



## **Town of Surfside**

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

### **TOWN MANAGER'S REPORT JUNE 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**

**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.

**JUNE UPDATE:** 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.

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

### **4. 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.

### **5. Relay for Life**

The Surfside, Bal Harbour, Bay Harbor Relay for Life took place May 31 (9am to 9pm) at Ruth K. Broad Bay Harbor K-8 Center. The goals were to collectively raise funds (\$15,000) for the American Cancer Society and bring community awareness to help the American Cancer Society "in the world's largest fight against cancer".

The event raised approximately \$16,000. Surfside merchants, Publix, The Greek Place, Big Daddy's, Scarlett Letter, Flanigan's, Specchio Café, and Starbucks provided products/gift certificates to help

Team Surfside reach their goal. Team Surfside ranks #1 out of 10 teams having raised approximately \$6,000.

Relay funds are used to provide education programs, advocacy for cancer research, services to cancer patients currently battling the disease (transportation, lodging, equipment, wigs, bras, support groups, etc.) throughout their journey and is investing in crucial research to prevent, treat, and ultimately, cure all cancers.

Great job by the Surfside team under the leadership of Yami Slate-McCloud, Human Resources Director.

## **DOWNTOWN BUSINESS DISTRICT AND TOURISM**

### **6. Harding Avenue Streetscape Plan**

The nine (9) street benches finally arrived on May 28 and were installed by Public Works. One Medjool palm has not survived and a replacement (under warranty) has been ordered.

### **7. Downtown Vision Project**

DVAC met on Wednesday May 28. Discussion items included the April 2014 Town Manager's report "Parking Solution: The Next Step", the BID process update, Bal Harbour Shops Enhancement project and the Sign Code process update. DVAC's last meeting before their summer hiatus is June 23. DVAC will meet this month to further brainstorm options/ideas/features for the Abbott Lot option contained in the report.

**BID:** The referendum ballot was mailed certified to the Surfside downtown business district property owners on Wednesday May 28. The voters have until 5pm on Thursday June 12 to return their ballots to the Town Clerk. A meeting for the voters is scheduled at the Community Center on Tuesday June 3 at 6pm. Staff will continue outreaching to all stakeholders to ensure the return of the ballots in a timely manner. The results of the vote will be brought to the Town Commission at the July 8, 2014 meeting to decide on finalizing the creation of a BID and BID Board.

### **8. 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) Staff has tentatively scheduled to begin contacting Town restaurateurs, during the third or fourth week of June, to request that they 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.

## **9. 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. This work should be completed within 45 days. Also, see DVAC Report on the Abbott Lot option; Item #7.

## **10. 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 Five 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 met 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. The Tourist Board June 9, 2014 meeting (date change due to the Community Sand Transfer Meeting on June 2) will focus on the FY 14/15 budget as identified in the Five Year Tourism Strategic Plan.

## **INFRASTRUCTURE AND UTILITIES**

### **11. 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. The 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 finalizing the construction costs and contractors. This will be on the July Commission agenda for approval.

[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. This project has been completed].

### **12. Seawall Project**

Schedule for the seawall project:

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

### **13. 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 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 final process to facilitate outreach and initial planning of the expansion will be on the June agenda.

A joint meeting between the Parks and Recreation Committee and Tourist Board was held on May 19, 2014. They will meet again on June 16, 2014, 7:00 pm to review past proposals for an expanded Community Center. 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. (**Agenda Item**)

#### **14. Biscaya Drainage**

The plans have been completed and were submitted to Staff the week of May 22 for final review and were approved. Public Works is in the process of ordering the piping and structures needed for this project. Staff is waiting for confirmation of material delivery to schedule a confirmed start date, possibly mid-July. Per direction of the Commission, a final neighborhood meeting will be held and this meeting will be on site.

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

##### **TENNIS HUT**

Decon Construction has started the remediation at the tennis center on May 26, 2014. First phase is the removal of the molded walls and ceilings which will be packed and removed in accordance state law on mold remediation. This project will include all new walls, windows and exterior doors (impact resistant) tile floor, A/C unit and bathrooms. Project completion is estimated to be the end of June.

