



## **Town of Surfside**

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

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

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

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

The Tourist Board discussed and endorsed the concept of Sister Cities at their October 7, 2013 meeting and recommends that this initiative be a collaborative effort with the Town Commission. At the January 6, 2014 Tourist Board meeting, the Board unanimously endorsed recommending Newtown, CT as the first Surfside sister city to the Town Commission. The Tourist Board met with members of the Town Commission at the regular monthly Tourist Board meeting on February 3, 2014 and received a presentation on the Sister Cities organization and programs. George Neary and Ms. Ibis Romero also presented their perspective on their Sister Cities programs in Miami Beach and Sunny Isles Beach respectively. The TEDACS Director is set to meet with representatives of the Sister Cities Organization the week of May 5. As there is now a new Tourist Board, the program will need to be reviewed again at a meeting of this new Board in the near future. A recommendation on the details of a Sister Cities program 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. 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, a request has been made to the CITT to have a transportation planner conduct an analysis of existing bus routes; ridership and recommended bus transportation routes within the three municipalities in order to make bus service more efficient; responsive to community needs and more cost effective. The transportation planner will be asked to review the establishment of bus service/route to Mount Sinai as part of the overall analysis. Staff also had a discussion with North Miami transportation officials who were exploring piggybacking on a Broward County bus transportation contract.

May update: Discussions have now been completed with the Managers of Bal Harbour, Bay Harbor Islands and Sunny Isles Beach. Each municipality has expressed its desire to participate in this multi-jurisdictional transportation analysis in order to provide a bus transportation system that is more responsive to its residents ridership needs by attempting to provide a coordinated schedule and routes; expand designation options (Mount Sinai; Aventura Mall, etc.); reduce costs by eliminating overlapping routes and number of vehicles; and provide linkages to the Miami-Dade transportation system.

### **3. 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.

At the April 23 Miami Beach Commission meeting, follow-up discussion was held and the Commission did not support a skate park in this vicinity. Miami Beach Parks and Recreation Director John Rebar wrote following the April 23 meeting that, "at this time, Commission is not in support of a skate park anywhere along the west lots 79th through 87th. These lots are now part of a much larger North Beach revitalization plan. The direction is to not invest any capital funds on these lots until the long range vision has been determined".

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

Miami-Dade County Public School District has established a District operated secondary program in environmental sciences at the FIU Biscayne Bay Campus (3000 NE 151<sup>st</sup> Street, North Miami) for School Year 13/14.

School District Assistant Superintendent Iraida Mendez-Cartaya, CPA, provided the following information:

- 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.

School District Officials 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.

Based on input from the School District officials, the success of MAST@FIU is dependent upon financial support from the community and the above listed municipalities. At this point, financial commitments have not been made by the municipalities and interaction with managers from the above listed communities indicates that, at this point, these municipalities have not made a decision on

whether to fund this educational initiative. Recently, the Aventura Council voted 6 – 1 not to participate in the funding for the MAST@FIU.

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

The Tourist Bureau continues to leverage the iconic Turtles in promoting Surfside. With the Tourist Board's decision to keep the remaining Turtles and leave them on 93<sup>rd</sup> Street ("Turtle Walk"), the department can now focus on including them in marketing initiatives. An item requested by the Vice Mayor regarding small turtle statues was presented to the Town Commission on the February 11, 2014. The decision on procuring Turtle souvenirs, etc. was referred to the Tourist Board for a decision at the March 3, 2014 meeting. The Tourist Board voted to defer a decision on all merchandising to be included in their FY 14/15 budgetary process. Also at that meeting, the Tourist Board discussed honoring the late Sandra Suarez (artist of the Love Turtle). A memorial plaque will be placed on the Turtle (date to be determined) and the Board voted to contact the family of the Turtle before selling/disposing of the sculpture if that decision is ever made in the future. The resident who would like to see the Turtles removed has been invited to approach the Tourist Board at the June 2, 2014 meeting.

## **6. Newcomers Packet**

The theme of the packet is "Welcome to the Neighborhood" and provides a variety of information to new residents acclimating them to Surfside and informing them of the many and varied services and amenities available to them in their new town.

This new initiative will be coordinated with the recently staffed Neighborhood Resource Officer (NRO) program (office). The NRO 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. Item completed.

## **7. Climate Change Forum**

The Town in conjunction with the CLEO Institute (Climate Leadership Engagement Opportunities) held a successful and informative educational forum on Climate Change, April 23, 2014 from 1:00 pm to 4:00 pm at the Community Center. Approximately 45 people attended including residents, Staff, elected officials (from Surfside and neighboring communities) and subject matter experts.

