



**Town of Surfside
Regular Town Commission Meeting**

AGENDA

January 8, 2019

7 p.m.

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

Rule 7.05 Decorum. Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the commission shall be barred from further appearance before the commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the commission members present. No clapping, applauding, heckling or verbal outbursts in support or opposition to a speaker or his or her remarks shall be permitted. Signs or placards may be disallowed in the commission chamber by the presiding officer. Persons exiting the commission chambers shall do so quietly.

Rule 6.05 Agenda. The good and welfare portion of the agenda set for 8:15 p.m. shall be restricted to discussion on subjects not already specifically scheduled on the agenda for discussion and debate. In no event shall this portion of the agenda be allotted more than 45 minutes with each speaker to be given no more than three minutes, unless by vote of a majority of the members of the commission present, it is agreed to extend the time frames. Likewise, commission members shall be restricted to speaking three minutes each unless an extension is granted in the same manner as set forth in the prior sentence.

Any person who received compensation, remuneration or expenses for conducting lobbying activities is required to register as a lobbyist with the Town Clerk prior to engaging in lobbying activities per Town Code Sec. 2-235. "Lobbyist" specifically includes the principal, as defined in this section, as well as any agent, officer or employee of a principal, regardless of whether such lobbying activities fall within the normal scope of employment of such agent, officer or employee. The term "lobbyist" specifically excludes any person who only appears as a representative of a not-for-profit community-based organization for the purpose of requesting a grant without special compensation or reimbursement for the appearance; and any person who only appears as a representative of a neighborhood, homeowners or condominium association without compensation for the appearance, whether direct or indirect or contingent, to express support of or opposition to any item.

Per Miami Dade County Fire Marshal, the Commission Chambers has a maximum capacity of 99 people. Once reached this capacity, people will be asked to watch the meeting from the first floor.

**** Denotes agenda items as "must haves" which means there will be significant impacts if the item is not addressed tonight. If these items have not been heard by 10 p.m., the order of the agenda will be changed to allow them to be heard.***

1. Opening

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

2. Quasi-Judicial Hearings

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

A. Minutes – Sandra Novoa, MMC, Town Clerk

- December 11, 2018 Regular Town Commission Meeting Minutes

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

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

D. Committee Reports – Guillermo Olmedillo, Town Manager

- August 9, 2018 Pension Board Meeting Minutes
- October 22, 2018 Special Tourist Board Meeting Minutes
- November 14, 2018 Tourist Board Meeting Minutes
- November 26, 2018 Park and Recreation Committee Meeting Minutes

E. Jose Marti Proclamation Approval – Commissioner Tina Paul

F. Resolution Authorizing Expenditure of Forfeiture Funds for Fiscal Year 2018-2019 – Guillermo Olmedillo, Town Manager

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING FISCAL YEAR 2018/2019 POLICE FORFEITURE FUND EXPENDITURES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

- G. Procurement of Six Police Vehicles, Two (2) Ford SUV and Four (4) Ford Police SUV Interceptor Vehicles – Guillermo Olmedillo, Town Manager**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING THE PURCHASE OF POLICE VEHICLES AND EQUIPMENT; PROVIDING FOR A WAIVER OF COMPETITIVE BIDDING; PROVIDING FOR AN EXEMPTION FROM COMPETITIVE BIDDING; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

- H. Resolution for Downtown Vision Advisory Committee Charter – Guillermo Olmedillo, Town Manager**

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

4. Ordinances

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

A. Second Reading Ordinances

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

B. First Reading Ordinances

5. Resolutions and Proclamations

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

- A. Social Media and Media Inquiry Policy Adoption for Town of Surfside – Guillermo Olmedillo, Town Manager**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, ADOPTING A SOCIAL MEDIA AND MEDIA INQUIRY POLICY FOR THE TOWN; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

7. Town Manager and Town Attorney Reports

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

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.

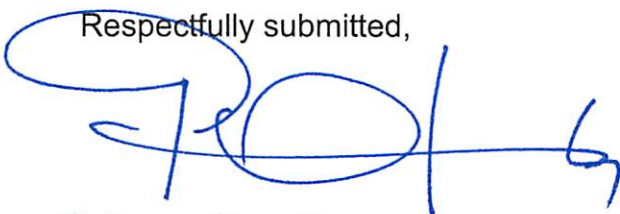
8. Unfinished Business and New Business

9. Mayor, Commission and Staff Communications

- A. Beach Nourishment [Verbal]** – Guillermo Olmedillo, Town Manager
- B. Parking Analysis** – Guillermo Olmedillo, Town Manager
- C. Abbott Avenue Drainage Improvements** – Guillermo Olmedillo, Town Manager
- D. Paced Development** - Guillermo Olmedillo, Town Manager
- E. Zoning Code Feedback** – Mayor Daniel Dietch
- F. Establishing Priorities for the Sustainability and Resiliency Committee** – Commissioner Michael Karukin
- G. Town Manager Annual Performance Evaluation** – Mayor Daniel Dietch

10. Adjournment

Respectfully submitted,



Guillermo Olmedillo
Town Manager

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.

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

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



**Town of Surfside
Regular Town Commission Meeting
MINUTES**

December 11, 2018

7 p.m.

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

1. Opening

A. Call to Order

Mayor Dietch called the meeting to order at 7:02 p.m.

B. Roll Call of Members

Town Clerk Novoa called the roll with the following members present: Mayor Dietch, Vice Mayor Gielchinsky, Commissioner Cohen, Commissioner Karukin and Commissioner Paul.

C. Pledge of Allegiance

Chief Yero led the Pledge of Allegiance.

D. Mayor and Commission Remarks – Mayor Daniel Dietch

Commissioner Paul wished everyone Happy Holidays.

Commissioner Cohen thanked everyone for a very exciting and educational period during his service with the Commission. He stated he went to the businesses and asked them if Surfside had a parking problem and some said yes and others said no but what he heard was what an incredible place Surfside is to live in and he is proud to serve his Town. He wished everyone Happy Holidays and New Year.

Vice Mayor Gielchinsky stated what a great time of year it is and how happy he is to serve his community and how blessed he is and he wished everyone Happy Holidays. He also stated that unfortunately there are individuals threatening their safety and sense of security and he wanted to encourage everyone that if they see something that threatens their sense of security or their neighbors to please say and do something.

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

Vice Mayor Gielchinsky requested that the Airbnb item (5A) be heard at the time that Mayor Groisman from Bal Harbour arrives.

Mayor Dietch asked to move Item 3 before Item 1H and to also pull item 1H and 9B and defer 4A6 to the January 22, 2019.

Vice Mayor Gielchinsky made a motion to hear Item 3 before Item 1H and Item 5A to be taken at any time. The motion was seconded by Commission Cohen and all voted in favor.

Vice Mayor Gielchinsky made a motion to defer Item 4A6 to the January 22, 2019 Special Town Commission Meeting at 7:00 pm or soon thereafter. The motion was seconded by Commissioner Karukin and all voted in favor.

Vice Mayor Gielchinsky made a motion to move Good and Welfare up 5 minutes. The motion was seconded by Commissioner Karukin which carried 4-0 with Commissioner Cohen absent.

F. Community Notes – Mayor Daniel Dietch

Mayor Dietch congratulated the Surfside Youth Soccer Team 12 and under as League Champions and 10 and under as League Runner-ups.

Mayor Dietch reported on the following items:

- Miami Dade Animal Services offering free rabies vaccinations through the end of the year at the Pet Adoption Center
- Surfside Police Department hosting their annual toy drive
- Street sweeper will be making its rounds on Monday, December 17, 2018 and January 14, 2019.
- A Town Hall meeting on Wednesday, December 19, 2018 at 7:00 p.m. in the Commission Chambers.
- The mobile DMV will be at Town Hall on Thursday, December 20, 2018.
- Town Hall Offices will be closed on December 25, 2018 and January 1, 2019.
- Bike Ride with the Chief on Wednesday, December 26, 2018 at 5:00 p.m. starting at Town Hall.
- Coffee with the Cops on Thursday, December 27, 2018 at 10:00 a.m. at Starbucks on Harding Avenue.
- Tourist Bureau is sponsoring the Inaugural Glen Douglas Winter Chamber Music Festival by the Sea on December 31, 2018 at 2:30 p.m. at the Surfside Community Center

Commissioner Paul spoke regarding a concert at St. Joseph's Hall and that some of the residents are in the choir and they extended the invitation. The event is Friday at 7:30 p.m.

G. Public Pension Standards Award for Funding and Administration 2018 – Mayor Daniel Dietch

Mayor Dietch introduced the item and presented the award to the Administration and acknowledged the Pension Board members that were present.

Town Manager Olmedillo spoke and thanked the Commission for their support.

H. Town Lobbyist Fausto Gomez Legislative Priorities – Guillermo Olmedillo, Town Manager *[Linked to Item 9B]*

Town Manager Olmedillo introduced the item and Town Lobbyist Fausto Gomez.

Town Lobbyist Gomez gave a status of the legislative priorities and funding request priorities list.

Commissioner Paul thanked Mr. Gomez for his and his team's work in Tallahassee for the Town of Surfside. She stated that funding for the red tide mitigation, swimmable waterways, coral reefs dying due to the bacteria and having clean waterways should be top priorities on the list rather than other items listed.

Mr. Gomez addressed Commissioner Paul's concern.

Vice Mayor Gielchinsky spoke regarding easements on certain properties and other ways to address the public service commission. He asked about the climate change issue and how important this is on a daily basis. He also spoke about appropriations for sewer projects, underground utility and climate change.

Town Lobbyist Cesar Fernandez explained the legislative process.

Discussion ensued regarding the Commissions' different concerns in the legislation and how they are being addressed or how to address the issues moving forward.

I. Alfred B. Cooper Garage Proclamation Presentation – Mayor Daniel Dietch

Mayor Dietch introduced the item and presented the proclamation to Alfred B. Cooper for his tenure with the Town of Surfside and wished him the best on his retirement.

J. Hector I. Perez Café Proclamation Presentation – Mayor Daniel Dietch

Mayor Dietch introduced the item and presented the proclamation to Hector I. Perez for his tenure with the Town of Surfside and wished him the best on his retirement.

2. Quasi-Judicial Hearings - None

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

Commissioner Paul made a motion to approve the Consent Agenda minus pulled items 3B and 3J. The motion was seconded by Vice Mayor Gielchinsky which carried 5-0 on roll call vote.

Vice Mayor Gielchinsky made a motion to approve the items pulled from the Consent Agenda. The motion was seconded by Commissioner Paul which carried 3-0 on roll call vote with Commissioner Karukin and Commissioner Cohen absent.

A. Minutes – Sandra Novoa, MMC, Town Clerk

- November 13, 2018 Town Commission Workshop Minutes
- November 13, 2018 Regular Town Commission Meeting Minutes

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

Town Manager Olmedillo introduced the item.

Commissioner Karukin pulled this item from consent to speak regarding an item on page 69.

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

D. Committee Reports – Guillermo Olmedillo, Town Manager

- October 15, 2018 Parks and Recreation Committee Meeting Minutes
- October 25, 2018 Planning and Zoning Board Meeting Minutes

E. Resolution Authorizing Mutual Aid Agreement between the City of Sweetwater Police Department and the Town of Surfside Police Department – Guillermo Olmedillo, Town Manager

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING THE VOLUNTARY COOPERATION AND OPERATIONAL ASSISTANCE MUTUAL AID AGREEMENT BETWEEN THE TOWN OF SURFSIDE, FLORIDA AND SWEETWATER FLORIDA FOR POLICE VOLUNTARY COOPERATION AND OPERATIONAL ASSISTANCE; PROVIDING FOR AUTHORIZATION AND IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE
Approved on Consent.

F. Approval to Procure Police Mobile Laptop Computers - Guillermo Olmedillo, Town Manager

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AUTHORIZING AND APPROVING THE LEASING OF LAPTOPS AND SOFTWARE FOR THE POLICE DEPARTMENT AND EXPENDITURE OF FUNDS NOT TO EXCEED \$139,527.00; FINDING THAT THE PURCHASE IS EXEMPT FROM PROCUREMENT PURSUANT TO SECTION 3-13(3) OF THE TOWN CODE; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Dietch opened the floor to public comments and the following members of the public spoke on the item:

- Victor May

Mayor Dietch closed the floor to public comments.

Commissioner Paul commented on the math of the 37 laptops and asked what happens after the 3-year lease. She noticed that the Police had the current laptops for 5 years and she wanted to know if the software will last longer and if the computers that are being replaced will be donated.

Eliana Salzhauer spoke regarding procurement.

Discussion ensued regarding the laptops.

Vice Mayor Gielchinsky thanked Chief Yero for the explanation of why they need these laptops.

Vice Mayor Gielchinsky made a motion to approve. The motion was seconded by Commissioner Paul Motion which carried 3-0 on roll call vote with Commissioner Cohen and Commissioner Karukin absent.

G. Parks and Recreation Department Replacement Hybrid Vehicle - Guillermo Olmedillo, Town Manager

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AUTHORIZING AND APPROVING THE PURCHASE OF A 2019 TOYOTA RAV 4 HYBRID FOR THE PARKS AND RECREATION DEPARTMENT AND EXPENDITURE OF FUNDS NOT TO EXCEED \$25,983.00 FROM THE FISCAL YEAR 2018/2019 BUDGET; FINDING THAT THE PURCHASE IS EXEMPT FROM PROCUREMENT PURSUANT TO SECTION 3-13(3) OF THE TOWN CODE; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Approved on Consent.

H. Resolution Authorizing the Voluntary Cooperation Mutual Aid Agreement between the South Florida Financial Crimes Strike Force and the Town of Surfside Police Department – Guillermo Olmedillo, Town Manager

A RESOLUTION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING THE SOUTH FLORIDA FINANCIAL CRIMES STRIKE FORCE VOLUNTARY COOPERATION MUTUAL AID AGREEMENT FOR THE TERM COMMENCING SEPTEMBER 1, 2018 THROUGH SEPTEMBER 2021; AUTHORIZING THE TOWN MANAGER AND CHIEF OF POLICE TO EXECUTE AND IMPLEMENT THE TERMS AND CONDITIONS OF THE MUTUAL AID AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

Approved on Consent.

I. After-the-Fact Approval of Alfred B. Cooper Garage and Hector I. Perez Café Proclamations – Guillermo Olmedillo, Town Manager

Approved on Consent.

J. Temporary Easement for 2019 Beach Renourishment Project – Guillermo Olmedillo, Town Manager

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING A TEMPORARY EASEMENT AGREEMENT WITH MIAMI-DADE COUNTY FOR EQUIPMENT STAGING IN CONNECTION WITH BEACH RENOURISHMENT, EROSION CONTROL AND HURRICANE PROTECTION PROJECT; PROVIDING FOR AUTHORIZATION AND IMPLEMENTATION OF THE AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Paul pulled the item from the consent agenda to discuss.

Mayor Dietch opened the floor to public comments and hearing none, he closed the floor to public comments.

To answer Commissioner Paul's question regarding the inclusion of 93rd Street, Town Manager Olmedillo explained that they have been working with several agencies in order to coordinate this job and certain spots were selected for access where staging can occur and a consensus of all agencies that will be working on the project.

Vice Mayor Gielchinsky made a motion to approve the resolution. The motion was seconded by Commissioner Paul which carried 3-0 on roll call vote with Commissioner Cohen and Commissioner Karukin absent.

4. Ordinances

(Set for approximately 7:30 p.m.) (Note: Good and Welfare must begin at 8:15)

A. Second Reading Ordinances

1. Aggregated Single-Family Lots - Guillermo Olmedillo, Town Manager

AN ORDINANCE OF THE TOWN OF SURFSIDE, FLORIDA AMENDING SECTION 90-45 "SETBACKS" OF "CHAPTER 90 ZONING" OF THE TOWN OF SURFSIDE CODE OF ORDINANCES TO PROVIDE SETBACKS AND MAXIMUM SECOND STORY FLOOR AREAS FOR CERTAIN LOTS IN THE H30A AND H30B ZONING DISTRICTS; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Clerk Novoa read the title of the ordinance.

Mayor Dietch opened the floor to public comments and the following individuals spoke on the item:

- Ellen Abramson
- Eliana Salzhauer

Mayor Dietch closed the floor to public comments.

Mayor Dietch commented on the notion of McMansions and if the residents have ideas to please bring them to the Commission.

Commissioner Karukin spoke regarding the aggregated lots and thanked the Board, the Commission and staff for their diligent work.

Town Manager Olmedillo commented on the comments made by the public on feet instead of percentage and asked Town Planner Sinatra Gould to explain the setbacks.

Town Planner Sinatra Gould explained why they went with percentages and not feet and they will go with whichever is greater; either 20% or 20 feet.

Commissioner Cohen asked if this would be an issue if they own two lots and if it would change their vested rights. Town Planner Sinatra Gould stated that grandfathering was discussed in length by the Planning and Zoning Board and they voted no.

To answer Commission Cohen's question regarding lots being undevelopable, town staff stated that it will not make a lot undevelopable and if the ordinance is changed to whichever is greater; 20% or 20 feet than she needs to put that into the ordinance and read it into the record.

Discussion ensued among staff and the Commission regarding the future aggregated lots and existing lots and amendments to be made.

Staff read into the record the amendments to be 20 feet or 20% whichever is greater on each table in the ordinance.

Town Attorney Mehaffey asked if there was a change made on page 176, 6th line from the top and staff said yes.

Commissioner Karukin made a motion to approve the Ordinance with the amended language on second reading. The motion was seconded by Vice Mayor Gielchinsky which carried 5-0 on roll call vote.

2. Lobbyist Registration Exemption for Representatives of Single-Family Property Owners – Guillermo Olmedillo, Town Manager

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA AMENDING SECTION 2-235 – “LOBBYING” TO PROVIDE EXEMPTION FROM THE LOBBYIST REGISTRATION REQUIREMENTS FOR REPRESENTATIVES OF SINGLE-FAMILY PROPERTY OWNERS IN CERTAIN SITUATIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Clerk Novoa read the title of the ordinance.

Mayor Dietch opened the floor to public comments and hearing none, he closed the floor to public comments.

Commissioner Paul requested to add the word single family “residential” property instead of single-family property in the title of the ordinance.

Mayor Dietch asked if it makes a difference from a legal or planning perspective and Town Attorney Arango said that single family is a defined term in our code.

Commissioner Paul's concern is that if it is a spec home they should register.

Town staff explained that adding the word residential would not change the aspect and it is a single-family property owner. If that home is built on spec or

something else there is not much of a distinction from a property owner living in it or renting it out and all single-family units are considered residential.

Town Manager Olmedillo stated what the intent of this item is and explained what this ordinance achieves.

Commissioner Paul understands what is being said and asked if architects representing the homeowner must register as a lobbyist and Town Manager Olmedillo stated that anyone representing the homeowner before any board must register as a lobbyist.

Commissioner Paul wanted to know if those coming before the Planning and Zoning Board must register and staff replied that they do have to register as a lobbyist even for small additions and it applies to all single-family homeowners as well.

Discussion continued among the Commission and staff regarding representatives of owner occupants.

Commissioner Paul stated they want to support owner occupants and not spec homes.

Discussion ensued regarding the lobbyist fees and language.

Commissioner Karukin made a motion to approve the ordinance on second reading. The motion was seconded by Vice Mayor Gielchinsky which carried 5-0 on roll call vote.

3. Corner Lot Fences - Guillermo Olmedillo, Town Manager

AN ORDINANCE OF THE TOWN OF SURFSIDE, FLORIDA AMENDING SECTION 90-56.5 "MODIFICATION OF SECONDARY FRONTAGE FENCE AND ORNAMENTAL WALL REGULATIONS" OF "CHAPTER 90 ZONING" OF THE TOWN OF SURFSIDE CODE OF ORDINANCES TO ADDRESS FENCE AND SHRUB REQUIREMENTS IN THE H30A AND H30B ZONING DISTRICTS; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Clerk Novoa read the title of the ordinance.

Town Planner Sinatra Gould introduced the item.

Commissioner Paul commented on page 190; line 43 regarding the 3-foot setback. She asked if they changed the ordinance if everyone will comply and how it would affect the property owner.

Town Planner Sinatra Gould answered Commissioner Paul's question on the setbacks and stated that it does not affect existing fences.

Commissioner Karukin asked if this ordinance would give the homeowner more flexibility and Town Planner Sinatra Gould stated that it would and that it passed at the Planning and Zoning Board.

Mayor Dietch opened the floor to public comments and hearing none, he closed the floor to public comments.

Commissioner Karukin made a motion to approve the ordinance on second reading. The motion was seconded by Commissioner Paul which carried 3-0 on roll call vote with Vice Mayor Gielchinsky and Commissioner Cohen absent.

4. Ordinance Amending Section 34-11, 'Prohibition on Distribution, Sale or Use of Plastic Straws,' to Clarify the Definition of Plastic Straw and Provide for Reasonable Accommodations - Guillermo Olmedillo, Town Manager

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AMENDING SECTION 34-11, "PROHIBITION ON DISTRIBUTION, SALE OR USE OF PLASTIC STRAWS" OF THE TOWN'S CODE OF ORDINANCES TO CLARIFY THE DEFINITION OF PLASTIC STRAW AND PROVIDE FOR REASONABLE ACCOMMODATIONS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Clerk Novoa read the title of the ordinance.

Commissioner Paul wanted to state that Publix does not sell paper straws.

Mayor Dietch opened the floor to public comments and hearing none, he closed the floor to public comments.

Commissioner Paul made a motion to approve the ordinance on second reading. The motion was seconded by Commission Karukin which carried 4-0 on roll call vote with Vice Mayor Gielchinsky absent.

5. Reasonable Accommodation Procedure - Guillermo Olmedillo, Town Manager

AN ORDINANCE OF THE TOWN OF SURFSIDE, FLORIDA CREATING SECTION 90-100 "REASONABLE ACCOMMODATION PROCEDURES" OF "CHAPTER 90 ZONING" OF THE TOWN OF SURFSIDE CODE OF ORDINANCES TO PROVIDE REASONABLE

ACCOMMODATION PROCEDURES FOR DISABLED PERSONS UNDER THE FAIR HOUSING ACT AND AMERICANS WITH DISABILITIES ACT; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Clerk Novoa read the title of the ordinance.

Commissioner Paul made a motion to discuss. The motion was seconded by Commissioner Karukin.

Commissioner Paul had a question on page 203; lines 101 through 107. She said that line does not mention the time frame extension and was concerned. She feels it is not addressing if they get an extension. She also stated that page 204; lines 162-171 are confusing. She would like to see more clarity.

Discussion ensued among the Commission regarding the language for the extension.

Staff explained the recertification process and its requirement of it being renewed every 2 years.

Mayor Dietch opened the floor to public comments and the following members of the public spoke on the item:

- Diana Gonzalez

Mayor Dietch closed the floor to public comments.

Commissioner Karukin made a motion to approve the ordinance with the amended language at the end of Section D3 on second reading. The motion was seconded by Commissioner Paul which 5-0 on roll call vote.

Vice Mayor Gielchinsky made a motion to extend the meeting one hour. The motion was seconded by Commissioner Karukin and all voted in favor.

6. Beach Furniture Ordinance - Guillermo Olmedillo, Town Manager *[ITEM HAS BEEN DEFERRED TO JANUARY 22, 2019 AT 7:00PM OR AS SOON THEREAFTER]*

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA AMENDING ARTICLE II. – “PUBLIC BEACHES” OF CHAPTER 86 “WATERWAYS” OF THE TOWN OF SURFSIDE CODE PERTAINING TO BEACH FURNITURE; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

Item was deferred to the January 22, 2019 Town Commission Meeting.

(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 9:00 p.m.) (Note: Depends upon length of Good and Welfare)

A. Airbnb Resolution – Vice Mayor Daniel Gielchinsky

**A RESOLUTION OF THE TOWN OF SURFSIDE, FLORIDA
CONDEMNING ANTI-SEMITISM ACTS BY AIRBNB AND
DEMANDING COMPLIANCE WITH NON-DISCRIMINATION
REQUIREMENTS; AND PROVIDING FOR AN EFFECTIVE
DATE.**

Town Clerk Novoa read the title of the resolution.

Mayor Dietch welcomed Bal Harbour Mayor Groisman.

Vice Mayor Gielchinsky introduced the item.

Mayor Dietch opened the floor to public comments and the following individuals spoke on the item:

- Gabriel Groisman, Mayor of Bal Harbour
- Menno Ratzker
- Sasha Plutno
- Joseph Wals
- Eliana Salzhauer
- Shaya Gheblikian

Mayor Dietch closed the floor to public comments.

Vice Mayor Gielchinsky addressed the comments made by the public and the importance of this item.

Commissioner Karukin commented on the item and what he feels needs to be modified in the language of the resolution. He feels this is a contractual issue and to not use language of opinions versus facts.

Mayor Dietch asked Commissioner Karukin if he can get on board with the resolution with the proposed amendments to the language and Commissioner Karukin said yes, he can.

Commissioner Karukin continued stating his issues in which he feels it is not being handled as a contractual breach and asked if this was a determination by the Town Attorney stating there was an actual breach.

Town Attorney Arango stated that is a determination to be made by the Commission if they feel there was a breach by Airbnb in boycotting activities which is prohibited by the Town's Code. She feels that it does constitute a boycott and a breach.

Town Attorney Arango explained the process of how a breach in a contract is handled.

Vice Mayor Gielchinsky explained the goals of the resolution.

Discussion continued among the Commission on the item and the modifications to be made to the resolution.

Commissioner Paul commented on the item and a huge corporation making a decision based on religion.

Mayor Dietch commented that this is a legal matter and the element of correctness that has been shared by the dais and the community and the agreement with an anti-discrimination clause and the breach.

Discussion ensued among the dais and the Town Attorney regarding contractual issues and this resolution and having immunity.

Commissioner Paul wanted to clarify the agreement with Airbnb and their operation and the agreement was to collect resort taxes and articles on discrimination. She would like more supporting documents and asked if it is all of Israel or only the West Bank.

Vice Mayor Gielchinsky addressed Commissioner Paul's questions and that it mostly focuses on the West Bank because of the political hot bed.

Commissioner Paul stated that it was not done for publicity and she is against all discrimination and would like to see more inclusion of that in the resolution.

Commissioner Cohen commented on the item and not allowing the Town to be bullied by Airbnb and on the company supporting one religion and discriminating against another religion and other entities.

Mayor Dietch commented on the whereas clauses and the changes to be made to them.

Vice Mayor Gielchinsky read the amendments to be made for the Town Attorney to amend the resolution as follows:

- "Is a residential community and a tourist destination"

- 5th recital clause: delete hatred, prejudice, hypocrisy
- Remove the 7th recital clause
- Section 2 of the body switch “decision” to “action, most recently the removal of all listings”
- Section 3 add: “in breach of Section V”
- Section 4 to remove: “act of disrespect”
- Section 5 to remove: “act of disrespect”

Vice Mayor Gielchinsky made a motion to approve the resolution as amended. The motion was seconded by Commissioner Cohen which carried 5-0 on roll call vote.

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

Mayor Dietch opened the floor to public comments and the following individuals spoke on the item:

- Sasha Plutno spoke regarding the proposed Eden Hotel project, the Town donation that was made to the Homeless Trust and against the storage of beach chairs.
- Jeff Platt spoke regarding the issue with beach chairs and the hotels.
- Sheryl Goldberg spoke regarding code enforcement.
- Louisa Agresti spoke regarding the Tourist Board, PR and media events and the Town paying for those items.
- Donald Lewin spoke regarding traffic and walking paths.
- Ellen Abramson spoke regarding quality of life issues which included commercialization and respecting our beaches and having a carry-on carry-off policy.
- Eliana Salzhauer spoke regarding preservation of public land and public beaches including having a carry-on carry-off policy, signage on the beach path, the budget and what the Town is spending money on. She spoke regarding parking lots and lanes being closed and would like to know why they are being closed.
- Diana Gonzalez spoke regarding beach chair storage and transparency on the budget and how the Town is spending their money.
- Shaya Gheblikian spoke regarding beach chairs.

- Anna Senturion spoke regarding signage on hotels and condominiums stating private property and the beach

Mayor Dietch closed the floor to public comments.

Commissioner Paul responded to Mr. Plutno and stated that she addressed the issue with the Town Manager and had not received a response regarding the Eden Hotel and the noise issue with the workers and would like the questions answered.

Town Manager Olmedillo responded to Commissioner Paul. He stated that he spoke with the Building Official and Code Enforcement and the Town has to enforce if people are using the site as a storage site storing materials for other sites they then need to be shut down and he gave them instructions to do it as of tomorrow. They must prove that they are storing and using it as a staging site for another construction project.

Commissioner Paul stated that the issue Mr. Plutno brought up is that they start opening the gates at 6 am. and Code Enforcement Officers should start earlier and change shifts to cover hours that are not being covered.

Town Manager Olmedillo stated that Code Enforcement will address and check the issue of them staging for another construction project and they will be shut down and that will also cure the noise issue.

Commissioner Paul questioned what was being done about the use of leaf blowers. Town Manager Olmedillo stated that they have been sited on numerous occasions and Code Enforcement is after them and citing them on a constant basis.

Commissioner Paul would like statistics on how many citations were issued and how many have been paid because it is still occurring.

Commissioner Paul spoke regarding the Tourism budget and how she looked into the budget because there were some out of line items and concerns and she will follow up on those and to see what is good for the residents and the tourists. She feels that the Town is catering a little too much to the tourists and our beaches need to be clean. The Town needs to focus on cleaner beaches, better signage on the beaches, designated areas of where to walk, ride your bike and walk your dog. Bal Harbour has proper signage and this needs to be addressed so everyone can utilize the beach paths safely.