##### **TOWN HALL**

**Remediation and replacement** - Decon Environmental Company, who is currently remediating the tennis center, has submitted a proposal to remediate Town Hall once the roof and A/C are replaced for a cost of \$ 28,368.21.

**Roof** - The roof pre-bid conference was held on May 27, 2014. During that time it was discovered that there would be a cost saving approach by utilizing the existing drain system. Staff has redesigned the roof and the closing dates for new bids are set for June 13, 2014.

**A/C** - The original A/C bid deadline was set for June 5, 2014. No contractors attended the required May pre-bid conference. Due to the urgency, the advertising time was short which resulted in no interest. By re-advertising for a longer period of time and notifying contractors, bids will be received. The bid date closing has been reset for June 27, 2014.

The roof and A/C projects will run concurrently with an expected finish date at the end of August. (**Agenda Item**)

## **PLANNING, ZONING AND DEVELOPMENT**

### **16. 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 on June 24, 2014. An independent traffic consultant has been retained to analyze the study submitted by the Shul as well as review existing conditions.

### **17. 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 an upcoming meeting.

### **18. 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 will be presented to the Planning and Zoning Board for discussion on June 26, 2014.

Code Compliance staff has issued approximately 15 Courtesy Notices of Violations associated with the illuminated "OPEN" signs in the business district. In light of the outcome of the joint Town Commission/Planning & Zoning Board Meeting of May 22, 2014 on proposed Sign Code amendments, said cases will not be pursued until such time as the Sign Code amendments are finalized and approved.

## **TOWN COMMISSION**

### **19. 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**

### **20. 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. Howard Weinberg, Esq., counsel for Spiaggia advised that Kobi Karp has requested a hold harmless and indemnification agreement from the Spiaggia before proceeding with the final sealed plans. Mr. Weinberg stated he expects submission within three weeks.

### **Building Department**

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

The final property on the CAV is 9415 Harding Avenue, The Harbor Grill Restaurant. The Flood Panel Operations and Maintenance agreement was the final document requested and it has been forwarded to Dr. Prasad Inmula, FEMA Region IV, Atlanta for review in order to close the CAV.

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

The Surfside CRS application will be completed in September. Still to be completed is the second and final Program for Public Information. This date allows the CRS application file to be completed prior to the FEMA field visit.

### **23. 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: 40
- Time extensions granted: 3



Exempt from Certification: 3  
Vacant commercial properties: 11  
Sent to Code Enforcement for non-compliance: 8  
150 day repair order: 2  
On hold: 4

## **Code Compliance Department**

### **24. 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 Town Commission approved, on first reading, Ordinance amendments that will remove fines from the Town Code and provide for all fines and compliance periods to be reflected in a newly proposed resolution that will be presented at the June 2014 Commission meeting. Said resolution will be accompanied by the second reading of the Ordinances that were approved at the May 2014 Commission meeting. (**Agenda Item**)

### **25. 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. At the May 2014 Commission meeting the Administration was asked to meet with the affected residents prior to scheduling a Special Commission Meeting. The meeting with the residents has been scheduled for June 5, 2014, and the Special Commission Meeting has been scheduled for June 19, 2014.

## **Finance Department**

### **26. Online Bill Pay**

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, Muni-Code (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. Muni-Code, 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 installed at the Front Desk of Town Hall. Customers are now able to make payments for all services at the Front Desk securely by credit and debit card.

## **Parks and Recreation**

### **27. 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. This is in the process with the State and the County.

### **28. 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.

### **29. Tennis Programing**

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

### **30. 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 cameras were approved at the May 13, 2014 Commission meeting. The cost of the cameras is \$7,744. Staff is researching the best alternative to make a recommendation on funding.

### **Police Department**

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

The Surfside Police Department hosted a Women's Self Defense Class on May 21, May 29 and June 4 with one more scheduled for June 11 from 6:00 pm to 8:30 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. Classes are free of charge.

Respectfully submitted

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