



**Town of Surfside  
Special Town Commission Meeting**

**AGENDA**

**April 28, 2020**

**7 p.m.**

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

**1. Opening**

- A. Call to Order**
- B. Roll Call of Members**

**2. Resolutions**

- A. Budget Committee – Guillermo Olmedillo, Town Manager**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, ESTABLISHING A BUDGET ADVISORY COMMITTEE; ADOPTING THE COMMITTEE'S CHARTER AND ORGANIZATIONAL STRUCTURE; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**3. Discussion Items**

- A. COVID-19 Task Force Update and Related Items Including Construction in Surfside – Mayor, Vice Mayor and Members of the Town Commission**
- B. Downtown Surfside Sidewalk Beautification - Plans 65and Studies - Mayor Charles W. Burkett**
- C. 92<sup>nd</sup> St Beach-end Improvements - Mayor Charles W. Burkett**
- D. Sidewalk on N 95<sup>th</sup> St between Abbott and Byron - Mayor Charles W. Burkett**
- E. Rope Fencing & Posts-Beachwalk/Hardpack - Mayor Charles W. Burkett**
- F. Develop Capital Improvement Plan (CIP) - Mayor Charles W. Burkett**
- G. 10 Year Water Supply Plan - Mayor Charles W. Burkett**
- H. Beach Raking - Mayor Charles W. Burkett**
- I. Community Digital Signs – Mayor Charles W. Burkett**
- J. Government Academy - Mayor Charles W. Burkett**
- K. Various Tourism Related Events, Initiatives, and Destination Marketing - Mayor Charles W. Burkett**

- L. Various Parks & Recreation Related Events and Initiatives – Mayor Charles W. Burkett**
- M. Building Department File Digitization – Mayor Charles W. Burkett**
- N. Classification and Compensation Study – Mayor Charles W. Burkett**
- O. Pinzur Communication – Mayor Charles W. Burkett**
- P. Preservation of Eden Project located at 9300 Collins Avenue - Mayor Charles W. Burkett**
- Q. Speeding on Collins and Harding - Mayor Charles W. Burkett**
- R. Amending Town Code Section 2-205 Conduct of Meetings; Agenda – Mayor Charles W. Burkett**
- S. Homeless Contribution by the Town of Surfside of \$100,000 - Mayor Charles W. Burkett**
- T. Free (hassle-free) downtown parking for residents - Mayor Charles W. Burkett**
- U. 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**
- V. Records Retention Policy – Mayor Charles W. Burkett**
- W. Regulation of Short-Term Rentals – Mayor Charles W. Burkett**
- X. Star Cleaning service (Street Sweeping) – Mayor Charles W. Burkett**
- Y. S.M.A.R.T Goals, Quality Control & Quality Assurance – Commissioner Charles Kesl**
- Z. Securing Power Infrastructure: Timely Action Plan for Hurricane Season through accountability now by FPL, ATT and Atlantic Broadband – Commissioner Charles Kesl**
- AA. Design Review Board Discussion – Staff Report – Guillermo Olmedillo, Town Manager**
- BB. Comparison of 2006 Code to 2020 Code – Staff Report – Guillermo Olmedillo, Town Manager**
- CC. Weiss Serota Contract Follow up – Staff Report – Guillermo Olmedillo, Town Manager**
- DD. Jacober Contract Follow up– Staff Report – Guillermo Olmedillo, Town Manager**
- EE. Town Pension Benefits for Non-Public Safety Employees – Mayor Charles W. Burkett**
- FF. Additional lighting in the residential area – Staff Report – Guillermo Olmedillo, Town Manager**

- GG. Town Website – Vice Mayor Tina Paul**
- HH. Construction Guidelines for Hurricane Season – Commissioner Nelly Velasquez**
- II. Brightview Agreement (FKA Luke’s Landscape) Report and Follow up– Staff Report – Guillermo Olmedillo, Town Manager**
- JJ. Lowering of Property Taxes and Water Bills – Staff Report – Guillermo Olmedillo, Town Manager**
- KK. CGA Contract Follow Up – Staff Report – Guillermo Olmedillo, Town Manager**
- LL. Discussion Regarding Appointments to Committees and Boards – Sandra Novoa, Town Clerk**
- MM. Flooding/ Drainage Improvements – Staff Report – Guillermo Olmedillo, Town Manager**
- NN. Zambelli Fireworks Manufacturing – Staff Report – Guillermo Olmedillo, Town Manager**
- OO. Downtown Lighting RFP – Mayor Charles W. Burkett**
- PP. Undergrounding power lines – Staff Report – Guillermo Olmedillo, Town Manager**
- QQ. Streamline Town Staffing – Commissioner Eliana Salzhauer**
- RR. Dog Park – Mayor Charles W. Burkett**
- SS. Beach Preservation Initiatives (“Carry On-Carry Off”/ Clean-Ups/ Chair-Free Safe Space Behind Community Center) - Commissioner Eliana Salzhauer**
- TT. Community Center Signage Consolidation - Commissioner Eliana Salzhauer**
- UU. Abbott Avenue Drainage Improvements – Commissioner Nelly Velasquez**
- VV. Review of Amendment No. 2 to Update No. 5 Town of Surfside Emergency Measures - Vice Mayor Tina Paul**
- WW. FPL Solar Together Program - Vice Mayor Tina Paul**
- XX. Climate Resilience Environmental Collective - Vice Mayor Tina Paul**
- YY. Small Business Survival Grant - Vice Mayor Tina Paul**

#### **4. Public Comments from Residents**

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

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

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

- A. **Beachwalk Trimming-** Mayor Charles W. Burkett
- B. **Community Center Second Floor –** Mayor Charles W. Burkett-
- C. **Pool Deck Lighting for Extended Winter Hours-** Commissioner Eliana Salzhauer

***Thirty (30) Day Staff Report – Items from April 16, 2020 Regular Town Commission Meetings***

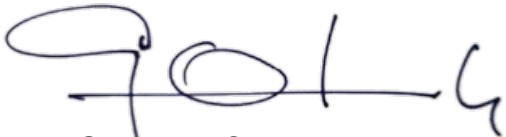
- A. **Designated (Painted) Walking Areas in the Residential District -** Mayor Charles W. Burkett

***Thirty (30) Day Staff Report – Items from April 21, 2020 Regular Town Commission Meetings***

- A. **Stormwater Masterplan - Staff Report –** Guillermo Olmedillo, Town Manager

**5. Adjournment**

Respectfully submitted,



Guillermo Olmedillo  
Town Manager

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THIS MEETING IS OPEN TO THE PUBLIC. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS THAT ARE DISABLED; WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE TOWN CLERK AT 305-861-4863 EXT. 226 NO LATER THAN FOUR DAYS PRIOR TO SUCH PROCEEDING.

IN ACCORDANCE WITH THE PROVISIONS OF SECTION 286.0105, FLORIDA STATUTES, ANYONE WISHING TO APPEAL ANY DECISION MADE BY THE TOWN OF SURFSIDE COMMISSION, WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD SHALL INCLUDE THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

AGENDA ITEMS MAY BE VIEWED AT THE OFFICE OF THE TOWN CLERK, TOWN OF



SURFSIDE TOWN HALL, 9293 HARDING AVENUE. ANYONE WISHING TO OBTAIN A COPY OF ANY AGENDA ITEM SHOULD CONTACT THE TOWN CLERK AT 305-861-4863. A COMPLETE AGENDA PACKET IS ALSO AVAILABLE ON THE TOWN WEBSITE AT [www.townofsurfsidefl.gov](http://www.townofsurfsidefl.gov).

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.

RESOLUTION NO. 2020-\_\_\_\_\_

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, ESTABLISHING A BUDGET ADVISORY COMMITTEE; ADOPTING THE COMMITTEE'S CHARTER AND ORGANIZATIONAL STRUCTURE; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, for transparency and citizen participation and input in the annual budget and expenditure process, the Town of Surfside ("Town") desires to establish a Budget Advisory Committee ("Committee") as a continuing committee that will serve in an advisory capacity to the Town Commission, and to assist the Town Commission in the establishment of priorities in the Town's annual budget and review of certain expenditures as requested by the Town Commission, as further detailed in the Committee Charter attached hereto as Exhibit "A"; and

**WHEREAS**, the Town Commission wishes to provide for the Committee's compliance with Section 2-204 of the Town Code, Florida's Government-in-the-Sunshine and Public Records Laws and the State of Florida, Miami-Dade County and Town of Surfside Codes of Ethics; and

**WHEREAS**, the Town Commission finds that this Resolution is in the best interest and welfare of the residents of the Town.

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

**Section 1.** **Recitals.** That each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

**Section 2.** **Establishing Budget Advisory Committee.** The Town Commission hereby establishes the Budget Advisory Committee as a continuing committee that will serve in

an advisory capacity to the Town Commission, in accordance with the Charter attached hereto as Exhibit "A."

**Section 3. Committee Charter; Organization.** The Town Commission hereby approves and adopts the Committee's Charter, attached hereto as Exhibit "A." The Charter may be amended by the Town Commission, from time to time, as deemed prudent or necessary.

**Section 4. Compliance with Town Code, Florida's Sunshine and Public Records Laws, and Ethics Codes.** The Committee shall comply with Section 2-204 of the Town Code, Florida's Government-in-the-Sunshine and Public Records Laws, and the State of Florida, Miami-Dade County and Town of Surfside Codes of Ethics.

**Section 5. Implementation.** That the Town Clerk and Town Manager and/or his designee are directed to take any and all action as may be required to implement the Committee and the purposes of this Resolution.

**Section 6. Effective Date.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** on this 28<sup>th</sup> day of April, 2020.

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

**FINAL VOTE ON ADOPTION:**

Commissioner Charles Kesl \_\_\_\_\_  
Commissioner Eliana R. Salzhauer \_\_\_\_\_  
Commissioner Nelly Velasquez \_\_\_\_\_  
Vice Mayor Tina Paul \_\_\_\_\_  
Mayor Charles W. Burkett \_\_\_\_\_

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Charles W. Burkett, Mayor

Attest:

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Sandra Novoa, MMC  
Town Clerk

Approved as to Form and Legal Sufficiency:

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Weiss Serota Helfman Cole & Bierman, P.L.  
Town Attorney

## EXHIBIT "A"

### Budget Advisory Committee Charter

The Town of Surfside's (the "Town") Budget Advisory ("Committee") Charter establishes the objectives, goals, and purposes of the Committee as an advisory committee to the Town Commission, and the organizational structure of the Committee.

**A. Purpose:** The purpose of the Committee is to assist the Town Commission in the establishment of priorities in the Town's annual budget and review certain expenditures as requested by the Commission.

**B. Objectives and Purposes:** The Committee shall serve in an advisory capacity to the Town Commission and shall have the following objectives and purposes:

1. To make recommendations to the Town Commission for the implementation of sound fiscal policies and procedures.
2. Examine, analyze, and make recommendations on the preliminary budget to the Commission.
3. Examine and analyze certain expenditures as directed by the Town Commission.

**C. Composition, Appointment, and Qualifications:** The Committee shall consist of five (5) voting members who are Surfside residents.

The members shall possess a professional background or expertise in the following:

1. Governmental experience
  - a. Recommended to have experience in government procurement/management
2. General Business
3. Accounting/auditing
  - a. Recommended to have a CPA, CFE, CGFO, CIA, or CPFO certification
4. Engineering/Construction experience

One of the members appointed shall have education and/or experience in sustainability and resilience, including but not limited to, environmental sciences.

**D. Appointments:** Each Town Commissioner shall appoint one (1) member to the Committee who have applied for and completed the requisite application, which shall be approved and ratified by majority vote of the Town Commission.

**E. Organization:** The Committee shall be an advisory committee of the Town Commission. The Committee shall meet monthly during the annual budget and as directed by the Town Commission for specific tasks. Reports to the Town Commission will be made through the Town Manager and/or the Town Commission via Town Commission meeting agendas. The minutes of each meeting will be included in the Town Commission's meeting agendas.

**F. Compliance with Laws and Ethics Codes.** The Committee shall comply with Section 2-204 of the Town Code and shall be subject to Florida's Government-in-the-Sunshine and Public Records Laws and the State of Florida, Miami-Dade County and Town of Surfside Code of Ethics.

## Tourist Bureau Services and status

ITEM 3K

- **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 4<sup>th</sup> fireworks
  - 50% deposit check being held
- **South Florida Lighting Team** – Services already rendered for FY 20
  - Holiday lights
- **Creative State Marketing** – ON HOLD
  - 3<sup>rd</sup> 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



# MEMORANDUM

ITEM NO. 3N

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission  
**From:** Guillermo Olmedillo, Town Manager  
**Date:** April 28, 2020  
**Subject:** Classification and Compensation Study

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The Town contracted with an outside consulting firm, Evergreen Solutions, LLC (Evergreen) to update the employee classification and compensation system.

Evergreen is a public sector management consulting firm with extensive experience in administering this type of project. This review is being conducted to ensure position classifications reflect the appropriate and current duties and responsibilities of employees. It also identifies if compensation assignment is internally equitable and competitive within our employment markets. Another primary objective is the inclusion of a review/update of job descriptions and duties ensuring Fair Labor Standard Act (FLSA) status, Equal Employment Opportunity (EEO) and Americans with Disabilities Act compliance.

The review is standard operational process in human resources to remain competitive and be able to retain staff as well as to attract the best qualified candidates. The use of an independent firm to conduct such review is an acceptable practice amongst municipalities. The Town conducted a classification and compensation review in 2012. A subsequent update was completed in 2015. They were both conducted by an independent firm. The Society for Human Resource Management recommends that employers should examine the overall employee job functions and salary structure at least every three to five years.

The current budget includes \$25,000 funding to conduct a Classification and Compensation Study. The procurement process included soliciting proposals from various firms. Evergreen's proposal is for \$18,000. The study is currently on hold as requested by the Town Commission to put all projects and initiatives on hold. The review is approximately 25% completed.

Please find attached Evergreen Proposal.

Reviewed by: GO

Prepared by: YSM



# Evergreen Solutions, LLC

2878 Remington Green Circle - Tallahassee, Florida 32308  
850.383.0111 - fax 850.383.1511

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October 21, 2019

Yami Slate-McCloud, Human Resources Director  
Town of Surfside  
9293 Harding Avenue  
Surfside, Florida 33154

SUBMITTED VIA EMAIL [Yslate-mccloud@townofsurfside.gov](mailto:Yslate-mccloud@townofsurfside.gov)

Dear Ms. Slate-McCloud:

Thank you for the opportunity to provide a proposal to conduct a Compensation and Classification Study for the Town of Surfside. This letter will provide the detailed work plan outlining the tasks, activities, and milestones necessary to successfully conduct the study as well as a proposed cost and timeline. **Note:** Evergreen understands that the Town has approximately 140 employees and 75 job classifications that will be included in this study.

## Detailed Work Plan

### Task 1.0 Project Initiation

#### TASK GOALS

- Finalize the project plan with the Town of Surfside (Town).
- Gather all pertinent data.
- Finalize any remaining contractual negotiations.
- Establish an agreeable final time line for all project milestones and deliverables.

#### TASK ACTIVITIES

##### 1.1 Discuss the following objectives with the Town's Project Manager:

- understand the Town's mission and current compensation philosophy (if any);
- review our proposed methodology, approach, and project work plan to identify any necessary revisions;
- reach agreement on a schedule for the project including all assignments and project milestones/deliverables; and
- establish an agreeable communication schedule.



**Task 2.0  
Evaluate the Current  
System**

- 1.2 Identify potential challenges and opportunities for the study.
- 1.3 Discuss the strategic direction of the Town and some of the short- and long-term priorities. This activity serves as the basis for assessing where the Town is going and what type of pay plan will reinforce current and future goals.
- 1.3 Obtain relevant materials, including:
  - any previous projects, research, evaluations, or other studies that may be relevant to this project;
  - organizational charts for the departments and divisions, along with related responsibility descriptions;
  - current position and classification descriptions, salary schedule(s), and classification system; and
  - personnel policies and procedures.
- 1.4 Review and edit the project work plan and submit a schedule for the completion of each project task.

**KEY PROJECT MILESTONES**

- Comprehensive project management plan
- Comprehensive database of Town's employees

**TASK GOAL**

- Conduct a comprehensive preliminary evaluation of the Town's existing compensation and classification plan.

**TASK ACTIVITIES**

- 2.1 Obtain the existing pay structure and compensation philosophy. Review the existing pay structure and look for potential problems and issues to be resolved.
- 2.2 Determine the strengths and weaknesses of the current pay plan(s) and discuss with the Town's Project Manager.
- 2.3 Work with the Town's Project Manager to develop a compensation philosophy of where the Town desires to be in the market with regard to pay.
- 2.4 Complete an assessment of current conditions that details the pros and cons of the current system as well as highlights areas for potential improvement in the final adopted solution.



**Task 3.0  
Collect and Review  
Current Environment  
Data**

**KEY PROJECT MILESTONES**

- Review of existing compensation plan(s)
- Initial compensation philosophy
- Assessment of current conditions

**TASK GOALS**

- Conduct statistical and anecdotal research into the current environment within the Town.
- Guide subsequent analytical tasks.

**TASK ACTIVITIES**

- 3.1 Schedule and conduct employee orientation sessions.
- 3.2 Meet with department heads to obtain relevant information and statistical/anecdotal data on specific compensation issues and policies. Obtain insight into perceived current compensation system strengths and weaknesses.
- 3.3 Hold focus groups with a sample of employees to obtain additional relevant information and statistical/anecdotal data on specific compensation issues and policies.
- 3.4 Work with the Town's Project Manager to administer the Job Assessment Tool (JAT) and Management Issues Tool (MIT). Our staff utilizes a web-based tool for data collection, but we can provide paper copies as well as those for classifications without computers or Internet access. We will seek approval from the Town's Project Manager before distribution of the JAT/MIT questionnaire.
- 3.5 Review any data provided by the Town of Surfside that may provide additional relevant insight.
- 3.6 Review internal career ladders and make preliminary recommendations to keep positions competitive.

**KEY PROJECT MILESTONES**

- JAT and MIT distribution
- Department head interviews
- Employee focus groups and orientation sessions

**Task 4.0  
Evaluate and Build**

**TASK GOALS**



**Projected  
Classification Plan**

- Identify the classification of existing positions utilizing Evergreen’s job evaluation system.
- Review JAT responses.
- Characterize internal equity relationships within the Town.

**TASK ACTIVITIES**

- 4.1 Review all draft class specifications with the Town’s Project Manager.
- 4.2 Review the work performed by each classification and score. Include an evaluation of supervisory comments.
- 4.3 Review JAT scores and identify the classification of positions.
- 4.4 Schedule and conduct additional follow up with employees for jobs where uncertainty exists over data obtained from the JATs.
- 4.5 Develop preliminary recommendations for the classification structure. The classification system designed at this point would be based solely on internal equity relationships and would be guided by the JAT scores for each classification. Essentially, a structure of classifications would be established, and classifications with similar scoring would be grouped and spacing between jobs would be determined.
- 4.6 Review recommendations with the Town’s Project Manager.

**KEY PROJECT MILESTONES**

- JAT scores by class
- Recommended classification changes
- Preliminary job structure based on internal equity

**Task 5.0  
Identify List of  
Benchmark  
Positions and  
Approved List of  
Targets**

**TASK GOALS**

- Reach an appropriate number and identify the proper benchmark positions for the external labor market assessment.
- Identify and develop a comprehensive list of targets for conducting a successful external labor market assessment.

**TASK ACTIVITIES**

- 5.1 Identify, from the initial review, a list of classifications (benchmarks) to include in the labor market survey. **Note:** Evergreen will work with the Town’s Project Manager to select up to 60 classifications to use as benchmarks for the salary survey.
- 5.2 Finalize the list of benchmark positions with the Town’s Project



Manager.

- 5.3 For each employee group, review with the Town's Project Manager peer organizations that must be included in the survey. **Note:** We will work with the Town's Project Manager to identify up to 20 peer organizations for the salary survey.
- 5.4 Develop a preliminary list of organizations for the external labor market survey, placing a comparative emphasis on characteristics such as:
- size of the organization;
  - geographic proximity to the Surfside area;
  - economic and budget characteristics; and
  - other demographic data.
- 5.5 Develop a list of survey targets by employee group. Develop a system for use of secondary data including potential sources and weighting of secondary data, if necessary.
- 5.6 Review survey methodology with the Town's Project Manager and refine survey methodology prior to distribution of survey.
- 5.7 After approval of survey methodology, develop contact list of peer organizations and notify peers of impending survey.

#### KEY PROJECT MILESTONES

- Final list of benchmark positions for the external labor market assessment
- Initial list of survey peers
- Survey methodology
- Final list of survey organizations and contacts

#### Task 6.0 Conduct Market Survey and Provide External Assessment Summary

#### TASK GOALS

- Conduct the external labor market salary survey.
- Provide a summary of the survey results to the Town's Project Manager for review.

#### TASK ACTIVITIES

- 6.1 Prepare a customized external labor market salary survey for the Town's Project Manager's approval. Discuss questions and categories for the market survey.
- 6.2 Contact the targets for electronic completion of the survey. Provide paper copies by fax, if requested.



**Task 7.0  
Develop Strategic  
Positioning  
Recommendations**

- 6.3 Conduct necessary follow-up through e-mails, faxes, and phone calls.
- 6.4 Collect and enter survey results into Evergreen's electronic data analysis tools.
- 6.5 Validate all data submitted.
- 6.6 Develop summary report of external labor market assessment results.
- 6.7 Submit summary report of external labor market assessment results to the Town's Project Manager.

**KEY PROJECT MILESTONES**

- Market survey instrument
- Summary report of external labor market assessment results

**TASK GOALS**

- Assess the appropriateness of the Town's existing compensation philosophy for sworn classifications
- Develop a plan for all employees, providing issue areas and preliminary recommendations for strategic improvement.

**TASK ACTIVITIES**

- 7.1 Identify the accepted compensation philosophy and accompanying thresholds.
- 7.2 Using the market salary data collected in **Task 6.0** and the classification data reviewed in **Task 4.0**, determine the proper pay plan including number of grades, steps, and ranges.
- 7.3 Identify highly competitive positions within the Town of Surfside and customize recommendations for compensation, where required.
- 7.4 Produce a pay plan(s) that best meets the needs of the Town from an internal equity and external equity standpoint.

**KEY PROJECT MILESTONES**

- Proposed compensation strategic direction, taking into account internal and external equity
- Plan for addressing unique, highly competitive positions



**Task 8.0  
Conduct Solution  
Analysis**

**TASK GOALS**

- Conduct analysis comparing classification values.
- Survey results for the benchmark positions.
- Produce several possible solutions for implementation.

**TASK ACTIVITIES**

- 8.1 Conduct regression analysis or other appropriate techniques to properly slot each classification into the proposed pay plan.
- 8.2 Place all classifications into pay grades based on **Task Activity 8.1**. Sort alphabetically by job class title, in descending order by range, and by old class title and new class specifications.
- 8.3 Create implementation solutions for consideration that take into account the current position of the organization as well as the findings from the classification and compensation analysis. Identify and prepare a range of compensation policy alternatives.
- 8.4 Meet with the Town's Project Manager to discuss the potential solutions.
- 8.5 Determine the best solution to meet the Town's needs in the short-term and long-term.
- 8.6 Document the accepted solution.

**KEY PROJECT MILESTONES**

- Initial regression analysis
- Potential solutions
- Documented final solution

**Task 9.0  
Develop and Submit  
Draft and Final  
Reports**

**TASK GOALS**

- Develop and submit a draft and final report of the Classification and Compensation Study to the Town of Surfside.
- Present the final report.

**TASK ACTIVITIES**

- 9.1 Produce a comprehensive draft report that captures the results of each previous step.
- 9.2 Submit the comprehensive draft report to the Town's Project Manager for review and approval.



**Task 10.0  
Develop  
Recommendations  
for Compensation  
Administration**

- 9.3 Make edits and submit necessary copies of the final report which will describe the proposed classification and pay plan for selected employees and will recommend implementation procedures as well as procedures for the continuing maintenance and administration of the plan.
- 9.4 Present the final report.
- 9.5 Develop a plan for maintaining recommendations over time.

**KEY PROJECT MILESTONES**

- Draft and final reports
- Final presentation
- Implementation and maintenance database

**TASK GOAL**

- Develop recommendations for the continued administration by Town staff to sustain the recommended classification and compensation structure.

**TASK ACTIVITIES**

- 10.1 Develop recommendations and guidelines for the continued administration and maintenance of the classification and compensation structure, including recommendations and guidelines related to:
  - how employees will move through the pay structure/system as a result of transfers, promotions, or demotions;
  - how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
  - the proper mix of pay;
  - how often to adjust pay scales and survey the market;
  - the timing of implementation; and
  - how to keep the system fair and competitive over time.
- 10.2 Recommend recruitment/retention strategies, where appropriate.
- 10.3 Present recommendations to the Town's Project Manager for review.

**KEY PROJECT MILESTONES**

- Recommendations for compensation administration
- Recommendations for recruitment/retention policies



**Task 11.0  
Provide Revised  
Class Descriptions  
and FLSA  
Determinations**

**TASK GOALS**

- Update existing class descriptions and create new class descriptions as needed, ensuring FLSA, EEO/ADA requirement satisfaction.
- Provide final version of all class descriptions/specifications in electronic format (i.e., MS Word) after approval by the Town's Project Manager.

**TASK ACTIVITIES**

- 11.1 Assess current class descriptions for form, content, validity, and ADA compliance.
- 11.2 Revise classification descriptions based on data gathered from the JAT process.
- 11.3 Create new class descriptions for new classifications, as needed. Provide complete listing of the allocation of job classes to salary range assignments.
- 11.4 Make FLSA determinations based on work performed and federal requirements.
- 11.5 Recommend a systematic, regular process for reviewing job descriptions.

**KEY PROJECT MILESTONES**

- Updated class descriptions
- New class descriptions as needed

We can complete the study in approximately three to four months following the execution of a contract. Our total, not-to-exceed, fixed cost to complete all tasks (phases) identified in our detailed work plan is **\$18,000**. Our cost is all inclusive, and includes travel costs (meals and lodging), transportation, fringe benefits, indirect costs (overhead), clerical support, and all other out-of-pocket expenses. **Note:** Our cost includes up to **two** trips to Surfside during the course of the study.

Please note, attached we have also provided a select list of Florida clients that we have conducted or concurrently on contract to conduct compensation and classification studies for.

We would love the opportunity to work with the Town of Surfside on a Classification and Compensation Study. If you need any additional information, please feel free to contact me at (850) 383-0111 or via email at [jeff@consultevergreen.com](mailto:jeff@consultevergreen.com).

Sincerely,



Jeffrey Ling, PhD, Executive Vice President







## TOWN OF SURFSIDE

### COMMUNICATIONS CONTRACTS

#### Public Information Representative Contract – Pinzur Communications

<b>Monthly Fee:</b>	\$7,500.00
<b>Potential Additional Fees:</b>	Annual SurveyMonkey subscription (\$408), printing of signs and materials as needed for community outreach campaigns (cost varies depending on number of signs, size, color, etc.)
<b>Staff assigned to contract:</b>	Rachel Pinzur, 1 additional PIR staff member, videographer and graphic artist (all included in monthly fee)

#### **Monthly Fee hours dedicated per month:**

Under current contract, there is not a limit on hours. Prior to the coronavirus crisis, we routinely worked an average of 55 hours per week on Town of Surfside. This is all Pinzur Communications staff combined – often more on weeks with video production for Ch. 663. During crises, we have averaged 12 to 15 hours per day.

<b>Responsible for:</b>	Provides support to all Town departments including police, and is responsible for communication to residents and press
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#### **Monthly Fee scope of work:**

- Draft annual communications plan and strategy, as well as execute plan
- Draft key messages and FAQ documents as necessary
- Provide strategic PR counsel, as necessary, on matters of importance to Town residents
- Transform Channel 663 into a more lifestyle-focused channel that will appeal more to Surfside residents (note, most videos taken down for now as majority of focus of channel is coronavirus) Tasks include:
  - Create schedule that includes topic and segment ideas (i.e. Surfside 7, business district highlights, hurricane preparedness, events, important topics for residents, etc.)
  - Reach out to subjects, businesses, department directors, etc. to notify them in advance of filming

- Develop a TV training guide to help educate the interviewee about what to expect for filming, talking points, etc.
  - Schedule and film videos
  - Edit each video, which takes several days. Videos have unlimited use and can also be used for media opportunities
  - Upload videos to Channel 663 and make necessary edits/additions to content on Ch. 663 throughout the month
  - Develop slides for Ch. 663
- Implement public awareness campaigns (i.e. recycling workshop, government academy, Town resiliency measures, upcoming projects, etc.) as well as help boost citizen engagement
  - Monitor conversations being held about Surfside including Nextdoor for example to further direct communications strategy; draft content for each month and regularly post updates to keep residents informed of important information, events, etc.; respond to residents' public and private questions on platform, as well as via emails and SeeClickFix
  - Develop and design flyers and graphics for be used in various communication (i.e. community bulletin boards, Nextdoor, hands outs for residents, etc.)
  - Receive feedback from residents on preferred mode of communication in order to continually enhance communication – survey conducted a year ago; new survey going out next week
  - Assist with outreach to key stakeholders and the procurement of experts for partnerships
  - Continue to reach out to neighboring municipalities to form beneficial partnerships and share best practices
  - Produce Town e-blasts to ensure messages are consistent; continually keep residents engaged and informed of important information and updates; assist Police with emergency alerts to residents
  - Responsible for overseeing, drafting and/or editing any communication that goes to residents, such as door hangers, brochures, etc.
  - Draft press releases and media pitches; regularly works with press to provide information, photos and video needed
  - Regularly contributes to town gazette including town manager and mayor letters, articles, COVID crisis
  - Regularly add and manage information on the town website
  - Respond to resident concerns on SeeClickFix; work with various departments to research answers

**IT Services Contract – CGA**

**Communications tasks only**

- Monthly Fee:** \$2,280.00 (part of \$11,031.31 monthly IT retainer)
- Staff assigned to contract:** Adrian Santaella, Media Specialist Part Time dedicated to the Town of Surfside as needed for website updates.
- Potential Additional Fees:** \$238.29 per broadcasting event (Jose Feliz) – including setup, AV during meeting, posting after the meeting is over. Average Commission Meetings are 4 hours (30 min setup, 3-hour meeting, 30 min broadcasting of video)
- Monthly Fee hours dedicated per month:**  
20 hours (Adrian Santaella)
- Monthly Fee Brief scope of work:**

Services provide by Adrian (part of overall IT retainer)

- Hosting the Town Website, ensuring Website ADA Compliance and up to 20 hours of Website posts and updates

Services provide by Jose (paid per meeting)

- Recording and Broadcasting all Public Meetings

Services provide by Jose (part of overall IT retainer)

- Closed Caption for Channel 663 and Video Streaming
- Keeping SCALA up to date (Town Broadcasting)

**Production of Town Gazette Services Contract – Mediatech Miami, LLC**

**Monthly Fee:** Up to \$5,800 (professional services, \$1,600; printing, \$3,800; mail processing fee, \$395). Gazette is approximately 16 pages.

