



**Town of Surfside  
Special Town Commission Meeting**

**AGENDA  
May 12, 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**
  - C. Pledge of Allegiance**
  - D. Mayor and Commission Remarks** – Mayor Charles W. Burkett
  - E. Agenda and Order of Business** Additions, deletions and linkages
  - F. Community Notes** – Mayor Charles W. Burkett
- 2. Quasi-Judicial Hearings – N/A**
- 3. Consent Agenda** *(Set for approximately 7:30 p.m.) All items on the consent agenda are considered routine or status reports by the Town Commission and will be approved by one motion. Any Commission member may request that an item be removed from the Consent Agenda and discussed separately. If the public wishes to speak on a matter on the consent agenda they must inform the Town Clerk prior to the start of the meeting. They will be recognized to speak prior to the approval of the consent agenda.*
  - A. Minutes** – Sandra N. McCreedy, MMC, Town Clerk
    - April 7, 2020 Special Town Commission Meeting Minutes
    - April 16, 2020 Regular Town Commission Meeting Minutes
    - April 21, 2020 Special Town Commission Meeting Minutes
    - April 28, 2020 Special Town Commission Meeting Minutes
    - May 5, 2020 Budget Workshop Meeting Minutes

- \***B. Town Manager’s Report** – Guillermo Olmedillo, Town Manager
  - \***C. Town Attorney’s Report** – Weiss Serota, Town Attorney
  - D. Committee Reports** – Guillermo Olmedillo, Town Manager
  - E. 2020 Town Meeting Calendar** – Sandra N. McCready, MMC, Town Clerk
- 4. Ordinances**  
*(Set for approximately N/A p.m.) (Note: Good and Welfare must begin at 8:15)*
- A. Second Reading Ordinances**  
*(Set for approximately N/A p.m.) (Note: Good and Welfare must begin at 8:15)*
  - B. First Reading Ordinances**
- 5. Resolutions and Proclamations**  
*(Set for approximately N/A p.m.) (Note: Depends upon length of Good and Welfare)*
- 6. Good and Welfare/ Public Comments from Residents**  
*(Set for approximately 8:15 p.m.)*  
*Public comments for subjects or items not on the agenda. Public comment on agenda items will be allowed when agenda item is discussed by the Commission.*
- 7. Town Manager and Town Attorney Reports**  
Town Manager and Town Attorney Reports have been moved to the Consent Agenda – Item 3.
- 8. Unfinished Business and New Business**
- 9. Mayor, Commission and Staff Communications**
- A. COVID-19 Task Force Update** – Mayor, Vice Mayor and Members of the Town Commission
  - B. COVID Regulations/Beach Path Mask Enforcement** – Commissioner Eliana Salzhauer
  - C. Allocation of Parking Enforcement Resources during COVID** - Commissioner Eliana Salzhauer
  - D. 92<sup>nd</sup> St Beach-end Improvements** - Mayor Charles W. Burkett
  - E. Sidewalk on N 95<sup>th</sup> St between Abbott and Byron** - Mayor Charles W. Burkett

- F. Rope Fencing & Posts-Beachwalk/Hardpack - Mayor Charles W. Burkett**
- G. Develop Capital Improvement Plan (CIP) - Mayor Charles W. Burkett**
- H. 10 Year Water Supply Plan - Mayor Charles W. Burkett**
- I. Beach Raking - Mayor Charles W. Burkett**
- J. Community Digital Signs – Mayor Charles W. Burkett**
- K. Government Academy - Mayor Charles W. Burkett**
- L. Various Tourism Related Events, Initiatives, and Destination Marketing - Mayor Charles W. Burkett**
- M. Various Parks & Recreation Related Events and Initiatives – Mayor Charles W. Burkett**
- N. Building Department File Digitization – Mayor Charles W. Burkett**
- O. Classification and Compensation Study – Mayor Charles W. Burkett**
- P. Pinzur Communication – Mayor Charles W. Burkett**
- Q. Preservation of Eden Project located at 9300 Collins Avenue - Mayor Charles W. Burkett**
- R. Speeding on Collins and Harding - Mayor Charles W. Burkett**
- S. Amending Town Code Section 2-205 Conduct of Meetings; Agenda – Mayor Charles W. Burkett**
- T. Homeless Contribution by the Town of Surfside of \$100,000 - Mayor Charles W. Burkett**
- U. Free (hassle-free) downtown parking for residents - Mayor Charles W. Burkett**
- V. 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 and restore development protections in the charter- Mayor Charles W. Burkett**
- W. Records Retention Policy – Mayor Charles W. Burkett**
- X. Regulation of Short-Term Rentals – Mayor Charles W. Burkett**
- Y. Star Cleaning service (Street Sweeping) – Mayor Charles W. Burkett**
- Z. S.M.A.R.T Goals, Quality Control & Quality Assurance – Commissioner Charles Kesl**
- AA. Design Review Board Discussion – Staff Report – Guillermo Olmedillo, Town Manager**
- BB. Weiss Serota Contract Follow up – Staff Report – Guillermo Olmedillo, Town Manager**

- CC. Town Pension Benefits for Non-Public Safety Employees** – Mayor Charles W. Burkett
- DD. Additional lighting in the residential area – Staff Report** – Guillermo Olmedillo, Town Manager
- EE. Town Website** – Vice Mayor Tina Paul
- FF. Construction Guidelines for Hurricane Season** – Commissioner Nelly Velasquez
- GG. Brightview Agreement (FKA Luke’s Landscape) Report and Follow up– Staff Report** – Guillermo Olmedillo, Town Manager
- HH. Lowering of Property Taxes and Water Bills – Staff Report** – Guillermo Olmedillo, Town Manager
- II. CGA Contract Follow Up – Staff Report** – Guillermo Olmedillo, Town Manager
- JJ. Discussion Regarding Appointments to Committees and Boards** – Sandra N. McCready, Town Clerk
- KK. Flooding/ Drainage Improvements – Staff Report** – Guillermo Olmedillo, Town Manager
- LL. Downtown Lighting RFP** – Mayor Charles W. Burkett
- MM. Undergrounding power lines – Staff Report** – Guillermo Olmedillo, Town Manager
- NN. Streamline Town Staffing** – Commissioner Eliana Salzhauer
- OO. Dog Park – Mayor Charles W. Burkett**
- PP. FPL Solar Together Program** - Vice Mayor Tina Paul
- QQ. Climate Environmental Collective - Revised** - Vice Mayor Tina Paul
- RR. Interest Free Loans to Surfside Builders Granted by Former Mayor and Commission** – Mayor Charles W. Burkett
- SS. How our Zoning Protections Against Over-Development Were Gutted** - Mayor Charles W. Burkett
- TT. Amending Town Code Section 2-233 to Include Non-for-Profit** – Mayor Charles W. Burkett
- UU. Amending Town Code Section 2-237 Business Relationships** – Commissioner Eliana Salzhauer
- VV. Staffing Hiring Freeze** - Commissioner Eliana Salzhauer
- WW. Speeding & Stop Sign Running** - Commissioner Eliana Salzhauer
- XX. Police Body Cameras** – Commissioner Nelly Velasquez
- YY. Surfside Point Lake Subaqueous WM Crossing - Bid Documents** – Guillermo Olmedillo, Town Manager
- ZZ. Beachwalk Trimming- Staff Report** – Guillermo Olmedillo, Town Manager
- AAA. Pool Deck Lighting for Extended Winter Hours- Staff Report** – Guillermo Olmedillo, Town Manager
- BBB. Community Center Second Floor – Staff Report** - Guillermo Olmedillo, Town Manager

***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 – COMPLETED***

***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

***Thirty (30) Day Staff Report – Items from April 28, 2020 Regular Town Commission Meetings***

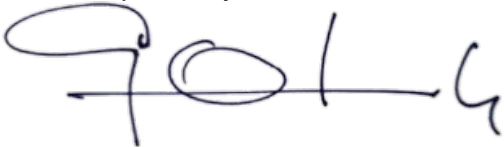
- A. **Beach Preservation Initiatives (“Carry On-Carry Off”/ Clean-Ups/ Chair-Free Safe Space Behind Community Center) -** Commissioner Eliana Salzhauer
- B. **Comparison of 2006 Code to 2020 Code – Staff Report –** Guillermo Olmedillo, Town Manager
- C. **Securing Power Infrastructure: Timely Action Plan for Hurricane Season through accountability now by FPL, ATT and Atlantic Broadband –** Commissioner Charles Kesl
- D. **Abbott Avenue Drainage Improvements –** Commissioner Nelly Velasquez
- E. **Downtown Surfside Sidewalk Beautification - Plans 65and Studies -**  
Mayor Charles W. Burkett

***Items Completed or Removed from Previous Agendas***

- A. Resolution Adopting an Amended Resiliency Reserve Policy Revision**
- B. Resolution Approving the March 17, 2020 Town of Surfside Municipal Election**
- C. Resolution Abolishing the Sustainability and Resiliency Committee**
- D. Resolution Amending the Downtown Vision Advisory Committee**
- E. Resolution Reauthorizing the Parks and Recreation Committee**
- F. “Flash Your Lights” - Commissioner Eliana Salzhauer**
- G. Mandatory Face Mask in the Town of Surfside – Commissioner Nelly Velasquez**
- H. Bandanas for Town Residents – Commissioner Eliana Salzhauer**
- I. Commission Meeting Starting Time at 6:00pm – Mayor Charles W. Burkett**
- J. Discussion Regarding Assistant Town Manager position and Action - Commissioner Nelly Velasquez**
- K. Photovoltaic RFP - Mayor Charles W. Burkett**
- L. Facilities Review - Mayor Charles W. Burkett**
- M. Kayak Launch - Mayor Charles W. Burkett**
- N. Jacober Contract – Mayor Charles W. Burkett**
- O. Zambelli Fireworks Manufacturing - Mayor Charles W. Burkett**
- P. Small Business Survival Grant - Vice Mayor Tina Paul**
- Q. Review of Amendment No. 2 to Update No. 5 Town of Surfside Emergency Measures – Vice Mayor Tina Paul**
- R. Downtown Surfside Sidewalk Beautification - Plans and Studies - Mayor Charles W. Burkett [*Downtown Vision Advisory Committee to discuss*]**

**10. 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.



**Town of Surfside  
Special Town Commission Meeting**

**MINUTES**

**April 7, 2020**

**7:00 p.m.**

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

**1. Opening**

**A. Call to Order**

Mayor Burkett called the meeting to order at 7:05 p.m.

Mayor Burkett gave his opening comments and stated that the construction issue will be discussed as well tonight.

**B. Roll Call of Members**

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

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

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

**2. Resolutions**

**A. Resiliency Reserve Policy Revision – Guillermo Olmedillo, Town Manager**

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

Town Clerk McCready read the title into the record.

Town Manager Olmedillo introduced the item.



Vice Mayor Paul gave an update on the revisions to include the health crisis and resiliency initiatives in the parks.

Commissioner Velasquez asked about certain portions of the policy.

Vice Mayor Paul responded to Commissioner Velasquez' question regarding the climate crisis report and health initiatives.

Commissioner Kesl thanked Vice Mayor Paul for her work and commended the policy and stated that this makes it more flexible and supports the amendment to the policy. He also stated that the County's disaster planning documents include climate change and health pandemics.

Mayor Burkett stated that he would like to use every funding source to fight the crisis at hand and suggested revisions to the policy language.

Commissioner Salzhauer spoke regarding what the past Commission did in blocking funding and making sure that money would not be wasted on studies. She commented on access to this money which the Town needs.

Commissioner Velasquez stated that she feels the policy should be eliminated completely and the funds used for other things.

Vice Mayor Paul stated that sustainability and resiliency is needed and does not agree to eliminate it.

Further discussion among the Commission took place regarding the language and amendments to the policy.

A motion was made by Commissioner Kesl to approve the Resolution, seconded by Vice Mayor Paul. All voted in favor with Vice Mayor Paul absent from the roll call vote.

A motion was made by Commissioner Salzhauer to revisit the motion to allow Vice Mayor Paul to vote, seconded by Commissioner Kesl. All voted in favor.

A motion was made by Commissioner Kesl to approve the Resolution. The motion received a second from Vice Mayor Paul. All voted in favor.

**B. Approval of the March 17, 2020 Town of Surfside Municipal Election – Sandra McCready, MMC, Town Clerk**

**RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA CERTIFYING AND DECLARING THE RESULTS OF THE TOWN OF SURFSIDE GENERAL MUNICIPAL ELECTION HELD ON MARCH 17, 2020 FOR THE ELECTION OF MAYOR AND FOUR (4) TOWN COMMISSIONERS; AUTHORIZING THE TOWN CLERK; AND PROVIDING FOR AN EFFECTIVE DATE.**

Town Clerk McCready read the title into the record.

A motion was made by Commissioner Kesl to approve the Resolution, seconded by Commissioner Salzhauer. All voted in favor with Vice Mayor Paul absent from the roll call vote.

**3. Discussion Items**

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

Commissioner Kesl introduced the item and gave an update on the COVID-19 Task Force. He stated that there is a lot of anxiety on the table. He commented on the outreach being done and that the State and County are interested in assisting. He stated that he has been in contact with Florida State Senator Jason Pizzo and his staff as well as with the Director of Miami Dade County Emergency Management Department, Frank Rollason. He stated that there is an outreach to the residents and population by eblasts and the TV channel. He stated that he would also like to use Code Red. He spoke regarding keeping the Town's employees safe, healthy and instill confidence to the Town.

Commissioner Kesl spoke regarding a staffing list with duties and responsibilities. He spoke about possible furloughs if necessary and he commented on the comprehensive resource map, homelessness, food, and mental health, which is an all-encompassing guide. He spoke regarding outreaching to community leaders for support and that all information be consistent.

Commissioner Salzhauer asked if residents have a way of accessing this information.

Commissioner Kesl stated that this is for everyone that is interested and they are planning on getting it in a publication.

Commissioner Salzhauer asked regarding delivery of food and groceries for the at-risk population and the and elderly. She stated that it is not healthy sending people to the elderly's homes. She stated that the elderly need to stay home.

Commissioner Kesl addressed the comments made by Commissioner Salzhauer and added possibly repurposing staff with different functions and duties to get better use of our services.

Town Attorney Arango addressed Commissioner Kesl's comments on the Resort Tax.

Commissioner Salzhauer spoke regarding what the City of Tampa is doing with their elderly and she forwarded it to Parks & Recreation Director Milian to see if it is possible for the Town to do the same. She also spoke regarding Publix's Insta Cart and to provide a tutorial for the elderly on how to use it in order to obtain items without leaving their homes.

Commissioner Kesl addressed the comments made by Commissioner Salzhauer regarding what other organizations are doing with their Parks and Recreation Department. He also commented on the comment made regarding what will trigger the individual to be contacted by the Police Department as it pertains to special needs individuals.

Commissioner Salzhauer commented on the issue of mask outreach and maybe getting masks, non-N-95 masks, and if that is something that the Task Force can assist with.

Commissioner Kesl answered Commissioner Salzhauer's questions and believes streamlining that and Town Manager Olmedillo can assist.

Vice Mayor Paul stated that a resident reached out to her stating that there are individuals and companies making masks and she reached out to them.

Commissioner Salzhauer asked what department would handle that.

Town Manager Olmedillo stated that Human Resources Director Slate-McCloud as well as the Police Department have been reaching out to the County for masks and stated that once the products become available there needs to be a quality control.

Commissioner Velasquez asked if the Resiliency Fund can be made available to purchase the masks and distribute masks to as many residents as possible.

Town Attorney Arango answered Commissioner Velasquez' question and stated that under the recently adopted Resiliency Reserve Policy there is a section for the use of these funds for public health.

Further discussion among the Commission took place on possible communication options to reach out to the community and obtaining help and who it would pertain to.

Commissioner Salzhauer asked who will be responsible for purchasing these reusable masks and would like to see that happen.

Town Manager Olmedillo advised Commissioner Salzhauer that Human Resources Director Slate-McCloud will handle obtaining masks as well as the N-95 masks for first responders.

Vice Mayor Paul stated that she will communicate with Town Manager Olmedillo regarding the company that has those masks available.

Commissioner Kesl stated that the clearer direction we give, the easier it will be for everyone to understand.

The following individuals from the public spoke on the item:

Gigi Gutierrez stated that she is concerned with the decision of her building stopping recycling and putting all the trash together and wanted to know where she could go with her trash.

Jeff Rose spoke regarding Emergency Order No. 5 which states shutting down construction until April 30 and is the Town working on any scenarios

on reopening construction sites. He also asked if they are having a virtual Planning and Zoning meeting.

Yoann Andreu spoke regarding the issue he is having with mold in his house, and what to do to be able to finish his roof.

Diana Gonzalez commented on the masks.

Ed Ohayon spoke regarding construction.

Steven Dunn spoke regarding receiving clarification on what is a case by case basis regarding construction.

Kelly Sanchez spoke regarding construction and why the landscapers can continue to work but construction is not allowed and is confused on how that would be different.

Lindsay Lecour commended Commissioner Velasquez and stated that this is a very complex decision and needs to be looked at while allowing construction to continue in a safe way.

Commissioner Salzhauer stated that she was unaware that the Town stopped recycling.

Town Manager Olmedillo stated that the Town has not stopped recycling.

Public Works Director Stokes stated that the Town has not stopped recycling and asked Ms. Gutierrez to call him.

Commissioner Salzhauer addressed comments made by speaker Jeff Rose and stated the importance of this crisis and that we are in extreme situations and in the interim they need to be cautious.

Mayor Burkett addressed the question asked by public speaker Jeff Rose regarding the Planning and Zoning Board meeting and he stated that all board meetings have been postponed.

Commissioner Kesl addressed comments made by public speaker Yoann Andreu regarding getting a system in place to assist him with an emergency repair.

Commissioner Salzhauer addressed comments made by public speaker Yoann Andreu and for him to bring his concerns to Building Official Prieto.

Commissioner Velasquez stated that she spoke with Building Official Prieto on how to assist the residents with similar situations.

Vice Mayor Paul would also like to hear from Building Official Prieto to explain to the residents what can be done and if work that is necessary could be performed.

Town Manager Olmedillo addressed comments made by the Commission regarding construction projects. He stated that what is determined by the Building Official is not popular to the permit holder and what the permit holder considers necessary the Building Official may not. He stated that there needs to be a policy direction.

Building Official Prieto commented on the questions regarding construction sites and exposure of construction sites and he follows guidelines. He spoke regarding the difference of constructions and guidelines and spoke regarding what is essential and crucial construction.

Commissioner Salzhauer stated that what she is having an issue with is the Emergency Order that is in place which is taking care of the health and safety of our residents. She does not agree to opening construction for new construction, only for those constructions that are needed for health and safety purposes.

Commissioner Kesl stated that he is hearing mixed messages on the construction issue.

Vice Mayor Paul suggested Building Official Prieto can look at these cases.

Commissioner Velasquez addressed comments made by the public on construction and asked Building Official Prieto to continue speaking on that topic.

Building Official Prieto spoke regarding changes that the Town would like to make on construction and what will be needed from the contractors and workers.

Commissioner Velasquez suggested making a very secure situation and for Police and Town staff to monitor this. She would consider something like that since landscapers are able to continue working.

Commissioner Salzhauer stated that she is not in agreement with allowing construction. She stated this is a very serious issue we are facing. She stated that she will never put anything before human life.

Commissioner Kesl addressed the comments made by the public and that safety and this health crisis comes first and asked what direction does Town Manager Olmedillo want from the Commission.

Commissioner Velasquez wanted to clarify that the property line is 10 feet and feels that masks should have been used from day one.

Vice Mayor Paul stated that the Town of Golden Beach has banned construction and our responsibility is to our families and residents.

Further discussion continued among the Commission and Staff on the construction topic regarding what constitutes a construction emergency.

Building Official Prieto stated that the only emergency that exists is with hurricanes and what constitutes an emergency that would affect health and welfare of an individual.

Mayor Burkett asked if it is the opinion of the Building Official and Town Manager that anybody on a construction site without prior permission would be violating the Emergency Order.

Town Attorney Arango stated that Emergency Measure No. 5, Section 1, states that emergency repair is considered limited work to secure a site and must have prior approval from the Building Official.

Commissioner Velasquez stated that there are residents calling in to secure their sites and addressed comments made by a speaker regarding mold in their house.

Town Attorney Arango stated that Emergency Measure No. 5 states that the construction workers must wear protective gear in accordance with CDC guidelines.

A motion was made by Commissioner Velasquez to reinstate construction within single family homes with no more than 4 workers at a time; workers must wear appropriate safety gears; practice social distancing; work hours will be from 10 am to 4 pm Monday through Friday; all workers must leave Town together; they must bring their own food and water and not shop in CVS or Publix; Building Department and the Police Department will have access to the site at all times; they will sign an affidavit given to them by the Building Official and if anything is violated they will be closed down. The motion died for lack of a second.

Commissioner Kesl asked if Police Chief Yero could answer the question if the Police Department is able to enforce this.

Police Chief Yero stated that this is not enforceable and they do not have staff in order to do perform those duties.

Commissioner Salzhauer commented on evaluating and reassessing the construction issue prior to April 30, 2020.

Commissioner Kesl wants clarification on the emergency descriptions described by Building Official Prieto.

A motion was made by Vice Mayor Paul to amend Emergency Measure No. 5 to include the Town Manager and Building Official policy and recommendations during this emergency regarding emergency repairs only and securing the sites, seconded by Commissioner Kesl. All voted in favor.

**B. “Flash Your Lights” – Commissioner Eliana Salzhauer**

Commissioner Salzhauer introduced the item. She stated that communities have designated a certain day and time to flash their lights in support of first responders and health care workers.

The following individuals from the public spoke on the item:

William Burkett spoke on the COVID issue and what is taking place in Spain and the spread of the virus in Spain.



**C. Communications Crisis Management & outreach during COVID-19 crisis – Commissioner Eliana Salzhauer**

Commissioner Salzhauer gave an update on the item and commended Pinzur, Tourist Bureau Director Trigueros and Sustainability and Resiliency Officer Stein on the work and outreach being done.

**D. Additional Resident Resources related to Corona (updated on call center, Local COVID-19 testing options, masks & safety supplies, securing Surf/Bal/Bay from outside visitors, Parks and Rec COVID related programming, Holiday resource guide) - Commissioner Eliana Salzhauer**

Commissioner Salzhauer introduced the item and would like to know if we can find out if the Task Force is looking at possibly obtaining antibody tests that one can do at home and could be distributed to the residents.

Commissioner Salzhauer stated possibly having the Parks and Recreation Department do a wellness check of the residents via phone.

Commissioner Salzhauer commented on protecting residents, securing Surfside especially during what will be considered the highest peak in Florida. She would like to hear from Police Chief Yero to see how close they are in making that happen.

Police Chief Yero stated that they are working with a company in possibly assisting those that cannot get out of their homes to have them tested. He stated that securing Surfside/Bal Harbour and Bay Harbor is in place and can be deployed immediately.

Commissioner Kesl commented on time management and staffing as it pertains to the Task Force and Code Red.

**E. Redirected COVID crisis roles for Town Staffing (Parks & Rec Dept, Assistance for Town Manager, and other needs)- Commissioner Eliana Salzhauer**

Commissioner Salzhauer gave an update and introduced the item.

Commissioner Salzhauer stated that the Parks and Recreation Department needs the resources to address these issues.

**F. Mandatory Face Mask in the Town of Surfside – Commissioner Nelly Velasquez**

Commissioner Velasquez introduced the item and would like the Town to take the same measures as other municipalities in having everyone wear masks when they go to public places.

A motion was made by Commissioner Velasquez to recommend face masks in the business district, shopping establishments, food establishments and public areas for employees, seconded by Commissioner Kesl. All voted in favor.

Vice Mayor Paul agreed and stated that was why she brought up the suggestion of purchasing masks for the residents.

Commissioner Salzhauer agreed and believes that everyone should be wearing masks.

Town Manager Olmedillo wanted clarification on the intent that the businesses are required to provide for their employees and that the Town will be responsible to purchase for the residents.

Town Attorney Arango clarified what the City of Miami Beach's order states regarding the mandate on wearing masks and what penalties the City of Miami Beach is imposing.

Further discussion continued among the Commission regarding residents wearing masks and having businesses mandate their employees to wear masks.

Police Chief Yero stated that the City of Miami Beach's penalty is a City Ordinance and cannot be used in the Town of Surfside.

Town Manager Olmedillo wanted to know if a timeframe will be given for compliance in the event the residents will state that the Town did not give them masks.

Mayor Burkett stated that should not be an issue since residents can use their own masks.

Mayor Burkett suggested to place it in the Gazette.

Commissioner Kesl stated that a time restriction should be placed and suggested that landscaping should take place only once a month in order to limit frequency and enforce no leaf blowers and leave to the Town Manager for enforcement.

Vice Mayor Paul agreed to enforce no use of leaf blowers.

Commissioner Salzhauer suggested having someone in Town Hall outline the new rules in English and Spanish to hand out to the residents.

Commissioner Velasquez agrees that the letters should be done in English, Creole and Spanish and have the residents' hand them out to their landscapers.

Vice Mayor Paul suggested Code Enforcement contact the landscapers they have cited before and advise them of having to wear face masks when they are doing work.

Commissioner Velasquez suggested placing it in the Gazette, on the website, send out flyers, send out email blasts and also use Code Enforcement to advise the landscapers and enforce it.

Town Manager Olmedillo requested clarification on an effective date.

Commissioner Salzhauer stated for it to go into effect immediately.

Mayor Burkett clarified that the first time they would receive a warning.

A motion was made by Commissioner Salzhauer to require all landscapers to wear face masks/coverings while doing work at residents' home, having the Town Manager educate the residents and reduce the frequency and be in accordance with the emergency order, seconded by Vice Mayor Paul. All voted in favor.

**G. Bandanas for Town Residents – Commissioner Eliana Salzhauer**

Commissioner Salzhauer stated this item was heard in conjunction with Item F.

**H. Zambelli Fireworks Manufacturing – Mayor Charles W. Burkett**

Mayor Burkett introduced the item and asked regarding cancellation of the contract and fireworks.

Commissioner Salzhauer suggested canceling the contract.

Town Attorney Arango gave the penalty for canceling the contract which would be 10% (\$1,300). She also stated that there is room by the provider that they have offered an addendum regarding the cancellation fee.

Mayor Burkett asked for Town Manager Olmedillo to speak with the vendor to see what is the best option they can give them as far as a better price due to the COVID-19 virus and then come back to the Commission next week.

**I. Walking Path- Mayor Charles W. Burkett**

Town Manager Olmedillo introduced the item explaining the walking path.

Mayor Burkett stated that the trees and growth in the walking path are getting bigger and you can't see the ocean. He would like to know if it is possible to trim the trees and who does that.

Town Manager Olmedillo stated that there is an arborist that comes out and they need clearance from DEP. He stated that there is a group of volunteers who come out to take care of the scaevolae because they have to be pulled not trimmed and they do it three times a year. He stated that the sea grapes are limited by DEP.

Commissioner Kesl asked if the scaevola is known as the Brazilian pepper tree which are also all over the beaches.

Town Manager Olmedillo stated he does not believe so.

Commissioner Salzhauer likes the path and beaches as they are.

Commissioner Velasquez asked Town Manager Olmedillo if there is a way of having the property owners with construction debris place a nice fence and clean the debris.

Commissioner Kesl commented on the ecosystem of Surfside and the vegetation.

**J. Community Center Second Floor – Mayor Charles W. Burkett-**

Mayor Burkett spoke on the item and spoke regarding the Community Center second floor and when he was in office during those discussions, he recommended building the Community Center with a second floor for the future. He stated that some comments were made that the Community Center could not hold a second floor and that was not his impression. He spoke regarding statements that were made stating that an engineering firm had to be hired and paid \$40,000 to come up with plans when all they needed to do was look at the original engineering plans. He asked Town Olmedillo Manager if he could have Town Planner Sarah Sinatra and Building Official Prieto look for those plans.

Commissioner Salzhauer commented on this item and her understanding was that what was agreed upon by the Parks and Recreation Committee was to build the Community Center to be able to hold a second floor to have programs for the community in the future.

The following individual from the public spoke on the item:  
George Kousoulas

Commissioner Velasquez asked why they are talking about putting a second floor on the Community Center.

Commissioner Salzhauer answered the question from Commissioner Velasquez explaining that they are not building a second floor currently, it is just to know if it can be done in the future.

A motion was made by Commissioner Salzhauer to have an answer from the Town Manager within 60 days to know what we can do and if we are ready to renovate it, if it can hold a second floor, if it was designed to have

a second floor, and if it was valued engineered, seconded by Commissioner Kesl. All voted in favor.

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

Commissioner Salzhauer introduced the item and the issues of having to close the pool due to lack of lighting and possibly getting turtle friendly lighting to extend the pool hours. She stated that tourism money could be used and put some turtle friendly lighting so the residents could use the pool.

Commissioner Kesl stated that the Task Force has not received information on funds and recommends deferring this item since they do not have a time line.

Vice Mayor Paul commented on a conversation she had with Parks and Recreation Director Milian on how this could be done.

Mayor Burkett suggested putting this item on the agenda in 30 days in order to discuss and address the item.

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

Mayor Burkett suggested changing the meeting time for the Commission meeting to an earlier time and considers that more items can be addressed and the meeting could finish earlier.

Mayor Burkett stated that this Commission is a friendlier Commission and if the public would like to speak, he will allow them to speak even if they come in late.

Commissioner Kesl stated that changing the meeting from 7 pm to 6 pm would make it very difficult for him to make the meetings.

Vice Mayor Paul commented on the item and is comfortable during the state of emergency to start at 6 pm but leave it to 7 pm after the crisis.

The Commission reached consensus to leave the meeting time to 7 pm.

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

Deferred to the next meeting.

**N. Downtown Lighting RFP – Mayor Charles W. Burkett**

Deferred to the next meeting.

**O. Photovoltaic RFP - Mayor Charles W. Burkett**

Deferred to the next meeting.

**P. Stormwater Masterplan - Mayor Charles W. Burkett**

Deferred to the next meeting.

**Q. Facilities Review - Mayor Charles W. Burkett**

Deferred to the next meeting.

**R. Kayak Launch - Mayor Charles W. Burkett**

Deferred to the next meeting.

**S. Downtown Surfside Sidewalk Beautification - Plans and Studies -  
Mayor Charles W. Burkett**

Deferred to the next meeting.

**T. 92<sup>nd</sup> St Beach-end Improvements - Mayor Charles W. Burkett**

Deferred to the next meeting.

**U. Sidewalk on N 95<sup>th</sup> St between Abbott and Byron - Mayor Charles W.  
Burkett**

Deferred to the next meeting.

**V. Rope Fencing & Posts-Beachwalk/Hardpack - Mayor Charles W. Burkett**

Deferred to the next meeting.

**W. Develop Capital Improvement Plan (CIP) - Mayor Charles W. Burkett**

Deferred to the next meeting.

**X. 10 Year Water Supply Plan - Mayor Charles W. Burkett**

Deferred to the next meeting.

**Y. Beach Raking - Mayor Charles W. Burkett**

Deferred to the next meeting.

**Z. Community Digital Signs – Mayor Charles W. Burkett**

Deferred to the next meeting.

**AA. Government Academy - Mayor Charles W. Burkett**

Deferred to the next meeting.

**BB. Various Tourism Related Events, Initiatives, and Destination Marketing - Mayor Charles W. Burkett**

Deferred to the next meeting.

**CC. Various Parks & Recreation Related Events and Initiatives – Mayor Charles W. Burkett**

Deferred to the next meeting.

**DD. Building Department File Digitization – Mayor Charles W. Burkett**

Deferred to the next meeting.



**EE. Classification and Compensation Study – Mayor Charles W. Burkett**

Deferred to the next meeting.

**FF. Pinzur Communication – Mayor Charles W. Burkett**

Deferred to the next meeting.

**GG. Preservation of Eden Project located at 9300 Collins Avenue - Mayor Charles W. Burkett**

Deferred to the next meeting.

**HH. Speeding on Collins and Harding - Mayor Charles W. Burkett**

Deferred to the next meeting.

**II. Revising the ordinance put in place by the last Commission that reduced residents right to speak at meetings - Mayor Charles W. Burkett**

Deferred to the next meeting.

**JJ. Homeless Contribution by the Town of Surfside of \$100,000 - Mayor Charles W. Burkett**

Deferred to the next meeting.

**KK. Free (hassle-free) downtown parking for residents - Mayor Charles W. Burkett**

Deferred to the next meeting.

**LL. 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**

Deferred to the next meeting.

**MM. Walking Path - Mayor Charles W. Burkett**

Deferred to the next meeting.

**NN. Records Retention Policy – Mayor Charles W. Burkett**

Deferred to the next meeting.

**OO. Regulation of Short-Term Rentals – Mayor Charles W. Burkett**

Deferred to the next meeting.

**PP. Star Cleaning service (Street Sweeping) – Mayor Charles W. Burkett**

Deferred to the next meeting.

**QQ. S.M.A.R.T Goals, Quality Control & Quality Assurance –  
Commissioner Charles Kesl**

Deferred to the next meeting.

**RR. Securing Power Infrastructure: Timely Action Plan for Hurricane  
Season through accountability now by FPL, ATT and Atlantic  
Broadband – Commissioner Charles Kesl**

Deferred to the next meeting.

**4. Thirty (30) Day Staff Report – Items from March 24, 2020 and March  
31, 2020 Special Town Commission Meetings**

**A. Undergrounding power lines – Vice Mayor Tina Paul**

Deferred to the next meeting.

**B. Additional lighting in the residential area – Commissioner Nelly Velasquez**

Deferred to the next meeting.

**C. Lowering property taxes and water bills - Mayor Charles W. Burkett**

Deferred to the next meeting.

**D. Flooding – Mayor Charles W. Burkett**

Deferred to the next meeting.

**E. Appointments to Boards - Mayor Charles W. Burkett**

Deferred to the next meeting.

**F. Reinstatement of the Design Review Board - Mayor Charles W. Burkett**

Deferred to the next meeting.

**G. Reversion back to our prior zoning code - Mayor Charles W. Burkett**

Deferred to the next meeting.

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

Deferred to the next meeting.

**I. CGA Contract Follow Up – Mayor Charles W. Burkett**

Deferred to the next meeting.

**J. Weiss Serota Contract Follow up – Mayor Charles W. Burkett**

Deferred to the next meeting.

**K. Jacober Contract Follow up– Mayor Charles W. Burkett**

Deferred to the next meeting.

**L. Brightview Agreement (FKA Luke's Landscape) Report and Follow up–  
Mayor Charles W. Burkett**

Deferred to the next meeting.

**3. Adjournment**

A motion was made by Commissioner Velasquez to adjourn the meeting without objection at 11:02 p.m. The motion received a second from Commissioner Kesl. All voted in favor.

Respectfully submitted,

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Charles W. Burkett, Mayor

Attest:

\_\_\_\_\_  
Sandra N. McCready, MMC  
Town Clerk



**Town of Surfside**  
**Regular Town Commission Meeting**  
**MINUTES**  
**April 16, 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**

Mayor Burkett called the meeting to order at 7:01 p.m.

**B. Roll Call of Members**

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

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

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

**C. Pledge of Allegiance**

**D. Mayor and Commission Remarks – Mayor Charles W. Burkett**

Mayor Burkett gave opening remarks on the items to be discussed.

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

**F. Community Notes – Mayor Charles W. Burkett**

**2. Quasi-Judicial Hearings**

- 3. Consent Agenda (*Set for approximately 7:30 p.m.*)** *All items on the consent agenda are considered routine or status reports by the Town Commission and will be approved by one motion. Any Commission member may request that an item be removed from the Consent Agenda and discussed separately. If the*

*public wishes to speak on a matter on the consent agenda they must inform the Town Clerk prior to the start of the meeting. They will be recognized to speak prior to the approval of the consent agenda.*

A motion was made by Vice Mayor Paul to approve the consent agenda, seconded by Commissioner Kesl. All voted in favor.

**A. Minutes** – Sandra McCreedy, MMC, Town Clerk

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

A motion was made by Vice Mayor Paul to approve the March 12, 2020, March 24, 2020 and the March 31, 2020 Town Commission Meeting Minutes, seconded by Commissioner Kesl. All voted in favor.

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

Town Manager Olmedillo gave an update on his report and advised the Commission regarding the Town phones being answered at Town Hall, and the work that the Building Department and Code Enforcement are performing. He also gave an update on the solid waste vehicle that was down. He spoke regarding the purchasing of masks for Town residents and the types of masks. He also spoke regarding testing for residents.

Town Manager Olmedillo gave an update on the meeting that Miami Dade County Mayor had given on COVID-19 and opening beaches, marinas and parks. The County Mayor had discussed this with the managers of all Miami Dade communities.

Commissioner Salzhauer asked when testing and masks would be available to residents.

Town Manager Olmedillo addressed Commissioner Salzhauer's question, and stated that the masks will be coming in shortly and he will have Sustainability and Resiliency Officer Stein contact the Village of Key Biscayne to see when testing will be available for residents.

Commissioner Velasquez stated that she feels that the beaches should be open to the residents only and asked how many masks were ordered.

Human Resources Director Slate-McCloud answered Commissioner Velasquez' question and stated that they have on hand 200 masks that they hand out this week. The vendor is out of elastic and it will take approximately

1½ weeks for the elastic to arrive. The vendor stated that they can do the masks with an elastic type material while they wait for the elastic arrive.

Vice Mayor Paul asked Town Manager Olmedillo if someone is monitoring the turtle nests and who is placing the protection tape around the nests.

Town Manager Olmedillo stated that he will find out with the Director of DERM if they have assigned someone to the position of monitoring the turtle nesting.

Commissioner Salzhauer asked Human Resources Director Slate-McCloud if the masks are cloth and washable and where is the funding coming from.

Human Resources Director Slate-McCloud answered Commissioner Salzhauer's question and stated yes, they are paying \$3.50 per mask. She deferred the question to Finance Director Greene as to from which account the monies are coming out of to pay for the masks.

Commissioner Kesl commented on a possible distribution spot for handing out masks per his conversation with Florida State Senator Jason Pizzo.

Commissioner Velasquez suggested compiling a list of elderly and those in need in order to provide them first with masks and make sure they are Surfside residents.

Mayor Burkett stated that the Town is purchasing masks for every resident that lives in Town.

Vice Mayor Paul commended the Police Department on their distribution of the masks to the elderly and those in need. She also commented on supplying masks to the residents that need them and work in our Town.

Commissioner Salzhauer agrees to start handing out the masks first to the elderly and those residents in need and to purchase enough for every resident.

Mayor Burkett commented on placing someone in charge to make sure it takes place.

Commissioner Velasquez stated that she would like to be in charge of handing out the masks.

Commissioner Kesl stated that his Task Force should be in charge of handing out the masks and agrees that everyone in Town should receive a mask.

Mayor Burkett asked Commissioner Velasquez if she would like to defer to Commissioner Kesl and his Task Force.

Commissioner Velasquez stated that she would like to stay in charge with that and participate in the distribution.

Mayor Burkett asked Town Attorney Arango if there would be a sunshine violation having both Commissioners together working on the mask distribution.

Town Attorney Arango stated it would be a sunshine violation since it would be two commissioners discussing an item being brought before the Commission to vote.

Commissioner Kesl stated that his Task Force would work with Commissioner Velasquez to assist in the distribution and obtain her input.

Approved on Consent.

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

Town Attorney Arango stated that all she had to report is in her Town Attorney's Report attached to this agenda.

Approved on Consent.

**D. Committee Reports** – Guillermo Olmedillo, Town Manager

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

Approved on Consent.

**4. Ordinances**

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

**A. Second Reading Ordinances**

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



## **B. First Reading Ordinances**

### **5. Resolutions and Proclamations**

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

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

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

The following individuals from the public spoke:

Marta Olchyk spoke regarding the Commission addressing residents' emails being sent to them. She also asked if they will be paying the trash collectors a bonus. She asked regarding the situation of the sidewalks on Collins Avenue and Harding Avenue stating that they are not clean.

The Town Commission addressed the concerns from public speaker Olchyk.

George Kousoulas spoke regarding opening the beach but disagrees with opening only to Surfside residents.

Ben Aquario spoke regarding those who are quarantined that were removed from the home by an ambulance and asked if it is the responsibility of the CDC or the Town Police and for those that are quarantined to be checked on.

Town Manager Olmedillo addressed the comments made by Mr. Aquario.

Chief Yero addressed the comments made by Mr. Aquario and stated that HIPPA laws apply and they are aware of patients transported and are under medical care.

### **7. Town Manager and Town Attorney Reports**

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

### **8. Unfinished Business and New Business**

### **9. Mayor, Commission and Staff Communications**

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

Commissioner Kesl gave an update of the COVID 19 Task Force. He stated that the Town does not have many phone numbers for those residents in need and the elderly. He stated that they have cross referenced the information with their home address, phone numbers, email lists and have made great communication

stride. He commented on getting the website organized and the email list available. He spoke regarding Code Red and that signing up is clearer and easier to use. He stated that the special needs list has grown and everyone is able to sign up on the web and the Police are there to assist in filing out the forms. In conjunction with the Parks Department, they have been able to contact residents and assist them in signing up those residents that are in need. He stated that residents are asking for follow-up calls on a weekly basis. He stated that they have been able to identify issues and address, acknowledge and fix those issues. He also stated that the Resource Map will be sent out and made accessible to everyone.

Commissioner Kesl commented on the South Florida Food Bank distribution at the parks and Florida State Senator Pizzo has offered to match the Town in purchasing a truck with food to distribute to Town residents. He stated that the food truck costs \$3,000 (the Town would contribute \$1,500 and Senator Pizzo would pay \$1,500). He stated that you would also need 15 volunteers to assist in filling the bags and then distribute them at a pick-up point. He suggested signing up residents who would be interested in receiving these food bags and to prioritize it based on the needs list and those unable to attend can send someone to deliver the food bag.

Commissioner Salzhauer asked Commissioner Kesl if that is something they need to vote on.

Commissioner Kesl stated that he believes so.

Mayor Burkett asked for more details before they vote on it.

Commissioner Salzhauer asked if they could get more details for the next meeting.

Commissioner Kesl clarified by stating to make available \$1,500 (Town's portion) for a truck full of food that comes from the South Florida Food Bank. He stated that the South Florida Food Program collects food for redistribution to needy people and they offer food pickup of fresh produce and other products to be distributed at a park.

Mayor Burkett asked Commissioner Kesl what is he proposing.

Commissioner Kesl stated that Senator Pizzo has come up with the model, buy a truck load of food for \$3,000 which gives you a truck load of food to be distributed.

Commissioner Velasquez stated that she agrees with Commissioner Kesl's idea and it would help the residents.

Commissioner Salzhauer agreed to do this program for the \$1,500 and they stated should reach out to single moms.

Vice Mayor Paul stated that they can also arrange to get food that is locally grown because farmers are losing their crops and possibly purchase it from them.

Mayor Burkett asked for Vice Mayor Paul to come with more information regarding that at their next meeting.

A motion was made by Commissioner Kesl for the Town to make available \$1,500 out of the Resiliency Fund to be matched by Senator Pizzo, seconded by Commissioner Salzhauer. All voted in favor.

Commissioner Salzhauer commented on the problem with the communication team structure and for Town Manager Olmedillo to come back at the next meeting with the communication team structure. She stated that an individual should be assigned to take on that task and gave examples like the Gazette email list that is outdated.

Commissioner Salzhauer stated that the number of deaths has doubled in a week and that things have gotten worse. She also stated that she believes that after the peak is over then we can address construction.

Commissioner Velasquez suggested that staff should collect information from the residents and have that list updated showing those that currently live in the Town.

Commissioner Kesl stated that the challenge is the health crisis and people are afraid of people going door to door. He also stated that the Police are encountering issues going door to door because the residents are hesitant.

Commissioner Velasquez stated that can be done once this issue is over with and it can be addressed then.

The following individuals from the public spoke on the COVID-19 item:  
Fiorella Terenzi spoke regarding construction in the Champlain Towers and if construction would be open soon; walking path and individuals exercising without masks and asked if the Town could enforce them to wear masks on the beach paths.  
Steven Salwid spoke regarding small scale construction, if it could be possible for individuals to work in small groups to do their work and leave.  
Horace Henderson spoke regarding construction of the Champlain Towers balcony.

Jeff Rose wanted to know when will we have the next Planning and Zoning Board meeting.

Yoann Andreu spoke regarding hurricane emergency and preparedness.

Mayor Burkett stated that jogging on the beach is difficult with a mask.

Commissioner Salzhauer stated it is hard to enforce someone to wear a mask but if one wears a mask someone will wear theirs.

Further discussion took place on the item regarding wearing masks and reopening the parks and monitoring the beaches by the Police.

Commissioner Velasquez asked Mr. Henderson how many of the units are occupied.

Mr. Henderson stated at least half of the units.

Commissioner Velasquez stated that Building Official Prieto went and assessed his roof trusses.

Building Official Prieto stated that he inspected the property and some of the water came through the wood membrane and he allowed Mr. Andreu to do an emergency repair.

Commissioner Velasquez asked Mr. Andreu what he needs to do to secure his site.

Mr. Andreu stated the roof to treat the water and mold and secure the site.

Commissioner Kesl commented on hurricane season and the hurricane preparedness.

Vice Mayor Paul commented on her conversation with Building Official Prieto, hurricane season and securing properties. She stated that she suggested Building Official Prieto come up with a plan so that we can allow some of the work to be done before hurricane season.

Further discussion continued among the Commission and public speaker Yoann Andreu regarding construction, opening up construction in the near future when it is safe for the Town, and preparing for hurricane season.

Mayor Burkett asked the Commission regarding possibly opening up construction in a limited capacity and prepare for hurricane season.

Vice Mayor Paul commented on limited construction, monitoring the sites and if there are any violations they are to be shut down and not be able to reopen.

Commissioner Kesl spoke regarding a consortium with our neighboring communities to assist us with our Building Department in the event staff gets ill or resigns.

Mayor Burkett asked if they would like to give Town Manager Olmedillo direction to put a guideline for this Commission to consider looking at when construction is permitted again and these guidelines can be given to the residents who want to start working on their property.

A motion was made by Commissioner Salzhauer to move Good and Welfare to 8:30 p.m., seconded by Commissioner Kesl. All voted in favor.

Commissioner Salzhauer stated that it is a health problem and we are two (2) weeks from the peak and would like to know how the Police will enforce this.

Mayor Burkett stated that no one has been directed to enforce this, just asking for a guideline and ideas.

Further discussion took place among the Commission regarding coming up with guidelines for construction for residents to finish their projects before hurricane season.

The Town Commission, by consensus, directed the Town Manager to develop a guideline and plan to bring back to the Town Commission for restarting construction.

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

Mayor Burkett introduced the item and wanted to know if the Commission would be interested in moving this idea forward.

Vice Mayor Paul commented on the item and is in favor.

Commissioner Salzhauer is also in agreement with this idea, which makes it a safe place to walk in the community and would like it to look nice.

Town Manager Olmedillo addressed the item, the public space and areas that are not properly appropriated and he would like direction if they want it throughout the Town or in certain areas.

Commissioner Velasquez commented on the item and would like to see this around the Town instead of sidewalks.

Commissioner Kesl spoke regarding studies that have been done and a Planning and Zoning Committee proposal for striping.

Further discussion took place among the Town Commission on the item.

The following individuals from the public spoke on the item:

Jeff Rose

Anthony Blake would like enforcement of speeding in Town.

A motion was made by Commissioner Velasquez to ask Town Manager Olmedillo to put together information regarding this subject and bring it back to the Town Commission in two (2) weeks, seconded by Commissioner Salzhauer. All voted in favor.

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

Commissioner Velasquez requested to place this item on hold and place it on a future agenda after this emergency is over.

Commissioner Salzhauer agreed with Commissioner Velasquez to place this item on hold.

Vice Mayor Paul agrees to place it on hold but believes this is an important role that needs to be addressed and would like to move forward with hiring someone as soon as they can.

Commissioner Kesl commented on the item and stated that there is a bottleneck from the Town Manager with the absence of the position of an Assistant Town Manager. He stated that he believes that the Town Manager would be hindered in his responsibilities and leaving it vacant is hindering productivity and effectiveness of the Town.

Commissioner Velasquez agreed with Commissioner Kesl but the Town Manager does have a Director for each Department that can assist him.

The following individual from the public spoke on the item:  
Anthony Blake

Further discussion took place among the Commission on the item.

**D. Discussion Regarding Appointments to Committees and Boards –  
Sandra McCready, Town Clerk**

Town Clerk McCready introduced the item and asked the Commission if they are interested in appointing anyone.

Commissioner Salzhauer stated that they should amend the application and have new individuals apply and attach their resume. She also asked if there is a need for all the Committees we currently have.

Commissioner Velasquez agreed with Commissioner Salzhauer and believes this should be added to the May Gazette and add the application and information on the committees.

Town Clerk McCready commented on advertising the Committees that they are interested in keeping.

Vice Mayor Paul agreed with Commissioner Salzhauer and the committees are advisory committees.

Commissioner Kesl also commented that these Committees are advisory committees and they need more commitment from the committee members.

Commissioner Salzhauer stated that the Tourist Board is very important but should have tighter requirements and communicate information to the Commission. She suggested giving a resiliency seat in each committee.

Commissioner Velasquez agreed with Commissioner Salzhauer and suggested combining the Tourist Board with the Parks and Recreation Board.

Further discussion took place regarding which committees should be kept and requirements of each committee.

The following individual from the public spoke on the item:  
Diana Gonzalez

Commissioner Salzhauer addressed the comment made by public speaker Diana Gonzalez.

Commissioner Kesl stated that each Committee and Board should have a vision and mission statement.

Vice Mayor Paul agreed with Commissioner Kesl that each Committee and Board needs to have a vision and mission statement.

A motion was made by Commissioner Salzhauer to abolish the Sustainability and Resiliency Committee, make a condition for one of the appointments on all other committees, excluding the Police Trust Fund Board, Pension Board and Personnel Appeals Board, to have a there be an area of expertise of Sustainability and Resiliency on each other board, Tourist Board, Planning and Zoning Board, Parks and Recreation Board and Downtown Vision Advisory Committee, seconded by Commissioner Velasquez. All voted in favor with Commissioner Kesl and Vice Mayor Paul voting no.

Town Clerk McCreedy asked Town Attorney Arango for direction on how to proceed with adding the additional requirement to the boards.

Town Attorney Arango stated there will need to be a resolution abolishing the Sustainability and Resiliency Committee and doing an ordinance to amend the other boards.

Commissioner Kesl suggested bringing the board members to seven (7) instead of five (5) members.

Commissioner Velasquez stated that to start with five (5) members and if there is a need for an additional member then it can be addressed.

Vice Mayor Paul spoke regarding the history of the Design and Review Board and the issue they had in the past of lack of quorum.

Mayor Burkett would like to see the Design and Review Board back and reduce the Planning and Zoning Board to five (5) members.

Town Attorney Arango stated that the Tourist Board and Planning and Zoning Board are codified and they will need an ordinance with two readings to change this and the other two boards need to be done by resolution.



Town Clerk McCready commented on the different requirements that some of the Sustainability and Resiliency members had.

A motion was made by Commissioner Salzhauer that the Downtown Vision Advisory Committee be a Commission appointed Committee, Commissioner Velasquez seconded the motion. All voted in favor.

Town Clerk McCready suggested to send the Commission the Charter for the Downtown Vision Advisory Committee along with its vision and purpose.

Commissioner Salzhauer asked if for Tuesday's meeting, the Commission could have what each board's requirement is and have that accessible for the residents to apply and place it on the website and Gazette.

Commissioner Salzhauer asked the difference between the Police Pension Trust Fund and the Pension Board.

Town Manager Olmedillo answered Commissioner Salzhauer's question that the Police Pension Trust Fund applies to the Chapter 185 fund and that is different from the Pension Board.

Human Resources Director Slate-McCloud explained that they are two (2) different boards and the Police is a Trust Fund and explained how that Trust Fund works.

Town Attorney Arango advised that per the Code the Town Commission appoints two (2) members and it is a board pursuant to Florida Statutes.

Commissioner Velasquez asked when it was approved by the Commission.

Town Attorney Arango stated it was approved by the Commission in 1960 and it is per Florida State Statute.

Commissioner Velasquez asked why the Tourist Board and Parks and Recreation Board cannot be combined.

Town Attorney Arango stated that the Tourist Board was created in the 1960s by act of legislature and was done by Ordinance. The Parks and Recreation was created by Resolution.

Mayor Burkett asked Town Manager Olmedillo if the pension is still 105% funded. He also requested a chart of how the pension is funded.

Town Manager Olmedillo stated that currently it is over 80% funded and he will provide the report to the Commission.

Commissioner Salzhauer addressed how to get people to apply.

Further discussion took place among the Commission regarding the specific requirements to serve on the boards.

Commissioner Velasquez asked regarding the parameters on how the Tourist Board spends the money and what can the money be spent on other than advertising.

Further discussion took place among the Commission regarding weekly meetings and time to be able to read the materials received.

Town Clerk McCreedy read the emails received from residents into the record.

The Town Commission addressed the email comments made by the residents.

**E. Downtown Lighting RFP – Mayor Charles W. Burkett**

Deferred to the next meeting.

**F. Photovoltaic RFP - Mayor Charles W. Burkett**

Deferred to the next meeting.

**G. Stormwater Masterplan - Mayor Charles W. Burkett**

Deferred to the next meeting.

**H. Facilities Review - Mayor Charles W. Burkett**

Deferred to the next meeting.