Commissioner Karukin spoke regarding why the beach chair item was moved and regarding the storage of beach chairs and will address this on January 27, 2019. He spoke regarding the Tourist Board and that the State limits what you can spend tourist dollars on.

Commissioner Cohen addressed the public's comments including leaf blowers and enforcing the laws we put into place. He spoke regarding the Tourist Board budget. He addressed the comment on public land and how important it is for the Town to have public land and protect it. He spoke about expenditures the Town makes in order to compete with other cities. He responded to the comment made that Surfside is a private

beach and that the beach is a public beach and to make sure everybody has rights to the beach.

Mayor Dietch spoke on code compliance and following the rules and the laws of the Town enforcing the infractions and they are trying to be a sensitive community. He understands the concerns expressed and encouraged the residents to attend the Town Hall meeting.

Mayor Dietch closed good and welfare.

7. Town Manager and Town Attorney Reports

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

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.

8. Unfinished Business and New Business

A. Street Lighting in Residential District – Vice Mayor Daniel Gielchinsky

Vice Mayor Gielchinsky introduced the item and spoke on standard LED lighting.

Mayor Dietch opened the floor to public comments and the following individuals spoke on the item:

- Eliana Salzhauer
- Ellen Abramson
- George Kousoulas

Commissioner Paul commented that lighting is very important, not only street lighting, but also for beautification and making our streets look better by changing the light features. She feels that we need to work with Florida Power and Light (FP&L). Commissioner Paul said that the fluorescent lights get lighter as they are on longer as well as LED and the quality of light. She stated that it is important and she would like the Town Manager to work with FP&L to see what is available as far as fixtures and bulbs and see samples before putting them up to ensure they are pleasing.

Commissioner Karukin commented that this is a topic that will not make everyone happy and the type of lighting is important. This is not high up on the priority list for him and what the cost would be.

Commissioner Cohen asked how this applies to Collins Avenue lighting.

Mayor Dietch stated that this is the County's and inventory has been done of all the lighting in Surfside and most of the lights have been converted to LED. He also spoke regarding the residents stating the gaps of no lights and how they do not feel safe. Mayor Dietch spoke regarding FP&L's standards.

Commissioner Paul spoke regarding the lighting of Collins Avenue and Harding Avenue and how dark it is.

Mayor Dietch asked Town Manager Olmedillo if that section pertains to the County and Town Manager Olmedillo replied that it pertains to the County.

Commissioner Paul asked if a study had been done by CGA on the lighting because she has never seen the study and asked if the Community Center could be added.

Assistant Town Manager Duncan Tavares addressed the RFP that is in the process of being issued on the business district lighting.

Discussion continued among the dais regarding the RFP and the lighting in the business district.

Town Manager Olmedillo explained that all the poles in the residential area are FP&L poles and are already in the process of being changed to LED bulbs. They can approach FP&L and ask what their standards will be for this project and then determine what dark spots are left and then go back to FP&L and ask what they are planning to do. If the Commission wants to add more poles it has to be Town poles and he is not sure if it can be negotiated with FP&L because it would be a different standard.

Vice Mayor Gielchinsky asked how the Town can measure that FPL met the standards and criteria.

Town Manager Olmedillo stated that in their contract it states what their standards will be and FP&L and the contractor will submit the as built and provide it to the Town.

Direction was given to the Town Manager to come back with FP&L's LED Lighting Standards and the programming of installation of the LED lights.

9. Mayor, Commission and Staff Communications

- A. Board/Committee Appointments – Sandra Novoa, MMC, Town Clerk**
- Sustainability Committee – Mayor Daniel Dietch
Mayor Dietch stated that he would come back at a later time with an appointee to the Sustainability Committee.
- B. Legislative Priorities – Guillermo Olmedillo, Town Manager [Linked to Item 1H]**
This item was discussed under item 1H.
- C. Downtown Vision Advisory Committee – Guillermo Olmedillo, Town Manager**
Town Manager Olmedillo introduced Tourism Director, Lindsay Fast.

Tourism Director Fast introduced the item and explained the Committee and stated that staff is seeking direction from the Commission as to drafting of the ordinance.

Mayor Dietch opened the floor to public comments and the following individuals spoke on the item:

- George Kousoulas
- Eliana Salzhauer
- Ellen Abramson
- Diana Gonzalez

Commissioner Karukin commented on the goals and objectives and some concerns regarding number two.

Tourism Director Fast answered Commissioner Karukin's questions and stated that number two pertains to pop up stores and that everything else would come before the Commission for their approval.

Town Manager Olmedillo responded that it is basically extending the list to the downtown area.

Commissioner Karukin feels they need two or three deliverables and not too broad.

Mayor Dietch explained that the moratorium is what made the public become more engaged and to develop a committee and let them determine what can be done.

Discussion continued among the dais regarding the goals and objectives and identifying more specific deliverables from the Committee, allowing the Town Manager to have flexibility to appoint members and decisions being voted on by the Commission.

Discussion ensued among the Commission regarding the composition of the Committee being residents and that stakeholders should be invited to be involved and not restrict only to residents.

Vice Mayor Gielchinsky agrees that it should be the Town Manager's Committee and he can then bring the names to the Commission to vote on the slate.

Commissioner Karukin left at 11:13 p.m.

Mayor Dietch stated that he believes seven members is the right number of members for the composition of the Committee. He believes it should be a Committee of the Town Manager with input of the Committee and is fine that a majority of members be Surfside residents and business owners and ratified by the Commission. He also stated that the Town Manager should be the Chair of that Committee.

Commissioner Paul wants it to be clear that it should prioritize business owners and residents and suggested having a landscape architect as a member of the Committee.

She still feels troubled that it is comprised of only two residents and would like to see more balance.

Discussion continued among the Commission on the makeup of the Committee.

Vice Mayor Gielchinsky agrees with Mayor Dietch's suggestions.

Direction to staff to amend the application to allow a place where the applicant can state if they are a Surfside resident.

D. Code of Ethics Ordinance Enhancements and Amendments – Mayor Daniel Dietch

Mayor Dietch introduced the item.

Commissioner Cohen left the meeting at 11:40 p.m.

Commissioner Paul asked if the Code of Ethics was recently updated in the past year or two years. Town Attorney Arango stated that there were a few updates but not as thorough as this update.

Commissioner Paul stated that she is supportive of this as long as it applies to all staff, directors, contractors, and freelancers. She feels that everyone should be held to the same standards.

Mayor Dietch opened the floor to public comments and the following individuals spoke on the item:

- Joel Simmonds
- Eliana Salzhauer
- Ellen Abramson

Vice Mayor Gielchinsky discussed the code of ethics and the training they get every year and the differences between them.

Mayor Dietch gave examples of gifts that the Commission gets and ethics opinions on this matter.

Discussion continued regarding the Sunshine Law and ethics codes.

Commissioner Paul commented that a gift from one's parent does not apply but page 228; number 4 is confusing. She supports the concept if it includes all the staff and employees.

Commissioner Paul asked what happened to Item D on page 230 regarding PACE and Mayor Dietch responded to Commissioner Paul's question stating to go back to the PACE item and it will clarify it there.

Direction was given by the Commission for the Town Attorney to draft the ordinance with very clear standards.

E. Abbott Avenue Drainage Improvements – Guillermo Olmedillo, Town Manager

Town Manager Olmedillo introduced the item.

Commissioner Paul made a motion to extend the meeting an additional 30 minutes. The motion was seconded by Vice Mayor Gielchinsky and all voted in favor with Commissioner Karukin and Commissioner Cohen absent.

Vice Mayor Gielchinsky would like to defer this item until the whole Commission is present to vote.

Commissioner Paul would also like to defer this item until a full Commission can be here and she would like a presentation done when this comes back to the Commission. She said that she was not able to read the report because of the length of the report and she has questions. She needs to gather more information before coming to a decision.

Commissioner Paul would like a PowerPoint presentation from Calvin Giordano and Associates with graphics, options, and visually where the pipes will lie. She requested a visual of various stages, flooding and the options in order for everyone to understand better.

Curt Keyser of Calvin Giordano and Associates stated that they will be more than happy to give a presentation at the next meeting and will give the Commission a report and highlights in a form understandable by all.

Mayor Dietch opened the floor to public comments and the following individuals spoke on the item:

- Eliana Salzhauer
- Deborah Cimadevilla

Commissioner Paul made a motion to defer this item until January 2019. The motion was seconded by Vice Mayor Gielchinsky and all voted in favor with Commissioner Cohen and Commissioner Karukin absent.

F. Byron Avenue Traffic Congestion – Guillermo Olmedillo, Town Manager

Mayor Dietch recused himself from this item and quorum was lost.

Due to loss of quorum the item will be deferred to the January 2019 meeting.

10. Adjournment

There being no further business, Vice Mayor Gielchinsky made a motion to adjourn. The motion received a second from Commissioner Paul. The meeting adjourned at 12:21 a.m. on December 12, 2018.

Respectfully submitted,

Accepted this ____ day of _____, 2018

Daniel Dietch, Mayor

Attest:

Sandra Novoa, MMC
Town Clerk



TOWN MANAGER'S REPORT

JANUARY 8, 2019

COMMUNITY PROGRAMS / INITIATIVES / ENHANCEMENTS

- I. SEE CLICK FIX REPORT – See Attachment “A”
- II. SOCIAL MEDIA (NEXTDOOR) REPORT – See Attachment “B”
- III. DEVELOPMENT APPLICATION PROCESS - See Attachment “C”
- IV. DEVELOPMENT APPLICATIONS STATUS

A. 8851 Harding – The applicant has resubmitted plans for a 28 unit development. The DIC meeting was held on March 26, 2018. The plans have been resubmitted and a DRG meeting was held on November 29, 2018. The Planning and Zoning Board meeting is scheduled for January 31, 2019.

B. 8995 Collins – A site plan was submitted on May 19, 2017. Three DRG meetings were held on June 19, 2017, August 24, 2017, and September 28, 2017. The DIC meeting was held on November 16, 2017. The application was heard at the February 22, 2018 Planning and Zoning Board meeting where it was deferred. Since, it has been deferred five times for different reasons, such as, revision of the traffic analysis, lack of quorum, and the applicant's request for a deferral. The application will be scheduled for a Town Commission meeting, once the Planning and Zoning Board issues its recommendation.

C. 9300 Collins – A site plan was submitted on May 31, 2018 for a 207 room hotel development. The plans were reviewed by staff and a DRG meeting was held on June 27, 2018. The applicant has submitted revisions and a second DRG meeting was held on August 30, 2018. The applicant resubmitted the plans on October 23, 2018 and a final DRG met on November 1, 2018. The Planning and Zoning Board heard this application on November 29, 2018 and recommended approval with conditions. Town Commission meeting will be scheduled.

V. TOWN DEPARTMENTS

Code Compliance Division

A. Code Violation Cases: As of December 27, 2018, the total number of active, open cases being managed is 181; of these cases, 80 cases are still under investigation and are working towards compliance; 3 cases are on-hold; 19 are in the Special Master hearing queue; 9 cases are in post-Special Magistrate action status; 6 cases have pending liens, and 64 cases have been issued liens and remain unpaid. Properties with unpaid liens are sent reminder letters on a quarterly 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:

- FY 18/19: Through December 27, 2018, 22 cases have paid/settled for a total collection of \$4,337.00
- FY 17/18: 92 cases have paid/settled for a total collection of \$29,576
- FY 16/17: 117 cases have 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 November 30, 2018 – See Attachment "D"

Police Department

A. December 2018 Significant Incidents/Arrests:

- Recovered Stolen Vehicle - 12/05/2018 at 0129 hours: 9400 block of Abbott Avenue. A vehicle towed from a private parking space was determined to be stolen from Boca Raton, FL on 12/04/2018. The Boca Raton Police Department was contacted and notified of the recovery.
- Blown transformer and powerlines down - 12/12/2018 at 2052 hours: 200 block of 95th Street. A transformer at the Post Office blew when powerlines snapped in the alley in the 9400 block of Harding Avenue as well as behind the Shul. Multiple intersections in the area of 96th, 95th Street & Harding/Collins Ave and the 94th Street alleyway were promptly


closed. FPL responded within thirty minutes. Traffic on Collins and Harding Avenue were not impacted and no injuries were reported.


- Operation Bike Roundup 12/23/2018 at 1400 hours: 250 N.E. 183rd Street – The Office Gentlemen's Club. Surfside PD participated in a multi-agency joint operation to disrupt illegal motorcycle riders during a memorial "Wheels up, guns down" ride. The memorial was for a recently killed gang member. These reckless drivers operate a multitude of off-road motorcycles and other vehicles through Miami-Dade County and have traveled through Surfside and surrounding jurisdictions putting themselves and others at risk while committing multiple criminal traffic violations. The following police agencies participated in the operation to deter this activity: Miami-Dade, North Miami Beach, North Miami, Miami Beach, Sunny Isles Beach, Bal Harbour, Bay Harbor, Golden Beach, and Miami Gardens.
- Suicide Investigation: 12/23/2018 at 1634 hours: 260 95th Street. Officers responded to a medical emergency call and were met by the victim's wife and friend who discovered the victim deceased. The investigation concluded the victim committed suicide by hanging. The Miami-Dade Homicide Unit is the lead investigating agency.

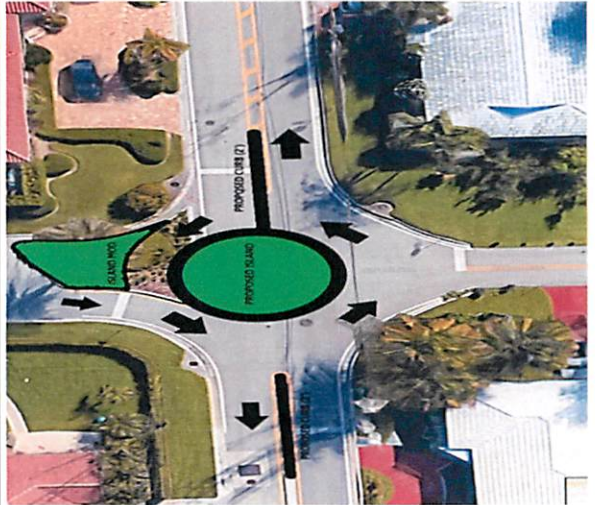
B. Traffic Mitigation Program Status Report

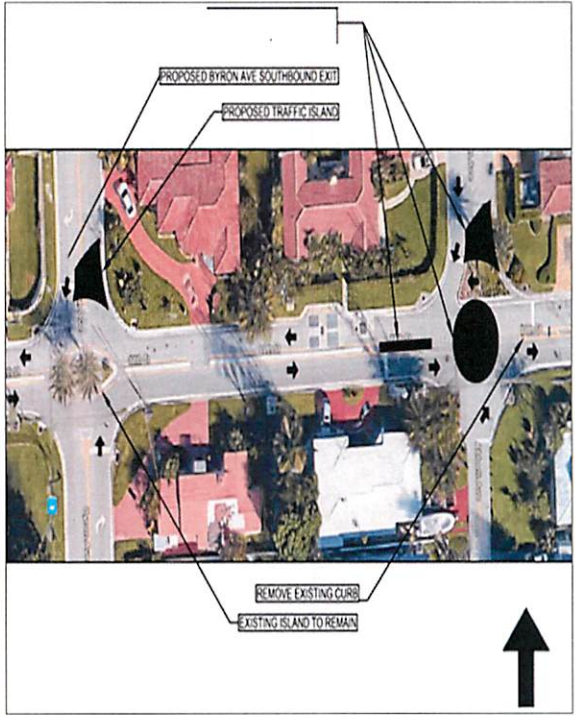
Public safety is the number one priority for the Town of Surfside. Along with public safety, quality of life is a focus of the Town. One element that impacts both public safety and quality of life is traffic. Traffic has increased significantly in recent years on Collins Avenue and Harding Avenue regionally 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)
1	Short Term (0 – 6 months)	95 th Street & Harding Avenue (westbound), left Turn lane added. 300 block of 95 th Street (eastbound), right turn lane added.	Closed	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

				<p>designated for travel westbound only on 95 Street across Harding Avenue, and the other lane designated as a left turn only lane for vehicles turning southbound onto Harding Avenue. Three parking spaces on the North East side of 95 Street & Harding Avenue have been eliminated to allow for a westbound travel lane.</p> <p>As of 08-22-2017, the traffic flow in the 300 block of 95th Street, between Abbott Avenue and Harding Avenue, has been altered. The new lane pavement markers delineate the new vehicular traffic flow for eastbound traffic on 95th Street approaching Harding Avenue. The pavement markings allow vehicles to travel in two lanes east of the alleyway with one lane designated for travel eastbound only on 95th Street across Harding Avenue, and the other lane designated as a right turn only lane for vehicles turning southbound onto Harding Avenue. The loading zone at this location has been eliminated to allow for a right turn only lane. Please refer to the traffic diagram below.</p> 
2		New Stop Signs at all intersections west of Harding Avenue	Closed	<p>Public Works installed stop signs at the following locations:</p> <ul style="list-style-type: none"> • 89th Street & Byron Avenue (east-west) • 90th Street & Abbott Avenue (east-west) • 90th Street & Carlyle Avenue (east-west) • 92nd Street & Abbott Avenue (east-west) • 92nd Street & Carlyle Avenue (east-west) <p>In September 2018, Public Works relocated the stop sign and stop bar at Carlyle Avenue and 90th Street (for Northbound traffic on Carlyle Avenue) 15 feet north to allow for an enhanced traffic sight cone at the intersection.</p>

				
3		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 will be replacing the non-operational reflectors under warranty.</p> <p>Public Works ordered 24 new reflectors that will be installed at the following locations:</p> <ul style="list-style-type: none"> • 90th Street and Froude (all directions) • 90th Street and Byron (all directions) • 90th Street and Abbott Avenue (East and West directions) • Yellow reflectors will be installed prior to the speed bumps in the 9500 block of Byron Avenue to alert drivers. <p>During November 2018 all non-operational Stop Bar Reflectors were replaced and are now functional. Additionally, new Stop Bar Reflectors were installed at the following locations:</p> <ul style="list-style-type: none"> • 90th Street and Froude (all directions) • 90th Street and Byron (all directions) • 90th Street and Abbott Avenue (East and West directions) • Reflectors will be installed prior to the speed bumps in the 9500 block of Byron Avenue to alert drivers.
4		New Speed Bumps	Re-Opened November 2018	<p>New speed bumps have been installed at the following locations:</p> <ul style="list-style-type: none"> • 8900 block of Abbott Avenue • 9100 block of Abbott Avenue • 9300 block of Abbott Avenue

				<ul style="list-style-type: none"> 9500 block of Byron Avenue (second speed bump) <p><u>November/December 2018: new speed bump location in the 9400 block of Abbott Avenue being evaluated.</u></p>
5		Revisit Street Closure <ul style="list-style-type: none"> 94th Street / Abbott Avenue 	Closed	Town Commission approved a motion against revisiting this item.
6		New Street Closure <ul style="list-style-type: none"> Byron Avenue (northbound) at 88th Street 	In progress	<p>Requires study, Miami-Dade County and Miami Beach approval.</p> <p>On 11-29-17, Town Manager, Chief Allen and Public Works Director attended a meeting with Miami-Dade County and City of Miami Beach administration regarding the closure of northbound traffic at 88th Street and Byron Avenue.</p> <p>The above meeting resulted in a plan to add curbing to the 88th Street median extending it to Abbott Avenue. The result will prohibit drivers from executing illegal U turns disrupting the traffic flow and area residents which has been a continuous problem.</p> <p>The following traffic modification Project has been developed to improve the traffic flow at 88th Street and Abbott Avenue.</p>  <p>Public Works completed the installation of the pictured vehicular traffic pattern at 88th Street & Abbott Avenue. On March 12, 2018, a 60-day testing period will begin before final approval.</p>


				<p>The 60-day trial period before final approval continues. There have been no traffic accidents reported and no matters of concern have been brought to the attention of the Police Department.</p> <p>At the Special Town Commission Meeting held May 22, 2018, the Town Commission approved the below traffic pattern design (Option A) for 88th Street and Abbott Avenue. A traffic circle at Abbott Avenue on 88th Street will allow traffic to flow east, west and south. Traffic islands on Abbott Avenue and Byron Avenue at 88th Street will prevent vehicles from traveling north on those avenues from 88th Street.</p>  <p>Public Works has begun work on the new traffic mitigation design on 88th Street & Abbott Avenue. The project is estimated to be completed by mid-July.</p> <p>Project completed.</p>
7		Loop Detector Installation	In progress	<p>CGA was authorized to move forward with the preparation of the bid documents for the traffic loops at three signalized intersections along Harding Avenue. CGA will need to provide updated scope of services and fee in order to provide traffic counts and traffic analysis at subject intersections (before and after traffic analysis) per commission request at 05-09-17 meeting.</p>

				<p>The east Stop Bar at 93 Street & Harding Avenue will be moved back.</p> <p>On August 8, 2017, CGA submitted their additional service agreement for completing the before and after traffic analysis at the signalized intersections along Harding Avenue that new traffic loops are being installed. At the Commission meeting where the Post Design Services contract was approved, the Mayor and Commission asked if CGA could do a before and after analysis in order to evaluate the change in traffic operations at these subject intersections. The traffic counts are currently scheduled for the 29th, 30th or 31st of August (second week of regular school).</p> <p>Loop detectors have been approved for Harding Avenue at 88th, 93rd and 94th Streets.</p> <p>On November 3, 2017, CGA submitted for review and approval Work Authorization No. 106 for Surfside Traffic Signal Modification – Traffic Analysis. The scope of the project includes Pre – Post Construction Analysis of four intersections on Harding Avenue at 88th, 93rd, 94th and 95th Streets. Total cost not to exceed \$14,200.62.</p> <p>On January 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</p>
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				<p>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 June 12th, 2018 Commission Meeting, the Town Commission voted to approve the recommendation from CGA awarding the contract to Under Power Corp. The project is moving forward pending CGA Notice to Proceed and required permitting.</p> <p>CGA has collected traffic counts and completed intersection analysis at the Harding Avenue and 88th Street, Harding Avenue and 93rd Street, Harding Avenue and 94th Street and Harding Avenue and 95th Street intersections. Next step is to 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:</p> <p>Permit No. 2018006371 – Harding Av & 88 St Permit No. 2018006374- Harding Ave & 93 St Permit No. 2018006373 – Harding Ave & 94 St</p> <p>On 8-21-2018, Miami-Dade Traffic Engineering Division provided comments on their already approved plans. They had asked for one of the pedestrian signal phases to be modified.</p> <p>On 8-22-2018, Under Power Corporation picked up 18 revised signed and sealed sets from CGA. 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</p>
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				<p>and the contractor has kept CGA informed every step of this process.</p> <p>For Harding Avenue and 95th Street, CGA received an email from David Hayes (Miami-Dade County) stating that they could not sign-off on the project because they needed revised plans to reflect the same pedestrian phase modifications requested at 88th Street, 93rd Street, and 94th Street. Revised plans for Harding Avenue and 95th Street will be submitted to Miami-Dade County on 8-27-2018.</p> <p>Under Power Corp., project manager Guillermo Vado, left the company on 09-14-18, 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><u>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.</u></p>
8		Install a centerline curb on 95 th Street between Abbott and Byron Avenues	Closed	Public Works installed delineators to deter trucks from traveling west on 95 th Street.

9		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.
10		Create Vehicular Circulation Plans for New Construction Projects <ul style="list-style-type: none"> 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.
11		Evaluate Sidewalk Options	Open	Town Commission approved a motion to continue to evaluate pedestrian safety options in Surfside.
12		Install traffic light at 96 th Street & Abbott Avenue Eliminate left hand turn at 96 th Street & Byron Avenue	Closed	Town Manager Olmedillo, Chief Allen, Captain Yero and Randy Stokes, from the Town and Eric Czerniejewsky from CGA, spent a few hours with Ramon Sierra, FDOT District 6. Several simulations were run, and the result is that the back-up traffic in the east bound direction made congestion worse on 96 th Street. This will not allow the vehicles turning right from Byron to move, causing a longer back-up on Byron and creating additional congestion on Harding and Collins. FDOT will not eliminate the left turn at 96 Street & Byron Avenue.
13		Install a crosswalk at 90 th Street & Harding Avenue (north side)	Open	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. The 200 block of 90 th Street has been converted to one-way traffic eastbound only. This new traffic pattern has eliminated the hazard of vehicles traveling west across Harding Avenue at 90 th Street where a curve hindered line of sight for drivers. No Turn on Red signage has been installed at 90 th Street & Collins Avenue for vehicles traveling eastbound in the 200 block of 90 th Street.

14		Send demand letters to mapping companies Waze – Free Community-based GPS, Maps & Traffic Navigation App	Closed	The Town became a Participating Member of the Connected Citizens Program. This is the Town's effort to address in real-time reported accidents and improve navigation throughout the Town.
15		On-Street Parking Reconfiguration - 200 block of 90 th Street	Closed	<p>On Monday 10-08-18, Public Works advised that the 200 block of 90th 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 striping and reconfiguration was completed.</p>
16		<u>Collins Ave and Harding Ave. Request for additional speed limit signs & pavement markings within Town of Surfside. FDOT CTP 2018-03-0031</u>	Open	<p>Per Arturo Patulot, Traffic Operations D6, Florida Dept 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 88th to 96th streets both NB and SB directions and has decided to install five (5) additional posted speed limit signs 30 MPH and three (3) sets of pavement markings 30 MPH for better exposure and driver's compliance at the following locations:</p> <p>Collins Avenue facing Northbound traffic Two (2) additional 30 MPH speed limit signs (Right & Left of roadway) and 30 MPH pavement markings north of 90th Street One (1) additional 30 MPH speed limit sign (Right of roadway) north of 92nd Street Two (2) additional 30 MPH speed limit signs (Right & Left of roadway) north of 94th Street</p> <p>Harding Avenue facing Southbound traffic</p>

				<p>30 MPH pavement markings for the three lanes across from existing speed limit sign south of 96th Street</p> <p>30 MPH pavement markings for the three lanes across from existing speed limit signs south of 92nd Street</p> <p>The proposed improvements will be completed by FDOT maintenance when workload and schedule permit. No anticipated completion dates were provided.</p>
17	Intermediate Term (7 – 18 months)	<p>Create One-Way Streets</p> <ul style="list-style-type: none"> ○ 88th, 89th, 90th and 91st Street between Collins & Harding Avenues 	Closed	<p>A Town meeting was held July 18th, 2017, to present a new traffic pattern plan making 89th Street one-way only for westbound vehicular traffic from Collins Avenue to Hawthorne Avenue and 90th Street one-way only for eastbound vehicular traffic from Bay Drive to Collins Avenue.</p> <p>The Town Commission approved to conduct a test of a new streetscape design on 89th and 90th Streets, between Harding and Hawthorne. The test consists of creating a safe pedestrian path and a green area in what is currently the paved area of those streets. Because width of the street will be narrowed during the test, the streets will be changed to a one-way system, with 89th Street traffic moving from east to west and 90th Street traffic moving from west to east. The streets will be marked with paint to designate the pedestrian area as well as the green/parking area. The test is scheduled to begin in early December and run for a period of 60 days. At the end of the test period, staff will present a report to the Town Commission.</p> <p>The new streetscape testing was initiated December 14, 2018. 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 13th, 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 28th, 2018. Notifications for the March 28th One-Way Streets Town Hall Meeting have been distributed via the following channels:</p> <ul style="list-style-type: none"> Publicly Noticed Meetings and Agenda Packets (Town Commission & Planning & Zoning) Letter mailed to residences on 89th and 90th streets for first meeting held in July (similar to planning & zoning notices) Door hangers to residences on 89th and 90th streets Posted notice at Publix and Starbucks Multiple e-blasts Website notices on the calendar and town news Included in multiple gazette newsletters Channel 93 Nextdoor postings on the Town's page Delivery of meeting notices to residences on 89th and 90th streets for second meeting held in March Surveys on Nextdoor and SurveyMonkey <p>Town collected resident feedback through a number of these channels including emails and phone calls.</p> <p>At the April 10th, 2018 Town Commission Meeting, the Town Commission approved a motion to terminate the One-Way Street Project tested on 89th Street and 90th Street.</p> <p>On April 16th, 2018, Public Works returned the traffic pattern on 89th Street and 90th Street to two-way traffic west of Harding Avenue.</p>
18		Design 91 st Street Improvements <ul style="list-style-type: none"> Sidewalk, landscaping and buried utilities 	Open	Awaiting the study of walkability by FIU.
19		Road closure of 95 th Street and Abbott Avenue	Closed	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.

