



Town of Surfside

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

TOWN MANAGER'S REPORT January 2014

A. COMMUNITY PROGRAMS/INITIATIVES/ENHANCEMENTS

1. Sister Cities: Mayor Daniel Dietch

Current Status: 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 Board is requesting a joint meeting with the Town Commission to develop a sister cities program, at a regularly scheduled Tourist Board Meeting on Monday, February 3, 2014 at 6pm. Items to be addressed are the focus of the program (what does the Town want to achieve), whether there should be a completely separate Sister Cities Committee or one that is a hybrid of the Town Commission and Tourist Board, and a possible budget for programing. Find more information at: <http://sister-cities.org>

2. Bullying Program: Commissioner Michelle Kligman

Current Status: The bullying program was held on January 16, 2013 in the Community Center. The event consisted of an informative session that included an expert panel in the control of bullying with a question and answer session and a showing of the movie *Bully*. The event was a great success with approximately 100 people in attendance. Commissioner Kligman proposed a robust program that incorporates surrounding communities and the School Board to further this program. A resolution defining this effort was approved by the Town Commission during the February 12, 2013 Commission meeting. The resolution along with an outline for implementing the program was introduced to the Parks and Recreation Committee during their March 18, 2013 meeting. Summer camp staff received

the bully training during the summer camp in-service training on June 8, 2013. The bully training program was held September 19, 2013 in the Community Center for full and part time staff. Staff has finalized the agenda and advertising has been posted for interactive anti-bully program January 29, 2014 at 6:30 pm. The Parks and Recreation Committee was asked again to review the resolution and is preparing suggestions for an anti-bully policy to be presented for review in January 2014. This will be an ongoing process and updates will be provided monthly.

3. Mt. Sinai Bus Route: Commissioner Michelle Kligman

Current Status: 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 has been included in the proposed FY 13/14 budget. In the interim, JCS conducted outreach meetings with all Police Department shifts to inform them of their services available to seniors. Being aware of the benefits of the Surf-Bal-Bay Program, police officers can pass on information to residents/seniors that they interact with during their daily community involvement/activities. The Town will continue to inform Surfside residents of the program through the Gazette. The FY 13/14 Adopted Budget includes up to \$7500 addressing this transportation need. 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. Other options will be explored including discussions with neighboring barrier island communities including Bal Harbour; Bay Harbor; Sunny Isles and Miami Beach. On January 7, a meeting will be held with the Managers of Bal Harbour and Bay Harbor Islands to discuss several issues including bus service; PAL and the Nurse Initiative. An update will be provided to the Commission.

4. Joint Skate Park with City of Miami Beach

Current Status: Initial contact was made with Miami Beach officials on May 31, 2013 regarding a joint skate park project located south of the Tennis Center and discussions have begun with the Town's Parks and Recreation Committee. A meeting with Miami Beach officials and Town Representatives was held on July 11, 2013 and September 13, 2013. The meeting was positive in nature and Miami Beach is on board with the Town researching the possibility of building a skate park as a joint venture between Miami Beach and the Town of Surfside. At this time Miami Beach has a possible \$400,000 for the project along with the 2 lots of land. The project was presented to the Parks and Recreation Committee during the July 15, 2013 meeting and was supported by the Committee. Staff work on the project continues including finalizing a proposal for partnership with Miami Beach; options for park development and operation; and community outreach. Also, Bay Harbor Islands officials have expressed an initial interest in the skate park partnership and exploring possible participation. A meeting was held on September 13 with Miami Beach representatives (Assistant Manager and Recreation Director) to discuss the status of the project. They identified an additional site (the "log

cabin" site approximately 5 blocks south of 87th Terrace lot) which they are also considering. Miami Beach staff will present skate park options at a Neighborhood meeting in mid-October. The idea of a joint skate park was reviewed by the Miami Beach Neighborhoods/Community Affairs Committee on October 28, 2013 and has been forwarded on to the Miami Beach City Commission for review. It is the recommendation of the City's Parks and Recreation Department to build the Skate Park at 87th Terrace and Harding. This recommendation will also include a joint venture with the Town of Surfside with the possibility of a monetary commitment by the town for construction cost and a possibility of the Town assisting with the day to day operations of the Skate Park.

January 2014 Update: A briefing was provided to the Parks and Recreation Committee at its December meeting regarding the proposed partnership with Miami Beach on the development of the skate park at the 87th Terrace site (across from the Town's tennis facility). The briefing was enthusiastically received by the Committee members as this project is included in the 5 Year Parks and Recreation Capital Plan approved in September by the Town Commission. [Note: Following the Miami Beach Neighborhood Meeting in October, 2013, the preferred site for the park reverted to 87th Terrace from the proposed Log Cabin site].

