



## TOWN MANAGER'S REPORT

NOVEMBER 9, 2021

### I. TOWN DEPARTMENTS

#### Building Department

**A.** Building Department Permit and Inspection numbers for the month prior are as follows: October 2021: 94 Permits issued; 149 Inspections performed; 25 lien searches completed. September 2021 (as of 9-27-21): 74 Permits issued; 148 Inspections performed; 43 lien searches completed; 6 TCO/CO/CC's issued.

**B.** The Building Department has hired Chrome/Alvarez Engineering to perform structural plans review which by Miami-Dade law must be performed by a Florida registered professional structural engineer. This has resulted in a significant upgrade in service to our permitting customers as structural reviews are now completed in a matter of days instead of waiting many weeks to get structural reviews.

**C.** Building Official James McGuinness continues to advocate for the acceleration the 40 Year Building Recertification to commence with buildings 30 Years Old (instead of 40 years old). The Building Officials Association has successfully taken this to the Miami-Dade County Board of Rules and Appeals who on September 23, 2021 voted for the recommended code modification. This recommendation will now go forward to the County Commission for discussion, legislative action ultimately amending Miami Dade County Code Chapter 8, Section 8-11. We could soon have a change in the code.

**D.** The Building Department has completed its conceptual floor plan design for the modernization and physical remodel of the front office. The Design engineer is now preparing a floor plan for final approval and go ahead for construction plans.

#### Code Compliance Division

**A.** Code Compliance Cases: As of October 27, 2021, the total number of active, open cases being managed is 195. Of these cases, 85 cases are still under investigation and are working towards compliance; 13 cases are on-hold; 29 cases are in the Special Master hearing queue; 4 cases are in post-hearing status; 20 code cases have been issued liens and remain unpaid; 39 code cases have service liens and remain unpaid.

Properties with unpaid liens are sent reminder letters on a semi-annual basis. For the month of October, the Code Compliance staff has conducted an approximate of 155 inspections.

**B. Collected Civil Penalty Fines:** Unresolved code compliance cases accrue fines until the code violation is resolved. After the violation is corrected, the property owner is notified to remit the fine amount due. In many cases, the fine amount is either paid, resolved via a settlement agreement, or referred to the Town's Special Master for a hearing and potential mitigation on the fine amount due.

The following is a summary by fiscal year of the fine amounts collected by the Town:

- FY 22: As of October 27, 2021, 12 cases have paid/settle for a total monetary collection of \$6,264
- FY 21: As of September 28, 2021, 86 cases have paid/settle for a total collection of \$39,464
- FY 20: 109 cases have paid/settled for a total collection of \$115,851

**C.** The Code Compliance Division has assisted the Finance Department by conducting 37 Code lien searches for the month of September 2021.

**D.** Th Code Compliance Division has continued to assist the Town Clerk's Office with public records requests.

**E.** The Division presented 12 Code Compliance cases to the Special Master.

### ***Community Services & Public Communications Department***

**A.** The Communications Department began working on a number of new campaigns and initiatives for the new fiscal year, including a new street pole banner campaign for the Downtown District designed to highlight some options that are "Only in Surfside." This will complement the "Business Beat" campaign series that has been shared through Town and Tourism eblasts and social channels (VisitSurfside Instagram, Nextdoor, YouTube).

In order for the Town to maximize reach for residents and visitors, it is highly recommended that the department be permitted to create Town channels on Facebook, Twitter, Instagram and other emerging social networks, especially based on new demographic data determined by the 2020 Census.

**B.** In October, at the direction of the Tourist Board, the department launched the "Sustainably Surfside" campaign. This campaign's goal is to attract green-minded visitors

by rewarding the submission that best exemplifies sustainability with a stay at a local hotel.

The campaign was shared across Town channels, in eblasts and with partner organizations, such as Debris Free Oceans, to promote the contest and eco-friendly practices. As of writing this report, the Tourist Bureau's Instagram reach has increased 20.4%. Results of the contest will be presented to the Board in November.

**C. Media inquiries** continue to pour in nationwide in follow-up stories to the Champlain Towers South collapse. Communications has been handling all media relations, including a New York Times Magazine story and that of other national outlets. Local media continues to maintain an interest in many aspects of the Town. Over the last month, the Town has averaged about 8 media calls per week.

