the project is complete. Awaiting delivery of furniture (benches/trash receptacles). The Ribbon Cutting ceremony was held on February 20.

9. 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 is before the Town Commission on March 11, 2014. (Action Item)*
- *Upon the passage of this resolution, the Town Clerk shall have 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.*

Tentative Sign Code Review Timeline

March: DVAC

May: P&Z/Commission Joint Meeting

July: DVAC

October: Commission

October: P&Z

December: Commission

The DVAC meeting in February was canceled as information on such pertinent items as the Town Manager's recommendation on moving the parking structure forward, and the sign code will be available in time for the March meeting. At that time DVAC will also have a discussion item on a possible color palette for downtown as suggested by the Planning and Zoning Board.

10. 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 and TEDACS. Door to door outreach to the downtown restaurants is set to be completed the week of February 24, 2014.

11. Parking Structure Feasibility Study

The completed study was issued to the DVAC Parking Subcommittee (which includes members appointed by the Town Commission and the Town Manager) on March 8, 2013 for the March 20, 2013 meeting. Rich and Associates and C3TS/Stantec presented to the committee and public in attendance and the meeting was broadcast over Channel 77. The committee unanimously voted in favor of moving the study on to the Planning and Zoning Board (April 3, 2013) and Town Commission (April 9, 2013).

At the April 9, 2013 meeting, the Commission acknowledged receipt of the March, 2013 Parking Structure Feasibility Study. The Commission tasked Staff to develop a public outreach and educational process to move the Study forward in order to ensure all stakeholders have been informed and involved prior to the Commission proceeding with its action on the Study.

Staff began the outreach/education process on the Parking Structure Feasibility Study. At the May, 2013 DVAC meeting, the committee members were asked to share their ideas/suggestions on the community outreach/vision process. At the June 24, 2013 DVAC meeting, the committee members provided ideas/suggestions on the community outreach/vision process. The item was also discussed at the two BID Property Owners/Business Operators meetings held on June 26, 2013.

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.

On December 18, a Community Dialogue was held as part of the outreach. This meeting was posted on the Town's website Meetings and Community calendars, was mentioned as part of the Mayor's Community Notes at the televised Town Commission meeting on December 10, was the main focus of the Town Manager's message in the December Gazette, sent out as a website eblast and went to all committee/board members asking them to disseminate the information to their community networks. There were over 35 in attendance.

The Town Manager discussed the study and various proposals to address the parking shortage. The majority in attendance expressed their support of the Town proceeding in the most expeditious manner to build a structure. One person in attendance advocated for a referendum on the issue. There was a favorable response to a possible solution at the Town Hall/Community Center Municipal complex and there was support for more than one structure. As many felt that a private, public partnership for the 94th Street lot was a viable idea, there was equal support for something at the Abbott lot as well as the Post Office lot. There were a few residents who expressed their opinion that there is not a need to address the parking situation as they feel the need does not exist. The Town Manager is meeting individually with these residents to further the dialogue and address their concerns. Concerns/input received related to beach parking, no additional resident taxation, traffic flow and impact to the homes on Abbott Avenue.

The report will be presented by the April 1 due date.

12. 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. Suggested changes to the Town's Resort Tax Ordinance were passed on first reading by the Town Commission on February 11, 2014. Second reading is set for the March 11, 2014 Town Commission meeting. (**Action Item**)

INFRASTRUCTURE AND UTILITIES

13. 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 March 15. 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.

14. 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 anticipates the project being out to bid in March. CGA has been requested to include in the specifications that it is the preference of the Town for the selected contractor to make available to residents the "unit prices" of the contract in order to provide residents an opportunity to undertake private seawall replacement at what should be reduced unit prices as the contractor will already be mobilized in the area. Finally, Staff met with PACE Program staff regarding financing opportunities for residents.

15. 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.

