



**Town of Surfside
Regular Town Commission Meeting**

AGENDA

April 16, 2020

7 p.m.

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

1. Opening

- A. Call to Order**
- B. Roll Call of Members**
- C. Pledge of Allegiance**
- D. Mayor and Commission Remarks** – Mayor Charles W. Burkett
- E. Agenda and Order of Business** Additions, deletions and linkages
- F. Community Notes** – Mayor Charles W. Burkett

2. Quasi-Judicial Hearings

- 3. Consent Agenda (*Set for approximately 7:30 p.m.*)** *All items on the consent agenda are considered routine or status reports by the Town Commission and will be approved by one motion. Any Commission member may request that an item be removed from the Consent Agenda and discussed separately. If the public wishes to speak on a matter on the consent agenda they must inform the Town Clerk prior to the start of the meeting. They will be recognized to speak prior to the approval of the consent agenda.*

A. Minutes – Sandra Novoa, MMC, Town Clerk

- *March 12, 2020 Regular Town Commission Meeting Minutes*
- *March 24, 2020 Special Town Commission Meeting Minutes*
- *March 31, 2020 Special Town Commission Meeting Minutes*

***B. Town Manager's Report** – Guillermo Olmedillo, Town Manager

***C. Town Attorney's Report** – Weiss Serota, Town Attorney

D. Committee Reports – Guillermo Olmedillo, Town Manager

- *February 19, 2020 Sustainability and Resiliency Committee Meeting Minutes*
- *Sustainability and Resiliency Committee Report*
- *Planning and Zoning Board Report*

4. Ordinances

(Set for approximately N/A p.m.) (Note: Good and Welfare must begin at 8:15)

A. Second Reading Ordinances

(Set for approximately N/A p.m.) (Note: Good and Welfare must begin at 8:15)

B. First Reading Ordinances

5. Resolutions and Proclamations

(Set for approximately N/A p.m.) (Note: Depends upon length of Good and Welfare)

6. Good and Welfare (Set for approximately 8:15 p.m.)

Public comments for subjects or items not on the agenda. Public comment on agenda items will be allowed when agenda item is discussed by the Commission.

7. Town Manager and Town Attorney Reports

Town Manager and Town Attorney Reports have been moved to the Consent Agenda – Item 3.

8. Unfinished Business and New Business

9. Mayor, Commission and Staff Communications

- A. COVID-19 Task Force Update** – Commissioner Charles Kesl
- B. Designated (Painted) Walking Areas in the Residential District** - Mayor Charles W. Burkett
- C. Discussion Regarding Assistant Town Manager position and Action-** Commissioner Nelly Velasquez
- D. Discussion Regarding Appointments to Committees and Boards** – Sandra Novoa, Town Clerk
- E. Downtown Lighting RFP** – Mayor Charles W. Burkett
- F. Photovoltaic RFP** - Mayor Charles W. Burkett
- G. Stormwater Masterplan** - Mayor Charles W. Burkett
- H. Facilities Review** - Mayor Charles W. Burkett
- I. Kayak Launch** - Mayor Charles W. Burkett
- J. Downtown Surfside Sidewalk Beautification - Plans 65and Studies** - Mayor Charles W. Burkett
- K. 92nd St Beach-end Improvements** - Mayor Charles W. Burkett

- L. **Sidewalk on N 95th St between Abbott and Byron** - Mayor Charles W. Burkett
- M. **Rope Fencing & Posts-Beachwalk/Hardpack** - Mayor Charles W. Burkett
- N. **Develop Capital Improvement Plan (CIP)** - Mayor Charles W. Burkett
- O. **10 Year Water Supply Plan** - Mayor Charles W. Burkett
- P. **Beach Raking** - Mayor Charles W. Burkett
- Q. **Community Digital Signs** – Mayor Charles W. Burkett
- R. **Government Academy** - Mayor Charles W. Burkett
- S. **Various Tourism Related Events, Initiatives, and Destination Marketing** - Mayor Charles W. Burkett
- T. **Various Parks & Recreation Related Events and Initiatives** – Mayor Charles W. Burkett
- U. **Building Department File Digitization** – Mayor Charles W. Burkett
- V. **Classification and Compensation Study** – Mayor Charles W. Burkett
- W. **Pinzur Communication** – Mayor Charles W. Burkett
- X. **Preservation of Eden Project located at 9300 Collins Avenue** - Mayor Charles W. Burkett
- Y. **Speeding on Collins and Harding** - Mayor Charles W. Burkett
- Z. **Amending Town Code Section 2-205 Conduct of Meetings; Agenda** – Mayor Charles W. Burkett
- AA. **Homeless Contribution by the Town of Surfside of \$100,000** - Mayor Charles W. Burkett
- BB. **Free (hassle-free) downtown parking for residents** - Mayor Charles W. Burkett
- CC. **Charter Amendments to affirm the limit of pay for elected officials to a maximum of \$1 per year, term limits for elected officials of 3 consecutive terms, or any part thereof, for both Mayor & Commissioners, a prohibition on the sale or leasing of any Town property without a referendum & a prohibition against any loan or borrowing of any type, which would put the Town into debt for more than 10% of its annual property tax revenue and which could not be fully amortized within a total of 5 years** - Mayor Charles W. Burkett
- DD. **Records Retention Policy** – Mayor Charles W. Burkett
- EE. **Regulation of Short-Term Rentals** – Mayor Charles W. Burkett
- FF. **Star Cleaning service (Street Sweeping)** – Mayor Charles W. Burkett
- GG. **S.M.A.R.T Goals, Quality Control & Quality Assurance** – Commissioner Charles Kesl
- HH. **Securing Power Infrastructure: Timely Action Plan for Hurricane Season through accountability now by FPL, ATT and Atlantic Broadband** – Commissioner Charles Kesl

- II. Design Review Board Discussion – Staff Report –** Guillermo Olmedillo, Town Manager
- JJ. Budget Committee –** Vice Mayor Tina Paul
- KK. Comparison of 2006 Code to 2020 Code – Staff Report –** Guillermo Olmedillo, Town Manager
- LL. Weiss Serota Contract Follow up – Staff Report –** Guillermo Olmedillo, Town Manager
- MM. Jacober Contract Follow up– Staff Report –** Guillermo Olmedillo, Town Manager
- NN. Town Pension Benefits for Non-Public Safety Employees –** Mayor Charles W. Burkett
- OO. Additional lighting in the residential area – Staff Report –** Guillermo Olmedillo, Town Manager
- PP. Town Website –** Vice Mayor Tina Paul

Thirty (30) Day Staff Report – Items from March 24, 2020 Special Town Commission Meetings

- A. Undergrounding power lines –** Vice Mayor Tina Paul
- B. Lowering property taxes and water bills -** Mayor Charles W. Burkett
- C. Flooding –** Mayor Charles W. Burkett

Thirty (30) Day Staff Report – Items from March 31, 2020 Special Town Commission Meetings

- D. CGA Contract Follow Up –** Mayor Charles W. Burkett
- E. Brightview Agreement (FKA Luke’s Landscape) Report and Follow up–** Mayor Charles W. Burkett

Thirty (30) Day Staff Report – Items from April 7, 2020 Special Town Commission Meetings

- F. Zambelli Fireworks Manufacturing –** Mayor Charles W. Burkett
- G. Beachwalk Trimming-** Mayor Charles W. Burkett
- H. Community Center Second Floor –** Mayor Charles W. Burkett-
- QQ. Pool Deck Lighting for Extended Winter Hours-** Commissioner Eliana Salzhauer

10. Adjournment

Respectfully submitted,



Guillermo Olmedillo
Town Manager

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TWO OR MORE MEMBERS OF OTHER TOWN BOARDS MAY ATTEND THIS MEETING.

THESE MEETINGS MAY BE CONDUCTED BY MEANS OF OR IN CONJUNCTION WITH COMMUNICATIONS MEDIA TECHNOLOGY, SPECIFICALLY, A TELEPHONE CONFERENCE CALL. THE LOCATION 9293 HARDING AVENUE, SURFSIDE, FL 33154, WHICH IS OPEN TO THE PUBLIC, SHALL SERVE AS AN ACCESS POINT FOR SUCH COMMUNICATION.



**Town of Surfside
Regular Town Commission Meeting
MINUTES
March 12, 2020
7 p.m.**

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

1. Opening

A. Call to Order

Mayor Dietch called the meeting to order at 7:00 p.m.

B. Roll Call of Members

Deputy Town Clerk Herbello called the roll with the following members present:

Present: Mayor Daniel Dietch, Commissioner Michael Karukin, Vice Mayor Daniel Gielchinsky, and Commissioner Tina Paul.

Absent: Commissioner Barry Cohen.

Also present were Town Manager Guillermo Olmedillo, Town Attorney Lillian Arango and Assistant Town Manager Duncan Tavares.

C. Pledge of Allegiance

Police Chief Yero led the pledge of allegiance.

D. Mayor and Commission Remarks – Mayor Daniel Dietch

Commissioner Paul recognized all Board and Committee members who served on the Boards and encouraged the public to apply to serve on the boards and the importance of all committees and boards. She also commented on the current situation and one must pay attention and take care of ourselves.

Commissioner Karukin also commented on the Boards and Committees and the importance of everyone attending those meetings.

Vice Mayor Gielchinsky spoke regarding the situation at hand and to be prepared but do not panic, just have a plan. He also stated to be diligent and take care of yourselves and we will get through it.

Mayor Dietch also thanked the Boards and Committees and thanked everyone for their support.

Mayor Dietch commended Officer Josue Castro for winning the Law Enforcement Award for Support Services Category.

Mayor Dietch also commended the Public Works Department employees, Hector Gomez, Hector Rodriguez, Kenny Chaviano and Harold Lacroix for the work they performed as well as Public Works Director Stokes on how they handled the sewer main break in Miami Beach and his coordination with neighboring committees to make sure we had the resources necessary.

E. Agenda and Order of Business Additions, deletions and linkages

Mayor Dietch would like to add as an item, Item 5F, regarding the Declaration of a State of Emergency for flexibility.

A motion was made by Commissioner Paul, seconded by Vice Mayor Gielchinsky to add a new item, Item 5F, to the agenda. All voted in favor with Commissioner Cohen absent.

F. Community Notes – Mayor Daniel Dietch

Mayor Dietch read his community notes into the record which are available on the Town's website. He also addressed and gave an update on the COVID-19 situation and commended the Administration on taking decisive action for the best of the community. He stated that they are working with Miami-Dade County and the Department of Health. He stated that all senior events are being postponed for the safety of the seniors.

Mayor Dietch encouraged everyone who is not signed up to receive updates, to sign up. The Town will be updating the information as they receive it. The Town works in an abundance of caution and their responsibility is the safety and well-being of the residents.

Mayor Dietch invited Dr. Martin Karp, Miami-Dade County School Board, who gave an update on the schools. He stated that all schools remain open at this time and he advised that they have a website www.covid19.dadeschools.net which will have updated information. They can also call 305-995-3000.

G. Beach Renourishment Briefing – Guillermo Olmedillo, Town Manager

Town Manager Olmedillo introduced the item and provided a briefing. He recognized Hector Sevilla, the contractor, and Christopher Rigo from the Corps of Engineers.

Hector Sevilla, the contractor and Christopher Rigo, Corps of Engineers spoke and thanked staff.

Mayor Dietch thanked both gentlemen for their work.

The following individual from the public spoke on the item:
Jeffrey Platt

Mayor Dietch addressed public speaker Platt's comments.

2. Quasi-Judicial Hearings

3. Consent Agenda (*Set for approximately 7:30 p.m.*)

A motion was made by Commissioner Karukin to approve the consent agenda minus pulled items 3D and 3F. The motion received a second from Vice Mayor Gielchinsky. All voted in favor with Commissioner Cohen absent.

A. Minutes – Sandra Novoa, MMC, Town Clerk

- *February 11, 2020 Regular Town Commission Meeting Minutes*

Approved on consent.

***B. Town Manager's Report – Guillermo Olmedillo, Town Manager**

Item was pulled for a public speaker.

The following individual from the public spoke on the item:
Shlomo Danzinger 3BV2 speaking about the intersection on Harding and painting the sidewalk and adding a street light. He spoke regarding the sidewalk and asking for this item to be fast tracked. He addressed Item 14 the mitigation to 88th Street on Abbott and Byron and the traffic issue coming up on Carlyle and the need to come up with a solution of traffic as a whole.

Mayor Dietch addressed the comments made by public speaker Danzinger.

Approved on consent.

***C. Town Attorney's Report** – Weiss Serota, Town Attorney

Approved on consent.

D. Committee Reports – Guillermo Olmedillo, Town Manager

- *November 7, 2019 Pension Board Meeting Minutes*
- *December 2, 2019 Special Pension Board Meeting Minutes*
- *January 15, 2020 Sustainability and Resiliency Committee Meeting Minutes*
- *January 27, 2020 Parks and recreation Committee Meeting Minutes*
- *January 30, 2020 Planning and Zoning Board Meeting Minutes*
- *February 3, 2020 Tourist Board Meeting Minutes*

Approved on consent.

E. FY 2020 Budget Amendment Resolution No. 4 - Guillermo Olmedillo, Town Manager

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING BUDGET AMENDMENT NO. 4 FOR THE FISCAL YEAR 2020 BUDGET; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Approved on consent.

F. Resiliency Reserve Policy - Guillermo Olmedillo, Town Manager

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING AND ADOPTING A RESILIENCY RESERVE POLICY PROVIDING FOR FUNDING, ELIGIBLE USES AND EXPENDITURES FROM THE RESILIENCY RESERVE; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Deputy Clerk Herbello read the title into the record.

Vice Mayor Paul requested amendments to be made to the Resiliency Reserve Policy.

The following individuals from the public spoke on the item:

Eliana Salzhauer
Jeffrey Platt

Commissioner Karukin asked about restrictions of transferring of funds and the legality of this particular reserve and what the money can be used for.

Mayor Dietch addressed the comments made by Commissioner Karukin regarding the funds and have developers pay for the future impacts and the restrictions of the funds. He explained that legislature has removed the ability to use the development funds.

Town Attorney Arango gave an explanation on the funding and legality.

After a lengthy discussion on the item the following motion was made.

A motion was made by Commissioner Karukin to approve the Resolution as amended. The motion was seconded by Vice Mayor Gielchinsky. All voted in favor with Commissioner Paul voting against and Commissioner Cohen absent.

4. Ordinances

(Set for approximately N/A p.m.) (Note: Good and Welfare must begin at 8:15)

A. Second Reading Ordinances

(Set for approximately N/A p.m.) (Note: Good and Welfare must begin at 8:15)

B. First Reading Ordinances

5. Resolutions and Proclamations

(Set for approximately 8:30 p.m.) (Note: Depends upon length of Good and Welfare)

A. Resolution Approving the Purchase of a Back-up Pump for Sewer Lift Stations– Guillermo Olmedillo, Town Manager

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING THE PURCHASE OF A BACK-UP PUMP FOR SANITARY SEWER LIFT STATIONS FROM BARNEY'S PUMPS INC.; FINDING THAT THE PURCHASE IS EXEMPT FROM COMPETITIVE BIDDING PURSUANT TO SECTION 3-13(7)F OF THE TOWN CODE AS A PUBLIC WORKS OR UTILITIES PURCHASE OF EQUIPMENT; AUTHORIZING THE TOWN MANAGER TO ENTER INTO A PURCHASE ORDER FOR SUCH PURCHASE; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Deputy Clerk Herbello read the title into the record.

Commissioner Paul questioned the purchase of this pump.

Town Manager Olmedillo asked Public Works Director Stokes to explain the item.

Public Works Director Stokes explained the need for a backup pump due to the others failing.

Vice Mayor Gielchinsky asked if there is backup or auxiliary power.

Public Works Director Stokes answered Vice Mayor Gielchinsky's question and stated yes, they do.

A motion was made by Commissioner Karukin to approve the Resolution. The motion received a second from Vice Mayor Gielchinsky. All voted in favor with Commissioner Cohen absent.

B. Resolution Approving a Donation to the Pelican Harbor Seabird Station
– Commissioner Tina Paul

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING A DONATION TO THE PELICAN HARBOR SEABIRD STATION IN SUPPORT AND SPONSORSHIP OF THEIR PROGRAMS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Deputy Clerk Herbello read the title into the record.

Commissioner Paul introduced the item and gave an explanation of the program.

Vice Mayor Gielchinsky commended Commissioner Paul for bringing this to the Town of Surfside.

Mayor Dietch asked Town Manager Olmedillo if there is a budget for this donation.

Finance Director Greene answered Mayor Dietch's question and stated that there is sufficient funding and this item is budgeted.

A motion was made by Commissioner Paul to approve the Resolution. The motion received a second from Commissioner Karukin. All voted in favor with Commissioner Cohen absent.

C. Resolution Authorizing a Memorandum of Understanding between Big Brothers Big Sisters of Miami (BBBSM) and the Town of Surfside Police Department – Guillermo Olmedillo, Town Manager

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE TOWN OF SURFSIDE AND BIG BROTHERS AND BIG SISTERS OF MIAMI (BBBSM); PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Deputy Clerk Herbello read the title into the record.

A motion was made by Commissioner Karukin to approve the Resolution. The motion received a second from Commissioner Paul. All voted in favor with Commissioner Cohen absent.

D. Resolution Authorizing Expenditure of Forfeiture Funds for Fiscal Year 2019-2020 – Guillermo Olmedillo, Town Manager

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING FISCAL YEAR 2019/2020 POLICE FORFEITURE FUND EXPENDITURES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Deputy Clerk Herbello read the title into the record.

A motion was made by Commissioner Karukin to approve the Resolution. The motion received a second from Vice Mayor Gielchinsky. All voted in favor with Commissioner Cohen absent.

E. Resolution Authorizing Mutual Aid and Joint Declaration Agreements between the Town of Surfside and Indian Creek Village – Guillermo Olmedillo, Town Manager.

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING A MUTUAL AID AGREEMENT WITH

INDIAN CREEK VILLAGE, AND A JOINT DECLARATION OF THE CHIEF OF INDIAN CREEK VILLAGE PUBLIC SAFETY DEPARTMENT AND THE CHIEF OF POLICE OF THE TOWN OF SURFSIDE PURSUANT TO MUTUAL AID AGREEMENT; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Deputy Town Clerk Herbello read the title into the record.

Mayor Dietch asked if Indian Creek's Police boat can be called as part of the MOU for our assistance.

Police Chief Yero stated that yes, the Town does have the use of their police boat if needed.

A motion was made by Commissioner Karukin to approve the Resolution. The motion received a second from Commissioner Paul. All voted in favor with Commissioner Cohen absent.

F. Resolution Declaring a State of Emergency due to COVID-19 – Guillermo Olmedillo, Town Manager.

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, DECLARING A STATE OF EMERGENCY DUE TO COVID-19; PROVIDING FOR THE TERM OF THE STATE OF EMERGENCY; PROVIDING FOR AUTHORIZATION AND IMPLEMENTATION; PROVIDING FOR TRANSMITTAL; AND PROVIDING FOR AN EFFECTIVE DATE.

Deputy Town Clerk Herbello read the title into the record.

Town Attorney Arango explained the item and the provision of this resolution and what this state of emergency would entail.

Mayor Dietch reiterated that this is done in an abundance of caution.

A motion was made by Commissioner Karukin to approve the Resolution. The motion received a second from Commissioner Paul. All voted in favor with Commissioner Cohen absent.

6. Good and Welfare (Set for approximately 8:15 p.m.)

Public comments for subjects or items not on the agenda. Public comment on agenda items will be allowed when agenda item is discussed by the Commission.

The following individuals from the public spoke on the item:

Jeff Rose spoke regarding enforcement of the code and that the code was changed 10 years ago and we are not like Sunny Isles. He spoke regarding the second story setback in the single-family district and Collins Avenue and that you can no longer build straight. He thanked the Commission.

Shlomo Danzinger thanked the Commission for all their work and thanked Parks Director Milian for his fast work on putting the children's safety first with the COVID-19 issues.

Eliana Salzhauer thanked those who worked hard and that the P-3 project brought residents closer and came together to fight back for their Town land. She stated that she had an issue with how things were handled yesterday, although we are facing a serious health threat one should defer to the CDC.

Jeffrey Platt thanked all on the Commission for their service. He spoke regarding removing all the construction material behind the Dunes at the Surf Club.

Commissioner Paul thanked all the residents who have come to the meetings.

7. Town Manager and Town Attorney Reports

Town Manager and Town Attorney Reports have been moved to the Consent Agenda – Item 3.

8. Unfinished Business and New Business

9. Mayor, Commission and Staff Communications

A. Overhead Utility Standards – Mayor Dietch

Mayor Dietch introduced the item and gave an update on utility standards as it relates to infrastructure and Miami-Dade County standards.

The following individual from the public spoke on the item:
Shlomo Danzinger

A motion was made by Commissioner Karukin to approve the recommendation and direct the Town Manager to come back with a report to the Town Commission in sixty (60) days. The motion received a second from Commissioner Paul. All voted in favor with Commissioner Cohen absent.

B. Mechanical Equipment in Setbacks – Commissioner Cohen

The following individual from the public spoke on the item:
Jeff Rose

A motion was made by Commissioner Karukin to table the item for a future Town Commission meeting. The motion received a second from Commissioner Paul. All voted in favor with Commissioner Cohen absent.

C. Double Parking in Harding Avenue Business District – Commissioner Paul

Commissioner Paul introduced the item and gave a summary of the item and wanted to explore a drop off loading zone on Harding Avenue.

Commissioner Paul would like the Commission to consider a pilot program and notify the business owners of the drop off spots and commented on the amount of parking spots they would need. She stated possibly sending it to DVAC to consider it.

The following individual from the public spoke on the item:
Shlomo Danzinger
Eliana Salzhauer

Commissioner Paul asked if there was any feedback from Town Manager Olmedillo or Police Chief Yero on the legality of where they can be.

Town Attorney Arango stated that she will work with Town Manager Olmedillo and Police Chief Yero on where they can be.

Vice Mayor Gielchinsky addressed the comments made by the public regarding the peak hours.

A motion was made by Commissioner Karukin to have DVAC review and submit their recommendation to the Town Commission. The motion received a second from Commissioner Paul. All voted in favor with Commissioner Cohen absent.

D. Update analysis for Recommendation of Additional lighting locations in residential areas within the Town of Surfside – Guillermo Olmedillo, Town Manager

Town Manager Olmedillo introduced the item and gave a verbal update. He spoke about coordination with FPL with quotes and if they want to go with 90% illumination like other communities or would they want to wait on getting more comments from the public and residents. He stated that he is seeking direction from the Commission.

Commissioner Paul stated that some have stated that the streets are dark and can the light be spread out without more poles in the streets. She is more interested in the 60%, you want them brighter but not too bright.

Discussion among the Commission and Town Manager Olmedillo took place regarding the public letting the Town know how much illumination they would like and direction was given to Town Manager Olmedillo to check with the residents to see how much illumination they would like on the streets.

The following individual from the public spoke on the item:
Shlomo Danzinger

Commissioner Paul stated that she would like 60% maybe up to 76%.

Mayor Dietch asked Town Manager Olmedillo how they arrived to 90%.

Town Manager Olmedillo stated that it is the lighting fixture itself and the LED character fixture because it doesn't fill into the atmosphere.

Mayor Dietch asked if Town Manager Olmedillo could get a price for 60%, 76% and 90% and have the Town Commission determine which one is best.

Commissioner Paul stated that her concern is that the streets are dark.

Mayor Dietch stated that they will need shields regardless of the percentage and what is important is having lighting on the street.

A motion was made by Mayor Dietch to direct Town Manager Olmedillo to come back to the Town Commission with pricing for 60%, 76% and 90% lighting. The motion received a second from Vice Mayor Gielchinsky. All voted in favor with Commissioner Cohen absent.

E. Model Development Order - Guillermo Olmedillo, Town Manager

Town Manager Olmedillo introduced the item and spoke regarding impact fees and how it is currently being discussed by Tallahassee.

Commissioner Paul commented on the item and stated that this is something that needs to be done but what is missing on the list is that the environmental impact must be included in the demolition. She stated that she would like to see demolition added.

Vice Mayor Gielchinsky commented on the reports that would need to be presented in a form of mitigation and the level of service as well as what

mitigation level it would be. He also commented on the impact it would have on the Town and what the Town would get for this.

Town Manager Olmedillo addressed Vice Mayor Gielchinsky's comments and stated that the Town does not have impact fees currently and discussed the areas that are not improved as of yet.

Commissioner Karukin spoke about the abolishment of DIC and that the DIC would have been the Committee to review this.

Discussion continued among the Commission and Town Manager Olmedillo regarding the location of the most impact and the challenges that will be addressed, and the cost of the analysis that needs to be done.

The following individuals from the public spoke regarding the item:
Shlomo Danzinger
Eliana Salzhauer

A motion was made by Commissioner Karukin to approve the short- and long-term policy creating the Model Development Order and adding a demolition section to the Order and bring back to the Town Commission in 90 days. The motion received a second by Commissioner Paul. All voted in favor with Commissioner Cohen absent.

F. Phasing of Underground Fuel Tanks Located at Town of Surfside Town Hall to Above-Ground Tanks – Guillermo Olmedillo, Town Manager

Town Manager Olmedillo gave a verbal update on the project and challenges.

Public Works Director Stokes explained in detail the project and the challenges they are experiencing with DERM and the need to move these underground tanks. He explained what DERM found and the assessment that was done.

Town Manager Olmedillo stated that they are seeking direction from the Town Commission in order to have the tank removed.

Public Works Director Stokes addressed questions made by the Town Commission.

A motion was made by Commissioner Karukin to approve Town Manager Olmedillo's recommendation. The motion received a second from Commissioner Paul. All voted in favor with Commissioner Cohen absent.

10. Adjournment

A motion was made by Commissioner Karukin to adjourn the meeting without objection at 9:28 p.m. The motion received a second from Commissioner Paul. All voted in favor with Commissioner Cohen absent.

Respectfully submitted,

Accepted this ____ day of _____, 2020.

Charles Burkett, Mayor

Attest:

Sandra Novoa, MMC
Town Clerk

10. Adjournment

Respectfully submitted,

Guillermo Olmedillo
Town Manager

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**Town of Surfside
Special Town Commission Meeting
MINUTES
March 24, 2020
7 p.m.**

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

1. Opening

A. Call to Order

Mayor Burkett called the meeting to order at 7:00 p.m.

B. Roll Call of Members

Town Clerk Novoa called the roll with the following members present:

Mayor Charles Burkett, Vice Mayor Tina Paul, Commissioner Nelly Velasquez, Commissioner Charles Kesl, and Commissioner Eliana Salzhauer.

Also present were Town Manager Guillermo Olmedillo and Town Attorney Lillian Arango.

C. Rules of Procedure for public meetings utilizing communications media technology by Update No. 2 - Town of Surfside Emergency Measures - dated March 21, 2020.

Town Manager Olmedillo introduced the item and spoke regarding the procedure of how the public can dial in and be part of the meeting.

Town Attorney Arango introduced the item and provided an overview and explanation.

2. Newly Elected Officials to discuss the Operation and Management of Town During and following the COVID 19 Heath Emergency - Mayor Charles W. Burkett

Discussion among the Commission took place regarding the operation of Town management and administration as well as the Assistant Town Manager.

Town Manager Olmedillo advised the Commission that Assistant Town Manager Tavares retired on Saturday and explained the next steps in addressing Town administration.

Commissioner Salzhauer stated that they were not informed about Assistant Town Manager Tavares' retirement. She stated that they do not have time to waste and need to bring someone in on a temporary basis to act as an Assistant Town Manager and someone that can assist the Town.

Mayor Burkett stated that Town Manager Olmedillo is working on it and they cannot be in a panic mode.

Mayor Burkett introduced Florida Senator Jason Pizzo to speak on the update.

Florida State Senator Jason Pizzo gave an update of the restrictions as well as an update on the corona virus and PPE gear for first responders. He stated that the Governor will be releasing Hurricane Irma monies that are owed to the Town. He stated that the Town of Surfside is scheduled to receive \$275,000 for the Abbott Avenue Drainage System Project and there will be a Florida Senate Special Session in the Summer.

Commissioner Kesl thanked Senator Pizzo for his comments and spoke regarding what the public is experiencing and the mechanisms in place. He feels that there is some confusion on what Surfside is responsible for and getting the information out to the public.

Vice Mayor Paul spoke regarding communicating with staff and the Town Manager on getting the information on Channel 663 and fixing the communication gap. She also stated that the Commission needs to be communicated with on a daily basis.

Commissioner Salzhauer stated that we should work together along with neighboring communities and the need for a crisis management team to assist in these matters.

Commissioner Velasquez stated that they should consider using our resources in order to accomplish these tasks.

Discussion continued among the Commission and staff regarding steps to take place regarding staffing.

Senator Pizzo committed himself to assisting businesses on sales, payroll taxes and his resources in order to assist the Town. Senator Pizzo stated that he will be sending elected officials a civic chart showing the responsibility of charge and hierarchy of who is responsible for what.

Mayor Burkett thanked Senator Pizzo for his hard work and caring for the Town.

Commissioner Kesl thanked Senator Pizzo. He also stated that you need a Town Manager structure along with leadership and a communication plan. He stated that we have not given the team in place a chance. He suggested possibly bringing in a communication team in place.

Vice Mayor Paul thanked Senator Pizzo for being there for the Surfside community. She spoke regarding the Task Force Commissioner Salzhauer mentioned and she said that the Commission is the Task Force and they are there to assist the Manager to reach those that need help.

A motion was made by Commissioner Salzhauer to engage with a public relations firm for crisis services to assist the Town during this crisis. The motion died for lack of a second.

Commissioner Velasquez stated that we should give the staff an opportunity to do their job.

Commissioner Salzhauer stated that they are not getting rid of staff just having someone in place to assist staff.

Vice Mayor Paul commented on staff and the need to have proper staffing to run Town business. She also stated having someone step in to help the Town Manager communicate better.

Vice Mayor Paul stated that she is familiar with the firm that Bal Harbor is using. She feels that they have to define what they are looking for and streamline things.

Commissioner Salzhauer reiterated her motion of needing a crisis management company.

A motion was made by Commissioner Salzhauer to engage services of the firm being used by Bal Harbor.

Town Manager Olmedillo stated that they have been speaking with Brian Andrews and Bal Harbor's Town Manager on assisting the Town.

Commissioner Velasquez asked how long Assistant Town Manager Tavares worked with the Town of Surfside.

Town Manager Olmedillo answered Commissioner Velasquez' question and stated that he worked with the Town of Surfside as an Assistant Town Manager for approximately 2 or 3 years.

Commissioner Velasquez stated that she does not agree with hiring a firm that would restructure a government that is already in place.

Mayor Burkett stated that he agrees that the Town is functioning and they are not equipped to do the hiring Commissioner Salzhauer is requesting.

A motion was made by Commissioner Salzhauer to hire a crisis management firm for one week, seconded by Vice Mayor Paul. Motion failed with Mayor Burkett, Commissioner Velasquez and Commissioner Kesl voting no.

The following individuals from the public spoke on the subject:

Steven Dunn

Clara Diaz-Leal

Debby Cimadevilla stated that she would like to know what can be done extending payment of property taxes and obtaining sanitizer wipes in assisting the elderly.

Tricia Fowley

Commissioner Kesl addressed comments made by the public and commented on business owner relief.

Town Manager Olmedillo suggested to request the property tax assessor to delay the collecting of taxes for three (3) months.

A motion was made by Commissioner Velasquez to request from the property tax assessor for a three (3) month deferral of the obligation of collecting property taxes, and send it to the County Mayor and the Governor, seconded by Commissioner Kesl. All voted in favor.

Commissioner Velasquez suggested hiring an Assistant Town Manager and have proper staffing. She is not in agreement in hiring a new Town Manager.

Vice Mayor Paul stated that the Town Manager has an assistant that can help him and has staff that can assist him to run the Town.

3. Newly Elected Officials will have a “Commission round table” to discuss the issues put forward by the candidates over the last two months, in order to develop a list of priorities and time frames for the rapid implementation of same - Mayor Charles W. Burkett

Commissioner Velasquez wants a priority to be flooding on Abbott Avenue and other streets in Town.

Mayor Burkett asked if Commissioner Velasquez wants Town Manager Olmedillo to come up with a report to address the flooding and that the flooding has to stop.

A motion was made by Vice Mayor Paul directing the Town Manager to work with the Public Works Director to address the Abbott Avenue drainage problem and all other areas prompted to flooding within the next 30 days, seconded by Commissioner Kesl. All voted in favor.

The following individuals from the public spoke on the item:

Clara Diaz Leal stated to come up with a long-term plan and pause and not run everyone else ragged.

Debbie Cimadevilla spoke regarding the flooding issue.

Yoann Andreu spoke regarding stopping construction projects and needing more than one day to remedy.

Commissioner Kesl commented regarding the flooding and would like to head in the direction of needing an answer from an agency from the Town.

Commissioner Velasquez addressed comments made by the public on flooding.

Commissioner Salzhauer addressed comments made by the public regarding flooding.

Commissioner Salzhauer spoke regarding being cautious with the elderly residents and the condominiums.

Further discussion took place regarding the concerns of the elderly, the public's health at risk and the condominiums.

The following individuals from the public spoke on the item:

Ben Aquarion

Jennifer Rotker

A motion was made by Commissioner Velasquez to allow certain construction under a max of 2-3 workers at any given time so people can continue to finish their project, only if their project does not require an inspection. The motion failed for lack of a second.

Commissioner Kesl is concerned that the Town does not have the mechanism to be able to have this continue.

Vice Mayor Paul stated that they have to secure their construction sites.

Mayor Burkett addressed the comment made by Vice Mayor Paul on the construction sites. He asked if the Town Manager can make a determination of what will be considered a safe stay position.

Town Manager Olmedillo stated affirmative.

Commissioner Kesl suggested a work group/task force to work with the Town Manager daily.

Town Attorney Arango stated that there is a resolution that authorizes for the Mayor and the Town Manager to discuss the chain of command and protocol and if there is a task force, there needs to be delegated duties and commissioners meeting might present sunshine issues.

Mayor Burkett stated that Commissioner Kesl would be the liaison.

Commissioner Salzhauer stated that each commissioner can address special areas that they have knowledge about.

Mayor Burkett asked Town Manager Olmedillo if they can contact Pinzur.

Town Manager Olmedillo stated that he would contact Pinzur.

A motion was made by Commissioner Salzhauer to have another emergency meeting in one week, March 31, 2020, seconded by Commissioner Velasquez. All voted in favor.

Commissioner Salzhauer asked Town Manager Olmedillo what their resources are with staffing.

Discussion took place among the members of the Commission on outreach for family members and elderly who are sick that will be detrimental to their health and identify their needs.

A motion was made by Vice Mayor Paul to deal with the COVID-19 virus first and stop any projects as well as all payments to consultants, vendors, contractual obligations and have an organizational flow chart for the next meeting, seconded by Commissioner Kesl. All voted in favor.

Mayor Burkett asked Town Attorney Arango if there can be a freeze placed on contracts and projects.

Town Attorney Arango stated that they have to see the provisions in place.

Commissioner Salzhauer commented on the contracts pending and understanding who is doing what and the organizational chart of the Town.

Mayor Burkett would like to address the taxes, if the Town can derive the same on a reduction of 2/3 mileage rate. He would like to understand the annual budget, how much money is being spent, how much it can be reduced and give relief to residents.

Mayor Burkett also requested to revisit the water bill and the amount residents pay for water services. He stated this is not to be a profit center and would like to see if the service fees for water services can be reduced and would like the Town Manager to come back to the Commission in 30 days with a plan.

Mayor Burkett also requested information from the Town Manager regarding the garbage fees, where the monies are coming in from and being spent on.

Mayor Burkett commented on the P3 project and stated that he would like to revisit the money lent to developers. He requested information on the monies lent to those developers and how to address that and the options available.

Mayor Burkett would like to look at the Zoning Code and the possibility of revising it. He would like to reestablish the Design and Review Board and would like a plan on how the Commission can reestablish it.

Vice Mayor Paul would like to reevaluate the undergrounding of power lines.

Commissioner Velasquez would like to check all the light poles and would like proper lighting on the streets.

Commissioner Salzhauer would like Town Hall to be a resident friendly place to visit.

Town Manager Olmedillo stated that they will arrange someone to answer the phones to help the residents.

A motion was made by Commissioner Salzhauer requesting the Town Manager communicate with Bal Harbour and Bay Harbor to look into a possible testing site, seconded by Commissioner Kesl. All voted in favor.

4. A Commission discussion regarding the communications being disseminated by the Town to the residents - Mayor Charles W. Burkett

Commissioner Salzhauer stated that the Town has staff with public relations experience who can assist with getting the press releases out to the public regarding this crisis.

Town Manager Olmedillo stated that he is using the resources he has at hand and clarified that there is no Assistant Tourism Director, that they only have the Tourism Bureau Director.

Commissioner Salzhauer wanted to know who will do the outreach to the community.

Town Manager Olmedillo responded to the comments made by Commissioner Salzhauer.

5. Additional Resident Resources related to Coronavirus – Commissioner Eliana Salzhauer

Commissioner Salzhauer introduced the item.

Discussion continued among the Commission and Town staff regarding having someone from the Town staff to assist the Town Manager regarding the COVID-19 Task Force.

Vice Mayor Paul asked Police Chief Yero how the police officers are doing during this time.

Police Chief Yero addressed the comments made by Vice Mayor Paul and advised of the policies they have in place to keep officers safe.

Mayor Burkett would like a report in 30 days on the status of the Sustainability Resiliency Fund and the monies being spent.

Commissioner Salzhauer stated that the previous Mayor put monies in a resiliency fund.

Town Attorney Arango stated that the new Commission can rescind or amend the previous resolution.

Vice Mayor Paul commented on CLEO and the resiliency and climate change. She asked if the resiliency monies can be used for health issues due to climate change.

Mayor Burkett stated that they need to know how much money is in there and what it can be used for.

Vice Mayor Paul stated that she was working with Assistant Town Manager Tavares on updating Channel 663, and asked who she would have to work with now that Assistant Town Manager Tavares retired.

Town Manager Olmedillo stated to Vice Mayor Paul that she can continue to work with Tourism Bureau Director Trigueros on updating Channel 663.

6. Parks and Recreation Programming during State of Emergency –
Commissioner Eliana Salzhauer

Commissioner Salzhauer introduced the item and stated that they are working on many things. She stated that she worked with Parks and Recreation Director Milian and would like to use live interactive classes through Zoom and generate new programs for all age groups.

Vice Mayor Paul agreed with Commissioner Salzhauer's comments and stated that there is a video on silver sneakers on the Town website.

Deputy Town Clerk Herbello read the email comments from residents into the record.

Members of the Town Commission addressed the comments/emails received from the residents.

Members of the Town Commission gave direction to the Town Manager to follow up with the comments and concerns made by the public.

Commissioner Salzhauer asked Town Manager Olmedillo if he needs any other tools to succeed.

Town Manager Olmedillo answered Commissioner Salzhauer's question.

The Town Commission by consensus agreed to holding the next virtual Special Commission Meeting on March 31, 2020 at 7:00 p.m.

7. Adjournment

A motion was made by Commissioner Kesl to adjourn the meeting without objection at 11:08 p.m. The motion received a second from Commissioner Salzhauer. All voted in favor.

Respectfully submitted,

Accepted this ____ day of _____, 2020.

Charles W. Burkett, Mayor

Attest:

Sandra Novoa, MMC
Town Clerk



**Town of Surfside
Special Town Commission Meeting
MINUTES
March 31, 2020
7:00 p.m.**

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

1. Opening

A. Call to Order

Mayor Burkett called the meeting to order at 7:00 p.m.

B. Roll Call of Members

Town Clerk Novoa called the roll with the following members present:

Present: Mayor Charles Burkett, Vice Mayor Tina Paul, Commissioner Nelly Velasquez, and Commissioner Eliana Salzhauer.

Absent: Commissioner Charles Kesl

Also present were Town Manager Guillermo Olmedillo and Town Attorney Lillian Arango.

2. Discussion Items

A. COVID-19 Task Force Update – Commissioner Charles Kesl

Sustainability and Resiliency Officer/COVID-19 Task Force Coordinator Stein gave an update. She spoke regarding risk assessment, finances, unemployment, seniors, staffing and will present those findings at a later meeting. She also stated that she will have a resource map and do an overview of those risk assessments.

Commissioner Salzhauer commented on the work being done and the importance of this task force. She also requested something be done for the residents.

Police Chief Yero addressed comments made by the Commission and the need of staying at home in compliance with the COVID-19 order.

Mayor Burkett asked if there is anyone at Town Hall to speak to regarding updates on COVID 19.

Sustainability and Resiliency Officer/COVID-19 Task Force Coordinator Stein answered Mayor Burkett's question and stated that there is someone that can speak to the public. She also stated that there is someone at the police department and all information is available on the Town's website.

Commissioner Salzhauer suggested having some of the employee's schedule changed in order to have someone present at Town Hall.

Vice Mayor Paul commented regarding residents with special needs and provided preventive care information.

B. Communications Crisis Management & Outreach During COVID-19 Crisis – Commissioner Eliana Salzhauer

Commissioner Salzhauer introduced the item and spoke regarding fixing the email issue and the robo call issue. She stated that the website needs work and needs to be more user friendly.

The following individual from the public spoke on the item:
Victor May

Vice Mayor Paul commented on channel 663 and keeping the channel updated. She suggested streamlining the communication to be sure the same communication is being sent out.

C. Additional Resident Resources Related to Corona (update on call center, Local COVID-19 testing options, securing Surf/Bal/Bay from outside visitors if necessary) - Commissioner Eliana Salzhauer

Commissioner Salzhauer. Introduced the item and spoke regarding the call center being staffed on the weekends. Commissioner Salzhauer asked Town Manager Olmedillo and Police Chief Yero if they are working with neighboring cities in keeping individuals from other cities coming into Surfside.

Town Manager Olmedillo stated that they prepared another executive order similar to Miami Beach and Bal Harbor and they are working on those issues.

Town Attorney Arango clarified and explained the executive order and the mandatory quarantine time.

Discussion among the Commission took place regarding the penalties involved if anyone violates the order.

Police Chief Yero stated that they will need cooperation from the condominiums and their managers. They have communicated with those condominiums and they were advised that they must advise the Police Department if they are not quarantining themselves appropriately.

Commissioner Salzhauer spoke regarding ways for the public to participate.

D. The relationship between the Covid-19 health crisis and Climate Change for discussion on Uses of the Resiliency Reserves – Vice Mayor Tina Paul

Vice Mayor Paul introduced the item and stated that she did some research on the COVID 19 and climate change in the environment. Vice Mayor Paul stated that they are related and believes that they can use the resiliency fund for this issue. Vice Mayor Paul would like to expand on this and include these risks.

Commissioner Salzhauer commented on using the funds from the Resiliency Fund.

Mayor Burkett stated that he spoke with Town Attorney Arango on using the resiliency fund for these services. He stated that they would need a new resolution. He asked the Commission if they would like to provide additional language at the next meeting.

Vice Mayor Paul asked Town Attorney Arango if they could look at the resiliency requirements the prior Commission had and if they can amend the resolution of the usage of the fund to include public health.

Mayor Burkett stated that he heard that some of the funds from this was to purchase homes in Surfside.

Vice Mayor Paul stated that language was removed.

Mayor Burkett asked if she would be willing for Town Manager Olmedillo to come up with language for the amendment at the next meeting.

Commissioner Velasquez agreed with the revision of the resolution for use by the families for better programs.

Further discussion continued regarding the changes on this document and policies.

The following individuals spoke on the item:

Ben Aquario

Clara Diaz Leal

Shlomo Danzinger

William Burkett, from Spain, spoke about the conditions in Spain regarding the COVID-19.

Ben Jacobsen

Kim Allard-Pro
Jorge Cortes
George Kousoulas
Manuel Lecour
Debbie Cimadevilla

Commissioner Velasquez addressed the comments made by the public speakers.
Commissioner Salzhauer addressed the comments made by the public speakers.
Vice Mayor Paul addressed the comments made by the public speakers.
Mayor Burkett addressed the comments made by the public speakers.

Police Chief Yero spoke regarding the issue with the public walking out onto the seawalls, kayak launches, one's personal responsibilities and the officers stuck in between with enforcing the orders.

Further discussion took place among the Commission on the item and approaching the Governor for assistance.

**E. Sustainability and Resiliency Committee and Resiliency Reserve –
Mayor Charles W. Burkett**

Heard in conjunction with item D.

F. CGA Contract – Mayor Charles W. Burkett

Mayor Burkett addressed the item and the amount of money being spent on consultants and contracts.

Mayor Burkett asked to hear Item N at 8:36 pm.

Mayor Burkett asked Town Manager Olmedillo for an overview of the CGA Contracts.

Town Manager Olmedillo gave an overview of all the CGA contracts the Town has.

Commissioner Velasquez asked if the Finance Director could give them a breakdown of what gets paid to CGA. She asked regarding the retainers paid to CGA and the work CGA did for the number of hours they got paid for.

Commissioner Salzhauer commented on the cost of CGA and the work they provide. She stated that she would like a list of who works for CGA and how much they get paid. She stated to look into which services they want to keep with CGA and which ones to keep inhouse.

Mayor Burkett commented on the item and what can the Town afford in comparison to the services being received. He asked the Finance Director to give an entire breakdown to the Commission of what is being paid to CGA and services that were received.

Vice Mayor Paul commented on the contracts including Planning and Engineering and spoke regarding the noncompetitive bidding. She stated that the frustration that residents feel is the amount of projects that are going on and if all those projects were needed. She would like a better understanding of the monthly retainers.

Further discussion took place regarding the contracts, retainers and what services they provide by the Commission, Staff and Town Attorney Arango.

