



## **Town of Surfside**

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

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

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

##### **1. Bus Service**

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.

Miami-Dade CITT has agreed to organize the coordination of the three bus circulators (Surfside, Bal Harbour and Bay Harbor) in an attempt to identify a more efficient routing that would reduce the overall operating costs.

Each community will appoint a contact person to identify the stops that are necessary. Sunny Isles did not attend but will be asked to participate. Expected timeline for this effort is three (3) months, at which time a revised routing plan should be available for local review, ultimately leading to an interlocal agreement. Duncan Tavares will serve as the Town's representative. The Finance Director, Don Nelson, attended the CITT Municipal Transportation Workshop on behalf of the Town on July 24, 2014.

##### **2. 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". Discussions will continue to explore these options with Miami Beach representatives.

## **DOWNTOWN BUSINESS DISTRICT AND TOURISM**

### **3. Sidewalk Ordinance Implementation**

Sidewalk Café permit applications were included with the LBTR/CU renewals which were sent to businesses in July. Businesses, which have sidewalk cafés, will be required to submit their application with LBTR/CU renewal or cease the sidewalk café.

### **4. Parking Structure Feasibility Study**

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.

At the May meeting, the Commission approved the proposal of Lambert Advisory to assist in the process of evaluating the Public Private Partnership (P3) recommendation contained in the April 1, 2014 report for the Post Office site. The initial work to be undertaken includes necessary economic/market analysis to ultimately determine feasibility of a P3 and identification of strategic opportunities to ensure a successful P3. Preliminary report was received from Lambert Advisory and a meeting held in July to review. It is requested that the Commission set a date in September to meet with Eric Liff (Lambert Advisory) and staff to present the results of TASK I of the P3 contract with Lambert Advisory.

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

The new Tourist Board Members have been provided with the Plan as well as the Resort Tax Ordinance (including the recommended changes), FY 13/14 Budget documents etc. The Tourist Board will focus on the FY 14/15 budget as identified in the Five Year Tourism Strategic Plan over the next couple of months. A joint meeting of the Town Commission and Tourist Board was earmarked for October to discuss revising the Resort Tax Ordinance and to address the Board's governance, authority and composition. A date needs to be identified. (**Action Item**)

## **INFRASTRUCTURE AND UTILITIES**

### **6. 95th Street End Project**

The Public Works Director is working as the General Contractor for phase 2 of this project (bulkhead to the hard pack). Luke's Landscaping will be the main sub-contractor (clearing, bringing in fill material, top soil, trees and ground cover and concrete sidewalks and stairs). Town staff will install the shower and benches. This will be on the September Commission agenda for approval.

### **7. Seawall Project**

Per the direction of the Commission, a report will be presented at the September Commission meeting recommending a plan to address seawall deficiencies within available resources.

### **8. 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 Town Manager moderated a May 14, 2014 Community Discussion to kick-off this exciting community project. The objective of the discussion was to arrive at consensus of the process to be utilized. It was suggested that the process should appropriately be led by the Parks and Recreation Committee and the Tourist Board as their responsibilities are closely aligned with most aspects of the Community Center.

A joint meeting between the Parks and Recreation Committee and Tourist Board was held on May 19, 2014 to review the possibility of forming a joint community center expansion Committee. This concept was approved and the first official meeting of the Committee was held on June 9, 2014. This meeting was televised on Channel 77. Information was provided to the Committee on past proposal for a second floor to the Community Center. The Committee will review this information and start to formulate and provide a priority list of what should be included on the second floor.

The second scheduled meeting was held on July 7, 2014 in the Commission Chambers. At this time it was requested by the Committee to have a proposed budget amount and to start a priority list during the next scheduled meeting on August 21, 2014 at 7:00 pm.

These meetings will alternate between the regularly scheduled Parks and Recreation Committee and Tourist Board meetings monthly until the Fall. The goal is to have a recommendation for the Town Commission at that time.

Staff has completed a proposed construction budget and financing plan. Copies will be provided to the Tourist Board and Parks and Recreation Committee at the August 21 meeting as requested.