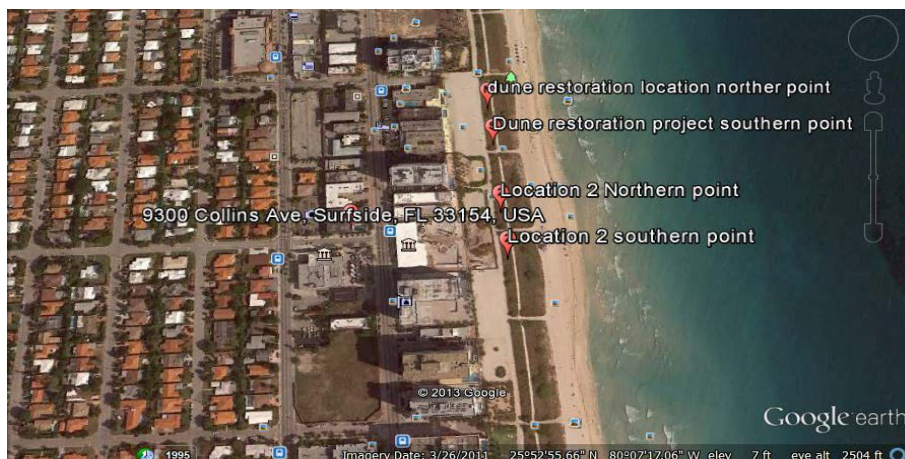
Congresswoman Debbie Wasserman Shultz sponsored a Coastal Community Roundtable on April 4, 2013. Governmental representatives from Miami-Dade and Broward Counties heard presentations from U.S. Army Corps of Engineers in Jacksonville, Florida. Of local interest, Corps representatives presented an overview 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 is confirmed for the March, 2014 Commission meeting to present an update on the Sand Source Study and for the next County's beach renourishment project coordinated by Miami-Dade which is Surfside in 2015. (Agenda Item)

16. Surfside Community Center Dune Renourishment Project

Public Works in conjunction with the Youth Environmental Alliance Group have partnered for a Dune Restoration Project to be held on March 15, 2013 from 9 am to 12 pm just southeast of the Community center. The purpose of the project is to create an awareness of the importance of preserving and restoring our dunes. Renourished beaches protect sea turtle nesting areas and counteract beach erosion negative impacts. Lee Gottlieb has been a tremendous wealth of knowledge and help with putting this together and we look forward to similar yearly projects like this initial effort.



Notices were included in the February and March Gazette:



Thanks to Lee Gottlieb and Public Works Director Joe Kroll for coordinating this event.

17. 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.

As a point of information, as part of the Harding Avenue Streetscape project, an architectural feature (fence) is being fabricated to be included in the planting enhancements at this location (on both sides of Harding adjacent to the two bank locations) which will serve as a barrier to prevent pedestrians from crossing at this unauthorized/unsafe location. This feature/fence should be installed prior to March 11.

18. 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.

19. Tennis Facility

The renovation of the courts and lights was completed as of January 27, 2014. A soft opening occurred during the week of February 3, 2014. Staff is working on the overall programming of the Tennis Courts to include court fees along with tennis lessons. This process has included input from the Parks and Recreation Committee and will be completed during March. With the opening of the Tennis Center this project was completed on time and on budget. A formal grand opening / dedication will be done when landscaping around the Center is completed.

20. 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.

21. 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.

Staff will provide regular updates.

22. Water/Sewer/Storm Drainage Project and Collins Avenue Force Main Project

The final report on the project will be Agenda Item 9A on the March 11 Commission meeting agenda. **(Action Item)**

PLANNING, ZONING AND DEVELOPMENT

23. The Shul Project

An application in sufficient form to start the Design Review Group (DRG) process was received and the first meeting was held on August 22, 2012. A second Design Review Group meeting was held on February 13, 2013 and a third was held on March 28, 2013. A meeting took place with Stanley Price representing the Shul, Town Attorney Linda Miller and former Town Manager on March 1, 2013 to

further refine the voluntary proffers. A DRG meeting occurred on July 18, 2013 and additional comments were discussed. A meeting was held on September 12, 2013 between the Shul and Town representatives to continue the dialogue.

A Development Impact Committee meeting was held on October 17, 2013. Initial conditions were discussed, but no items were brought to closure. A main topic of discussion was the alley between 96th Street and 95th Street. The Town expressed concerns relating to pavement quality, drainage, undergrounding the utilities, potentially moving and/or upgrading the water/gas lines in the alley, requiring easement (if necessary) for the transformers and providing lighting. The applicant will need to prepare a study describing the improvements needed in this alley and fund the cost of the improvements. Also discussed in length are the parking concerns. The applicant's proposed site plan is deficient by approximately 100 parking spaces on site. The Code permits both off-site parking, if there is adequate parking within 300 feet of the property, as well as contributions to the Downtown Parking Trust Fund. The applicant indicated at the DIC meeting that they would be proposing to park in a portion of the required parking in the Bal Harbour Shops and a portion of the required parking would be a payment into the Parking Trust Fund. They also indicated a desire to park in Bay Harbor for special events. Staff requested a full operations plan to review the full scope of the applicants request. Bal Harbour has completed an analysis of the available parking in the Bal Harbour Shops, which indicates there is not adequate capacity at the Shops to accommodate 100% of the Shul's off-site required parking needs. Another follow up meeting occurred on December 11, 2013, where the applicant concluded they will not request off-site parking and instead request a payment into the Parking Fund for 100% of their parking deficiency. The second Development Impact Committee meeting occurred on January 9, 2014 to confirm all proffers.

