



**Town of Surfside  
Regular Town Commission Meeting  
AGENDA**

**February 12, 2019  
7 p.m.**

**Town Hall Commission Chambers - 9293 Harding Ave, 2<sup>nd</sup> 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**
- G. Tree City USA Presentation - Guillermo Olmedillo, Town Manager**

**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**

- January 8, 2019 Regular Town Commission Meeting Minutes
- January 22, 2019 Special Town Commission Meeting Minutes

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

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

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

- November 29, 2018 Planning & Zoning Board Meeting Minutes
- December 12, 2018 Tourist Board Meeting Minutes
- December 17, 2018 Parks & Recreation Committee Meeting Minutes

**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**

- 1. Code of Ethics Ordinance Enhancement and Amendment to Provide for Disclosure of Business Relationships by Members of the Town Commission and Town Boards and Committees – Mayor Daniel Dietch**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA AMENDING ARTICLE VII - CODE OF ETHICS, BY ADDING SECTION 2-237 TO PROVIDE FOR DISCLOSURE OF BUSINESS RELATIONSHIPS BY MEMBERS OF THE TOWN COMMISSION AND BOARDS AND COMMITTEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**5. Resolutions and Proclamations**

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

- A. Town of Surfside Social Media and Media Inquiry Policy – 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.**

- B. Terminating Abbott Parking Lot Unsolicited Public Private Partnership Proposal – Guillermo Olmedillo, Town Manager**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, TERMINATING THE EVALUATION OF AND REJECTING AN UNSOLICITED PUBLIC-PRIVATE PARTNERSHIP (P3) PROPOSAL REFERRED TO AS “SURFSIDE COMMONS” FOR THE DESIGN, CONSTRUCTION, FINANCING, OPERATION AND MAINTENANCE OF A MIXED-USE DEVELOPMENT CONSISTING OF RETAIL, OFFICE, PARK AND PARKING ON THE PROPERTY LOCATED AT 96<sup>th</sup> STREET AND ABBOTT AVENUE (“PROJECT”); PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**C. Water Conservation Month (April 2019) – Mayor Daniel Dietch**

**A RESOLUTION OF THE TOWN OF SURFSIDE DECLARING APRIL AS WATER CONSERVATION MONTH IN THE TOWN OF SURFSIDE, FLORIDA, AND SUPPORTING THE NATIONAL “WYLAND MAYOR’S CHALLENGE FOR WATER CONSERVATION” IN THE TOWN OF SURFSIDE; DIRECTING THE TOWN CLERK TO TRANSMIT A COPY OF THIS RESOLUTION TO THE FLORIDA LEGISLATURE, THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT, THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, AND ALL THE MUNICIPALITIES OF MIAMI-DADE COUNTY; 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. Boards and Committee Appointments [Verbal] – Sandra Novoa, MMC, Town Clerk**

- Sustainability and Resiliency Committee – Mayor Dietch
- Downtown Vision Advisory Committee

**B. Beach Renourishment Project Update – Guillermo Olmedillo, Town Manager**

**C. Florida Friendly Landscape - Guillermo Olmedillo, Town Manager**

**D. Annual Performance Evaluation – Guillermo Olmedillo, Town Manager – Mayor Daniel Dietch**

**E. Town Hall Meeting Recap – Mayor Daniel Dietch**

**F. Commissioner Presentations – Mayor Daniel Dietch**

**G. Artificial Grass – Mayor Daniel Dietch**

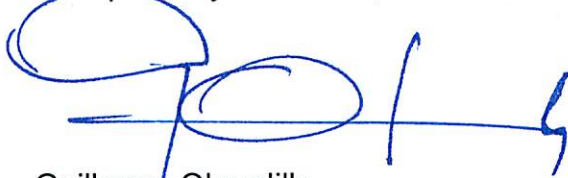
**H. Funding Request for The Rotary Club of Bal Harbour – Mayor Daniel Dietch**

**I. Downtown vision Advisory Committee Appointments – Guillermo Olmedillo, Town Manager**



## 10. Adjournment

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Guillermo', with a long horizontal stroke extending to the right.

