



Town of Surfside

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

TOWN MANAGER'S REPORT JANUARY 2015

COMMUNITY PROGRAMS / INITIATIVES / ENHANCEMENTS

1. Bus Service - Multi-jurisdictional Study – Bus Service Improvements and Operational Efficiencies

This initiative has been stymied by Miami-Dade Transit (MDT) due to other County priorities and lack of staff. We cannot move forward without MDT's cooperation.

In an effort to get this initiative moving, the Town Manager met with Commissioner Sally Heyman on December 22 to seek her assistance in getting MDT to prioritize this initiative.

2. Citizen Survey

This item is earmarked for the February 10, 2015 Town Commission agenda.

3. Film Ordinance

Based on Town Commission feedback at the December 9 meeting, a Film Community discussion meeting is set for February 11, 2015 at 7 pm. This date allows for the Miami Dade Film Commissioner Sandy Lighterman to attend and inform the residents on County and State efforts. The meeting is posted on the Town website, January Gazette, will be in the February Gazette, and will be included in the weekly website e-blasts closer to the meeting date. Flyers will also be distributed in the Biscaya neighborhood where the issue of filming seems to be an ongoing matter.

4. Miami-Dade Design (Climate Resiliency, Sustainability and Mitigation) Charrette Group 2

The follow up meeting is presently on hold due to the unavailability of participants. More information will be provided to the Town Commission when it becomes available.

5. Local Government Academy

This program would provide an opportunity to learn how each Town department and the Town Commission work together to achieve the Town's mission. In other municipalities the program is annual and comprises of 8 (+/-) consecutive weekly sessions similar to the existing Surfside Police Academy. This item will be addressed with the new Town Manager and more detailed information will be provided to the Commission in the near future.

DOWNTOWN BUSINESS DISTRICT and TOURISM

6. Sidewalk Ordinance Implementation

On October 29, 2014, Courtesy Notices were issued to both landlords and restaurateurs providing for a 15 day period to apply for and begin the approval process for sidewalk cafés. To date, sidewalk café applications have been received from nine restaurateurs. In the following weeks, Civil Violation Notices will be issued to those who have not made application, and require that they cease and desist operating on the sidewalk. Failure to comply with the timelines in said Notices will include civil penalties and may result in sidewalk café furnishings and equipment to be removed by the Town.

The initial master plan showing the overall available café space (left after backing-out clear walking paths) in front of each storefront has been received from the engineer. The Building Department has reviewed the submitted master plan and has assessed the plans and recommended minor changes to accommodate café spaces. Once finalized, the plans will then be added to the applicant files for their consideration. Upon final approval, and after fees and insurance documents are received, the permits will be issued. A per square foot charge will be charged per ordinance based on the number of square feet that each café decides to use.

7. Parking Structure Feasibility Study

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 parking solution 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.

An appraisal of the Post Office property was completed and a survey of the Post Office parking lot is being completed.

Staff has met with the owner of the Post Office building to discuss a long term lease of his property. The owner has made it clear that he wants the ability to include retail space in his allotted square footage space. He has been advised that the land use designation of that property is public buildings and anything other than a post office will require a change to the Town's comprehensive plan. Direction is sought from the Town Commission on allowing retail space and changing the comprehensive plan.

8. Five Year Tourism Strategic Plan

The Town Commission identified February 2, 2015 at 7 pm as a possible date for a joint meeting. The Tourist Board members have all stated their availability for this meeting. The agenda will include the proposed changes to the Resort Tax Ordinance, Board governance and composition, policies and procedures as well as ethics. The Town Commission needs to confirm their attendance. **(Action Item)**

Holiday Lights: At the December 15, 2014 Tourist Board Meeting the Board voted to have the downtown Harding Avenue tree lights remain on until February 16, 2015. This is at no additional cost as the vendor contract allowed for such a decision.

Mobile App: Staff is working with the vendor on having the app operational by the first Third Thursday event on January 15, 2015.