**Potential Additional Fees:** Non-Gazette projects and programs are charged at \$85.00 per hour with a \$100 minimum. Potential additional services include: business cards; shuttle bus maps; standard envelopes; election publications, cards, folders; applications forms and flyers

**Staff assigned to contract:** Cory Gittner/Mediatech Miami, LLC.

**Monthly Fee hours dedicated per month:**

Estimated 20 hours for Gazette production at \$85.00 per hour (\$1,600)

**Monthly Fee Brief scope of work:** (All work overseen by staff)

- Graphic design for Gazette
- Gazette layout, including incorporation of external advertising
- Gazette proofs and revisions
- Gazette prepress and production, digital version
- Gazette Town mail list
- Printing and mailing management
- Photography at Town events and Commission meetings
- Select writing and AP Style editing on blurbs for the Gazette, most content is provided by staff across departments
- Additional services as described in 'Potential Additional Fees'



*Services contracted for the Tourist Bureau have been funded by the Resort Tax and are overseen by the Tourist Board.*

**Marketing Services for the Tourist Bureau Contract – Jacober & Associates**

**Monthly Fee:** Monthly retainer fee for 2<sup>nd</sup> year of three-year agreement is \$13,485.

**Potential Additional Fees:** Requests outside retainer scope of services. Overages for exceeding 93+ hours billed at \$145.00.

**Staff assigned to contract:** Dedicated Account Executive, Luisa Jimenez. Work performed by several members of Jacober Creative team.

**Monthly Fee hours dedicated per month:**

93 hours included in retainer.

**Monthly Fee Brief scope of work:** (All work overseen by staff)

- Visitor website [www.visitsurfsidefl.com](http://www.visitsurfsidefl.com)
- Website maintenance and content updates
- Editorial work including copywriting, dedicated blogs, advertorials
- Monthly newsletters and e-marketing
- Social media posts and strategy on Instagram, Facebook, Twitter
- All graphic design needs for tourism related content and special events like Third Thursdays, Paddletopia, First Fridays
- Calls and meetings with Surfside team
- Reports and Tourist Board updates
- Advertising strategy for social media and Google including media buys
- Ad creation

## General Communications Information

### www.TownofSurfsideFL.gov

- Platform
  - Sitefinity (<https://www.progress.com/sitefinity-cms>)
- Hosting Provider
  - CGA
- Design
  - Adrian Santaella (CGA)
- Content
  - Adrian Santaella (CGA) / Rachel Pinzur (Pinzur Communications) / Town Clerk, Parks and Req, Tourism, Police (Surfside)
- Web Support
  - Helpdesk <[helpdesk@townofsurfsidefl.gov](mailto:helpdesk@townofsurfsidefl.gov)>

### www.VisitSurfsideFL.com

- Platform
  - Django
- Hosting Provider
  - Jacober
- Design
  - Jacober Creative
- Content
  - Jacober Creative
- Web Support
  - Jacober Creative & Tourism Director

### *Internal Staff Communications Breakdown (excludes contractors).*

- **Assistant Town Manager:** Designated staff member who oversees town website and public information. On the website front is supported by Project and Contract Manager and Tourism Director on weekly check in calls, project updates.  
*\*COVID-19 Functioning Role: Position vacant. During COVID-19, overview duties related to Town website organization and content production have been assumed by a designated member of the Town Commission.*
- **Tourism Director:** External communications related to tourism, marketing services, international messaging. Also performs content updates to Town website. Manages business district list. Holds degree in Public Relations and Marketing.  
*\*COVID-19 Functioning Role: Works as Emergency Communications Lead and serves on COVID-19 Task Force. Helps perform website updates. Hotels and Business District liaison. Part of Incident Command.*

- **Resiliency Officer:** Reviews and provides comment on communications related to sustainability and resiliency. Provides other communications support as directed.  
*\*COVID-19 Functioning Role: Primary role is COVID-19 Task Force coordinator. Also assists with the following communications functions: helps identify information to share through Town communication channels; reviews COVID-19 content produced for eblasts, website and special Gazettes; occasionally drafts content if needed. Part of Incident Command.*
  
- **Project and Contract Manager:** Coordinates and oversees production of Town Gazette.  
*\*COVID-19 Functioning Role: Serves on COVID-19 Task Force.*

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 follows<sup>1</sup>:

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

<sup>1</sup>Additions 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<sup>ordinance</sup>,  
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 (a+) *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) 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-~~m~~ayor~~M~~ayor 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  
556 **Section 5. Conflicts.** Any and all Ordinances and Resolutions or parts of Ordinances or  
557 Resolutions in conflict herewith are hereby repealed.

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



## MEMORANDUM

To: Guillermo Olmedillo, Town Manager

From: Alan P. Graham, Code Compliance Director

Date: April 24, 2020

Subject: April 28, 2020 Special Town Commission Meeting  
Discussion Item W, Regulation of Short-Term Rentals

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Town Code Sections 90-41.1 provides the regulations for short-term rentals. The current code requires property owners to register with the Town all seasonal, short-term guests and to pay an appropriate registration fee and resort tax (4%).

The Code also limits a property owner to having three (3) short-term rentals over a twelve-month time period.

When a Code Compliance Officer becomes aware of a property that is rented on a short-term basis but did not register or pay the required fees, then the Officer sends out an invoice to the property owner for the monetary amount due. If the property owner does not remit to the Town the amount due, then Officer issues to the property owner a Civil Violation Ticket that carries a civil fine.

If the Town Commission wants to change any portion of this particular Town Code, then we would need to bring an Amended Ordinance before the Town Commission.

If you have any questions, then please contact me at (305) 861-4863 ext. 230.

cc: Lillian Arango, Town Attorney  
Jason D. Greene, Finance Director  
Sandra Novoa, Town Clerk



## ITEM 3AA

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission

**From:** Guillermo Olmedillo, Town Manager

**Date:** April 14, 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 follows<sup>1</sup>:

\* \* \*

#### 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.

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<sup>1</sup> 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 12<sup>th</sup> day of September, 2018.

On Final Reading Moved by: Vice Mayor Gielchinsky

On Final Reading Second by: Commissioner Cohen

**FINAL VOTE ON ADOPTION**

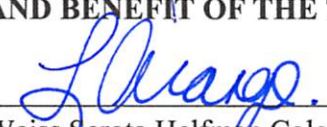
Commissioner Barry Cohen	<u>yes</u>
Commissioner Michael Karukin	<u>NO</u>
Commissioner Tina Paul	<u>yes</u>
Vice Mayor Daniel Gielchinsky	<u>yes</u>
Mayor Daniel Dietch	<u>yes</u>

  
\_\_\_\_\_  
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

## ITEM 3BB

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission  
**From:** Guillermo Olmedillo, Town Manager  
**Date:** April 14, 2020  
**Subject:** Comparison of 2006 code to 2020 code

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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 Width (Min)	50 ft	50 ft
Lot	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 <sup>nd</sup> floors
	Primary	20 ft	20 ft
Setbacks (Min)	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 <sup>nd</sup> 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 Width (Min)	50 ft	50 ft
Lot	Lot area / dwelling (Min)	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 <sup>nd</sup> floors
	Primary	20 ft	20 ft
Setbacks (Min)	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 <sup>nd</sup> 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)
Determination		Single family	Two-family	Multi-Family	Zoning District
Height (Max)	Principal Building	30 ft	30 ft	30 ft	30 ft
	Accessory	12 ft	12 ft	12 ft	12 ft
Lot	Stories	2	2	2	2
	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
Setbacks (Min)	Minimum FI Area (Min)	1,800 sq ft	950 Sq ft	Based on use	Based on use
	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
Maximum frontage	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
Pervious Area (Min)	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
		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
		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)	
	Determination	Multi Family	Hotel & Motel	Width is ≤ 50 ft	Width is > 50 ft
Height (Max)	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 FI 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)	
<u>Determination</u>		<u>Multi-Family</u>	<u>Hotel and Motel</u>	<u>Zoning District</u>	
Height (Max)	Principal Building	120 ft	120 ft	120 ft	
	Accessory	Not Specified	Not Specified	12 ft	
Lot	Stories	12	12	12	
	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. 3CC

**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

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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	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description			Amount	Account Number	Account Name	Dist Amount							
1067 - WEISS SEROTA HELFMAN COLE													
12345	SEP-19 PARTICIPATION OF COAL OF CITIES F19/30/2019	0.00	0.00	1/28/2019	Y	112423	1/22/2020	1,923.08	0.00	0.00	0.00	485,923.86	485,923.86
	SEP-19 PARTICIPATION O	0.00	0.00	1/28/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	1,923.08	0.00	0.00	0.00	1,923.08	1,923.08
212256	LEGAL FEES DECEMBER 2018 12/1/2018-12/31/2018	0.00	0.00	1/28/2019	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	1/28/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	2,596.52	0.00	0.00	0.00	2,596.52	2,596.52
212257	LEGAL FEES 12/1/18-12/31/2018	0.00	0.00	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 12/1/18-12/31/2018	0.00	0.00	1/28/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	29,653.84	0.00	0.00	0.00	29,653.84	29,653.84
212258	LEGAL DECEMBER 12/1/18-12/31/2018	0.00	0.00	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	1/28/2019	001-220-90-10		COST RECOVERY	125.00	0.00	0.00	0.00	125.00	125.00
212259	LEGAL FEES DECEMBER 12/1/2018-12/31/2018	0.00	0.00	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	1/28/2019	001-220-90-10		COST RECOVERY	125.00	0.00	0.00	0.00	125.00	125.00
212260	LEGAL FEES DECEMBER 2018 12/1/2018-12/31/2018	0.00	0.00	1/28/2019	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	1/28/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	6,267.29	0.00	0.00	0.00	6,267.29	6,267.29
212261	LEGAL FEES DECEMBER 12/1/2018-12/31/2018	0.00	0.00	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	1/28/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	482.50	0.00	0.00	0.00	482.50	482.50
213421	LEGAL FEES FOR JANUARY 2019	0.00	0.00	2/28/2019	Y	109833	4/8/2019	858.00	0.00	0.00	0.00	858.00	858.00
	LEGAL FEES FOR JANUARY	0.00	0.00	2/28/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	858.00	0.00	0.00	0.00	858.00	858.00
213422	LEGAL FEES FOR JANUARY 2019	0.00	0.00	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 JANUARY	0.00	0.00	2/28/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	1,225.00	0.00	0.00	0.00	1,225.00	1,225.00
213423	LEGAL FEES JANUARY 2019	0.00	0.00	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	2/28/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	29,660.22	0.00	0.00	0.00	29,660.22	29,660.22
213424	LEGAL FEES FOR JANUARY 2019	0.00	0.00	2/28/2019	Y	109833	4/8/2019	125.00	0.00	0.00	0.00	125.00	125.00
	LEGAL FEES FOR JANUARY	0.00	0.00	2/28/2019	001-220-90-10		COST RECOVERY	125.00	0.00	0.00	0.00	125.00	125.00
213425	LEGAL FEES FOR JANUARY 2019	0.00	0.00	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 JANUARY	0.00	0.00	2/28/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	1,533.00	0.00	0.00	0.00	1,533.00	1,533.00
213426	LEGAL FEES FOR JANUARY 2019	0.00	0.00	2/28/2019	Y	109833	4/8/2019	250.00	0.00	0.00	0.00	250.00	250.00
	LEGAL FEES FOR JANUARY	0.00	0.00	2/28/2019	001-220-90-10		COST RECOVERY	250.00	0.00	0.00	0.00	250.00	250.00
213427	LEGAL FEES FOR JANUARY 2019	0.00	0.00	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 JANUARY	0.00	0.00	2/28/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	1,625.00	0.00	0.00	0.00	1,625.00	1,625.00
213905	LEGAL FEES FEBRUARY 2019	0.00	0.00	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	3/18/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	2,273.50	0.00	0.00	0.00	2,273.50	2,273.50

My Vendor History Report

Posting Date Range 01/01/2019 - 12/31/2019

Payable Number	Description	Units	Price	Amount	Post Date	1099 Account Number	Payment Number	Account Name	Payment Date	Amount	Shipping Dist Amount	Tax	Discount	Net	Payment
213906	LEGAL FEES FEBRUARY 2019	0.00	0.00	50.00	3/18/2019	Y 109833		PROFESSIONAL SERVICES	4/8/2019	50.00	0.00	0.00	0.00	50.00	50.00
213908	LEGAL FEES FOR FEBRUARY 2019	0.00	0.00	29,655.06	3/18/2019	Y 109833		PROFESSIONAL SERVICES	4/8/2019	29,655.06	0.00	0.00	0.00	29,655.06	29,655.06
213909	LEGAL FEES FEBRUARY 2019	0.00	0.00	6,200.00	3/18/2019	Y 109833		COST RECOVERY	4/8/2019	6,200.00	0.00	0.00	0.00	6,200.00	6,200.00
213910	LEGAL FEES FEBRUARY 2019	0.00	0.00	383.00	3/18/2019	Y 109833		PROFESSIONAL SERVICES	4/8/2019	383.00	0.00	0.00	0.00	383.00	383.00
213911	LEGAL FEES FEBRUARY 2019	0.00	0.00	4,175.00	3/18/2019	Y 109833		PROFESSIONAL SERVICES	4/8/2019	4,175.00	0.00	0.00	0.00	4,175.00	4,175.00
215204	LEGAL FEES FOR FEB. 2019 /PERIOD 3/01/19-4/16/2019	0.00	0.00	913.70	3/1/19-3/4/16/2019	Y 110114		PROFESSIONAL SERVICES	5/6/2019	913.70	0.00	0.00	0.00	913.70	913.70
215205	LEGAL FEES FOR FEB 2019/PERIOD 3/1/19-3/4/16/2019	0.00	0.00	2,395.65	3/1/19-3/4/16/2019	Y 110114		PROFESSIONAL SERVICES	5/6/2019	2,395.65	0.00	0.00	0.00	2,395.65	2,395.65
215206	LEGAL FEES FOR FEB 2019/PERIOD 3/1/19-3/4/16/2019	0.00	0.00	29,656.30	3/1/19-3/4/16/2019	Y 110114		PROFESSIONAL SERVICES	5/6/2019	29,656.30	0.00	0.00	0.00	29,656.30	29,656.30
215207	LEGAL FEES FOR FEB 2019/PERIOD 3/1/19-3/4/16/2019	0.00	0.00	475.00	3/1/19-3/4/16/2019	Y 110114		COST RECOVERY	5/6/2019	475.00	0.00	0.00	0.00	475.00	475.00
215208	LEGAL FEES FOR FEB 2019/PERIOD 3/1/19-3/4/16/2019	0.00	0.00	1,300.00	3/1/19-3/4/16/2019	Y 110114		COST RECOVERY	5/6/2019	1,300.00	0.00	0.00	0.00	1,300.00	1,300.00
215209	LEGAL FEES FOR FEB 2019/PERIOD 3/1/19-3/4/16/2019	0.00	0.00	3,909.00	3/1/19-3/4/16/2019	Y 110114		PROFESSIONAL SERVICES	5/6/2019	3,909.00	0.00	0.00	0.00	3,909.00	3,909.00
215210	LEGAL FEES FOR FEB 2019/PERIOD 3/1/19-3/4/16/2019	0.00	0.00	297.00	3/1/19-3/4/16/2019	Y 110114		PROFESSIONAL SERVICES	5/6/2019	297.00	0.00	0.00	0.00	297.00	297.00
215211	LEGAL FEES FOR FEB 2019/PERIOD 3/1/19-3/4/16/2019	0.00	0.00	375.00	3/1/19-3/4/16/2019	Y 110114		PROFESSIONAL SERVICES	5/6/2019	375.00	0.00	0.00	0.00	375.00	375.00
216027	LEGAL FEES APRIL 1-30, 2019	0.00	0.00	3,736.50	5/14/2019	Y 110380		PROFESSIONAL SERVICES	6/4/2019	3,736.50	0.00	0.00	0.00	3,736.50	3,736.50
216028	LEGAL FEES APRIL 1-30, 2019	0.00	0.00	1,311.50	5/14/2019	Y 110380		PROFESSIONAL SERVICES	6/4/2019	1,311.50	0.00	0.00	0.00	1,311.50	1,311.50
216029	LEGAL FEES APRIL 1-30, 2019	0.00	0.00	29,615.66	5/14/2019	Y 110380		PROFESSIONAL SERVICES	6/4/2019	29,615.66	0.00	0.00	0.00	29,615.66	29,615.66
216030	LEGAL FEES APRIL 1-30, 2019	0.00	0.00	1,075.00	5/14/2019	Y 110380		COST RECOVERY	6/4/2019	1,075.00	0.00	0.00	0.00	1,075.00	1,075.00
216031	LEGAL FEES APRIL 1-30, 2019	0.00	0.00	1,200.00	5/14/2019	Y 110380		COST RECOVERY	6/4/2019	1,200.00	0.00	0.00	0.00	1,200.00	1,200.00
216032	LEGAL FEES APRIL 1-30, 2019	0.00	0.00	925.00	5/14/2019	Y 110380		COST RECOVERY	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	Units	Price	Amount	Post Date	1099 Account Number	Payment Number	Account Name	Payment Date	Amount	Shipping Dist Amount	Tax	Discount	Net	Payment
216033	LEGAL FEES APRIL 1-30, 2	0.00	0.00	925.00	5/14/2019	001-1500-514-31-10	Y 110380	PROFESSIONAL SERVICES	6/4/2019	7,014.47	925.00	0.00	0.00	7,014.47	7,014.47
	LEGAL FEES APRIL 1-30, 2	0.00	0.00	5,948.00	6/19/2019	001-1500-514-31-10	Y 110380	PROFESSIONAL SERVICES	6/4/2019	5,948.00	0.00	0.00	0.00	5,948.00	5,948.00
	LEGAL FEES APRIL 1-30, 2	0.00	0.00	1,066.47	6/19/2019	001-1500-514-31-10	Y 110380	PROFESSIONAL SERVICES	6/4/2019	1,066.47	0.00	0.00	0.00	1,066.47	1,066.47
216034	LEGAL FEES APRIL 1-30, 2	0.00	0.00	575.00	5/14/2019	001-1500-514-31-10	Y 110380	PROFESSIONAL SERVICES	6/4/2019	575.00	0.00	0.00	0.00	575.00	575.00
217140	LEGAL FEES FOR MAY 201	0.00	0.00	50.00	6/19/2019	001-1500-514-31-10	Y 110844	PROFESSIONAL SERVICES	7/26/2019	50.00	50.00	0.00	0.00	50.00	50.00
217141	LEGAL FEES FOR MAY 201	0.00	0.00	4,207.72	6/19/2019	001-1500-514-31-10	Y 110844	PROFESSIONAL SERVICES	7/26/2019	4,207.72	4,207.72	0.00	0.00	4,207.72	4,207.72
217142	LEGAL FEES FOR MAY 201	0.00	0.00	2,250.00	6/19/2019	001-1500-514-31-10	Y 110844	PROFESSIONAL SERVICES	7/26/2019	2,250.00	2,250.00	0.00	0.00	2,250.00	2,250.00
217144	LEGAL FEES FOR MAY 201	0.00	0.00	12.00	6/19/2019	001-1500-514-31-10	Y 110844	PROFESSIONAL SERVICES	7/26/2019	12.00	12.00	0.00	0.00	12.00	12.00
217145	LEGAL FEES FOR MAY 201	0.00	0.00	29,612.50	6/19/2019	001-1500-514-31-10	Y 110844	PROFESSIONAL SERVICES	7/26/2019	29,612.50	29,612.50	0.00	0.00	29,612.50	29,612.50
217146	LEGAL FEES FOR MAY 201	0.00	0.00	1,675.00	6/19/2019	001-220-90-10	Y 110844	COST RECOVERY	7/26/2019	1,675.00	1,675.00	0.00	0.00	1,675.00	1,675.00
217147	LEGAL FEES FOR MAY 201	0.00	0.00	1,145.50	6/19/2019	001-1500-514-31-10	Y 110844	PROFESSIONAL SERVICES	7/26/2019	1,145.50	1,145.50	0.00	0.00	1,145.50	1,145.50
217149	LEGAL FEES FOR MAY 201	0.00	0.00	575.00	6/19/2019	001-1500-514-31-10	Y 110844	PROFESSIONAL SERVICES	7/26/2019	575.00	575.00	0.00	0.00	575.00	575.00
218462	LEGAL FEES FOR JUNE 20	0.00	0.00	221.30	6/30/20	001-1500-514-31-10	Y 111192	PROFESSIONAL SERVICES	9/6/2019	221.30	221.30	0.00	0.00	221.30	221.30
218463	LEGAL FEES FOR JUNE 20	0.00	0.00	272.00	6/30/20	001-1500-514-31-10	Y 111192	PROFESSIONAL SERVICES	9/6/2019	272.00	272.00	0.00	0.00	272.00	272.00
218464	LEGAL FEES FOR JUNE 20	0.00	0.00	1,000.00	6/30/20	001-1500-514-31-10	Y 111192	PROFESSIONAL SERVICES	9/6/2019	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
218465	RETAINER SERVICES JUNI	0.00	0.00	29,612.50	6/1/19 - 6/30/20	001-1500-514-31-10	Y 111192	PROFESSIONAL SERVICES	9/6/2019	29,612.50	29,612.50	0.00	0.00	29,612.50	29,612.50
218466	LEGAL FEES FOR JUNE 20	0.00	0.00	375.00	6/1/19 - 6/30/20	001-220-90-10	Y 111192	COST RECOVERY	9/6/2019	375.00	375.00	0.00	0.00	375.00	375.00
218467	LEGAL FEES FOR JUNE 20	0.00	0.00	750.50	6/1/19 - 6/30/20	001-1500-514-31-10	Y 111192	PROFESSIONAL SERVICES	9/6/2019	750.50	750.50	0.00	0.00	750.50	750.50
218468	LEGAL FEES FOR JUNE 20	0.00	0.00	575.00	6/1/19 - 6/30/20	001-1500-514-31-10	Y 111192	PROFESSIONAL SERVICES	9/6/2019	575.00	575.00	0.00	0.00	575.00	575.00
218469	LEGAL FEES FOR JUNE 20	0.00	0.00	840.00	6/1/19 - 6/30/20	001-1500-514-31-10	Y 111192	PROFESSIONAL SERVICES	9/6/2019	840.00	840.00	0.00	0.00	840.00	840.00

**My Vendor History Report**

Posting Date Range 01/01/2019 - 12/31/2019

Payable Number	Description	Units	Price	Post Date	1099 Account Number	Payment Number	Account Name	Payment Date	Amount	Shipping Dist Amount	Tax	Discount	Net	Payment
219594	LEGAL FEES FOR JUNE 20	0.00	0.00	8/29/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	9/19/2019	840.00	840.00	0.00	0.00	1,057.90	1,057.90
219594	GENERAL LABOR 07/2019	0.00	0.00	8/29/2019	001-1500-514-31-10	Y 111309	PROFESSIONAL SERVICES	9/19/2019	1,057.90	1,057.90	0.00	0.00	1,057.90	1,057.90
219595	POLICE MATTERS 07/2019	0.00	0.00	8/29/2019	001-1500-514-31-10	Y 111309	PROFESSIONAL SERVICES	9/19/2019	129.00	129.00	0.00	0.00	129.00	129.00
219596	MONTHLY RETAINER 7/2019	0.00	0.00	8/29/2019	001-1500-514-31-10	Y 111309	PROFESSIONAL SERVICES	9/19/2019	29,634.00	29,634.00	0.00	0.00	29,634.00	29,634.00
219597	LAND USE RECOVER - EDEN	0.00	0.00	8/29/2019	001-1500-514-31-10	Y 111309	PROFESSIONAL SERVICES	9/19/2019	450.00	450.00	0.00	0.00	450.00	450.00
219599	LEGAL FEE FOR JULY 2019	0.00	0.00	8/29/2019	001-1500-514-31-10	Y 111309	COST RECOVERY	9/19/2019	4,266.50	4,266.50	0.00	0.00	4,266.50	4,266.50
219600	SUSTAINABILITY & RESILIENCE	0.00	0.00	8/29/2019	001-1500-514-31-10	Y 111309	PROFESSIONAL SERVICES	9/19/2019	537.50	537.50	0.00	0.00	537.50	537.50
219601	SURF CLUB 7/2019	0.00	0.00	8/29/2019	001-1500-514-31-10	Y 111309	PROFESSIONAL SERVICES	9/19/2019	200.00	200.00	0.00	0.00	200.00	200.00
219879	POLICE MATTERS 7/2019	0.00	0.00	9/12/2019	001-1500-514-31-10	Y 111309	PROFESSIONAL SERVICES	9/19/2019	3,436.00	3,436.00	0.00	0.00	3,436.00	3,436.00
220398	PROFESSIONAL SERVICES RENDERED	0.00	0.00	9/17/2019	001-1500-514-31-10	Y 111432	PROFESSIONAL SERVICES	9/30/2019	2,986.20	2,986.20	0.00	0.00	2,986.20	2,986.20
220399	POLICE MATTERS AUG-19	0.00	0.00	9/17/2019	001-1500-514-31-10	Y 111432	PROFESSIONAL SERVICES	9/30/2019	228.60	228.60	0.00	0.00	228.60	228.60
220400	PROFESSIONAL SERVICES FOR CODE	0.00	0.00	9/17/2019	001-1500-514-31-10	Y 111432	PROFESSIONAL SERVICES	9/30/2019	1,182.50	1,182.50	0.00	0.00	1,182.50	1,182.50
220401	MONTHLY RETAINER FOR LEGAL	0.00	0.00	9/17/2019	001-1500-514-31-10	Y 111432	PROFESSIONAL SERVICES	9/30/2019	29,770.12	29,770.12	0.00	0.00	29,770.12	29,770.12
220402	LAND USE COST REC. YOUNG ISRAEL	0.00	0.00	9/30/2019	001-220-90-10	Y 111432	COST RECOVERY	9/30/2019	3,700.00	3,700.00	0.00	0.00	3,700.00	3,700.00
220403	LAND USE COST RECOVER. KRIEG	0.00	0.00	9/17/2019	001-220-90-10	Y 111432	COST RECOVERY	9/30/2019	930.00	930.00	0.00	0.00	930.00	930.00
220404	LAND USE COST RECOVER. EDEN	0.00	0.00	9/17/2019	001-220-90-10	Y 111432	COST RECOVERY	9/30/2019	250.00	250.00	0.00	0.00	250.00	250.00
220405	SPECIAL PROJECTS	0.00	0.00	9/17/2019	001-1500-514-31-10	Y 111432	PROFESSIONAL SERVICES	9/30/2019	450.00	450.00	0.00	0.00	450.00	450.00
220406	LITIGATION	0.00	0.00	9/17/2019	001-1500-514-31-10	Y 111432	PROFESSIONAL SERVICES	9/30/2019	3,276.00	3,276.00	0.00	0.00	3,276.00	3,276.00
220407	SOLIMAR COND-CHALLENGE UTI.	0.00	0.00	9/17/2019	001-1500-514-31-10	Y 111432	PROFESSIONAL SERVICES	9/30/2019	5,640.00	5,640.00	0.00	0.00	5,640.00	5,640.00

**My Vendor History Report**

Posting Date Range 01/01/2019 - 12/31/2019

Payable Number	Description	Units	Price	Amount	Post Date	1099 Account Number	Payment Number	Account Name	Payment Date	Amount	Shipping Dist Amount	Tax	Discount	Net	Payment
220408	PREPARATON OF RESPONSE TO AUDIT LETTE	0.00	0.00	250.00	9/30/2019	001-1500-514-31-10	Y 111432	PROFESSIONAL SERVICES	9/30/2019	250.00	0.00	0.00	0.00	250.00	250.00
221976	SEPT-19 PROFESSIONAL SERVICES	0.00	0.00	2,043.50	9/30/2019	001-1500-514-31-10	Y 112048	PROFESSIONAL SERVICES	12/9/2019	2,043.50	0.00	0.00	0.00	2,043.50	2,043.50
221977	SEP-19 POLICE MATTERS	0.00	0.00	4,601.25	9/30/2019	001-1500-514-31-10	Y 112048	PROFESSIONAL SERVICES	12/9/2019	4,601.25	0.00	0.00	0.00	4,601.25	4,601.25
221978	SEPT-19 MONTHLY RETAINER	0.00	0.00	29,676.58	9/30/2019	001-1500-514-31-10	Y 112048	PROFESSIONAL SERVICES	12/9/2019	29,676.58	0.00	0.00	0.00	29,676.58	29,676.58
221979	SEPT-19 COST RECOVERY 8995 COLLINS AVE.	0.00	0.00	430.00	9/30/2019	001-1500-514-31-10	Y 112048	COST RECOVERY	12/9/2019	430.00	0.00	0.00	0.00	430.00	430.00
221980	SEPT-19 COST RECOVERY 9300-9380 COLLINS	0.00	0.00	1,000.00	9/30/2019	001-220-90-10	Y 112048	COST RECOVERY	12/9/2019	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
221981	SEPT-19 LITIGATION	0.00	0.00	939.50	9/30/2019	001-1500-514-31-10	Y 112048	PROFESSIONAL SERVICES	12/9/2019	939.50	0.00	0.00	0.00	939.50	939.50
221982	SEPT-19 SOLIMAR CONDO STORMWATER FEE	0.00	0.00	150.00	9/30/2019	001-1500-514-31-10	Y 112048	PROFESSIONAL SERVICES	12/9/2019	150.00	0.00	0.00	0.00	150.00	150.00
222955	OCT-19 PROFESSIONAL SERVICES	0.00	0.00	3,086.50	12/5/2019	001-1500-514-31-10	Y 112127	PROFESSIONAL SERVICES	12/18/2019	3,086.50	0.00	0.00	0.00	3,086.50	3,086.50
222956	OCT-19 POLICE MATTERS	0.00	0.00	135.95	12/5/2019	001-1500-514-31-10	Y 112127	PROFESSIONAL SERVICES	12/18/2019	135.95	0.00	0.00	0.00	135.95	135.95
222957	OCT-19 MONTHLY RETAINER	0.00	0.00	29,702.95	12/5/2019	001-1500-514-31-10	Y 112127	PROFESSIONAL SERVICES	12/18/2019	29,702.95	0.00	0.00	0.00	29,702.95	29,702.95
222958	OCT-19 LAND USE COST RECOV. YOUNG ISRA	0.00	0.00	1,525.00	12/5/2019	001-220-90-10	Y 112127	COST RECOVERY	12/18/2019	1,525.00	0.00	0.00	0.00	1,525.00	1,525.00
222959	OCT-19 LAND USE RECOVERY KRIGER, VARIA	0.00	0.00	850.00	12/5/2019	001-220-90-10	Y 112127	COST RECOVERY	12/18/2019	850.00	0.00	0.00	0.00	850.00	850.00
222960	OCT-19 LAND USE COST RECOV. SAMUEL FR	0.00	0.00	675.00	12/5/2019	001-220-90-10	Y 112127	COST RECOVERY	12/18/2019	675.00	0.00	0.00	0.00	675.00	675.00
222961	OCT-19 LAND USE COST RECOV. 8995 COLLIN	0.00	0.00	450.00	12/13/2019	001-220-90-10	Y 112127	COST RECOVERY	12/18/2019	450.00	0.00	0.00	0.00	450.00	450.00
222962	OCT-19 PROFESSIONAL SERVICES LITIGATION	0.00	0.00	2,529.50	12/5/2019	001-1500-514-31-10	Y 112127	PROFESSIONAL SERVICES	12/18/2019	2,529.50	0.00	0.00	0.00	2,529.50	2,529.50
222963	OCT-19 SPECIAL LITIGATION SOLIMAR CONDO	0.00	0.00	7,650.50	12/5/2019	001-1500-514-31-10	Y 112127	PROFESSIONAL SERVICES	12/18/2019	7,650.50	0.00	0.00	0.00	7,650.50	7,650.50
223550	NOV-19 PROFESSIONAL SERVICES	0.00	0.00	1,604.00	12/12/2019	001-1500-514-31-10	Y 112198	PROFESSIONAL SERVICES	12/23/2019	1,604.00	0.00	0.00	0.00	1,604.00	1,604.00
223551	NOV-19 POLICE MATTERS	0.00	0.00	1,934.50	12/12/2019	001-1500-514-31-10	Y 112198	PROFESSIONAL SERVICES	12/23/2019	1,934.50	0.00	0.00	0.00	1,934.50	1,934.50