The following individuals from the public spoke on the item:

Chris Giordano from Calvin Giordano and Associates spoke regarding their contract.

Lindsay Lecour

George Kousoulas

Tricia Fowley

Commissioner Velasquez asked for clarification on what groups are doing when it comes to the website.

Mayor Burkett asked for an update by Town Manager Olmedillo on what is being paid a month on the expenditures in the last 2 years with the scope of the work.

Mayor Burkett asked Town Manager Olmedillo and the Finance Director to come back in 30 days with the information requested of the work provided with the retainer that is paid.

G. Weiss Serota Contract – Mayor Charles W. Burkett

Mayor Burkett introduced the item.

Town Manager Olmedillo gave an overview of the Weiss Serota Contract.

Mayor Burkett commented on the item and the conversation he had with Town Attorney Arango. He stated that Town Attorney Arango is a professional, nice person who is very smart. He stated that they are in good hands with Town Attorney Arango and the reason why its on the agenda is because it's a big number and the Commission needs to understand what they are paying for.

Mayor Burkett stated that Weiss Serota is a fine firm and could not be happier with the performance that they have shown in the work that they have done.

Commissioner Velasquez stated that Town Attorney Arango is very knowledgeable and they need people that have all the knowledge of all items but feels that they need to look into how much retainer money is being used on a monthly basis.

Commissioner Salzhauer commented on the item and would like advocates for the residents.

Vice Mayor Paul stated that what you have is the expertise with the firm and that is invaluable.

Town Attorney Arango spoke regarding Weiss Serota's retainer agreement with the Town of Surfside in 2017 and the cost and what is included in their rate.

Mayor Burkett addressed the comments made by the Commission and Town Attorney. He also requested the numbers paid to Weiss Serota for calendar year January 2018 to December 2019.

Town Attorney Arango explained what is covered and not covered by the Florida League and they try to save the Town money on their litigation costs.

Commissioner Velasquez asked if there are any pending litigations.

Town Attorney Arango mentioned the litigations pending that are not covered by their League Defense Policy and Weiss Serota is defending the Town.

H. Jacober Contract – Mayor Charles W. Burkett

Mayor Burkett introduced the item and stated that he received information that in 2019 the Town paid the firm over \$340,000. He also discussed other periods.

Town Manager Olmedillo and Finance Director Greene gave an overview of the Jacober Contract.

Discussion continued among Mayor Burkett and Finance Director Greene regarding retainers.

Tourist Board Director Trigueros gave an explanation of the contract with Jacober.

Commissioner Salzhauer commented on the Jacober contract and the monthly payments being made to Jacober.

Vice Mayor Paul spoke regarding the item, the plans on Jacober's contract and is happy that everyone is looking at it.

The following individual spoke regarding the item:
Luisa Jimenez, Director of Marketing, Jacober Creative

Further discussion took place among the Commission regarding the Jacober contract.

Vice Mayor Paul spoke regarding the Tourism Director and that he is working well and hard and thinks there needs to be more trimming on the outsourcing.

The following individual spoke on the item:
George Kousoulas

I. Iron Mountain Agreement (IT Backups) – Mayor Charles W. Burkett

Mayor Burkett introduced the item and practices that they should be focused on with ransomware.

Commissioner Velasquez stated that they are looking into moving in the right direction and putting forward in motion cancelling these contracts and deciding what will be needed.

Further discussion took place among the Commission on the monies being spent on promotion instead of putting it into areas that are needed more.

The following individual spoke on the item:
Ben Aquario

Commissioner Velasquez asked Town Attorney Arango what position this puts the Town in.

Town Attorney Arango stated that she does not know which contracts besides Jacober in regards to the Tourist Bureau.

Tourist Bureau Director Trigueros stated their only active contract is with Jacober.

Town Attorney Arango stated that she has to see if stopping payments will breach the contract and will cost the Town money.

A motion was made by Commissioner Salzhauer to freeze tourism expenses until they reactivate spending, seconded by Commissioner Velasquez. All voted in favor with Commissioner Kesi absent.

Commissioner Salzhauer asked Tourist Bureau Director Trigueros to have the information that is on the Tourist website integrated into the Town website.

A motion was made by Vice Mayor Paul to extend the meeting 5 minutes at 11:23 pm, seconded by Commissioner Velasquez. All voted in favor with Charles Kesi absent.

J. Brightview Agreement (FKA Luke’s Landscape)– Mayor Charles W. Burkett

Mayor Burkett introduced the item and the cost of the contract and believes that it is expensive and to improve the arrangement. He requested to place it on the next agenda.

Commissioner Velasquez believes the Town can hire landscapers as employees.

Commissioner Salzhauer commented on the cost of this contract.

Vice Mayor Paul spoke on the item and the cost of the contract.

A motion was made by Commissioner Velasquez to have Town Manager Olmedillo look at options with respect to landscape including how much money it would cost to have our own staff perform the work, seconded by Commissioner Salzhauer. All voted in favor with Commissioner Kesl absent.

Mayor Burkett read the public comments into the record.

Mayor Burkett requested to have on the next agenda to discuss enforcement of short-term rentals and long-term rentals.

Mayor Burkett requested to have on the next agenda the possibility of the Town suspending the Water & Solid Waste bills that are charged to the Downtown non-essential Businesses that were forced to close until further notice.

Town Manager Olmedillo addressed the comments made by the public.

Mayor Burkett addressed comments made by the public.

Further discussion took place among the Commission and staff regarding comments sent via email from residents.

K. Community Center Second Floor – Mayor Charles W. Burkett-

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

L. Pool Deck Lighting for Extended Winter Hours- Commissioner Eliana Salzhauer

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

M. Commission Meeting Starting Time at 6:00pm – Mayor Charles W. Burkett

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

N. Construction on Single Family Homes – Commissioner Nelly Velasquez

Commissioner Velasquez introduced the item and does not think that banning construction on single family homes should continue.

Commissioner Velasquez suggested some solutions to the situation.

The following individual spoke on the item;

Irina Kamyshnikov
George Kousoulas
Lindsay Lecour
Steven Dunn
Tricia Fowley
Debbie Cimadevilla
Jeff Rose

Iris Herssein's email was read into the record by Mayor Burkett.

Nathan Lebwohl

Members of the Town Commission addressed comments made by the public and further discussion took place regarding this item.

Commissioner Salzhauer asked if there are certain functions that can be done online.

Town Manager Olmedillo answered Commissioner Salzhauer's question and stated that there are ways we can obtain records sent by applicants electronically but we are not at the level that Miami-Dade County is.

Mayor Burkett thanked Town Manager Olmedillo for his hard work and his assistance in having Town Hall available for our residents.

Commissioner Velasquez requested Building Official Prieto's cellular phone number and for him to be available to the residents in order for the residents to be able to contact him.

O. Discussion Regarding Assistant Town Manager position and Action - Commissioner Nelly Velasquez

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

P. Downtown Lighting RFP – Mayor Charles W. Burkett

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

- Q. Photovoltaic RFP - Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- R. Stormwater Masterplan - Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- S. Facilities Review - Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- T. Kayak Launch - Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- U. Downtown Surfside Sidewalk Beautification - Plans and Studies - Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- V. 92nd St Beach-end Improvements - Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- W. Sidewalk on N 95th St between Abbott and Byron - Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- X. Rope Fencing & Posts-Beachwalk/Hardpack - Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- Y. Develop Capital Improvement Plan (CIP) - Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- Z. 10 Year Water Supply Plan - Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.

- AA. Beach Raking - Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- BB. Community Digital Signs – Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- CC. Government Academy - Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- DD. Various Tourism Related Events, Initiatives, and Destination Marketing - Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- EE. Various Parks & Recreation Related Events and Initiatives – Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- FF. Building Department File Digitization – Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- GG. Classification and Compensation Study – Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- HH. Pinzur Communication – Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- II. Zambelli Fireworks Manufacturing – Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.
- JJ. Undergrounding of Power Lines - Mayor Charles W. Burkett**
Deferred to the April 7, 2020 Special Commission Meeting Agenda.

**3. Thirty (30) Day Staff Report – Pending Items from March 24, 2020
Special Town Commission Meeting**

A. Preservation of Eden Project located at 9300 Collins Avenue.

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

B. Speeding on Collins and Harding

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

C. Undergrounding power lines

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

D. Additional lighting in the residential area

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

E. Lowering property taxes and water bills

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

F. Flooding

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

G. Appointments to boards

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

H. Reinstatement of the Design Review Board

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

**I. Revising the ordinance put in place by the last Commission that
reduced residents right to speak at meetings.**

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

J. Homeless contribution by the Town of Surfside of \$100,000.

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

K. Reversion back to our prior zoning code

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

L. Free (hassle-free) downtown parking for residents.

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

M. Charter Amendments to affirm the limit of pay for elected officials to a maximum of \$1 per year, term limits for elected officials of 3 consecutive terms for both Mayor & Commissioners, a prohibition on the sale or leasing of any Town property without a referendum & a prohibition against any loan or borrowing, which would put the Town into debt for more than 10% of its annual property tax revenue and which could not be fully amortized within a total of 5 years.

Deferred to the April 7, 2020 Special Commission Meeting Agenda.

3. Adjournment

A motion was made by Commissioner Velasquez to adjourn the meeting without objection at 11:40 p.m. The motion received a second from Vice Mayor Paul. All voted in favor with Commissioner Kesl absent.

Respectfully submitted,

Accepted this ____ day of _____, 2020.

Charles W. Burkett, Mayor

Attest:

Sandra Novoa, MMC
Town Clerk



TOWN MANAGER'S REPORT

APRIL 16, 2020

COMMUNITY PROGRAMS / INITIATIVES / ENHANCEMENTS

- I. **SEE CLICK FIX REPORT** – *Attachment "A"*
- II. **SOCIAL MEDIA (NEXTDOOR) REPORT** – *Attachment "B"*
- III. **DEVELOPMENT APPLICATION PROCESS (2009 – PRESENT)** – *Attachment "C"*
- IV. **BEACH RENOURISMENT PROJECT STATUS UPDATE**

The Beach Renourishment Project officially began on Monday, August 19, 2019. Town Administration has been participating in Weekly Project Coordination meetings. The final meeting was held on March 4, 2020. Minutes are attached - "*Attachment "D"*"

In order to address critical beach erosion in Surfside, the U.S. Army Corps of Engineers, in coordination with Miami-Dade County and the Town of Surfside, has placed approximately 330,000 cubic yards of beach quality sand, hauled by trucks from an upland mine, to renourish the public beach in Surfside. The construction was conducted by Continental Heavy Civil Corp of Miami, Florida, which was awarded the contract by the U.S. Army Corps of Engineers Jacksonville District.

V. TOWN DEPARTMENTS

Code Compliance Division

A. Code Violation Cases: As of March 25, 2020, the total number of active, open cases being managed is 159; of these cases, 60 cases are still under investigation and are working towards compliance; 13 cases are on-hold; 9 cases are in the Special Master hearing queue; 4 cases are in the post-hearing status; 2 cases have pending liens, 37 code cases have been issued liens and remain unpaid, and 34 service cases have been issued liens and remain unpaid. Properties with unpaid liens are sent reminder letters on a semi-annual basis.

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

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

- FY 19/20: Through March 25, 2020, 68 cases have paid/settled for a total collection of \$81,015.
- FY 18/19: 143 cases paid/settled for a total collection of \$35,654.
- FY 17/18: 92 cases paid/settled for a total collection of \$29,576.
- FY 16/17: 117 cases paid/settled for a total collection of \$40,842.
- FY 15/16: 152 cases paid/settled for a total of \$137,282

Finance Department

Monthly Budget to Actual Summary as of February 29, 2020 – *Attachment "E"*

Police Department

A. Police Department Statistics (March 1 – March 24, 2020)

- Traffic Citations – 179
- Parking Citations – 240
- Arrests – 2
- Dispatch Events – 1,310
- Incident/Crime Reports - 33
- Suspicious Person Checks – 20

B. Coronavirus (COVID-19)

The Surfside Police Department has maintained situational awareness of the COVID-19 Pandemic Incident in coordination with Local, State, and Federal partner Agencies and through continued contact and information sharing with the Miami-Dade County Office of Emergency Operations-Emergency Operations Center. Our Department strives to maintain operational readiness, public preparedness, safeguarding the community, and enforcement of laws-ordinances-governmental orders. Our Department is aware that Continuity of Operations Plans especially regarding staffing is of paramount importance and therefore the Command Staff is considering several optional staffing models in the event police personnel are affected by COVID-19. Currently there are four (4) Sworn Officers that exhibited sign/symptoms that necessitated COVID-19 testing at a designated

testing facility; one (1) Officer received a negative test result and returned to work, and three (3) Officers are awaiting the test results.

C. Police Events

- o Monthly community events (Bike with the Chief and Coffee with the Cops) are cancelled until further notice and will resume as soon as possible.
- o The Shred-A-Thon, DEA Drug Take Back, Blood Drive and Mobile DMV will be rescheduled as soon as possible.

D. Traffic Mitigation Program Status Report

Public safety is the number one priority for the Town of Surfside. Along with public safety, quality of life is a focus of the Town. One element that impacts both public safety and quality of life is traffic. Traffic has increased significantly in recent years on Collins Avenue and Harding Avenue regionally as well as locally in Surfside. These roadways are major north/south thoroughfares for vehicles to avoid I-95 and Biscayne Boulevard traffic congestion. Lane closures at developments in Surfside and neighboring jurisdictions add to this traffic overcrowding. Drivers have learned they can avoid the backup on Collins Avenue and Harding Avenue by traveling west into the residential neighborhoods. There are no sidewalks in the single-family home areas of Surfside and with many families and children who play, walk and bike on the streets, traffic mitigation strategies are continuous for the Town Commission and Staff in our goal to keep Surfside safe and enjoyable. In order to accomplish our goals Staff works in partnership with the State of Florida Department of Transportation and Miami-Dade County authorities who have jurisdiction over the roads in Surfside. The following chart illustrates and tracks the progress of this ongoing effort.

#	TIMEFRAME	INITIATIVES	STATUS	UPDATE(S)
Short Term (0 – 6 months)				
1.		<u>Collins Ave and Harding Ave. Request for additional speed limit signs & pavement markings within Town of Surfside. FDOT CTP 2018-03-0031</u>	<u>Re-Opened</u>	Per Arturo Patulot, Traffic Operations D6, Florida Department of Transportation (FDOT) 305-470-5303, arthuro.patulot@dot.state.fl.us: FDOT Traffic Operations office conducted a field review along the subject roadway segment from 88 th to 96 th streets both NB and SB directions and has decided to install five (5) additional posted speed limit signs 30 MPH and three (3) sets of pavement markings 30 MPH for better exposure and driver's compliance at the following locations: <i>Collins Avenue facing Northbound traffic</i>

			<p>Two (2) additional 30 MPH speed limit signs (Right & Left of roadway) and 30 MPH pavement markings north of 90th Street</p> <p>One (1) additional 30 MPH speed limit sign (Right of roadway) north of 92nd Street</p> <p>Two (2) additional 30 MPH speed limit signs (Right & Left of roadway) north of 94th Street <i>Harding Avenue facing Southbound traffic</i></p> <p>30 MPH pavement markings for the three lanes across from existing speed limit sign south of 96th Street</p> <p>30 MPH pavement markings for the three lanes across from existing speed limit signs south of 92nd Street</p> <p>The proposed improvements will be completed by FDOT maintenance when workload and schedule permit. No anticipated completion dates were provided.</p> <p>FDOT was notified by email for an update on the status and Public Works is awaiting their response.</p> <p>Town Public Works advised that FDOT confirmed that a work order has been completed and pending a start date for the work.</p> <p><u>Town Public Works Administration contacted FDOT on 09-23-2019, and obtained the following update from Arthur Patulot (FDOT Traffic Operations D6):</u></p> <ul style="list-style-type: none">• <u>FDOT traffic service request (TSR #87-0033-18) with the FDOT maintenance office is being processed and they will be expediting the implementation of the proposed improvements for Surfside on A1A</u>• <u>The FDOT contractor is scheduled to start installing the pavement markings and signage the first week of October 2019.</u> <p>FDOT began installing the pavement markings and signage the week of October 21, 2019.</p> <p>As of November 2019, the status of the pavement markings is as follows:</p>
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				<ol style="list-style-type: none"> 1. 9500 Block of Harding (Completed) 2. 9300 Block of Harding (Completed) 3. 9100 Block of Harding (Completed) 4. 9000 Block of Collins (Completed) 5. 9200 Block of Collins (Not Completed) 6. 9400 Block of Collins (Not Completed) <p>FDOT Supervisor, Ramon Sierra, advised the Surfside Public Works Department that all signs and markings for the project have been completed.</p> <p><u>Per Public Works during March 2020, FDOT initiated work to thermoplastic restripe the crosswalks at 89th and Harding, and 90th and Harding.</u></p>
2.		Loop Detector Installation	In progress	<p>CGA was authorized to move forward with the preparation of the bid documents for the traffic loops at three signalized intersections along Harding Avenue. CGA will need to provide updated scope of services and fee in order to provide traffic counts and traffic analysis at subject intersections (before and after traffic analysis) per commission request at 05-09-17 meeting.</p> <p>The east Stop Bar at 93 Street & Harding Avenue will be moved back.</p> <p>On 8-8-2017, CGA submitted its additional service agreement for completing the before and after traffic analysis at the signalized intersections along Harding Avenue that new traffic loops are being installed. At the Commission meeting where the Post Design Services contract was approved, the Mayor and Commission asked if CGA could do a before and after analysis in order to evaluate the change in traffic operations at these subject intersections. The traffic counts are currently scheduled for the 29th, 30th or 31st of August (second week of regular school).</p> <p>Loop detectors have been approved for Harding Avenue at 88th, 93rd and 94th Streets.</p> <p>On 11-3-2017, CGA submitted for review and approval Work Authorization No. 106 for Surfside Traffic Signal Modification – Traffic Analysis. The scope of the project includes Pre – Post Construction Analysis of four intersections on Harding Avenue at 88th, 93rd,</p>

				<p>94th and 95th Streets. Total cost not to exceed \$14,200.62.</p> <p>On 1-29-2018, a Traffic Signal Modification Mandatory Pre-Bid Opening was held at 10:30 a.m. The Assistant Town Manager, CGA, Public Works and Police Department representatives attended. No bidders attended.</p> <p>On March 8, 2018, a Traffic Signal Modification Mandatory Pre-Bid Opening was held at 2:00 p.m. The Town has received two bids. The Public Works Department and CGA are evaluating the bids. Once the bids are evaluated and ranked, Town staff will present their recommendation for final bid selection and award to the Town Commission.</p> <p>In a letter dated April 16, 2018, reference Town of Surfside Traffic Signal Modifications ITB No. 2018-01 and CGA Project No. 15-8083, CGA Director of Construction Engineering, Robert McSweeney, provided an analysis of the two bids received for the Surfside Traffic Signal Modification Project and recommendation for award of Contract. Under Power Corp. was the apparent low bidder with a Base Bid of \$109,045.23. Upon review, they found the bid is complete and appropriate for the proposed work. In keeping with the Town to award a Contract to the most responsible and responsive bidder whose bid is in conformance with the Bidding Documents and is in the best interest of the Town, they recommend that the Town of Surfside award the contract for the referenced project to Under Power Corp.</p> <p>At the 6-12-2018 Commission Meeting, the Town Commission voted to approve the recommendation from CGA awarding the contract to Under Power Corp. The project is moving forward pending CGA Notice to Proceed and required permitting.</p> <p>CGA has collected traffic counts and completed intersection analysis at the Harding Avenue and 88th Street, Harding Avenue and 93rd Street, Harding Avenue and 94th Street and Harding Avenue and 95th Street intersections. Next step is to</p>
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			<p>complete new traffic counts and intersection analysis once the traffic loops at all four intersections have been installed. This traffic analysis will be summarized in a memorandum.</p> <p>Public Works Department and CGA held a pre-con meeting. Contractor applied for County permit. A Notice to Proceed (NTP) will be given when contractor has permit. 30 to 45 days for completion after start.</p> <p>On 8-8-2018, the awarded contractor, Under Power Corporation, submitted the following permit applications to Miami Dade County: Permit No. 2018006371 – Harding Av & 88 St Permit No. 2018006374- Harding Ave & 93 St Permit No. 2018006373 – Harding Ave & 94 St</p> <p>On 8-21-2018, Miami-Dade Traffic Engineering Division provided comments on their already approved plans. They had asked for one of the pedestrian signal phases to be modified.</p> <p>On 8-22-2018, Under Power Corporation picked up 18 revised signed and sealed sets from CGA.</p> <p>On 8-23-2018, the revised plans were submitted to the County for permitting by the contractor. It seems that the County has a 12-day turn-around for these permits. Bob McSweeney has been keeping track of the County's review time and the contractor has kept CGA informed every step of this process.</p> <p>For Harding Avenue and 95th Street, CGA received an email from David Hayes (Miami-Dade County) stating that they could not sign-off on the project because they needed revised plans to reflect the same pedestrian phase modifications requested at 88th Street, 93rd Street, and 94th Street. Revised plans for Harding Avenue and 95th Street will be submitted to Miami-Dade County on 8-27-2018.</p> <p>Under Power Corp., project manager Guillermo Vado, left the company on 09-14-</p>
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			<p>18, and the new project manager is Eddie Macias e.macias@underpowercorp.com.</p> <p>GCA contacted FDOT Operations concerning the Construction Agreement renewal and loop material revision, and were referred to the FDOT Permits Department. GCA have a call/message into them, and will advise as to any potential delay once we have more information.</p> <p>On 11-27-18 a meeting was conducted with Town Administration, Public Works, Police Department, and CGA regarding the Loop Detector Installation. It was determined that the project can commence on 12-10-2018 and the work hours will be 8:00 AM – 6:00 PM, Monday-Friday. The Police Department will provide personnel to assist with lane closures. The contractor, Under Power Corp., was contacted and advised to provide a construction schedule, work plan narrative, and MOTs regarding the program prior to commencing work.</p> <p>Loop Detector installation work began the week of 12-17-2018 and FDOT advised that the contractor has a 90-day window to complete the work. Traffic advisories were emailed to residents and posted on the Town website regarding the construction work and anticipated lane closures on Harding Avenue.</p> <p>FDOT halted the installation to obtain additional permits. They were not able to perform directional drilling at the intersections. FDOT and the Town have a scheduled meeting on Thursday 01-31-2019 to discuss the new project timeline.</p> <p>As of February 2019, due to unforeseen field conditions encountered by Contractor, loop detection project construction drawings are being revised. The revised drawings will be submitted to FDOT for re-permitting since the changes require trenching of roadway. Engineer of Record is currently working on construction drawings for re-submittal.</p>
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				<p>According to the Town Public Works Department we are awaiting a cost on the Change Order.</p> <p>In April 2019, Public Works advised that an RFP will have to be re-issued as the contractor has withdrawn from the project.</p> <p>The Loop Detectors are a discussion item for the November 2019 Commission Meeting.</p> <p>The Loop Detectors was a discussion item for the November 2019 Commission Meeting. Commissioner Kaukin commented on the traffic impact on the intersection of 94th Street and Harding Avenue. Town Manager Olmedillo suggested engaging with FDOT regarding the loop detector project and obtain a cost share partnership. The Town Manager stated he will contact FDOT and report back to the Commission.</p> <p>FDOT retained Tindale-Oliver & Associates, Inc. to design a pushbutton project to install the requested vehicle detectors (loops) along SR A1A/Harding Avenue at the following locations:</p> <ul style="list-style-type: none"> • 93rd Street • 94th Street • 95th Street <p>A FDOT representative advised that the installation will tentatively start sometime around summer of 2020.</p>
3.		Install a crosswalk at 90 th Street & Harding Avenue (north side) and 89 th Street & Harding Avenue (north side)	Open	<p>FDOT agreed to reconsider installing a traffic signal at the location, pending study (count). The Town installed traffic delineators designed to allow a left turn only onto Harding Avenue, preventing vehicles from traveling westbound across the intersection.</p> <p>The 200 block of 90th Street has been converted to one-way traffic eastbound only. This new traffic pattern has eliminated the hazard of vehicles traveling west across Harding Avenue at 90th Street where a curve hindered line of sight for drivers.</p> <p>No Turn on Red signage has been installed at 90th Street & Collins Avenue for vehicles</p>


				<p>traveling eastbound in the 200 block of 90th Street.</p> <p>Crosswalk markings (Thermoplastic) installation will be performed in February 2019.</p> <p>Crosswalk markings (Thermoplastic) installation was delayed until March 2019 to allow the new pavement to properly cure.</p> <p>Crosswalk markings (Thermoplastic) installation was completed at the 89th Street & Harding Avenue (north side) location in March 2019. The Crosswalk markings (Thermoplastic) installation at 90th Street & Harding Avenue (north side) is still pending with no definitive date set.</p>
4.		Install a crosswalk at 92nd Street & Collins Avenue (FDOT Project)	Open	<p>Based on citizen concerns, the Town Administration contacted FDOT regarding the installation of a crosswalk at 92nd Street and Collins Avenue to enhance pedestrian safety for Town residents and hotel guests of the Residence Inn by Marriott Hotel.</p> <p>Town Public Works contacted FDOT for an update on this project on 09-23-2019, and was advised that the project is approved under FDOT Project #FM 250629-5-32-01 and is awaiting project funding.</p>
5.		Evaluate Sidewalk Options	Open	Town Commission approved a motion to continue to evaluate pedestrian safety options in Surfside.
6.		Installation of Traffic Delineators	Closed	Traffic Delineators were installed at designated traffic concern locations identified by the Police Department at Collins Avenue at 92 Street (NW corner) and in the 9100 block of Collins Avenue (west side). The Delineators were installed in February 2020, and have proven effective in eliminating the illegal parking at these locations.
7.		New Speed Bumps	Closed	<p>New speed bumps have been installed at the following locations:</p> <ul style="list-style-type: none"> • 8900 block of Abbott Avenue • 9100 block of Abbott Avenue • 9300 block of Abbott Avenue

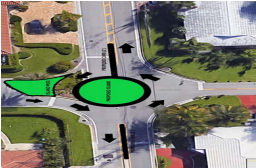
				<ul style="list-style-type: none"> 9500 block of Byron Avenue (second speed bump) <p>November/December 2018: new speed bump location in the 9400 block of Abbott Avenue being evaluated. The location of the speed bump was determined and installation scheduled for February 2019.</p> <p>During February 2019, new speed bumps were installed at the following locations:</p> <ul style="list-style-type: none"> 9300 block of Abbott Avenue 9400 block of Abbott Avenue 9500 block of Carlyle Avenue <p>New speed bumps implementation is being evaluated for the 8800 block of Carlyle Avenue.</p> <p>In May 2019, a speed bump was installed in the 8800 block of Carlyle Avenue.</p> <p>On October 23, 2019 one speed bump was removed from 88th Street due to its proximity to an existing stop sign.</p>
8.		Stop Signs in Surfside checked for compliance with Miami-Dade County regulations.	Closed	During September 2019, Town Public Works personnel checked and adjusted all stop signs in Town to ensure that they were upright, and were in compliance with the 7 foot height per Miami-Dade County regulations.
9.		Pedestrian Crosswalk Safety at the 93 rd Street and Collins Avenue Crosswalk	Closed	<p>Based on citizen concerns and traffic crash data, the Town Manager and the Police Department initiated the following actions to enhance pedestrian safety at the crosswalk located at 93rd Street and Collins Avenue that is used to primarily access the Town's Community Recreational Center.</p> <p>In June 2019, the Town Manager met with Florida State Senator Jason Pizzo, Kevin J. Thibault (Secretary of Transportation), Miami-Dade County Commissioner Sally Heyman, and Jim Wolfe (Secretary of District 6, Florida DOT) and he presented the safety issues regarding the pedestrian crossing at 93rd Street and Collins Avenue</p>

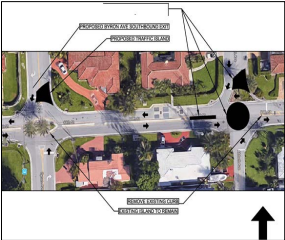
			<p>and sought input and recommendations to mitigate those concerns.</p> <p>The Police Department conducted on-going proactive traffic details in the 9200 block of Collins Avenue targeting speeding vehicles and vehicles running the red light. Additionally, the Police Department partnered with FDOT representatives to conduct a pedestrian safety educational awareness day that included the 93rd Street and Collins Avenue intersection and pedestrian crossing to educate citizens and provide safety tips.</p> <p>The Police Department contacted both FDOT and the Miami-Dade Traffic Department of Transportation and Public Works Traffic Signals and Signs Division Administration to request that the timing of the traffic signal at 93rd Street and Collins Avenue be increased to allow additional time for pedestrians to cross Collins Avenue for eastbound and westbound travel. This effort was successful and the County agreed to increase the pedestrian crossing time by an additional 3 seconds which was implemented on August 27, 2019. The pedestrian walk time now reflects a minimum of 7 seconds prior to the 16 second countdown timer of the flashing "DON'T WALK" notification, providing pedestrians a total of 23 seconds of crossing time.</p> <p>Isis Sotolongo, FDOT Bike and Pedestrian Traffic Specialist II-District Traffic Operations Division, sent an email to Town Manager Olmedillo on 11-15-19 regarding a completed FDOT engineering study for 93rd Street intersections at Collins Avenue and Harding Avenue. The email is copied below:</p> <p>Subject: CTP 2019-08-0006, Sections: 87060000 & 870600001, SR A1A / Collins Avenue and SR A1A / Harding Avenue at 93rd Street. Request for Pedestrian Safety improvements. Good morning Mr. Olmedillo,</p>
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			<p>This is a follow-up to a request you forwarded to our office on August 26, 2019 to further evaluate pedestrian and bicycle mobility at the subject intersections. The Florida Department of Transportation completed a traffic engineering study which included turning movement counts, pedestrian counts, review of crash data, field observations and assessment for potential pedestrian/bicycle safety and mobility enhancements. Based on the results of the study, the Department has decided to implement the following safety improvements at SR A1A/Harding Avenue and 93rd Street and SR A1A/Collins Avenue and 93rd Street.</p> <ul style="list-style-type: none">• Coordinate with Miami-Dade County Traffic Signals and Signs Division to add three seconds of "WALK" time indication to the north and south leg crosswalks at the intersection of SR A1A/Harding Avenue and 93rd Street.• Coordinate with Miami-Dade County Traffic Signals and Signs Division to add three seconds of "Flashing Don't Walk" (FDW) time to the east and west leg crosswalks at the intersection of SR A1A/Harding Avenue and 93rd Street.• Install "Special Emphasis" crosswalk markings on the south and west legs of the intersection of SR A1A/Collins Avenue and 93rd Street similar to the ones provided on SR A1A/Harding Avenue and 93rd Street.• Relocate the post mounted "Pedestrian Crossing" (W11-2) sign and "One Way" (R6-1) sign located on the southwest corner of the intersection of SR A1A / Harding Avenue and 93rd Street to allow full visibility of countdown pedestrian signal heads for the south and west crosswalks.• Replace existing detectable warnings on all corners of the intersection of SR A1A/Harding Avenue and 93rd Street with ADA
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				<p>compliant yellow detectable warnings.</p> <p>The Department appreciates the time and effort you have taken in bringing this matter to our attention, and looks forward to address your concerns.</p>
10.		<p>95th Street & Harding Avenue (westbound), left Turn lane added. 300 block of 95th Street (eastbound), right turn lane added.</p>	Closed	<p>On 04-27-2017, the traffic lanes in the 200 block of 95th Street, between Collins Avenue and Harding Avenue were modified to improve the traffic flow. New lane pavement markers delineate the new vehicular traffic flow for westbound traffic on 95th Street approaching Harding Avenue. The pavement markings allow vehicles to travel in two lanes west of the alleyway with one lane designated for travel westbound only on 95 Street across Harding Avenue, and the other lane designated as a left turn only lane for vehicles turning southbound onto Harding Avenue. Three parking spaces on the North East side of 95 Street & Harding Avenue have been eliminated to allow for a westbound travel lane.</p> <p>As of 08-22-2017, the traffic flow in the 300 block of 95th Street, between Abbott Avenue and Harding Avenue, has been altered. The new lane pavement markers delineate the new vehicular traffic flow for eastbound traffic on 95th Street approaching Harding Avenue. The pavement markings allow vehicles to travel in two lanes east of the alleyway with one lane designated for travel eastbound only on 95th Street across Harding Avenue, and the other lane designated as a right turn only lane for vehicles turning southbound onto Harding Avenue. The loading zone at this location has been eliminated to allow for a right turn only lane. Please refer to the traffic diagram below.</p> 

11.		New Stop Signs at all intersections west of Harding Avenue	Closed	<p>Public Works installed stop signs at the following locations:</p> <ul style="list-style-type: none"> • 89th Street & Byron Avenue (east-west) • 90th Street & Abbott Avenue (east-west) • 90th Street & Carlyle Avenue (east-west) • 92nd Street & Abbott Avenue (east-west) • 92nd Street & Carlyle Avenue (east-west) <p>In September 2018, Public Works relocated the stop sign and stop bar at Carlyle Avenue and 90th Street (for Northbound traffic on Carlyle Avenue) 15 feet north to allow for an enhanced traffic sight cone at the intersection.</p> 
12.		New Stop Bar Reflectors	Closed	<p>New Stop Bar Reflectors Installed</p> <p>In September 2018, Public Works conducted an inspection of the Stop Bar Reflectors and determined which reflectors were non-operational. The vendor replaced the non-operational reflectors under warranty.</p> <p>Public Works ordered 24 new reflectors that were installed at the following locations:</p> <ul style="list-style-type: none"> • 90th Street and Froude (all directions) • 90th Street and Byron (all directions) • 90th Street and Abbott Avenue (East and West directions) • Yellow reflectors were installed prior to the speed bumps in the 9500 block of Byron Avenue to alert drivers. <p>During November 2018 all non-operational Stop Bar Reflectors were replaced and are now functional. Additionally, new Stop Bar reflectors were installed at the following locations:</p> <ul style="list-style-type: none"> • 90th Street and Froude (all directions)

				<ul style="list-style-type: none"> • 90th Street and Byron (all directions) • 90th Street and Abbott Avenue (East and West directions)
13.		<p>Revisit Street Closure</p> <ul style="list-style-type: none"> ○ 94th Street / Abbott Avenue 	Closed	Town Commission approved a motion against revisiting this item.
14.		<p>New Street Closure</p> <p>Byron Avenue (northbound) at 88th Street</p>	Closed	<p>Requires study, Miami-Dade County and Miami Beach approval.</p> <p>On 11-29-17, Town Manager, Chief Allen and Public Works Director attended a meeting with Miami-Dade County and City of Miami Beach administration regarding the closure of northbound traffic at 88th Street and Byron Avenue.</p> <p>The above meeting resulted in a plan to add curbing to the 88th Street median extending it to Abbott Avenue. The result will prohibit drivers from executing illegal U turns disrupting the traffic flow and area residents which has been a continuous problem.</p> <p>The following traffic modification Project has been developed to improve the traffic flow at 88th Street and Abbott Avenue.</p>  <p>Public Works completed the installation of the pictured vehicular traffic pattern at 88th Street & Abbott Avenue. On March 12, 2018, a 60-day testing period will begin before final approval.</p> <p>The 60-day trial period before final approval continues. There have been no traffic accidents reported and no matters of concern have been brought to the attention of the Police Department.</p>

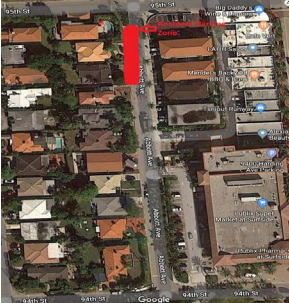

				<p>At the Special Town Commission Meeting held May 22, 2018, the Town Commission approved the below traffic pattern design (Option A) for 88th Street and Abbott Avenue. A traffic circle at Abbott Avenue on 88th Street will allow traffic to flow east, west and south. Traffic islands on Abbott Avenue and Byron Avenue at 88th Street will prevent vehicles from traveling north on those avenues from 88th Street.</p>  <p>Public Works has begun work on the new traffic mitigation design on 88th Street & Abbott Avenue. The project is estimated to be completed by mid-July.</p> <p>Project completed.</p>
15.	Install a centerline curb on 95 th Street between Abbott and Byron Avenues	Closed	Public Works installed delineators to deter trucks from traveling west on 95 th Street.	
16.	Eliminate Crosswalks on Collins (north) & Harding (south) Avenues	Closed	FDOT stated that eliminating crosswalks would hinder pedestrian travel and further study would be required before they can agree to that recommendation.	
17.	Create Vehicular Circulation Plans for New Construction Projects Minimize lane closures	Closed	MOT's and circulation plans for new construction projects was a primary topic of discussion with FDOT and the surrounding jurisdictions representatives. A plan to improve the coordination of projects and to enhance communication by FDOT providing notice well in advance of all approved MOT's to the three jurisdictions was agreed upon.	

				The early notice system has shown an improvement.
18.		Install traffic light at 96 th Street & Abbott Avenue Eliminate left hand turn at 96 th Street & Byron Avenue	Closed	Town Manager Olmedillo, Chief Allen, Captain Yero and Randy Stokes, from the Town and Eric Czerniejewsky from CGA, spent a few hours with Ramon Sierra, FDOT District 6. Several simulations were run, and the result is that the back-up traffic in the east bound direction made congestion worse on 96 th Street. This will not allow the vehicles turning right from Byron to move, causing a longer back-up on Byron and creating additional congestion on Harding and Collins. FDOT will not eliminate the left turn at 96 Street & Byron Avenue.
19.		Send demand letters to mapping companies o Waze – Free Community-based GPS, Maps & Traffic Navigation App	Closed	The Town became a Participating Member of the Connected Citizens Program. This is the Town's effort to address in real-time reported accidents and improve navigation throughout the Town.
20.		On-Street Parking Reconfiguration - 200 block of 90 th Street	Closed	On Monday 10-08-18, Public Works advised that the 200 block of 90 th Street On-Street Parking Reconfiguration would begin in October 2018, with Police/Parking Officers blocking off the street to complete the stripping. Stripping Reconfiguration diagram below.  On Monday 10-29-18, the striping and reconfiguration was completed.
Intermediate Term (7-18 months)				
1.		Design 91 st Street Improvements	Open	Awaiting the study of walkability by FIU.

		<ul style="list-style-type: none"> o Sidewalk, landscaping and buried utilities 		
2.		<p>Create One-Way Streets 88th, 89th, 90th and 91st Street between Collins & Harding Avenues</p>	Closed	<p>A Town meeting was held July 18th, 2017, to present a new traffic pattern plan making 89th Street one-way only for westbound vehicular traffic from Collins Avenue to Hawthorne Avenue and 90th Street one-way only for eastbound vehicular traffic from Bay Drive to Collins Avenue.</p> <p>The Town Commission approved to conduct a test of a new streetscape design on 89th and 90th Streets, between Harding and Hawthorne. The test consists of creating a safe pedestrian path and a green area in what is currently the paved area of those streets. Because width of the street will be narrowed during the test, the streets will be changed to a one-way system, with 89th Street traffic moving from east to west and 90th Street traffic moving from west to east. The streets will be marked with paint to designate the pedestrian area as well as the green/parking area. The test is scheduled to begin in early December and run for a period of 60 days. At the end of the test period, staff will present a report to the Town Commission.</p> <p>The new streetscape testing was initiated December 14, 2017. The testing has gone smoothly with no incidents to report thus far. A main focus has been directed toward providing information, answering questions and educating residents and all who travel the area on the details and goals of the project.</p> <p>At the February 13, 2018 Town Commission Meeting the Town Administration was granted time extension of sixty days to the One-Way Street Project in order to survey the streets for ADA compliance in the pedestrian lanes and to acquire more data on traffic counts.</p> <p>A One-Way Streets Town Hall Meeting was held on March 28, 2018. Notifications for the March 28 One-Way Streets Town Hall Meeting have been distributed via the following channels:</p>

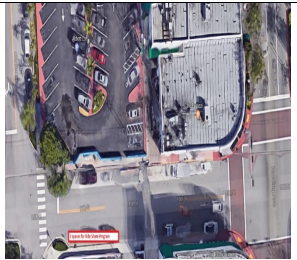
				<ul style="list-style-type: none"> • Publicly Noticed Meetings and Agenda Packets (Town Commission & Planning & Zoning) • Letter mailed to residences on 89th and 90th streets for first meeting held in July (similar to planning & zoning notices) • Door hangers to residences on 89th and 90th streets • Posted notice at Publix and Starbucks • Multiple e-blasts • Website notices on the calendar and Town news • Included in multiple gazette newsletters • Channel 93 • Nextdoor postings on the Town's page • Delivery of meeting notices to residences on 89th and 90th streets for second meeting held in March • Surveys on Nextdoor and SurveyMonkey <p>Town collected resident feedback through a number of these channels including emails and phone calls.</p> <p>At the April 10, 2018 Town Commission Meeting, the Town Commission approved a motion to terminate the One-Way Street Project tested on 89th Street and 90th Street.</p> <p>On April 16, 2018, Public Works returned the traffic pattern on 89th Street and 90th Street to two-way traffic west of Harding Avenue.</p>
3.		Road closure of 95 th Street and Abbott Avenue	Closed	<p>On November 7, 2017, CGA submitted for review and approval Work Authorization No. 108 for Traffic Feasibility Study for Abbott Avenue and 95th Street. The project includes Traffic Analysis and Modeling of the road closure at 95th Street and Abbott Avenue. Total cost will not exceed \$20,149.58.</p> <p>On January 29, 2018, the Town Manager held a meeting with CGA Traffic Engineer Eric Czerniejewski, Asst. Town Manager Duncan Tavares, Public Works Director Randy Stokes and Captain Yero to review and discuss the Feasibility Study results.</p> <p>This item has been deferred due to the impact of closing the 95th Street would generate.</p>

Long Term (19+ months)				
1.		Gate the area west of Harding Avenue and create a special taxing district.	Open	This item is provided here as a place holder.

#	PARKING / TAXIS	STATUS	UPDATE
1.	Create a Resident Only Parking Zone in the north-west section of the 9400 block of Abbott Avenue	Closed	<p>Based on resident requests, a Resident Only Parking Zone was established in the latter part of December 2019 encompassing four parking spaces in the north-west section of the 9400 block of Abbott Avenue. Signage denoting the Parking Zone was procured and installed. Resident only parking decals should be available in January 2020.</p> <p>In January 2020, the Resident Only parking decals were received for the 9400 block of Abbott Avenue and are being distributed.</p>  

2.	<p>The Town of Surfside added 18 new single parking spaces and 2 loading zones in the streets that are east of Collins Avenue. These new parking spaces provide additional parking options for residents and visitors to our Town. The additional loading zones provide a safe location for trucks and other vehicles to deliver goods and services to residents. The total number of single parking spaces added is now 12.</p> <p>Additional commercial loading zone for the 300 block of 95 Street.</p>	Closed	<p>The additional parking spaces are located in the following locations:</p> <ul style="list-style-type: none"> • 100 block of 88th Street (4 spaces) effective 06-01-2017 • 100 block of 90th Street (4 spaces) effective upon completion of on-going construction project • 100 block of 92nd Street (4 spaces) effective 06-01-2017 • 100 block of 96th Street (6 spaces) six single pay parking spaces were removed and the area was designated a Tow-Away Zone. <p>The additional loading zones are located at the following locations:</p> <ul style="list-style-type: none"> • 100 block of 89th Street - effective 06-01-2017 • 100 block of 94th Street - effective 06-01-2017 <p>An additional loading zone was added at the following location effective Monday 04-22-2019:</p> <ul style="list-style-type: none"> • 300 block of 95 Street on the north-west corner encompassing three parking spaces. The loading zone is effective between 6:00AM – 10:00AM only. <p>In July 2019, an additional loading zone was decided for the 300 block of 95 Street on the south side in the Ride Share zone between the hours of 6AM-10AM. Monday-Friday, to help alleviate commercial truck congestion in the Business District in the early morning hours. The loading zone will be established in August 2019, after ordering and deploying the signs. The new loading zone will be evaluated for a three-month period.</p> <p>In August 2019, the additional loading zone became operational in the Ride Share parking spaces located in the 300 block of 95 Street (south-side) with functional hours of Monday-Friday, 6AM-10AM. The loading zone will be evaluated for a three month</p>
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			<p>period beginning August 1, 2019 and ending on November 1, 2019.</p> <p>The loading zone will be evaluated for a three-month period beginning August 1, 2019 and ending on November 1, 2019.</p> <p>A memorandum was submitted to the Town Manager regarding the loading zone evaluation for the three-month period beginning August 1, 2019 and ending on November 1, 2019. The memorandum is in support of continuing the loading zone.</p> <p>The additional loading zone in the 300 block of 95 Street (south-side) was approved on a permanent basis with functional hours of Monday-Friday, 6AM-10AM.</p>
3.	Ride Share Pick-up & Drop Off	Closed	<p>Background: There has been a proliferation of citizens utilizing Ride Share services such as Uber and Lyft which has impacted the efficient flow of traffic in the Town of Surfside. The operators for these services have been observed picking up and dropping off their customers in the Surfside Business District occupying Town parking spaces and double parking while picking up or dropping off customers.</p> <p>The Surfside Police Department recommends that a 90 day "Town of Surfside Ride Share Pick-Up & Drop-Off Trial Program" be conducted in the 300 block of 95th Street on the south-side of the road way encompassing three parking spaces closest to Abbott Avenue. See below picture (Red Box Area).</p>



Budget Impact: There will be a reduction in the Town Parking revenue stream due to three (3) less parking spaces being available for paid parking. There will be incurred costs for procuring signage and possible repainting of the parking spaces.