### ***Human Resources***

Human Resources continues to provide support and assistance to the Town Administration, departments and staff in relation to a variety of items/services to include:

**A. Champlain Towers South:** Mental health - mental health continued

**B. COVID-19 Health Pandemic:** Provided staff with COVID-19 information, support and assistance.

**C. Public Pension Coordinating Council (PPCC) Award:** The Town for the fifth year in a row, was awarded the Public Pension Coordinating Council Award – Public Pension Standards Award for Funding and Administration. The Public Pension Coordinating Council is a coalition of three national associations that represent public retirement systems and administrators. They are the National Association of Retirement administrators (NASRA), the National Council on Teacher Retirement (NCTR) and the National Conference on Public Employee Retirement Systems (NCPERS). Together they represent more than 500 of the largest pension plans in the U.S.A. serving most of the nation's 16 million state and local government employees. The PPCC establishes minimum standards for public retirement systems. These include administration, management and funding. The Standards are separated into and Administrative Standard and Funding Standard. A retirement system may qualify and receive a recognition certificate for either the Administrative or Funding Standard. A retirement system that qualifies for both certificates is awarded the Public Pension Coordinating Council Award; demonstrating a high level of plan design, funding, member communication and administrative practices.

Last year (2020), the Town of Surfside and only 102 other plans nationwide, received the PPCC Standards Award. There were only 11 Florida plans who received the PPCC Standard Award, listed below:

1. City of Ft. Lauderdale Police and Firefighters Retirement System
2. City of Lauderhill Police Officers' Retirement Plan
3. City of Sunrise Police Officers' Retirement Plan
4. Retirement Plan for the City of Tampa General Employees
5. **Retirement Plan for Employees of the Town of Surfside**
6. City of West Palm Beach Police Pension Fund
7. Coral Gables Retirement System
8. Florida Retirement System Pension Plan
9. Pompano Beach Police and Fire
10. Tampa Fire and Police Pension Fund
11. Town of Davie Police Officers Pension Plan

**D. EEOC Discrimination Complaints:** The U.S. Equal Employment Opportunity Commission (EEOC) issued a Dismissal Notice regarding Ms. Natale Planas complaint. The EEOC will not proceed with its investigation into the charge filed by Ms. Natale Planas. Ms. Natale Planas has 90 days from receipt of the Notice of Rights to file a lawsuit in federal court (or 4 years from the date of the cause of action arose to file in state court). Awaiting on response with regards to EEOC complaints filed by Victor May.

**E. Staff Workplace Investigation:** Communicated with Town Attorney, investigator, and coordinated staff interviews regarding a workplace investigation.

**F. Staff Training:** Staff participated in Prevention of Sexual Harassment in the Workplace and Diversity Awareness Training.

**G. Classification and Compensation Study:** Provided Evergreen Solutions with all requested data to initiate a review of our classification and compensation study. The requested information included: Job descriptions for all classifications, pay scales, salary schedules, personnel policies, copy of collective bargaining agreement, organizational chart, and an employee database. The study is currently ongoing, and the labor market data information has been requested from numerous municipalities in Miami-Dade County and Broward County.

**H. AFSCME Florida Council 79:** Expecting AFSCME to contact the Town to request to commence collective bargaining.

**I. Evaluations:** All non-FOP, Town employees received a performance evaluation for the fiscal year ending September 30, 2021.

**J. Drivers' License:** Verified active status of all staff driver's license who drive Town Vehicles and/or receive an auto allowance.

**K. Other Human Resources Functions to include:**

- Pre-employment Background Check
- New hire orientation
- New hire reporting – Florida Department of Revenue
- Workers' compensation
- Grievance
- Employee appreciation, recognition, activities
- Labor statistics report – U.S. Department of Labor Statistics
- Interviews
- Personnel counseling
- Retirement plan related assistance
- Recruitment/Advertising for vacancies
- Responding to candidates/acknowledge resumes received
- Verification of Employment Requests
- Personnel maintenance changes
- Insurance enrollment, changes and termination of coverage
- Training
- Public records requests
- FMLA assistance
- Safety and wellness initiatives

***Finance Department***

Monthly Budget to Actual Summary – No Monthly Budget to Actual Summary as of September 30, 2021 will be provided as the Finance Department is under a fiscal year end close out process and the external audit has begun. Next month a Monthly Budget to Actual Summary as of October 31, 2021 will be provided with estimated unaudited FY 2021 fund balances.