**My Vendor History Report**

Posting Date Range 01/01/2019 - 12/31/2019

Payable Number	Description	Units	Price	Amount	Post Date	1099 Account Number	Payment Number	Account Name	Payment Date	Amount	Shipping Dist Amount	Tax	Discount	Net	Payment
NOV-19 POLICE MATTERS		0.00	0.00	1,934.50	12/12/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	12/23/2019	29,612.50	1,934.50	0.00	0.00	29,612.50	29,612.50
NOV-19 MONTHLY RETAINER		0.00	0.00	29,612.50	12/12/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	12/23/2019	29,612.50		0.00	0.00	29,612.50	29,612.50
NOV-19 PROFFESIONAL S		0.00	0.00	725.00	12/12/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	12/23/2019	725.00	725.00	0.00	0.00	725.00	725.00
DEC-19 SPECIAL LITIGATION SOLIMAR UTILIT		0.00	0.00	1,042.50	12/12/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	12/23/2019	1,042.50	1,042.50	0.00	0.00	1,042.50	1,042.50
DEC-19 SPECIAL LITIGATIC		0.00	0.00	1,042.50	12/12/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	12/23/2019	1,042.50	1,042.50	0.00	0.00	1,042.50	1,042.50
INV213906	LEGAL FEES FEBRUARY 2019	0.00	0.00	50.00	3/18/2019	001-1500-514-31-10	109833	PROFESSIONAL SERVICES	4/8/2019	50.00	50.00	0.00	0.00	50.00	50.00
LEGAL FEES FEBRUARY 2C		0.00	0.00	50.00	3/18/2019	001-1500-514-31-10		PROFESSIONAL SERVICES	4/8/2019	50.00	50.00	0.00	0.00	50.00	50.00
<b>Vendors: (1) Total 01 - Vendor Set 01:</b>										<b>485,923.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>485,923.86</b>	<b>485,923.86</b>
<b>Vendors: (1) Report Total:</b>										<b>485,923.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>485,923.86</b>	<b>485,923.86</b>



# MEMORANDUM

ITEM NO. 3DD

**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 4<sup>th</sup> fireworks
  - 50% deposit check being held
- **South Florida Lighting Team** – Services already rendered for FY 20
  - Holiday lights
- **Creative State Marketing** – ON HOLD
  - 3<sup>rd</sup> 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



## **MEMORANDUM**

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission  
**From:** Guillermo Olmedillo, Town Manager  
**Date:** April 20, 2020  
**Subject:** Retirement Plan Funding Ratio

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Pursuant to Town Commission's direction at the April 16, 2020 Town Commission meeting regarding the Retirement Plan Funding Ratio, the following information reviews the Funding Ratio comparison:

In 2012, the mortality assumption was updated, this led to a decrease in the Funded Ratio of approximately 0.7%.

In 2013, the Funded Ratio, as reported under GASB, was changed to be the Market Value of Assets divided by the trailing Liability (the liability a year before the actual reporting date) – however, the Funded Ratio below is a Funded Ratio Calculation that our actuarial firm, Gabriel Roeder Smith (GRS) prepared so that a comparison could be made. Using the actuarial report assures an independent statement. (Please note that the Actuarial Value of Assets is a five-year smoothed asset value).

You will notice that from 2008 to 2012 the Funded Ratio decreased 17.3%. From 2012 to 2018 a relatively steady Funded Ratio was maintained.

The main reason for the decrease in Funded Ratio from 2008 to 2012 was the Great Recession. Additionally, the smoothing used in the Asset Value in the Funded Ratio, the impact of the Great Recession on the asset value was not fully reflected out until 5 years after the crisis.

Other factors include:

In 2015, the mortality table was updated, pursuant to Florida Statute, and the investment return assumption was lowered from 7.50% to 7.25% (along with other demographic assumption changes after an experience study was performed). This decreased the Funded Ratio by 1.9%.

Reducing the investment return assumption and updating the mortality rate assumption immediately increases the liability and thus, produces an immediate decrease in the Funded Ratio. However, the expectation is that these changes will better align the assumptions and help to lower future potential actuarial gains/losses on the assumption in future years.

Additionally, in 2016, the plan was amended for General Employees by creating a senior management class, changing retirement eligibility and vesting for Town Attorney, who at the time was a Town employee, along with increased benefit accrual rates, benefit cap and employee contributions for general employees and senior management. This led to a decrease in the Funded Ratio of approximately 1.3%. Please note this decrease in the Funded Ratio was ultimately funded by the General Employees.

In 2016, the mortality table was updated, this resulted in a decrease in the Funded Ratio of approximately 0.4%.

<b>Year</b>	<b>Funded Ratio</b>
*10/01/2007	109.5%
10/01/2008	106.7%
10/01/2009	100.3%
10/01/2010	99.1%
10/01/2011	94.1%
10/01/2012	89.4%
10/01/2013	89.6%
10/01/2014	90.3%
10/01/2015	87.6%
10/01/2016	87.2%
10/01/2017	89.4%
10/01/2018	89.1%

The figures for 2019 will be available once the audit and the impact statements are concluded.

\*The year 2007 is included to show the Funded Ratio at the onset of the Great Recession.

Investment periods that impacted the plan the most were: FY 2008 (-13.3%), 2009 (-.6%), 2011 (-2.4%), 2015 (-0.4%), 2019 (+4.6%).

**Plan highlights:**

**2010:** The portfolio target was 60% equities, 10% REIT and 30% fixed. The market value was \$10.7 million.

**2011:** Convertible securities were added to provide additional diversification.

**2012:** The S&P500 index fund was added to enhance performance. This action lowered plan expenses.

**2014:** Private Real Estate was added to complement Public REIT. The Pension Board hired MEPT, a core private fund with quarterly liquidity. Funding came from fixed income. The new portfolio target: 57% Equities, 5% REIT, 5% Private, 5% Convertibles, 25% Fixed, 3% Cash.

**2018:** The Pension Board converted iShares index funds to Fidelity index funds to capture additional savings.

**2019:** The fund ranked favorably across all time periods. The market value of the plan was \$24.2 million.

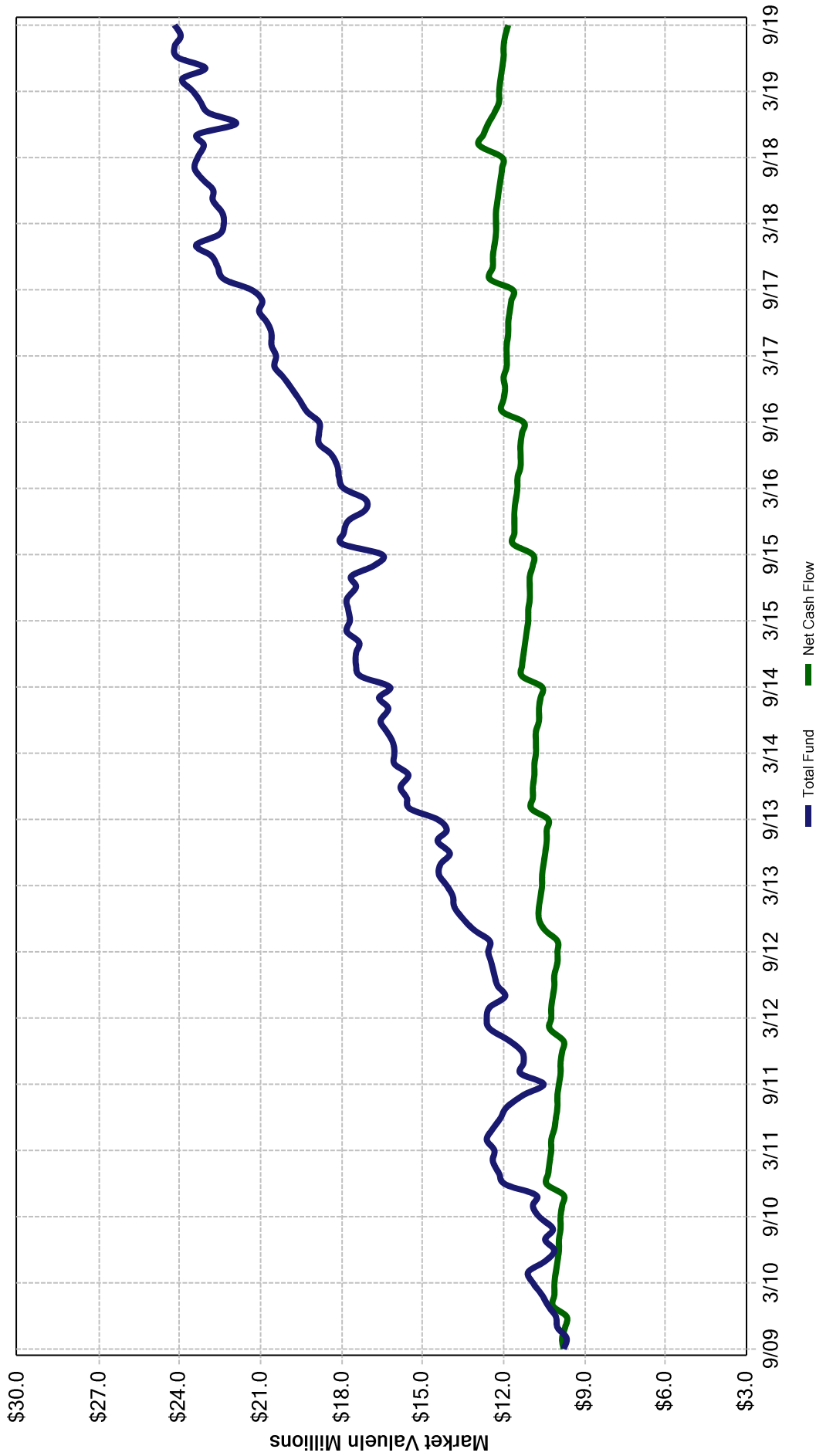
Looking back over a rolling 10-year periods, the fund ranked above median 70% of the time.

The plan's annualized rate of return from October 1, 2009 to September 30, 2019 was 8%.

It is important to note that the Town has always funded the total amount of the actuarial required payment.

Enclosures: Growth of Investments and Fiscal Year Rates of Return charts

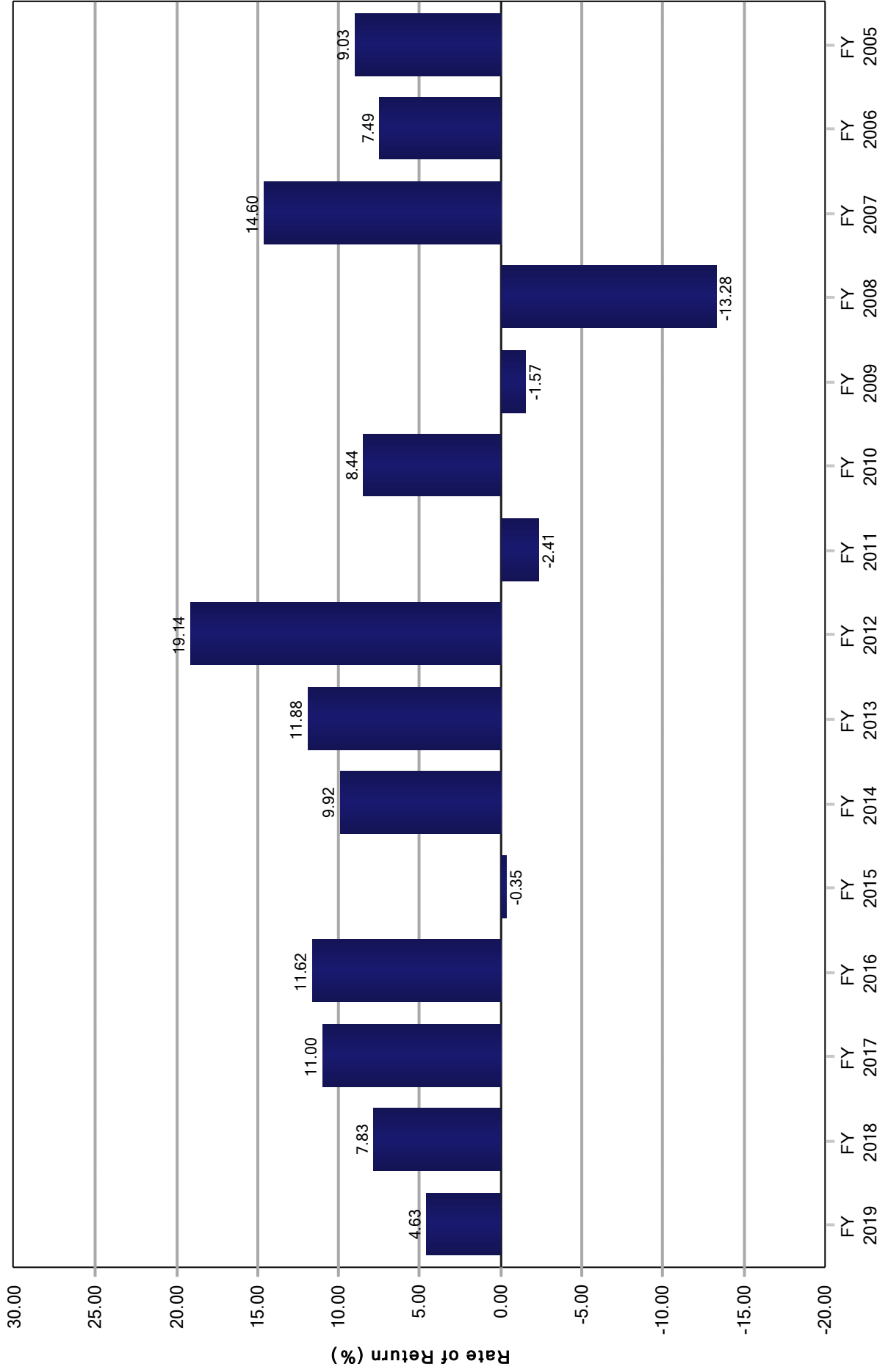
Retirement Plan For Employees Of The Town Of Surfside  
 Growth of Investments  
 October 1, 2009 Through September 30, 2019



<u>Beginning MV</u>	<u>Ending MV</u>	<u>Annualized ROR</u>
\$9,804,679	\$24,171,841	8.0



Retirement Plan For Employees Of The Town Of Surfside  
 Fiscal Year Rates of Return  
 September 30, 2019



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**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.

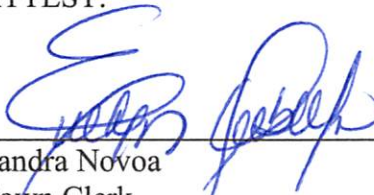
**Section 7.** This ordinance shall become effective upon final passage.

**PASSED AND ADOPTED ON FIRST READING,** this 10<sup>th</sup> day of December, 2019 with a 5-0 vote.

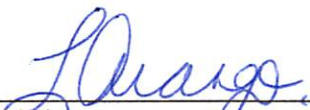
**PASSED AND ADOPTED ON SECOND READING,** this 14<sup>th</sup> day of January, 2020 with a 5-0 vote.

  
\_\_\_\_\_  
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



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 13<sup>th</sup> day of October 2016.


On Final Reading Moved by: Commissioner Paul

On Final Reading Second by: Commissioner Karukin

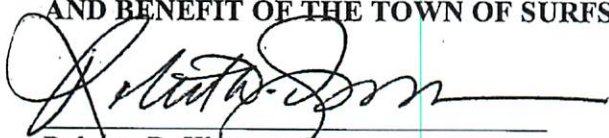
**FINAL VOTE ON ADOPTION:**

Commissioner Daniel Gielchinsky	<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 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



# MEMORANDUM

ITEM NO. 3FF

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission

**From:** Guillermo Olmedillo, Town Manager

**Date:**

**Subject:** Increase Lighting Plan

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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.

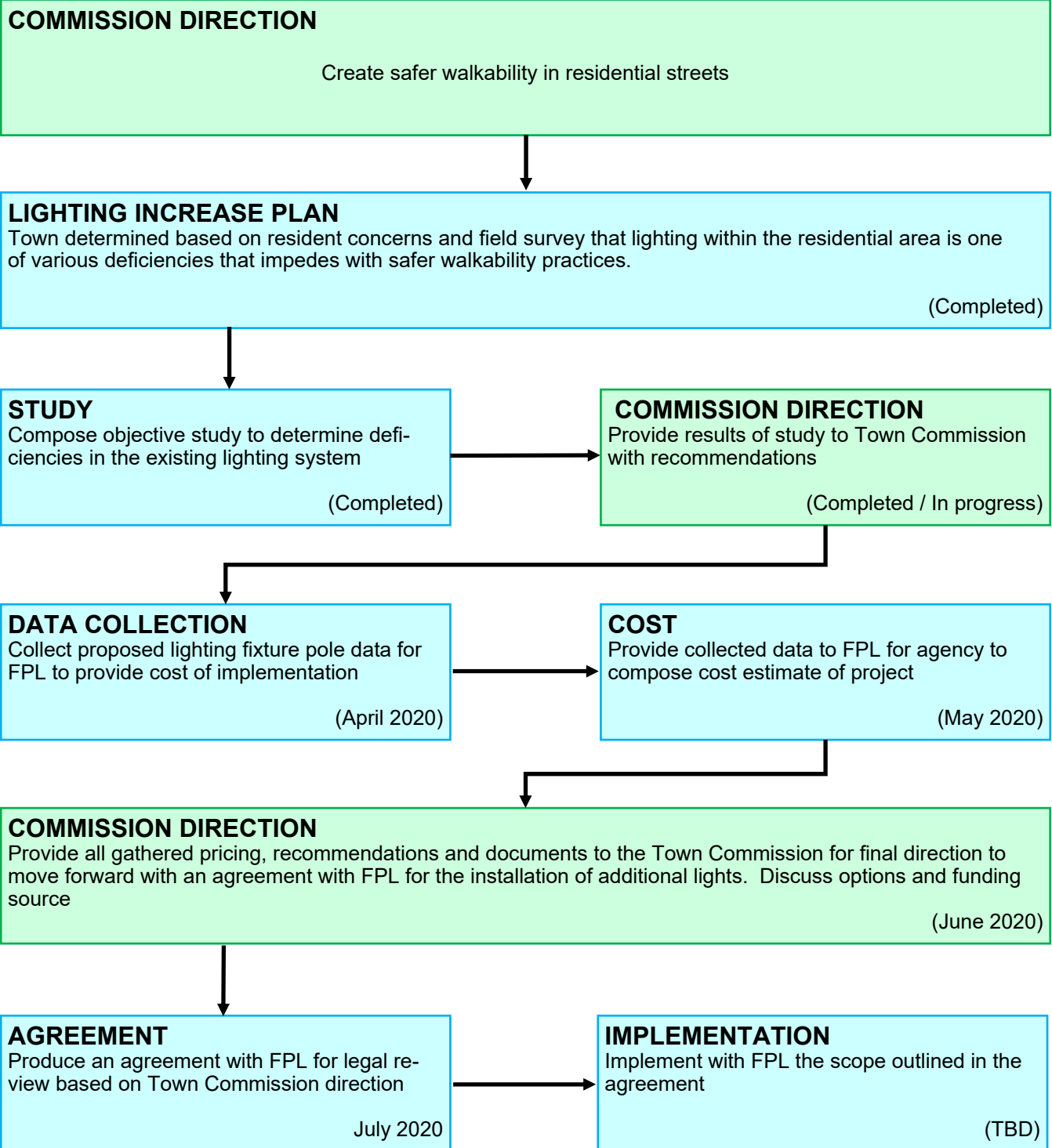
Reviewed by: HG/RS

Prepared by: HG



# Town of Surfside Public Works Department Safer Walkability- Increased Lighting Plan

Update as of March 30th, 2020



# 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](mailto: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  
904.731.1234 | www.ecityservices.com

**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*

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*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

e-City Services LLC is a registered Florida Corporation and licensed franchisee of  
Virtual Town Hall Holdings LLC

- 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.

*e-City Services LLC*

10000 W. US Highway 1, Suite 100  
 Jacksonville, Florida 32217

**e-City Services LLC is a registered Florida Corporation and licensed franchisee of  
 Virtual Town Hall Holdings LLC**

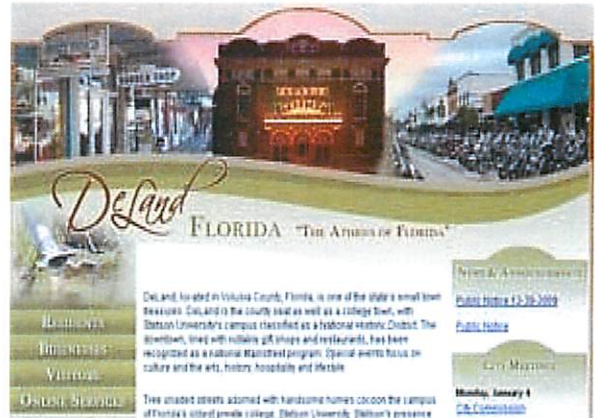
## Proposed Services

**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

e-City Services LLC is a registered Florida Corporation and licensed franchisee of  
Virtual Town Hall Holdings LLC



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.**

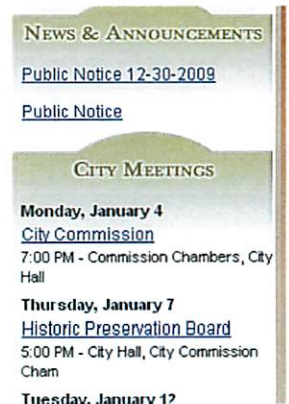
### Rotating Images

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.**



NEWS & ANNOUNCEMENTS  
[Public Notice 12-30-2009](#)  
[Public Notice](#)

CITY MEETINGS  
Monday, January 4  
[City Commission](#)  
7:00 PM - Commission Chambers, City Hall  
Thursday, January 7  
[Historic Preservation Board](#)  
5:00 PM - City Hall, City Commission Chamber  
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) 425-677-8133

e-City Services LLC is a registered Florida Corporation and licensed franchisee of  
Virtual Town Hall Holdings LLC

## 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

e-City Services LLC is a registered Florida Corporation and licensed franchisee of Virtual Town Hall Holdings LLC



**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 W. US Highway 1, Suite 1000  
Miami, FL 33149*

**e-City Services LLC is a registered Florida Corporation and licensed franchisee of  
Virtual Town Hall Holdings LLC**

**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.)

[Home](#) [Miscellaneous Web Documents](#) - City of DeLand Action Center

## 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
<a href="#">How do I get fingerprinting done?</a>	Police Department
<a href="#">How can I lease a T-Hangar?</a>	Airport
<a href="#">What are the current rates for T-Hangars?</a>	Airport
<a href="#">Do the City Commissioners and/or Mayor receive compensation?</a>	City Commission
<a href="#">Where and how do I pay a parking ticket?</a>	Parking Services
<a href="#">Who are my City Commission members?</a>	City Commission
<a href="#">How do I obtain a copy of a police or accident report?</a>	Police Department
<a href="#">Is it possible to buy the fire station?</a>	

*e-City Services LLC*

P.O. Box 19767, Winter Springs, FL 32719  
 Phone: 407.964-1623 (fax) 407.971.8133

e-City Services LLC is a registered Florida Corporation and licensed franchisee of Virtual Town Hall Holdings LLC

## 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

e-City Services LLC is a registered Florida Corporation and licensed franchisee of  
Virtual Town Hall Holdings LLC

## Pricing - Proposed Services

### Website Development Project

- |  |         |  |
|--|---------|--|
| 1. Custom Website Design.....  | \$2,650 |  |
| <b>Optional:</b> 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 |  |

<b>Hosted Application Services (Annual Fees)</b>	<b>\$4,200</b>
--	----------------

- |   |  |
|---|--|
| 1. Website Hosting,<br>Content Management Services License & Support Fees<br>(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          |  |

City Services LLC

City Services LLC, a Florida Limited Liability Company, is a registered Florida Corporation and licensed franchisee of Virtual Town Hall Holdings LLC. All services are provided subject to the terms and conditions of the applicable franchise agreement.

**e-City Services LLC is a registered Florida Corporation and licensed franchisee of Virtual Town Hall Holdings LLC**

## **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](mailto: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](mailto: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](mailto: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](mailto:dscases@ponce-inlet.org)

*e-City Services LLC*

P.O. Box 197267, Winter Springs, FL 32119  
Phone: 407.964-1623 (fax) 407.964-1811

e-City Services LLC is a registered Florida Corporation and licensed franchisee of  
Virtual Town Hall Holdings LLC

## 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 W. Broadway, Gainesville, FL 32601  
Phone: 352.339.2000 Fax: 352.339.2000



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 PDF files) & Fund Balances (PDF)

**Fire & Rescue:** landing page with link to Miami Dade Fire Department website

**Human Resources:** Same as above

*Surfside, Florida, Inc.*

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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

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City of Surfside, FL  
Town Hall, 10000 Biscayne Blvd., Suite 100  
Miami, FL 33138

## e-City Services LLC Service Agreement

e-City Services (ECS) will provide the Town of Surfside (Town) with the following services:

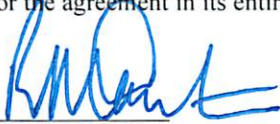



- **Create a custom designed website using the Virtual City Hall (VTH) content management system.**
- **Standard content development may include any of the following:**
  - Department Pages (home page, staff listing, FAQs, mission statement, fees, downloadable forms and miscellaneous pages)
  - Town 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, o=e-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) 425.611.8133

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) 407.511-8131

e-City Services LLC is a registered Florida Corporation and licensed franchisee of Virtual Town Hall Holdings LLC

**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](mailto: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](mailto: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](mailto: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

  
\_\_\_\_\_  
Date

BY:   
\_\_\_\_\_  
Randy Perry, President  
e-City Services LLC

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 12:15:18 -0400

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



# MEMORANDUM

ITEM NO. 3II

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission

**From:** Guillermo Olmedillo, Town Manager

**Date:**

**Subject:** Inhouse Landscape Cost

---

At the March 31, 2020 Special Commission Meeting, Town Administration was directed to provide a cost for the in-house services of landscape scope of work currently contracted with outside vendor.

Please find attached requested report being provided with this communication.

Reviewed by: HG/RS

Prepared by: HG



**Town of Surfside**  
Public Works Department  
In-house Landscape

**First Year Operating Costs**  
(Includes start up cost due to equipment and vehicle purchases)

Item No.	Resource	Resource Type	First Year Cost
<b>1.00 - Labor Resource (Personnel)</b>			
1.01	Greenspace Worker II	Labor	\$52,060.00
1.02	Greenspace Worker I	Labor	\$46,580.00
1.03	Greenspace Worker I	Labor	\$46,580.00
1.04	Arborist	Consultant Professional	\$4,000.00
<b>Section 1.00 Total</b>			\$149,220.00
<b>2.00 - Equipment Resource (Vehicle &amp; Landscape Equipment)</b>			
2.01	Lawn Mower (Stand behind)	Equipment	\$10,388.00
2.02	Lawn Mower (Push Behind)	Equipment	\$1,259.00
2.03	Small Equipment	Equipment	\$2,245.00
2.04	Trailer (7 x 16)	Equipment	\$5,199.00
2.05	Vehicle (Tilt Cab)	Equipment	\$58,058.81
<b>Section 2.00 Total</b>			\$77,149.81
<b>3.00 - Operating Costs (Costs incurred by the operation)</b>			
3.01	Fuel	Operating	\$15,000.00
3.02	Vegetation Disposal	Operating	\$36,400.00
3.03	Small Equipment Maintenance	Operating	\$2,034.00
3.04	Large Equipment Maintenance	Operating	\$3,000.00
3.05	Uniforms	Operating	\$11,400.00
3.06	Toll	Operating	\$1,000.00
<b>Section 3.00 Total</b>			\$68,834.00
<i>Total first year start up and operating cost</i>			\$295,203.81
<i>Total first year start up and operating cost with 10% Contingency</i>			\$324,724.19

**Notes:**

- Items in section 3.00 are subject to fee increases by County and / or market rate increases.
- Table provides basic maintenance service costs. Does not include purchase of landscape material.
- Table Provides basic maintenance service costs. Does not include emergency work.
- Table Provides basic maintenance service costs. Does not include Insecticide and fertilization.
- Table Provides basic maintenance service costs. Does not include speciality tree treatment or care.