## **9. Biscaya Drainage**

A community meeting was held with Biscaya residents on site July 10, 2014 at 7:00 pm. Three residents, Commissioner Karukin, CGA, and Public Works attended. This meeting was a pre-construction meeting set up to discuss the construction process, start date, length of job and to answer any questions before the start of the project. The structures have been ordered and delivery is scheduled for August. The drainage pipes have been delivered. Start date is set for the week of August 18th.

## **10. Town Hall and Tennis Hut Improvements**

### **Tennis Hut**

Decon Environmental is finishing the rehabilitation of the tennis center. During the inspection process from the Town's electrical inspector, it was discovered that the existing main electrical panel, conduit, and outlets did not meet code and needed to be replaced prior to proceeding further. Decon submitted a proposal utilizing the Broward County School Board bid to do this electrical work. The new electric is completed. Decon still has to install the drywall board, paint the interior and exterior, install the new ceramic tile and install the A/C unit on the wall to complete the project. Project to be completed in August per the Public Works Director.

### **Town Hall**

Commission approved the Town Hall improvements (A/C replacement, roof replacement and mold remediation) at the July 22, 2014 meeting. A preconstruction meeting was held on July 28, 2014 with the roofing and A/C contractors for this project to coordinate both phases of this project. The Town Attorney's office is finalizing contracts. Estimated start time for the roof is August 23, 2014.

## **PLANNING, ZONING AND DEVELOPMENT**

### **11. 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 a special quasi-judicial public hearing at a date to be determined. An independent traffic consultant has been retained to analyze the study submitted by the Shul as well as review existing conditions. Further, Staff, FPL and Shul representatives have met to address the undergrounding in the alley. FPL has expressed concerns regarding the undergrounding. Staff is

working towards achieving the original objective of undergrounding utilities in the alley as mutually agreed to by the Shul and the Town; and as approved by Planning and Zoning on February 27.

## **12. Massing and Zoning Discussion**

At the 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 May 29, 2014 Planning and Zoning Board meeting. The Town Commission will be presented with an ordinance at the August 12 meeting. (**Agenda Item**)

## **13. 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 at a Joint Meeting of the Town Commission and Planning and Zoning Board. The sign code eliminates inconsistencies and unenforceable provisions to provide a user friendly document. The final draft was presented to the Planning and Zoning Board on June 26, 2014. The Planning and Zoning Board agreed to permit open/closed signs and TVs in the storefronts, with limitations on the brightness of the illumination. The Board also requested all wall signs to be illuminated. The Town Commission reviewed this ordinance on July 8, 2014 on first reading and the Planning and Zoning Board reviewed this item at their July meeting. See Agenda item for ordinance and Commission Communication on the sign code rewrite. (**Agenda Item**)

## **14. Historic Preservation**

The staff of the Miami-Dade Historic Preservation Board (Board) has identified 9 buildings along the west side of Collins Avenue as potentially historic structures. These include 9016, 9024, 9025, 9033, 9040, 9048, 9054, 9064 and 9340 Collins Avenue. The property owners were notified of the Board's interest in these buildings through a letter each property owner received notifying them that their property is now subject to a moratorium on all building permits until the Board held a public hearing to determine if the structure would be designated historic. The property owners contacted the Town

asking for assistance in this matter. At that time, the Town contacted the Board's staff requesting a meeting to discuss the implications of this moratorium and inform them of the Town's ongoing plans, including the parking structure analysis and the discussion of development standards on the block between Collins and Harding. Based on our discussion with the Board's staff, we indicated that it would be appropriate to request a deferral of a decision by the Board. The Board meeting was held on June 18, 2014 and Town staff requested a six month deferral to provide for an opportunity to work with the Board's staff. An attorney for one of the affected property owners was also present and asked for a three month deferral. The Board granted a three month deferral of the decision to designate the properties historic. Also, a meeting was held with the Historic Preservation staff on August 5 and additional properties were identified by the County as Eligible for Designation (not yet initiated). Staff is preparing information on this subject and will soon be an item for Commission consideration and direction. It is the intent to schedule a follow-up community/public meeting to discuss these findings.