Staff of Surfside and Miami Beach met on December 16 to discuss a conceptual proposal which will be presented to the Miami Beach Commission on January 15. As a result of this meeting, the following is a summary of input provided as a starting point to move this concept forward:

1. Surfside is enthusiastic about working with Miami Beach in preparing a conceptual plan for a partnership with Miami Beach for the construction and operation of a skate park at 87th Terrace as a skate park, as this option has been included in the Town's Five Year Capital Plan.
2. The partnership agreement would provide a buy-in from Surfside including: Recreation Staff assistance in monitoring the park with Miami Beach; and/or annual contribution representing a fair share contribution (% to be determined) for operation and maintenance costs should Miami Beach decide to take the lead/responsibility of operating the skate park. Depending on how these issues are ultimately resolved, a funding formula would be developed addressing the construction/operation/maintenance of the park over a 5 or 10 year period with the costs assigned to each municipality on an agreed upon percentage basis.
3. The issue of police service is key. Our Police Chief, has expressed his support for his department's involvement with the skate park including patrol, response to calls for service and community policing. Details to be worked out with the Miami Beach PD through an interlocal agreement. Surfside PD is in a position to be proactive with this recreation program as they are with the other recreation programs and facilities associated with our programs.

On January 2, Miami Beach Recreation Director John Rebar indicated that Miami Beach would like to locate the proposed skate park one block south to the northern portion of the lot between 87th and 86th Streets. Relocating this project one block south, results in a larger lot which will allow for more options/enhancements in design and amenities while at the same time be conveniently located for Surfside skaters.

This item is scheduled for a 9:10 am time certain at the January 15, City of Miami Beach Commission meeting.



Approximate 9000 sqft site identified as a possible location for a joint partnership with Miami Beach for developing a skate park located south of the Town's tennis facility (87th Terrace).

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

Current Status: 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 Iraidá 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 at 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 at FIU.

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.

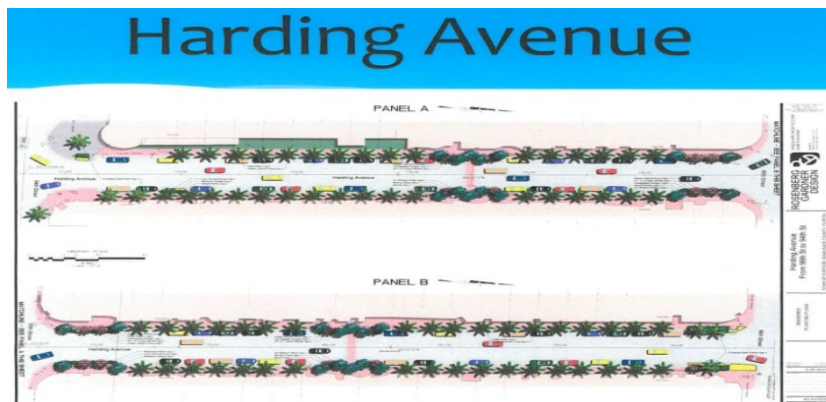
6. Turtles Project – Art in Public Places

Current Status: 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. Recently the Turtle logo was incorporated into the town wide banner design (on Collins & Harding Avenues) and in merchandise presently available for sale at Town Hall (calendars/t-shirts/license plate frames). The Turtle Freedom was recently featured in the Miami Design District as part of a promotion associated with Art Basel. Surfside's downtown attributes were promoted in a two page advertorial, a customized transportation vehicle, souvenir pins and an Instagram competition with the prize being a two night stay at the new Grand Beach Hotel Surfside.

B. DOWNTOWN BUSINESS DISTRICT AND TOURISM

1. Harding Avenue Streetscape Plan

Current Status: The project is nearing completion. All trees and shrubs scheduled for removal on Harding Avenue have been removed and the trees have been re-located to various locations throughout Town (94th and Bay; 93rd and Bay; Tot Lot; Tennis Center). These trees were required to be relocated by the FDOT permit. These locations are utilized to beautify and add more greenery; this practice eliminates the Town from discarding healthy plantings. All of the medjools for the project have been planted. The rough in for the up-lighting has been completed on the east/west side of Harding. The cut outs for the pocket parks on both sides of Harding Avenue are complete and concrete was formed and poured on December 23rd. The committee met and chose the hardscape furniture and trash receptacles for this project. Public Works is in the process of planting the smaller trees and shrubbery in the pocket parks. Public works is installing the wiring, up-lighting and receptacles starting at 95th and Harding and working north and south. When ten tree locations are complete with the lighting, Luke's landscape will begin the final planting around the trees. A walk thru was conducted on December 30, 2013 for a final punch list and scheduling completion dates. Public Works and the contractor are continuing to work diligently to complete the project. A ribbon cutting ceremony is tentatively planned to coincide with the Tourist Bureau's first Third Thursday event of the season: Thursday, February 20, 2014 at 7pm on Harding Avenue at 95th Street. Seeking Town Commission direction on the viability of this proposed event date. **Action Item**



2. Downtown Vision Project: Commissioner Michelle Kligman

Current Status: DVAC did not meet in December however the members were asked to network within the community to solicit attendance for the Community Dialogue on Parking Meeting that was held on December 18, 2013. See below #4 Parking Structure Feasibility Study.