**Town of Surfside**  
Public Works Department  
In-house Landscape

**After Year One Operating Cost**  
(Does not include start up cost)

Item No.	Resource	Resource Type	First Year Cost
<b>1.00 - Labor Resource (Personnel)</b>			
1.01	Greenspace Worker II*	Labor	\$52,060.00
1.02	Greenspace Worker I*	Labor	\$46,580.00
1.03	Greenspace Worker I*	Labor	\$46,580.00
1.04	Arborist	Consultant Professional	\$4,000.00
<b>Section 1.00 Total</b>			<b>\$149,220.00</b>
<b>2.00 - Equipment Resource (Vehicle &amp; Landscape Equipment)</b>			
2.01	Replace of Equipment (5 year Cycle)	Equipment	\$15,430.00
<b>Section 2.00 Total</b>			<b>\$15,430.00</b>
<b>3.00 - Operating Costs (Costs incurred by the operation)</b>			
3.01	Fuel	Operating	\$15,000.00
3.02	Vegetation Disposal	Operating	\$36,400.00
3.03	Small Equipment Maintenance	Operating	\$2,034.00
3.04	Large Equipment Maintenance	Operating	\$3,000.00
3.05	Uniforms	Operating	\$11,400.00
3.06	Toll	Operating	\$1,000.00
<b>Section 3.00 Total</b>			<b>\$68,834.00</b>
<i>Annual operating cost</i>			<b>\$233,484.00</b>
<i>Annual operating cost with 10% Contingency</i>			<b>\$256,832.40</b>

**Notes:**

- \*This item is subject to a cost of living and / or merit raise.
- Items in section 3.00 are subject to fee increases by County and / or market rate increases.
- Table provides basic maintenance service costs. Does not include purchase of landscape material.
- Table Provides basic maintenance service costs. Does not include emergency work.
- Table Provides basic maintenance service costs. Does not include Insecticide and fertilization.
- Table Provides basic maintenance service costs. Does not include speciality tree treatment or care.



# MEMORANDUM

ITEM NO. 3JJ

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission  
**From:** Guillermo Olmedillo, Town Manager  
**Date:** April 21, 2020  
**Subject:** Lowering of Property taxes and Water Bills

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At the March 24, 2020 Special Commission Meeting, Town Administration was directed to provide information on lowering property taxes and water bills.

April 14 through April 21, the Town's Finance Director has meet with the Commissioners to discuss the state of the Town's finances including the financial position of the Town's General Fund and Water & Sewer Fund. With the budget season starting, the Commission will have the opportunity to provide policy direction which forms the basis of the Town's Budget. On June 1, 2020, the Town will receive the Miami-Dade Property Appraiser Assessment Roll Estimate which will help guide the Town's Administration toward the goal of lowering the financial impact to Town residents.

Attached is the Town's financial position presentation given to the Commissioners.

Reviewed by: GO

Prepared by: JDG



# FINANCE ORIENTATION

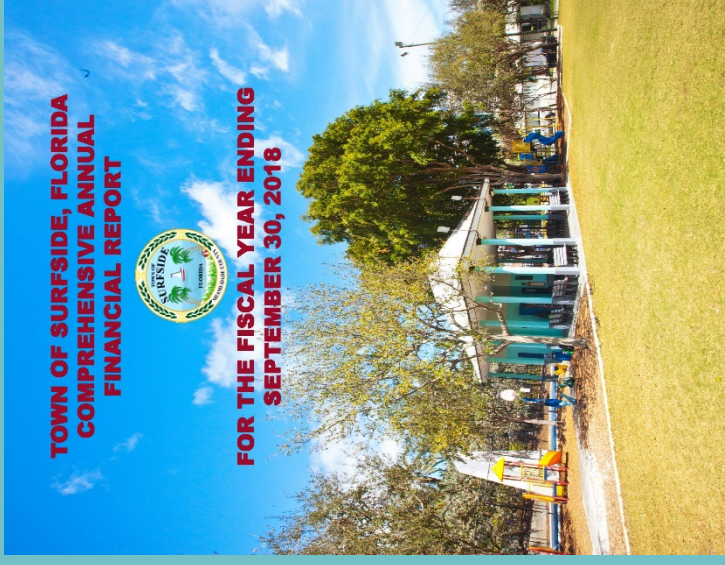
April 2020



Surfside Finance  
Department

# Financial Reporting

- Fiscal Year = October 1<sup>st</sup> thru September 30<sup>th</sup>
- Comprehensive Annual Financial Report (CAFR)
- Government Finance Officers Association (GFOA)
  - Certificate of Achievement for Excellence in Financial Reporting Program
  - <https://www.gfoa.org/best-practices>





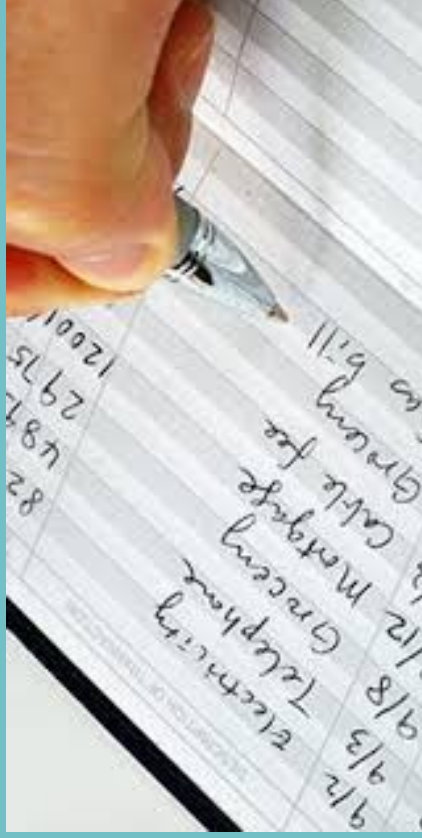
# Other Reports

- **Florida Department of Finance**
  - Annual Financial Report (AFR)
- **Florida Auditor General**
  - Local Government Audit Report
- **State and/or Federal Single Audit Report**
- **Office of the Citizens' Independent Transportation Trust**
  - Audit every 5 years
  - Reporting quarterly and annually
- **Federal and State Law Enforcement**
  - Police Forfeiture funds
- **Local Highway Finance Report**
  - State revenue sharing

# Fund Accounting

## What is a Fund?

- A fund is like having a different checking account for different purposes



## Types of Funds



Governmental



Proprietary

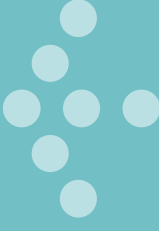


Fiduciary



Internal  
Service

# Governmental Funds



## General Fund

Accounts for revenues including property taxes, sales taxes, and fines, as well as expenditures like Police and General Government

## Special Revenue Funds

Used for revenue sources that can only be used for a specific purpose (ex. Building, Resort Taxes)

## Capital Project Fund

Accounts for major capital construction or acquisition of major assets

# Other Funds

## Proprietary Funds

- Government services that are financed in whole or in part by fees paid by those who benefit from the services



## Fiduciary Fund

- Used when a government unit acts as a trustee or agent



## Internal Service Fund

- Accounts for cost of maintaining Town's fleet





# Balance Sheet - Reserves

- The Town is in good financial position
- General Fund (2019 UNAUDITED)
  - \$2.0M assigned fund balance (Hurricane Reserve)
  - New Resiliency Reserve created in FY 2020
  - \$13.0M unrestricted fund balance
- Other governmental funds (Restricted or Assigned)
  - Building Fund \$2.6M
  - Capital Projects Fund \$3.0M
  - Tourist Resort \$1.6M
  - Other (Trans./Police) \$435k
- Enterprise funds (Restricted)
  - Water & Sewer (\$1.5M)
  - Stormwater \$3.2M
  - Parking \$1.2k
  - Solid Waste \$655k

# Unassigned General Fund Reserves

<b>Fiscal Year</b>	<b>Amount</b>	<b>Increase</b>	<b>Increase</b>
2009	\$ 7,178,552		
2010	\$ 867,867	\$ (6,310,685)	-87.9%
2011	\$ 1,958,783	\$ 1,090,916	125.7%
2012	\$ 3,121,636	\$ 1,162,853	59.4%
2013	\$ 3,151,275	\$ 29,639	0.9%
2014	\$ 4,204,273	\$ 1,052,998	33.4%
2015	\$ 3,722,284	\$ (481,989)	-11.5%
2016	\$ 5,170,003	\$ 1,447,719	38.9%
2017	\$ 6,460,802	\$ 1,290,799	25.0%
2018	\$ 8,902,050	\$ 2,441,248	37.8%
2019	\$ 12,983,069	\$ 4,081,019	45.8%

# General Fund Reserves compared to Property Tax Revenues

<b>Fiscal Year</b>	<b>Reserves</b>	<b>Revenues</b>	<b>% Ratio</b>
2009	\$ 7,178,552	\$ 6,325,721	113.5%
2010	\$ 867,867	\$ 5,323,728	16.3%
2011	\$ 1,958,783	\$ 5,619,494	34.9%
2012	\$ 3,121,636	\$ 5,264,387	59.3%
2013	\$ 3,151,275	\$ 5,257,726	59.9%
2014	\$ 4,204,273	\$ 5,660,551	74.3%
2015	\$ 3,722,284	\$ 6,526,267	57.0%
2016	\$ 5,170,003	\$ 7,276,466	71.1%
2017	\$ 6,460,802	\$ 8,167,329	79.1%
2018	\$ 8,902,050	\$ 9,626,611	92.5%
2019	\$ 12,983,069	\$ 12,835,787	101.1%

# Enterprise Funds Unrestricted Reserves

Fiscal Year	Water & Sewer	Stormwater	Solid Waste	Parking
2009	\$ 448,793	\$ (77,137)	\$ (128,427)	\$ 2,526,724
2010	\$ 440,000	\$ 40,626	\$ 82,210	\$ 2,043,034
2011	\$ 1,674,603	\$ 188,302	\$ 207,462	\$ 1,385,581
2012	\$ (2,949,483)	\$ (161,489)	\$ 228,437	\$ 1,258,325
2013	\$ (5,261,333)	\$ 2,520,512	\$ 227,274	\$ 1,066,574
2014	\$ (3,501,884)	\$ 3,838,412	\$ 116,662	\$ 1,000,355
2015	\$ (2,705,871)	\$ 4,051,768	\$ 340,391	\$ 1,089,165
2016	\$ (1,489,769)	\$ 3,626,325	\$ 245,941	\$ 1,111,941
2017	\$ (3,048,579)	\$ 1,456,556	\$ 429,743	\$ 811,013
2018	\$ (2,546,398)	\$ 3,203,878	\$ 601,201	\$ 943,315
2019	\$ (1,477,313)	\$ 3,200,646	\$ 655,448	\$ 1,185,311
2020	\$ (1,136,724)	\$ 3,034,923	\$ 432,957	\$ 1,108,943

# Debt

- **No General Obligation, Capital Leases, or Pension Obligation debt**
- **Utility System Revenue Bond Series 2011**
  - Improvements to facilities for the water, sewer, and stormwater systems
  - \$16M issued
  - \$7.3M outstanding as of September 30, 2019
  - Final payment – 2026
- **Clean Water State Revolving Loan**
  - Improvements to facilities for the sewer and stormwater systems
  - \$9.31M issued
  - \$6.86M outstanding as of September 30, 2019
  - Final payment – 2033

**\*all debt serviced with water, sewer, & stormwater funds**

# Budgeting

FISCAL YEAR 2020





# Budget Glossary

- **Budget:** A plan of financial activity for a specified period of time (fiscal year) indicating all planned revenues and expenses for the budget period.
- **Millage:** Derived from a Latin word "millesimum" meaning "thousandth," with 1 mill being equal to 1/1,000th of a currency unit. As used in relation to property tax, 1 mill is equal to \$1 in property tax, which is levied per every \$1,000 of a property's determined taxable value.
- **Taxable Valuation:** This is the amount determined by the Property Appraiser after any discounts and/or exemptions have been applied to the assessed valuation. This reduced figure is the one against which governments may levy a tax.

# Budget Process

- Budget development and management is a year-round process.
- Budget preparation begins in February-March and is designed to assist the Town's management in the development of short-term and long-term strategies to meet legal and policy directives as well as perceived wishes of the community including the various advisory boards and committees.
- The policy directives of the Town of Surfside's Town Commission are the principal focus of each budget process.
- Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award





# Budget Timeline

- **March**      Initiate Budget Development Process
- **April**      Distribute budget package to Department Directors
- **April**      Budget Goals and Objectives Workshop with Town Commission to set budget priorities
- **April-May**      Budget Retreat – Town Manager and Department Directors
- **May**      Departments submit budget requests. Meetings with Town Manager to review all requests
- **June 1<sup>st</sup>**      Miami-Dade Property Appraiser Assessment Roll Estimate
- **June**      Town Commission Budget Workshop

# Budget Timeline

- **July 1<sup>st</sup>** “Certification of Taxable Value” received from the Property Appraiser
- **Early July** Proposed Budget submitted to Town Commission
- **Mid-July** Town Commission meets to set tentative property millage rates
- **Early Aug** Notify Property Appraiser - proposed millage rate, etc.
- **July-Aug** Proposed Budget finalized based on Town Commission budget discussion and final taxable value
- **Sept** First and second public hearings
  - Adopt millage rates
  - Adopt operating and capital budgets

\*Florida Statue precludes local governments from conducting its budget hearings on the same date as Miami-Dade County and the Miami-Dade County School Board



# Budget Components

## General Fund

- General Government
- Physical Environment
- Non-Community Center Parks & Recreation
- Public Safety
- Streets

## Special Revenue Funds

- Building Services
- Tourist
- Transportation
- Police Forfeiture

## Capital Projects Fund

- Physical Environment

## Enterprise Funds

- Water & Sewer
- Solid Waste
- Stormwater
- Parking

## Internal Service Fund

- Fleet Management

# Special Revenue Funds – What do you get?

- **Transportation Fund**
  - Generated through the Miami-Dade County half-penny sales surtax
  - Use of the funds include a Community Bus Service as well as sidewalk replacements, bus stop maintenance, etc.
- **Police Forfeiture**
  - Funded through forfeitures, seizures, and confiscations related to criminal activity
  - Use of the funds is restricted to crime prevention initiatives
- **Building Fund**
  - Account for the building department activities
  - Revenues are collected from development activity to fund building department operations



# Special Revenue Funds – What do you get?

- **Tourist Resort Fund**
  - Generated from taxes placed on certain types of private enterprise – food and beverage sales and accommodations
  - Sixty-six percent (66%) of total revenues allocated for the cost of operating the Community Center and collection of resort tax
  - Pursuant to Chapter 67-930 of State of Florida law, and further defined in the Town’s Ordinance No. 11-1574, a minimum of 34% of the resort tax revenue must be used to promote the Town as a tourist destination
  - The expenditure of these funds is governed by the Tourist Bureau Board
  - Used to fund the other initiatives, also enjoyed by residents:
    - Annual holidays lights on Harding Avenue
    - Popular events, including Third Thursdays, First Fridays, Paddletopia, Bootcamp & Brews, History Tours, and more

**Community Center Budget is ~\$2.2M in Fiscal Year 2020**

**This funding provides property tax relief as these operations are no longer supported by the General Fund**

# Property Values

## Taxable Property

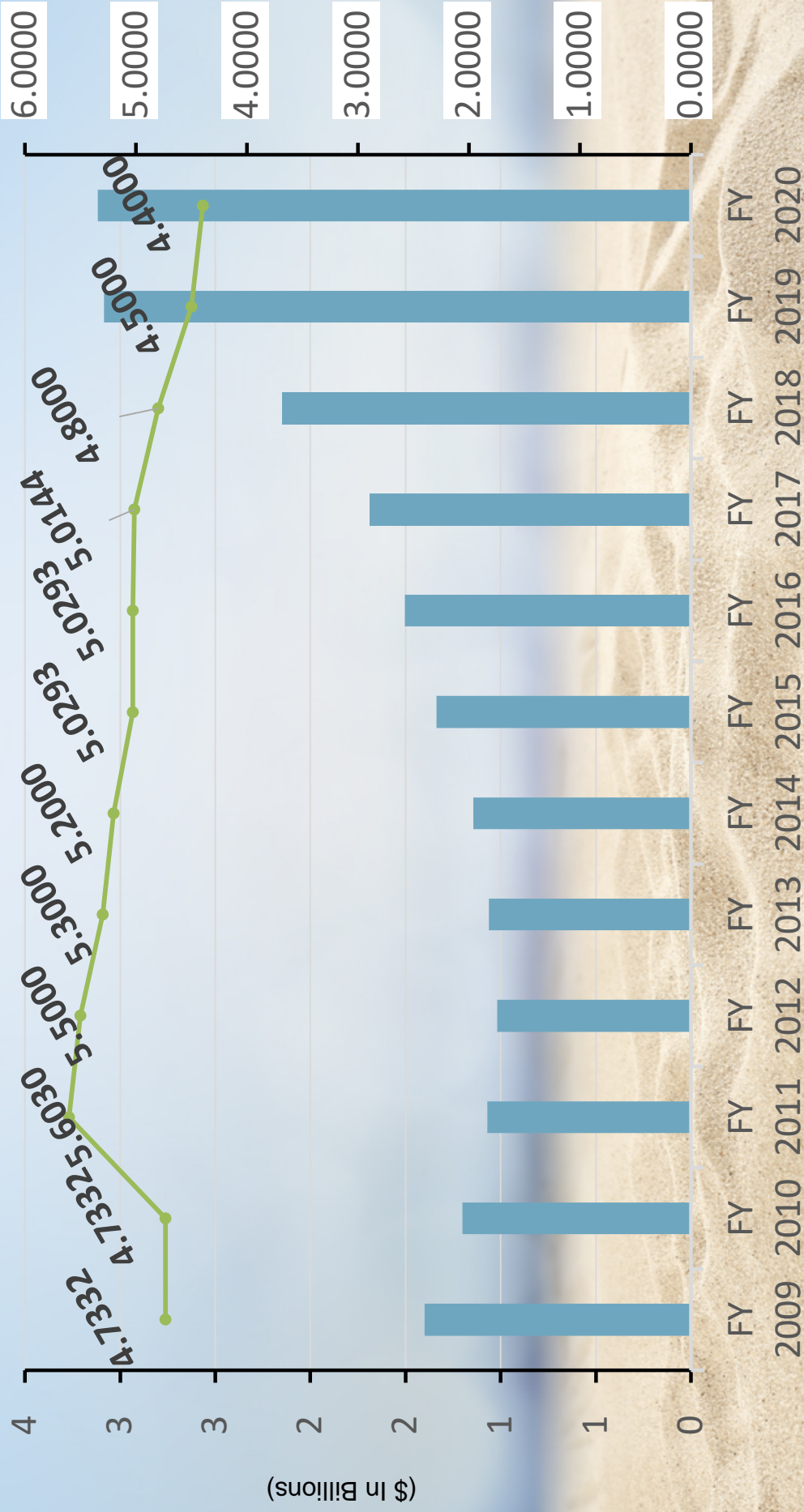
Fiscal Year	Millage Rate	Value	Value Increase	% Increase
2009	4.7332	\$ 1,531,669,419		
2010	4.7332	\$ 1,283,401,231	\$ (248,268,188)	-16.2%
2011	5.6030	\$ 1,062,959,623	\$ (220,441,608)	-17.2%
2012	5.5000	\$ 1,017,658,274	\$ (45,301,349)	-4.3%
2013	5.3000	\$ 1,062,214,226	\$ 44,555,952	4.4%
2014	5.2000	\$ 1,144,071,250	\$ 81,857,024	7.7%
2015	5.0293	\$ 1,336,876,007	\$ 192,804,757	16.9%
2016	5.0293	\$ 1,502,755,220	\$ 165,879,213	12.4%
2017	5.0144	\$ 1,689,439,338	\$ 186,684,118	12.4%
2018	4.8000	\$ 2,150,458,492	\$ 461,019,154	27.3%
2019	4.5000	\$ 3,086,020,534	\$ 935,562,042	43.5%
2020	4.4000	\$ 3,116,633,395	\$ 30,612,861	1.0%



# Property Taxes

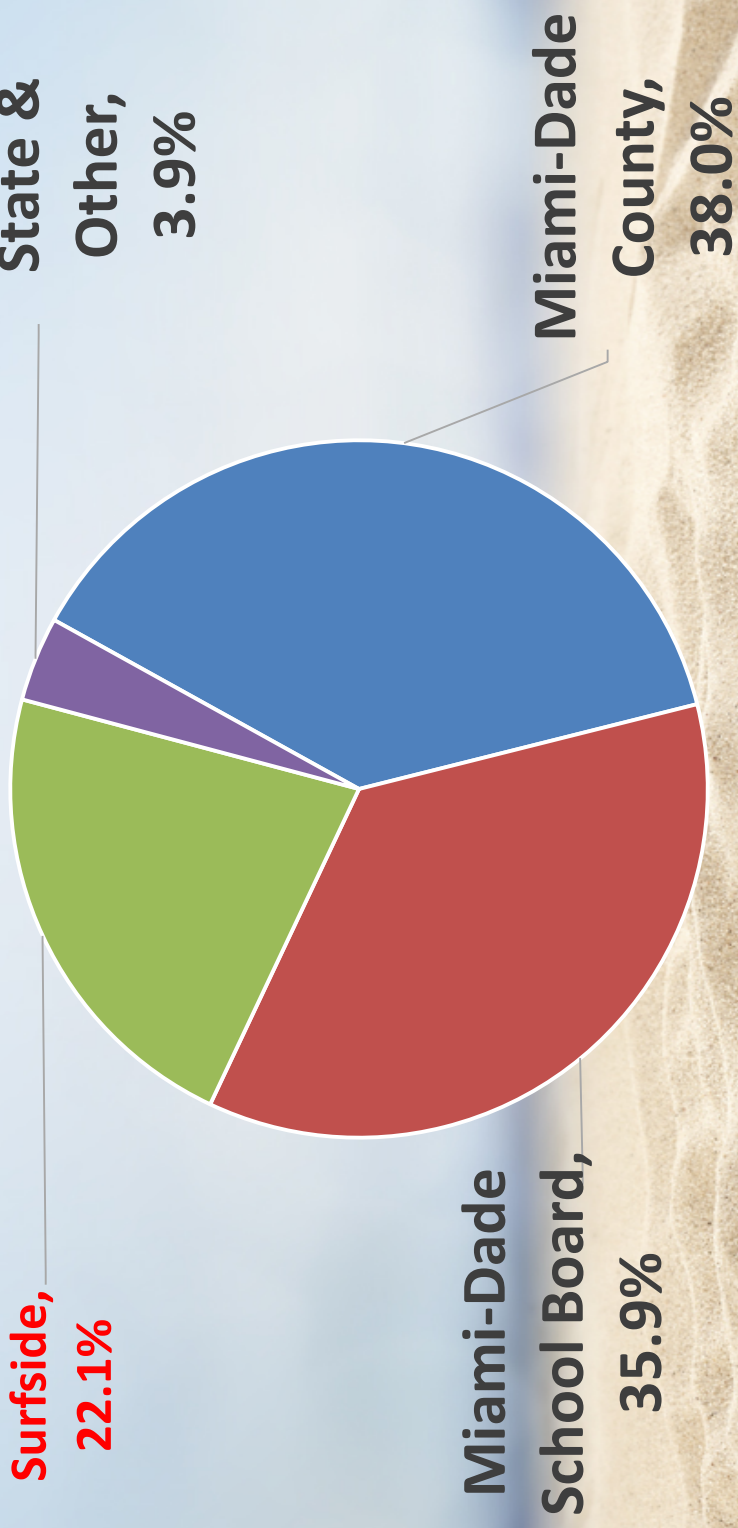
Fiscal Year	Millage Rate	Taxable Property Value	Property Taxes Collected	% Increase
2009	4.7332	\$ 1,531,669,419	\$ 6,325,721	
2010	4.7332	\$ 1,283,401,231	\$ 5,323,728	-15.8%
2011	5.6030	\$ 1,062,959,623	\$ 5,619,494	5.6%
2012	5.5000	\$ 1,017,658,274	\$ 5,264,387	-6.3%
2013	5.3000	\$ 1,062,214,226	\$ 5,257,726	-0.1%
2014	5.2000	\$ 1,144,071,250	\$ 5,660,551	7.7%
2015	5.0293	\$ 1,336,876,007	\$ 6,526,267	15.3%
2016	5.0293	\$ 1,502,755,220	\$ 7,276,466	11.5%
2017	5.0144	\$ 1,689,439,338	\$ 8,167,329	12.2%
2018	4.8000	\$ 2,150,458,492	\$ 9,626,611	17.9%
2019	4.5000	\$ 3,086,020,534	\$ 12,835,787	33.3%
2020	4.4000	\$ 3,116,633,395	\$ 13,027,528	1.5%

# TAXABLE VALUES & MILLAGE RATES 10 YEARS





# HOW MUCH OF YOUR TAX BILL GOES TO THE TOWN?

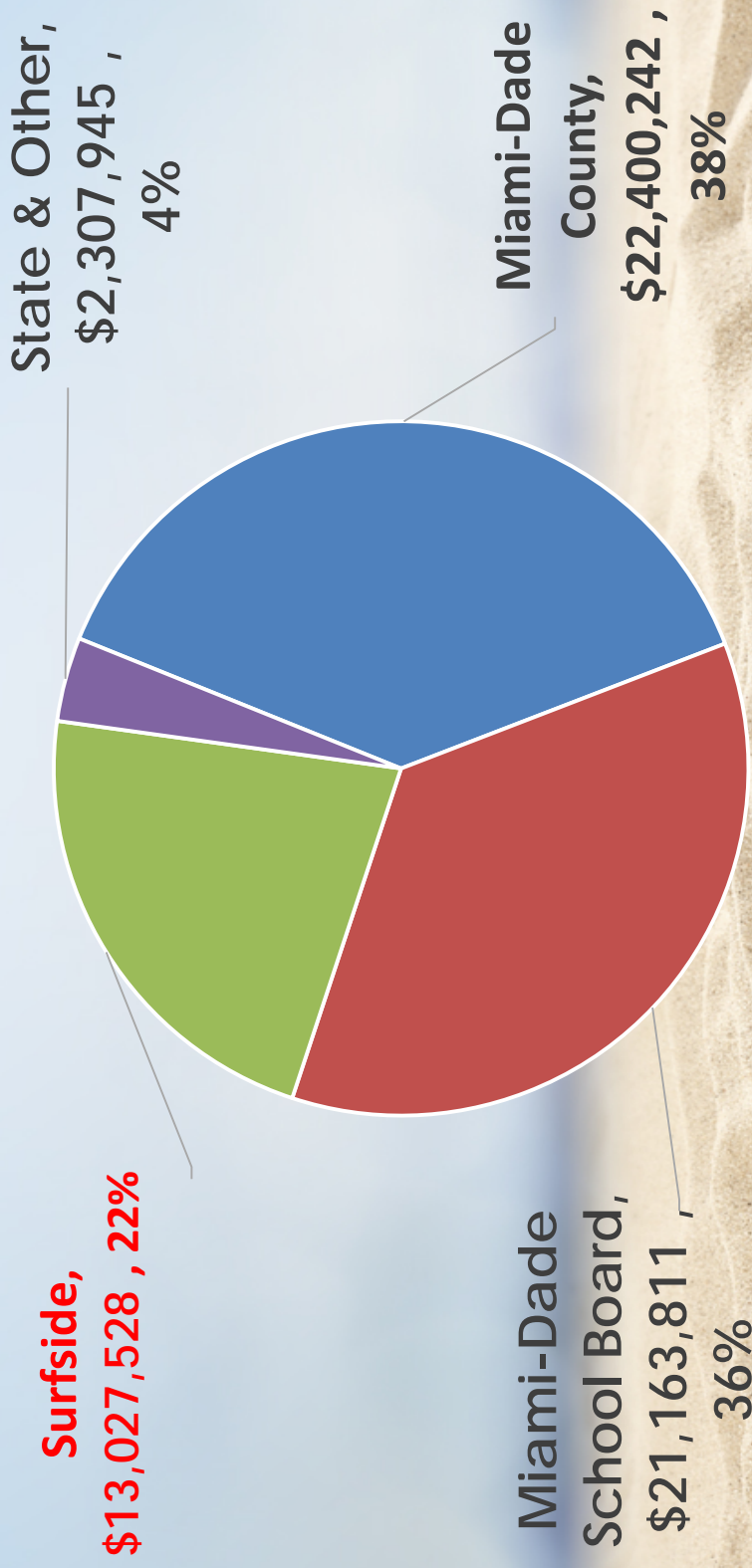


**77.9% of Surfside property taxes go to other entities**



# Property Tax Distribution

## 2019 Millage Rates



**\$45.9M of the \$58.9M in Surfside property taxes go to other entities**

# Property Taxes Millage Rates

Fiscal Year      Surfside      County      Miami-Dade School Board

2009      4.7332      5.1229      7.7970

2010      4.7332      5.1229      7.9950

2011      5.6030      5.8725      8.2490

2012      5.5000      5.0900      8.0050

2013      5.3000      4.9885      7.9980

2014      5.2000      5.1255      7.9770

2015      5.0293      5.1169      7.9740

2016      5.0293      5.1169      7.6120

2017      5.0144      5.0669      7.3220

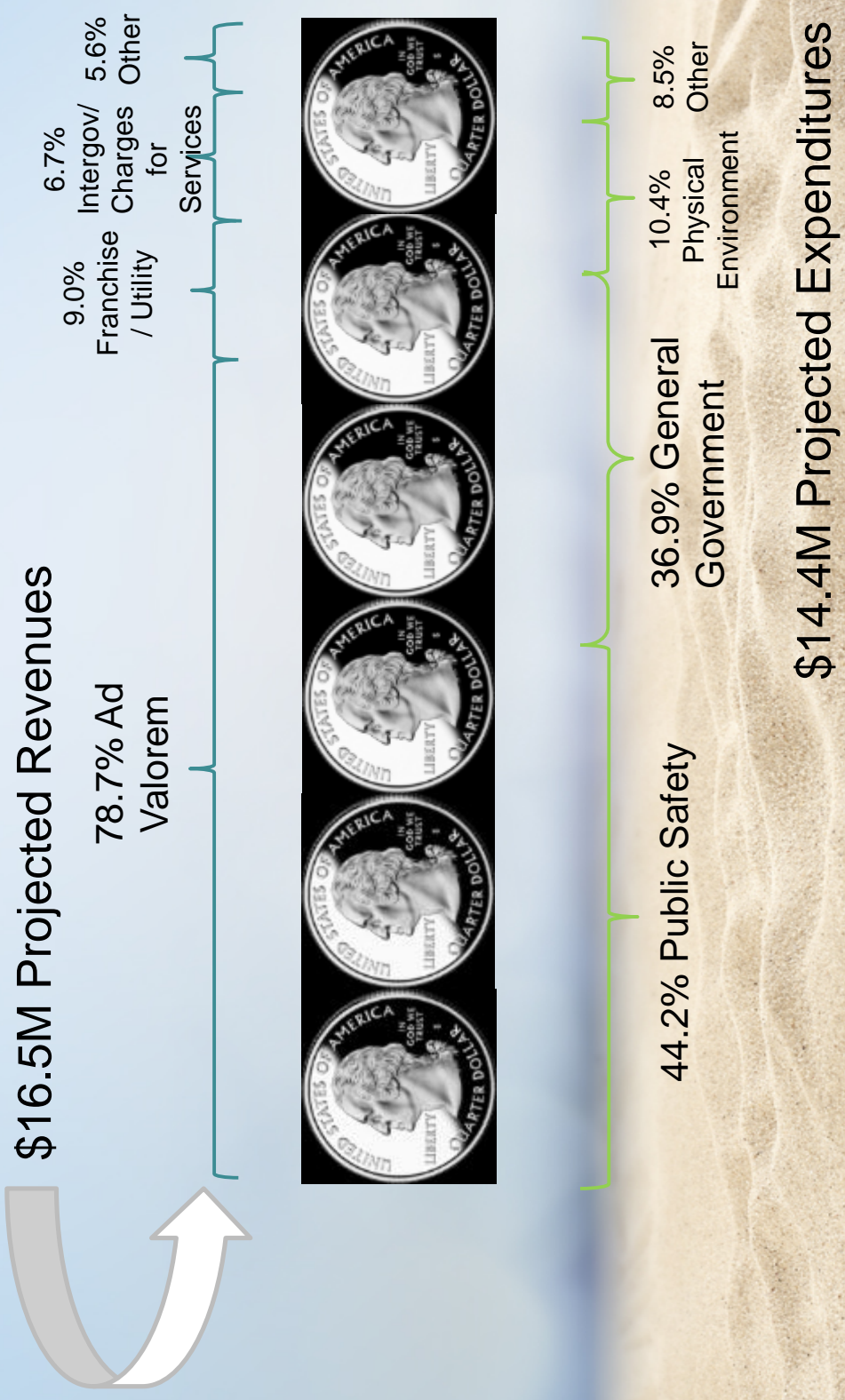
2018      4.8000      5.0669      6.9940