**I. Kayak Launch - Mayor Charles W. Burkett**

Deferred to the next meeting.

**J. Downtown Surfside Sidewalk Beautification - Plans 65and Studies -**  
Mayor Charles W. Burkett

Deferred to the next meeting.

**K. 92<sup>nd</sup> St Beach-end Improvements -** Mayor Charles W. Burkett

Deferred to the next meeting.

**L. Sidewalk on N 95<sup>th</sup> St between Abbott and Byron -** Mayor Charles W. Burkett

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**P. Beach Raking -** Mayor Charles W. Burkett

Deferred to the next meeting.

**Q. Community Digital Signs –** Mayor Charles W. Burkett

Deferred to the next meeting.

**R. Government Academy -** Mayor Charles W. Burkett

Deferred to the next meeting.

**S. Various Tourism Related Events, Initiatives, and Destination Marketing - Mayor Charles W. Burkett**

Deferred to the next meeting.

**T. Various Parks & Recreation Related Events and Initiatives – Mayor Charles W. Burkett**

Deferred to the next meeting.

**U. Building Department File Digitization – Mayor Charles W. Burkett**

Deferred to the next meeting.

**V. Classification and Compensation Study – Mayor Charles W. Burkett**

Deferred to the next meeting.

**W. Pinzur Communication – Mayor Charles W. Burkett**

Deferred to the next meeting.

**X. Preservation of Eden Project located at 9300 Collins Avenue - Mayor Charles W. Burkett**

Deferred to the next meeting.

**Y. Speeding on Collins and Harding - Mayor Charles W. Burkett**

Deferred to the next meeting.

**Z. Amending Town Code Section 2-205 Conduct of Meetings; Agenda – Mayor Charles W. Burkett**

Deferred to the next meeting.

**AA. Homeless Contribution by the Town of Surfside of \$100,000 - Mayor Charles W. Burkett**

Deferred to the next meeting.

- BB. Free (hassle-free) downtown parking for residents** - Mayor Charles W. Burkett

Deferred to the next meeting.

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

Deferred to the next meeting.

- DD. Records Retention Policy** – Mayor Charles W. Burkett

Deferred to the next meeting.

- EE. Regulation of Short-Term Rentals** – Mayor Charles W. Burkett

Deferred to the next meeting.

- FF. Star Cleaning service (Street Sweeping)** – Mayor Charles W. Burkett

Deferred to the next meeting.

- GG. S.M.A.R.T Goals, Quality Control & Quality Assurance** –  
Commissioner Charles Kesl

Deferred to the next meeting.

- HH. Securing Power Infrastructure: Timely Action Plan for Hurricane Season through accountability now by FPL, ATT and Atlantic Broadband** – Commissioner Charles Kesl

Deferred to the next meeting.

**II. Design Review Board Discussion – Staff Report –** Guillermo Olmedillo,  
Town Manager

Deferred to the next meeting.

**JJ. Budget Committee –** Vice Mayor Tina Paul

Vice Mayor Paul introduced the item and advised that Mr. Victor May's email and backup documentation was forwarded to everyone and believes it is a good idea.

Mayor Burkett agrees with this Committee and their primary charge is to make sure there is good government.

A motion was made by Commissioner Salzhauer to create a five (5) member Budget Committee and provide guidelines for the next meeting, seconded by Commissioner Velasquez. All voted in favor.

Commissioner Kesl asked if there are proposals and goals of this Committee.

**KK. Comparison of 2006 Code to 2020 Code – Staff Report –** Guillermo Olmedillo, Town Manager

Deferred to the next meeting.

**LL. Weiss Serota Contract Follow up – Staff Report –** Guillermo Olmedillo,  
Town Manager

Deferred to the next meeting.

**MM. Jacober Contract Follow up– Staff Report –** Guillermo Olmedillo, Town  
Manager

Deferred to the next meeting.

**NN. Town Pension Benefits for Non-Public Safety Employees –** Mayor  
Charles W. Burkett

Deferred to the next meeting.

- OO. Additional lighting in the residential area – Staff Report –** Guillermo Olmedillo, Town Manager

Deferred to the next meeting.

- PP. Town Website –** Vice Mayor Tina Paul

Deferred to the next meeting.

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

- A. Undergrounding power lines –** Vice Mayor Tina Paul

Deferred to the next meeting.

- B. Lowering property taxes and water bills -** Mayor Charles W. Burkett

Deferred to the next meeting.

- C. Flooding –** Mayor Charles W. Burkett

Deferred to the next meeting.

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

- D. CGA Contract Follow Up –** Mayor Charles W. Burkett

Deferred to the next meeting.

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

Deferred to the next meeting.

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

- F. Zambelli Fireworks Manufacturing –** Mayor Charles W. Burkett

Deferred to the next meeting.

**G. Beachwalk Trimming-** Mayor Charles W. Burkett

Deferred to the next meeting.

**H. Community Center Second Floor –** Mayor Charles W. Burkett-

Deferred to the next meeting.

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

Deferred to the next meeting.

**10. Adjournment**

A motion was made by Commissioner Kesl to adjourn the meeting without objection at 11:06 p.m. The motion received a second from Vice Mayor Paul. All voted in favor.

Respectfully submitted,

Accepted this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Charles W. Burkett, Mayor

Attest:

\_\_\_\_\_  
Sandra N. McCready, MMC  
Town Clerk





**Town of Surfside**  
**Regular Town Commission Meeting**  
**MINUTES**  
**April 21, 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**

Mayor Burkett called the meeting to order at 7:07 p.m.

**B. Roll Call of Members**

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

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

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

**2. Resolutions**

**A. Resolution Abolishing the Sustainability and Resiliency Committee –**  
Guillermo Olmedillo, Town Manager

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA ABOLISHING THE TOWN OF SURFSIDE SUSTAINABILITY AND RESILIENCY COMMITTEE; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

Town Clerk McCready read the title into the record.

Town Manager Olmedillo introduced the item and gave an explanation on the direction the Commission gave at their last meeting. He also explained the new requirements that each existing Board and Committee must have a member with sustainability and resiliency experience.

Mayor Burkett opened up the floor to public comment.

The following individuals from the public spoke on the item:

Andrea Travani  
George Kousoulas  
Clara Diaz Leal  
Fiorella Terenzi

Mayor Burkett closed the floor to public comment.

Commissioner Salzhauer commented on the item and explained the email she sent about the Commission's decision regarding the Sustainability and Resiliency Committee.

Vice Mayor Paul commented on the Sustainability and Resiliency Committee and still believes the Committee on its own is very important. She also spoke regarding the Sustainability and Resiliency Officer position.

Commissioner Kesl spoke regarding his choice of not abolishing the Committee and stated that there are communication issues, and there should be a position in each committee that would have Sustainability and Resiliency experience. He also stated that he is not in favor of dissolving the Sustainability and Resiliency Committee.

A motion was made by Commissioner Salzhauer to approve the resolution and direct the Town Attorney to prepare an Ordinance to bring back at the next meeting to have one member with expertise in sustainability and resiliency on all boards and committees with the exception of the Pension Board, Personnel Appeals Board and Pension Trust Fund, seconded by Commissioner Velasquez. All voted in favor with Commissioner Kesl and Vice Mayor Paul voting against.

**B. Amending the Downtown Vision Advisory Committee – Guillermo Olmedillo, Town Manager**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING AND ADOPTING AN AMENDED CHARTER AND ORGANIZATIONAL STRUCTURE FOR THE DOWNTOWN VISION ADVISORY COMMITTEE (DVAC); PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

Town Clerk McCready read the title into the record.

Town Manager Olmedillo introduced the item.

Commissioner Kesl spoke on the importance of this Committee and the expertise needed for those who would like to serve on the Committee.

Mayor Burkett responded to the comments made by Commissioner Kesl.

Further discussion among the Commission took place regarding DVAC and the functions of that Committee.

Vice Mayor Paul asked the Town Attorney what the amendments were to the Resolution.

Town Attorney Arango specified the amendments that will be made to the Resolution.

Mayor Burkett opened the floor to public comment.

The following individuals spoke on the item:  
George Kousoulas

Mayor Burkett closed the floor to public comment.

A motion was made by Commissioner Salzhauer to approve the resolution as amended to add five (5) members to the Committee and one of them with a Sustainability or Resiliency background as well as one person to be a resident and preferred business owner, seconded by Commissioner Velazquez. All voted in favor.

**C. Parks and Recreation Committee – Guillermo Olmedillo, Town Manager**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AMENDING RESOLUTION NO. 1703 TO RE-AUTHORIZE THE PARKS AND RECREATION COMMITTEE, AMEND MEMBERSHIP REQUIREMENTS AND DELETE A REQUIREMENT FOR SUNSET REVIEW; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

Town Clerk McCready read the title into the record.

Town Manager Olmedillo introduced the item.

Commissioner Salzhauer asked Town Attorney Arango if this includes one member with sustainability and resiliency experience.

Town Attorney Arango answered Commissioner Salzhauer's question and stated that this resolution reauthorizes the old Parks and Recreation Committee, which currently has a sunset review, and amends the membership to include a member with education or experience involving sustainability and resiliency as well as adding a section dealing with sunshine law and ethics law.

A motion was made by Commissioner Velasquez to approve the resolution, seconded by Commissioner Salzhauer. All voted in favor.

### 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

Mayor Burkett opened the floor to public comment.

The following individuals from the public spoke on the item:

Fiorella Terenzi

Jeff Rose

Philip Azoulay

Horace Hendersen

Mayor Burkett closed the floor to public comment.

Mayor Burkett asked Town Manager Olmedillo regarding the construction and when the decision will be made to reopen construction.

Town Manager Olmedillo answered Mayor Burkett's question and asked Building Official Prieto to answer the Commission's question on guidelines for construction in the residential district allowing for maximum safety including construction workers in the event they decide to open up construction.

Building Official Prieto answered Mayor Burkett's question and stated that yes, they do have a plan in place with the phasing of construction in Surfside and stated the four (4) tiers.

Commissioner Velasquez would like to add, no more than four (4) workers at a time, work hours Monday through Friday from 10 am to 4 pm, wear protective gear including masks and gloves, homeowners will sign affidavits, any in violation of these clauses will have their construction stopped and hold homeowners accountable, the workers will come and leave at the same time, practice social distancing and not be able to shop at local CVS and Publix.

Building Official Ross confirmed the requirements stated by Commissioner Velasquez as well as reading the Code of Conduct and other requirements being placed.

Commissioner Kesl commented on the hours of operation for construction work.

Further discussion took place among the Commission regarding the requirements, work hours for construction and consider adding checking the worker's temperatures, as well as Code Enforcement checking on the sites and having a plan.

The following individual from the public spoke on the item:  
Steven Dunn

A motion was made by Commissioner Kesl to go forward with opening up construction in Town subject to the limitation of four (4) workers on the job site and the restrictions stated tonight as well as the temperature to be taken of all workers before entering job site, and the work hours be 8 a.m. to 5 p.m. The motion died for lack of a second.

A motion was made by Commissioner Velasquez to reinstate construction in single family homes with the restrictions mentioned tonight and hours to be 10 am to 5 pm, and a maximum of four (4) workers at a time. The motion died for lack of a second.

Vice Mayor Paul asked if that includes workers on a balcony and if so, if they cannot work with a crew of four (4) people can they still work.

Mayor Burkett wanted clarification from Building Official Prieto on commercial properties.

Building Official Prieto stated that yes, each phase of the building is a work area and it would be four (4) workers in a work area for the commercial properties, and they can be divided.

Vice Mayor Paul stated that she would like four (4) workers in a residential project and eight (8) in commercial projects.

Commissioner Kesl asked Commissioner Velasquez if she would be open to extend the hours from 8 am to 5 pm and temperature test before and after.

A motion was made by Commissioner Velasquez to reinstate construction in the single-family homes with a maximum of four (4) workers from 10 am to 5 pm with the restrictions stated by the Building Official and temperature testing, seconded by Vice Mayor Paul. All voted in favor with Commissioner Salzhauer voting against.

Commissioner Salzhauer requested if they can revisit this item.

Mayor Burkett stated that they will not be revisiting the item.

Vice Mayor Paul asked Building Official Prieto if they could come up with a plan on the commercial projects.

The following individuals from the public spoke on the item:  
William Burkett gave an update on the COVID 19 issue in Spain.  
Horace Hendersen

A motion was made by Commissioner Kesl to move forward with reopening construction on commercial projects with two (2) teams of four (4) people on each team for exterior and interior work. The motion died for a lack of a second.

After a lengthy discussion among the Commission regarding the number of workers for commercial properties and condominiums, the following motion was made.

A motion was made by Vice Mayor Paul to extend construction to the condominiums for up to four (4) workers for completion of balcony work only and comply with all restrictions as set forth by the Building Official, monitoring temperatures of the workers, hand washing stations and the hours of work 10 am to 5 pm. All voted in favor with Commissioner Salzhauer and Commissioner Kesl voting against.

Commissioner Velasquez asked Building Official Prieto where are most of the commercial projects taking place.

Building Official Prieto stated mostly on Harding Avenue and the Shul.

Commissioner Salzhauer commented on what is taking place and she is not in agreement with opening the construction.

Commissioner Kesl spoke regarding the other projects that are still pending and would agree to something more restrictive and judgment should not be passed on the businesses on Harding Avenue.

Commissioner Velasquez addressed the comment made by Commissioner Kesl.

The following individuals from the public spoke on the item:  
George Kousoulas  
Steven Dunn

Mayor Burkett addressed the comments made by the public speakers.

A motion was made by Commissioner Velasquez to allow the Shul to continue their construction, not more than four (4) workers, temperature testing, hours being 10 am to 5 pm, and subject to the restrictions as set forth by the Building Official and for them to have hand washing stations, seconded by Vice Mayor Paul. All voted in favor with Commissioner Salzhauer voting against.

Vice Mayor Paul commented on participation at last night's "flash your lights" campaign.

Commissioner Kesl spoke regarding the food distribution and mentioned that Florida State Senator Jason Pizzo is assisting with the food distribution but the earliest date will be sometime in May due to their busy schedule. He stated that there is a concern of receiving too many requests, but the first will be the residents in need and elderly but they will not exceed 500 individuals.

Commissioner Kesl commented on small business grants being provided by small and large cities and wanted to get the Town Attorney's input.

Commissioner Salzhauer spoke regarding the "flash your lights" campaign and is disappointed that the Town has reopened construction.

Town Attorney Arango advised Commissioner Kesl that they are working on his request.

Commissioner Velasquez commented on Commissioner Kesl's request regarding grants to small businesses.

Commissioner Salzhauer spoke regarding the mask issue and where does the Town stand on enforcement.

Town Attorney Arango stated that pursuant to the Town Commission it was a strong recommendation and there is no enforcement attached to the order.

Commissioner Salzhauer stated that they should have enforcement and would like a fine to be imposed of \$50.00.

Commissioner Velasquez asked if the regulation of the mask was for all over town or only supermarkets.

Commissioner Kesl asked Police Chief Yero if this could be enforced.

Police Chief Yero stated that they do not have citations to issue a \$50.00 fee. What Miami Beach is doing is an arrestable offense since it is a misdemeanor and they get a notice to appear.

Commissioner Salzhauer asked Police Chief Yero how many people have been arrested by Miami Beach.

Police Chief Yero stated he does not have the statistics for Miami Beach Police and stated that Publix is being very accommodating and assisting with the issue at hand.

After a lengthy discussion among the Commission regarding enforcement of wearing masks and holding management and the stores responsible to make sure everyone going in is wearing a mask, the following motion was made.

A motion was made by Commissioner Salzhauer to make wearing masks mandatory and hold the management of locations accountable and see how it works for a week of enforcement giving them a warning, and after the week revisit this to determine enforceability, seconded by Commissioner Kesl. All voted in favor.

**B. Downtown Lighting RFP – Mayor Charles W. Burkett**

Town Manager Olmedillo introduced the item and gave an update on the RFP which is for permanent lighting due to the change of seasons and to be permanent lighting that revolves with the seasons.

Commissioner Kesl commented on the amount being spent by the Tourist Board for holiday lights and feels that there could be LED lights that are less intrusive and would suggest to look at the requirements in order to make it easier for others to apply.

Commissioner Salzhauer stated that it is a good idea and it would look very nice.

Commissioner Velasquez agreed with the idea of LED lights and programable lights during the seasons.

Town Attorney Arango clarified that this RFP is for LED Lighting.

Mayor Burkett asked for the RFP to be sent out this week to the Commission in order or them to review it.

Town Clerk McCready stated that we did receive two (2) bids and they have not been awarded.

Town Attorney Arango stated that the Cone of Silence is in place and the Commission cannot speak to the bidders. She also stated that the RFP can be placed on hold or canceled.



Discussion took place among the Commission regarding what budget the funds for this project are coming out of and reopening this RFP to receive more bids.

Town Manager Olmedillo stated that he will circulate the RFP to the Commission.

Mayor Burkett asked if it is the will of the Commission to withdraw the RFP.

Vice Mayor Paul asked if it can be amended or does it need to be withdrawn.

Town Attorney Arango stated she could look into amending it if the Commission would like to keep the original RFP.

Mayor Burkett stated if you keep the original RFP, you will most likely only have two (2) bids.

Mayor Burkett would like to withdraw the RFP and reevaluate it.

Commissioner Salzhauer asked if CGA wrote the RFP and how much it would cost to rewrite the RFP.

Town Olmedillo stated it would cost approximately \$30,000.

The following individuals from the public spoke on the item:

Diana Gonzalez

George Kousoulas

Commissioner Kesl asked what are the best lighting practices and is this something that can be done internally.

Town Manager Olmedillo answered Commissioner Kesl's question and stated that due to expertise requirements, you will need licensed and registered engineers with the State of Florida who would be able to perform in different capacities.

A motion was made by Commissioner Velasquez to cancel this RFP solicitation, seconded by Commissioner Kesl.

The motion was withdrawn by Commissioner Velasquez.

**C. Photovoltaic RFP - Mayor Charles W. Burkett**

Town Manager Olmedillo introduced the item.

Vice Mayor Paul commented on a plan that FPL has that is available to residential customers called FPL Solar Together Program and that you get a credit after some time.

Mayor Burkett asked if there is any desire to continue to place solar panels on the Community Center.

Commissioner Salzhauer asked the cost so far on this RFP.

Town Manager Olmedillo answered Commissioner Salzhauer's question stating the cost was \$16,000 and payment was made to CGA.

Commissioner Kesl asked if the idea with this RFP was to receive credits from FPL or charge FPL and what was the economic impact.

Town Manager Olmedillo answered Commissioner Kesl's question.

A motion was made by Commissioner Salzhauer to withdraw and cancel this solicitation, seconded by Vice Mayor Paul. All voted in favor.

**D. Stormwater Masterplan - Mayor Charles W. Burkett**

Town Manager Olmedillo introduced the item and gave an explanation and update on the project.

Mayor Burkett asked if this was another study and what the cost so far has been and what can be used from the study that was already done.

Town Manager Olmedillo stated it has cost \$17,000 so far and asked Chris Giordano from Calvin Giordano what can be used from this study.

Chris Giordano from Calvin Giordano answered Mayor Burkett's question on what part of the study could be used.

Commissioner Salzhauer commented on the area of flooding in the Town and how to address the issue.

Mayor Burkett stated what needs to be decided if they proceed with this study.

Vice Mayor Paul recommends deferring this item because the legislature might make available a grant that the Town might qualify for.

Town Attorney Arango advised the Commission that the Town adopt a Stormwater Master Plan. She stated that a Stormwater Master Plan Ordinance was adopted 20 years ago and the Town is obligated to have a Stormwater Master Plan.

Mayor Burkett asked Town Manager Olmedillo if that was accurate.

Discussion took place among the Commission regarding the Town Stormwater Master Plan, the study and any obligations the Town might have.

Town Attorney Arango stated that she would have to look at the Florida Statutes and determine the requirements.

Mayor Burkett stated that the Town Manager will get back to the Commission to determine if it is State mandated to have a Stormwater Master Plan and if this is needed to move forward.

Consensus was reached to defer the item for the Town Manager to report back and have the information ready for next meeting.

The Town Commission requested the original proposal for this item.

**E. Facilities Review - Mayor Charles W. Burkett**

Town Manager Olmedillo introduced the item.

Mayor Burkett requested to remove this item from the agenda.

**F. Kayak Launch - Mayor Charles W. Burkett**

Town Manager Olmedillo gave an update and introduced the item on placement of a kayak launch. He advised the Commission of conversations he had with individuals and the locations of the launch.

Commissioner Salzhauer commented on the item and stated it should be addressed and gave a brief explanation of the item as discussed by the Parks and Recreation Committee.

Commissioner Kesl commented that individuals are accessing our waterways and would like to make it more accessible and safer for the residents.

The Commission reached consensus to remove this item from the agenda.

**G. Downtown Surfside Sidewalk Beautification - Plans 65and Studies - Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**H. 92<sup>nd</sup> St Beach-end Improvements - Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**I. Sidewalk on N 95<sup>th</sup> St between Abbott and Byron - Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**J. Rope Fencing & Posts-Beachwalk/Hardpack - Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**K. Develop Capital Improvement Plan (CIP) - Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**L. 10 Year Water Supply Plan - Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**M. Beach Raking - Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**N. Community Digital Signs – Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**O. Government Academy - Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**P. Various Tourism Related Events, Initiatives, and Destination Marketing - Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**Q. Various Parks & Recreation Related Events and Initiatives – Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**R. Building Department File Digitization – Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**S. Classification and Compensation Study – Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**T. Pinzur Communication – Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**U. Preservation of Eden Project located at 9300 Collins Avenue - Mayor Charles W. Burkett**

Mayor Burkett opened the floor to public comment.

The following individual from the public spoke on the item:

Matthew Barnes

Nielsen Kasdan

Mayor Burkett closed the floor to public comment.

- V. Speeding on Collins and Harding - Mayor Charles W. Burkett**
- Deferred to the next Commission Meeting.
- W. Amending Town Code Section 2-205 Conduct of Meetings; Agenda – Mayor Charles W. Burkett**
- Deferred to the next Commission Meeting.
- X. Homeless Contribution by the Town of Surfside of \$100,000 - Mayor Charles W. Burkett**
- Deferred to the next Commission Meeting.
- Y. Free (hassle-free) downtown parking for residents - Mayor Charles W. Burkett**
- Deferred to the next Commission Meeting.
- Z. 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**
- Deferred to the next Commission Meeting.
- AA. Records Retention Policy – Mayor Charles W. Burkett**
- Deferred to the next Commission Meeting.
- BB. Regulation of Short-Term Rentals – Mayor Charles W. Burkett**
- Deferred to the next Commission Meeting.
- CC. Star Cleaning service (Street Sweeping) – Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

- DD. S.M.A.R.T Goals, Quality Control & Quality Assurance –**  
Commissioner Charles Kesl

Deferred to the next Commission Meeting.

- EE. Securing Power Infrastructure: Timely Action Plan for Hurricane Season through accountability now by FPL, ATT and Atlantic Broadband –** Commissioner Charles Kesl

Deferred to the next Commission Meeting.

- FF. Design Review Board Discussion – Staff Report –** Guillermo Olmedillo,  
Town Manager

Deferred to the next Commission Meeting.

- GG. Comparison of 2006 Code to 2020 Code – Staff Report –** Guillermo Olmedillo, Town Manager

Deferred to the next Commission Meeting.

- HH. Weiss Serota Contract Follow up – Staff Report –** Guillermo Olmedillo,  
Town Manager

Deferred to the next Commission Meeting.

- II. Jacober Contract Follow up– Staff Report –** Guillermo Olmedillo, Town Manager

Deferred to the next Commission Meeting.

- JJ. Town Pension Benefits for Non-Public Safety Employees –** Mayor Charles W. Burkett

Deferred to the next Commission Meeting.

- KK. Additional lighting in the residential area – Staff Report –** Guillermo Olmedillo, Town Manager

Town Manager Olmedillo introduced the item and gave his staff report.

Commissioner Velasquez asked regarding the cost of the lighting and wants to make sure they get lighting in those streets.

Town Manager Olmedillo asked Public Works Director Stokes to comment on the cost.

Mayor Burkett commented that there were areas that were very dark and did not have any lighting at all and that was the complaint residents had.

Town Manager Olmedillo addressed comments made by the Commission on how FPL will be accessing those areas and how the lighting fixture can shine on the dark areas, if it is feasible.

Mayor Burkett asked if the Town of Surfside pays an electric bill for that lighting and what is the cost.

Public Works Director Stokes stated yes, the Town does get billed for the lighting and the lights were replaced with LEDs and it is \$.99 per light per monthly bill for seven (7) years.

The Commission asked when and where the lights would be installed by FPL.

Public Works Director Stokes answered the Commission's question regarding the lighting, location of the lighting and when that would be resolved.

Mayor Burkett suggested to look at the area and if the neighbors and property owners would like lights in their area before placing the lights on the street.

The following individual spoke on the item:  
Diana Gonzalez  
George Kousoulas

Mayor Burkett suggested doing an outreach through the Gazette and have Public Works Director Stokes come up with a list of those residents that would like additional lighting in their streets.

Mayor Burkett asked Public Works Director Stokes to see the styles of the new LED lights and stated that most, if not all the lights, in the Town have been converted to LED lighting. He stated that he will check and identify which ones have not been changed to LED.

Mayor Burkett asked Pinzur to add something in the Gazette as a survey for residents to advise which areas are dark.



**LL. Town Website – Vice Mayor Tina Paul**

Deferred to the next Commission Meeting.

**MM. Construction Guidelines for Hurricane Season – Commissioner Nelly Velasquez**

Deferred to the next Commission Meeting.

**NN. Brightview Agreement (FKA Luke’s Landscape) Report and Follow up– Staff Report – Guillermo Olmedillo, Town Manager**

Deferred to the next Commission Meeting.

**OO. Lowering of Property Taxes and Water Bills – Staff Report – Guillermo Olmedillo, Town Manager**

Deferred to the next Commission Meeting.

**PP. CGA Contract Follow Up – Staff Report – Guillermo Olmedillo, Town Manager**

Deferred to the next Commission Meeting.

**QQ. Discussion Regarding Appointments to Committees and Boards – Sandra Novoa, Town Clerk**

Deferred to the next Commission Meeting.

**RR. Flooding/ Drainage Improvements – Staff Report – Guillermo Olmedillo, Town Manager**

Deferred to the next Commission Meeting.

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

**A. Undergrounding power lines – Vice Mayor Tina Paul**

Deferred to the next Commission Meeting.

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

Deferred to the next Commission Meeting.

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

- A. Zambelli Fireworks Manufacturing** – Mayor Charles W. Burkett

Deferred to the next Commission Meeting.

- B. Beachwalk Trimming-** Mayor Charles W. Burkett

Deferred to the next Commission Meeting.

- C. Community Center Second Floor** – Mayor Charles W. Burkett-

Deferred to the next Commission Meeting.

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

Deferred to the next Commission Meeting.

***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

Deferred to the next Commission Meeting.

- B. Resolution Creating a Budget Committee** – Vice Mayor Tina Paul

Deferred to the next Commission Meeting.

**4. Adjournment**

A motion was made by Commissioner Kesl to adjourn the meeting without objection at 11:09 p.m. The motion received a second from Commissioner Velasquez. All voted in favor.

Respectfully submitted,

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Charles W. Burkett, Mayor

Attest:

\_\_\_\_\_  
Sandra N. McCready, MMC  
Town Clerk



**Town of Surfside**  
**Special Town Commission Meeting**  
**MINUTES**  
**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**

Mayor Burkett called the meeting to order at 7:04 p.m.

**B. Roll Call of Members**

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

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

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

Mayor Burkett stated that an item will be added to the agenda "public comments".

Town Manager Olmedillo requested items 3DD, and 3NN to be moved up. Vice Mayor Paul requested to move items 3YY and 3VV to be heard in conjunction with items 3AA and 3XX and to hear all those items after item 3LL. Commissioner Salzhauer requested to move up item 3SS. Commissioner Velasquez requested to move up items 3TT and 3UU. Mayor Burkett requested to move up item 3BB which is time sensitive, and replace Good and Welfare with Residents' Comments to be heard at a time certain of 8:15 p.m. Commissioner Kesl requested to move up item 3Z. A motion was made by Vice Mayor Paul to move all those items up, seconded by Commissioner Velasquez. All voted in favor.

## 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.**

Town Clerk McCready read the title into the record.

A motion was made by Commissioner Salzhauer to approve the resolution as amended "that the member should possess qualifications in 'at least' one of the following", seconded by Commissioner Kesl. All voted in favor.

Commissioner Kesl would like to consider the requirements for each committee member and feels taken together it makes it restrictive and would request the criteria to be of the highest in accounting and that the individual is able to think outside the box.

Mayor Burkett stated to have qualified candidates and asked for suggestions.

Commissioner Kesl stated that there should be recommendations of general business experience and knowledge.

## 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

Town Manager Olmedillo introduced the item and spoke regarding the testing underway.

Discussion took place among the Commission and Staff regarding the testing, cost involved and if the insurance companies cover the cost.

Town Manager Olmedillo stated that he will find out the information requested by the Commission and they will make sure it is a reputable company. He stated that this should be ready early next week.

Vice Mayor Paul wanted to bring up the new County Order relating to opening up the parks and it would apply to the Tennis Center, not sure about it applying to the 96<sup>th</sup> Street Park. She wanted to know if Parks Director Milian has looked into this.

Parks Director Milian addressed the comments made by the Commission and said that based on the County Ordinance that possibly 96<sup>th</sup> Street Park would be able to reopen with restrictions based on its size. He also commented on reopening the Tennis Center in phases starting with the use for residents only.

Commissioner Salzhauer commented on comparison in different towns and feels that the only thing that can be open is the Tennis Center for single players and residents only and on a reservation-based system. She stated that parks less than 1 acre cannot open and 96<sup>th</sup> Street Park is smaller than one acre.

Town Manager Olmedillo stated that he will work with Parks Director Milian on staffing and how they will open up the Tennis Center as per their requests and requirements.

The following individual spoke on the item:  
Dr. David Chang

A motion was made by Commissioner Salzhauer to extend all emergency orders in place by this Commission and the prior Commission, seconded by Commissioner Velasquez. All voted in favor.

**B. Downtown Surfside Sidewalk Beautification - Plans 65and Studies - Mayor Charles W. Burkett**

Town Manager Olmedillo introduced the item and requested direction from the Commission. He explained the different studies and products that have replacement.

Commissioner Velasquez asked the cost of painting every year.

Public Works Director Stokes stated that they previously had a company that would come in to paint and it cost \$28,000 and now it is being done inhouse by our staff.

Commissioner Salzhauer commented on using a different type of material that would be an upgrade from what they have and is not expensive.

Mayor Burkett commented on the painting, possible staining the sidewalks and should consider blasting the current paint on the sidewalks and leaving the sidewalks as they are and just maintain the sidewalks clean.

**C. 92<sup>nd</sup> St Beach-end Improvements - Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**D. Sidewalk on N 95<sup>th</sup> St between Abbott and Byron - Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**E. Rope Fencing & Posts-Beachwalk/Hardpack - Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**F. Develop Capital Improvement Plan (CIP) - Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**G. 10 Year Water Supply Plan - Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**H. Beach Raking - Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**I. Community Digital Signs – Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**J. Government Academy - Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

- K. Various Tourism Related Events, Initiatives, and Destination Marketing - Mayor Charles W. Burkett**  
Deferred to the next Commission Meeting.
- L. Various Parks & Recreation Related Events and Initiatives – Mayor Charles W. Burkett**  
Deferred to the next Commission Meeting.
- M. Building Department File Digitization – Mayor Charles W. Burkett**  
Deferred to the next Commission Meeting.
- N. Classification and Compensation Study – Mayor Charles W. Burkett**  
Deferred to the next Commission Meeting.
- O. Pinzur Communication – Mayor Charles W. Burkett**  
Deferred to the next Commission Meeting.
- P. Preservation of Eden Project located at 9300 Collins Avenue - Mayor Charles W. Burkett**  
Deferred to the next Commission Meeting.
- Q. Speeding on Collins and Harding - Mayor Charles W. Burkett**  
Deferred to the next Commission Meeting.
- R. Amending Town Code Section 2-205 Conduct of Meetings; Agenda – Mayor Charles W. Burkett**  
Deferred to the next Commission Meeting.
- S. Homeless Contribution by the Town of Surfside of \$100,000 - Mayor Charles W. Burkett**  
Deferred to the next Commission Meeting.
- T. Free (hassle-free) downtown parking for residents - Mayor Charles W. Burkett**  
Deferred to the next Commission Meeting.



- 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**

Deferred to the next Commission Meeting.

- V. Records Retention Policy – Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

- W. Regulation of Short-Term Rentals – Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

- X. Star Cleaning service (Street Sweeping) – Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

- Y. S.M.A.R.T Goals, Quality Control & Quality Assurance – Commissioner Charles Kesl**

Deferred to the next Commission Meeting.

- Z. Securing Power Infrastructure: Timely Action Plan for Hurricane Season through accountability now by FPL, ATT and Atlantic Broadband – Commissioner Charles Kesl**

Commissioner Kesl introduced the item.

Finance Director Greene explained to the Commission the utility fees and each franchise's responsibility.

Commissioner Velasquez asked when these contracts are expiring and forces them to clean up their mess.

Mayor Burkett explained to the Commission what these agreements state.

Commissioner Kesl commented on the agreements and their franchise and infrastructure.

Mayor Burkett asked Town Attorney Arango to look into the three companies cleaning up the cables they have in place.

**AA. Design Review Board Discussion – Staff Report –** Guillermo Olmedillo,  
Town Manager

Deferred to the next Commission Meeting.

**BB. Comparison of 2006 Code to 2020 Code – Staff Report –** Guillermo  
Olmedillo, Town Manager

Mayor Burkett introduced the item and the need in changing the Zoning Code and the over development the change has brought.

The following individuals from the public spoke on the item:

George Kousoulas

Jeff Rose

Mayor Burkett addressed the comment made by speaker George Kousoulas.

A motion was made by Vice Mayor Paul to place an ad in the newspaper for zoning in progress and have the item discussed at the May 12, 2020 meeting, seconded by Commissioner Kesl. All voted in favor.

Town Attorney Arango requested clarification and direction on the motion in order for it to be proper.

Town Attorney Arango stated that the ad is necessary in order to bring this item for the May 12, 2020 meeting.

Commissioner Salzhauer asked if they could have a special meeting in order to address this item.

Further discussion took place among the Commission on how to proceed in bringing back this ordinance along with advertisement requirements.

Town Attorney Arango stated that what would need to be done is an Ordinance that will repeal all of Chapter 90 in the existing zoning code and replace it with what was in place in 2004 and specifically in 2008.

A motion was made by Commissioner Velasquez to move this item forward, seconded by Commissioner Salzhauer. All voted in favor.

**CC. Weiss Serota Contract Follow up – Staff Report – Guillermo Olmedillo, Town Manager**

Deferred to the next Commission Meeting.

**DD. Jacober Contract Follow up– Staff Report – Guillermo Olmedillo, Town Manager**

Mayor Burkett introduced the item and stated he has worked with Town Attorney Arango and Tourism Director Trigueros to see if they can terminate the contract without a penalty. He stated that Jacober just wants to get paid for the work they have done and allow to cancel at the end of the month and consider them for future work.

Commissioner Velasquez asked what will happen with all the information on the website currently.

Tourism Director Trigueros commented on the conversation with Jacober and the information on the website will be held in a server for the Tourism Department.

Vice Mayor Paul commented on the web address and if the domain name is still available.

Mayor Burkett stated that it might have been taken down due to the fact that the Commission decided not to promote Surfside.

Commissioner Kesl suggested to have a URL to be redirected instead of having a dead page.

Vice Mayor Paul stated that it would be relevant to have the local restaurants up to support them.

Mayor Burkett asked Vice Mayor Paul to work with Tourism Director Trigueros on that topic.

Commissioner Kesl asked to make sure if there are any assets that we need to get back.

Mayor Burkett asked Town Attorney Arango to draft a termination agreement.

Town Attorney Arango stated that she will work on the termination agreement.

A motion was made by Commissioner Salzhauer to terminate the contract and pay them through the end of the term of the conditions, seconded by Commissioner Velasquez. All voted in favor.

**EE. Town Pension Benefits for Non-Public Safety Employees – Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**FF. Additional lighting in the residential area – Staff Report – Guillermo Olmedillo, Town Manager**

Deferred to the next Commission Meeting.

**GG. Town Website – Vice Mayor Tina Paul**

Deferred to the next Commission Meeting.

**HH. Construction Guidelines for Hurricane Season – Commissioner Nelly Velasquez**

Deferred to the next Commission Meeting.

**II. Brightview Agreement (FKA Luke’s Landscape) Report and Follow up– Staff Report – Guillermo Olmedillo, Town Manager**

Deferred to the next Commission Meeting.

**JJ. Lowering of Property Taxes and Water Bills – Staff Report – Guillermo Olmedillo, Town Manager**

Deferred to the next Commission Meeting.

**KK. CGA Contract Follow Up – Staff Report – Guillermo Olmedillo, Town Manager**

Deferred to the next Commission Meeting.

**LL. Discussion Regarding Appointments to Committees and Boards – Sandra Novoa, Town Clerk**

Deferred to the next Commission Meeting.

**MM. Flooding/ Drainage Improvements – Staff Report –** Guillermo Olmedillo, Town Manager

Deferred to the next Commission Meeting.

**NN. Zambelli Fireworks Manufacturing – Staff Report –** Guillermo Olmedillo, Town Manager

Town Manager Olmedillo introduced the item and stated that the Commission wanted to discuss this and the possibility of canceling the fireworks.

Parks Director Milian advised the Commission that Town Attorney Arango and Zambelli Regional Manager advised them of the cancellation discussion and stated that they did come up with a Corona Virus addendum to the contract and the Town of Surfside is one of their smallest clients. He stated that he does not believe they should go with the addendum and have the penalty imposed of \$1,300 and if the Commission would like to move forward with the cancellation or have the July 4<sup>th</sup> fireworks.

Commissioner Velasquez asked Parks Director Milian what the was the caveat of the Covid-19 addendum.

Parks Director Milian answered Commissioner Velasquez' question and stated what the addendum mentioned.

Town Attorney Arango gave the specifics of the addendum and stated that the addendum was not beneficial to the Town of Surfside.

Commissioner Salzhauer asked if they are not allowing them to consider this later and add it to the end of the contract.

Parks Director Milian stated that they would not be considering that and the 10% would be more than the truck rental fee.

The following individuals from the public spoke on the item:

Clara Diaz Leal  
Ben Acquario  
Debby Cimadevilla  
Fiorella Terenzi

Commissioner Salzhauer asked if they have a force major clause in the contract.

Town Attorney Arango stated that she is not sure if the force major clause could be used unless the beaches are still closed in July and its performance on both sides.

Vice Mayor Paul asked if the Town should consider the addendum.

Town Attorney Arango stated that the addendum buys the Town some additional time but the penalty would be higher.

Further discussion took place among the Commission and Staff regarding the cancellation cost and what would be more beneficial to the Town.

A motion was made by Commissioner Velasquez to keep the fireworks, seconded by Vice Mayor Paul. All voted in favor.

**OO. Downtown Lighting RFP – Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**PP. Undergrounding power lines – Staff Report – Guillermo Olmedillo, Town Manager**

Deferred to the next Commission Meeting.

**QQ. Streamline Town Staffing – Commissioner Eliana Salzhauer**

Deferred to the next Commission Meeting.

**RR. Dog Park – Mayor Charles W. Burkett**

Deferred to the next Commission Meeting.

**SS. Beach Preservation Initiatives (“Carry On-Carry Off”/ Clean-Ups/ Chair-Free Safe Space Behind Community Center) - Commissioner Eliana Salzhauer**

Commissioner Salzhauer introduced the item and asked what can be done now to preserve the beaches that are closed. She spoke regarding people cleaning up after each other, and no beach chairs allowed in a section by the Community Center. She suggested revising the beach chair policy to make the Town more sustainable.

Commissioner Salzhauer asked Town Attorney Arango what the Town is allowed to do to protect the beaches and regulate what is going on.

Mayor Burkett asked Town Attorney Arango if the past businesses have been allowed to leave their chairs on the beach.

Town Attorney Arango stated that placing the chairs on the beach is not deemed a commercial business, it is being limited and regulating the beach chair placement on the beach.

Mayor Burkett asked Town Attorney Arango to look into regulating and what is permissible when it comes to beach chairs.

Vice Mayor Paul commented on the beach chair policy.

Commissioner Salzhauer commented that the voters stated that they would like to preserve the beaches and look at the current ordinance and make it work for the Commission. She stated to look at Sanibel Island's carry on, carry off policy. She stated that this needs to be addressed now.

Commissioner Kesl commented how a public beach does not put the public first.

The Commission directed the Town Manager and the Town Attorney to draft an ordinance that will address and stop the commercialization of the beach and bring the beach back to the residents.

Mayor Burkett gave direction to Town Manager Olmedillo to come back in two weeks with the information requested.

Town Attorney Arango stated that they are to meet with each Commissioner, get their feedback and draft an ordinance.

Mayor Burkett would like a document that would restrict the commercializing of the beach and bring it back to the residents.

Commissioner Salzhauer stated that Town Attorney Arango and Town Manager Olmedillo should come back to the Commissioners with the current policy and what changes can be made which will be legal while accomplishing what the Commission would like to do.

The following individuals spoke on the item:

George Kousoulas  
Debby Cimadevilla  
Clara Diaz Leal

A motion was made by Commissioner Salzhauer directing the Town Manager to have a document drafted with all of their input and look at the other community policies and bring this back to the Commission in two weeks for them to look into it, seconded by Vice Mayor Paul. All voted in favor.

**TT. Community Center Signage Consolidation - Commissioner Eliana Salzhauer**

Commissioner Salzhauer introduced the item and requested revising the signage, make them consistent and have it done now while the Community Center is closed.

Mayor Burkett asked Commissioner Salzhauer to work with Parks Director Milian on that.

Commissioner Kesl commented on the excessive regulations and rules that are currently in place and believes the rules and access should be looked at and simplified.

**UU. Abbott Avenue Drainage Improvements – Commissioner Nelly Velasquez**

Commissioner Velasquez introduced the item and would like to put together a design build and requested Town Attorney Arango to discuss this further with the Commission.

Town Attorney Arango explained the memo and the different options with their price point.

Commissioner Salzhauer commented on the issues that were presented and the company doing the assessment with the options they presented.

Mayor Burkett commented on the item and is ready to work with Debby Cimadevilla and felt that possibly in two or three weeks they might have something more solid to come back to the Commission.

Commissioner Velasquez would like to see what solutions we could find and then possibly putting out an RFP that could take care of this the proper way.

Mayor Burkett recommended that Debby Cimadevilla come in to speak to the Commission and decide what is appropriate.



The following individual spoke on the item:  
Debby Cimadevilla  
George Kousoulas

Mayor Burkett commented on getting different perspectives from other people.

Further discussion took place among the Commission and what needs to be done on clearing the drains, taking care of the flooding and what direction the Town should go.

**VV. Review of Amendment No. 2 to Update No. 5 Town of Surfside  
Emergency Measures - Vice Mayor Tina Paul**

Vice Mayor Paul introduced the item and wanted to make sure it only applies to current projects and no demolitions will take place.

Commissioner Velasquez requested to take off people being arrested if they did not abide by the rules and reiterated what the Commission discussed and approved at the last meeting.

Vice Mayor Paul spoke regarding the Code of Conduct and taking the workers temperature is supposed to be done at the beginning of the work day and not at the end.

Commissioner Kesl stated that he agrees with Vice Mayor.

Further discussion took place among the Commission regarding the noise and time work should commence.

The following individuals from the public spoke on the item:  
Horace Henderson  
Jeff Rose  
Miles Harris  
Steven Dunn  
Diana Gonzalez  
Loren  
George Kousoulas

Mayor Burkett closed the floor to public comment.

Commissioner Salzhauer discussed the construction in condominiums and agrees with speaker Steven Dunn and George Kousoulas of having 10 people for the Shul which is 5,500 square feet. She believes that is reasonable as long as the Shul complies with all the restrictions.

A motion was made by Commissioner Kesl that condominiums and large-scale open developments would have nine (9) maximum people working, the hours would be from 8 am to 5 pm, not restrict visit to business districts, take temperature at the beginning of each shift, and look to the County for solutions for schooling at home and construction noise knowing that construction is allowed. The motion died for lack of a second.

Commissioner Salzhauer made a motion to extend the hours and allow the Shul to have their ten (10) people. The motion died for lack of a second.

Vice Mayor Paul addressed the public speaker regarding work being done at the Carlisle which received complaints. She stated that she would like to see how it works before extending the hours of operation.

Commissioner Velasquez suggested extending the hours to 9 am to 5 pm.

Vice Mayor Paul would like to suggest to add the temperature only be taken at the beginning of the work day, workers restricted to construction site only and strike through the last lines where the workers are prohibited to go to Publix and CVS, excluding any demolition of a physical structure, or new construction that has not broken ground.

Further discussion took place among the Commission regarding the revisions to the motion made by Commissioner Velasquez and allow the Shul to have ten (10) people for their 5,500 square foot property.

Mayor Burkett asked Building Official Prieto for clarification on the construction on Harding Avenue.

Building Official Prieto stated that most of the construction taking place on Harding Avenue is inside and at this time construction is not allowed on Harding Avenue. He further stated that the only thing allowed is interior permitted work with four workers at the site.

Mayor Burkett asked if they are making a special exception for the Shul and if they run the risk of being arbitrary.

Town Attorney Arango stated if they can justify why they are distinguishing between properties.

Vice Mayor Paul stated it should apply to unoccupied buildings.

A motion was made by Commissioner Velasquez to remove the requirement of arresting individuals for violating the ordinance or rules and if they violate the ordinance then the project gets closed until the pandemic is over. She stated extending the work hours to 9 am to 5 pm, take the temperature only upon their arrival, workers will not be prohibited from going to Publix and CVS, excluding any demolition of a physical structure, or new construction that has not broken ground, have two groups of four (4) people for a total of eight (8) people working on the outside in the business district on the Collins Corridor. She stated that on Harding Avenue you can have eight (8) people working in the business district in the inside of an unoccupied building, and extend it to May 31, 2020, seconded by Vice Mayor Paul. All voted in favor with Commissioner Salzhauer voting against.

**WW.FPL Solar Together Program - Vice Mayor Tina Paul**

Deferred to the next Commission Meeting.

**XX. Climate Resilience Environmental Collective - Vice Mayor Tina Paul**

Vice Mayor Paul introduced the item and spoke regarding the disbanding of the Sustainability and Resiliency Committee and would like to bring this new Committee. She commented on her being the Chair of this committee and asked for experts in the field. She stated that this Committee would look at the Town being more sustainable. If the Commission would approve this, she will work with the Town Attorney to come up with the language and requirements of this Committee.

Commissioner Salzhauer stated that this is the same type of board that was just dismantled.

A motion was made by Vice Mayor Paul to form the Climate Resilience Environmental Collective Committee, seconded by Commissioner Kesl.

Commissioner Kesl stated that he mentioned something similar to the Town Manager and recording would suffice for minutes.

Town Attorney Arango stated that it would be a Town Board and subject to sunshine and public records.

Town Clerk McCready stated that the Town Clerk's office would have to be created by the Clerk's Office and minutes have to be taken.

Commissioner Salzhauer stated that it is the same thing as the Sustainability and Resiliency Committee and it would not have any teeth of getting anything done.

Mayor Burkett asked the Town Attorney on having a group of citizens getting together.

Town Attorney Arango stated it would be a citizens' group and would not be part of a Town Board or Committee.

Vice Mayor Paul stated that it needs to be an official Town Board, it is more than a think tank.

Mayor Burkett stated that for all intents and purposes you are reinstating the Board that was just dissolved.

Vice Mayor Paul stated it will be similar to the Parks and Recreation Board, and it will only need someone taking the minutes.

Town Attorney Arango reiterated what a Town Board is comprised of.

Town Clerk McCready commented on exactly what the Clerk's Office is responsible for with each Board and Committee.

Commissioner Kesl withdrew his second. The motion made by Vice Mayor Paul died for lack of a second.

#### **YY. Small Business Survival Grant - Vice Mayor Tina Paul**

Deferred to the next Commission Meeting.

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

The following individuals from the public spoke:

Jeff Rose asked when they will be having a Planning and Zoning Board meeting.

Mayor Burkett addressed speaker Jeff Rose's question and stated that they are working on having the application on the website for individuals to apply and they will then be able to appoint.

Diana Gonzalez asked regarding a space on the website for residents to state where they would like extra street lights.

Mayor Burkett asked Pinzur to add that to the website for the residents to be able to comment and they can compile the list.

Commissioner Velasquez addressed the comment made by speaker Diana Gonzalez and stated that she passed by her home and did state that her street does need more lighting.

Vice Mayor Paul spoke regarding a comment made at the last meeting by Commissioner Kesl regarding grants. She also spoke about scholarships given out to students and asked if those funds can also be used for small business grants.

Commissioner Velasquez stated that at the moment our schools and teachers need money, they are purchasing supplies out of their own pockets, and that there are so many projects to do in Town that funds can be used for before giving grants to business owners.

Commissioner Salzhauer stated that she agreed with Commissioner Velasquez.

Commissioner Kesl thanked Vice Mayor Paul for her comment and reiterated the business taxes that the business owners are paying and the issue that can come about the vacant businesses currently there.

The following individual spoke on the item:

Brian Seamone spoke regarding the walking path.

Robert Andai spoke regarding exterior condominium work.

Clay Winslow spoke regarding installation of hurricane impact windows at 9273 Collins Avenue.

Further discussion took place among the Commission regarding the walking path, the regulations and signs being placed.

A motion was made by Commissioner Salzhauer suggested having our COVID-19 order comparable to the County's Order with masks and one-way paths going from south to north and the hardpack is directional, seconded by Vice Mayor Paul. All voted in favor.

Vice Mayor Paul addressed public speaker Clay Winslow's comments and stated that they would need a plan for the Town to consider this and have the plan to the Building Official and see if it meets the requirements. She stated they cannot just open this up and if there is consent in the building.

Commissioner Velasquez addressed speaker Clay Winslow's comments and stated it could be on a case by case basis due to hurricane season approaching.

Mayor Burkett stated that a rule would have to be created with specifics in order to be consistent.

***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**

A motion was made by Commissioner Kesl to adjourn the meeting without objection at 11:07 p.m. The motion received a second from Commissioner Velasquez. All voted in favor.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Charles W. Burkett, Mayor

Attest:

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Sandra N. McCready, MMC  
Town Clerk



**Town of Surfside  
Town Commission Budget Workshop  
MINUTES  
May 5, 2020  
7:00 p.m.**

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

**1. Opening**

**A. Call to Order**

Mayor Burkett called the meeting to order at 7:01 p.m.

**B. Roll Call of Members**

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

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

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

**C. Opening Prayer by Fr. Sosa**

Father Sosa was unable to connect to the Zoom Virtual Budget Meeting to give the opening prayer.

**2. FY 2021 Commission Direction Budget Workshop, Discussion and Direction for the FY 2021 Budget– Guillermo Olmedillo, Town Manager**

Town Manager Guillermo Olmedillo introduced the item and the procedure of this meeting. He also explained how the process works as well as the Commission's responsibility of establishing and setting the mileage rate.

Town Attorney Arango provided the caveat that this is a Budget Workshop and stated it is a working workshop but no action will be taken. She stated all the Commission can do tonight is give direction to the Finance Director and staff.

Finance Director Greene gave an introduction of the item. He also requested from the Town Commission what their goals would be for the upcoming budget season.



Commissioner Salzhauer thanked Finance Director Greene for his presentation. She stated that what the residents care about is seeing that their money is being put to good use. She also stated she would like to see cleaner streets, cleaning the rain gutters that are clogged, parks to be better lit and cleaner as well as ample lighting in the streets of Surfside.

Commissioner Salzhauer stated that the Town's mileage rate is the lowest it has been and believes the current mileage rate is fine. She also commented on the loss of tourism monies.

Commissioner Kesl stated that it is not certain how the Town's funding will be affected by the COVID-19 pandemic and how it will play out with property taxes in the year ahead. He stated that the regional and local economy will bounce back. He commented on being fiscally prudent and to build the reserve for the future and for the unknown. He commented on the loss of tourism monies due to the pandemic.

Vice Mayor Paul commented on a summary of the budgets she has been involved in the last few years. She stated that once it is placed in the budget, it does not come back to the Commission. She would like the beach raking removed since it was supposed to have been a short-term project.

Commissioner Velasquez commented on the importance of underground wiring. She does believe that they need to have reserves for the future and agrees with the mileage rate being where it is at.

Mayor Burkett spoke regarding the mileage rate, the history, the current reserve and the tax revenue the Town is collecting. He commented on the deficit of the Water Department and spoke regarding the bond payments being laid on the Water Department. He commented on giving the residents relief on their water bill payments. He spoke regarding the water cost the Town of Surfside pays to Miami-Dade County. He stated that residents want an immediate relief on the water bill. He spoke regarding the underground wiring of the power lines. He also stated that he would like a line item to deal with the flooding issues.

Mayor Burkett stated that he wants to make sure that the Town is in a good place. He would like to put in the budget a reasonable amount of money to deal with the flooding problems. He also stated that he would like to see the water bill the residents receive go down. He spoke regarding the comparison of the Town's mileage rate with the mileage rate of Bay Harbour, Bal Harbor and Aventura. He would like to see the mileage rate go down to 4.2 where they were in 2008. He stated that does not believe it will be a great financial impact but will assist in lowering the water bill and helping with the money needed for the undergrounding of the power lines and flooding issues.