On 07-20-18 the signs for the Ride Share location were ordered and the expected delivery date is in early August 2018. On 07-26-2018, Captain Bambis and Parking Manager Joseph met with Mr. Javier Correoso (Public Affairs Manager) from Uber ride share regarding the new Pick-up and Drop-off site proposed for the 300 block of 95th Street in Surfside. Mr. Correoso was enthusiastic about the trial program that was discussed with him and he is willing to participate and utilize the location in the Uber application for the Pick-up location. He will be contacted days before going live with the location so that he could initiate the information in the Uber application. Mr. Correoso also provided information for his counterpart at Lyft ride share so we could contact them to have the same information on their Lyft application.

Effective 08-13-2018, the Ride Share Pick-Up and Drop-Off location in the 300 block of 95th Street was completed:

- All signs installed (2 signs)
- Curb line was painted yellow
- Vehicle space lines were painted yellow

- UBER Ride Share Company has agreed to add the location to their application



The Ride Share Pick-up & Drop Off Trial Program concluded on 11-11-18. A Staff Memorandum regarding the program was prepared and submitted by the Police Department which stated that overall impact of the Ride Share Pick-Up & Drop-Off Program has been positive and led to efficiencies of the traffic flow in and around the business district of Surfside. The Police Department recommended that the Ride Share Pick-Up & Drop-Off Program continue as a full-time initiative.

The Ride Share Pick-up & Drop-off Program became a permanent on-going program effective November 2018.

In July 2019, an additional loading zone will be added in the 300 block of 95 Street on the south side in the Ride Share spaces (zone) between the hours of 6AM-10AM, Monday-Friday to help alleviate commercial truck congestion in the Business District in the early morning hours. The loading zone will be established in August 2019, after ordering and deploying the signs and an evaluation period of three months. Based on the loading zone hours added to the current Ride Share spaces an additional Ride Share space will be established in the 200 block of 95 Street on the south side of the street adjacent to or near the loading zone at that location.

			<p>In August 2019, an additional loading zone became operational in the Ride Share parking spaces located in the 300 block of 95 Street (south-side) with functional hours of Monday-Friday, 6AM-10AM.</p> <p>An additional Ride Share parking zone (single space) is being established in the 200 block of 95 Street (south side) with an anticipated completion date in September 2019, after the Ride Share signage is received.</p> <p>The additional Ride Share parking space in the 200 block of 95 Street (south side) was completed and became operational on Wednesday 09-25-2019. The space was painted and proper signage installed by Town Public Works personnel.</p>
4.	Parking Rate Increase for Off-Street Parking (Municipal Parking Lots)	Closed	<p>Town of Surfside Resolution No. 18-2517 was adopted by the Town Commission on 07-10-2018 stipulating a parking rate fee increase from \$1.50 per hour to \$1.75 per hour for all Off-Street (Municipal Parking Lot) spaces.</p> <ul style="list-style-type: none"> • New Parking rate decals were ordered for the Parking Pay Stations with an anticipated delivery date of mid-August 2018. • Temporary Parking Fee Decals with the new rate were placed on the affected Parking Pay Stations. • Effective 07-25-18 at 12:00 pm the \$1.75 Parking rate commenced. Both the Pay Station System and Pay-By-Phone System were updated with the new parking rate for off-street parking. • Notifications of the parking rate change were hand-delivered to Surfside businesses on 07-24-2018. • Email notification of the parking rate change was sent out on 07-25-2018. • Notification of the parking rate change was posted on the Town website on 07-25-2018.

		<ul style="list-style-type: none"> • On 07-25-2018, the Town website "Parking" section was reviewed and the areas requiring the new rate change were updated by CGA (Adrian). <p>New Parking rate decals were received and they were affixed to the Parking Pay Stations in the Municipal Parking Lots on 08-22-2018.</p> <p>At the June 20, 2019, meeting of the Downtown Vision Advisory Committee (DVAC), the Committee formalized recommendations for the Town Commission to consider regarding changing the Off-Street Parking Rates. At the July 9, 2019, Town Commission Meeting the Town Commission discussed and approved parking rate changes for all Town Off-Street Parking (Municipal Parking Lots) as follows:</p> <ul style="list-style-type: none"> • Weekends/Holidays: <ul style="list-style-type: none"> ○ 9:00 AM - 5:00 PM \$3.00/hour with a 4-hour limit that is not renewable ○ 5:00 PM – 9:00 AM \$2.00/hour with a 4-hour limit that is renewable • Weekdays: <ul style="list-style-type: none"> ○ 9:00 AM - 5:00 PM \$2.00/hour with a 4-hour limit that is not renewable ○ 5:00 PM – 9:00 AM \$2.00/hour with a 4-hour limit that is renewable <p>For the August 13, 2019, Town Commission Meeting the Police Department submitted a memorandum for Approval to Modify the Parking Rate and Parking Time Limits for Off-Street Parking (Municipal Parking Lots) through Town Resolution.</p> <p>At the August 13, 2019, Town Commission meeting the Commission approved the Off-Street (Municipal Parking Lots) Modifications to the Parking Rates and Parking Time Limits as previously described. Notifications regarding the new rates and time limits were posted on the Town website and were sent out on social media. Effective</p>
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			August 19, 2019, the new Off-Street Parking Rates and Parking Time Limits commenced.
5.	Variable Parking Rate for On-Street Parking Spaces in the Business District (9400 and 9500 blocks of Harding Avenue)	Closed	<p>At the 03-12-19, Town Commission meeting the Town Commission approved the following changes to a staff recommendation to initiate a Variable Parking Rate for On-Street Parking Spaces in the Business District (9400 and 9500 blocks of Harding Avenue). The Variable Parking Rate will be as follows: Weekdays (Mon-Fri) only between 10:00 AM – 4:00 PM will be \$4.00/hour with a 2-hour limit (after the expiration of 2 hours the parking space is not renewable between the hours of 10:00 AM – 4:00 PM and the vehicle will not be permitted to park in an On-Street parking space in the Business District until after 4:00PM).</p> <p>The Town Commission requested a review be conducted regarding the effects of the On-Street Variable-Rate in the Business District, and the review be submitted two months after the rate change implementation date. The resolution will be voted on at the Town Commission Meeting on 04-09-19.</p> <p>The resolution was approved by the Town Commission and on Monday 04-15-2019, the Variable Parking Rate was implemented without issue for the Parking Pay Stations and Pay-By-Phone Systems. A two-month evaluation of the program will be submitted in June 2019.</p> <p>On June 18, 2019, the Police Department submitted the two-month evaluation report for the Business District Variable Parking Rate change. The report was available to the Town Commission for review. At the July 9, 2019 Commission Meeting the Business District Variable Parking Rate change was approved on a permanent basis.</p>
6.	Taxi Cab Stands added and changed	Closed	<ul style="list-style-type: none"> The Taxi Cab Stand at 94th Street & Collins Avenue was reduced from (4) vehicles to (2) vehicles. 94th Street & Harding Avenue (across from Publix) will have a (2) vehicle Taxi Cab Stand. *One metered parking space has been added.

			<ul style="list-style-type: none"> • In the 200 block of 92nd Street (North side in front of the Marriott) one metered parking space was removed and replaced with a (1) vehicle Taxi Cab Stand. • A (2) vehicle Taxi Cab Stand has been added to the south side of the 200 block of Collins Avenue. <p>On 11-15-17, Chief Allen met with the management of the Azure Condominium regarding the taxi stand at 94th Street and Collins Avenue. They had no complaints regarding the location of the stand and were not aware of complaints or traffic concerns from residents of the condo. The taxis crossing Collins Avenue do not interfere with the exiting of cars from their building. The manager was happy that the stand was reduced from four to two taxis.</p> <p>One person has voiced opposition with the location of the taxi stand being across the street because it is unsightly and wants it moved.</p> <p>Chief Allen next met with the valet manager of the Grand Beach Hotel who said the two taxi stand is working out well and when a taxi is needed they signal for one from the stand. Chief Allen also met with the General Manager of the hotel regarding the concern and asked for one space for a taxi on the hotel property. The GM agreed. The space is just inside the garage and is now opened for taxi use.</p>
7.	2018 Parking Permits for the 9400 and 9500 blocks of Byron Avenue	Closed	<p>The 2018 Byron Avenue Parking Permits are only for residents and their guests on the 9400 & 9500 blocks of Byron Avenue. The application and the registration process instructions were included in the December 2017 Surfside Gazette. Residents must provide proof of residency and may obtain up to 3 permits per household. Only residents and their guests may park in these areas with the proper permit all other vehicles are subject to being issued a parking citation.</p>

8.	Replacement of No Parking Signs and additional No Parking Signs 9400 block of Abbott Avenue	Closed	Based on Police Department observations the replacement of No Parking Signs that are in poor condition, and additional No Parking Signs will be installed in the 9400 block of Abbott Avenue. Public Works is working in conjunction with the Parking Department to complete this project. The signs were received and installed the week of February 25, 2019.
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Respectfully submitted by:

A handwritten signature in blue ink, appearing to read 'Guillermo Olmedillo', with a horizontal line extending to the right from the end of the signature.

Guillermo Olmedillo, Town Manager

Between Mar 01, 2020 and Mar 31, 2020

25 requests were opened

11 requests were closed

The average time to close was 0.7 days.

REQUEST CATEGORY	OPENED	CLOSED	DAYS TO CLOSE
Parking Issue	3	3	0.3
Utilities (Water/Sewer) (PW)	7	1	1.0
Code Compliance (Safety Concern)	4	2	0.4
Beach Issue	3	1	2.8
Police (Safety Concern)	3	1	0.8
Code Compliance (Violation)	2	1	0.2
Other	2	1	1.1
Drainage/Flooding (PW)	1	1	0.1
96 Street Park (P & R)	0	0	0.0
Barking Dog	0	0	0.0
Beach Patrol	0	0	0.0
Community Center (P & R)	0	0	0.0
Construction Issues	0	0	0.0
Dead Animal	0	0	0.0
Dog Stations (P & R)	0	0	0.0
Graffiti (in park) (P & R)	0	0	0.0
Graffiti (PW)	0	0	0.0
Hawthorne Tot-Lot (P & R)	0	0	0.0
Pothole (PW)	0	0	0.0
Solid Waste (Commercial) (PW)	0	0	0.0
Solid Waste (Residential) (PW)	0	0	0.0
Street lights (PW)	0	0	0.0
Surfside Dog Park (P & R)	0	0	0.0
Veterans Park (P & R)	0	0	0.0

Town of Surfside, FL

Between Jan 01, 2014 and Mar 31, 2020

1166 requests were opened

1136 requests were closed

The average time to close was 25.3 days.

REQUEST CATEGORY	OPENED	CLOSED	DAYS TO CLOSE
Other	252	250	24.3
Beach Issue	202	190	21.1
Code Compliance (Violation)	150	149	28.5
Parking Issue	102	102	3.3
Police (Safety Concern)	82	80	8.7
Code Compliance (Safety Concern)	94	92	31.2
Street lights (PW)	57	56	126.0
Utilities (Water/Sewer) (PW)	41	34	11.2
Construction Issues	40	40	15.3
Drainage/Flooding (PW)	35	33	25.6
Solid Waste (Residential) (PW)	24	24	23.7
Dog Stations (P & R)	15	15	4.7
Barking Dog	12	12	20.0
Community Center (P & R)	11	10	11.6
Surfside Dog Park (P & R)	9	9	1.3
96 Street Park (P & R)	10	10	3.2
Solid Waste (Commercial) (PW)	7	7	7.3
Hawthorne Tot-Lot (P & R)	7	7	33.6
Pothole (PW)	6	6	27.2
Beach Patrol	4	4	3.8
Dead Animal	3	3	21.0
Graffiti (PW)	3	3	25.2
Graffiti (in park) (P & R)	0	0	0.0
Veterans Park (P & R)	0	0	0.0



MEMORANDUM

To: Guillermo Olmedillo, Town Manager

From: Rachel Pinzur, Public Information Representative

Date: March 31, 2020

Subject: **March Social Media (Nextdoor) Report**

As part of the Town's communication strategy, the PIR aims to provide residents with helpful and positive information. Nextdoor is only one of several communication channels used to reach residents.

In the month of March, the Town's Public Information Representative mostly published posts regarding the Coronavirus COVID-19 pandemic. The Town of Surfside remains committed to staying on top of the most up-to-date information in order to make informed decisions to help safeguard the Surfside community. As the situation is changing rapidly, the Town is providing regular updates as new information emerges.

It is important to reiterate the Nextdoor platform is not a replica of the Town's website and Gazette and should not be viewed as such. To that end, information presented on Nextdoor often refers back to the Town's primary communication tools. The Town encourages residents to find information on the Town's website (www.townofsurfsidefl.gov) and/or by contacting the Town directly.

DEVELOPMENT APPLICATION PROCESS (2019 - PRESENT)														
Application Date	Location	Project Description	Final Process			Dissemination			Surveys		Building Permit		Construction Status	
			DMR	PAE	TC	Approved	Approval	Request	Received	App'd/Issued	Issuance	Start		
1/17/2019	830 CALIFORNIA	RECONSTRUCT AND IMPROVE EXISTING 100' WIDE AND 100' DEEP DRIVEWAY AT 830 CALIFORNIA	01/17/2019	1/24/2019	01/17/2019	01/24/2019	01/24/2019	01/24/2019	None	None	13/17/2019	01/10/2019	Issued	Completed
5/20/2019	5007 10TH AVE	RECONSTRUCT AND IMPROVE EXISTING DRIVEWAY AT 5007 10TH AVE	05/20/2019	5/20/2019	05/20/2019	5/20/2019	5/20/2019	5/20/2019	None	None	13/18	05/20/2019	Issued	Completed
5/20/2019	4000 10TH AVE	RECONSTRUCT AND IMPROVE EXISTING DRIVEWAY AT 4000 10TH AVE	05/20/2019	5/20/2019	05/20/2019	5/20/2019	5/20/2019	5/20/2019	None	None	13/18	05/20/2019	Issued	Completed
1/27/2019	115 N WALNUT STREET, AVE	RECONSTRUCT AND IMPROVE EXISTING DRIVEWAY AT 115 N WALNUT STREET, AVE	01/27/2019	1/27/2019	01/27/2019	01/27/2019	01/27/2019	01/27/2019	None	None	14/11	01/27/2019	Issued	Completed
8/29/2019	801 CALIFORNIA	RECONSTRUCT AND IMPROVE EXISTING DRIVEWAY AT 801 CALIFORNIA	08/29/2019	8/29/2019	08/29/2019	8/29/2019	8/29/2019	8/29/2019	None	None	13/17	07/10/2019	Issued	UNDER CONSTRUCTION
7/20/2019	1001 CALIFORNIA	RECONSTRUCT AND IMPROVE EXISTING DRIVEWAY AT 1001 CALIFORNIA	07/20/2019	7/20/2019	07/20/2019	07/20/2019	07/20/2019	07/20/2019	None	None	14/09	11/13/2019	Issued	UNDER CONSTRUCTION
1/15/2019	201, 203, 205, 207, 209, 211, 213, 215, 217, 219, 221, 223, 225, 227, 229, 231, 233, 235, 237, 239, 241, 243, 245, 247, 249, 251, 253, 255, 257, 259, 261, 263, 265, 267, 269, 271, 273, 275, 277, 279, 281, 283, 285, 287, 289, 291, 293, 295, 297, 299, 301, 303, 305, 307, 309, 311, 313, 315, 317, 319, 321, 323, 325, 327, 329, 331, 333, 335, 337, 339, 341, 343, 345, 347, 349, 351, 353, 355, 357, 359, 361, 363, 365, 367, 369, 371, 373, 375, 377, 379, 381, 383, 385, 387, 389, 391, 393, 395, 397, 399, 401, 403, 405, 407, 409, 411, 413, 415, 417, 419, 421, 423, 425, 427, 429, 431, 433, 435, 437, 439, 441, 443, 445, 447, 449, 451, 453, 455, 457, 459, 461, 463, 465, 467, 469, 471, 473, 475, 477, 479, 481, 483, 485, 487, 489, 491, 493, 495, 497, 499, 501, 503, 505, 507, 509, 511, 513, 515, 517, 519, 521, 523, 525, 527, 529, 531, 533, 535, 537, 539, 541, 543, 545, 547, 549, 551, 553, 555, 557, 559, 561, 563, 565, 567, 569, 571, 573, 575, 577, 579, 581, 583, 585, 587, 589, 591, 593, 595, 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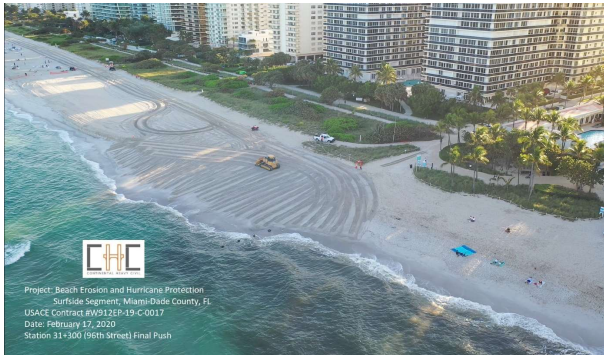
US Army Corps
of Engineers
Jacksonville District

Weekly Project Coordination Meeting Minutes				
		Day: Wednesday's	Time: 10:30 AM	
Meeting #:	32 – Final Meeting	Call -In#	(224) 501-3412	
Meeting Held:	Wednesday, 03/04/2020	Access Code:	582-596-925	
Project:	Beach Erosion Control and Hurricane Protection Project, Surfside Segment, Miami-Dade County, FL	Contract #: FDEP Permit #	W912EP-19-C-0017 0233882-010-JM	
TEAM MEMBERS: Distribution (D) and Attendance (A) List indicated by "X"				
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WEEKLY PROGRESS MEETING

1.0 Review minutes from previous progress meeting:

- 1.1 No Changes.

2.0 Review RMS Contractor Action Item Report:

- 2.1 Attached contractors' updates for action items list; ongoing contractor updates on daily basis. CHC and USACE will follow up after the meeting for general updates. RMS report. on the contractor side is not working will follow up along with meeting minutes.

3.0 Review work progress since previous meeting:

- 3.1 Held Surfside Beach side walkthrough, no issues and was accepted by USACE and Surfside.
- 3.2 Demobilization of heavy equipment.
- 3.3 Planted vegetation and restoration, 95 % completed and to be completed by the end of the week, remaining is the north side of 88th street access planting.
- 3.4 Worked on punch list items.
- 3.5 Installation of Turtle Sign 50% complete.

4.0 Review this week's definable feature of work:

- 4.1 Continue to work on punch List items (see attached punch list).
- 4.2 Restoration of access roads and staging areas.
 - 92nd street access is 100 completed
 - Working on 88th and 89th street access roads.



4.3 Continue to install remaining Turtle Signs, 50% completed. Should be completed by end of day.

4.4 Vibration Monitoring:

- Continuing monitoring 24/7.
- No reported alerts or issues.
- All seismic monitoring will be completed once all equipment is out of the construction site including temporary facilities. Scheduled post construction survey by end of next week.

4.5 Environmental/Turbidity Monitoring:

- Kevin K.-NDN Nothing notable around site, free from invasive species. Completion of turbidity testing on 17th February when the completion of fill material ended.
- Held preparatory meeting for Restoration and Planting on Tuesday Feb 25th.
- Plants were delivered on Tuesday Feb 25th and start working on planting.
- Completing 88th street access road restoration and planting this week.
- Completed 95% of planting is completed except for the north side of 88th street access road.
- March 1st starts turtle season again need to start getting clearances, coordinate with Teal and Colette. CHC sent notification has not heard back. CHC is not working on the beach side. Will follow up with Chris R.-USACE
- Chris R.-USACE asked if NDN has been watering the plants? Kevin K.-NDN responded "yes" that he has been watering the plants everyday right up to this past Friday. Hector S.-CHC noted that CHC has been watering the plants daily.
- Turtle Nest found within project limits: On Friday Feb 28th at 6:28 AM Miami Dade Environmental representative Colette Biondi notified CHC that a turtle nest was found within the Surfside Project limits approximately at 93rd street access in front of the Surfside Community Center beach side area. CHC notified/reported USACE representative of the finding. CHC assisted Ms. Biondi with placing cones around the turtle nest for protection until assistance arrived and protected the area. Around past 8:00AM CHC was released to continue working.
- Alberto Pisani-MDCP noted that Teal Kawana is no longer with the county and Colette is not authorized to do the Turtle Monitoring. If Turtle Monitoring is need, need to coordinate with Chris R.-USACE. Francisco J.-CHC noted that Colette B. volunteered when the turtle was found although they notified her, she secured the area and turned it over to the county.

4.6 Project Site Coordination:

- Eruv Weekly inspections within CHC work site by outside source.
 - No reported issues.
 - CHC will contact the Rabbi for final inspection prior last day on site.

4.7 Scheduled Preparatory Meeting:

- Demobilization: Wednesday March 4th @ 11:00AM.



4.8 3-Phase Inspection Schedule:

- Prefinal inspection; Tentative Friday March 6th, 2020; TBD

5.0 Review construction project schedule:

5.1 See attached 3-week look ahead.

6.0 Submittal and RFI's:

6.1 Submittals Under Review

- See attached submittals under review log, no critical submittals are overdue at this time.
- Preparing close out submittals.
- RMS had issues on the contractor side, could not log in to update reports.

6.2 Request for Information (RFI's - see attached log):

- No RFI's are pending.

7.0 Review off-site activities:

- Final sweep cleanup after demobilization.
- Haulover Parking Lot:
 - Final repairs scheduled for next week of March 2nd2020.
 - Start removing damaged pavement this week.
 - Francisco J.-CHC noted that CHC requested coordination meeting on Feb 20th and notified that CHC had completed hauling and ready to start working on haul over park, meet with Chris H. once and two other person and awaiting for another coordination meeting and is pending with other personnel and Miami-Dade County, half of the equipment has been mobilized to Haulover Park, CHC is awaiting for the coordination meeting to happen to start parking lot repairs, after the meeting will drive up to Haulover park and see if Chris H. is available to discuss the coordination. Alberto Pisani-MDCP request to be copied on the emails to be on the loop and could follow up and try to help and coordinate. Francisco J.-CHC will follow up and send via email copies of the communications.

8.0 Review Site Safety & Deficiencies:

8.1 Site Safety & Health Officer review weekly safety briefings and deficiencies.

- Gregg Close-CHC SSHO Provide Update:
 - 7 days from last injury of Feb 24th, 2020.
 - Personnel in good shape, getting checked up by medical professional.
 - Chris R.-USACE asked about the status of the person that got injured if he's back to work or restricted duty? Francisco J.-CHC noted that the person is on vacation which he was scheduled for his vacation this week since the scope of work of operating a dozer was completed, CHC will follow up with his status.
 - Toolbox Topic: "Demobilization"



9.0 Review / Update Joint Risk Management Register:

- No changes since approved submittal.

10.0 Modifications, Changes, Substitutions to the Contract:

- Serial Letter H-006 Surfside - Hurricane Dorian Damages. Under government review. Chris R.-USACE noted that he will follow up, under review. Chris R.-USACE need the response back from CHC. Francisco J.-CHC will follow up.

11.0 Other Business:

- Any upcoming events that needs to be coordinated?
 - None noted.
- Meetings & Coordination:
 - Demobilization coordination with Lt. Healy and is ongoing. CHC is using off duty officers to assist demobilization for the week.
 - Chris R.-USACE noted that this will be the last progress meeting for the project, updates will be available and any further coordination required will be coordinated accordingly via correspondence and contacted directly. Erica Skolte-USACE will do a brief news release and is there's a picture available for the release.
 - Guillermo O.-TOS thanks everyone for the corporation and great job to all agencies and the contractor.
 - Francisco J.-CHC thanks everyone and all the agencies that were involved for the support and relationship with the USACE, County and all agencies.
- *Next Non-Workdays:*
 - None noted.

Next Meeting Date: None.

Location: Conference call

Call In: (224) 501-3412

Access Code: 582-596-925

End of Meeting.

MEETING ADJOURNED – THANK YOU

Please feel free to contact any of the following CHC Field personnel for any questions, comments or concerns.

- Francisco Juelle – Project Manager; Mobile: 787-238-3243
Email: fjuelle@chccaribbean.com
- Hector Sevilla- Quality Control Manager; Mobile: 954-756-5865
Email: hsevilla@chcivil.com
- Yunesky Hernandez- Project Superintendent; Mobile: 786-218-2560
Email: yhernandez@chcivil.com



**US Army Corps
of Engineers** ®
Jacksonville District



THANK YOU ALL FOR YOUR SUPPORT FROM THE START TO THE END OF THIS SUCCESSFUL PROJECT.

PUNCH LIST ITEMS

Below is the list of items generated from the joint walkthrough by USACE/Town of Surfside/CHC/Miami-Dade held on 20 Feb 2020.

1. Restore the 88th street access vegetation to include the plants on either side of the hard pack leading to the dune and any sod damaged adjacent to the asphalt entrance to the hardpack.
2. Need to ensure that the irrigation pipes along the hardpack access to the dune are not damaged and functioning. Can contract Randy to run water to check if they are working properly.
3. Need to reshape and grade hard pack material and remove the dark material. Any hardpack material pushed up the dune for truck access needs to be removed. Either side of the walkway path on the dune should be sand, while the actual walkway is the Surfside 1 material.
4. Need to replace any damage wood post and rope. Post should be 6' 4x4's buried 2' deep. Any connections to existing rope can be joined in the post hole for the rope and nailed using galvanized nails.
5. Turtle signs are to be place halfway between the dune walkway and hard pack in a clear area where the sign can be read. The mounting height shall be that the center of the sign is at 5'-6"
6. There is a sand bag off the side of the dune walkway south of the 89th street access.
7. At 89th street, CHC will be removing approximately 6" of material and replacing it with the surfside 1 material.
8. At the south east corner of where the asphalt meets hardpack access road at 88th street, there is a depression in the asphalt and concrete border is damaged and spalled.
9. Need to repair any dips, depressions, potholes, etc. in the hardpack between 88th and 92n street staging/access areas.
10. At the 92nd street access, CHC will clean up the area replace the center of the area (aligned with the street access) with the surfside 1 material and fill in any low areas to the side with sand.
11. Pick up any construction generated debris trash throughout project limits, staging, and access areas.
12. Any areas immediately adjacent or within access/staging areas need to that were not maintained as a result of the project need to be mowed.
13. Restore all damage or removed vegetation. Revegetation shall include a warranty of 90 percent of the plan material for 90 days per Contract Specification Section 01 50 02, Para 1.5.1.1.d.
14. Complete tilling for entire project limits.

TOWN OF SURFSIDE, FLORIDA
MONTHLY BUDGET TO ACTUAL SUMMARY
FISCAL YEAR 2020
As of FEBRUARY 29, 2020
42% OF YEAR EXPIRED (BENCHMARK)

Agenda Item #

Page

1 of 3

April 16, 2020

GOVERNMENTAL FUNDS	ACTUAL	ANNUAL BUDGET	% BUDGET
GENERAL FUND - 001			
REVENUE	\$ 11,470,048	\$16,549,272	69%
EXPENDITURES	5,905,106	\$16,549,272	36%
Net Change in Fund Balance	5,564,942		
Fund Balance-September 30, 2019 (Unaudited)	14,984,104		
Fund Balance-February 29, 2020 (Reserves)	<u>\$ 20,549,046</u>		
TOURIST RESORT FUND - 102			
REVENUE	\$ 1,443,147	\$3,308,050	44%
EXPENDITURES	1,402,944	\$3,308,050	42%
Net Change in Fund Balance	40,203		
Fund Balance-September 30, 2019 (Unaudited)	1,639,134		
Fund Balance-February 29, 2020 (Reserves)	<u>\$ 1,679,337</u>		
POLICE FORFEITURE FUND - 105			
REVENUE	\$ -	\$52,300	0%
EXPENDITURES	28,126	\$52,300	54%
Net Change in Fund Balance	\$ (28,126)		
Fund Balance-September 30, 2019 (Unaudited)	105,724		
Fund Balance-February 29, 2020 (Reserves)	<u>\$ 77,598</u>		
TRANSPORTATION SURTAX FUND - 107			
REVENUE	\$ 18,596	\$276,000	7%
EXPENDITURES	209,613	\$276,000	76%
Net Change in Fund Balance	(191,017)		
Fund Balance-September 30, 2019 (Unaudited)	328,377		
Fund Balance-February 29, 2020 (Reserves)	<u>\$ 137,360</u>		
BUILDING FUND - 150			
REVENUE	\$ 227,107	\$1,517,713	15%
EXPENDITURES	528,842	\$1,517,713	35%
Net Change in Fund Balance	(301,735)		
Fund Balance-September 30, 2019 (Unaudited)	2,563,518		
Fund Balance-February 29, 2020 (Reserves)	<u>\$ 2,261,783</u>		
CAPITAL PROJECTS FUND - 301			
REVENUE	\$ 459,253	\$1,862,013	25%
EXPENDITURES	78,907	\$1,862,013	4%
Net Change in Fund Balance	380,346		
Fund Balance-September 30, 2019 (Unaudited)	3,048,583		
Fund Balance-February 29, 2020 (Reserves)	<u>\$ 3,428,929</u>		

NOTES:

* Many revenues for February 2020 are received in subsequent months (timing difference) and are recorded on a cash basis in the month received.

A. Includes \$2,000,000 available for hurricane/emergencies. The balance of \$12,984,104 is unassigned fund balance (reserves).

PROPRIETARY FUNDS	ACTUAL	ANNUAL BUDGET	% BUDGET
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WATER & SEWER FUND - 401

REVENUE	\$ 1,212,484	\$4,424,500	27%
EXPENDITURES	818,988	\$4,424,500	19%
Change in Net Position	393,496		
Unrestricted Net Position-September 30, 2019 (Unaudited)	(1,477,313)		
Unrestricted Net Position-February 29, 2020 (Reserves)	<u>\$ (1,083,817)</u>		

MUNICIPAL PARKING FUND - 402

REVENUE	\$ 673,988	\$1,333,618	51%
EXPENDITURES	534,811	\$1,333,618	40%
Change in Net Position	139,377		
Unrestricted Net Position-September 30, 2019 (Unaudited)	1,185,311		
Unrestricted Net Position-February 29, 2020 (Reserves)	<u>\$ 1,324,688</u>		

SOLID WASTE FUND - 403

REVENUE	\$ 734,433	\$2,132,673	34%
EXPENDITURES	983,303	\$2,132,673	46%
Change in Net Position	(248,870)		
Unrestricted Net Position-September 30, 2019 (Unaudited)	655,448		
Unrestricted Net Position-February 29, 2020 (Reserves)	<u>\$ 406,578</u>		

STORMWATER FUND - 404

REVENUE	\$ 319,490	\$1,034,704	31%
EXPENDITURES	325,023	\$1,034,704	32%
Change in Net Position	(6,534)		
Unrestricted Net Position-September 30, 2019 (Unaudited)	3,200,648		
Unrestricted Net Position-February 29, 2020 (Reserves)	<u>\$ 3,194,113</u>		

FLEET MANAGEMENT FUND - 501

REVENUE	\$ 397,855	\$987,346	40%
EXPENDITURES	516,691	\$987,346	52%
Change in Net Position	(118,836)		
Unrestricted Net Position-September 30, 2019 (Unaudited)	622,860		
Unrestricted Net Position-February 29, 2020 (Reserves)	<u>\$ 704,024</u>		



Jason D. Greene, Finance Director



Guillermo Olmedillo, Town Manager

Town of Surfside
Net Funds Historical Balances
Period 2016 - February 2020

FUND	9/30/2016	9/30/2017	9/30/2018	9/30/2019	2/29/2020	CAGR ^(a)
General	\$ 7,368,408	\$ 8,460,802	\$ 10,902,050	\$ 14,984,104	\$ 20,549,046	26.7%
Tourist Resort	363,407	469,880	356,313	1,639,134	1,679,337	65.2%
Police Forfeiture	141,755	164,933	159,527	105,724	77,598	-9.3%
Transportation Surtax	354,264	388,363	263,292	328,377	137,360	-2.5%
Building	-	1,742,910	2,760,673	2,563,518	2,261,783	-3.6%
Capital Projects	1,154,352	576,122	2,158,902	3,048,583	3,428,929	38.2%
Water & Sewer	(2,827,890)	(3,048,579)	(2,546,398)	(1,477,313)	(1,083,817)	-19.5%
Municipal Parking	1,111,941	811,013	943,315	1,185,311	1,324,688	2.2%
Solid Waste	245,941	429,743	601,201	655,448	406,578	38.6%
Stormwater	3,392,370	3,264,379	3,203,878	3,200,646	3,194,113	-1.9%
Fleet Management	-	-	-	822,860	704,024	N/A
Total	\$ 11,304,548	\$ 13,259,566	\$ 18,802,753	\$ 27,056,392	\$ 32,679,639	30.4%

(a) - CAGR stands for Compound Average Growth Rate, and is a useful measure of growth over multiple time periods. It represents the growth rate of a Fund Balance from the initial time value to the ending balance if you assume that the fund has been compounding over a time period.



TOWN OF SURFSIDE
Office of the Town Attorney
 MUNICIPAL BUILDING
 9293 HARDING AVENUE
 SURFSIDE, FLORIDA 33154-3009
 Telephone (305) 993-1065

TO: Mayor and Town Commission

FROM: Lillian M. Arango, Town Attorney
 Weiss Serota Helfman Cole & Bierman, P.L.

CC: Guillermo Olmedillo, Town Manager

DATE: April 9, 2020

SUBJECT: Office of the Town Attorney Report for April 16, 2020

This Office attended/prepared and/or rendered advice for the following Public Meetings and Commission meetings:

March 2, 2020 - Tourist Board Meeting

March 11, 2020 - Sustainability and Resiliency Committee Meeting

March 12, 2020 - Regular Commission Meeting

March 24, 2020 - Virtual Special Town Commission Meeting

April 7, 2020 - Virtual Special Town Commission Meeting

Members of the firm assisted with the agendas and drafted the resolutions and ordinances for these meetings in addition to drafting or assisting with the preparation of a number of the communications and reviewing, revising and, as appropriate, negotiating the legal requirements of the relative agreements and supporting documents. Members of the firm were instrumental in contacting Governor DeSantis early in the COVID-19 pandemic to seek approval by Emergency Order 20-69 for virtual commission meetings to ensure that the Town Commission could continue meeting and conducting essential Town business and implementing policy. The Firm

assisted with the preparation and adoption of rules governing virtual meeting or communications media technology for public meetings during the COVID-19 health emergency, as required by Governor DeSantis' Executive Order 20-69, "Emergency Management - COVID-19 Local Government Public Meetings."

Commission Support:

Attorneys of the firm have worked with members of the newly elected Town Commission to transition and address concerns and research specific issues and are always available, either in the office or by phone or email. The COVID-19 health pandemic has created additional challenges, and inhibited our ability to personally meet with members of the Town Commission. We appreciate your support as we transition and continue our third year of service and work in implementing new policy directives.

Staff Support:

Members of the firm have provided extensive support to Town administration and staff during the recent COVID-19 health pandemic, and addressed a variety of issues and assisted with the Town's response to the crisis.

As typical, members of the Firm continue to assist the Town administration and staff, as well boards and committees, with application review, contract and agreement review, procurement and purchasing, budgetary requirements and approval process, various solicitations and agreements, IT related agreements, ADA compliance agreements, Code enforcement and interpretation, attendance at Special Master Hearings, beach furniture operator permits and administration, police related issues and matters, review and preparation of RFP for design/build of photovoltaic system for Community Center and RFQ for design of 96th Street Park, vehicle purchases for Town Departments, building permit and enforcement issues, subpoenas and public records requests, research, litigation support, oversight and case management, Town Code interpretation and application, labor, employee and pension matters, and various procurements and service provider contracts for Town Departments.

Key Issues:

The workload has been diverse and has included specific issue support to every department. Key issues over the past year have included:

- Negotiation and document drafting for several interlocal issues
- Various development and quasi-judicial applications
- Code of Ethics and Lobbying Code
- Roof Height Ordinance
- Freeboard Ordinance
- Sign Code Amendment Ordinance
- Amendments to the Town's Purchasing Code and Cone of Silence
- Anti-Semitic Ordinance
- Pension Board Ordinance
- Tree Planting and Mulch In the Public Right Away Ordinance
- Ethics Ordinance
- Driveway Modifications
- Ordinance Banning Plastic Straws and Resolution Establishing Fees/Fines for Violations
- Solar Panel Permitting Ordinance and Resolution Providing for Waiver of Fees and Expediting of Permit Process
- Ordinance Lifting Prohibition on Surfboards
- Ordinance on Building Lengths and Building Separations
- Ordinance Revising Development Application Procedures
- Ordinance on Marine Turtle Lighting
- Ordinance on Development Approvals Procedures
- Ordinance on Cone of Silence Procurement Process
- Sensible Gun Reform Resolution
- Plastic Bag Ban Legislation and Analysis
- Tourist Board Agreements and Procurement
- Public Records and Subpoena Requests for Documents
- Sustainability Initiatives and Legislation
- Firearm Preemption Lawsuit

- Beach Furniture Ordinance and Regulations
- Comprehensive Plan Amendments
- Solid Waste Service Assessment Ordinance, and accompany Preliminary and Final Rate Resolutions
- PACE District Agreements
- Aggregation of Single Family Lots Ordinance
- DIC/DRG/DRB Procedures Ordinance
- Building Length Ordinance & Grandfathering Amendments
- Beach Re-nourishment
- Recycling Agreement
- Agreement for Landscape Maintenance Services
- Agreement for Concession Services at the Community Center
- Agreement for Tourist Board Marketing Services
- Ordinance for Reasonable Accommodations Procedures
- Ordinance Amending Secondary Frontage Fence and Ornamental Wall Regulations
- Ordinance Amending Plastic Straw Ban Ordinance
- Ordinance Corner Lot Fencing
- Ordinance Amending Ethics Code to Require Disclosure of Business Relationships
- Ordinance on Hotels in H40 District
- Ordinance Banning the Sale and Distribution of Sunscreens Containing Oxybenzone and/or Octinoxate
- Request for Proposals (RFP) for Downtown LED Lighting
- Florida Friendly Landscape and Fertilizer Ordinance
- State of Florida Model Flood Ordinance
- Parking Waiver Ordinance (and Extension) for Business District
- Ordinance Regulating Single-Use Plastics and Repeal of Ordinance
- Ordinance Regulating Hurricane Shutters
- Ordinance Regarding Waiver of Lobbyist Registration Fees for Town Businesses.
- Ordinance Amending Qualifying Dates for March 17, 2020 Election
- Ordinance Restricting Hotel Accessory Uses in H40 District South of 93 Street

- Resolution and Preparation of Adoption of Travel, Transportation and Meal Policy for Town Officials and Employees
- Resolutions Adopting Proposed 2019/2020 Millage Rate and Budget
- Regulation of Herbicides/Glyphosate
- Ordinance Establishing Limitations for Hotels in the H40 District South of 93 Street
- Renewal/Amendment of Post Office Lease with USPS
- Ordinance on Residential Setbacks
- Text Messaging Policy for Town Employees
- Resolution Declaring Climate Crisis
- Resolution Adopting Climate Crisis Report
- Ordinance Amending Purchasing Code
- Ordinance on Artificial Turf
- Ordinance Repealing Aggregated Setbacks
- Emergency Declaration and Emergency Measures and Orders related to the COVID-19 health pandemic.
- Contract Review Related to COVID-19 health pandemic

Litigation: New or supplemental information is provided for the following case:

No report at this time. Information on pending litigation has or will be provided individually to members of the Town Commission, as needed.

Special Matters: Continued monitoring of new case law and legislation from Federal, State and County, including implementation of adopted House and Senate Bills for the 2020 Florida Legislative Session. Matters which we will continue to work on and anticipate in the upcoming months include, implementation of various policy directives from newly elected Mayor and Town Commissioners, orientation and training of newly elected Commissioners related to Sunshine Law, Public Records Law and Ethics, issues related to the COVID-19 health pandemic, including issuance and implementation of various emergency orders and measures, review of existing contracts for services related to the COVID-19 pandemic, procurement of professional services and contracts, FAA revised NextGen flights paths, review and policy implementation of revisions to Zoning Code, review and monitoring of all Development Orders and approvals,

police matters and agreements, stormwater utility fees' methodology and collection, implementation of the Town's Climate Action Crisis Report, and various procurements and service or provider agreements for Town improvements, facilities and programs.



Town of Surfside

SUSTAINABILITY & RESILIENCY COMMITTEE MEETING

MINUTES

February 19, 2020 – 6:30 p.m.

Chief Terrill Williamson Police Training Room
9293 Harding Ave, 2nd Floor, Surfside, FL 33154

1. Call to Order/Roll Call

The meeting was called to order at 6:34 p.m.

The following were present:

Chair Andrea Travani
Committee Member Deborah Cimadevilla
Committee Member Bertha Goldenberg
Vice Chair Clara Diaz-Leal (arrived at 6:50 p.m.)
Committee Member Paul Baldauf
Mayor Daniel Dietch, Town Commission
Liaison (arrived at 6:55 p.m.)

Also, present:

Duncan Tavares, Assistant Town Manager
Lillian Arango, Town Attorney
Kate Stein, Sustainability & Resiliency Officer
James Hickey, Calvin Giordano & Associates
Evelyn Herbello, Deputy Town Clerk

2. Approval of Meeting Minutes: January 15, 2020

Committee Member Goldenberg made a motion to approve the January 15, 2020 minutes. The motion received a second from Committee Member Baldauf. All voted in favor with Committee Member Diaz-Leal absent.

3. Monthly Update from the Resiliency Officer.

Resiliency Officer Stein provided an update on the work LULab is doing and the model they are building, which should be available in March. She spoke regarding Florida Resilience Officer, Dr. Nesheiwat's visit next week. She also provided an update from the County on the Resilience 305 meeting that took place and the focus is to work with partners in other neighboring municipalities and develop those partnerships.



Town of Surfside

SUSTAINABILITY & RESILIENCY COMMITTEE MEETING

MINUTES

February 19, 2020 – 6:30 p.m.

Chief Terrill Williamson Police Training Room
9293 Harding Ave, 2nd Floor, Surfside, FL 33154

Assistant Town Manager Tavares provided the Committee with an update on the meeting that they had with Senator Wasserman-Schultz and the appropriations the Town is requesting of federal funding for the issues of flooding in Town.

Committee member Cimadevilla asked what the process would be in obtaining federal funding for the flooding issue.

Assistant Town Manager Tavares explained to Committee member Cimadevilla what the process was and that Calvin Giordano and Associates are assisting the Town to see how they can apply for those funds and what the eligibility criteria would be.

Resiliency Officer Stein stated that once the report and community toolkit are ready from LULab, they will be posted online with a workshop to follow.

Assistant Town Manager Tavares updated the Committee on the beach renourishment project and he advised them that there will be no more beach sand hauled. He gave an update on the restoration of the dunes now that the beach renourishment is complete.

Discussion took place among the Committee members and staff on the issue of the dune restoration, beach sand renourishment, dune adoption and the ownership issue that may arise.

4. Discussion with Town Planner Sarah Sinatra of Calvin, Giordano & Associates, regarding which Climate Crisis Action Plan items to forward to the Planning & Zoning Board.

Resiliency Officer Stein spoke regarding the land management area prioritization and advised the Committee that Town Planner Sinatra stated that some of these priorities do not fall under the purview of the Planning and Zoning Board.



Town of Surfside

SUSTAINABILITY & RESILIENCY COMMITTEE MEETING

MINUTES

February 19, 2020 – 6:30 p.m.

Chief Terrill Williamson Police Training Room
9293 Harding Ave, 2nd Floor, Surfside, FL 33154

James Hickey, Calvin Giordano and Associates, went through the Climate Crisis Action Plan items with the Committee members and advised them which ones fall under the Planning and Zoning Board prevue and which ones does not.

A lengthy discussion took place among the Committee members, staff and James Hickey, Calvin Giordano and Associates, on each item.

Chair Travani stated that LEED should be required because it is necessary.

Assistant Town Manager Tavares discussed the building permitting process for LEED certification and adding the requirement of LEED Certification in the Code.

A motion was made by Committee member Goldenberg to recommend and require that all residential buildings over 30 feet in height and all commercial buildings must be LEED certified. The motion received a second from Committee member Diaz-Leal. All voted in favor.

Discussion took place among staff and the Committee members regarding green roofs and conduits being put in place when a new building is being built in order to make it more accessible for parking spaces for electric vehicles.

Consensus was reached by all Committee Members to recommend staff to provide more information on green roofs for an upcoming meeting.

Consensus was reached by all Committee Members to make a recommendation that all new construction building to have conduits in place making parking spaces ready for electric vehicles.

Committee members requested staff and Calvin Giordano and Associates provide more information on shade trees and shade tree requirements used by other communities, toward identifying potential ways to increase shade trees on public rights-of-ways.



Town of Surfside

SUSTAINABILITY & RESILIENCY COMMITTEE MEETING

MINUTES

February 19, 2020 – 6:30 p.m.

Chief Terrill Williamson Police Training Room
9293 Harding Ave, 2nd Floor, Surfside, FL 33154

5. Discussion regarding classification of items that received a “1” ranking in the Climate Crisis Report & Action Plan.

Committee members made comments on the ranking process, and those who had not submitted their rankings to Resiliency Officer Stein for tabulation agreed to do so by Monday, February 24, 2020.

The Committee members suggested handing out flyers on their priorities at the next Town Commission meeting in an effort to educate the public on the needs and priorities of this Committee.

The Committee as a whole agreed to create a new action related specifically to flooding on Abbott Avenue and to put that action as priority “1”.

6. Discussion on prioritizing education and engagement actions in the Climate Crisis Report & Action Plan.

The Committee discussed this item in conjunction with Item 5 and requested Resiliency Officer Stein to bring back at the next meeting the tabulations.

7. Discussion of timeline and next steps for LuLab report and toolkit.

Resiliency Officer Stein gave an update and stated that they are waiting on LULab to finish their edits for the report and once the report is done, she will provide it to the Committee Members.