### **15. Land Development Regulations – Block Between Harding and Collins Avenues**

At the September 30, 2013, Joint Planning and Zoning and Town Commission meeting, there was a discussion about the block between Collins and Harding Avenues and the high interest in redevelopment of this corridor. In an effort to stay ahead of the new construction, there was interest from both boards to prepare criteria to help guide future development into the desired development pattern. Based on that, a budget item was included for an analysis and preparation of zoning criteria which includes the following:

#### Preparation of new zoning criteria and comparison of existing conditions

- A review of green book traffic engineering standards as well as Miami-Dade County and FDOT as it relates to mid-block accessibility, walkways, pedestrian activity
- Impacts to existing buildings and strategies for potential non-conformities such as if there is a modification to an existing building, under what circumstances would the entire development need to be brought up to the proposed code
- Consistency of new criteria with comprehensive plan, including the 1989 Comprehensive Plan, which provided for a study of this corridor
- Consistency of new criteria with other sections of the zoning code such as off-street parking, signs, accessory structures, conditional uses, landscaping
- Requirements for open space in terms of landscaping, public space
- Coordination with legal in terms of vested rights, reduced density or intensity resulting from new zoning criteria
- Design criteria for pedestrian walkways

At the June, 2014 Planning and Zoning meeting, the Board voted unanimously to establish this as a top priority and recommended that a program modification be included in the FY 14/15 budget approving funding for this planning effort. Funds have been included in the proposed budget for this planning initiative. At the request of Commissioner Cohen and Planning and Zoning Chair Lindsay Lecour a resolution will be on the August 12 Commission agenda to initiate this planning effort in August. (**Agenda Item**)

## **TOWN COMMISSION**

### **16. Charter Review**

The voters will be presented with seven (7) Charter amendments on the November 4, 2014 Election ballot: Qualifications for Office; Vacancy on Commission; Vacancy in Candidacy; Canvassing Board; Qualifying for Elected Office; Establishing Elected Officials' Staggered Terms and Increasing Town Commissioners' Terms from Two Years to Four Years; and Runoff Election. A Voter's Guide will be distributed before the November, 2014 Special Election.

## **TOWN DEPARTMENTS**

### **Building Department**

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

The CAV is now closed and we are awaiting a follow-up visit from FEMA. The date of the follow-up visit has not been determined.

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

Heidi Liles of the Insurance Services Office has sent out an email to her communities that were planning for a CRS Audit in 2014, stating that these communities will need to be postponed until 2015. The community visit date has not been determined.

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

The 40 Year Building Certification Program is progressing as follows:

Reported certifications: 121 in present case file  
Completed certifications: 42  
Time extensions granted: 3 and 1 additional time extension  
Exempt from Certification: 3  
Vacant commercial properties: 11  
Sent to Code Enforcement for non-compliance: 8  
150 day repair order: 2  
On hold: 4

#### **20. The Chateau Permit Documents**

The Chateau Permit documents have been reviewed and are pending clarification of the building structural calculations. Sub-trade reviews are complete and approved. The master building permit should be approved by the end of August barring any further corrections.

## **Code Compliance Department**

### **21. Sight Triangle (Hedges) and Corner Visibility**

At the June 19, 2014, Special Commission Meeting, the Commission: 1) directed the Administration and Town Attorney to prepare an ordinance amending the sight triangle provisions reflecting a reduction in the sight triangle from 25 feet to 15 feet provided we do not go into private property; 2) provided policy direction to enforce planting restrictions and keep public easements and right-of-ways clear of hedges and shrubs; 3) consider relocation of certain stop signs and stop bars when possible in keeping with County and Police regulations; 4) paint curbs to keep vehicles from parking too close to the intersections; 5) establish a process to provide relief to those properties identified as "true hardship" cases. The Administration and Town Attorney will bring forth an ordinance amendment, for first reading, along with a proposed policy for the Commission's consideration at the September meeting.