Commissioner Salzhauer stated that she does not think they can go anywhere with the mileage rate and the difference is not going to make a huge impact and believes that the residents would like to see the money going into their parks.

Commissioner Salzhauer commented on the organizational chart and would like to move away from the outsourcing, money being spent on consultants and have staffing from the Town do the work. She commented that the number one priority is having the streets cleaner, sewers cleaned, parks need to be redone and spend the money on hiring experienced individuals to do the job. She stated that if the staff is not doing their work then they need to be replaced. She commented on spending the money to get the things done correctly.

Commissioner Salzhauer commented on clarification from Finance Director Greene regarding marking up the costs on the water bills.

Finance Director Greene answered the comments made by Commissioners. He stated 4.4 mill of revenue goes into the water fund with 4.1 mill in expenditures.

Mayor Burkett asked how much the Town is paying Miami-Dade County for the water.

Finance Director Greene stated it is on page 254 of the budget book and stated the cost on the sewer and water expenses and discussed the budget line item.

Mayor Burkett spoke regarding the line item on page 254 on the water and sewer cost. He commented on the cost of the water including maintenance cost.

Mayor Burkett spoke regarding operating expenses, professional services, car allowance, credit card fees, vehicle leasing and staffing cost of public works. He stated that they need to get relief to the people that are paying water bills.

Commissioner Salzhauer stated that the money is being spent.

Mayor Burkett spoke regarding programs that can be addressed and overspending. He believes this is one area that he would like the Finance Director work on to give relief to the residents. He stated the water bills are too high and he needs to see how they can be reduced.

Further discussion took place among the Commission on the cost of water bills and direction was given to the Finance Director to come up with a way to reduce the water bill cost to the residents, reducing the mileage rate and the amount of taxes dollars the Town receives from the County per household.

Finance Director Greene addressed the comments made by the Commission regarding the mileage rate, the payments made to Miami-Dade County and the portion the Town gets from Miami-Dade County.

Commissioner Salzhauer spoke regarding the presentation, the tax bill and how much of the taxes paid through Miami-Dade County go to the Town. The residents want to see an amazing Town.

Vice Mayor Paul stated that they need to look at the programs that are able to be cut and are not necessary and that would help us with the loss revenues.

Vice Mayor Paul spoke regarding the Fiscal Year 2020 budget and she would like to remove the Government Academy Program. She stated that the Florida League of Cities has a Government Academy Program that is free and the Town can participate.

Finance Director Greene stated that any monies not spent go back into the reserve account.

Vice Mayor Paul requested an overview of all the programs including staff to get an understanding of each one.

Mayor Burkett requested to cancel all of them and the Town Manager can work with the Commission.

Vice Mayor Paul stated not to cancel all the programs and see what is working.

Mayor Burkett asked if the monies that where not expended are in the reserves.

Town Manager Guillermo Olmedillo stated it goes into the reserve at the end of the fiscal year.

Finance Director Greene stated that the monies would roll into the reserves unless a budget amendment is done.

Vice Mayor Paul also spoke regarding the Surfside 305 Strategic Climate Action Plan.

Mayor Burkett asked Town Manager Guillermo Olmedillo if those projects have stopped.

Town Manager Guillermo Olmedillo stated that all the projects have not stopped. He stated that the salary of the Sustainability and Resiliency Officer comes out of that fund and if the resiliency officer funding is removed then that employee will be terminated.

Commissioner Velasquez commented on positions being created and hired without consulting with the Commission.

Commissioner Salzhauer commented on figuring out who we need at Town Hall and what positions are needed and believes some have been misdirected. She spoke regarding the Resiliency and Sustainability Officer position and stated that that individual could possibly do multiple functions for the Town including writing press releases.

Commissioner Kesl requested from Finance Director Greene an overview of what they are looking at.

Finance Director Greene spoke regarding the debt issuance, the monies issued and gave an update.

Vice Mayor Paul commented on the Fiscal Year 2020 Budget on the Urban Land Institute project.

Town Manager Guillermo Olmedillo stated that has not occurred and it was approved by the Town Commission.

Vice Mayor Paul would like the Urban Land Institute project removed and asked if it is in the 305 Plan.

Town Manager Guillermo Olmedillo stated that nothing has been done in regards to the Urban Land Institute Project.

Mayor Burkett gave direction with consensus of the Commission to do away with Urban Land Institute (ULI), Surfside 305 Strategic Climate Action and Government Academy.

Commissioner Salzhauer commented on the importance of having procurement personnel and getting rid of several assistants.

Town Manager Guillermo Olmedillo stated that the estimated value by the Miami-Dade County Property Appraiser is June 1 and by July 1 they will have the final numbers and by September they will have the final numbers for the setting of the mileage rate.

Mayor Burkett commented on having staff come up with a 10% savings at the next commission meeting and if the Commission will support it or not.

The Town Commission by consensus gave direction to the administration to come with a cost savings of 10% per department for the next commission meeting.

Commissioner Salzhauer commented on unnecessary staff and believes they are paying employees well and department heads getting free vehicles and possibly doing away with take home cars and car allowance for directors.

Mayor Burkett along with the Town Commission by consensus directed the Town Manager to provide a savings by the reduction of take-home vehicles, car allowances, a 10% reduction per department, looking at all the programs and staffing and how it looks in comparison to last year's budget.

Commissioner Salzhauer commented on the cost of CGA and possibly cutting that cost and using Town staff to do those projects.

Commissioner Kesl spoke regarding the acquisition and going out to bid. He would like to put a word in on the agenda item for the future meeting on quality control and quality assurance and the employee cost.

Further discussion took place among the Commission regarding car allowances for staff.

Vice Mayor Paul commented on having Staff tell them how effective the new hires have been and has it helped things, if not, then why they are spending the money and would like to see an evaluation.

Commissioner Salzhauer commented on the frustration many residents have with the parking staff and many other places have furloughed employees.

Mayor Burkett suggested rebranding the vehicles to be able to be used for several things.

Vice Mayor Paul commented on the amount of parking enforcement employees the Town has in comparison to the monies those employees are bringing into the Town. She stated that she would like to see more cross training of employees and gave an example of possibly parking enforcement could do code enforcement.

Commissioner Salzhauer agrees with the comments made by Vice Mayor Paul.

Mayor Burkett and the Town Commission by consensus gave direction for staff to do rebranding of the vehicles and cross training of certain staff positions.

Commissioner Kesl commented on the lifeguards and stated they have been great during this time.

Commissioner Salzhauer stated that she would like to see full time lifeguards and move towards that instead of so many part-time lifeguards.

Mayor Burkett spoke regarding the Tourist Fund, personnel and expenditures. He asked Finance Director Greene how much of the Tourist Fund has been expended.

Vice Mayor Paul commented on the part-time assistant building official.

Town Manager Guillermo Olmedillo answered Vice Mayor Paul's question.

Vice Mayor Paul asked if he was demoted due to performance.

Town Manager Guillermo Olmedillo stated that it did not have to be a permanent position but would be a building official that could fill in for our Building Official when he is out.

Vice Mayor Paul stated that this does not make sense and it could be a full-time inspector instead of a part-time inspector and could do multiple tasks.

Town Manager Guillermo Olmedillo stated that they reorganized the department to serve the residents better and the inspectors they have in different traits are all part-time..

Commissioner Salzhauer stated that they need to streamline things and look at every department and residents are not happy with the way things are currently. She spoke regarding the Police Department budget and residents do not feel the improvement.

Mayor Burkett stated that they take in 3.3 million dollars and they spend promoting Surfside as a tourist destination \$810,000 (\$70,000 a month) for advertising for such a small town. He would like to direct administration to stop spending this money and determine reprogramming that funding to the tourists that are coming into town. Consensus by the Commission was reached on this direction.

Town Attorney Arango provided the Town Commission the Ordinance on the distribution of Tourism dollars.

Discussion took place regarding the salary and benefits for the Tourist Director as well as the funds being spent.

Vice Mayor Paul spoke regarding 92<sup>nd</sup> Street ends and nothing has been done. She spoke regarding the trees that line those streets and the trees were removed and would like to see a plan in improving the 92<sup>nd</sup> Street ends.

Commissioner Salzhauer asked for funds to be put aside for the beaches to be spotless.

Commissioner Kesl commented on educating the community on the operation of the Town through the government academy and believes it's a great idea.

Vice Mayor Paul stated that she did not know there was much interest in that program and the Florida League of Cities has a great program that we can have on our website and if residents are interested then they can reconsider.

Commissioner Salzhauer commented on doing the free program and not spending money on the Town's program. Consensus was reached to remove the Government Academy from the budget.

Mayor Burkett requested clarification on the Classification and Pay Study.

Human Resources Director Slate-McCloud explained what this study entails and stated it was a pay study.

Mayor Burkett requested to remove this from the budget and consensus was reached to remove the Classification and Pay Study from the budget.

Mayor Burkett asked regarding the Paid Parental Leave Program.

Human Resources Director Slate-McCloud explained the Paid Parental Leave Program.

Mayor Burkett asked why it was in the budget this year.

Human Resources Director Slate-McCloud stated that some residents reached out and asked that Surfside participate.

Commissioner Salzhauer agreed that this should take place and they should be part of it.

Commissioner Kesl asked if this has to do with some expansion with COVID-19.

Vice Mayor Paul stated that it was pre COVID-19 and that it has to do with taking care of elderly family members.

Mayor Burkett and the Town Commission reached consensus to leave the Paid Parental Leave Program in the budget.

Mayor Burkett and the Town Commission reached consensus to remove the Surfside 305 Plan from the budget.

Mayor Burkett spoke regarding the new police officer position.

Commissioner Salzhauer stated that they need to deliver the results that the residents need and the reason why they need an additional position.

Vice Mayor Paul stated that she would like to see the improvements the Police Department would have with this new position.

Police Chief Yero answered the questions made by the Commission regarding police staffing.

Commissioner Kesl asked Police Chief Yero regarding staffing of the Police Department and requested for Police Chief Yero to do a 5% to 10% cut of his department.

Vice Mayor Paul supports the Police Department and would only ask for their parking officers to be able to assist the Code Enforcement Department.

Commissioner Salzhauer supports the Police Department and was just asking regarding the staffing on the list and the 85<sup>th</sup> Anniversary.

Mayor Burkett spoke regarding Parks and Recreation, lifeguards, custodian, painting of the Community Center and the \$300,000 budget that comes out of the Tourist Fund.

Commissioner Kesl commented on that fund and does not know regarding the capital improvement work of the community center and how it can be divided.

Vice Mayor Paul stated that there are a lot of lifeguards and part-time staff but understands it has grown due to children using their programs. She stated that she would not want to cut that department and would like to know why the full-time position is still vacant and would like more cleaning of the center.

Parks and Recreation Director Milian addressed the comments and questions made by Vice Mayor Paul.

Discussion took place regarding the hiring of a Public Works Department employee to take care of the water lines.

Public Works Director Stokes commented that Public Works Department Employee Hector Garcia has worked for the Town for 30 years and is in the DROP Program and they would need to train someone to take his position. He stated that if the Town Commission desires, they could wait another year to fill that position if necessary.

The Town Commission agreed by consensus in giving the Public Works Department what they need in order to assist the residents.

Mayor Burkett discussed the parking officer requested and asked Police Chief Yero to address that question.

Police Chief Yero answered the question made by Mayor Burkett and stated that it all started with the double-parking situation, the police department logistics and stated other duties they do in order to not lose police officers on the streets.

Commissioner Velasquez asked regarding the parking operations manager position.

Police Chief Yero stated that person stays in the office 90% of the time and he runs the Parking Enforcement Section and also handles the property room for the Police Department and backs up the dispatcher.

Commissioner Velasquez asked regarding the administrative aid position.

Police Chief Yero answered that question and stated that person is the assistant to the Chief's administrative assistant.



Commissioner Salzhauer stated that they have enough with parking enforcement and stated that they aren't working as hard as they should be.

Further discussion took place among the Commission and Police Chief Yero regarding staffing and parking enforcement staffing.

The Town Commission reached consensus to keep the additional parking officer position.

Mayor Burkett objects to the additional digital sign.

The Town Commission reached consensus on removing the additional digital sign, removing the solar panels and kayak launch.

The Town Commission asked regarding the police radios.

Police Chief Yero stated the change in Miami Dade County police radios and the need of keeping up with the standards since Miami-Dade County handles their communications.

Commissioner Velasquez requested the savings be used to purchase body cams for the police officers.

Commissioner Salzhauer asked Finance Director Greene regarding the \$50,000 for the kayak launch.

Finance Director Green answered Commissioner Salzhauer question on the kayak launch.

Commissioner Velasquez asked if they have to wait for the new budget for body cams.

Police Chief Yero stated that it would cost \$125,000 for the body cams.

Mayor Burkett directed the Town Manager Guillermo Olmedillo to add police body cams to the agenda.

The Town Commission by consensus agreed to keep the Biscaya Island Water, police handheld radios, and the garbage trucks to replace the 2005 ones.

Discussion continued regarding expenditures on the list including lobbyist expenditures on the legislative budget.

Finance Director Greene answered the Commission's question regarding different programs made and legislative categories.

Mayor Burkett requested for all Commissioners to be educated on what the role of a lobbyist is before deciding to keep or do away with the lobbyist.

Commissioner Salzhauer asked about the \$74,000 on other grants and aids and if that is being used to pay the lobbyists.

Discussion continued regarding the non-profits donations and the Town Commission agreed by consensus to not give any more monies to the Homeless Trust Fund.

Direction was given to staff to come up with a report with all communication reports and costs entailed.

Commissioner Velasquez asked what the status is on the monies being spent on the 96<sup>th</sup> Street Park and what is the update on that project.

Town Clerk McCready answered Commissioner Velasquez' question on the 96<sup>th</sup> Street Park and stated that the opening of the RFQ to select an architectural and design firm will be on May 28, 2020.

Discussion took place regarding the funding to complete the 96<sup>th</sup> Street Park and consensus was reached to add this to the budget.

Discussion took place on the next budget workshop and when the decision has to be made by the Commission on the mileage rate.

### **3. Adjournment**

A motion was made by Vice Mayor Paul to adjourn the meeting without objection at 10:34 p.m. The motion received a second from Commissioner Kesl. All voted in favor.

Accepted this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Charles W. Burkett, Mayor

Attest:

\_\_\_\_\_  
Sandra N. McCready, MMC  
Town Clerk



## TOWN MANAGER'S REPORT

MAY 12, 2020

### COMMUNITY PROGRAMS / INITIATIVES / ENHANCEMENTS

- I. SEE CLICK FIX REPORT – *Attachment “A”*
- II. SOCIAL MEDIA (NEXTDOOR) REPORT – *Attachment “B”*
- III. DEVELOPMENT APPLICATION PROCESS (2009 – PRESENT) – *Attachment “C”*
- IV. TOWN DEPARTMENTS

#### ***Code Compliance Division***

**A.** Code Violation Cases: As of April 30, 2020, the total number of active, open cases being managed is 284; of these cases, 101 cases are still under investigation and are working towards compliance; 26 cases are on-hold; 18 cases are in the Special Master hearing queue; 8 cases are in the post-hearing status; 3 cases have pending liens, 71 code cases have been issued liens and remain unpaid, and 60 service cases have been issued liens and remain unpaid. Properties with unpaid liens are sent reminder letters on a semi-annual basis.

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

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

- FY 19/20: Through April 30, 2020, 72 cases have paid/settled for a total collection of \$82,856.
- FY 18/19: 143 cases paid/settled for a total collection of \$35,654.
- FY 17/18: 92 cases paid/settled for a total collection of \$29,576.

- FY 16/17: 117 cases paid/settled for a total collection of \$40,842.
- FY 15/16: 152 cases paid/settled for a total of \$137,282

***Finance Department***

Monthly Budget to Actual Summary as of February 29, 2020 – *Attachment “D”*

***Police Department***

***A. Police Department Statistics (April 1 – April 25, 2020)***

- Traffic Citations – 7
- Parking Citations – 24
- Arrests – 1
- Dispatch Events – 1,640
- Incident/Crime Reports - 47
- Suspicious Person Checks – 24

***B. Coronavirus (COVID-19) Update***

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

***C. Coronavirus (COVID-19) Related Actions:***

- Review of Federal, State, and Local Orders with personnel
- Officers conducted daily compliance checks regarding State, County, and Town Orders
- Providing the highest level of police service to the community we serve in a professional, courteous, ethical and judicious manner
- Daily Communications with Miami-Dade Emergency Operations Center
- Miami-Dade EOC WebEOC COVID-19 Municipal Protective Actions - Situation Reports
- WebEOC and vendor requests for PPE gear

- Daily meetings with Town Administration and Key personnel
- COVID-19 Task Force strategic planning
- Delivery of Senior Special Care Bags, food items, and medication
- Daily Patrol Shift Business Checks reference Order Compliance and hours of operation
- Daily Patrol Shift monitoring of Street Ends at Waterways
- Daily Patrol Shift Details to enforce Beach Closure
- Daily detail at Publix Supermarket to ensure employees and patrons use a face covering
- Daily checks for homeless persons to offer assistance

*D. Coronavirus (COVID-19) Community Initiatives*

- Beginning March 27,2020, the Surfside Police Department has delivered 20 care packages to seniors/residents-in-need, delivered 21 masks and vital COVID 19 information to nine (9) residences (seniors-in-need) who were unable to leave their homes due to mobility issues to attend the mask giveaway events and purchased needed supplies for two(2) seniors-in-need including installation of air conditioning filters. Police Department personnel are dedicated to the community they serve and well-being of all residents.
- The Police Department held a mask and facial coverings giveaway for residents on April 13,2020 and April 29,2020 at 9:00 a.m. in the Town Hall Municipal Parking Lot. Over 500 masks and facial coverings were distributed to the residents.
- The Town of Surfside and the Police Department proudly participated in Flash Your Lights for Healthcare Workers/First Responders on April 20, 2020 and April 27, 2020. The event located throughout the Town of Surfside began at 8:15 p.m. Residents showed their appreciation by flashing lights for five (5) minutes in solidarity. Healthcare professionals and first responders, including our Surfside Police Officers, are risking their own lives during this pandemic. Their professionalism, perseverance and selflessness are a testament to their commitment to the community and law enforcement.

*E. Police Events*

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

*F. Traffic Mitigation Program Status Report*

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

#	TIMEFRAME	INITIATIVES	STATUS	UPDATE(S)
<b>Short Term (0 – 6 months)</b>				
1.		Loop Detector Installation	In progress	<p>CGA was authorized to move forward with the preparation of the bid documents for the traffic loops at three signalized intersections along Harding Avenue. CGA will need to provide updated scope of services and fee in order to provide traffic counts and traffic analysis at subject intersections (before and after traffic analysis) per commission request at 05-09-17 meeting.</p> <p>The east Stop Bar at 93 Street &amp; Harding Avenue will be moved back.</p> <p>On 8-8-2017, CGA submitted its additional service agreement for completing the before and after traffic analysis at the signalized intersections along Harding Avenue that new traffic loops are being installed. At the Commission meeting where the Post Design Services contract was approved, the Mayor and Commission asked if CGA could do a before and after analysis in order to evaluate the change in traffic operations at these subject intersections. The traffic counts are currently scheduled for the 29th, 30th or 31st of August (second week of regular school).</p>

			<p>Loop detectors have been approved for Harding Avenue at 88<sup>th</sup>, 93<sup>rd</sup> and 94<sup>th</sup> Streets.</p> <p>On 11-3-2017, CGA submitted for review and approval Work Authorization No. 106 for Surfside Traffic Signal Modification – Traffic Analysis. The scope of the project includes Pre – Post Construction Analysis of four intersections on Harding Avenue at 88<sup>th</sup>, 93<sup>rd</sup>, 94<sup>th</sup> and 95<sup>th</sup> Streets. Total cost not to exceed \$14,200.62.</p> <p>On 1-29-2018, a Traffic Signal Modification Mandatory Pre-Bid Opening was held at 10:30 a.m. The Assistant Town Manager, CGA, Public Works and Police Department representatives attended. No bidders attended.</p> <p>On March 8, 2018, a Traffic Signal Modification Mandatory Pre-Bid Opening was held at 2:00 p.m. The Town has received two bids. The Public Works Department and CGA are evaluating the bids. Once the bids are evaluated and ranked, Town staff will present their recommendation for final bid selection and award to the Town Commission.</p> <p>In a letter dated April 16, 2018, reference Town of Surfside Traffic Signal Modifications ITB No. 2018-01 and CGA Project No. 15-8083, CGA Director of Construction Engineering, Robert McSweeney, provided an analysis of the two bids received for the Surfside Traffic Signal Modification Project and recommendation for award of Contract. Under Power Corp. was the apparent low bidder with a Base Bid of \$109,045.23. Upon review, they found the bid is complete and appropriate for the proposed work. In keeping with the Town to award a Contract to the most responsible and responsive bidder whose bid is in conformance with the Bidding Documents and is in the best interest of the Town, they recommend that the Town of Surfside award the contract for the referenced project to Under Power Corp.</p> <p>At the 6-12-2018 Commission Meeting, the Town Commission voted to approve the recommendation from CGA awarding the contract to Under Power Corp. The project is</p>
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			<p>moving forward pending CGA Notice to Proceed and required permitting.</p> <p>CGA has collected traffic counts and completed intersection analysis at the Harding Avenue and 88th Street, Harding Avenue and 93rd Street, Harding Avenue and 94th Street and Harding Avenue and 95th Street intersections. Next step is to complete new traffic counts and intersection analysis once the traffic loops at all four intersections have been installed. This traffic analysis will be summarized in a memorandum.</p> <p>Public Works Department and CGA held a pre-con meeting. Contractor applied for County permit. A Notice to Proceed (NTP) will be given when contractor has permit. 30 to 45 days for completion after start.</p> <p>On 8-8-2018, the awarded contractor, Under Power Corporation, submitted the following permit applications to Miami Dade County:  Permit No. 2018006371 – Harding Av &amp; 88 St  Permit No. 2018006374- Harding Ave &amp; 93 St  Permit No. 2018006373 – Harding Ave &amp; 94 St</p> <p>On 8-21-2018, Miami-Dade Traffic Engineering Division provided comments on their already approved plans. They had asked for one of the pedestrian signal phases to be modified.</p> <p>On 8-22-2018, Under Power Corporation picked up 18 revised signed and sealed sets from CGA.</p> <p>On 8-23-2018, the revised plans were submitted to the County for permitting by the contractor. It seems that the County has a 12-day turn-around for these permits. Bob McSweeney has been keeping track of the County's review time and the contractor has kept CGA informed every step of this process.</p> <p>For Harding Avenue and 95<sup>th</sup> Street, CGA received an email from David Hayes (Miami-Dade County) stating that they could not sign-off on the project because they needed revised plans to reflect the same pedestrian</p>
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			<p>phase modifications requested at 88<sup>th</sup> Street, 93<sup>rd</sup> Street, and 94<sup>th</sup> Street. Revised plans for Harding Avenue and 95<sup>th</sup> Street will be submitted to Miami-Dade County on 8-27-2018.</p> <p>Under Power Corp., project manager Guillermo Vado, left the company on 09-14-18, and the new project manager is Eddie Macias e.macias@underpowercorp.com.</p> <p>GCA contacted FDOT Operations concerning the Construction Agreement renewal and loop material revision, and were referred to the FDOT Permits Department. GCA have a call/message into them, and will advise as to any potential delay once we have more information.</p> <p>On 11-27-18 a meeting was conducted with Town Administration, Public Works, Police Department, and CGA regarding the Loop Detector Installation. It was determined that the project can commence on 12-10-2018 and the work hours will be 8:00 AM – 6:00 PM, Monday-Friday. The Police Department will provide personnel to assist with lane closures. The contractor, Under Power Corp., was contacted and advised to provide a construction schedule, work plan narrative, and MOTs regarding the program prior to commencing work.</p> <p>Loop Detector installation work began the week of 12-17-2018 and FDOT advised that the contractor has a 90-day window to complete the work. Traffic advisories were emailed to residents and posted on the Town website regarding the construction work and anticipated lane closures on Harding Avenue.</p> <p>FDOT halted the installation to obtain additional permits. They were not able to perform directional drilling at the intersections. FDOT and the Town have a scheduled meeting on Thursday 01-31-2019 to discuss the new project timeline.</p> <p>As of February 2019, due to unforeseen field conditions encountered by Contractor, loop detection project construction drawings are being revised. The revised drawings will be</p>
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				<p>submitted to FDOT for re-permitting since the changes require trenching of roadway. Engineer of Record is currently working on construction drawings for re-submittal.</p> <p>According to the Town Public Works Department we are awaiting a cost on the Change Order.</p> <p>In April 2019, Public Works advised that an RFP will have to be re-issued as the contractor has withdrawn from the project.</p> <p>The Loop Detectors are a discussion item for the November 2019 Commission Meeting.</p> <p>The Loop Detectors was a discussion item for the November 2019 Commission Meeting. Commissioner Kaukin commented on the traffic impact on the intersection of 94<sup>th</sup> Street and Harding Avenue. Town Manager Olmedillo suggested engaging with FDOT regarding the loop detector project and obtain a cost share partnership. The Town Manager stated he will contact FDOT and report back to the Commission.</p> <p>FDOT retained Tindale-Oliver &amp; Associates, Inc. to design a pushbutton project to install the requested vehicle detectors (loops) along SR A1A/Harding Avenue at the following locations:</p> <ul style="list-style-type: none"> <li>• 93<sup>rd</sup> Street</li> <li>• 94<sup>th</sup> Street</li> <li>• 95<sup>th</sup> Street</li> </ul> <p>A FDOT representative advised that the installation will tentatively start sometime around summer of 2020.</p>
2.		Install a crosswalk at 90 <sup>th</sup> Street & Harding Avenue (north side) and 89 <sup>th</sup> Street & Harding Avenue (north side)	Open	<p>FDOT agreed to reconsider installing a traffic signal at the location, pending study (count). The Town installed traffic delineators designed to allow a left turn only onto Harding Avenue, preventing vehicles from traveling westbound across the intersection.</p> <p>The 200 block of 90<sup>th</sup> Street has been converted to one-way traffic eastbound only. This new traffic pattern has eliminated the hazard of vehicles traveling west across</p>

				<p>Harding Avenue at 90<sup>th</sup> Street where a curve hindered line of sight for drivers.</p> <p>No Turn on Red signage has been installed at 90<sup>th</sup> Street &amp; Collins Avenue for vehicles traveling eastbound in the 200 block of 90<sup>th</sup> Street.</p> <p>Crosswalk markings (Thermoplastic) installation will be performed in February 2019.</p> <p>Crosswalk markings (Thermoplastic) installation was delayed until March 2019 to allow the new pavement to properly cure.</p> <p>Crosswalk markings (Thermoplastic) installation was completed at the 89<sup>th</sup> Street &amp; Harding Avenue (north side) location in March 2019. The Crosswalk markings (Thermoplastic) installation at 90<sup>th</sup> Street &amp; Harding Avenue (north side) is still pending with no definitive date set.</p>
3.		Install a crosswalk at 92nd Street & Collins Avenue (FDOT Project)	Open	<p>Based on citizen concerns, the Town Administration contacted FDOT regarding the installation of a crosswalk at 92<sup>nd</sup> Street and Collins Avenue to enhance pedestrian safety for Town residents and hotel guests of the Residence Inn by Marriott Hotel.</p> <p>Town Public Works contacted FDOT for an update on this project on 09-23-2019, and was advised that the project is approved under FDOT Project #FM 250629-5-32-01 and is awaiting project funding.</p>
4.		Evaluate Sidewalk Options	Open	Town Commission approved a motion to continue to evaluate pedestrian safety options in Surfside.
5.		Collins Ave and Harding Ave. Request for additional speed limit signs & pavement markings within Town of Surfside. FDOT CTP 2018-03-0031	<b><u>CLOSED</u></b>	<p>Per Arturo Patulot, Traffic Operations D6, Florida Department of Transportation (FDOT) 305-470-5303, arthuro.patulot@dot.state.fl.us:</p> <p>FDOT Traffic Operations office conducted a field review along the subject roadway segment from 88<sup>th</sup> to 96<sup>th</sup> streets both NB and SB directions and has decided to install five (5) additional posted speed limit signs 30 MPH and three (3) sets of pavement markings 30 MPH for better exposure and</p>

			<p>driver's compliance at the following locations:</p> <p><i>Collins Avenue facing Northbound traffic</i>  Two (2) additional 30 MPH speed limit signs (Right &amp; Left of roadway) and 30 MPH pavement markings north of 90<sup>th</sup> Street  One (1) additional 30 MPH speed limit sign (Right of roadway) north of 92<sup>nd</sup> Street  Two (2) additional 30 MPH speed limit signs (Right &amp; Left of roadway) north of 94<sup>th</sup> Street</p> <p><i>Harding Avenue facing Southbound traffic</i>  30 MPH pavement markings for the three lanes across from existing speed limit sign south of 96<sup>th</sup> Street  30 MPH pavement markings for the three lanes across from existing speed limit signs south of 92<sup>nd</sup> Street</p> <p>The proposed improvements will be completed by FDOT maintenance when workload and schedule permit. No anticipated completion dates were provided.</p> <p>FDOT was notified by email for an update on the status and Public Works is awaiting their response.</p> <p>Town Public Works advised that FDOT confirmed that a work order has been completed and pending a start date for the work.</p> <p><u>Town Public Works Administration contacted FDOT on 09-23-2019, and obtained the following update from Arturo Patulot (FDOT Traffic Operations D6):</u></p> <ul style="list-style-type: none"> <li>• <u>FDOT traffic service request (TSR #87-0033-18) with the FDOT maintenance office is being processed and they will be expediting the implementation of the proposed improvements for Surfside on A1A</u></li> <li>• <u>The FDOT contractor is scheduled to start installing the pavement markings and signage the first week of October 2019.</u></li> </ul> <p>FDOT began installing the pavement markings and signage the week of October 21, 2019.</p>
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				<p>As of November 2019, the status of the pavement markings is as follows:</p> <ol style="list-style-type: none"> <li>1. 9500 Block of Harding (Completed)</li> <li>2. 9300 Block of Harding (Completed)</li> <li>3. 9100 Block of Harding (Completed)</li> <li>4. 9000 Block of Collins (Completed)</li> <li>5. 9200 Block of Collins (Not Completed)</li> <li>6. 9400 Block of Collins (Not Completed)</li> </ol> <p>FDOT Supervisor, Ramon Sierra, advised the Surfside Public Works Department that all signs and markings for the project have been completed.</p>
6.		Installation of Traffic Delineators	Closed	<p>Traffic Delineators were installed at designated traffic concern locations identified by the Police Department at Collins Avenue at 92 Street (NW corner) and in the 9100 block of Collins Avenue (west side). The Delineators were installed in February 2020, and have proven effective in eliminating the illegal parking at these locations.</p>
7.		New Speed Bumps	Closed	<p>New speed bumps have been installed at the following locations:</p> <ul style="list-style-type: none"> <li>• 8900 block of Abbott Avenue</li> <li>• 9100 block of Abbott Avenue</li> <li>• 9300 block of Abbott Avenue</li> <li>• 9500 block of Byron Avenue (second speed bump)</li> </ul> <p>November/December 2018: new speed bump location in the 9400 block of Abbott Avenue being evaluated. The location of the speed bump was determined and installation scheduled for February 2019.</p> <p>During February 2019, new speed bumps were installed at the following locations:</p> <ul style="list-style-type: none"> <li>• 9300 block of Abbott Avenue</li> <li>• 9400 block of Abbott Avenue</li> <li>• 9500 block of Carlyle Avenue</li> </ul> <p>New speed bumps implementation is being evaluated for the 8800 block of Carlyle Avenue.</p>


				<p>In May 2019, a speed bump was installed in the 8800 block of Carlyle Avenue.</p> <p>On October 23, 2019 one speed bump was removed from 88<sup>th</sup> Street due to its proximity to an existing stop sign.</p>
8.		Stop Signs in Surfside checked for compliance with Miami-Dade County regulations.	Closed	During September 2019, Town Public Works personnel checked and adjusted all stop signs in Town to ensure that they were upright, and were in compliance with the 7 foot height per Miami-Dade County regulations.
9.		Pedestrian Crosswalk Safety at the 93 <sup>rd</sup> Street and Collins Avenue Crosswalk	Closed	<p>Based on citizen concerns and traffic crash data, the Town Manager and the Police Department initiated the following actions to enhance pedestrian safety at the crosswalk located at 93rd Street and Collins Avenue that is used to primarily access the Town's Community Recreational Center.</p> <p>In June 2019, the Town Manager met with Florida State Senator Jason Pizzo, Kevin J. Thibault (Secretary of Transportation), Miami-Dade County Commissioner Sally Heyman, and Jim Wolfe (Secretary of District 6, Florida DOT) and he presented the safety issues regarding the pedestrian crossing at 93rd Street and Collins Avenue and sought input and recommendations to mitigate those concerns.</p> <p>The Police Department conducted on-going proactive traffic details in the 9200 block of Collins Avenue targeting speeding vehicles and vehicles running the red light. Additionally, the Police Department partnered with FDOT representatives to conduct a pedestrian safety educational awareness day that included the 93rd Street and Collins Avenue intersection and pedestrian crossing to educate citizens and provide safety tips.</p> <p>The Police Department contacted both FDOT and the Miami-Dade Traffic Department of Transportation and Public Works Traffic Signals and Signs Division Administration to request that the timing of</p>

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



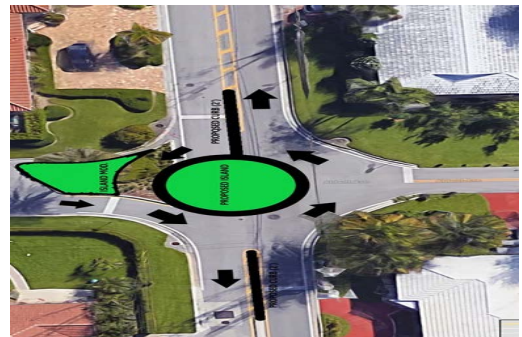
				<p>Avenue have been eliminated to allow for a westbound travel lane.</p> <p>As of 08-22-2017, the traffic flow in the 300 block of 95th Street, between Abbott Avenue and Harding Avenue, has been altered. The new lane pavement markers delineate the new vehicular traffic flow for eastbound traffic on 95th Street approaching Harding Avenue. The pavement markings allow vehicles to travel in two lanes east of the alleyway with one lane designated for travel eastbound only on 95th Street across Harding Avenue, and the other lane designated as a right turn only lane for vehicles turning southbound onto Harding Avenue. The loading zone at this location has been eliminated to allow for a right turn only lane. Please refer to the traffic diagram below.</p> 
11.		New Stop Signs at all intersections west of Harding Avenue	Closed	<p>Public Works installed stop signs at the following locations:</p> <ul style="list-style-type: none"> <li>• 89<sup>th</sup> Street &amp; Byron Avenue (east-west)</li> <li>• 90<sup>th</sup> Street &amp; Abbott Avenue (east-west)</li> <li>• 90<sup>th</sup> Street &amp; Carlyle Avenue (east-west)</li> <li>• 92<sup>nd</sup> Street &amp; Abbott Avenue (east-west)</li> <li>• 92<sup>nd</sup> Street &amp; Carlyle Avenue (east-west)</li> </ul> <p>In September 2018, Public Works relocated the stop sign and stop bar at Carlyle Avenue and 90<sup>th</sup> Street (for Northbound traffic on Carlyle Avenue) 15 feet north to allow for an enhanced traffic sight cone at the intersection.</p>

				
12.		New Stop Bar Reflectors	Closed	<p>New Stop Bar Reflectors Installed</p> <p>In September 2018, Public Works conducted an inspection of the Stop Bar Reflectors and determined which reflectors were non-operational. The vendor replaced the non-operational reflectors under warranty.</p> <p>Public Works ordered 24 new reflectors that were installed at the following locations:</p> <ul style="list-style-type: none"> <li>• 90<sup>th</sup> Street and Froude (all directions)</li> <li>• 90<sup>th</sup> Street and Byron (all directions)</li> <li>• 90<sup>th</sup> Street and Abbott Avenue (East and West directions)</li> <li>• Yellow reflectors were installed prior to the speed bumps in the 9500 block of Byron Avenue to alert drivers.</li> </ul> <p>During November 2018 all non-operational Stop Bar Reflectors were replaced and are now functional. Additionally, new Stop Bar reflectors were installed at the following locations:</p> <ul style="list-style-type: none"> <li>• 90<sup>th</sup> Street and Froude (all directions)</li> <li>• 90<sup>th</sup> Street and Byron (all directions)</li> <li>• 90<sup>th</sup> Street and Abbott Avenue (East and West directions)</li> </ul>
13.		<p>Revisit Street Closure</p> <ul style="list-style-type: none"> <li>○ 94<sup>th</sup> Street / Abbott Avenue</li> </ul>	Closed	Town Commission approved a motion against revisiting this item.
14.		<p>New Street Closure</p> <p>Byron Avenue (northbound) at 88<sup>th</sup> Street</p>	Closed	<p>Requires study, Miami-Dade County and Miami Beach approval.</p> <p>On 11-29-17, Town Manager, Chief Allen and Public Works Director attended a meeting with Miami-Dade County and City of Miami Beach administration regarding the</p>

closure of northbound traffic at 88<sup>th</sup> Street and Byron Avenue.

The above meeting resulted in a plan to add curbing to the 88<sup>th</sup> Street median extending it to Abbott Avenue. The result will prohibit drivers from executing illegal U turns disrupting the traffic flow and area residents which has been a continuous problem.

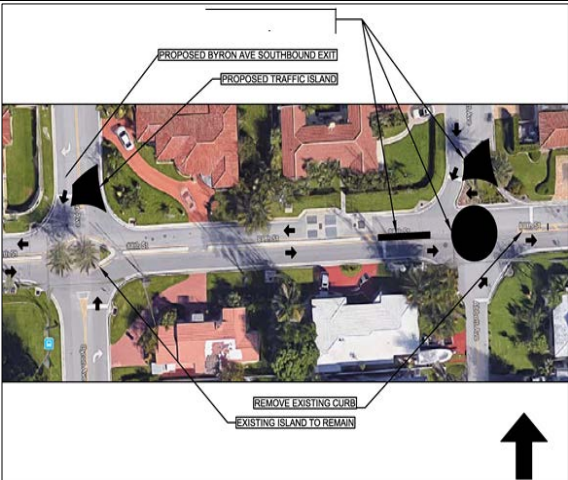
The following traffic modification Project has been developed to improve the traffic flow at 88<sup>th</sup> Street and Abbott Avenue.




Public Works completed the installation of the pictured vehicular traffic pattern at 88<sup>th</sup> Street & Abbott Avenue. On March 12, 2018, a 60-day testing period will begin before final approval.

The 60-day trial period before final approval continues. There have been no traffic accidents reported and no matters of concern have been brought to the attention of the Police Department.

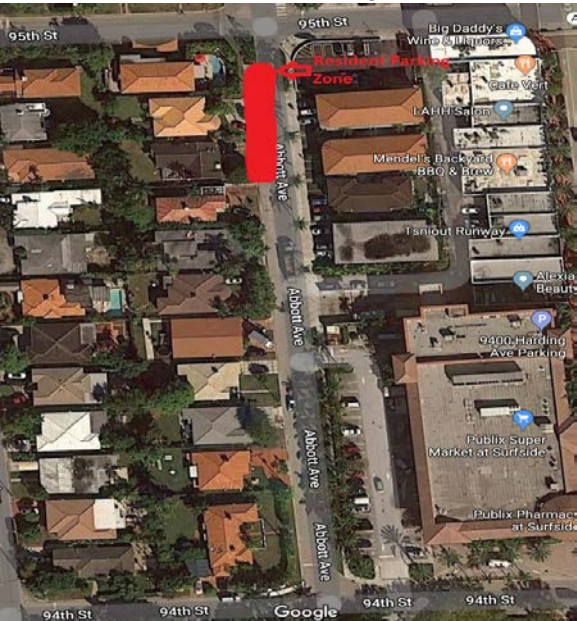

At the Special Town Commission Meeting held May 22, 2018, the Town Commission approved the below traffic pattern design (Option A) for 88<sup>th</sup> Street and Abbott Avenue. A traffic circle at Abbott Avenue on 88<sup>th</sup> Street will allow traffic to flow east, west and south. Traffic islands on Abbott Avenue and Byron Avenue at 88<sup>th</sup> Street will prevent vehicles from traveling north on those avenues from 88<sup>th</sup> Street.

				 <p>Public Works has begun work on the new traffic mitigation design on 88<sup>th</sup> Street &amp; Abbott Avenue. The project is estimated to be completed by mid-July.</p> <p>Project completed.</p>
15.		Install a centerline curb on 95 <sup>th</sup> Street between Abbott and Byron Avenues	Closed	Public Works installed delineators to deter trucks from traveling west on 95 <sup>th</sup> Street.
16.		Eliminate Crosswalks on Collins (north) & Harding (south) Avenues	Closed	FDOT stated that eliminating crosswalks would hinder pedestrian travel and further study would be required before they can agree to that recommendation.
17.		Create Vehicular Circulation Plans for New Construction Projects Minimize lane closures	Closed	MOT's and circulation plans for new construction projects was a primary topic of discussion with FDOT and the surrounding jurisdictions representatives. A plan to improve the coordination of projects and to enhance communication by FDOT providing notice well in advance of all approved MOT's to the three jurisdictions was agreed upon. The early notice system has shown an improvement.
18.		Install traffic light at 96 <sup>th</sup> Street & Abbott Avenue  Eliminate left hand turn at 96 <sup>th</sup> Street & Byron Avenue	Closed	Town Manager Olmedillo, Chief Allen, Captain Yero and Randy Stokes, from the Town and Eric Czerniejewsky from CGA, spent a few hours with Ramon Sierra, FDOT District 6. Several simulations were run, and the result is that the back-up traffic in the east bound direction made congestion worse on 96 <sup>th</sup> Street. This will not allow the

				<p>vehicles turning right from Byron to move, causing a longer back-up on Byron and creating additional congestion on Harding and Collins.</p> <p>FDOT will not eliminate the left turn at 96 Street &amp; Byron Avenue.</p>
19.		<p>Send demand letters to mapping companies</p> <ul style="list-style-type: none"> <li>o Waze – Free Community-based GPS, Maps &amp; Traffic Navigation App</li> </ul>	Closed	<p>The Town became a Participating Member of the Connected Citizens Program. This is the Town’s effort to address in real-time reported accidents and improve navigation throughout the Town.</p>
20.		<p>On-Street Parking Reconfiguration - 200 block of 90<sup>th</sup> Street</p>	Closed	<p>On Monday 10-08-18, Public Works advised that the 200 block of 90<sup>th</sup> Street On-Street Parking Reconfiguration would begin in October 2018, with Police/Parking Officers blocking off the street to complete the stripping. Stripping Reconfiguration diagram below.</p>  <p>On Monday 10-29-18, the stripping and reconfiguration was completed.</p>
<b>Intermediate Term (7-18 months)</b>				
1.		<p>Design 91<sup>st</sup> Street Improvements</p> <ul style="list-style-type: none"> <li>o Sidewalk, landscaping and buried utilities</li> </ul>	Open	<p>Awaiting the study of walkability by FIU.</p>
2.		<p>Create One-Way Streets 88<sup>th</sup>, 89<sup>th</sup>, 90<sup>th</sup> and 91<sup>st</sup> Street between Collins &amp; Harding Avenues</p>	Closed	<p>A Town meeting was held July 18<sup>th</sup>, 2017, to present a new traffic pattern plan making 89<sup>th</sup> Street one-way only for westbound vehicular traffic from Collins Avenue to Hawthorne Avenue and 90<sup>th</sup> Street one-way only for eastbound vehicular traffic from Bay Drive to Collins Avenue.</p>


			<p>The Town Commission approved to conduct a test of a new streetscape design on 89<sup>th</sup> and 90<sup>th</sup> Streets, between Harding and Hawthorne. The test consists of creating a safe pedestrian path and a green area in what is currently the paved area of those streets. Because width of the street will be narrowed during the test, the streets will be changed to a one-way system, with 89<sup>th</sup> Street traffic moving from east to west and 90<sup>th</sup> Street traffic moving from west to east. The streets will be marked with paint to designate the pedestrian area as well as the green/parking area. The test is scheduled to begin in early December and run for a period of 60 days. At the end of the test period, staff will present a report to the Town Commission.</p> <p>The new streetscape testing was initiated December 14, 2017. The testing has gone smoothly with no incidents to report thus far. A main focus has been directed toward providing information, answering questions and educating residents and all who travel the area on the details and goals of the project.</p> <p>At the February 13, 2018 Town Commission Meeting the Town Administration was granted time extension of sixty days to the One-Way Street Project in order to survey the streets for ADA compliance in the pedestrian lanes and to acquire more data on traffic counts.</p> <p>A One-Way Streets Town Hall Meeting was held on March 28, 2018. Notifications for the March 28 One-Way Streets Town Hall Meeting have been distributed via the following channels:</p> <ul style="list-style-type: none"> <li>• Publicly Noticed Meetings and Agenda Packets (Town Commission &amp; Planning &amp; Zoning)</li> <li>• Letter mailed to residences on 89<sup>th</sup> and 90<sup>th</sup> streets for first meeting held in July (similar to planning &amp; zoning notices)</li> <li>• Door hangers to residences on 89<sup>th</sup> and 90<sup>th</sup> streets</li> <li>• Posted notice at Publix and Starbucks</li> <li>• Multiple e-blasts</li> </ul>
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				<ul style="list-style-type: none"> <li>• Website notices on the calendar and Town news</li> <li>• Included in multiple gazette newsletters</li> <li>• Channel 93</li> <li>• Nextdoor postings on the Town's page</li> <li>• Delivery of meeting notices to residencies on 89<sup>th</sup> and 90<sup>th</sup> streets for second meeting held in March</li> <li>• Surveys on Nextdoor and SurveyMonkey</li> </ul> <p>Town collected resident feedback through a number of these channels including emails and phone calls.</p> <p>At the April 10, 2018 Town Commission Meeting, the Town Commission approved a motion to terminate the One-Way Street Project tested on 89<sup>th</sup> Street and 90<sup>th</sup> Street.</p> <p>On April 16, 2018, Public Works returned the traffic pattern on 89<sup>th</sup> Street and 90<sup>th</sup> Street to two-way traffic west of Harding Avenue.</p>
3.		Road closure of 95 <sup>th</sup> Street and Abbott Avenue	Closed	<p>On November 7, 2017, CGA submitted for review and approval Work Authorization No. 108 for Traffic Feasibility Study for Abbott Avenue and 95th Street. The project includes Traffic Analysis and Modeling of the road closure at 95th Street and Abbott Avenue. Total cost will not exceed \$20,149.58.</p> <p>On January 29, 2018, the Town Manager held a meeting with CGA Traffic Engineer Eric Czerniejewski, Asst. Town Manager Duncan Tavares, Public Works Director Randy Stokes and Captain Yero to review and discuss the Feasibility Study results.</p> <p>This item has been deferred due to the impact of closing the 95th Street would generate.</p>
<b>Long Term (19+ months)</b>				
1.		Gate the area west of Harding Avenue and create a special taxing district.	Open	This item is provided here as a place holder.

#	PARKING / TAXIS	STATUS	UPDATE
1.	Create a Resident Only Parking Zone in the north-west section of the 9400 block of Abbott Avenue	Closed	<p>Based on resident requests, a Resident Only Parking Zone was established in the latter part of December 2019 encompassing four parking spaces in the north-west section of the 9400 block of Abbott Avenue. Signage denoting the Parking Zone was procured and installed. Resident only parking decals should be available in January 2020.</p> <p>In January 2020, the Resident Only parking decals were received for the 9400 block of Abbott Avenue and are being distributed.</p>  
2.	The Town of Surfside added 18 new single parking spaces and 2 loading zones in the streets that are east of Collins Avenue. These new parking spaces provide additional parking options for residents and visitors to	Closed	<p>The additional parking spaces are located in the following locations:</p> <ul style="list-style-type: none"> <li>• 100 block of 88<sup>th</sup> Street (4 spaces) effective 06-01-2017</li> </ul>



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

for procuring signage and possible repainting of the parking spaces.

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

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

- All signs installed (2 signs)
- Curb line was painted yellow
- Vehicle space lines were painted yellow
- UBER Ride Share Company has agreed to add the location to their application



The Ride Share Pick-up & Drop Off Trial Program concluded on 11-11-18. A Staff Memorandum regarding the program was prepared and submitted by the Police Department which stated that overall impact

			<p>of the Ride Share Pick-Up &amp; Drop-Off Program has been positive and led to efficiencies of the traffic flow in and around the business district of Surfside. The Police Department recommended that the Ride Share Pick-Up &amp; Drop-Off Program continue as a full-time initiative.</p> <p>The Ride Share Pick-up &amp; Drop-off Program became a permanent on-going program effective November 2018.</p> <p>In July 2019, an additional loading zone will be added in the 300 block of 95 Street on the south side in the Ride Share spaces (zone) between the hours of 6AM-10AM, Monday-Friday to help alleviate commercial truck congestion in the Business District in the early morning hours. The loading zone will be established in August 2019, after ordering and deploying the signs and an evaluation period of three months. Based on the loading zone hours added to the current Ride Share spaces an additional Ride Share space will be established in the 200 block of 95 Street on the south side of the street adjacent to or near the loading zone at that location.</p> <p>In August 2019, an additional loading zone became operational in the Ride Share parking spaces located in the 300 block of 95 Street (south-side) with functional hours of Monday-Friday, 6AM-10AM.</p> <p>An additional Ride Share parking zone (single space) is being established in the 200 block of 95 Street (south side) with an anticipated completion date in September 2019, after the Ride Share signage is received.</p> <p>The additional Ride Share parking space in the 200 block of 95 Street (south side) was completed and became operational on Wednesday 09-25-2019. The space was painted and proper signage installed by Town Public Works personnel.</p>
4.	Parking Rate Increase for Off-Street Parking (Municipal Parking Lots)	Closed	Town of Surfside Resolution No. 18-2517 was adopted by the Town Commission on

		<p>07-10-2018 stipulating a parking rate fee increase from \$1.50 per hour to \$1.75 per hour for all Off-Street (Municipal Parking Lot) spaces.</p> <ul style="list-style-type: none"> <li>• New Parking rate decals were ordered for the Parking Pay Stations with an anticipated delivery date of mid-August 2018.</li> <li>• Temporary Parking Fee Decals with the new rate were placed on the affected Parking Pay Stations.</li> <li>• Effective 07-25-18 at 12:00 pm the \$1.75 Parking rate commenced. Both the Pay Station System and Pay-By-Phone System were updated with the new parking rate for off-street parking.</li> <li>• Notifications of the parking rate change were hand-delivered to Surfside businesses on 07-24-2018.</li> <li>• Email notification of the parking rate change was sent out on 07-25-2018.</li> <li>• Notification of the parking rate change was posted on the Town website on 07-25-2018.</li> <li>• On 07-25-2018, the Town website "Parking" section was reviewed and the areas requiring the new rate change were updated by CGA (Adrian).</li> </ul> <p>New Parking rate decals were received and they were affixed to the Parking Pay Stations in the Municipal Parking Lots on 08-22-2018.</p> <p>At the June 20, 2019, meeting of the Downtown Vision Advisory Committee (DVAC), the Committee formalized recommendations for the Town Commission to consider regarding changing the Off-Street Parking Rates. At the July 9, 2019, Town Commission Meeting the Town Commission discussed and approved parking rate changes for all Town Off-Street Parking (Municipal Parking Lots) as follows:</p> <ul style="list-style-type: none"> <li>• Weekends/Holidays: <ul style="list-style-type: none"> <li>○ 9:00 AM - 5:00 PM</li> </ul> </li> </ul>
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			<p>\$3.00/hour with a 4-hour limit that is not renewable</p> <ul style="list-style-type: none"> <li>○ 5:00 PM – 9:00 AM \$2.00/hour with a 4-hour limit that is renewable</li> <li>● Weekdays: <ul style="list-style-type: none"> <li>○ 9:00 AM - 5:00 PM \$2.00/hour with a 4-hour limit that is not renewable</li> <li>○ 5:00 PM – 9:00 AM \$2.00/hour with a 4-hour limit that is renewable</li> </ul> </li> </ul> <p>For the August 13, 2019, Town Commission Meeting the Police Department submitted a memorandum for Approval to Modify the Parking Rate and Parking Time Limits for Off-Street Parking (Municipal Parking Lots) through Town Resolution.</p> <p>At the August 13, 2019, Town Commission meeting the Commission approved the Off-Street (Municipal Parking Lots) Modifications to the Parking Rates and Parking Time Limits as previously described. Notifications regarding the new rates and time limits were posted on the Town website and were sent out on social media. Effective August 19, 2019, the new Off-Street Parking Rates and Parking Time Limits commenced.</p>
5.	Variable Parking Rate for On-Street Parking Spaces in the Business District (9400 and 9500 blocks of Harding Avenue)	Closed	<p>At the 03-12-19, Town Commission meeting the Town Commission approved the following changes to a staff recommendation to initiate a Variable Parking Rate for On-Street Parking Spaces in the Business District (9400 and 9500 blocks of Harding Avenue). The Variable Parking Rate will be as follows: Weekdays (Mon-Fri) only between 10:00 AM – 4:00 PM will be \$4.00/hour with a 2-hour limit (after the expiration of 2 hours the parking space is not renewable between the hours of 10:00 AM – 4:00 PM and the vehicle will not be permitted to park in an On-Street parking space in the Business District until after 4:00PM).</p> <p>The Town Commission requested a review be conducted regarding the effects of the On-Street Variable-Rate in the Business District, and the review be submitted two months after the rate change implementation date. The resolution will be</p>

			<p>voted on at the Town Commission Meeting on 04-09-19.</p> <p>The resolution was approved by the Town Commission and on Monday 04-15-2019, the Variable Parking Rate was implemented without issue for the Parking Pay Stations and Pay-By-Phone Systems. A two-month evaluation of the program will be submitted in June 2019.</p> <p>On June 18, 2019, the Police Department submitted the two-month evaluation report for the Business District Variable Parking Rate change. The report was available to the Town Commission for review. At the July 9, 2019 Commission Meeting the Business District Variable Parking Rate change was approved on a permanent basis.</p>
6.	Taxi Cab Stands added and changed	Closed	<ul style="list-style-type: none"> <li>• The Taxi Cab Stand at 94<sup>th</sup> Street &amp; Collins Avenue was reduced from (4) vehicles to (2) vehicles.</li> <li>• 94<sup>th</sup> Street &amp; Harding Avenue (across from Publix) will have a (2) vehicle Taxi Cab Stand. *One metered parking space has been added.</li> <li>• In the 200 block of 92<sup>nd</sup> Street (North side in front of the Marriott) one metered parking space was removed and replaced with a (1) vehicle Taxi Cab Stand.</li> <li>• A (2) vehicle Taxi Cab Stand has been added to the south side of the 200 block of Collins Avenue.</li> </ul> <p>On 11-15-17, Chief Allen met with the management of the Azure Condominium regarding the taxi stand at 94<sup>th</sup> Street and Collins Avenue. They had no complaints regarding the location of the stand and were not aware of complaints or traffic concerns from residents of the condo. The taxis crossing Collins Avenue do not interfere with the exiting of cars from their building. The manager was happy that the stand was reduced from four to two taxis.</p> <p>One person has voiced opposition with the location of the taxi stand being across the street because it is unsightly and wants it moved.</p>

			Chief Allen next met with the valet manager of the Grand Beach Hotel who said the two taxi stand is working out well and when a taxi is needed they signal for one from the stand. Chief Allen also met with the General Manager of the hotel regarding the concern and asked for one space for a taxi on the hotel property. The GM agreed. The space is just inside the garage and is now opened for taxi use.
7.	2018 Parking Permits for the 9400 and 9500 blocks of Byron Avenue	Closed	The 2018 Byron Avenue Parking Permits are only for residents and their guests on the 9400 & 9500 blocks of Byron Avenue. The application and the registration process instructions were included in the December 2017 Surfside Gazette. Residents must provide proof of residency and may obtain up to 3 permits per household. Only residents and their guests may park in these areas with the proper permit all other vehicles are subject to being issued a parking citation.
8.	Replacement of No Parking Signs and additional No Parking Signs 9400 block of Abbott Avenue	Closed	Based on Police Department observations the replacement of No Parking Signs that are in poor condition, and additional No Parking Signs will be installed in the 9400 block of Abbott Avenue. Public Works is working in conjunction with the Parking Department to complete this project. The signs were received and installed the week of February 25, 2019.