***Parks and Recreation Department***

Parks and Recreation continued to operate the following facilities: The 96<sup>th</sup> Street Park, the Beach Lifeguard Tower, Hawthorne Tot Lot and the Dog Park. The Tennis Center as of October 15, 2021 has reopened after renovation to the courts and equipment.

Fall programming classes are in full swing for Fall session II. 96<sup>th</sup> Street Park design continues to move forward. The LEED part of the design process is under way. The RFQ for the Park construction, is in the planning process and should be completed by December. Veteran's Day is in the planning process and will be held on site at Veteran's Park November 11, 2021. All new budgeted items for P&R are in the process for purchasing. This includes filter tanks for the water playground, new chemical controllers and feeders for the main pool and water playground. Movie night is set for November 20,

2021 at 96<sup>th</sup> Street Park. Baynanza Beach Clean Up is scheduled for November 6, 2021 at in Surfside.

### ***Planning Department***

Development Application Process (2012 – Present) – *Attachment "A"*

### ***Police Department***

#### **A. Police Department Statistics (October 1 – October 24, 2021)**

- Traffic Citations – 503
- Parking Citations – 569
- Arrests – 5
- Dispatch Events – 1,296
- Incident/Crime Reports – 36

#### **B. Police Events/Community Outreach**

- Mothers Against Drunk Drivers (MADD) is hosting a 5K event at Bill Baggs Cape Florida State Park in Key Biscayne, FL on November 6, 2021 from 7:00 a.m. to 10:00 a.m. Officer Loxley Arch will attend and proudly represent the Surfside Police Department.
- The Surfside Police Department in conjunction the Florida Department of Transportation (FDOT) District Six will host a multi-agency traffic safety enforcement and educational detail on November 10, 2021 from 8:00 a.m. to 12:30 p.m. Law enforcement will be focusing primarily on aggressive driving (as part of the Drive Safe campaign), distracted driving, red-light running, speeding, seatbelt use, move-over law compliance, bike/pedestrian safety compliance and general traffic safety. Golden Beach, Miami Beach, Miami Gardens, Miami-Dade, North Miami, North Bay Village and Sunny Isles Beach Police Departments will be participating in the event.
- The Parks and Recreation Department is hosting their annual Veterans Day Ceremony on November 11, 2021 at 10:00 a.m. at Veterans Park. Officer Marianne Howard will sing the National Anthem, members of Police Department will participate in the ceremony as members of the Honor Guard and the command staff will be in attendance.
- The Surfside Police Department will host a community blood drive on November 16, 2021 from 11:00 a.m. – 4:30 p.m. in the Town Hall municipal parking lot.
- Code Enforcement will host their monthly Special Master Hearing on November 17, 2021 from 10:00 a.m. – 2:00 p.m. in the Commission Chambers.
- The monthly Coffee with the Cops is November 18, 2021 at 10:00 a.m. in the Police Training Room with coffee and refreshments graciously provided by Starbucks.

- The Florida Department of Transportation (FDOT) District Six in conjunction with the Pinecrest Police Department will host a multi-agency traffic safety enforcement and educational detail on November 19, 2021 from 8:00 p.m. to 2:30 a.m. Law enforcement will be focusing primarily on aggressive driving (as part of the Drive Safe campaign), distracted driving, red-light running, speeding, seatbelt use, move-over law compliance, bike/pedestrian safety compliance and general traffic safety. Two police officers from the Surfside Police Department will participate in this event.
- The Menorah Parade held by the Shul of Bal Harbour will take place on November 28, 2021. Surfside, Bal Harbour and Bay Harbor Islands Police Departments will assist with traffic management. The parade will start in Bay Harbor Islands at Ruth Broad Elementary School, pass through Bal Harbour and conclude at the Shul in Surfside.
- A Chanukah Festival hosted by the Shul of Bal Harbour will take place at the conclusion of the Menorah Parade on November 28, 2021. The Police Department will provide support to the event and assist with the street closure of the 200 block of 95<sup>th</sup> Street.