## **8. Relay for Life**

Once again, Surfside will participate in the Relay for Life event scheduled for Saturday, May 31 (9am to 9pm). A kick-off party for this year's Relay for Life took place at Ruth K. Broad Bay Harbor K-8 Center on April 1, at 6pm, 1155 93rd Street in Bay Harbor Islands.

The Relay will include the communities of Surfside, Bal Harbour and Bay Harbor Islands and will raise funds for the American Cancer Society. The American Cancer Society helps people take steps to reduce their risk of cancer, to find it early, when it is easiest to treat. The American Cancer Society provides free information and services to cancer patients throughout their journey and is investing in crucial research to prevent, treat, and ultimately, cure all cancers.

“Survivors” and caregivers are encouraged to participate! The Relay can introduce you to others who are facing the same challenges, and provide opportunities for learning, sharing, and friendship. For additional information and/or to help TEAM SURFSIDE reach their monetary goal (by becoming a sponsor and/or donating to the American Cancer Society Surfside/Bal Harbour/Bay Harbor Relay), contact Yamileth Slate-McCloud at 305-861-4863 x227.

## **DOWNTOWN BUSINESS DISTRICT AND TOURISM**

### **9. Harding Avenue Streetscape Plan**

The construction portion of the project is complete. The architectural feature (decorative fence) has been installed at the intersection of 96th and Harding to prevent pedestrians from illegally crossing Harding Avenue. The foot path through the landscaping which was destroyed by pedestrians crossing has been re-landscaped. Awaiting delivery of furniture which will be installed by Public Works upon arrival. The Town Commission will be provided updates on the delivery dates.

### **10. Downtown Vision Project**

The April 30th DVAC meeting was cancelled due to the Parking Solution Report being deferred by the Town Commission until their May 13 meeting. Also, the substantive updates on the BID and Sign Code processes will not be available until later in May.

BID: Staff is conducting outreach to the downtown property and business owners leading up to a referendum on creating a BID. The date of the referendum has yet to be determined. The results of the vote will be brought to the Town Commission to decide on finalizing the creation of a BID and BID Board. The Town Commission will be advised a referendum date once determined.

### **11. Sidewalk Ordinance Implementation**

The Town has received the signed copies of the Sidewalk Café Agreement with FDOT. The Building Department will oversee the roll out and management of this with the assistance of Code Compliance,

Public Works and TEDACS. Door to door outreach to the downtown restaurants was conducted the week of February 24, 2014 and March 3, 2014:

- Letters on ADA Path of Travel: Code Compliance staff hand delivered letters signed by the Town Manager to all restaurants requesting their assistance in keeping the sidewalk open for pedestrians and informing them of their responsibility to clean their sidewalk each evening. Code Compliance staff has been monitoring "Path of Travel" provisions and has witnessed a marked improvement and restaurants have mostly been observant, excepting minimal situations wherein patrons may have moved the furnishings themselves.
- Sidewalk Furniture: Once all applications for sidewalk cafes are received and processed, Code Compliance expects to follow the Ordinance requirements which have very specific enforcement procedures, including removal of furnishings if warranted. However, the Town has yet to begin enforcement associated with "leaving furniture on the sidewalk outside of business hours", as the new sidewalk café ordinance procedures, including application, have yet to be fully implemented.

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

The next steps include: 1) Beginning the week of May 19, Town restaurateurs will be contacted; be requested to submit their proposed furnishing designs and conceptual sidewalk layout for discussion and review; (2) Town will generate a preliminary sidewalk layout in keeping with Code requirements; (3) Permit application processing will be finalized.

## **12. Parking Structure Feasibility Study**

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

At its October meeting, the Commission provided direction to move this process forward including:

- Acknowledging the parking deficiencies in the business district; (shortage of parking spaces presents unacceptable conditions for business and customers and needs a comprehensive solution).
- Supporting the outreach effort to develop a final report to be prepared no later than April 1, 2014 containing: detailed recommendations on parking facility improvements to address deficiencies including location; financing options and construction timeframes.
- Recognition that the Commission retains the ultimate decision making authority in how the recommendations of the report are implemented, including method of approval.

The report entitled "Parking Solution: The Next Step" was presented to the Commission on April 1, 2014 and was an agenda item for the April 8 Commission meeting. Based on a request of a newly elected official, consideration of the report was delayed for 30 days. The report will be an agenda item for the May Commission meeting (**Agenda Item**).