Respectfully submitted by:

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Guillermo Olmedillo, Town Manager





# Town of Surfside, FL

## Attachment "A"

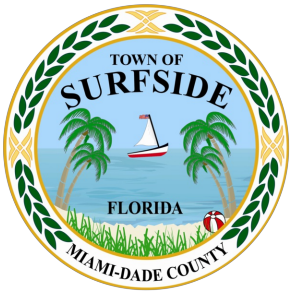
### Between Apr 01, 2020 and Apr 30, 2020

10 requests were opened

18 requests were closed

The average time to close was 8.8 days.

REQUEST CATEGORY	OPENED	CLOSED	DAYS TO CLOSE
Code Compliance (Violation)	3	4	8.6
Solid Waste (Residential) (PW)	3	3	0.8
Beach Issue	1	3	15.2
Code Compliance (Safety Concern)	1	3	8.0
Other	1	2	5.8
Police (Safety Concern)	0	2	20.4
Dead Animal	1	1	0.1
96 Street Park (P & R)	0	0	0.0
Barking Dog	0	0	0.0
Beach Patrol	0	0	0.0
Community Center (P & R)	0	0	0.0
Construction Issues	0	0	0.0
Dog Stations (P & R)	0	0	0.0
Drainage/Flooding (PW)	0	0	0.0
Graffiti (in park) (P & R)	0	0	0.0
Graffiti (PW)	0	0	0.0
Hawthorne Tot-Lot (P & R)	0	0	0.0
Parking Issue	0	0	0.0
Pothole (PW)	0	0	0.0
Solid Waste (Commercial) (PW)	0	0	0.0
Street lights (PW)	0	0	0.0
Surfside Dog Park (P & R)	0	0	0.0
Utilities (Water/Sewer) (PW)	0	0	0.0
Veterans Park (P & R)	0	0	0.0



# Town of Surfside, FL

## Between Jan 01, 2014 and Apr 30, 2020

1176 requests were opened

1154 requests were closed

The average time to close was 25.1 days.

REQUEST CATEGORY	OPENED	CLOSED	DAYS TO CLOSE
Other	253	252	24.2
Beach Issue	203	193	21.0
Code Compliance (Violation)	153	153	28.0
Parking Issue	102	102	3.3
Police (Safety Concern)	82	82	9.0
Code Compliance (Safety Concern)	95	95	30.5
Street lights (PW)	57	56	126.0
Utilities (Water/Sewer) (PW)	41	34	11.2
Construction Issues	40	40	15.3
Drainage/Flooding (PW)	35	33	25.6
Solid Waste (Residential) (PW)	27	27	21.1
Dog Stations (P & R)	15	15	4.7
Barking Dog	12	12	20.0
Community Center (P & R)	11	10	11.6
Surfside Dog Park (P & R)	9	9	1.3
96 Street Park (P & R)	10	10	3.2
Solid Waste (Commercial) (PW)	7	7	7.3
Hawthorne Tot-Lot (P & R)	7	7	33.6
Pothole (PW)	6	6	27.2
Beach Patrol	4	4	3.8
Dead Animal	4	4	15.8
Graffiti (PW)	3	3	25.2
Graffiti (in park) (P & R)	0	0	0.0
Veterans Park (P & R)	0	0	0.0

**To:** Guillermo Olmedillo, Town Manager  
**From:** Rachel Pinzur, Public Information Representative  
**Date:** April 30, 2020  
**Subject:** April Social Media (Nextdoor) Report

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As part of the Town's communication strategy, the Public Information Representative (PIR) uses Nextdoor to provide residents with helpful information especially amid the coronavirus crisis and to further direct strategy based on matters that are important to residents. Nextdoor is only one of several communication channels used to reach residents including the Town's at-risk seniors and most vulnerable communities.

During the month of April, the PIR continued to mostly publish posts regarding the COVID-19 pandemic. The Town of Surfside remains committed to staying on top of the most up-to-date information in order to make informed decisions to help safeguard the Surfside community. As the situation is changing rapidly, the Town provides regular updates as new information emerges.

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



TOWN OF SURFSIDE, FLORIDA  
 MONTHLY BUDGET TO ACTUAL SUMMARY  
 FISCAL YEAR 2020  
 As of MARCH 31, 2020  
 50% OF YEAR EXPIRED (BENCHMARK)

Agenda Item #

Page

1 of 3

May 12, 2020

GOVERNMENTAL FUNDS	ACTUAL	ANNUAL BUDGET	% BUDGET
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**GENERAL FUND - 001**

REVENUE	\$ 12,705,057	\$16,549,272	77%
EXPENDITURES	6,735,299	\$16,549,272	41%
Net Change in Fund Balance	5,969,758		
Fund Balance-September 30, 2019 (Unaudited)	14,984,104		
Fund Balance-March 31, 2020 (Reserves)	\$ 20,953,862		

**TOURIST RESORT FUND - 102**

REVENUE	\$ 1,816,457	\$3,308,050	55%
EXPENDITURES	1,286,008	\$3,308,050	39%
Net Change in Fund Balance	530,449		
Fund Balance-September 30, 2019 (Unaudited)	1,639,134		
Fund Balance-March 31, 2020 (Reserves)	\$ 2,169,583		

**POLICE FORFEITURE FUND - 105**

REVENUE	\$ 13,445	\$101,300	13%
EXPENDITURES	71,645	\$101,300	71%
Net Change in Fund Balance	\$ (58,200)		
Fund Balance-September 30, 2019 (Unaudited)	105,724		
Fund Balance-March 31, 2020 (Reserves)	\$ 47,524		

**TRANSPORTATION SURTAX FUND - 107**

REVENUE	\$ 94,432	\$276,000	34%
EXPENDITURES	216,653	\$276,000	78%
Net Change in Fund Balance	(122,221)		
Fund Balance-September 30, 2019 (Unaudited)	328,377		
Fund Balance-March 31, 2020 (Reserves)	\$ 206,156		

**BUILDING FUND - 150**

REVENUE	\$ 252,288	\$1,517,713	17%
EXPENDITURES	615,102	\$1,517,713	41%
Net Change in Fund Balance	(362,814)		
Fund Balance-September 30, 2019 (Unaudited)	2,563,518		
Fund Balance-March 31, 2020 (Reserves)	\$ 2,200,704		

**CAPITAL PROJECTS FUND - 301**

REVENUE	\$ 112,500	\$250,000	45%
EXPENDITURES	101,254	\$250,000	41%
Net Change in Fund Balance	11,246		
Fund Balance-September 30, 2019 (Unaudited)	3,048,583		
Fund Balance-March 31, 2020 (Reserves)	\$ 3,059,829		

**NOTES:**

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

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

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

REVENUE	\$ 1,206,279	\$4,424,500	27%
EXPENDITURES	1,081,897	\$4,424,500	24%
Change in Net Position	124,382		
Unrestricted Net Position-September 30, 2019 (Unaudited)	(1,477,313)		
Unrestricted Net Position-March 31, 2020 (Reserves)	<u>\$ (1,352,931)</u>		

**MUNICIPAL PARKING FUND - 402**

REVENUE	\$ 665,127	\$1,333,618	50%
EXPENDITURES	583,406	\$1,333,618	44%
Change in Net Position	81,721		
Unrestricted Net Position-September 30, 2019 (Unaudited)	1,185,311		
Unrestricted Net Position-March 31, 2020 (Reserves)	<u>\$ 1,267,032</u>		

**SOLID WASTE FUND - 403**

REVENUE	\$ 874,434	\$2,132,673	41%
EXPENDITURES	1,114,046	\$2,132,673	52%
Change in Net Position	(239,612)		
Unrestricted Net Position-September 30, 2019 (Unaudited)	655,448		
Unrestricted Net Position-March 31, 2020 (Reserves)	<u>\$ 415,836</u>		

**STORMWATER FUND - 404**

REVENUE	\$ 390,486	\$1,034,704	38%
EXPENDITURES	337,561	\$1,034,704	33%
Change in Net Position	52,925		
Unrestricted Net Position-September 30, 2019 (Unaudited)	3,200,646		
Unrestricted Net Position-March 31, 2020 (Reserves)	<u>\$ 3,253,571</u>		

**FLEET MANAGEMENT FUND - 501**

REVENUE	\$ 477,426	\$987,346	48%
EXPENDITURES	652,006	\$987,346	66%
Change in Net Position	(174,580)		
Unrestricted Net Position-September 30, 2019 (Unaudited)	822,860		
Unrestricted Net Position-March 31, 2020 (Reserves)	<u>\$ 648,280</u>		




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 Jason D. Greene, Finance Director

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 Guillermo Olmedillo, Town Manager

**Town of Surfside**  
**Net Funds Historical Balances**  
**Period 2016 - March 2020**

FUND	9/30/2016	9/30/2017	9/30/2018	9/30/2019	3/31/2020	CAGR <sup>(a)</sup>
General	\$ 7,368,408	\$ 8,460,802	\$ 10,902,050	\$ 14,984,104	\$ 20,953,862	26.7%
Tourist Resort	363,407	469,880	356,313	1,639,134	2,169,583	65.2%
Police Forfeiture	141,755	164,933	159,527	105,724	47,524	-9.3%
Transportation Surtax	354,264	388,363	263,292	328,377	206,156	-2.5%
Building	-	1,742,910	2,760,673	2,563,518	2,200,704	-3.6%
Capital Projects	1,154,352	576,122	2,158,902	3,048,583	3,059,829	38.2%
Water & Sewer	(2,827,890)	(3,048,579)	(2,546,398)	(1,477,313)	(1,352,931)	-19.5%
Municipal Parking	1,111,941	811,013	943,315	1,185,311	1,267,032	2.2%
Solid Waste	245,941	429,743	601,201	655,448	415,836	38.6%
Stormwater	3,392,370	3,264,379	3,203,878	3,200,646	3,253,571	-1.9%
Fleet Management	-	-	-	822,860	648,280	N/A
<b>Total</b>	<b>\$ 11,304,548</b>	<b>\$ 13,259,566</b>	<b>\$ 18,802,753</b>	<b>\$ 27,056,392</b>	<b>\$ 32,869,446</b>	<b>30.6%</b>

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



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

**TO: Mayor and Town Commission**

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

**CC: Guillermo Olmedillo, Town Manager**

**DATE: May 7, 2020**

**SUBJECT: Office of the Town Attorney Report for May 12, 2020**

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

April 7, 2020 – Virtual Special Town Commission Meeting  
April 16, 2020 – Virtual Regular Commission Meeting  
April 21, 2020 - Virtual Special Town Commission Meeting  
April 28, 2020 - Virtual Special Town Commission Meeting  
May 5, 2020 – Virtual Budget Workshop Meeting

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



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

**Commission Support:**

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

**Staff Support:**

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

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

## **Key Issues:**

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

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

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

- Resolution and Preparation of Adoption of Travel, Transportation and Meal Policy for Town Officials and Employees
- Resolutions Adopting Proposed 2019/2020 Millage Rate and Budget
- Regulation of Herbicides/Glyphosate
- Ordinance Establishing Limitations for Hotels in the H40 District South of 93 Street
- Renewal/Amendment of Post Office Lease with USPS
- Ordinance on Residential Setbacks
- Text Messaging Policy for Town Employees
- Resolution Declaring Climate Crisis
- Resolution Adopting Climate Crisis Report
- Ordinance Amending Purchasing Code
- Ordinance on Artificial Turf
- Ordinance Repealing Aggregated Setbacks
- Emergency Declaration and Emergency Measures and Orders related to the COVID-19 health pandemic.
- Contract Review Related to COVID-19 health pandemic.
- Resolution Establishing Budget Committee
- Resolution On Parks and Recreation Committee
- Resolution Revising Down Vision Advisory Committee (DVAC) Charter
- Resolution Revising Resiliency Reserve Fund Policy
- Repeal of Ch 90 Zoning Code and Map and Adoption of New Zoning Code

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

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

**Special Matters:** Continued monitoring of new case law and legislation from Federal, State and County, including implementation of adopted House and Senate Bills for the 2020 Florida Legislative Session. Matters which we will continue to work on and anticipate in the upcoming months include, implementation of various policy directives from newly elected Mayor and Town Commissioners, orientation and training of newly elected Commissioners related to

Sunshine Law, Public Records Law and Ethics, issues related to the COVID-19 health pandemic, including issuance and implementation of various emergency orders and measures, review of existing contracts for services related to the COVID-19 pandemic, review of utility/franchise agreements, review of loans regarding water/sewer facilities, review and analysis of Resort Tax and Tourist Board legislation, procurement of professional services and contracts, FAA revised NextGen flights paths, review and policy implementation of revisions to Zoning Code and Map, review and monitoring of all Development Orders and approvals, police matters and agreements, stormwater utility fees' methodology and collection, and various procurements and service or provider agreements for Town improvements, facilities and programs.

## Agenda Deadline Dates

MONTH	Deadline - Items To		Agenda Deadline - All		Agenda	
	Town Attorney	Completed Items To	Town Clerk	Distribution	Date	Commission Meeting
January 2020	10/20/2019	1/3/2020	1/3/2020	1/8/2020	1/14/2020	
February 2020	1/17/2020	1/31/2020	1/31/2020	2/5/2020	2/11/2020	
March 2020	2/18/2020	3/3/2020	3/3/2020	3/6/2020	3/12/2020*	
April 2020	3/24/2020	4/7/2020	4/7/2020	4/10/2020	4/16/2020*	
May 2020	4/17/2020	5/1/2020	5/1/2020	5/6/2020	5/12/2020	
June 2020	5/15/2020	5/29/2020	5/29/2020	6/3/2020	6/9/2020	
July 2020	6/19/2020	7/3/2020	7/3/2020	7/8/2020	7/14/2020	
August 2020	7/17/2020	7/31/2020	7/31/2020	8/5/2020	8/11/2020	
September 2020	8/18/2020	9/1/2020	9/1/2020	9/4/2020	9/10/2020*	
October 2020	9/18/2020	10/2/2020	10/2/2020	10/7/2020	10/13/2020	
November 2020	10/20/2020	11/3/2020	11/3/2020	11/6/2020	11/12/2020*	
December 2020	11/13/2020	11/27/2020	11/27/2020	12/2/2020	12/8/2020	
January 2021	12/18/2020	1/1/2021	1/1/2021	1/8/2020	1/14/2021*	

\*3/10/2020 Meeting changed to Thursday 3/12/2020 in observance of P Purim

\*4/14/2020 Meeting changed to Thursday 4/16/2020 in observance of Passover

\*09/08/2020 Meeting changed to Thursday 09/10/2020 due to Labor Day Holiday

\*11/10/2020 Meeting Changed to Thursday 11/12/2020 due to Veteran's Day holiday

\*01/12/2021 Meeting changed to Thursday 01/14/2021 due to Christmas and New Year's holidays



# MEMORANDUM

ITEM NO. 90

**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

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 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 6.0  
Conduct Market  
Survey and Provide  
External  
Assessment  
Summary**

**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



**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

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~~Mayor 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 ~~mayor~~ 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 (43) 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: \_\_\_\_\_

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





**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 #:** 9V

**Date:** May 12, 2020

**From:** Mayor Charles W. Burkett

**Subject:** Proposed Charter Amendment

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On Tuesday, May 12, 2020, Surfside can take another bold step towards halting the over-development that was inflicted upon our Town by the former Mayor and most of his Commission allies over the last 10 years.

Your new Commission took the brave step at the last meeting to initiate the process to throw out the entire developer approved code now in use. It also voted to return Surfside to the 2004 code that was in place at the time 92% of residents voted to enshrine strict development restrictions into our Charter – Surfside’s version of the U.S.’s Constitution.

Over the last 10 years, starting in 2010, after I lost that election, Mr. Dietch and his allies went to work systematically changing the zoning laws, which allow builders free reign in the Collins / Harding district and elsewhere in our Town.

They even went so far as to gut our 2004 Charter amendment – the one designed to protect against the types of changes in the zoning code that Mr. Deitch and his allies would make in the zoning code over the last 10 years.

The next part of the story will get a little into the weeds, however it will show HOW, Mr. Dietch and his over-development allies, seized the power back from the residents to control development in Surfside by CHANGING the Charter.

In my opinion, what you’re going to read now is really the most shocking part of the entire scheme.

In a breath-takingly deceptive and dishonest move, Mr. Dietch and his over-development allies, put forward a ballot question titled “RESTRICTION ON DEVELOPMENT”.

Not only were the contents of the proposed ballot question NOT restrictive, they catastrophically eviscerated the protections that had been written into the document.

Residents were understandably completely hoodwinked by the flowery language in the question that appeared on the ballot.

For instance, ask yourself these questions after reading the ballot question (attached) over a few times:

- a) What part of the question/statement contains restrictions? Answer: none.
- b) What is being reinforced? Answer: nothing.
- c) What is being clarified? Answer: nothing, however there's a whole lot being changed.

If you're wondering - like I was, what any of the ballot language really means, you'd have to look to the next (2nd attachment) which was the actual 'before and after' language in our Charter.

The words with lines under them are additions by Dietch and Company, and the words with lines through them, conversely were removed by Dietch and Company.

You can now see that NONE of the changes were "reinforcements" or "clarifications."

The changes were simply – changes - put in place to give developers the zoning code they needed to begin to turn Surfside into Sunny Isles or Miami Beach.

For instance:

The term "units per acre" replaced the term "floor areas."  
"Maximum allowable floor area ratios" were stricken.  
"Building heights" were redefined and,  
Language pointing to the amendment being approved by Surfside voters was stripped out.

Does any of the foregoing sound like MORE "restrictions on development", the title of the ballot question? It is not!

Or does it sound to you, like it sounds to me? – A fraud perpetrated on the voters of Surfside, grossly misleading them with a deceptive ballot question, so elected officials could accommodate their developer friends by undoing and rewriting our protective zoning code.

Thursday, we have a chance to begin to unwind all of the unsavory and manipulative actions that were taken by the former Mayor and his over-development allies and I hope you'll join us to make it happen.

I want to address those who will say, let's just fix the current code and not go back to the old code by saying, it's not possible.

The reason the “new” zoning code was voted in was because it was newly written from start to finish, top to bottom – and for a very specific reason which we all are now seeing around us.

In a nutshell, the old code allowed small buildings on small lots and big ones on big lots. It regulated uses in our small Town to areas that supported those uses. It limited heights, size & many other important metrics.

The Dietch and his over-development allies zoning code now in place, initially put forward in 2010, has allowed developers to build bigger, higher and denser and is now so riddled with goodies, added by Mr. Dietch and his over-development allies over the last 10 years, that it needs to be thrown out, just as our old code was.

Yes, our old code may need some updates and tweaks before it’s perfect for 2020, and I’m very sure our new Commission is committed to supporting each one of those, but the point is, it’s better to fix a code that was written and put into place by those who cared for and wanted to protect residents from over development, rather than to try to fix an entire code that was sanctioned and put into place by those whose objective it was to turn our Town into Sunny Isles or Miami Beach!

See you Tuesday, May 12th at 7pm.



## **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

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

**From:** Guillermo Olmedillo, Town Manager

**Date:** April 14, 2020

**Subject:** Design Review Board

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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 - 1689

**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**

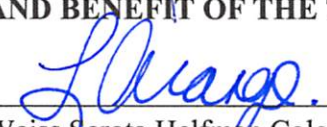
Commissioner Barry Cohen	<u>yes</u>
Commissioner Michael Karukin	<u>NO</u>
Commissioner Tina Paul	<u>yes</u>
Vice Mayor Daniel Gielchinsky	<u>yes</u>
Mayor Daniel Dietch	<u>yes</u>

  
\_\_\_\_\_  
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



# MEMORANDUM

ITEM NO. 9BB

**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

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

By Vendor Name

1067 - WEISS SEROTA HELFMAN COLE

Payment Date Range -

Payable Number	Description	Units	Price	Post Date	1099 Account Number	Payment Number	Account Name	Amount	Shipping Dist Amount	Tax	Discount	Net	Payment
12345	SEP-19 PARTICIPATION OF COAL OF CITIES F19/30/2019	0.00	0.00	1,923.08	001-1500-514-31-10	112423	1/22/2020	1,923.08	0.00	0.00	0.00	1,923.08	1,923.08
212256	LEGAL FEES DECEMBER 2018 12/1/2018-12/31/28/2019	0.00	0.00	2,596.52	001-1500-514-31-10	109435	2/22/2019	2,596.52	0.00	0.00	0.00	2,596.52	2,596.52
212257	LEGAL FEES DECEMBER 2018 12/1/2018-12/31/28/2019	0.00	0.00	29,653.84	001-1500-514-31-10	109435	2/22/2019	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	125.00	001-220-90-10	109435	2/22/2019	125.00	0.00	0.00	0.00	125.00	125.00
212259	LEGAL FEES DECEMBER 12/1/2018-12/31/201/28/2019	0.00	0.00	125.00	001-220-90-10	109435	2/22/2019	125.00	0.00	0.00	0.00	125.00	125.00
212260	LEGAL FEES DECEMBER 2018 12/1/2018-12/31/28/2019	0.00	0.00	6,267.29	001-1500-514-31-10	109435	2/22/2019	6,267.29	0.00	0.00	0.00	6,267.29	6,267.29
212261	LEGAL FEES DECEMBER 12/1/2018-12/31/201/28/2019	0.00	0.00	482.50	001-1500-514-31-10	109435	2/22/2019	482.50	0.00	0.00	0.00	482.50	482.50
213421	LEGAL FEES FOR JANUARY 2019	0.00	0.00	858.00	001-1500-514-31-10	109833	4/8/2019	858.00	0.00	0.00	0.00	858.00	858.00
213422	LEGAL FEES FOR JANUARY 2019	0.00	0.00	1,225.00	001-1500-514-31-10	109833	4/8/2019	1,225.00	0.00	0.00	0.00	1,225.00	1,225.00
213423	LEGAL FEES JANUARY 2019	0.00	0.00	29,660.22	001-1500-514-31-10	109833	4/8/2019	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	125.00	001-220-90-10	109833	4/8/2019	125.00	0.00	0.00	0.00	125.00	125.00
213425	LEGAL FEES FOR JANUARY 2019	0.00	0.00	1,533.00	001-1500-514-31-10	109833	4/8/2019	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	250.00	001-220-90-10	109833	4/8/2019	250.00	0.00	0.00	0.00	250.00	250.00
213427	LEGAL FEES FOR JANUARY 2019	0.00	0.00	1,625.00	001-1500-514-31-10	109833	4/8/2019	1,625.00	0.00	0.00	0.00	1,625.00	1,625.00
213905	LEGAL FEES FEBRUARY 2019	0.00	0.00	2,273.50	001-1500-514-31-10	109833	4/8/2019	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
2113906	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
2113908	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	29,655.06	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	6,200.00	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	383.00	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	4,175.00	0.00	0.00	4,175.00	4,175.00
215204	LEGAL FEES FOR FEB. 2019 /PERIOD 3/1/19-3/4/16/2019	0.00	0.00	913.70	3/1/19-3/4/16/2019	Y 110114		PROFESSIONAL SERVICES	5/6/2019	913.70	913.70	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	2,395.65	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	29,656.30	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	475.00	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	1,300.00	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	3,909.00	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	297.00	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	375.00	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	3,736.50	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	1,311.50	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	29,615.66	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	1,075.00	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	1,200.00	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	925.00	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	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
216033	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
216033	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	6/19/2019	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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	0.00	0.00	840.00	840.00

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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
219594	LEGAL FEES FOR JUNE 20	0.00	0.00	840.00	8/29/2019	001-1500-514-31-10		PROFESSIONAL SERVICES		840.00					
219594	GENERAL LABOR 07/2019	0.00	0.00	1,057.90	8/29/2019	001-1500-514-31-10	Y 111309	PROFESSIONAL SERVICES	9/19/2019	1,057.90	0.00	0.00	0.00	1,057.90	1,057.90
219595	POLICE MATTERS 07/2019	0.00	0.00	129.00	8/29/2019	001-1500-514-31-10	Y 111309	PROFESSIONAL SERVICES	9/19/2019	129.00	0.00	0.00	0.00	129.00	129.00
219596	MONTHLY RETAINER 7/2019	0.00	0.00	29,634.00	8/29/2019	001-1500-514-31-10	Y 111309	PROFESSIONAL SERVICES	9/19/2019	29,634.00	0.00	0.00	0.00	29,634.00	29,634.00
219597	LAND USE RECOVER - EDEN	0.00	0.00	450.00	8/29/2019	001-1500-514-31-10	Y 111309	COST RECOVERY	9/19/2019	450.00	0.00	0.00	0.00	450.00	450.00
219599	LEGAL FEE FOR JULY 2019 PERIOD 7/1/2019-8/29/2019	0.00	0.00	4,266.50	8/29/2019	001-1500-514-31-10	Y 111309	PROFESSIONAL SERVICES	9/19/2019	4,266.50	0.00	0.00	0.00	4,266.50	4,266.50
219600	SUSTAINABILITY & RESILIENCY COMMITTEE 7/2019	0.00	0.00	537.50	8/29/2019	001-1500-514-31-10	Y 111309	PROFESSIONAL SERVICES	9/19/2019	537.50	0.00	0.00	0.00	537.50	537.50
219601	SURF CLUB 7/2019	0.00	0.00	200.00	8/29/2019	001-1500-514-31-10	Y 111309	PROFESSIONAL SERVICES	9/19/2019	200.00	0.00	0.00	0.00	200.00	200.00
219879	POLICE MATTERS 7/2019	0.00	0.00	3,436.00	9/12/2019	001-1500-514-31-10	Y 111309	PROFESSIONAL SERVICES	9/19/2019	3,436.00	0.00	0.00	0.00	3,436.00	3,436.00
220398	PROFESSIONAL SERVICES RENDERED AUG-19 9/17/2019	0.00	0.00	2,986.20	9/17/2019	001-1500-514-31-10	Y 111432	PROFESSIONAL SERVICES	9/30/2019	2,986.20	0.00	0.00	0.00	2,986.20	2,986.20
220399	POLICE MATTERS AUG-19	0.00	0.00	228.60	9/17/2019	001-1500-514-31-10	Y 111432	PROFESSIONAL SERVICES	9/30/2019	228.60	0.00	0.00	0.00	228.60	228.60
220400	PROFESSIONAL SERVICES FOR CODE ENFORC/9/17/2019	0.00	0.00	1,182.50	9/17/2019	001-1500-514-31-10	Y 111432	PROFESSIONAL SERVICES	9/30/2019	1,182.50	0.00	0.00	0.00	1,182.50	1,182.50
220401	MONTHLY RETAINER FOR LEGAL SERVICES AL 9/17/2019	0.00	0.00	29,770.12	9/17/2019	001-1500-514-31-10	Y 111432	PROFESSIONAL SERVICES	9/30/2019	29,770.12	0.00	0.00	0.00	29,770.12	29,770.12
220402	LAND USE COST REC. YOUNG ISRAEL-ADA RAM 9/30/2019	0.00	0.00	3,700.00	9/30/2019	001-220-90-10	Y 111432	COST RECOVERY	9/30/2019	3,700.00	0.00	0.00	0.00	3,700.00	3,700.00
220403	LAND USE COST RECOV. KRIEG, DAVID & BELLA 9/17/2019	0.00	0.00	930.00	9/17/2019	001-220-90-10	Y 111432	COST RECOVERY	9/30/2019	930.00	0.00	0.00	0.00	930.00	930.00
220404	LAND USE COST RECOV. EDEN SURFSIDE AUG 9/17/2019	0.00	0.00	250.00	9/17/2019	001-220-90-10	Y 111432	COST RECOVERY	9/30/2019	250.00	0.00	0.00	0.00	250.00	250.00
220405	SPECIAL PROJECTS	0.00	0.00	450.00	9/17/2019	001-1500-514-31-10	Y 111432	PROFESSIONAL SERVICES	9/30/2019	450.00	0.00	0.00	0.00	450.00	450.00
220406	LITIGATION	0.00	0.00	3,276.00	9/17/2019	001-1500-514-31-10	Y 111432	PROFESSIONAL SERVICES	9/30/2019	3,276.00	0.00	0.00	0.00	3,276.00	3,276.00
220407	SOLIMAR COND-CHALLENGE UTI. FEES LITIG 9/17/2019	0.00	0.00	5,640.00	9/17/2019	001-1500-514-31-10	Y 111432	PROFESSIONAL SERVICES	9/30/2019	5,640.00	0.00	0.00	0.00	5,640.00	5,640.00

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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
2220408	PREPARATION 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
2221976	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
2221977	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
2221978	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
2221979	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
2221980	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
2221981	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
2221982	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 ISR	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 COLL	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 COND	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

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

Payable Number	Item Description	Description	Units	Price	Amount	Post Date	1099 Account Number	Payment Number	Account Name	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
223552	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	0.00	0.00	29,612.50	29,612.50	
223552	NOV-19 MONTHLY RETAINER		0.00	0.00	29,612.50	12/12/2019	Y 112198		PROFESSIONAL SERVICES	12/23/2019	29,612.50	0.00	0.00	29,612.50	29,612.50	
223553	NOV-19 PROFFESIONAL S		0.00	0.00	725.00	12/12/2019	Y 112198		PROFESSIONAL SERVICES	12/23/2019	725.00	0.00	0.00	725.00	725.00	
223554	DEC-19 SPECIAL LITIGATION		0.00	0.00	1,042.50	12/12/2019	Y 112198		PROFESSIONAL SERVICES	12/23/2019	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	Y 109833		PROFESSIONAL SERVICES	4/8/2019	50.00	0.00	0.00	50.00	50.00	
	LEGAL FEES FEBRUARY 20		0.00	0.00	50.00		001-1500-514-31-10		PROFESSIONAL SERVICES		50.00	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>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>485,923.86</b>	<b>485,923.86</b>	



## 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%.

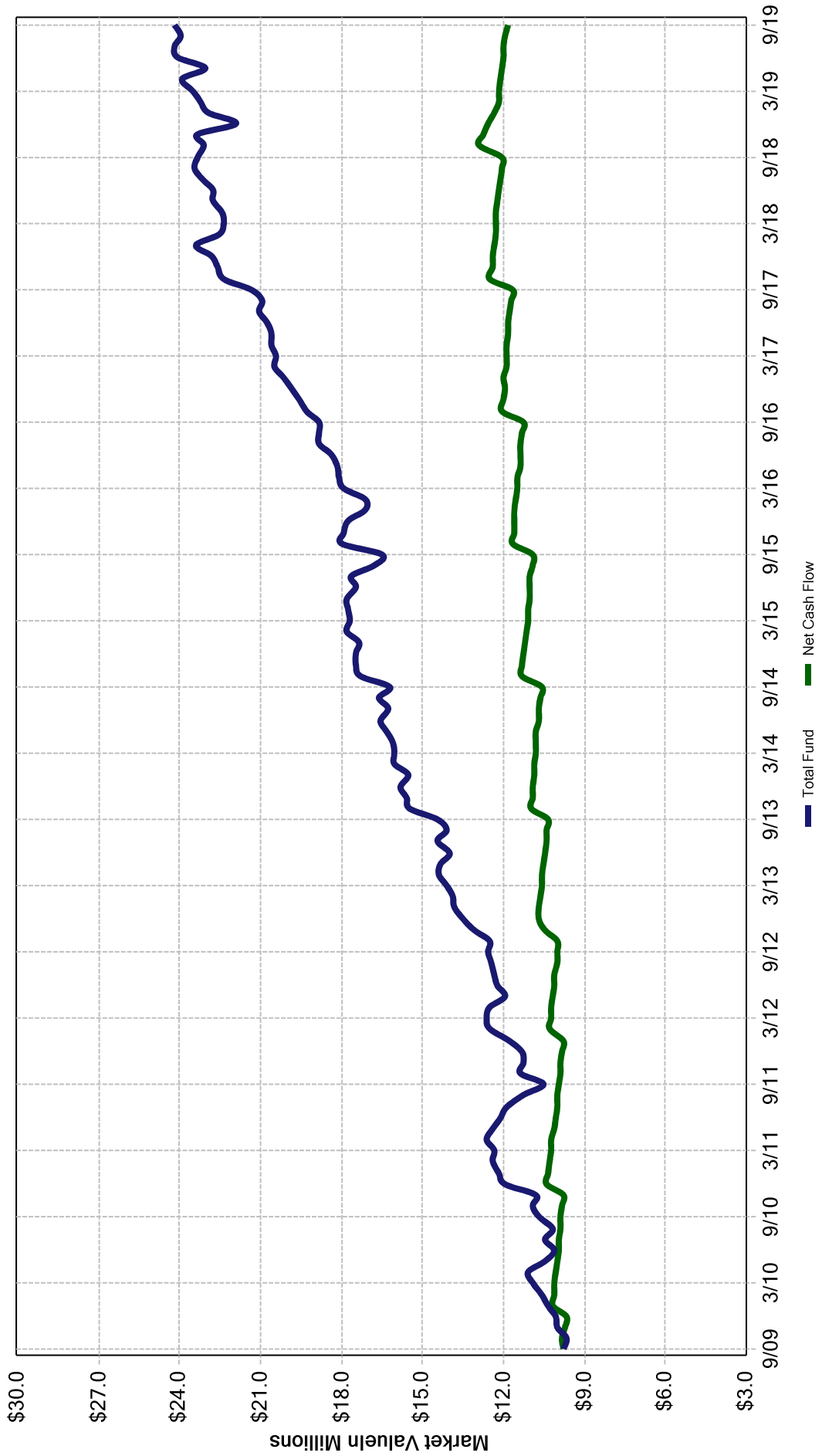
It is important to note that the Town has always funded the total amount of the actuarial required payment.

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

Reviewed by GO

Prepared by YSM

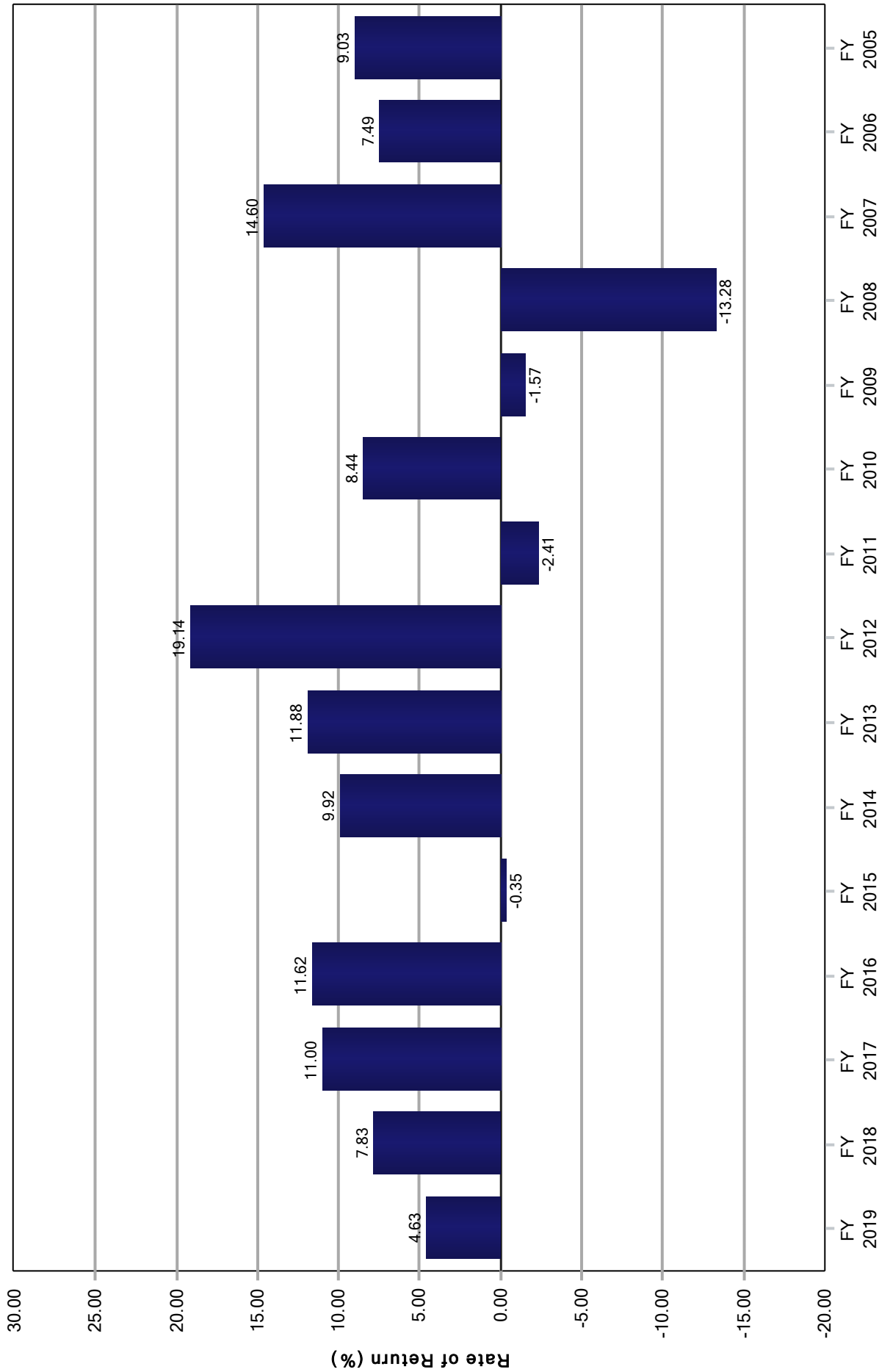
Retirement Plan For Employees Of The Town Of Surfside  
 Growth of Investments  
 October 1, 2009 Through September 30, 2019



<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



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

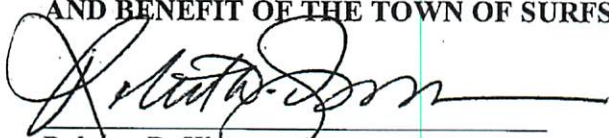
On Final Reading Second by: Commissioner Karukin

**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

—

**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.

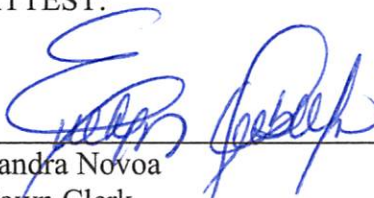
**Section 7.** This ordinance shall become effective upon final passage.

**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







# MEMORANDUM

ITEM NO. 9DD

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission  
**From:** Guillermo Olmedillo, Town Manager  
**Date:** May 12, 2020  
**Subject:** Increase Lighting Plan

---

At the March 24, 2020 Special Commission Meeting, Town Administration was directed to provide a plan for the increase of residential street lighting.

Please find attached requested report being provided with this communication.

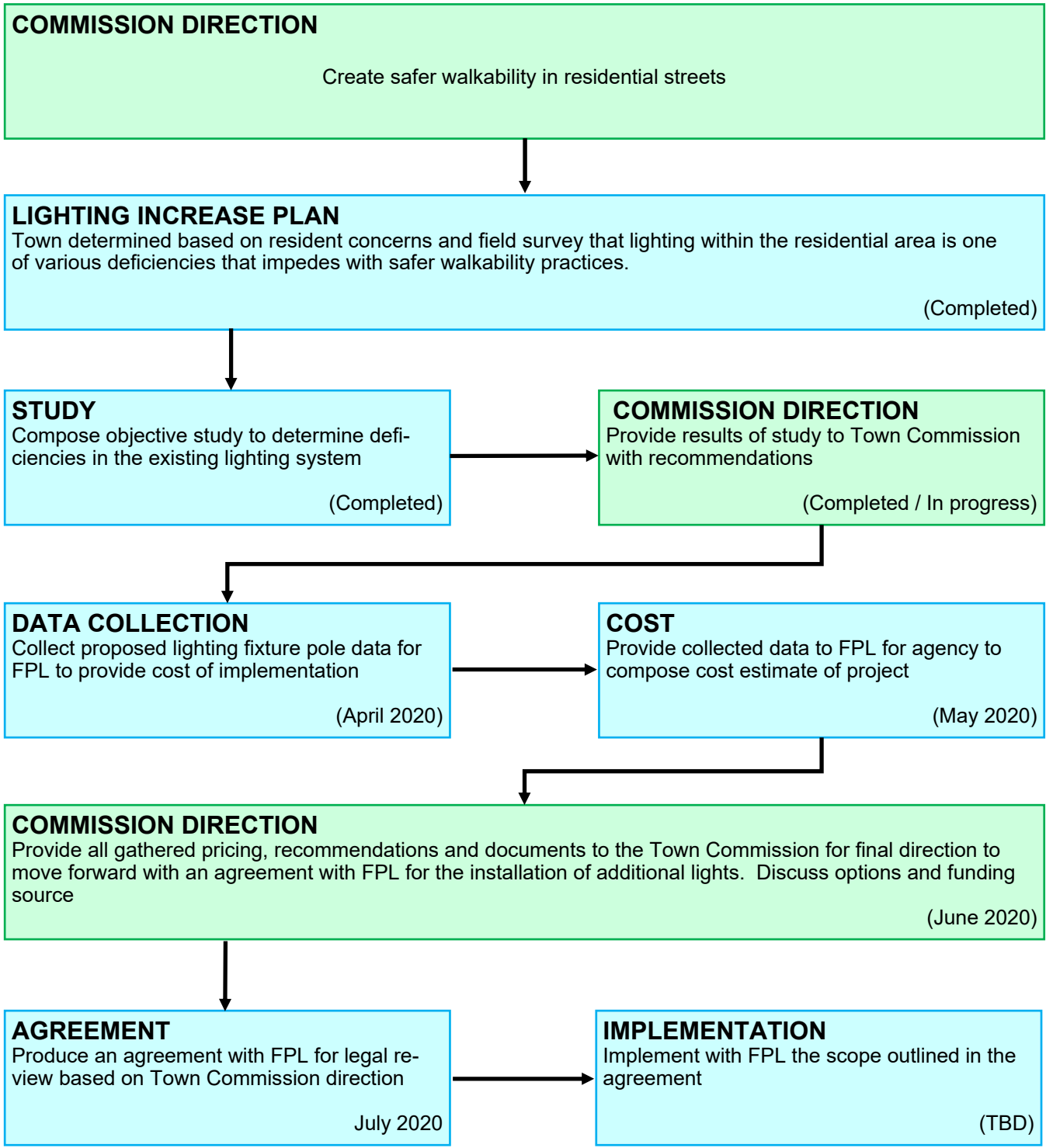
Reviewed by: HG/RS

Prepared by: HG



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

Update as of March 30th, 2020





# MEMORANDUM

ITEM NO.

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

**From:** Guillermo Olmedillo, Town Manager

**Date:** February 28<sup>th</sup>, 2020

**Subject:** Analysis for Determination of Additional Lighting Locations in Residential Areas within the Town of Surfside

---

The Town of Surfside, in an effort to address pedestrian safety and promote walkability within the Town, recently partnered with Florida Power and Light (FPL) to upgrade all residential street lighting from high pressure sodium bulbs to Light Emitting Diodes (LED). The lighting upgrade project was completed in January 2020 with a total of 236 fixtures changed. After the conversion, the Public Works Department performed various nightly walkthroughs to evaluate the outcome of the conversion. As a result, a 33% increase in illumination per fixture was obtained. This determination was made by comparison of photometrics of both the new LED lighting and high-pressure sodium bulbs. Photometrics is the measurement of lighting. For the comparisons made, photometric data used was the surface coverage of lighting onto asphalt surface from both fixtures, before and after conversion.

Illumination is not uniform throughout the Town. Even after the FPL conversion project, various “dark” areas exist that continue to remain a hazard. The Town administration will proceed to perform an analysis on illumination deficiencies still present. In order to eliminate subjectivity in the determination of the location and number of new light fixtures and or poles to have uniform illumination at the pedestrian level, the Town administration will prepare an analysis that incorporates the following:

1. Use the technical specifications of the equipment in place already obtained from FPL.
2. Use the information that the Town has already collected on the location of light fixtures including previous lighting data.
3. Draw the area illuminated from each lighting fixture, using the technical specifications already obtained.
4. Produce a map (GIS or similar) with the proposed locations of new lights and or poles.

5. Propose a plan to add lights where pedestrian level lighting does not have uniform illumination and deficiencies determined

The proposed plan allows for a non-subjective determination of areas in need of additional lighting. The proposed plan will provide hazard areas based on existing and collected data. An alternative plan to have individuals estimate where additional illumination should go based on visual interpretation can lead to subjective results. The Town administration will move forward with the presented plan of analysis as per Town Commission direction. The results will be reported to the Town Commission through an update.

Reviewed by

Prepared by

# **TOWN OF SURFSIDE**

**Public Works Department**

## **“Residential Street Lighting Photometric Analysis and Recommendations”**

**February 26, 2020**

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

Prepared By:



Public Works Department

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**METHODOLOY** ..... 5  
**ANALYSIS** ..... 6  
**RECOMMENDATION AND CONCLUSION** ..... 15

**ATTACHMENTS**

- Appendix A – *“Town of Surfside Street Light Inventory”*- 1 Page
- Appendix B – *“Product Specification Photometrics”*- 3 Pages
- Appendix C – *“Street Light Photometric”* - 2 Pages
- Appendix D – *“Proposed Street Lights Map”*. - 1 Page

## INTRODUCTION

The Town of Surfside is a coastal community within Miami-Dade County with approximately 5,844 residents based on 2017 population figures. The Town has various districts which include commercial high-rise, commercial retail and residential single family. Each of these districts has lighting infrastructure provided by different agencies. **Table A – “Lighting Inventory by Responsible Authority”** below outlines the total quantity of light fixtures per district and the responsible party for lighting maintenance:

Item Number	District	Responsible Party	Total # of Fixtures	Type of Fixture
1	Residential	FP&L	243	LED
2	Downtown Surfside	Town of Surfside	24	LED
3	A1A & Harding Ave	Miami-Dade County	62	High Pressure Sodium
4	Beach Ends	FP&L / Town of Surfside	11	HPS and LED

**Table A – “Lighting Inventory by Responsible Authority”**

**Table A – “Lighting Inventory by Responsible Authority”** is composed based on a Geographical Information System (GIS) mapping composed in 2018 by Town Engineer of Record (EOR), Calvin Giordano and Associates (CGA) and confirmed by the Town’s Public Works Department. The GIS map titled “Town of Surfside Street Light Inventory” can be found in **Appendix A – “Town of Surfside Street Light Inventory”**.

In late 2019, the Town of Surfside Commission approved the conversion of High-Pressure Sodium lights (HSP) throughout the residential area to Light Emitting Diode (LED) with the objective of minimizing operating costs for night-time illumination of public right of way and increase effectiveness of illumination. The lighting upgrade project was completed in January 2020 with a total of 236 fixtures changed. After the conversion, the Public Works Department performed various nightly walkthroughs to evaluate the outcome of the conversion. As a result, a 33% increase in illumination per fixture was obtained. This determination was made by comparison of photometrics of both the new LED lighting and high-pressure sodium bulbs. Photometrics is the measurement of lighting. For the comparisons made, photometric data used was the surface coverage of lighting onto asphalt surface from both fixtures, before and after conversion. The photometrics of the previous high sodium pressure bulbs (HPS) and recently installed LED fixtures can be found in **Appendix B – “Product Specification Photometrics”**.

Currently, Florida Department of Transportation (FDOT) is working with Miami-Dade County (MDC) and is scheduled to convert a portion of street lights on A1A and Harding Avenue for fiscal year 2021-2022 to LED. Additionally, the Town of Surfside converted all Town maintained street lights to LED already. During the February 2020 Town Commission meeting, the Town Commission gave direction to the Town Manager to proceed with performing a street lighting analysis in order to determine where additional lights are needed.

## OBJECTIVE

Increase the quantity of residential street lighting fixtures with locations non-subjectively selected with the purpose to create safer walkability by increasing illumination during evening hours.

Illumination is not uniform throughout the Town. Even after the conversion project within the residential area, various “dark” areas exist that continue to remain a hazard for walkability during night-time hours. **Picture A** – “*Photograph of Dickens Avenue and 92<sup>nd</sup> street*” below shows the composition of dark areas and light areas as they pertain to a residential street block within the Town.



**Picture A** – “*Photograph of Dickens Avenue and 92<sup>nd</sup> street*”

The Town Administration performed an analysis based on information gathered and field visits in order to increase the quantity of residential street lighting fixtures with locations non-subjectively selected with the purpose of creating safer walkability by increasing illumination



during evening hours. Furthermore, a **Recommendation and Conclusion** section is provided in this analysis report to assist with Town Commission direction decision.

## **METHODOLOY**

In order to eliminate subjectivity in the determination of the location and number of new light fixtures to have uniform illumination at the pedestrian level, the analysis by Town administration incorporated the following items:

- Use the technical specifications of the equipment in place already obtained from FPL. This involved the comparison of photometric charts of both HPS bulbs and LED fixtures which are included in **Appendix B** – *“Product Specification Photometric”*.
- Use the information that the Town has already collected on the location of light fixtures including previous lighting data in order to overlay photometric chart data onto existing GIS maps provided in **Appendix A** – *“Town of Surfside Street Light Inventory”*.
- Draw the area illuminated from each lighting fixture, using the technical specifications already obtained onto in **Appendix A** – *“Town of Surfside Street Light Inventory”* in order to create **Appendix C** – *“Street Light Photometric”*.
- Produce a map (GIS or similar) with the proposed locations of new lights and or poles after item number 1, item number 2 and item number 3 have been evaluated. **Appendix D** – *“Proposed Street Lights Map”*.

Based on the findings, **Table C** – *“Recommendation Table”* was composed which incorporates the findings of the analysis and makes various illumination goals depending on the number of lighting fixtures proposed. This analysis does not include cost figures or cost estimates.

## ANALYSIS

The analysis for residential street light photometric is provided in this section. The analysis is based on the proposed methodology that was presented to the Town Commission during the February 2020 Town Commission General Meeting.

Use the technical specifications of the equipment in place already obtained from FPL. This involved the comparison of photometric charts of both HPS bulbs and LED fixtures which are included in **Appendix B – “Product Specification Photometrics”**.

Both photometric data for high pressure sodium bulbs and LED fixtures were compared side by side. Two distances were obtained for each lighting system; these are the longitudinal distance and width distance. Longitudinal distance is referring to the distance on each side of the fixture and width distance is the distance in front of the fixture. Both distances vary depending on the height of the fixture installation. Based on the information gathered from product specification photometrics, **Table B – “Lighting Coverage by Fixture”** below was composed to present findings.