## II. SEE CLICK FIX REPORT

Requests filtered by request category that have been created 10/01/2021 - 10/31/2021

| Request Category            | Created in period | Closed in period | Average days to close |
|-----------------------------|-------------------|------------------|-----------------------|
| Code Compliance (Violation) | 2                 | 2                | 0                     |
| Dog Stations (P & R)        | 1                 | 1                | 0                     |
| Other                       | 3                 | 0                |                       |

Requests filtered by request category that have been created 01/01/2014 - 10/31/2021

| Request Category                 | Created in period | Closed in period | Average days to close |
|----------------------------------|-------------------|------------------|-----------------------|
| 96 Street Park (P & R)           | 11                | 11               | 2                     |
| Beach Issue                      | 238               | 216              | 16.6                  |
| Code Compliance (Safety Concern) | 112               | 109              | 19.8                  |
| Code Compliance (Violation)      | 188               | 184              | 17.8                  |
| Community Center (P & R)         | 12                | 10               | 7.4                   |
| Dog Stations (P & R)             | 18                | 18               | 2.6                   |
| Drainage/Flooding (PW)           | 43                | 34               | 17                    |
| Graffiti (PW)                    | 5                 | 3                | 17.5                  |
| Hawthorne Tot-Lot (P & R)        | 7                 | 7                | 22.5                  |
| Other                            | 327               | 280              | 16.6                  |
| Police (Safety Concern)          | 103               | 101              | 5.6                   |
| Pothole (PW)                     | 7                 | 6                | 18.4                  |

|                                |     |     |      |
|--------------------------------|-----|-----|------|
| Solid Waste (Commercial) (PW)  | 8   | 7   | 4.8  |
| Solid Waste (Residential) (PW) | 39  | 28  | 13.2 |
| Street lights (PW)             | 77  | 60  | 83.2 |
| Surfside Dog Park (P & R)      | 12  | 11  | 0.7  |
| Utilities (Water/Sewer) (PW)   | 48  | 35  | 24.2 |
| Barking Dog                    | 13  | 13  | 12.2 |
| Beach Patrol                   | 6   | 5   | 2.1  |
| Parking Issue                  | 111 | 105 | 2.1  |
| Construction Issues            | 51  | 41  | 13.7 |
| Dead Animal                    | 7   | 5   | 8.7  |

### III. TOWN PROJECTS

#### ***Biscaya Waterline Replacement***

The final walkthrough for the project took place on July 26, 2021.

#### ***96<sup>th</sup> Street Park***

On October 25, 2021, the Design Team presented two alternate playground plans, exercise equipment options and material samples to the Parks and Recreation Committee. The P&R Committee suggested some design changes and voted unanimously to use the playground vendor Berliner, which was also preferred by some members of the Town Commission at the Sept 14th meeting. The initial review of the plans by the LEED consultant confirmed that the project will qualify for LEED Silver and is likely to be LEED Gold, with the possibility of a Net Zero Energy building. The design team will continue working with the LEED consultant on energy modeling and development of the Construction Documents to meet the Town's resiliency goals. The Town's decisions to pursue LEED certification, install a high-end playground, add the kayak launch and additional lighting to the project will result in additional construction costs but ensure that this generational project enhances the lives of all residents for years to come and sets the standard for future development in Surfside.

#### ***Abbott Avenue Drainage Study***

The Town Commission has approved expending up to \$422,653.52 for the engineering effort to design and oversee procurement of the project.

#### ***Byron/Bay Closure Study***

Miami-Dade County DTPW's reviewed the Traffic Study methodology for the traffic analysis related to potential road closure of Byron Avenue and Bay Drive at 96th Street and concluded that it cannot complete and render a final decision of the methodology review due to the current traffic conditions of the area. Various MOT (maintenance of traffic) are in place after the building collapse at 8777 Collins Avenue which will impact



and affect the overall Town wide traffic circulation. The Town of Surfside can resubmit the methodology once traffic conditions are back to normal (pre-building collapse) which include all roadways being open to the public.

### ***Undergrounding of Utilities***

The presentation to the Town during the October 12th Commission Meeting gave a clear representation of the proposed Utility Undergrounding Conversion Project.