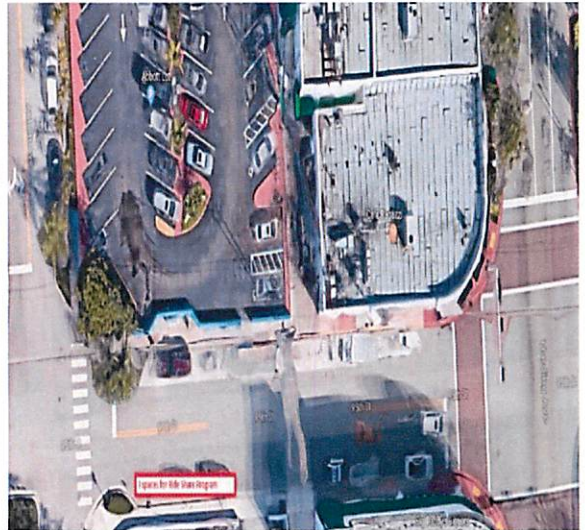
				<p>On January 29, 2018, the Town Manager held a meeting with CGA Traffic Engineer Eric Czerniejewski, Asst. Town Manager Duncan Tavares, Public Works Director Randy Stokes and Captain Yero to review and discuss the Feasibility Study results.</p> <p>This item has been deferred due to the impact of closing the 95th Street would generate.</p>
20	Long Term (19+ months)	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	<p>The Town of Surfside added 18 new single parking spaces and 2 loading zones in the streets that are east of Collins Avenue. These new parking spaces provide additional parking options for residents and visitors to our Town. The additional loading zones provide a safe location for trucks and other vehicles to deliver goods and services to residents.</p> <p>The total number of single parking spaces added is now 12.</p>	Closed	<p>The additional parking spaces are located in the following locations:</p> <ul style="list-style-type: none"> • 100 block of 88th Street (4 spaces) effective 06-01-2017 • 100 block of 90th Street (4 spaces) effective upon completion of on-going construction project • 100 block of 92nd Street (4 spaces) effective 06-01-2017 • 100 block of 96th Street (6 spaces) six single pay parking spaces were removed and the area was designated a Tow-Away Zone. <p>The additional loading zones are located at the following locations:</p> <ul style="list-style-type: none"> • 100 block of 89th Street - effective 06-01-2017 • 100 block of 94th Street - effective 06-01-2017
2	Taxi Cab Stands added and changed	Closed	<ul style="list-style-type: none"> • The Taxi Cab Stand at 94th Street & Collins Avenue was reduced from (4) vehicles to (2) vehicles. • 94th Street & Harding Avenue (across from Publix) will have a (2) vehicle Taxi Cab Stand. *One metered parking space has been added. • In the 200 block of 92nd Street (North side in front of the Marriott) one metered

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


and double parking while picking up or dropping off customers.

The Surfside Police Department recommends that a 90 day "Town of Surfside Ride Share Pick-Up & Drop-Off Trial Program" be conducted in the 300 block of 95th Street on the south-side of the road way encompassing three parking spaces closest to Abbott Avenue. See below picture (Red Box Area).



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

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

			<p>Effective 08-13-2018, the Ride Share Pick-Up and Drop-Off location in the 300 block of 95th Street was completed:</p> <ul style="list-style-type: none"> • 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  <p>The Ride Share Pick-up & Drop Off Trial Program concluded on 11-11-18. A Staff Memorandum regarding the program was prepared and submitted by the Police Department which stated that overall impact of the Ride Share Pick-Up & Drop-Off Program has been positive and led to efficiencies of the traffic flow in and around the business district of Surfside. The Police Department recommended that the Ride Share Pick-Up & Drop-Off Program continue as a full-time initiative.</p>
5	Parking Rate Increase for Off-Street Parking (Municipal Parking Lots)	Completed	<p>Town of Surfside Resolution No. 18-2517 was adopted by the Town Commission on 07-10-2018 stipulating a parking rate fee increase from \$1.50 per hour to \$1.75 per hour for all Off-Street (Municipal Parking Lot) spaces.</p> <ul style="list-style-type: none"> • New Parking rate decals were ordered for the Parking Pay Stations with an anticipated delivery date of mid-August 2018. • Temporary Parking Fee Decals with the new rate were placed on the affected Parking Pay Stations.

			<ul style="list-style-type: none"> • Effective 07-25-18 at 12:00 pm the \$1.75 Parking rate commenced. Both the Pay Station System and Pay-By-Phone System were updated with the new parking rate for off-street parking. • Notifications of the parking rate change were hand-delivered to Surfside businesses on 07-24-2018. • Email notification of the parking rate change was sent out on 07-25-2018. • Notification of the parking rate change was posted on the Town website on 07-25-2018. • On 07-25-2018, the Town website "Parking" section was reviewed and the areas requiring the new rate change were updated by CGA (Adrian). <p>New Parking rate decals were received and they were affixed to the Parking Pay Stations in the Municipal Parking Lots on 08-22-2018.</p>
6	Replacement of No Parking Signs and additional No Parking Signs 9400 block of Abbott Avenue	Open December 2018	<p><u>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.</u></p>

C. LEO Awards Nominees:

Chief Yero nominated the following outstanding candidates for the 2018 Miami-Dade County Association of Chiefs of Police and Law Enforcement Officer Foundation (LEO) Awards which honor and recognize deserving sworn and civilian personnel:

- LEO Investigative Services Award – Sergeant Marian Cruz was nominated for her outstanding investigative skills, leadership, work ethic, dedication and commitment to the Town of Surfside
- LEO Uniform Services Award – Officer Micah Smith was nominated for being proactive and having keen instincts which led to the arrest of three burglary subjects responsible for three residential burglaries. His exemplary dedication, work ethic and commitment to law enforcement and the Town of Surfside.

- LEO Support Services Award – Communications Supervisor Susie Sperbeck was nominated for her exceptional management of the Communications Unit, years of service, and dedication to the Town of Surfside.

Congratulations to all! We are very proud and wish all the best of luck!

D. Police Events:

- The monthly Bike with the Chief is January 30th, 2019 at Town Hall at 5:00 p.m.
- Coffee with the Cops is January 31st, 2019 at Starbucks at 10:00 a.m.

Respectfully submitted by:


Guillermo Olmedillo, Town Manager



Town of Surfside, FL

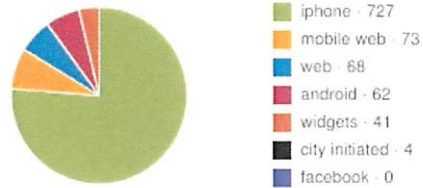
Between Jan 01, 2010 and Dec 28, 2018

975 requests were opened

960 requests were closed

The average time to close was 26.8 days.

Requests by Source



REQUEST CATEGORY	OPENED	CLOSED	DAYS TO CLOSE
Other	219	216	24.0
Beach Issue	159	155	23.7
Code Compliance (Violation)	131	131	30.9
Parking Issue	89	89	3.6
Police (Safety Concern)	74	74	8.6
Code Compliance (Safety Concern)	71	71	38.6
Street lights (PW)	44	43	157.1
Utilities (Water/Sewer) (PW)	31	30	11.3
Construction Issues	33	32	11.1
Drainage/Flooding (PW)	24	21	20.5
Solid Waste (Residential) (PW)	20	20	27.3
Dog Stations (P & R)	15	15	4.7
Barking Dog	12	12	20.0
96 Street Park (P & R)	10	10	3.2
Surfside Dog Park (P & R)	8	8	1.1
Community Center (P & R)	8	7	0.1
Solid Waste (Commercial) (PW)	6	6	8.4
Hawthorne Tot-Lot (P & R)	6	5	4.8
Pothole (PW)	5	5	31.7
Beach Patrol	4	4	3.8
Dead Animal	3	3	21.0
Graffiti (PW)	3	3	25.2
Graffiti (in park) (P & R)	0	0	0.0
Veterans Park (P & R)	0	0	0.0



Town of Surfside, FL

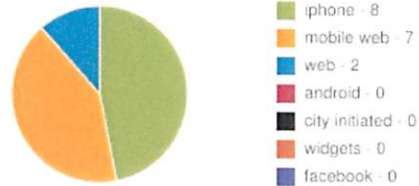
Between Dec 01, 2018 and Dec 28, 2018

17 requests were opened

23 requests were closed

The average time to close was 14.8 days.

Requests by Source



REQUEST CATEGORY	OPENED	CLOSED	DAYS TO CLOSE
Code Compliance (Violation)	4	6	8.4
Beach Issue	3	4	7.3
Parking Issue	3	3	2.3
Code Compliance (Safety Concern)	2	3	5.4
Other	1	3	74.1
Street lights (PW)	2	2	1.1
Dog Stations (P & R)	1	1	0.0
Beach Patrol	0	1	13.1
Construction Issues	1	0	0.0
96 Street Park (P & R)	0	0	0.0
Barking Dog	0	0	0.0
Community Center (P & R)	0	0	0.0
Dead Animal	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
Police (Safety Concern)	0	0	0.0
Pothole (PW)	0	0	0.0
Solid Waste (Commercial) (PW)	0	0	0.0
Solid Waste (Residential) (PW)	0	0	0.0
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



MEMORANDUM

To: Guillermo Olmedillo, Town Manager

From: Rachel Pinzur, Public Information Representative

Date: December 21, 2018

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

In December, the Town's Public Information Representative (PIR) continued to monitor and post content to Nextdoor in an effort to keep Surfside residents on the platform informed about Town news, special notifications and upcoming events. As part of the Town's communication strategy, the PIR aims to provide residents with helpful and positive information. Nextdoor is only one of several communication channels used to reach residents.

During the month, the Town's PIR highlighted special holiday events and notices, such as the Winter Wonderland and the Surfside Police Department's annual Toy Drive, in addition to the Town's adjusted holiday schedules. Other important notifications were also published, like the Traffic Loops Project, a power outage report and the Community Center's hot tub closure. The Nextdoor platform was also utilized to share certain achievements, such as the successful nesting season and the Mayors for Solar Energy initiative.

Nextdoor provides monthly metrics on the 5th of each month for the previous month to track resident engagement. A summary for December is currently unavailable. However in November, the Town's Public Information Representative posted 22 messages over the course of the month, resulting in 5,016 impressions. There are currently a total of 933 verified Surfside residents in the Nextdoor community.

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

APPENDIX A

Special Holiday Hours in Surfside

Excited for the holidays? Just a friendly reminder that Town Hall will be closed on Christmas Eve, Monday, December 24th and Christmas Day, Tuesday, December 25th.

Please also note several additional schedule changes due to the holidays. Visit this link for a complete schedule:

https://www.townofsurfsidefl.gov/docs/default-source/default-document-library/surfside-holiday-hours-2018.pdf?sfvrsn=d04d5994_4

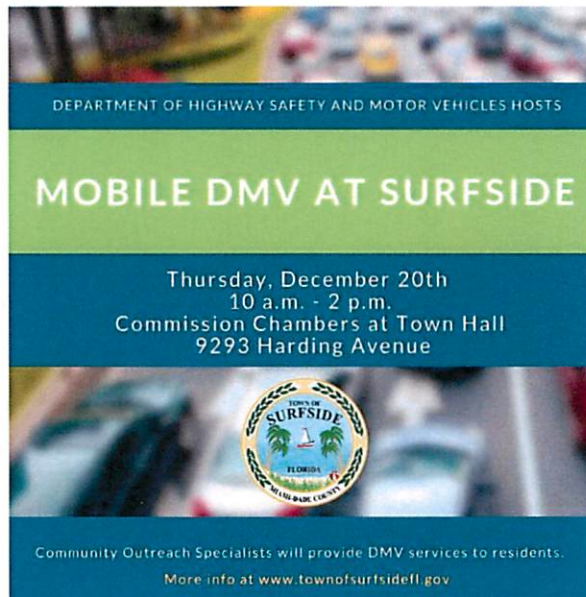
Wishing everyone a healthy and happy Holiday season!

Mobile DMV comes to Town Hall tomorrow, Thursday, December 20th

Community Outreach Specialists from the Department of Highway Safety and Motor Vehicles are hosting a Mobile DMV at Town Hall tomorrow, December 20th, from 10 a.m. to 2 p.m. in the Town Commission Chambers.

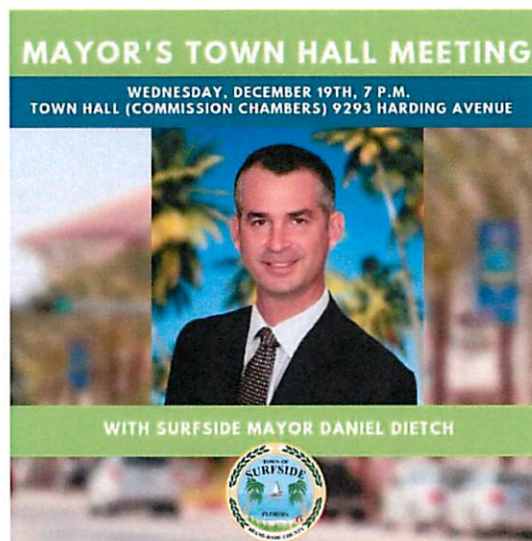
Information on the services to be provided, fees, and required documentation is available on the Town website at

https://www.townofsurfsidefl.gov/docs/default-source/default-document-library/mobile-dmv-december-20-2018--website.pdf?sfvrsn=d80f5894_0. For further information, please contact Dina Goldstein at 305-861-4862 or email dgoldstein@townofsurfsidefl.gov.



Mayor's Town Hall meeting tomorrow

Surfsiders, please join us tomorrow, Wednesday, December 19th at 7 p.m. for the Mayor's Town Hall Meeting. This is an excellent opportunity to participate in a roundtable discussion with Mayor Dietch and share community matters that are important to you. The meeting will take place in the second floor Town Hall Commission Chambers. See you there!



Police Department Toy Drive wraps up this Thursday

We are thankful for the donations we have received thus far for our 10th Holiday Toy Drive, hosted by the Surfside Police Department. Donations of new, unwrapped toys are welcomed until this Thursday, December 20th at the Surfside Police Department at 9293 Harding Avenue.

Spread some warmth and cheer and help make a difference in the life of a less fortunate child this holiday season.



See snow in Surfside at Winter Wonderland tomorrow!

Just a jolly reminder that the Winter Wonderland celebration is tomorrow, December 16th! Bring the whole family to the 96 Street Park at 9572 Bay Drive from 10 a.m. to 12 p.m. for a cheerful good time.

Rumor has it - it just might snow. You never know...

More information about the event can be found here:

https://townofsurfsidefl.gov/docs/default-source/default-document-library/parks-and-recreation/events-flyers/winter-wonderland-2018.pdf?sfvrsn=6b55b94_8



Hot Tub Temporary Closure on December 17

Please be advised the hot tub at the Surfside Community Center will be closed for repairs on Monday, December 17, 2018. We apologize for any inconvenience and appreciate your understanding.

Traffic Loops Project begins on Monday, December 17

Please be advised that the Public Works' Traffic Loops Project, which is designed to improve the efficiency of traffic signals for the benefit of pedestrians and drivers, will begin on Monday, December 17, 2018.

The Public Works Department will start on 94th Street and then make their way south to 93rd and 88th Streets. While interruptions to traffic will be kept to a minimum, there may be periodic closures of sidewalks, as well as lane closures throughout the duration of the project. We will provide project updates. Thank you for your patience as we work to improve traffic signal efficiency in Surfside.

Holiday Schedule Notice

Surfsiders, please note in the attachment below several schedule changes and closures in observance of the upcoming holidays. Wishing everyone a healthy and happy Holiday season!



Surfside reports a successful sea turtle nesting season

While sea turtle season has officially ended, the Town of Surfside is thrilled to report the beach was home to a total of 20 nests in 2018. Nesting season in Surfside typically takes place between May 1st and October 31st. This year, nests popped up between 87th Street and 96th Street with the first one recorded on May 7th. As of November 2nd, the Town is happy to confirm all sea turtle nests on Surfside Beach have hatched, resulting in yet another successful nesting season.

The Town of Surfside is dedicated to the protection of the resident's beloved Loggerhead Sea Turtles. Earlier this year, the Town Commission passed a resolution that prohibits the distribution, sale or use of plastic straws in any commercial establishment, town facility, town property or by any special event permittee. The plastic straw ban helps to reduce ocean pollution and protect marine life including the Loggerhead Sea Turtles.

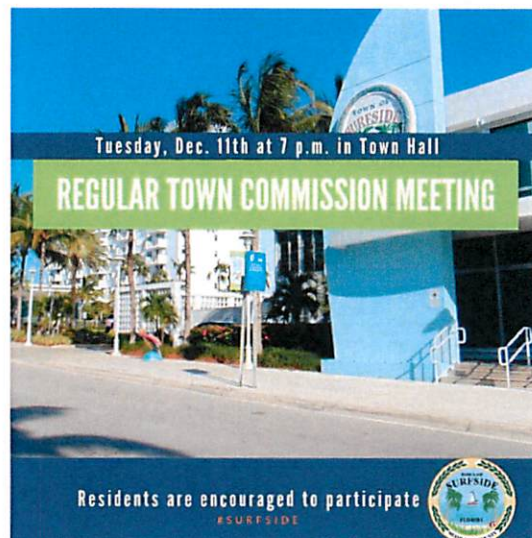


Power outage report

Last night, Wednesday, December 12, 2018, it was reported that power lines in multiple areas by the Surfside Post Office broke and fell, as confirmed by Florida Power and Light (FPL). The Surfside Police Department responded swiftly to ensure the safety of residents and local businesses. The 200 block of 95th Street was closed while FPL worked in the area. Power was restored in the Business District at approximately 12:13 a.m. today. Traffic lights in the business area are back on and the businesses have power again. The street lights in the business district, however, are still out but FPL has advised us they are working diligently to restore them as quickly as possible.

Town Commission meeting is tonight

Surfside residents are reminded that a Regular Town Commission Meeting will take place at Town Hall tonight, starting at 7 p.m. We encourage Surfsiders to attend and take part in these public hearings.



Senior Brunch Bunch promises to be tons of fun

Calling all Surfsiders 55 and above: it's time for fun and games this Friday, December 14th, at the monthly Senior Brunch Bunch. Hosted by the Parks and Recreation Department, this get-together includes popular dishes and desserts, in addition to a good ol' game of bingo with exciting prizes.

Pre-registration is required by Wednesday, December 12th. The event takes place at the Surfside Community Center from 11 a.m. to 1 p.m. Further information can be found here:

https://www.townofsurfsidefl.gov/docs/default-source/default-document-library/parks-and-recreation/events-flyers/brunch-bunch-december-2018.pdf?sfvrsn=a9325b94_4



Traffic Alert: Road Closure this Weekend

Please be advised that due to a community event, the 200 block of 95th Street between Collins and Harding Avenue will be closed to all vehicular traffic on Sunday, December 9, 2018 from 3 p.m. to 10 p.m.

In addition, the public parking lot on the northwest corner of 95th Street and Collins Avenue will also be closed during this same period. Access to the municipal parking lot on the south side of 95th Street on Collins Avenue will be allowed.

Pardon any inconveniences. Traffic patterns will resume as usual after 10 p.m. on Sunday.

Surfside takes part in Mayors For Solar Energy initiative

Did you know the Town of Surfside has joined more than 200 municipalities across the United States to pledge its support to advance solar energy? By signing the Environment America Research & Policy Center's Mayors for Solar Energy letter, the Town embraces a collective vision for solar-powered communities and adoption of more renewable energy resources.

"Solar energy can and should be a much larger part of our energy mix than it is today," said Mayor

Daniel Dietch. "We can easily harness this resource of clean energy to benefit our communities. We have the potential to produce much more solar power than we do currently."

To learn more, visit <https://environmentamerica.org/feature/ame/mayors-solar-energy>.



Town Hall Parking Lot closure

Dear residents, The Town Hall Municipal Parking Lot on the north side of 93rd Street is currently closed for The Shul's annual Chanukah Community Party. It will reopen later this evening at 8:30 p.m. A notice regarding the parking lot closure for this pre-planned event was distributed via email and posted to the Town website. The Municipal Parking Lot on the east side of Town Hall on Collins Avenue remains open.

We wish all those who celebrate a Happy Chanukah! May this Festival of Lights bring blessings upon you and all your loved ones.

Let it snow at Surfside's Winter Wonderland on December 16th

Did you know it snows in Surfside? Come see for yourself at the Winter Wonderland on Sunday, December 16th. Presented by the Town of Surfside Parks and Recreation Department, the family-friendly event takes place from 10 a.m. to 12 p.m. and features a morning of holiday characters, music, arts and crafts, and yes, SNOW!

This holiday celebration is free and open to Surfside residents only. For additional details, refer to the attached flyer, call 305-866-3635 or visit

https://townofsurfsidefl.gov/docs/default-source/default-document-library/parks-and-recreation/events-flyers/winter-wonderland-2018.pdf?sfvrsn=6b55b94_8.



Registration is now open for Surfside's Winter Camp for kids

Turn kids' long holiday break into an exciting adventure by enrolling them in the 2018 Winter Camp from December 24th to January 4th.

Children, ages 6 through 12, will enjoy swimming, arts and crafts, cooking, field trips and much more. Spots are filling up quickly, so be sure to register your little adventurers ahead of time. For more information, please contact the Parks and Recreation Department at 305-866-3635 or visit https://www.townofsurfsidefl.gov/docs/default-source/default-document-library/parks-and-recreation/events-flyers/winter-camp-flyer-2018.pdf?sfvrsn=7b55b94_6.



Surfside Police Department to host blood drive and toy drive

In the spirit of holiday giving, the Surfside Police Department and the OneBlood organization have joined forces to host a blood drive this coming Wednesday, December 5th from 11 a.m. to 1:30

p.m. The Blood Mobile will be located in the Town Hall parking lot.

In addition, the Surfside Police Department will be collecting toys for less fortunate children during the 10th Annual Holiday Toy Drive, to be held through Thursday, December 20th. Make a child's holiday extra special by donating new, unwrapped toys for ages 1 through 13. Donations can be dropped off at the Surfside Police Station at 9293 Harding Avenue.

For further information, please reach out to Dina Goldstein at 305-861-4862 or email dgoldstein@townofsurfsidefl.gov.



Catch up on holiday happenings with the December Town Gazette!

December has arrived and so has this month's edition of the Town Gazette! Make sure to read up on all the Surfside holiday happenings right here:

<https://www.townofsurfsidefl.gov/news-and-events/news-detail/2017/11/30/gazette>



Message from the Town Manager

As 2018 draws to a close, we reflect on this past year's successes and learnings, as well as set exciting goals for the new year ahead. The holidays are a time for hope and healing. They are also a time to bring friends and family together and to build community.

We are proud of the many accomplishments achieved in 2018. Notable achievements include the passing of a plastic straw ban to help reduce plastic pollution and protect marine life, approving Property Assessed Clean Energy (PACE) programs, and adopting a reduced millage rate for fiscal year 2019 which translates into property tax savings for Surfside residents. With the support of the Mayor, the Town Commission and the Town Administration, a monumental beach replenishment project is in the works for 2019. We will provide updates when details become available.

Additionally, the Town of Surfside received numerous recognitions from "Best Small Towns for Retirees" by Niche, to "The Most Beautiful Small Town in Every State" in House Beautiful, "Best Beaches in Miami" in Conde Nast Traveler, and Expedia's "18 Cities that Must be Seen in 2018." Surfside was also the recipient of two Visit Florida Flagler Awards for outstanding tourism marketing campaigns, the Tree City USA Award, the Public Pensions Standards Award, the Distinguished Budget Presentation Award from the Government Finance Officers Association, the Certificate of Achievement for Excellence in Financial Reporting (CAFR) Program Award and the Florida Inland Navigation District (FINO) grant. One of our goals for next year is to enhance resident communication. Already, we have revamped TV Channel V3 to include more dynamic and relevant content for viewers. This channel is on its way to becoming another efficient form of communication for residents.

We warmly wish all Surfiders a joyous holiday season and a happy New Year. Looking forward to what the future has in store for our wonderful Town.

- Guillermo Olmedillo, Town Manager

Community Garden Volunteer and Mango Contest Winners Honored

At the November Town Commission meeting, Surfside and members of the Town's community garden honored resident Dr. Freddy Chiche, a volunteer who served as the garden President and spends countless hours keeping the garden healthy. Also acknowledged were Meghan and Stuart Rote, winners of the Mango Contest in July.



From left: Commissioner Michael Kaskin, Vice Mayor Daniel Gutschmidt, mango contest winners Meghan and Stuart Rote, Community Garden volunteer President Dr. Freddy Chiche, Mayor Daniel Dietz and Commissioner Tina Paul.

Last updated on 12/20/2018

DEVELOPMENT APPLICATION PROCESS (2009 - Present)										
Application Date	Location	Project Description	Zoning Process			Density/Intensity		Building Permit		
			DRG	P&Z	TC	Allowed	Approved	Application No.	Issuance	Status
12/29/2009	9300 Collins Ave	Surfside Hotel - Proposed surfside hotel consisting of 183 hotel units, 4 stories and adjacent 3 stories garage	1/13/2010, 2/3/2010	2/25/2010	5/10/2011	242 units	175 units	13-377	1/13/2014	Issued
1/6/2010	9580 Abbott Ave	Young Israel - Construction of Jewish orthodox temple containing 371 seats and a main room building height of 40 feet	1/20/2010, 2/2/2012	3/29/2012	4/10/2012	Negotiated settlement to determine buildable area and setbacks		13-118	5/5/2014	Issued
5/4/2011	9449 & 9418 Collins Ave	Grand Beach 341 room hotel	5/18/2011, 6/15/2011	7/28/2011	9/13/2011	341 units	341 units	12-144	5/5/2012	Issued
7/17/2012	9379, 9365 & 9349 Collins Ave	Chateau Ocean Residences - Demolition of existing 92-room hotel; construction of 90-unit residential condominium building and accessory amenities	8/12/2012, 9/11/2012	12/4/2012	1/24/2013	325 units	85 units (however approximately 58 were built)	14-132	9/24/2014	Issued
Original submittal: 7/13/2012 Site plan amendment: 4/16/16	9011 Collins Ave	Surf Club - restoration of the famous surf club historic structure and for the construction of new improvements	7/11/2012, 8/23/2012, site plan amendment: 5/16/2016, 8/4/2016, 3/9/2017, 5/11/2017	Original site plan: 9/27/2012, site plan amendment: 8/31/2017	Original site plan: 10/15/2012, site plan amendment: 10/10/2017	762 units	257 units	13-727	6/27/2014	Issued
7/20/2012	9450 Collins Ave	The Shul - New multiuse glass atrium and joining learning center (3 stories)	2/11/2013, 3/27/2013, 7/9/2013	2/27/2014	10/28/2014	3 story expansion of 8,558.9 square feet		14-509	11/12/2015	Issued
3/15/2015	201, 203, 207, 209 & 215 88th St - 8809 Harding Ave	Surfside Condo's - redevelopment of (7) parcels into single unified condo development	4/7/2015, 6/3/2015	8/27/2015	12/8/2015	65 units	28 units	16-569		Plans approved, waiting on GC
8/12/2015	9133 Collins Ave & 9149 Collins Ave	Surf Club II - Redevelopment of property with a multi-family residential project and renovation of existing historic structure	9/4/2015, 3/9/2017, 9/17/2017	12/7/2017	2/13/2018	199 units	48 condominium units, 31 hotel rooms			Has not applied for permit yet
Original submittal: 7/13/2016 Revised submittal: 5/31/18	9380, 9372, 9364, 9348, 9340, 9322, 9316 & 9300 Collins Ave	9300 Collins Ave - demolition of all existing improvements, construction of 3-story building	Original submittal: 3/10/2016, 4/27/2016 Revised submittal: 6/27/2018, 8/28/2018, 11/7/18	Original approval: 7/18/2016, Revised approval: 11/29/18	Original approval: 11/10/2016, current site plan has not been approved yet.	250 units	Current request has not been scheduled for commission yet. Request is for 205 units	18-610		Has not applied for permit yet
5/4/2016	8955 Collins Ave	Residential Condominiums	6/29/2016, 7/27/2016	10/27/2016	11/10/2016	110 units	16 units	16-602	12/26/2017	Issued
Oct-16	9116 Harding Ave	303 Surfside - 4 Townhouses	11/27/2016, 2/7/2017, 5/18/2017	6/27/2018	4/14/2018	8 units	4 units			Has not applied for permit yet
5/19/2017	8995 Collins Ave	Surf House - site plan approval for expansion to existing multi-family building	6/19/2017, 8/24/2017, 9/28/2017	2/22/2018, 4/26/2018, 5/31/2018, no approval yet from PZ, must be heard again by the Board	Not scheduled yet for TC until recommendation from PZ	99 units	Current request has not been scheduled for commission yet. Request is for 55 units			Has not applied for permit yet
Original submittal: 10/26/2017	Abbott Lot	Unsubstantiated Proposal (P3)								On hold
Original submittal: 1/06/2015, Revised submittal: 8/01/2016, 12/23/2016, 03/09/2018, 10/29/2018	8851 Harding Avenue	18 multi-family units	01/27/2015, 08/18/2016, 01/13/2017, 03/17/2018, 11/29/2018	Scheduled for 02/15/2019	Not scheduled yet for TC until recommendation from PZ	33 units	18 units			Has not applied for permit yet

TOWN OF SURFSIDE, FLORIDA
MONTHLY BUDGET TO ACTUAL SUMMARY
FISCAL YEAR 2018/2019
As of NOVEMBER 30, 2018
16.7% OF YEAR EXPIRED (BENCHMARK)

Agenda Item #

Page

1 of 3

Agenda Date: January 8, 2019

GOVERNMENTAL FUNDS	ACTUAL	ANNUAL BUDGET	% BUDGET
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GENERAL FUND - 001

REVENUE	\$ 169,635	\$16,622,251	1%
EXPENDITURES	2,085,342	\$16,622,251	13%
Net Change in Fund Balance	(1,915,707)		
Fund Balance-September 30, 2018 (Unaudited)	10,628,234		
Fund Balance-November 30, 2018 (Reserves)	<u>\$ 8,712,527</u>		

A

TOURIST RESORT FUND - 102

REVENUE	\$ 260,393	\$2,940,500	9%
EXPENDITURES	414,674	\$2,940,500	14%
Net Change in Fund Balance	(154,281)		
Fund Balance-September 30, 2018 (Unaudited)	305,877		
Fund Balance-November 30, 2018 (Reserves)	<u>\$ 151,596</u>		

POLICE FORFEITURE FUND - 105

REVENUE	\$ -	\$113,800	0%
EXPENDITURES	2,246	\$113,800	2%
Net Change in Fund Balance	\$ (2,246)		
Fund Balance-September 30, 2018 (Unaudited)	159,527		
Fund Balance-November 30, 2018 (Reserves)	<u>\$ 157,281</u>		

TRANSPORTATION SURTAX FUND - 107

REVENUE	\$ 16,787	\$231,262	7%
EXPENDITURES	38,393	\$231,262	17%
Net Change in Fund Balance	(21,606)		
Fund Balance-September 30, 2018 (Unaudited)	247,445		
Fund Balance-November 30, 2018 (Reserves)	<u>\$ 225,839</u>		

BUILDING FUND - 150

REVENUE	\$ 150,944	\$1,427,535	11%
EXPENDITURES	166,029	\$1,427,535	12%
Net Change in Fund Balance	(15,085)		
Fund Balance-September 30, 2018 (Unaudited)	2,825,208		
Fund Balance-November 30, 2018 (Reserves)	<u>\$ 2,810,123</u>		

CAPITAL PROJECTS FUND - 301

REVENUE	\$ -	\$1,470,000	0%
EXPENDITURES	9,271	\$1,470,000	1%
Net Change in Fund Balance	(9,271)		
Fund Balance-September 30, 2018 (Unaudited)	2,158,902		
Fund Balance-November 30, 2018 (Reserves)	<u>\$ 2,149,631</u>		

NOTES:

* Many revenues for November 2018 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 \$6,712,527 is unassigned fund balance (reserves).