Item Number	Type of Fixture	Longitudinal Distance (Feet)	Width Distance (Feet)	Finding Source
1	High Pressure Sodium	50	40	Field Measurement
2	High Pressure Sodium	70	50	Specification Sheet
3	LED	85	40	Field Measurement
4	LED	75	20	Specification Sheet

**Table B – “Lighting Coverage by Fixture”**

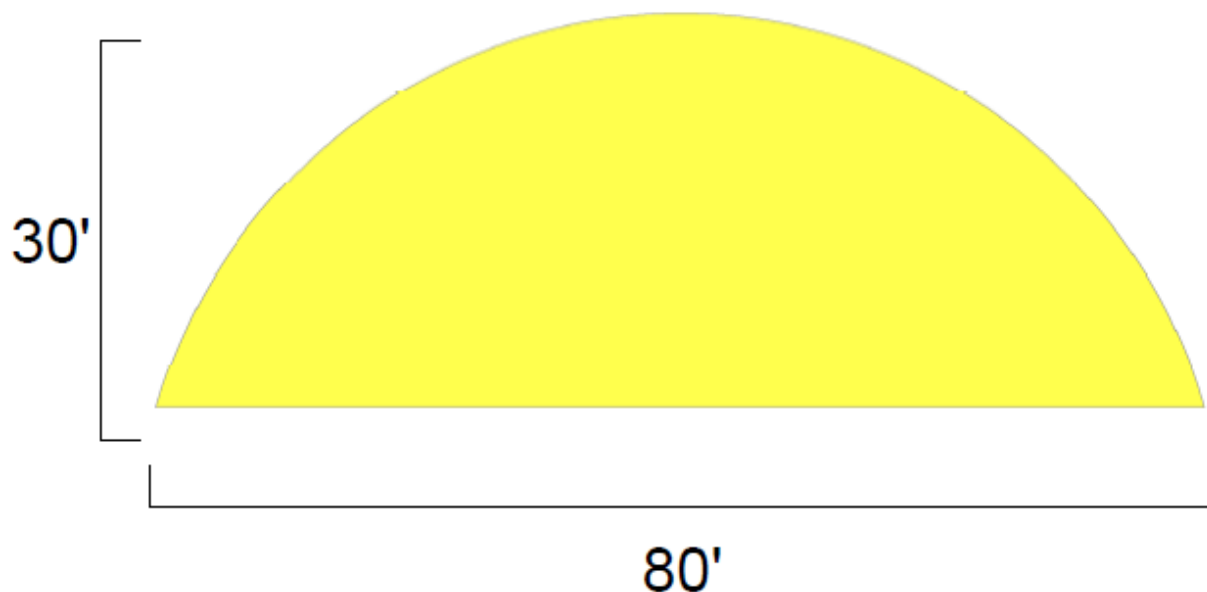
**Table B – “Lighting Coverage by Fixture”** also presents field measurements of each fixture as there was a difference in field conditions to product specification conditions. The difference was the height of installation. The Town of Surfside has fixtures installed higher than presented in product specification by a total of 5 feet with a margin of error of 3 feet. Based on findings, an average of both measurements was taken and presented in **Table C – “Lighting Coverage by Fixture Average”** as shown below:

Item Number	Type of Fixture	Longitudinal Distance (Feet)	Width Distance (Feet)	Finding Source
1	High Pressure Sodium	60	45	Average
2	LED	80	30	Average

**Table C – “Lighting Coverage by Fixture Average”**

It is worth noting that the figures present are the effective lighting of each light based on their design intent. Each fixture covers areas greater than shown in **Table B – “Lighting Coverage by Fixture”** but these areas are dimmer and not effective lighting areas. Secondly, **Appendix B – “Product Specification Photometrics”** provides photometrics in a disformed shape which resembles a dis-figured circle. For the purpose of this analysis, the photometric impact area was averaged and converted to a defined semi-circle. **Picture B – “Photometric Impact Area”** below presents the averaged fixture coverage area that was used for the analysis.

## DIMENSIONS



**Picture B – “Photometric Impact Area”**

**Picture B – “Photometric Impact Area”** will be referred to as the illumination zone for the remainder of the analysis. It was used as an overlay onto residential street maps in order to determine areas that are not receiving effective illumination coverage. Furthermore, there is a 6-foot to 8-foot offset from above ground utility poles to light fixture (light source) which is due to the arm length of each lighting fixture. This distance was taken into consideration. Lastly, non-effective lighting behind each lighting fixture was not taken into account. This is because these areas are not considered walkable areas and are of private property majority. Additionally, measurements of these areas illumination by LED lighting fixtures is difficult due to private property lighting distortion.

Use the information that the Town has already collected on the location of light fixtures including previous lighting data in order to overlay photometric chart data onto existing GIS maps provided in **Appendix A** – “Town of Surfside Street Light Inventory”. Draw the area illuminated from each lighting fixture, using the technical specifications already obtained onto in **Appendix A** – “Town of Surfside Street Light Inventory” in order to create **Appendix C** – “Street Light Photometric”.

**Appendix A** – “Town of Surfside Street Light Inventory” was used to assess the areas currently obtaining illumination and compared to the areas not receiving. Based on findings, there are currently an average of 3.00 lighting fixtures per block. Page 2 of **Appendix A** – “Town of Surfside Street Light Inventory”, lays out a typical section of a Town block. A Town block from street to street along the same avenue in the residential area is approximately 525 linear feet. Based on the average amount of lights, a total of 240 linear feet out of the entire 525 linear feet of a typical block has illumination. Therefore, it was determined that the average lighting per typical block is approximately 45%. **Diagram A** – “Typical Lighting Per Block Diagram”, below creates a visual representation of the 45% illumination of an average typical roadway.



**Diagram A** – “Typical Lighting Per Block Diagram”

In **Diagram A** – “Typical Lighting Per Block Diagram”, the entire strip represents a typical block along an avenue from street to street. For example, Garland Ave from 89<sup>th</sup> Street to 90<sup>th</sup> Street. The yellow sections represent the illumination zone. The black sections represent the areas where minimal to no illumination is present. Since this is an average representation of actual field conditions, it has been simplified for analysis purposes. As previously stated, even though the average coverage per existing LED fixture is 40 feet each way (80 feet total), the fading effect of each fixture may add additional coverage. The fading effect is the dimming of the illumination as the distance from the point of origin increases. The fading effect distance was not used in the analysis because it is not considered optimal illumination. The following pictures provide a reality perspective to **Diagram A** – “Typical Lighting Per Block Diagram”.



**Picture C** – *“Town of Surfside Night-time Aerial on 02-21-2020”*



**Picture D** – *“Town of Surfside Night-time Aerial on 02-21-2020 “*

Produce a map (GIS or similar) with the proposed locations of new lights and or poles after item number 1, item number 2 and item number 3 have been evaluated. **Appendix D** – *“Proposed Street Lights Map”*.

Propose a plan to add lights where pedestrian level lighting does not have uniform illumination and deficiencies determined.

During the evaluation of all information, it was determined that 45% of the single-family residential areas right of way within the Town are illuminated. This is based on the lighting illumination per street as an average. Prior to determining locations of additional lights, various variables needed to be considered. The considerations are as follows:

- Number of existing above ground utility poles existing
- Number of existing above ground utility poles with transformers
  - a. Accessibility to transformers if a proposed pole does not have one
  - b. Capacity of transformer
- Location of street where poles are located and if cross alternation can take place (each side of the street)
- Illumination percentage goal

45% existing illumination was based on 3 lighting fixtures per block average. In order to increase illumination, new lighting fixtures need to be added. The current infrastructure allows for additional lighting fixtures since poles either have a transformer or, are within the proximity of a pole with a transformer. To be within the proximity, the nearest pole with transformer needs to be within 2 poles distance. The current lighting fixture spread alternates with every other pole having a fixture. On average, a residential block has 6 poles and 2 transformers.

Based on two neighborhoods surveyed with optimal lighting, 90% illumination was the targeted percentage goal. 90% allows for illumination visibility throughout as lighting transition from one lighting fixture to the next. The 2 neighborhoods surveyed had the same single-family residential style as Town of Surfside. The neighborhoods were as follows:

- North Bay Village – Single Family Residential Area
- Normandy Isle, Miami Beach Single Family Residential Area

**Appendix D** – *“Proposed Street Lights Map”* proposes a total of 133 new fixtures along street blocks in the residential area in order to achieve 90% illumination. This figure breaks

down to an additional 3 fixtures per Town block. In the creation of **Appendix D** – *“Proposed Street Lights Map”*, some Town blocks have proposed 2 additional lighting fixtures and other more than 3 additional lighting fixtures. Even though the average is 3 additional light fixtures per block, some have proposed less since there is an intersection pole that provides block illumination. All proposed locations have an existing pole so only fixture and connection to a transformer are needed. For the most part, all transformers have the capacity for additional lighting fixture. Transformer capacities need to be confirmed with FP&L. The following pictures show areas within Miami-Dade County (MDC) with 90% illumination. The same logic for determination of light percentage in Town of Surfside as used to determine illumination percentages in these areas.



**Picture E** – *“North Bay Village Night-time Aerial on 02-21-2020”*





**Picture F** – *“Normandy Isles Night-time Aerial on 02-21-2020”*



**Picture G** – *“Normandy Isles Night-time Aerial on 02-21-2020”*

## RECOMMENDATION AND CONCLUSION

The analysis was based on 90% illumination which is the maximum number of lighting fixtures to existing poles. **Table C** – “*Recommendation Table*” presents the number of additional fixtures with respective illumination percentage for various options. Refer to table below:

Item number	Number of Additional Lights (Overall)	Average Additional Lights per Block	Illumination Percentage	Comments
1	0	3	45%	No Change
2	89	4	60%	N/A
3	112	5	76%	N/A
4	133	6	90%	Appendix D

**Table C** – “*Recommendation Table*”

At this time, there is no cost estimate for each of the recommendations of **Table C** – “*Recommendation Table*”. Cost estimate will involve coordination with Florida Power and Light (FP&L). Currently, the provided recommendations are based on using existing pole infrastructure. Based on Town Commission direction, a cost estimate can be composed for proposed recommendation options. Any cost estimates pertaining to light fixtures operated by another agency need to be coordinated. In this case, cost estimate needs to be coordinated with Florida Power and Light (FPL).

Some additional considerations include:

- How will additional lighting fixtures in the Right of Way impact the quality of life of residents.
  - Light infiltration into private property
- Other options for increase walkability safety
  - Mid-level pedestrian lighting options
  - Alternative walking options such as sidewalks
  - Enhancing other infrastructure options such as;
    - Thermoplastic striping of roadway markings
    - Roadway Lighting options which include ground and signage lighting



This report was composed using the existing infrastructure present to add additional lighting fixtures to gain an increase in illumination percentage. The proposed locations of the lighting fixtures were based on existing locations of above ground utility poles.

## **Appendix A**




*“Town of Surfside Street Light Inventory”*

1 Page

# Legend

-  City Boundary
-  Parcels

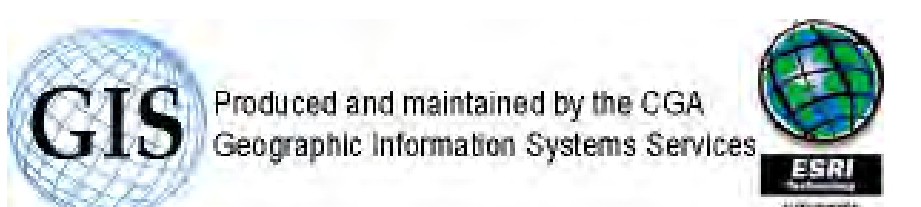
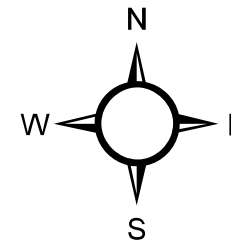
## Owner

-  Surfside
-  FPL
-  Miami-Dade County



# Town of Surfside Street Light Inventory

Print Date: 11/7/2018



## **Appendix B**

*“Product Specification Photometric”*

3 Pages

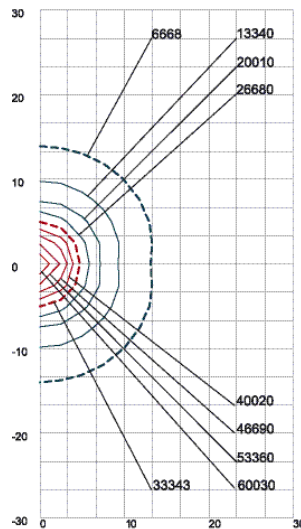
# Photometric Data

## E-17 High Pressure Sodium

BK No.	Lamp Watts	Description	Rated Life	Initial Lumens	Mean Lumens	CRI	CCT(K)
112	35	35W/E-17/HPS/MED/Clear	24,000	2,250	2,025	20	2,100
113	35	35W/E-17/HPS/MED/Diffuse	24,000	2,150	1,935	20	2,100
104	50	50W/E-17/HPS/MED/Clear	24,000	4,000	3,600	21	2,100
105	50	50W/E-17/HPS/MED/Diffuse	24,000	3,800	3,420	21	2,100
108	70	70W/E-17/HPS/MED/Clear	24,000	6,300	5,670	21	2,100
109	70	70W/E-17/HPS/MED/Diffuse	24,000	5,860	5,270	21	2,100
120	100	100W/E-17/HPS/MED/Clear	24,000	9,500	8,550	21	2,100
121	100	100W/E-17/HPS/MED/Diffuse	24,000	8,800	7,920	21	2,100
122	150	150W/E-17/HPS/MED/Clear	24,000	16,000	14,400	21	2,100
123	150	150W/E-17/HPS/MED/Diffuse	24,000	15,000	13,500	21	2,100

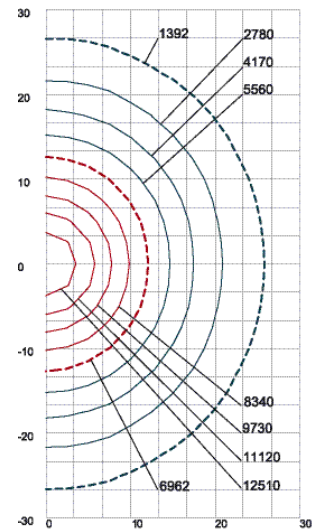
Lumen & Candela Conversion Multipliers	
100W	.60
70W	.40
50W	.25
35W	.14

**NARROW SPOT**



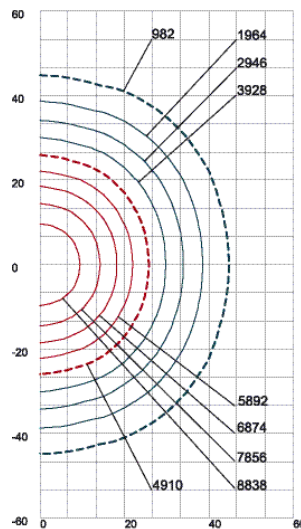
B-K FILENAME : TY11-150-NS-HPS CLEAR-ITLIES  
 Lamp: 150W Clear B-17 High Pressure Sodium  
 IES Beam Type: 24 x 2V  
 Max. Candela: 66686 at 0°H 0°V  
 Beam Spread (at 50% Max CD): 33343 at 10°H 10°V  
 Field Spread (at 10% Max CD): 6668 at 28°H 28°V  
 Total Lumens: 3237

**SPOT**



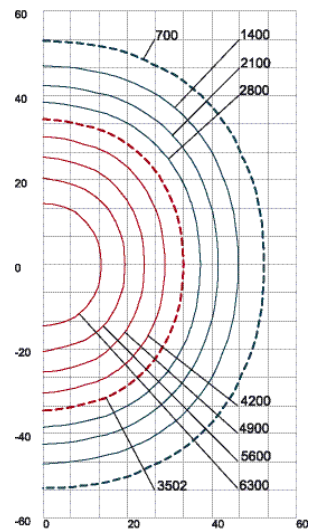
B-K FILENAME : TY11-150-SP SPECULAR-HPS CLEAR-ITLIES  
 Lamp: 150W Diffuse B-17 High Pressure Sodium  
 IES Beam Type: 41 x 4V  
 Max. Candela: 13924 at 0°H 0°V  
 Beam Spread (at 50% Max CD): 6962 at 24°H 25°V  
 Field Spread (at 10% Max CD): 1392 at 51°H 53°V  
 Total Lumens: 3689

**FLOOD**



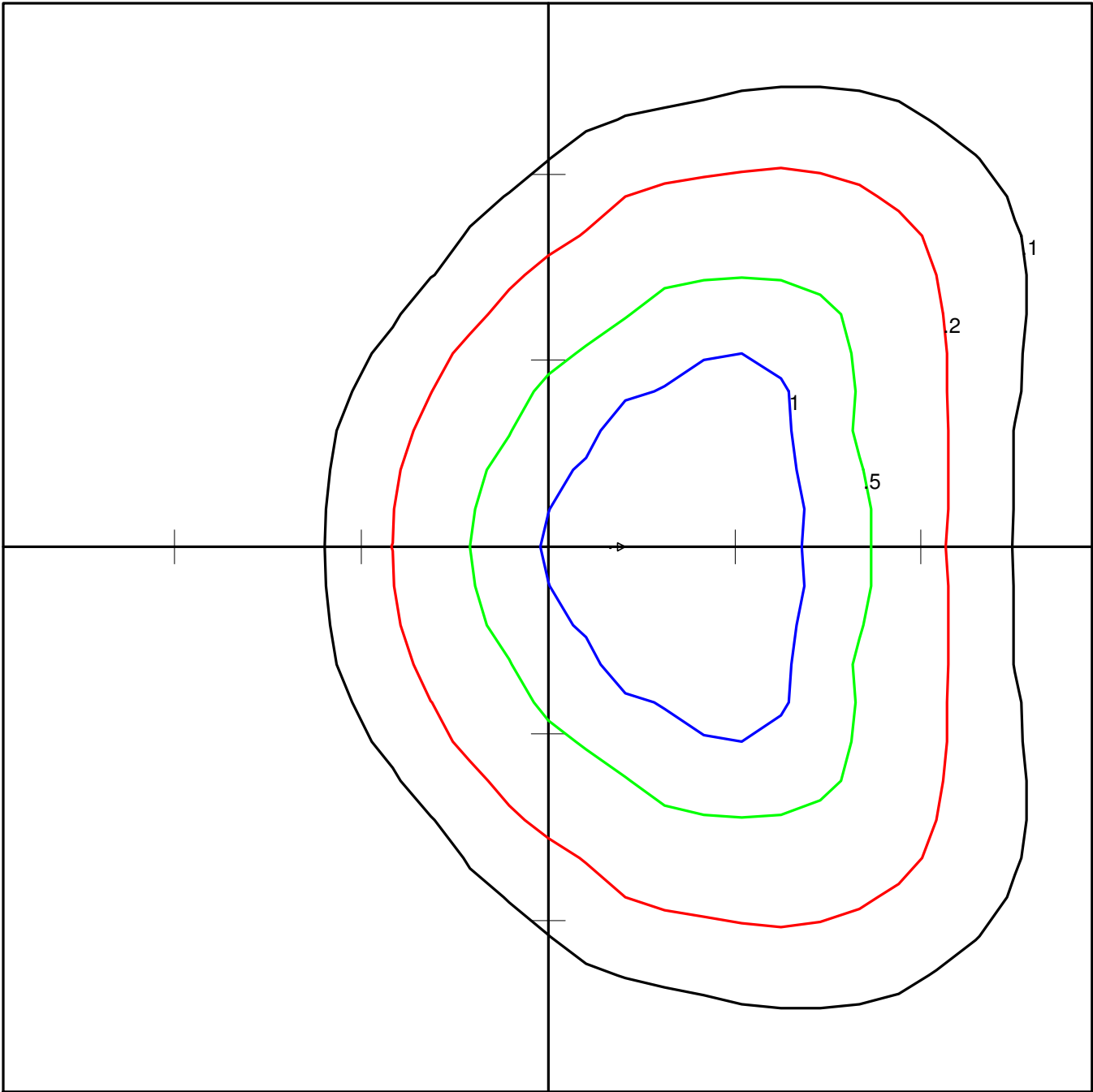
B-K FILENAME : TY11-150-FL-HPS COATED-ITLIES  
 Lamp: 150W Diffuse B-17 High Pressure Sodium  
 IES Beam Type: 51 x 5V  
 Max. Candela: 9821 at 0°H 0°V  
 Beam Spread (at 50% Max CD): 4910 at 52°H 52°V  
 Field Spread (at 10% Max CD): 982 at 90°H 90°V  
 Total Lumens: 3237

**WIDE FLOOD**



B-K FILENAME : TY11-150-WF-HPS COATED-ITLIES  
 Lamp: 150W Diffuse B-17 High Pressure Sodium  
 IES Beam Type: 81 x 8V  
 Max. Candela: 7004 at 0°H 0°V  
 Beam Spread (at 50% Max CD): 3502 at 67°H 68°V  
 Field Spread (at 10% Max CD): 700 at 105°H 106°V  
 Total Lumens: 8569

**Photometric Toolbox**



Cree, Inc  
 RSWS-A-HT-3ME-5L-30K7-UL-xxxx  
 Formed BMC housing, prismatic plastic lens, white inner  
 re  
 flector  
 24 white LEDs

Horizontal Footcandles  
 Scale: 1 Inch = 20 Ft.  
 Light Loss Factor = 1.00  
 Lumens Per Lamp = N.A. (absolute photometry)  
 Luminaire Lumens = 5000  
 Mounting Height = 24.00 Ft  
 Maximum Calculated Value = 1.74 Fc  
 Arrangement: Single  
 Arm Length = 8 Ft






## **Appendix C**




*“Street Light Photometric”*

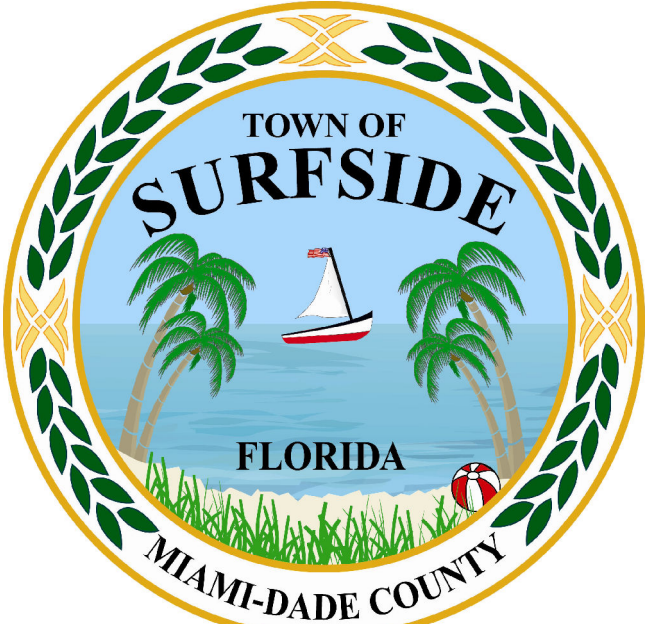
2 Pages

# Legend

-  City Boundary
-  Parcels
-  Illumination Zones

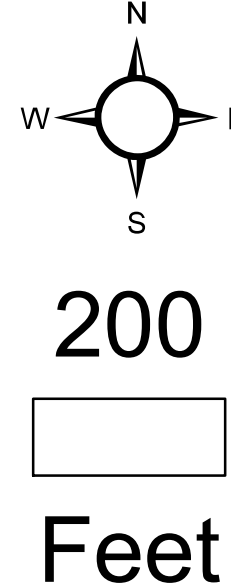
## Owner (Count)

-  Surfside (83)
-  FPL (243)
-  Miami-Dade County (68)



# Town of Surfside Street Light Inventory

Print Date: 2/3/2020

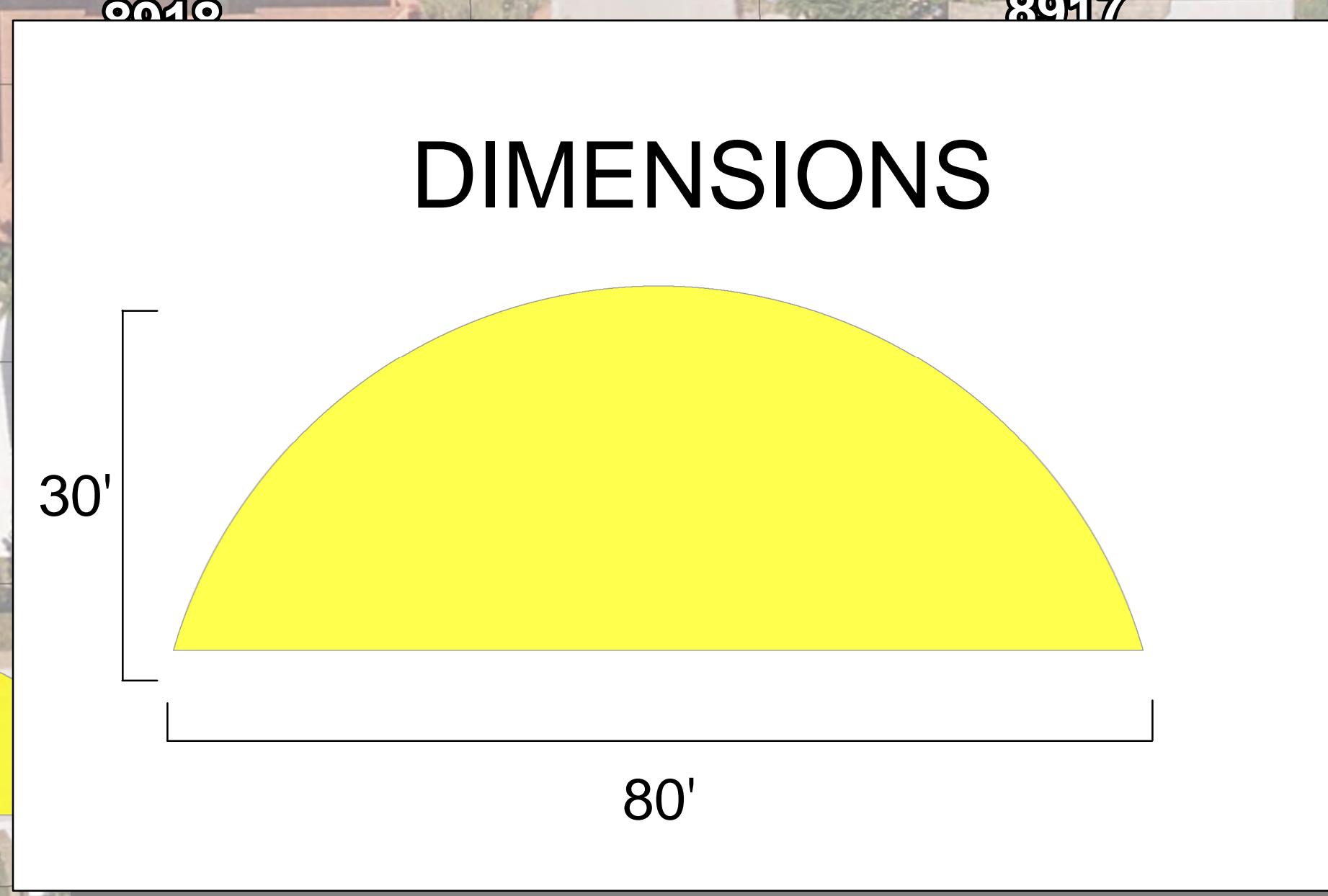


GIS Produced and maintained by the CGA  
Geographic Information Systems Services

Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS™

**Legend**

-  FPL Lights
-  Parcels
-  Illumination Zones



**89TH ST**

**GARLAND AVE**

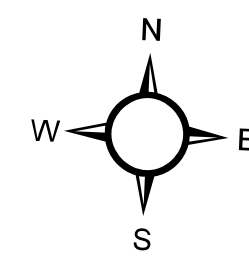
**FROUDE AVE**

**88TH ST**

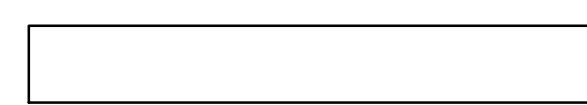


**Town of Surfside  
Block 19  
Street Light Photometrics**

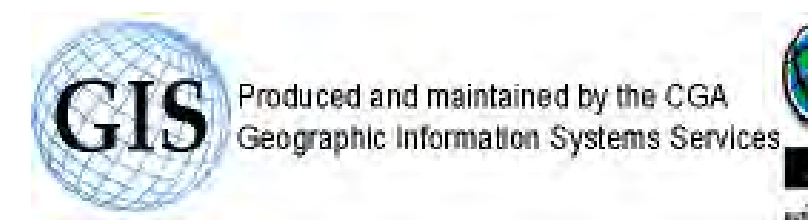
Print Date: 2/5/2020



75



Feet



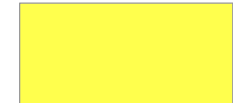



## **Appendix D**





*“Proposed Street Lights Map”*

1 Page

# Legend

-  City Boundary
-  Parcels
-  FPL Illumination Zones
-  Proposed Illumination Zones

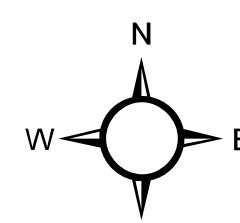
## Owner (Count)

-  Proposed (133)
-  Surfside (83)
-  FPL (243)
-  Miami-Dade County (68)

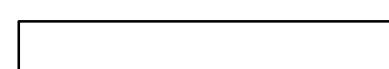


# Town of Surfside Street Light Inventory

Print Date: 2/18/2020



400



Feet

1 inch = 200 feet



Produced and maintained by the CGA  
Geographic Information Systems Services



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS™



**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 #:**

**Date: May 4, 2020**

**From: Vice Mayor Tina Paul**

**Subject: Town Website**

---

**Objective** – Evaluate the current contract for the Town Website to assure the levels of services are being provided.

**Consideration** – Since the impact of coronavirus, the Commission has been working to get information out to residents as it becomes available to keep everyone informed. The Town website has always been revered as the central place for information, therefore it is necessary for Town website to be up to the minute and up to date.

In July 2017 a proposal (attached, previously 5A) was presented and accepted to address information navigation and responsiveness of the website. The proposal was to provide information for residents, visitors and business owners in a clean, efficient easy to navigate, highly purposeful website. With the amount of new information in regards to coronavirus and necessary services, navigation of the Town website has been challenging.

CGA Work Authorization 100, in February 2017 was for Information Technology, Website Hosting, and Multimedia Services. Work Authorization 101 from July 2017 was for Website Redesign. Work Authorization 100, includes up to 20 hours of Multimedia services, or Graphic Design each month. Work Authorization 101 includes content syndication and the option to add a text alert function for an additional \$3,000 per year.

**Recommendation** – Direct the Town Manager or designee to review these contracts and services to ensure the Town is being provided with the work as described in the Work Authorizations.



## Town of Surfside Commission Communication

**Agenda Item #** 5A

**Agenda Date:** July 11, 2017

**Subject:** Town Website

**Background:** The existing Town website was launched in the fall of 2012 with vendor eCity Services. Since that time the Town has refreshed the look of the site but has not had the ability to address the functionality or usefulness of the site due to limitations of the platform.

**Analysis:** On April 13, 2017 the Town Commission approved an Addendum to the Agreement dated October 6, 2014 between the Town of Surfside and Calvin, Giordano & Associates (CGA) and Work Authorization No. 100 to perform Information Technology, Website Hosting and Multimedia Services. The Town has an opportunity to bring this IT function back under the management of the administrative division that traditionally oversees such items for municipalities.

As technology has advanced and improved, the Town now has the opportunity to address long standing issues regarding information navigation and the responsiveness of the website (how it functions and looks on smartphones, tablets etc). In addition, a text alert function will be added to the new site. More information on the new site is provided by CGA in Attachment A. It is anticipated that the new site will go live on November 1, 2017.

**Budget Impact:** The creation of a new website and the implementing of data into the new site will cost \$49,500. While this initiative was not budgeted for FY2016/2017, there are sufficient funds in the operating budget to accommodate the cost of building the new website while not affecting reserves.

Other annual budgeted costs associated with the website are as follows:

- o \$899 per year for the Sitefinity annual licensing / maintenance & upgrades (presently the agreement with eCity Services is \$4325 per year)
- o \$4,995 per year would still be required for the video function (Earth Chanel)
- o \$3,000 per year additional fee for the new text alert function

The data management expenses associated with the website are covered under the Work Authorization No. 101 (See Attachment "A" to the Resolution) and with current staff duties.

The total cost of this project in the amount of \$49,500 will be funded from the following accounts:

- a) Building Services Department  
Other Contractual Services Account No. 150-2500-524-3410 in the amount of \$24,750
- b) General Fund Executive Department  
Other Contractual Services Account No. 001-2000-512-3410 in the amount of \$24,750

**Staff Impact:** Existing staff will assist CGA with the transition of information to the new site and with the ongoing data maintenance.

**Recommendation:** The Administration recommends that the Town Commission approve CGA Work Authorization No. 101 and authorize the expenditure of funds in the amount of \$49,500.

*Stavares*  
*on behalf of*

\_\_\_\_\_  
Guillermo Olmedillo, Town Manager

*Mayte O. Samuella*  
*on behalf of*

\_\_\_\_\_  
Don Nelson, Finance Director



# Memo

To: Duncan Tavares, Surfside Assistant Town Manager

From: Calvin, Giordano & Associates

cc:

Date: 6/16/2017

Re: Town of Surfside Website

---

The goal of a municipal website should be to provide a central repository of information for residents, visitors and business owners. The website should be clean, efficient and easy to navigate by all the Town's constituents. CGAs goal is to provide website hosting services along with a highly purposeful website to assist the needs of Surfside while adhering to the latest Internet trends.

The Town's current website platform cannot meet the needs of a modern website. CGA will be able to develop a new website for the Town of Surfside, which will have a more responsive design for all devices such as mobile phones, tablets and computers. Sitefinity's content management system (CMS) improves upon the Town's current website in many ways. First, Sitefinity provides a simple to use interface with drag-and-drop features to assist the Town's staff in creating stunning page layouts. Sitefinity also allows the Town to store all its documents, images and other files in a centralized database. These files can then be grouped together by categories and be effortlessly retrieved as needed. Sitefinity can also connect to third party services such as Google Analytics to report important demographics on users who visit the Town's site. Finally, Sitefinity has a built-in notification system, eliminating the need for other sites such as Constant Contact for sending out notifications such as Town Meetings and Traffic Alerts.

In 2016, the percentage of websites viewed on mobile devices jumped to just over 51.3%. The trend has been steadily rising as a majority (over 70% in 2016) of the population of the United States owns a smartphone. More websites are being developed or re-developed to respond and conform to the device they are being viewed on. In a mobile-responsive site, the desktop view differs from the mobile view – navigation menus collapse into a simple pulldown menu, multiple columns of content shift into a "stacked" layout, fonts increase or decrease for readability and larger files such as background images may be left out to decrease the amount of data that is needed to download.

Most websites today are not written page by page. Content is dynamic and changes daily and may exist on multiple pages. The need for a cohesive brand that echoes throughout the site, a central repository for managing and displaying official documents, and an organized hierarchical page structure, which facilitates navigation, is essential for any website. This is especially true for municipal websites. Content Management Systems allow for organization and management of a central repository of page

templates, content and digital assets. Sitefinity CMS is a robust platform that offers solutions for websites, such as:

- *Platform agnostic approach* – having the ability to create pages that can be easily adapted to any platform EX:( IOS, Android, Windows, Linux, Mac).
- *User Management* – having the ability to create users and set privileges based on roles; allow specific roles to create/edit/remove content, events and dynamic content, and access administrative content.
- *Template Design Manager* – allows for different layouts for interior web pages, while maintaining a similar look and feel throughout.
- *Reusable Content Management* – offers the ability to reuse common assets, which are applied to multiple pages and content areas; rather than repeating the same information twice (or more times), the content is stored on a list and retrieved dynamically onto the page(s). This allows you to edit once and have the information propagated in every place that it appears; the content is also added via a simple “drag & drop” interface, essentially eliminating the need for coding knowledge.
- *Search Engine Optimization* – allows pages to contain certain keywords that make them visible to search engines; properly categorizing the content on a website will allow users to find you more easily and direct them to the pages and information they need.
- *Digital Asset Management* – organization and categorization of content such as departmental documents, permits, and monthly reports; images; and other dynamic content.
- *Customizable Widgets and Third-party Integration* – additional pieces of code and configurations which allow the site to be more functional and tie-in to external services, such as agenda management applications, streaming media services and online payment.
- *Content syndication* – this allows the both the Town officials and residents to subscribe to various outlets provided by Sitefinity such as text messages, emails campaigns and newsletters.

RESOLUTION NO. 17 - \_\_\_\_\_

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING CALVIN, GIORDANO & ASSOCIATES, INC. WORK AUTHORIZATION NO. 101 FOR SURFSIDE WEBSITE REDESIGN; AUTHORIZING THE EXPENDITURE FROM THE 2016/2017 FISCAL YEAR BUDGET IN THE TOTAL AMOUNT OF \$49,500 FROM THE BUILDING SERVICES DEPARTMENT OTHER CONTRACTUAL SERVICES ACCOUNT NO. 150-2500-524-3410 IN THE AMOUNT OF \$24,750 AND THE GENERAL FUND EXECUTIVE DEPARTMENT OTHER CONTRACTUAL SERVICES ACCOUNT NO. 001-2000-512-3410 \$24,750 IN THE AMOUNT OF \$24,750; PROVIDING FOR APPROVAL AND AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town, pursuant to Section 287.055, Florida Statutes, solicited proposals to perform Professional General Engineering Services (“Services”); and

**WHEREAS**, proposals were evaluated and ranked by a Selection Committee; and

**WHEREAS**, on July 8, 2014, the Town Commission adopted Resolution No. 14-2245, which ratified the ranking of the Proposals and authorized the Town Manager to execute an Agreement with Calvin, Giordano & Associates, Inc. (“CGA”); and

**WHEREAS**, the Town Commission selected CGA to perform services on an on-going, as needed basis, and at the sole discretion of the Town and on October 6, 2014, the Town and CGA entered into an Agreement (hereinafter “Agreement”); and

**WHEREAS**, on February 16, 2017, the Town adopted Resolution No. 17-2421 approving an Addendum to the CGA Agreement to render additional services to perform Information Technology, Website Hosting and Multimedia Services; and

**WHEREAS**, the Town finds it necessary to request CGA to redesign the Town of Surfside website as set forth in Work Authorization No. 101 (Attachment “A”); and

**WHEREAS**, it is in the best interest of the Town to approve Work Authorization No. 101 - Surfside Website Redesign in the total amount of \$49,500.

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

**Section 1. Recitals.** The above recitals are true and correct and incorporated into this Resolution by this reference.

**Section 2. Approval and Authorization.** The Town Commission hereby approves Calvin, Giordano & Associates, Inc. Work Authorization No. 101 – Surfside Website Redesign (Attachment “A”) and authorizes the expenditure of funds from the fiscal year 2016/2017 in the total amount of \$49,500 from the Building Services Department Other Contractual Services Account No. 150-2500-524-3410 in the amount of \$24,750 and the General Fund Executive Department Other Contractual Services Account No. 001-2000-512-3410 \$24,750 in the amount of \$24,750.

**Section 3. Implementation.** The Town Manager is hereby authorized to take any and all action necessary to implement this Resolution.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of July 2017.

Motion by \_\_\_\_\_,

Second by \_\_\_\_\_.

**FINAL VOTE ON ADOPTION**

Commissioner Daniel Gielchinsky \_\_\_\_\_  
Commissioner Michael Karukin \_\_\_\_\_  
Commissioner Tina Paul \_\_\_\_\_  
Vice Mayor Barry Cohen \_\_\_\_\_  
Mayor Daniel Dietch \_\_\_\_\_

\_\_\_\_\_  
Daniel Dietch, Mayor

**ATTEST:**

\_\_\_\_\_  
Sandra Novoa, MMC, Town Clerk

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY FOR THE TOWN OF SURFSIDE ONLY:**

  
\_\_\_\_\_  
Linda Miller, Town Attorney



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS™

- Building Code Services
- Civil Engineering / Roadway & Highway Design
- Coastal Engineering
- Code Enforcement
- Construction Engineering & Inspection (CEI)
- Construction Services
- Data Technologies & Development
- Electrical Engineering
- Engineering
- Environmental Services
- Facilities Management
- Geographic Information Systems (GIS)
- Governmental Services
- Indoor Air Quality
- Landscape Architecture
- Planning
- Project Management
- Redevelopment & Urban Design
- Surveying & Mapping
- Traffic Engineering
- Transportation Planning
- Water / Utilities Engineering
- Website Development

June 30, 2017

Mr. Guillermo Olmedillo  
Town Manager  
**TOWN OF SURFSIDE**  
9293 Harding Avenue  
Surfside, FL 33154

**RE: Work Authorization No. 101**  
**Surfside Website Redesign**  
**CGA Proposal No. 17-9227**

Dear Mr. Olmedillo,

Enclosed for your review and approval is Work Authorization No. 101 for Surfside Website Redesign. The scope of the project includes Website Redesign.

The Scope of Services to be furnished under this Work Authorization includes Data Technologies & Development as shown on the attached Work Authorization.

The Basis of Compensation is a one-time fee of \$49,500.00 to be invoiced in FY2017 for Website Development Services, including re-occurring annual costs for \$8,894.00 to be invoiced in FY2018.

Sincerely,

**CALVIN, GIORDANO & ASSOCIATES, INC.**

Chris Giordano  
Treasurer

1800 Eller Drive  
Suite 600  
Fort Lauderdale, FL  
33316  
954.921.7781 phone  
954.921.8807 fax

[www.cgasolutions.com](http://www.cgasolutions.com)

**TOWN OF SURFSIDE**  
**Surfside Website Redesign**

**PROJECT DESCRIPTION**

**1. SCOPE OF SERVICES**

Calvin, Giordano & Associates, Inc. will perform the following services based on our understanding of the project requirements:

**I. Professional Data Technologies & Development Services**

**A. Phase One**

1. Design / development meeting - up to 4 hours.
2. Install Sitefinity content management system software and hosting setup.
3. Perform requirements analysis on existing website content and sitemap structure.
4. Develop desktop version design. One design concept - up to 4 hours of changes.
5. Program all desktop design templates
6. Program website widgets to include
  - Community Calendar Widget
  - Local Weather Widget
  - Emergency Management System Widget
  - Social media widget to be added at a later date based on the Town commissions direction
7. Set up all pages and menus.
8. Design home page slideshow / section headers with supporting graphics.

9. Transfer all existing content from current website

10. Quality assurance / User acceptance testing

**B. Phase Two**

1. Design / development meeting for mobile display

2. Design Tablet / Phone responsive version for:

- Home page
- Department pages
- Residents section
- Business section
- Government section

3. Program responsive design templates for tablet/phones.

4. Quality assurance / User acceptance testing

**C. Phase Three**

1. Establish content syndication for:

- Link EarthChannel application into site page
- Link WENS application into site page
- Create six email templates for:
  - Traffic Alerts
  - Weekly e-Blasts
  - Monthly Gazette
  - Employment Opportunities
  - Agenda Template
  - General Template
- Link to the Towns Bill Pay application

D. Additional Services

1. Additional Services will be billed to the Town for Services performed outside of the scope mentioned above. Additional services will require approval from Town Administrator before work is commenced. Refer to the rates listed below for all additional services.

- Director Data Technology and Development: \$165.00 hourly
- Network Administrator: \$155.00 hourly
- Sr. Application Development: \$165.00 hourly
- System Support Specialist: \$115.00 hourly
- GIS Specialist: \$125.00 hourly
- Multi-Media 3D Developer: \$115.00 hourly (web development)

**2. BASIS OF COMPENSATION:**

One-time fee of \$49,500.00 to be invoiced in FY2017 for Website Development Services, including re-occurring annual costs for \$8,894.00 to be invoiced in FY2018, plus any additional scope requested by the Town as per Section D above.

**3. SUBMITTED**

Submitted by:



Chris Giordano

Date: June 30, 2017

**4. APPROVAL**

Approved by:

Guillermo Olmedillo, Town  
Manager

Date:



RESOLUTION NO. 17 - 2421

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING AN ADDENDUM TO THE AGREEMENT DATED OCTOBER 6, 2014 BETWEEN THE TOWN OF SURFSIDE AND CALVIN, GIORDANO & ASSOCIATES, INC. ("CGA") TO RENDER ADDITIONAL SERVICES AS SET FORTH IN CGA WORK AUTHORIZATION NO. 100 TO PERFORM INFORMATION TECHNOLOGY, WEBSITE HOSTING AND MULTIMEDIA SERVICES; AUTHORIZING THE EXPENDITURE FROM THE 2016/2017 FISCAL YEAR BUDGET IN THE AMOUNT OF \$125,000 FROM THE GENERAL FUND, PROFESSIONAL SERVICES ACCOUNT NO. 001-2100-516-3110; PROVIDING FOR APPROVAL AND AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town, pursuant to Section 287.055, Florida Statutes, solicited proposals to perform Professional General Engineering Services ("Services"); and

**WHEREAS**, proposals were evaluated and ranked by a Selection Committee; and

**WHEREAS**, on July 8, 2014, the Town Commission adopted Resolution No. 14-2245, which ratified the ranking of the Proposals and authorized the Town Manager to execute an Agreement with CGA; and

**WHEREAS**, the Town Commission selected CGA to perform Services on an on-going, as needed basis, and at the sole discretion of the Town and on October 6, 2014, the Town and CGA entered into an Agreement (hereinafter "Agreement"); and

**WHEREAS**, the Town finds it necessary to request CGA to render Additional Services as provided in the Agreement to perform Information Technology, Website Hosting and Multimedia Services as set forth in CGA Work Authorization No. 100 (Exhibit "A"); and

**WHEREAS**, it is in the best interest of the Town to approve an Addendum to Agreement dated October 6, 2014 (Attachment "A") and Work Authorization No. 100 (Exhibit "A").

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

**Section 1. Recitals.** The above recitals are true and correct and incorporated into this Resolution by this reference.

**Section 2. Approval and Authorization.** The Town Commission hereby approves the Addendum to render Additional Services as set forth in CGA Work Authorization No. 100 to perform Information Technology, Website Hosting and Multimedia Services (Attachment "A")

and Exhibit "A") and authorizes the expenditure of funds from the fiscal year 2016-2017 in the amount of \$125,000 from the General Fund, Professional Services Account No. 001-2100-516-3110.

**Section 3. Implementation.** The Town Manager is hereby authorized to take any and all action necessary to implement this Resolution.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 16<sup>th</sup> day of February 2017.

Motion by Commissioner Karukin,

Second by Commissioner Paul.

**FINAL VOTE ON ADOPTION**

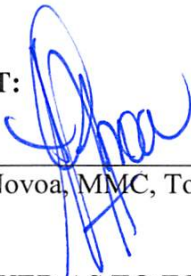
Commissioner Daniel Gielchinsky  
Commissioner Michael Karukin  
Commissioner Tina Paul  
Vice Mayor Barry Cohen  
Mayor Daniel Dietch

yes  
yes  
yes  
yes  
yes



\_\_\_\_\_  
Daniel Dietch, Mayor

**ATTEST:**



\_\_\_\_\_  
Sandra Novoa, MMC, Town Clerk

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY FOR THE TOWN OF SURFSIDE ONLY:**



\_\_\_\_\_  
Linda Miller, Town Attorney

# Attachment "A"

## ADDENDUM

### TO AGREEMENT DATED OCTOBER 6, 2014 BETWEEN THE TOWN OF SURFSIDE AND CALVIN, GIORDANO & ASSOCIATES, INC.

This Addendum to the Agreement dated October 6, 2014 between the Town of Surfside ("TOWN") and Calvin, Giordano & Associates, Inc. ("CGA") is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2017, by and between the TOWN and CGA.

#### RECITALS:

**WHEREAS**, the TOWN, pursuant to Section 287.055, Florida Statutes, solicited proposals to perform Professional General Engineering Services ("Services"); and

**WHEREAS**, proposals were evaluated and ranked by a Selection Committee; and

**WHEREAS**, on July 8, 2014, the Town Commission adopted Resolution No. 14-2245, which ratified the ranking of the Proposals and authorized the Town Manager to execute an Agreement with CGA; and

**WHEREAS**, the Town Commission selected CGA to perform Services on an on-going, as needed basis, and at the sole discretion of the Town; and

**WHEREAS**, on October 6, 2014 the TOWN and CGA entered into an Agreement (hereinafter "Agreement"); and

**WHEREAS**, pursuant to the Agreement at Section 3 "Additional Services," the TOWN finds it necessary to request CGA to render Additional Services as set forth in CGA Work Authorization No. 100 to perform Information Technology, Website Hosting and Multimedia Services (Exhibit "A"); and

**WHEREAS**, no other terms or conditions of the Agreement dated October 6, 2014 shall be negated or changed as a result of this Addendum.

**NOW, THEREFORE**, in consideration of the mutual covenants set forth in this Addendum, the parties hereby agree as follows:

1. The above recitals are true and correct and are incorporated herein and made a part hereof as if fully set forth herein.
2. The TOWN finds it necessary to request CGA to render Additional Services as set forth in CGA Work Authorization No. 100 to perform Information Technology, Website Hosting and Multimedia Services (Exhibit "A").

3. No other terms or conditions of the Agreement dated October 6, 2014 shall be negated or changed as a result of this Addendum.

**IN WITNESS WHEREOF**, the Parties, intending to be legally bound, hereby have executed this Addendum as of the date set forth.

**TOWN OF SURFSIDE**

By: \_\_\_\_\_  
Guillermo Olmedillo, Town Manager

**CALVIN, GIORDANO & ASSOCIATES, INC.**

By: \_\_\_\_\_  
Dennis J. Giordano, President

**ATTEST:**

\_\_\_\_\_  
Sandra Novoa, MMC, Town Clerk

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

By: \_\_\_\_\_  
Linda Miller, Town Attorney



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS™

February 1, 2017

Mr. Guillermo Olmedillo  
Town Manager  
**TOWN OF SURFSIDE**  
9293 Harding Avenue  
Surfside, FL 33154

**RE: Work Authorization No. 100**  
**Town of Surfside Information Technology, Website Hosting**  
**and Multimedia Services**  
**CGA Proposal No. 17-9175**

Dear Mr. Olmedillo,

Enclosed for your review and approval is Work Authorization No. 100 for Town of Surfside Information Technology, Website Hosting and Multimedia Services. The scope of the project includes IT services.

The Scope of Services to be furnished under this Work Authorization includes Data Technologies & Development as shown on the attached Work Authorization.

The Basis of Compensation is lump sum based upon the established rates pursuant to the Professional Services Agreement between the Town and CGA, for a total not to exceed \$125,000.00.

Sincerely,

**CALVIN, GIORDANO & ASSOCIATES, INC.**

Chris Giordano, MSC, CCM  
Treasurer

- Building Code Services
- Coastal Engineering
- Code Enforcement
- Construction Engineering and Inspection
- Construction Services
- Contract Government
- Data Technologies and Development
- Emergency Management Services
- Engineering
- Environmental Services
- Facilities Management
- Indoor Air Quality
- Landscape Architecture
- Municipal Engineering
- Planning
- Public Administration
- Redevelopment and Urban Design
- Surveying and Mapping
- Traffic Engineering
- Transportation Planning

**GSA Contract Holder**

1800 Eller Drive  
Suite 600  
Fort Lauderdale, FL  
33316  
954.921.7781 phone  
954.921.8807 fax

[www.cgasolutions.com](http://www.cgasolutions.com)

**TOWN OF SURFSIDE**  
**Town of Surfside Information Technology, Website Hosting and  
Multimedia Services**

**PROJECT DESCRIPTION**

**1. SCOPE OF SERVICES**

Calvin, Giordano & Associates, Inc. will perform the following services based on our understanding of the project requirements:

**I. Professional Data Technologies & Development Services**

**A. General Information Technology Services for Town of Surfside End-Users and Police Department.**

1. One On-Site full-time IT Support Technician.
  - Forty (40) hours per week, 8-5, M-F, excluding Holidays.
  - Additional levels of support will be provided on an as-needed basis. Additional levels of support may include Technology Director or Network Manager to address tasks that require a higher level of expertise.
  - Additional coverage for new Police Department services will be performed remotely or on-site, whichever is most efficient or effective to resolve issues swiftly. Support staff will have the level of expertise required to complete the task.
2. Maintain current inventory of all Town owned computer and network equipment.
3. Maintain current inventory of all Town owned software licenses.
4. Identify network vulnerabilities and present solutions to the Town Administrator.

5. Monitor / Support Firewall.
  - Monitor VPN clients for mobile laptops.
6. Convert documents for Website posting.
7. Provide specs and order computers and other devices.

**B. End User/Desktop Support**

1. Create/Delete user accounts on network.
2. Change/Reset user passwords.
3. Troubleshoot all computer related issues.
4. Perform desktop Operating System updates and hot fixes using recommended software.

**C. File Backup**

1. Backup network shared files to include off-site storage & tape retention.
2. Perform backups on all network related files.
3. Monitor / Support tape backup device.

**D. Network File Sharing**

1. Monitor / Support network file sharing on server.
2. Train users on proper file sharing methods.

**E. Network Print Sharing**

1. Configure all printers for network printing.
2. Install network printers on user workstations.
3. Troubleshoot printing issues.

**F. Email**

1. Monitor / Support exchange server email accounts.
2. Monitor email archiving for compliance with state retention requirements.
3. Monitor / Support exchange server.