Sister Cities: This initiative, while approved by the previous Tourist Board, was set for discussion by the new Tourist Board at their November 3, 2014 meeting. The focus was on educating the Board on this initiative and to determine a path forward. At the November 3, 2014 meeting the Board approved moving ahead with the initiative but needs more time and information before providing a recommendation to the Town Commission. This initiative will be addressed by the Board over the next few months with updates provided to the Commission when available.

Benches: At the Tourist Board meeting on December 15, 2014 the Board voted in favor of bench sponsorships in principle with guidelines to be determined. They would also like to see benches added to the beach hard pack/street ends. Direction is sought from the Town Commission on sponsorships and donations in general. This matter is on the Town Commission January 13, 2015 agenda.
(Action Item)

INFRASTRUCTURE AND UTILITIES

9. Seawall Project

Per the direction of the Commission, a report was scheduled for the September Commission meeting recommending a plan to address seawall deficiencies within available resources. However, due to the length of other agenda items, this item was delayed until the October meeting. Again, the item was deferred from the October meeting and was finally heard at the November 6, 2014 Special Commission Meeting. At this meeting the Commission directed CGA to contract with PAC COMM, INC to complete the seawalls listed as "Option 5". Option 5 included the following seawalls:

1. Carlyle Ave and 88th St
2. End of 88th St on Isles of Biscaya
3. 95th St and Bay Drive
4. Froude Ave and 88th St
5. Surfside Park

CGA presented Option #5 to the FIND board and received approval to proceed. A Notice to Proceed (NTP) will be issued in January 2015. The preparation work will commence in January with the construction barge arriving in February 2015. The project is scheduled to complete within 160 days from NTP.

10. Town Hall Improvements

Town Hall

The approved renovations for Town Hall have been ongoing now for 3 months. The roof remove and replace is complete. The old material has been scraped off and the new roof has been installed to the design specification. The project was completed within budget.

The A/C replacement is about 45% complete. The new chiller unit is installed on the roof as well as all of the piping. The air handler units have been delivered to Town Hall and are scheduled to be installed on the roof by the third week of January. We are waiting for FPL to make a connection for the new unit and once that is complete we will be able to move forward with the air handlers.

Finally, the remediation and replacement part of the inside (Commission Chamber, Code Compliance Office, Police Chief's Office and the Training Room) will begin when the A/C is completed.

PLANNING, ZONING AND DEVELOPMENT

11. Historic Preservation

The staff of the Miami-Dade Historic Preservation Board (Board) has identified the following buildings as potentially historic structures: 9016 Collins, 9024 Collins, 9025 Harding, 9033 Harding, 9040 Collins, 9048 Collins, 9056 Collins, 9064 Collins and has deferred the hearing on these properties until March 2015.

The Town of Surfside Building Official reports that Miami-Dade County's Office of Historic Preservation contacted the Building Department on July 24, 2014 requesting the review of plans for the following addresses:

- 9300 Collins Ave
- 9316 Collins Ave
- 9332 Collins Ave
- 9348 Collins Ave
- 9364 Collins Ave
- 9372 Collins Ave
- 9380 Collins Ave
- 9309-9317 Collins Ave

Property owner Bratt Holdings filed building demolition applications on August 1, 2014 for the following addresses, 9348 Collins, 9364 Collins and 9372 Collins. Property owner 9300 Collins Avenue Investment Group filed a building demolition application on August 8, 2014 for address 9300 Collins. Miami-Dade County's Office of Historic Preservation has not issued a moratorium on permits for these addresses and as such these applications will now precede any such abeyance on the permitting process.

Municipalities now under Miami Dade County's Historic Preservation regulations must remain because they did not opt out in 1982 when that option was available. Commissioner Sally Heyman sponsored an ordinance that would allow municipalities to now opt out and establish their own Historic Preservation Boards/regulations. [Note: On October 7, 2014, the ordinance passed on first reading by a reported 7-5 vote and was tabled at the December 17, 2014 Cultural Affairs and Recreation Committee hearing.]