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

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

## **INFRASTRUCTURE AND UTILITIES**

### **14. 95th Street End Project**

The project west of the bulkhead is now complete. Two accidents occurred at the street end resulting in the concrete bollards to be broken. The electric was disabled and removed for replacement which takes about 2 months for delivery. Our permit was issued from FDEP for phase two on April 16, 2014 which encompasses landscaping, paver walkway, new shower and stairway from the bulkhead east to the hard pack. Staff is currently working out the details with our approved contractor for this portion and this is scheduled to be on the Commission's June agenda.

[Note: A major focus of the 95th Street project was to adjust the elevation of the 95th Street to accommodate access into the garages of the newly constructed townhomes. Even though the elevations of the new street were established with the concurrence of the owner/developer in order to provide proper access, the resulting conditions still present an obstacle for proper access. Staff met with the principles of the 9501 building and formulated a plan to correct the deficiencies in their driveways. Work will include the lowering of the approach from the curb line on the north side to the middle of the driveway. A drain will be added between the driveway and paver sidewalk to catch and redistribute the storm water runoff back into the Town's storm drain system. All work is the responsibility of the 9501 building as well as the cost for these improvements. Work began on April 15, 2014 and is expected to be completed by the first week of May].

## **15. Seawall Project**

Schedule for the seawall project:

- Pre-bid conference – May 20, 2014
- Bid opening – June 17, 2014
- Commission award of bid – July 8, 2014

## **16. Beach Renourishment**

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

Mr. Flynn at the March meeting presented information on the upcoming sand transfer operation at the Surf Club project. The project is currently underway and sand is being transferred from their construction site to other areas of the beach as per Section 161.053 of Florida Statutes. These regulations state that any sand that is excavated east of the Coastal Construction Control Line must be re-used in the same area. The sand was tested and found to be compatible with Surfside beach sand. It will provide a little over a foot of new sand and will be spread throughout the whole beach from 96th Street to 88th Street.

The project will continue until turtle nesting season begins on May 1. At the excavation site, the sand is cleaned and transported to the beach where it will be spread by earth moving equipment. Smaller vehicles and personnel will escort the machinery up and down the beach with Surfside Police vehicles stationed near the entry point and the public right of way. The work will take place Monday-Saturday, 8 am – 6 pm.

Public input has been received expressing concern about the dark color of the transferred sand when compared with the white (sugar like) color of existing sand. There are several projects in Miami-Dade whose developments are involved in similar transfer operations. The Chateau (formerly Best Western) had planned a similar operation for their excavated sand. However, due to time constraints with the sea turtle season and Surfside beach elevation/profile issues, the Chateau is exploring its options with FDEP including transferring their excavated sand to Sunny Isles Beach.

The Surf Club sand transfer project has generated citizen interest, input and concern. Attachment I to the Manager's report contains an update on the nearly completed project. This update has been placed on the website under Town News.

Finally, the results of the Town authorized independent testing of the placed sand are expected the week of May 5.

## **17. 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.

The Manager will moderate a May 14 Community Discussion to kick-off this exciting community project. The objective of the discussion will be to arrive at consensus of the process to be utilized.

## **18. 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 proposed design will include backflow prevention devices to be installed on the island's three outfalls. These devices are intended to 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. The first meeting was held on November 26 with five (5) residents of Biscaya to discuss the project. The second neighborhood meeting was held in the Commission Chambers on February 6. 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 90% plans have been completed and were submitted to Staff the week of May 5. After receipt of the RER permit the 100% plans will be prepared.

## **19. 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 Town Commission awarded a contract to the Decon Company in the amount of \$50,754.22 for improvements and remediation of the Tennis Center at the April 8 Commission meeting. A preconstruction meeting was held with Decon on April 10, 2014 to discuss scheduling, start date and completion date. Staff ordered an asbestos test for the ceiling to determine if asbestos is present in the building prior to Decon commencing work. The test was completed April 18, 2014 and the results were negative. Once the windows and doors arrive, construction will begin and should be completed within 6 weeks.

The Public Works Director will present a report at the May Commission meeting addressing existing conditions in Town Hall; recommended corrective action and estimated costs (**Agenda Item**).

## **PLANNING, ZONING AND DEVELOPMENT**

### **20. The Shul Project**

The Shul application was heard at the February 27, 2014 Planning and Zoning Board meeting and the Town Commission will consider at its May meeting the request of the Shul to schedule a special quasi-judicial public hearing (**Agenda Item**).

### **21. 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 April 28, 2014 Planning and Zoning Board meeting. The Town Commission will be presented with an ordinance at an upcoming meeting.