**G. Procurement**

1. Assist the Town on all technology purchases as approved by the Town Manager.

**H. Policy**

1. Implement defined security policies for all Town staff internally and remotely.

**I. Broadcasting**

1. Perform duties related to recording events for broadcasting.
  - Broadcasting Services to be charged at \$225.00 per event.
2. Deliver recordings on media to upload on Town's website.
3. Monitor / Support broadcasting equipment.



**J. Technology Services Not Provided to the Town under this contract.**

1. Support on any law enforcement related computer, software or hardware equipment that falls outside of CGA's base CJIS certification.
2. E911 / DMS system support.
3. IT services beyond the Town's normal hours of operation. Normal hours of operation determined to be 8-5, M-F, excluding Holidays.
4. Software Development
5. GIS Support

**K. Multimedia Services**

1. All multimedia services are not to exceed 20 hours per month.
2. Graphic Design
  - Photo enhancement and manipulation
  - Illustration of custom web graphics and infographics
  - Assistance with publications and printed media
3. Website Maintenance
  - Creation of Channel 77 slides
  - Content management of interior pages and site navigation
  - Configuration of web files
  - Custom code application via semantic HTML, CSS and Javascript

- Email blast creation and scheduling
- Weekly newsletter email set up and scheduling
- Monthly Town Gazette posting
- Users/password management
- Analytical Reports exporting
- Monitor SCALA system used to post Town related announcements.
- Post and remove Town announcements as directed by Town staff.

**L. Website Hosting**

1. Hosting of the Town's website
2. Storage for standard webpage content for each department
3. Nightly backups of website content and database
4. Daily 5x8 technical support available by e-mail or phone
5. 99.9% uptime guarantee
6. Remote FTP access for file uploads
7. PCI Compliant level security
8. Load-balanced web server environment
9. Commercial datacenter, featuring redundant backup power, redundant network connectivity, and 24/7 security and support.

**M. Additional Services**

1. Additional Services will be billed to the Town for Services performed after the normal hours of operation or for services outside of the scope mentioned above. Additional services will require approval from Town Administrator before work is commenced. Refer to the rates listed below for all additional services.

- Director Data Technology and Development: \$165.00 hourly
- Network Administrator: \$155.00 hourly
- Sr. Application Development: \$165.00 hourly
- System Support Specialist: \$115.00 hourly
- GIS Specialist: \$125.00 hourly
- Multi-Media 3-D Developer: \$115.00 hourly (web development)

**2. BASIS OF COMPENSATION:**

Annual fee of \$125,000.00, plus any additional scope requested by the Town per Section M, above. Payments to be made monthly. Annual renewals will be awarded and based on the local area Consumer Price Index (CPI).

**3. SUBMITTED**

Submitted by:   
Chris Giordano, MSC, CCM

Date: 2/1/17

**4. APPROVAL**

Approved by: \_\_\_\_\_  
Guillermo Olmedillo, Town  
Manager

Date: \_\_\_\_\_

**TOWN OF SURFSIDE  
WORK AUTHORIZATION**

**WORK AUTHORIZATION NO.** 100  
**PROJECT NAME** Town of Surfside Information Technology,  
Website Hosting and Multimedia Services  
CGA Proposal No. 17-9175  
**DESCRIPTION** IT services

<b>POSITION</b>	<b>COST</b>
Onsite IT General Support	\$37,852.03
Onsite IT PD Support	\$56,778.05
Off Site Network Admin	\$10,369.92
Multi-Media 3-D Developer	\$20,000.00
	<b>\$125,000.00</b>

<b>SUB-CONSULTANTS</b>	<b>COST</b>

**LABOR SUBTOTAL** \$125,000.00

Reviewed by: \_\_\_\_\_  
Guillermo Olmedillo, Town Manager



# MEMORANDUM

ITEM NO. 9GG

**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>			<b>\$149,220.00</b>
<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>			<b>\$77,149.81</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>Total first year start up and operating cost</i>			<b>\$295,203.81</b>
<i>Total first year start up and operating cost with 10% Contingency</i>			<b>\$324,724.19</b>

**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. 9HH

**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

---

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.

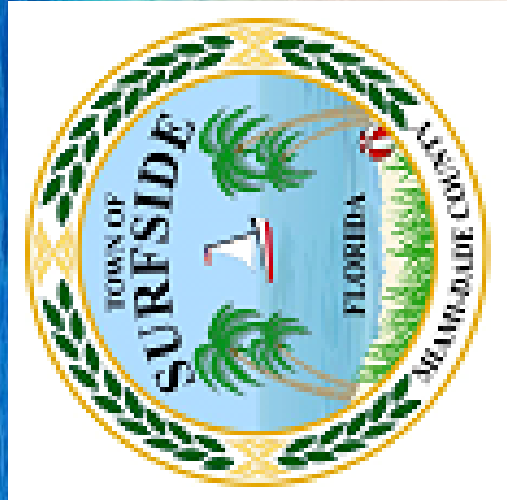
Reviewed by: GO

Prepared by: JDG



# FINANCE ORIENTATION

April 2020



## Surfside Finance Department

# Financial Reporting

PAGE 267

- 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

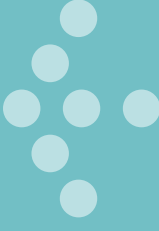


Fiduciary



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



# Budget Glossary

# Budget Process



# Budget Timeline

# Budget Timeline

PAGE 281

- Adopt millage rates
- Adopt operating and capital budgets

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



## General Fund

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

## Special Revenue Funds

- Building Services
- Tourist
- Transportation
- Police Forfeiture

## Capital Projects Fund

- Physical Environment

## Enterprise Funds

- Water & Sewer
- Stormwater
- Solid Waste
- Parking

## Internal Service Fund

- Fleet Management

# Special Revenue Funds – What do you get?

PAGE 283

- 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.
- Funded through forfeitures, seizures, and confiscations related to criminal activity
- Use of the funds is restricted to crime prevention initiatives
- Account for the building department activities
- Revenues are collected from development activity to fund building department operations

# Special Revenue Funds – What do you get?

PAGE 284

- 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

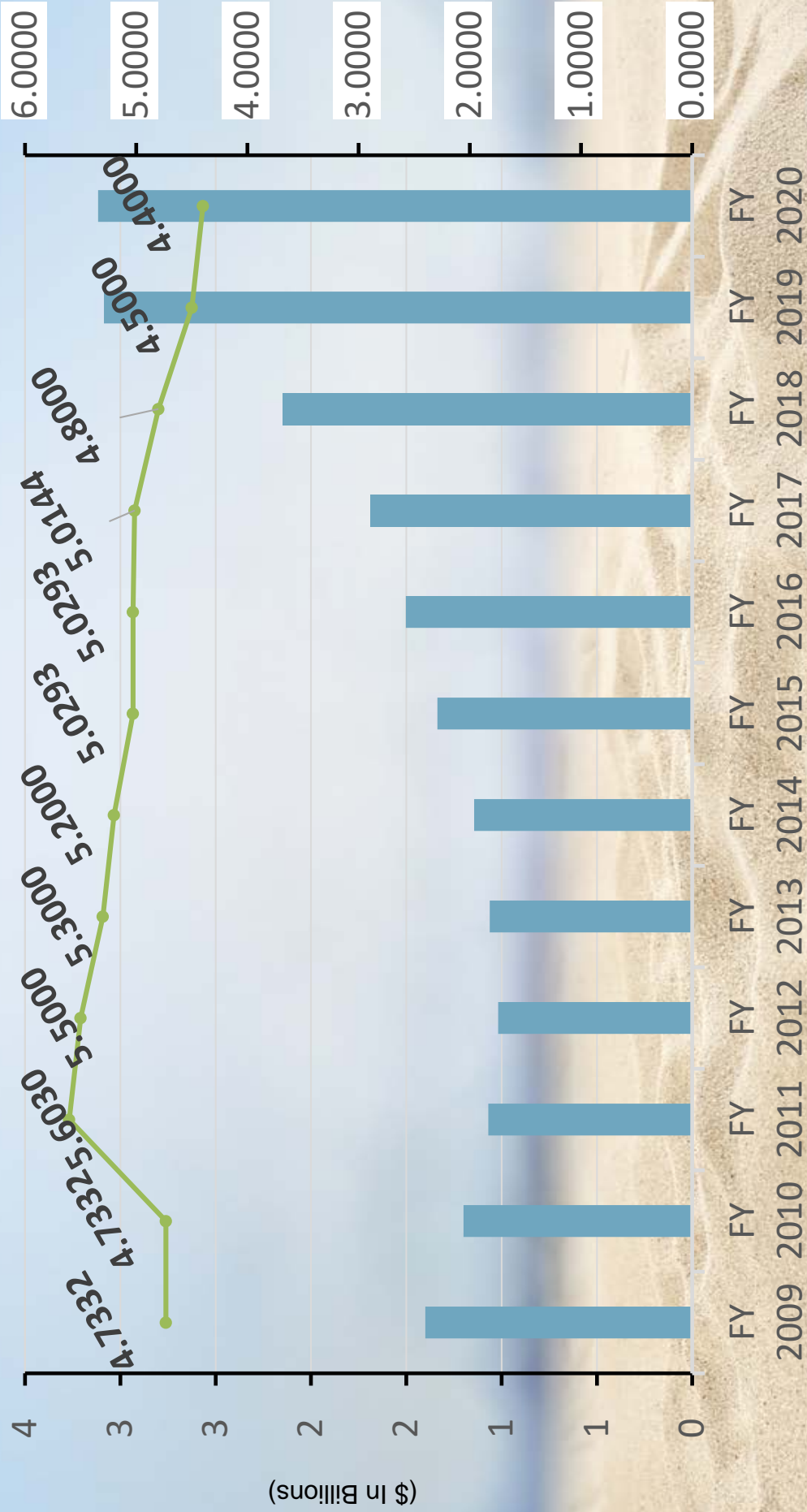
Fiscal Year	Millage Rate	Value	Value Increase	% Increase
2009	4.7332	\$ 1,531,669,419		
2010	4.7332	\$ 1,283,401,231	\$ (248,268,188)	-16.2%
2011	5.6030	\$ 1,062,959,623	\$ (220,441,608)	-17.2%
2012	5.5000	\$ 1,017,658,274	\$ (45,301,349)	-4.3%
2013	5.3000	\$ 1,062,214,226	\$ 44,555,952	4.4%
2014	5.2000	\$ 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

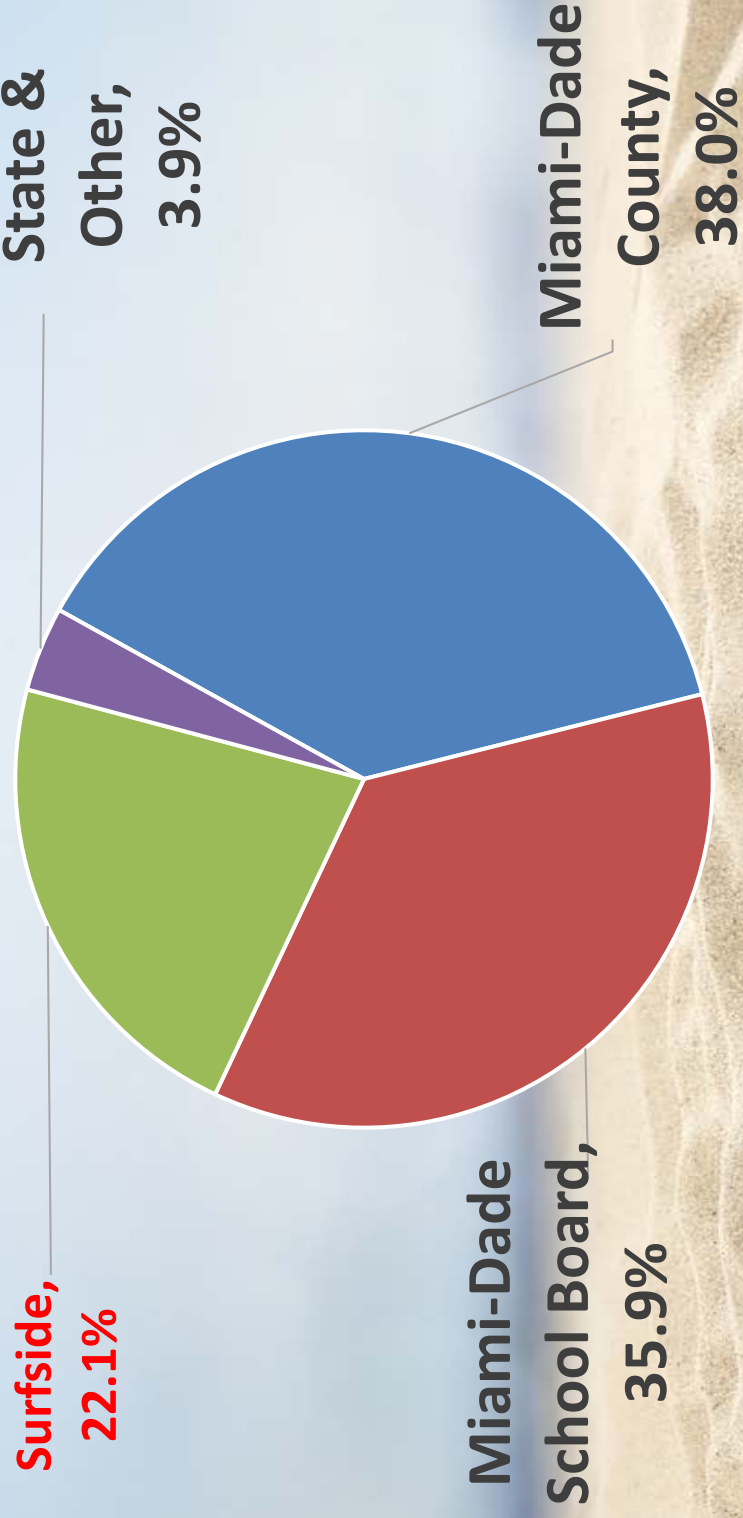
Fiscal Year	Millage Rate	Taxable Property Value	Property Taxes Collected	% Increase
2009	4.7332	\$ 1,531,669,419	\$ 6,325,721	
2010	4.7332	\$ 1,283,401,231	\$ 5,323,728	-15.8%
2011	5.6030	\$ 1,062,959,623	\$ 5,619,494	5.6%
2012	5.5000	\$ 1,017,658,274	\$ 5,264,387	-6.3%
2013	5.3000	\$ 1,062,214,226	\$ 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

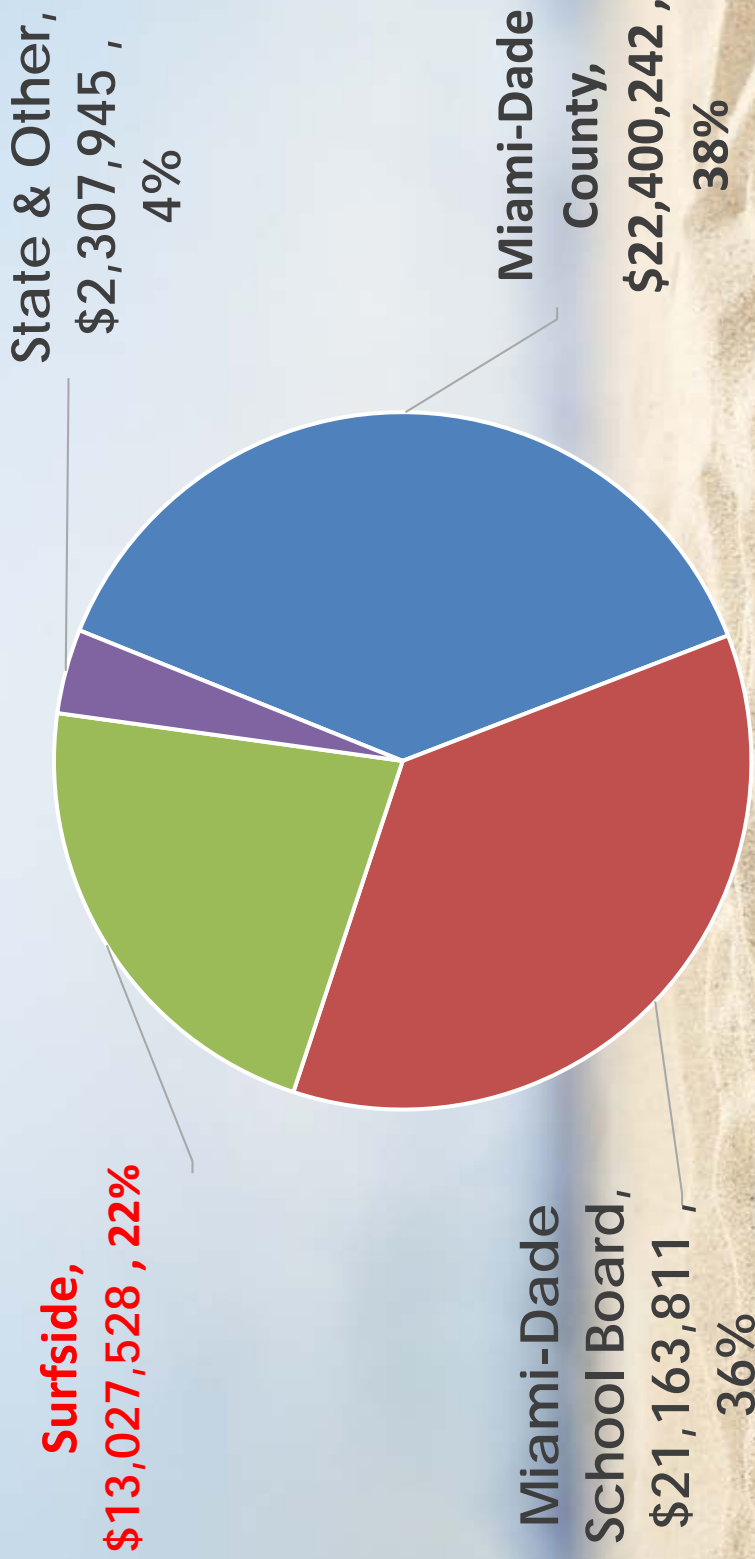
## 10 YEARS



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



# Property Tax Distribution 2019 Millage Rates





# 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

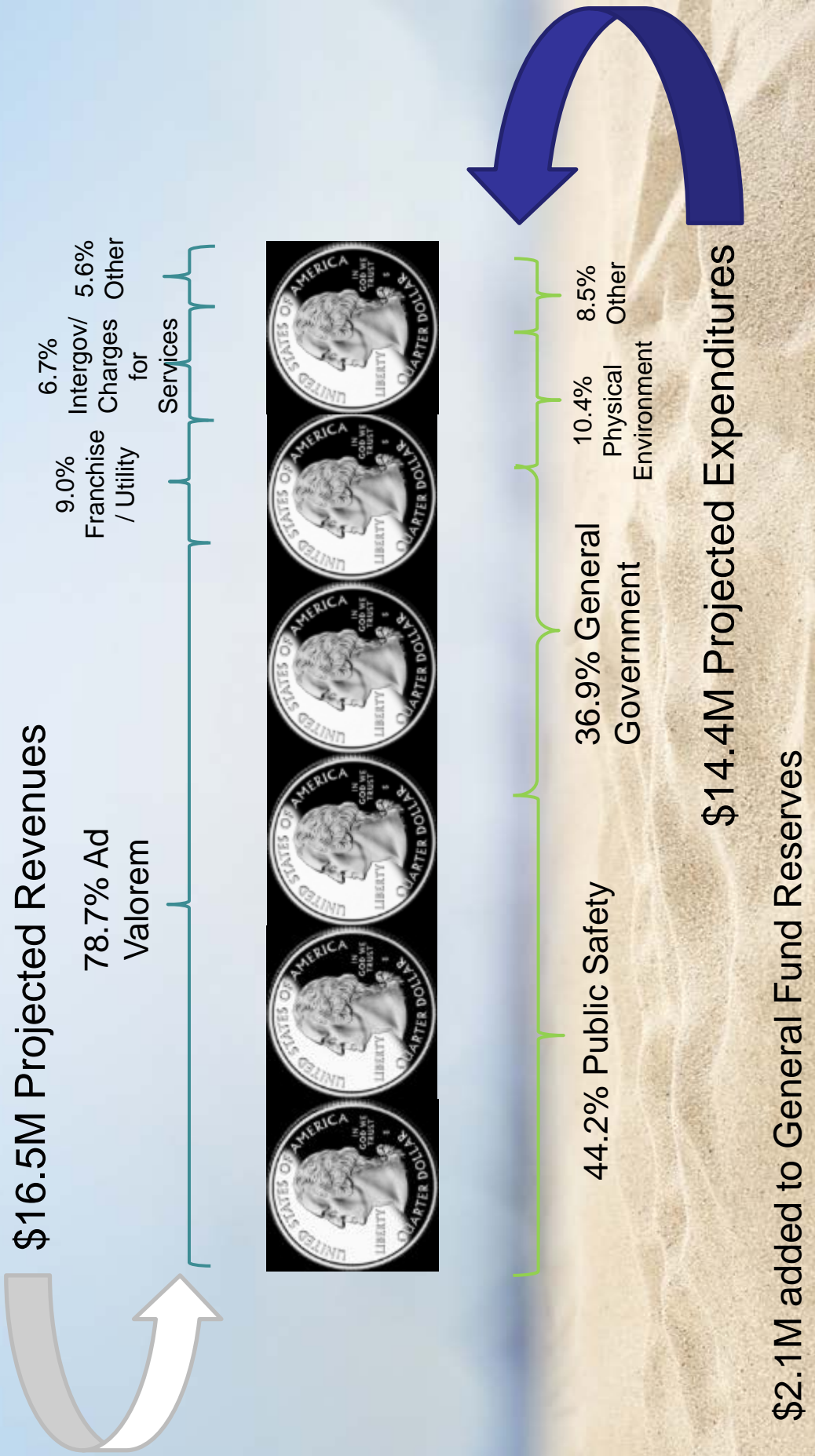
2016      5.0293      5.1169      7.6120

2017      5.0144      5.0669      7.3220

2018      4.8000      5.0669      6.9940

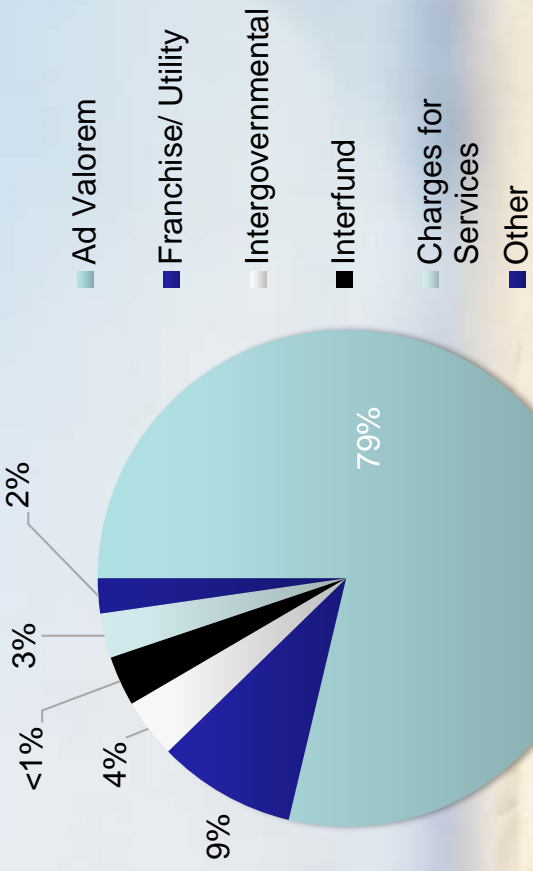
2019      4.5000      5.1313      6.7330

2020      4.4000      5.1449      7.1480



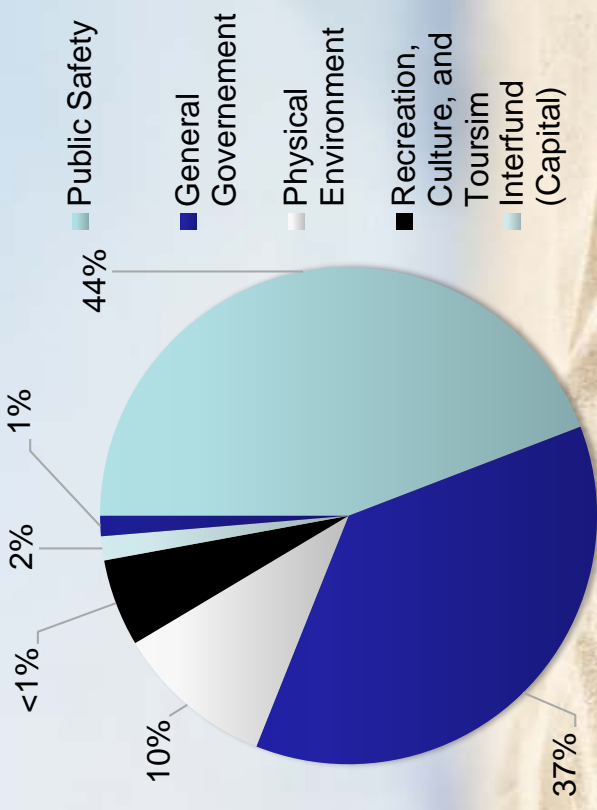
### FY 2020 General Fund Revenues

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

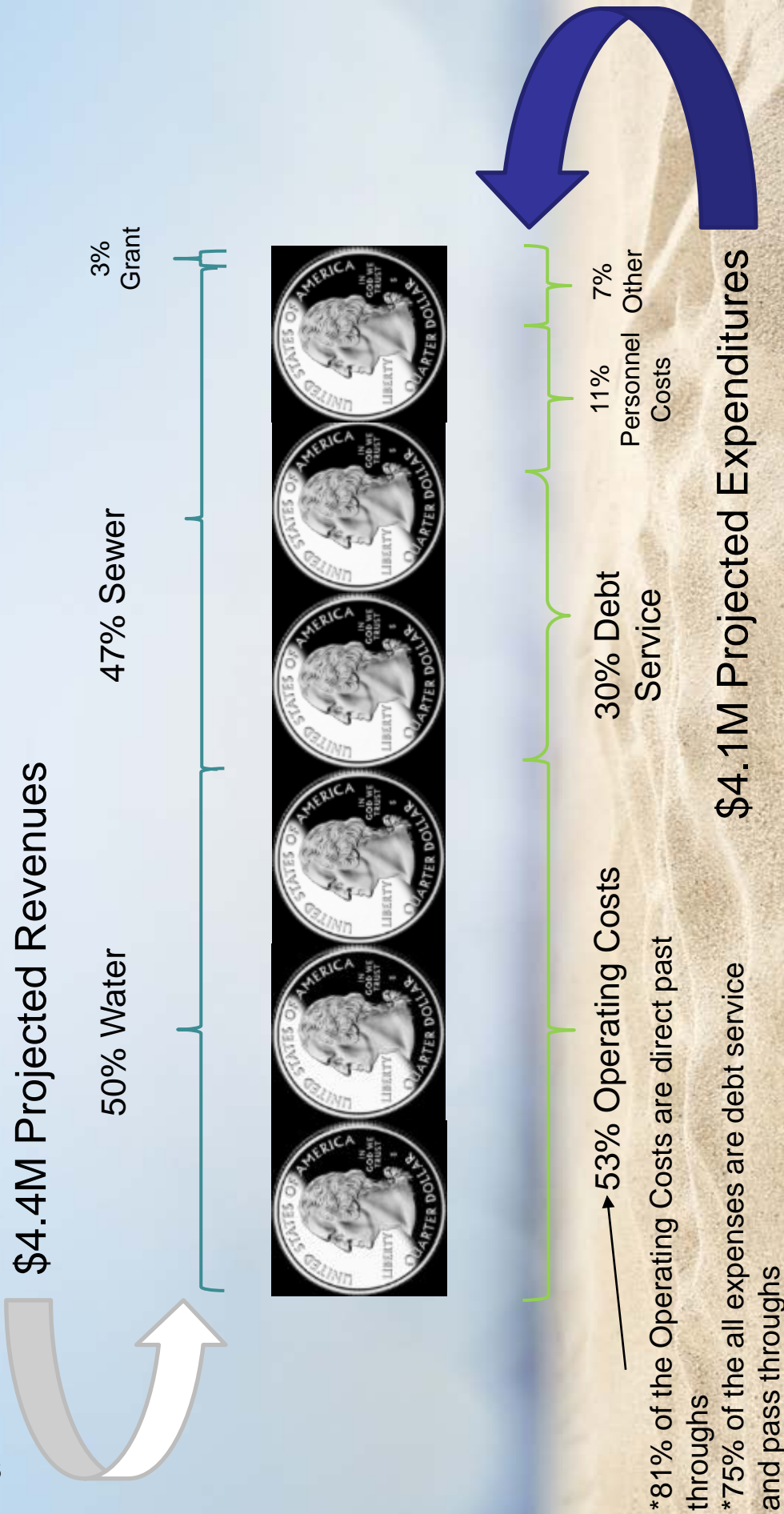


## FY 2020 General Fund Expenditures

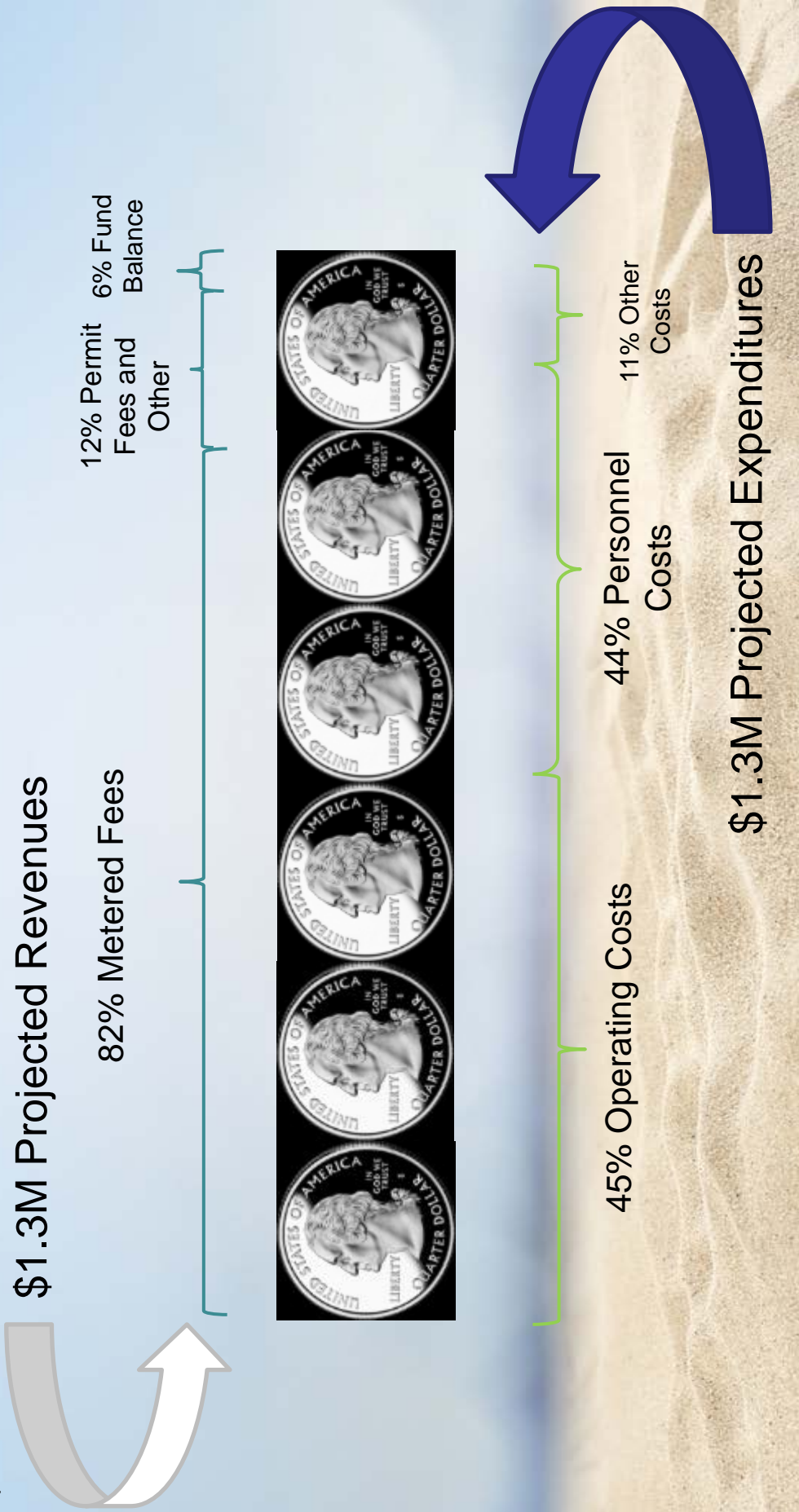
- Public Safety \$6.4 Million
- General Government \$5.3 Million
- Physical Environment \$1.5 Million
- Recreation/Community \$819,932
- Interfund (Capital) \$225,000
- Streets \$190,331



# Enterprise Funds – Water & Sewer



# Enterprise Funds – Parking

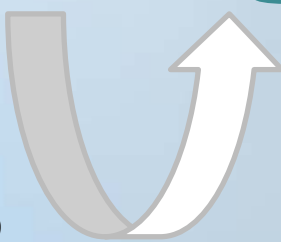


\$76,000 reduction in Reserves – FY 19 FY end balance = \$1.2M



# Enterprise Funds – Solid Waste

# \$2.1M Projected Revenues



72% Commercial Charges

16% Special Assessment (Single Family/Quad-Plex)

12% Fund Balance/Other



42% Operating Costs

40% Personnel Costs

18% Other Costs



\*57% of Operating Costs are tipping-type fees

## \$2.1M Projected Expenditures

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

# Enterprise Funds – Stormwater

PAGE 300

- 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.



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

# Contact Info

PAGE 302

- Website: <https://townofsursidefl.gov/departments-services/finance>
- Jason D. Greene, CGFO, CFE, CPFIM, CICA  
[jgreene@townofsursidefl.gov](mailto:jgreene@townofsursidefl.gov)





# MEMORANDUM

ITEM NO. 911

**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

---

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.



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™

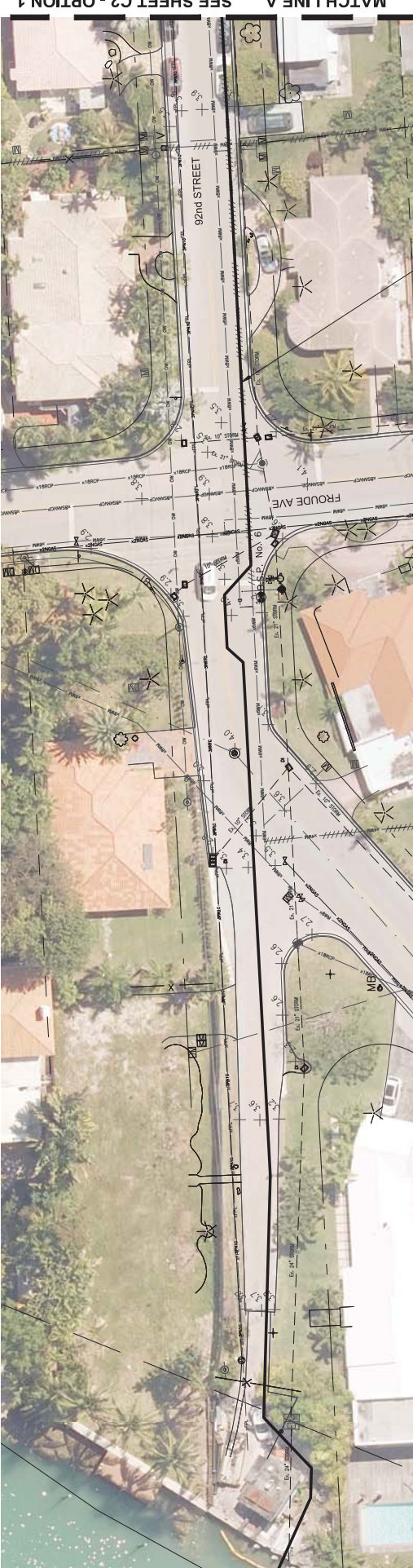
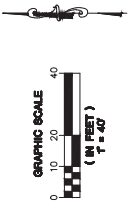
1800 Eller Drive, Suite 600 · Fort Lauderdale, FL 33316

(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



SCALE	AS SHOWN
PROJECT NO.	181160
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: 305.552.7799 • Fax: 305.552.2807  
Certificate of Authorization 314



NO.	DATE	REVISION	BY	DATE	REVISION	BY









EXISTING DRAINAGE STRUCTURES TO BE RECONSTRUCTED

PROPOSED 18" RCP

PROPOSED 24" RCP

PROPOSED 24" RCP

PROPOSED 18" RCP

PROPOSED 24" RCP

PROPOSED 24" RCP

MATCH LINE D SEE SHEET C6 - OPTION 1

MATCH LINE C SEE SHEET C4 - OPTION 1



SCALE	AS SHOWN
PROJECT NO.	181100
DATE	10/01/18

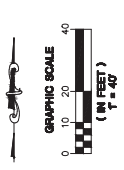
**OPTION 1  
PROPOSED DRAINAGE  
IMPROVEMENTS DETAILS**

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

Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS  
1000 AMARILLO BLVD. SUITE 200  
FORT WORTH, TX 76102-3000  
Phone: 954.822.7291 • Fax: 954.822.2807  
Certificate of Authorization 314

NO.	DATE	BY	REVISION

C5



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.	19100
DATE	10/18

OPTION 1  
PROPOSED DRAINAGE  
IMPROVEMENTS DETAILS

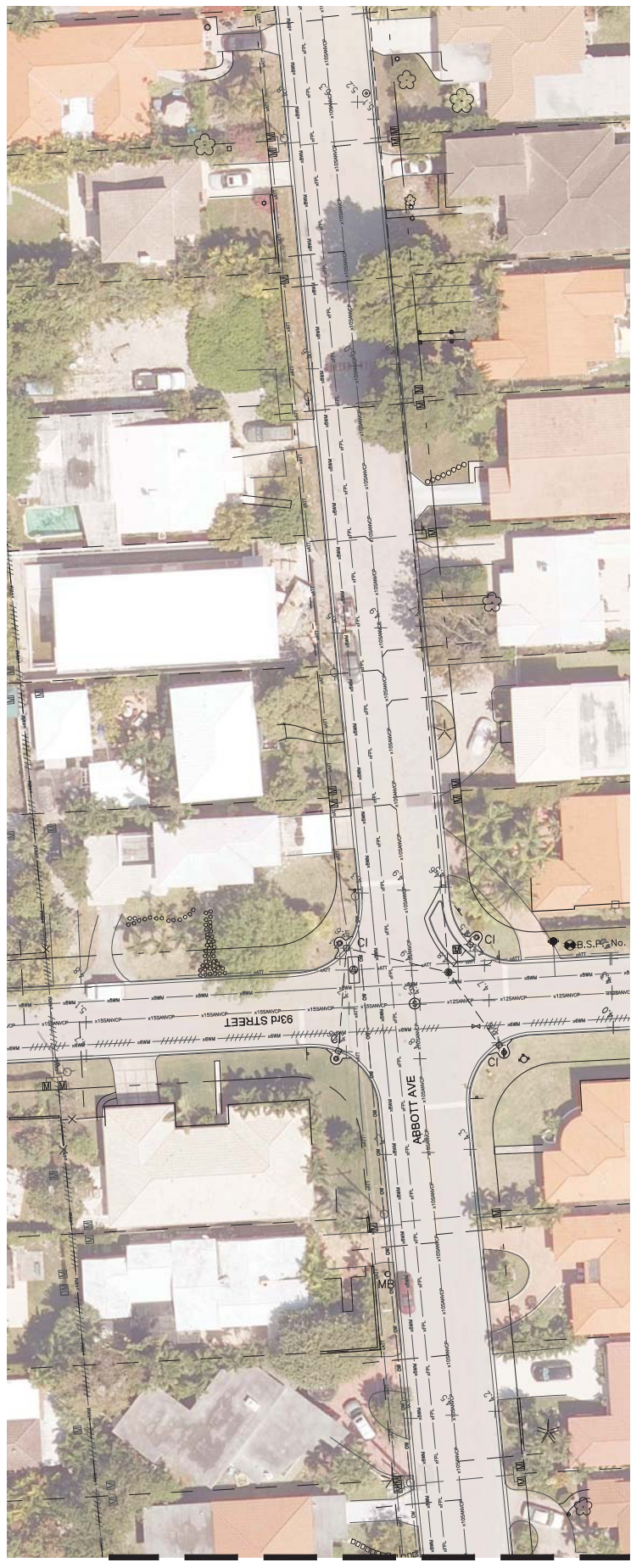
SURFSIDE ABBOTT AVE. DRAINAGE STUDY  
SURFSIDE, FLORIDA

Calvin Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS  
10000 W. BAYHURST BLVD. SUITE 200  
FORT LAUDERDALE, FL 33309  
Phone: 954.822.7991 • Fax: 954.522.2807  
Certificate of Authorization 314



NO.	DATE	BY	REVISION

C6



MATCH LINE E SEE SHEET C6 - OPTION 1

NO.	DATE	BY	REVISION

Calvin Giordano & Associates, Inc.  
 EXCEPTIONAL SOLUTIONS  
 10000 W. BAYVIEW BLVD. SUITE 200  
 MIAMI, FL 33147  
 Phone: 305.572.7700 • Fax: 305.572.2807  
 Certificate of Authorization 314

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

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

DESIGNER: CALVIN GIORDANO, P.E.  
 STATE OF FLORIDA PROFESSIONAL ENGINEER  
 LICENSE NO. 67946  
 DATE: 10/01/18

SCALE: AS SHOWN  
 PROJECT NO.: 181160  
**C7**





## **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

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## 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

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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.

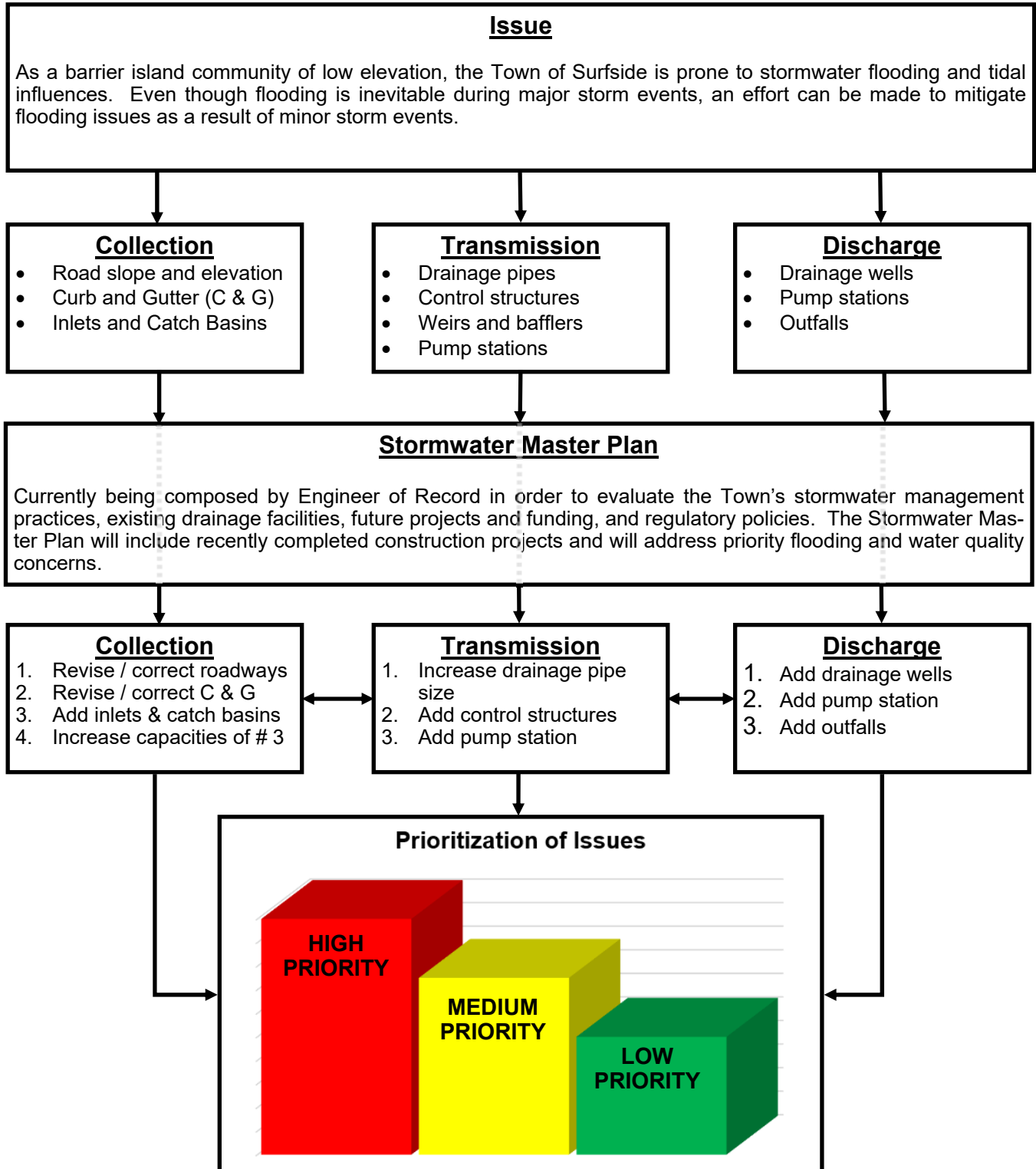
## **ATTACHMENT C**

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

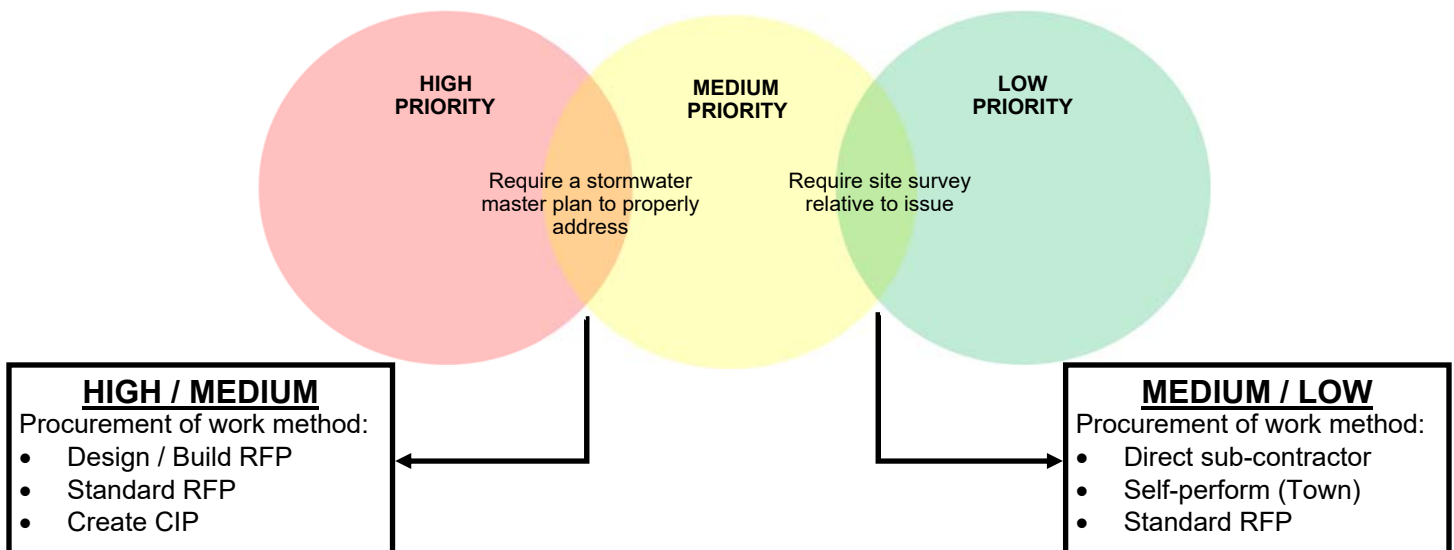
High priority issues are issues encountered where flooding due to rain events is causing a direct impact to life or property. These issues are beyond the capacity of the Town's existing stormwater system to manage and occur regardless the classification of storm type. These issues expose the deficiencies 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**

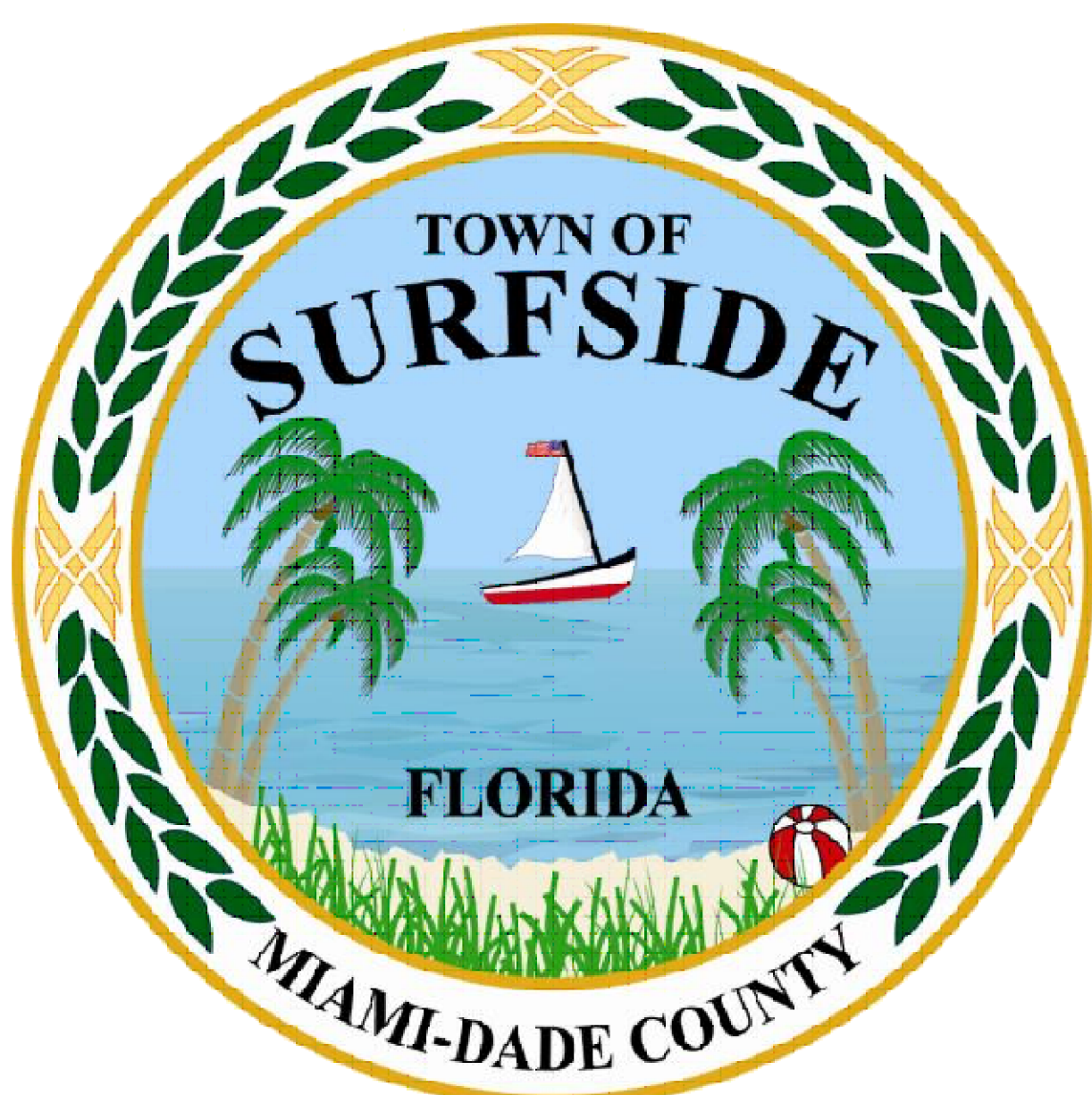
Atlas of Existing Stormwater System



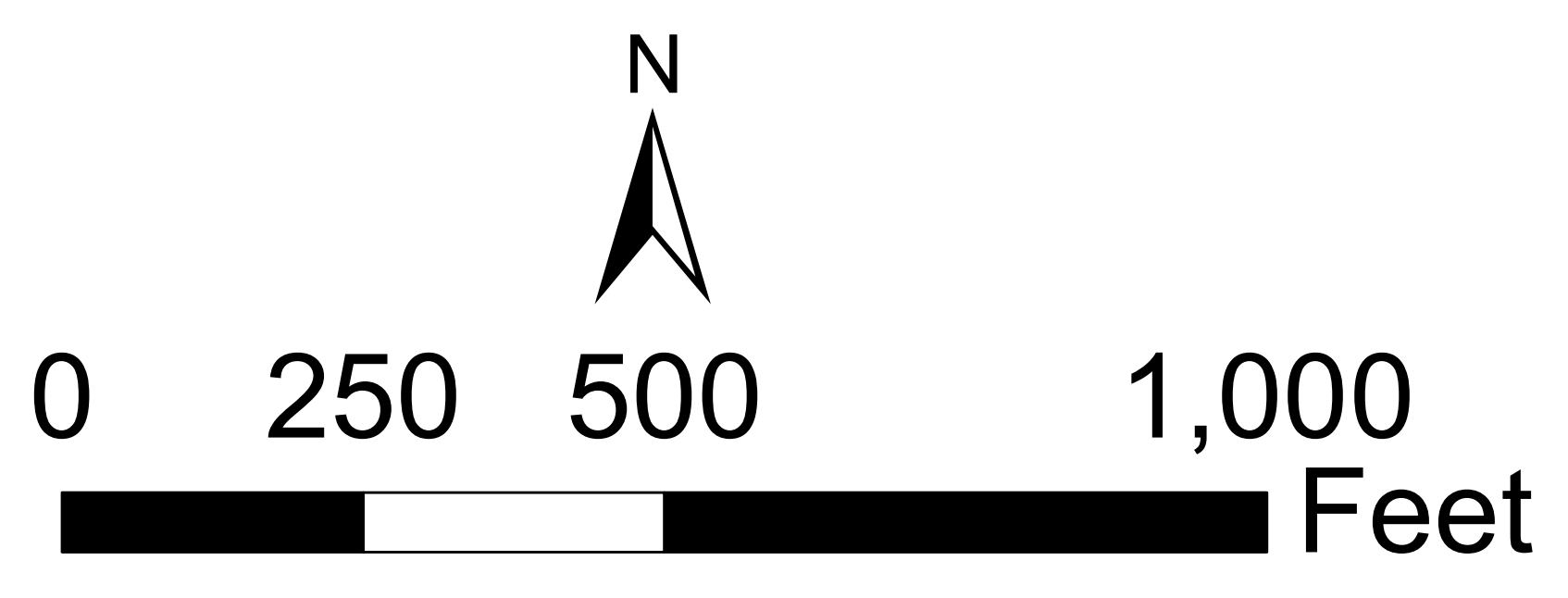
# Legend


- ▣ 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



 Calvin, Giordano & Associates, Inc.  
 EXCEPTIONAL SOLUTIONS™



**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 #:**

**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@townofsursidefl.gov>

Mon 4/8/2019 5:01 PM

To: **Elected Officials** <ElectedOfficials@townofsursidefl.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@townofsursidefl.gov](mailto:golmedillo@townofsursidefl.gov)

[www.townofsursidefl.gov](http://www.townofsursidefl.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

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September 17, 2019

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## The 2019 Florida Statutes

### [Title XXVII](#)

#### RAILROADS AND OTHER REGULATED UTILITIES

### [Chapter 366](#)

#### PUBLIC UTILITIES

### [View Entire Chapter](#)

366.96 Storm protection plan cost recovery.—

(1) The Legislature finds that:

(a) During extreme weather conditions, high winds can cause vegetation and debris to blow into and damage electrical transmission and distribution facilities, resulting in power outages.