## **Finance**

### **22. Billing Adjustment to Commercial Recycling Customers**

There was a billing adjustment on the most recent Solid Waste bill for Recycling Services to the Commercial Recycling customers because of an undercharge in the recycling fee. There are sixty – three commercial condominium and apartment accounts that were billed a lower than normal bill for the recycling portion of their solid waste quarterly bill for the period of October 1, 2012 to June 30, 2014. The under billed amount is being proportionately collected this fiscal year and next fiscal year. The most recent billing included the annual recycling fee for the period October 1, 2013 to September 30, 2014. The four quarterly recycling bills beginning October 1, 2014 through September 30, 2015 will include a separate fee for the remaining under billed portion of the recycling service. All of the sixty – three commercial recycling customers have been contacted by letter to inform them of the billing adjustment for recycling services.

## **Parks and Recreation**

### **23. 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. The County once again has received a denial from the State to move forward with this request.

### **24. 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 remains 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. Some minor repairs are still pending and will not be completed until the Fall to avoid closing the tot lot during the summer months. Any and all work performed by the contractor will be warranted from the date it is completed.

## **25. Tennis Programing**

The Parks and Recreation Department will present options for operations including court rentals. The proposed budget did not include the funding request for the recreational software for the tennis facility. Due to budget constraints and the cost of the requested recreation software, other options will be explored.

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

Parks and Recreation and the Police Department presented an 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 has 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 \$7,744. The work on installation of the camera system has started.

## **27. After School Program**

The Parks and Recitation Department will be working with Life Sports Fitness to provide an after school program beginning this Fall. This program will provide a structured after school program for students from 2:00 – 6:00 pm. Transportation will be provided from Bay Harbor K-8 to the Community Center. The after school program will include Sports and Fitness along with homework supervision and tutoring. This program will be a revenue only program for the Town of Surfside and monthly revenue collected will be based on the number of students enrolled in the after school program. This program was a major priority of the Parks and Recreation Committee.

## **28. Police Department**

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

The Surfside Police Department hosts ongoing Women's Self Defense Classes from 6:00 pm to 8:00 pm in the police training room. 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. Classes are free of charge. Residents should contact Dina Goldstein, 305-861-4862 for dates of the classes.

## **B. Police Explorer Program**

Surfside, Bal Harbour, Bay Harbor Islands, and Golden Beach Police Departments will implement a new Police Explorer Program this summer. The registration date for the program is August 12 at 6:00 pm in the Surfside PD Training Room. Officer Dianna Hernandez is the liaison for the program.

## **C. Survival Mindset**

Surfside Police Department is hosting Survival Mindset, a Personal Safety Seminar with a nationally known instructor on August 11 from 6:00 – 9:00 pm in the Commission Chambers. The class will teach you to recognize and avoid potentially dangerous situations, learn practical safety measures designed to keep you safe, and learn what sex offenders do not want to know. The class is free to residents. Executive Assistant Dina Goldstein will manage the program.

## **D. Emergency Preparedness Program – Condominiums**

The Surfside Police Department is offering emergency preparedness seminars to condominium associations. Officer Dianna Hernandez is the contact.

## **E. Security Assessment**

The Surfside Police Department is offering free residential and commercial security assessments for residents and business owners. Sgt. Jay Matelis is the contact.

## **F. Police Escort**

On Friday afternoons and evenings, SPD will participate in bicycle details with Bal Harbour and Bay Harbor Islands Police Departments for the safety of pedestrians traveling to and from the Shul and the three surrounding municipalities.

## **Current Topics**

### **29. Town Manager Recruitment**

On August 13, a meeting will be held from 9:15 – 10:15 am affording the public to meet and ask questions of the final candidates for the Town Manager's position. Following this meeting, the Commission will conduct one-on-one interviews. It is anticipated that the Commission will identify a priority ranking of the candidates at a Special Meeting on August 13 at 4:15 pm.

### **30. Sand Project Community Monitoring Committee**

Meetings continue and a full report on Committee activities is listed under Town News on the Town's homepage. At its July 21 meeting, the Committee unanimously approved a motion to identify a process/action plan including permitting through FDEP to remove/relocate the placed sand. At the

July 29 meeting, Dr. Stephen Leatherman reported to the Committee that his independent testing determined that the sand color and size compatibility meet State requirements. On August 5, the Committee is scheduled to receive a presentation from Gordon Thomson, P.E., D.C.E., on FDEP permitting procedures and options to implement the Committee's approved motion to remove/relocate the transferred sand.

Respectfully submitted

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