The next DVAC meeting is Monday, January 27, 2014. Topics for discussion will be the results of the BID Straw Poll and subsequent Town Commission direction and a possible color palette for downtown buildings.

BID Update - The following is the timeline in operation for the BID:

Week of Nov 18 – finalized Straw Ballot Document and Summary of the BID for dissemination. RMA - conducted preliminary outreach.

Week of Nov 25 – RMA & TEDACS Director completed preliminary outreach.

Week of Dec 2 – Outreach was conducted by the Mayor, Commissioner Kligman and Town Manager to Property Owners. RMA and the TEDACS Director conducted outreach to all business operators.

Weeks of Dec 9/Dec 16 – Conducted Straw Ballot and follow-up (RMA).

Weeks of Dec 23/Dec 30 – Summary of findings report to be completed for Town Commission January 14, 2014 meeting.

The result of the ballot will be presented to the Town Commission and an ordinance authorizing a formal process for a BID, including an election is part of the January 14, 2014 Town Commission Agenda. **Action Item**

3. Sidewalk Ordinance Implementation

Current Status: The agreement, as well as the accompanying resolution, remains with FDOT for their final review and signature. The ordinance continues to be rolled out as part of the Town's Fall business licensing process (see information on the LBTR/CU Process in this report) and will coincide, as well as complement, the Harding Avenue Business District Streetscape.

4. Parking Structure Feasibility Study

Current Status: 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.

Regular updates will be provided including status update on the project at the January 2014 Commission meeting.

5. Five Year Tourism Strategic Plan

Current Status: 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. Along with suggested changes to the Town's Resort Tax Ordinance,

these items will be brought before the Town Commission as part of the February 11, 2014 Town Commission Agenda.

C. INFRASTRUCTURE AND UTILITIES

1. 95th Street End Project

Current Status: The project is about 95% completed. Pavers were cleaned and sealing is scheduled for the 30th of December. The light poles and bollards are scheduled to be installed on the 12 of January, 2014 to complete the first phase of this project. Phase 2 (east of the bulkhead) is in the process of permitting.

95th Street looking east from Collins Avenue:



2. North Force Main/Building Better Communities Bond Program

Current Status: There is both progress and pushback on this effort to obtain funding for this critically important second sewage disposal alternative for Surfside, Bal Harbour and Bay Harbor Islands. Miami-Dade County WSD has retained the firm of Hazen and Sawyer to study the situation at the North Dade Regional Plant and the 163rd Street force main. This is recognition that something needs to be done that will resolve the issue which we keep top of their minds. The negatives are that specific projects which would facilitate acceptance of our sewage are not listed in the draft settlement agreement with EPA and FDEP. Surfside was represented in a community meeting held by WSD September 27, 2012 and our concerns were placed on the record, Mayor Daniel Dietch, Donald Nelson and the former Town Manager also attended a meeting held at WSD on October 25, 2012 in which the draft settlement agreement was further discussed. A new resolution was approved by the Board of County Commissioners that gave specific direction to the County Administration to consider innovative municipal

projects as they prioritized the Building Better Communities bond funding. This amendment was written by the former Town Manager and supported by County Commissioner Sally Heyman. Finally, the risks inherent in the Virginia Key plant (where our sewage is treated) and the new force main under Government Cut have been documented in the Miami Herald.

In a conversation with Doug Yoder, Assistant WASD Director who is handling the negotiations with EPA and DEP, it was learned that an environmental group has filed a lawsuit which questions the advisability of upgrading shoreline sewer plants that may go underwater if global warming raises sea level. Therefore WASD is looking at the alternative of an inland plant at a higher elevation. There is a long way to go on this issue.