The application was heard at the February 27, 2014 Planning and Zoning Board Meeting and will be scheduled for a Special Town Commission meeting.

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 was presented at the February, 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 met to discuss Phase I of Charter Review – election issues on February 18, February 24 and March 3. The CRB will present a final report to the Town Commission on March 11, 2014. **(Action Item)**

TOWN DEPARTMENTS

Town Attorney

27. Options to Mitigate Inadequate Number of Parking Spaces at Multi-family Establishments along the Collins Avenue Corridor: Mayor Daniel Dietch

On February 19, 2014, the Town followed-up with Howard Weinberg, Esq. and discussed how to bring the Spiaggia parking issue to a close. This will require revised corrected plans for the Spiaggia parking garage to be submitted within 30 days. The Town advised that a failure to submit the revised, corrected plans within the allotted time will result in the Town following Code Enforcement procedures.

Building Department

28. FEMA National Flood Insurance Program (NFIP)

The commentary provided to the Town of Surfside CAV 5.27. that was re-submitted to Dr. Prasad Inmula, DHS FEMA Region IV, Atlanta was returned with four out of five comments successfully resolved. The fifth and final comment has been corrected and will be provided on February 24 by the Building Official to Dr. Inmula in a meeting in Marathon, Florida.

29. Community Rating System (CRS)

The second and final meeting of the Program for Public Information has been scheduled due to scheduling conflicts for late February in which staff and volunteer committee members will define the Community Rating System program for the Town of Surfside. Current information has been obtained in a communication with Heidi Liles, CFM, ISO/CRS Specialist in regard to present workloads and scheduling at ISO for the year 2014. Staff has been working with Mr. Earl King, Vice-President of CRS Max Consultants, Inc. to complete the Town's application and file by May 1, 2014 submitted to the ISO office. ISO will then review and complete their inquiries by August 1, 2014 and submit the file for ranking by the CRS committee. The ranking results are expected by May 1, 2015. This schedule is due to the recent adoption of a new CRS manual which requires all participants to provide information and re-submit their applications for ranking.

30. Forty Year Building Certification - Collins and Harding Avenues

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

Reported certifications: 111 in present case file
Completed certifications: 38
Time extensions granted: 4
Exempt from Certification: 2
Vacant commercial properties: 11
Sent to Code Enforcement for non-compliance: 4

Code Compliance Department

31. Code Compliance Priorities

A Town Commission Special Meeting was held November 7, 2013, and a total of 35 priorities were established for Code Compliance. A summary of the results from that meeting was prepared for the December 10, 2013 Commission meeting, along with recommendations for compliance periods prior to imposition of civil penalties, and fine amounts, but the item was deferred. A summarized report was presented at the January 14, 2014, Commission meeting, and the Administration was asked to bring the compliance periods and fine schedule back in the form of a resolution. The resolution will be presented at the March Commission meeting as extensive review/research is necessary as the current code contains provisions for certain fines. Moreover, there is also an extensive and outdated fine structure previously approved in a 1999 resolution, and it is necessary that the newly proposed resolution eliminates any conflicts or inconsistencies. **(Action Item)**

32. Short Term Rentals

Options/recommendations on short term rentals were provided in the Code Compliance Report at the June 11, 2013, Town Commission meeting. This item was also incorporated in the Code Compliance

priorities discussion at the November 7, 2013 Town Commission Special Meeting and addressed, and also included in the Commission Communication Report submitted on December 10, 2013.

33. 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. A Town Commission Special Meeting to discuss future policy and available alternatives to the corner visibility issues had been scheduled for December 12, 2013, but was subsequently cancelled due to lack of a quorum. The Special Commission Meeting was rescheduled to February 4, 2014; however, this Special Meeting had to be cancelled due to a lack of quorum. The Town Clerk is following up to schedule a date for the meeting.

Finance Department

34. 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 March, 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 currently testing the e-check process to ensure security and complete transaction processing of a utility payment by e-check.