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

REVENUE	\$ 783,595	\$3,807,941	21%
EXPENDITURES	359,554	\$3,807,941	9%
Change in Net Position	424,041		
Unrestricted Net Position-September 30, 2018 (Unaudited)	(1,705,883)		
Unrestricted Net Position-November 30, 2018 (Reserves)	<u>\$ (1,281,842) B</u>		

MUNICIPAL PARKING FUND - 402

REVENUE	\$ 26,314	\$1,219,000	2%
EXPENDITURES	150,556	\$1,219,000	12%
Change in Net Position	(124,242)		
Unrestricted Net Position-September 30, 2018 (Unaudited)	1,024,087		
Unrestricted Net Position-November 30, 2018 (Reserves)	<u>\$ 899,845</u>		

SOLID WASTE FUND - 403

REVENUE	\$ 256,828	\$1,910,182	13%
EXPENDITURES	258,211	\$1,910,182	14%
Change in Net Position	(1,383)		
Unrestricted Net Position-September 30, 2018 (Unaudited)	641,977		
Unrestricted Net Position-November 30, 2018 (Reserves)	<u>\$ 640,594</u>		

STORMWATER FUND - 404

REVENUE	\$ 105,820	\$753,064	14%
EXPENDITURES	37,880	\$753,064	5%
Change in Net Position	67,940		
Unrestricted Net Position-September 30, 2018 (Unaudited)	3,487,252		
Unrestricted Net Position-November 30, 2018 (Reserves)	<u>\$ 3,555,192</u>		

FLEET MANAGEMENT FUND - 501

REVENUE	\$ -	\$1,237,057	0%
EXPENDITURES	46,748	\$1,237,057	4%
Change in Net Position	(46,748)		
Unrestricted Net Position-September 30, 2018 (Unaudited)	0		
Unrestricted Net Position-November 30, 2018 (Reserves)	<u>\$ (46,748)</u>		

NOTES:(con't)

- B. The Unrestricted Net Position of (\$1,281,842) reflects an improvement over the September 30, 2017, Unrestricted Net Position deficit of (\$3,048,579). The FY2018 estimated net improvement to Unrestricted Net Position was \$1,560,264. The average net monthly improvement is expected to be about \$110,000 during FY2019.



Christopher Wallace, Interim Finance Director



Guillermo Olmedillo, Town Manager

Town of Surfside
Net Funds Historical Balances
Period 2015 - November 2018

FUND	9/30/2015	9/30/2016	9/30/2017	9/30/2018	11/30/2018	CAGR ^(a)
General	\$ 5,905,726	\$ 7,368,408	\$ 8,460,802	\$ 10,628,234	\$ 8,712,527	21.6%
Tourist Resort	339,396	363,407	469,880	305,877	151,596	-3.4%
Police Forfeiture	113,431	141,755	164,933	159,527	157,281	12.0%
Transportation Surtax	440,662	354,264	388,363	247,445	225,839	-17.5%
Building	-	-	1,742,910	2,825,208	2,810,123	27.3%
Capital Projects	182,903	1,154,352	576,122	2,158,902	2,149,631	127.7%
Water & Sewer	(2,705,871)	(2,827,890)	(3,048,579)	(1,705,883)	(1,281,842)	-14.3%
Municipal Parking	1,089,165	1,111,941	811,013	1,024,087	899,845	-2.0%
Solid Waste	340,391	245,941	429,743	641,977	640,594	23.6%
Stormwater	4,051,768	3,392,370	3,264,379	3,487,252	3,555,192	-4.9%
Fleet Management	-	-	-	-	(46,748)	N/A
Total	\$ 9,757,571	\$ 11,304,548	\$ 13,259,566	\$ 19,772,626	\$ 17,974,038	16.5%

(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: Town Commission
FROM: Lillian M. Arango, Town Attorney
CC: Guillermo Olmedillo, Town Manager
DATE: December 28, 2018
SUBJECT: Office of the Town Attorney Report for January 8, 2019

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

December 11, 2018 - Regular Town Commission Meeting

December 12, 2018 - Special Tourist Board Meeting

December 18, 2018 – Sustainability & Resiliency Committee Meeting and Orientation

Members of the firm 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.

Commission support:

Attorneys of the firm have worked with members of the Town Commission to address concerns and research specific issues and are always available, either in the office or by phone or email. We appreciate your support as we continue our second year of service and work in transitioning

the office, fine-tune schedules, evaluate and adjust prior practices. Transitions are always challenging, but often a time to make improvements or adjustments which will improve quality and service.

Staff support:

Members of the firm have met with and provided extensive support to staff, boards and committees with application review, contract and agreement review, negotiation and preparation, procurement and purchasing, social media policy development, code enforcement and interpretation, attend Code Enforcement Hearings, building permit and enforcement issues, subpoenas, public records requests, research, document review, legal review of various issues, oversight and case management for litigation, and Town Code interpretation and application.

Key issues:

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

- Negotiation and document drafting for several interlocal issues
- Social media policy development
- Airbnb policy issue
- Various development and on-going quasi-judicial applications
- Agreement for Interim Finance Director Services
- Unsolicited Proposals (P3) – Abbott Lot and termination of Town Hall Site
- Code of Ethics and Lobbying Code
- Beach re-nourishment easements and agreements
- Corner yard fence Ordinance
- Single-family setback Ordinance
- Ordinance amendments regulating plastic straws
- Reasonable Accommodation Ordinance
- Roof Height Ordinance
- Freeboard Ordinance
- Sign Code Amendment Ordinance

- Various Urging Resolutions
- 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
- Parking Waiver Ordinance for Business District
- Solid Waste Service Assessment Ordinance
- PACE District Agreements
- Debris Collection and Disposal Agreements
- Aggregation of Single-Family Lots Ordinance
- DIC/DRG/DRB Procedures Ordinance

- Building Length Ordinance & Grandfathering Amendments
- Equivalency Ordinance for MU Parcels
- 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

Litigation: No new matters or updates to report at this time.

Special Matters: Continued monitoring of new case law and legislation from Federal, State and County. Matters which we will continue to work on, some of which you may anticipate in the upcoming months, include issues related to beach re-nourishment, legislative priorities for the upcoming Florida Legislative Session, finalization and implementation of the food and beverage concession agreement for the Community Center, recycling agreement for waste refuse, agreement for landscape maintenance services, sign code revisions, conceptual parking strategies, sustainability initiatives and legislation, beach furniture regulations and policies, various procurements, and updates or enhancements to the Town's Ethics Code.



**TOWN OF SURFSIDE
PENSION BOARD MEETING**

Thursday, August 9, 2018 – 2:00 p.m.

9293 Harding Avenue - Town Hall – Commission Chambers

MINUTES

Pension Board Members

Guillermo Olmedillo
Sgt. Julio E. Torres
N. Abraham Issa
Yamileth “Yami” Slate-McCloud
Norma Parron

Town of Surfside Consultants

Frank Wan, Burgess Chambers & Associates
Grant McMurry, Highland Capital Management
Adam Levinson, Klausner & Kaufman
Christopher Wallace, Interim Finance Director
Mayte Gamiotea, Third Party Administrator
Frantza Duval, Recording Clerk

1. Call to Order and Roll Call

The meeting was called to order by Abraham Issa at 2:07pm.

All of the above noted Pension Board members and Consultants were present, with the exception of Mitchel Brennan who attended on behalf of Frank Wan for Burgess Chambers & Associates and Todd Wishnia who attended on behalf of Grant McMurry for Highland Capital.

2. Approval of Minutes

- a. Regular Pension Board Meeting – *May 17, 2018*
- b. Special Pension Board Meeting – *June 7, 2018*

MOTION:

The Town of Surfside Pension Board recommended approval of the May 17, 2018 and June 17, 2018 minutes for the regular pension board meeting and the special pension board meeting as amended. Guillermo Olmedillo moved; Julio Torres seconded. The motion passed unanimously.

3. Agenda Additions and Deletions

Mayte Gamiotea added to the agenda an engagement letter for the upcoming Fiscal Year audit.

4. Public Participation

None.

5. Reports and Updates

a. Burgess Chambers & Associates

Mitchel Brennan provided an overview of the quarter ending June 30, 2018. For the quarter, the Plan earned \$479K or +2.2% (+2.1% net). Fiscal year-to-date the Plan earned \$947K or +4.5% (+4.2% net), similar to the strategic model (+4.6%). For the 12-month period, the Plan earned \$1.6 million or +7.8% (+7.4% net), ahead of the strategic model (+7.5%). For the rolling three and five-year periods, the Plan earned +7.1% and +8.1% and ranked in the 41st and 53rd percentiles, respectively. Highland's large-cap value performance trailed the benchmark for the five-year period (+12.0% vs. +13.4%) but ranked in the top 33rd percentile. Westwood MLP's were ahead of its benchmark for the (+13.1% vs. +11.8%). As of August 3, 2018 Westwood, MLP's are up another +9.6%.

Abraham Issa inquired about the rules in place, if any, within the investment policy for investment managers that aren't meeting the benchmarks after a number of consecutive periods. Mitchel Brennan informed that there aren't any rules in place, however, Burgess Chambers and Associates keeps an eye out on investment managers and looks at their performance based on the market and strategies used.

b. Highland Capital

Todd Wishnia provided an overview of the Investment Review for the Quarter ending June 30, 2018. Energy was the top performer in the S&P with a return of 13.5% for the quarter. Consumer Discretionary was the second-best performing sector in the second quarter, gaining over 8%.

c. Klausner & Kaufman

Adam Levinson reminded the board about completing the Form 1 Statement.

Adam Levinson reminded the board about the rules regarding the Sunshine Law.

Adam Levinson provided background information on the James Garrett case which is about two different Power of Attorneys (POAs) drafted in two different states for an ill retiree. Mayte Gamiotea advised that the representatives of both POA's want to have the retiree's son as the beneficiary to Mr. Garrett's pension. Adam Levinson advised that he's waiting on the Marriage Settlement Agreement and will look into this matter further.

Adam Levinson also suggested to the Board to have Larry Wilson recalculate the monthly benefit payments based on Mr. Garrett's son as the new beneficiary for the information to be available, if needed.

MOTION:

The Town of Surfside Pension Board recommended approval to authorize Larry Wilson to do a recalculation of the benefits. Yamileth Slate-McCloud moved; Guillermo Olmedillo seconded. The motion passed 4-0.

Julio Torres absent from this vote

Adam Levinson presented information on Bernstein Litowitz Berger & Grossman LLP (BLB&G), a class action law firm. Adam Levinson advised that if the Board retained BLB&G they would file claims on behalf of the Board as lead or one of the lead plaintiffs in any class action lawsuit. The consensus of the Board was that the Town's Pension Board was too small to retain BLB&G for class action lawsuits.

MOTION:

The Town of Surfside Pension Board recommended to defer on making any decision regarding BLB&G until the next meeting. Guillermo Olmedillo moved; Yamileth Slate-McCloud seconded.

Before a roll for the vote was called Yamileth Slate-McCloud advised that she was present at a presentation provided by BLB&G and it was impressive, however, a representative of BLB&G advised her at that time, that the Town was too small to be a lead in any class action suit. Guillermo Olmedillo suggested having the firm come in to speak to the Board.

Guillermo Olmedillo made an amendment to his previous motion.

MOTION:

The Town of Surfside Pension Board recommends inviting a representative of BLB&G at the next available meeting or available opportunity to speak to the Town of Surfside Pension Board. Guillermo Olmedillo moved; Yamileth Slate-McCloud seconded. The motion passed unanimously.

6. Administrator

Mayte Gamiotea advised that attached to the agenda is a copy of the Compliance Report that has to be submitted to the State via Larry Wilson.

Mayte Gamiotea presented the refund of contributions for George Barber and Reinier Corria. Mayte Gamiotea advised that the calculations were done for George Barber in the amount \$1,589.56, but the calculation for Mr. Corria were pending due to his last payroll not being processed yet.

MOTION:

The Town of Surfside Pension Board recommended approval of the refund of contribution for George Barber and Reinier Corria (estimated \$2,000.00 contingent on Mr. Corria's final paycheck). Yamileth Slate-McCloud moved; Julio Torres second. The motion passed unanimously.

7. Approval of Invoices

a. FPPTA

• Invoice #589	6/18/2018	\$ 650.00
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b. Frantza Duval

• Invoice #18-03	8/5/2018	\$ 393.75
c. Highland Capital Management		
• Invoice #18698	6/30/2018	\$ 10,524.30
d. Klausner & Kaufman		
• Invoice #22048	6/30/2018	\$ 435.50
• Invoice #22203	7/31/2018	<u>\$ 1,107.75</u>
	Total	\$ 1,447.25
e. Mayte Gamiotea		
• Invoice #18-03	8/3/2018	\$ 3,622.50
f. Norma Parron	8/2/2018	\$ 883.96
g. SunTrust Bank		
• Invoice #6895223	7/24/2018	\$ 6,195.50
h. Town of Surfside		
• Invoice #200	5/21/2018	\$ 650.00
• Invoice #300000476	5/18/2018	\$ 600.00
• Invoice #1167654	5/19/2018	\$ 167.62
• Invoice #117378	5/21/2018	\$ 502.86
• Invoice #175	5/18/2018	<u>\$ 1,300.00</u>
	Total	\$ 3,220.48

Norma Parron stated that the amount due to her as listed didn't include reimbursement for her meals. Mayte Gamiotea advised that she would go back and review the documentation provided by Ms. Parron.

MOTION:

The Town of Surfside Pension Board recommended approval of the invoices subject to further review of Norma Parron's meal expenses. Yamileth Slate-McCloud moved; Julio Torres seconded. The motion passed unanimously.

8. New/Old Business

Yamileth Slate-McCloud advised that the Florida Public Pension Trustee Association (FPPTA) selected her as 1 of only 30 Certified Public Pension Trustees (CPPT) to attend the New York Stock Exchange Program in 2019. Yamileth Slate-McCloud inquired if the Board would approve of her attending the program and initial fee of \$800.00.

Norma Parron stated that it's an honor to have a representative of the Town selected to attend the NYSE Program.

MOTION:

The Town of Surfside Pension Board recommended approval of having Yamileth Slate-McCloud attend the NYSE Program in 2019. Julio Torres moved; Norma Parron seconded. The motion passed unanimously.

Yamileth Slate-McCloud advised that a question about sea level rise was brought up by a Town employee. The question asked is, if the Town ceases to exist due to sea level rise what guarantee would employees have that they would receive their contributions. Guillermo Olmedillo responded that it would be more of a legal issue. If the money is not available it becomes a liability to the Town and a promise to the employees. At the current moment the Town is fully funded for future contributions.

Yamileth Slate-McCloud inquired if she could schedule a general education session with a representative from Klausner's office to speak to Town employees regarding the Pension. The Board authorized the presentation and expense.

Abraham Issa briefly went over the Planadviser Article in the agenda. Abraham Issa read some of the practices that were in article and highlighted some areas the board could improve.

It was decided that all consultants/members would provide all agenda items to the Recording Clerk at least two weeks prior to the next scheduled meeting, in order for the Board members to receive a complete agenda packet one week before the next scheduled meeting.

Abraham Issa advised that a review of the Investment Policy is also needed. It was decided that the Investment Policy Review should be done in the new fiscal year. Abraham Issa advised that a discussion of the fee schedule, needs to be done as well. Yamileth Slate-McCloud advised that evaluations of the consultants also need to be done. Yamileth Slate-McCloud advised that she will prepare an evaluation form for discussion at the next meeting. It was discussed that the fee schedule and consultant evaluation should be done hand in hand, however a discussion of the fee schedule should be included in the next agenda, for the record.

Mayte Gamiotea presented to the Board the Marcum Engagement Letter in which she advised that the fees have gone up \$500. Christopher Wallace advised that he recommends that the Board retain Marcum for a few years, but is in favor of the agreement and that their fees are reasonable.

MOTION:

The Town of Surfside Pension Board recommended approval of retaining Marcum LLP for next year's audit. Yamileth Slate-McCloud moved; Guillermo Olmedillo seconded. The motion passed unanimously.

9. Trustees' Comments/Concerns

None.

10. Next Regular Scheduled Meeting Date

November 8, 2018 (Thursday) 2:00pm

11. Adjournment

There being no further business to come before the Board, the meeting unanimously adjourned at 4:40 pm with the motion made by Guillermo Olmedillo; receiving a second from Yamileth Slate McCloud.

Accepted this 8th day of November, 2018

N. Abraham Issa
Member (Print)
[Signature]
Signature

Attest:
[Signature]
Frantz Duval
Recording Clerk



Town of Surfside

SPECIAL TOURIST BOARD MEETING MINUTES

October 22, 2018 – 5:30 p.m.

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

Opening Items:

1. Call to Order/Roll Call

The meeting was called to order by Chair Barbara Cohen at 5:30 p.m.

The following were present:

Chair Barbara Cohen
Board Member Jennifer Brilliant
Board Member Bera Kalhan
Board Member MaryAnna Estomba

Absent:

Vice Chair Jeff Lehman

Also present:

Lindsay Fast, Tourism Director
Duncan Tavares, Assistant Town Manager
Haydee Sera, Town Attorney
Barry Cohen, Town Commission Liaison
Frank Trigueros, Marketing and Special Proj. Coordinator
Elora Riera, Deputy Town Clerk

2. Welcome – Chair Barbara Cohen

Chair Barbara Cohen welcomed everyone to the meeting.

3. Approval of Minutes: October 8, 2018

Board Member Estomba made a motion to approve the minutes as written. The motion was seconded by Board Member Kalhan and all voted in favor.

Discussion Items:

4. Fiscal Year 2018-2019 Marketing Plan – Jacober Creative + Anything But Advertising + Tourism Team

Luisa Jimenez of Jacober Creative presented the marketing plan for FY 2018-2019. Claire Kunzman of Anything but Advertising presented the public relations portion of the marketing plan and Tourism Director Fast presented the trade portion of the marketing plan for FY 2018-2019. Staff answered any questions from the Board.

After some discussion, Board Member Brilliant made a motion to approve the budget as presented. The motion was seconded by Board Member Kalhan which carried 4-0 on roll call vote.

5. Glenn Douglas Winter Chamber Music Festival by the Sea Sponsorship Request – Shana Douglas

Shana Douglas of the Glenn Douglas Winter Chamber Music Festival requested sponsorship to host a music festival in the winter at the Community Center.

Daniel Dietch of 9572 Byron Avenue spoke in support of this item.

After some discussion, passing the gavel, Chair Cohen made a motion to accept the sponsorship request as proposed. The motion was seconded by Board Member Brilliant which carried 4-0 on roll call vote.

6. Next Tourist Board Meeting: Wednesday, November 14, 2018 at 5:30pm

Chair Barbara Cohen advised the Board that the next meeting is on November 14, 2018 at 5:30 p.m.

7. Public Comments

None.

8. Adjournment

There being no further business to discuss, Board Member Kalhan made a motion to adjourn the meeting. The motion was seconded by Board Member Estomba and all voted in favor.


The meeting adjourned at 7:16 p.m.

Respectfully submitted:

Accepted this 14th day of November, 2018


Barbara Cohen, Chair

Attest:


Elora Riera, CMC
Deputy Town Clerk



Town of Surfside

TOURIST BOARD MEETING MINUTES

November 14, 2018 – 5:30 p.m.

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

Opening Items:

1. Call to Order/Roll Call

The meeting was called to order by Chair Barbara Cohen at 5:30 p.m.

The following were present:

- Chair Barbara Cohen
- Board Member Jennifer Brilliant
- Board Member Bera Kalhan
- Board Member MaryAnna Estomba
- Vice Chair Jeff Lehman

Also present:

- Lindsay Fast, Tourism Director
- Duncan Tavares, Assistant Town Manager
- Haydee Sera, Town Attorney
- Frank Trigueros, Marketing and Special Proj. Coordinator
- Elora Riera, Deputy Town Clerk

2. Welcome – Chair Barbara Cohen

Chair Barbara Cohen welcomed everyone to the meeting.

3. Approval of Minutes: October 22, 2018

Board Member Estomba commented that Daniel Dietch spoke under the public comments section and Deputy Clerk Riera clarified that he spoke under item #5 and that she can amend the minutes to include that he spoke if it is the wish of the Board.

Board Member Kalhan made a motion to approve the minutes as amended. The motion was seconded by Board Member Estomba and all voted in favor.

4. A/R (Resort Tax)

This item was discussed after item #6.

Tourism Director Fast provided some updates on delinquencies for business properties.

Discussion ensued regarding the delinquency process.

Discussion Items:

5. South Florida Concierge Association Scavenger Hunt Recap – Frank Trigueros

Marketing and Special Projects Coordinator Trigueros provided a PowerPoint presentation of the scavenger hunt event that took place on October 30th and answered questions from the Board.

6. Salem K. Theatre “Tales from Shoreside” Live Radio Comedy Sponsorship Request – Pamela Salem

Pamela Salem O’Hagan of Salem K. Theatre provided a brief overview of the event details and answered questions from the Board.

Vice Chair Lehman made a motion to approve the sponsorship request. Board Member Estomba seconded the motion which carried 5-0 on roll call vote.

7. Next Tourist Board Meeting: December 12, 2018 at 5:30pm

Chair Barbara Cohen advised the Board that the next meeting is on December 12, 2018 at 5:30 p.m.

8. Public Comments

Tourism Director Fast commented that someone from the Israel Innovation Expo has approached the Town to host a 2-day exposition. She has asked the Grand Beach if they would be interested in hosting the event and they have agreed. The company is proposing \$1,500 a day which totals \$3,000 for the exposition. She wanted to bring it forward to the Board for approval.

Assistant Town Manager Tavares explained that procedurally, since this item is not on the agenda, a motion would need to be made and passed to discuss and add the item to the agenda.

Vice Chair Lehman made a motion to discuss the item. Board Member Estomba seconded the motion which carried 5-0 on roll call vote.

Edita Matic of the Grand Beach Hotel provided proposed dates for the event. After some discussion, the Board requested that this item be added to the next agenda for discussion to be provided with some more information.

Board Member Estomba requested that moving forward, the budget breakdown reflect sponsorships that do not come from the contingency fund.

Vice Chair Lehman requested budget breakdown updates.

9. Adjournment

There being no further business to discuss, Board Member Kalhan made a motion to adjourn the meeting. The motion was seconded by Vice Chair Lehman and all voted in favor.

The meeting adjourned at 6:02 p.m.

Respectfully submitted:

Accepted this 12th day of December, 2018


Barbara Cohen, Chair

Attest:



Elora Riera, CMC
Deputy Town Clerk



Town of Surfside

PARKS & RECREATION COMMITTEE MEETING MINUTES

November 26, 2018 – 7:00 p.m.

Surfside Community Center
9301 Collins Avenue
Surfside, FL 33154

1. Call to Order/Roll Call

The meeting was called to order by Chair Logan at 7:02 p.m.

The following were present:

Chair Retta Logan
Vice Chair Eliana Salzhauer
Committee Member Zoya P. Javier

Absent

Committee Member Shlomo Danzinger
Committee Member Louisa Agresti

Also present:

Tim Milian, Parks and Recreation Director
Elora Riera, Deputy Town Clerk

2. Approval of Minutes: October 15, 2018

Committee Member Javier made a motion to approve the minutes. The motion was seconded by Committee Member Danzinger and all voted in favor.

3. Community Center/ Lifeguard Should Stock EpiPen's (Generic) on Hand in Case of Emergency – Eliana Salzhauer

Vice Chair Salzhauer introduced the item to the Committee. She commented that due to the recent incident that occurred with a child needing an EpiPen, it would be beneficial for the Community Center to have EpiPen's on hand in case of an emergency.

Chair Logan opened the floor to public comments and Shara Steiner spoke on the item.

After some discussion, Vice Chair Salzhauer made a motion to recommend that the Town Attorney find out how to the Town can stock EpiPen's as a Town to have on hand for residents. Committee Member Javier seconded the motion and all voted in favor.

4. Creating a Beach Chair Safe Zone in the Beach Area Behind the Community Center that is Protected from Commercial Use & Vendors – Eliana Salzhauer

Vice Chair Salzhauer introduced the item and explained that commercial use on the beach has been an issue lately and there is a project taking place across the street for a new hotel. She wanted to know whether a commercial free zone can be created on their own beaches.

Parks & Recreation Director Milian explained that this item is out of the scope for the Parks and Recreation Committee and would be handled by the Administration. The Committee can make recommendations through their Committee Liaison if that is the wish of the Committee.

Vice Chair Salzhauer made a motion to recommend that Committee Liaison Paul explore the idea of having a commercial free zone on the beach behind the Community Center in advance of any additional development that may happen in Town. Committee Member Javier seconded the motion and all voted in favor.

5. Renovations of 96th Street Park

Parks & Recreation Director Milian provided an update of the renovations for 96th Street park and discussion ensued regarding the funding and different projects that have taken place.

After some discussion, Vice Chair Salzhauer made a motion to recommend that Committee Liaison look for more funds for the renovations to 96th Street Park.

6. Pool Deck Lighting Purchase or Rental to Enable the Pool Hours to be Extended During Winter Months – Eliana Salzhauer

Vice Chair Salzhauer introduced the item to the Committee. She would like to see the pool hours extended to accommodate for those who work and do not work.

Chair Logan opened the floor to public comments and Shara Steiner and Wilman Santa Cruz spoke on the item.

After some discussion, the Committee requested that Parks & Recreation Director Milian look into the costs for pool deck lighting.

7. Public Comments

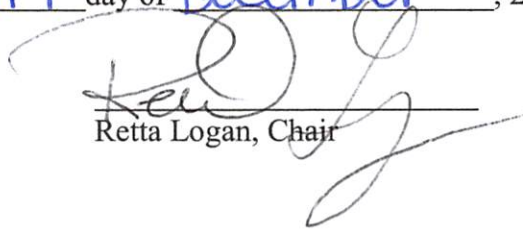
- Shara Steinman spoke regarding the pool, pool lighting, the pool hours and the possibility of an adult swim team.
- Wilman Santa Cruz spoke regarding the pool, pool lighting, pool hours and the possibility of a running club.
- Irina Kamyshnikov spoke regarding the floors being used for Zumba classes.

8. Adjournment


Committee Member Javier made a motion to adjourn the meeting at 8:31 p.m. The motion received a second from Vice Chair Salzhauer and all voted in favor.

Respectfully submitted:

Accepted this 17th day of December, 2018


Retta Logan, Chair

Attest:


Elora Riera, CMC
Deputy Town Clerk



TOWN OF SURFSIDE

PROCLAMATION, CERTIFICATE, COIN AND KEY TO THE TOWN

REQUEST FORM

OFFICE OF THE TOWN CLERK

Request for: Proclamation ☒ Certificate ☐ Key ☐ Brick ☐ (check one)

Received on
December 26, 2018

Date of Request: December 27, 2018

Name of Requestor: Tina Paul

Organization: Town of Surfside

Address: 9383 Harding Avenue, Surfside FL 33154

Phone / E-Mail: (305) 861-4863 / tpaul@townofsurfsidefl.gov

Name of Individual / Organization to be honored:

XLIII Jose Marti Parade

Title for Proclamation or Certificate:

Jose Marti Day

Date of Recognition: January 28, 2019

Reason for Recognition (Please attach 4 – 6 "whereas clauses" as draft text for a Proclamation):

draft attached

Document is to be:

- Presented at a Commission Meeting in _____ (month / year)
- Presented at the following event XLIII Jose Marti Parade (Please attach event information to the request form)
- Picked up by _____ on _____ (date)

Administrative Use Only

Proclamation _____ Certificate _____ Key _____ Coin _____

Approved: Yes _____ No _____ If no, state reason: _____

Approved Date: _____

Date Submitted for Mayor's Signature: _____

Completed by: _____



Proclamation

Whereas, José Julián Martí Pérez, known as José Martí, was born in Havana, Cuba on January 28, 1853 and was an important figure in Latin American literature as a beloved poet, essayist, journalist, revolutionary, philosopher, translator, professor, publisher, political theorist and an important Cuban national hero; and

Whereas, he dedicated his life to the promotion of liberty and political independence for Cuba and intellectual independence for all Spanish Americans; in his early teenage years, he created essays, political articles, and poems, which resulted in prison time for him at age sixteen; and

Whereas, during his lifetime, José Martí traveled extensively throughout Spain, Latin America, and the United States, especially in Florida, to raise awareness and support for Cuban Independence; his speeches for human rights and tolerance motivated and united the Cuban émigré' community, instilling pride in their history and heritage; and

Whereas, to acknowledge the birth of José Martí, who was admired and well-respected throughout the world, Lincoln-Marti educational organization assembled the annual Jose Marti Parade in Miami, as a commemoration to recognize the influence and importance of his dedication to the Cuban community.