Data has been received from utility providers and the consultants diligently work to analyze and consolidate the input in such a form that a comprehensive cost projection can be submitted to continue the long-range planning process.

The detailed cost projection will be discussed at the November meeting to ascertain what further direction will be followed to bring the project to realization.

Respectfully submitted by:

A handwritten signature in blue ink, appearing to read "Andrew E. Hyatt", written over a horizontal line.

Andrew E. Hyatt, Town Manager

| DEVELOPMENT APPLICATION PROCESS (2012 - PRESENT)   |  |   |  |   |           |          |                 |                                |  |
|--|--|---|--|---|-----------|----------|-----------------|--------------------------------|--|
| Application Date Location  | Project Description  | Zoning Process  | Density/Intensity                        |   | Variances |          | Building Permit |                                | Status   |
|  |  |   | Allowed                                  | Approved                                  | Requested | Received | Application No. | Status                         |  |
| Original submittal: 7/13/2012<br>Site plan amendment:<br>4/16/16<br>9011 Collins Avenue                                    | Surf Club - restoration of the famous surf club historic structure and for the construction of new improvements  | <b>DRG</b> - 7/31/2012, 8/23/2012, site plan amendment: 5/16/2016, 8/4/2016, 3/9/2017, 5/11/2017<br><b>P&amp;Z</b> - Original site plan: 9/27/2012, site plan amendment: 8/31/2017<br><b>TC</b> - Original site plan: 10/15/2012, site plan amendment: 10/10/2017<br><b>Site Plan Ext</b> -   | 762 units                                | 257 units                                 | None      | None     | 13-727          | Issued                         | Planning is working on the Landscape Plan review. Fort Partners has indicated a desire to get a final CO and Landscape approval needs to be resolved. The Town Planner has draft comments. A landscape inspection has occurred. Comments are being finalized..   |
| 7/20/2012<br>9450 Collins Ave  | The Shul - New multiuse glass atrium and joining learning center (3 stories)   | <b>DRG</b> - 2/11/2013, 3/27/2013, 7/9/2013<br><b>P&amp;Z</b> - 2/27/2014<br><b>TC</b> - 10/28/2014<br><b>Site Plan Ext</b> -   | 3 story expansion of 8,558.9 square feet |   | None      | None     | 14-509          | Issued                         | Under Construction   |
| 8/12/2015 12/23/20<br>Site Plan Amendment<br>9133 Collins Ave & 9149 Collins Ave   | Surf Club II - Redevelopment of property with a multi-family residential project and renovation of existing historic structure. Reduction of dwelling units and hotel rooms. Revisions to expand underground parking and revisions to balcony design | <b>DRG</b> - 9/4/2015, 3/9/2017, 9/17/2017, 2/9/2021<br><b>P&amp;Z</b> - 12/7/2017, 2/11/2021, 4/29/21<br><b>TC</b> - 2/13/2018, 4/13/21, 6/8/21 Scheduled<br><b>Site Plan Ext</b> - Site Plan Extension of approved by TC on 7/28 TC Meeting. Applicant requested extension of site plan due to FL Declaration of Emergency. Additional Covid extension - New Permit Due Date December 26, 2021  | 199 units                                | Reduced to 31 condo units, 26 hotel rooms | None      | None     | 20-536          | Foundation Only Permit Issued  |  |
| Original submittal: 2/11/2016<br>Revised submittal: 5/31/18<br>9380, 9372, 9364, 9348, 9340, 9322, 9316 & 9300 Collins Ave | 9300 Collins Ave - demolition of all existing improvements, construction of 3-story building   | <b>DRG</b> - Original submittal: 3/10/2016, 4/27/2016 Revised submittal: 6/27/2018, 8/28/2018, 11/1/18<br><b>P&amp;Z</b> - Original approval: 7/18/2016, Revised approval: 11/29/18<br><b>TC</b> - Original approval: 11/10/2016, Approved February 26, 2019<br><b>Site Plan Ext</b> - Request submitted to extend approval due to emergency declaration (Hurricane Dorian). Additional Covid and Tropical Storm Elsa extensions - New Permit Due Date February 4, 2024 | 250 units                                | Request is for 205 units                  | None      | None     | 18-610          | Has not applied for permit yet |  |
| 5/4/2016<br>8955 Collins Ave   | Residential Condominiums   | <b>DRG</b> - 6/20/2016, 7/27/2016<br><b>P&amp;Z</b> - 10/27/2016 11/10/2016<br><b>TC</b> - 11/10/2016<br><b>Site Plan Ext</b> -   | 110 units                                | 16 units                                  | None      | None     | 16-602          | Issued                         | Planning is working on the Landscape Plan review. A landscape inspection was performed and revised comments were issued. The Applicant has revised drawings to be consistent with the comments and plant material has been changed where applicable. A final inspection is necessary to complete this phase. |