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

35. 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. Ideas were discussed on how to create uniform, branding style templates to be used specifically by Town departments when new content is posted on Channel 77.
 - b. Graphic templates are being prepared for a meeting in January to review the design to be used for different event types and the new graphics will be in use March 1.
 - c. SCALA will be operational in January, 2014.
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. April 1 RFP deadline. [Note: \$13,190 was budgeted in FY 13/14 for ERP. This represents the cost of the planning analysis and preparation of specifications for systems upgrade. The cost of system upgrades has not yet been determined but the costs will be significant. Implementation of the ERP will be submitted as a Program Modification for the FY 14/15 budget].

36. 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

37. Beach Management Agreement

Over the past 18 months, Staff has been working with representatives of Miami-Dade County to enter into an agreement allowing the Town to undertake beach management issues pursuant to Section 161.201 Florida Statutes which provides the policing authority to the County. FDEP reported on April 23, 2013 that the Joint Coastal Permits which are issued to the County "allow additional influence over the management of this area".

Following receipt of the FDEP letter, Town Staff (Town Attorney, Parks and Recreation Director and Town Manager) met with John Ripple of Miami-Dade Parks, Recreation and Open Spaces Department to outline the framework/conditions of a beach management agreement. Mr. Ripple forwarded this to the County legal department.

Since mid-2013, any progress on implementing a management agreement has been stalled as the agreement has not moved forward from the County legal department. On February 3, 2014, we were informed by Miami-Dade County that their legal department has reviewed the letter from FDEP. After legal review the County has stated they are not in agreement with the FDEP interpretation of Florida Statutes Section 161.201. The County is now requesting clarification from the State on Statute 161.201 to move forward with entering into a beach management agreement with local cities and towns. The County does not feel that the statute clearly gives the County policing authority of the beach and is contesting this. Any type of beach management agreement between the Town and the County will not move forward until this item is resolved.

Since the February Manager's report, Staff met with representatives from FDEP and Miami-Dade on a number of beach issues on February 12.

The major point of discussion centered on beach concessions. John Ripple (Miami-Dade) indicated that the County will be sending a letter to the State to clarify its jurisdiction of the beaches and its ability to assign responsibilities to local municipalities. When/if the issue is favorably resolved, then a beach management plan would need to be created. This would not provide a timely solution to the growing concern in Town about the proliferation of essentially unregulated beach concessions.

Also, in attendance at the meeting was Christian Lambright from FDEP. She indicated that the FDEP would probably be receptive to an arrangement between FDEP and the Town that would allow monitoring and enforcement of certain concession issues such as location (including setback from extension of property lines); number and type of beach chairs; requirements for removal of chairs from the beach; line of sight regulations of beach umbrellas (lifeguard issue); and some issues involving the regulation of the concessioners. Ms. Lambright will be forwarding the FDEP regulations for our review.

38. Pool Tot Lot Repairs - Community Center

Funtraptions, the original contractor for the Community Center water playground, is no longer in business and not available for any warranty work or repairs. At the completion of the project, a 10 percent retainer fee was held back by the Town until full satisfaction was met with the water play structure. The retainer (\$22,600) will be utilized to cover the cost of repairs of warranty items that need to be addressed. Naumann Nature Scapes, Inc. has been on site at various times since January 28, 2013 reviewing the water playground operations and the water playground pool blue prints. Naumann Nature Scapes, Inc. has provided an itemized list of work to be completed on a priority level. This proposal was presented to the Town Commission during the May 15, 2013 meeting and a resolution was passed to have the work completed. Phase I of the work began on May 9, 2013 with the removal of the Sand Dollar play feature for repairs. The Sand Dollar has been reinstalled and Phase II of the repairs has been completed to include hardware replacement, rust removal, clear coat repair and solenoid repairs. Work has started on Phase III of the repairs and continues to move forward and the water playground continues to remain open. Due to the complexity of the playground apparatuses, special issue items are in need of minor repairs and will be replaced as the parts come in. The amount anticipated and budgeted for this project is still the same.

OTHER DEPARTMENTAL PROJECTS/ISSUES

39. Architectural; Engineering and Grant Writing Services

The Commission authorized the advertisement for RFQ/RFP for engineering and architectural services at the January meeting. The Pre-Submittal conference is scheduled for March 14 and proposals must be received by April 4. The current schedule is to present the Staff's rankings to the Commission in May.

Respectfully submitted

by: _____
Michael P. Crotty, Town Manager