At the May 21, 2013 County Commission meeting, the County adopted a resolution regarding the Federal Consent Decree. Commissioner Heyman again expressed support for recognition of funding efforts of municipal governments in upgrading sanitary facilities. Bob McSweeney, PE of CGA represented the Town at this meeting. However, since the County Commission action on the Consent Decree was a resolution, no public comment was received. The following is a summary of the long established Town talking points on this issue which were to be presented:

1. There should be recognition for communities that have made substantial investment to combat I&I. Rate increases should be discounted for communities which took initiative to reduce the I&I utilizing their own funds. Surfside has expended \$23 million on their utilities with the goal of reducing the I&I by 90%.
2. Lift stations – Surfside has fixed its own, as has Miami Beach. Surfside's sewage flows through upgraded lift stations with acceptable NAPOT reports. Again, communities which showed initiative should not be punished by these rate increases.
3. Support for Commissioner Heyman's position: "Any Building Better Communities water and/or sewer project in which a municipality has put forth an innovative financing plan shall not be adjusted as to priority in this analysis and in fact, shall be accelerated if possible. Further, the analysis requested of the Mayor shall include the implication for any recommended adjustments in dollars or timing in the Building Better Communities Bonds as to allocation of water and sewer permits for new or updated construction projects. Said analysis shall be done in a format that clearly demonstrates how the proposed adjustments impact the construction industry and job creation."
4. There should be recognition for building permits issuance and utilization of County capacity to offset County costs/ burden by developers. This burden should not be placed solely on the wholesale customers such as the Town of Surfside.

On May 29, 2013, Town Manager Michael Crotty discussed with Commissioner Heyman establishing a meeting to follow-up on sanitary sewer issues. The Commission will be provided updates.

On July 11, 2013, Town representatives met with Miami Beach officials regarding the agreement with Miami Beach on sanitary sewer services they provide to the Town. Issues identified during the preparation of the new agreement with Miami Beach may identify additional issues to assist

in the Town's discussions with Miami-Dade. Miami Beach will be encouraged to partner with the Town and our adjoining communities as we approach Miami-Dade regarding the possibility of a north force main. This enhancement would be a significant "back-up" for Miami Beach. Once the negotiations are concluded with Miami Beach, Bob McSweeney, CGA Director of Engineering Construction, will prepare a report outlining the Town's efforts in upgrades/improvements to its sanitary sewer system and issues in support of our talking points listed above which will serve as the basis for discussions with the County.

Finally, a meeting was held with DERM on August 29th to discuss the Town's successful compliance with the terms of the 2007 Consent Agreement as a result of the Town's \$23.6M Water/Sewer/Storm Drainage Project. Town staff discussed with DERM representatives the contemplated north force main project; benefits to be derived and possible approaches to achieve this objective. Miami Beach officials have been initially approached to discuss the north force main project and determine their interest in participating with the County in this dialogue. Additional dialogue will occur with the Manager's Office, Utilities and Economic Development staff.

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

Current Status: See CGA monthly report in the Commission agenda packet for the status of the Water/Sewer/Storm Drainage Project.

4. Seawall Project

Current Status: 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. A discussion item of the scheduling of the seawall project is included as part of the January 14 Commission meeting. A Staff Commission Communication is included as part of the meeting agenda packet. **Action Item**

5. Beach Management

Current Status: 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 will attempt to locate compatible sand (non-County borrow area) for future projects.

Discussions were held on the long delayed Bypass project at Port Everglades and the legal issues and challenges associated with the use of foreign sand (i.e. Bahamas) for domestic projects. Also, the Town has been approached about possible coordination with Miami Beach on their dune restoration initiative.

The dune re-nourishment project in April, 2014 is still a work in progress. Public Works staff continues to coordinate this effort with Lee Gotlieb.

6. Pedestrian Crosswalk at Harding Avenue and 96th Street

Current Status: This FDOT experiment in modifying pedestrian behavior by requiring a three light alternative has been an issue of concern. A meeting was held with FDOT District Engineer Gus Pego and he agreed to study going back to the original crosswalk. This will slow eastbound traffic on 96th Street making a right turn to Harding Avenue southbound, however, that is a more desirable consequence than leaving the current dangerous unauthorized pedestrian movement. A meeting was held with Mr. Pego on July 3, 2013 regarding the history of the pedestrian crossing at 96th/Harding.

