



Town of Surfside

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

**TOWN MANAGER'S REPORT
FEBRUARY 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. Outreach to the County continues to occur in an effort to facilitate this initiative.

2. Citizen Survey

This item is earmarked for the March 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, in the February Gazette, and included in the weekly website e-blasts. Flyers were 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. The Town Manager and the Town Attorney's Office attended the webinar "Preparing Florida for the Future: Opportunities for Resilience in Local Communities", which was hosted by the Southeast Florida Regional Climate Change Compact.

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 Town Manager and more detailed information will be provided to the Commission as part of the FY 15/16 budgetary review process.

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 master plan showing the overall available café space has been completed and is being reviewed for final approval. Some concerns have been raised as to the safe distances required between the seating areas and parked vehicle access. These issues are under consideration.

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 Town Manager made it clear the Town is only interested in Post Office and parking exclusively. The owner 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.

8. Five Year Tourism Strategic Plan

A joint meeting date of the Town Commission and Tourist Board was set for Monday March 9, 2015, however at the February 2 Tourist Board meeting, one member is no longer available on that date. Once a new date is set, 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

Administration is looking for Town Commission availability on the presented dates in the February 10, 2015 agenda. (**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. The Tourist Board voted to extend the period through to the end of April at their February 2, 2015 meeting due to requests from the resident and business communities.

Mobile App: Staff is working with the vendor on having the app operational within the first quarter of 2015.

Sister Cities: This initiative was addressed by the Board at their February 2, 2015 meeting. The Board voted not to move forward with this initiative. The Commission could decide to add this to the FY15/16 budget process as a Town Commission initiative. **Item Completed.**

Benches: At the meeting on January 13, 2015 the Town Commission opposed moving forward with sponsorship of the downtown benches. Item completed.

Mom & Pop Grant / Sign Code Compliance: Applications for Commissioner Sally Heyman's County grant program for small businesses were hand delivered to every business in Surfside's downtown. Staff is working with those businesses impacted from the recent adopted changes to the Town's sign code ordinance to apply for this grant to assist with procuring new signs. Staff has also provided each business with information on State backed loans for small businesses through ourmicrolending.com.

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. Contract documents were transmitted to the Contractor in January. They are currently issuing bonds and insurance documents. A Notice to Proceed (NTP) will be issued in February 2015. The preparation work commenced in January and the construction barge is anticipated to arrive in February 2015. The project is scheduled to complete within 160 days from NTP.

10. Town Hall Improvements

Town Hall

The A/C replacement is about 75% complete. The new chiller unit is installed on the roof as well as all of the piping. A new electric service had to be installed to accommodate the new chiller system. We had a three-week wait time for FPL to connect the new service, which is now complete. The air handler units have been delivered to Town Hall and are scheduled to be installed on the roof by the second week of February.

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

PLANNING, ZONING AND DEVELOPMENT

11. Historic Preservation

The Miami-Dade Historic Preservation Board (Board) has recently designated 9149 Collins Avenue and 9340 Collins Avenue as historic.

Miami-Dade County's Office of Historic Preservation has issued a moratorium on permits for the following addresses: 9016 Collins, 9024 Collins, 9025 Harding, 9033 Harding, 9040 Collins, 9048 Collins, 9056 Collins, 9064 Collins. A designation hearing has been deferred on these properties until March 2015. The condominium board of 9241 Collins, Seaside Terrace, requested historic designation from the County, which will be heard by the Board in February. This property currently has a moratorium on building permits.

Miami-Dade County Commissioner Sally Heyman has sponsored an 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 to consider the ordinance has been rescheduled by the Chairman for the Metropolitan Services Committee meeting on Wednesday, February 11, 2015 at 2:00 p.m. The meeting will take place in the County Commission Chambers located in the Stephen P. Clark Building, 111 NW 1st Street, 2nd Floor.

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 will occur on February 18, 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 March, 2015 Planning and Zoning Board meeting and first reading by the Commission in April.

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: 8
150 day repair order: 7
On hold: 4
Inspections: 1

17. Development Projects

The Chateau: Coastal is scheduled to continue to work on foundation piles and waterproof with two large concrete pours on the north end of the project.

The Surf Club: Coastal is scheduled to complete both remaining sky mat pours this month.

The Marriott: Miller is scheduled to complete the 1000 yard pool deck concrete pour this month.

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.

Code Department

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 February 10, 2015 Commission meeting. **(Action Item)**

Finance Department

20. Enterprise Resource Planning – (ERP)

ERP is a business management software that allows an organization to use a system integration of internal and external management of information across the entire Town organization and departments. Project goals are to find a qualified vendor that will meet the Town's enterprise-wide operational needs for all departments and one vendor be responsible for all project requirements. The conversion of existing data to a new system is a priority.

Department Heads have reviewed the functional requirements and a draft of the RFP is currently being reviewed. The RFP is planned to be released in February, 2015. Implementation of the ERP has been funded for the initial amount of \$100,000 in the 2014-15 budget. The final cost will be determined based on vendor responses to the RFP.

21. Electronic Check Signatures

The procedure that the Town currently has in place for signing Accounts Payable (AP) checks requires the signature of an Elected Official and the Town Manager. The AP checks are processed every two weeks and the average number of checks requiring signatures is one hundred twenty (120). After the town manager signs the checks, an elected official has to be contacted, and whoever is available either has the checks delivered to them or held in Police Dispatch to be picked up.

This procedure is antiquated and very time consuming. It delays timely payment to vendors and needs to be changed.