Town Staff attended the November 19, 2014 and December 18, 2014 hearing of the Miami-Dade County's Historic Preservation Board and presented a copy of the Town's Resolution No. 14- 2270 to request a six month deferral on any and all Town of Surfside properties. The Historic Preservation Board denied the Town's request for a 6 month deferral.

At the December 18, 2014 hearing, the Board designated 9340 Collins Avenue and 9149 Collins Avenue as historic designation for these properties. The Historic Preservation Board will hold a hearing on January 22, 2015 for historic designation of 9241 Collins Avenue.

Miami-Dade County Commissioner Sally Heyman has sponsored an additional ordinance which relates to Historic Preservation and passed first reading on the December 2, 2014. This ordinance proposes to amend section 16A-10 of the Miami-Dade County Code as it pertains to owner-initiated petitions for historic designation. The proposed amendments will require at least 75 percent of unit owners in a condominium or cooperative property to join a petition to initiate an historical designation proceeding. A public hearing before the Miami-Dade County Cultural Affairs & Recreation Committee is currently set for February 9, 2015 at 9:30 am.

12. 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. This project was funded in the FY 14/15 budget. The work authorization with CGA was approved on November 6, 2014. Work has commenced and an initial discussion with the Planning and Zoning Board is scheduled for January 29, 2015.

13. Ten Year Water Supply Plan

The Town is required to update its Ten Year Water Supply Plan including identifying any alternate water supply sources and analyzing/updating data from our current supplier. Funds for this project have been included in the FY 14/15 Budget. Work Authorization No. 89 – Ten Year Water Supply Plan has been executed with CGA in the amount of \$7,466.92. This will be scheduled for the February, 2015 Commission meeting for first reading.

TOWN DEPARTMENTS

Building Department

14. FEMA National Flood Insurance Program (NFIP)

The follow-up visit date is pending and has not been determined.

15. Community Rating System (CRS)

The community verification visit has been tentatively scheduled for mid-February 2015 and we are preparing required documentation of activities to support the Town's application.

16. Forty Year Building Certification for Collins, Harding, Abbott Avenues and Surfside Blvd

The 40 Year Building Certification Program is progressing as follows:

Reported certifications: 122 in present case file
Completed certifications: 43
Time extensions granted: 2
Exempt from Certification: 3
Vacant commercial properties: 9
Sent to Code Enforcement for non-compliance: 9
150 day repair order: 7
On hold: 4
Inspections: 4

17. Development Projects

The Chateau

The Chateau has completed pouring the north first floor and is scheduled to complete the south elevator core and southeast basement foundations and slabs this month.

The Surf Club

The sky-mat, its major structural element consisting of 1200 plus cubic yards of concrete, is scheduled to be poured January 10, 2015 beginning at 2 am.

The Marriott

The second floor garage deck is scheduled to be completed by January 10, 2015 and the balance of the pile caps and grade beams for the south side of the project are also scheduled.

18. Document Scanning

The scanning program continues to collect funds through its expired permit outreach effort. The fees collected under this project should fully fund the scanning program drawing no funds from the Building Services Department's budget. The sale of the scanner is pending.

19. Sight Triangle (Hedges) and Corner Visibility

On November 18, 2014, the Town Commission adopted, on second reading, an ordinance amending the corner visibility provisions (hedges and sight triangles). A policy and enforcement standards will be provided at the January, 2015 Commission meeting.

20. 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, 2014 requesting a determination that the County can assign maintenance/regulations to local governments. The County once again received a denial from the State to move forward with this request. At this time the County is not able to move forward on a staff level with any type of agreement. This has been an unsuccessful effort to this point despite Staff's efforts over the past couple of years. This has been identified as a priority for the new Town Manager on the Transition Plan.

21. 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. The Parks and Recreation Department will work with the Parks and Recreation Committee to review tennis court rentals and reservations. The Parks and Recreation Committee along with staff will look into the expansion of the tennis programming to include court fees. With the feedback from the tennis operations/players it is recommended that we continue to operate as is and if needed a court rental fee will be addressed in the near future.