Now, therefore, the Town of Surfside hereby proclaims January 28, 2019, "Jose Marti Day", honoring the 166th anniversary of the Cuban freedom fighter's birth, celebrating and remembering the contributions of José Martí, and respecting the profound impact of his legacy to our Latin community.

In witness thereof, I have hereunto set my hand this 8th day of January, 2019.

Daniel Dietch, Mayor
Town of Surfside, Florida



XLIII José Martí Parade

Friday, January 27, 2017

2700 SW 8th Street, Miami, Florida 33135

January 5, 2017

Hon. Tina Paul
Town of Surfside
9293 Harding Ave
Surfside, FL 33154

Dear Commissioner Paul:

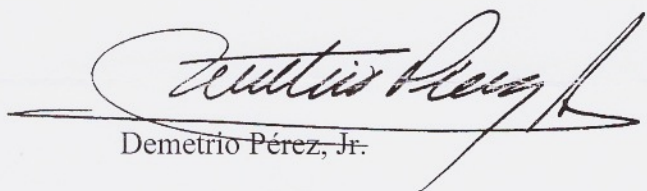
I write to extend an invitation for you to attend the XLIII José Martí Parade honoring the 164th anniversary of the Cuban freedom fighter's birth.

The parade will take place on Friday, January 27th at 10:00 a.m. starting at SW 8th Street and 13th Avenue, proceeding to José Martí Park on SW 4th Street and 4th Avenue where the traditional closing ceremony will take place at 10:45 a.m.

I hope to count with your presence, or that of a representative, at this annual event.

Thank you very much for your time and consideration of this invitation.

Sincerely,



Demetrio Pérez, Jr.

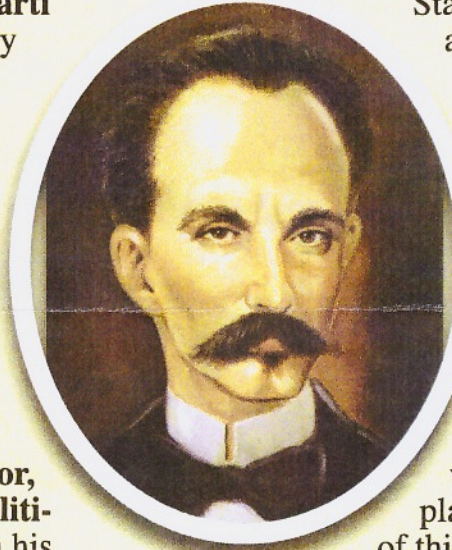
10:00 a.m. SW 8th Street and 13th Avenue – to walk in the parade

11:00 a.m. SW 4th Street and 4th Avenue (José Martí Park) – presentation of proclamations

To confirm your participation in either, or both, of these parts of the event, please send an e-mail to martiparade@lincoln-marti.com or call (305) 643-4889.

BIOGRAPHY OF JOSÉ MARTÍ

José Julián Martí Pérez (January 28, 1853 – May 19, 1895) is a **Cuban national hero** and an important figure in **Latin American literature**. In his short life, he was a **poet**, an **essayist**, a **journalist**, a **revolutionary philosopher**, a **translator**, a **professor**, a **publisher**, and a **political theorist**. Through his writings and political activity, he became a symbol for Cuba's bid for **independence** against **Spain** in the 19th century, and is referred to as the "Apostle of Cuban Independence."



States, raising awareness and support for the cause of Cuban independence. His unification of the Cuban **émigré** community, particularly in **Florida**, was crucial to the success of the **Cuban War of Independence** against Spain. He was a key figure in the planning and execution of this war, as well as the designer of the Cuban Revolutionary Party and its ideology. He died in military action during the **Battle of Dos Ríos** on May 19, 1895.

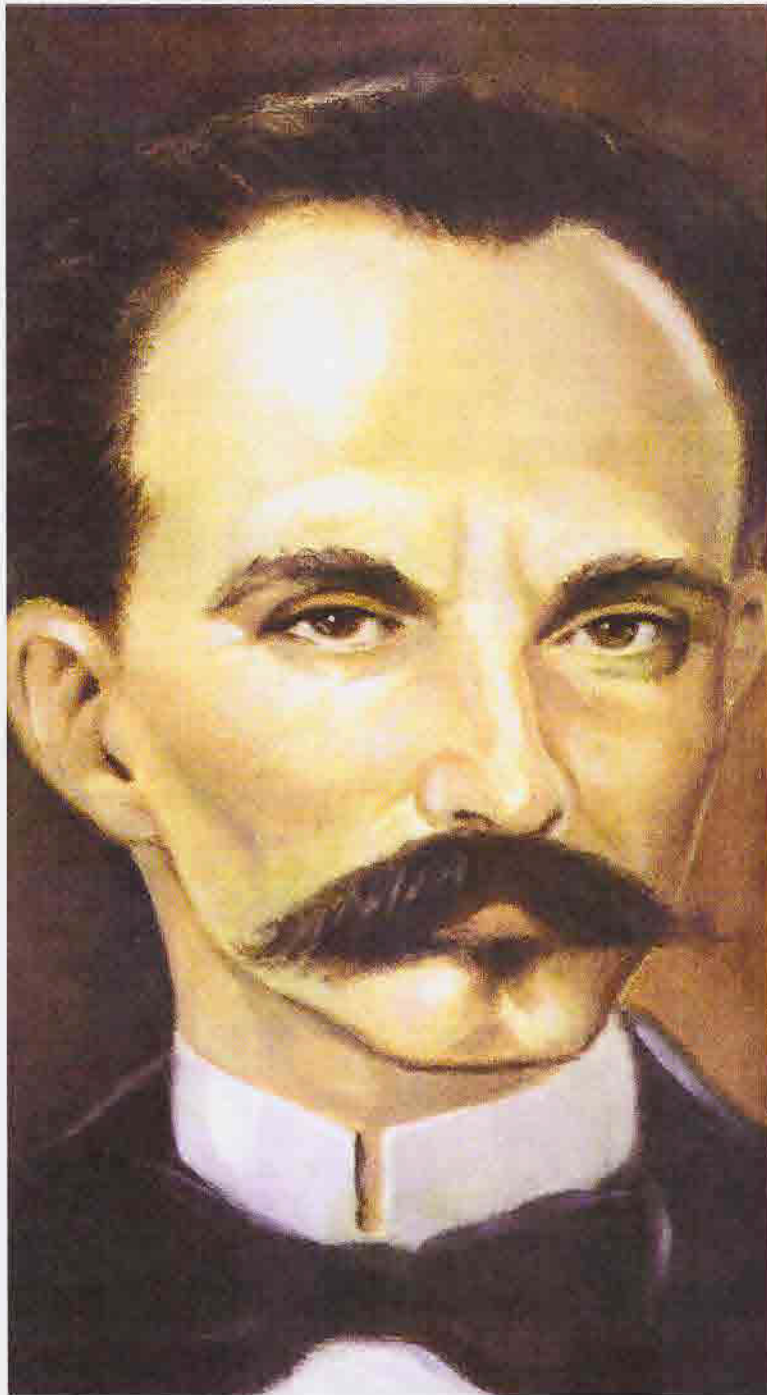
He also wrote about the threat of Spanish and **US expansionism** into **Cuba**. From adolescence, he dedicated his life to the promotion of **liberty**, political independence for Cuba, and intellectual independence for all **Spanish Americans**; his death was used as a cry for Cuban independence from Spain by both the Cuban revolutionaries and those **Cubans** previously reluctant to start a revolt.

Born in **Havana**, Martí began his political activism at an early age. He would travel extensively in Spain, **Latin America**, and the United

Martí is considered one of the great turn-of-the-century Latin American intellectuals. His written works consist of a series of poems, essays, **letters**, lectures, a novel, and even a **children's magazine**. He wrote for numerous Latin American and **American newspapers**; he also founded a number of newspapers himself. His newspaper *Patria* was a key instrument in his campaign for Cuban independence. After his death, one of his poems from the book, "*Versos Sencillos*" (*Simple Verses*) was adapted to the song "**Guantanamera**", which has become the definitive **patriotic song** of Cuba.

XLIII JOSE MARTI PARADE

XLIII PARADA ESCOLAR MARTIANA



**HONORING
THE 165th
ANNIVERSARY
OF
JOSE
MARTI'S
BIRTH**

**HONRANDO
EL
165
ANIVERSARIO
DEL
NATALICIO
DE
JOSÉ MARTÍ**

**Friday / Viernes 26
10:00 A.M.**

**MARCHING FROM
SW 8TH ST AND 13TH AVE.**

**Partiendo de Calle Ocho y
Avenida 13 del S.W.**

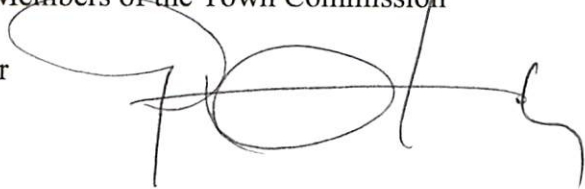
**DETAILS AT (305) 642-1000
Inscripciones al (305) 642-1000**



MEMORANDUM

ITEM NO. 3F

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

From: Guillermo Olmedillo, Town Manager 

Date: January 8, 2019

Subject: Resolution authorizing expenditure of Forfeiture Funds for Fiscal Year 2018-2019.

Section 881(e)(3) of Title 21, United States Code and Florida Statute 932.7055, define the purpose and procedures for appropriation of funds from the Police Forfeiture Fund. Forfeiture funds may be used for law enforcement purposes only including supporting community policing activities, law enforcement training, law enforcement operations, law enforcement equipment, crime awareness programs, and community-based initiatives. Although the expenditures have been authorized in the budget, the Town Commission must also approve a specific resolution to utilize forfeiture funds to support crime prevention initiatives, community-based programs, and law enforcement training, operations and equipment for use by law enforcement personnel that supports law enforcement activities.

The Police Forfeiture Fund is comprised of the following accounts:

Department of Justice, estimated fund balance \$48.62

Department of Treasury, estimated fund balance \$40,385.11

State of Florida, estimated fund balance \$119,093.84

The Police Department conducts promotional activities, crime prevention programs, and distributes crime prevention material and miscellaneous supplies for children, residents and businesses throughout the year. Those initiatives and programs include, the Citizens Police Academy, school career days, Teen Summer Camp, Holiday Toy Drive, residential and commercial security surveys, victim awareness seminars, Bike with the Chief and Do the Right Thing of Miami youth program. Also included is the expense for the annual mandated federal audit. Projected total cost \$12,000.

The patrol mobile laptop program allows officers to electronically complete their reports, arrest affidavits and conduct criminal and driver license checks, tasks required of a law enforcement officer. The project includes the cost for the lease of the laptops, the software, and the air cards. Projected cost \$58,500.

Prepared by: Chief Julio Yero 

The Police Department also purchases special police equipment throughout the fiscal year. This equipment may include weapons, weapon accessories, field force equipment, electronic control weapons, ammunition, simunition, body armor, telecommunication, electronic surveillance, office supplies, fitness and training. Projected total cost \$40,000.

The total projected expenditure from the forfeiture fund is \$110,500.00, approved in the adopted FY 2018-2019 budget. The total projected expenditure will be derived from the State of Florida forfeiture account.

Staff request a motion to approve a Resolution to utilize \$110,500.00 from forfeiture funds to support crime prevention initiatives and materials, community-based programs and events, the patrol mobile laptop project and law enforcement special equipment.

Prepared by: Chief Julio Yero

RESOLUTION NO. 2019-_____

**A RESOLUTION OF THE TOWN COMMISSION OF THE
TOWN OF SURFSIDE, FLORIDA, APPROVING FISCAL
YEAR 2018/2019 POLICE FORFEITURE FUND
EXPENDITURES; PROVIDING FOR AUTHORIZATION;
AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Section 881(e)(3) of Title 21, United States Code and Section 932.7055, Florida Statutes define the purpose and procedures for appropriation of funds from the Town of Surfside (the “Town”) Police Forfeiture Fund; and

WHEREAS, forfeiture funds may be used for law enforcement purposes only including supporting community policing activities, law enforcement training, law enforcement operations, law enforcement equipment, crime awareness programs, and community-based initiatives (collectively, the “Forfeiture Initiatives”); and

WHEREAS, forfeiture funds assist the Town’s Police Department in conducting promotional activities and crime prevention programs, and distributing crime prevention material and miscellaneous supplies for children, residents and businesses throughout the year, including: the Citizens Police Academy; school career days; Teen Summer Camp; Holiday Toy Drive; residential and commercial security surveys; victim awareness seminars; and Bike with the Chief and Do the Right Thing of Miami youth program; and

WHEREAS, forfeiture funds assist the Town’s Police Department in supporting the patrol mobile laptop program which allows officers to electronically complete their reports, arrest affidavits and conduct criminal and driver license checks; and

WHEREAS, forfeiture funds also assist the Town’s Police Department in purchasing special police equipment throughout the fiscal year such as weapons, weapon accessories, field

force equipment, electronic control weapons, ammunition, simunition, body armor, telecommunication, electronic surveillance, office supplies, fitness and training; and

WHEREAS, the Town's Chief of Police has determined that the appropriation and expenditure of forfeiture funds is necessary to support the Forfeiture Initiatives and in support of the expenditures has executed the Certification attached hereto as Attachment "A"; and

WHEREAS, the Town Commission wishes to approve the use of \$110,500 of forfeiture funds to support the Forfeiture Initiatives as set forth in Attachment "A"; and

WHEREAS, forfeiture funds are available in the State of Florida Forfeiture Account within the Town's Police Forfeiture Fund; and

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

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

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

Section 2. **Approval of Police Forfeiture Fund Expenditures.** That, based on the Certificate of the Chief of Police set forth in Attachment "A" hereto, the Town Commission hereby approves the Police Forfeiture Fund expenditures for Fiscal Year 2018/2019 in the amount of \$110,500.00 to support Forfeiture Initiatives, all as set forth in Attachment "A."

Section 3. **Authorization.** That the Town Commission hereby authorizes the Town Manager and Chief of Police to execute any purchase order or required documentation for the expenditures described in this Resolution, subject to approval by the Town Attorney as to form

and legality, and to take any action which is reasonably necessary to implement the purpose of this Resolution.

Section 4. **Effective Date.** That this Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED on this 8th day of January, 2019.

Motion By: _____

Second By: _____

FINAL VOTE ON ADOPTION:

Commissioner Barry Cohen _____

Commissioner Michael Karukin _____

Commissioner Tina Paul _____

Vice Mayor Daniel Gielchinsky _____

Mayor Daniel Dietch _____

Daniel Dietch, Mayor

Attest:

Sandra Novoa, MMC
Town Clerk

Approved as to Form and Legal Sufficiency:

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

ATTACHMENT A

CERTIFICATE OF CHIEF OF POLICE

I, JULIO YERO, Chief of Police of the Town of Surfside, do hereby certify the following expenditures for **\$110,500.00** from the State of Florida Forfeiture Account within the Town of Surfside Police Forfeiture Fund, for the 2018/2019 Fiscal Year budget complies with provisions Section 881(e)(3) of Title 21, United States Code and §932.7055, Fla. Stat.:

(1) \$12,000.00 for promotional activities; crime prevention initiatives, programs, and training; and distribution of crime prevention material and miscellaneous supplies for children, residents and businesses throughout the year. The training, programs, and materials include the Citizens Police Academy, school career days, Teen Summer Camp, Holiday Toy Drive, residential and commercial security surveys, victim awareness seminars, Bike with the Chief, and Do The Right Thing of Miami youth program,. The sum also includes the expense for the annual mandated federal audit.

(2) \$58,500.00 for patrol mobile program that includes laptop program lease, software and the air cards;

(3) \$40,000.00 for special law enforcement equipment (weapons, weapon accessories, field force equipment, electronic control weapons, ammunition, simunition, body armor, telecommunication, electronic surveillance, office supplies, fitness, and training).

Dated: _____

JULIO YERO
Chief of Police



MEMORANDUM

ITEM NO. 3G

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

From: Guillermo Olmedillo, Town Manager

Date: January 8, 2019

Subject: Procurement of six police vehicles, two (2) Ford SUV and four (4) Ford Police SUV Interceptor vehicles.

The Surfside Police Department vehicle fleet is aging and the majority of current patrol vehicles are out of warranty. The repair costs and time out of service for repairs highlights the need for these vehicles to be replaced. The Department is seeking the procurement of two (2) unmarked (Admin and Detective) Ford SUV vehicles from Duval Ford under the terms of a municipal program in conjunction with the Florida Sheriffs Association and Florida Association of Counties Contract Number FSA18-VEL26.0 (the Sheriffs' Contract), and four (4) Patrol Ford SUV Police Interceptor vehicles from Beck Ford under the terms of the City of Tallahassee Contract Number 3921 (the "Tallahassee Contract"). The Department recommends that the Town waive competitive bidding pursuant to Section 3-12 of the Town Code and utilize the Sheriffs' Contract as the type of purchase contemplated by the Town has already been competitively bid by the Florida Sheriffs Association and it is in the Town's best interest to use the Sheriff's Contract. In addition, because the Tallahassee Contract was competitively bid, the Town may purchase vehicles using it pursuant to the exemption provided for in Section 3-13 of the Town Code.

The two (2) unmarked Ford SUV vehicles and four (4) Ford UV Police Interceptor vehicles will provide enhanced safety to the officers and an extended bumper-to-bumper warranty that will provide coverage for five (5) years or 75,000 miles on each vehicle. These SUV vehicles will also enhance mobility during potential storms and flooding incidents for patrol purposes in emergency situations over the current sedan vehicles used by officers. The below chart details the vehicles that will be phased out of the police fleet:

YEAR	UNIT	UNIT	MAKE	MODEL	VIN #	CURRENT MILEAGE
2012	Patrol	422	DODGE	CHARGER	2C3CDXAG6CH114823	101273
2007	Pool	376	FORD	CROWN VIC	2FAFP71W67X147233	104800

Prepared by: Chief Julio Yero

2008	Parking	282	CHEV	IMPALA	2G1WB55K289253892	158474
2009	CSA	396	CHEV	IMPALA	2G1WS57M791268032	75185
2009	Pool	393	CHEV	IMPALA	2G1WS57M491241423	75503
2008	Pool	382	FORD	CROWN VIC	2FAFP71VX8X144148	90739

The new vehicles will also need to be outfitted with special emergency equipment. It is recommended that the Town utilize the City of Kissimmee's contract with HG2 Emergency Lighting, LLC pursuant to bid number BA 2015-012, the terms of which HG2 Emergency Lighting, LLC has extended to the Town of Surfside. Because the Kissimmee Contract was competitively bid, the Town may purchase the equipment using it pursuant to the exemption provided for in Section 3-13 of the Town Code.

The unmarked Ford SUV vehicle is priced at \$27,743.00 and the emergency lighting package cost is \$2,099.00 bringing the total for each vehicle to \$29,842.00

The Ford SUV Police Interceptor Patrol vehicle is priced at \$31,849.72 and the emergency equipment package for those is \$8,951.00 bringing the total for each to \$40,800.72.

The cost to purchase the vehicles and outfit and install the necessary emergency equipment for all six new (6) vehicles is approximately \$223,000.

Funding for the vehicles and equipment was approved in the adopted FY 2018-2019 budget.

Staff recommends a motion to approve a resolution authorizing the purchase procurement of two (2) Ford SUV vehicles and Four (4) Ford Police SUV Interceptor and equipment.

Prepared by: Chief Julio Yero

RESOLUTION NO. 2019-_____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING THE PURCHASE OF POLICE VEHICLES AND EQUIPMENT; PROVIDING FOR A WAIVER OF COMPETITIVE BIDDING; PROVIDING FOR AN EXEMPTION FROM COMPETITIVE BIDDING; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside (the “Town”) Police Department is in need of two new administrative vehicles (the “Administrative Vehicles”) and four patrol vehicles (the “Patrol Vehicles”) to expand patrol of the Town for the safety of its residents and visitors and facilitate the provision of day-to-day operations of the Police Department; and

WHEREAS, the Town Commission desires to purchase six 2019 Ford Explorers (collectively, the “Police Vehicles”) as well as accessory equipment for the Police Vehicles (the “Equipment”); and

WHEREAS, the Town Commission finds that the type of purchase contemplated by the Town for the Police Vehicles has already been competitively bid by the Florida Association of Sheriffs and the Florida Association of Counties (“Sheriffs’ Bid”) and the City of Tallahassee (“Tallahassee Bid”); and

WHEREAS, the Sheriffs’ Bid resulted in Florida Association of Sheriffs’ Contract Number FSA18-VEL26.0 (“Sheriffs’ Contract”) and the Tallahassee Bid resulted in City of Tallahassee Contract Number 3921 (“Tallahassee Contract”), both of which allow local governments statewide to utilize those contracts for their own benefit; and

WHEREAS, in accord with Section 3-12 of the Town’s Code of Ordinances (“Code”), the Town Manager has recommended that it is in the Town’s best interest to utilize the Sheriffs’ Contract and waive competitive bidding procedures to purchase the Administrative Vehicles; and

WHEREAS, the Town Commission seeks to authorize the Town Manager to purchase the Administrative Vehicles from Duval Ford, LLC at the cost of \$27,743.00 per vehicle by using the Sheriffs’ Contract pursuant to Section 3-12 of the Town Code (“Administrative Vehicles Purchase”); and

WHEREAS, the Town Commission seeks to authorize the Town Manager to purchase the Patrol Vehicles from Beck Auto Sales, Inc. at the cost of \$31,849.72 per vehicle by using the Tallahassee Contract pursuant to Section 3-13 of the Town Code, which exempts the purchase from competitive bidding (“Patrol Vehicles Purchase”); and

WHEREAS, the Town Commission finds that the Equipment may also be purchased pursuant to Section 3-13 of the Town Code, as the type of purchase contemplated by the Town has already been competitively bid by the City of Kissimmee (“Kissimmee Bid”); and

WHEREAS, the Kissimmee Bid resulted in a contract awarded to HG2 Emergency Lighting, LLC pursuant to bid number BA 2015-012 (“Kissimmee Contract”), the terms of which HG2 Emergency Lighting, LLC has extended to the Town; and

WHEREAS, the Town Commission further seeks to authorize the Town Manager to purchase the Equipment from HG2 Emergency Lighting, LLC by utilizing the Kissimmee Contract pursuant to Section 3-13 of the Town Code (“Equipment Purchase”); and

WHEREAS, the Equipment for the Administrative and Patrol Vehicles is \$2,099.00 and \$8,951.00 per vehicle, respectively; and

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

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

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

Section 2. Approval of Purchases. That the Town Commission hereby approves the Administrative Vehicles Purchase, the Patrol Vehicles Purchase, and the Equipment Purchase.

Section 3. Waiver of Competitive Bidding. That the Town Commission hereby waives the Town's competitive bidding procedures for the purchase of the Administrative Vehicles from Duval Ford, LLC by utilizing the Sheriff's Contract pursuant to Section 3-12 of the Town Code.

Section 4. Exemption from Competitive Bidding. That the Town Commission hereby confirms that the purchases of the Patrol Vehicles from Beck Auto Sales, Inc. by utilizing the Tallahassee Contract and the Equipment from HG2 Emergency Lighting, LLC by utilizing the Kissimmee Contract are exempt from competitive bidding pursuant to Section 3-13 of the Town Code.

Section 5. Authorization for Administrative Vehicles Purchase. That the Town Commission hereby authorizes the Town Manager to make the Administrative Vehicles Purchase consistent with the terms and conditions of the Sheriffs' Contract as set forth in the purchase order attached hereto as Exhibit "A" in an amount not to exceed \$55,486.00.

Section 6. Authorization for Patrol Vehicles Purchase. That the Town Commission hereby authorizes the Town Manager to make the Patrol Vehicles Purchase consistent with the

terms and conditions of the Tallahassee Contract as set forth in the purchase order attached hereto as Exhibit “B” in an amount not to exceed \$127,398.88.

Section 7. **Authorization for Equipment Purchase.** That the Town Commission hereby authorizes the Town Manager to make the Equipment Purchase consistent with the terms and conditions of the Kissimmee Contract as set forth in the purchase order attached hereto as Exhibit “C” in an amount not to exceed \$40,002.00.

Section 8. **Implementation.** That the Town Commission hereby authorizes the Town Manager to execute any purchase order or required documentation for the purchases described in this Resolution, subject to approval by the Town Attorney as to form and legality, and to take any action which is reasonably necessary to implement the purpose of this Resolution.

Section 9. **Effective Date.** That this Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED on this 8th day of January, 2019.

Motion By: _____

Second By: _____

FINAL VOTE ON ADOPTION:

Commissioner Barry Cohen _____

Commissioner Michael Karukin _____

Commissioner Tina Paul _____

Vice Mayor Daniel Gielchinsky _____

Mayor Daniel Dietch _____

Daniel Dietch, Mayor

Attest:

Sandra Novoa, MMC
Town Clerk

Approved as to Form and Legal Sufficiency:

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



PURCHASE ORDER
TOWN OF SURFSIDE
 9293 HARDING AVENUE • SURFSIDE, FL 33154
 TELEPHONE: 305.861.4863
 FAX: 305.861.1302

No 11844

This Number Must Be
 Shown on Delivery Ticket,
 Invoice and Statement

Check # _____

Check Date _____

Duval Ford Fleet Sales
 1616 Cassat Avenue
 Jacksonville, FL 32210

Date 12/20/18

SHIP VIA

F.O.B.

TERMS:

QUANTITY	DESCRIPTION AND SPECIFICATIONS	UNIT PRICE	TOTAL
2	2019 Ford Explorer		\$24,330.00
	reverse sensing system		\$274.00
	daytime running lights		\$44.00
	5 year/75,000 mile extra care warranty		\$1,845.00
	out of stock: units #6340 & 6341		\$1,200.00
	(subject to availability)		
	per vehicle	\$27,743.00	
	Total	\$55,486.00	
<p>DEPT. Police</p> <p>ACCT.# _____ VENDOR# 1486</p> <p>I CERTIFY THERE ARE FUNDS IN THE ABOVE ACCOUNT.</p> <p>DEPARTMENT HEAD</p>			

IMPORTANT: Mail Invoices showing Purchase Order number to Accounting Department,
 Town Hall, immediately upon delivery of goods (Statement monthly).

SURFSIDE POLICE DEPT

Prepared for:		Contract Holder	DATE:
SURFSIDE POLICE DEPT ELINOR JOSEPH ejoseph@townofsidesidefl.gov		Duval Ford Fleet Sales Bambi Darr (Work) 904-381-6596 (Fax) 904-387-6816 Bambi.Dan@duvalfleet.com 1616 Cassat Ave. Jax, FL 32210	12/13/18
PLEASE CONFIRM RECEIPT OF QUOTE VIA EMAIL			
<p><i>I appreciate your interest and the opportunity to quote. Prices are published by the Florida Sheriff's Association/ Florida Association of Counties & Florida Fire Chiefs' Association Automotive Contract #FSA18-VEL26.0 chassis / FSA18-VEH16.0. (www.flsheriffs.org) If you have any questions regarding this quote please call! Vehicle will be ordered white exterior unless specified on purchase order.</i></p>			
Labor	Code	Equipment	Price
0	SPEC 29	2019 FORD EXPLORER MID-SIZE 4-DOOR UTILITY VEHICLES - 4X2 (K7B)	\$ 24,380.00
0	100A	BASE TRIM PACKAGE	NC
0	998	3.5L TI-VCT V6 ENGINE	STD
0	STD	POWER WINDOWS/ DOOR LOCKS	STD
0	STD	BACK UP CAMERA	STD
0	STD	SYNC	STD
0	STD	KEYLESS ENTRY	STD
0	76R	REVERSE SENSING SYSTEM	\$ 274.00
0	942	DAYTIME RUNNING LIGHTS	\$ 44.00
0	CB575	5 YEAR 75,000 MILE \$0 DEDUCTIBLE EXTRA CARE WARRANTY	\$ 1,845.00
0	OOS	OUT OF STOCK: UNITS #6340 & 6341 (KGA92616 & KGA92617) UNITS SUBJECT TO AVAILABILITY	\$ 1,200.00
0			
0	YZ	EXTERIOR: OXFORD WHITE	NC
0	7L	INTERIOR: MED LIGHT STONE	NC
	VENDOR COMMENTS	PLEASE CLEARLY NOTATE ON YOUR PURCHASE ORDER WHERE DUVAL FORD IS TO SHIP YOUR VEHICLE, HOW THE VEHICLE IS TO BE TITLED, AND WHERE THE INVOICE IS TO BE MAILED.	
UNIT COST			\$ 27,743.00
TOTAL QUANTITY		1	TOTAL PURCHASE \$ 27,743.00



PURCHASE ORDER
TOWN OF SURFSIDE
 9293 HARDING AVENUE • SURFSIDE, FL 33154
 TELEPHONE: 305.861.4863
 FAX: 305.861.1302

№ 11845

This Number Must Be
 Shown on Delivery Ticket,
 Invoice and Statement

Check # _____

Check Date _____

Beck Auto Sales, Inc.
 256 Highway 17
 Palatka, FL 32177

Date 12/20/18

SHIP VIA

F.O.B.