Public Works Director Joseph Kroll, also met with the Town's Traffic Consultant, Jeff Maxwell of Calvin, Giordano, and Associates to discuss the aforementioned traffic issue. Mr. Maxwell was able to provide his findings for Harding Avenue and 96th Street crosswalk as follows:

Potential Crosswalk at 96th Street/Harding Avenue – South Leg of the Intersection: The intersection of Harding Avenue/96th Street currently provides pedestrian crosswalks on the north, east, and west approaches. The south leg of the intersection does not provide a pedestrian crosswalk. Westbound traffic is prohibited from turning left onto Harding Avenue (southbound) and would therefore not present a conflict with the proposed pedestrian crosswalk. Eastbound traffic allows for dual eastbound to southbound right-turn movements. This will present a conflict with the proposed pedestrian movement on the south side of the intersection during the eastbound through movement green phase. For this reason, it will be necessary to provide a dedicated pedestrian phase for the proposed pedestrian movement on the south side of the intersection. It will very likely result in the deterioration of the intersection traffic Levels of Service since the cycle time will need to be allocated for an exclusive pedestrian phase. This will be the primary disadvantage of the proposed crosswalk facility. If a pedestrian crosswalk is installed on the south

leg of the intersection, pedestrians on the south side of 96th Street wishing to cross Harding Avenue will no longer need to crossover to the north side of 96th Street. This will be the primary advantage of the proposed crosswalk facility.

In November, correspondence was sent to FDOT District Secretary Gus Pego requesting FDOT undertaking a study re-establishing this crosswalk and the resulting pedestrian, traffic and safety impacts.

The Town received a response from Omar Meitin, PE, District Traffic Operations Engineer for FDOT in response to our November correspondence as follows:

“Regarding your request to re-establish a pedestrian crosswalk at the south side of Harding Avenue intersection, our office has evaluated this proposal several times recently. In 2005, FDOT removed the crosswalk to avoid conflicts with a second eastbound right turn lane, which was implemented at this intersection to ease traffic congestion.

Our studies have shown that there continues to be heavy demand for eastbound right turns at this location and that re-establishing the crosswalk on the south side of the intersection will require removing the second right turn lane as well. Essentially, this proposal will revert to conditions prior to 2005 modifications, which caused undesirable congestion and neighborhood intrusion. Therefore, we do not favor this option.

As part of our studies, we analyzed crash data. Our analysis indicated that there were 2 pedestrian/bicycle accidents between 2009 and 2011 at this intersection, but neither was attributable to the absence of a crosswalk on the south side of the intersection. No conflicts between pedestrians and vehicles were observed during our studies either.”

In reviewing this issue with the Police Chief, he indicated that he also does not favor re-establishing this intersection.

As part of the Harding Avenue Streetscape project, we are having fabricated an architectural feature 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 and at the same protect the landscaping enhancements in this area.

7. Community Center Expansion: Second Floor Addition: Vice Mayor Karukin

Current Status: 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 April/May timeframe.

8. Tennis Facility

Current Status: At the July 15, 2013 Parks and Recreation Committee meeting, the Committee recommended that the improvements to the tennis facility be ranked as the #2 priority with implementation beginning in FY 13/14, (#1 priority being the second floor addition to the Community Center). The improvements (court surface, lighting and fencing) are estimated to cost \$255,000. The Committee moved up the tennis facility on its priority list due to the deteriorating condition of the court surface and overall condition of the supporting infrastructure including lights.

The Commission approved the Five Year Parks and Recreation Capital Plan during the September 17, 2013 Commission Meeting. The Town will receive in excess of \$400,000 during FY 13/14 from voluntary proffers. A proposal for the renovation of the Tennis Center was approved by the Town Commission at the October 8, 2013 Commission meeting. After meeting with the contractors, the following is the preliminary/tentative schedule:

- Approximately a week turnaround time from Musco Lighting for plan submittal. Upon town's execution, equipment will be ordered.
- Fast Dry will be providing any plan submittals needed as well.
- Delivery time for equipment -- 4-6 weeks.
- Approximately a week prior to delivery, Musco will be on site for demolition.
- Musco Lighting install expected to take approximately 2-3 weeks.
- Immediately concluding Musco's work, if not coinciding, Fast Dry will be on site for court demolition.
- Fast Dry will need at least 14 days for the courts to cure. In the meantime, fence work will be completed.
- Fast Dry expected to take approximately 3 weeks for project work.

The existing agreements have been signed by all parties and the required permits have been issued as of November 21, 2013. The renovation started December 2, 2013 with the delivery of the new light poles. Courts are closed until the project is completed. Arrangements were made with the City of North Miami for the Town of Surfside Residents to use the City of North Miami San Suocci Tennis Center Facility at the City of North Miami Resident rate/fee. This project is moving forward as projected, with lights up and the electrical completed. The anticipated opening date is the first week in February with a grand opening ceremony coordinated by the Parks and Recreation staff.

Pictured: light poles and tennis court black top rolling:



9. Biscaya Drainage

Current Status: 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.

Based on additional input received, consideration of a second (redundant) in-line check valve or manually operated secondary devices such as sluice gates or control valves will be investigated for inclusion in the system design, and will be cost analyzed.

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.

10. Street Signs Replacement

Current Status: This item has been deferred until the final costs of the water/sewer/storm drainage project are known. It does not appear that enough funds will be available for this project. A final report will be provided to the Commission upon closeout of the project.