2019      4.5000      5.1313      6.7330

2020      4.4000      5.1449      7.1480



# Fiscal Year 2020 General Fund Revenues & Expenditures

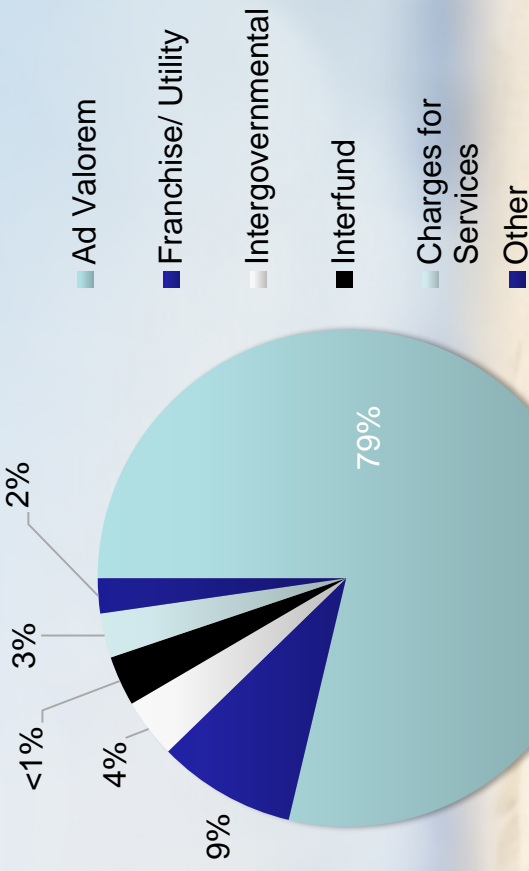


# Revenues Forecast General Fund

## \$16.5 Million

- Ad Valorem \$13.0 Million
- Franchise/Utility \$1.5 Million
- Intergovernmental \$637,500
- Interfund \$539,000
- Charges for Services \$478,700
- Other \$376,500

**FY 2020 General Fund Revenues**



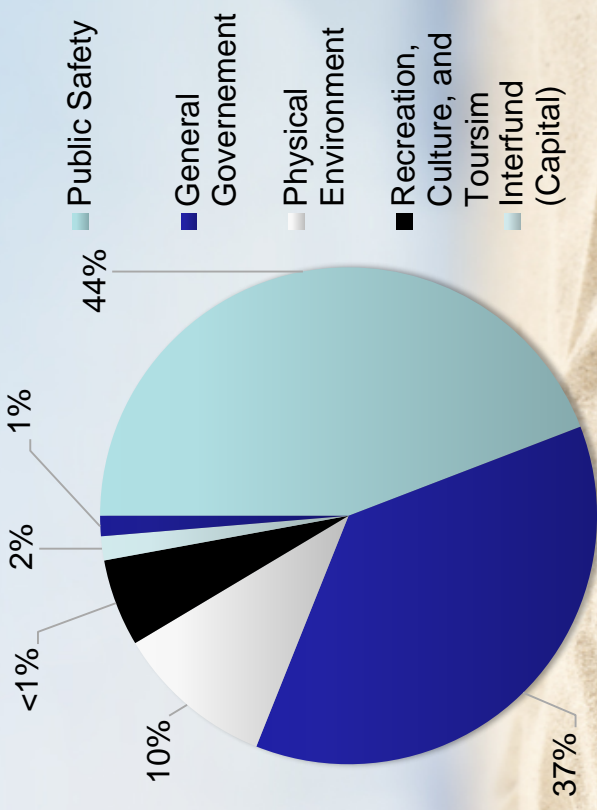


# General Fund Expenditures

## \$14.4 Million

- Public Safety \$6.4 Million
- General Government \$5.3 Million
- Physical Environment \$1.5 Million
- Recreation/Community \$819,932
- Interfund (Capital) \$225,000
- Streets \$190,331

**FY 2020 General Fund Expenditures**





# Enterprise Funds – Water & Sewer

- The Town operates its Water and Sewer System and funds the operations, maintenance, administration, debt service, and infrastructure renewal and replacement needs through user fees and available reserves.
- The Town has issued bonds to pay for a portion of its water and sewer capital project and the debt service is repaid through the system's net revenues.
- Town water is purchased from Miami-Dade County at wholesale rates and transmitted through Town owned water lines.
- Wastewater (sewer) runs through the Town's collection system and is discharged under an agreement with the City of Miami Beach.
- The Water and Sewer division also performs functions related to billing and collection for the services provided.
- General Town administrative support provides services for Water and Sewer operations such as: oversight, finance, payroll, human resources, benefits and pension management, and the provision of office space.

# Fiscal Year 2020 Water & Sewer Fund Revenues & Expenditures



→ 53% Operating Costs

\*81% of the Operating Costs are direct past throughs

\*75% of the all expenses are debt service and pass throughs

**\$4.1M Projected Expenditures**

**\$340,000 added to Reserves – FY 19 FY end balance = (\$1.4M)**

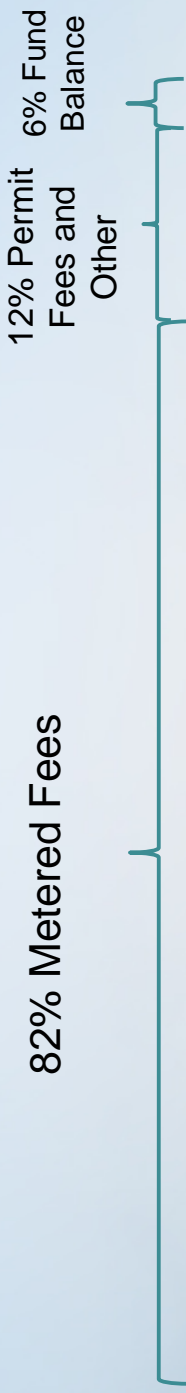


# Enterprise Funds – Parking

- The Town operates its own municipal parking enterprise fund. The Town currently operates several parking lots and on-street parking spaces to provide parking throughout Town and convenient access to the Harding Avenue business district.
- Municipal Parking operations are under the supervision of the Public Safety Department.
- The Town provides these services with Parking Division in-house staff and contracts with a private company for collection from parking meters.
- Parking citation revenue is allocated to the General Fund.
- General Town administrative support provides services for Municipal Parking operations such as: oversight, finance, payroll, human resources, benefits and pension management, and the provision of office space.

# Fiscal Year 2020 Parking Fund Revenues & Expenditures

\$1.3M Projected Revenues



45% Operating Costs

44% Personnel Costs

11% Other Costs

\$1.3M Projected Expenditures

\$76,000 reduction in Reserves – FY 19 FY end balance = \$1.2M



# Enterprise Funds – Solid Waste

- The Solid Waste Fund accounts for the cost of operating and maintaining collection and disposal services for Town residents and commercial businesses/properties.
- Solid waste collection and disposal services are provided by the Town for garbage, bulk trash, and vegetation.
- The Town provides in-house collection and disposal of recyclable materials for residential properties.
- Solid waste collection charges for residential property are billed by Miami- Dade County on the real property tax notice as a non-ad valorem assessment. The residential property assessment of \$318.67 for garbage/recycle is assessed for FY 2020. Variable rates are charged for multi-family units and commercial properties. The Town is in the process of evaluating commercial rates.
- General Town administrative support provides services for Solid Waste operations such as: oversight, finance, payroll, human resources, benefits and pension management, and the provision of office space.



# Fiscal Year 2020 Solid Waste Fund Revenues & Expenditures



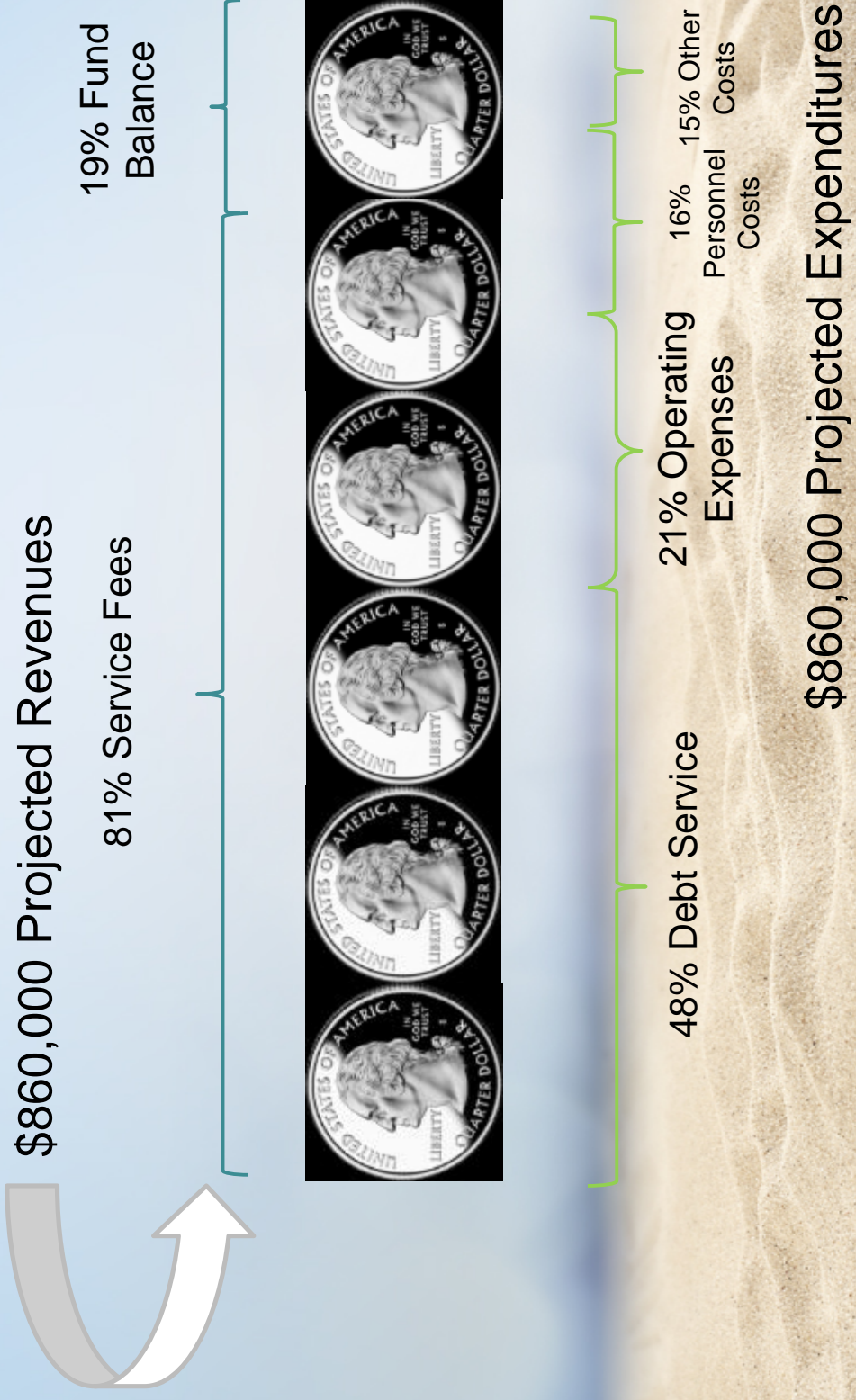
\$222,000 reduction in Reserves – FY 19 FY end balance = \$655,000

# Enterprise Funds – Stormwater

- The Stormwater Utility Fund accounts for the cost of operating and maintaining the Town's stormwater drainage system in accordance with the Environmental Protection Agency National Pollutant Discharge Elimination System (NPDES) permit.
- The Town is in the process of developing a Stormwater Master Plan which should be updated at 5 year to properly document new projects and to adapt with future conditions. (On Hold)
- The Town contracts out many of the stormwater related functions.
  - Include planning, developing, testing, maintaining, and improving the management of waters resulting from storm events.
  - Vacuum truck services as well as a street sweeping program to maintain the stormwater infrastructure are funded.
- General Town administrative support provides services for stormwater operations such as: oversight, finance, payroll, human resources, benefits and pension management, and the provision of office space.



# Fiscal Year 2020 Stormwater Fund Revenues & Expenditures



\$166,000 reduction in Reserves – FY 19 FY end balance = \$3.2M

# Contact Info

- Website: <https://townofsurfsidefl.gov/departments-services/finance>
- Jason D. Greene, CGFO, CFE, CPFIM, CICA  
jgreene@townofsurfsidefl.gov





# MEMORANDUM

ITEM NO. 3KK

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission

**From:** Guillermo Olmedillo, Town Manager

**Date:** April 21, 2020

**Subject:** Calvin, Giordano & Associates Contracts Executive Summary

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At the March 31, 2020 Special Commission Meeting, Town Administration was directed to provide an Executive Summary on the Calvin, Giordano & Associates contracts related to Information Technology, Engineering, and Planning & Zoning.

Please find attached requested report. The report was provided to Commission on April 16, 2020.

Reviewed by: GO

Prepared by: JDG



**IT Services Contract – CGA number 17-9175**

**Monthly Fee:** \$11,031.31

**Potential Additional Fees:** \$238.29 per broadcasting event – including setup, AV during meeting, posting after the meeting is over. Average Commission Meetings are 4 hours (30 min setup, 3-hour meeting, 30 min broadcasting of video)

After hours or weekend services (Police Department Emergencies/ Downtime to background check servers) \$101.34/hour only at Town request.

**Staff assigned to contract:** Jose Feliz, Support Specialist Full Time dedicated to the Town of Surfside  
Eric Wells, Network Administrator Part Time dedicated to the Town of Surfside- as needed oversight, assistance and PTO coverage.

Adrian Santaella, Media Specialist Part Time (contract states 20 hours per month) dedicated to the Town of Surfside as needed for website updates.

**Monthly Fee hours dedicated per month:**

170 hours

**Monthly Fee Brief scope of work:**

Desktop support for all Town Staff including the Police Department, including:

- Maintain and trouble shoot all servers, computers, software, printers, scanners, phone systems at all locations
- Specifying, purchasing and setup of all new IT equipment for staff and PD
- Maintaining uptime on servers, Police Department USA Software and FDLE
- Troubleshooting Tyler ERP Software
- Upgrading Town equipment as needed, including Data Center, Data Domain, Backup Systems and Servers
- Specifying, procuring and managing installation of security systems including door strikers, locks and cameras
- Recording and Broadcasting all Public Meetings
- Closed Caption for Channel 663 and Video Streaming
- Hosting the Town Website, ensuring Website ADA Compliance and up to 20 hours of Website posts and updates
- Parks & Recreation RecTrac software upgrade implementation
- Managing NetMotion and AT&T to integrate GPS on all Town equipment such as Laptops as a theft deterrent/tracking system.
- Managing Surveillance Cameras for PD, Town Hall, Abbott Lot, 96th Park and Community Center.
- Keeping SCALA up to date (Town Broadcasting)

**Calendar year 2019 costs:** \$272,688

**Planning & Zoning Contract – CGA number 07-1539 Surfside Planning & Zoning & 07-1536 Community Development Director**

**Monthly Fee:** \$6,695.34 (P&Z) & \$8,990.87 (Community Development) - Total \$15,686.21

**Potential Additional Fees: Cost Recovery:**

Large development projects may result in additional fees which are paid as a cost recovery fee, which is paid by the developer and not from the Town's funds.

**Other additional Planning & Services not contained in Monthly Fee:**

Planning & Zoning Extra - Billed per hour on as needed basis and authorized at up to \$15,500 for FY 2020:

Renderings requested by Town Administration or the Planning and Zoning Board performed by Urban Designers.

Resiliency Planning & Meeting attendance - Billed per hour on as needed basis and authorized at up to \$6,818.62 for FY 2020:

As requested, attendance at Resiliency-type meetings

**Staff assigned to contract:**

Sarah Sinatra Gould, AICP, Director of Planning Services, largely working for the Town of Surfside. Coordinates studies and graphics relating to requests by the Planning and Zoning Board. Answers calls and emails from the public. Performs cursory reviews of applications for the public prior to submittal for Planning and Zoning. Performs code updates as requested by the Planning and Zoning Board and/or Town Commission.

James Hickey, AICP, Planning Administrator, Part time dedicated to the Town- provides assistance and coverage for Sarah Sinatra Gould to ensure complete continuity through PTO or other absences. Reviews applications and provides feedback to the public.

Daniel Mantell, Planner, Part time dedicated to the Town - reviews residential and sign applications, responds to emails from residents, staff and developers.

Joanne Maglietta, Zoning Tech, part time dedicated to the Town- responds to phone calls and emails. Answers general zoning questions. Provides responses to zoning confirmation letters.

Casey Ogden, GIS Specialist, Part time dedicated to the Town – provides GIS graphics and produces maps relating to distance separation of uses as requested by the Planning and Zoning Board.

**Monthly Fee hours dedicated per month:**

150 hours

**Monthly Fee Brief scope of work:**

Complete management of the Planning & Zoning Department:

- Prepare reports, data, analysis, graphics and other assignments requested by the Planning and Zoning Board
- Prepare presentations and present staff reports for public hearings, including Commission Meetings
- Attend Staff meetings, Town Commission meetings, Development Review meetings and Planning and Zoning Board meetings
- Act as liaison between Town, South Florida Regional Planning Council and State Department of Economic Opportunity and such other local, state and federal agencies as may interact with Surfside for the various programs within the Planning Department
- Attend County and State agency meetings and forums as required
- Answer calls and emails from the public relating to zoning questions
- Answer calls and emails from Mayor, Vice Mayor, Commissioners and Town Staff
- Provide cursory reviews of plans to residents prior to submitting for planning and zoning or permits
- Review and administer zoning permits
- Review development applications through cost recovery
- Interact as needed with Town Staff including permit review with the Town Building Department

**Calendar year 2019 costs:        \$248,416**

**Engineering Services Contract – CGA number 07-1541**

**Monthly Fee:** \$7,669.40

**Potential Additional Fees:** Special projects/tasks such as 10-year water supply, Stormwater Master Plan, etc. with costs based on hourly rates. Proposals are submitted to Town Staff for review then presentation to Commission, as required, for discussion and approval or rejection.

**Other additional Engineering Services not contained in Monthly Fee:**

Water & Sewer Support - Billed per hour on as needed basis and authorized at up to \$24,900 for FY 2020:

Hourly Town Staff supplemental support including, but not limited to Engineering assistance for atlas upgrades, printing, electronic updates, etc., leaks, breaks, pump station trouble shooting, repairs, and operational assistance, calls and email responses in the event of a loss of service to either water or sewer system, initial project review and discussion. Constructability questions and reviews for any Town Staff inquiries/in-house projects. Any portion of the PO that is not utilized is not billed to the Town.

Stormwater/NPDES Support - Billed per hour on as needed basis and authorized at up to \$6,000 for FY 2020:

Hourly Town Staff supplemental support to include Engineering assistance for as-builts/atlas updates, NPDES monitoring and reporting, drainage pump station troubleshooting, repairs and maintenance and operational assistance. Constructability questions and reviews for any Town Staff inquiries/in-house projects. Any portion of the PO that is not utilized is not billed to the Town.

**Staff assigned to contract:** Nicholas Kanelidis, PE Project Manager - a portion of everyday dedicated to the Town of Surfside

James Hart, PE, Project Manager – Part time dedicated to the Town – review of pump station controls and data for Sewage and Drainage Stations

Jenna Martinetti, PE Director of Engineering – Part Time dedicated to the Town- oversight of staff and assistance as needed

Bob McSweeney, PE, Director of Construction – Part time dedicated to the Town – construction related questions, constructability reviews and review comments for any outside or in-house projects.

Chris Giordano, MSC, CCM, Vice President – Part Time dedicated to the Town- client contact, oversight and assistance as needed



**Monthly Fee hours dedicated per month:**

60 hours

**Monthly Fee Brief scope of work:**

Staff and manage the Town's Engineering Department as required to complete the following tasks:

- Phone calls, emails, presentation preparation and meetings as needed with Staff, Boards and Commission regarding engineering or Public Works related items, questions and concerns
- Daily monitoring of the Town's five (5) pump stations: alarm review, run time review, number of starts, instrumentation functioning check
- Monthly and quarterly meetings (Utility Round Table) with the County to ensure compliance of all required regulations and reporting – complete County required reporting
- Annual GIS reporting to the County for water, sewer, and drainage infrastructure
- Sewage Transmission and Disposal Duties
  - Documentation/Reporting required by Consent Decree
  - Documentation/Reporting required by Consent Agreement
  - NAPOT Report Review
  - Analysis and Graphing of Sewage Flow vs Rainfall
  - Inflow Infiltration Analysis
  - Billing Review from County
  - Annual CMOM reporting to the County
  - Annual SSES reporting to the County
- Water Distribution and Consumption Duties
  - Billing Review from the City
  - Lead and Copper Reporting and Compliance
  - Monthly water accounting to determine water sold versus water loss
  - Monthly bacteriological test reporting for the County
- Project Feasibility/Analysis
  - Participate in discussions with Staff, Residents and Commission regarding any potential projects
  - Provide input/cost analysis for potential projects
  - Present to Commission on potential projects and estimated costs/benefits
- Minor grant writing assistance
  - Technical write-up
  - Exhibits
  - Potential Project Cost Estimates

**Calendar year 2019 costs:        \$273,127**

*\*For additional information on calendar year 2019 tasks including projects see attached supplemental*

**CGA Payments by contract/tasks for Calendar Year 2019**

---

	<u>CY 2019</u>		
	Paid		
Information Technology			
General Services			
Monthly IT retainer	130,290	48%	
Extra Services			
After hours extra time	16,646	6%	
Broadcasting support	10,553	4%	
Projects			
ERP Implementation Support	115,200	42%	
	<b>272,688</b>	<b>100%</b>	34%
Planning & Zoning/Community Development			
General Services			
Community Development Director Services - Monthly retainer	106,135	43%	
Planning and Zoning – Monthly retainer	78,589	32%	
Extra Services			
Planning & Zoning extra hrs. outside of monthly retainer	11,539	5%	
Cost Recovery (part of Planning Contract)	22,032	9%	
Projects			
Resiliency Planning (Climate Change Action Report)	30,122	12%	
	<b>248,416</b>	<b>100%</b>	31%
Engineering/PW			
General Services			
General Engineering Services – Monthly Retainer	90,547	33%	
Extra Services			
General Public Works extra hours outside of monthly retainer	87,153	32%	
Water & Sewer Support Services	36,782	13%	
GIS Water/Sewer	160	0%	
Projects			
Downtown Street Lighting Support	412	0%	
Stormwater Master Plan	4,731	2%	
Solar Panel Engineering Support	14,596	5%	
96th Street Park RFP Support	6,014	2%	
96th Street Park Survey	3,735	1%	
Traffic signal mods at 88, 93, and 94 St - bidding assist., CEI, closeout	8,687	3%	
Town of Surfside Street Light Inventory	2,263	1%	
Surfside Community Center Indoor Air Quality testing	1,170	0%	
Town of Surfside Dune Survey & Beach Management Plan	8,478	3%	
Surfside Parking Utilization Study - Data Collection	8,400	3%	
	<b>273,127</b>	<b>100%</b>	34%
<b>Totals:</b>	<b>794,232</b>		

**TOWN OF SURFSIDE**

**Public Works Department**

**“Drainage Improvements Plan”**

**April 20, 2020**

9293 HARDING AVENUE,  
SURFSIDE, FL 33154  
PHONE: (305) 861-4863

Prepared By:



Public Works Department



## **OVERVIEW**

The Town of Surfside Administration was tasked by the Town Commission to provide Drainage Improvement options with a 30 day turn around from March 31<sup>st</sup>, 2020 for the Commission to review. The Town of Surfside is a coastal barrier island with a low elevation relative to sea-level. Therefore, flooding on occasion is expected due to the natural geography of the region. Even though flooding is common in South Florida, some areas have more flooding than others. Relative to the City of Miami Beach and the Village of Bal Harbour, the Towns stormwater management systems are efficient. Nonetheless, acknowledging that flooding is a normal hazard present, there are some mitigation practices and projects than can be performed in order to optimize stormwater facilities systems for a better level of service.

The effectiveness of any stormwater management system is directly related to environmental and geological changes. In order to maintain the same design effectiveness, the stormwater management system needs to be upgraded to account atmospheric and meteorological changes. Prior to updating any physical system, a Stormwater Master Plan (SWMP) needs to be created or updated. SWMPs are typically updated every 5-years to assess and update the current condition of the Town's drainage systems. Since 2013's Capital Improvement Projects (CIP), the Town has not performed a SWMP. In 2019, the Town's Engineer of Record (EOR) was approved to compose a full SWMP in order to evaluate existing conditions through an objective approach. The SWMP will be used to evaluate the Town's stormwater management practices, existing drainage facilities, future projects and funding, and regulatory policies.

Even though the SWMP will determine all areas within the Town that require Drainage system updates, there are some areas that are in obvious stress that do not require a SWMP to address. Nonetheless, individualized studies of these areas are a component of the SWMP. For example, Abbott Ave between 90<sup>th</sup> Street and 96<sup>th</sup> Street is a known area of periodic flooding. On December 2018, the Town's EOR performed a study in the area and determined a total of 3 options in order to mitigate the flooding. The Town's Public Works Department reviewed all 3 options and provide recommendations in this report. The following attachments are being provided in order to satisfy the 30-day deadline for a Drainage Improvement Plan. The information is to assist the Town Commission to provide further direction:

### **Attachments**

- A. Abbott Ave between 90<sup>th</sup> Street and 96<sup>th</sup> Street Study and Recommendation
- B. Stormwater Master Plan (FAQ)
- C. Proposed Programming Process for Additional Drainage Improvements
- D. Atlas of Existing Drainage System



## **ATTACHMENT A**

Abbott Ave between 90<sup>th</sup> Street and 96<sup>th</sup> Street  
Study and Recommendation





## SUMMARY

The study reveals that, regardless of the proposed improvements, complete level of service compliance is not feasible, and the identified deficiencies can't be completely eliminated. However, the study also reveals that noticeable improvements in level of service may be achieved by implementing any one or a combination of the following improvements:

1. Increasing conveyance of pipe size
2. Increase the number of storm inlets
3. Increasing the roadway profile slope
4. Adding a pump station and associated drainage wells at the west end of 92<sup>nd</sup> Street, or replacing the existing pump station of 92<sup>nd</sup> Street with a new pump station and drainage wells
5. Adding a pump station at 92<sup>nd</sup> Street and Abbott Avenue intersection discharging into Indian Creek

These improvements are anticipated to reduce or alleviate flooding during most frequent, short-duration storm events. For long-duration storm events, the area of concern will continue to experience flood conditions due to drainage deficiencies of the overall drainage basins and master drainage systems, but the flood conditions should be improved. Since meeting the complete level of service is not feasible, it may be best to view the data in terms of the practical improvements which may be achieved.

## RECOMMENDATION

**Option 1** includes constructing a new Pump Station at Abbot Avenue and 92nd Street intersection discharging into Indian Creek via the proposed 12-inch diameter storm force main along 92nd Street. The proposed stormwater force main (FM) is proposed to replace previously abandoned water main (WM) along 92nd Street to minimize conflicts with existing other utilities. This option also includes addition of storm inlets along Abbott Avenue, upsizing of storm pipes at Abbott Ave and 91st Street intersection, and upsizing of storm pipes at Abbott Avenue and 92nd Street intersection. This option will significantly reduce flooding at a cost of approximately \$982,000.

**Option 2** and **Option 3** would provide the same level of service and water management quality but with more unforeseen. For example, **option 1** proposes to install new drainage transmission lines were an old water main exists. In doing so, it eliminates conflicts with other utilities by choosing a known path of no conflicts. Additionally, **option 1** is the most cost-effective options. Due to the magnitude of site disturbance and total reconstruction requirement of roadways, drainage and existing utilities, **option 3** is not recommended by this study. However, it can be considered if the Town desires to make incremental improvements to its master drainage system over time with the ultimate goal of eventually meeting the level of service requirements at some point in the future.