TERMS:

QUANTITY	DESCRIPTION AND SPECIFICATIONS	UNIT PRICE	TOTAL
4	2019 Ford Explorer AWD (black)		\$31,341.00
	Ford Extra Care(60/months/75,000 miles)		\$1,845.00
	Contract #3921		
	Subtotal \$33,186.00		
	Concession -\$2,000.00		
	Contract mark up \$663.72		
	Transportation \$125.00		
	Total \$31,849.72 per vehicle		
	Total \$127,398.88		
	DEPT. Police		
	ACCT.# _____ VENDOR# _____		
	I CERTIFY THERE ARE FUNDS IN THE ABOVE ACCOUNT.		
	DEPARTMENT HEAD		

IMPORTANT: Mail Invoices showing Purchase Order number to Accounting Department,
 Town Hall, immediately upon delivery of goods (Statement monthly).

Town Manager



BECK AUTO SALES, INC.
256 HWY 17, PALATKA, FL 32177

Salesperson: Lisa Marasco

SURFSIDE PD
 CONTRACT #3921

Date: December 17, 2018
 Name: Ali HAJANI
 Organization: HG2 LIGHTING

Code	Qty	Option			Unit Price	Line Total
KBA	1	2019 FORD EXPLORER AWD (BLACK)			\$ 31,341.00	31,341.00
S1T	1	LEFT HAND	SPOT LAMP		INCLUDED	
EXTRA	1	FORD EXTRA	CARE - 60 MONTHS/	75,000 MILES NON-PURSUIT	\$ 1,845.00	1,845.00
		TRANSPORTATION TO HG2 INCLUDED				
					Subtotal	33,186.00
					Concession	-2,000.00
					Contract Markup	663.72
					Transportation	125.00
					TOTAL	31,849.72

LISA MARASCO
904-237-5452
LISA@BECKFLEET.COM

LISA MARASCO
 904-237-5452
LISA@BECKFLEET.COM

Please email all Purchase Orders to jamicurtis@beckfleet.com; Send hard copies to PO Box 443, Palatka, FL 32178
 Thank you for your business!



Beck Ford
420 N. Palm Ave., Palatka, Florida, 321772508
Office: 386-328-8881
Fax: 386-325-1789

2019 Police Interceptor Utility, Sport
Utility
AWD Base(K8A)
Price Level: 915

Selected Options

Code	Description
Base Vehicle	
K8A	Base Vehicle Price (K8A)
Packages	
500A	Order Code 500A <i>Includes:</i> - Engine: 3.7L V6 Ti-VCT FFV - Transmission: 6-Speed Automatic - 3.65 Axle Ratio - GVWR: 6,300 lbs - Tires: 245/55R18 AS BSW - Wheels: 18" x 8" 5-Spoke Painted Black Steel Includes center caps and full size spare. - Unique HD Cloth Front Bucket Seats w/Vinyl Rear Includes driver 6-way power track (fore/aft up/down, tilt with manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft with manual recline) and built-in steel intrusion plates in both front seatbacks. - Radio: AM/FM/MP3 Capable Includes clock, 6 speakers and 4.2" color LCD screen center-stack Smart Display.
Powertrain	
99R	Engine: 3.7L V6 Ti-VCT FFV
44C	Transmission: 6-Speed Automatic
STDAX	3.65 Axle Ratio
STDGV	GVWR: 6,300 lbs
Wheels & Tires	
STDTR	Tires: 245/55R18 AS BSW
STDWL	Wheels: 18" x 8" 5-Spoke Painted Black Steel <i>Includes center caps and full size spare.</i>
Seats & Seat Trim	
9	Unique HD Cloth Front Bucket Seats w/Vinyl Rear <i>Includes driver 6-way power track (fore/aft up/down, tilt with manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft with manual recline) and built-in steel intrusion plates in both front seatbacks.</i>
Other Options	
113WB	113" Wheelbase
PAINT	Monotone Paint Application
STDRD	Radio: AM/FM/MP3 Capable <i>Includes clock, 6 speakers and 4.2" color LCD screen center-stack Smart Display.</i>
51T	Driver Only LED Spot Lamp (Whelen)

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Beck Ford
420 N. Palm Ave., Palatka, Florida, 321772508
Office: 386-328-8881
Fax: 386-325-1789

2019 Police Interceptor Utility, Sport
Utility
AWD Base(K8A)
Price Level: 915

Selected Options (cont'd)

Code	Description
Interior Colors	
9W_01	Charcoal Black
Primary Colors	
UM_01	Agate Black

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared by: john rossodivito Date: 12/11/2018



PURCHASE ORDER
TOWN OF SURFSIDE
 9293 HARDING AVENUE • SURFSIDE, FL 33154
 TELEPHONE: 305.861.4863
 FAX: 305.861.1302

No 11846

This Number Must Be
 Shown on Delivery Ticket,
 Invoice and Statement

Check # _____

Check Date _____

HG2 Emergency Lighting
 20962 Sheridan Street
 Pembroke Pines, FL 33332

Date 12/20/18

SHIP VIA

F.O.B.

TERMS:

QUANTITY	DESCRIPTION AND SPECIFICATIONS	UNIT PRICE	TOTAL
2	Equipment and installation for new police vehicle- 2019 Ford Explorer Estimate #1081	\$2,099.00	\$4,198.00
4	Equipment and installation for new police police vehicle Quote #3052	\$8,951.00	\$35,804.00
Total \$40,002.00			
<p style="text-align: center;">DEPT. <u>Police</u></p> <p>ACCT.# _____ VENDOR# _____</p> <p style="text-align: center;">I CERTIFY THERE ARE FUNDS IN THE ABOVE ACCOUNT.</p> <p style="text-align: center;">_____ DEPARTMENT HEAD</p>			

IMPORTANT: Mail Invoices showing Purchase Order number to Accounting Department,
 Town Hall, immediately upon delivery of goods (Statement monthly).



HG2 Emergency Lighting
20962 Sheridan Street
Pembroke Pines, FL 33332
954-639-7212
ali@hg2lighting.com
www.hg2lighting.com

Estimate

ADDRESS

Town of Surfside
9293 Harding Ave
Surfside, FL 33154
United States

SHIP TO

Town of Surfside
9293 Harding Ave
Surfside, FL 33154
United States

ESTIMATE

1081

DATE

12/10/2018

VEHICLE

2019 Ford Explorer

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Front Visor	Front Visor Light	1	650.00	650.00
Rear Visor	Rear Visor Light	1	499.00	499.00
Misc	Hand Held Siren and Light Controller with 100 Watt Speaker	1	500.00	500.00
Labor	Labor/Installation	1	450.00	450.00
TOTAL				\$2,099.00

Accepted By

Accepted Date



HG2 Emergency Lighting
477 N Semoran Blvd
Orlando, FL 32807

Quote

407-426-7700
sales@hg2lighting.com

407-426-7700
www.hg2lighting.com

Date	Quote No.
12/03/18	3052

Bill To
Surfside PD

Ship To

P.O. Number	Terms	REP	Vehicle	Vin#
QUOTE			2019 Ford Interceptor SUV	

Item	Description	Quantity	Rate	Amount
Misc	Courtesy Lamp Disable	1	65.00	65.00
Misc	Rear Door Locks & Handles Inoperable	1	65.00	65.00
Misc	Rear Windows Inoperative	1	65.00	65.00
QK0494ITU12	Setina Full Transport Seat with Center Pull Seatbelts for 2013-2017 Ford Interceptor SUV	1	559.00	559.00T
PK1126ITU12	Setina 10XL Front Prisoner Partition 2013-2017 Ford Interceptor SUV	1	566.00	566.00T
PK0123ITU122N D	Setina 12VS Expanded Metal Partition For Stock Seat or Setina TPO Seat 2013-2017 Ford Interceptor SUV	1	279.00	279.00T
WK0514ITU12	Setina Steel Window Bars Vertical 2013-2017 Ford Interceptor SUV	1	146.00	146.00T
DK0100ITU12	Setina Door Panels Plastic TPO 2013-2017 Ford Interceptor SUV	1	164.00	164.00T
TH750	Thor 750 Watt Inverter	1	65.00	65.00
75100	Streamlight Stinger Charger Holder	1	25.00	25.00T
7170-0166	Gamber Johnson Vehicle Kit 2013-2017 Ford Interceptor SUV. Includes Cupholder, Arm Rest, and Mongoose Motion Device	1	485.00	485.00
7160-0250	Gamber Johnson Notepad V Universal Cradle	1	198.00	198.00
FIRE-FA	2.5lb Fire Extinguisher and First Aid Kit	1	100.00	100.00T
Tint-2DR	Window Tint 2 Windows 30% With Strip	1	89.00	89.00T
WHL-LIB2-BRW	Whelen Liberty 2 Lightbar Blue/Red with Takedowns, Alley and Traffic Advisor Function	1	1,265.00	1,265.00T
Thank You For Your Business!			Subtotal	\$8,951.00
			Sales Tax (0.0%)	\$0.00
			Total	



HG2 Emergency Lighting
477 N Semoran Blvd
Orlando, FL 32807

Quote

407-426-7700
sales@hg2lighting.com

407-426-7700
www.hg2lighting.com

Date	Quote No.
12/03/18	3052

Bill To
Surfside PD

Ship To

P.O. Number	Terms	REP	Vehicle	Vin#
QUOTE			2019 Ford Interceptor SUV	

Item	Description	Quantity	Rate	Amount
CCSRN3	Whelen Cencom Siren 16 Button	1	700.00	700.00T
VTX609B	Whelen Vertex Strobe Blue Head Light Driver Side	1	55.00	55.00T
VTX609R	Whelen Vertex Strobe Red Head Light Passenger Side	1	55.00	55.00T
VTX609B	Whelen Vertex Strobe Light Blue Driver Taillight	1	55.00	55.00T
VTX609R	Whelen Vertex Strobe Light Red Passenger Taillight	1	55.00	55.00T
MCRNTB	Whelen Micron Stud Mount Blue	1	79.00	79.00T
MCRNTR	Whelen Micron Stud Mount Red	1	79.00	79.00T
HG22PC68BR-1 NT	Blue/Red 68" Side Runner Kit Interceptor Bracket	1	799.00	799.00
HG2RWINTSUV -BR	Blue/Red Rear Visor Ford Interceptor SUV with Back Fire Lights	1	699.00	699.00T
ALARM	Alarm System with 3 Key Fobs	1	250.00	250.00T
Labor	Labor/Installation	1	1,000.00	1,000.00T
Installation-Kit	Installation Kit Including Fuses and Wiring	1	75.00	75.00T
Misc	Westin Push Bumper with 4 Forward Lights	1	575.00	575.00
Misc	Side Push Bumper Lights Pair	1	250.00	250.00
Labor	Labor/Installation of Radio	1	89.00	89.00T
Thank You For Your Business!			Subtotal	\$8,951.00
			Sales Tax (0.0%)	\$0.00
			Total	\$8,951.00



MEMORANDUM

ITEM NO. 3H

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

From: Guillermo Olmedillo, Town Manager

Date: January 08, 2019

Subject: Resolution for Downtown Vision Advisory Committee Charter

At the December 11, 2018 Town Commission meeting, direction was given to move forward with reconstituting a Downtown Vision Advisory Committee (DVAC) that reports to the Town Manager.


DVAC will comprise of various Surfside stakeholder members. The voting members are encompassed as follows:

- two members who own property within Surfside's downtown;
- two members who own and operate businesses within Surfside's downtown;
- two residents of the Town of Surfside: 1 from a multi-unit residence, and 1 from a single-family residence; and
- one member from a Surfside hotel.

Surfside residents will receive preference for assignment as members of the committee.

Upon Town Commission adoption of the accompanying Resolution and Committee appointments, the Downtown Vision Advisory Committee will be established.

Reviewed by 

Prepared by 

RESOLUTION NO. 2019-_____

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

WHEREAS, Harding Avenue between 96th and 94th Streets is considered to be the Town of Surfside's (the "Town") Downtown District (the "Downtown"); and

WHEREAS, the Town Commission wishes for Downtown to be a central point of interest for residents and visitors that serves as the social, cultural, and economic center of the Town; and

WHEREAS, on January 18, 2011, the Town Commission established a Downtown Vision Advisory Committee, which has not met in several years; and

WHEREAS, the Town Commission desires to re-establish the Downtown Vision Advisory Committee (the "Committee") to identify, study, review and recommend policies, programs and initiatives for improvements to the Downtown, as further detailed in the Committee Charter attached hereto as Exhibit "A"; and

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

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

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

Section 2. **Re-Establishing Downtown Vision Advisory Committee.** That the Town Commission re-establishes the Downtown Vision Advisory Committee as a continuing committee

that will serve in an advisory capacity to the Town Manager to identify and recommend improvements to the Downtown in an effort to enhance and preserve characteristics that attract patronage and encourage business retention and economic development. The Committee shall comply with Section 2-204 of the Town Code and shall be subject to Florida's Government-in-the Sunshine and Public Records Laws, as well as the State of Florida, Miami-Dade County, and Town of Surfside Codes of Ethics.

Section 3. Committee Charter; Organization. The Town Commission hereby approves and adopts the Committee's Charter, attached hereto as Exhibit "A." The Committee shall identify, study, review and recommend policies, programs and initiatives to the Town Manager for improvements to the Downtown.

Section 4. Implementation. That the Town Clerk and Town Manager and/or his designee are directed to take any and all action as may be required to implement the purpose of this Resolution.

Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED on this 8th day of January, 2019.

Motion By: _____

Second By: _____

FINAL VOTE ON ADOPTION:

Commissioner Barry Cohen _____

Commissioner Michael Karukin _____

Commissioner Tina Paul _____

Vice Mayor Daniel Gielchinsky _____

Mayor Daniel Dietch _____

Daniel Dietch, Mayor

Attest:

Sandra Novoa, MMC
Town Clerk

Approved as to Form and Legal Sufficiency:

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

EXHIBIT "A"

Downtown Vision Advisory Committee Charter

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

A. Purpose: The purpose of the Committee is to help further establish the area along Harding Avenue between 96th and 94th Streets as a downtown district (the "Downtown") that is a point of interest for both residents and visitors and highlight the area as the social, cultural and economic center of the Town.

B. Objective and Goals: To identify and recommend to the Town Manager improvements to the Downtown. Improvements should enhance the "sense of place" by preserving characteristics that attract the patronage of residents and visitors, while encouraging business retention and economic development. The Committee's goals are to:

1. Strengthen Downtown as the Town's social, cultural and economic center;
2. Create a more pedestrian friendly Downtown with mixed-use commercial buildings;
3. Explore and recommend innovative parking solutions;
4. Enhance the unique look and identity of the Town's Downtown;
5. Examine alternative opportunities, such as alleyways;
6. Collaborate with neighboring municipalities on joint initiatives and opportunities;
7. Retain and attract businesses; and
8. Foster engagement with Downtown property owners and business owners/operators.

C. Composition, Appointment, and Qualifications: The Committee shall consist of seven (7) voting members. In addition, a member of the Town Commission and a member of the Tourist Board shall serve as two (2) non-voting liaison members. Town residents will receive preference for appointment as members of the Committee.

The voting members shall be comprised of the following:

- 2 members who own property within the Town's Downtown
- 2 members who own and/or operate businesses within the Town's Downtown
- 2 Town residents : 1 from a multi-family dwelling and 1 from a single-family dwelling
- 1 member who owns, operates, or is employed in a senior managerial position by a hotel located within the Town

D. Appointments: Members shall be appointed as follows:

1. The Town Commission shall by majority vote appoint the 7 members proposed by the Town Manager.
2. The liaison member from the Town Commission shall be appointed by the Mayor in accordance with Town Code Section 2-204 Rule 5.02.
3. The liaison member from the Tourist Board shall be appointed by the Tourist Board and confirmed by the Town Commission.

EXHIBIT "A"

E. Organization: The Committee shall meet a minimum of once per quarter and provide their recommendations to the Town Manager. Reports to the Town Commission will be through the Town Commission liaison and through proposed initiatives, via Town Commission meeting agendas. The minutes of each meeting will be included in the Town Commission's meeting agendas.

The Committee Chair shall have the ability to call additional meetings upon an affirmative majority vote of the members.

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



MEMORANDUM

ITEM NO. 5A

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

From: Guillermo Olmedillo, Town Manager

Date: January 8, 2018

Guillermo Olmedillo for

Subject: Social Media and Media Inquiry Policy Adoption for Town of Surfside

With the goal of furthering its image, visibility and strong commitment of transparency and accountability to citizens, businesses, visitors and media, the Town of Surfside implemented a Public Information Program to be adopted by the Town's Public Information Representative (PIR). The Program outlines a clear communications policy and recommends the use of a variety of communication tools.

While the Town of Surfside utilizes communication channels including the Town website, monthly Gazette, e-blasts/Town notifications, community boards, Nextdoor, to name a few, the Town currently does not use popular social media platforms including Instagram, Facebook and Twitter. It is beneficial to include the use of social media and internet-based applications that provide the community the ability to share information and generate community interest in a positive manner.

The next step would be for Town Commission to approve the use of one or all three platforms in addition to a Social Media and Media Inquiry Policy. Both the Florida League of Cities and the Public Information Program strongly advise on the approval of a social media policy prior to launching social media. Additionally, the PIR will distribute a survey to residents in order to further gauge which communication tools are of most value.

The enclosed Social Media and Media Inquiry Policy (Attachment "A") has been reviewed by the Town Attorney and supports the overall communications policy, its vision and goals. All Town representatives and key staff should abide by it.

According to statistics, 77% of Americans use social media in 2018. This number continues to climb on an annual basis. The Town of Surfside currently employs the use of Nextdoor to communicate with 930 residents.

However, the most popular social media outlets continue to be Instagram, Facebook, and Twitter (Note, Twitter is lagging these days, but continues to be a resource for municipalities.) The inclusion of such platforms would help to increase the Town's reach

to its nearly 6,000 residents and also provide residents with another mode of communication with the Town.

The PIR team, comprised of Rachel Pinzur and Raul Garcia (Pinzur Communications), will be tasked with managing the Town's social media presence. The current budget for the PIR includes such tasks and will not be altered once additional social media channels are approved. As part of the social media program, photos, video and graphics are also included in the PIR retainer.

From experience, the PIR estimates that a range of 20 to 25 hours will be expended each week on the daily and monthly strategy, monitoring, posting and responding to residents via Instagram, Facebook and Twitter. Often the time will be more based on graphics, photos and video that need to be generated. Additionally, some responses may take longer than others.

Should the Town Commission approve one or all three (Instagram, Facebook and Twitter), and more importantly, the enclosed Social Media and Media Inquiry Policy, then ideally the PIR would launch the approved platforms at the beginning of 2019. However, it is important to note the PIR needs time to develop a comprehensive Fiscal Year 2019 social media strategy and playbook that supports the mission and goals for The Town of Surfside. This is estimated to take up to two weeks.

Prior to each new month, the PIR develops a monthly calendar with topics schedule and drafts relevant and engaging content, as well as creates graphics, photos and videos needed to support each post. The PIR also continually researches popular social media trends, including hashtags, and keeps a close eye on analytics in order to maximize all social media platforms for The Town of Surfside. All strategies and content are to be approved by the Town Manager and Assistant Town Manager.

The Town's social media strategy will directly complement the communications efforts that are already in place. For instance, it will be another platform with a wider audience to promote the monthly Town Gazette, in addition to important messages by the Mayor or Town Manager, notification of events, emergencies and natural disasters such as hurricanes, and to better monitor the pulse of the Surfside community. It will also be used to promote an increase in sign-ups for Town notifications.

Generally, the bulk of content delivery will occur during weekdays, though the PIR team will handle occasional weekend postings for special events or any emergencies.

Seeking Town Commission direction on the Social Media and Media Inquiry Policy and authorization for the use of official Surfside social media accounts.

Reviewed by 

Prepared by RP/RG



Social Media and Media Inquiry Policy for the Town of Surfside

Purpose and Scope

Social media has drastically changed the world of media, news and communications. When it comes to government and civic engagement, digital outlets such as Facebook, Twitter, Instagram, NextDoor and YouTube, make it possible for councils, commissions and public servants to communicate directly with their constituents and vice-versa. To expand on the importance of the medium, a Pew Research Center Study found that **69%** of the public uses some form of social media. Meanwhile, **62%** of adults receive the majority of their news from social media.

The Social Media Policy for the Town of Surfside establishes the official Town policy to provide guidance to all contracted agencies, administration and employees, the Town Commission, and Town residents on the use of social media networks and personal websites. Social media includes all platforms used to communicate information on the Internet, including personal websites (including blogs), Facebook, Twitter, Instagram, Yelp, LinkedIn, Pinterest, YouTube, NextDoor and SeeClickFix. Employees have the right to maintain personal social media. However, the use of social media also represents certain risks and therefore carries with it certain responsibilities. It is not permissible to state or imply that personal social media in any way officially represents the Town of Surfside.

It's important the Town of Surfside abide by a professional, modern and efficient code of conduct on digital social platforms. This Social Media Policy also establishes the Communications Policy to provide guidance on working with and handling media requests and inquiries, as well as providing residents with accurate and objective information as it pertains to the Town.

The Social Media Policy for the Town of Surfside is to be made public on the Town's official website, following approval by Town Commission. A URL link also will be added to all social media channels.

Social Media Accounts

The Town of Surfside's social media presence should be limited to one account per specific platform. For example, the Parks & Recreation Department for Surfside should not have a Facebook page that is separate from the Town. Instead, the Town's Facebook page should, when appropriate, incorporate information pertaining to Parks & Recreation. By doing so, important public information becomes more organized and residents know where to find such information, thus eliminating any layer of confusion or public misinformation.

As of 2018, the Town website serves as the primary communication tool for the Town of Surfside. The Town also uses two social media platforms: NextDoor and SeeClickFix. Both have proven helpful in communicating with residents.

Best Practice and Standards for Use of Social Media

The official use of social media by the Town of Surfside is to adhere to the below standards and practices:

Users, Posting and Account Activations

- No Department or individual may establish, use, or terminate a social media identity or page without the approval of the Town Manager or designee.
- The Town of Surfside has authorized contracted agency, Pinzur Communications, to oversee and manage all social media administration, including, but not limited to, blogs, video sharing, business pages and social networking sites. The Town reserves the right to delegate to other individual(s) the authority to upload approved material to the Town's social media.
- To meet its purpose, the Town of Surfside's social media may contain links to other social networking sites or websites that are not owned, regularly reviewed or controlled by the Town. The Town's social media may not provide links to external sites that are political or religious in nature. The provision of direct links should not be construed as an endorsement or sponsorship of these external sites, their content or hosts.
- Social media sites must prominently display links to the Town's official website (<https://www.townofsurfsidefl.gov/>) or appropriate landing pages whenever possible.

Ownership

All social media communications messages that are composed, sent or received on the Town's IT equipment or used in official Town business or representing the Town of Surfside are the property of the Town of Surfside and subject to public records laws. The Town of Surfside reserves the right not to publish any posting or to later remove it.

Town Administration / Employee Conduct (refer to HR policy)

- Social media accounts established by the Town of Surfside are to be used solely for the Town of Surfside and business pertaining to the Town. Any other content pertaining to other topics or promotions is not permitted.
- Employees, or the contracted agency managing the Town of Surfside's social media, are prohibited from using the Town's social media outlets for personal use, including posting personal content and/or opinions.
- Personal use of social media by Town employees is never permitted on working time by means of the company's computers, networks, and other IT resources and communications systems.
- Employees are expected to be attentive and careful in their use of social media. Employees should be aware that their use of social media may be perceived as representing the Town and Town government, and should tailor their use accordingly.
- Employees may not post anything on their personal blog or social media site/page, or on the blog or social media site/page of another individual or entity (other than the Town), in the name of the Town or in a manner that could reasonably be attributed as the official position of the Town without authorization from the Town Manager or designee.
- Employees are prohibited from engaging in inappropriate use of social media accounts established by the Town or a Town department. It is unacceptable for social media to be used in a manner that does not comply with federal, state and local laws and regulations, and Town policy. Employees are expected to abide by the following guidelines:

- Respect copyright, trademark, or other intellectual property rights of any person or entity, or otherwise violates their legal ownership interest. Employees may not use the Town's logo, seal, slogan or trademarks on their personal blog or social media site or page in a manner that suggests that the posts express the opinions of the Town.
- Refrain from the use of ethnic slurs, profanity, threats of violence, material that is harassing, defamatory, fraudulent or discriminatory.
- Refrain from the use of sexually explicit images, cartoons, jokes, messages, or other material that violates the Town's policy or any federal, state, or local law prohibiting sexual harassment.
- Refrain from posting material which contains confidential information that compromises the security of Town networks or information systems. Such confidential information includes, but is not limited to, information that is protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or other federal, state, or local laws and regulations (except as permitted under such laws and regulations), as well as social security numbers and other personally identifiable information.
- Refrain from circulating or posting commercial, personal, religious or political solicitations, chain letters, spam, or promotion of outside organizations unrelated to City operations are also prohibited [unless otherwise protected or required by law].

The policy, however, does not prohibit or discourage employees from engaging in speech as independent citizens on matters of public concern, or to prohibit or discourage employees from engaging in any protected activities under the State of Florida's Public Employee Relations Act (Chapter 447, F.S.)

All employees are required to sign a written acknowledgement that they have received, read, understand and agree to comply with the Town's social media policy.

Town Commission Conduct

It is advisable that Town Commission strictly follow the code of ethics set forth by the Miami-Dade County – Commission on Ethics and Public Trust, as well as in accordance to the Florida Sunshine Law.

- Commission members must not engage on social media in an exchange or discussion of any matter that might foreseeably come before the board/commission for action. This includes also commenting on any social media platform.
- In the event of an emergency, Town Commission is encouraged to “share” posts created by Town’s Public Information Representative. It is not advised to copy & paste a post or paraphrase content to ensure accuracy of information to public.

Resident Conduct on Town Social Media Pages

While social media sites promote an open forum, the Town requests that residents endeavor to make their comments respectful and appropriate. Inappropriate comments, comments not related to the purpose of the page or comments not related to the specific post are subject to deletion by the administrator of this account. Pinzur Communications will not engage in a negative conversation on social media. If residents fail to comply with the posting guidelines, an administrator may contact the resident and their message may be removed. If the resident posts inappropriate content a second time, an administrator will contact the resident and he/she will be blocked from posting to the site.

This forum is not monitored at all times. Residents should NOT use this forum to report emergency situations or time-sensitive issues.

Residents are encouraged to keep the following guidelines in mind when posting:

- Graphic, obscene or explicit comments or submissions are prohibited, as well as comments that are abusive, threatening, hateful or intended to defame anyone or any organization, or comments that suggest or encourage illegal activity.
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, gender identity or sexual orientation will not be tolerated.
- Content posted by persons whose profile picture or avatar, username or e-mail address contains any of the aforementioned prohibited content will not be tolerated.
- Content should be related to the subject matter of the social media site where it is posted.

- Solicitations or advertisements are prohibited. This includes promotion or endorsement of any financial, commercial or non-governmental agency. Similarly, attempts to defame or defraud any person or financial, commercial or governmental agency are not permitted. Information intended to compromise the safety or security of the public or public systems is prohibited.
- Residents' participation is voluntary and taken at residents' own risk. Residents maintain personal responsibility for their comments, their username and/or any information provided.
- All comments are subject to Florida's public records law.
- The appearance of external links on this site does not constitute official endorsement on behalf of the Town of Surfside.

Management of Social Media Applications

Using the established Public Information Program as a guide, the Town of Surfside's Public Information Representative, Pinzur Communications, is responsible for overall social media administration and management of Nextdoor's public agency page and social media channels, as well as the oversight of SeeClickFix to ensure directors are responding on a timely basis to resident submissions and receive the tools needed in order to form an appropriate response.

Pinzur Communications is responsible for the following:

- Maintain social media pages, including the look and feel of the pages and descriptions;
- Draft and review content for posts on social media platforms;
- Draft content calendars and receive approvals of scheduled content;
- Regularly respond to, and follow-up on, resident questions that abide by Town's social media policy;
- Coordinate the review of any legal matters with the Town's attorney.

Content, Tone and Interactions

- A content calendar for the month is to be drafted by the person responsible for the Town's social media, in this case Pinzur Communications, and turned in to the Assistant Town Manager for approval before posting. If more than one person is in charge of social media management, Pinzur Communications is required to ensure that the team is on the same page and in-line with the Social Media Policy. The Town's goal is to maintain "one voice" when managing the social media for The Town of Surfside.
- Content must be relevant to the Town of Surfside's mission. It can reflect current news, feature polls or open ended questions to measure resident consensus on community issues, explain future or current Town projects, or highlight Town achievements. It can also include photos, graphics and/or videos associated with the content.
- Responses to residents on social media must always be professional, respectful and diplomatic. Residents should be thanked for taking the time to provide their feedback or ask a question, and also thanked for any positive acknowledgements in their comments. Residents' concerns should be addressed, and/or the residents should be advised that the Town is working on finding a solution to their problems (if applicable). The following provides an outline for recommended steps to respond to residents on social media:
 - Inform the resident that the Town of Surfside is more than happy to address the problem. Identify the steps taken to fix the problem and (if applicable) clearly and professionally explain why a specific problem cannot be fixed and/or refer the resident to a Town administrator who may be able to help.
 - The tone on the Town's social media should never be dramatic, sarcastic, condescending or defensive.
 - Interactions with residents on social media should be as transparent as possible. Provide residents with honest feedback and a realistic timeline of when a specific problem or issue may be addressed.
 - Follow-up is essential, especially in government-civic affairs. Once a specific matter has been resolved, provide the resident with an update. In the case of SeeClickFix, mark the conversation "closed."