Committee member suggested that the workshop with LULab and the report be made public and televised.



Town of Surfside

SUSTAINABILITY & RESILIENCY COMMITTEE MEETING

MINUTES

February 19, 2020 – 6:30 p.m.

Chief Terrill Williamson Police Training Room
9293 Harding Ave, 2nd Floor, Surfside, FL 33154

8. New Meeting Date: March 11, 2020

Discussion took place on the availability of the Committee members to hold their next meeting on March 11, 2020. All Committee members advised they were available to attend the meeting on March 11, 2020 at 6:30 p.m.

9. Public Comments (3-minute time limit per speaker)

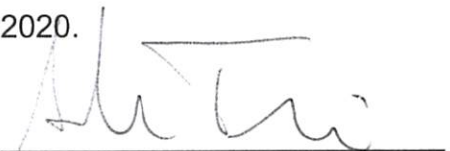
There were no speakers signed up to speak.

10. Adjournment

A motion was made by Committee Member Goldenberg to adjourn the meeting at 8:25 p.m. The motion received a second from Committee member Cimadevilla. All voted in favor.

Respectfully submitted:

Accepted this 11 day of March, 2020.



Andrea Travani, Chair

Attest:



Evelyn Herbello
Deputy Town Clerk

Surfside Resiliency Report

Special Town Commission Meeting

Tuesday, March 31, 2020



What is “Resiliency”?

Resiliency: a community’s ability to respond to challenges

- In Surfside, “resiliency” work typically has focused on climate change.
- But other resiliency challenges in Surfside include:
 - **COVID-19**
 - Traffic
 - Flooding on Abbott Ave. & elsewhere
 - Hurricane preparedness
- **Resiliency is not just about the environment.**

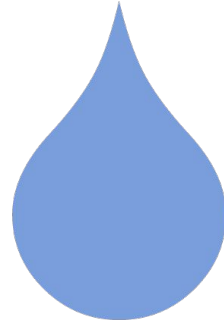


Surfside Resiliency Reserve: Current Policy

Eligible uses currently include:



Hardening infrastructure
e.g. stormwater system,
electrical grid



Strengthening water management and storm protection including parks, shorelines, coastal green spaces



Reducing greenhouse gas emissions from buildings, transportation & other sources

Expenditures and amendments must be approved by the Town Commission.



Surfside Resiliency Reserve: Current Policy



Structure:

Developers make voluntary proffers and
Town matches from its General Fund

Funding:

\$120K - Currently in reserve

\$60K - Committed by developer

\$60K? - Anticipated Town match?

Uses:

1. Eligible uses described on previous page
2. At Commission direction, Town administration can look at funding resiliency-type enhancements of current projects (e.g. 96th Street Park reconstruction)



Resiliency Officer Role

In general:

Different duties in different communities, depending on community's specific challenges

Responsibilities usually include:

1. Facilitate coordination across departments
2. Create opportunities for residents, businesses & other stakeholders to identify challenges and solutions
3. Manage projects
4. Maintain partnerships: local/state/federal agencies, non-profits, universities, etc.

Read more here:

<http://www.100resilientcities.org/CRO>

In Surfside (to date):

Currently serving as COVID-19 task force coordinator

Day-to-day work has focused on present & future climate change impacts: Flooding, sea-level rise, rising insurance prices, hotter temperatures, stronger hurricanes. Emphasis on education and outreach to residents and businesses.

Staff liaison to Sustainability & Resiliency Committee

Working on a variety of projects (details ahead), including revising the first edition of the Town's resilience strategy

Manages a significant number of partnerships and projects

Details on next slide



Other partnerships & projects overseen by Surfside's resiliency officer:

University of Miami LU_Lab

Community workshops and development (ongoing) of mobility strategies & Community Adaptation toolkit

American Flood Coalition/Atkins

Grant-funded "City Simulator" project models costs and benefits of different water management strategies

ICLEI sustainability plan cohort

Surfside is one of 20 U.S. communities selected

Miami-Dade barrier island municipalities group

Quarterly meetings to identify shared challenges & opportunities for collaboration

Resilience education & communications

Work with Pinzur PR on materials and outreach to residents and businesses, and education for Town staff.

Resilient 305 & Regional Climate Change Compact

Resiliency officer represents the Town at meetings and events

Youth Environmental Alliance

Non-profit received Miami-Dade grant for volunteer beach restoration projects in Surfside



Surfside Sustainability & Resiliency Committee

Created in December 2018. Key accomplishments include:

Review of Abbott Avenue drainage proposals

Recommended that 2018-2020 Commission pursue option 1 at first and option 2 if needed. (See the options on p. 5-7 of [this agenda packet](#).)

Review of first-edition Surfside resilience strategy

Recommended revisions include prioritizing Abbott Avenue drainage, enhancing communications and outreach to residents. (Full report forthcoming.)

Initial review of strategies for enhancing walkability/mobility

Strategies and draft “Community Adaptation Toolkit” were created by University of Miami LU_Lab based on resident input at workshop & pop-ups. Additional revisions expected after future workshops.

Review of the Town’s dune management report

Toward creating a comprehensive dune management plan.



Surfside Sustainability & Resiliency Committee

In spring-summer 2020, the committee is expecting to work on:



Review of “City Simulator” analysis

Cost-benefit modeling of strategies to reduce flooding, enhance water management



Additional walkability & mobility recommendations

With input from residents, businesses, LU_Lab, etc.



Potential undergrounding of power lines

Will make a recommendation to the Town Commission

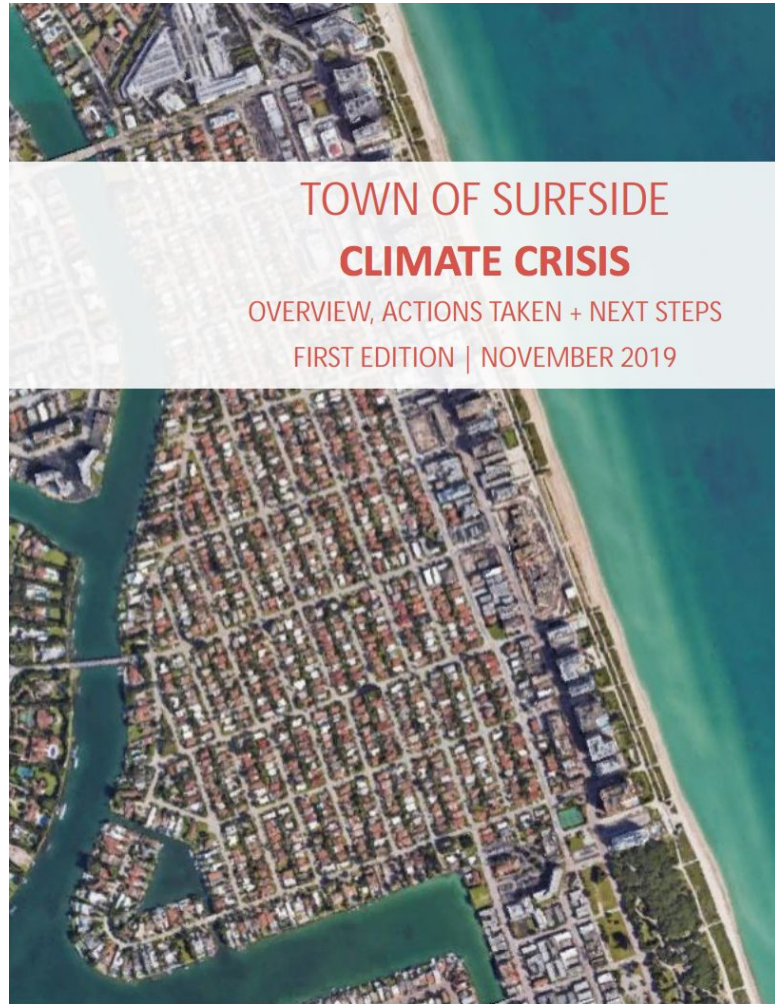


Opportunities to enhance resident education and engagement

On specific projects and on resilience in general



Surfside's Current Resilience Strategy



First-edition document

Work on revisions is underway (see next slide)

Main focus is on response to climate change impacts, but includes other actions, as well

100+ actions in 12 action areas, including:

- Land use
- Water management
- Resident outreach
- Hurricane preparedness
- Public health

Read the full text [here](#) and read an FAQ [here](#).



Surfside Resilience Strategy: Anticipated Revision Process

IMMEDIATE FUTURE

Recommendations to Town Commission

Forthcoming from Sustainability & Resiliency Committee and Officer

Continuation/expansion of public outreach

Engagement online and through the mail (?) with in-person workshops resuming eventually

Input from Town departments

On projects underway, potential timeline of future projects, any additional needs

SHORT TERM

Town Commission reviews strategy & input from other stakeholders

Provides additional recommendations, revisions

MEDIUM TERM

Second edition of resilience strategy is created

In-progress studies and strategies: Incorporated as they're completed

"City Simulator" modeling, LU_Lab walkability/mobility strategies, stormwater master plan, greenhouse gas emissions reduction plan

Actions are funded individually, following Town Commission approval

LONG TERM

Subsequent editions created as community needs evolve over time





QUESTIONS?

Kate Stein, Sustainability & Resiliency Officer

kstein@townofsurfsidefl.gov

305-998-7193



To: Honorable Mayor, Vice-Mayor and Members of the Town Commission
From: Lindsay Lecour, Chair of the Planning and Zoning Board
Date: April 2, 2020
Subject: Planning and Zoning Final Report

Per Town Code Section 2-204, the chair of a committee shall prepare a final report summarizing the committee's activities, accomplishments, challenges and recommendations during the term. This report will summarize the Planning and Zoning Board's ("Board") activities during the 2018-2020 Town Commission term. The Board met 22 times and attended three joint meetings with the Town Commission since March 2018.

The following tables indicate the types and numbers of items reviewed by the board during the term:

Application Summary

<i>Application Type</i>	<i>March 2018- March 2019 (#)</i>	<i>March 2019- March 2020 (#)</i>
<i>New Single-Family Home</i>	2	10
<i>Additions/Renovations</i>	11	12
<i>Garage Conversion</i>	4	5
<i>Fence</i>	4	2
<i>Sign</i>	11	17
<i>Site Plan</i>	4	2
<i>Variance</i>	2	5
<i>Conditional Use</i>	2	0
<i>Shingle Roof</i>	1	2

The Board saw a significant uptick in the number of New Single-Family Home, Sign and Variance Applications in the second year of its term. The increase in Single Family Home Applications prompted the Board to revisit massing of new structures. This is currently ongoing, and the Town Commission should see a proposed ordinance in the coming months.

Ordinance and Discussion items

<i>Item Type</i>	<i>March 2018- March 2019 (#)</i>	<i>March 2019- March 2020 (#)</i>
<i>Code Amendments Proposed</i>	13	6
<i>Discussion Items</i>	46	25

TOURIST BOARD

MAYOR BURKETT	
VICE MAYOR PAUL	
COMMISSIONER KESL	
COMMISSIONER SALZHAUER	
COMMISSIONER VELASQUEZ	
Liaison	

PLANNING & ZONING BOARD

MAYOR BURKETT	
VICE MAYOR PAUL	
COMMISSIONER KESL	
COMMISSIONER SALZHAUER	
COMMISSIONER VELASQUEZ	
At-large Alternate #1	
At-large Alternate #2	
Liaison	

PERSONNEL APPEALS BOARD

MAYOR BURKETT	
VICE MAYOR PAUL	
COMMISSIONER KESL	
COMMISSIONER SALZHAUER	
COMMISSIONER VELASQUEZ	
Liaison	

PENSION BOARD

At-large	
----------	--

At-large	
Town Manager	Guillermo Olmedillo
Elected Rep from Police Department	Julio Torres
Elected Rep from the Town employees	Yamileth Slate-McCloud

POLICE OFFICERS PENSION TRUST

At-Large	
At-large	
Police Officer	Loxley Arch III
Police Officer	Micah Smith
Elected by the 4 members above	

PARKS & RECREATION COMMITTEE

MAYOR BURKETT	
VICE MAYOR PAUL	
COMMISSIONER KESL	
COMMISSIONER SALZHAUER	
COMMISSIONER VELASQUEZ	
Liaison	

SUSTAINABILITY RESILIENCY COMMITTEE

MAYOR BURKETT	
VICE MAYOR PAUL	
COMMISSIONER KESL	
COMMISSIONER SALZHAUER	

COMMISSIONER VELASQUEZ	
Liaison	

DOWNTOWN VISION ADVISORY COMMITTEE

Single Family Home Member	
Downtown Business Owner	
Property Owner Member	
Property Owner Member	
Hotel Member	
Tourist Board Liaison	
Town Commission Liaison	

ORDINANCE NO. 17 - _____

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA AMENDING ARTICLE VI. - “RULES OF PROCEDURE FOR TOWN MEETINGS”; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR CONFLICTS AND PROVIDING FOR AN EFFECTIVE DATE.

1 **WHEREAS**, Section 20 of the Town of Surfside Charter provides that the Town Commission
2 of the Town of Surfside shall fix its rules of procedure; and

3 **WHEREAS**, the Town Commission adopted rules of procedure which have been
4 incorporated into Article, VI, Chapter 2 of the Town Code of Ordinances; and

5 **WHEREAS**, the Town Commission desires to amend Article VI. – “Rules of Procedure for
6 Town Meetings;” and

7 **WHEREAS**, the amendments to the ordinance do not conflict with the provisions in Section
8 2-151 Personnel Appeals Board Section, 2-185 Pension Board, Section 70-124 Resort Tax Board
9 or Sections 90-15, 90-16, 90-17, 90-18 of the Zoning Code for Planning and Zoning and Design
10 Review Board members; and

11 **WHEREAS**, the Town Commission held its first public reading on September 18, 2017 and
12 recommended approval of the proposed amendments to the Code of Ordinances having complied
13 with the notice requirements by the Florida Statutes; and

14
15 **WHEREAS**, the Town Commission has conducted a second duly noticed public hearing on
16 these regulations as required by law on October 10, 2017 and further finds the proposed change to
17 the Code necessary and in the best interest of the community.

18
19 **NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE**
20 **TOWN OF SURFSIDE, FLORIDA:**

21
22 **Section 1. Recitals.** The above Recitals are true and correct and are incorporated herein by
23 this reference:

24
25 **Section 2. Town Code Amended.** Article VI. – “Rules of Procedure for Town Meetings”
26 of the Surfside Town Code of Ordinances are hereby amended and shall read as follows¹:

27 **ARTICLE VI. - RULES OF PROCEDURE FOR TOWN MEETINGS**
28

¹Additions to the text are shown in underline. Deletions are shown in ~~strikethrough~~. Additions made after first reading are shown in double underline. Deletions made after first reading are shown in ~~double-strikethrough~~.

29 Sec. 2-201. - Rules of procedure for the town commission and town boards and committees.

30 *Rule 2.01 Governing rules; amendment.* Except as may be provided in the Charter, the
31 Town of Surfside Code, Florida laws or by these rules as set forth in this Article^{ordinance},
32 questions of order, the methods of organization and the conduct of business of the town
33 commission and town boards and committees and to the extent there is no conflict, the town
34 commission, and town boards and committees shall be governed by Robert's Rules of Order
35 ~~Mason's Manual of Legislative Procedure (2010 Edition)~~. Once enacted, and except as already
36 amended by the provisions contained herein, these rules may be amended by ~~two-thirds~~ majority
37 vote of the entire town commission.

38 Sec. 2-202. - Officers.

39 *Rule 3.01 Presiding officer.* The ~~mayor~~Mayor shall preside at all meetings of the town
40 commission at which he or she is present. In the absence of the ~~mayor~~Mayor, the vice
41 ~~mayor~~Mayor shall act as ~~mayor~~Mayor. In the absence of both the ~~mayor~~Mayor and vice
42 ~~mayor~~Mayor, the town commission shall select one of its members as a temporary presiding
43 officer. The presiding officer shall preserve strict order and decorum at all meetings of the
44 commission. A majority vote of the members present shall govern and conclusively determine all
45 questions of order not otherwise covered. The presiding officer has the power, among other
46 things, to recognize a speaker, secure and retain the floor for the speaker and keep order during
47 the time the floor is taken subject to Robert's ~~Mason's~~ Rules and to the rules contained in this
48 article.

49 *Rule 3.02 Clerk.* The town clerk shall act as clerk of the commission. The clerk of the
50 commission shall call the roll, prepare the minutes and shall be custodian of the records and shall
51 certify all ordinances and resolutions adopted by the commission, and perform such other duties
52 as required by the Town Charter.

53 *Rule 3.03 Town attorney.* The town attorney, or such member of the office of the town
54 attorney as may be designated, shall be available to the commission at all meetings: the town
55 attorney shall act as parliamentarian, and shall advise and assist the presiding officer in matters
56 of parliamentary law.

57 *Rule 3.04 Sergeant-at-arms.* The town police chief, or such other town official or employee
58 as the chief may designate, shall be the sergeant-at-arms of the town commission meeting, at the
59 request of the presiding officer or the town manager. The sergeant-at-arms shall carry out all
60 orders and instructions given by the presiding officer or the town manager for the purpose of
61 maintaining order and decorum at the meetings.

62 Sec. 2-203. - Meetings.

63 *Rule 4.01 Regular Meetings.*

64 (a) The commission shall hold regular meetings in accordance with its Charter or, if the Charter
65 provision is amended, in accordance with an ordinance duly adopted by the commission, as
66 may be amended from time to time.

- 67 (1) All regular and zoning meetings shall be held irrespective of whether or not any particular
68 commission member (including the ~~Mayor~~Mayor) may be able to attend unless otherwise
69 agreed by a majority of the commission. Such meetings shall be held in the commission
70 chambers at 9293 Harding Avenue, Surfside, Florida 33154, or such location as may be
71 approved by a majority of the commission members present and shall be open to the public
72 and all news media.
- 73 (2) Regular meetings may be otherwise postponed or canceled by resolution or motion
74 adopted at a regular meeting by a majority of the commission members present.
- 75 (3) No meeting shall continue beyond 11:00 p.m. unless there is an emergency, which is
76 presented to the Commission, which is then followed with by a vote of the majority of the
77 members of the commission present, the commission agrees to extend the meeting beyond
78 this time.
- 79 (4) Workshops may be scheduled at the request of the Mayor, town manager, the town
80 attorney or a majority of the commission at any time, provided appropriate notice is given.
- 81 (b) Zoning matters shall be scheduled as part of regular town commission meetings unless
82 otherwise decided by the commission.
- 83 (c) The second reading (public hearing) of the annual budget ordinance or resolution shall be
84 considered at a meeting at which the said budget ordinance or resolution and the levy of the
85 millage are the only items on the agenda.

86 *Rule 4.02 Special meetings; emergency meetings.*

- 87 (1a) Special meetings. A special meeting of the commission may be called by the Mayor, a
88 majority of the members of the ~~Mayor~~, town commission or the town manager. The clerk
89 shall forthwith serve either verbal or written notice upon each member of the commission
90 stating the date, hour and place of the meeting and the purpose for which such meeting is
91 called; and no other business shall be transacted at that meeting, other than that described
92 in the aforementioned notice. At least twenty-four (24) ~~hours notice~~ hour's' notice must
93 elapse between the time the clerk receives notice in writing and the time the meeting is to
94 be held.
- 95 (2b) Emergency meetings. An emergency meeting of the town commission may be called by
96 the Mayor, ~~mayor~~Mayor in accordance with prescriptions of the town charter whenever
97 in his or her; opinion an emergency exists that requires immediate action by the
98 commission. Whenever such emergency meeting is called, the ~~M~~mayorMayor shall
99 notify the clerk who shall forthwith serve either verbal or written notice upon each
100 member of the commission, stating the date, hour and place of the meeting and the
101 purpose for which it is called, and no other business shall be transacted at that meeting,
102 other than that described in the aforementioned notice. At least 24 hours shall elapse
103 between the time the clerk receives notice of the meeting and the time the meeting is to
104 be held.
- 105 (3e) If after reasonable diligence, it is impossible to give notice to each commissioner, such
106 failure shall not affect the legality of the meeting if a quorum is present. The minutes of
107 each special or emergency meeting shall show the manner and method by which notice of

108 such special or emergency meeting was given to each member of the commission, or shall
109 show a waiver of notice. All special or emergency meetings shall be open to the public
110 and shall be held and conducted in the Commission Chambers, Town Hall, 9293 Harding
111 Avenue, Surfside, Florida 33154, or other suitable location within the Town of Surfside,
112 Florida. Minutes thereof shall be kept by the town clerk.

113 (4d) No special or emergency meeting shall be held unless notice thereof is given in compliance
114 with the provisions of this rule, or notice thereof is waived by a majority of the entire
115 membership of the commission and in accordance with the town charter.

116 *Rule 4.03 Electronic files presented at public meetings.* Electronic files to be presented at
117 public meetings in the Town of Surfside must be provided to the town clerk by noon on the
118 business day prior to the scheduled meeting.

119 Sec. 2-204. – Boards, cCommittees, sub-committees and ad hoc committees.

120 *Rule 5.01 Boards, ccontinuing committees, sub-committees and ad hoc committees.* There
121 may be continuing committees, sub-committees and ad hoc committees of the town commission
122 created by resolution as the town commission deems necessary to conduct the business of the
123 town appropriately and in accordance with the town charter. Such committees and all Town
124 Boards to the extent these provisions do not conflict with other governing procedures or
125 requirements specific to a particular Board, shall be governed by these rules of procedure and
126 shall be subject to the Florida sunshine and public records laws. Each member of the town
127 commission shall appoint one (1) member to each committee. All appointments are at the will of
128 the appointing member of the town commission and may be removed at any time by the
129 appointing member of the town commission. Members of committees shall be appointed to serve
130 until the expiration of the committee or to the end of the appointing member of the town
131 commission's term.

132 (a4) *Continuing committees and sub-committee committees.* Continuing committees and sub-
133 committees shall exist until abolished by the town commission or shall have a sunset provision.

134 (b2) *Ad hoc committees.* The expiration date for each ad hoc committee shall be designated at the
135 time of formation, or the ad hoc committee shall expire when the ad hoc committee reports to
136 the commission that its designated goal or goals have been accomplished.

137 (c3) All continuing committees, sub-committees and ad hoc committees shall abide by the
138 following procedures:

139 (1)a- *Mission statement.* A mission statement shall be developed by the town commission.

140 (2)b- *Public meetings.* All meetings and business of any committee, sub-committee or ad
141 hoc committee shall comply with the Florida Statutes including that all committee
142 meetings shall be open to the public at all times, noticed, and minutes of the meetings shall
143 be taken and retained in the office of the town clerk. All committee members shall be
144 subject to the State of Florida, Miami-Dade County and Town of Surfside Conflict of
145 Interest and Code of Ethics Ordinance.

146 (3)e- *Agenda.* The committee chairperson shall prepare the agenda for the committee
147 meeting with the assistance of the committee staff liaison. ~~In the chairperson's absence,~~

148 ~~the vice chairperson shall prepare the agenda.~~ Any committee member may propose
149 additional agenda items at any time. Items proposed after the agenda is distributed may
150 only be heard under "New Business" and upon an affirmative vote of the majority of the
151 committee. Each agenda shall also include a section for public comment.

152 ~~(4)d.~~ *Public appearances and requests.* Any person may appear before any committee
153 during the public comment portion of the meeting.

154 ~~(5)e.~~ *Quorum.* A majority of the appointed members of the committee shall constitute a
155 quorum, shall be 50 percent plus one of the committee members. Provided there is a
156 quorum, a majority of those present and voting shall be required to adopt any motion or
157 take any action.

158 ~~(6)~~ *Failure to obtain a quorum.*

159 a. If, 48 hours prior to a regular meeting, the clerk has not received confirmation of
160 attendance from a sufficient number of committee members to constitute a quorum,
161 the meeting shall be canceled for lack of a quorum.

162 b. Should no quorum attend any meeting within 15 minutes after the hour appointed for
163 the meeting, the presiding member or the town clerk may adjourn the meeting. The
164 names of the members present at such meeting shall be recorded in the minutes.

165 ~~(7)f.~~ *Voting.* Each committee member shall be entitled to one vote. The committee shall act as
166 a body in making its decisions. No committee member present at a meeting may abstain
167 from voting unless the committee member possesses a conflict of interest, as provided in
168 either the Florida Statutes or the Miami-Dade County Code of Ethics and submits the
169 appropriate form to the town clerk.

170 ~~(8)g.~~ *Attendance.* In the event that a committee member fails to attend three regularly
171 scheduled meetings in any one calendar year, the committee member may be removed
172 from the committee and the town commission will be notified of the vacancy.

173 ~~(9)h.~~ *Appointments, vacancies and resignations.* Each person appointed to a committee,
174 sub-committee or ad hoc committee shall be appointed by the town commission in the
175 following manner:

176 a1. The ~~mayer~~ Mayor and each member of the town commission shall appoint one
177 member to each committee.

178 b2. Should any appointee resign or be removed during the term of the committee, sub-
179 committee or ad hoc committee, the appointing commissioner may select another
180 appointee in accordance with the procedure outlined as follows:

181 Upon notification of the vacancy of an at-large member, the town clerk shall notify
182 the town commission, or in the case of an individual appointment, the town
183 commissioner responsible for the appointment with a copy to the remainder of the
184 town commission, in writing. ~~The town commission shall establish a deadline for the~~
185 ~~submission of letters of interest to serve on the committee at a commission meeting.~~

186 1.(i) Any person who wishes to serve on a committee and who meets the qualifications
187 of office as set forth in this code and in the resolution creating or re-authorizing

188 the committee, shall submit his or her name and committee application available
189 from the town clerk or on the town website ~~together with a letter of interest~~ to the
190 town clerk ~~by the deadline established by the town commission~~. Thereafter, the
191 town clerk shall provide the appointing town commissioner or the entire town
192 commission, as applicable, with the names and submitted material(s) ~~letters of~~
193 interest.

194 2.(ii) Nominations and appointments to fill the vacancy shall be made at a town
195 commission meeting. Appointments to fill a mid-term vacancy shall only be
196 made for the remainder of the term of the committee member being replaced.

197 (10)i- *Reappointment.* Committee, sub-committee or ad hoc committee members shall be
198 eligible for reappointment and shall hold office until their successors have been duly
199 appointed and qualified.

200 (11)j- *Residency requirement.* Committee, sub-committee or ad hoc committee members
201 shall be registered qualified electors of Miami-Dade County, Florida, whose legal
202 residence is in the Town of Surfside.

203 (12)k- *Compensation.* All committee, sub-committee or ad hoc committee members shall
204 serve without compensation and shall not otherwise obtain direct or indirect financial gain
205 from their service on a committee.

206 (13)l- *Oath requirement.* All committee, sub-committee or ad hoc committee members
207 shall be required to subscribe to an oath or affirmation to be administered by and filed with
208 the town clerk, swearing to support, protect and defend the Constitution and laws of the
209 United States and of the State of Florida, the Charter and all ordinances of the Town of
210 Surfside and Miami-Dade County, and in all respects to faithfully discharge their duties.

211 (14)m- *Financial disclosure requirement/standards of conduct.* If required by law,
212 committee members shall file appropriate annual financial disclosure forms. All
213 committee members shall be subject to the standards of conduct for public officers and
214 employees set by federal, state, county or other applicable ethics or conflicts of interest
215 laws.

216 (15)n- *Officers and elections.* Except as provided otherwise in the resolution creating or re-
217 authorizing a committee, each committee shall elect a chairperson, and vice-chairperson
218 ~~and secretary~~ at the first committee meeting.

219 (16)o- *Records.* Minutes of all committee meetings shall be prepared by the town
220 administration and shall be available for public inspection. The minutes shall be forwarded
221 to each committee member for review and shall be approved by the committee at a public
222 meeting. Once approved, the meeting minutes shall be forwarded to the town clerk for
223 filing. ~~Attendance and absences must be recorded and submitted to the town clerk along~~
224 ~~with the minutes.~~ The ~~chair~~secretary of a committee, sub-committee or ad hoc committee,
225 working with the staff liaison, shall prepare a final report summarizing the committee's
226 activities, accomplishments, challenges and recommendations during the term. Such
227 report shall be presented for review and approval by the committee no later than the last
228 meeting of the term, and to be submitted to the town clerk for transmittal to the town

229 commission which shall be presented at the first a regular town commission meeting after
230 the election.

231

232 *Rule 5.02 Town commission liaison; appointment and definition.*

233 (a1) *Appointment:* The ~~mayer~~Mayor shall designate and appoint one member of the town
234 commission as the liaison to each board, committee and subcommittee of the town commission.

235 (b2) *Definition:* The town commission liaison is defined as a nonvoting member of a board,
236 committee or sub-committee who communicates the activities of the board, committee or
237 subcommittee to the town commission. The liaison's role is limited to responding to questions
238 posed by members of the board, committee or subcommittee to which the liaison serves. All
239 remarks from the liaison shall be addressed to the chair who serves as the presiding officer.

240 Sec. 2-205. - Conduct of meetings; agenda.

241 *Rule 6.01 Call to order.* Promptly at the hour set for each meeting, the ~~mayer~~Mayor and the
242 members of the town commission, the town attorney, the town manager and the town clerk shall
243 take their regular stations in the commission chambers. The presiding officer shall take the chair
244 and shall call the town commission to order immediately. In the absence of the presiding officer,
245 the town clerk shall then determine whether a quorum is present and in that event shall call for
246 the election of a temporary presiding officer. Upon the arrival of the presiding officer, the
247 temporary presiding officer shall relinquish the chair upon the conclusion of the business
248 immediately before the commission.

249 *Rule 6.02 Roll call.* The town clerk shall call the roll of the members, and the names of those
250 present shall be entered in the minutes. In the event the roll call reflects the absence of any
251 member on official town business that fact shall be noted in the minutes. Any town commissioner
252 who intends to be absent from town commission meeting shall notify the town clerk of the
253 intended absence as soon as convenient.

254 *Rule 6.03 Participation by physically absent member of the town commission; town board*
255 *or committee. ~~shall be permitted, but a town board or committee. -shall no bet permitted.~~ A*
256 *member of the town commission shall be permitted to participate and/or vote telephonically, by*
257 *virtual video or other electric means, provided that a physical quorum of the town commission is*
258 *present. A ~~but, a~~ town board or committee shall not be ~~is not~~ permitted to participate and/or vote*
259 *telephonically, by virtual video -and/or by interactive video.*

260 *Rule 6.04 Quorum.* A majority of the members of the town commission then in office shall
261 constitute a quorum. No ordinance, resolution or motion shall be adopted by the town commission
262 without the affirmative vote of the majority of all the members present.

263 *Rule 6.05 Failure to attain a quorum.* Should no quorum attend within 15 minutes after the
264 hour appointed for the meeting of the commission, the presiding officer or the town clerk may
265 adjourn the meeting. The names of the members present ~~and their action~~ at such meeting shall be
266 recorded in the minutes by the town clerk.

267 Rule 6.06 Agenda.

268 (a) *Order of business.* There shall be an official agenda for every meeting of the commission which
269 shall determine the order of business conducted at the meeting.

270 (1) The order of business shall be as follows:

271 ~~(a1)~~ order of business

272 a. call to order~~;~~

273 b. roll call of members,

274 c. pledge of allegiance,

275 d. agenda/order of business (additions/deletions),

276 e. special presentations,

277 (b) public comment on agenda items

278 ~~(b2)~~ quasi-judicial hearings

279 ~~(c3)~~ consent agenda at the pleasure of the commission, approval of minutes, town
280 manager, town attorney reports

281 ~~(d4)~~ ordinances,

282 ~~(e5)~~ resolutions

283 ~~(f6)~~ good and welfare shall be heard at a time certain at 8:15 p.m.

284 ~~(g7)~~ unfinished business and new business

285 ~~(h8)~~ ~~mayor~~Mayor, town commission and staff communications.

286 ~~(24)~~ Items shall be considered in the order in which they are placed on the agenda unless a
287 majority of the commissioners determines to deviate from the printed agenda.

288 ~~(3)~~ ~~The public may comment- comment on all -agenda items portion of the meeting. -shall be not be~~
289 ~~restricted to discussion on agenda items which are not scheduled for public hearing. Each speaker~~
290 ~~shall be given no more than three minutes to address the agenda speak and shall try to end on~~
291 ~~time as a courtesy to the residents and other participants wishing to also speak on the item. ,~~
292 ~~unless by vote of a majority of the members of the commission present, it is agreed to extend the~~
293 ~~time frames.~~

294 ~~(32)~~ The good and welfare portion of the agenda set for 8:15 p.m. ~~-shall provide for public~~
295 ~~comment on any items related to Town business or any matter within the scope of the~~
296 ~~jurisdiction of the town commission, whether or not included on the agenda for the~~
297 ~~meeting. shall be restricted to discussion on subjects not already specifically scheduled~~
298 ~~on the agenda. In no event shall this portion of the agenda be allotted more than 45 minutes~~
299 ~~with each speaker to be given no more than three minutes, unless by vote of a majority of~~
300 ~~the members of the commission present, it is agreed to extend the time frames. Likewise,~~
301 ~~members of the town commission shall be restricted to speaking three minutes each unless~~
302 ~~an extension is granted in the same manner as set forth in the prior sentence. The rules of~~

303 section 2-207(e) as set forth hereinbelow shall be observed during this portion of the
304 agenda.

305 (4~~3~~) The town commission shall not take action upon any matter, proposal, or item of business
306 which is not listed upon the official agenda, unless it is approved at the meeting by a
307 majority of the entire commission, which shall have first consented to the matter for
308 consideration. No ordinance, resolution or other matter listed on the agenda for public
309 hearing, or the vote thereon, may be deferred until a later time unless a majority of the
310 entire town commission shall vote in favor of such deferral.

311 (b) ~~Authority to p~~Placing items on agenda.

312 ~~(12) Ordinances, Resolutions and O~~Ordinances may be prepared and scheduled on the agenda
313 at the direction of the town commission, a town commissioner with the support of the
314 majority of the commissioners present at a town commission meeting, or by Mayor, the
315 town manager, town attorney or town clerk.

316 ~~(21) All other matters.~~ Matters, other than ~~resolutions or~~ ordinances, may be placed on the
317 agenda by any member of the town commission, the town manager, the town attorney and
318 the town clerk. ~~Members of the town commission may, at a town commission meeting,~~
319 ~~direct the town manager or the town attorney to prepare an resolution or ordinance for~~
320 ~~placement on the agenda for the following agenda.~~

321 ~~(32)Deadline.~~ In no event may any town commissioner place an item on an agenda unless all
322 materials for the item are provided to the town clerk by 12:00 noon seven working days
323 prior to the meeting date unless approved by the Town Manager. Any complete item
324 provided after 12:00 noon seven working days prior to the meeting date shall be
325 distributed to the commission with a "7-day cover memo" and shall be added to the agenda
326 only if a majority of the commissioners present consent to the addition of the item to the
327 agenda.

328 (c) *Approval of minutes.* All minutes shall be summary in nature. A copy of such completed
329 minutes shall be placed on a regular agenda and may only be approved by a majority of the
330 members of the town commission, and upon such approval shall become the official minutes.

331 *Rule 6.07 Ordinances, resolutions, motions, contracts.*

332 (a) *Preparation and enactment of ordinances.* The town attorney shall prepare ordinances and
333 resolutions. Ordinances may be introduced, listed by title and shall be read by title only before
334 consideration by the town commission on first reading. At public hearing, each ordinance shall
335 be voted on individually by a call of the roll. Only resolutions and motions may be enacted by
336 voice vote calling for "ayes" or "no" on the question.

337 (b) *Approval by town attorney.* All ordinances, resolutions and contract documents, before
338 presentation to the town commission, shall have been reduced to writing and reviewed for form
339 and legality by the town attorney. Ordinances, resolutions and contract documents, in their
340 final form as approved by the Town Commission shall be ~~have been~~ approved as to form and
341 legality by the town attorney prior to execution.

342 (c) *Introduction and sponsorship.* Ordinances, resolutions and other matters and subjects requiring
343 action by the town commission may be introduced and sponsored by the ~~mayor~~Mayor or any
344 member of the town commission, ~~except that either the~~ The town manager, the town attorney or
345 town clerk may present ordinances, resolutions and other matters or subjects to the town
346 commission for consideration, and any commissioner may assume sponsorship thereof by
347 moving that such ordinance, resolution, matter or subject be adopted in accordance with law;
348 otherwise they shall not be considered.

349 (d) *Sunset.* There is no requirement for any ordinance to contain a sunset provision.

350 (e) *Zoning exception.* The provisions of this Rule 6.06 shall not be applicable to zoning resolutions
351 which shall be governed exclusively by the Zoning Code.

352 ~~(f) *No commission jurisdiction.* Prior to the commission's considering any resolution over which
353 the commission does not have substantive jurisdiction, including resolutions expressing the
354 commission's intent or opinion, a preliminary vote shall be taken to determine whether it is
355 appropriate for the commission to consider such resolution. Unless the commission, by a two-
356 thirds vote of the members present, agrees to consider the resolution, the resolution shall be
357 deemed to have failed. If the commission agrees to consider the resolution, the resolution shall
358 be heard after all other resolutions sponsored by commissioners have been addressed by the
359 commission. If the commission decides to discuss such resolution, the resolution shall require
360 a two-thirds affirmative vote of the commissioners present in order to be passed. The provisions
361 of this ordinance shall not apply to resolutions relating to state or federal legislative priorities.~~

362 *Rule 6.08 Statement of fiscal impact required for ordinances; exceptions.* Prior to the second
363 reading of any ordinance, the town manager shall prepare a written statement setting forth the
364 fiscal impact, if any, of the proposed ordinance. No ordinance shall be considered on second
365 reading if the statement of fiscal impact is not submitted with the ordinance as part of the agenda.
366 The provisions of this rule shall not apply to any emergency ordinance or any budget ordinance
367 or resolution.

368 *Rule 6.09 Limitation on agenda items.* No commissioner shall sponsor or cosponsor a total
369 of more than three ordinances for first reading and three resolutions at any commission meeting.
370 This provision shall not be applied to ordinances or resolutions which are intended to correct
371 scrivener's errors.

372 Sec. 2-206. - Public participation.

373 *Rule 7.01 Persons authorized on the dais.* No person, except town officers or their
374 representatives, shall be permitted on the dais unless authorized by the presiding officer or a
375 majority of the town commission.

376 *Rule 7.02. Citizens presentations; public hearings.*

377 (a) *Citizens' presentations.* Any citizen ~~may request may request shall be entitled shall be entitled~~
378 to be placed on the official agenda of a regular meeting of the town commission and be heard
379 concerning any matter within the scope of the jurisdiction of the town commission ~~outside of~~
380 Good and Welfare. Only members of the town commission and the town manager may place
381 a citizen on the official agenda.

382 (b) *Public hearings.* Any citizen shall be entitled to speak on any matter appearing on the official
383 agenda under the section "public hearings."

384 (c) *Public discussion on agenda items.* ~~No citizen shall be entitled~~ Citizens shall be permitted to
385 address the town commission on any matter listed on or added to the official agenda which is
386 not scheduled for public hearing, discussion or debate. ~~except during Public Comment on~~
387 ~~Agenda Items unless the item is opened for public comment and the speaker recognized by the~~
388 ~~Chair~~ Good and Welfare. When the town commission considers an agenda item that is open for
389 public hearing, discussion or debate that is not a public hearing and on which the public
390 comment is either unanimously in favor or unanimously against the item's passage, input from
391 members of the public shall be limited to no more than three minutes on any given item, unless
392 an extension is granted by a majority of the members of the town commission.

393 *Rule 7.03 Registration of speakers.*

394 (a) Registration of speakers ~~shall be required~~ shall be encouraged. The town clerk shall prepare
395 appropriate registration cards. The cards shall include a place for the speaker to provide his/her
396 name, address, lobbyist registration status which may be verified by the town clerk prior to
397 speaking, and the agenda item on which he or she is speaking ~~if registration is required on a~~
398 ~~particular agenda item.~~

399 (b) For any single agenda item, and except for zoning, no more than one-half hour per side shall
400 be allocated to speakers from the public. The presiding officer shall limit the time of each
401 individual speaker in order to insure compliance with this rule.

402 *Rule 7.04 Addressing commission, manner, time.* Each person, other than ~~salaried~~ members
403 of the town staff, who addresses the town commission shall step up to a podium and shall give
404 the following information in an audible tone of voice for the minutes:

405 (a) Name;

406 (b) Address;

407 (c) Whether the person speaks on his or her own behalf, a group of persons, or a third party; if the
408 person represents an organization, the person shall also indicate the number of members in the
409 organization, the annual dues paid by the members, the date of the most recent meeting of the
410 organization's board or governing council, and whether the view expressed by the speaker
411 represents an established policy of the organization approved by the board or governing
412 council, if requested; if the person is speaking on behalf of a group, s/he shall be required to
413 register as a lobbyist if required by that ordinance and shall state for the record: (i)
414 Compensation, if any, (ii) whether the person or any immediate family member has a personal
415 financial interest in the pending matter, other than as set forth in (i) if requested.

416 Unless further time is granted by the town commission and with the sole exception of zoning items
417 which shall not have a prescribed time limit unless imposed by the chair in accordance with the
418 advice of the town attorney, the statement shall be limited to the times prescribed herein. All
419 remarks shall be addressed to the town commission as a body and not to any member thereof. No
420 person, other than the ~~mayor~~ Mayor, members of the town commission and the person having the
421 floor shall be permitted to enter into any discussion, either directly or through a member of the

422 commission, without the permission of the presiding officer. No question shall be asked of any
423 member of the town commission except through the presiding officer.

424 *Rule 7.05 Decorum.* Any person making ~~impertinent or~~ slanderous remarks ~~or who becomes~~
425 ~~boisterous~~ while addressing the town commission shall be warned. If after the warning, the
426 behavior continues, -said person shall be barred from further appearance before the town
427 commission by the presiding officer for the duration of the meeting, unless permission to continue
428 or again address the town commission is granted by the majority vote of the town commission
429 members present. ~~No clapping, applauding, h~~Heckling or verbal outbursts in support or
430 opposition to a speaker or his or her remarks shall not be permitted. ~~Signs or placards may be~~
431 ~~disallowed in the town commission chambers by the presiding officer. Persons exiting the town~~
432 ~~commission chambers shall do so quietly.~~

433 Sec. 2-207. - Rules of debate.

434 *Rule 8.01 Rules of debate.*

435 (a) *Questions under consideration.* When a motion is presented and seconded, it is under
436 consideration and no other motion shall be received thereafter, except to adjourn, to lay on the
437 table, to postpone, or to amend until the question is decided. These motions shall have
438 preference in the order in which they are mentioned. A motion to adjourn and a motion to lay
439 on the table shall be decided without debate. Final action upon a pending motion may be
440 deferred until a date certain by a majority of the members present.

441 (b) *As to the presiding officer.* The ~~mayor~~Mayor, as presiding officer, may vote on but shall not
442 move or second an item of debate. The presiding officer, however, upon relinquishing the chair,
443 may move or second an item, ~~vote~~, subject only to such limitations as are by these rules
444 imposed upon all members.

445 (c) *Getting the floor, improper references to be avoided.* Every member desiring to speak for any
446 purpose shall address the presiding officer, ~~and~~ upon recognition, ~~shall be confined to the~~
447 ~~question under debate avoiding all personalities and indecorous language.~~

448 (d) *Interruption; call to order; appeal a ruling of the chair.* A member once recognized shall not
449 be interrupted when speaking unless it is a call to order or as herein otherwise provided. If a
450 member be called to order, the member shall cease speaking until the question of order is
451 determined by the presiding officer, and if in order, the member shall be permitted to proceed.
452 Any member may appeal to the town commission from the decision of the presiding officer
453 upon a question of order when, without debate, the presiding officer shall submit to the town
454 commission the question, "Shall the decision of the chair be sustained?" and the town
455 commission shall decide by a majority vote.

456 (e) *Time limit for Consent agenda debate.* The presiding officer shall open for public comment on
457 any items on the consent agenda, prior to commission consideration of the consent agenda.
458 There shall be no dDebate on any motion pertaining to an item on the consent agenda, however,
459 any member of the town commission may pull an item from the consent agenda for
460 consideration shall be limited to three minutes. After three minutes of debate the item shall be
461 removed from the consent agenda, if any, and placed on the regular town commission agenda.

462 ~~The discussion by the town commission on any one item shall not exceed one half hour or~~
463 ~~unless an extension is granted by a majority of votes of the town commission.~~

464 (f) *Privilege of closing debate.* Any town commission member (including the presiding officer)
465 shall have the privilege of closing the debate by making a motion to that effect and provided it
466 is affirmed by vote of a majority of the town commission present.

467 (g) *Method of voting.* After the debate is closed, and/or the motion is restated if necessary, the
468 presiding officer shall call for a vote on the motion. Voting shall be by roll call or voice vote,
469 or paper ballot (at the decision of the majority of the commission in certain circumstances)
470 depending on whether the ballot is on an ordinance or resolution or motion. Ordinances require
471 a roll call vote by calling the names of the members of the town commission in rotating order,
472 provided that the ~~V~~ice-mayorMayor shall vote next to last and alphabetically by surname,
473 except that the names shall be rotated after each roll call vote, if requested, so that the
474 commissioner who voted first on a preceding roll call shall vote last upon the next subsequent
475 matter; provided, however, that the presiding officer, if a member of the town commission,
476 shall always cast the last vote.

477 The town clerk shall call the roll, tabulate the votes, and announce the results. The vote upon
478 any resolution, motion or other matter may be by voice vote as previously noted, provided that
479 the presiding officer or any commissioner may require a roll call to be taken upon any
480 resolution or motion.