## **22. Sign Code**

The Town Commission authorized CGA to proceed with a re-write of the Sign Code. The content was discussed by DVAC in March and a draft has been finalized. The sign code eliminates inconsistencies and unenforceable provisions to provide a user friendly document. The draft will be discussed at the May 22, 2014 (7:30 – 9:30 pm) Joint Meeting of the Planning and Zoning Board and Town Commission.

## **TOWN COMMISSION**

### **23. 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 which had been included in the legislatively approved budget but vetoed by the Governor.

Lobbyist Fausto Gomez reports that the 2014 Legislative Session concluded on May 2. The Town's water assistance is funded; challenges to local governments regarding parking meter revenues on state highways and red light cameras have been averted; and beach renourishment funds are in the state budget. Also, an allocation of \$100,000 has been included in the State budget for small business development/professional assistance along the Harding Avenue corridor.

Fausto will provide a legislative update to the Commission on May 13 (**Agenda Item**).

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

The Charter Review Board presented a final report on Phase I Charter Review for election issues to the Town Commission on March 11, 2014. A Special Meeting with the Town Commission is scheduled for June 18, 2014 at 7:00 p.m. to discuss and vote on proposed Ballot Questions.

## **TOWN DEPARTMENTS**

### **Town Attorney**

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

Kobi Karp submitted a preliminary parking plan on April 22, 2014 for Spiaggia Condominium. The Building Official advised that these drawings would serve as a field reference to verify the actual parking, but that it would not substitute the revision process required by the FBC and the Building Department. Signed and sealed plans are required for the formal revision process to begin.

### **Building Department**

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

The final property on the CAV is 9415 Harding Avenue, The Harbor Grill Restaurant was a site that was determined to be substantially improved and therefore required compliance with FEMA flood proofing for commercial properties. The flood panel manufacturer had previously submitted an application for permit, the submission was reviewed and a permit for installation was issued. The flood panels have been installed and inspected. Having successfully passed the final inspection, the approved plans, engineering, inspection records and photos of the panels have been forwarded to Dr. Prasad Inmula, FEMA Region IV, Atlanta for review in order to close this final item of the CAV.

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

The second and final meeting of the Program for Public Information is scheduled for May 23, 2014.

#### **28. Forty Year Building Certification for Collins, Harding, Abbott Avenues and Surfside Blvd.**

The 40 Year Building Certification Program is progressing as follows:

Reported certifications: 118 in present case file  
Completed certifications: 39  
Time extensions granted: 2  
Exempt from Certification: 3  
Vacant commercial properties: 11  
Sent to Code Enforcement for non-compliance: 8  
150 day repair order: 1  
On hold: 4

## **Code Compliance Department**

### **29. Code Compliance Priorities**

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

### **30. 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 Street and Byron, 4-way stop signs, stop sign locations, and speed limit signs, some of which may have been placed without County review or authorization. An item has been placed on the May 2014 Commission regular meeting agenda to discuss future policy, available alternatives, and to request direction from the Commission (**Agenda Item**).

## **Finance Department**

### **31. 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 June, 2014 by SunTrust Bank, Municode (utility bill preparer) and CBoss (credit card processor who will also be the processor for e-checks). These three companies are testing the e-check process to ensure security and complete transaction processing of a utility payment by e-check. SunTrust Bank has completed the link between the bank account and the ACH

(Automated Clearing House) service, an electronic network to process credit and debit transactions. Municode, the Utility bill preparer is working with CBoss the e-check processor to ensure functionality and security compliance.

A credit card terminal and a customer facing PIN pad device has been received from First Data through SunTrust Bank. These terminals have been installed at the Front Desk of Town Hall. We are in the process of programming and testing the terminals. The Front Office staff will be trained on the use of the credit card terminals. The credit card terminals are to be operational the first week of May, 2014 and will allow customers to make payments at the Front Desk securely by credit and debit card.

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

All Tourist/Resort tax payments are current. Item completed.

## **Parks and Recreation**

### **33. Beach Management Agreement**

Progress on a Town/Miami-Dade County Beach Management Agreement is dependent upon the County receiving specific authorization from FDEP permitting the County to assign certain management responsibilities to local municipalities. The County sent a letter to FDEP on March 17 requesting a determination that the County can assign maintenance/regulations to local governments. Updates will be provided as received by the County. At this time the State has not replied.

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

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

### **35. Tennis Programing**

The Parks and Recreation Department assumed the operations of the Tennis Center as of March 17. The facility will be staffed with existing Parks and Recreation staff and resident volunteers week nights and weekend mornings and nights. Youth tennis for ages 4-14 and an adult doubles programs to be held on Monday nights have been initiated. The courts will also be open for resident recreational play 7 days a week from 8:00 am to 11:00 pm. A system of registering residents and nonresidents has been put in place by staff to monitor the court usage. The Youth program has 20 kids registered with 90% being residents (total revenue of \$4,352). The Doubles Adult program has a total revenue of \$426 after 3 classes.