D. PLANNING, ZONING AND DEVELOPMENT

1. The Shul Project

Current Status: 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 including an alternative to a Payment In Lieu of Taxes (PILOT). 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 is scheduled for January 9, 2014 to confirm all proffers.

2. Tracking Development Orders

Current Status: Project management tracking will be an integral part of obtaining software for project tracking, departmental interfacing/sharing of critical information (i.e. Code Department and Building Department) and overall management of special/development projects and asset management. On May 30, 2013, a meeting was held to identify and discuss Enterprise Resource Planning (ERP – systems integration of internal and external management of information across the entire Town organization) requirements for upgrades for FY 13/14. This will include a project tracking component. Funds are included in the FY 13/14 budget to move ERP forward.

3. Massing and Zoning Discussion: Vice Mayor Karukin

Current Status: 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 meeting with the Town Attorney and Staff and these specific issues have been discussed at the August 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 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, and therefore additional discussion will be required at the January Planning and Zoning Board meeting.

E. TOWN COMMISSION

1. Legislative Priorities

Current Status: Initial discussions have been held with Fausto Gomez on the Town's 2014 Legislative priorities. A legislative priorities report has been prepared and will be an agenda item at the January 14 Commission meeting (report included in the agenda packet). **Action Item**

2. Charter Review Board – Town Commission Liaison -Vice Mayor Michael Karukin

Current Status: The Charter Review Board has held 4 meetings (November 14, 2013, December 2, 2013, December 16, 2013 and January 6, 2014). The CRB has focused on election issues and their next meeting is scheduled for Tuesday, January 21, 2014 at 7:00 pm. in the Town Hall Manny Crawford Conference Room – second floor. The Public is invited to attend.

F. TOWN DEPARTMENTS

1. Town Attorney

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

Current Status: Spiaggia's counsel, Howard Weinberg, Esq. informed the Town that he is seeking formal authorization and funding and pursuing the required revisions for the parking plan from the original design firm of Kobe Karp.

2. Building Department

a. FEMA National Flood Insurance Program (NFIP)

Current Status: The commentary provided to the Town of Surfside CAV 5.27.13 are being addressed for re-submittal to Dr. Prasad Inmala, DHS FEMA Region IV, Atlanta. The documents returned with technical comments and/or clarifications have been addressed.

9564 Harding was clarified as to the substantial improvement threshold for that project and some confusion as to the address. The main address of the building in question is 9564 Harding Avenue and as per records found in the Miami Dade County Property Appraiser's database the building was constructed in 1954 and is further identified under folio number 14-2235-007-0930. Apparently this building was expanded in subsequent years and now includes five other attached buildings of the same construction type as the original but duly separated by CBS walls at each adjacent northern and southern ends. These walls are built upon individual foundations and extend above the roof line, which, by definition can classify them as separate buildings. These addresses are local mailing addresses for their individual tenants and are 9560, 9574, 9578, 9592a and 9592b Harding Avenue. The five year cumulative substantial improvement block for this project is 2009 through 2013. The application was received October 14, 2011. The value of the improvements for the project being evaluated on the application date of October 14, 2011 was \$619,000. The total value of construction, including the cumulative value of improvements and the project value as of the application date is \$642,405 which is less than the 50% threshold value of \$1,040,163. In considering the multiple local addresses that are under one single folio number as per Miami Dade County Property Appraiser's database and the previous confusion with reporting the substantial improvement calculations I have decided to utilize the records reflecting the entire folio number. I have therefore determined that this building has not, as of the date of this application, been substantially improved and will not require compliance with the Town of Surfside Code of Ordinances Chapter 42 Floods, Article II Flood Damage Protection, and Division 5 Provisions for Flood Hazard Reduction as authorized and delegated by in Chapter 166 Florida Statutes.

9415-21 Harding Avenue was substantially improved which requires full compliance with the Town of Surfside Code of Ordinances Chapter 42 Floods, Article II Flood Damage Protection, and Division 5 Provisions for Flood Hazard Reduction as authorized and delegated by in Chapter 166 Florida Statutes. This being established the professional engineer that was hired by the development team of the establishment provided the dry flood proofing calculations for this project. Shortcomings were identified with the certification including the lack of and incomplete nature of the analysis given, specifically incorrect structural data utilized to determine the buoyant load of the structure and the lack of hydrodynamic capacity of the existing structural members. No information was provided

concerning the hydrostatic and hydrodynamic loads by the project's design professional and have since been addressed by staff to answer these comments and close this particular case in-house.