481 (h) *Explanation of vote; conflicts of interest.* There shall be no discussion by any town
482 commissioner voting, and the town commissioner shall vote yes or no. Any town
483 commissioner, upon voting, may give a brief statement to explain his or her vote. A town
484 commissioner shall have the privilege of filing with the clerk a written explanation of his or
485 her vote. Any town commissioner with a conflict of interest on a particular matter shall refrain
486 from voting or otherwise participating in the proceedings related to that matter and must leave
487 the commission chambers until the consideration of that matter is concluded and file the proper
488 form with the town clerk.

489 (i) *Tie votes.* Whenever action cannot be taken because the vote of the town commissioners has
490 resulted in a tie, the status quo shall continue in effect and the proposed ordinance, resolution
491 or motion that produced the tie vote shall be removed from the agenda without prejudice to its
492 reintroduction on a de novo basis at a later time, ~~provided that in zoning and other quasi-~~
493 ~~judicial matters when action on a resolution results in a tie vote, such resolution matter shall~~
494 ~~be carried over to the next regularly scheduled meeting for the consideration of such quasi-~~
495 ~~judicial matters unless the town commission designates a different time for such~~
496 ~~reconsideration.~~

497 (j) *Vote change.* Any town commissioner may change his or her vote before the next item is called
498 for consideration, or before a recess or adjournment is called, whichever occurs first, but not
499 thereafter. In this case, the town clerk shall call back the vote and verify the outcome for the
500 presiding officer.

501 (k) *No motion or second.* If an agenda item fails to receive a motion or second, it shall be removed
502 from the agenda and shall be reintroduced only in accordance with the renewal provisions of
503 Rule 8.01(m).

504 (l) *Reconsideration.* An action of the town commission may be reconsidered only at the same
505 meeting at which the action was taken, or, if not, at the next meeting thereafter a motion to
506 reconsider may be made only by a town commissioner who voted on the prevailing side of the
507 question and must be concurred in by a majority of those present at the meeting. ~~A motion to~~
508 ~~reconsider shall not be considered unless at least the same number of town commissioners is~~
509 ~~present as participated in the original vote, or upon affirmative vote of two thirds of those~~
510 ~~commissioners present.~~ Adoption of a motion to reconsider shall rescind the action
511 reconsidered.

512 (m) *Renewal.* Once action is taken on a proposed ordinance or resolution neither the same matter
513 nor its repeal or rescission may be brought before the town commission again for a three-month
514 period following the said action unless application for renewal by three commissioners is first
515 submitted to the presiding officer. Should an ordinance or resolution be proposed that raises
516 the same previously resolved matter, or its repeal or rescission, in different or modified form
517 during the three-month period, the presiding officer may declare the proposal out of order.

518 (n) *Adjournment.* A motion to adjourn shall always be in order and decided without debate.

519 (o) *Suspension of the rules.* No rule of procedure adopted by the town commission shall be
520 suspended except by an affirmative vote of a majority two-thirds of the members of the town
521 commission present.

522 Sec. 2-208. - Additional ordinances prescribing town commission procedure.

523 ~~Rule 9.01 Representation of Town of Surfside. Whenever~~ The presiding officer town
524 ~~commission may, with the consent of the designee, designate a member(s) of the town~~
525 ~~commission to represent the town commission at such meetings, conferences or other occasions~~
526 ~~as deemed deems it necessary or desirable that by the town commission, shall be represented at~~
527 ~~meetings, conferences or other occasions involving other governmental entities, agencies,~~
528 ~~officials or groups, or non-governmental organizations, or departments, agencies or officials of~~
529 ~~the town government, the presiding officer may designate members of the town commission to~~
530 ~~represent the town commission at such meetings, conferences or other occasions, with the consent~~
531 ~~of the designee. A designation must be ratified by a majority of the members of the town~~
532 ~~commission then present may disapprove any such appointment.~~ Such representative(s) shall have
533 no power to act for or on behalf of the town commission, or to make any commitment or binding
534 obligation on behalf of the town commission or the town. Such representatives shall report to the
535 town commission with regard to such meeting, conference or other occasion.

536 *Rule 9.02 Noncompliance with procedural rules.* If a procedural rule pursuant to this Article
537 VI. — "Rules of Procedure for Town Meetings" is not complied with as a result of either mistake,
538 inadvertence or excusable neglect, as those terms are defined by law, by either the presiding
539 officer or the parliamentarian, then the validity of the underlying substantive ordinance,
540 resolution, motion or other action shall in no way be affected thereby, and the failure of
541 compliance with said procedural rule shall not be the basis for any person or party to challenge
542 any ordinance, resolution or other action.

543 Sec. 2-209. - Amendment to rules of procedure for town meetings.

544 Once adopted, changes to these rules may be made as changes to any other ordinance are
545 made by a majority vote and after two readings of the amendatory ordinance.

546 Secs. 2-210—2-225. - Reserved.

547 **Section 3. Severability.** If any section, sentence, clause or phrase of this ordinance is held
548 to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in
549 no way affect the validity of the remaining portions of this ordinance.

550 **Section 4. Inclusion in the Code.** It is the intention of the Town Commission, and it is hereby
551 ordained that the provisions of this Ordinance shall become and made a part of the Town of Surfside
552 Code of Ordinances, that the sections of this Ordinance may be renumbered or re-lettered to
553 accomplish such intentions; and the word “Ordinance” may be changed to “Section” or other
554 appropriate word.

555 **Section 5. Conflicts.** Any and all Ordinances and Resolutions or parts of Ordinances or
556 Resolutions in conflict herewith are hereby repealed.
557
558

559 **Section 6. Effective Date.** This ordinance shall become effective upon adoption.

560
561 **PASSED and ADOPTED** on first reading this 18th day of September, 2017.
562

563 **PASSED and ADOPTED** on second reading this 10th day of October, 2017.
564

565
566 On Final Reading Moved by: _____
567

568 On Final Reading Second by: _____
569

570
571 **FINAL VOTE ON ADOPTION:**

572 Commissioner Daniel Gielchinsky _____

573 Commissioner Michael Karukin _____

574 Commissioner Tina Paul _____

575 Vice ~~Mayor~~Mayor Barry Cohen _____

576 ~~Mayor~~Mayor Daniel Dietch _____
577

578
579
580 _____
Daniel Dietch, ~~Mayor~~Mayor

581
582 **ATTEST:**
583

584 _____
585 Sandra Novoa, MMC, Town Clerk

586 **APPROVED AS TO FORM AND LEGALITY FOR THE USE**
587 **AND BENEFIT OF THE TOWN OF SURFSIDE ONLY:**

589 _____
590 Weiss Serota Helfman Cole and Bierman, P.A.
591 Town Attorney
592

To: Honorable Mayor, Vice-Mayor and Members of the Town Commission
From: Guillermo Olmedillo, Town Manager
Date: April 16, 2020
Subject: Design Review Board

Previously, the Town's design review process included two boards, the Planning and Zoning Board and the Design Review Board. The Planning and Zoning Board consisted of 5 members appointed by the Town Commission. The Design Review Board included the 5 Planning and Zoning Board Members and required two additional members and would meet on the same night. One of the additional members had to be a Florida-licensed architect or landscape architect while the second member could be an architect, landscape architect, engineer, city planner, general contractor, interior designer, or attorney.

Because these two Boards had overlapping members and functions, it proved difficult to have a quorum, specifically for the Design Review Board as one of the two additional members had to be present. If not present, the meeting was canceled and items to be heard were rescheduled to the following meeting. Also, there was difficulty finding and appointing qualified persons to serve on the Design Review Board. Ordinance No. 18-1689 adopted on April 14, 2018 (codified in Sections 90-14 to 90-23 of the Town Code), incorporated the functions of the Design Review Board within the Planning and Zoning Board. In addition, two alternate members were added to the Planning and Zoning Board to ensure that a quorum exists for each meeting. If all five members of the Planning and Zoning Board are in attendance, the two alternates become non-voting members.

The 2018 Ordinance dissolved the Design Review Board and provided for design review functions to be incorporated and taken up by the Planning and Zoning Board. The newly constituted Planning and Zoning Board is made up of seven members, two of which are alternates who vote when any member of the Planning and Zoning is not present. The requirements were also modified to indicate that three of the members, which include the alternates, must have specific qualifications. Previously, only Design Review members were required to have qualifications.

Since the adoption of the Ordinance in 2018 that dissolved Design Review and provided for the functions by the Planning and Zoning Board, the Planning and Zoning Board has not had to cancel a meeting due to a lack of a quorum. Those applications needing approval based on design review are processed at the beginning of the meeting followed by those items that require approval for consistency with the Zoning Code. In sum, design review functions still occur as required by the Town Code, but are performed by the Planning & Zoning Board.

Staff recommends the design review function remain with the Planning and Zoning Board to avoid quorum issues and overlapping functions and provide for a clear, concise and timely process for applicants.

ORDINANCE NO. 18 - 11689

AN ORDINANCE OF THE TOWN OF SURFSIDE, FLORIDA AMENDING CHAPTER 90 “ZONING” OF THE TOWN OF SURFSIDE CODE OF ORDINANCES TO ABOLISHING THE DESIGN REVIEW BOARD, MODIFYING THE PLANNING AND ZONING BOARD MEMBERSHIP AND RESPONSIBILITIES, ABOLISHING THE DEVELOPMENT IMPACT COMMITTEE, AND REVISING THE DESIGN REVIEW GROUP REVIEW REQUIREMENTS; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission of the Town of Surfside, Florida, recognizes that changes to the adopted Code of Ordinances are periodically necessary in order to ensure that the Town’s regulations are current and consistent with the Town’s planning and regulatory needs; and

WHEREAS, the Town wishes to abolish the Design Review Board and provide for design review by the Planning and Zoning Board so the functions of zoning and design review are consolidated in the Planning and Zoning Board; and

WHEREAS, the Town desires to abolish the Development Impact Committee to reduce duplicative efforts and consolidate review in the administrative design review process; and

WHEREAS, the Town Commission held its first public hearing on these regulations on August 14, 2018; and

WHEREAS, the Planning and Zoning Board, sitting as the Local Planning Agency, has reviewed the revisions to the Code for consistency with the Town’s Comprehensive Plan at a duly noticed hearing on August 30, 2018 and

WHEREAS, the Town Commission has conducted a second duly noticed public hearing on these regulations as required by law on August 14, 2018; and

WHEREAS, the Town Commission hereby finds and declares that adoption of this Ordinance is necessary, appropriate, and advances the public interest.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. Each of the above stated recitals is true and correct and the recitals are incorporated herein by this reference.

Section 2. Code Amendment. The Code of Ordinances of the Town of Surfside, Chapter 90 “Zoning,” is hereby amended as follows¹:

* * *

DIVISION 1. - PLANNING AND ZONING BOARD

Sec. 90-14. - Created.

There is created a town planning and zoning board.

Sec. 90-15. - Membership/quorum, minimum qualifications, officers, terms of officers, vacancies, general regulations, recommendations, expenditures, indebtedness.

(1) *Membership/quorum:* The planning and zoning board membership and quorum requirements for zoning matters and design review matters are as follows:

(a) *Zoning matters:* The planning and zoning board, ~~when performing its zoning functions,~~ shall consist of five members and a first alternate member and a second alternate member. ~~At least three of the Two~~ members or alternates must be one of the following:

1. Florida-licensed general contractor or a construction management professional with at least three years of professional experience as a construction project manager, construction superintendent or construction estimator;
2. Florida licensed PE or a civil, mechanical, electrical, chemical or environmental engineer with a baccalaureate degree in engineering and three years of professional experience;
3. Certified planner (AICP) or a planning professional with a graduate degree in planning from a program accredited by the Planning Accreditation Board with at least three years of professional planning experience or a bachelor's degree in planning from a program, accredited by the Planning Accreditation Board (PAB) with at least three years of professional planning experience;
4. Florida-licensed landscape architect with at least three years of professional experience;
5. Registered interior designer with at least three years of professional experience;
6. Florida-licensed attorney with at least three years of professional experience;
7. Florida-licensed architect; or
87. Real estate developer with three years of professional experience, either as the principal or executive.

¹ Additions to text are shown in yellow underline. Deletions to text are shown in ~~yellow strikethrough~~.

- (b) *Alternate participation.* Alternates shall be subject to the same attendance and participation requirements as members. Alternates may participate in all board discussions but may not vote unless sitting as a substitute for a member. In the event a member is absent or unable to participate in an item before the board, the first alternate or if the first alternate is unavailable, the second alternate, shall fill the absent or recused member's position for the duration of that member's absence.
- (c) *All board matters:* One town commissioner shall be a liaison, non-voting representative without a vote at all planning and zoning board meetings.
- (2) *Minimum board member qualifications:* All board members must have been a town resident for a minimum period of one year, except for the licensed architects, including the Florida-licensed landscape architect, if applicable, who must have been a town residents for a minimum period of six months. ~~The Florida-licensed architects must have a minimum of five years of practical experience in the field of landscape design. To the extent that no licensed architect (whether for service on the planning and zoning board or design review board only as more specifically described in section 90-18 hereinbelow) who is also a town resident can be identified and is willing to serve at the time of appointment to either board, then the commission may select a non-resident architect who otherwise fulfills the requirements of this section, provided that appointment shall be ratified by a majority of the board of commissioners. To the extent an architect (resident or non-resident) cannot be located within three (3) months of the vacancy, this requirement may after a majority vote of the commission become null and void until such time this board member vacates the position before his/her term expires or a full new board is appointed whichever comes first.~~
- (3) *Officers:* The board shall elect one of its members as chairman and one of its members as vice-chairman, at its first regular meeting in April of each year. In the event of the resignation, removal, or inability of the chairman to serve, the vice-chairman shall succeed to the chairman position for the unexpired term; and the board shall, thereupon, elect one of its members as vice-chairman for the unexpired term. The chairman shall preside at all meetings. In the chairman's absence, the vice-chairman shall preside. The chairman shall submit all board reports and recommendations to the town commission, by and through the chairman, vice-chairman or the town commission liaison member. The town shall provide a secretary for the board and the town clerk shall be custodian of all records, books and journals of the board.
- (4) *Board member term(s):* Each commissioner shall be responsible for one board member appointment. The first and second alternates shall be appointed at-large by the majority vote of the Commission present at the meeting. The term of each board member and alternate appointment shall begin on the last Thursday of April of the year in which the board member or alternate is appointed and end when a successor ~~board member~~ is appointed or on the last Thursday in April, whichever dates comes first. The term of any board member or alternate filling a vacancy created on the board as provided in paragraph (5) shall begin at the time of the ~~board members~~ appointment and end the last Thursday in April or whenever a replacement is appointed.
- (5) *Vacancies:* A vacancy shall exist: (1) on the date that any member or alternate ceases to possess the minimum required membership qualifications provided herein; (2) when a board member or alternate has been absent from three consecutive regularly convened board

meetings or has been absent from five regularly convened board meetings within a board year; or (3) for members if the appointing commissioner resigns or his position otherwise becomes vacant during his/her term. Vacancies on the board shall be filled by appointment for the unexpired term in the same manner as original appointments are made provided however, if the seat shall remain vacant longer than a three-month period for any reason, the town commission may collectively, by majority vote, appoint a temporary member until such commission position is filled in accordance with the Town Charter and Code.

~~(6) *Transition provision:* Inasmuch as the enactment of Ordinance No. 1598 will occur mid-term, and the planning and zoning board as currently composed contains no architect, any architect currently serving on the design review board at the time of enactment, shall continue to serve in an ex officio capacity with the planning and zoning board as a nonvoting member and that the comments of that ex officio member will be considered and accorded equal weight with those who vote. Upon the expiration of the term of the current planning and zoning board, this provision shall become null and void.~~

(7) *General regulations governing members:* Board members and alternates shall be appointed in accordance with all applicable state, county and town ethics laws, rules and regulations. Appointed members and alternates of the board shall not, during their term, hold any other public office, paid position or serve on any other board under town government, except as a temporary board member, or that of a voluntary fireman.

(8) *Expenditures; indebtedness:* The town commission may authorize the expenditure by the planning and zoning board of such funds as the town commission may deem necessary to perform the requirements of this chapter. The town commission may appropriate from the general fund as set up in the annual budget and such sums as it may from time to time authorize the board to expend. The board may not incur indebtedness without prior commission approval.

Sec. 90-16. - Meetings: board year; timeframe; order of presentation; location.

(1) *Board year:* The board year shall commence on the last Thursday of April in each year.

(2) *Meetings on zoning and design review matters/timeframe:* Regular board meetings for zoning and design review matters shall be held on the last Thursday of each month. The chair may call special meetings and may cancel or continue meetings as may be necessary.

~~(3) *Meetings on design review matters/timeframe:* The board shall meet as needed on design review matters. The chairman may call special meetings and may cancel or continue meetings as may be necessary.~~

~~(4) *Order of presentation for zoning matters and design review matters:* In order to avoid unnecessary project costs and delays, the board shall address and finalize each project zoning matter prior to initiating each project design review, to the extent applicable.~~

~~(35) *Location of all board meetings:* All board meetings shall be held in the Town Hall or Community Center.~~

Sec. 90-17. - Powers and duties.

(1) *Zoning matters*: The planning and zoning board shall act as an advisory board to the town commission on zoning matters and design review matters. The boards' powers and duties are as follows:

- (a) To perform its responsibilities as the local planning agency pursuant to local and state government comprehensive planning and land development regulations (F.S. Ch. 163);
 - (b) To review and make recommendations to the town manager and the town commission regarding the adopting and amendment of the official zoning map; the land development regulations amendments; zoning district boundary changes; and comprehensive plan amendments;
 - (c) To review and make recommendations to the town commission, on applications pertaining to site plans (if applicable) zoning changes, special use permits, conditional use variances vested rights and any other zoning applications;
 - (d) To conduct such studies and investigations required under the Town Code and/or requested by the town commission and as needed from time to time to sit in a joint session with the town commission as requested by the town commission; and
 - (e) The planning and zoning board shall have such other duties pertaining to zoning matters as prescribed by law, this section and the Town Code.
- (2) *Design Review* : The planning and zoning board shall conduct a design review for all structures to be constructed and renovated within town limits on the terms outlined below.
- (3) *FEMA review*: The planning and zoning board ~~when constituted as a design review board as set forth in section 90-18 herein below,~~ shall act as the variance and appeals board pursuant Chapter 42, "Floods," Division 6, Variance Procedures, sections 42-111 through 42-117.

Sec. 90-18. - Design Review. ~~Board.~~

- ~~(a) *Membership*. The planning and zoning board, when performing its design review and FEMA variance and appeals board functions shall be constituted as the design review board and shall have seven members. The seven members shall include the five members appointed by the town commission for the planning and zoning board and two additional members, at least one of the design review board members shall be a Florida-licensed architect or Florida-licensed landscape architect. The second design review board member shall be a Florida-licensed architect or a:~~
- ~~(1) Florida-licensed general contractor or a construction management professional with at least three years of professional experience as a construction project manager, construction superintendent or construction estimator;~~
 - ~~(2) Florida-licensed PE or a civil, mechanical, electrical, chemical or environmental engineer with a baccalaureate degree in engineering and three years of professional experience;~~
 - ~~(3) Certified planner (AICP) or a planning professional with a graduate degree in planning from a program accredited by the Planning Accreditation Board with at least three years of professional planning experience or a bachelor's degree in planning from a program, accredited by the Planning Accreditation Board (PAB) with at least three years of professional planning experience;~~

- ~~(4) Florida licensed landscape architect with at least three years of professional experience;~~
- ~~(5) Registered interior designer with at least three years of professional experience;~~
- ~~(6) Florida licensed attorney with at least three years of professional experience; or~~
- ~~(7) Real estate developer with three years of professional experience, either as the principal or executive.~~

~~Both of these members shall be appointed by a majority of the town commission. Four members present at the planning and zoning board design review meetings shall constitute a quorum and at least one of the four members shall be a design review board member.~~ The design review process is set forth as follows.

~~(ab)~~ *Design review process.*

(1) *Purpose.* This section is intended to promote excellence in architectural and urban design; preservation of the town's historic and architectural and neighborhood character; and desirable urban growth and development. To implement this goal, the ~~design review board is hereby created to review and make advisory recommendations to the~~ planning and zoning board ~~shall review and evaluate applications~~ as to whether the design of new developments and/or improvements within the town are consistent with and in conformance with the design guidelines set forth in the Town Code. The design guidelines are attached thereto as Exhibit A [at the end of this chapter] provided that the town commission may amend said guidelines from time to time via resolution. The guidelines as amended, shall govern and be applied as fully set forth herein.

(2) *Design review procedure:*

- a. All applications for new developments or improvements that are subject to the town's adopted design guidelines shall be referred to the planning and zoning board for review and consideration.
- b. The board shall review each application whether for development of single-family, multifamily, commercial or other districts for conformity with the town's adopted design guidelines and ~~recommend the application to the planning and zoning board for approval, approval~~ with conditions, or ~~disapproval of the design review~~ application. With regard to the design review process, no applicant shall be required to appear before the ~~design review~~ board more than twice per application.
- c. Meetings held by the board for review and recommendations of applications shall be arranged to permit participation by the person or group making the application or request and representatives of such person or group, if desired. Architectural plans and drawings of the building facades, lists of finish materials and other information necessary to provide adequate insight into the proposed development/improvement shall be provided to the board by the person or group making the proposal or request.
- ~~d. For design review applications that are not otherwise heard by the planning and zoning board, appeal of any design review board decision may be taken by an interested party to the town commission within 30 days of the hearing at which the design review board makes its final decision, by the filing of a notice of the appeal with the town commission. The appeal shall be heard as a quasi-judicial matter.~~

(3) Design review application fees are set forth in the town designated fee schedule.

(4) Design review applications which are made in conjunction with other development approval applications may be reviewed and considered concurrently with related development approval applications.

~~(4) All meetings of the design review board shall be publicly noticed.~~

Sec. 90-19. - Single-family and two-family development review process.

* * *

90-19.5 Design guidelines. The town has adopted design guidelines intended to provide direction and suggestions for all development. The purpose of the planning and zoning board when conducting design review ~~design review board~~ is to interpret those guidelines and provide guidance to the applicants as to how the design should be revised to more closely approximate or reflect the town's adopted guidelines. The applicant shall then incorporate those suggestions prior to proceeding to building permit.

90-19.6 Single-family and two-family development shall be reviewed by the planning and zoning board ~~design review board~~. The following types of applications shall require noticing as described below:

- (1) Construction of new single-family homes.
- (2) Partial demolition and rebuilding of at least 50 percent of the square footage of a single-family home where the exterior facade of the structure is affected.
- (3) An addition of at least 50 percent of the square footage of the existing single-family home.

The applicant shall notify the public of the planning and zoning board ~~design review board~~ hearing date and location, on the proposed application as follows:

- a. The applicant shall post a notice on the property one week prior to the planning and zoning board ~~design review board~~ meeting and remove the notice three days after the conclusion of the planning and zoning board ~~design review board~~ meeting. A notice, 18 inches by 24 inches, shall be placed in a prominent place on the property by the applicant, denoting the following:

REQUEST FOR: _____

PLANNING AND ZONING BOARD ~~DESIGN REVIEW BOARD~~ MEETING:

DATE AND TIME

TOWN HALL
9293 Harding Avenue
Surfside, FL 33154

COMPLETE INFORMATION REGARDING THE APPLICATION IS AVAILABLE BY CONTACTING THE TOWN HALL.

- b. The applicant shall mail written courtesy notices via certified mail, to the abutting single-family property owners and single-family property owners parallel to the

subject property line across any right-of-way, of the planning and zoning board design review board meeting date and location ten days prior to the meeting.

- c. The applicant shall provide the town the corresponding certified mail receipts, indicating the notices have been mailed and provide evidence that the sign has been posted three days prior to the planning and zoning board design review board meeting.

90-19.7 The following shall be exempt from planning and zoning board and design-review board review; however, the design guidelines shall be followed:

- (1) Interior or rear yard fences.
- (2) Interior renovations.
- (3) Single-family and two-family Awnings.
- (4) Screens.
- (5) Driveways.
- (6) Re-roofs
- (7) Trellis.
- (8) Rooftop photovoltaic solar systems.
- (9) Sheds.

90-19.8 The following are required for submittal to the planning and zoning board for design review applications design review board:

* * *

90-19.9 *Effective period of planning and zoning board design review design review board approval.* An design review approval from the planning and zoning board design review board shall be effective until the development is completed except that if, after 24 months from the date of the approval by the planning and zoning board design review board a building permit for a principal building has not been issued and remains in effect, the approval shall be null and void.

- (1) Extensions for good cause, not to exceed a total of one year for all extensions, may be granted by the town commission, at its sole discretion, provided the applicant submits a request in writing to the town manager or designee in advance of the expiration of the original approval, setting forth good cause for such an extension. For the purpose of this Section, a building permit for a principal building shall cease to be in effect once required inspections have lapsed or once a certificate of completion or certificate of occupancy is issued.
- (2) All approvals which have been granted prior to the effective date of this chapter, shall be null and void and of no further force or effect if not utilized within two years after the effective date of this chapter, unless vested rights are demonstrated pursuant to subsection 90-5(11) of the zoning code. The foregoing provision of this paragraph shall not apply if the governmental resolution granting the approval expressly established a specific time limitation for utilizing the approval. In such instances, the time limitation established by such resolution shall prevail.

Sec. 90-20. - Development review requirements for submittals other than single-family and two-family.

- (1) Generally. Review and approval of a site plan by staff reviewing agencies, ~~the design review board,~~ and ~~the development impact committee,~~ the planning and zoning board, and the town commission is required prior to any development of land in the town.
- (2) Process. Submit plans (sets to be determined by town staff as appropriately needed), which are distributed to the staff members of the development review group (DRG).
 - (a) The DRG member shall review the site plan and prepare comments. The comments shall be forwarded to the town manager or designee. The comments shall be addressed by the applicant, if applicable. The town manager or designee shall hold a development review group meeting with appropriate town staff and the applicant to discuss the comments. In reviewing an application each reviewer shall consider, and comment as appropriate, on applicable issues relevant to their particular area of expertise, the extent to which:
 - i. The development, as proposed, conforms to the comprehensive plan and the zoning code;
 - ii. The development, as proposed, will have a favorable or unfavorable impact on the environment and natural resources, including a consideration of the means and estimated cost necessary to minimize the adverse impacts, if any;
 - iii. The development, as proposed, will have a favorable or unfavorable impact on the economy of the Town of Surfside;
 - iv. The development, as proposed, will efficiently use or unduly burden water, sewer, solid waste disposal, education, recreation or other necessary public facilities which have been constructed or planned and budgeted for construction in the area;
 - v. The development, as proposed, will efficiently use or unduly burden or affect public transportation facilities, including mass transit, public streets, and roads, which have been planned and budgeted for construction in the area, and if the development is or will be accessible by private or public roads or streets.
 - vi. The development, as proposed, is consistent with the community character of the immediate neighborhood. In addition to consistency there must be congruity between the subject development and neighboring improvements and surroundings including but not limited to form, spacing, heights, setbacks, materials, color, rhythm and pattern of architectural or aesthetic interest or value as well as with any overlays and other development schemes or legislation.
 - vii. In the event of redevelopment, the applicant shall also submit a detailed plan for demolition.
 - (b) After the revisions and upon review of the final site plan by the DRG members, the site plan will be scheduled for the next available ~~town design review board and planning and zoning board meetings.~~ If possible, the planning and zoning board meeting and the

~~design review board meeting should be held on the same date. The materials required under subsection 90-19.8 should not be duplicated for both the planning and zoning board meeting and design review board meeting. They shall be considered one submittal package. The Town Manager or designee shall prepare a report to the planning and zoning board and town commission, addressing the applicable criteria.~~

- (3) Submittal requirements for DRG, ~~and~~ planning and zoning board ~~and design review board~~ are provided below.

* * *

~~(4) Developmental impact committee.~~

- ~~(a) There is hereby established a developmental impact committee composed of seven members representing the following town departments and disciplines:~~

- ~~i. Town manager~~
- ~~ii. Town attorney~~
- ~~iii. Public works/landscape~~
- ~~iv. Planning and zoning~~
- ~~v. Park and recreation department~~
- ~~vi. Engineering and traffic engineering~~
- ~~vii. Building~~

- ~~(b) The developmental impact committee shall review all developments (except single family and two family homes) and recommend where applicable, whether, and the extent to which:~~

- ~~i. The development, as proposed, conforms to the comprehensive plan and the zoning code;~~
- ~~ii. The development, as proposed, will have a favorable or unfavorable impact on the environment and natural resources, including a consideration of the means and estimated cost necessary to minimize the adverse impacts, if any;~~
- ~~iii. The development, as proposed, will have a favorable or unfavorable impact on the economy of the Town of Surfside;~~
- ~~iv. The development, as proposed, will efficiently use or unduly burden water, sewer, solid waste disposal, education, recreation or other necessary public facilities which have been constructed or planned and budgeted for construction in the area;~~
- ~~v. The development, as proposed, will efficiently use or unduly burden or affect public transportation facilities, including mass transit, public streets, and roads, which have been planned and budgeted for construction in the area, and if the development is or will be accessible by private or public roads or streets.~~
- ~~vi. The development, as proposed, is consistent with the community character of the immediate neighborhood. In addition to consistency there must be congruity between the subject development and neighboring improvements and surroundings including but not limited to form, spacing, heights, setbacks, materials, color,~~

rhythm and pattern of architectural or aesthetic interest or value as well as with any overlays and other development schemes or legislation.

vii. In the event of redevelopment, applicant shall also submit a detailed plan for demolition.

(e) The committee shall meet prior to the planning and zoning board's hearing on the application. The committee shall be chaired by the town manager. The town manager or designee shall prepare a summary report of the development application to be distributed to and reviewed by the development impact committee prior to the committee meeting.

(d) The town manager or designee shall prepare a summary report of the results of the development impact committee to be transmitted to the planning and zoning board and town commission upon their review of the development application.

(e) The committee shall review and make recommendations pursuant to the criteria stated in (2) to the planning and zoning board and town commission whether, and to the extent to which, the development will efficiently use or unduly burden water, sewer, solid waste disposal, education, recreation or other necessary public facilities or public transportation facilities, including roads and streets, which have been constructed or planned and budgeted for construction in the area, and whether the proposed development will have a favorable or unfavorable impact on the economy of the Town of Surfside.

(f) No public hearing shall be held by any board on any application subject to review by the developmental impact committee until the committee has made its recommendations with regard thereto.

(g) Development impact committee meetings shall be noticed on the town website and shall be open to the public who may comment during a specific time scheduled on the agenda.

* * *

90-20.2 *Exempt development.* Notwithstanding any other provision of this chapter, the following activities shall not require site plan approval, however, may require design review board approval by the planning and zoning board:

- (1) The deposit and contouring of fill on land.
- (2) Construction of a single-family home on an existing single-family lot.
- (3) Construction of a single duplex on an existing single lot.

90-20.3 *Effective period of final site plan approval.* An approved final site plan shall be effective until the development is completed except that if, after 24 months from the date the final site plan is approved by the planning and zoning board a building permit for a principal building has not been issued and remains in effect, the site plan shall be null and void.

- (1) Extensions for good cause, not to exceed a total of one year for all extensions, may be granted by the town commission, at its sole discretion, provided the applicant submits a request in writing to the town manager or designee in advance of the expiration of the original approval, setting forth good cause for such an extension. For the purpose of this

section, a building permit for a principal building shall cease to be in effect once required inspections have lapsed or once a certificate of completion or certificate of occupancy is issued. In those cases where a development includes more than one principal building and it is contemplated that the development shown on a site plan will not be completed with a building permit for a principal building continuously in effect, approval by the planning and zoning board of a phasing schedule must be obtained as part of the overall site plan approval. Amendments to the original site plan shall not extend this time frame unless an extension is expressly granted by the planning and zoning board as a part of the approval of the amendment.

- (2) All approvals which have been granted prior to the effective date of this chapter, shall be null and void and of no further force or effect if not utilized within two years after the effective date of this chapter, unless vested rights are demonstrated pursuant to subsection 90-5(11) of the zoning code. The foregoing provision of this paragraph shall not apply if the governmental ~~resolution granting the~~ approval expressly established a specific time limitation for utilizing the approval. In such instances, the time limitation established by such resolution shall prevail.

* * *

Sec. 90-23. - Conditional uses.

90-23.1 Purpose. Conditional Uses are generally compatible with the other land uses permitted in a zoning district but, because of their unique characteristics or potential impacts on the surrounding neighborhood and the town as a whole, require individual review as to their location, design, configuration, and/or operation for the particular use at the particular location proposed, as well as the imposition of individualized conditions in order to ensure that the use is compatible with the surrounding neighborhoods and appropriate at a particular location.

90-23.2 Standards of review. In addition to the standards set forth in this zoning code for the particular use, all proposed conditional uses shall meet each of the following standards:

- (1) The proposed use shall be consistent with the Comprehensive Plan and the Zoning Code;
- (2) The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety, or general welfare;
- (3) The proposed use shall be compatible with the community character of the immediate neighborhood. In addition to compatibility there must be congruity between the subject development and neighboring improvements and surroundings including but not limited to form, spacing, heights, setbacks, materials, color, rhythm and pattern of architectural or aesthetic interest or value as well as with any overlays and other development schemes or legislation.
- (4) Adequate provisions shall be included for parking and safe traffic movement, both vehicular and pedestrian, both internal to the use and in the area which will serve the use;
- (5) Adequate measures exist including landscaping or other buffering measures or shall be taken to mitigate any adverse effects of noise, light or other potential nuisances; and

- (6) The establishment of the conditional use shall not impede the development of surrounding properties for uses permitted in the zoning district; and
- (7) Any other condition imposed by the planning and zoning design review board and/or the development impact committee.

* * *

DIVISION 2. - NONCONFORMING USES, LOTS AND STRUCTURES

* * *

Sec. 90-33. - Alterations or enlargement of nonconforming structures.

Except as provided in this section a nonconforming structure shall not be enlarged in any manner or undergo any structural alteration unless to make it a conforming structure. Such alteration or enlargement may be permitted provide that:

- (1) Enlargement or alteration itself conforms to the requirement of these regulations;
- (2) Building non-conformity only as to height area or floor area requirements may be altered or extended; enlarged so long as it does not increase the degree of non-conformity for the applicable district.
- (3) Alterations or additions to architecturally significant buildings on H120 zoned lots that are nonconforming as to setbacks may follow existing building lines as long as the alteration or addition maintains the architectural integrity of the existing building. The lesser of the current code-required setback or the existing building line shall be deemed to be the required setback line.

Any redevelopment project undertaken under this subsection must comply with the Town's minimum finished floor elevation requirements for all portions of the building and further must be designed and developed in accordance with Leadership in Energy & Environmental Design (LEED) or Florida Green Building Coalition (FGBC) building design and construction standards.

Redevelopment projects seeking to utilize the setback exception of this subsection shall be limited to a total height of no more than twice the number of existing floors in a building, up to a maximum of 120 feet.

Existing Building Floors	Maximum Number of Floors of Redevelopment/Expansion using Exception
1	2
2	4
3	6

4	8
5	10
6 and above	12

(a) Determinations of Architectural Significance. Determinations of architectural significance will be made as follows:

- (1) All requests for a determination of architectural significance must be made by a property owner in writing on the forms promulgated by the town. As part of the determination application, a property owner will submit an analysis of the architectural qualities of the existing structure prepared by a licensed architect, at the property owner's expense, demonstrating why the building is consistent with the Code's definition of an architecturally significant building. This analysis shall be accompanied with other materials deemed necessary by the town manager or designee to accommodate the review, including, but not limited to, all available data and documentation regarding the building, site, features, or other considerations by the town manager or designee.
- (2) The town manager or designee will review the analysis prepared by the property owner and issue a recommendation as to whether the building meets the town's standards of architectural significance. The property owner shall be responsible for the town's costs associated with this review, including the fees charged by any necessary consultants, such amounts shall be determined by the town manager or designee and held in escrow by the town.
- (3) Determinations of architectural significance will be made by the planning and zoning design review board, after public hearing, based on the following requirements.

* * *

(b) Alterations to Architecturally Significant Buildings. Any alteration proposed for a building on H120 zoned lots determined by the planning and zoning design review board to be architecturally significant will be reviewed by the Town Manager or his designee and the planning and zoning design review board to determine whether:

- i. The proposed alteration or addition does not require demolition or alteration in a manner that would render the building no longer architecturally significant; and
- ii. The proposed alteration or addition is designed in a manner that is compatible with the existing building.

(c) Site Plan Review for Architecturally Significant Buildings. Any addition requiring a site plan that is proposed for a building determined by the planning and zoning

~~design review~~ board to be architecturally significant will be reviewed by the town manager or designee, ~~the design review board~~, the planning and zoning board, and the town commission to determine whether:

- i. The proposed alteration or addition does not require demolition or alteration in a manner that would render the building no longer architecturally significant; and
- ii. The proposed alteration or addition is designed in a manner that is compatible with the existing building.

Sec. 90-34. - Nonconforming uses not validated.

A nonconforming use in violation of a provision of these regulations, or any provision which these regulations amend or replace shall not be validated by the adoption of these regulations.

* * *

Sec. 90-49.2. - Awnings and canopies.

The following Design Criteria are applicable to all multi-dwelling and non-residential properties. All new and replacement awnings and canopies shall meet these requirements.

a. *Location/placement.*

* * *

b. *Appearance.*

1. Awnings shall be fabric or metal. Plastic and vinyl awnings are prohibited, except for First Grade vinyl awnings, subject to ~~design review~~ approval by the ~~planning and zoning design review~~ board.
2. Awnings shall be solid colors rather than patterned.
3. If an awning valance is proposed, it shall be straight rather than curved, except for special architectural elements to be compatible with historic building styles.
4. Awning colors shall enhance and complement the building and adjacent awnings, rather than overwhelm the building scheme. Colors shall not call more attention to the awning than the building.
5. Lighting associated with awnings and canopies shall be prohibited, except lighting approved by the ~~planning and zoning design review~~ board which is attached underneath the awning and intended to provide pedestrian lighting.
6. Signage, graphics and lettering shall be prohibited on canopies and awnings.

* * *

Sec. 90-50. - Architecture and roof decks.

90-50.1 Architecture.

- (1) Elevation and facade articulation variations.

- a. The architectural design of proposed main buildings shall create a unique elevation compared to the main buildings of the adjacent two buildings on each side of the subject property on the same side of street. If the adjacent lot is vacant then the next adjacent lot shall be utilized. A unique elevation shall be created through the modulation of at least three of the following architectural features:
 1. Length, width and massing of the structure;
 2. Number of stories;
 3. Facade materials;
 4. Porches and other similar articulation of the front facade;
 5. Number and location of doors and windows; and
 6. Roof style and pitch.
- (2) In the H30C, H40 and H120 districts: when more than one building is provided, buildings shall be designed in such a way that they are not monotonous.
- (3) All elevations for new structures and multi-story additions (additions greater than 15 feet in height) shall provide for a minimum of ten-percent wall openings including windows, doors or transitional spaces defined by porches, porticoes or colonnades per story.
- (4) All elevations for single story additions to existing structures shall result in a zero percent net loss of wall openings including windows, doors or transitional spaces defined by porches, porticoes or colonnades.
- (5) Roof materials are limited as follows:
 - a. Clay tile; or
 - b. White concrete tile; or
 - c. Solid color cement tile which color is impregnated with the same color intensity throughout, provided said color is granted design review approval by the planning and zoning design review board;
 - d. Architecturally embellished metal; or
 - e. Other Florida Building Code approved roof material(s) if granted design review approval by the planning and zoning design review board.
- (6) Garage facades. Attached garages located at the front of a single family home shall not exceed 50 percent of the overall length of the facade.
- (7) Converting single-family attached garages. When an attached garage is converted for any other use, the garage door or doors may be replaced by a solid exterior wall and access to the former garage area must be provided from the main premises, in addition to any other permitted access. At least one window shall be provided. If the garage entrance is located at the front or primary corner of the property, landscaping shall be provided along the base of the new exterior wall. When the installation of landscaping results in insufficient off-street parking, a landscaped planter shall be permitted in lieu of the required landscaping. It is intended hereby to prohibit and prevent any violation

of the single-family classification and to minimize the burden upon the administrative forces of the town in policing and enforcing the provisions hereof. Changes to the appearance of the residence shall not constitute a change prohibited by the "home office" provision of this Code. If the exterior door of the garage conversion is no longer level with grade, stairs may be installed and the exterior door must be accordingly corrected to comply with the Florida Building Code. The stairs shall be permitted to encroach no more than 24 inches into the side or rear setbacks.

- (8) Notwithstanding the foregoing, some of the architecture provisions in this section, while specific to zoning districts H30A and H30B, may also be applicable to single family homes in other zoning districts.
- (9) Paint colors. Structures in the H30A and H30B zoning districts shall be permitted to be painted the four lightest colors for the structure's primary color on the color swatch on file in the building department. All other colors may be accent colors. A paint swatch shall be submitted to the building department for approval by the town manager or designee. The planning and zoning design review board shall make a design determination in cases of uncertainty.

* * *

Sec. 90-54. - Accessory buildings and structures in the H30A and H30B districts.

* * *

90-54.8 All accessory buildings and structures, swimming pools, and accompanying fences and landscaping, located in the front yard setback shall be subject to review by the planning and zoning design review board.

* * *

Sec. 90-56. - Fences, walls and hedges.

* * *

90-56.2 A fence or ornamental wall may be placed within the front yard or primary corner yard if granted design review approval by the planning and zoning design review board.

* * *

90-56.9 Hedges shall be no more than four feet in height in the front yard and side corner yards and ten feet in height in the rear and interior side yards. Hedges may be higher if granted design review approval by the planning and zoning design review board, on a case-by-case basis.

* * *

Section 3. Severability. If any section, subsection, clause or provision of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, the remainder shall not be affected by such invalidity.

Section 4. Conflict. All sections or parts of sections of the Town of Surfside Code of Ordinances in conflict herewith are intended to be repealed to the extent of such conflict.

Section 5. Inclusion in the Code of Ordinances. It is the intention of the Town Commission, and it is hereby ordained that the provisions of this Ordinance shall become and made a part of the Town of Surfside Code of Ordinances, that the sections of this Ordinance may be renumbered or re-lettered to accomplish such intentions; and the word "Ordinance" may be changed to "Section" or other appropriate word.

Section 6. Effective Date. This Ordinance shall be effective upon final adoption on second reading.

PASSED on first reading this 14th day of August, 2018.


PASSED and **ADOPTED** on second reading this 12th day of September, 2018.

On Final Reading Moved by: Vice Mayor Gielchinsky

On Final Reading Second by: Commissioner Cohen

FINAL VOTE ON ADOPTION

Commissioner Barry Cohen	<u>yes</u>
Commissioner Michael Karukin	<u>NO</u>
Commissioner Tina Paul	<u>yes</u>
Vice Mayor Daniel Gielchinsky	<u>yes</u>
Mayor Daniel Dietch	<u>yes</u>



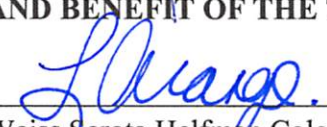
Daniel Dietch, Mayor

ATTEST:



Sandra Novoa, MMC, Town Clerk

**APPROVED AS TO FORM AND LEGALITY FOR THE USE
AND BENEFIT OF THE TOWN OF SURFSIDE ONLY:**



Weiss Serota Helfman Cole & Bierman, P.L.,
Town Attorney



**Town of Surfside
Town Commission Meeting**

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

DISCUSSION ITEM MEMORANDUM

Agenda #:

Date: April 3, 2020

From: Vice Mayor Tina Paul

Subject: Budget Committee

Objective – To establish a Citizens Budget Committee for the purpose of reviewing the budget and serve as a Financial Advisory Board to the Town Commission and Town Manager.

Consideration – In 2016, resident Victor May proposed the idea of a Citizens Budget Committee for Surfside. The idea was not fully discussed and conclusively was dismissed. With recent discussions and questions regarding Town allocations, it is in the best interest of the Town for this Commission to consider forming a Citizens Budget Committee to serve as an advisory board for review of the Budget.

Other Municipalities that currently have Citizens Budget Committees, Finance Advisory Boards, and Audit Advisory Committees include, Bal Harbour Village, North Bay Village (both attached), and Marco Island.

Recommendation – For the Town Commission to discuss and decide upon forming a Citizens Budget Committee or Financial Advisory Board to assist with budgetary analysis and recommendations to the Town Commission and Town Manager.

DIVISION 4. - BUDGET COMMITTEE^[6]

Footnotes:

--- (6) ---

Editor's note— Ord. No. 575, § 6, adopted Sept. 11, 2014, set out provisions intended for use as Div. 4, §§ 2-86, 2-87, to the Code. Inasmuch as there were already provisions so numbered and to avoid duplication, at the editor's discretion these provisions have been included as §§ 2-81, 2-82.

Sec. 2-81. - Creation.

There is hereby created and established a Budget Advisory Committee (the "BAC").

(Ord. No. 575, § 6, 9-11-14)

Sec. 2-82. - Powers and duties.

The BAC shall serve in an advisory capacity to the Village Council and shall have the following enumerated powers and duties:

- (a) To make recommendations to the Village Council for the implementation of sound fiscal policies and procedures (collectively, the "Policies").
- (b) To make recommendations regarding construction of the annual Village budget and establishment of millage rate.

(Ord. No. 575, § 6, 9-11-14)

Secs. 2-83—2-85. - Reserved.

Section 2. Approval. The following purpose and powers of the Citizen's

Budget and Bond Oversight Board are hereby approved as follows:

C. ~~CITIZENS BUDGET AND BOND OVERSIGHT BOARD~~ FINANCIAL ADVISORY BOARD

1. The purpose, powers and duties of the Finance Advisory Board is to:

- (a) consider and make recommendations on all issues affecting the fiscal policies and procedures of the units and departments within the Village and to assist the Village Manager, Commission, and Village Staff in establishment of priorities in the Village's yearly budget and to maintain supervision of the any bond dollars
- (b) with the exception of items which could create potential legal liability, such as, but not limited to, cone of silence, active procurements, contract disputes and bid protests in which will be excluded.