(b) A majority of the power outages that occur during extreme weather conditions in the state are caused by vegetation blown by the wind.

(c) It is in the state's interest to strengthen electric utility infrastructure to withstand extreme weather conditions by promoting the overhead hardening of electrical transmission and distribution facilities, the undergrounding of certain electrical distribution lines, and vegetation management.

(d) Protecting and strengthening transmission and distribution electric utility infrastructure from extreme weather conditions can effectively reduce restoration costs and outage times to customers and improve overall service reliability for customers.

(e) It is in the state's interest for each utility to mitigate restoration costs and outage times to utility customers when developing transmission and distribution storm protection plans.

(f) All customers benefit from the reduced costs of storm restoration.

(2) As used in this section, the term:

(a) "Public utility" or "utility" has the same meaning as set forth in s. [366.02](#)(1), except that it does not include a gas utility.

(b) "Transmission and distribution storm protection plan" or "plan" means a plan for the overhead hardening and increased resilience of electric transmission and distribution facilities, undergrounding of electric distribution facilities, and vegetation management.

(c) "Transmission and distribution storm protection plan costs" means the reasonable and prudent costs to implement an approved transmission and distribution storm protection plan.

(d) "Vegetation management" means the actions a public utility takes to prevent or curtail vegetation from interfering with public utility infrastructure. The term includes, but is not limited to, the mowing of vegetation, application of herbicides, tree trimming, and removal of trees or brush near and around electric transmission and distribution facilities.

(3) Each public utility shall file, pursuant to commission rule, a transmission and distribution storm protection plan that covers the immediate 10-year planning period. Each plan must explain the systematic approach the utility will follow to achieve the objectives of reducing restoration costs and outage times associated with extreme weather events and enhancing reliability. The commission shall adopt rules to specify the elements that must be included in a utility's filing for review of transmission and distribution storm protection plans.

(4) In its review of each transmission and distribution storm protection plan filed pursuant to this section, the commission shall consider:

(a) The extent to which the plan is expected to reduce restoration costs and outage times associated with extreme weather events and enhance reliability, including whether the plan prioritizes areas of lower reliability performance.

(b) The extent to which storm protection of transmission and distribution infrastructure is feasible, reasonable, or practical in certain areas of the utility's service territory, including, but not limited to, flood zones and rural areas.

- (c) The estimated costs and benefits to the utility and its customers of making the improvements proposed in the plan.
- (d) The estimated annual rate impact resulting from implementation of the plan during the first 3 years addressed in the plan.
- (5) No later than 180 days after a utility files a transmission and distribution storm protection plan that contains all of the elements required by commission rule, the commission shall determine whether it is in the public interest to approve, approve with modification, or deny the plan.
- (6) At least every 3 years after approval of a utility's transmission and distribution storm protection plan, the utility must file for commission review an updated transmission and distribution storm protection plan that addresses each element specified by commission rule. The commission shall approve, modify, or deny each updated plan pursuant to the criteria used to review the initial plan.
- (7) After a utility's transmission and distribution storm protection plan has been approved, proceeding with actions to implement the plan shall not constitute or be evidence of imprudence. The commission shall conduct an annual proceeding to determine the utility's prudently incurred transmission and distribution storm protection plan costs and allow the utility to recover such costs through a charge separate and apart from its base rates, to be referred to as the storm protection plan cost recovery clause. If the commission determines that costs were prudently incurred, those costs will not be subject to disallowance or further prudence review except for fraud, perjury, or intentional withholding of key information by the public utility.
- (8) The annual transmission and distribution storm protection plan costs may not include costs recovered through the public utility's base rates and must be allocated to customer classes pursuant to the rate design most recently approved by the commission.
- (9) If a capital expenditure is recoverable as a transmission and distribution storm protection plan cost, the public utility may recover the annual depreciation on the cost, calculated at the public utility's current approved depreciation rates, and a return on the undepreciated balance of the costs calculated at the public utility's weighted average cost of capital using the last approved return on equity.
- (10) Beginning December 1 of the year after the first full year of implementation of a transmission and distribution storm protection plan and annually thereafter, the commission shall submit to the Governor, the President of the Senate, and the Speaker of the House of Representatives a report on the status of utilities' storm protection activities. The report shall include, but is not limited to, identification of all storm protection activities completed or planned for completion, the actual costs and rate impacts associated with completed activities as compared to the estimated costs and rate impacts for those activities, and the estimated costs and rate impacts associated with activities planned for completion.
- (11) The commission shall adopt rules to implement and administer this section and shall propose a rule for adoption as soon as practicable after the effective date of this act, but not later than October 31, 2019.

History.—s. 1, ch. 2019-158.

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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

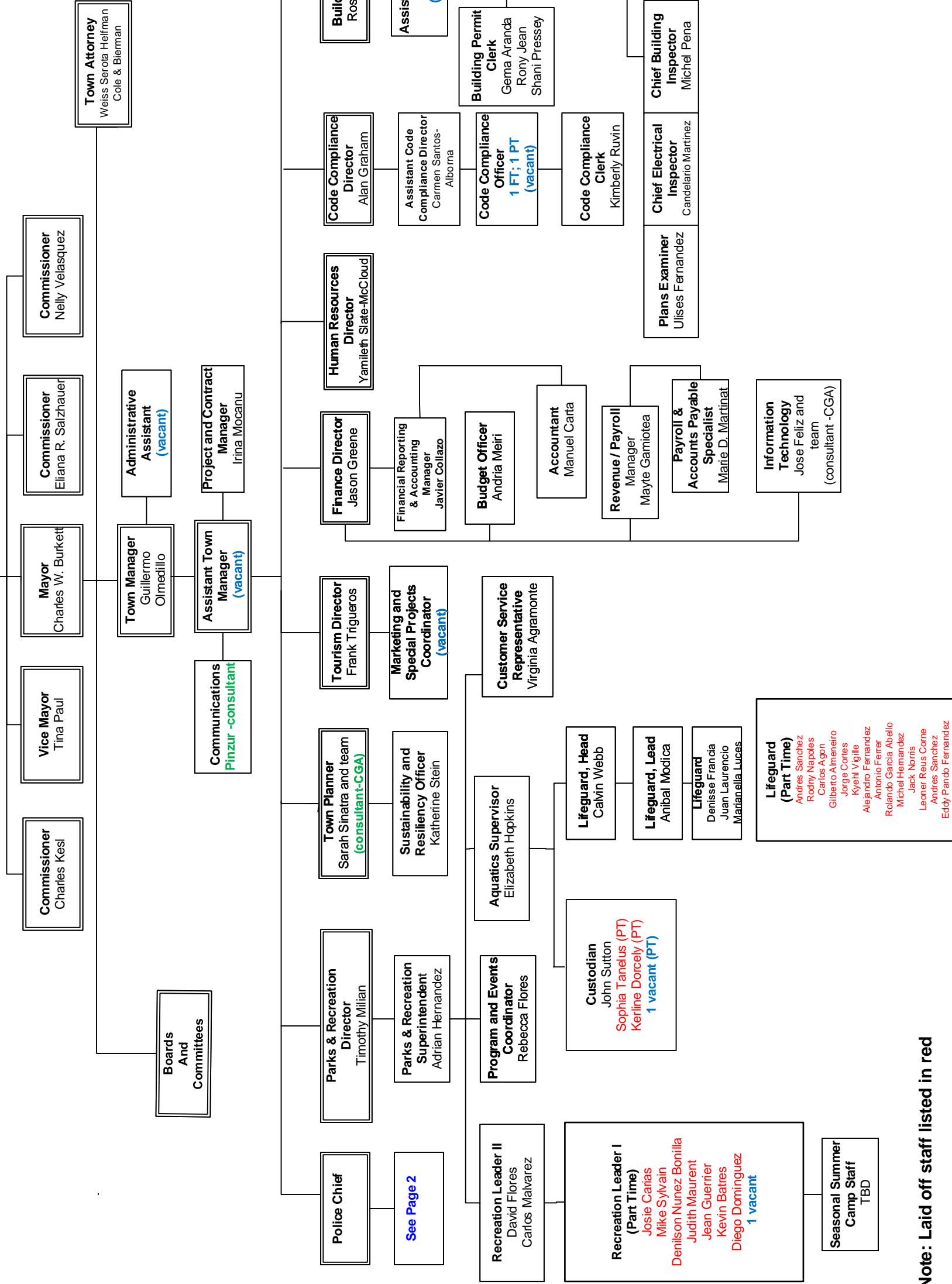


Town of Surfside  
9293 Harding Avenue  
Surfside, FL 33154



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

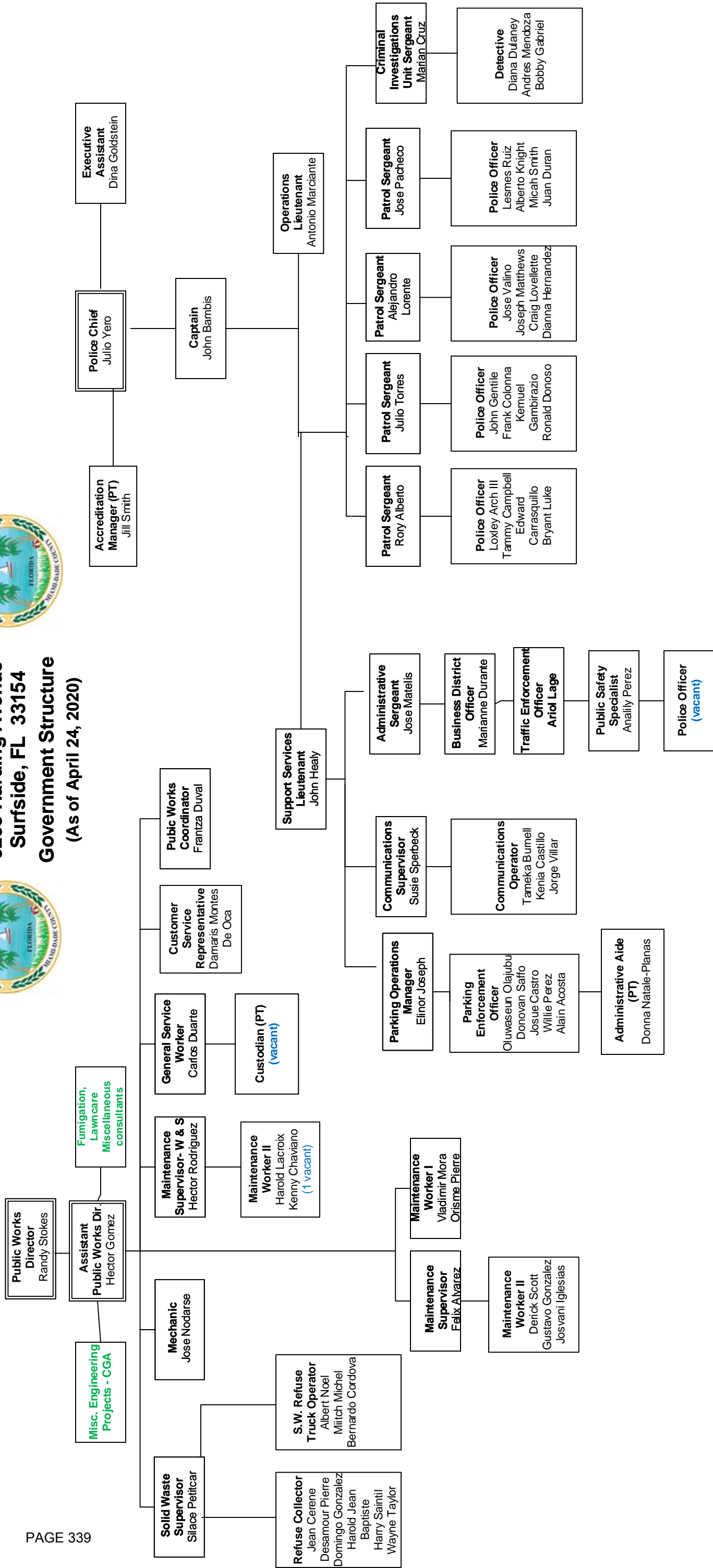
**Residents of Surfside**



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**

---

**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**

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

**DISCUSSION ITEM MEMORANDUM**

**Agenda #:**

**Date:** April 24, 2020

**From:** Vice Mayor Tina Paul

**Subject:** FPL Solar Together Program

---

**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

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**19,000 kWh solar energy**



### Subscription Credit

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

---

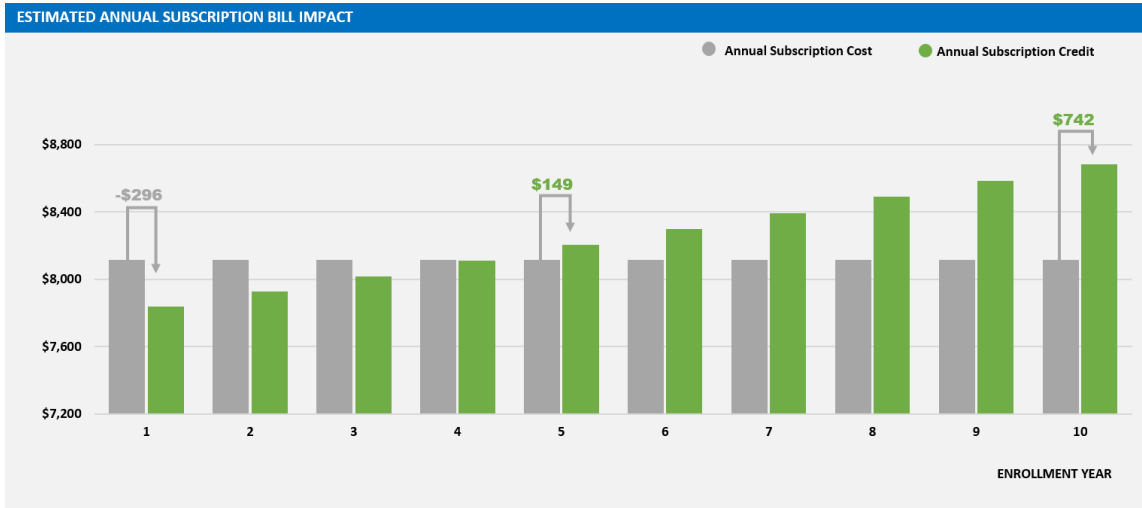
**Your Monthly Bill Credit**

**\$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 #:**

**Date: May 5, 2020**

**From: Vice Mayor Tina Paul**

**Subject: Climate Environmental Collective - revised**

---

**Objective** – Establish a Climate Environmental Collective to deal with climate change as it relates to 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 approach is progressive, the concern of many residents for issues facing a coastal community as a result of Climate Change remains a priority.

The question is, do we want to be progressive or become more radical in our approach?

We've witnessed the triumph of environmental activist Greta Thunberg, who has gained international recognition as a teenager promoting awareness of the reality that humanity is facing an existential crisis arising from climate change. Instead of forming a Task Force or Board or Committee, the Climate Environmental Collective will consist of individuals who work together on ideas and solutions without relying on internal hierarchies.

We can benefit from persons with experience that may include: an Environmental Engineer or Specialist, Water Researcher, Health Practitioner, Marine or Atmospheric Scientist, Oceanographer, Biologist, Economist, Information Technology or Coder, and Graphic Artist. Membership will be diverse and inclusive of residents with all levels of expertise or enthusiasm for Surfside's environment.

The Town Manager recently hired a Resiliency Officer who has been working on specific projects from the previous commission. The new Sustainability members on Town Boards and Committees will work on issues with each Board and Committee; the Climate Environmental Collective can compliment their work. Environmental issues need to be approached as a whole, to assure genuine consideration of climate change, sea-level rise, carbon footprint, renewable energy and green infrastructure strategies with an additional focus on public health. The Collective's meetings do not need paid Consultant experts, or to be televised, and only require a meeting place and minimum staff assistance. It is essential for this Collective to be recognized as an integral part of the Town.

**Recommendation** – Approve the Climate Environmental Collective 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. The actions needed to combat this pandemic are the same actions we need to confront Climate change. This issue has never been more important, adding a Collective to present ideas and solutions at a minimal cost can actually be invaluable.

RESOLUTION NO. 14 - 2251

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AMENDING THE FEES TO BE ASSESSED PER PARKING SPACE PROVIDED IN SECTION 90-77 OF THE TOWN CODE WHICH ESTABLISHED A TRUST FUND TO BE ENTITLED THE "TOWN OF SURFSIDE DOWNTOWN PARKING TRUST FUND; REPEALING ALL OTHERS; PROVIDING FOR AUTHORIZATION AND APPROVAL; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 90-77 of the Town of Surfside Code of Ordinances established a trust fund to be entitled the "Town of Surfside Downtown Parking Trust Fund" to be maintained and administered by the Town Manager; and

**WHEREAS**, Resolution No. 10-1991 adopted on December 14, 2010, approved a per parking space fee; and

**WHEREAS**, the Town has caused to be completed a study of the costs to the Town of providing parking spaces, and has determined that the prior established per space fee is outdated and no longer reflects the actual costs of providing for a single structured off-street parking space; and

**WHEREAS**, the Town Commission of the Town of Surfside finds it is in the public interest to adopt a Downtown Parking Trust Fund per parking space fee of thirty-eight thousand dollars (\$38,000).

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

**Section 1. Recitals.** That the above and foregoing recitals are true and correct and are incorporated herein by reference.

**Section 2. Approval and Adoption.** The Town Commission approves and adopts the Downtown Parking Trust Fund per parking space fee of thirty-eight thousand dollars (\$38,000) for the Town of Surfside that may be payable in accordance with the terms set forth in Sec. 90-77 of the Town of Surfside Code of Ordinances.

**Section 3. Repeal of Prior Fees.** All other per space parking fees established under Section 90-77 of the Surfside Code of Ordinances are hereby repealed.

**Section 4. Authorization.** The Town Commission authorizes the Town Manager and Town Attorney to do whatever is necessary to effectuate the terms of this Resolution.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its adoption.

**PASSED** and **ADOPTED** on this 12<sup>th</sup> day of August, 2014.

Motion by Commissioner Olchyk, Second by Vice Mayor Tourgeman Commissioner Tourgeman.

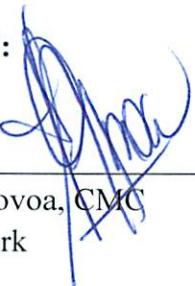
**FINAL VOTE ON ADOPTION**

Commissioner Barry R. Cohen  
Commissioner Michael Karukin  
Commissioner Marta Olchyk  
Vice Mayor Eli Tourgeman  
Mayor Daniel Dietch

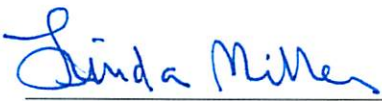
Yes  
Absent  
Yes  
Yes  
Yes

  
\_\_\_\_\_  
Daniel Dietch, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Sandra Novoa, CMC  
Town Clerk

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY FOR THE TOWN OF SURFSIDE ONLY:**

  
\_\_\_\_\_  
Linda Miller, Town Attorney

TOWN OF SURFSIDE  
 BUILDING & ZONING DEPARTMENT/ HOURS 9:00AM - 4:00PM  
 9293 HARDING AVENUE  
 SURFSIDE, FL 33154  
 (305) 361-4863

Permit Number . . . . . 14-00000509 Date 11/12/15  
 Property Address . . . . . 9540 GB COLLINS AVE  
 PARCEL NUMBER: 2 -3-6-0 -0 /3 /ADM6  
 FOLIO NUMBER: 1422350070200  
 Permit description . . . . . NEW BUILDINGS-COMMERCIAL  
 Property Zoning . . . . . MULTI-FAMILY  
 Permit valuation . . . . . 13687447

Owner

SHUL OF BAL HARBOUR  
 9540 COLLINS AVENUE  
 SURFSIDE FL 33154

Contractor

A.V.I CONTRACTORS, INC.  
 1442 BLUE JAY CIRCLE  
 ATT: VINCENT MISH  
 FT. LAUDERDALE FL 33327  
 (954) 557-6249

--- Structure Information 000 000 SOCIAL HALL AND LEARNING CENTER  
 Construction Type . . . . . CONCRETE BLOCK  
 Occupancy Type . . . . . COMMERCIAL  
 Roof Type . . . . . BUILT-UP  
 Flood Zone . . . . . AE AT 9 FEET  
 Sign Type . . . . . CONSTRUCTION SIGN  
 Fence Type . . . . . CONSTRUCTION FENCE

Permit . . . . . NEW COMMERCIAL BLDG/ADDT, ETC  
 Additional desc . . . . . 1&3 STORIES/SOCIAL HALL/CENTER  
 Permit Fee . . . . . 195766.77 Plan Check Fee . . . . . .00  
 Issue Date . . . . . 11/12/15 Valuation . . . . . 0  
 Expiration Date . . . . . 5/10/16

Qty	Unit Charge	Per	Extension
		BASE FEE	195766.77

Special Notes and Comments  
 SEPARATE PERMITS MUST BE PULLED FOR THE  
 FOR WINDOWS; ROOF; PAVING & CURB CUTS;  
 ELECTRICAL; MECHANICAL; PLUMBING; POOL  
 FENCE; SIGNS; FIRE & LAWN SPRINKLER  
 SYSTEMS; NO CERTIFICATE OF OCCUPANCY  
 WILL BE ISSUED UNTIL TEMPORARY STRUCTURE  
 USED INCIDENTAL TO THE CONSTRUCTION OF  
 THE PRIMARY STRUCTURE HAVE BEEN REMOVED

0094G/1-20-93/AE-8

Other Fees . . . . .	COUNTY PERMIT FEE	8212.80
	STRUCTURAL ENGINEER FEES	1000.00

Fee summary	Charged	Paid	Credited	Due
Permit Fee Total	195766.77	195766.77	.00	.00
Plan Check Total	.00	.00	.00	.00

TOWN OF SURFSIDE  
BUILDING & ZONING DEPARTMENT/ HOURS 9:00AM - 4:00PM  
9293 HARDING AVENUE  
SURFSIDE, FL 33154  
(305)861-4863

---

Permit Number . . . . .	14-00000509		Page	2
Other Fee Total	9212.80	9212.80	Date	11/12/15
Grand Total	204979.57	204979.57		.00
				.00

---

BUILDING DEPARTMENT CLERK:

AUTHORIZED SIGNATURE:





TOWN OF SURFSIDE

03/23/14 02:10PM

14-509

PERMIT NO.  
APPLICATION NO.  
AMOUNT DUE

**BUILDING PERMIT APPLICATION**  
2010 FLORIDA BUILDING CODE IN EFFECT

PERMIT TYPE: (Check one)  Structural  Mechanical  Electrical  Plumbing  Other  Roof

JOB ADDRESS: 9540 COLLINS AVE						
OWNER'S NAME: THE SHUL OF BAY HARBOUR INC.						
OWNER'S ADDRESS: 9540 COLLINS AVE.						
CITY: SURFSIDE FL.	PHONE# 305.868.1411 FAX #					
FEE SIMPLE TITLE HOLDER'S NAME:	ADDRESS:					
CONTACT PERSON: YANKIE ANDRUSIER PHONE# 347.723.2731						
EMAIL ADDRESS: YANKIE@ownersrepofmiami.com						
CONTRACTOR: A.V.I. Contractors, Inc. (11/10/15)						
MAIL ADDRESS: 2771 Executive Park Drive Suite 2						
CITY: Weston	STATE FL. ZIP CODE: 33331					
PHONE # 954-557-6249	FAX # 954-217-1818 EMAIL: Vincent@AviContractorsInc.com					
CERT COMPETENCY: CGC 1508145	STATE REGISTRATION:					
LOT	BLOCK	PRESENT USE:	PROPOSED USE: Synagogue			
FOLIO NUMBER:		SUBDIVISION:				
NO. OF STORIES: 3	OFFICES:	FAMILIES:	BEDROOMS: BATHS:			
TYPE OF WORK:	ADD <input type="checkbox"/>	NEW <input type="checkbox"/>	ALTER <input type="checkbox"/>	REPAIR <input type="checkbox"/>	REPLACE <input type="checkbox"/>	OTHER <input type="checkbox"/>
VALUE OF WORK: (Total all Trades): \$13,687,447.00		SQ. FT. (TOTAL) LINEAR FEET				
DESCRIBE WORK: ONE AND THREE STORIES SOCIAL HALL AND LEARNING CENTER						
ARCHITECT/ENGINEER'S NAME: SETHAPIRO ASSOCIATES						
ADDRESS: 1150 KANE CONCOURSE, BAY HARBOUR, FL 33154						
PHONE# 305.866.7324	FAX# 305.866.7474	EMAIL: jaim@schapiroassociates.com				
MORTGAGE LENDER NAME:						

Ext. 212

MIAMI BEACH

# Miami Beach failed to collect \$19 million in developer fees for parking

By Joey Flechas

jflechas@MiamiHerald.com

SEPTEMBER 16, 2014 07:06 PM, UPDATED SEPTEMBER 18, 2014 03:21 PM



Officials at Miami Beach City Hall have uncovered past mismanagement of a program that allows developers who can't provide on-site parking to pay the city a fee for every space they can't provide. The city could have collected nearly \$19 million. JOEY FLECHAS MIAMI HERALD STAFF



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04:14 Powered by Trinity Audio

In Miami Beach, a town known for its scarcity of parking, city staffers have failed to collect nearly \$19 million in fees from developers — fees that were supposed to be used to improve the city's parking facilities.

City administrators uncovered the problem, which stretches back 25 years, through an eight-month internal review, the results of which were released Tuesday. Administrators will present the findings of the internal investigation to the City Commission Wednesday evening.

Since January, the city's planning department has reviewed processes and procedures in the "fee in

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## Pharrell just dropped \$30 million on sweet ‘quarantine’ digs in Coral Gables: report

That fee, currently set at \$35,000 per space, is supposed to go toward improving the city’s parking facilities. An annual fee is also charged if a change to an existing property requires more parking, like if a restaurant adds more tables. That fee is set at \$700 per year for as long as that use remains.

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According to a memo sent Tuesday afternoon to the City Commission, the review uncovered issues with billing, accounting and inspection of properties in the program, which led to the city leaving \$18.9 million on the table over the course of the past 20 years. It started with reviewing a sample of 25 accounts in the program at the beginning of this year. The pool ballooned to about 180 accounts after staffers kept finding problems.

The news comes about a week after the Miami Herald reported that [past Miami Beach administrators failed to collect \\$2.7 million in water and sewer connection fees from several hotels and condos](#). It does not appear there is any connection between the two instances of mismanagement.

Officials reviewing the parking fee program also found that the city did little or nothing after three previous internal audits revealed some of the management issues in 1997, 2003 and 2010.

“Management responses for corrective action did not have completion dates and there is no evidence that significant and deliberate steps were taken by any of the departments involved to establish the appropriate checks and balances to prevent recurrence or initiate invoicing of recurring fees to prevent further loss,” reads the memo, prepared by Deputy Planning Director Carmen Sanchez and Assistant City Manager Joe Jimenez.

The one-time fee has increased incrementally over the years. In many cases, records show past planning officials agreed to bill property owners at previous lower rates without explanation. In

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financial system.

The review is ongoing.

“Staff has conducted extensive research and has had to reconstruct the history for most of the accounts evaluated,” reads the memo. “As new details come to light and additional information is received the estimated receivable amount may change to include other projects identified at a future date.”

The history of poor management came to light to city officials earlier this year, when Sanchez, hired in late 2013, and Jimenez, who joined the city in May 2013, initiated a review of the program. The current administration has already put some checks and balances in place to fix the problems.

According to the memo, the planning department has invoiced 34 recurring accounts for the current fiscal year, and will start invoicing all active accounts for the upcoming fiscal year, starting Oct. 1. The city has updated its permitting software to keep records of what is charged and owed, hired staff to manage special revenue accounts like the parking impact fee program and, from now on, building permits or certificates of use will not be issued until the fee has been paid.

City administrators did not want to comment for this story before presenting their findings to the City Commission. Administrators will ask the City Commission for direction on how to proceed with uncollected money from current businesses and ones that have closed but still have outstanding balances.

Follow @joeflech on Twitter.

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SEPTEMBER 17, 2014 8:21 PM

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SEPTEMBER 07, 2014 2:59 PM

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SEPTEMBER 10, 2014 3:42 PM

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SEPTEMBER 10, 2014 7:12 PM

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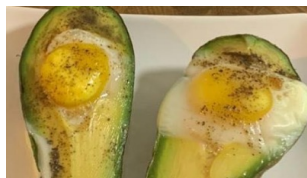
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DR. MARTY



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MD: If You Have Toenail Fungus, Do This Immediately (Watch)  
CLEAR NAIL PLUS



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Big crowds at Miami Beach parks, marinas on first weekend of reopening



Food distributions help Miami Beach families

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UPDATED 9 HOURS 35 MINUTES AGO

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UPDATED MAY 02, 2020 02:06 PM

Biden, Warren: There's no oversight of coronavirus relief — because that's what

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1990

Brooks Koepka, the American golfer, is born.

3 MAY

THIS DAY IN HISTORY

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UPDATED MAY 01, 2020 10:22 PM

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UPDATED MAY 02, 2020 06:29 PM

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MIAMI-DADE COUNTY

After six weeks of lockdown, Miamians enjoy first

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Saturday brought crowds at Miami-Dade County marinas and parks, which opened Wednesday after weeks of being closed due to coronavirus. At Blackpoint Marina, hundreds of cars lined up to go boating and fishing.

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MIAMI BEACH

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UPDATED MAY 01, 2020 09:00 PM



MIAMI BEACH

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UPDATED MAY 01, 2020 05:05 PM



REAL ESTATE NEWS

Instagram sensation Gianluca Vacchi lists his Miami Beach home for \$10.9M

UPDATED MAY 01, 2020 03:30 PM



MIAMI BEACH

More than 1,550 face-mask warnings issued in Miami Beach parks after reopenings

UPDATED MAY 01, 2020 04:41 PM



MIAMI BEACH

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UPDATED MAY 01, 2020 04:31 AM



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BY THE PENNY HOARDER

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**ACCEPT COOKIES**



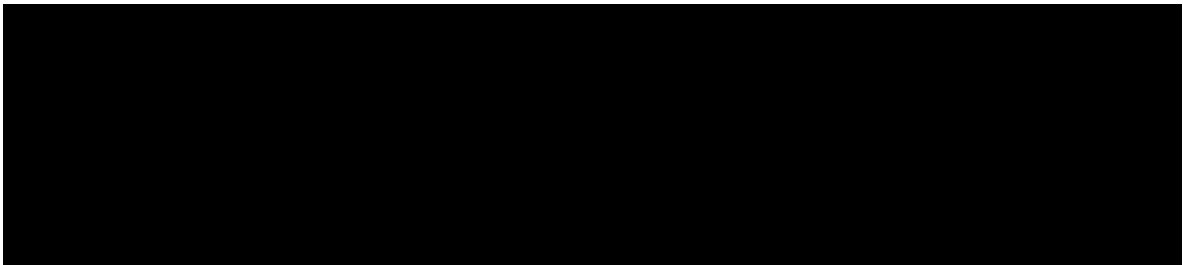
## TOWN OF SURFSIDE, FLORIDA

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**REQUEST FOR PROPOSALS (RFP)  
POINT LAKE CANAL SUBAQUEOUS WATER  
MAIN CROSSING TO BISCAYA ISLAND  
RFP No. #####-##**

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Issue Date: **January** \_\_\_\_, 2020



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## **PUBLIC NOTICE**

### **Request for Proposals (RFP) No. 2020-01** **Design/Build of Community Center Photovoltaic System**

**NOTICE IS HEREBY GIVEN** that the Town of Surfside is soliciting sealed proposals for the Design/Build of the Community Center Photovoltaic System in Surfside, Florida. Interested firm/individuals (“Proposer (s)”) may pick-up a copy of the Request for Proposals (“RFP”) No. 2020-01 from the Town Clerk’s Office, Town of Surfside, Town Hall, 9293 Harding Avenue, Second Floor, Surfside, Florida, 33154, or may download it from the Town’s website at [www.townofsurfside.fl.gov](http://www.townofsurfside.fl.gov). The RFP contains detailed and specific information about the scope of services, submission requirements, and selection procedures.

One (1) original, five (5) hard copies, and one (1) electronic copy on a USB drive of the completed and executed Proposal must be delivered no later than \_\_\_\_\_, 2020, at **2:00 PM** (“Submission Deadline”) to the following address:

**Town of Surfside Town Hall  
Town Clerk’s Office  
9293 Harding Avenue, Second Floor  
Surfside, Florida, 33154.**

The Town reserves the right to reject late submissions, in the sole discretion of the Town Manager or his designee.

The envelope containing the sealed Proposal must be clearly marked as follows:

**SEALED PROPOSAL  
RFP NO. 2020-01  
DESIGN/BUILD OF COMMUNITY CENTER PHOTOVOLTAIC SYSTEM  
OPENING DATE AND TIME/SUBMISSION DEADLINE: \_\_\_\_\_, 2020, at 2:00 PM**

A **Mandatory Pre-RFP Submission Conference** is scheduled for \_\_\_\_\_, 2020 at **2:00 pm** at the Town of Surfside Town Hall, 9293 Harding Ave., Second Floor, Surfside, Florida 33154. All Proposers planning to submit Proposals are required to attend this meeting. Proposers should allow sufficient time to ensure arrival prior to the indicated time. Proposals from those who have failed to attend will not be accepted. All persons attending the pre-submission conference may ask questions or seek clarification regarding this RFP via the procedures outlined herein.

Any questions or clarifications concerning the proposal specifications must be received by Sandra Novoa, MMC Town Clerk, no later than 5:00 PM, \_\_\_\_\_, 2020. Any questions regarding RFP No. 2020-01 are to be submitted either in writing directly to Sandra Novoa, Town Clerk, at the following address: 9293 Harding Ave., Second Floor, Surfside, Florida 33154, or via email to: snovoa@townofsurfsidefl.gov. Any questions received by the Clerk after the stated deadline will be disregarded. All questions received by the Clerk prior to the stated deadline shall be answered via an Addendum to this RFP and circulated to all registered Proposers.

The Town shall award the contract in a manner consistent with the Florida statutory requirements for Design/Build public contracts. The Proposer must be a qualified design/build firm as defined in Section 287.055, Florida Statutes. The Town of Surfside intends to enter into a Design/Build Agreement with the successful Proposer for design/build of a roof-mounted Photovoltaic System at the Town's Community Center located at 9301 Collins Avenue, Surfside, Florida 33154.

The Town reserves the right to reject any or all proposals, with or without cause, to cancel this solicitation, to waive technical errors and informalities, and to accept any proposal which best serves the interests of or represents the best value to the Town.

The Town of Surfside hereby provides notice to all proposers of the adoption and imposition of a Cone of Silence for this solicitation, as set forth in Section 3-17 of the Town Code. "Cone of Silence," as used herein, means a prohibition on communication regarding a competitive bid or solicitation for a purchase exceeding \$25,000.00, including but not limited to, a particular request for proposal ("RFP") between: (1) A potential respondent, vendor, service provider, proposer, bidder, lobbyist, or consultant, and (2) The Town commissioners, Town's staff including, but not limited to, the Town Manager and his or her staff, any member of the Town's selection or evaluation committee. Please contact the Town Clerk and/or Town Attorney with any questions on the Cone of Silence.

Date Issued: \_\_\_\_\_, 2020

**Request for Proposals (RFP) No. 2020-01**  
**Design/Build of Community Center Photovoltaic System**

**INSTRUCTIONS**

**ARTICLE 1**  
**DEFINITION OF TERMS**

The terms defined in this Article and the Design/Build Agreement shall apply to all documents contained in the proposal and contract documents for this project. If a conflict exists, the definitions in the Design/Build Agreement supersede definitions provided in the proposal and contract documents.

- 1.1 “Addenda” or “Addendum” mean a written modification to this RFP issued by the Town covering changes, additions, or reductions in the terms of this RFP.
- 1.2 “Amendment” means a written modification to the Contract Documents covering changes, additions, or reductions in the terms of the Contract Documents.
- 1.3 “Bidder” or “Proposer” means a person or entity that timely submits a responsive Project proposal or bid.
- 1.4 “Consultant” or “Project Consultant” both shall be that certain party that the Town may engage to be an owner’s representative for the Project.
- 1.5 “Contract Documents” means this RFP, the Design/Build Agreement, Design Criteria Package, the Plans and Specifications and all exhibits and documents related thereto or contemplated thereby, as well as all Addenda and Amendments related to each with respect to the Project and all changes to said documents issued by the Town.
- 1.6 “County” means Miami-Dade County.
- 1.7 “Day” means consecutive days of the week or month without regard to weekends or holidays.
- 1.8 “Design/Builder” or “Design/Build Firm” means the successful Proposer on this Project who is qualified under Section 287.055, Florida Statutes.
- 1.9 “Design/Build Agreement” means that agreement to be entered into between the Town and the successful Proposer for the Work. The form of the Design/Build Agreement will be available to all proposers in advance of the Submittal Date on the Town’s website [www.townofsurfsidefl.gov](http://www.townofsurfsidefl.gov) and/or issued by Addendum to this RFP.

- 1.10 “Design Criteria Package” shall mean the design/build specifications and criteria for the Project prepared by the Town’s Design Criteria Professional as specified in Section 287.055, Florida Statutes, and attached as Exhibits 1 and 2.
- 1.11 “Design Criteria Professional” shall mean the professional engineer preparing the Design Criteria Package, as specified in Section 287.055, Florida Statutes.
- 1.12 “Design Services” are all design services performed by and required of the Design/Builder pursuant to this RFP and the Contract Documents and includes services performed by the Design/Builder’s Subconsultants.
- 1.13 “FDOT” means the Florida Department of Transportation.
- 1.14 “Guaranteed Maximum Price” means the lump sum price for the Work, and is the maximum amount the Town shall be required to pay the Design/Builder for the performance of all obligations described in the Contract Documents.
- 1.15 “Payment Bond” shall be in the form required in this RFP.
- 1.16 “Performance Bond” shall be in the form required in this RFP.
- 1.17 “Project” means the design and construction, in accordance with this RFP and the Contract Documents, of the Community Center roof-mounted Photovoltaic System.
- 1.18 “Project Cost Proposal” means the guaranteed maximum price for which the Proposer offers to perform the Work, as described in the Contract Documents in the form attached hereto as Form “3”.
- 1.19 “Project Location” or “Project Site” means the area where the Project is to be constructed, as shown on Exhibit 1 (Location Map of Community Center located at 9301 Collins Avenue, Surfside, Florida).
- 1.20 “Proposal/Bid Proposal” means the Technical Proposal and the Project Cost Proposal submitted together by the Proposer in response to this RFP.
- 1.21 “Proposal Security” or “Proposal Bonds” shall mean a cashier’s check or bond submitted by a Proposer in the form attached hereto as Form “4”.
- 1.22 “RFP” means this Request for Proposal.
- 1.23 “Selection Committee” shall be appointed by the Town Manager and shall review and evaluate responsive Proposals.
- 1.24 “Short Listed Firms” shall be the top Proposers recommended by the Selection Committee to the Town Manager and/or Town Commission.

- 1.25 “Short Listed Firm’s Proposal” or “Short Listed Firm’s Presentation” shall both mean all documents submitted by a Short Listed Firm, and that firm’s oral presentation.
- 1.26 “State” shall mean the State of Florida.
- 1.27 “Subconsultant” means any person or entity, other than Design/Builder’s own employees, employed or retained by, or under contract with Design/Builder to perform a portion of the Design Services under this RFP and the Contract Documents.
- 1.28 “Subcontractor” means any person or entity, other than the Design/Builder’s own employees, employed or retained by, or under contract with the Design/Builder to perform the non-design portion of the Work under this RFP and the Contract Documents.
- 1.29 “Technical Proposal” shall mean all information required to be submitted by the proposer for this RFP to be considered responsive, except the Project Cost Proposal.
- 1.30 “Town” or “Owner” means the Town of Surfside, a Florida municipal corporation.
- 1.31 “Town’s Representative” shall be the person designated by the Town as the Town’s contact person.
- 1.32 “Work” includes all aspects of the design and construction project proposed in this RFP, the Contract Documents and other bidding documents.

**ARTICLE 2**  
**INTRODUCTION, BACKGROUND, PROJECT DESCRIPTION,**  
**AND SCOPE OF SERVICES**

**2.1 INTRODUCTION**

- 2.1.1 The Town of Surfside, Florida (“Town”), a municipality located in Miami-Dade County, Florida, requests qualified Design/Build Proposers (“Proposers”) to submit proposals to design and build a roof-mounted Photovoltaic System (also known as solar panels) in the Town’s Community Center located at 9301 Collins Avenue, Surfside, Florida 33154.
- 2.1.2 The Town desires to contract with a qualified Design/Build Firm to design and construct the Project.
- 2.1.3 The Town intends to award the Design/Build Agreement to a qualified entity that the Town Commission determines to be in the best interest of and most advantageous to the Town.

2.1.4 The Work required under this RFP is defined in this RFP, which includes the Design Criteria Package, and the Contract Documents.

2.2 **BACKGROUND.** The Town is located on a barrier island in northeast Miami-Dade County, Florida, situated between Miami Beach to the south and Bal Harbour Village to the north, and is bounded on the east by the Atlantic Ocean, on the west by Atlantic Intracoastal Waterway, on the south by 87<sup>th</sup> Terrace, and on the north by 96<sup>th</sup> Street. The Town’s standards stress high-quality visual corridors to the ocean, with access to the ocean, as well as a focus on protecting the environment, providing landscaping, and developing aesthetically attractive structures.

2.3 **PROJECT DESCRIPTION.** The project site is the Town Community Center located at: 9301 Collins Avenue, Town of Surfside, Florida 33154. The solar system shall be comprised of an array of photovoltaic panels and electrical equipment components capable of generating a minimum of 93.6 kWdc to maximize savings.

Currently The Town of Surfside Community Center uses 396,960 kWh annually. The energy usage is as follows:

Month	Energy Usage (kWh) per FPL Billing
December 2018	28,920
January 2019	27,960
February 2019	31,320
March 2019	32,640
April 2019	34,560
May 2019	37,080
June 2019	39,720
July 2019	36,960
August 2019	34,200
September 2019	37,560
October 2019	28,440

Refer to Exhibit 3 for recent FPL Bill

**2.4 SCOPE OF SERVICES.**

The successful Design-Build Proposer shall design, permit, and construct the improvements necessary for:

- 1) The installation of a roof-mount solar photovoltaic system at the site address. The solar system shall be comprised of an array of photovoltaic panels and electrical equipment components generating a minimum of 93.6 kWdc to maximize savings.

- 2) The structural installation of the solar panels and components to the existing building roof.
- 3) The proposer shall develop a design for a new photovoltaic system. Not all locations identified need to be utilized. It is the responsibility of the proposer to assess the building structural integrity, roof condition, and shading limitations.
- 4) Mounting system shall limit roof penetrations or be fully ballasted. Mounting system design needs to meet applicable local building code requirements with respect to snow, wind, and earthquake factors. Solar system installation must not void the roof warranty.
- 5) Roof conduit penetrations shall be minimized and the new PV electrical equipment shall fit into the existing electrical room.
- 6) System shall be fixed tilt with an orientation that maximizes annual savings.
- 7) Monitoring of system performance and providing public education and outreach is an important element. The Town of Surfside will favor a proposal that includes a turnkey monitoring system that can be integrated into the Town of Surfside's computer system for display on the Town of Surfside website. The system should display and analyze historical and live solar electricity generation data. Additionally, the regularly collected data should reflect, but not be limited to, the following:
  - Average and accumulated output (kWh/kW and total kWh)
  - Capacity factor
  - Air quality emissions averted (and real world equivalents conversion)
- 8) Provide operation and maintenance of the entire solar electric system for 20 years. Operations and maintenance services shall include:
  - Online monitoring
  - Performance monitoring, notification, and troubleshooting – must have personnel available to notify Town of Surfside of an outage or decrease in system production
  - Corrective maintenance to mitigate any risk to the system or minimize down time
  - System Performance Reports that compares actual production to predicted production
  - Preventative maintenance and inspections to identify and fix problems before they occur, including infrared photography for hot spots, manufacturer recommended maintenance, hardware torque checks, and array cleanings

The successful proposer shall prepare and submit design plans, renderings, technical specifications, and materials/PV components-package shop-drawings as necessary to adequately define and portray a fully functional, code-compliant, and operational PV system, and shall

subsequently apply for and obtain all necessary permits required to complete the installation and operation of the system and all of its components. The successful proposer must have worked with Florida Power and Light (FP&L) regulations and have established onsite safety standards.

The design plans shall be submitted for review at 30%, 60%, 90%, and 100%. The technical specifications shall be submitted for review at 60%, 90%, and 100%. The design specifications and plans shall be submitted for review to the Town's Director of Public Works for prior to the filing of permit applications. Such documents shall adequately demonstrate to the Director of Public Works that the PV components, controls, appurtenances, and interconnections will provide a fully functional and controllable system which will operate in accordance with the Town's intentions, as outlined herein. After approval of the products/systems by the Director, no substitutions of materials, systems, or components will be allowed without prior approval of the Director. Once the plans have been approved by the Town's Director of Public Works, they shall be submitted to the Building Department and any other agency having jurisdiction for approval and construction permitting. All permit fees and associated costs for pursuing and obtaining required approvals and permits shall be the responsibility of the Proposer and shall be included in the Proposer's proposal price submitted in response to this RFP.

All work shall be performed and completed in compliance with the National Electric Code (NFPA 70), the Florida Building Code, Miami-Dade County Code, Town of Surfside Charter and Code, and all other applicable codes and standards governing the work. The applicable edition of each code shall be that edition which is adopted and in effect at the time of filing of the last permit application governed by each code or standard.

All permit fees and associated costs for obtaining required approvals and permits for the Work shall be the responsibility of the Proposer and shall be included in the Proposer's Cost Proposal submitted in response to this RFP.

### **ARTICLE 3 PROPOSAL INSTRUCTIONS**

- 3.1 Copies of this RFP may be obtained from the Town. Proposers who obtain copies of this Proposal from sources other than the Town risk not receiving Addenda, since their names may not be included on the list of firms participating in the process for this particular RFP.
- 3.2 **CONE OF SILENCE.** Notwithstanding any other provision of these specifications, the provisions of Town "Cone of Silence" are applicable to this transaction. The "Cone of Silence", as used herein, means a prohibition on any communication regarding a particular Request for Proposal (RFP), Request for Qualification (RFQ), or bid, between a potential vendor, service provider, contractor, bidder, lobbyist, or consultant, and the Town Commission, Town's professional staff including, but not limited to, the Town



Manager and his or her staff, any member of the Town's selection or evaluation committee.

The Cone of Silence shall be imposed upon each RFP, RFQ, and bid after the advertisement of said RFP, RFQ, or bid.

The Cone of Silence shall terminate at time the Town Manager makes his or her written recommendation to the Town Commission. However, if the Town Commission refers the Manager's recommendation back to the Manager or staff for further review, the Cone of Silence shall be re-imposed until such time as the Manager makes a subsequent written recommendation.

The Cone of Silence shall not apply to:

1. Oral communications at pre-proposal/pre-bid conferences.
2. Oral presentations before selection or evaluation committees.
3. Public presentations made to the Town Commission during any duly noticed public meeting.
4. Communications in writing at any time with any town employee, unless specifically prohibited by the applicable RFP, RFQ, or bid documents. The bidder or proposer shall file a copy of any written communication with the Town Clerk. The Town Clerk shall make copies available to any person upon request.
5. Communications regarding a particular RFP, RFQ, or bid between a potential vendor, service provider, contractor, bidder, lobbyist or consultant and the Town's Purchasing Agent or Town employee designated responsible for administering the procurement process of such RFP, RFQ or bid, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document.
6. Communications with the Town Attorney and his or her staff.
7. Duly noticed site visits to determine the competency of bidders regarding a particular bid during the time period between the opening of bids and the time the Town Manager makes his or her written recommendation.
8. Any emergency procurement of goods or services pursuant to Town Code.
9. Responses to the Town's request for clarification or additional information.
10. Contract negotiations during any duly noticed public meeting.

11. Communications to enable Town staff to seek and obtain industry comment or perform market research, provided all communications related thereto between a potential vendor, service provider, contractor, bidder, lobbyist, or consultant and any member of the Town's professional staff including, but not limited to, the Town Manager and his or her staff are in writing or are made at a duly noticed public meeting.

Please contact the Town Attorney for any questions concerning Cone of Silence compliance.

Violation of the Cone of Silence by a particular bidder or proposer shall render any RFP award, RFQ award, or bid award to said bidder or proposer voidable by the Town Commission and/ or Town Manager

- 3.3 **MANDATORY PRE-SUBMITTAL CONFERENCE.** A Mandatory Pre-Submittal Conference is scheduled for \_\_\_\_\_, 2020 at 2:00 pm at the Town of Surfside Town Hall, Second Floor, 9293 Harding Avenue, Surfside, Florida 33154. All Proposers planning to submit Proposals are required to attend this meeting. Proposers should allow sufficient time to ensure arrival prior to the indicated time. Proposals from those who have failed to attend may not be accepted.
- 3.4 **ADDITIONAL INFORMATION OR CLARIFICATIONS; ADDENDA.** Requests for additional information or clarifications must be received by **Sandra Novoa, M.M.C. Town Clerk, no later than 5:00 PM, on \_\_\_\_\_, 2020.** Any questions regarding this RFP No. 2020-01 are to be submitted either in writing to the Town Clerk's Office, Surfside Town Hall, 9293 Harding Ave., Second Floor, Surfside, Florida 33154, or via e-mail directly to Sandra Novoa, Town Clerk, [snovoa@townofsurfsidefl.gov](mailto:snovoa@townofsurfsidefl.gov), in accordance with the deadline for receipt of questions, as also specified in the Public Notice Section of this RFP. The request for additional information and clarification must contain the RFP number and title, Proposer's name, name of Proposer's contact person, address, phone number, and e-mail. No verbal communications shall be binding; only written Addendum from the Town shall be binding. The Town will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Proposal deadline. All persons attending the mandatory pre-bid conference will receive the Town's responses. Proposers should not rely on any representations, statements or explanations other than those made in this RFP or in any written addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued shall govern and prevail.
- 3.5 **SUBMITTAL OF PROPOSAL.** The submittal shall consist of one sealed Proposal package. The package shall include the Project Cost Proposal in a separate sealed envelope and a complete original Technical Proposal. Each Proposer shall submit one (1) original, and five (5) additional complete hard copy proposals, and one (1) electronic copy on a USB drive. Proposals shall be as thorough and detailed as possible so that the Town may properly evaluate the capabilities of respective firms to provide the required design/build services. All submittals must meet or exceed the specifications and requirements provided in the **Design Criteria details in Exhibit 2.** Any deviations must be

submitted in writing for approval. No exceptions will be made after the Design/Build Agreement is executed. All proposals submitted to the Town must be delivered no later than \_\_\_\_\_, 2020 at 2:00 PM (“Submission Deadline”) to the following address.

**Town of Surfside Town Hall  
Town Clerk’s Office  
9293 Harding Avenue, Second Floor  
Surfside, Florida 33154**

The Town reserves the right to reject late submissions, in the sole discretion of the Town Manager or his designee.