Emergency Communications on Social Media

Surfside's Police Department and PIO are to immediately communicate with Pinzur Communications in writing or via a phone call whenever major incidents occur that could potentially impact residents or local businesses. Examples include:

- Major incidents that involve fatalities or shootings;
- Serious felony crimes (murder or rape);
- Major damage to infrastructure;
- Extensive traffic congestion, road closures due to an accident or construction;
- Incidents at Town facilities;
- Any other incident that using reasonable judgement may be newsworthy;
- Conversely, if a violent threat is made on our social media channels, it must be recorded and reported to the appropriate Town personnel.

Pinzur Communications will use this information to share with residents on social media. This is in addition to various other communication channels used by the Town including CodeRed alerts, website, Town notifications, etc.

Media Inquiries

Town Spokespeople:

Only authorized spokespeople are permitted to speak to the press. The spokespeople for the Town of Surfside are as follows:

Primary Spokesperson – Town Manager

Secondary Spokesperson – Mayor

Town Matters - Public Information Representative, Rachel Pinzur with Pinzur Communications

Police Matters – Public information Officer, Marian Cruz

The Town Manager reserves the right to delegate his/her authority as authorized spokesperson for the Town.

Elected Officials:

Elected officials are encouraged to share interview requests with the Town Manager/PIR in order to create consistency in messaging

Media Inquiries via Town Employees:

When a member of the press contacts the Town of Surfside, please follow these steps:

1. Ask the journalist for the *purpose* of his or her call.
2. Record the journalist's *name, media outlet, phone number and email address*.
3. Inform the journalist that someone will follow-up with him or her as soon as possible.
4. Contact the Town's Public Information Officer –or- Public Information Representative within one hour of receiving request via email, text message or phone call. Do not send journalists directly to the Town Manager or Mayor for comment.
 - If it's a police-related matter, reach out to Public Information Officer Marian Cruz at 305-861-4862 Ext. 224 or mcruz@townofsurfsidefl.gov
 - *Examples include:* Pending investigation, arrests, murder, crimes such as a burglary or unlicensed practice.
 - If it's a Town matter, reach out to Public Information Representative Rachel Pinzur at 305-725-2875 or Rachel@pinzurpr.com. *Examples include:* Town development stories, events, ordinances, resolutions, new businesses in Surfside, etc.
5. Please do not attempt to answer the journalist's questions. Simply tell the journalist that the PIO or PIR will follow-up with him or her.

Press Policy for Employees

Employees are not authorized to provide any information to the press – with the exception of the name and telephone number and/or email address for the PIR or PIO.

It is every employee's responsibility to inform his/her supervisor or the designated spokesperson if he/she observes members of the press asking questions or taking pictures or if they are contacted by the press.

Employees are not permitted to share sensitive/confidential information pertaining to the Town, an investigation, etc. on their own personal social media pages. Employees who violate the Town's social media policy (refer to Personnel Policies and Procedures Manual) may be subject to disciplinary action, up to and including termination.

PIR and PIO Policy for Media Responses:

In order to create seamless communication and consistent messaging, it's important that the PIR and PIO's efforts are aligned. It is the responsibility of both parties to keep each other copied and informed of media requests and anything of sensitive nature. When working with the press, PIR and PIO to follow these steps:

1. Respond to journalist in timely manner, within one to two hours.
2. Confirm journalist's purpose for call and ask journalist for his or her deadline and anticipated questions.
3. Research answers to questions and draft media talking points or press statement.
4. Prepare spokesperson(s) in advance of media interview.
5. If sensitive issues arise, such as a pending legal investigation, run draft media response and statements by Town attorney for approval first. (Refer to crisis communications plan on how to address press in the event of a crisis.)
6. Alert mayor and elected officials and keep them abreast of the situation, along with messaging in case they receive questions from residents and/or businesses.
7. Tailor messaging and provide to Town's human resources director, to be shared with dispatch for example in the event they receive questions from the public.

RESOLUTION NO. ____

**A RESOLUTION OF THE TOWN COMMISSION OF THE
TOWN OF SURFSIDE, FLORIDA, ADOPTING A SOCIAL
MEDIA AND MEDIA INQUIRY POLICY FOR THE TOWN;
PROVIDING FOR IMPLEMENTATION; AND PROVIDING
FOR AN EFFECTIVE DATE.**

WHEREAS, the Town of Surfside (“Town”) finds it necessary and important to establish an official Town Social Media and Media Inquiry Policy to provide guidance to all contracted agencies, administration and employees, the Town Commission, and Town residents when interacting with the Town's official social media networks and/or sharing Town information on personal social media channels and websites. This includes all platforms used to communicate information on the Internet, such as personal websites (including blogs), Facebook, Twitter, Instagram, Yelp, LinkedIn, Pinterest, YouTube, NextDoor and SeeClickFix; and

WHEREAS, it is vital that the Town implement and abide by a professional, modern and efficient code of conduct on digital social platforms, and provide guidance on working with and handling media requests and inquiries, as well as providing residents with accurate and objective information as it pertains to the Town; and

WHEREAS, the Town Commission wishes to adopt a uniform Social Media and Media Inquiry Policy for the Town, substantially in the form attached hereto as Exhibit “A” (“Social Media Policy”); and

WHEREAS, the Town Commission desires to adopt the Social Media Policy and finds that it is in the best interests of the Town and necessary for the proper conduct of the Town and dissemination of information.

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

Section 1. Recitals Adopted. Each of the above stated recitals are hereby adopted, confirmed and incorporated herein.

Section 2. Adoption and Approval of Social Media and Media Inquiry Policy.
The Policy, in substantially the form attached hereto as Exhibit “A”, is hereby adopted and approved, subject to any non-substantive changes as may be directed and approved by the Town Manager and Town Attorney. .

Section 3. Implementation. The Town Manager and Town Officials are hereby authorized to take all action necessary to implement and enforce the Policy and the purposes of this Resolution.

Section 4. Effective Date. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this 8th day of January, 2019.

Motion By: _____

Second By: _____

FINAL VOTE ON ADOPTION:

Commissioner Barry Cohen _____

Commissioner Michael Karukin _____

Commissioner Tina Paul _____

Vice Mayor Daniel Gielchinsky _____

Mayor Daniel Dietch _____

Daniel Dietch, Mayor

Attest:

Sandra Novoa, MMC
Town Clerk

Approved as to Form and Legal Sufficiency:

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



MEMORANDUM

ITEM NO. 9B

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

From: Guillermo Olmedillo, Town Manager

Date: January 8, 2019

Subject: Parking Analysis

The purpose of this memorandum is to summarize research on current best practices in parking reduction, in order to assist the Town Commission in determining the appropriate ratios of parking that can make land utilization more efficient in the Town.

Background

For decades, most municipal land development codes have included minimum parking requirements. However, most minimum standards are not based on research of local or context-sensitive conditions but rather on peak parking demand data collected from all over the world and summarized in the Institute of Transportation Engineers' (ITE) Parking Generation Manual. The result is that development projects are required to provide parking spaces in numbers that exceed realistic demand based on their particular conditions and many parking spaces are, consequently, vastly underused.

Building parking spaces are expensive and inefficient, especially where land values are high. Typically, each parking space can add \$25,000 to \$50,000 to the cost of construction and it also takes up a lot of land when you add the space taken up by spaces, lanes, ramps, etc.

Donald Shoup's and other urbanists' decades-long case against parking requirements –backed by a growing body of research and case studies — has led a number of jurisdictions around the country to rethink minimum parking requirements, either reducing or even abandoning them altogether.

Communities, are acknowledging that emerging transportation technologies and services such as ride-sharing are changing the way people move around and having a significant impact on parking demand. Parking experts predict that parking demand could go down by up to 40 percent across the U.S. as a result. Parking reform has become a proven approach to help create more efficient development patterns in support of a variety of community goals, while preparing for a future of car-sharing and driverless vehicles.

Many smaller municipalities have also had success reducing nonresidential minimum off-street parking requirements in their central business districts. This memorandum examines parking reduction strategies in some of these case studies.

Review of Best Practices

Approaches to reforming parking requirements vary significantly from community to community, ranging from reduced minimum requirements, to setting parking maximums, to complete parking deregulation. According to most experts, the optimal approach to each city is somewhere in between the two extremes. In smaller jurisdictions, reduced parking requirements are found to be more appropriate in downtown locations or business districts where space is at a premium, congestion is most severe, more transit options are available, and the community wants to promote an active pedestrian environment.

Many communities that move to a minimum-maximum parking requirement range find such approach offers several benefits, including the opportunity to simplify the requirement by reducing the number of districts, by offering a range of allowed parking that may be tailored to fit the specific needs of a business based on actual building location and constraints of the site, and by accommodating future changes to parking demand. This approach also offers greater flexibility for leasing tenant spaces. For restaurants, reduced requirements work well when they are based on the size of a restaurant and not on the number of seats. Reductions work best when they are coupled with shared parking provisions, or exemption for small square-footage projects.

For central business districts and downtowns, many communities are finding that eliminating minimum requirements entirely is the optimal approach.

The following is a sample of approaches adopted or considered by communities of different sizes and character around the country.

Alexandria, VA – For the past 3 years, the City conducted a comprehensive study to “right-size” commercial parking standards. The recommended approach was to distinguish parking required for development within the City’s “enhanced transit area” (ETA) versus parking required for development beyond that area, while introducing reduced minimums and new maximums. Below are the requirements recommended by land use for the enhanced transit area, as summarized in a staff report to the Planning Commission and City Council.

Land Use	Hotel		Office		Retail		Restaurant	
	Min	Max	Min	Max	Min	Max	Min	Max
	Per room		Per 1,000 sf		Per 1,000 sf		Per 1,000 sf	
Within ETA	0.2	0.4	0.25	1.5	.25	3.0	1.0	3.0
Beyond ETA	0.25	0.7	0.75	2.25	0.75	4.0	1.0	4.0

Sacramento, CA – The City of Sacramento took advantage of a zoning code overhaul in 2009 to revamp its parking requirements. Key recommendations included adjusting requirements to be context sensitive to urban form; simplifying parking requirements across categories, exempting nonresidential uses from minimum parking requirements on some lots less than 6,400 sf or within

mixed use developments, allowing greater flexibility in parking dimensions, and permitting shared parking.

Area	Parking Requirement	
	Office and Retail Ratio per 1,000 sf	Hotel Ratio per Guest Room
CBD	No min; max 1 sp/400 gsf max	No min / 1 sp/400 gsf max
Urban	0.5 min / no max	No min
Traditional	2 min / 4 max	Min 0.25, plus parking for services
Suburban	2.5 min / 4 max	Min 0.25, plus parking for services

Punta Gorda, FL – The City of Punta Gorda has reduced parking requirements in the City Center, its traditional downtown, to 1 space per 1,000 sf of nonresidential space and 1 space per residential unit. In addition, the code contains a parking exemption area of 7 blocks nested within the City Center where any development with a building footprint of up to 10,000 sf (up to 5 stories) is not required to provide parking. Outside the City Center, the City has set maximum requirements.

Clearwater, FL – The City of Clearwater eliminated parking minimums and loading zone requirements for the majority of land uses in its downtown, even reducing the requirement for attached residential dwellings (now 1 space per unit) and hotels (now 0.75 spaces per room). The City has shared parking provisions.

New Orleans, LA – In addition to reduced requirements, the City of New Orleans includes a parking maximum that applies to surface parking lots citywide (except in four zoning districts) and promotes the reuse of existing structures by allowing for the grandfathered deficiency of parking spaces of an immediate prior legal use. All uses in the Historic Core Neighborhood and Central Business Districts are exempt from parking requirements. Also, the first several thousand square feet in gross floor area of commercial uses in specific districts are exempt from parking requirements. On-street parking counts toward parking requirements in several districts.

Use	Minimum Required Spaces
Hotel/motel	0.5 per room
Office	2 per 1,000 sf GFA
Retail Goods Establishment	2 per 1,000 sf GFA

Travelers Rest, SC – In the City of Travelers Rest, wherever off-street parking is required by district regulations, development must provide a minimum of 1 space per 1,000 sf of gross floor area and a maximum of 3 spaces per 1,000 sf of gross floor area. However, the Central Business District has no off-street or loading parking requirement.

Other Cities: Hotel Parking Ratios

- Annapolis, MD: 0.33 spaces per room + calculation for ancillary uses
- Falls Church, VA: 1 space per room + 0.1 spaces per every 10 rooms
- Montgomery County, MD: 0.33 spaces per room + 1 space per 500 sf of meeting space min / 1 space per room + 1 space per 100 sf of meeting space max
- Washington, DC: 0.5 spaces per 1,000 sf in excess of 3,000 sf
- Baltimore, MD: 0.125 spaces per room in high density zones, 1.0 in other zones

How does Surfside Compare?

The following is a compilation of minimum off-street parking standards that apply to hotels, office and professional service uses, and retail and commercial uses. The off-street parking requirements are included in Article VII, Division 1 of Chapter 90 (Zoning) of the Town's Code of Ordinances. Division 1 also includes provisions for allowing shared parking and joint use, as well as payment into a parking trust.

- Hotel – 1 space per guest room
- Suite-Hotels – 1.25 space per guest room
- Hotel and Suite Hotel ancillary uses
 - Meeting/banquet space – 100% of code required parking for place of public assembly for square footage in excess of 20 sf of GFA per hotel room
 - Restaurants – 1 space per 100 sf of GFA
- Retail store or personal service establishment – 1 space per 300 sf GFA
- Office or professional services use except financial institutions – 1 space per 400 sf GFA

Current Parking Requirements versus Availability

Below is an estimated parking analysis of the Town. Most parking for the Business District is provided by public parking. Based on the current code requirements, the existing public parking does not provide enough spaces to meet the code required number of parking spaces for the existing uses. Under the current Code requirements, businesses within the Business District should have a total of approximately 950 parking spaces. The Town currently has 6 parking lots and on-street spaces for a total of metered parking spaces of 641, approximately 60 spaces in the alley, and 123 spaces provided by Publix. When the required parking is compared to the amount of available parking, the Business District is lacking roughly 126 spaces. Additionally, there are 125 spaces that have been deferred through issuance of development orders.

Use Type	Code Required Parking
Restaurant Uses	343 Parking Spaces
Grocery, Fruit or Meat Market	136 Parking Spaces
Medical or Dental Uses	86 Parking Spaces
Retail Store or Professional Service Establishment	269 Parking Spaces
Office or Professional Service Use, except Financial Institutions	81 Parking Spaces
Financial Institutions	35 Parking Spaces
Total	950 Parking Spaces

Staff further performed an analysis of the existing hotels and condominiums approved in the past ten years. Below is an analysis of the required parking versus provided parking in the major applications. Per the code, there is a surplus of 126 parking spaces.

Project Name	Minimum Required	Provided	Surplus
Marriott	186	190	4
Grand Beach Hotel	369	384	15
Chateau Ocean Residence	168	180	12
Surf Club	568	663	95
Total	1,291	1,417	126

In conclusion, given the fact that the code required spaces was the result of standards published by the ITE's Parking Standards, rather than a factual analysis of the real "on the ground" demand, and the emergence of new technologies, I recommend that the Town Commission direct staff by providing policy direction as follows:

1. Authorize a parking demand study tailored to Surfside that will include peak and average demands.
2. Direct Staff to draft a new parking ordinance based on the above-mentioned parking demand study, creating minimum and maximum requirements.
3. Authorize Staff to explore the expansion of the required distance for the provision of "off street parking", and expand the concept of "shared parking".
4. Adopt new parking rates based on proximity, day of week and time of day.

Resources

Gander, Mark and Pace, Thomas (2013, January 24). "Parking Reform: how parking innovations can encourage transit- and pedestrian-friendly infill development." A webinar presented by the Urban Land Institute (ULI) Rose Center. Website: uli.org/wp-content/uploads/ULI-Documents/ParkingReform_finaldeck_020613.pdf

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MEMORANDUM

ITEM NO. 9C

To: Honorable Mayor, Vice-Mayor and Members of the Town Commission
From: Guillermo Olmedillo, Town Manager
Date: December 11, 2018 / January 8, 2019
Subject: Abbott Avenue Drainage Improvements

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

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

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

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

The options presented are:

Option 1.

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

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

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

Option 2.

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

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

Option 3.

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

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

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

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

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

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

Reviewed by RS/GO

Prepared by CK

SECTION FIVE

STORMWATER MODELING – PROPOSED IMPROVEMENTS

5.1 FLOOD ROUTING FOR PROPOSED IMPROVEMENTS

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

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

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

5.2 PROPOSED IMPROVEMENTS

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

Option 1:

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

Option 2:

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

Option 3:

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

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

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



MEMORANDUM

ITEM NO. 9D

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

From: Guillermo Olmedillo, Town Manager

Date: January 8, 2019

Subject: Paced Development

At the August 11, 2015 Town Commission meeting, the concept of "Paced Development" was first presented for your consideration.

A number of existing ordinances adopted by other municipalities have placed controls on the speed of development permits issued in any given period of time.

Different concepts have been used, for example, environmental limitations, infrastructure capacity, hurricane evacuation capacity, zoning capacity, conservation of property values and preservation of character are among the most common themes used.

Attached, for your information, you will find a copy of the agenda item memorandum and a number of examples used in other jurisdictions (Attachment "A").

Should the Commission decide to adopt policies to pace development approvals, clear direction is necessary to quantify the administrative and legal work that is required, to not only prepare the respective ordinances necessary to implement the policies, but also to prepare the technical reports necessary to establish the clear rational nexus between the ordinances and the protection of health, life safety and welfare of the community.

Environmental principles include population impact, flooding, and open space vs. built space, among others.

Physical principles include evacuation capacity, delivery of service capacity, zoning capacity, and infrastructure capacity.

Quality of life principles include character of the community, capacity of recreational facilities, and capacity of existing and projected community facilities.

I recommend that the Town Commission start with the decision on the policy adoption, and as a second step to decide on the principle to be used in the preparation of the necessary ordinances.



**Town of Surfside
Commission Communication**

Agenda Item #

Agenda Date: August 11, 2015

Subject: Discussion Item – Paced Development

Background: Surfside is experiencing the impact of rapid redevelopment, as a consequence of an improved economy and the quality of life that is desired by a global audience.

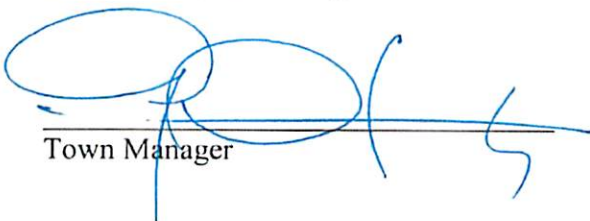
Analysis: Through our Comprehensive Plan and Land Development Regulations, Surfside established a maximum potential amount of development. There are two policy alternatives; one to allow the free market to dictate the speed of development, or two, manage the amount of development that may occur in an annual basis. In other words, paced development.

The benefit of the latter is that the absorption of the impacts can be managed more appropriately by timely programming and implementing infrastructure improvements.

Budget Impact: A detailed study of the development and redevelopment capacity of the Town to establish the baseline from which to determine the pace of development. (\$30,000). Additionally, an ordinance must be adopted by the Town Commission.

Staff Impact: Planning and Zoning and Public Works staff will be coordinating this effort with the Law Department and the Manager.

Recommendation: Should the Commission agree with this concept, by motion, direct the administration to present in three months an ordinance for first reading establishing the annual amount of square footage to be allowed through building permits.


Town Manager

Paced Development Ordinances

Sometimes called Growth Control Management or Adequate Public Facilities Ordinance (APFO), a pacing ordinance is a form of concurrency regulations (development shall only be permitted if its impacts can be accommodated by existing infrastructure and public facilities). It is often tied to a Comprehensive Plan and a Capital Improvement Plan. The ordinance should be based on studies undertaken to justify interim periods of slower growth for a government to catch up on or fund improvements to infrastructure to cope with current and future growth and development, control or provide affordable housing and or open space.

Typically involves limiting the allocation of permits (units and GFA) during a quarter or annually, for a limited time, which could be from a year to 30 years or more. A typical formula is often arrived at by using a % of historical rate or a base number of units/GFA that exists at the time of implementation. It may or may not include impact fees on or incentives for developers. It depends on what the underlying concern is (traffic, environment, affordable housing stock, slow or no growth sentiment of the public, etc.).

Below are some examples of Paced Development Ordinances:

Monroe County, Florida (Chapter 138 of the Code of Ordinances)

Residential Rate of Growth Ordinance (ROGO)

Applies to permits issued after July 12, 1992.

Established ROGO geographic areas and Tiers (non suitable to most suitable for development). Environmentally sensitive lands and evacuations times were the main criteria.

Allocation can be replenished with an off-site demolition (sender site). Provision for new unit existing on site if unit demolished or if off-site unit demolition occurs in the same geographic ROGO area, a ROGO award may be transferred from a sender site to the receive site.

Moratorium on new transient units so they are not eligible for ROGO allocations until May, 1 2022. **This is so hurricane evacuation times are not degraded.**

Commission looks at allocations each October to determine if allocation ratios in each sub area need amending.

Section 138-28 established a point system for tier designations in order to discourage development.

Allocation awards are on a point system based on environmental conditions of sub areas. For instance a designated urban infill area is awarded the most points. Applications on sensitive areas may be assessed negative points.

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Land dedication (or payment to land acquisition fund) and lot aggregation. Points are awarded to encourage voluntary reduction of density through the aggregation of vacant legally platted buildable lots with density allocation by lot. Land dedication is encouraged in sensitive areas and points are awarded for land dedication and or payment to the land acquisition fund.

Negative points are given to an allocation application in a V zone on the FEMA map.

Positive points are given if development is served by a central wastewater treatment plant, and/or if development includes affordable housing.

Perseverance points are awarded based on the number of years in the ROGO system without receiving an allocation award.

Non Residential Rate of Growth Ordinance (NROGO)

Applies to permits after September 18, 2001.

In general follows the same or similar evaluation criteria as ROGO.

Includes an **employee housing fair share impact fee** for new or transferred nonresidential floor area ranging from one dollar per square foot (up to 1999 square feet) to three dollars per square foot for uses of 3000 square feet or greater.

Summary: Environmental impacts and affordable housing are the key concerns for implementing the ROGO more so than population control or infrastructure (traffic congestion, water supply, sewers). The ROGO controls permit activity via a point system based on the environmental location and impacts, including preservation inducements as well as imposes impact fees for affordable housing.

Thornton, Colorado (Suburb north of Denver)

An outlying suburb of Denver (now within the beltway), this area was experiencing rapid residential growth. The City implemented a pacing ordinance for the benefit of the health, welfare and safety of the city which uniformly distributes the number of building permits per year based on the historical data.

Primarily taking the prior five years number of permits issued and throwing out the two years where the most and least permits were issued respectively and dividing the result by three.

This allowed the City to promote orderly growth consistent with the availability of infrastructure, conserve and stabilize property values (preventing unusually large run ups and declines), and protect the balanced character of the City from erosion.

Allocation of permits based on quarters. The Council may consider the following factors in determining the number of allocations:

- 1 Project municipal revenues and expenditures in the following year, and progress in providing infrastructure and services to cure existing deficiencies and to serve new development.
- 2 Expansion or contraction of the City's nonresidential economic base, and the effect on tax revenues to the City.
- 3 Traffic conditions and school capacities.
- 4 Data indicating the number of dwelling units built during the prior year by type and location, current reservation/allocation of units for future years, and the availability of staff to process applications.
- 5 Past and projected growth in the local and regional area, changes in the cost of living and economic indicators including job growth.
- 6 Allocation absorption schedules (each developer's application must have a five year phasing schedule). All phasing of developments are capped at 120 units per year).

If allocation requests in a quarter exceed the quarterly cap, pro rata formulas (based on the size of the developments) are used to spread the available units around to the developers rather than a one developer takes all option.

Summary: This ordinance was enacted upon concerns that the pace of development was exceeding the City's ability to process and review applications, the impact on existing infrastructure, especially traffic and schools and the changing character of the area (loss of open space). Rather than a points system, historical data was used to allocate a uniform number of permits on a quarterly basis over a five year period. This allowed for adequate staffing for reviews, economic planning, and infrastructure funding.

Boulder Colorado

In 1971 a ballot initiative sought to cap the City's population at 100,000. Due to opposition from the business community, the measure was defeated. From 1970-1975, Boulder's average annual growth rate was over 3%, with 6,000 units being constructed during this time.

An early pioneer in Growth Management, Boulder then implemented a plan in 1977. This plan was not a cap on growth but a slow growth ordinance. The plan limited growth to 1.5-2% annually by allocating 450 units, plus some open ended exemptions.

The 450 units were 1/5%, but the exemptions ended up causing the growth to be closer to 2-2.5%. The exemptions were to protect the interests of small property owners who on their own would have little impact on growth but who could suffer serious loss if they got caught up in the system, and to keep the Boulder Housing Authority's ability to build low income rentals from being hamstrung. This resulted in redevelopment on a more human scale.

The ordinance instituted a merit system based on a competitive system that awarded projects points for qualities such as the availability of urban services, environmental amenities, energy conservation (precursor to today's Green Development, LEED, etc.).

The ordinance further restricted 175 of the allotted 450 units to the central core of the City. Since historic growth was occurring on the fringes (sprawl), renovations and development projects in Central Boulder had difficulty getting financed.

The plan was initially proposed to sunset after five years. During this five year period growth was at 2%. With the impending sunset, the City passed another slow growth ordinance in 1981. Future modifications included a change in the cap from 2% to 1% in 1993. The merit system for awarding permits was dropped in favor of a prorata share (if permits requested exceeded the 1% cap, it was pro-rated among the applicants).

This rationing was never utilized since the growth rate did not exceed the 1% and by 2000, many exemptions were written into the ordinance, effectively stripping it of its substance. In 2014, the City's growth rate not only exceeded the 1%, it exceeded 2%. The City is considering repealing the year 2000 exemptions.

Summary: A percentage cap was implemented and a portion of the cap restricted to the central core, a small geographic area, to encourage redevelopment and discourage urban sprawl. A competitive merit based system was used awarding points for certain provisions. Changing political climate led to modification of the ordinance allowing the cap to be exceeded and now the City is looking to reign in the growth again.

York County (Charlotte, NC area)

The Lake Wylie area on the outskirts of Charlotte was a popular destination for vacations, getaways and recreation. Now it is one of the fastest growing areas of Charlotte with many urban and suburban residents moving there, much to the consternation of exiting residents. Concern over the health of the lake and loss of open spaces has spurred the York County Council to create an **overlay district** where tighter rules on new construction would control the rate of growth and its effects on the area.

The measures to control growth include a sliding scale of open space requirements that requires developments to set aside from 25-40% of its lands for open space, prohibit mass grading (clearing cutting, etc.), prohibit multi-family housing within 200 feet of the lake (at its full elevation), and set a maximum single family residence density of two units per acre, where the current limit is six units per acre.

Summary: This is a new proposition so results are not known. A key component is lowering the maximum permitted density and increasing the required minimum open space, but longtime property owners in the historically farming based community are concerned that

their property rights are being impacted. Proponents claim as Lake Wyle goes, so goes the rest of York County and this ordinance will help control future growth in the rest of the area.

Montecito (Santa Barbara County), California

Growth management tied to the availability of groundwater resources. Using 1989 as a base year, the growth rate permitted is a flat % of the 1989 base number (3800 units). Growth cap is 0.5% of the currently existing permitted units (3800 in 1989). This equates to 19 units per year.

Utilizes a prioritized point system, allocating units to those that best demonstrate, either by location or construction, the least impact on existing resources, including water resources. If resources in the future are more plentiful, the ordinance can be modified to permit more annual permits. If resources in future years are degraded, the ordinance can be modified to permit fewer units than the current cap.

Allocations are awarded twice per year on a merit point system, with the most points provided to a project if it reduces or eliminates potential residential development; provides a water conservation plan, and does not direct traffic to specific overburdened roads. Other point values are given for proximity to firefighting districts, facilities/apparatus, bus stops, and for protection of natural habitat, features and species, provision of pedestrian trails and amenities, etc.

Up to eight affordable housing units can be built not subject to the cap of 10 units per year. The ordinance contains hardship provisions and is set to expire at the end of 2030. Like most growth management ordinances, must be consistent with comprehensive plans and CIPs.

Summary: Growth management tied to the availability of groundwater resources. Allocations are awarded twice per year on a merit point system, with the most points provided to a project if it reduces or eliminates potential residential development; provides a water conservation plan, and does not direct traffic to specific overburdened roads. Other point values are given for proximity to firefighting districts, facilities/apparatus, bus stops, and for protection of natural habitat, features and species, provision of pedestrian trails and amenities, etc.

Pleasanton, California

Chapter 17.36 GROWTH MANAGEMENT PROGRAM

Since the mid-1960s, Pleasanton's transformation from a small, agricultural-based community to a suburban bedroom community and then to a suburban "edge city" has been marked by periods of rapid growth which stressed the city's ability to provide infrastructure and services, affecting the quality of life of both existing and new residents. In order to minimize the adverse effects of rapid uncontrolled residential growth, the city council adopted its first growth management ordinance in 1978, designed to regulate the location and rate of new residential growth in a period of sewage treatment capacity constraints brought about by air quality degradation concerns.

Through the 1980s and 1990s, the city council modified the growth management ordinance in order to better achieve the evolving goals set for it, with the rate, location, and type of residential units regulated to achieve the general welfare of the city.

On July 1, 2014, the City adopted an ordinance which limited the number of annual growth management unit allocations issued for new residential units to not exceed the regional housing needs allocation assigned to the city as provided in the Association of Bay Area Government Regional Housing Needs Allocation Plan divided by the number of years in the regional housing needs allocation cycle.