~~1. The purpose of the Citizens Budget and Bond Oversight Board is to assist the Village Mayor and Commission in the establishment of priorities in the Village's yearly budget and to maintain supervision of the any bond dollars~~

~~2. The Citizens Budget and Bond Oversight Board shall have the following duties:~~

- ~~(a) Examine, analyze, and make recommendations on the preliminary budget to the Commission;~~
- ~~(b) Examine and analyze the approved budget;~~
- ~~(c) Review expenditures and the annual performance audit to analyze whether bond funds have been appropriately expended on the corresponding project(s); and~~
- ~~(c) Present reports to the Commission indicating whether the expenditures match those promised during the bond campaign.~~

Section 3. Implementation. The Village Manager, Village Attorney, and Village

Clerk are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

Section 4. Effective Date. This Resolution shall take effect immediately upon its adoption.

To: Honorable Mayor, Vice-Mayor and Members of the Town Commission
From: Guillermo Olmedillo, Town Manager
Date: April 16, 2020
Subject: Comparison of 2006 code to 2020 code

The attached tables describe the differences between the 2006 code and the 2020 code per zoning district. The most significant changes from the 2006 code are summarized below:

1. Single family district requires additional setbacks for second story and limits the square footage of a second story based on the percentage of the first story.
2. Single family homes have a 10-foot base flood elevation requirement versus 8 feet in 2006 in keeping with FEMA requirements.
3. Single family lot coverage (what can be seen under roof from above) currently has certain exclusions, such as patios. Previously, anything under roof qualified as lot coverage.
4. Multifamily properties on the east side of Harding Avenue can have a length up to 90 feet if there is a 17-foot gap in the façade. Previously, the requirement was a maximum of 50 feet with the option to go up to 100 feet with a 25-foot recess.
5. Multifamily properties on the west side of Collins Avenue can have a length up to 250 feet if there is a 17-foot gap in the façade versus 150 feet, however hotels are limited to 150 feet in length.
6. Significant landscape requirements for multifamily and hotel uses were added.
7. Height is limited by the Charter and has not been changed in any district. It should be noted that the increase in base flood elevation means that the first habitable floor is higher now than prior to 2006. However, height is measured from the crown of the road to the top of the building and therefore the increase in base flood elevation has not increased overall height.
8. Minimum window openings, design features and wall plane elevation changes were added to all zoning districts.

Single family waterfront lots		RS-1 (2006 Code)	H30A (2020 Code)
Height	Principal Building	30 ft	30 ft
	Accessory	12 ft	12 ft
	Stories	2	2
	Base Flood Elevation	8 ft	10 ft
Lot	Lot Width (Min)	50 ft	50 ft
	Lot area / dwelling (Min)	8,000 sq ft	8,000 sq ft
	Lot Coverage (Max)	40%	40%
	Minimum FI Area (Min)	2,500 sq ft	No minimum, changed to a maximum square footage for 2 nd floors
Setbacks (Min)	Primary	20 ft	20 ft
	Interior side	5 ft	5 ft
	Interior side for lots over 50 ft in width	10% of frontage	10% of the frontage
	Second floor interior side setbacks	No additional setbacks required	An average of 5 – 10 additional feet depending on the size of the 2 nd story, not to exceed 80% of the first
	Rear	20 ft	20 ft
	Secondary (corner only)	10 ft	10 ft
Pervious Area (Min)		50% of front yard and 40% of rear yard to be landscaped.	35% minimum pervious area for total lot. 50% of front yard and 20% of rear yard to be landscaped.

Single family interior lots		RS-2 (2006 Code)	H30B (2020 Code)
Height	Principal Building	30 ft	30 ft
	Accessory	12 ft	12 ft
	Stories	2	2
	Base Flood Elevation	8 ft	10 ft
Lot	Lot Width (Min)	50 ft	50 ft
	Lot area / dwelling (Min)		
	Lot Coverage (Max)	5,600 sq ft	5,600 sq ft
	Lot Coverage (Max)	40%	40%
	Minimum FI Area (Min)	1,800 sq ft	No minimum, changed to a maximum square footage for 2 nd floors
Setbacks (Min)	Primary	20 ft	20 ft
	Interior side	5 ft	5 ft
	Interior side for lots over 50 ft in width	10% of frontage	10% of the frontage
	Second floor interior side setbacks	No additional setbacks required	An average of 5 – 10 additional feet depending on the size of the 2 nd story, not to exceed 80% of the first
	Rear	20 ft	20 ft
	Secondary (corner only)	10 ft	10 ft
Pervious Area (Min)		50% of front yard and 40% of rear yard to be landscaped.	35% minimum pervious area for total lot. 50% of front yard and 20% of rear yard to be landscaped.

		RD-1 (2006 Code)			H30C (2020 Code)
Height (Max)	Determination	Single family	Two-family	Multi-Family	Zoning District
	Principal Building	30 ft	30 ft	30 ft	30 ft
	Accessory	12 ft	12 ft	12 ft	12 ft
	Stories	2	2	2	2
Lot	Lot Width (Min)	50 ft	50 ft	75 ft	50 ft
	Lot area / dwelling (Min)	5,000 sq ft	2,500 sq ft	2,000 sq ft	Not Specified
	Lot Coverage (Max)	Not Specified	Not Specified	Not Specified	Not Specified
	Minimum FI Area (Min)	1,800 sq ft	950 Sq ft	Based on use	Based on use
Setbacks (Min)	Primary	20 ft	20 ft	20 ft	20 ft
	Interior side	5 ft	5 ft	7 ft	6 ft minimum or 10% of the total interior frontage up to 15 ft, whichever is greater
	Interior side for lots over 50 ft in width	10% of frontage	10% of frontage	10% of frontage	6 ft minimum or 10% of the total interior frontage up to 15 ft, whichever is greater
	Rear	20 ft	20 ft	10 ft	10 ft
	Secondary (corner only)	10 ft, 15 ft on east west lots	10 ft, 15 ft on east west lots	10 ft, 15 ft on east west lots	10 ft
Maximum frontage	100 feet with 25 foot recesses or 50 feet without recesses	100 feet with 25 foot recesses or 50 feet without recesses	100 feet with 25 foot recesses or 50 feet without recesses	90 feet subject to 3 conditions; and equivalency	
Pervious Area (Min)	50% of the front setback, 40% of rear setback	50% of the front setback, 40% of rear setback	50% of the front setback, 40% of rear setback	20%	

		RM-1 (Old Code)		H40 (2020 Code)	
Height (Max)	<u>Determination</u>	<u>Multi Family</u>	<u>Hotel & Motel</u>	<u>Width is ≤ 50 ft</u>	<u>Width is > 50 ft</u>
	Principal Bldg	40 ft	40 ft	40 ft	40 ft
	Accessory	Not Specified	Not Specified	12 ft	12 ft
	Stories	3	3	1 and 2 family = 2 MF and Hotel = 3	1 and 2 family = 2 MF and Hotel = 3
Lot	Lot Width (Min)	75 ft	100 ft	50 ft	50 ft
	Lot area / dwelling (Min)	750 Sq ft	400 Sq ft	Not Specified	Not Specified
	Lot Coverage (Max)	Not Specified	Not Specified	Not Specified	Not Specified
	Minimum Fl Area (Min)	Based on use	Based on Use	Not Specified	Not Specified
Setbacks (Min)	Primary*	20ft	20 ft	20 ft; 25 ft for portions above 30 feet; except historic bldgs.	20 ft; 25 ft for portions above 30 feet; except historic bldgs.
	Interior side	7 ft	7 ft	6 ft minimum or 10% of the total interior frontage up to 15 ft, whichever is greater	7 ft minimum or 10% of the total interior frontage up to 15 ft, whichever is greater
	Interior side for lots over 50 ft in width	10% of frontage	10% of frontage	6 ft minimum or 10% of the total interior frontage up to 15 ft, whichever is greater	7 ft minimum or 10% of the total interior frontage up to 15 ft, whichever is greater
	Rear	10ft	20 ft	10 ft	10 ft
	Secondary (corner only)	10ft	10 ft	10 ft	10 ft
	Maximum frontage	150ft with 25 foot recesses or 75 feet without recesses		150 ft for hotels. 150 ft, or up to 250 ft with equivalent gaps of 17 ft in width for multi-family	
Pervious Area (Min)	50% of the front setback, 40% of rear setback	50% of the front setback, 40% of rear setback	50% of the front setback plus 20% of overall site	50% of the front setback plus 20% of overall site	

*2006 code identified the "primary" front setback on a corner lot as the shorter of the two streets. This was modified in the current code to add that if the parcel is on Collins or Harding, that frontage becomes the primary front setback, regardless if the Collins or Harding portion of the lot is shorter. This to provide greater setbacks on Collins and Harding.

		RT-1 (2006 Code)		H120 (2020 Code)
Height (Max)	<u>Determination</u>	<u>Multi-Family</u>	<u>Hotel and Motel</u>	<u>Zoning District</u>
	Principal Building	120 ft	120 ft	120 ft
	Accessory	Not Specified	Not Specified	12 ft
	Stories	12	12	12
Lot	Lot Width (Min)	100 ft	150 ft	50 ft
	Lot area / dwelling (Min)	400 Sq ft	Not Specified	Not Specified
	Lot Coverage (Max)	Not Specified	Not Specified	Not Specified
	Minimum FI Area (Min)	Based on use	Based on use	Based on use
Setbacks (Min)	Primary	40 ft	40 ft	40 ft
	Interior side	10 ft, additional side setbacks when the building exceeds 30 feet in height.	10 ft, additional side setbacks when the building exceeds 30 feet in height.	10% of the frontage, no less than 10 feet, additional side setbacks when the building exceeds 30 feet in height.
	Rear	30 ft	30 ft	30 ft
	Secondary (corner only)	20 ft	20 ft	10% of the lot frontage, no less than 20 feet
	Maximum frontage	150 ft	150 ft	150 ft
Pervious Area (Min)	50% of the front setback	50% of the front setback	20%	



MEMORANDUM

ITEM NO. 9 LL

To: Honorable Mayor, Vice-Mayor and Members of the Town Commission
From: Guillermo Olmedillo, Town Manager
Date: April 16, 2020
Subject: Weiss Serota Contract Follow up

At the March 24, 2020 Special Commission Meeting, Town Administration was directed to provide a report on the expenditures related to the Weiss Serota Town Attorney contract for the period of January 2019 through December 2019.

Please find attached requested report. Th report was provided to Commission on April 7, 2020.

Reviewed by: LA

Prepared by: JDG



Town of Surfside, Florida

My Vendor History Report

By Vendor Name

Posting Date Range 01/01/2019 - 12/31/2019

Payment Date Range -

Payable Number	Description	Units	Price	Post Date	1099 Account Number	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description				Amount			Account Name	Dist Amount					
Vendor Set: 01 - Vendor Set 01													
1067 - WEISS SEROTA HELFMAN COLE								485,923.86	0.00	0.00	0.00	485,923.86	485,923.86
12345	SEP-19 PARTICIPATION OF COAL. OF CITIES FI9/30/2019				Y	112423	1/22/2020	1,923.08	0.00	0.00	0.00	1,923.08	1,923.08
	SEP-19 PARTICIPATION O	0.00	0.00	1,923.08		001-1500-514-31-10	PROFESSIONAL SERVICES	1,923.08					
212256	LEGAL FEES DECEMBER 2018 12/1/2018-12/31/28/2019				Y	109435	2/22/2019	2,596.52	0.00	0.00	0.00	2,596.52	2,596.52
	LEGAL FEES DECEMBER 21	0.00	0.00	2,596.52		001-1500-514-31-10	PROFESSIONAL SERVICES	2,596.52					
212257	LEGAL FEES 12/1/18-12/31/2018			1/28/2019	Y	109435	2/22/2019	29,653.84	0.00	0.00	0.00	29,653.84	29,653.84
	LEGAL FEES 12/1/18-12/3	0.00	0.00	29,653.84		001-1500-514-31-10	PROFESSIONAL SERVICES	29,653.84					
212258	LEGAL DECEMBER 12/1/18-12/31/2018			1/28/2019	Y	109435	2/22/2019	125.00	0.00	0.00	0.00	125.00	125.00
	LEGAL DECEMBER 12/1/1	0.00	0.00	125.00		001-220-90-10	COST RECOVERY	125.00					
212259	LEGAL FEES DECEMBER 12/1/2018-12/31/20:1/28/2019				Y	109435	2/22/2019	125.00	0.00	0.00	0.00	125.00	125.00
	LEGAL FEES DECEMBER 1:	0.00	0.00	125.00		001-220-90-10	COST RECOVERY	125.00					
212260	LEGAL FEES DECEMBER 2018 12/1/2018-12/31/28/2019				Y	109435	2/22/2019	6,267.29	0.00	0.00	0.00	6,267.29	6,267.29
	LEGAL FEES DECEMBER 21	0.00	0.00	6,267.29		001-1500-514-31-10	PROFESSIONAL SERVICES	6,267.29					
212261	LEGAL FEES DECEMBER 12/1/2018-12/31/20:1/28/2019				Y	109435	2/22/2019	482.50	0.00	0.00	0.00	482.50	482.50
	LEGAL FEES DECEMBER 1:	0.00	0.00	482.50		001-1500-514-31-10	PROFESSIONAL SERVICES	482.50					
213421	LEGAL FEES FOR JANUARY 2019			2/28/2019	Y	109833	4/8/2019	858.00	0.00	0.00	0.00	858.00	858.00
	LEGAL FEES FOR JANUAR	0.00	0.00	858.00		001-1500-514-31-10	PROFESSIONAL SERVICES	858.00					
213422	LEGAL FEES FOR JANUARY 2019			2/28/2019	Y	109833	4/8/2019	1,225.00	0.00	0.00	0.00	1,225.00	1,225.00
	LEGAL FEES FOR JANUAR	0.00	0.00	1,225.00		001-1500-514-31-10	PROFESSIONAL SERVICES	1,225.00					
213423	LEGAL FEES JANUARY 2019			2/28/2019	Y	109833	4/8/2019	29,660.22	0.00	0.00	0.00	29,660.22	29,660.22
	LEGAL FEES JANUARY 201	0.00	0.00	29,660.22		001-1500-514-31-10	PROFESSIONAL SERVICES	29,660.22					
213424	LEGAL FEES FOR JANUARY 2019			2/28/2019	Y	109833	4/8/2019	125.00	0.00	0.00	0.00	125.00	125.00
	LEGAL FEES FOR JANUAR	0.00	0.00	125.00		001-220-90-10	COST RECOVERY	125.00					
213425	LEGAL FEES FOR JANUARY 2019			2/28/2019	Y	109833	4/8/2019	1,533.00	0.00	0.00	0.00	1,533.00	1,533.00
	LEGAL FEES FOR JANUAR	0.00	0.00	1,533.00		001-1500-514-31-10	PROFESSIONAL SERVICES	1,533.00					
213426	LEGAL FEES FOR JANUARY 2019			2/28/2019	Y	109833	4/8/2019	250.00	0.00	0.00	0.00	250.00	250.00
	LEGAL FEES FOR JANUAR	0.00	0.00	250.00		001-220-90-10	COST RECOVERY	250.00					
213427	LEGAL FEES FOR JANUARY 2019			2/28/2019	Y	109833	4/8/2019	1,625.00	0.00	0.00	0.00	1,625.00	1,625.00
	LEGAL FEES FOR JANUAR	0.00	0.00	1,625.00		001-1500-514-31-10	PROFESSIONAL SERVICES	1,625.00					
213905	LEGAL FEES FEBRUARY 2019			3/18/2019	Y	109833	4/8/2019	2,273.50	0.00	0.00	0.00	2,273.50	2,273.50
	LEGAL FEES FEBRUARY 2C	0.00	0.00	2,273.50		001-1500-514-31-10	PROFESSIONAL SERVICES	2,273.50					

My Vendor History Report

Posting Date Range 01/01/2019 - 12/31/2019

Payable Number	Description	Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description	Units	Price	Amount	Account Number	Account Name	Dist Amount					
213906	LEGAL FEES FEBRUARY 2019	3/18/2019	Y	109833	4/8/2019	50.00	0.00	0.00	0.00	50.00	50.00
	LEGAL FEES FEBRUARY 20	0.00	0.00	50.00	001-1500-514-31-10	PROFESSIONAL SERVICES	50.00				
213908	LEGAL FEES FOR FEBRUARY 2019	3/18/2019	Y	109833	4/8/2019	29,655.06	0.00	0.00	0.00	29,655.06	29,655.06
	LEGAL FEES FOR FEBRUAF	0.00	0.00	29,655.06	001-1500-514-31-10	PROFESSIONAL SERVICES	29,655.06				
213909	LEGAL FEES FEBRUARY 2019	3/18/2019	Y	109833	4/8/2019	6,200.00	0.00	0.00	0.00	6,200.00	6,200.00
	LEGAL FEES FEBRUARY 20	0.00	0.00	6,200.00	001-220-90-10	COST RECOVERY	6,200.00				
213910	LEGAL FEES FEBRUARY 2019	3/18/2019	Y	109833	4/8/2019	383.00	0.00	0.00	0.00	383.00	383.00
	LEGAL FEES FEBRUARY 20	0.00	0.00	383.00	001-1500-514-31-10	PROFESSIONAL SERVICES	383.00				
213911	LEGAL FEES FEBRUARY 2019	3/18/2019	Y	109833	4/8/2019	4,175.00	0.00	0.00	0.00	4,175.00	4,175.00
	LEGAL FEES FEBRUARY 20	0.00	0.00	4,175.00	001-1500-514-31-10	PROFESSIONAL SERVICES	4,175.00				
215204	LEGAL FEES FOR FEB. 2019 /PERIOD 3/01/19-4/16/2019		Y	110114	5/6/2019	913.70	0.00	0.00	0.00	913.70	913.70
	LEGAL FEES FOR FEB. 201	0.00	0.00	913.70	001-1500-514-31-10	PROFESSIONAL SERVICES	913.70				
215205	LEGAL FEES FOR FEB 2019/PERIOD 3/1/19-3/4/16/2019		Y	110114	5/6/2019	2,395.65	0.00	0.00	0.00	2,395.65	2,395.65
	LEGAL FEES FOR FEB 2019	0.00	0.00	2,395.65	001-1500-514-31-10	PROFESSIONAL SERVICES	2,395.65				
215206	LEGAL FEES FOR FEB 2019/PERIOD 3/1/19-3/4/16/2019		Y	110114	5/6/2019	29,656.30	0.00	0.00	0.00	29,656.30	29,656.30
	LEGAL FEES FOR FEB 2019	0.00	0.00	29,656.30	001-1500-514-31-10	PROFESSIONAL SERVICES	29,656.30				
215207	LEGAL FEES FOR FEB 2019/PERIOD 3/1/19-3/4/16/2019		Y	110114	5/6/2019	475.00	0.00	0.00	0.00	475.00	475.00
	LEGAL FEES FOR FEB 2019	0.00	0.00	475.00	001-220-90-10	COST RECOVERY	475.00				
215208	LEGAL FEES FOR FEB 2019/PERIOD 3/1/19-3/4/16/2019		Y	110114	5/6/2019	1,300.00	0.00	0.00	0.00	1,300.00	1,300.00
	LEGAL FEES FOR FEB 2019	0.00	0.00	1,300.00	001-220-90-10	COST RECOVERY	1,300.00				
215209	LEGAL FEES FOR FEB 2019/PERIOD 3/1/19-3/4/16/2019		Y	110114	5/6/2019	3,909.00	0.00	0.00	0.00	3,909.00	3,909.00
	LEGAL FEES FOR FEB 2019	0.00	0.00	3,909.00	001-1500-514-31-10	PROFESSIONAL SERVICES	3,909.00				
215210	LEGAL FEES FOR FEB 2019/PERIOD 3/1/19-3/4/16/2019		Y	110114	5/6/2019	297.00	0.00	0.00	0.00	297.00	297.00
	LEGAL FEES FOR FEB 2019	0.00	0.00	297.00	001-1500-514-31-10	PROFESSIONAL SERVICES	297.00				
215211	LEGAL FEES FOR FEB 2019/PERIOD 3/1/19-3/4/16/2019		Y	110114	5/6/2019	375.00	0.00	0.00	0.00	375.00	375.00
	LEGAL FEES FOR FEB 2019	0.00	0.00	375.00	001-1500-514-31-10	PROFESSIONAL SERVICES	375.00				
216027	LEGAL FEES APRIL 1-30, 2019	5/14/2019	Y	110380	6/4/2019	3,736.50	0.00	0.00	0.00	3,736.50	3,736.50
	LEGAL FEES APRIL 1-30, 2	0.00	0.00	3,736.50	001-1500-514-31-10	PROFESSIONAL SERVICES	3,736.50				
216028	LEGAL FEES APRIL 1-30, 2019	5/14/2019	Y	110380	6/4/2019	1,311.50	0.00	0.00	0.00	1,311.50	1,311.50
	LEGAL FEES APRIL 1-30, 2	0.00	0.00	1,311.50	001-1500-514-31-10	PROFESSIONAL SERVICES	1,311.50				
216029	LEGAL FEES APRIL 1-30, 2019	5/14/2019	Y	110380	6/4/2019	29,615.66	0.00	0.00	0.00	29,615.66	29,615.66
	LEGAL FEES APRIL 1-30, 2	0.00	0.00	29,615.66	001-1500-514-31-10	PROFESSIONAL SERVICES	29,615.66				
216030	LEGAL FEES APRIL 1-30, 2019	5/14/2019	Y	110380	6/4/2019	1,075.00	0.00	0.00	0.00	1,075.00	1,075.00
	LEGAL FEES APRIL 1-30, 2	0.00	0.00	1,075.00	001-220-90-10	COST RECOVERY	1,075.00				
216031	LEGAL FEES APRIL 1-30, 2019	5/14/2019	Y	110380	6/4/2019	1,200.00	0.00	0.00	0.00	1,200.00	1,200.00
	LEGAL FEES APRIL 1-30, 2	0.00	0.00	1,200.00	001-220-90-10	COST RECOVERY	1,200.00				
216032	LEGAL FEES APRIL 1-30, 2019	5/14/2019	Y	110380	6/4/2019	925.00	0.00	0.00	0.00	925.00	925.00

My Vendor History Report

Posting Date Range 01/01/2019 - 12/31/2019

Payable Number	Description	Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment		
Item Description	Units	Price	Amount	Account Number	Account Name	Dist Amount							
	LEGAL FEES APRIL 1-30, 2	0.00	0.00	925.00	001-1500-514-31-10	PROFESSIONAL SERVICES	925.00						
216033	LEGAL FEES APRIL 1-30, 2019			5/14/2019	Y	110380	6/4/2019	7,014.47	0.00	0.00	0.00	7,014.47	7,014.47
	LEGAL FEES APRIL 1-30, 2	0.00	0.00	5,948.00	001-1500-514-31-10	PROFESSIONAL SERVICES	5,948.00						
	LEGAL FEES APRIL 1-30, 2	0.00	0.00	1,066.47	001-1500-514-31-10	PROFESSIONAL SERVICES	1,066.47						
216034	LEGAL FEES APRIL 1-30, 2019			5/14/2019	Y	110380	6/4/2019	575.00	0.00	0.00	0.00	575.00	575.00
	LEGAL FEES APRIL 1-30, 2	0.00	0.00	575.00	001-1500-514-31-10	PROFESSIONAL SERVICES	575.00						
217140	LEGAL FEES FOR MAY 2019			6/19/2019	Y	110844	7/26/2019	50.00	0.00	0.00	0.00	50.00	50.00
	LEGAL FEES FOR MAY 201	0.00	0.00	50.00	001-1500-514-31-10	PROFESSIONAL SERVICES	50.00						
217141	LEGAL FEES FOR MAY 2019			6/19/2019	Y	110844	7/26/2019	4,207.72	0.00	0.00	0.00	4,207.72	4,207.72
	LEGAL FEES FOR MAY 201	0.00	0.00	4,207.72	001-1500-514-31-10	PROFESSIONAL SERVICES	4,207.72						
217142	LEGAL FEES FOR MAY 2019			6/19/2019	Y	110844	7/26/2019	2,250.00	0.00	0.00	0.00	2,250.00	2,250.00
	LEGAL FEES FOR MAY 201	0.00	0.00	2,250.00	001-1500-514-31-10	PROFESSIONAL SERVICES	2,250.00						
217144	LEGAL FEES FOR MAY 2019			6/19/2019	Y	110844	7/26/2019	12.00	0.00	0.00	0.00	12.00	12.00
	LEGAL FEES FOR MAY 201	0.00	0.00	12.00	001-1500-514-31-10	PROFESSIONAL SERVICES	12.00						
217145	LEGAL FEES FOR MAY 2019			6/19/2019	Y	110844	7/26/2019	29,612.50	0.00	0.00	0.00	29,612.50	29,612.50
	LEGAL FEES FOR MAY 201	0.00	0.00	29,612.50	001-1500-514-31-10	PROFESSIONAL SERVICES	29,612.50						
217146	LEGAL FEES FOR MAY 2019			6/19/2019	Y	110844	7/26/2019	1,675.00	0.00	0.00	0.00	1,675.00	1,675.00
	LEGAL FEES FOR MAY 201	0.00	0.00	1,675.00	001-220-90-10	COST RECOVERY	1,675.00						
217147	LEGAL FEES FOR MAY 2019			6/19/2019	Y	110844	7/26/2019	1,145.50	0.00	0.00	0.00	1,145.50	1,145.50
	LEGAL FEES FOR MAY 201	0.00	0.00	1,145.50	001-1500-514-31-10	PROFESSIONAL SERVICES	1,145.50						
217149	LEGAL FEES FOR MAY 2019			6/19/2019	Y	110844	7/26/2019	575.00	0.00	0.00	0.00	575.00	575.00
	LEGAL FEES FOR MAY 201	0.00	0.00	575.00	001-1500-514-31-10	PROFESSIONAL SERVICES	575.00						
218462	LEGAL FEES FOR JUNE 2019 6/1/19 - 6/30/20 7/26/2019				Y	111192	9/6/2019	221.30	0.00	0.00	0.00	221.30	221.30
	LEGAL FEES FOR JUNE 20:	0.00	0.00	221.30	001-1500-514-31-10	PROFESSIONAL SERVICES	221.30						
218463	LEGAL FEES FOR JUNE 2019 6/1/19 - 6/30/20 7/26/2019				Y	111192	9/6/2019	272.00	0.00	0.00	0.00	272.00	272.00
	LEGAL FEES FOR JUNE 20:	0.00	0.00	272.00	001-1500-514-31-10	PROFESSIONAL SERVICES	272.00						
218464	LEGAL FEES FOR JUNE 2019 6/1/19 - 6/30/20 7/26/2019				Y	111192	9/6/2019	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
	LEGAL FEES FOR JUNE 20:	0.00	0.00	1,000.00	001-1500-514-31-10	PROFESSIONAL SERVICES	1,000.00						
218465	RETAINER SERVICES JUNE 2019 6/1/19 - 6/30/20 7/26/2019				Y	111192	9/6/2019	29,612.50	0.00	0.00	0.00	29,612.50	29,612.50
	RETAINER SERVICES JUNI	0.00	0.00	29,612.50	001-1500-514-31-10	PROFESSIONAL SERVICES	29,612.50						
218466	LEGAL FEES FOR JUNE 2019 6/1/19 - 6/30/20 7/26/2019				Y	111192	9/6/2019	375.00	0.00	0.00	0.00	375.00	375.00
	LEGAL FEES FOR JUNE 20:	0.00	0.00	375.00	001-220-90-10	COST RECOVERY	375.00						
218467	LEGAL FEES FOR JUNE 2019 6/1/19 - 6/30/20 7/26/2019				Y	111192	9/6/2019	750.50	0.00	0.00	0.00	750.50	750.50
	LEGAL FEES FOR JUNE 20:	0.00	0.00	750.50	001-1500-514-31-10	PROFESSIONAL SERVICES	750.50						
218468	LEGAL FEES FOR JUNE 2019 6/1/19 - 6/30/20 7/26/2019				Y	111192	9/6/2019	575.00	0.00	0.00	0.00	575.00	575.00
	LEGAL FEES FOR JUNE 20:	0.00	0.00	575.00	001-1500-514-31-10	PROFESSIONAL SERVICES	575.00						
218469	LEGAL FEES FOR JUNE 2019 6/1/19 - 6/30/20 7/26/2019				Y	111192	9/6/2019	840.00	0.00	0.00	0.00	840.00	840.00

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Payable Number	Description	Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description	Units	Price	Amount	Account Number	Account Name	Dist Amount					
LEGAL FEES FOR JUNE 2019	0.00	0.00	840.00	001-1500-514-31-10	PROFESSIONAL SERVICES	840.00					
219594 GENERAL LABOR 07/2019			8/29/2019	Y 111309	9/19/2019	1,057.90	0.00	0.00	0.00	1,057.90	1,057.90
GENERAL LABOR 07/2019	0.00	0.00	1,057.90	001-1500-514-31-10	PROFESSIONAL SERVICES	1,057.90					
219595 POLICE MATTERS 07/2019			8/29/2019	Y 111309	9/19/2019	129.00	0.00	0.00	0.00	129.00	129.00
POLICE MATTERS 07/2019	0.00	0.00	129.00	001-1500-514-31-10	PROFESSIONAL SERVICES	129.00					
219596 MONTHLY RETAINER 7/2019			8/29/2019	Y 111309	9/19/2019	29,634.00	0.00	0.00	0.00	29,634.00	29,634.00
MONTHLY RETAINER 7/2019	0.00	0.00	29,634.00	001-1500-514-31-10	PROFESSIONAL SERVICES	29,634.00					
219597 LAND USE RECOVER - EDEN 7/2019			8/29/2019	Y 111309	9/19/2019	450.00	0.00	0.00	0.00	450.00	450.00
LAND USE RECOVER - EDEN 7/2019	0.00	0.00	450.00	001-220-90-10	COST RECOVERY	450.00					
219599 LEGAL FEE FOR JULY 2019 PERIOD 7/1/2019-7/31/2019			8/29/2019	Y 111309	9/19/2019	4,266.50	0.00	0.00	0.00	4,266.50	4,266.50
LEGAL FEE FOR JULY 2019	0.00	0.00	4,266.50	001-1500-514-31-10	PROFESSIONAL SERVICES	4,266.50					
219600 SUSTAINABILITY & RESILIENCY COMMITTEE 7/2019			8/29/2019	Y 111309	9/19/2019	537.50	0.00	0.00	0.00	537.50	537.50
SUSTAINABILITY & RESILIENCY COMMITTEE 7/2019	0.00	0.00	537.50	001-1500-514-31-10	PROFESSIONAL SERVICES	537.50					
219601 SURF CLUB 7/2019			8/29/2019	Y 111309	9/19/2019	200.00	0.00	0.00	0.00	200.00	200.00
SURF CLUB 7/2019	0.00	0.00	200.00	001-1500-514-31-10	PROFESSIONAL SERVICES	200.00					
219879 POLICE MATTERS 7/2019			9/12/2019	Y 111309	9/19/2019	3,436.00	0.00	0.00	0.00	3,436.00	3,436.00
POLICE MATTERS 7/2019	0.00	0.00	3,436.00	001-1500-514-31-10	PROFESSIONAL SERVICES	3,436.00					
220398 PROFESSIONAL SERVICES RENDERED AUG-19 9/17/2019			9/17/2019	Y 111432	9/30/2019	2,986.20	0.00	0.00	0.00	2,986.20	2,986.20
PROFESSIONAL SERVICES	0.00	0.00	2,986.20	001-1500-514-31-10	PROFESSIONAL SERVICES	2,986.20					
220399 POLICE MATTERS AUG-19			9/17/2019	Y 111432	9/30/2019	228.60	0.00	0.00	0.00	228.60	228.60
POLICE MATTERS AUG-19	0.00	0.00	228.60	001-1500-514-31-10	PROFESSIONAL SERVICES	228.60					
220400 PROFESSIONAL SERVICES FOR CODE ENFORCEMENT 9/17/2019			9/17/2019	Y 111432	9/30/2019	1,182.50	0.00	0.00	0.00	1,182.50	1,182.50
PROFESSIONAL SERVICES	0.00	0.00	1,182.50	001-1500-514-31-10	PROFESSIONAL SERVICES	1,182.50					
220401 MONTHLY RETAINER FOR LEGAL SERVICES AL 9/17/2019			9/17/2019	Y 111432	9/30/2019	29,770.12	0.00	0.00	0.00	29,770.12	29,770.12
MONTHLY RETAINER FOR LEGAL SERVICES AL 9/17/2019	0.00	0.00	29,770.12	001-1500-514-31-10	PROFESSIONAL SERVICES	29,770.12					
220402 LAND USE COST REC. YOUNG ISRAEL-ADA RAIN 9/30/2019			9/30/2019	Y 111432	9/30/2019	3,700.00	0.00	0.00	0.00	3,700.00	3,700.00
LAND USE COST REC. YOUNG ISRAEL-ADA RAIN 9/30/2019	0.00	0.00	3,700.00	001-220-90-10	COST RECOVERY	3,700.00					
220403 LAND USE COST RECOV. KRIEG, DAVID & BELLA 9/17/2019			9/17/2019	Y 111432	9/30/2019	930.00	0.00	0.00	0.00	930.00	930.00
LAND USE COST RECOV. KRIEG, DAVID & BELLA 9/17/2019	0.00	0.00	930.00	001-220-90-10	COST RECOVERY	930.00					
220404 LAND USE COST RECOV. EDEN SURFSIDE AUG 9/17/2019			9/17/2019	Y 111432	9/30/2019	250.00	0.00	0.00	0.00	250.00	250.00
LAND USE COST RECOV. EDEN SURFSIDE AUG 9/17/2019	0.00	0.00	250.00	001-220-90-10	COST RECOVERY	250.00					
220405 SPECIAL PROJECTS			9/17/2019	Y 111432	9/30/2019	450.00	0.00	0.00	0.00	450.00	450.00
SPECIAL PROJECTS	0.00	0.00	450.00	001-1500-514-31-10	PROFESSIONAL SERVICES	450.00					
220406 LITIGATION			9/17/2019	Y 111432	9/30/2019	3,276.00	0.00	0.00	0.00	3,276.00	3,276.00
LITIGATION	0.00	0.00	3,276.00	001-1500-514-31-10	PROFESSIONAL SERVICES	3,276.00					
220407 SOLIMAR COND-CHALLENGE UTI. FEES LITIGATION 9/17/2019			9/17/2019	Y 111432	9/30/2019	5,640.00	0.00	0.00	0.00	5,640.00	5,640.00
SOLIMAR COND-CHALLENGE UTI. FEES LITIGATION 9/17/2019	0.00	0.00	5,640.00	001-1500-514-31-10	PROFESSIONAL SERVICES	5,640.00					

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Item Description	Units	Price	Amount	Account Number	Account Name	Dist Amount					
220408	PREPARATON OF RESPONSE TO AUDIT LETTE	9/30/2019	Y	111432	9/30/2019	250.00	0.00	0.00	0.00	250.00	250.00
	PREPARATON OF RESPON	0.00	0.00	250.00	001-1500-514-31-10	PROFESSIONAL SERVICES	250.00				
221976	SEPT-19 PROFESSIONAL SERVICES	9/30/2019	Y	112048	12/9/2019	2,043.50	0.00	0.00	0.00	2,043.50	2,043.50
	PERIOD SEPTEMBER 2019	0.00	0.00	2,043.50	001-1500-514-31-10	PROFESSIONAL SERVICES	2,043.50				
221977	SEP-19 POLICE MATTERS	9/30/2019	Y	112048	12/9/2019	4,601.25	0.00	0.00	0.00	4,601.25	4,601.25
	SEP-19 POLICE MATTERS	0.00	0.00	4,601.25	001-1500-514-31-10	PROFESSIONAL SERVICES	4,601.25				
221978	SEPT-19 MONTHLY RETAINER	9/30/2019	Y	112048	12/9/2019	29,676.58	0.00	0.00	0.00	29,676.58	29,676.58
	SEPT-19 MONTHLY RETAI	0.00	0.00	29,676.58	001-1500-514-31-10	PROFESSIONAL SERVICES	29,676.58				
221979	SEPT-19 COST RECOVERY 8995 COLLINS AVE.	9/30/2019	Y	112048	12/9/2019	430.00	0.00	0.00	0.00	430.00	430.00
	SEPT-19 COST RECOVERY	0.00	0.00	430.00	001-220-90-10	COST RECOVERY	430.00				
221980	SEPT-19 COST RECOVERY 9300-9380 COLLINS	9/30/2019	Y	112048	12/9/2019	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
	SEPT-19 COST RECOVERY	0.00	0.00	1,000.00	001-220-90-10	COST RECOVERY	1,000.00				
221981	SEPT-19 LITIGATION	9/30/2019	Y	112048	12/9/2019	939.50	0.00	0.00	0.00	939.50	939.50
	SEPT-19 LITIGATION	0.00	0.00	939.50	001-1500-514-31-10	PROFESSIONAL SERVICES	939.50				
221982	SEPT-19 SOLIMAR CONDO STORMWATER FEE	9/30/2019	Y	112048	12/9/2019	150.00	0.00	0.00	0.00	150.00	150.00
	SEPT-19 SOLIMAR CONDC	0.00	0.00	150.00	001-1500-514-31-10	PROFESSIONAL SERVICES	150.00				
222955	OCT-19 PROFESSIONAL SERVICES	12/5/2019	Y	112127	12/18/2019	3,086.50	0.00	0.00	0.00	3,086.50	3,086.50
	OCT-19 PROFESSIONAL SI	0.00	0.00	3,086.50	001-1500-514-31-10	PROFESSIONAL SERVICES	3,086.50				
222956	OCT-19 POLICE MATTERS	12/5/2019	Y	112127	12/18/2019	135.95	0.00	0.00	0.00	135.95	135.95
	OCT-19 POLICE MATTERS	0.00	0.00	135.95	001-1500-514-31-10	PROFESSIONAL SERVICES	135.95				
222957	OCT-19 MONTHLY RETAINER	12/5/2019	Y	112127	12/18/2019	29,702.95	0.00	0.00	0.00	29,702.95	29,702.95
	OCT-19 MONTHLY RETAIN	0.00	0.00	29,702.95	001-1500-514-31-10	PROFESSIONAL SERVICES	29,702.95				
222958	OCT-19 LAND USE COST RECOV. YOUNG ISRAEL	12/5/2019	Y	112127	12/18/2019	1,525.00	0.00	0.00	0.00	1,525.00	1,525.00
	OCT-19 LAND USE COST F	0.00	0.00	1,525.00	001-220-90-10	COST RECOVERY	1,525.00				
222959	OCT-19 LAND USE RECOVERY KRIGER, VARIAN	12/5/2019	Y	112127	12/18/2019	850.00	0.00	0.00	0.00	850.00	850.00
	OCT-19 LAND USE RECOV	0.00	0.00	850.00	001-220-90-10	COST RECOVERY	850.00				
222960	OCT-19 LAND USE COST RECOV. SAMUEL FR	12/5/2019	Y	112127	12/18/2019	675.00	0.00	0.00	0.00	675.00	675.00
	OCT-19 LAND USE COST F	0.00	0.00	675.00	001-220-90-10	COST RECOVERY	675.00				
222961	OCT-19 LAND USE COST RECOV. 8995 COLLIN	12/13/2019	Y	112127	12/18/2019	450.00	0.00	0.00	0.00	450.00	450.00
	OCT-19 LAND USE COST F	0.00	0.00	450.00	001-220-90-10	COST RECOVERY	450.00				
222962	OCT-19 PROFESSIONAL SERVICES LITIGATION	12/5/2019	Y	112127	12/18/2019	2,529.50	0.00	0.00	0.00	2,529.50	2,529.50
	OCT-19 PROFESSIONAL SI	0.00	0.00	2,529.50	001-1500-514-31-10	PROFESSIONAL SERVICES	2,529.50				
222963	OCT-19 SPECIAL LITIGATION SOLIMAR COND	12/5/2019	Y	112127	12/18/2019	7,650.50	0.00	0.00	0.00	7,650.50	7,650.50
	OCT-19 SPECIAL LITIGATI	0.00	0.00	7,650.50	001-1500-514-31-10	PROFESSIONAL SERVICES	7,650.50				
223550	NOV-19 PROFESSIONAL SERVICES	12/12/2019	Y	112198	12/23/2019	1,604.00	0.00	0.00	0.00	1,604.00	1,604.00
	NOV-19 PROFESSIONAL S	0.00	0.00	1,604.00	001-1500-514-31-10	PROFESSIONAL SERVICES	1,604.00				
223551	NOV-19 POLICE MATTERS	12/12/2019	Y	112198	12/23/2019	1,934.50	0.00	0.00	0.00	1,934.50	1,934.50

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Item Description	Units	Price	Amount	Account Number	Account Name	Dist Amount					
NOV-19 POLICE MATTERS	0.00	0.00	1,934.50	001-1500-514-31-10	PROFESSIONAL SERVICES	1,934.50					
223552	NOV-19 MONTHLY RETAINER	12/12/2019	Y	112198	12/23/2019	29,612.50	0.00	0.00	0.00	29,612.50	29,612.50
NOV-19 MONTHLY RETAI	0.00	0.00	29,612.50	001-1500-514-31-10	PROFESSIONAL SERVICES	29,612.50					
223553	NOV-19 PROFFESIONAL SERVICES	12/12/2019	Y	112198	12/23/2019	725.00	0.00	0.00	0.00	725.00	725.00
NOV-19 PROFFESIONAL S	0.00	0.00	725.00	001-1500-514-31-10	PROFESSIONAL SERVICES	725.00					
223554	DEC-19 SPECIAL LITIGATION SOLIMAR UTILIT	12/12/2019	Y	112198	12/23/2019	1,042.50	0.00	0.00	0.00	1,042.50	1,042.50
DEC-19 SPECIAL LITIGATI	0.00	0.00	1,042.50	001-1500-514-31-10	PROFESSIONAL SERVICES	1,042.50					
INV213906	LEGAL FEES FEBRUARY 2019	3/18/2019	Y	109833	4/8/2019	50.00	0.00	0.00	0.00	50.00	50.00
LEGAL FEES FEBRUARY 20	0.00	0.00	50.00	001-1500-514-31-10	PROFESSIONAL SERVICES	50.00					
Vendors: (1) Total 01 - Vendor Set 01:						485,923.86	0.00	0.00	0.00	485,923.86	485,923.86
Vendors: (1) Report Total:						485,923.86	0.00	0.00	0.00	485,923.86	485,923.86



MEMORANDUM

ITEM NO. 9 MM

To: Honorable Mayor, Vice-Mayor and Members of the Town Commission

From: Guillermo Olmedillo, Town Manager

Date: April 16, 2020

Subject: Jacober Contract Follow up / Tourist Bureau Activities

At the March 24, 2020 Special Commission Meeting, Town Administration was directed to provide a report on the Tourist Bureau activities.

Please find attached requested report. The report was provided to Commission on April 7, 2020.

Reviewed by: FT/LA

Prepared by: JDG

Tourist Bureau Services and status

- **Jacober** –ON HOLD
 - Digital Display Advertising
 - Search Engine Optimization
 - Social Media Promoted Posts
 - Marketing Services monthly retainer
 - Photoshoot
 - Video Shoot
 - Website hosting fee
- **CrowdRiff** – ON HOLD
 - No payments owed
 - User generated-content for social media
- **ArchiveSocial** – ON HOLD
 - No payments owed
 - Required social media record keeping
- **STR, Inc.**– ON HOLD
 - No payments owed
 - Surfside key hotel performance data
- **Zambelli Fireworks** – ON HOLD
 - July 4th fireworks
 - 50% deposit check being held
- **South Florida Lighting Team** – Services already rendered for FY 20
 - Holiday lights
- **Creative State Marketing** – ON HOLD
 - 3rd Thursday – Town paid for the two held events (January and February)
- **AAA Flag** - ON HOLD
 - Banners
- **Beach House Hotel** – ON HOLD
 - Hotel Partner Tradeshow Support
- **SC Hotel Property** – ON HOLD
 - Hotel Partner Tradeshow Support
- **Bright Promotions** – ON HOLD
 - Tradeshow promotional items
 - No plans to order new items

ORDINANCE NO. 16-1652

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE V, DIVISION 2 OF THE CODE OF THE TOWN OF SURFSIDE REGARDING THE RETIREMENT PLAN FOR EMPLOYEES OF THE TOWN OF SURFSIDE; AMENDING SECTION 2-171 OF THE TOWN CODE TO CREATE A DEFINITION OF THE TERM SENIOR MANAGEMENT EMPLOYEE; AMENDING SECTION 2-176(a)(4) OF THE TOWN CODE TO PROVIDE FOR SEVEN YEAR VESTING FOR THE TOWN ATTORNEY; AMENDING SECTION 2-176(c)(1) OF THE TOWN CODE TO INCREASE THE BENEFIT ACCRUAL RATE FOR GENERAL EMPLOYEES AND INCREASING THE BENEFIT CAP FROM 60% TO 68% OF FINAL AVERAGE COMPENSATION; AMENDING SECTION 2-176(c)(1) OF THE TOWN CODE TO INCREASE THE BENEFIT ACCRUAL RATE FOR SENIOR MANAGEMENT EMPLOYEES AND INCREASING THE BENEFIT CAP FROM 60% TO 80% OF FINAL AVERAGE COMPENSATION; AMENDING SECTION 2-180(a) OF THE TOWN CODE TO INCREASE IN THE GENERAL EMPLOYEE AND SENIOR MANAGEMENT EMPLOYEE PICK-UP PENSION CONTRIBUTION BY 2%; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR CONFLICTS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside sponsors a defined benefit retirement plan for employees of the Town of Surfside ("Retirement Plan"); and

WHEREAS, the Board of Trustees of the Retirement Plan has recommended increasing the employee contribution to purchase a higher pension benefit; and

WHEREAS, general employees currently contribute either 5% or 6% of pensionable earnings; and

WHEREAS the actuary for the Board of Trustees has determined that increasing the general employee member contribution from 6% to 8% would provide a 2.8% multiplier. For the employee contributing at the 5% rate, increasing the employee member contribution to 7% would provide a 2.65% multiplier; and

WHEREAS, the Retirement Plan does not currently contain a higher tier benefit for Senior Management Employees; and

WHEREAS, the Board of Trustees has recommended increasing the multiplier and benefit cap for Senior Management Employee; and

WHEREAS, the actuary for the Board of Trustees has determined the financial effect of increasing the Senior Management Employee contribution from 6% to 8% and the multiplier from 2.5% to 3%; and

WHEREAS, the current Town Code provides for the Town Manager to be deemed fully vested at the attainment of age 64 and the completion of 7 years of creditable service; and

WHEREAS, the Retirement Plan does not currently contain a similar benefit for the Town Attorney; and

WHEREAS, the Board of Trustees has recommended providing the Town Attorney to be deemed fully vested at the attainment of age 64 and the completion of 7 years of credited service; and

WHEREAS, the Town Commission held its first public hearing on September 13, 2016 having complied with the notice requirements required by Florida Statutes; and

WHEREAS, the Town Commission conducted a second duly noticed public hearing on these regulations as required by law on October 13, 2016; and

WHEREAS, the Town Commission finds the proposed amendments to the Code in the best interest of the Town.