In this attachment along with recommendation, proposed conceptual designs are provided. The full report titled "**Surfside Abbott Ave (90<sup>th</sup> Street to 96<sup>th</sup> Street) Drainage Study**" is 213 pages and can be provided upon request.

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COVER PAGE OF STUDY  
FULL STUDY CAN BE  
PROVIDED UPON REQUEST



## FINAL DRAINAGE REPORT

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### SURFSIDE ABBOTT AVENUE (90<sup>TH</sup> STREET TO 96<sup>TH</sup> STREET) DRAINAGE STUDY

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Town of Surfside, Miami-Dade County  
December, 2018

Prepared by:



**Calvin, Giordano & Associates, Inc.**

EXCEPTIONAL SOLUTIONS™

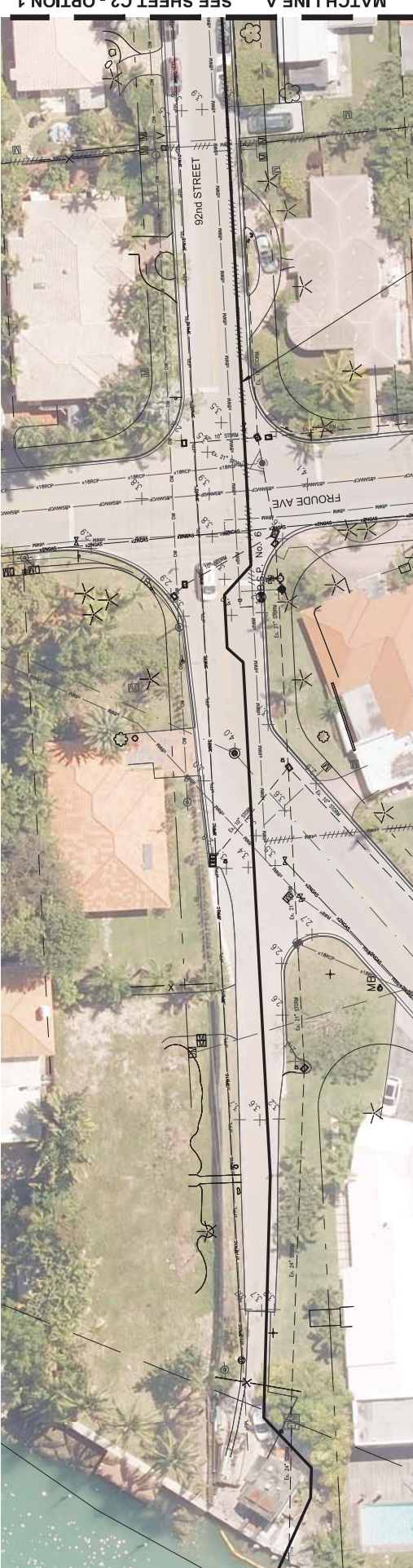
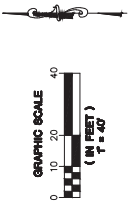
1800 Eller Drive, Suite 600 · Fort Lauderdale, FL 33316

(phone) 954.921.7781 · (fax) 954.266.6487

Certificate of Authorization #514

CGA Project #18-1160

Mohammed Sharifuzzaman, P.E. Project Manager  
Florida Registration # 67640



PROPOSED 12" HDPE  
DRAINAGE FORCE MAIN

MATCH LINE A SEE SHEET C2 - OPTION 1



PROJECT: C1  
SCALE: AS SHOWN  
PROJECT NO: 19100  
DATE: 10/18

OPTION 1  
PROPOSED DRAINAGE  
IMPROVEMENTS DETAILS

SURFSIDE ABBOTT AVE. DRAINAGE STUDY  
SURFSIDE, FLORIDA

Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS  
1900 N. W. 10th St., Suite 100  
P.O. Box 954827, Fort Lauderdale, FL 33307  
Certificate of Authorization 314

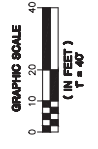


NO.	DATE	REVISION	BY	DATE

MATCH LINE A SEE SHEET C1 - OPTION 1



PROPOSED 12" HDPE  
DRAINAGE FORCE MAIN



MATCH LINE B SEE SHEET C3 - OPTION 1

NO.	DATE	BY	NO.	DATE	BY

Calvin Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS  
10000 W. BOULEVARD  
P.O. BOX 9482708 • LAS VEGAS, NV 89149  
Certificate of Authorization 314

**SURFSIDE ABBOTT AVE. DRAINAGE STUDY**  
SURFSIDE, FLORIDA

**OPTION 1**  
**PROPOSED DRAINAGE**  
**IMPROVEMENTS DETAILS**

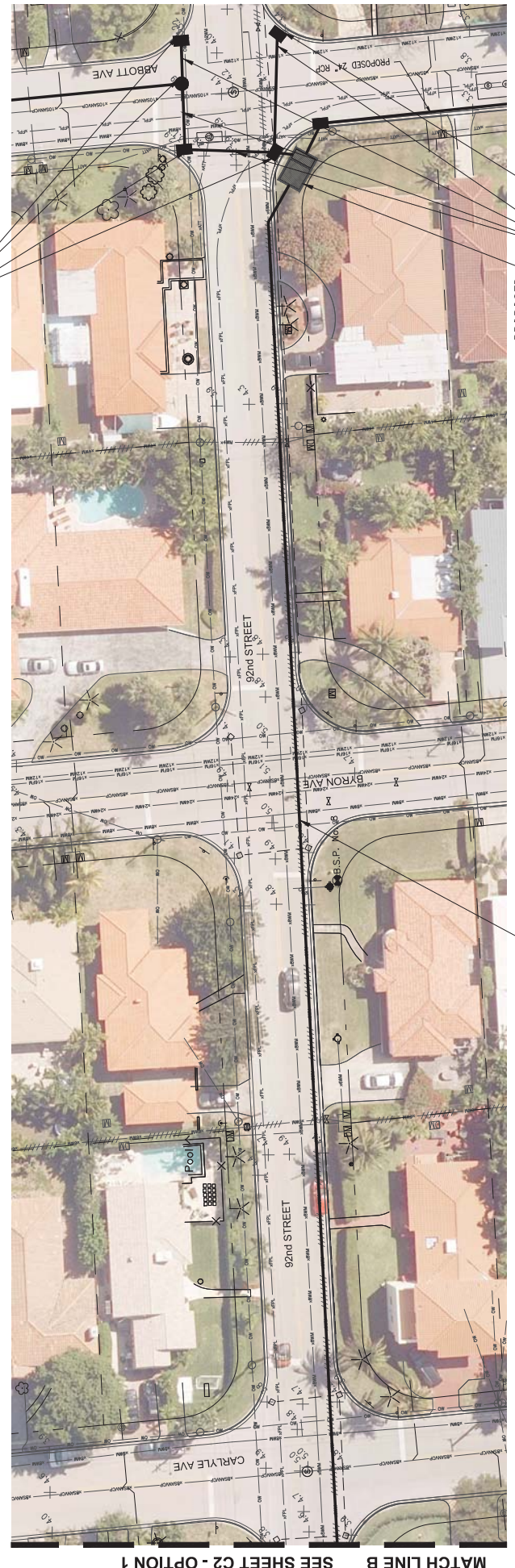
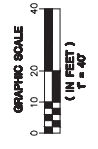
EXPIRES: 12/31/2018  
PROJECT NO: 181160  
DATE: 10/12/18

SCALE: AS SHOWN  
PROJECT NO: 181160  
DATE: 10/12/18



SHEET: **C2**





EXISTING DRAINAGE  
STRUCTURES TO BE  
RECONSTRUCTED

PROPOSED  
LIFT STATION

PROPOSED  
18" PIPE

EXISTING DRAINAGE  
STRUCTURES TO BE  
RECONSTRUCTED

PROPOSED 12" HDPE  
DRAINAGE FORCE MAIN

MATCH LINE B SEE SHEET C2 - OPTION 1



SCALE AS SHOWN  
PROJECT NO. 18108  
DATE 10/18

OPTION 1  
PROPOSED DRAINAGE  
IMPROVEMENTS DETAILS

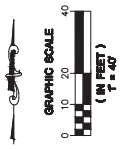
SURFSIDE ABBOTT AVE. DRAINAGE STUDY  
SURFSIDE, FLORIDA

Calvin Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS  
10000 W. BOULEVARD, SUITE 200  
P.O. BOX 945227, MIAMI, FL 33162-0227  
Certificate of Authorization 514

NO.	DATE	BY	NO.	DATE	REVISION

FILE NAME: P:\Projects\2018\18108 Surfside Abbott Ave. Drainage Study\Cadd Files\Drawings\181100\_C-STM-opt1.dwg - (Plotted by: Katherine Kuprys on Friday, October 12, 2018 4:55:25 PM)





PROPOSED 18" RCP

PROPOSED 24" RCP



MATCH LINE C SEE SHEET C5 - OPTION 1



SCALE: AS SHOWN  
PROJECT NO: 18106  
DATE: 10/18

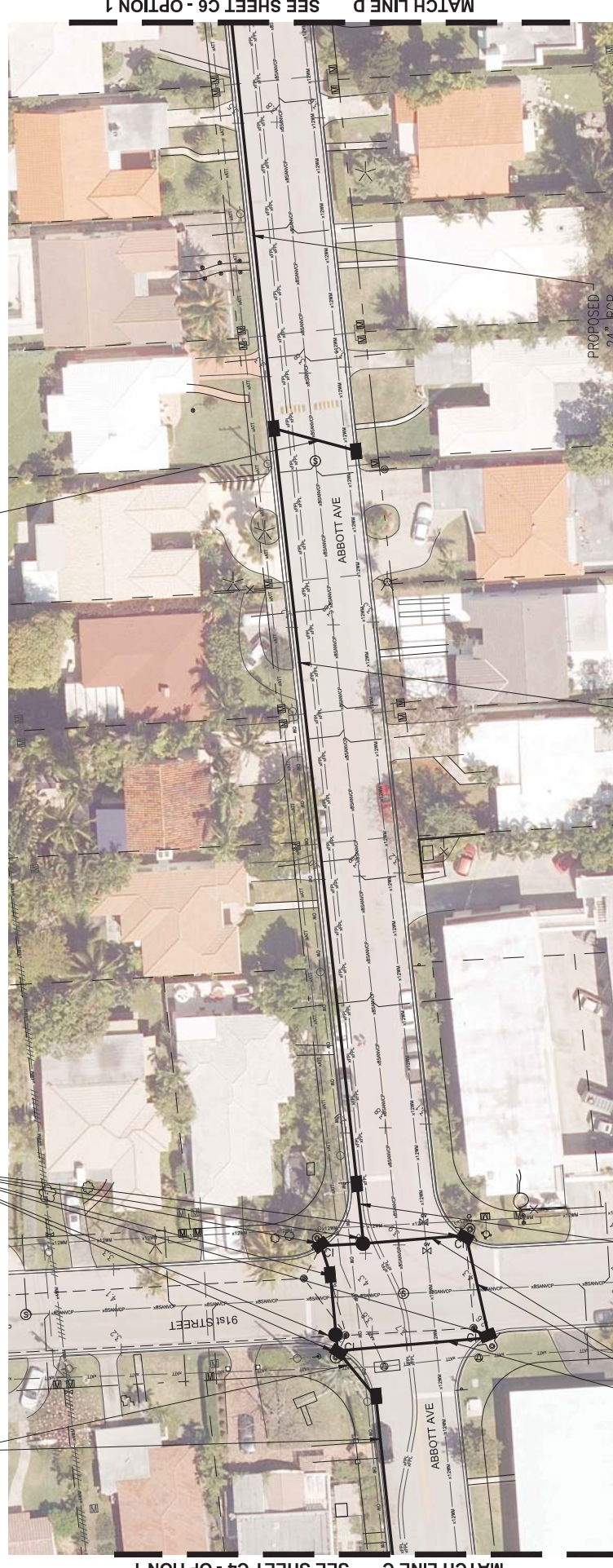
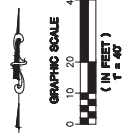
OPTION 1  
PROPOSED DRAINAGE  
IMPROVEMENTS DETAILS

SURFSIDE ABBOTT AVE. DRAINAGE STUDY  
SURFSIDE, FLORIDA

Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS  
10000 W. BAYHURST BLVD. SUITE 200  
MIAMI, FL 33147  
Phone: 305.442.7891 • Fax: 305.442.7897  
Certificate of Authorization 314

NO.	DATE	REVISION	BY	DATE

C4



EXISTING DRAINAGE STRUCTURES TO BE RECONSTRUCTED

PROPOSED 18" RCP

PROPOSED 24" RCP

PROPOSED 24" RCP

PROPOSED 24" RCP

PROPOSED 24" RCP

MATCH LINE D SEE SHEET C6 - OPTION 1

MATCH LINE C SEE SHEET C4 - OPTION 1



Calvin, Giordano & Associates, Inc.  
 EXCEPTIONAL SOLUTIONS  
 10000 W. BAYVIEW BLVD. SUITE 200  
 MIAMI, FL 33147  
 Phone: 305.552.7291 • Fax: 305.552.2807  
 Certificate of Authorization 314

**SURFSIDE ABBOTT AVE. DRAINAGE STUDY**  
 SURFSIDE, FLORIDA

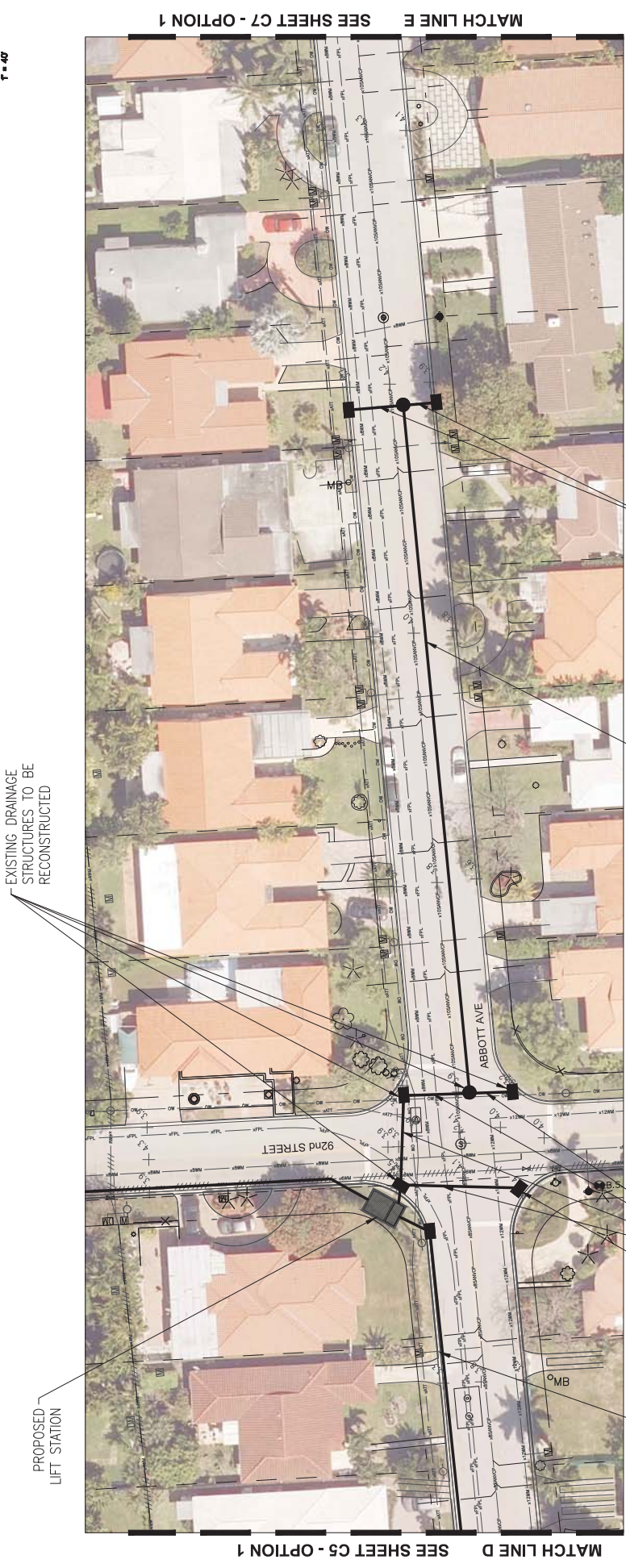
**OPTION 1**  
**PROPOSED DRAINAGE**  
**IMPROVEMENTS DETAILS**

SCALE: AS SHOWN  
 PROJECT NO: 18108  
 DATE: 10/18

**C5**

NO.	DATE	REVISION	BY





EXISTING DRAINAGE STRUCTURES TO BE RECONSTRUCTED

PROPOSED LIFT STATION

PROPOSED 18" RCP

PROPOSED 24" RCP

EXISTING DRAINAGE STRUCTURES TO BE RECONSTRUCTED

PROPOSED 24" RCP

PROPOSED 18" PIPE

MATCH LINE E SEE SHEET C7 - OPTION 1

MATCH LINE D SEE SHEET C5 - OPTION 1



SCALE: AS SHOWN  
PROJECT NO: 18100  
DATE: 10/18

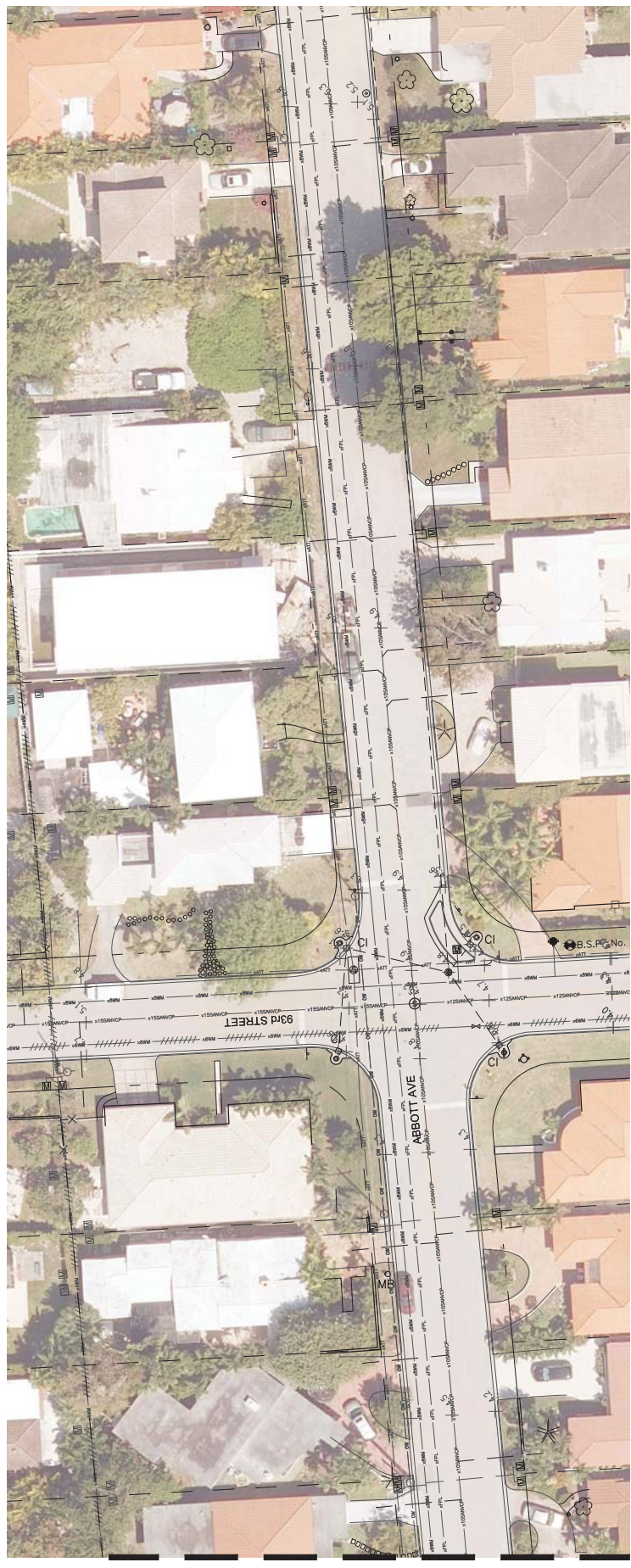
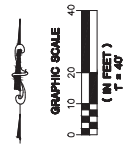
ENGINEER: CALVIN GIORDANO, P.E.  
STATE OF FLORIDA PROFESSIONAL ENGINEER  
LICENSE NO. 57946  
DATE: 10/18

**OPTION 1  
PROPOSED DRAINAGE  
IMPROVEMENTS DETAILS**

**SURFSIDE ABBOTT AVE. DRAINAGE STUDY  
SURFSIDE, FLORIDA**

Calvin Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS  
11000 W. BAYVIEW BLVD., SUITE 200  
MIAMI, FL 33147  
Phone: 305.442.7591 • Fax: 305.442.2807  
Certificate of Authorization 314

NO.	DATE	BY	REVISION



MATCH LINE E  
SEE SHEET C6 - OPTION 1



SCALE: AS SHOWN  
PROJECT NO: 18100  
DATE: 10/18

ENGINEER: CALVIN GIORDANO, P.E.  
STATE OF FLORIDA PROFESSIONAL ENGINEER  
LICENSE NO. 67946  
DATE: 10/18

**OPTION 1  
PROPOSED DRAINAGE  
IMPROVEMENTS DETAILS**

**SURFSIDE ABBOTT AVE. DRAINAGE STUDY**  
SURFSIDE, FLORIDA

Calvin Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS  
10000 W. BAYVIEW BLVD., SUITE 100  
MIAMI, FL 33147  
Phone: 305.552.7700 • Fax: 305.552.2807  
Certificate of Authorization 314

NO.	DATE	BY	REVISION



## **ATTACHMENT B**

### Stormwater Master Plan (FAQ)





# Town of Surfside Public Works Department Stormwater Master Plan (SWMP)

Update as of April 20<sup>th</sup> 2020

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## TOWN OF SURFSIDE (SWMP) FREQUENTLY ASKED QUESTIONS

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### 1. What is the purpose and benefit of a Stormwater Master Plan (SWMP)?

- A SWMP is a planning-level, engineering document that analyzes the current condition of the Town's existing stormwater management (drainage) systems. The SWMP serves to identify and prioritize areas where drainage systems are deficient and to what extent they are lacking. After these problem areas are identified, preliminary drainage projects are developed and ranked in order of most pressing need to help alleviate flooding in these areas. The SWMP also compares the cost of these projects to the Town's budget and defines an implementation schedule for the defined projects.
- A SWMP has numerous benefits. The SWMP will provide the Town with a Capital Improvement Plan to implement high priority flood improvement projects in a systematic and cost-effective manner. It will also help improve the Town's community rating system (CRS) score, which helps reduce flood insurance rates for Town residents. The SWMP can also be used as a tool to secure available State and Federal grants to help fund flood control projects. All grants require a planning document that identifies the needs and costs of the proposed improvements.

### 2. How is the SWMP developed?

- For analysis, the Town is broken up into sub-basins, which are basically areas which drain to a common low point. Think of a series of differently sized bowls: each bowl has its own area and internal drainage systems. For the purposes of a SWMP, what moves stormwater inside each bowl is not the main concern but rather how the stormwater is conveyed from one bowl to another, ultimately going to a nearby canal, the groundwater table, or other body of water.
- The engineering analysis that is a part of the SWMP is performed using the existing drainage information from the Town, County, and State, and takes into account major portions of the systems, such as major drainage pipes connecting sub-basins, outfalls and pump stations. These drainage systems and the areas that drain to them are fed into a sophisticated stormwater modeling application which routes stormwater throughout the systems and assesses the efficiency of that routing.

### 3. What are the limitations of the SWMP?

- The SWMP is a planning tool. Therefore, it only takes into account the major portions of the drainage systems that exist, and it does not take into account the individual inlets and smaller systems that do not contribute to conveyance from one sub-basin to another. This type of analysis is typically performed during the detailed design level studies, which usually take into account much smaller areas such as intersections, sections of roadways, and, in some cases, even neighborhoods.

### 4. How often are SWMPs updated?

- SWMPs are typically updated every 5-years to assess and update the current condition of the Town's drainage systems. Ignoring the 5-year cycle can ultimately affect flood insurance rates. Updates take into account projects that have been constructed since the last SWMP, newly developed areas, changes in local conditions such as adjustments in maintained canal stages, sea level rise (which can potentially affect major canals and conveyance systems), and major land use changes involving large areas.



# Town of Surfside Public Works Department Stormwater Master Plan (SWMP)

Update as of April 20<sup>th</sup> 2020

---

## TOWN OF SURFSIDE (SWMP) FREQUENTLY ASKED QUESTIONS

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### 5. How is the Stormwater Master Plan used by the Town?

- The SWMP document serves to support the Town in making scientifically substantiated decisions for the management of the Town's stormwater management systems. It serves to provide a greater understanding of the Town's existing drainage systems, identify areas of concern, and provides recommendations for implementing future flood control projects on a priority basis in order to provide the greatest benefit in the most cost-effective fashion.

### 6. What is flood protection level of service?

- The flood protection level of service (FPLOS) is defined as the level of flood protection a drainage system provides against a predefined rainfall event. For example, drainage systems must provide flood protection for buildings finished floor elevations up to a 100-year rainfall event, assuming the building was built in accordance with Town regulations and local building codes.

### 7. What is a 5-, 10-, 25- and 100-year storm event, and how does that translate to rainfall amount?

- The 5-, 10-, 25-, and 100-year terms identify the intensity and probability of a rainfall event occurring. These translate into a percent chance of a rainfall event occurring in any given year. For example, a 100-Year event has a 1% chance of occurring in any given year ( $1/100=1\%$ ). A 100-year storm event does not mean that it will happen only once in a 100 year period. Although highly improbable, there is a chance for back-to-back severe events, such as the 100-year and 25-year events. Each rainfall event has an associated rainfall depth that is based on the statistical analysis of regional historical rainfall data. These rainfall events are site specific and vary throughout the state and world.

### 8. How does the Town use the 5-, 10-, 25-, and 100-year design storm events for the design of drainage systems?

- In most cases, the 5- and 10-year design storm events are used to size drainage systems to provide flood protection for collector and arterial roads, respectively.
- The 25-year design storm event is used to ensure that post-development discharges do not exceed pre-development discharges into public rights-of-way. Public rights-of-way ultimately discharge to canal drainage systems which are typically designed for 25-year storm events.
- The 100-year design storm event is used to establish the minimum finished floor elevations.

### 9. What is the Finished Floor Elevation?

- The Finished Floor Elevation, or FFE, is the lowest habitable elevation of the structure in question. In most cases, the FFE of an attached garage is excluded for a single-family dwelling. Additionally, because all homes are constructed differently, it is advised to refer to FEMA guidance for further direction.

### 10. What is considered flooding?

- Flooding is a relative term that is one of the most incorrectly used words when describing water that is sitting on the surface. In most cases, flooding occurs when a drainage system does not meet the intended flood protection level of service or exceeds the designed capacity of an existing drainage system. In some cases, a drainage system is designed to have stormwater runoff collect in an area such as a swale or roadside dry pond. For these types of systems, ponding usually dissipates in a period of less than 24-hours. This prevents these areas from becoming a



# Town of Surfside Public Works Department Stormwater Master Plan (SWMP)

Update as of April 20<sup>th</sup> 2020

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## TOWN OF SURFSIDE (SWMP) FREQUENTLY ASKED QUESTIONS

---

nuisance to the public or turning into mosquito habitats which usually occurs after 72-hours of ponding.

### 11. Why is the stormwater not draining?

- There are three primary reasons for flooding in developed areas:
  - Maintenance issues - An inlet or pipe is obstructed by debris.
  - The system does not have the adequate capacity for the appropriate design event. This is mostly due to overdevelopment without up sizing the drainage system.
  - The rainfall event exceeds the design capacity of the drainage system.
- When it rains, stormwater runoff needs to go somewhere; if it has nowhere to go, that stormwater will sit on the surface and evaporate or infiltrate over time. Fortunately, Mother Nature has a system for handling stormwater runoff by allowing stormwater to percolate into the ground. This water penetrates the “pervious” surface and recharges the groundwater table, which is where County residents get their drinking water.
- The problems begin when we develop areas and cover up these naturally “pervious” areas with man-made “impervious” structures such as roadways, sidewalks, and buildings. The remaining pervious areas now have to percolate additional stormwater into the groundwater table from those newly constructed impervious areas. If the capacity of the natural ground is exceeded, and the drainage systems are deficient in their design, flooding can occur even for minor storm events.

### 12. Why can't we just raise the roads or buildings?

- It may seem logical that the easiest and most viable solution for alleviating flooding is to raise the elevation of the road or property that is being affected by flooding. The reality is not so simple. If roads or individual properties increase elevation to avoid flooding, the area that they just filled is now unavailable for storing stormwater runoff. This water has to go somewhere, and in most cases results in an adjacent property getting that additional runoff and potentially causing flooding in an area that may not have otherwise flooded. Ignoring these causes for flooding will result in propagating problems throughout the Town and even the County.