**DEVELOPMENT APPLICATION PROCESS (2012 - PRESENT), Cont.**

| Application Date Location  | Project Description   | Zoning Process   | Density/Intensity |   | Variances  |  | Building Permit                |  | Status |
|--|---|--|-------------------|---|--|--|--------------------------------|--|--------|
|  |   |  | Allowed           | Approved  | Requested  | Received   | Application No.                | Status   |        |
| 10/1/2016, 5/6/21<br>9116 Harding Ave  | 303 Surfside - 4 Townhouses (2018)<br>303 Surfside - 6 Townhouses (2021)                            | DRG - 11/2/2016, 2/7/2017, 5/18/2017, 6/21 TBD<br>P&Z - 6/27/2018, 6/21 TBD<br>TC - 4/14/2018 Approval Expired<br>Site Plan Ext -  | 8 units           | 4 units   | None   | None   |                                | Site Plan approval has expired   |        |
| 5/19/2017<br>8995 Collins Ave  | Surf House - site plan approval for expansion to existing multi-family building                     | DRG - 6/19/2017, 8/24/2017, 9/28/2017<br>P&Z - 2/22/2018, 4/26/2018, 5/31/2018, approved on 10/27/19<br>TC - 12/10/19<br>Site Plan Ext - 2 COVID Extensions New Permit Deadline 9/27/23  | 99 units          | Current request has not been scheduled for commission yet. Request is for 34 units              | 3 requested:<br>1. Section 90-82. – Off-street loading requirements (Loading Space Size).<br>2. Section 90-91.2. – Required buffer landscaping adjacent to streets and abutting properties (Landscape Buffer).<br>3. Section 90.93(1b). - Open Space (Open Space Trees). | Has not been scheduled for TC until recommendation from PZ | Has not applied for permit yet | George Kousoulas forwarded plans for review which the Town Planner received on Sunday, September 5th. The Town Planner is finalizing his position on the Surf House. |        |
| Original Submittal: 1/06/2015 Revised submittals: 8/01/2016, 12/23/2016, 03/09/2018, 10/29/2018 9/25/2020<br>8851 Harding Avenue | 18 multi-family units   | DRG - 01/22/2015, 08/18/2016, 01/23/2017, 03/23/2018, 11/29/2018 Meeting Pending, 2/25/2021<br>PZ - 01/31/19 PZ recommended approval (Requires PZ Reconsider) 2/25/2021 PZ Denied Plan<br>TC - Denied by the Commission (requires reconsideration by TC), TC Approval 5/26/21<br>Site Plan Ext - | 33 units          | Current request is for 18 units. Town Planner, DRG recommended approval, P&Z recommended denial | 1 requested: Section 90-82. – Off-street loading requirements (Loading Space Size).<br>Not Required in 2021 Plan   | Not needed in 2021 request                                 |                                | Site Plan Approval 5/26/21   |        |
| 7/3/2019<br>9580 Abbott Ave  | Young Israel Variance Request to eliminate landscaping to provide for a handicapped accessible ramp | DRG - N/A<br>P&Z - 8/29/2019<br>TC - 10/29/19<br>Site Plan Ext -   |                   |   | 1 requested: eliminate landscaping along the north side of the building  | None   |                                |  |        |
| 1/7/2020<br>8926 Collins Avenue  | Arte request to have FPL vault encroach into landscape buffer.                                      | DRG - N/A<br>P&Z - 1/30/2020<br>TC - 2/11/2020<br>Site Plan Ext -  |                   |   | Landscape buffer   | Approved   |                                |  |        |
|  |   |  |                   |   |  |  |                                |  |        |