1220 and 1355 Biscaya required two previously unidentified air conditioning units to be raised to Base Flood Elevation which are scheduled to be re-racked the week of January 6, 2014. There was also some comments over the correct form of submission for the Elevation Certificates for these two addresses. This issue was discussed with CGA and the survey consultant that provide these for the Town and it was agreed to modify said EC's to conform with the commentary.

FEMA can only make flood insurance available in those communities that agree to regulate future development in the floodplain. The great majority of Surfside's land mass is located within an AE zone which is classified as a Special Flood Hazard Area (SFHA) with a defined Base Flood Elevation (BFE). Enforcement of the SFHA regulations is required as a condition of participation in the NFIP and the areas where the mandatory flood insurance purchase requirement applies.

b. Community Rating System (CRS)

The initial meeting of the Program for Public Information is scheduled for January 13, 2014 in which staff and volunteer committee members will open the Community Rating System program for the Town of Surfside. The application is on-schedule for the February 2014 deadline and barring any unforeseen difficulties should be submitted on time. Some of the items that are being put into action under the Town of Surfside CRS program is to begin community outreach with the pertinent floodplain management information utilizing Channel 77, the Town website and the Gazette.

c. Building Code Effectiveness Grading System (BCEGS)

ISO is an independent statistical, rating and advisory organization that serves the property and casualty insurance industry. ISO collects information on a community's building code adoption and enforcement services, analyzes the data and then assigns a Building Code Effectiveness Classification number from 1 to 10. Class 1 represents exemplary commitment to building code enforcement. Municipalities with well enforced, up to date codes demonstrate better loss experience and their residents' insurance rates can reflect that. The prospect of minimizing catastrophe related damage and ultimately lowering insurance costs gives communities an incentive to enforce their building codes rigorously.

Not all communities have rigorous building codes, nor do all communities enforce their codes with equal commitment. Yet the effectiveness of local building codes can have a profound effect on how structures in the community will fare in a natural disaster. Studies conducted following recent natural disasters concluded that total losses might have been as much as 50% less if all structures in the area had met current building codes. That said, building code enforcement can have a major influence on the economic well-being of a municipality and the safety of its residents. The Insurance Services Office helps distinguish amongst communities with effective building code adoption and enforcement through the comprehensive program called the Building Code Effectiveness Grading Schedule (BCEGS).

Data collection and analysis ISO has collected and evaluated over 12,000 building code enforcement agencies across the United States. In each of these communities three elements of building code adoption and enforcement are reviewed. The three elements are code administration, plan review and field inspections.

The survey conducted has resulted in a BCEGS classification of 3 in both the residential and commercial sectors of the construction industry. Specifically in the Administration of Codes section the Town of Surfside Building Department earned a points rating of 47.12 and 46.52 out of a possible 54 points in its commercial and residential sectors respectively. The previous rating period in 2009 the Building Department was rated at a 40 in both sectors out a possible 54 points. In Sections II and III which correspond to Plan Review and Field Inspections the Town of Surfside Building Department earned a points rating of 77.78 in the commercial sector and 87.64 in the residential sector. This was an improvement over the previous reporting year of 2009 in which the Department earned 77.58 for both commercial and residential sectors of plan review and field inspections.

Some areas for improvement have been identified and are being evaluated for possible implementation into the present departmental operating procedure.

d. Forty Year Building Certification - Collins and Harding Avenues

Current Status: Collins Avenue mailings have been completed and the focus has been turned to Harding Avenue. To date three properties have been issued letters of violation for non-compliance, four properties have had their letters of violation placed on temporary hold awaiting response. In these cases the owners have responded and requested a short extension. One code sanctioned exemption was granted and one property has come into full compliance including final payment. At this time there are six total properties under the ninety day notice for which we are awaiting response. Steady progress is being made in the area of 40 year building certification.

3. Code Compliance Department

a. Code Compliance Priorities Workshop

Current Status: A Town Commission Special Meeting was held November 7, 2013, and a total of 35 priorities were established for Code Compliance, including enforcement priorities in the Single Family Residential, Multi-family Residential and Business Districts. A summary of the results from that Special Meeting was prepared for the December 10, 2013 Commission Meeting, along with recommendations on the higher priority items, maximum compliance periods before imposition of penalties, and amounts for civil penalties in each priority category. The item was deferred on December 10 and will be resubmitted for the January 14, 2014, Commission Meeting.

b. Residential Home Based Businesses

Current Status: At the direction of the Mayor and Town Commission, enforcement of the Local Business Tax Receipt and Certificate of Use provisions was stayed for Home Based Businesses for FY12/13, until such time as code compliance priorities are established. A Staff follow-up report from the April 17, 2013 Code Compliance Workshop was provided to the Town Commission on June 11, 2013, but deferred. Additional discussion, recommendations and options were originally to be provided at the November 7, 2013 Town Commission Special Meeting on Code Compliance Priorities, but due to time constraints was not pursued at that time.