22. Silver Sneakers Program

Silver Sneakers is the leading fitness program designed specifically for active older adults. It is delivered through a nationwide network of participating fitness locations such as wellness centers, gyms and other facilities. Healthways has been providing innovative health benefits for older adults for more than two decades. Today more than 65 Medicare health plans offer the program as a benefit to members across the nation. Regular participation in the program has been proven to help older adults manage their health and increase strength, balance and endurance. At the request of Vice Mayor Tourgeman, the Parks and Recreation Department has completed an application to host this national program. We have listed the Surfside Community Center as the host site. No update to the status has been provided from the Silver Sneakers Program at this time.

23. Tennis Court Shade/Tennis Court Divider

Requests have been made for shade structures to be installed at the newly renovated Tennis Center. Any type of structure would have to be a permanent structure due to hurricane code. Previously, Staff had erected tents in the corner of the courts but players complained the tents interfered with their volleys.

Installing nets to separate the courts was discussed but it is not feasible due to the limited space between courts. The netting would require posts to be installed to support the netting and this becomes a safety concern for players.

24. 96th Street Park Renovation

The number two item on the Parks and Recreation 5 Year Capital Plan, approved by the Town Commission, was the renovation of the 96th Street Park. This item has now moved to the forefront of the 5 year Capital Plan. This was brought before the Town Commission at the October 2014 meeting. The Community Center Second Floor Expansion Committee requested and approved a 2 year hold on the second floor project. The recommendation was to consider moving forward with the 96th Street Park renovation. The committee at this time is reviewing recommendations on 96th street Park provided to the Town during the 2006 Charrette. The committee will meet again in January to review the Charrette recommendations and provide a recommendation to the Town Commission to move forward. This could be as early as February of 2015.

Police Department

25. Current Issues

Traffic Issues – Town and Police Department staff met with representatives of the Florida Department of Transportation on December 18 to discuss requests from residents for the installation of traffic signals at 96 Street and Abbott Avenue, 91 Street and Collins Avenue, 90 Street and Collins Avenue, 92 Street and Harding Avenue, and 90 Street and Harding Avenue. Town and PD staff also met with Miami-Dade Commissioner Sally Heyman on December 22 to discuss overall traffic solutions in Surfside.

Pilot Residential Parking Program – A ninety day pilot residential parking program will be implemented in January for the 9400 and 9500 blocks of Byron Avenue to address parking issues. A community meeting and community survey were conducted in December with overall support from residents living on these two blocks for the project. The program was also advertised in the Gazette and on the Town website. Signage will be added on these two blocks restricting parking to these residents only. Residents will be supplied with parking passes.

Personnel Changes – Surfside Reserve Officer Armando Guzman was appointed the Chief of Police for Miami Springs on January 5, 2015. Donna Natale-Planas, a Surfside resident and volunteer Police Department photographer, was hired as a part time administrative assistant for the Parking Division.

New Equipment – Police Officers were issued go bags to carry in the police cars for critical incidents. The go bags contain medical equipment, tourniquets, door stops, window punches, flex cuffs, extra ammunition, and a gas mask. This equipment will be readily available to every officer so they can be prepared for medical emergencies, crashes with injuries, active shooters, building searches, and other emergencies.

Pay by Phone Parking – The Parking Department has researched the Pay by Phone System as a payment option for use in Surfside. The Pay by Phone System operates independent of our existing Pay Stations and is an easy and convenient way to pay for parking using a smartphone. Drivers find the system easy to use and appreciate the many user friendly options including the ability to receive text message reminders before their parking session expires. Drivers simply follow the step-by-step instructions and can add more time from any phone without returning to their vehicle. With the Pay by Phone system there is no receipt to display in the vehicle windshield.

Parking Enforcement Officers will soon be able to use their existing handheld device (AutoCite) or any cell phone/tablet to verify who has paid. Miami-Dade County is in the process of upgrading AutoCite so that the device will be able to work in real time to verify payment from the Pay by Phone System. The County plans to launch this system in March of 2015 and there will be no additional equipment for the Town to purchase or maintain.

When using Pay by Phone, the drivers parking status is displayed on AutoCite and our Parking Enforcement Officers can verify the parking time purchased by entering the license plate number.