Staff recommends that the Town transition to electronic check signatures. Elected officials would still be able to review all AP checks, the check register and all back up documents. The only equipment necessary to implement the electronic check signatures is a laser printer and software changes at a cost of \$3,000. **(Action Item)**

Parks and Recreation

22. 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 has received a denial from the State to move forward with this request. Town staff is following up with FDEP to move this item forward.

23. 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 the Vice Mayor 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. Healthways has provided materials to the Parks and Recreation Department to hand out during the Town's Health and Wellness Program held on January 9, 2015 at the Community Center. The Parks and Recreation Department is in contact with Healthways on a monthly basis to confirm the consideration of hosting the Silver Sneakers Program. Updates will follow. No update to the status has been provided from the Silver Sneakers Program at this time.

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 during the October 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. This was an agenda item for the Parks and Recreation Committee in December. The committee at this time is reviewing recommendations on 96th street Park provided to the Town during the 2006 Charrette. The committee met again in January to review the Charrette and Parks and Recreation Department's recommendations and provide a priority list of Items need to be renovated or replaced during the renovation process. The items listed in order are:

1. Green Space/Athletic Field
2. Two age specific playgrounds
3. Building / Pavilion
4. Recreational Basketball Court
5. Minimal field Lighting
6. Landscaping

25. Community Center Concession Agreement

On March 6, 2011, Shaka Jons was assigned the interest, rights, responsibilities and obligations originally held by Surf Café. This was done by a first amendment to the original agreement held by Surf Café. The existing agreement was for a 3 year period and an automatic renewal option of the agreement for 3 years if both parties (Shaka Jons and Town of Surfside) were in agreement to renew. Any changes in the terms, fees or conditions would be done by written amendment to the agreement and with approval of both the Town and Contractor. At this time the Parks and Recreation Department has a mutual beneficial working relationship with Shaka Jons. During this time Shaka Jons has been providing services listed in the original agreement along with additional services requested by the Town. The Parks and Recreation does not feel the need to request any additional term, fees or conditions to the agreement. If Shaka Jons is unable to provide a service, we have the ability to seek outside vendors to provide the needed services. The existing agreement renewal date will be March 6, 2015. Within the existing agreement the Town has a Termination for Default clause. Year to date the Town has collected just over \$21,000 from Shaka Jons in revenue. It is recommended by Staff to move forward with the renewal option effective March 6, 2015 with Shaka Jons.

26. Tri-Town July 4th Celebration

The Parks and Recreation Department had preliminary talks with the Bal Harbour on the possibility of working on a joint Tri-Town July 4th Celebration to be held at 96th street beach. The proposal was presented to the Parks and Recreation Committee during the January 27, 2015 meeting. The Parks and Recreation Committee voted unanimously to keep the Town's existing 4th of July celebration as is. The Committee felt that it was a great idea to have a special event to include Bay Harbor, Bal Harbour and Indian Creek in the future. The recommendation was to possibly have the event include all the parks within the Towns. This item will be followed up by the Parks and Recreation Department moving forward.

Police Department

27. 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, 92 Street and Harding Avenue, and 90 Street and Harding Avenue. FDOT reviewed and reported that 96 Street and Abbott Avenue, 91 Street and Collins Avenue, and 92 Street and Harding Avenue Town and do not meet the minimum requirements for installation. We are waiting on a response for the other intersections. PD staff and the Town Manager held a community meeting for Byron Avenue residents on January 20, 2015 on traffic issues. A Miami-Dade County Traffic Division representative was also present to answer concerns. PD has a daily detail in place during rush hour as well as temporary road closures for speed enforcement and to control cut through traffic. Future meetings are necessary to determine the preferred options.

Pilot Residential Parking Program – A ninety day pilot residential parking program will be implemented in February 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 has been installed on the two blocks to restricting parking to these residents only. Parking permits are ready to be picked up by residents of Byron Avenue as of February 3, 2015.

New Equipment – The new four Ford Explorers have arrived and equipment and striping are being installed. The vehicles will be ready for patrol in February.

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.

The six month pilot program with the Pay By Phone Company will be implemented in March 2015 to see how the system works for the Town. 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 a competitively bid contract that was recently awarded by the Miami Parking Authority. There are no additional costs to the Town for this service.

Mobile DMV – The PD will sponsor a Department of Motor Vehicle event on February 19, 2015, 9:30 am -2:30 pm in the Training Room. Residents may renew or replace their driver's

Public Works

28. Landscape Contract

In 2011 the Town piggy-backed on a landscape contract that the City of Aventura awarded to Luke's Landscape (Luke's) in 2009. The Town terminated its contract with Luke's in January 2015 but asked them to continue providing services on a month-to-month basis and they agreed.

Staff was directed to prepare a new RFP for landscape services but realized that it could potentially result in a 30% increase in pricing over the terminated contract because that contract was based on 2009 pricing from the City of Aventura contract.

Staff recommends that the Town delay issuing a new landscape RFP and restore the original contract with Luke's. This is a cost savings measure that will not affect any of the services currently being provided. The original contract with Luke's expires June 2016 and staff will prepare a new landscape RFP to be issued in the spring of 2016. **(Action Item)**

Town Clerk

29. 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.

After researching the options, Staff concluded that this will place a burden on the length of the Town Commission meetings, in addition, a staff member would need to be assigned to receive, review and read the comments/questions into the record. The Administration also has concerns about the anonymous nature of this form of communication. Staff does not recommend moving forward with this item.

Respectfully submitted by:

Guillermo Olmedillo, Town Manager