NOW THEREFORE, IT IS HEREBY ORDAINED BY THE TOWN COMMISSION OF SURFSIDE TOWN, FLORIDA; AS FOLLOWS:

Section 1. Recitals. That the above stated recitals are hereby adopted and confirmed.

Section 2. Town Code Amended. SECTION 2-171, Definitions, is hereby amended and to be read as follows:

Sec. 2-171. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Senior Management Employee: For purposes of the new Senior Management Tier benefit, **Senior Management Employee means the Town Manager, Town Attorney, Town Clerk, Building and Zoning Department Director, Code Compliance Director, Finance Director, Human**

Resources Director, Parks and Recreation Director, Public Works Director, Tourism, Economic Development and Community Services Director.

Section 3. SECTION 2-176, Service Retirement Allowance, is hereby amended and to be read as follows:

Sec. 2-176. Service Retirement Allowance.

(a) *Normal Retirement date.* Each member who retires or otherwise terminates employment with the town on or after his normal retirement date, as determined below, shall be entitled to receive a service retirement annuity in the amount provided in subsection (c) of this section. Effective October 1, 1984, the normal retirement date for each member shall be the first day of the month coincident with or next following the earlier of:

(4) For the Town Attorney:

a. The attainment of age 62 and the completion of 15 years of creditable service; or

b. The attainment of age 64 and the completion of seven years of creditable service who shall be deemed fully vested upon the completion of seven years of creditable service.

(c) *Computation of annuity.*

(1) For members who are not police officers, the amount of monthly retirement annuity with respect to all creditable service rendered by each member prior to October 1, 1979, shall be equal to $12/3$ percent of the monthly average final compensation multiplied by the number of years of creditable service rendered prior to October 1, 1979. For each employee who contributes at the rate of five percent of earnable compensation on and after January 1, 1980, the amount of monthly retirement annuity with respect to creditable service rendered after September 30, 1979, shall be equal to $12/3$ percent of the monthly average final compensation multiplied by the number of years of creditable service rendered after September 30, 1979. For each employee who contributes at the rate of seven percent of earnable compensation on and after January 1, 1980, the amount of monthly retirement annuity with respect to creditable service rendered after September 30, 1979, shall be equal to two percent of the monthly average final compensation multiplied by the number of years of creditable service rendered after September 30, 1979. For each member who contributes at the rate of eight percent of earnable compensation after June 30, 1996, the amount of monthly retirement annuity with respect to creditable service rendered after June 30, 1996, shall be equal to two and one-half percent of monthly average final compensation multiplied by the number of years of creditable service rendered after June 30, 1996. For each

member who elects as of July 1, 1996 to increase his contribution from five percent to seven percent of earnable compensation, the amount of retirement annuity with respect to creditable service rendered after June 30, 1996, shall be equal to two percent of monthly average final compensation multiplied by the number of years of creditable service rendered after June 30, 1996. For each member who elects as of July 1, 1996 to increase his contribution rate to seven percent or eight percent of earnable compensation, the amount of retirement annuity with respect to creditable service rendered after September 30, 1979 but before July 1, 1996 shall be equal to one and two-thirds percent, if prior to July 1, 1996 he had been contributing at the rate of five percent, or two percent, if prior to July 1, 1996 he had been contributing at the rate of seven percent, of monthly average final compensation multiplied by the number of years of creditable service rendered after September 30, 1979 but prior to July 1, 1996. The foregoing election periods shall expire on July 31, 1996 and may not be extended for any reason. For each member who contributes at the rate of five percent of earnable compensation on and after February 1, 2003, the amount of monthly retirement annuity with respect to creditable service rendered on and after February 1, 2003 shall be equal to two percent of the monthly average final compensation multiplied by the number of years of creditable service rendered on and after February 1, 2003. For each member who contributes at the rate of six percent of earnable compensation on and after February 1, 2003, the amount of monthly retirement annuity with respect to creditable service rendered on and after February 1, 2003 shall be equal to two and one-half percent of the monthly average final compensation multiplied by the number of years of creditable service rendered on and after February 1, 2003. In no event shall the total annuity as computed above for any member exceed 60 percent of the monthly average final compensation.

For members who are not police officers or Senior Management employees, effective October 1, 2016:

(i) for each member who contributes at the rate of eight percent (8%) of earnable compensation, the amount of monthly retirement annuity with respect to creditable service rendered on and after October 1, 2016 shall be equal to two and eight-tenths percent (2.8%) of monthly average final compensation multiplied by the number of years of creditable service rendered on and after October 1, 2016;

(ii) for the member who contributes at the rate of seven percent (7%) of earnable compensation, the amount of monthly retirement annuity with respect to creditable service rendered on and after October 1, 2016 shall be equal to two and sixty-five one hundredths percent (2.65%) of monthly average final compensation multiplied by the number of years of creditable service rendered on and after October 1, 2016; and

(iii) in no event shall the total annuity as computed above for any member exceed sixty-eight percent (68%) of monthly average final compensation.

For members who are Senior Management employees, effective October 1, 2016:

(i) the amount of monthly retirement annuity with respect to creditable service rendered on and after October 1, 2016 shall be equal to three percent (3%) of monthly average final compensation multiplied by the number of years of creditable service rendered on and after October 1, 2016; and

(ii) in no event shall the total annuity as computed above for any Senior Management employee exceed eighty percent (80%) of monthly average final compensation.

Section 4. SECTION 2-180, Contributions by Members, is hereby amended and to be

read as follows:

~~(a) For members who are not police officers, beginning on the date of establishment of the plan, each town employee who is a member of the plan shall contribute five percent of earnable compensation, based on his regular salary, accruing on and after such date and up to September 30, 1979. Each member of the plan on October 1, 1979, and each employee who becomes a member after October 1, 1979, shall have the irrevocable option of contributing either five percent or seven percent of his earnable compensation from January 1, 1980. Each member of the plan as of July 1, 1996, shall have the one-time irrevocable option of raising his contribution rate from five percent to either seven percent or eight percent of earnable compensation, or from seven percent to eight percent of earnable compensation. For each member who elects as of July 1, 1996 to increase his contribution from five percent to seven percent of earnable compensation, the amount of retirement annuity with respect to creditable service rendered after June 30, 1996, shall be equal to two percent of monthly average final compensation multiplied by the number of years of creditable service rendered after June 30, 1996. For each member who elects as of July 1, 1996 to increase his contribution rate to seven percent or eight percent of earnable compensation, the amount of retirement annuity with respect to creditable service rendered after September 30, 1979 but before July 1, 1996 shall be equal to one and two-thirds percent, if prior to July 1, 1996 he had been contributing at the rate of five percent, or two percent, if prior to July 1, 1996 he had been contributing at the rate of seven percent, of monthly average final compensation multiplied by the number of years of creditable service rendered after September 30, 1979 but prior to July 1, 1996. The foregoing election periods shall expire on July 31, 1996 and may not be extended for any reason. Each employee who becomes a member of the plan after July 1, 1996 shall thereupon have the one-time irrevocable option of contributing either five percent or eight percent of earnable compensation. Each member of the plan as of February 1, 2003 who is contributing at the rate of five percent of earnable compensation shall have the one-time irrevocable option of raising his contribution rate from five percent to six percent. For each member who contributes at the rate of seven or eight percent of earnable compensation on January 31, 2003, the contribution~~

~~rate shall be six percent of earnable compensation on and after February 1, 2003. Each employee who becomes a member on or after February 1, 2003 shall contribute six percent of earnable compensation. Such contribution by any member shall cease upon the completion of the number of years of creditable service, sufficient to produce an annuity of 60 percent of average final compensation.~~ For members who are not police officers or Senior Management Employees, effective October 1, 2016:

- (i) The employee contribution for employees contributing six percent (6%) of earnable compensation shall be increased to eight percent (8%) of earnable compensation;
- (ii) The employee contribution for the employee contributing five percent (5%) of earnable compensation shall be increased to seven percent (7%) of earnable compensation;
- (iii) Employee contributions by any member shall cease upon the completion of the number of years of creditable service, sufficient to produce an annuity of sixty-eight percent (68%) of average final compensation.

For members who are Senior Management Employees, effective October 1, 2016:

- (i) The employee contribution shall be increased to eight percent (8%) of earnable compensation;
- (ii) Employee contributions by any Senior Management member shall cease upon the completion of the number of years of creditable service, sufficient to produce an annuity of eighty percent (80%) of average final compensation.

Section 5. All sections or parts of sections of the Town Code, all ordinances or parts of ordinances, and all resolutions or parts of resolutions in conflict herewith, be and the same, are hereby repealed to the extent of such conflict.

Section 6. Should this ordinance or any part thereof be declared invalid by a Court of competent jurisdiction, the invalidity of any part of this ordinance shall not otherwise affect the validity of the remaining provisions of this ordinance, which shall be deemed to have been enacted without the invalid provision.

Section 7. It is the intention of the Commission of the Town of Surfside that the provisions of this ordinance shall become and be made a part of the Code of the Town of Surfside, and that the word "ordinance" may be changed to "section," "article," or such other appropriate word or phrase in order to accomplish such intentions.

Section 8. This ordinance shall become effective upon final passage.

PASSED and ADOPTED on second reading this 13th day of October 2016.


On Final Reading Moved by: Commissioner Paul

On Final Reading Second by: Commissioner Karukin

FINAL VOTE ON ADOPTION:

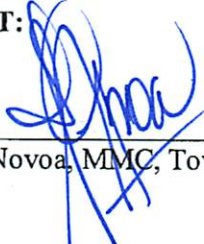
Commissioner Daniel Gielchinsky
Commissioner Michael Karukin
Commissioner Tina Paul
Vice Mayor Barry Cohen
Mayor Daniel Dietch

yes
yes
yes
yes
yes



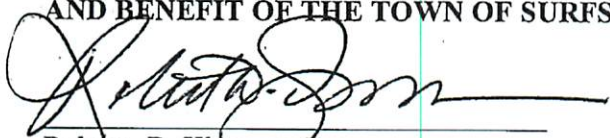
Daniel Dietch, Mayor

ATTEST:



Sandra Novoa, MMC, Town Clerk

**APPROVED AS TO FORM AND LEGALITY FOR THE USE
AND BENEFIT OF THE TOWN OF SURFSIDE ONLY:**



Robert D. Klausner, Esq.
General Counsel
The Retirement Plan for Employees of the Town of Surfside

—

ORDINANCE NO. 2020-1707

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE V, DIVISION 2 OF THE CODE OF THE TOWN OF SURFSIDE REGARDING THE RETIREMENT PLAN FOR EMPLOYEES OF THE TOWN OF SURFSIDE; AMENDING SECTION 2-176(a) OF THE TOWN CODE TO LOWER RETIREMENT AGES FOR NON-PUBLIC SAFETY EMPLOYEES CONSISTENT WITH MAXIMUM BENEFIT LIMITATIONS; AMENDING SECTION 2-176(c) OF THE TOWN CODE TO INCREASE THE MAXIMUM BENEFIT LIMITATION FROM 68% TO 80% FOR GENERAL EMPLOYEES; AMENDING SECTION 2-192 OF THE TOWN CODE TO INCREASE THE COST OF LIVING ADJUSTMENT FROM 1.5% TO 2% PER YEAR FOR NON-PUBLIC SAFETY EMPLOYEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside sponsors a defined benefit retirement plan for employees of the Town of Surfside (“Retirement Plan”);

WHEREAS, the Board of Trustees of the Retirement Plan, after a review of benefits in surrounding cities, has recommended enhancing pension benefits to align retirement ages with the Retirement Plan’s maximum benefit limitation (hereinafter the “benefit cap”);

WHEREAS, general employees currently contribute 8% of pensionable earnings;

WHEREAS, the maximum benefit cap for general employees is currently 68% for general employees and 80% for management employees;

WHEREAS, approximately 63% of general employees reach the maximum benefit cap of 68% before they are eligible to retire;

WHEREAS, notwithstanding the pension cost, there are anticipated to be savings from a recruitment standpoint, by reducing turnover and making the Retirement Plan more competitive with surrounding cities;

WHEREAS, the Commission of the Town of Surfside believes that the adoption of this amendment is in the best interests of the citizens and taxpayers of the Town;

NOW, THEREFORE, BE IT ORDAINED by the Town Commission of the Town of Surfside:

Section 1. SECTION 2-176(a), Service Retirement Allowance, is hereby amended and to be read as follows:

Sec. 2-176. Service Retirement Allowance.

- (a) Normal retirement date. Each member who retires or otherwise terminates employment with the town on or after his normal retirement date, as determined below, shall be entitled to receive a service retirement annuity in the amount provided in subsection (c) of this section. Effective ~~October 1, 1984~~ January 1, 2020, the normal retirement date for each member shall be the first day of the month coincident with or next following the earlier of:

- (2) For members who are not sworn law enforcement officers, the earliest of:
- a. ~~The attainment of age 62 and the completion of 15 years of creditable service; or~~
 - b. ~~The attainment of age 65 and the completion of ten years of creditable service.~~
 - a. The attainment of age fifty (50) and completion of twenty (20) years of service;
 - b. The attainment of age fifty-two (52) and completion of fifteen (15) years of service; or
 - c. The attainment of age fifty-five (55) and completion of ten (10) years of service.

Section 2. SECTION 2-176(c), Service Retirement Allowance, is hereby amended and to be read as follows:

Sec. 2-176. Service Retirement Allowance.

- (c) Computation of annuity:
- (1) For members who are not police officers, the amount of monthly retirement annuity with respect to all creditable service rendered by each member prior to October 1, 1979, shall be equal to 1 2/3 percent of the monthly average final compensation multiplied by the number of years of creditable service rendered

prior to October 1, 1979. For each employee who contributes at the rate of five percent of earnable compensation on and after January 1, 1980, the amount of monthly retirement annuity with respect to creditable service rendered after September 30, 1979, shall be equal to $1\frac{2}{3}$ percent of the monthly average final compensation multiplied by the number of years of creditable service rendered after September 30, 1979. For each employee who contributes at the rate of seven percent of earnable compensation on and after January 1, 1980, the amount of monthly retirement annuity with respect to creditable service rendered after September 30, 1979, shall be equal to two percent of the monthly average final compensation multiplied by the number of years of creditable service rendered after September 30, 1979. For each member who contributes at the rate of eight percent of earnable compensation after June 30, 1996, the amount of monthly retirement annuity with respect to creditable service rendered after June 30, 1996, shall be equal to two and one-half percent of monthly average final compensation multiplied by the number of years of creditable service rendered after June 30, 1996. For each member who elects as of July 1, 1996 to increase his contribution from five percent to seven percent of earnable compensation, the amount of retirement annuity with respect to creditable service rendered after June 30, 1996, shall be equal to two percent of monthly average final compensation multiplied by the number of years of creditable service rendered after June 30, 1996. For each member who elects as of July 1, 1996 to increase his contribution rate to seven percent or eight percent of earnable compensation, the amount of retirement annuity with respect to creditable service rendered after September 30, 1979 but before July 1, 1996 shall be equal to one and two-thirds percent, if prior to July 1, 1996 he had been contributing at the rate of five percent, or two percent, if prior to July 1, 1996 he had been contributing at the rate of seven percent, of monthly average final compensation multiplied by the number of years of creditable service rendered after September 30, 1979 but prior to July 1, 1996. The foregoing election periods shall expire on July 31, 1996 and may not be extended for any reason. For each member who contributes at the rate of five percent of earnable compensation on and after February 1, 2003, the amount of monthly retirement annuity with respect to creditable service rendered on and after February 1, 2003 shall be equal to two percent of the monthly average final compensation multiplied by the number of years of creditable service rendered on and after February 1, 2003. For each member who contributes at the rate of six percent of earnable compensation on and after February 1, 2003, the amount of monthly retirement annuity with respect to creditable service rendered on and after February 1, 2003 shall be equal to two and one-half percent of the monthly average final compensation multiplied by the number of years of creditable service rendered on and after February 1, 2003. In no event shall the total annuity as computed above for any member exceed 60 percent of the monthly average final compensation.

For members who are not police officers or senior management employees, effective October 1, 2016:

- (i) For each member who contributes at the rate of eight percent (8%) of earnable compensation, the amount of monthly retirement annuity with respect to creditable service rendered on and after October 1, 2016 shall be equal to two and eight-tenths percent (2.8%) of monthly average final compensation multiplied by the number of years of creditable service rendered on and after October 1, 2016;
- (ii) For the member who contributes at the rate of seven percent (7%) of earnable compensation, the amount of monthly retirement annuity with respect to creditable service rendered on and after October 1, 2016 shall be equal to two and sixty-five one hundredths percent (2.65%) of monthly average final compensation multiplied by the number of years of creditable service rendered on and after October 1, 2016; and
- (iii) In no event shall the total annuity as computed above for any member exceed ~~sixty-eight~~ eighty percent (68% 80%) of monthly average final compensation, effective January 1, 2020.

Section 3. SECTION 2-192, Cost-of-living adjustment for retired members and their beneficiaries, is hereby amended and to be read as follows:

Sec. 2-192. - Cost-of-living adjustment for retired members and their beneficiaries.

- (a) The purpose of this section is to provide a cost-of-living adjustment to the benefits payable to retired members on or after January 1, 2004 and their beneficiaries.
- (b) Commencing on the first day of January, 2004 and on the first day of each January thereafter, the benefit of each retired member or beneficiary shall be adjusted as follows:
 - (1) The amount of the monthly benefit payable for the 12-month period commencing on the first adjustment date shall be the amount of the monthly benefit plus one and one-half percent. The amount of the monthly benefit payable for subsequent twelve-month periods shall be the amount of the monthly benefit being received on January 1 immediately preceding the adjustment date plus an amount equal to one and one-half percent of said benefit. Effective January 1, 2020, the cost of living benefit shall be two percent (2%) for all members who retire on or after January 1, 2020.

Section 4. All sections or parts of sections of the Town Code, all ordinances or parts of ordinances, and all resolutions or parts of resolutions in conflict herewith, be and the same, are hereby repealed to the extent of such conflict.

Section 5. Should this ordinance or any part thereof be declared invalid by a Court of competent jurisdiction, the invalidity of any part of this ordinance shall not otherwise affect the validity of the remaining provisions of this ordinance, which shall be deemed to have been enacted without the invalid provision.

Section 6. It is the intention of the Commission of the Town of Surfside that the provisions of this ordinance shall become and be made a part of the Code of the Town of Surfside, and that the word "ordinance" may be changed to "section," "article," or such other appropriate word or phrase in order to accomplish such intentions.

Section 7. This ordinance shall become effective upon final passage.

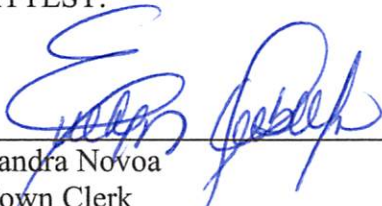
PASSED AND ADOPTED ON FIRST READING, this 10th day of December, 2019 with a 5-0 vote.

PASSED AND ADOPTED ON SECOND READING, this 14th day of January, 2020 with a 5-0 vote.



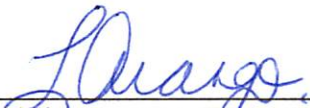
Daniel Dietch, Mayor

ATTEST:



Sandra Novoa
Town Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**



Lillian Arango, Town Attorney

Moved by: Commissioner Karukin

Second by: Commissioner Paul



MEMORANDUM

ITEM NO. 900

To: Honorable Mayor, Vice-Mayor and Members of the Town Commission
From: Guillermo Olmedillo, Town Manager
Date: April 16, 2020
Subject: Increase Lighting Plan

At the March 24, 2020 Special Commission Meeting, Town Administration was directed to provide a plan for the increase of residential street lighting.

Please find attached requested report being provided with this communication.

Reviewed by: HG/RS

Prepared by: HG



Town of Surfside Public Works Department Safer Walkability- Increased Lighting Plan

Update as of March 30th, 2020

COMMISSION DIRECTION

Create safer walkability in residential streets

LIGHTING INCREASE PLAN

Town determined based on resident concerns and field survey that lighting within the residential area is one of various deficiencies that impedes with safer walkability practices.

(Completed)

STUDY

Compose objective study to determine deficiencies in the existing lighting system

(Completed)

COMMISSION DIRECTION

Provide results of study to Town Commission with recommendations

(Completed / In progress)

DATA COLLECTION

Collect proposed lighting fixture pole data for FPL to provide cost of implementation

(April 2020)

COST

Provide collected data to FPL for agency to compose cost estimate of project

(May 2020)

COMMISSION DIRECTION

Provide all gathered pricing, recommendations and documents to the Town Commission for final direction to move forward with an agreement with FPL for the installation of additional lights. Discuss options and funding source

(June 2020)

AGREEMENT

Produce an agreement with FPL for legal review based on Town Commission direction

July 2020

IMPLEMENTATION

Implement with FPL the scope outlined in the agreement

(TBD)



Town of Surfside Commission Communication

Agenda Item # 5A

Agenda Date: July 11, 2017

Subject: Town Website

Background: The existing Town website was launched in the fall of 2012 with vendor eCity Services. Since that time the Town has refreshed the look of the site but has not had the ability to address the functionality or usefulness of the site due to limitations of the platform.

Analysis: On April 13, 2017 the Town Commission approved an Addendum to the Agreement dated October 6, 2014 between the Town of Surfside and Calvin, Giordano & Associates (CGA) and Work Authorization No. 100 to perform Information Technology, Website Hosting and Multimedia Services. The Town has an opportunity to bring this IT function back under the management of the administrative division that traditionally oversees such items for municipalities.

As technology has advanced and improved, the Town now has the opportunity to address long standing issues regarding information navigation and the responsiveness of the website (how it functions and looks on smartphones, tablets etc). In addition, a text alert function will be added to the new site. More information on the new site is provided by CGA in Attachment A. It is anticipated that the new site will go live on November 1, 2017.

Budget Impact: The creation of a new website and the implementing of data into the new site will cost \$49,500. While this initiative was not budgeted for FY2016/2017, there are sufficient funds in the operating budget to accommodate the cost of building the new website while not affecting reserves.

Other annual budgeted costs associated with the website are as follows:

- o \$899 per year for the Sitefinity annual licensing / maintenance & upgrades (presently the agreement with eCity Services is \$4325 per year)
- o \$4,995 per year would still be required for the video function (Earth Chanel)
- o \$3,000 per year additional fee for the new text alert function

The data management expenses associated with the website are covered under the Work Authorization No. 101 (See Attachment "A" to the Resolution) and with current staff duties.

The total cost of this project in the amount of \$49,500 will be funded from the following accounts:

- a) Building Services Department
 - Other Contractual Services Account No. 150-2500-524-3410 in the amount of \$24,750
- b) General Fund Executive Department
 - Other Contractual Services Account No. 001-2000-512-3410 in the amount of \$24,750

Staff Impact: Existing staff will assist CGA with the transition of information to the new site and with the ongoing data maintenance.

Recommendation: The Administration recommends that the Town Commission approve CGA Work Authorization No. 101 and authorize the expenditure of funds in the amount of \$49,500.

Stavares
on behalf of

Guillermo Olmedillo, Town Manager

Mayte O. Samuella
on behalf of

Don Nelson, Finance Director

Memo

To: Duncan Tavares, Surfside Assistant Town Manager

From: Calvin, Giordano & Associates

cc:

Date: 6/16/2017

Re: Town of Surfside Website

The goal of a municipal website should be to provide a central repository of information for residents, visitors and business owners. The website should be clean, efficient and easy to navigate by all the Town's constituents. CGAs goal is to provide website hosting services along with a highly purposeful website to assist the needs of Surfside while adhering to the latest Internet trends.

The Town's current website platform cannot meet the needs of a modern website. CGA will be able to develop a new website for the Town of Surfside, which will have a more responsive design for all devices such as mobile phones, tablets and computers. Sitefinity's content management system (CMS) improves upon the Town's current website in many ways. First, Sitefinity provides a simple to use interface with drag-and-drop features to assist the Town's staff in creating stunning page layouts. Sitefinity also allows the Town to store all its documents, images and other files in a centralized database. These files can then be grouped together by categories and be effortlessly retrieved as needed. Sitefinity can also connect to third party services such as Google Analytics to report important demographics on users who visit the Town's site. Finally, Sitefinity has a built-in notification system, eliminating the need for other sites such as Constant Contact for sending out notifications such as Town Meetings and Traffic Alerts.

In 2016, the percentage of websites viewed on mobile devices jumped to just over 51.3%. The trend has been steadily rising as a majority (over 70% in 2016) of the population of the United States owns a smartphone. More websites are being developed or re-developed to respond and conform to the device they are being viewed on. In a mobile-responsive site, the desktop view differs from the mobile view – navigation menus collapse into a simple pulldown menu, multiple columns of content shift into a "stacked" layout, fonts increase or decrease for readability and larger files such as background images may be left out to decrease the amount of data that is needed to download.

Most websites today are not written page by page. Content is dynamic and changes daily and may exist on multiple pages. The need for a cohesive brand that echoes throughout the site, a central repository for managing and displaying official documents, and an organized hierarchical page structure, which facilitates navigation, is essential for any website. This is especially true for municipal websites. Content Management Systems allow for organization and management of a central repository of page

templates, content and digital assets. Sitefinity CMS is a robust platform that offers solutions for websites, such as:

- *Platform agnostic approach* – having the ability to create pages that can be easily adapted to any platform EX:(IOS, Android, Windows, Linux, Mac).
- *User Management* – having the ability to create users and set privileges based on roles; allow specific roles to create/edit/remove content, events and dynamic content, and access administrative content.
- *Template Design Manager* – allows for different layouts for interior web pages, while maintaining a similar look and feel throughout.
- *Reusable Content Management* – offers the ability to reuse common assets, which are applied to multiple pages and content areas; rather than repeating the same information twice (or more times), the content is stored on a list and retrieved dynamically onto the page(s). This allows you to edit once and have the information propagated in every place that it appears; the content is also added via a simple “drag & drop” interface, essentially eliminating the need for coding knowledge.
- *Search Engine Optimization* – allows pages to contain certain keywords that make them visible to search engines; properly categorizing the content on a website will allow users to find you more easily and direct them to the pages and information they need.
- *Digital Asset Management* – organization and categorization of content such as departmental documents, permits, and monthly reports; images; and other dynamic content.
- *Customizable Widgets and Third-party Integration* – additional pieces of code and configurations which allow the site to be more functional and tie-in to external services, such as agenda management applications, streaming media services and online payment.
- *Content syndication* – this allows the both the Town officials and residents to subscribe to various outlets provided by Sitefinity such as text messages, emails campaigns and newsletters.

RESOLUTION NO. 17 - _____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING CALVIN, GIORDANO & ASSOCIATES, INC. WORK AUTHORIZATION NO. 101 FOR SURFSIDE WEBSITE REDESIGN; AUTHORIZING THE EXPENDITURE FROM THE 2016/2017 FISCAL YEAR BUDGET IN THE TOTAL AMOUNT OF \$49,500 FROM THE BUILDING SERVICES DEPARTMENT OTHER CONTRACTUAL SERVICES ACCOUNT NO. 150-2500-524-3410 IN THE AMOUNT OF \$24,750 AND THE GENERAL FUND EXECUTIVE DEPARTMENT OTHER CONTRACTUAL SERVICES ACCOUNT NO. 001-2000-512-3410 \$24,750 IN THE AMOUNT OF \$24,750; PROVIDING FOR APPROVAL AND AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town, pursuant to Section 287.055, Florida Statutes, solicited proposals to perform Professional General Engineering Services (“Services”); and

WHEREAS, proposals were evaluated and ranked by a Selection Committee; and

WHEREAS, on July 8, 2014, the Town Commission adopted Resolution No. 14-2245, which ratified the ranking of the Proposals and authorized the Town Manager to execute an Agreement with Calvin, Giordano & Associates, Inc. (“CGA”); and

WHEREAS, the Town Commission selected CGA to perform services on an on-going, as needed basis, and at the sole discretion of the Town and on October 6, 2014, the Town and CGA entered into an Agreement (hereinafter “Agreement”); and

WHEREAS, on February 16, 2017, the Town adopted Resolution No. 17-2421 approving an Addendum to the CGA Agreement to render additional services to perform Information Technology, Website Hosting and Multimedia Services; and

WHEREAS, the Town finds it necessary to request CGA to redesign the Town of Surfside website as set forth in Work Authorization No. 101 (Attachment “A”); and

WHEREAS, it is in the best interest of the Town to approve Work Authorization No. 101 - Surfside Website Redesign in the total amount of \$49,500.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Approval and Authorization. The Town Commission hereby approves Calvin, Giordano & Associates, Inc. Work Authorization No. 101 – Surfside Website Redesign (Attachment “A”) and authorizes the expenditure of funds from the fiscal year 2016/2017 in the total amount of \$49,500 from the Building Services Department Other Contractual Services Account No. 150-2500-524-3410 in the amount of \$24,750 and the General Fund Executive Department Other Contractual Services Account No. 001-2000-512-3410 \$24,750 in the amount of \$24,750.

Section 3. Implementation. The Town Manager is hereby authorized to take any and all action necessary to implement this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this _____ day of July 2017.

Motion by _____,

Second by _____.

FINAL VOTE ON ADOPTION

Commissioner Daniel Gielchinsky _____
Commissioner Michael Karukin _____
Commissioner Tina Paul _____
Vice Mayor Barry Cohen _____
Mayor Daniel Dietch _____

Daniel Dietch, Mayor

ATTEST:

Sandra Novoa, MMC, Town Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE TOWN OF SURFSIDE ONLY:**



Linda Miller, Town Attorney



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™

- Building Code Services
- Civil Engineering / Roadway & Highway Design
- Coastal Engineering
- Code Enforcement
- Construction Engineering & Inspection (CEI)
- Construction Services
- Data Technologies & Development
- Electrical Engineering
- Engineering
- Environmental Services
- Facilities Management
- Geographic Information Systems (GIS)
- Governmental Services
- Indoor Air Quality
- Landscape Architecture
- Planning
- Project Management
- Redevelopment & Urban Design
- Surveying & Mapping
- Traffic Engineering
- Transportation Planning
- Water / Utilities Engineering
- Website Development

June 30, 2017

Mr. Guillermo Olmedillo
Town Manager
TOWN OF SURFSIDE
9293 Harding Avenue
Surfside, FL 33154

RE: Work Authorization No. 101
Surfside Website Redesign
CGA Proposal No. 17-9227

Dear Mr. Olmedillo,

Enclosed for your review and approval is Work Authorization No. 101 for Surfside Website Redesign. The scope of the project includes Website Redesign.

The Scope of Services to be furnished under this Work Authorization includes Data Technologies & Development as shown on the attached Work Authorization.

The Basis of Compensation is a one-time fee of \$49,500.00 to be invoiced in FY2017 for Website Development Services, including re-occurring annual costs for \$8,894.00 to be invoiced in FY2018.

Sincerely,

CALVIN, GIORDANO & ASSOCIATES, INC.

Chris Giordano
Treasurer

1800 Eller Drive
Suite 600
Fort Lauderdale, FL
33316
954.921.7781 phone
954.921.8807 fax

www.cgasolutions.com

TOWN OF SURFSIDE
Surfside Website Redesign

PROJECT DESCRIPTION

1. SCOPE OF SERVICES

Calvin, Giordano & Associates, Inc. will perform the following services based on our understanding of the project requirements:

I. Professional Data Technologies & Development Services

A. Phase One

1. Design / development meeting - up to 4 hours.
2. Install Sitefinity content management system software and hosting setup.
3. Perform requirements analysis on existing website content and sitemap structure.
4. Develop desktop version design. One design concept - up to 4 hours of changes.
5. Program all desktop design templates
6. Program website widgets to include
 - Community Calendar Widget
 - Local Weather Widget
 - Emergency Management System Widget
 - Social media widget to be added at a later date based on the Town commissions direction
7. Set up all pages and menus.
8. Design home page slideshow / section headers with supporting graphics.

9. Transfer all existing content from current website

10. Quality assurance / User acceptance testing

B. Phase Two

1. Design / development meeting for mobile display

2. Design Tablet / Phone responsive version for:

- Home page
- Department pages
- Residents section
- Business section
- Government section

3. Program responsive design templates for tablet/phones.

4. Quality assurance / User acceptance testing

C. Phase Three

1. Establish content syndication for:

- Link EarthChannel application into site page
- Link WENS application into site page
- Create six email templates for:
 - Traffic Alerts
 - Weekly e-Blasts
 - Monthly Gazette
 - Employment Opportunities
 - Agenda Template
 - General Template
- Link to the Towns Bill Pay application

D. Additional Services

1. Additional Services will be billed to the Town for Services performed outside of the scope mentioned above. Additional services will require approval from Town Administrator before work is commenced. Refer to the rates listed below for all additional services.

- Director Data Technology and Development: \$165.00 hourly
- Network Administrator: \$155.00 hourly
- Sr. Application Development: \$165.00 hourly
- System Support Specialist: \$115.00 hourly
- GIS Specialist: \$125.00 hourly
- Multi-Media 3D Developer: \$115.00 hourly (web development)

2. BASIS OF COMPENSATION:

One-time fee of \$49,500.00 to be invoiced in FY2017 for Website Development Services, including re-occurring annual costs for \$8,894.00 to be invoiced in FY2018, plus any additional scope requested by the Town as per Section D above.

3. SUBMITTED

Submitted by:



Chris Giordano

Date: June 30, 2017

4. APPROVAL

Approved by:

Guillermo Olmedillo, Town
Manager

Date:



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™

April 5, 2017

Mr. Guillermo Olmedillo
Town Manager
TOWN OF SURFSIDE
9293 Harding Avenue
Surfside, FL 33154

RE: Work Authorization No. 100
Town of Surfside Information Technology, Website Hosting
and Multimedia Services
CGA Proposal No. 17-9175

Dear Mr. Olmedillo,

Enclosed for your review and approval is Work Authorization No. 100 for Town of Surfside Information Technology, Website Hosting and Multimedia Services. The scope of the project includes IT services.

The Scope of Services to be furnished under this Work Authorization includes Data Technologies & Development as shown on the attached Work Authorization.

The Basis of Compensation is lump based upon the established rates pursuant to the Professional Services Agreement between the Town and CGA, for a total not to exceed \$125,000.00.

Sincerely,

CALVIN, GIORDANO & ASSOCIATES, INC.

Chris Giordano, MSC, CCM
Treasurer

Building Code Services
Coastal Engineering
Code Enforcement
Construction Engineering
and Inspection
Construction Services
Contract Government
Data Technologies
and Development
Emergency Management
Services
Engineering
Environmental Services
Facilities Management
Indoor Air Quality
Landscape Architecture
Municipal Engineering
Planning
Public Administration
Redevelopment
and Urban Design
Surveying and Mapping
Traffic Engineering
Transportation Planning

GSA Contract Holder

1800 Eller Drive
Suite 600
Fort Lauderdale, FL
33316
954.921.7781 phone
954.921.8807 fax

www.cgasolutions.com

TOWN OF SURFSIDE

Town of Surfside Information Technology, Website Hosting and Multimedia Services

PROJECT DESCRIPTION

1. SCOPE OF SERVICES

Calvin, Giordano & Associates, Inc. will perform the following services based on our understanding of the project requirements:

I. Professional Data Technologies & Development Services

A. General Information Technology Services for Town of Surfside End-Users and Police Department

1. One On-Site full-time IT Support Technician.
 - Forty (40) hours per week , 8-5, M-F, excluding Holidays
 - Additional levels of support will be provided on an as-needed basis. Additional levels of support may include Technology Director or Network Manager to address tasks that require a higher level of expertise.
 - Additional coverage for new Police Department services will be performed remotely or on-site, whichever is most efficient or effective to resolve issues swiftly. Support staff will have the level of expertise required to complete the task.
2. Maintain current inventory of all Town owned computer and network equipment.
3. Maintain current inventory of all Town owned software licenses.
4. Identify network vulnerabilities and present solutions to the Town Administrator.
5. Monitor / Support Firewall.
 - Monitor VPN clients for mobile laptops.
6. Convert documents for Website posting.
7. Provide specs and order computers and other devices.

B. End User/Desktop Support

1. Create/Delete user accounts on network.
2. Change/Reset user passwords.
3. Troubleshoot all computer related issues.
4. Perform desktop Operating System updates and hot fixes using recommended software.

C. File Backup

1. Backup network shared files to include off-site storage & tape retention.
2. Perform backups on all network related files.
3. Monitor / Support tape backup device.

D. Network File Sharing

1. Monitor / Support network file sharing on server.
2. Train users on proper file sharing methods.

E. Network Print Sharing

1. Configure all printers for network printing.
2. Install network printers on user workstations.
3. Troubleshoot printing issues.

F. Email

1. Monitor / Support exchange server email accounts.

2. Monitor email archiving for compliance with state retention requirements.
3. Monitor / Support exchange server.

G. Procurement

1. Assist the Town on all technology purchases as approved by the Town Manager.

H. Policy

1. Implement defined security policies for all Town staff internally and remotely.

I. Broadcasting

1. Perform duties related to recording events for broadcasting.
 - Broadcasting Services to be charged at \$225.00 per event.
2. Deliver recordings on media to upload on Town's website.
3. Monitor / Support broadcasting equipment.

J. Technology Services Not Provided to the Town under this contract.

1. Support on any law enforcement related computer, software or hardware equipment that falls outside of CGA's base CJIS certification.
2. E911 / DMS system support.
3. IT services beyond the Town's normal hours of operation. Normal hours of operation determined to be 8-5, M-F, excluding Holidays.
4. Software Development
5. GIS Support

K. Multimedia Services

- 1. All multimedia services are not to exceed 20 hours per month**
- 2. Graphic Design**
 - Photo enhancement and manipulation
 - Illustration of custom web graphics and infographics
 - Assistance with publications and printed media
- 3. Website Maintenance**
 - Creation of Channel 77 slides
 - Content management of interior pages and site navigation
 - Configuration of web files
 - Custom code application via semantic HTML, CSS and Javascript
 - Email blast creation and scheduling
 - Weekly newsletter email set up and scheduling
 - Monthly Town Gazette posting
 - Users/password management
 - Analytical Reports exporting
 - Monitor SCALA system used to post Town related announcements.
 - Post and remove Town announcements as directed by Town staff.

L. Website Hosting

- 1. Hosting of the Town's website**
- 2. Storage for standard webpage content for each department**
- 3. Nightly backups of website content and database**
- 4. Daily 5x8 technical support available by e-mail or phone**
- 5. 99.9% uptime guarantee**
- 6. Remote FTP access for file uploads**

7. PCI Compliant level security
8. Load-balanced web server environment
9. Commercial datacenter, featuring redundant backup power, redundant network connectivity, and 24/7 security and support


M. Additional Services

1. Additional Services will be billed to the Town for Services performed after the normal hours of operation or for services outside of the scope mentioned above. Additional services will require approval from Town Administrator before work is commenced. Refer to the rates listed below for all additional services.
 - Director Data Technology and Development: \$165.00 hourly
 - Network Administrator: \$155.00 hourly
 - Sr. Application Development: \$165.00 hourly
 - System Support Specialist: \$115.00 hourly
 - GIS Specialist: \$125.00 hourly
 - Multi-Media 3D Developer: \$115.00 hourly (web development)

2. BASIS OF COMPENSATION:

Annual fee of \$125,000.00, plus any additional scope requested by the Town per Section M, above. Payments to be made monthly. Annual renewals will be awarded and based on the local area Consumer Price Index (CPI).

3. SUBMITTED

Submitted by: 
Chris Giordano, MSC, CCM

Date: 4/5/17

4. APPROVAL

Approved by: 
Guillermo Olmedillo, Town
Manager

Date: 4/4/17

**TOWN OF SURFSIDE
WORK AUTHORIZATION ESTIMATE DATE**

WORK AUTHORIZATION NO. 100
PROJECT NAME Town of Surfside Information Technology,
Website Hosting and Multimedia Services
CGA Proposal No. 17-9175
DESCRIPTION IT services

TITLE	RATE	HOURS/UNITS	COST
Unit	\$1.00	125000	\$125,000.00
			\$125,000.00

SUB-CONSULTANTS	COST

LABOR SUBTOTAL \$125,000.00

Reviewed by:


Guillermo Olmedillo, Town Manager

SECOND ADDENDUM TO PROFESSIONAL SERVICES AGREEMENT

BETWEEN TOWN OF SURFSIDE

AND

CALVIN, GIORDANO & ASSOCIATES, INC.

I. Background

The FBI Criminal Justice Information Services (hereinafter referred to as “CJIS”) Security Policy Version 5.6 mandates all agencies connected to the FBI CJIS systems adhere to regulation set forth within the Security Policy. Part of the Security Policy outlines directives dealing with personnel security. Included within the term “personnel” are all individuals who are utilized by criminal justice agencies to implement, deploy, and/or maintain the computers and/or networks of the criminal justice agency which are used to access FBI CJIS systems. These individuals include city/county IT personnel, and private vendors.

The subject of non-criminal justice governmental personnel and private vendors is addressed in Sections 5.1.1.4 of the CJIS Security Policy and in the Security Addendum, which can be found in Appendix H. These sections include information on documentation which should be maintained in order to remain in compliance with the Security Policy.

II. Purpose

This Management Control Agreement (Second Addendum) establishes procedures and policies that will guide the parties to comply and adhere to the CJIS Security Policy pertaining to non-governmental personnel and private vendors.

This Second Addendum (“Second Addendum”) to the Professional Services Agreement between Town of Surfside, a municipal corporation of the State of Florida (“Town”) and Calvin, Giordano & Associates, Inc. (“Consultant”), dated April 6, 2017 (“Agreement”) is made and entered into

this 26th day of September 2018, by and between the Town and Consultant. Collectively, the Town and Consultant shall be referred to as the Parties.

WITNESSETH

WHEREAS, on April 6, 2017, the Parties entered into the Agreement, whereby Consultant agrees to perform comprehensive professional data technology and development services for the Town (“Services”); and

WHEREAS, on September 26, 2018, the Parties entered into an Addendum

WHEREAS, the Parties desire to further amend the Agreement to include the Consultant’s recognition of the Federal Bureau of Investigation Criminal Justice Information Services Security Addendum as required to provide professional services to the Town of Surfside Police Department.

NOW THEREFORE, in consideration of the mutual covenants set forth in this Second Addendum the parties agree as follows:

Section 1. **Inclusion of Security Addendum.** The Agreement is hereby Amended by the inclusion of the Federal Bureau of Investigation Criminal Justice Information Services Security in this Second Addendum as follows:


See Attached Exhibit “A” (the “Security Addendum”).

Section 2. **No Further Modifications.** All other terms and conditions of the Agreement not in conflict or superseded by this Second Addendum shall remain in full force and effect as if set forth in full herein.

IN WITNESS WHEREOF, the parties hereto have accepted, made and executed this Second Addendum to the Agreement for Consultant to render additional services pursuant to the Agreement for information technology, website hosting and multi-media services (the “First Addendum”) upon the terms and conditions above stated on the day and year first above written.