## **ATTACHMENT C**

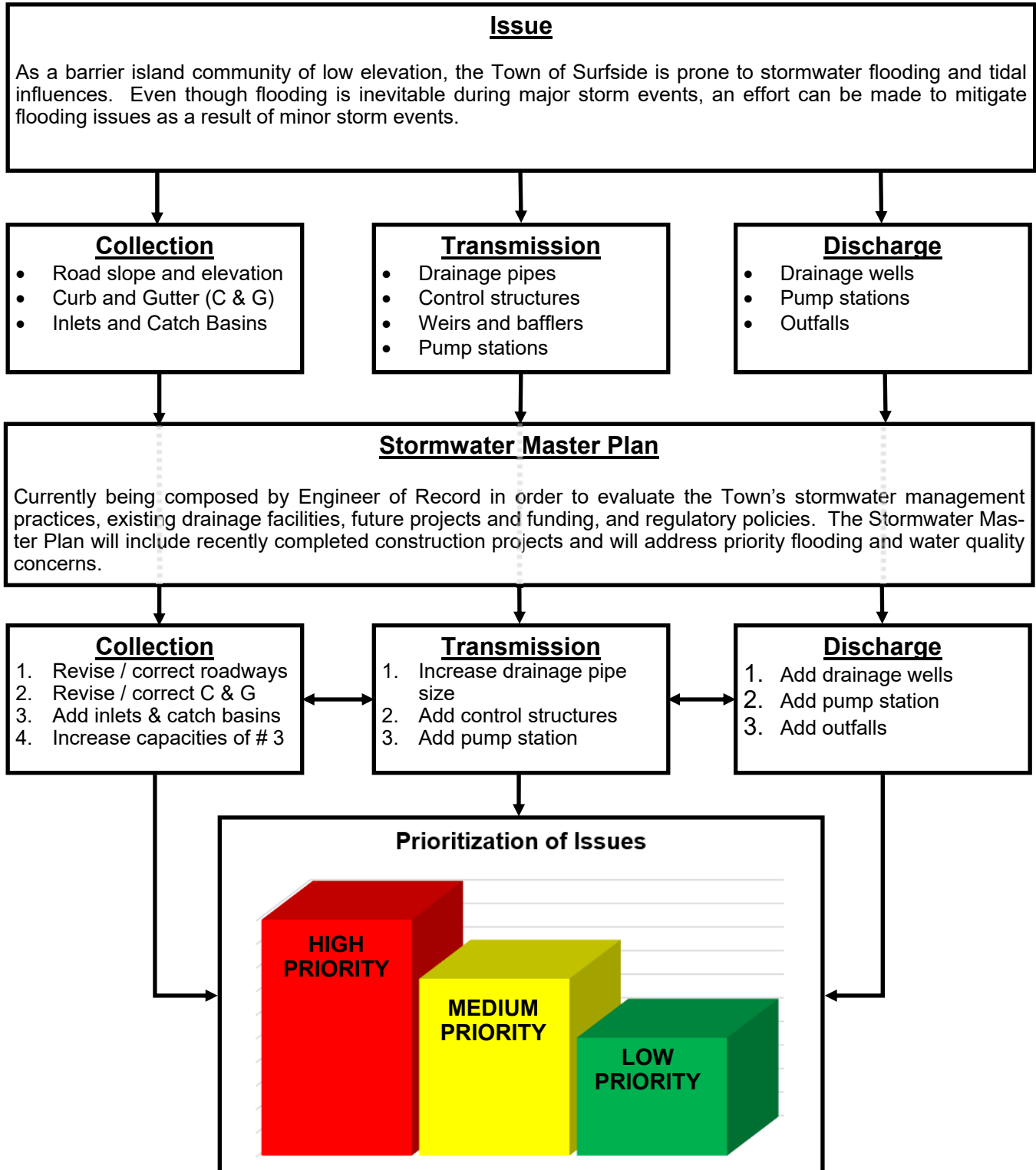
Proposed Programming Process for Additional Drainage Improvements





# Town of Surfside Public Works Department Drainage Improvements Plan

## PROGRAMMING PROCESS





# Town of Surfside Public Works Department Drainage Improvements Plan

## PROGRAMMING PROCESS (cont.)

Explanation of priority issues classifications:

### HIGH PRIORITY ISSUES

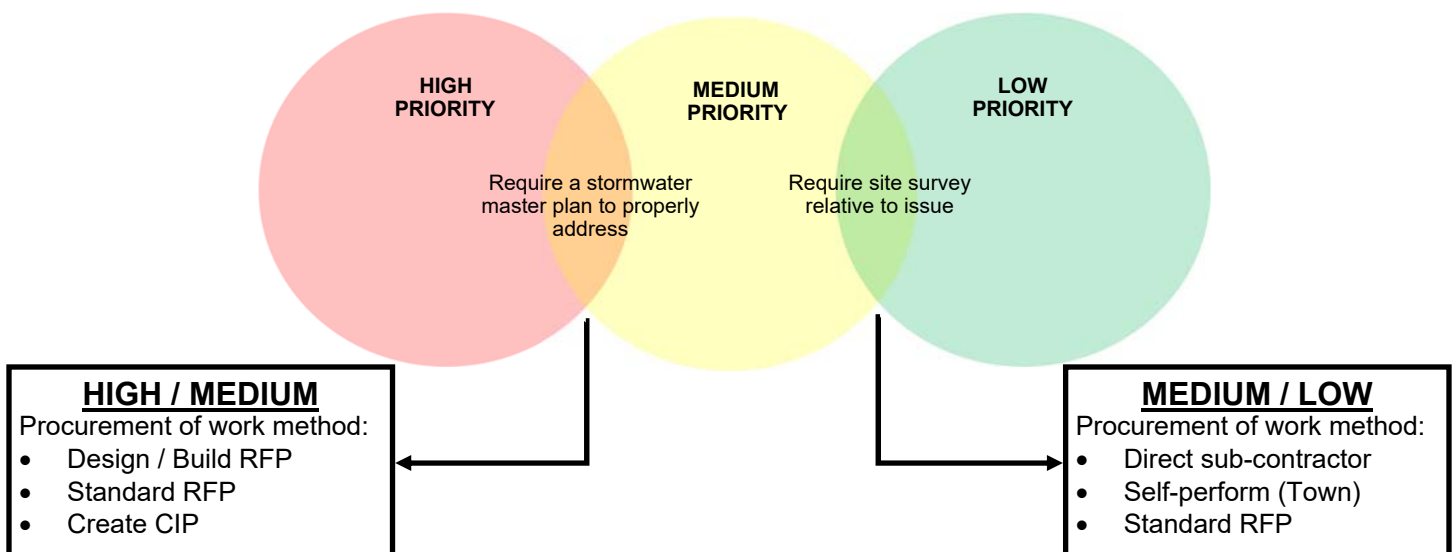
High priority issues are issues encountered where flooding due to rain events is causing a direct impact to life or property. These issues are beyond the capacity of the Town's existing stormwater system to manage and occur regardless the classification of storm type. These issues expose the deficiencies in the collection, transmission and discharge systems of the Town's stormwater infrastructure. These issues are the most costly to repair and mitigation processes will minimize the issue but there is no guarantee in eliminating the issue. An example of this type of issue is the flooding that occurs in the Abbott Ave region from 91<sup>st</sup> Street to 90<sup>th</sup> Street.

### MEDIUM PRIORITY ISSUES

Medium priority issues are those encountered where flooding due to rain events is causing a direct impact to life or property. These issues are beyond the capacity of the Town's existing stormwater system; specifically a combination collection, transmission or discharge but not all three. These issues are not the most costly to mitigate but will require a sufficient allocation of funds. Medium Priority issues will mitigate various existing flooding concerns in certain areas up to a certain type of rain event classification. An example of this type of issue is the flooding that occurs due to some rain events at the Emerson Ave region from 91<sup>st</sup> Street to 92<sup>nd</sup> Street.

### LOW PRIORITY ISSUES

Low priority issues are those encountered where minor flooding from rain events does not pose a direct impact to life or property but do pose concerns to quality of life. These issues are usually surface related with collection systems such as roadways and curb & gutters. An example of this issue is water ponding on curb edges due to low points along the curb and gutter. These issues are isolated but usually found where the roadway or curb surface has been disturbed due to construction or settled due to geological changes in the area. An example of low priority issues are water ponding at private property driveway entrances.





## **ATTACHMENT D**

### Atlas of Existing Stormwater System

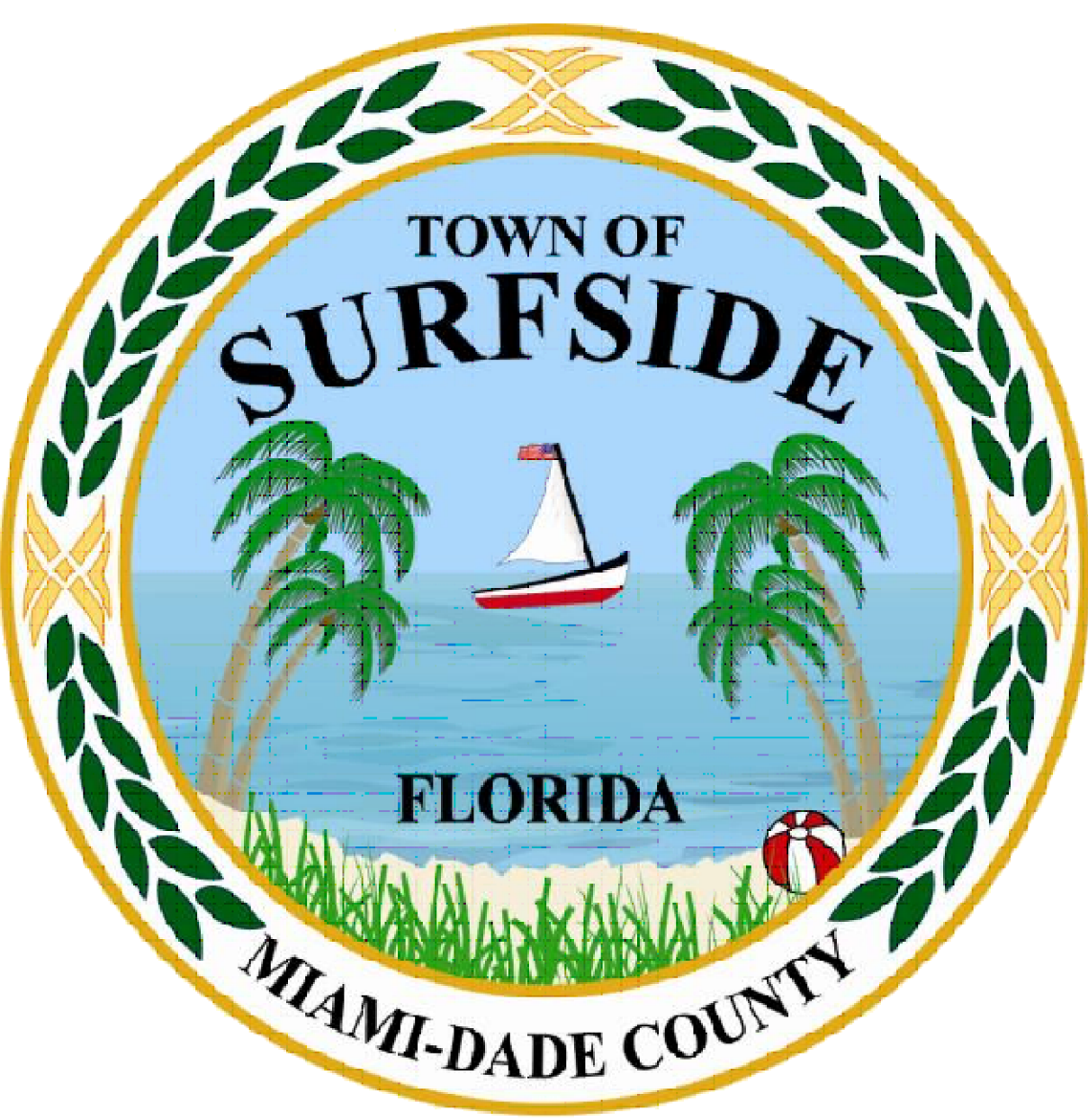


# Legend

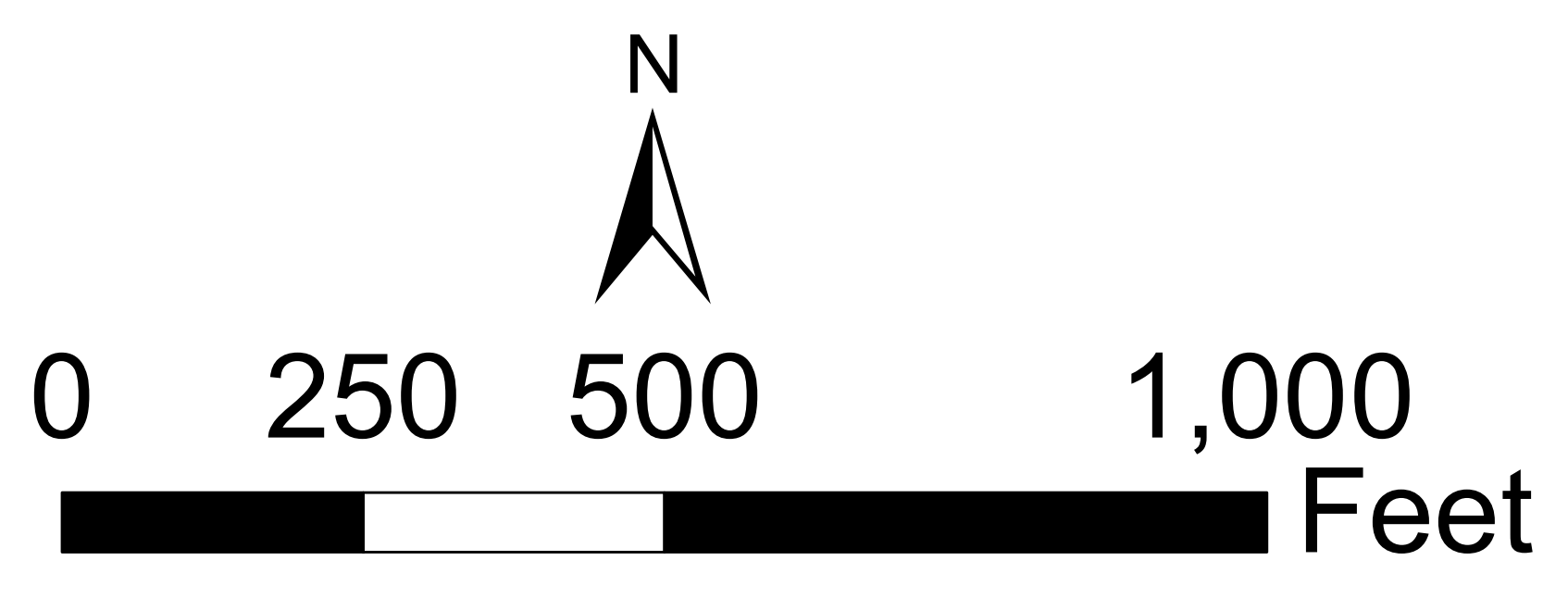
- ▣ Catch Basin
- Control Gate Valve
- ▣ Curb Inlet
- Manhole
- ⊕ Outfall
- ⊞ Pump Station
- ▭ City Boundary
- ▭ Parcels


## Stormwater Pipe Diameter


- |       |       |
|-------|-------|
| — TBD | — 18" |
| — 4"  | — 20" |
| — 8"  | — 21" |
| — 10" | — 24" |
| — 12" | — 27" |
| — 14" | — 30" |
| — 15" | — 36" |
| — 16" | — 48" |




# Stormwater Network Atlas




 Produced and maintained by the CGA  
 Geographic Information Systems Services


 AUTHORIZED BUSINESS PARTNER


**Calvin, Giordano & Associates, Inc.**  
 EXCEPTIONAL SOLUTIONS™





# MEMORANDUM

ITEM NO.

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission

**From:** Guillermo Olmedillo, Town Manager

**Date:** April 28, 2020

**Subject:** Fourth of July Fireworks

---

The Town of Surfside signed a 3-year contract with Zambelli Fireworks in 2019, a nationally reputable fireworks company to execute the fireworks display for the July 4<sup>th</sup> Event. The firework show is a 12 to 14-minute hand fired display consisting of 655 2-inch shells and 1350 multi-shot cases launched. The display is scheduled to take place each calendar year on July 4<sup>th</sup> at 9:00pm. The remaining calendar years included in the contract are 2020 and 2021.

For the 4<sup>th</sup> of July Event the Community Center hosts an all-day event concluding with a capstone display of fireworks organized by a nationally recognized fireworks company that understands the importance of providing top-notch quality service. In addition to the fireworks display, other activities planned for the Fourth of July celebration include: live band, swim races, DJ/MC, giveaways, children arts and crafts, and raffles.

Total cost of the fireworks display is \$13,000 for each remaining calendar year, 2020 and 2021. Budget for the display is from the "Promotional Activities" account for \$9,000 and the Resort Tax Fund for \$4,000. Staff has conducted multiple conference calls with Zambelli and Town Attorney to negotiate a possible cancelation timeline extension and/or price reduction for this calendar year due to the Covid-19 crisis. The current contract terms require the Town to cancel 61 days (May 4<sup>th</sup>, 2020) prior to the event with a 10% cancelation fee (\$1,300). Zambelli is offering an addendum (Exhibit A) due to the Covid-19 pandemic, which allows the Town to cancel this year's contract up to 45 days (May 20<sup>th</sup>, 2020) prior to the event. However, after reviewing with the Town Attorney, we do not recommend to pursue the addendum due to the fact that the possible truck rental cost would exceed the original 10% cancelation fee. Zambelli is unable to drop the total cost for this calendar year due to the size and limited cost of the display.



# MEMORANDUM

ITEM NO. 3NN

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission

**From:** Guillermo Olmedillo, Town Manager

**Date:** April 28, 2020

**Subject:** Fourth of July Fireworks

---

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**Town of Surfside  
Town Commission Meeting**

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

**DISCUSSION ITEM MEMORANDUM**

**Agenda #: 3PP**

**Date: April 24, 2020**

**From: Vice Mayor Tina Paul**

**Subject: Undergrounding power lines**

---

**Report** – April 6, 2020 Conversation with Christopher Ferreira, FPL External Affairs Advisor

Florida Public Service Commission is finalizing rules; FPL will put together a plan for review.

The Resiliency Act – Lateral Lines will be placed underground (FPL lines only)

20 or 30-year plan to be built into rates, Plan will begin next year, in 3 year cycles, sporadic, not the whole town. Performance of lines will determine how to move forward.

Feeder lines are hardened, Lateral lines go underground.

Hardening will produce more efficient restoration times. Transformer and Insulation strengthening.

Wind load determines if poles are concrete or wood for main arterial lines.

Underground Premium Service – customers or city, requires a ballpark estimate that can go up or down, based on deep engineering.

A joint use agreement is needed between FPL, AT&T and Atlantic Broadband.

Currently Sunny Isles is the only municipality with a plan for Undergrounding. Key Biscayne has not moved forward.

**Recommendation** – Look at Cost Benefit Ratio.

## FPL Undergrounding

Guillermo Olmedillo <golmedillo@townofsurfsidefl.gov>

Mon 4/8/2019 5:01 PM

To: **Elected Officials** <ElectedOfficials@townofsurfsidefl.gov>

Mayor, Vice Mayor and Commissioners:

In order to keep you informed, the message below explains the latest position by FPL in reference to undergrounding utilities.

Should you have questions, please advise.

Thank you



Guillermo Olmedillo

Town Manager

Town of Surfside

9293 Harding Ave

Surfside, FL 33154

(305) 861-4863 (305) 993-5097 F

Email: [golmedillo@townofsurfsidefl.gov](mailto:golmedillo@townofsurfsidefl.gov)

[www.townofsurfsidefl.gov](http://www.townofsurfsidefl.gov)

**P Please consider the environment before printing this e-mail**



Guillermo,

I spoke to John Lehr and Aletha Player of FPL on Friday afternoon, and I think I have some information of substance to share with you.

### **Easements/ROW agreement**

With respect to the need for easements beyond the existing R-O-W: easements beyond the R-O-W limits are NOT REQUIRED as a matter of policy. In lieu of that, FPL is willing to accept a R-O-W agreement with the TOWN to memorialize an agreement between the two parties that should the Town or any other agency require FPL to relocate, adjust, or rearrange any of their underground facilities, the Town (or other agency) will provide FPL with an alternative location for the facilities and will pay any costs associated with the relocation, adjustment, or rearrangement, AND the Town (or other Agency) shall also reimburse FPL for any



costs to locate, expose, or protect, or support their facilities, in the event of future construction or excavation in close proximity to the FPL facilities.

The need for easements beyond the R-O-W limits may be dictated by the availability of space for FPL's (and cable TV and telephone) within the ROW vis-à-vis other underground utilities, and the physical space available for FPL's transformers and switch cabinets.

### **Easement sizes**

FPL's standard easement sizes are: 10' x 10' for their residential transformers (4'-0" x 4'-6" pad) and 24' x 24' for their switch cabinets (largest pad = 84" x 84", Vista u/g vault = 79" x 72"). The transformer easements are probably the minimum size they can be. However, John and Aletha have indicated that they will work with us to minimize easement sizes as merited. So, the smallest easement we may be able to provide for the Vista cabinets is 13' x 18'.

### **Moving Forward**

If the Town is interested in moving forward with FPL, and if you are interested in pursuing the avenue that avoids the need for easements beyond the R-O-W's from each homeowner, then we need to provide to FPL:

1. The Engineering Deposit of \$60,432, as previously outlined in our white paper, and
2. As-built records of the existing underground utilities.

It's worth noting that FPL previously completed their design of this system in 2012 or 2013. I believe CGA provided them with as-builts of the underground utilities existing at that time. So, we should be able to locate their drawings and the utility as-builts from that project. We will have to re-obtain current utility as-builts, in case anything has changed, including the infrastructure work we completed with the Town at that time.

John Lehr recalls that FPL's previous design located as many of the transformers and switch cabinets as possible on Town property, thereby simplifying any easement acquisition efforts. We expect they will replicate this consideration in their updated design.

Please call me if you wish to discuss further.

Thank you,

### **Curt Keyser, P.E.**

Director of Engineering | Engineering (Broward)



**Calvin, Giordano & Associates, Inc.** | [1800 Eller Drive](#) | [Suite 600](#) | [Fort Lauderdale, FL 33316](#)

Office: 954.921.7781 | Direct: 954.766.2752 | Fax: 954.921.8807

*Fort Lauderdale | Miami-Dade | West Palm Beach | Clearwater/Tampa | Estero | Port St. Lucie*



## ITEM 3PP

May 31, 2018

Mr. Guillermo Olmedillo  
Town Manager  
Town of Surfside  
9293 Harding Ave.  
Surfside, FL 33154

**Re: Town of Surfside  
Electric Facilities Conversion – Ballpark Estimate  
Entire Town  
WR # 8245255**

Dear Mr. Olmedillo:

FPL welcomes the opportunity to assist you in examining the feasibility of converting from overhead electric distribution facilities to an underground system at the following location:

**Entire Town limits in Surfside, Florida.**

As per your request, the non-binding "ballpark" estimate to complete this conversion is \$6,700,000. This estimate is provided strictly to assist you in preliminary decision making and it does not include the conversion of any existing streetlight system. It is not an offer from FPL to perform the requested conversion and should not be construed or used as such for detailed planning purposes. This represents an "order of magnitude" figure based on previous FPL experience and reflects the CIAC payment that the Town would ultimately need to make to FPL if the conversion were performed at this point in time utilizing standard underground equipment. It is our experience that conversions in developed areas are the most complex and challenging types of construction. As such, this estimate likely will not precisely represent the Town's ultimate actual cost to convert, but can assist the Town in preliminary decision-making.

FPL estimates include only estimated charges to be paid by the Town to FPL. The costs of the following items are not included with the estimate and are the responsibility of the Town / residents. These potential costs should be included in future planning of the project:

- Site restoration (sod, landscaping, pavement, sidewalks, etc)
- Rearrangement of customer electric service entrances (requires electrician) from overhead to underground. Also, additional customer expense if local inspecting authorities require customer wiring to be brought to current codes.
- Trenching/backfilling for service laterals.
- Removal and undergrounding of other utilities (e.g. telecom, CATV, etc.)
- Acquiring, describing, securing and recording of easements for underground facilities. In underground systems, major components formerly attached to poles must now occupy "at grade" appurtenances, e.g., ground level pad mounted transformers and switch cabinets. Facilities of an underground distribution system will not be placed in road right-of-way, with the exception of cables required for crossings. (See special note below)

Note: Obtaining easements is typically the most difficult aspect of the conversion process; the time required to secure the easements may even exceed the 180 day binding estimate timeframe. FPL strongly suggests that all easements required for the conversion be described and secured prior to requesting the detailed cost estimate.

In 2007, the Public Service Commission approved FPL's 25% Governmental Adjustment Factor (G.A.F.) waiver for local government sponsored projects. In order to be eligible for the G.A.F. waiver a project must meet a series of criteria (see Attachment). Based on the preliminary information you provided for the proposed conversion area, this request would qualify for the G.A.F. waiver. The G.A.F. waiver amount is not reflected in the ballpark estimate presented above.

After reviewing the "ballpark" estimate, if you decide to move forward with the conversion project, you may request a detailed and "binding" estimate. Due to the complexity and time required to estimate such a conversion, a non-refundable engineering deposit is required prior to beginning the estimating process, as set forth in the Florida Administrative Code 25-6.115. For this conversion project the amount of the required engineering deposit is \$60,432.00. If you decide to proceed with the work contained in the estimate, the amount of this deposit would be applied toward the estimated amount owed to FPL for the conversion. The work must commence within 180 days of the date the binding estimate is provided.

The request for the binding estimate must be in writing, and must describe in detail the facilities to be converted. Binding estimates are valid for 180 days, and would be subject to change in the event of a work scope change. Should actual FPL costs exceed the binding estimate amount, the customer may be responsible for those additional costs up to a maximum of 10% of the binding estimate amount. Payment of customer costs, easements (with opinion of title and recorded), agreements from other utilities/pole licensees, and execution of a Conversion Agreement would be required before commencement of construction.

If you have any questions or wish to consider a binding cost estimate, please call me at 305-442-5711.

Sincerely,

Jose Triana  
Customer Advisor  
Customer Service  
Florida Power & Light Company

Attachments

cc: Mr. Tom Allain – FPL  
Mr. John Lehr – FPL  
Mr. Roger Mendoza – FPL

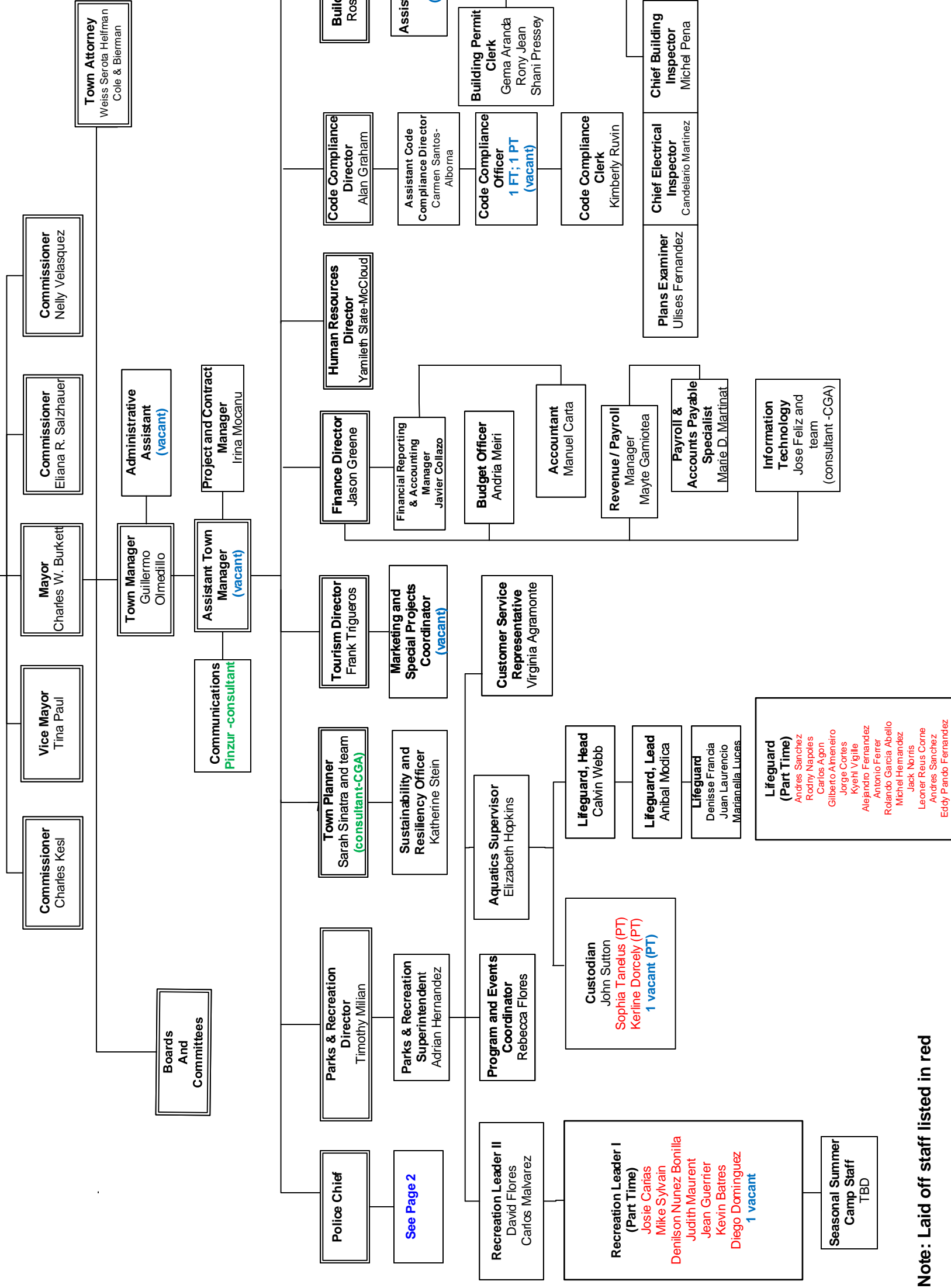


Town of Surfside  
9293 Harding Avenue  
Surfside, FL 33154



**Government Structure  
(As of April 24, 2020 - Includes Laid off Staff )**

**Residents of Surfside**

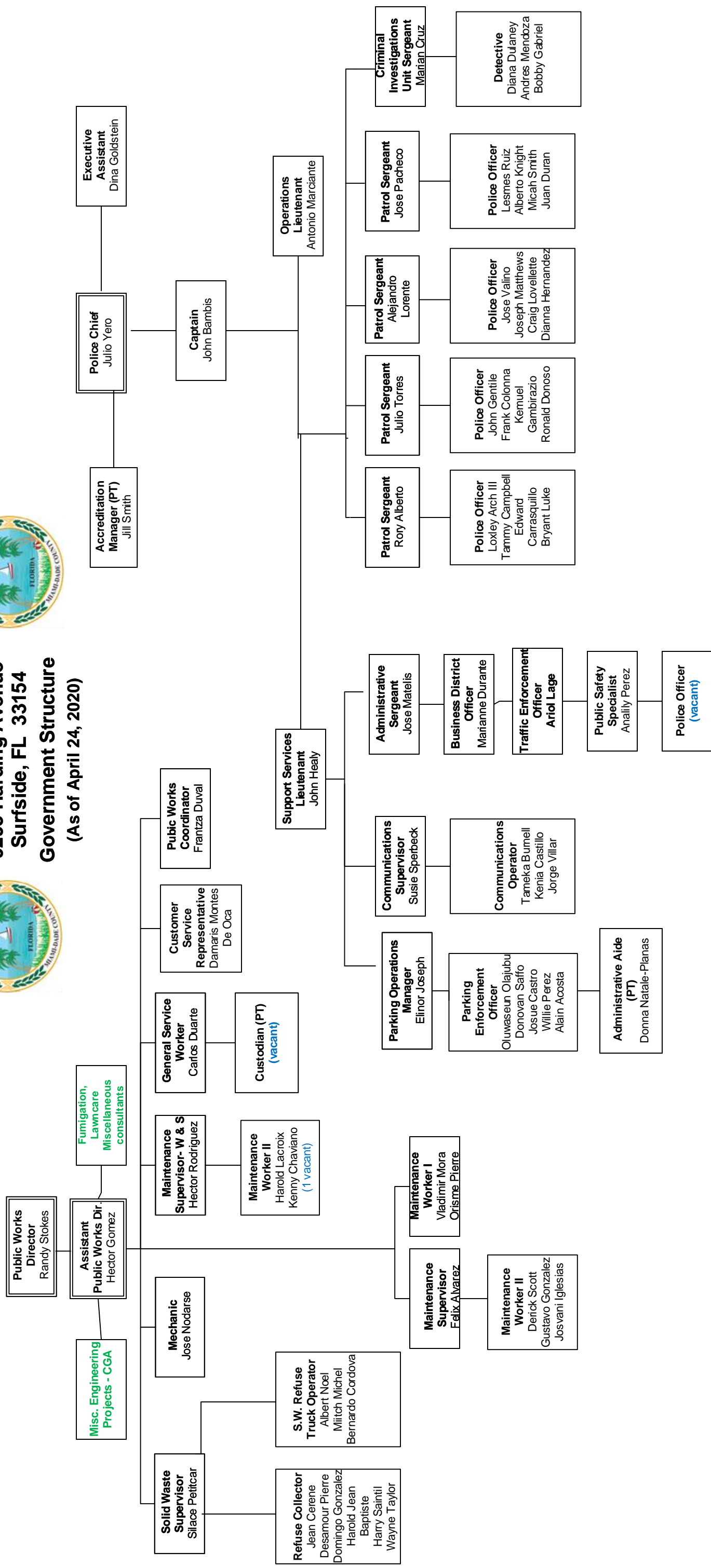


Note: Laid off staff listed in red





**Town of Surfside**  
**9293 Harding Avenue**  
**Surfside, FL 33154**  
**Government Structure**  
**(As of April 24, 2020)**



**Sandra Novoa**

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**From:** Mayor  
**Sent:** Wednesday, April 22, 2020 6:17 PM  
**To:** Fernanda Siqueira  
**Subject:** RE: Construction in Condos

Hi Fernanda,

Thank you for the nice note!