Summary: “Capped at 235 units per year, the ordinance was written to meet the State’s ongoing Regional Housing Needs Allocation but keep the city’s residential building floodgates reasonably closed.” The ordinance limits new housing but also gives the City wiggle room to approve individual requests for up to 10 new homes per year and the flexibility to allocate the annual number to accommodate low income housing. Affordable/Low Income Housing proponents such as Urban Habitat oppose outright caps. Urban Habitat won a suit against the City when in 1996 voters passed an ultimate 29,000 unit cap. The ordinance setting the 235 per year unit cap was last amended/passed in 2015. Developer Agreements are required. Pleasanton was heavily influenced and pressured by regional growth in the Bay area metropolitan region.



**Town of Surfside
Town Commission Meeting
January 8, 2019
7:00 pm**

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

Date: December 24, 2018
Prepared by: Daniel Dietch, Mayor
Subject: Zoning Code Feedback

Objective: To direct the Town Manager to solicit resident feedback on our Zoning Code over the next thirty days using the enclosed feedback form and convene a joint workshop between the Planning and Zoning Board and Town Commission before the end of April 2019 to develop an action plan to address the feedback.

Consideration: Over my tenure on the Planning and Zoning Board and Town Commission there have been many changes to our Zoning Code. Suggested changes originate from various sources and changes are not made unilaterally. Rather, staff analyzes all suggested changes, provides recommendations, alternatives are discussed publically and eventually, policy direction is provided. This is democracy. However, community sensibilities change and it is incumbent on policy makers to listen to concerns and adjust policies accordingly, if warranted.

During my recent Town Hall Meeting, residents raised concerns about the role of the Comprehensive Plan and the Zoning Code on Surfside's current and future built environment. I shared with the attendees how the Town has addressed similar concerns related to the Zoning Code that have been expressed since 2010; namely to request specific feedback from the community so that any issues raised can be evaluated by our Planning and Zoning Board and Town Commission. In the past, this has resulted in thoughtful discussions and many changes to the Zoning Code. Accordingly, I committed to bring this discussion item memorandum to the Town Commission for consideration.

Recommendation: For the Town Commission to direct the Town Manager to solicit resident feedback on our Zoning Code over the next thirty days using the enclosed feedback form and convene a joint workshop between the Planning and Zoning Board and Town Commission before the end of April 2019 to develop an action plan to address the feedback.

Enclosure



Town of Surfside
ZONING CODE FEEDBACK FORM INSTRUCTIONS

The Town of Surfside is seeking your help to provide input on our Zoning Code. This feedback will be researched by staff and presented at a public workshop in April. To facilitate an efficient means of collecting your feedback, the Town has prepared a Zoning Code Feedback Form. The attached form should be filled out as follows:

- Provide the specific Zoning Code provision(s) that you would like to address. The Zoning Code can be found at www.municode.com Chapter 90 "Zoning" and the link to the code is:
<http://library.municode.com/index.aspx?clientId=10940>
- Identify the code section number and title.
- Specifically state the concern with the code provision.
- Provide a recommended solution.
- Please use one form for each code section.
- Please use additional paper if necessary.
- E-mail or deliver the form to the Town Clerk, Sandra Novoa:
Sandra Novoa, Town Clerk
9293 Harding Avenue
Surfside, FL 33154
Tel: 305-861-4863, ext. 226
snovoa@townofsurfsidefl.gov



Town of Surfside ZONING CODE FEEDBACK FORM

Zoning Code Section

(number and title):

Concern:

Suggested Remedy:

Please use additional sheets if necessary.



**Town of Surfside
Town Commission Meeting
January 8, 2019
7:00 pm**

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

DISCUSSION ITEM MEMORANDUM

Agenda #: 9F
Date: January 8, 2019
From: Michael Karukin
Subject: Establish Priorities for the Sustainability and Resiliency Committee

Objective: Establish priorities for the Sustainability and Resiliency Committee

Consideration: On June 14th 2016 the Town Commission created the Sustainability Subcommittee of the Planning and Zoning Board (Resolution No. 16-2378) “to study and recommend policies and programs that strengthen the resiliency of our community”.

On July 10th 2018 the Town Commission abolished that Planning and Zoning Board subcommittee and reestablished it as a continuing committee of the Town Commission (Resolution No. 18-2518) so the Town Commission can establish its own priorities for the new committee. For example: determine the cost utility of undergrounding powerlines versus hardening of the above ground system, identify projects for flood mitigation efforts, or any other project aligned with the committees’ charter.

The topical area of sustainability and resiliency is very broad, not consistently defined or well understood, and can be redundant with many other local and regional organizations. Left without specific research questions from the Town Commission, the deliberations and resources of the committee can be diverted to tangents and topics not considered a priority by this commission.

Therefore, to avoid spending scarce and valuable resources on prolonged discussions over a variety of aspirational goals, and to stay focused and what is doable, it is important for the Town Commission to identify and agree on its own set of priorities and direct the committee accordingly and do so preferably before their next meeting scheduled for January 16th, 2019.

Recommendation: Direct the Sustainability and Resiliency committee to work on a set of priorities established by the Town Commission.



**Town of Surfside
Town Commission Meeting
January 8, 2018
7:00pm**

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

Date: December 28, 2018
Prepared by: Daniel Dietch, Mayor
Subject: Annual Town Manager Performance Evaluation

Background: In accordance with the Town Manager's Employment Agreement, the Town Commission shall conduct a formal performance evaluation at least once annually on or before the anniversary date of each year. His contract, which is attached, specifies an anniversary date of January 5th, so time is of the essence.

Consideration: The Town Commission has previously used the attached Performance Evaluation Form, which includes the following evaluation criteria categories:

1. Individual Characteristics
2. Professional Skills and Status
3. Relations with the Town Commission
4. Policy Execution
5. Reporting
6. Citizen Relations
7. Staffing
8. Supervision
9. Fiscal Management
10. Community

As the deadline to submit agenda items to the Town Clerk for the February 12, 2019 Commission meeting is February 1, 2019, I suggest completing and submitting the Performance Evaluation Form by 3:00pm on Friday, January 25, 2019. This will allow time to compile the results.

Recommendation: The Town Commission confirm the use of the attached Performance Evaluation Form for the period of January 13, 2018 to December 21, 2018 and submit their performance evaluation by 3:00pm on Friday, January 25, 2019.

attachment

EMPLOYMENT AGREEMENT
TOWN MANAGER

This Employment Agreement ("Agreement") is made and entered into this 9th day of December, 2014, between the Town of Surfside, a Florida municipal corporation, (the "Town") and Guillermo Olmedillo ("Town Manager").

RECITALS

WHEREAS, Section 34 of the Town Charter (the "Charter") requires that there shall be a Town Manager who is the Chief Administrative Officer of the Town;

WHEREAS, Town Manager represents he has the expertise and skills to serve as the Town Manager;

WHEREAS, the Town desires to employ the services of Olmedillo as Town Manager and Olmedillo wishes to accept this employment; and

NOW, THEREFORE, in consideration of the premises and mutual covenants contained in this Agreement, the parties agree as follows:

Section 1. Recitals.

The above and foregoing recitals are true and correct and are incorporated herein by this reference.

Section 2. Duties.

2.1 The Town Manager shall have all powers and perform all duties and responsibilities required by this Agreement and prescribed in the Charter and applicable sections of the Town Code.

2.2. The Town Manager shall carry out the policy directives as determined by a majority of the Town Commission.

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2.3. The Town Manager shall provide the Town Commission with a monthly report, which shall include a list of directives from the Town Commission and the status of achievement of the same. The report shall be included in the monthly Commission Agenda Package.

2.4 The Town Manager shall attend all Commission meetings unless excused by the Commission. He shall also attend the Town's Planning & Zoning/Design Review Board meetings, Tourist Board meetings and Pension Board meetings. In addition, he shall attend other standing and ad hoc committee meetings and other meetings as appropriate to fulfil his duties as Town Manager unless he has schedule conflicts that preclude his attendance.

2.5 The Town Manager shall perform such other duties as may be assigned by the Town Commission from time to time. Should the Town Manager be asked to make a recommendation concerning the award of a Town contract where an entity that the Town Manager previously provided services to through his consulting business, Olmedillo X 5, Inc., is an applicant, the Town Manager shall first seek a Conflict of Interest Opinion from the Executive Director of the Miami-Dade County Commission on Ethics ("MDCCE") before making a recommendation on the award of such contract. Should the MDCCE determine that a conflict of interest exists, the Town Manager shall recuse himself from the decision-making process as to the award of that contract.

2.6 The Town Manager hereby acknowledges that, prior to commencing employment with the Town, he maintained his own consulting business. The Town Manager agrees that, upon the commencement of his Town employment, he will not take on any new consulting project, will cease all consulting activities and will devote all of his time, attention, knowledge and skills to faithfully performing his duties under this Agreement. Notwithstanding the foregoing, the Town Manager may maintain his consulting business for the purpose of receiving payment for consulting work he performed prior to commencing employment with the Town. In addition, and provided he receives

advance approval from the Town Commission, the Town Manager may testify or provide documents in response to a valid subpoena served on him in any action concerning consulting work he performed before commencing Town employment.

Section 3. Salary.

3.1 The Town Manager shall receive an initial annual salary in the amount of \$155,000 payable in equal installments in accordance with the Town's existing pay periods.

3.2 For purposes of this Agreement, the Town Manager's anniversary date shall be January 5th of each year.

Section 4. Performance Evaluations.

4.1 The Town agrees to conduct formal performance evaluations of the Town Manager in a format acceptable to a majority of the Town Commission after six (6), twelve (12) and twenty-four (24) months of service. The Town Commission shall thereafter evaluate the performance of the Town Manager at least once annually on or before the anniversary date of each year. It is understood and agreed that if the Town Manager receives a positive evaluation from the Commission, the Town Manager may receive a salary or benefit increase, but any such increase is solely within the discretion of the Commission, approved at a public meeting.

4.2 The evaluation specified in Sections 4.1 shall be based upon: (i) the Town Manager's performance of the duties specified in Section 2; (ii) the Town Manager's achievements of the Town Commission's policy directives; and (iii) the Town Manager's completion of appropriate professional development programs.

Section 5. Holidays.

The Town Manager shall be entitled to all holidays recognized by the Town.

Section 6. Annual (Vacation) Leave.

6.1 The Town Manager shall accrue 15 business days of annual leave per calendar-year on a pro rata basis equally per pay period. However, the Town Manager will be credited with 5 of those 15 days of annual leave upon the commencement of his employment and will begin accruing the remaining 10 days of annual leave after he completes four months of Town employment. The Town Manager shall submit leave slips for annual leave usage in accordance with Town policy for all other Town employees. The carryover and payout of accrued vacation leave will be governed by Town policy for non-union civilian employees unless such policy directly conflicts with this Agreement, in which case the conflicting provision of this Agreement shall control. After five (5) years of continuous employment as Town Manager, he shall accrue 20 business days of annual leave per calendar-year on a pro rata basis equally per pay period.

6.2 The Town Manager shall not use more than five (5) consecutive business days of vacation leave without prior verbal or written approval of the Mayor. Prior to such leave, the Town Manager shall notify the Commission of who the Acting Town Manager will be during that leave and how the Town Manager may be reached while on leave in case of an emergency.

Section 7. Sick Leave.

The Town Manager shall accrue 12 business days of sick leave per calendar-year on a pro rata basis equally per pay period. However, the Town Manager will be credited with 4 of those 12 days of sick leave upon the commencement of his employment and will begin accruing the remaining 8 days of sick leave after he completes four months of Town employment. The Town Manager shall submit leave slips for sick leave usage in accordance with Town policy for all other Town employees. The carryover and payout of accrued sick leave will be governed by Town policy for non-union civilian employees

unless such policy directly conflicts with this Agreement, in which case the conflicting provision of this Agreement shall control.

Section 8. Retirement Plan.

Within 14 business days of the commencement of his employment as Town Manager, the Town Manager shall elect either to receive a 15% contribution of his base salary into an ICMA retirement plan (such contribution to be made on a pro rata basis equally per pay period) or he may choose to participate in the Town's Retirement Plan as codified in Chapter 2 of the Town Code. The Town Manager shall make such election in writing to the Town's Human Resource Director. If no such election is made, the Town Manager shall participate in the ICMA retirement plan as set forth above.

Section 9. Health Insurance.

The Town shall provide the Town Manager and his eligible dependents with health insurance coverage (i.e., medical, dental and vision) at the Town's cost in the Town's health insurance plans available to all other Town employees.

Section 10. Life Insurance.

The Town shall provide the Town Manager with term life insurance equal to his annual salary.

Section 11. Professional Dues and Expenses.

11.1 The Town shall pay for all customary professional dues and subscriptions necessary for the Town Manager's participation in the ICMA, FCCMA and AICP. In addition, the Town Manager's participation in other municipal and professional organizations shall be as approved in the Town's annual budget.

11.2 The Town shall pay for the Town Manager's participation in those local civic and non-profit job-affiliated organizations that the Town Manager is authorized to participate in by the Town Commission, as approved in the Town's annual budget.

11.3 The Town, through its Controller, shall pay reasonable non-personal job-related expenses incurred by the Town Manager as part of his duties. Such payments shall be made on a reimbursement basis, based upon the Town Manager's actual receipts and expense vouchers. A budget for such anticipated expenditures shall be approved in the Town's annual budget.

11.4 The Town shall provide the Town Manager with an automobile allowance of \$550 per month.

Section 12. Cellular.

The Town shall provide the Town Manager with a cellular telephone or provide an allowance of \$100 per month.

Section 13. Travel.

The Town Manager is hereby approved to attend the annual FCCMA Conference or an equivalent conference at the Town's expense, provided that his attendance at this Conference does not interfere with the performance of his duties as Town Manager. In addition, the Town shall pay for the reasonable and customary registration and travel expenses of the Town Manager for meetings and professional development activities as directed or annually budgeted by the Town Commission.

Section 14. Days.

Unless otherwise specified, any reference to days in this Agreement shall mean calendar days.

Section 15. Bonds.

The Town shall pay for the cost of any bonds for the Town Manager required by Florida Law or the Town Charter.

Section 16. Indemnification.

The Town shall indemnify the Town Manager against any tort, professional liability claim, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring

during the performance of the Town Manager's duties. This provision shall not apply to acts or omissions of the Town Manager committed while acting outside the course and scope of his employment, committed in bad faith or with malicious purpose, or committed in a manner exhibiting wanton and willful disregard of human rights, safety, or property.

Section 17. Term.

The commencement date of this Agreement shall be the date the Town Commission adopts Resolution No. 14-2278. The Town Manager shall serve at the pleasure of the Town Commission. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Town Commission to terminate the services of the Town Manager at any time during a regular or special Town Commission meeting, subject to the provisions set forth in this Agreement.

Section 18. Termination.

18.1 In accordance with the Charter, the Town Manager shall serve at the pleasure of the Town Commission. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Town Commission to terminate the services of the Town Manager at any time during a regular or Special Town Commission meeting.

18.2 In the event the Town Commission wishes to terminate the Town Manager without cause, the Town Manager shall receive a lump sum severance pay equal to 20 weeks of his regular base salary at the time of termination. The Town shall also continue to pay the premium for the Town Manager's health insurance for 20 weeks after the effective date of his termination. The Town shall not provide the Town Manager with his automobile allowance, cellular telephone allowance, or any other benefit or reimbursement (except that specifically set forth in this paragraph) beyond the date of his termination. All severance payments (excluding the continuation of his health insurance benefits)

shall be paid to the Town Manager in a lump sum upon his termination or within thirty (30) days thereafter at the Town Commission's option.

18.3 Notwithstanding the provisions of Section 18.2, in the event Town Manager is terminated for misconduct as defined in Section 443.036(30), Florida Statutes, the Town shall have no obligation to pay the Town Manager any severance pay. Misconduct includes, but is not limited to: (i) breach of any material term or condition of this Agreement; (ii) conviction of a felony; (iii) gross insubordination; (iv) willful neglect of duty; or (v) adjudicated violation of the Florida Code of Ethics for Public Officers and Employees, the Miami-Dade Conflict of Interest and Code of Ethics, the Town Charter, or the Town's Conflict of Interest Ordinance.

18.4 Upon payment of the severance payment specified in Section 18.2, upon resignation or retirement as provided for in Section 18.5, or resignation as provided for in Section 18.6, the Town shall have no further contractual financial obligations to the Town Manager. **The severance payment shall constitute stipulated and liquidated damages and the maximum amount of financial liability for which the Town may be liable in the event of termination or breach of contract.**

18.5 In the event that the Town Manager voluntarily resigns or retires during the Term of this Agreement, the Town Manager shall provide the Town with 60 days' advance written notice, unless the parties agree in writing to a different period of time. In the event of resignation by the Town Manager under this Section, the Town Manager shall not be entitled to receive the severance package specified in Section 18.2, but the Town shall pay the Town Manager for his accrued unused vacation and sick leave (if applicable) calculated at the Town Manager's rate of pay in effect upon the date of resignation in accordance with Town policy for non-union civilian employees.

18.6 In the event that the Town Manager voluntarily resigns with less than 60 days' advance written notice, the Town Commission may elect to terminate the Town Manager immediately or allow

the Town Manager to continue to serve until the date specified in the Town Manager's resignation. In the event of a resignation or termination under this paragraph, notwithstanding any other provisions of this Section, the Town Manager shall not be entitled to receive either severance payment or vacation or sick leave unless the Town Commission authorizes payment of same.

18.7 If the Town Manager is unable to perform his duties as specified in Section 2 of this Agreement for a period of 30 consecutive days or 60 non-consecutive days during any one-year period for any reason other than an approved Family Medical Leave Act ("FMLA") absence, the Town Commission may terminate this Agreement. If the Town Manager takes FMLA-approved leave and exhausts his statutorily-protected, FMLA-approved leave in any one-year period, the Town Commission may terminate this Agreement. In the event of the Town Manager's death, this Agreement shall be terminated. If this Agreement is terminated under this Section, the Town Manager shall not be entitled to severance pay pursuant to Section 18.2 of this Agreement.

18.8 Unless otherwise specified in this Agreement, or required by law, upon termination of this Agreement, the Town Manager or his beneficiary shall be entitled to receive payment of any accrued or unused sick or vacation leave in accordance with the terms of this Agreement, as may be amended from time to time. If the Town Manager is terminated pursuant to Section 18.3 of this Agreement, sick and vacation leave shall not be paid.

Section 19. Miscellaneous Provisions.

19.1 Complete Agreement. It is understood and agreed that this document incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained herein and that the parties agree that there are no commitments, agreement, or understandings concerning the subject matter of this Agreement that are not contained

in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

19.2 Amendment. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and with equal dignity herewith.

19.3 No Waiver. The waiver by either party of a breach of any provision of this Agreement by the other shall not operate or be construed as a waiver of any subsequent breach by that party.

19.4 Severability. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, illegal, invalid, or unenforceable, the remainder of this Agreement, or portions thereof, shall not be affected and shall remain in full force and effect.

19.5 Non-Assignment. The rights and obligations herein granted are personal in nature and cannot be transferred or assigned by the Town Manager.

19.6 Governing Law. Florida law shall govern this Agreement and any litigation which may arise from this Agreement shall be filed and litigated in the Circuit Court in and for Miami-Dade County, Florida, or, if in Federal Court, in the Southern District of Florida.

19.7 Notice. Notice to either party shall be deemed given if sent by certified mail, return receipt requested, by recognized public or private postal facilities, by hand delivery, or delivered at a Town Commission meeting. Notice shall be sent as follows:

For the Town:	Daniel Dietch, Mayor Town of Surfside 9293 Harding Avenue Surfside, Florida 33154 (305) 861-4863 (Telephone) (305) 861-1302 (Fax)
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With a copy to:	Linda Miller, Esquire Town Attorney Town of Surfside
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9293 Harding Avenue
Surfside, Florida 33154
(305) 993-1065 (Telephone)
(305) 993-5097 (Fax)

For the Town Manager: Guillermo Olmedillo
6840 SW 130 Terrace.
Pinecrest, Florida 33156.
786 252 0381 (Telephone)
786 250 3599 (Fax)

Section 20. WAIVER OF JURY TRIAL.

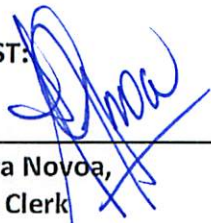
BOTH THE TOWN AND THE TOWN MANAGER KNOWINGLY, VOLUNTARILY, AND IRREVOCABLY
WAIVE THEIR RIGHT TO A TRIAL BY JURY IN ANY CIVIL PROCEEDINGS THAT MAY BE INITIATED BY
EITHER PARTY WITH RESPECT TO ANY TERM OR CONDITION OF THIS AGREEMENT.

IN WITNESS WHEREOF, the Town, by signature of the Mayor as authorized by the Town Commission in accordance with Resolution No. 14-2278 passed on December 9, 2014, has executed this Agreement the day and year first above written.

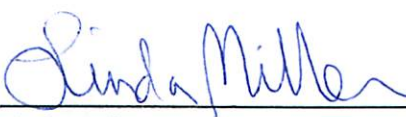
TOWN OF SURFSIDE

By: 
Daniel Dietch, Mayor

ATTEST:


Sandra Novoa,
Town Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
FOR THE USE OF THE TOWN OF SURFSIDE ONLY:


Linda Miller,
Town Attorney

TOWN MANAGER


Guillermo Olmedillo

Date Dec 5, 2014

RESOLUTION 14 - 2278

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPOINTING GUILLERMO OLMEDILLO AS TOWN MANAGER; APPROVING THE EMPLOYMENT AGREEMENT BETWEEN GUILLERMO OLMEDILLO AND THE TOWN OF SURFSIDE ATTACHED HERETO AS EXHIBIT "A"; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT ON BEHALF OF THE TOWN; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Charter of the Town of Surfside (the "Town") provides for a Town Manager to act as the Chief Executive Officer and the head of the administrative branch of the Town government; and

WHEREAS, the Town Commission desires to appoint and employ Guillermo Olmedillo as Town Manager effective January 5, 2015 in accordance with the Employment Agreement attached hereto as Exhibit "A;" and

WHEREAS, John Di Censo will proceed to support the Town in his role as Interim Town Manager until February 2, 2015 during the transition of the new Town Manager, Guillermo Olmedillo; and

WHEREAS, during his term as Town Manager, the terms and conditions of employment of Guillermo Olmedillo will be in accordance with the Employment Agreement attached hereto as 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 are incorporated herein by this reference.

Section 2. Town Manager Appointment. The Town Commission hereby appoints Guillermo Olmedillo as Town Manager effective January 5, 2015.

Section 3. Approval of Employment Agreement. The Employment Agreement between Guillermo Olmedillo and the Town attached hereto as Exhibit "A" is hereby approved and shall be effective on January 5, 2015.

Section 4. Effective Date. This resolution shall take effect immediately upon adoption.

PASSED and ADOPTED this 9th day of December, 2014.

Motion by Commissioner Cohen

Second by Commissioner Olchyk

FINAL VOTE ON ADOPTION

Commissioner Barry 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, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE TOWN OF SURFSIDE ONLY:



Linda Miller, Esq., Town Attorney

AMENDMENT TO EMPLOYMENT AGREEMENT
TOWN MANAGER

This Amendment to Employment Agreement (“the Amendment”) is made and entered into this 13th day of October, 2016, between the Town of Surfside, a Florida municipal corporation, (the “Town”) and Guillermo Olmedillo (“Town Manager”).

RECITALS

WHEREAS, Section 34 of the Town Charter (the “Charter”) requires that there shall be a Town Manager who is the Chief Administrative Officer of the Town;

WHEREAS, on December 9, 2014, the Town Commission approved Resolution No. 14-2278 wherein the Town entered into an Employment Agreement (the “Agreement”) engaging the services of Olmedillo as the Town Manager and Olmedillo accepting this employment; and

WHEREAS, the Town and Town Manager wish to make revisions to the Agreement to address the Town Manager’s on going consulting responsibilities, the provision of life insurance coverage consistent with the terms of the applicable insurance policy and an incorrect statutory reference in the Agreement, which is attributed to the Legislature’s recent renumbering of statutory provisions.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained in this Agreement, the Town and Town Manager agree as follows:

Section 1. Recitals. That the above and foregoing recitals are true and correct and are incorporated herein by this reference.

Section 2. Agreement Amended¹: That Sections 2.6, 10 and 18.3 of the Agreement are hereby amended to read as follows:

2.6 The Town Manager hereby acknowledges that, prior to commencing employment with the Town, he maintained his own consulting business. The Town Manager agrees that, upon the commencement of his Town employment, he will not take on any new consulting project, will cease all

¹ Words stricken are deletions; words underlined are additions.

consulting activities (except as noted herein) and will devote all of his time, attention, knowledge and skills to faithfully performing his duties under this Agreement. Notwithstanding the foregoing, the Town Manager may maintain his consulting business for the purpose of receiving payment for consulting work he performed prior to commencing employment with the Town. In addition, and provided he receives advance approval from the Town Commission, the Town Manager may testify or provide documents ~~in response to a valid subpoena served on him~~ before any Miami-Dade County Boards, in any action concerning consulting work he performed before commencing Town employment.

In consideration of the Town Manager's on-going involvement in matters still active before the Florida Courts, the Town agrees to permit the Town Manager to appear at hearings before Miami-Dade County Boards. The Town Manager agrees that these consulting activities will not conflict with any scheduled Town public meetings, or with any administrative matters for which he is responsible.


Section 10. Life Insurance. The Town shall provide the Town Manager with term life insurance equal to his annual salary at his time of hire, unless further amended by the Town Commission.

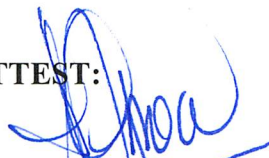
18.3 Notwithstanding the provisions of Section 18.2, in the event Town Manager is terminated for misconduct as defined in Section 443.036(30)(29), Florida Statutes, the Town shall have no obligation to pay the Town Manager any severance pay. Misconduct includes, but is not limited to: (i) breach of any material term or condition of this Agreement; (ii) conviction of a felony; (iii) gross insubordination; (iv) willful neglect of duty; or (v) adjudicated violation of the Florida Code of Ethics for Public Officers and Employees, the Miami-Dade Conflict of Interest and Code of Ethics, the Town Charter, or the Town's Conflict of Interest Ordinance.

Section 3. Conflicts. To the extent that any inconsistency exists between the terms of this Amendment and the terms of the Employment Agreement, ~~the terms of this Amendment~~ shall supersede and control. Terms not otherwise defined herein shall have the meaning set forth in the Employment Agreement. Except as specifically amended in this Amendment, the Employment Agreement shall remain in full force and effect.


IN WITNESS WHEREOF, the Town, by signature of the Mayor as authorized by the Town Commission in accordance with Resolution No. 16-2400 passed on October 13, 2016, has executed this Agreement the day and year first above written.


TOWN OF SURFSIDE:

By: 
Daniel Dietch, Mayor

ATTEST: 
Sandra Novoa, MMC
Town Clerk

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY
FOR THE USE OF THE TOWN OF SURFSIDE ONLY:**


Linda Miller, Town Attorney

TOWN MANAGER: 
Guillermo Olmedillo
Date October 19, 2016



Town of Surfside

TOWN MANAGER PERFORMANCE EVALUATION

Evaluation Period: January 13, 2018 to December 21, 2018

Each member of the Town Commission should complete this evaluation form following the instructions on Page 2 and return it to the Town Clerk.

The deadline for submitting this performance evaluation is 3:00pm on Friday, January 25, 2019.

Prepared by:

Signature: _____

Date Submitted:

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the Town Manager's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please type your responses or write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

_____ Diligent and thorough in the discharge of duties, "self-starter"

_____ Exercises good judgment

_____ Displays enthusiasm, cooperation and will to adapt

_____ Mental and physical stamina appropriate for the position

_____ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by governing body members and/or staff
- _____ Sets a professional example by handling affairs in a fair and impartial manner

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

3. RELATIONS WITH THE TOWN COMMISSION

- _____ Carries out directives of the Town Commission as a whole as opposed to those of any one member or minority group
- _____ Sets meeting agendas that reflect the guidance of the Town Commission and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all Town Commission members in a timely manner
- _____ Assists by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

4. POLICY EXECUTION

- _____ Implements Town Commission policy and/or direction in accordance with the letter and intent of the Town Commission
- _____ Supports the actions of the Town Commission after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces Surfside's laws, policies and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the Town Commission for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

5. REPORTING

- _____ Provides regular information and reports to the Town Commission concerning matters of importance to the local government
- _____ Responds in a timely manner to requests from the Town Commission for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the Town Commission on matters that are non-routine and not administrative in nature
- _____ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- _____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

6. CITIZEN RELATIONS

- _____ Responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Develops relationships and demonstrates skillful engagement with the news media
- _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- _____ Gives an appropriate effort to maintain citizen satisfaction with Town services

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

7. STAFFING

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Professionally manages the compensation and benefits plan
- _____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

8. SUPERVISION

- _____ Encourages Departments Directors to make decisions within their jurisdictions with minimal Town Manager involvement, yet maintains general control of and accountability for operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the Town Manager's office
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by the Town Commission
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Makes the best possible use of available funds, conscious of the need to operate efficiently and effectively
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

10. COMMUNITY

- _____ Takes administrative responsibility for addressing the difficult issues facing the Town
- _____ Develops and champions sound policy recommendations to avoid unnecessary controversy
- _____ Cooperates with neighboring communities and the county
- _____ Helps the Town Commission address future needs and develop adequate plans to address long term trends
- _____ Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

NARRATIVE EVALUATION

What would you identify as the Town Manager's strength(s), expressed in terms of the principle results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the Town Manager to enhance performance?

What other comments do you have for the Town Manager (e.g., priorities, expectations, goals or objectives for the next twelve months)?