Consultant:

Calvin, Giordano & Associates, Inc.
1800 Eller Drive, Suite 600
Ft. Lauderdale, FL 33316

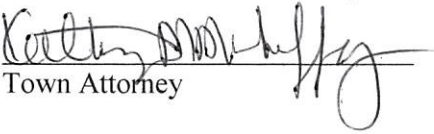
By: 

President

Attest: 

Town Clerk


Approved as to form and legality for the use
And reliance of the Town only:



Town Attorney

Town:

Town of Surfside
9293 Harding Ave
Surfside, Florida 33154


By: _____
Town Manager

**FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES
SECURITY ADDENDUM**

CERTIFICATION

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

ERIC WELLS *Eric Wells*

Printed Name/Signature of Contractor Employee

1/4/17

Date

Chris Giordano *Chris Giordano*

Printed Name/Signature of Contractor Representative

1/4/17

Date

CGA / VP

Organization and Title of Contractor Representative

**FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES
SECURITY ADDENDUM**

CERTIFICATION

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

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Jose B. Feliz / Jose B. Feliz

Printed Name/Signature of Contractor Employee

1/4/17

Date

Chris Gordon / [Signature]

Printed Name/Signature of Contractor Representative

1/4/17

Date

CGA / UP

Organization and Title of Contractor Representative

RESOLUTION NO. 17 - 2421

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING AN ADDENDUM TO THE AGREEMENT DATED OCTOBER 6, 2014 BETWEEN THE TOWN OF SURFSIDE AND CALVIN, GIORDANO & ASSOCIATES, INC. (“CGA”) TO RENDER ADDITIONAL SERVICES AS SET FORTH IN CGA WORK AUTHORIZATION NO. 100 TO PERFORM INFORMATION TECHNOLOGY, WEBSITE HOSTING AND MULTIMEDIA SERVICES; AUTHORIZING THE EXPENDITURE FROM THE 2016/2017 FISCAL YEAR BUDGET IN THE AMOUNT OF \$125,000 FROM THE GENERAL FUND, PROFESSIONAL SERVICES ACCOUNT NO. 001-2100-516-3110; PROVIDING FOR APPROVAL AND AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town, pursuant to Section 287.055, Florida Statutes, solicited proposals to perform Professional General Engineering Services (“Services”); and

WHEREAS, proposals were evaluated and ranked by a Selection Committee; and

WHEREAS, on July 8, 2014, the Town Commission adopted Resolution No. 14-2245, which ratified the ranking of the Proposals and authorized the Town Manager to execute an Agreement with CGA; and

WHEREAS, the Town Commission selected CGA to perform Services on an on-going, as needed basis, and at the sole discretion of the Town and on October 6, 2014, the Town and CGA entered into an Agreement (hereinafter “Agreement”); and

WHEREAS, the Town finds it necessary to request CGA to render Additional Services as provided in the Agreement to perform Information Technology, Website Hosting and Multimedia Services as set forth in CGA Work Authorization No. 100 (Exhibit “A”); and

WHEREAS, it is in the best interest of the Town to approve an Addendum to Agreement dated October 6, 2014 (Attachment “A”) and Work Authorization No. 100 (Exhibit “A”).

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Approval and Authorization. The Town Commission hereby approves the Addendum to render Additional Services as set forth in CGA Work Authorization No. 100 to perform Information Technology, Website Hosting and Multimedia Services (Attachment “A”

and Exhibit "A") and authorizes the expenditure of funds from the fiscal year 2016-2017 in the amount of \$125,000 from the General Fund, Professional Services Account No. 001-2100-516-3110.

Section 3. Implementation. The Town Manager is hereby authorized to take any and all action necessary to implement this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 16th day of February 2017.

Motion by Commissioner Karukin,

Second by Commissioner Paul.

FINAL VOTE ON ADOPTION

Commissioner Daniel Gielchinsky	<u>yes</u>
Commissioner Michael Karukin	<u>yes</u>
Commissioner Tina Paul	<u>yes</u>
Vice Mayor Barry Cohen	<u>yes</u>
Mayor Daniel Dietch	<u>yes</u>



Daniel Dietch, Mayor

ATTEST:


Sandra Novoa, MMC, Town Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE TOWN OF SURFSIDE ONLY:



Linda Miller, Town Attorney

ADDENDUM

**TO AGREEMENT DATED OCTOBER 6, 2014 BETWEEN THE TOWN OF SURFSIDE
AND CALVIN, GIORDANO & ASSOCIATES, INC.**

This Addendum to the Agreement dated October 6, 2014 between the Town of Surfside ("TOWN") and Calvin, Giordano & Associates, Inc. ("CGA") is entered into this _____ day of _____ 2017, by and between the TOWN and CGA.

RECITALS:

WHEREAS, the TOWN, pursuant to Section 287.055, Florida Statutes, solicited proposals to perform Professional General Engineering Services ("Services"); and

WHEREAS, proposals were evaluated and ranked by a Selection Committee; and

WHEREAS, on July 8, 2014, the Town Commission adopted Resolution No. 14-2245, which ratified the ranking of the Proposals and authorized the Town Manager to execute an Agreement with CGA; and

WHEREAS, the Town Commission selected CGA to perform Services on an on-going, as needed basis, and at the sole discretion of the Town; and

WHEREAS, on October 6, 2014 the TOWN and CGA entered into an Agreement (hereinafter "Agreement"); and

WHEREAS, pursuant to the Agreement at Section 3 "Additional Services," the TOWN finds it necessary to request CGA to render Additional Services as set forth in CGA Work Authorization No. 100 to perform Information Technology, Website Hosting and Multimedia Services (Exhibit "A"); and

WHEREAS, no other terms or conditions of the Agreement dated October 6, 2014 shall be negated or changed as a result of this Addendum.

NOW, THEREFORE, in consideration of the mutual covenants set forth in this Addendum, the parties hereby agree as follows:

1. The above recitals are true and correct and are incorporated herein and made a part hereof as if fully set forth herein.
2. The TOWN finds it necessary to request CGA to render Additional Services as set forth in CGA Work Authorization No. 100 to perform Information Technology, Website Hosting and Multimedia Services (Exhibit "A").

3. No other terms or conditions of the Agreement dated October 6, 2014 shall be negated or changed as a result of this Addendum.

IN WITNESS WHEREOF, the Parties, intending to be legally bound, hereby have executed this Addendum as of the date set forth.

TOWN OF SURFSIDE

By: _____
Guillermo Olmedillo, Town Manager

CALVIN, GIORDANO & ASSOCIATES, INC.

By: _____
Dennis J. Giordano, President

ATTEST:

Sandra Novoa, MMC, Town Clerk

**APPROVED AS TO FORM AND LEGALITY
FOR THE USE OF THE TOWN OF SURFSIDE ONLY:**

By: _____
Linda Miller, Town Attorney



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™

February 1, 2017

Mr. Guillermo Olmedillo
Town Manager
TOWN OF SURFSIDE
9293 Harding Avenue
Surfside, FL 33154

RE: Work Authorization No. 100
Town of Surfside Information Technology, Website Hosting
and Multimedia Services
CGA Proposal No. 17-9175

Dear Mr. Olmedillo,

Enclosed for your review and approval is Work Authorization No. 100 for Town of Surfside Information Technology, Website Hosting and Multimedia Services. The scope of the project includes IT services.

The Scope of Services to be furnished under this Work Authorization includes Data Technologies & Development as shown on the attached Work Authorization.

The Basis of Compensation is lump sum based upon the established rates pursuant to the Professional Services Agreement between the Town and CGA, for a total not to exceed \$125,000.00.

Sincerely,

CALVIN, GIORDANO & ASSOCIATES, INC.

Chris Giordano, MSC, CCM
Treasurer

- Building Code Services
- Coastal Engineering
- Code Enforcement
- Construction Engineering and Inspection
- Construction Services
- Contract Government
- Data Technologies and Development
- Emergency Management Services
- Engineering
- Environmental Services
- Facilities Management
- Indoor Air Quality
- Landscape Architecture
- Municipal Engineering Planning
- Public Administration
- Redevelopment and Urban Design
- Surveying and Mapping
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TOWN OF SURFSIDE

Town of Surfside Information Technology, Website Hosting and Multimedia Services

PROJECT DESCRIPTION

1. SCOPE OF SERVICES

Calvin, Giordano & Associates, Inc. will perform the following services based on our understanding of the project requirements:

I. Professional Data Technologies & Development Services

A. General Information Technology Services for Town of Surfside End-Users and Police Department.

1. One On-Site full-time IT Support Technician.

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- GIS Specialist: \$125.00 hourly
- Multi-Media 3-D Developer: \$115.00 hourly (web development)

2. BASIS OF COMPENSATION:

Annual fee of \$125,000.00, plus any additional scope requested by the Town per Section M, above. Payments to be made monthly. Annual renewals will be awarded and based on the local area Consumer Price Index (CPI).

3. SUBMITTED

Submitted by: 
Chris Giordano, MSC, CCM

Date: 2/1/17

4. APPROVAL

Approved by: _____
Guillermo Olmedillo, Town
Manager

Date: _____

**TOWN OF SURFSIDE
WORK AUTHORIZATION**

WORK AUTHORIZATION NO. 100
PROJECT NAME Town of Surfside Information Technology,
Website Hosting and Multimedia Services
CGA Proposal No. 17-9175
DESCRIPTION IT services

POSITION	COST
Onsite IT General Support	\$37,852.03
Onsite IT PD Support	\$56,778.05
Off Site Network Admin	\$10,369.92
Multi-Media 3-D Developer	\$20,000.00
\$125,000.00	

SUB-CONSULTANTS **COST**

LABOR SUBTOTAL **\$125,000.00**

Reviewed by: _____
Guillermo Olmedillo, Town Manager

e-City Services

P.O. Box 197267

Winter Springs, FL 32719

407-312-2995

Randy Perry, President

Fax: 425-671-8137

Email: randy@e-cityservices.com



Proposal for Virtual Town Hall Content Management Based Website Design, Development & Application Hosting Services

Town of Surfside
March 13, 2012

e-City Services LLC

P.O. Box 197267, Winter Springs, FL 32719
Phone: 407-312-2995 (fax) 425-671-8137

e-City Services LLC is a registered Florida Corporation and licensed franchisee of
Virtual Town Hall Holdings LLC

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e-City Services LLC

10000 E. Bay Street, Suite 200, Jacksonville, FL 32217
904.241.1234

**e-City Services LLC is a registered Florida Corporation and licensed franchisee of
Virtual Town Hall Holdings LLC**

Existing Site Analysis

The existing Town of Surfside site is a hybrid 1 - 2 column design; with horizontal cascading navigation in the banner, Quick Links in top of left navigation column; an introduction and photo in top center column, and news bulletins in center column below 2 column design.

The top banner navigation elements are consistent throughout the website. Most of the site is made up of PDF files with very little description or contact information on department or service pages.

The site contains approximately 50 text pages, which may contain images or additional links. It also contains approximately 1,400 PDF files and 200 Windows media video files. Video files are not indexed and are extremely large.

Because of the number of PDF and video files, should the Town select e-City Services to redevelop its website it is recommend all content from the existing site be provided on digital media as the simplest and most cost effective way to create new content.

The site contains an embedded video file link on the home page to a YouTube file, along with an embedded "weather bug" provided by Superpages.com.

Virtual Town Hall Holdings LLC

*10000 Biscayne Blvd, Suite 1000
Miami, FL 33138*

**e-City Services LLC is a registered Florida Corporation and licensed franchisee of
Virtual Town Hall Holdings LLC**

ECS/VTH Features Summary

Standard Features

- ✚ **Custom Designed Website**
- ✚ **Global Style Sheets & Navigation**
- ✚ **Windows®-like Content Management**
- ✚ **Email Posting of News, Newsletters, Blogs, etc**
- ✚ **Email Subscriber Service/RSS Feeds**
- ✚ **Multiple Web Calendars**
- ✚ **Google® Urchin® Online Web Stats**
- ✚ **User Level Security**

VTH Data Center Specifications

- Multiple 10 Gigabit per second geographically diverse uplinks for internet access.
- APC Netshelter VX racks (19' wide X 42" deep 4 port enclosures).
- Redundant power circuits delivery to each rack via fully manageable APC power strips.
- Multiple redundant APC Infrastructure UPS systems scalable to meet customers needs.
- Redundant APC Network AIR FM HVAC units for cooling and humidity control.
- Dual Fire Suppression provided by industry-standard FM-200 system.
- Industry standard 18" raised floor.

Data Center Security

- 24 hour surveillance provided by the data center's Division Network Operations Center (DNOC) via two-way audio/video cameras
- One main security entrance into the data center
- Physical keycode access required for access into the data center
- Photo secure card ID badges required for access into the data center
- Physical access logging at the data center

Data Center System Testing/Logging and Network Monitoring

- All network monitoring is done by the data center's DNOC in Portland, ME
- All backup power and fire suppression equipment is inspected and tested at regular service intervals
- All HVAC, UPS systems and the diesel powered generator are monitored via IP

Servers, Firewall, and Spam Filter

- Dual Fortigate 300a redundant firewall appliances for full service gateway and intrusion protection.
- Dual Dell 6248 48-port Gigabit Ethernet Layer 3 switches for service / datastore segregation, failover, and maintenance of multiple internal network schemes.
- One 3Com 5500G-EI 48-port Gigabit Ethernet Layer 3 switch for redundant failover.

e-City Services LLC

P.O. Box 191267, Winter Springs, FL 32719
Phone: 407.964-1623 (Fax) 407.611-8111

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- Dual Barracuda (800/400) Spam Firewall appliances for inbound mail processing and filtering.
- One Barracuda 400 Spam Firewall appliances for outbound mail processing and filtering.
- Three external nameserver applications and one internal nameserver application for multipoint failover.
- Dual Barracuda 340 load balancers for selected shared resource allocation.
- Dell Blade Enclosure (cap. 16) w/ M1000e Blades configured as RAID-7 for service application hosting.
- Four Dell PowerEdge 2950 multiprocessor servers for redundant PHP/SQL application hosting, static resource hosting, and shared resource hosting.
- One NetApp FAS270 w/ dual SB1250 Gigabit Ethernet Controllers and two shelves of 144 GB SCSI – Fiber Channel drives (2.4 TB) for high-availability network data storage and snapshots.
- Dual HP 1200 (9/9 TB) servers for network data storage and snapshots.
- One LTO2 SCSI and one LTO4 SAS tape backup drives for off-site storage of disaster recovery data.
- VMWare virtualization for all non-native virtual service application instances.
- Redundant internal/external network uptime monitoring software with automated, multipoint notification and paging monitored 24/7/365.
- Google Analytics Urchin statistics monitoring application for all HTTP service delivery.

Virtual Town Hall Holdings LLC

10000 E. Southwestern Blvd., Suite 100
 Jacksonville, Florida 32256

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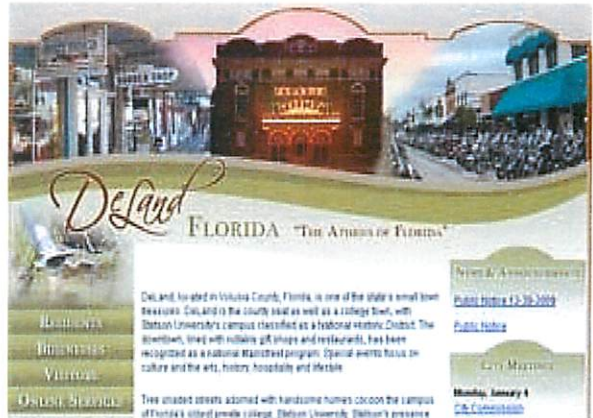
Proposed Services

Specifications: e-City Services LLC will design and build a new custom designed website using the Virtual Town Hall Content Management System. It will incorporate cascading style sheet technology to make management of content by Town staff simple and timely.

ECS will provide hosting and end user customer support services, including unlimited office hour telephone and instant messaging/chat, access for users to the online support and documentation website, and access for users to the free online training webinars.

Custom Design: ECS will provide custom design services for a new website to be hosted on VTH servers. The Town may select a design from amongst the portfolio of current client sites provided by VTH, or may select a unique design from other sites on the Internet.

The home page may be one, two or three columns and may contain up to three dynamic content areas (calendars or bulletin boards).



Banner:

The design presented is not intended to reflect a final design, but simply an example to highlight the features of the ECS/VTH content management system. Any number of images may be incorporated into the banner, either as a blended collage or as picture frames. Should you choose a picture frame design you will be able to change the pictures in the frames whenever you like.

Navigation

Primary site navigation can be vertically in the left navigation column or horizontally within the banner, with or without cascading navigation. Website will be accessible via mobile but will not be formatted specifically.

Emergency Banner



The Emergency Banner is a dynamic section of your website that does not appear if there are no emergency notices posted. Posting an emergency notice is as simple as sending an email. We provide you with a special email address/box, and when designated authorities send an email to that address the subject of the email message appears above the center section of your home page in a contrasting color to attract attention. When a visitor clicks on the banner link the body of the email message will appear in the center of the page with full branding and site navigation elements. Whenever a new email is sent it replaces the old message title in the banner, thus giving you a simple, yet effective way to keep the public informed of critical situations.

e-City Services LLC

P.O. Box 191267, Winter Springs, FL 32719
Phone: 407-964-1623 (fax) 407-611-8113

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Each message is archived in the mailbox to provide a chronology of notices. **To make it even more effective, you can update your emergency banner by sending an email directly from your iPhone, Blackberry® or other web-enabled PDA.**

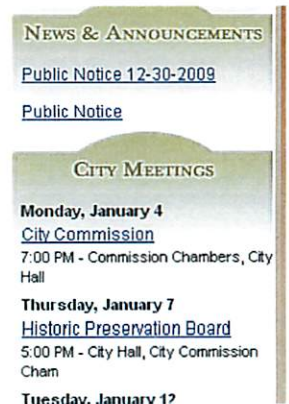
Rotating Images

Should you desire, we can implement a rotating image functionality that allows you to add new photos to the site at any time that will cycle through the home page on a timed basis. The content management system does not allow for more than one rotating image per page. Departments may choose to have their own rotating images on their home page or a separate rotating photo gallery. It is not recommended that you include rotating banners with rotating photo galleries.

Dynamic Content

Bulletin Boards

Included in the design of the site are a number of areas where content can be added dynamically. For instance, **City News, Recreation News, City Manager's Blog, RFPs, etc.** are all updated by simply sending an **email message** to a specially designed email box that becomes a part of your website. You can designate who has the authority to send email to the respective addresses. Designated contributors can use existing City email as a way to update their sections. As new email is received, the most recent posting appears at the top of the dynamically generated listing (City News). **All news topics can be email or RSS subscribable if desired.**



The screenshot shows a sidebar with two main sections. The top section is titled 'NEWS & ANNOUNCEMENTS' and contains two links: 'Public Notice 12-30-2009' and 'Public Notice'. The bottom section is titled 'CITY MEETINGS' and lists three meetings: 'Monday, January 4' for the 'City Commission' at 7:00 PM in Commission Chambers, City Hall; 'Thursday, January 7' for the 'Historic Preservation Board' at 5:00 PM in City Hall, City Commission Cham; and 'Tuesday, January 12'.

Calendars

In addition you can have multiple web calendars for keeping track of City Events, community events, recreation programs and even facilities availability. Updating your calendar is just like updating your Outlook® calendar. When you create a new event you can determine when it starts and stops (if applicable), where the meeting will be held and even include a schedule of events or the agenda of the meeting. When applicable you can insert links into the event so visitors can get more information about the event (meeting agendas).

For recurring meetings you can repeat each meeting until the end of the year and even change individual events when needed without affecting the entire schedule.

Your home page calendar can include a mini-calendar with clickable links for any day with events, and a description of any events that occur on that day right below the mini-calendar. By clicking the **MORE** link on the calendar you can view the entire month of events, and by clicking a **Printable View** link you can eliminate navigation and background colors for use on bulletin boards or within other applications.

e-City Services LLC

P.O. Box 18267, Winter Springs, FL 32719
Phone: 407-964-1623 (fax) 425-671-813

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Video Streaming

ECS will include archived media streaming services for Commission meetings and other community related videos. Archived meeting videos can be **indexed to the meeting agenda** to make it easier for staff and residents to easily review discussions and actions taken during a meeting without downloading the entire meeting video file.



Content Collection/Development: ECS will convert content from the existing site as well as content provided by the City in electronic format into the VTH content management architecture. **Included in this proposal is 100 pages of general web page content in electronic format, plus an additional 1,600 files as Adobe Acrobat PDF files and Windows® media files**, including minutes for the Town Commission and designated Citizen Advisory Boards, as well as downloadable forms. **Provision for up to 50 photos is also included for either department pages or slide shows.**

Below is an example of the typical content we will build into your new website:

- Department Pages (home page, staff listing, FAQs, mission statement, fees, downloadable forms and miscellaneous pages)
- Town Commission (home page, bio for each member, postable agendas & minutes folders, & individual minutes pages posted for up to 2 years)
- Boards & Commissions (home page with description of duties & responsibilities, members & terms of office, postable agendas & minutes folders, and minutes for up to 2 years)
- Online Simple Citizen Comment form with archiving
- Online Board Volunteer Application form with archiving
- Newsletters in PDF format
- Photo slide shows or "PowerPoint-like" web presentations

Navigation Development: Once the content on the site is complete ECS will make "best practices" recommendations for navigation, including global navigation cascading style sheets, citizen centric navigation for residents, businesses and visitors, and expanding navigation for departmental links.

Bread Crumb Navigation: Each page below the home page may include "bread crumb" navigation links based on the hierarchical structure of the site to make it easier for visitors to find similar pages when searching for content on your site.

Email/RSS Subscriber Services:

VTH hosted application services will provide up to ten (10) bulletin board topics to which citizens may subscribe in order to receive an **email blast** or RSS feed of posted notices or agendas.

e-City Services LLC

P.O. Box 19 26 , Winter Springs, FL 32719
Phone: 407.964-7623 (fax) 425.671.8137

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Third Party Web Applications: e-City Services will provide graphics for links to third party web applications e.g. Building/Code Enforcement software.

Onsite Training

In order for any site to be effective it must be constantly updated. Each entity that has a need to update content on a regular basis will have an individual trained to do so. The web site should be considered an extension of customer services, and by such, each department will reap the benefits of increased traffic to the site. We have included training for up to 6 authorized content managers. It should be noted that content management users will not have any ability to change the global cascading style sheets designed for the site or the site banner.

During training, each authorized user will have hands on experience in updating existing pages, creating new pages, making links and working with downloadable PDF files. **The equivalent of one (1) day of onsite training** is included in this proposal

Testing

Prior to launch ECS will review the site in its entirety, looking for broken links, formatting anomalies and incomplete sections, and will test the site using **MS Internet Explorer, Mozilla Firefox, Safari, Opera and Google Chrome** browsers. Additionally the site will be checked to assure Priority 1 level compliance with Section 508 of the Americans with Disability Act.

Prior to going live a report will be provided to the City of all missing content and a decision will be made as to whether to add content or delete the links until content is available.

Site Launch

ECS will assist City staff in repointing the DNS records to activate the new site. Each entity's existing domain will be used to redirect the browser to that section of the common website. Should the City choose, ECS can provide DNS hosting services without affecting other hosted application services, such as email. There is no additional charge for DNS hosting.

Post Implementation Review

e-City Services LLC will review the site within the first month after the live date to determine how much additional content is needed, based on best practices, and to give each department additional guidance and a road map to achieving a first rate site.

e-City Services LLC

10000 E. US Highway 1
Suite 100
Orlando, FL 32817
407.253.1111

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VTHQA Citizen Request Management: It should be noted here that Virtual Town Hall and GovQA have established a strategic business partnership to bring additional value to both of our client bases. The following optional services will be provided by GovQA.

Knowledge Base- Allows citizens to receive auto answers to frequently asked questions and allows them to submit new questions. This saves the city from answering redundant phone calls and emails while delivering a consistent answer to all questions for all citizens. This also includes a dynamic top ten FAQ's section that changes automatically as events change in your city.

Service Request- Allows citizens the ability to submit any type of service request to the city. Each customized service request is set up with work flow rules, escalation rules, and auto-routing capabilities.

Citizen Login- Allows Citizens the ability to have a personal login on the website where they can monitor and communicate on all issues they may have in the system.

Reporting capabilities- Allows the staff the choice to run reports on any data captured. We offer 30 standard reports and give you the tools and training to create new reports. (i.e. On what street in the city does the most graffiti take place.)

City of DeLand Action Center

Support Home Find Answers Ask a Question Make Request My Action Center

Use this page to find answers from our list of frequently asked questions (FAQs). To search for a specific topic, just enter a word, phrase or question in the Search for box, below right. If you can't find your answer among these FAQs, or if you'd like to send in a specific question, visit our Ask a Question page.

Category:

Sub-Category:

Search for:

Description	Category
How do I get fingerprinting done?	Police Department
How can I lease a T-Hangar?	Airport
What are the current rates for T-Hangars?	Airport
Do the City Commissioners and/or Mayor receive compensation?	City Commission
Where and how do I pay a parking ticket?	Parking Services
Who are my City Commission members?	City Commission
How do I obtain a copy of a police or accident report?	Police Department
Is it possible to buy the fire station?	

e-City Services LLC

P.O. Box 19767, Winter Springs, FL 32719
 Phone: 407.964-1623 (fax) 407.971.8133

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Optional Services

Live Video Streaming

The latest form of open government, with live video streaming services you can reach constituents over the internet and provide them with access to important municipal meetings they may not be able to attend in person or view over your cable access channel. Regardless of whether they are full time citizens or seasonal residents they will now be able to be kept informed of what's going on in town in order to make important decisions that may affect their lives and property values in a different part of the country

- 📺 Turnkey digital encoders for live streaming video
- 📺 Audio simulcast for low bandwidth and mobile users
- 📺 Multiple player formats to accommodate all applications (320, 480 & 640 widths)

Nationwide Payment Solutions (HSBC):

- 📺 On-line payment system allowing citizens to pay utility bills and other ad hoc payments online using credit cards and e-checks.

e-City Services LLC

P.O. Box 181267, Winter Springs, FL 32719
Phone: 407-964-1873 (fax) 407-611-8111

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Pricing - Proposed Services

Website Development Project

- | | | |
|--|---------|--|
| 1. Custom Website Design..... | \$2,650 | |
| Optional: Additional Department Banner Development..(\$250 each)* | | |
| 2. General Department Content Development (100 pages)..... | \$750 | |
| 3. PDF & .WMX Content Development (1,600 documents)..... | \$6,000 | |
| 4. Onsite Training (equivalent of 1 day)..... | \$1,250 | |

Hosted Application Services (Annual Fees)	\$4,200
--	----------------

- | | |
|---|--|
| 1. Website Hosting,
Content Management Services License & Support Fees
(Includes unlimited telephone customer support for 6 authorized users) | |
|---|--|

VTHQA Citizen Request Management

- | | | |
|---|---------|---------|
| Initial Setup & Training (separate from website training) | \$4,500 | |
| Annual Hosted Application Services & Support | | \$3,180 |

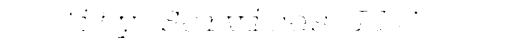
Optional Services

Live Media Streaming Services

- | | | |
|--|---------|---------|
| Initial Set Up | \$500 | |
| Digital Encoder (Optional) | \$4,995 | |
| Additional Annual Live Streaming/Year | | \$1,200 |
| Server Side Record & Real-time Indexing / Year | | \$3,000 |

Nationwide Payment Solutions*

- | | | |
|----------------------------------|----------------|--|
| Initial Set-up | \$100 | |
| Annual Fee (depending on volume) | \$1,80 - \$300 | |
| Per Transaction Fee | 3% | |
| Annual PCI Compliance Fee | \$100 | |


 e-City Services LLC
 10000 W. 11th Avenue, Suite 100, Denver, CO 80202
 Phone: (303) 750-1100 Fax: (303) 750-1101

**e-City Services LLC is a registered Florida Corporation and licensed franchisee of
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e-City Services Municipal References:

City of Oldsmar <http://www.MyOldsmar.com>

(Blended rotating banner)
Holly LiBaire, Public Information Officer
Phone: (813) 749-1140
hlibaire@myoldsmar.com

City of Deland <http://www.DeLand.org>

(Rotating non-rectangular banners, non-rectangular footer, Google® search, extensive citizen centric navigation links)
Greg Whidden, IT Manager
Phone: (386) 626-7088
whiddeng@deland.org

City of Deltona <http://www.deltonafl.gov>

(Horizontally cascading banner navigation, persistent department navigation links)
Joyce Kent, City Clerk
Phone: (386) 878-8500
jkent@deltonafl.gov

Town of Ponce Inlet <http://www.ponce-inlet.org>

(Non-rectangular banner, rotating photo gallery on home page, live audio streaming & on demand services)
Dan Scales, Fire Chief
(386) 322.6720
dscases@ponce-inlet.org

e-City Services LLC

P.O. Box 197267, Winter Springs, FL 32119
Phone: 407.964-1623 (fax) 407.964-1811

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Appendix

Website Analysis

December 11, 2011

Home Page: Hybrid 1 - 2 column design; horizontal cascading navigation in the banner, Quick Links in top of left navigation column; introduction and photo in top center column, news bulletins (79 PDF files) in center column below 2 column design.

Quick Links

Town Meetings & Agendas: Defaults to 2010 meeting agendas for Commission (includes votes and packets) and Planning & Zoning, plus Miscellaneous meetings (65 PDF files).

2011 Meetings - 64 PDF files

2009 - 53 PDF files

2008 - 48 PDF files

2007 - 32 PDF files

Meeting Videos (not indexed)

2011 - 19 Windows Media Player (.wmx) files

2010 - 42 .wmx files

2009 - 44 .wmx files

2008 - 41 .wmx files

2007 - 13 .wmx files

Resolutions

2011 - 67 PDF files

2010 - 77 PDF files

2009 - 25 PDF files

2008 - 39 PDF files

2007 - 48 PDF files

2006 - 19 PDF files

2005 - 24 PDF files

2004 - 22 PDF files

2003 - 21 PDF files

2002 - 12 PDF files

2001 - 19 PDF files

2000 - 25 PDF files

Minutes

2011 - 20 PDF files

2010 - 32 PDF files

2009 - 19 PDF files

2008 - 18 PDF files

Ordinances

2011 - 18 PDF files

2010 - 22 PDF files

City of Gainesville

City of Gainesville, Florida
1000 University Blvd., Suite 100
Gainesville, FL 32601-1000

2009 - 25 PDF files
2008 - 19 PDF files
2007 - 23 PDF files
2006 - 10 PDF files
2005 - 4 PDF files
2004 - 5 PDF files
2003 - 12 PDF files
2002 - 11 PDF files

Reports & Agreements - 6 PDF files

Procurement Opportunities: See below

Public Records: See above

Surfside Police Department: See Town Services below

Monthly Surfside Gazette

2011 - 12 PDF files
2010 - 12 PDF files
2009 - 12 PDF files
2008 - 12 PDF files
2007 - 12 PDF files
2006 - 12 PDF files
2005 - 12 PDF files
2004 - 12 PDF files

Calendar: Interactive calendar with clickable links to PDF file of public notice.

Documents & Forms: index page of forms with links to 48 PDF files

Procurement Opportunities: None listed

Human Resources: Text page with job opening descriptions.

Surfside Tourist Bureau: Link to separate website

FDOT Lane Closure: Link to separate website

Banner Navigation

Town Officials

Mayor Dietch: Biography, text with photo
Vice Mayor Graubart: Biography, text with photo
Commissioner Olchyk: Biography, text with photo
Commissioner Karukin: Biography, text with photo
Commissioner Kopelman: Biography, text with photo
Town Manager Carlton: Biography, text with photo
Town Attorney Dannheisser: Biography, text with photo

Town Services

Town Attorney: text page, link to Ethics Memo (PDF)
Building & Zoning: text page
Finance: text page with links to check registers (43 PDF files), Budget Reports (9 PDF files), CAFRs (7 PDFfiles) & Fund Balances (PDF)
Fire & Rescue: landing page with link to Miami Dade Fire Department website
Human Resources: Same as above

Virtual Town Hall

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Parks & Recreation: text page with links to 18 additional PDF files
Planning: index page to 14 PDF files
Public Works: text page with Links to other sites; 6 PDF files
Tourist Bureau: Landing page with link to other website
Police: text page with 12 additional links/pages plus:
 Crime Reports: separate website
 Department News: listing of posted news articles
 Employment Application - PDF
 Explorers - PDF
 Police Stats: 38 PDF files
 Monthly Bulletin - 24 PDF files
 Officer of the Month - 26 PDF files
 Organization Chart - PDF
 Traffic Crash Report: link to separate website
Utility: landing page with PDF file for Water/Sewer explanation of charges

Information

Board Info: text page with list of boards and membership
Calendar: see above
Contact Your Representatives: text page
Documents & Forms: see above
Election Info: text page with links to 2 PDF files
History of Surfside: text page
Hurricane Preparation: link to separate website
Organization Chart: blank page
Photo Gallery: 28 links to Picasa website
Public Records: see above
Surfside Gazette: see above
Town Code: link to Municode site
Town Hall: text page
Town Meetings & Agendas: see above
Town Meeting Videos: see above
Transportation: text page with image of transportation schedule and link to Miami-Dade website
Useful Links: text page with additional links

Contact Us: text page

City of Surfside, FL
11111
11111
11111

e-City Services LLC Service Agreement

e-City Services (ECS) will provide the Town of Surfside (Town) with the following services:

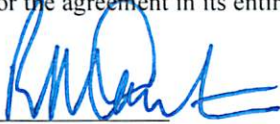



- **Create a custom designed website using the Virtual City Hall (VTH) content management system.**
- **Standard content development may include any of the following:**
 - Department Pages (home page, staff listing, FAQs, mission statement, fees, downloadable forms and miscellaneous pages)
 - Town Commission (home page, bio for each member, & meeting minutes.)
 - Boards & Commissions (home page with description of duties & responsibilities, members & terms of office, and minutes)
 - Town Newsletters in PDF format
 - Commission & Board Minutes in PDF format
 - Comprehensive Plan
 - Recreation Rules & Programs
 - Photo slide shows or "PowerPoint-like" web presentations
 - Non-indexed existing video files

Note: For purposes of this agreement we will provide a total of 100 pages of standard web page content development plus 1,600 files of Adobe Acrobat PDF and Windows Media WMX development. Additional content may be added by Town staff subsequent to training. Additional content development above the designated pages will incur additional charges at \$125 per hour. Should you choose to contract for additional page development during the project additional project expenses can be estimated upon review of the scope of the project and the specific files and formats involved

- **Provide VTH services, including**
 - Hosting services for the Web site, including nightly backup and offsite storage
 - Storage for standard page content for each department not to exceed 3GB
 - Email postable news/bulletin boards with unlimited document storage
 - E-mail Subscriber service for email postable news/notices topics
 - Unlimited Meeting & Event calendars
 - Monthly online statistical report of Web site traffic
 - FirstClass software licenses for each authorized user
 - Up to 800 hours of archived, video on demand storage (80GB)
 - Telephone customer support from 9:00AM to 5:00PM, Monday through Friday, Eastern Time, excluding national holidays

For the agreement in its entirety please refer to all sections listed here and above.


Authorized Agent (initials)


Randy Perry (initials)

Digitally signed by Randy Perry
DN: cn=Randy Perry, ou=City
Services LLC, ou=
email=randy@e-cityservices.com
c=US
Date: 2012.03.15 12:24:48 -0400

e-City Services LLC

P.O. Box 197267, Winter Springs, FL 32719
Phone: 407.964-1623 (fax) 425.611.8131

e-City Services LLC is a registered Florida Corporation and licensed franchisee of
Virtual Town Hall Holdings LLC

ECS will invoice the Town for the following:

Website Development Project

- 5. Custom Website Design..... \$2,650
- Optional:** Additional Department Banner Development..... \$250 each
- 6. General Department Content Development (100 pages)..... \$750
- 7. PDF & WMX Content Development (1,600 files)..... \$6,000
- 8. Onsite Training (1 day equivalent)..... \$1,250
- 9. Hosting & Authorized User License Fees & Support \$350 per month & Standard Customer Support Services (6 user license & support)

There will be no additional charges for customer support or volume of Web site activity. Town employees using VTH services will need an Internet connection. They will not need to have any greater technical skills than word processing, general knowledge of the Internet, Internet browser software, and e-mail. In the event the Town should choose not to renew services upon the anniversary date of the agreement, ECS will make available a complete HTML version of the website at no additional cost, with the exception of nominal costs for media and shipping.

NOTE: The features, services and prices quoted in this agreement will be honored until March 16, 2012. The term of this agreement is one year from the "live date" and is renewable for additional one to three year terms at then current pricing.

Terms of Payment:


- 1. Down payment of \$1,000 for the website design is due with this agreement.
- 2. Payment for the balance of the website design will be due upon acceptance of the design by the Town
- 3. Payment for Content Development is due upon receipt of invoice prior to Onsite Training.
- 4. Payment of \$1,250 for Onsite Training is due upon receipt of invoice following the Training.
- 5. Annual Hosted Application Services, License and Customer Support Fees are billed after the completion of the Training and are due upon receipt of invoice. The effective live date shall be the first day of the second calendar month following training.


Customer Requirements

It is the responsibility of the Town to provide all content in mutually agreeable format in a reasonable time. Content from the current website will only be developed upon specific instructions from the Town staff responsible for that content. Delays in receipt of content will affect the timing and performance of the implementation. Additional expenses incurred by e-City Services due to delays by the customer will be billed at cost.

**Town of Surfside
9293 Harding Avenue
Surfside, FL 33154**

**e-City Services LLC
P.O. Box 197267
Winter Springs, FL 32719**

 3/26/12
 (Signature) (Date)
ROGER M. CARLTON
 (Name)
SURFSIDE TOWN MANAGER
 (Title)

 03/16/20
 Digitally signed by Randy Perry
 DN: cn=Randy Perry, o=e-City Services LLC, ou, email=randy@e-cityservices.com, c=US
 Date: 2012.03.16 12:24:36 -0400
 Randy Perry (Date)
 President

e-City Services LLC
 P.O. Box 197267, Winter Springs, FL 32719
 Phone: 407.966-1673 (fax) 407.611-8131

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ADDENDUM TO AGREEMENT
Between
e-CITY SERVICE, LLC. AND THE TOWN OF SURFSIDE, FLORIDA.

This ADDENDUM TO THE SERVICE AGREEMENT AND PROPOSAL, (collectively, "AGREEMENT"), is made and entered into this fourteenth day of March, 2012, by and between e-City Services LLC, his/her HEIRS, SUCCESSORS, DEVISEES, AGENTS, ASSIGNS, REPRESENTATIVES and INTERESTS (hereinafter "ECS") and the Town of Surfside, including, without limitation, any and all of its agencies, boards, the Town of Surfside and commissions, their insurer(s), officers, directors, employees, representatives, and agents, (hereinafter the "Town").

WHEREAS, ECS intends to provide website development and maintenance services; and

WHEREAS, the services to be provided are detailed on the ECS proposal and agreement (attached as exhibit "A").

NOW, THEREFORE, in exchange for the mutual promises contained herein, the parties agree as follows:

Terms and Conditions

1. **Addendum Controlling.** In the event there is a conflict between the terms and conditions of the Addendum and of the Service Agreement, ECS's proposal, or any attachments, exhibits or amendments thereto and this Addendum, this Addendum shall control.
2. **Hold Harmless and Indemnification.** For other good and valuable consideration the receipt and adequacy of which is hereby acknowledged, ECS agrees to indemnify, defend and hold harmless, the Town, its officers, agents, and employees from, and against any and all claims, actions, liabilities, losses and expenses including, but not limited to, attorney's fees for personal, economic or bodily injury, wrongful death, loss of or damage to property, at law or in equity, which may arise or may be alleged to have risen from the negligent acts, errors, omissions or other wrongful conduct of the ECS, agents or other personnel entity acting under ECS's control in connection with the ECS's performance of services under this Agreement and to that extent the ECS shall pay such claims and losses and shall pay all such costs and judgments which may issue from any lawsuit arising from such claims and losses including wrongful termination or allegations of discrimination or harassment, and shall pay all costs and attorneys' fees expended by the Town in defense of such claims and losses including appeals. That the aforesaid hold-harmless agreement by ECS shall apply to all damages and claims for damages of every kind suffered, or alleged to have been suffered, by reason of any of the aforesaid operations of ECS or any agent or employee of ECS regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.
3. **Entire Agreement.** This Agreement, any Addendum thereto shall constitute the entire agreement and understanding of the parties relating to the subject matter hereof superseding all prior communications between the parties whether oral or written, and this Agreement may not be altered, modified or otherwise changed nor may any of the terms hereof be waived, except by a written instrument executed by both parties and approved by the Town Attorney. Nothing in this Agreement is intended or should be construed as in any way creating or establishing the relationship of partners or joint ventures between the Town and ECS.
4. **Severability.** The Parties to this Agreement expressly agree that it is not their intention to violate any public policy, statutory or common law rules, regulations, or decisions of any governmental or regulatory body, If any provision of this Agreement is judicially or administratively interpreted or construed as being in violation of any such policy, rule, regulation, or decision, the provision, sections, sentence, word, clause, or combination thereof causing such violation will be inoperative (and in lieu thereof there will be inserted such provision, section, sentence, word, clause, or combination thereof as may be valid and consistent with the intent of the Parties under this Agreement) and the remainder of this Agreement, as amended, will

remain binding upon the Parties, unless the inoperative provision would cause enforcement of the remainder of this Agreement to be inequitable under the circumstances.

5. **Governing Law.** The validity, construction and effect of this Agreement shall be governed by the laws of the State of Florida. Any claim, objection, or dispute arising out of the terms of this Agreement shall be litigated in Miami-Dade County, Florida.
6. **Sovereign Immunity.** Nothing in this agreement shall be deemed or otherwise interpreted as waiving the Town's sovereign immunity protections existing under the laws of the State of Florida, or as increasing the limits of liability as set forth in Section 768.28, Florida Statutes.
7. **Termination for Convenience.** The Town Manager may, at any time, for convenience of the Town and for no cause, cancel the Agreement by giving ECS ninety (90) days prior written notice by certified mail, return receipt requested, which may be confirmed by an e mail or fax receipt, of the Town's cancellation which will be effective ninety (90) days from the date of such notice. ECS will be paid its actual fees and charges under the Service Agreement and shall have no other recourse against the Town besides seeking payment of its actual fees and charges through the effective date of cancellation.
8. **Termination/Late Fees.** The Town as a municipal corporation will never pay an early termination charge, or similar penalty or imposition, or a monthly late charge under any circumstances. ECS's sole remedy for payments it claims are due are to receive simple interest at the rate of twelve (12%) per cent per annum on the unpaid balance in accordance with the applicable provisions of the *Local Government Prompt Payment Act*, Chapter 218, Part VII, Fla. Stat. (2010), as amended.
9. **Independent Contractor Relationship.** ECS, including its employees, is an independent Contractor and shall be treated as such for all purposes. Nothing contained in this agreement or any action of the parties shall be construed to constitute or to render ECS as an employee, partner, agent, shareholder, officer or in any other capacity other than as an independent contractor other than those obligations which have been or shall have been undertaken by the Town. ECS shall be responsible for any and all of its own expenses in performing its duties as contemplated under this agreement. The Town shall not be responsible for any expense incurred by ECS. The Town shall have no duty to withhold any Federal income taxes or pay Social Security services and that such obligations shall be that of ECS other than those set forth in this agreement. ECS shall furnish its own transportation, office and other supplies as it determines necessary in carrying out its duties under this agreement.
10. **Most Favored Nation.** ECS agrees that if, after the Effective Date of this Agreement, it enters into an agreement for the same or substantially similar scope of services with another local government in Florida which contains a term or condition, including fees, charges or costs, that are more favorable than the terms in the Agreement, the Town may provide ECS with written notice explaining how the new agreement is for the same or substantially similar services and how the new agreement contains terms or conditions that are more favorable than the terms in the Agreement, and requesting to negotiate an amendment to the Agreement (a "New Agreement Notice"). The parties shall act in good faith to negotiate an amendment to the Agreement that addresses, in a manner that is fair and equitable to both parties, the matters raised by the Town in the New Agreement Notice. If the parties fail to reach agreement upon an amendment within ninety (90) days of the New Agreement Notice, then the Town shall have the right to terminate this Agreement without penalty or early termination fee, subject to the terms and conditions herein, by providing thirty (30) days advance written notice to ECS, such notice to be given no later than one hundred (100) days from the New Agreement Notice.
11. **Conflict of Interest.** ECS agrees to adhere to and be governed by the Miami-Dade County Conflict of Interest Ordinance Section 2-11.1, as amended; and by Town of Surfside Ordinance No.07-1474, which are incorporated by reference herein as if fully set forth herein, in connection with the Agreement conditions hereunder. ECS covenants that it presently has no interest and shall not acquire any interest, direct or indirectly that should conflict in any manner or degree with the performance of the services.
12. **Ownership of Documents.** All work products developed by ECS pursuant to this Agreement shall become the sole property of the Town without restrictions or limitation upon their use and shall be made available by ECS at any time upon request by the Town. When each individual section of work requested pursuant to this Agreement is complete, all of the above work products shall be delivered to the Town for its use. ECS agrees to turn over all documents in process developed up until the time of termination of this contract if any herein. ECS agrees that all documents maintained and generated pursuant to this Agreement shall be subject to all provisions of Chapter 119, Florida Statutes. It is further understood that any report, tracing, plan, map or other work product, without limitation, given by Town to ECS pursuant to

this Agreement shall at all times remain the property of Town, shall be returned to Town, and shall not be used by ECS for any other purpose without the written consent of the Town.

13. **Notices.** All notices and communications required herein shall be in writing and shall be given by personal delivery, by certified or registered mail, return receipt request, addressed to the respective Party as set forth below or to such other address as may be designated in writing by such Party. Notice shall be deemed given upon receipt.

To e-City Services:

e-City Services
P.O. Box 197257
Winter Springs, FL 32719
Attn: Randy Perry, President
Email: randy@e-cityservices.com

To the Town of Surfside:

Town of Surfside
9293 Harding Avenue
Surfside, FL 33154
Attn: Roger Carlton, Town Manager
Email: rcarlton@townofsurfsidefl.gov

With copy to:

Town of Surfside
9293 Harding Avenue
Surfside, FL 33154
Attn: Lynn M. Dannheisser, Town Attorney
Email: ldannheisser@townofsurfsidefl.gov


IN WITNESS WHEREOF, the parties, intending to be legally bound, hereby have executed this Agreement as of the date set forth.

TOWN OF SURFSIDE

A Florida Municipal Corporation,

BY: 
Roger M. Carlton, Town Manager

3/26/12
Date

BY: 
Randy Perry, President
e-City Services LLC

03/16/2012
Date

Attest:



Sandra Novoa, CMC, Town Clerk

Date

3/26/2012

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
FOR THE USE AND RELIANCE OF THE TOWN OF
SURFSIDE ONLY:

BY:


Lynn M. Dannheisser, Town Attorney

Date

3/26/2012