I think the dog park is the easier of the two requests. It seems to me with the proper safety precautions, it shouldn't be an issue. I've copied our clerk and asked that the dog park be added to the agenda for action.

On the balcony issue, I totally get your point. I can't imagine having to work, while that type of construction is going on around me. Having said that, I think the decision to work, or not work, at this time at any particular location (assuming it's done per the safety requirements) would be a decision to be made by you and your condo board. I'm not sure that we could step in and manage issues like that from the Commission. Have you tried reaching out to your condo board?

As you know, if I can be of any help with anything, I'm available.

Thanks,

Charles

**Charles W. Burkett**  
**Mayor**



Town of Surfside  
9293 Harding Avenue  
Surfside, Florida 33154  
Phone (305) 861-4863  
Mobile phone: (305) 992-7965

"If you think you are too small to make an impact, try spending the night in a room with a mosquito." African proverb

-----Original Message-----

From: Fernanda Siqueira <fernandaj1@yahoo.com>  
Sent: Wednesday, April 22, 2020 3:26 PM  
To: Charles Burkett <charles@burkettcompanies.com>  
Cc: Eliana For Commissioner Salzhauer <esalzhauer@gmail.com>; Nelly <nellyforcommissioner2020@gmail.com>; Charles Kesl <cekesl@gmail.com>  
Subject: Construction in Condos

Hello Mr. Mayor and commissioners,

First of all, congratulations on “our” win! I am ver happy to have you all representing our Town now.

I’d like to voice my opinion regarding bringing construction back to the condos.

I live at the Waverly and both our buildings have been under concrete restoration, balcony repair and pool renovation for one and half year. We are next door to the Carlyle that is also working on their balconies and concrete restoration for over 2 years now. You can imagine that life here on 92nd has not been easy. The noise from the work is extremely loud, the workers park in our garages, they use our elevators and also our building bathrooms.

When they drill the balconies or outside walls, the building trembles.

I work from home, so usually just go to the library and work from there when the noise is unbearable here.

At this pandemic time, I also have my 12 year who is in 7th grade studying from home. Her school is live on Zoom from 8:30- 3:45 with a break just for lunch.

It will not be possible to stay locked in our small condos working or studying from home while men drill the outside and surround the building while we are supposed to be practicing social distancing.

There are literally hundreds of people locked here at the Waverly and as it is it’s already hard to stay safe when some residents walk around the common areas with no masks.

It is very different to allow work on the Shul or an empty single family home where there are no residents.

Please don’t allow work on the condos until it’s safer and residents have the option to go elsewhere.

On another note, would you consider opening up the dog park? My dog hasn’t been off her leash and able to run in over a month. I’m sure other condo residents have the same problem too. Our dog park has never been a place of gathering.

Thank you for your time,

Fernanda Siqueira  
9172 Collins Ave. 409  
786-214-1055



**Town of Surfside  
Town Commission Meeting**

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission

**From:** Commissioner Nelly Velasquez

**Date:** April 28, 2020

**Subject:** **Abbott Avenue Drainage Improvements**

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**Background:**

Over the past few years, the Town has received numerous complaints of standing water and flooding in the Abbott Avenue roadway during common rain events, impacting residents' driveways, garages and homes. In response to these complaints on flooding, the Town commissioned Calvin, Giordano and Associates, Inc. ("CGA") to perform a drainage study and prepare a report to identify the likely causes and recommended steps to mitigate or eliminate the standing water and flooding.

In 2019, CGA completed the study and provided its report (Attachment "A" - Section Five of the Report) to the Town Commission on January 8, 2019, concluding that the desired level of service, that will keep the streets dry at all times, for all drainage basins within the Town, cannot be met, and included mitigating recommendations. Three (3) options were presented:

**Option 1.**

- a) Replace and upsize the existing conveyance pipes and storm inlets at 91<sup>st</sup> Street/Abbott Avenue intersection.
- b) Replace and upsize the existing conveyance pipes and storm inlets at 92<sup>nd</sup> Street/Abbott Avenue intersection.
- c) Provide a Pump Station (2,250 GPM) at the intersection of Abbott Avenue and 92<sup>nd</sup> Street discharging into Indian Creek by a 12" diameter force main. The new 12" drainage FM shall be constructed in place of existing abandoned 8" WM along 92<sup>nd</sup> Street.



- d) Provide 24" diameter conveyance pipe along Abbott Avenue between 91<sup>st</sup> Street and the new proposed pump station.
- e) Provide additional curb inlets along Abbott Avenue between 90<sup>th</sup> Street and 92<sup>nd</sup> Street.
- f) The construction constraints for these improvements would be existing underground FPL/AT&T facilities along Abbott Avenue and existing Electric Poles behind back of curb. Relocation of FPL poles and underground FPL and AT&T facilities might be needed for these proposed improvements.

*Estimated cost including design, permitting and construction was estimated at \$982,000.*

**Option 2.**

- a) Implementation of all improvements of Option 1.
- b) Provide three new pressurized drainage wells and a new pump station (10,500 GPM) at the west end of 92<sup>nd</sup> Street.
- c) As an alternative option, the existing Pump Station at 92<sup>nd</sup> Street can be replaced with the new proposed pump station and the new pressurized drainage wells.

*Estimated cost including design, permitting and construction was estimated at \$1,720,000.*

**Option 3.**

- a) Implementation of all improvements of Options 1 and 2.
- b) Provide 48" conveyance Trunk line along 91<sup>st</sup> Street.
- c) This option will require extensive utility reconstruction/relocation and complete roadway restoration to construct the proposed 48" drainage pipe.

*Estimated cost including design, permitting and construction was estimated at \$4,971,000.*

At the January 8, 2019 Commission Meeting and by means of the CC Memo provided with the agenda, Town staff recommended adopting option 1 and then evaluating the performance of these improvements before considering additional improvements.

The Town Commission Memo dated January 8, 2019 also identified the following possible financing or funding options for the drainage improvements: Borrowing for the project, use of Stormwater reserves for the project, levying special assessments on the properties benefitting from the improvements, and use of property tax revenues to fund the project. The current FY 2019/2020 budget does not contain funding for this project

### **Analysis:**

It is time to take affirmative and timely action to remedy the flooding on Abbot Avenue and alleviate the impacts on residents living along Abbott Avenue. The necessary engineering and construction services need to be procured timely in order to implement the project.

There are two possible procurement methods to accomplish the project.

(1) Design/Build of the Abbot Avenue improvements. The Town would need to prepare and issue an RFP for design/build of the improvements, thereby enabling one certified design/build firm to design/engineer and construct/install the drainage improvements. Pursuant to Section 287.055, Florida Statutes, the Town would need to first engage a “design criteria professional” or engineering firm to prepare the necessary “design criteria” (conceptual design) for inclusion in the RFP, subject to the Town’s and State laws procurement requirements, as well as for assistance in the preparation of the RFP and scope of services for the project. The benefits of a design/build project are the time-saving procurement and engagement of one design/build firm to design/engineer and construct the project, as well as one point of contact and responsibility for all work.

(2) Design/Bid/Build of the Abbott Avenue Improvements. The traditional method of design/bid/build would require a two step process for procurement: (a) One (1) RFP for solicitation of engineering/design services, subject to the Town’s Procurement Code and State law requirements for engagement of an engineering firm. (b) A second RFP or Invitation to Bid for solicitation of a contractor to build/install the improvements.

**Budget Impact:** With either option, there will be costs associated with preparation of an RFP or procurement solicitation for the services. The design/build option, will require the engagement of a “design criteria professional” pursuant to Section 287.055 to prepare the design criteria package and assist with the preparation of the RFP, including a scope of services for the project. Once the RFP is issued, Town staff with the assistance of the design criteria professional, will evaluate and recommend selection of a design/build team. The design/bid/build option will require the preparation costs of an RFP to select an engineering/design firm, as well as a separate ITB to solicit a contractor for the work.

Since the project is not currently budgeted in the FY 2019/2020 approved budget, any costs incurred or work occurring during this FY would require a budget amendment to

fund the project, or would need to be included in the next budgetary cycle for the FY 2020/2021 budget.


**Commission Direction.** Seeking Commission direction on a timely plan to implement the design/engineering and construction of the Abbott Avenue Drainage Improvements, including selection of an option or level of service for the improvements and a procurement method, as well as addressing budgeting for the project. The goal is to issue a procurement that would enable solicitation of the necessary engineering services and construction of the project.

Prepared by: NV

Reviewed By TA, TM and Randy Stokes.

**MEMORANDUM**ITEM NO. 

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission

**From:** Guillermo Olmedillo, Town Manager 

**Date:** December 11, 2018 / January 8, 2019

**Subject:** Abbott Avenue Drainage Improvements

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The Town of Surfside is located on a low-lying barrier island between Biscayne Bay and the Atlantic Ocean and is susceptible to flooding due to tides, high water table, low lying grounds.

Drainage improvements were completed by the Town in 2013 under a FEMA grant to address water quality issues prior to discharge to the Bay. While the project did provide quantity/conveyance/storage improvements incidental to the quality improvements, that was not the primary focus of that project.

Over the past few years the Town has received numerous complaints of water standing in the Abbott Avenue roadway during common rain events. In response to these complaints, the Town commissioned Calvin, Giordano and Associates, Inc. ("CGA") to perform a drainage study and prepare a report to identify the likely causes and recommended steps to mitigate or eliminate the standing water.

CGA has completed the study and has provided its report (Attachment "A" - Section Five of the Report), which concludes that the desired level of service, that will keep the streets dry at all times, for all drainage basins within the Town, cannot be met, but includes mitigating recommendations.

The options presented are:

**Option 1.**

- a) Replace and upsize the existing conveyance pipes and storm inlets at 91<sup>st</sup> Street/Abbott Avenue intersection.



- b) Replace and upsize the existing conveyance pipes and storm inlets at 92<sup>nd</sup> Street/Abbott Avenue intersection.
- c) Provide a Pump Station (2,250 GPM) at the intersection of Abbott Avenue and 92<sup>nd</sup> Street discharging into Indian Creek by a 12" diameter force main. The new 12" drainage FM shall be constructed in place of existing abandoned 8" WM along 92<sup>nd</sup> Street.
- d) Provide 24" diameter conveyance pipe along Abbott Avenue between 91<sup>st</sup> Street and the new proposed pump station.
- e) Provide additional curb inlets along Abbott Avenue between 90<sup>th</sup> Street and 92<sup>nd</sup> Street.
- f) The construction constraints for these improvements would be existing underground FPL/AT&T facilities along Abbott Avenue and existing Electric Poles behind back of curb. Relocation of FPL poles and underground FPL and AT&T facilities might be needed for these proposed improvements.

*Estimated cost including design, permitting and construction is \$982,000.*

### **Option 2.**

- a) Implementation of all improvements of Option 1.
- b) Provide three new pressurized drainage wells and a new pump station (10,500 GPM) at the west end of 92<sup>nd</sup> Street.
- c) As an alternative option, the existing Pump Station at 92<sup>nd</sup> Street can be replaced with the new proposed pump station and the new pressurized drainage wells.

*Estimated cost including design, permitting and construction is \$1,720,000.*

### **Option 3.**

- a) Implementation of all improvements of Options 1 and 2.
- b) Provide 48" conveyance Trunk line along 91<sup>st</sup> Street.
- c) This option will require extensive utility reconstruction/relocation and complete roadway restoration to construct the proposed 48" drainage pipe.

*Estimated cost including design, permitting and construction is \$4,971,000.*

Any of these options may be financed by one or more of the following:

1. Borrow for the project.
2. Use Stormwater reserves for the project.
3. Levy a special assessment on the properties that benefit from the improvement.
4. Use property tax revenues to fund the project.

From the consultant's report we can conclude that the fiscally prudent way to engage in these improvements is to start with Option 1, and evaluate the performance of these improvements, then consider the additional suggested improvements.

Town Administration is recommending to engage CGA to provide design and permitting services to facilitate the recommended improvements in Option 1, and budget funds to construct the improvements in the upcoming fiscal year's budget.

Reviewed by RS/GO

Prepared by CK

## SECTION FIVE

### STORMWATER MODELING – PROPOSED IMPROVEMENTS

#### 5.1 FLOOD ROUTING FOR PROPOSED IMPROVEMENTS

After evaluation of the existing conditions and ICPR model of the Town's master drainage system, CGA analyzed various alternatives and ICPR models to develop recommendations to help alleviate the deficiencies in the drainage system of Abbott Avenue.

The following general considerations were the basis to develop the recommendations:

- a) The improvements need to be permissible with all regulatory agencies and be in general compliance with current design criteria set-up for acceptable stormwater practices in SFWMD and DRER.
- b) The improvements need to provide a reliable upgrade and upsizing of the system to alleviate flood conditions.
- c) The improvements need to be cost effective.
- d) The improvements should not negatively impact adjacent properties.
- e) The improvements need to be maintainable by the operating entity or the Town's Public Works Department.
- f) The proposed improvements need to be feasible and achievable.

#### 5.2 PROPOSED IMPROVEMENTS

Various measures and solutions were researched to improve the existing flood protection level of service. The most appropriate solutions were incorporated into alternative ICPR models for proposed conditions. Please refer to **Appendix D**, **Appendix E**, and **Appendix F** for ICPR Models for Proposed Improvements. Based on the model results, CGA offers the following improvements to be implemented for the Abbott Avenue drainage system and Surfside master drainage system:

*Option 1:*

- a) Replace and upsize the existing conveyance pipes and storm inlets at 91<sup>st</sup> street /Abbott Avenue intersection.
- b) Replace and upsize the existing conveyance pipes and storm inlets at 92<sup>nd</sup> street /Abbott Avenue intersection.
- c) Provide a Pump Station (2,250 GPM) at the intersection of Abbott Avenue and 92<sup>nd</sup> Street discharging into Indian Creek by a 12" diameter force main. The new 12" drainage FM shall be constructed in place of existing abandoned 8" WM along 92<sup>nd</sup> Street.
- d) Provide 24" diameter conveyance pipe along Abbott Avenue between 91<sup>st</sup> street and the new proposed pump station.
- e) Provide additional curb inlets along Abbott Avenue between 90<sup>th</sup> Street and 92<sup>nd</sup> Street.
- f) The construction constraints for these improvements would be existing underground FPL/AT&T facilities along Abbott Avenue and existing Electric Poles behind back of curb. Relocation of FPL poles and underground FPL and AT&T facilities might be needed for these proposed improvements.

*Option 2:*

- a) Implementation of all improvements of Option 1.
- b) Provide three new pressurized drainage wells and a new pump station (10,500 GPM) at the west end of 92<sup>nd</sup> Street.
- c) As an alternate option, the existing Pump Station at 92nd Street can be replaced with the new proposed pump station and the new pressurized drainage wells.

*Option 3:*

- d) Implementation of all improvements of Option 1 and Option 2.
- e) Provide 48" conveyance Trunk line along 91<sup>st</sup> Street.
- f) This option will require extensive utility reconstruction/relocation and complete roadway restoration to construct the proposed 48" drainage pipe.

The above described improvements will significantly improve the existing level of service for high intensity short-duration storm events. However, due to the deficiencies of the overall master drainage system including insufficient number of pump stations and drainage wells, inadequate size of storm drains, inadequate number of storm inlets, the required level of service for all drainage basins will never be met. The preliminary construction cost estimate for these options is as follows:

Option 1	\$982,000
Option 2	\$1,720,000
Option 3	\$4,971,000





**Town of Surfside  
Town Commission Meeting**

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

**DISCUSSION ITEM MEMORANDUM**

**Agenda #:** 3WW  
**Date:** April 24, 2020  
**From:** Vice Mayor Tina Paul  
**Subject:** FPL Solar Together Program

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**Objective** – Enroll all Town of Surfside municipal properties in the FPL SolarTogether program.

**Consideration** – In March 2020, the Florida Public Service Commission approved the FPL SolarTogether program. As the largest community solar program in the United States, SolarTogether removes traditional barriers such as large upfront costs, long-term commitments and has no penalties for unsubscribing. It allows for all FPL customers to go 100% solar with no rooftop installation, maintenance or required insurance.

At the April 21, 2020 Special Commission Meeting, the Commission voted to end CGA Work Authorization No. 117, from July 2019 for Engineering Services for Design-Build Photovoltaic System at the Surfside Community Center.

Surfside has always actively pursued clean energy and environmental initiatives therefore; participating in the FPL SolarTogether program at all Town Facilities will continue these efforts while affording the Town long-term savings.

The FPL SolarTogether program is currently fully subscribed and the waitlist has also been filled.

**Recommendation** – Direct the Town Manager or designee to contact our Customer Advisor Jose Triana for information on enrolling in the next sign-up for FPL’s SolarTogether program.



Thank you for your interest FPL SolarTogether<sup>SM</sup>  
 The program is fully subscribed and the waitlist is closed.

The SolarTogether<sup>SM</sup> program is an easy and affordable option for customers to share in the economic and environmental benefits of Florida based large-scale solar while receiving monthly bill credits on their FPL bill.

At this time, the Commercial, Industrial and Governmental portion of the program is fully subscribed. And, due to overwhelming interest, the waitlist has reached maximum subscription and is closed. We will continue to find new and innovative ways to bring even more solar to Florida and will announce future program opportunities.

## Reduce your energy costs while achieving your sustainability goals



### Benefits

- Offset up to 100 percent of your energy usage (subject to availability)
- Renewable Energy Credits (RECs) are retired on your behalf
- Receive bill credits immediately



### Economics

- Simple payback between 5-7 years
- Fixed monthly subscription rate
- Escalating bill credits
- No maintenance, operational or insurance costs



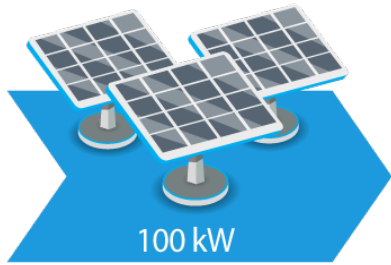
### Terms

- No upfront cost
- No long term contract
- Subscription is transferable to another store or location
- Subscription cannot be sold or transferred to another customer

## How the program works

1. Determine your subscription share by selecting the amount of energy you wish to offset – up to 100% of your energy usage can come from solar
2. Calculate your monthly subscription cost based on the fixed subscription rate of \$6.76/kW multiplied by your subscription share
3. Estimate your monthly subscription credit based on your subscription share multiplied by the amount of solar energy produced multiplied by the subscription credit rate

## 100 kW subscription example



### FPL SolarTogether Subscription

100 kW subscription share  
x \$6.76/kW fixed subscription rate

**Your Monthly Subscription Cost**

**\$676**



### Solar Energy Produced

190 hrs per month  
x 100 kW subscription share

**19,000 kWh solar energy**



### Subscription Credit

19,000 kWh solar energy produced  
x \$0.03405/kWh subscription credit rate/kWh

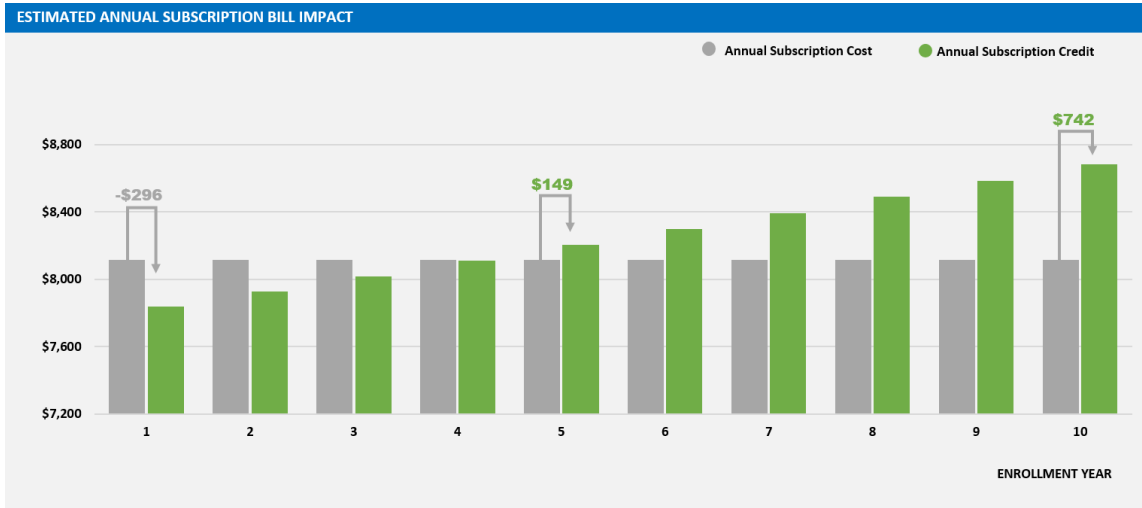
**Your Monthly Bill Credit**

**\$647**

That means you get solar energy for just **\$29** for the month!\*

\* Illustrative examples presented here for discussion purposes only, program charges and credits will be established per the Florida PSC approved tariff.

And over time, the annual benefits are forecasted to exceed the costs.



The graph above shows the estimated bill impact over a ten-year period for a 100 kW subscription example. While the annual subscription cost remains the same year after year, due to the fixed nature of the subscription rate, the annual subscription credit grows annually. In the first year of a 100 kW subscription, program participation would cost approximately \$296, which is the difference between the subscription cost of \$8,112 and the credit of \$7,816. By year five, the annual subscription remains \$8,112 and the credit grows to \$8,261, so the credit exceeds subscription cost by \$149. By year ten, the cost of the subscription is still \$8,112 and the credit is now \$8,854 for the year, increasing the credit difference by \$742.

## Have Questions?

View our frequently asked questions (<https://www.fpl.com/energy-my-way/solar/solartogether-res/faq.html>).





**Town of Surfside  
Town Commission Meeting**

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

**DISCUSSION ITEM MEMORANDUM**

**Agenda #:** 3XX

**Date:** April 24, 2020

**From:** Vice Mayor Tina Paul

**Subject:** Climate Resilience Environmental Collective

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**Objective** – Establish a Climate Resilience Environmental Collective to integrate climate and resilience in health, economics, new technologies, and infrastructure innovations for coastal Issues and develop communication campaigns that keep the public informed and promote a strong and healthy town.

**Consideration** – At the April 14, 2020 Special Town Commission meeting, a decision to abolish the Sustainability and Resiliency Committee was made by the Commission with the decision to include a Sustainability and Resiliency board member on all Town Boards and Committees. While this is a welcoming progressive approach, there remains concern from our residents for issues we face as a coastal community as a direct result of Climate Change.

The Climate Resilience Environmental Collective will consist of individuals who work together on common projects without relying on internal hierarchies. Membership will be diverse with residents that may include: an Environmental Engineer or Specialist, Water Research Hydrogeologist, Health Practitioner, Marine or Atmospheric Scientist, Oceanographer, Biologist, Economist, Information Technology or Coder, Spiritual Mentor, Astrophysicist, Graphic Artist. While individual Town Board and Committee Sustainability members can work on specific issues on each Board and Committee, the Climate Resilience Environmental Collective will work on environmental issues as a whole, to assure genuine consideration of climate change, sea-level rise, carbon emissions, renewable energy and green infrastructure strategies with an additional focus on public health. The Collective meetings do not need paid Consultant experts, or to be televised, and only requires a meeting place and a staff member for the minutes.

**Recommendation** – Approve the Climate Resilience Environmental Collective with resident membership recommendations of the Vice Mayor, because Climate Change and Sea Level Rise is today and if we wait, it will be too late. We are living through Covid-19 now and as a Zoonotic disease it is a direct result of Climate Change and deforestation.



ITEM 3YY

**Town of Surfside  
Town Commission Meeting**

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

**DISCUSSION ITEM MEMORANDUM**

**Agenda #:** 3YY

**Date:** April 24, 2020

**From:** Vice Mayor Tina Paul

**Subject:** Small Business Survival Grant

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**Objective** – Utilize existing Town funds reserved for 501(c) 3 charity organizations to establish a one-time Small Business Grant to assist Surfside Downtown Businesses adversely affected by Covid-19.

**Consideration** – At the April 21, 2020 Special Town Commission meeting, Covid-19 Task force leader Commissioner Kesl requested the Commission consider providing assistance through Grants or Loans to Surfside Businesses experiencing extreme hardship.

After some thought, I realized the Covid-19 Task force could be directed to contact Commissioner Sally Heyman in regards to municipal loan programs that can be set up from The CARES Act funding that is slated to go to Miami-Dade County.

Surfside could likewise set up one-time \$1,000. Grants for qualified small businesses with specific criteria for eligibility. After checking with our Finance Director, I was informed there are sufficient funds available that are reserved for 501(c) 3 charities and other worthy organizations that benefit Surfside that may be utilized for this purpose.

**Recommendation** – Develop criteria for eligibility and an Application for Surfside Businesses to apply for these one-time grants utilizing a majority portion of the existing funds reserved for support and assistance (see attached document from Tarpon Springs).

# City of Tarpon Springs



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Tarpon Strong - Supporting our Small Business Community

## *Small Business Endurance Grant*

**THE APPLICATION PERIOD FOR THIS GRANT HAS EXPIRED AND FUNDING HAS BEEN EXHAUSTED.**

### Contact Information:

Telephone: 727-943-1162

Email: [EnduranceGrant@ctsfl.us](mailto:EnduranceGrant@ctsfl.us)

The Endurance Grant Program is a one-time, \$1,000 grant to eligible small businesses on a first come-first served basis. The application period HAS EXPIRED! Approved Applications will be funded on a first-come first-served basis until funds are exhausted or through the application deadline - whichever occurs first.

If you have additional questions after reviewing this page, please leave a detailed message at the telephone number above or email [EnduranceGrant@ctsfl.us](mailto:EnduranceGrant@ctsfl.us). Your message or email will be returned in the order in which it is received.

### Grant Application Fact Sheet

#### Eligible Businesses Criteria:

- Business is public-facing (e.g., including retail, restaurant, bar, gym fitness center, brewery, distillery, and personal services such as beauty and nail salons), and is directly impacted by the public health requirements of COVID-19. A public facing business is considered one to have been affected by the Governor's executive orders 20-68, 20-71, 20-91, and Pinellas County's Safer at Home Resolution 20-20.
- Principal place of business must be within the incorporated limits of the City of Tarpon Springs (physical storefront).
- Business must have 50 or fewer employees prior to March 1.
- Business must demonstrate a loss in revenue and is in need of working capital to continue operations. Businesses that are temporarily closed are eligible for payment of rent/mortgage or other ongoing expenses.
- Business must have no outstanding code enforcement fines.
- Business must have a current business tax license. Eligible businesses without a current license must apply and pay the requisite fees

to be considered for a grant. For application and renewal information: <https://www.ctsfl.us/building%20development.htm>

- A business owner owning multiple businesses is eligible for only one grant, not one grant per business. If additional funding is made available, the City may allow for additional grants.

**Ineligible Businesses:**

- Franchises and national chain stores/restaurants
- Non-profit organizations
- Home occupation and virtual businesses

**Eligible Grant Uses:**

- Working capital
- Payroll
- Making required debt payments
- Rent, lease, or mortgage payments
- Marketing
- Setting up e-commerce platform
- Inventory

**Grants may not be used for:**

- Personal uses
- Uses for purposes that are prohibited by federal, state, or local law or regulation

**Application Documentation:**

Documentation required with the grant application includes:

- Business Tax License number
- [IRS Form W-9 \(Download\)](#)
- Documented loss of revenue. Your business must have experienced a loss of revenue to be eligible for a grant. Provide your estimate of revenue loss due to COVID-19. Use your best judgment to estimate how your revenue was impacted by comparing your sales this year to your sales last year, or if a newer business, comparing your actual sales to your projected sales.
- Description and budget showing how the grant will be used.
- Number of employees now and prior to pandemic (Prior to March 1, 2020)
- Years in business at your location.

**Agreement by Grantee:**

1. As part of the grant approval, the recipients agree to a request for feedback on how the grant supported their business and interview for collected stories and the impact of the grant.
2. Grant recipient agrees to providing documentation of how the grant was spent within 30 days of the award or as soon as applicable.