The envelope containing the sealed Proposal must be clearly marked as follows:

**SEALED PROPOSAL  
RFP NO. 2020-01  
DESIGN/BUILD OF COMMUNITY CENTER PHOTOVOLTAIC SYSTEM  
OPENING DATE AND TIME/SUBMISSION DEADLINE: \_\_\_\_\_, 2020 at 2:00 PM**

No extensions to the submission due date will be granted and Proposals received after this time will be returned unopened.

- 3.5.1 Proposal Packaging - Both parts of the Proposal – Technical Proposal and Project Cost Proposal - shall be submitted in separate opaque plain sealed envelopes, parcels, boxes, or other secure packaging. The outside of the sealed packaging must clearly indicate the Proposer’s name, address, and the name and telephone number of the Proposer’s specific contact person; and must designate whether the package contains the Technical Proposal or the Project Cost Proposal. Any and all packaging must clearly and distinctly identify the Proposal by the RFP number and name: **“RFP No. 2020-01 Design/Build of Community Center Photovoltaic System – “Technical Proposal” and “RFP No. 2020-01 Design/Build of Community Center Photovoltaic System – “Project Cost Proposal”**.
- 3.5.2 For the Project Cost Proposal, if a cost discrepancy exists between the item subtotal costs and the Guaranteed Maximum Price, the value entered as Guaranteed Maximum Price will take precedence. If a cost discrepancy exists between the written value for the Guaranteed Maximum Price and the numerical value, the written value will take precedence.
- 3.5.3 All Proposals shall be submitted on 8½ by 11 paper, type written on one side only with one (1) inch margins on all sides. Each copy of the Technical Proposal package must be individually bound.
- 3.5.4 An officer who is legally authorized to bind the proposing entity into a contractual relationship must sign the Proposals.

3.5.5 The Selection Committee will perform an initial review of all submitted Proposals to determine responsiveness. Any Proposals deemed non-responsive will be disqualified and not subject to further review. In determining responsiveness, the Selection Committee and/or Town Commission reserves the right to waive a non-material informality or irregularity.

3.5.6 This Proposal is irrevocable for one hundred twenty (120) Calendar Days from the RFP Submission Deadline.

3.5.7 The Proposer agrees that should the Proposer be selected to perform the Work, the Proposer shall be bound to perform the Work as specified in the Project Cost Proposal whether or not the Town awards all or a portion of the Work

### 3.6 CALENDAR OF IMPORTANT DATES

The Town’s proposed calendar of events is listed below. This calendar is for the Town’s and Proposer’s preliminary planning use only and is subject to change.

<b>Date</b>	<b>Event</b>
_____, 2020	Public Notice
_____, 2020, 2:00 pm	Mandatory Pre-Proposal Conference
_____, 2020	Last day to submit questions/clarifications
_____, 2020	<b>Submission Deadline: Proposal due to Town Clerk no later than 2:00 PM</b>
_____, 2020 week	Selection Committee meets to open Technical Proposals and eliminate non-responsive Proposals
TBD	Proposals Under Review. Selection Committee meets to publicly evaluate Proposals and produce Short List
TBD	Presentation by Short-Listed Firms (if required)
TBD	Town Commission Action - Final Ranking - Authorization to negotiate issued to Town Manager
TBD	Town Commission Action – Award of

**Date**

**Event**

Design/Build Agreement

**Note:**

Proposers may be requested to make public presentations at any time during the evaluation process. Public presentations are for the purpose of clarifying Proposals prior to scoring by the Selection Committee or prior to final selection by the Town Commission.

**3.7 ELIGIBILITY**

3.7.1 All potential Design/Build Firms must be qualified pursuant to Section 287.055, Florida Statutes.

3.7.2 Contractors and Subcontractors must meet additional licensing, certification, and bonding requirements as specified in the Design/Build Agreement and elsewhere in this RFP.

3.7.3 Proposers must submit evidence of proper State and County licensing for all contract work, professional services, and other services required under this RFP prior to the execution of the Design/Build Agreement and shall attach such documentation as attachments to the **Statement of Qualifications (See Form 5)** described below for the purposes of evaluation during the selection process as defined by this RFP.

**3.8 NON-RESPONSIVE PROPOSALS**

Proposals found to be non-responsive shall not be considered. Proposals may be rejected if found to be in nonconformance with the requirements and instructions herein contained. A Proposal may be found to be non-responsive by reasons, including, but not limited to, failure to utilize or complete prescribed forms, conditional proposals, incomplete proposals, indefinite or ambiguous proposals, failure to meet deadlines and improper and/or undated signatures. Other conditions which may cause rejection of proposals include evidence of collusion among Proposers, obvious lack of experience or expertise to perform the required Work, or meet financial obligations on previous contracts. Proposals will also be rejected if not delivered or received on or before the Submission Deadline.

**3.9 WAIVER OF IRREGULARITIES**

The Town may waive non-material informalities or irregularities in Proposals received where the correction or waiver of which is not prejudicial to other Proposers. Non-material irregularities are defined as those that will not have an adverse effect on the Town's interest and will not affect the price of the Proposals by giving a Proposer an advantage or benefit not enjoyed by other Proposers.

Proposers shall identify separately all innovative aspects of their proposal. Innovation should be limited to Design-Builder's means and methods, approach to Project, use of new products, new uses for established products.

### 3.10 TOWN OPTIONS

The Town may, at its sole and absolute discretion, reject any or all Proposals, re-advertise this RFP, postpone or cancel this RFP process at any time, or waive any irregularities in this RFP or in the Proposals received as a result of this RFP.

The determination of the criteria and process whereby Proposals are evaluated, the decision as to who shall receive the Design/Build Agreement award, or whether an award shall ever be made as a result of this RFP, shall be the sole and absolute discretion of the Town.

The submittal of a Proposal will be considered by the Town as constituting an offer by the Proposer to provide the Work described in this RFP.

### 3.11 RULES, REGULATIONS, AND REQUIREMENTS

All proposers shall comply with all laws, ordinances, and regulations of any Federal, State of Florida, Miami-Dade County, or Town government applicable to submitting a response to this RFP and to providing the Work described herein.

## ARTICLE 4 INFORMATION REQUIRED IN PROPOSALS

In order to be deemed responsive, each Proposer shall submit the following information and documents with their proposal:

4.1 **Transmittal Letter:** Each Proposer shall submit a transmittal letter signed by an officer authorized to represent, bid, commit and negotiate for the Proposer. The transmittal letter shall state that the Proposer has read and reviewed the RFP's terms and conditions, and accepts such terms and conditions as binding and enforceable. In addition, the letter shall acknowledge receipt and acceptance of all Addenda to the RFP. The transmittal letter shall state that the Proposer's Proposal is valid for one hundred twenty (120) days from the date of its submission.

4.2 **Proposal Cover Sheet:** Provide the information requested in the **Proposal Cover Sheet attached hereto as Form "2"**.

4.3 **Proposer's Statement of Qualifications:** Provide the information requested in the **Proposer's Statement of Qualifications attached hereto as Form "5"**, including the following:

- 1) The Name and address of company/firm, including, but not limited to, a business overview, financial state of the business, annual revenue for past two years, and

names and addresses of all persons having financial interest in firm and key managerial personnel.

- 2) Proof of authorization from the Florida Secretary of State for the prime design-build firm and all sub-contractors and sub-consultants to transact business in Florida, together with a copy of all applicable licenses and permits required for the Work. Proposer must be fully licensed with all required State and/or local licenses and permits to perform the Work and all services.
- 3) Resumes, with job descriptions and other detailed qualification information, for all key personnel who will be assigned to this project, including any key personnel of sub-consultants and sub-contractors.
- 4) Description of the Proposer's (including sub-consultants' and sub-contractors') experience in the application of Photovoltaic (PV) Technology and implementation of the technical requirements as defined in the Project's Scope of Services. Proposers shall describe and demonstrate their successful deployment of the systems described in the Scope of Services or on systems of similar or greater complexity (illumination scenes and lighting synchronization) to that requested in this proposal.
- 5) Description of the experience, qualifications, and other vital information, including relevant experience on previous similar projects, of all key personnel, including those of sub-consultants and sub-contractors, who will be assigned to this project.
- 6) Detailed description of comparable contracts as they pertain to the Scope of Services similar to that requested herein, which the Proposer and Subcontractor has either ongoing or completed within the past five years. The description should identify for each project: (i) client, (ii) a complete description of work, (iii) total dollar value of the contract, (iv) dates covering the term of the contract, (v) client contact person and phone number, (vi) statement of whether Proposer was the prime contractor or subcontractor, and (vii) the results of the project. Where possible, list and describe those projects performed for government clients or similar size private entities (excluding any work performed for the Town of Surfside).
- 7) List all contracts which the Proposer has performed for the Town of Surfside. The Town will review all contracts the Proposer has performed for the Town. As such, the Proposer must list and describe all work performed for the Town of Surfside and include for each project:

- a. Name of the Town Department which administers or administered the contract;
  - b. Description of work;
  - c. Total dollar value of the contract;
  - d. Dates covering the term of the contract;
  - e. Town contact person and phone number;
  - f. Statement of whether Proposer was the prime contractor or subcontractor; and
  - g. Results of the project.
- 8) Project approach (as outlined in Section 2.4 above) including conceptual renderings, schematic diagrams, technical specifications, shop-drawings or cut sheets of all integral parts (solar panels, control system, etc.), phasing plan, and project schedule. Cut sheets and shop drawings will not count against the page limit.
- 9) The Total Project Cost or price to the Town.

4.4 **Subcontractor and Subconsultant Information:** Provide Subcontractor and Subconsultant information in Form 5, including, but not limited to the identification of any Work, which exceeds either twenty percent (20%) of the design fee or twenty percent (20%) of the construction cost presented in the Project Cost Proposal. Identify the Subcontractors and Subconsultants, the Work to be subcontracted, and the management controls to be used to assure the Subcontractor's or Subconsultant's performance. Subcontracted and Subconsulted Work which is less than twenty percent (20%) of the Project Cost Proposal does not need to be disclosed.

4.5 **References:** For the Proposer, provide all design-build clients in the last five (5) years whether the project is complete or ongoing. For each client reference, include the names, organizational affiliations, titles, addresses and telephone numbers. Also, provide client references for all design and/or construction/installation of photovoltaic systems or projects similar to the one proposed for the last five (5) years whether the project is complete or ongoing. Identify the specific services provided, the periods for which such services were provided and information relative to this proposed activity. (Use a separate sheet).

4.6 **Technical Proposal:** Submit Proposal complying with Article "2" and "8" (Exhibit 3 – Design Criteria).

4.7 **Public Entity Crimes Statement:** Executed form attached hereto as Form "6".

4.8 **Project Schedule:** Provide a time schedule, which shall include design, permitting and construction time, with pertinent milestones, and start-up time.



- 4.9 **Project Organization and Management:** Identify the key personnel on the Proposer's project team, and their specific areas of expertise and responsibility. Provide a brief biographical sketch or resume of their professional qualifications and experience, including educational and licensing information.
- 4.10 **Project Cost Proposal:** Provide Project Cost Proposal in a clearly marked, separate, sealed envelope from the Technical Proposals, including specific costs for the following.
- 4.10.1 Design and construction price or total Project cost for the Work.
- 4.10.2 The Proposer will provide sufficient detail and breakdown of costs in a Schedule of Values to support their Project Cost Proposal.
- 4.10.3 All Project Cost Proposals are to include applicable local and state sales tax.
- 4.10.4 The Project Cost Proposal shall include a Guaranteed Maximum Price for the completion of the Work.
- 4.11 **Proposal Security.**
- 4.11.1 Each Proposal shall be accompanied by Proposal Security in the amount of five percent (5%) of the Project Cost Proposal.
- 4.11.2 Proposal Securities, if other than Bonds, will be returned to unsuccessful Proposers within fifteen (15) days following notice of the rejection of Proposals and that of the Design/Builder(s) shall be returned upon the execution of the Design/Build Agreement and delivery of all requirements for commencement of the Work, including bonds and insurance.
- 4.11.3 Should the Proposer selected by the Town Commission as the Design/Builder make any material misrepresentations or false statements in its Proposal, the amount of the Proposal Security shall be forfeited to the Town as liquidated damages, and not as a penalty.
- 4.12 **Insurance:** Proposer shall submit evidence of insurability from their insurance carrier for such types and minimum amounts of insurance as follows.
1. Workers' Compensation Insurance – Statutory limits and Employer's Liability Insurance - \$1,000,000
  2. Professional Liability (Errors and Omissions) Insurance –
    - \$1,000,000 per occurrence, \$2,000,000 aggregate on dedicated project limits with a deductible (if applicable) not to exceed \$25,000.00 per claim (audited financial statements required). The certificate of insurance shall reference any applicable deductible.

- Claims made on the policy must have an extended coverage reporting period of two (2) years past the coverage completion date.
  - For Deductible programs or Self Insured Retention programs an Irrevocable Letter of Credit or performance Bond for amount of SIR/Deductible is required.
3. Commercial General Liability Insurance – preferably written on an occurrence form with \$1,000,000 for each occurrence, to include contractual liability, personal & advertising injury, and products/completed operations, combined single limit for Bodily Injury Liability and Property Damage Liability, in the amount of Two Million Dollars (\$2,000,000) aggregate. .
  4. Automobile Liability Insurance – \$1,000,000 combined single limit bodily injury & property damage.

The successful Proposer must submit, prior to signing of the Design/Build Agreement, among other things, a Certificate of Insurance including the Town as an additional insured for Commercial General Liability and Auto Liability Insurance. The Successful Proposer shall guarantee all required insurance remain current and in effect throughout the term of Design/Build Agreement.

- 4.13 Performance Bonds and Payment Bonds shall be issued by approved bonding companies, to be acceptable to the Town, will be limited to those authorized to transact business in the State of Florida, having a resident agent in the State of Florida, and meeting the following requirements and/or limits: Surety shall be rated “B” or better as to the strength by Best’s Insurance Guide or Surety shall be listed on the U.S. Treasury Department’s list of acceptable sureties for federal bonds or bonding limits shall not exceed 20% of its policy surplus (capital & surplus) as listed in Best’s Insurance Guide; and, Surety shall have been in business and have a record of successful and continuous operation for at least five (5) years; and, all bonds shall contain all provisions required by Section 255.05, Florida Statutes. Said Bonds shall guarantee the performance of the Agreement and as security for the payment of all persons performing labor and furnishing materials in connection with the Agreement. The Performance Bond and Payment Bond shall be issued by the Surety Company on the forms provided within the Proposal Documents. No other forms will be acceptable. These forms are as follows.

4.13.1 **Design/Builder’s Performance Bond:** Required in the amount of one hundred percent (100%) of the Guaranteed Maximum Price.

4.13.2 **Design/Builder’s Payment Bond:** Required in the amount of one hundred percent (100%) of the Guaranteed Maximum Price.

4.14 **The Project Cost Proposal:**

- 4.14.1 Shall list each item of Work including design services and construction work for which payment will be made. A schedule of values for construction shall be included with the Project Cost Proposal to facilitate payment based on Work completed to date. No payment will be made for any items other than those listed in the Project Cost Proposal.
- 4.14.2 Required items of Work and incidentals necessary for the satisfactory completion of the Project which are not specifically listed in the Project Cost Proposal or included in one of the items list in the Project Cost Proposal shall be considered as incidental to the Project. All costs thereof, including the Proposer's overhead costs and profit, shall be considered as included in the schedule of values for the Project Cost Proposal.
- 4.14.3 Project Work includes furnishing all labor, equipment, tools and materials and performing all operations required to design, build, implementation and operation of the Community Center photovoltaic system.

**ARTICLE 5**  
**PROCEDURE AND CRITERIA FOR EVALUATING PROPOSALS**

5.1 The Town will utilize a Selection Committee appointed by the Town Manager that will score and assign points during the evaluation and recommendation process. The Selection Committee will initially review the Technical Proposals to determine responsiveness and reject any Proposals deemed non-responsive. The Selection Committee will review and evaluate the responsive Technical Proposals and shall evaluate each of the Proposals based on all information required and submitted. After the Technical Proposals are evaluated, the Cost Proposals will be opened and evaluated. Proposals will be scored. The Selection Committee will place and rank not less than three (3) Proposers, provided that at least three (3) responsive Proposals have been received, on a list, which will become the Short Listed Firms. If less than three (3) Proposers submit Proposals, then the number of responsive Proposals received shall become the Short Listed Firms. The Town Manager shall submit the Short Listed Firms to the Town Commission with recommendation(s) for selection. The Town Commission shall review the Short Listed Firms' rankings and recommendations, and may require the Short Listed Firms to prepare oral presentations to the Town Commission. The Town Commission will then direct staff to negotiate a Design/Build Agreement with the selected proposer. The Town Commission may award the Design/Build Agreement from the Short Listed Firms as it determines to be in the best interest of the Town and most advantageous. Alternatively, the Town Commission may reject any or all Proposals or cancel this solicitation.

5.2 The Proposer shall present a comprehensive project plan for completing the Work. The plan shall address all significant design, construction and maintenance issues and constraints and shall demonstrate efficient use of manpower, materials, equipment, construction schemes, and techniques for completing the Project.

The minimum information to be included is as follows: Anticipated Award Date, Design Schedule, Design Reviews by the Town, Permitting, Start of Construction, Construction Milestones, Construction Phasing and Methods, conditional acceptance for all Work including punch list items, and final acceptance/completion date.

5.3 The Selection Committee shall review and evaluate the Proposals using the evaluation criteria. The Selection Committee, during its evaluation process, reserves the right to contact references and to verify information submitted by any Proposer. The Selection Committee may also request clarification or information from the Proposers. The evaluation and point assessment for each proposal shall be based on the following criteria for a maximum total of 100 points.

- 5.3.1 Firm Qualifications/Project Experience: **20 points**
- Relative financial strength of Proposer.
  - Ability to secure maintenance, performance and payment bonds.
  - Proposer's experience and past performances in providing proposed design/build services, including demonstrating relevant design and construction experience, existing and past projects.
  - Reference verification.
  - Familiarity with local conditions.
- 5.3.2 Project Team and Team Experience **15 points**
- Qualifications and experience of Proposer Team, proposed key personnel, particularly project director and project manager, and subcontractors.
  - Quality and sufficiency of proposed staffing plan and organization structure.
- 5.3.3 Technical Approach; Implementation Schedule **30 points**
- Adequacy of Proposer's approach to designing and constructing the Project, and understanding of the Project.
  - Proposed plan for the implementation and completion of the Project.
  - Project schedule.
  - Conceptual design plan.
- 5.3.4 Project Cost Proposal and Effectiveness **35 points**
- Basic Cost of Work for Design Services.
  - Basic Cost of Work for Construction.
  - Guaranteed Maximum Price.

**TOTAL POSSIBLE POINTS: 100**

**ARTICLE 6**  
**EXECUTION OF AGREEMENT AND COMPLETION OF WORK**

- 6.1 The Design/Build Agreement will be prepared by the Town and provided to the selected Design/Builder. The Design/Builder shall, within 14 days of receipt of the Design/Build Agreement execute the Agreement and furnish any bonds and provide certificates of insurance as are required at the time of the execution of the Agreement.

The Town will enter into a negotiated Design/Build Agreement with the successful Proposer for a Guaranteed Maximum Price for the Work. The terms and conditions of the Design-Build Agreement are fixed price and fixed time. The Design/Builder's submitted Proposal is to be a guaranteed lump sum for completing the Work in this RFP. The Design/Builder will provide a Schedule of Values to the Town for their approval. The total of the Schedule of Values will be the lump-sum guaranteed price for the Work. The Design/Build will contain provisions common to design-build agreements for public improvements, including, but not limited to a design process with schematic, design development and construction drawing phases and 30/60/90% review of plans and specifications. The form of the Design/Build Agreement will be available to all proposers in advance of the Submission Deadline on the Town's website [www.townofsurfsidefl.gov](http://www.townofsurfsidefl.gov) or via Addenda to this RFP.

- 6.2 Upon Town Commission approval, the Design/Builder shall, within fourteen (14) Days after receipt of Design/Build Agreement from the Town, 1) execute the Design/Build Agreement between Town and Design/Builder, 2) furnish any Bonds, and provide Certificates of Insurance required to be furnished at the time of execution of the Design/Build Agreement.
- 6.3 Should the Design/Builder fail to comply with the requirements of this Article within the specified time period, the Design/Builder's entire Proposal Security may be forfeited to the Town as liquidated damages by reason of Design/Builder's failure to timely execute and deliver same.
- 6.4 Work will be initiated on the basis of a Notice to Proceed and for any such Work so initiated, and a Payment Bond and Performance Bond shall be required.
- 6.5 The Proposer acknowledges the required security of a Proposal Bond or Cashier's Check.

**ARTICLE 7**  
**GENERAL INFORMATION AND ADMINISTRATIVE REQUIREMENTS**

- 7.1 **Costs Incurred by Proposers:** All costs incurred by Proposers, their employees and agents, in preparing a response to this RFP, in clarifying such response to the satisfaction of the Town, in attending any pre-Proposal meetings, or in ascertaining the conditions of the site shall be the sole responsibility of the Proposers and will not be paid or reimbursed by the Town. The Proposer is further responsible for all legal expenses incurred by the Proposer for the Project, including contract review and negotiations. The Proposer's legal costs shall not be included in the Proposer's Proposal or factored into the Proposer's Project Cost Proposal. The Town shall not reimburse the Proposer for legal costs of any kind.
- 7.2 **Rejection of Proposals:** The Town reserves the right to reject any or all Proposals. Proposals not conforming to these instructions may be disqualified.
- 7.3 **Non-Binding Interpretations:** No verbal or written information, which is obtained other than by information in this RFP or written Addendum to this RFP, shall be binding on the Town.
- 7.4 **Withdrawal of Proposals:** A Proposal may not be withdrawn before the expiration of one hundred twenty (120) days from the date of Proposal opening. Proposals may be withdrawn if the Town fails to accept the Proposal within one hundred twenty (120) calendar days after the date fixed for opening Proposals.
- 7.5 **Public Records Laws:** Proposer acknowledges that except for specific statutory exceptions listed in Chapter 119, Florida Statutes, all information contained within their Proposal shall be considered a Public Record.
- 7.6 **Conflict of Interest:**
- 7.6.1 The award of this RFP is subject to the provisions of Chapter 112, Florida Statutes. All Proposers must disclose with their Proposal the name of any officer, director, or agent who is also an employee of the Town.
- 7.6.2 All Proposers must disclose the name of any Town employee, consultant or agent who owns, directly or indirectly, an interest of five percent (5%) or more of the Proposer's firm or any of its branches.

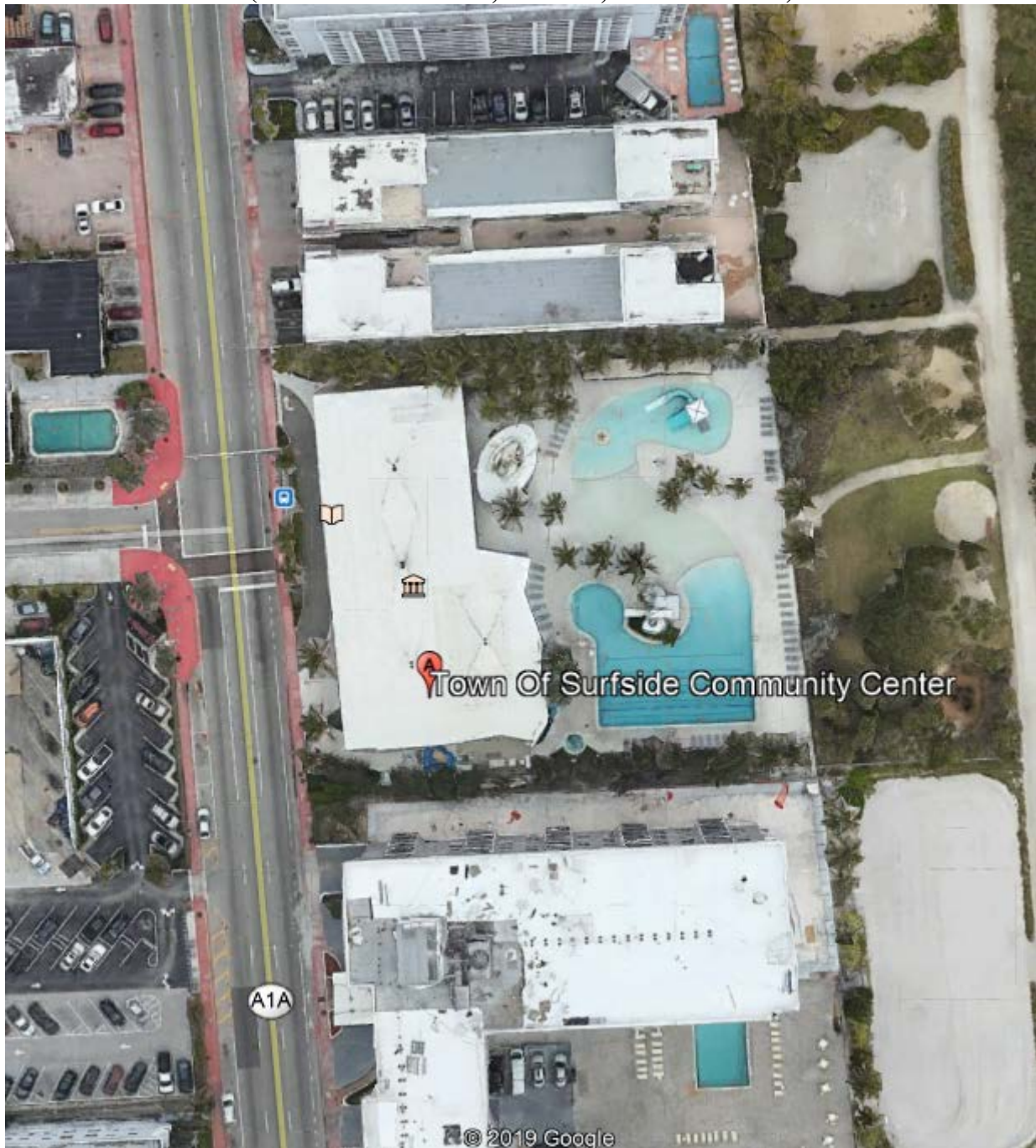
**ARTICLE 8  
DESIGN CRITERIA PACKAGE**

- 8.1 **Design-Build Criteria:** The Town's Design Criteria Professional prepared the Design Criteria Package for the design and construction of this Project. The purpose of the Design Criteria shall be to furnish design-build firms with sufficient information to allow the firms to prepare a response to the Town's RFP. The design criteria includes, but is not limited to the following.
- 8.2 **Permitting:** Design/Builder shall, on behalf of the Town, apply for and obtain all permits, licenses and government approvals necessary for the design, construction and operations of the Project. All permit fees and associated costs for pursuing and obtaining required approvals and permits for the Work shall be the responsibility of the Proposer and shall be included in the Proposer's Cost Proposal submitted in response to this RFP.
- 8.3 The Proposer's approach to minimizing the impact of construction on the residential and commercial properties located within the Project area shall be described in detail.
- 8.4 Design and Construction Considerations and Requirements:
- 8.4.1 Proposer should be aware of all subsurface conditions.
- 8.4.2 The Town is subject to hurricanes and storms and therefore the Design/Builder shall consider such likelihood in their scheduling and construction activities.
- 8.4.3 It shall be the sole responsibility of the Design/Builder to secure any necessary temporary site or sites for use as staging areas for materials and equipment storage, temporary parking, and to accommodate any other logistical needs.
- 8.4.4 It shall be the Design/Builder's sole responsibility to secure, store and dispose of all excess soil, drilling mud and any other construction spoils. The Town will not provide an area for storage or disposal of construction-related debris, nor will the Town provide labor or equipment to assist with such disposal.
- 8.4.5 **Special Concerns:** The special concerns included herein have been identified by the Town as particularly important to the citizens of Surfside. The special concerns include pedestrian traffic control, traffic mitigation, noise abatement, a minimal disruption to surrounding property owners and businesses. Proposers shall provide the Town with a plan and assurances to address all special concerns, including noise abatement.



**EXHIBIT 1 – DESIGN CRITERIA PACKAGE**

**LOCATION MAP OF COMMUNITY CENTER  
(9301 Collins Avenue, Surfside, Florida 333154)**



**EXHIBIT 2 – DESIGN CRITERIA PACKAGE**

**DESIGN CRITERIA PLANS  
(EXHIBIT A THRU E)**

# EXHIBIT 3 – RESENT FPL BILL

1 / 27 319870 8420052992931718874750000



TOWN OF SURFSIDE  
9293 HARDING AVE  
SURFSIDE FL 33154-3000

## Nov 27, 2019 Electric Bill

For: Oct 29, 2019 to Nov 27, 2019 (29 days)

**Service Address**  
9301 COLLINS AVE  
SURFSIDE, FL 33154  
VAGRAMONTE@TOWNOFSURFSIDEFL.GOV  
**Account Number** 05299-29317

**Questions? Contact Us**  
Reliable energy is affordable energy.  
Learn how we save you money at [fpl.com/savings](http://fpl.com/savings)

**TOWN OF SURFSIDE:**  
Here's what you owe for this billing period.

Amount of your last bill	\$3,198.70
New charges due by Dec 18, 2019	\$2,549.18
<b>Total amount you owe</b>	<b>\$5,747.88</b>

Amount of your last bill	3,198.70
<b>Balance before new charges</b>	<b>\$3,198.70</b>
<b>NEW CHARGES</b>	
Rate: GSD-1 GENERAL SERVICE DEMAND	
Customer charge:	\$26.32
Non-fuel: (\$0.023490 per kWh)	\$668.05
Fuel: (\$0.025630 per kWh)	\$728.92
Demand: (\$11.24 per KW)	\$932.92
<b>Electric service amount</b>	<b>2,356.21</b>
Storm charge	-13.94
Gross receipts tax	60.06
Franchise charge	146.85
<b>Taxes and charges</b>	<b>192.97</b>
<b>Total new charges</b>	<b>\$2,549.18</b>
<b>Total amount you owe</b>	<b>\$5,747.88</b>

### Meter Summary

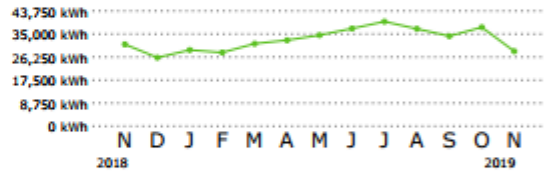
Meter reading - Meter KV58395 Next meter reading Dec 30, 2019  
Current reading 26949  
Previous reading -26712

kWh constant	x 120
kWh used	28440
Demand reading	.69
KW constant	x 120.00
Demand KW	83

### Energy Usage Comparison

	This Month	Last Month	Last Year
Service to	Nov 27, 2019	Oct 29, 2019	Nov 29, 2018
kWh Used	28440	37560	31080
Service days	29	32	31
kWh/day	980	1173	1002
Amount	\$2,549.18	\$3,198.70	\$2,704.28

### Energy Usage History



### Keep In Mind

- Payment received after February 20, 2020 is considered LATE; a late payment charge of 1% will apply.
- The number of days included in your bill can vary month to month. So even if you use the same amount of energy per day, your bill may be higher next month due to greater number of service days. Visit [www.FPL.com](http://www.FPL.com) for more information.
- The Florida Public Service Commission approved a one-time refund related to the storm charge that is included in your November bill. Learn more: [FPL.com/rates](http://FPL.com/rates)

### Don't fall for a scammer

Scammers use caller ID spoofing appearing to be FPL. Don't fall for it when they demand payment with a prepaid card.  
[Protect yourself](#)

### Let's go solar, together

With FPL SolarTogether, a new proposed program, everyone has the opportunity to enjoy the benefits of solar.  
[Learn More](#)

**Useful Links**  
[Billing and service details](#)  
[Energy News](#)  
[View back of the bill](#)

### Important Numbers

Customer Service: (305) 442-0388  
Outside Florida: 1-800-226-3545  
To report power outages: 1-800-4OUTAGE (468-8243)  
Hearing/speech impaired: 711 (Relay Service)

**ARTICLE 9  
PROPOSER'S ACKNOWLEDGEMENTS**

- 9.1 By submission of this Proposal, the Proposer acknowledges that he/she has thoroughly examined all plans, specifications, Proposal and Contract Documents; thoroughly familiarized himself with all existing site conditions; that no allowances shall be made by the Town for the Proposer's failure to do same; the Proposer offers to enter into a Design/Build Agreement with the Town to furnish Design/Services as well as all labor, materials and equipment to perform all Work included in and in accordance with the plans, Design Criteria Package, RFP and Contract Documents.
- 9.2 If the Proposer makes false statements or provides false information in any portion of the Proposal documents, the Proposer acknowledges that Proposer will be disqualified.
- 9.3 The Proposer understands and agrees with the form of this RFP as presented, absent any inadvertent drafting or technical errors, and agrees to not attempt to negotiate the terms and conditions of this Project, except as provided herein

**ARTICLE 10  
REPRESENTATIONS**

- 10.1 Town is expressly relying upon the Proposer's representations for awarding this Project. Therefore, the Proposer unequivocally represents that the statements and information provided in response to this RFP are truthful.
- 10.2 The Proposer and all persons signing on behalf of the proposing person or entity, has the legal authority to bind the Proposer to the terms and conditions of this Project.
- 10.3 There are no legal impediments, conditions or orders, which would preclude the Proposer from satisfactorily performing the Proposer's duties as outlined in the RFP documents.

**END OF INSTRUCTIONS**

## FORM "1"

### PROPOSAL CHECKLIST

As provided in the RFP, the following items must be attached to this Proposal:

ITEMS	STATUS
Transmittal Letter	
<b>TECHNICAL PROPOSAL</b>	
Proposal Cover Sheet (Form 2)	
Proposer's Statement of Qualifications (Form 5)	
Subcontractor Information (Form 5, Supplemental)	
Material/Equipment Suppliers Information (Form 5, Supplemental)	
References (Form 9)	
Statement on Public Entity Crimes (Form 6)	
Evidence of Insurability	
Project Organization and Management	
Staffing Plan	
Project Schedule	
Non-Collusion Affidavit (Form 7)	
Non-Discrimination Affidavit (Form 8)	
Project Cost Proposal (separate sealed package) (Form 3)	
Schedule of Values	
Proposal Security (Form 4)	

**FORM "2"**

**PROPOSAL COVER SHEET**

PROJECT: COMMUNITY CENTER PHOTOVOLTAIC SYSTEM

BID/PROJECT NO: RFP No. 2020-01

COMMENCEMENT: UPON TOWN'S ISSUANCE OF  
"NOTICE TO PROCEED"

SUBSTANTIAL COMPLETION: \_\_\_\_\_ DAYS FROM "NOTICE TO PROCEED"

PROPOSAL BOND: \_\_\_\_\_

Made as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PROPOSER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

ORGANIZATION  
TYPE:

\_\_\_\_\_ INDIVIDUAL

\_\_\_\_\_ PARTNERSHIP

\_\_\_\_\_ CORPORATION

\_\_\_\_\_ OTHER (explain)

**ACKNOWLEDGMENT OF ADDENDUM**

The Proposer hereby acknowledges the receipt of the following addenda issued by the Town and/or Consultant and incorporated into and made part of the Design/Build Agreement and Contract Documents for this Project.

**Addendum No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Addendum No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Addendum No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Addendum No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Addendum No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Addendum No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Addendum No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Addendum No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Addendum No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Addendum No.** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Signature** **Title**

**ACKNOWLEDGMENT AND SEAL**

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name

Corporate Seal:

Incorporated under the laws of the State of \_\_\_\_\_ .



**FORM "3"**

**PROJECT COST PROPOSAL  
(GUARANTEED MAXIMUM PRICE)**

Project Title: TOWN OF SURFSIDE - COMMUNITY CENTER PHOTOVOLTAIC SYSTEM

Payment for the various items of the Project Cost Proposal shall include all compensation for design and engineering services, construction, furnishing tools, equipment, supplies, and manufactured articles, labor operations, permit fees, licenses, taxes, insurances, bonds, overhead and profit, and incidentals appurtenances thereto, and including all costs of compliance with the regulations of public agencies having jurisdiction, including but not limited to the Occupational Safety and Health Administration of the US Department of Labor (OSHA), FDOT, Miami-Dade County and the Town. No separate payment will be made for any item that is not specifically set forth in the cost proposal, and all costs therefore shall be included in the prices provided below.

**PROJECT COST PROPOSAL**

		<b>Lump Sum / Guaranteed Maximum Price</b>
	Design cost: _____ Construction cost: _____	Total Project Cost Proposal: \$ _____ (Numerical)  _____ Dollars (Written)

**SUBMITTED BY**

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Signature of Witness

---

Name Title

---

Date

**END OF PROJECT COST PROPOSAL**

**FORM "4"**

**PROPOSAL SECURITY FORM**

_____	_____
Name	Name
_____	_____
Address	Address

<b>FLORIDA RESIDENT AGENT</b>  <b>Name:</b>  <b>Address:</b>  <b>Telephone:</b>  <b>Fax:</b>	<b>TOWN OF SURFSIDE</b> 9293 HARDING AVENUE SURFSIDE, FLORIDA 33154 Telephone: 305-861-4863 Fax: 305-861-1302
<b>PROJECT:</b>  _____	
<b>Proposal Due Date</b>	<b>Bond Number</b>
_____	_____
<b>Bond Date</b>	<b>Penal Sum</b>
_____	\$ _____

[ACKNOWLEDGMENTS ON FOLLOWING PAGE]

IN WITNESS WHEREOF, Surety and Proposer, intending to be legally bound hereby, subject to the terms included in this section, do each cause this Proposal Bond to be duly executed on its behalf by its authorized officer, agent, or representative.

**PROPOSER**

**SURETY  
(Attach Power of Attorney)**

\_\_\_\_\_  
Corporate Name and Seal

\_\_\_\_\_  
Corporate Name and Seal

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Attest

**Note:** Above addresses shall be used for giving of required notices. Any singular reference to Proposer, Surety, Florida Resident Agent, Town or other party shall be considered a plural where applicable.

1. Proposer and Surety, upon default of Proposer, jointly and severally, bind themselves, and their heirs, executors, administrators, successors and assigns to pay to Town upon default of Proposer the penal sum set forth on the face of this Bond.
2. Default of Proposer shall occur upon the failure of Proposer to deliver within the time required by the bidding documents (or any extension thereof granted in writing by Town ) the executed Design Build Agreement and the Bonds and Certificates of Insurance required to be furnished at the time of execution of the Design Build Agreement.
3. This obligation shall be null and void if:
  - A. Town accepts Proposer’s Proposal and Proposer timely complies with the requirements of Section 2 of this Bond, or
  - B. All Proposals are rejected by Town , or
  - C. Town fails to issue a notice of award to Proposer within the time specified in the bidding documents (or any extension thereof granted in writing by Proposer and, if applicable, consented to be Surety when required by paragraph 5 hereof).

4. Payment under this Bond will be due and payable upon default by Proposer and within 30 calendar days after receipt by Proposer and Surety of written notice of default from Town, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue notice of award agreed to in writing by Town and Proposer, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in paragraph 4 above is received by Proposer and Surety and in no case later than one (1) year after bid due date.
7. Any suit or action under this Bond shall be commenced only in a Monroe County, Florida court of competent jurisdiction. Any award granted shall not be subject to prejudgment interest.
8. Notices required hereunder shall be in writing and sent to Proposer and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "bid" as used herein includes a bid, offer or Proposal as applicable.

**END OF PROPOSAL BOND**

**FORM "5"**

**STATEMENT OF PROPOSER'S QUALIFICATIONS**

The Proposer, as well as any Subcontractors who will perform at least 20% of either the design or the construction phases of this Project, must be included in this Statement of Qualifications. Information provided on this document and its attachments will be subjectively evaluated by the Evaluation Committee. For purposes of completing this Statement of Qualifications, "Firm" means the Proposer. Design/Build Team means the Proposer and the Subcontractors who will perform at least 20% of either the design or the construction phases of this Project.

Use additional sheets if necessary to fully document responses.

1. List the names of the Proposer's principals and their titles:

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Principal & Title

\_\_\_\_\_  
Principal & Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State & Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

2. Proposer is a:  
 Sole Proprietorship  Corporation  Partnership  Joint Venture  
 Other (Explain):

3. Your Federal Employer Identification Number (FEIN) is:

---

(If applicable) (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement)

4. License(s) and Registration(s):

(a) What is the Proposer's primary practice or professional service:

Contractor  Architect  Engineer  Other (explain):

(Attach copies of registrations, licenses, certificates, and other documentation as issued by the State of Florida, Miami-Dade County, or other agency.)

(b) List the name(s) and title(s) of person(s) in your Firm who are authorized to enter into an Design/Build Agreement with the Town of Surfside for the proposed Work should your Firm be the Successful Proposer.

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Name & Title

---

Name & Title

(c) List Principals and other key personnel licensed in the State of Florida:

---

Name

---

Registration Type

---

Years Registered

---

Years Employed  
by Proposer

---

Name

---

Registration Type

---

Years Registered

Years Employed  
by Proposer

---

Name

---

Registration Type

---

Years Registered

Years Employed  
by Proposer

(Attach copies of registrations, licenses, certificates, and other documentation as issued by the State of Florida, Miami-Dade County, or other agency.)

(d) Remarks:

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5. How long has your Firm been in business under its present name?  
\_\_\_\_\_.

6. Design/Build Team Composition:

(a) List Team Members (Attach additional sheets as necessary):

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Team Member Name

---

Principal

---

Discipline/Specialty



---

Location

---

Team Member Name

---

Principal

---

Discipline/Specialty

---

Location

- (b) Attach copies of registrations, licenses, certificates, and other documentation as issued by the State of Florida, Miami-Dade County, or other agency.

7. Financial Statements for Proposer:

- (a) Attach audited financial statements for the last three years, or, at a minimum, CPA-reviewed financial statement for the last three years.
- (b) List annual revenues (last three years) and annual net income (Loss) (last three years)

8. Past Experience:

- (a) The Proposer must demonstrate their specific design and construction experience in the United States as presented by their Team, including but not limited to design and construction/installation of photovoltaic systems or similar systems.
- (b) **References:** Detailed description of comparable contracts as they pertain to the Scope of Services similar to that requested in this RFP, which the Proposer and Subcontractor has either ongoing or completed within the past five (5) years. The description should identify for each project: (i) client, (ii) a complete description of work, (iii) total dollar value of the contract, (iv) dates covering the term of the contract, (v) client contact person and phone number, (vi) statement of whether Proposer was the prime contractor or subcontractor, and (vii) the results of the project. Where possible, list and describe those projects performed for government clients or similar size private entities (excluding any work performed for the Town of Surfside).

(c) Has the Proposer ever failed to complete a bonded obligation? If yes, provide details including circumstances, where and when, name of bonding company, name and address of owner, and disposition of matter on an attachment to this Form.

Yes  No

(d) Has the Proposer ever been declared non-responsive or defaulted on a previous contract? If yes, provide details including circumstances, identification of the project, and disposition or current status of the matter on an attachment to this Form.

Yes  No

(e) Within the last five years, has the Proposer been involved in a legal matter against the Town of Surfside? If yes, provide details including circumstances, identification of the project, and disposition or current status of the matter on an attachment to this Form.

Yes  No

(f) Within the last five years, has the Proposer been involved in a matter that was arbitrated against the Town of Surfside? If yes, provide details including circumstances, identification of the project, and disposition or current status of the matter on an attachment to this Form.

Yes  No

9. Current Workload:

(a) List current projects (either in design or under construction) including contract amounts, the scope of the project in square feet of construction, the current status or projected date of completion, and notation of whether participation in the project was fully bonded or not. Attach additional sheets as necessary to portray your total current workload.

\_\_\_\_\_

Project

\_\_\_\_\_

Value

\_\_\_\_\_

Square Feet

\_\_\_\_\_

Status

\_\_\_\_\_

Bonded

\_\_\_\_\_

Project

---

Value

---

Square Feet

---

Status

---

Bonded

9. Attachments:

(a) **MANDATORY ATTACHMENTS:**

1. Copy of professional registration and/or Certificates of Authorization issued by the Florida Department of Business and Professional Regulation indicating your Team's qualifications as defined in Section 287.055, Florida Statutes.
2. Copies of professional licenses, registration, certifications, or certificates of competency issued by the Florida Department of Business and Professional Regulation or Miami-Dade County for the Proposer and Team Members.
3. Further Documentation or explanatory materials related to Items 6, 7 (g), 7 (h), and 8.
4. Visual examples of two (2) different projects representative of your Team's work and comparable to the scope of services set forth in this RFP, such as photos of completed buildings or models, reproductions of renderings, plans, drawings or other types of information sufficient to indicate the quality and character of your work. Each submittal must not be larger than 8-1/2 by 11 inches and should include the following information:
  - a. The original estimated construction cost.
  - b. Time duration from the start of design to completion of construction documents.
  - c. Actual cost of construction awarded or completed.

(b) **OPTIONAL ATTACHMENTS:** Attach any brochures, photographs, video or other documentation that may assist in the evaluation of your Team. A complete copy of any optional

attachment must be included with each of the required copies of your Proposal to receive consideration.

The undersigned guarantees the authenticity of the foregoing statements and does hereby authorize and request any person, team, or corporation to furnish any information requested by the Town of Surfside in verification of the recitals comprising this Statement of Proposer's Qualifications.

(c) Proposer's Representations:

1. The Proposer acknowledges that the Town of Surfside is relying upon the Proposer's statements and representations for determining the Proposer's qualifications. Therefore, any misrepresentations, misstatements, or fraudulent statements shall be used, at the Town of Surfside's sole discretion, as a basis for disqualifying the Proposer.
2. The Proposer unequivocally represents that the statements and information provided in response to this qualification statement are truthful.
3. The Proposer and all persons signing on behalf of the bidding person or entity, has the legal authority to bind the Proposer or entity to the statements and representations made in this document.

**SUBMITTED BY**

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Signature of Proposer

---

Printed Name

---

Title

---

Name of Firm

---

Date

---

Signature of Witness

---

Printed Name

---

Title

---

Name of Firm

---

Signature of Witness

---

Printed Name

---

Title

---

Name of Firm





**FROM "6"**

**TOWN OF SURFSIDE  
Sworn Statement under Section 287.133(3)(a),  
Florida Statutes on Public Entity Crimes**

(This form must be signed in the presence of a notary public or other officer authorized to administer oaths.)

1. This sworn statement is submitted with the RFP Contract for Design/Build of the Town of Surfside' s Community Center Photovoltaic System.
2. This sworn statement is submitted by:

\_\_\_\_\_

(Name of entity submitting sworn statement)

whose business address is:

\_\_\_\_\_

\_\_\_\_\_

Federal Employer Identification Number (FEIN) is: \_\_\_\_\_  
(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement)

(If applicable)

Social Security Number: \_\_\_\_\_

3. My name is: \_\_\_\_\_  
(Print name of individual signing)

and my relationship to the entity is: \_\_\_\_\_

4. I understand that a "public entity crime" as defined in Section 287.133(1)(g), Florida Statutes means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that a "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes means a finding of guilt of a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.



6. I understand that an “affiliate” as defined in Section 287.133(1)(a), Florida Statutes means:

- (a) A predecessor or successor of a person or a corporation convicted of a public entity crime; or
- (b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a “person” as defined in Section 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on the information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

\_\_\_\_\_ Neither the entity submitting the sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 and (Please indicate which additional statement applies)

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)







**FORM "9"**  
**REFERENCES**

The following is a list of at least three (3) references from municipalities for which Proposer provided similar services or comparable contracts to those sought in this RFP in the past five (5) years:

Name of Entity for which services were performed: \_\_\_\_\_  
Brief Description of Scope of Services: \_\_\_\_\_  
Amount of Contract Award: \_\_\_\_\_  
Status of Contract: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Name of Entity for which services were performed: \_\_\_\_\_  
Brief Description of Scope of Services: \_\_\_\_\_  
Amount of Contract Award: \_\_\_\_\_  
Status of Contract: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Name of Entity for which services were performed: \_\_\_\_\_  
Brief Description of Scope of Services: \_\_\_\_\_  
Amount of Contract Award: \_\_\_\_\_  
Status of Contract: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Name of Entity for which services were performed: \_\_\_\_\_  
Brief Description of Scope of Services: \_\_\_\_\_  
Amount of Contract Award: \_\_\_\_\_  
Status of Contract: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Name of Entity for which services were performed: \_\_\_\_\_  
Brief Description of Scope of Services: \_\_\_\_\_  
Amount of Contract Award: \_\_\_\_\_  
Status of Contract: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_



# MEMORANDUM

ITEM NO. 9ZZ

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission  
**From:** Guillermo Olmedillo, Town Manager  
**Date:** 05/12/2020  
**Subject:** Beachwalk Trimming

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Background: The Town Commission directed staff to confirm that there are permits in place and to get quotes in order to trim the sea grapes along the Beachwalk.

Analysis Staff has contacted the Florida Department of Environmental Protection (FDEP) regarding permits. FDEP advised that no permit is required for the trimming of the sea grapes as long as some maintenance requirements are met. Three vendors have been contacted to receive quotes to trim the sea grapes along the Beachwalk.

Budget Impact: Unknown at this moment

Commission direction: Staff will bring back this item during the next Commission meeting with the different quotes in order for the Town Commission to decide.

Reviewed by

Prepared by



# MEMORANDUM

ITEM NO. 9AAA

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission  
**From:** Guillermo Olmedillo, Town Manager  
**Date:** May 12, 2020  
**Subject:** Community Center Pool Deck Lighting

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The Parks and Recreation Department is looking into an engineering firm to assist in the feasibility and basic design criteria to install permanent pool deck lighting. This would include all Florida Building Code (FBC) and Town of Surfside Code of Ordinances covering turtle protection. Also, included in this would be the Florida Department of Environmental Protection (DEP) and Florida Fish and Wildlife Commission (FWC) guidelines.

The cost would include the preparation of an RFP, all permits required for the project and to oversee the construction and closeout of the project. Operational cost will also be included to cover additional staff, projected utilities and pool chemicals on an annual basis.

Per the request of the Town Commission, staff will have these costs available during the budget process for Fiscal Year 2021.

Reviewed by: TM

Prepared by: TM

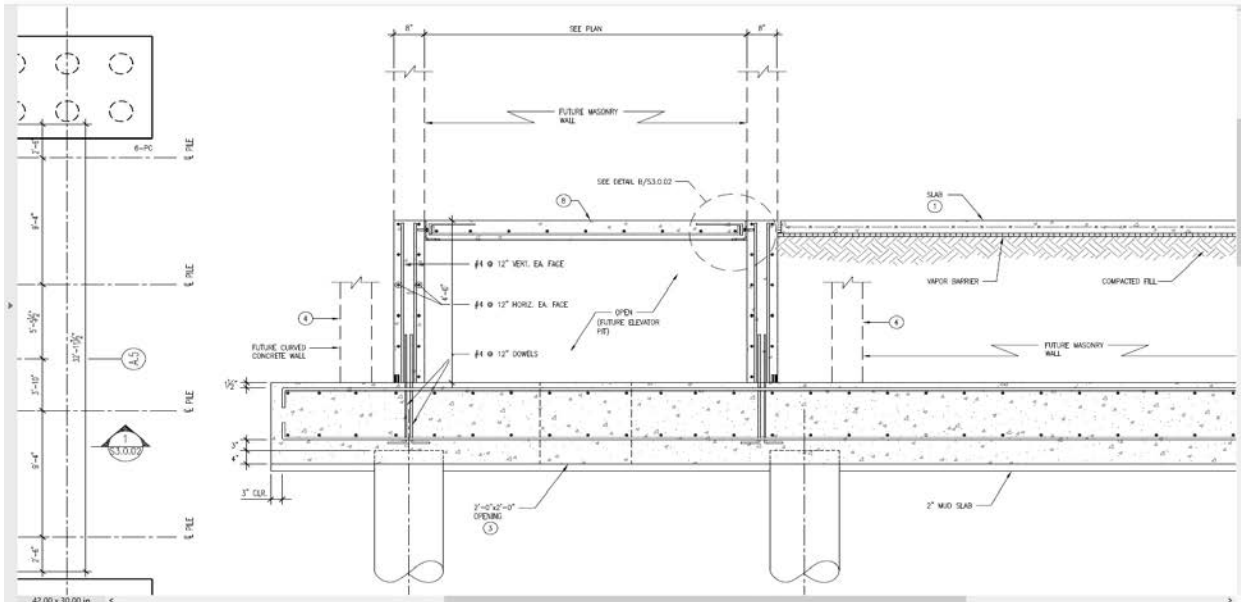


# MEMORANDUM

ITEM NO. 9BBB

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission  
**From:** Guillermo Olmedillo, Town Manager  
**Date:** May 12, 2020  
**Subject:** Community Center Second Floor

The Town of Surfside Community Center was designed and constructed under the provisions of the Florida Building Code 3<sup>rd</sup> Edition (2007) including consideration for a second story according to the approved structural plans specifically sheet S3.0.02. An elevator pit and section of the roof structure not continuous or poured separately from the rest of the roof slab. This portion of the slab that was pinned in place to be removed at some future time to accommodate an elevator shaft. These two elements were left in the design and constructed accordingly to allow said future second story. This area is now known as "Fish Bowl". No other elements have been found on the approved plans or records. Nothing in the design and construction of the Community Center precludes a second story from being designed and built at some future date. Note the present code in-force is the Florida Building Code 6<sup>th</sup> Edition (2017). Aforementioned details taken from sheet S3.0.02 of the approved plans below.



Reviewed by: MR/RP

Prepared by: MR/RP