There are several companies operating the Pay by Phone system in our area. Most companies charge \$0.35 per transaction and the Town has the option to add that cost to the parking rate. For example, if a driver purchased two (2) hours of parking it would cost them \$2.85 (\$1.25 per hour plus \$0.35 transaction fee). The Town would receive a monthly payment for the number of parking hours purchased and the transaction fees would go to the Pay by Phone company.

We will begin a six month pilot program with the Pay By Phone Company to see how the system works for the Town. It will take approximately six weeks to get the signage made and installed. The signs will be provided by the company at no cost to the Town. At the end of the six month period the Town can cancel the service or piggyback off of a competitively bid contract that was recently awarded by the Miami Parking Authority.

There are no additional costs to the Town for this service.

Human Resources

26. Request for Commission Action on Personnel Salaries

Michael Crotty, former Town Manager wrote in his November 2014 Town Manager's Report:

During the first budget hearing on September 9, the Commission passed a motion "to approve a millage rate of 5.0293 with the provision that the cuts would include eliminating salary increases in October for department heads, part of the step two process. It would also include eliminating a two percent increase in salary for the Finance Director who was not listed on the document." The minutes show that the Commission approved this millage rate to avoid a substantially-reduced millage at the majority vote rate (4.6201 mills), which would have required an additional reduction of approximately \$500,000 in the FY 14/15 budget. However, this action has caused significant uncertainty and concern among our employees at all levels. In a previous memo to the Commission, I outlined the concerns and recommended Commission action:

1. Merit increase for Finance Director. The Town Manager is solely responsible for personnel actions, including the evaluation of employees to determine whether merit increases are warranted. Since the Commission's action is contrary to this principle, I recommend that the Commission leave this matter to the Town Manager's discretion and rescind this merit-increase prohibition.
2. Funding for step-two salary adjustments designed to address salary disparities for five Department Heads. At the 12/10/13 regular Commission meeting, the Commission discussed disparities in Department Head salaries. *"The Town Commission agreed that this issue is totally under the Town Manager's purview and to take necessary actions to assure fairness in the salaries of Department Heads."* Following this direction and consistent with the Commission-approved Wage Study, I initiated a two-step plan to increase Department Head salaries in January and September 2014. The two-step phasing of the plan was to mitigate budget impacts for FY 13/14. The January increase was implemented, but the Commission cancelled the September increase at the 9/9/14 meeting. I understand that some Commission members felt that the proposed salary adjustments were excessive or even unwarranted. However, the Commission has already acknowledged that this is a fairness issue. Our Department Heads are loyal, dedicated employees who provide outstanding service; and the ones with the low salaries are the ones who have served us the longest. To recognize these employees and their value to our municipal operation, I recommend that the Commission consider the step-two salary

adjustments as a stand-alone item independent of other issues and fund the second salary adjustments that were promised to them.

It was my intention to place this item on the November 6 meeting agenda; however, one member of the Commission could not attend. These two items deserve the attention of the full Commission; therefore, I recommend that they be placed on an agenda when the full Commission will be present. These are fundamental issues of fairness that must be addressed to ensure a sound personnel management system.

This item was discussed at the December 2014 Town Commission.

27. Electronic Comments during Commission Meetings

Staff was asked to research methods of allowing residents who are unable to attend Commission meetings to participate electronically.

Staff surveyed fifteen (15) local municipalities and only two (2) allow electronic comments. One municipality requires comments to be submitted 48 hours prior to the meeting and the other reads the comments live but do not respond.

If directed, Staff could create a link on the Town's website which would allow residents to submit electronic comments to be read at Commission meetings. Residents would be required to provide their name, address, and topic or agenda item. These comments would have to be submitted in advance of the meetings.

Allowing residents to submit "live" electronic comments is problematic and presents challenges that Staff has to address.

Staff recommends that this item be deferred until the February 10 Commission meeting in order to allow more time to research a method for submitting live electronic comments.

Respectfully submitted by:

John Di Censo, Assisting the Town Manager