c. Short Term Rentals

Current Status: Options/recommendations on short term rentals have been included in the Code Compliance Report that was provided, but deferred, at the June 11, 2013, Town Commission meeting as part of the follow-up to the April 17, 2013, Code Compliance Workshop. This item was incorporated in the Code Compliance priorities discussion at the November 7, 2013 Town Commission Special Meeting and addressed. The matter was also included in the Commission Communication Report submitted as part of the December 10, 2013 but the item was deferred. The Report will be resubmitted as part of the January 14, 2014, Commission Agenda.

d. Sight Triangle (Hedges) and Corner Visibility

Current Status: 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. County staff recommended adoption of same into our 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 follow-up report will be presented at the October 8 Commission meeting. With regard to the existing cases, as directed, lien releases were provided in all cases where compliance had been attained. A lien release was also provided to one non-compliant case after the administratively mitigated hearing and administrative fees were paid. Only one non-compliant case remains unresolved, as the resident has yet to pay the reduced fees. 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 Administration is currently working to reschedule the Special Meeting in January 2014.

4. Finance Department

a. Online Bill Pay: Vice Mayor Michael Karukin

Current Status: 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 January 2014 by SunTrust Bank, Municode (utility bill preparer) and CBoss (credit card processor who will also be the processor for e-checks).

b. Certificate of Use (CU) /Local Business Tax Receipt (LBTR)

Current Status: There are only 7 businesses of the 204 total businesses that have not renewed their Certificates of Use & Local Business Tax Receipts, a collection rate of 97 percent to date.

c. Certificate of Achievement for Excellence in Financial Reporting for Comprehensive Annual Financial Report (CAFR)

Current Status: The Town of Surfside has been awarded the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2012. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting. The Certificate of Achievement is awarded by the Government Finance Officers Association and is presented to only 3,908 of the 36,010 total governmental units nationwide. This is the third year that the Town has submitted and received this prestigious award. The preparation of the annual CAFR would not have been possible without the dedicated staff in the Finance Department.

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

Current Status:

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.
 - c. SCALA will be operational in January, 2014.
 4. SeeClickFix and CitySourced Application DEMOs (mobile apps)
 - a. DEMOs on the following were conducted on November 25:
 - SeeClickFix
 - CitySourced
 - b. For determination of successful integration of ERP systems with specific mobile app. IT Staff and Town Staff have seen the DEMO for each product and has recommended SeeClickFix
 - c. Last action item: The SeeClickFix contract agreement is being reviewed by the Legal Department.
 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 1st RFP deadline.
- e. Tourist/Resort Tax Audit

Current Status: There are currently five businesses that are behind in their monthly payment of Tourist/Resort Tax. 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.

5. Parks and Recreation

a. Beach Concessions

Current Status: The lease agreement with the State of Florida and Miami-Dade County was presented to the County Recreation and Cultural Affairs Committee on September 10, 2012 and moved forward to the Board of County Commissioners on October 2, 2012. The lease application and documents were prepared by Miami-Dade County and submitted to the State for approval. On May 15, 2013 the County received correspondence from by the State regarding to the lease agreement. The State informed the County that Florida Statute 161.201 allows the County to police the beach and enter into

a management agreement with the Town of Surfside. The Town Manager, Town Attorney and the Parks and Recreation Director met with John Ripple, Beach Operations and Maintenance Supervisor and Kevin Kirwin, Assistant Director for Operations from Miami Dade County on May 20, 2013 to move the process forward. Currently the County attorney's office is completing a review of the statute. Following legal review, Town and County staff will work to prepare an agreement which would provide the Town with the legal authority to regulate beach concessions. In the interim, the County will be responsible for beach management issues. This issue has still not been moved forward on the county level. A deadline of January 24 has been established by Staff to have the agreement move forward from the County legal department. Due to the lengthy delay and the importance of the issue, Elected Official assistance will be sought.

b. Pool Tot Lot Repairs - Community Center

Current Status: 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. Completion of phase III and the project will be done by the end of February 2014.

6. Request for Proposals

Architectural; Engineering and Grant Writing Services

Current Status: Pursuant to the direction provided at the November, 2013 meeting, Staff is on schedule to present the final bid packages for Commission review/action at the January, 2014 Commission meeting. Legal completed the pre-final drafts and the drafts were submitted to the Commission the last week in December for review. This will be a discussion item at the January 14, 2014 Commission meeting. **Action Item**

Respectfully submitted

by: _____
Michael P. Crotty, Town Manager