During the upcoming budget process, the Parks and Recreation Department will present options for operations including court rentals.

### **36. Pilot Spring Adventure Camp**

In March of 2014, the Parks and Recreation Department introduced the start of a new Spring Adventure Camp to fill the need requested by town residents for spring break supervision and activities. The response to the camp has been outstanding with 48 kids registered. The camp was housed at the Community Center and will be included as an annual camp with Parks and Recreation. The one week camp produced \$7,105 in revenue with expenses not exceeding \$900. The total registration was 45 kids with 70% of the kids being Surfside residents.

### **37. Security Cameras at 96th Street Park**

Parks and Recreation and the Police Department are researching the option of placing security cameras in strategic areas at the park that will help identify/deter issues that arise at the park. Over the past 6 months, there have been a rash of cell phone thefts that cameras would have helped identify the person(s) involved. The cameras would also monitor patrons coming in and out of the park. The cost of the cameras is estimated between \$7,744 - \$9,694. Staff is researching the best alternative to make a recommendation.

## **Police Department**

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

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

### **39. Dog Tag Program**

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

#### **40. New Neighborhood Resource Officer**

Officer Dianna Hernandez is our new Neighborhood Resource Officer. The Commission provided funding in the FY 13/14 budget to re-establish this position.

Officer Hernandez grew up in Zanesville, Ohio. She received her Associate Degree of Applied Science in Medical Laboratory Technology from Zane State College in Zanesville, Ohio. She served honorably in The United States Navy and started her law enforcement career with the Miami-Dade Schools Police Department in 2001. During her tenure, she worked as a School Resource Officer, Patrol Officer and a Detective. She briefly left South Florida and went to work for the Polk County Sheriff's Office until joining the Surfside Police Department in May 2011. Dianna was designated as the new Neighborhood Resource Police Officer on April 14, 2014. She was previously assigned to the patrol division where she also participated in community events such as the Citizens Police Academy, Police Teen Camp, and the Town's Feral Cat Program. Dianna's new responsibilities as the NRO are interaction with the residents, crime prevention and addressing quality of life issues in the neighborhood.

#### **41. Women's Self Defense Class**

The Surfside Police Department is hosting a Women's Self Defense Class on May 21 from 6:00 pm to 8:00 pm at the Community Center. The training shows how to resist and how to escape a sexual assault. The techniques are easy-to-learn and easy-to-use. The training also shows how to escape a standing assault and what to do if the attacker has you pinned on the ground. These techniques do not require strength, speed or coordination and are perfect for women of all ages and physical types. This class is free of charge.

#### **42. SkateSafe Program**

Surfside Police Department and the Parks and Recreation Department are partnering with the University of Miami's SkateSafe Program on May 10, 2014, from 10:00 am to 12:00 pm for a free skateboarding event. This event will take place in the parking lot across from Town Hall and will involve educational skateboard safety stations (tuck and roll, how to identify a concussion, and proper helmet fitting), participate in a group ride, and win skateboarding prizes in a raffle. Mayor Daniel Dietch, Andy Andras (Longboard Distance World Record Holder), and Jonathan Strauss (Founder of International Distance Skateboard Association) will be special guests to promote this event and raise awareness about being safe and wearing a helmet while skateboarding. Other members of the Commission are invited to bring their boards and participate in this program.

#### **43. Trending (Future Manager Report Topics)**

- Sewage Transmission Agreement with Miami Beach – staff of Miami Beach and Surfside met to review draft of a new sewage agreement.

- Ruth K. Broad Elementary School – representatives of Bay Harbor Islands and Surfside met to discuss impact of violations of the school boundaries (students from outside school boundaries admitted to school as a result of falsification of residency) and assistance with enforcement to ensure that children of Town residents are provided admission to school.
- Development Coordination Committee – initial meeting of the Development Coordination Committee was held on May 1. At the April 8 Commission meeting, the purpose of this committee was explained and is part of the Town's overall development impact coordination.
- Separate, initial discussions held with representatives of the Surf Club and Indian Creek regarding improvements to 91st Street (Surfside Blvd) consistent with the development order (Surf Club) and agreement with Indian Creek.
- An FDEP field permit (valid for one year) has been received for the landscaping and other improvements east of the 95th Street end bulkhead. A report will be presented at a future Commission meeting.

Respectfully submitted

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

Attachment: Update: Surf Club Sand Transfer Project