Guillermo Olmedillo  
Town Manager

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

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

AGENDA ITEMS MAY BE VIEWED AT THE OFFICE OF THE TOWN CLERK, TOWN OF SURFSIDE TOWN HALL, 9293 HARDING AVENUE. ANYONE WISHING TO OBTAIN A COPY OF ANY AGENDA ITEM SHOULD CONTACT THE TOWN CLERK AT 305-861-4863. A COMPLETE AGENDA PACKET IS ALSO AVAILABLE ON THE TOWN WEBSITE AT [www.townofsurlsidefl.gov](http://www.townofsurlsidefl.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  
January 8, 2019  
7 p.m.**

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

**1. Opening**

**A. Call to Order**

Mayor 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 Karukin and Commissioner Paul. Commissioner Cohen was absent.

**C. Pledge of Allegiance**

Chief Yero led the Pledge of Allegiance.

**D. Mayor and Commission Remarks – Mayor Daniel Dietch**

Commissioner Paul wished everyone a Happy New Year.

Vice Mayor Gielchinsky wished everyone a Happy New Year. He also thanked all his colleagues for their support of the Airbnb item.

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

Commissioner Paul made a motion to move item 9C after Good and Welfare. The motion received a second from Vice Mayor Gielchinsky and all voted in favor with Commissioner Cohen absent.

**F. Community Notes – Mayor Daniel Dietch**

Mayor Daniel Dietch thanked those that attended the Town Hall Meeting in December. He thanked those in attendance and they can get the information on the discussion on the Town's website.

He also thanked Ms. Shaina Douglas for bringing the Inaugural Winter Music Festival on December 31, 2018.

He discussed the coordination among Bay Harbor, Bal Harbour and FIU with the Town's Shuttle Bus transportation services study to improve those services for the community. He asked the residents to participate in a survey found on the Town's website. The deadline is January 25, 2019.

He discussed the golf cart service that the Tourist Board is conducting on a trial basis during January and February and it is in addition to the shuttle bus service.

He discussed the Blanket Drive for animal services being hosted by Miami Dade County Animal Control Services in collaboration with the Miami Dade County Public Library system is holding its Annual Blanket Drive for animal services to help sheltered pets stay warm and you can find more information on Miami Dade County Library's website.

The Tourist Board sponsored boot camp event will take place on Thursday January 17, 2019 from 6:00 p.m. to 9:00 p.m. on the beach. More information can be found on the Town's website.

He discussed the street sweeping schedule on January 14 and 28, 2019, schedule which can be found on the Town's website.

He mentioned the Martin Luther King event on January 21, 2019 by giving back to the community and find locations [www.nationalservices.com](http://www.nationalservices.com) and the link is also available on the Town website and advised the Town offices will be closed on Monday, January 21, 2019.

He mentioned the Police Department is hosting its Bike Ride with the Chief on January 24, 2019 starting at 6:00 p.m. at Town Hall. The next Coffee with the Cops will be held on January 25, 2019 at Starbucks on Harding Avenue at 10:00 a.m.

Commissioner Paul spoke regarding the Parks and Recreation Department's Family Fun Day at the end of the month. The time and date can be found on the Gazette.

## **2. Quasi-Judicial Hearings - None**

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

Vice Mayor Gielchinsky made a motion to approve the consent agenda minus the pulled item (3F). The motion received a second from Commissioner Karukin and all voted in favor with Commissioner Cohen absent.

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

Adopted on consent with amendments previously made and submitted to the Commission.

- December 11, 2018 Regular Town Commission Meeting Minutes

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

Adopted on consent

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

Adopted on consent

**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

Commissioner Karukin had some questions related to the item. Commissioner Paul addressed his concerns.

Commissioner Paul made a motion to approve. Vice Mayor Gielchinsky seconded the motion. The motion carried 4-0.

**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.**

Adopted on consent

- 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.**

Adopted on consent

- 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.**

Adopted on consent

**4. Ordinances**

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

**A. Second Reading Ordinances**

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

**B. First Reading Ordinances**

**5. Resolutions and Proclamations**

*(Set for approximately 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.**

Town Clerk Novoa read the title of the resolution.



Rachel Pinzur from Pinzur Communication presented the item.

Commissioner Karukin spoke about some concerns he had related to the item.

Commissioner Paul expressed her concerns related to this item and stated that she had issues with the original position itself. She believed the position was originally approved to communicate with the residents and not an extension of what the Tourist Board currently does.

Vice Mayor Gielchinsky provided his view and support of the item.

Commissioner Paul responded to Vice Mayor Gielchinsky's comments and the way people want to communicate. She does not see any benefits received by what they are spending. She also mentioned that she suggested a workshop and to know how people want to be communicated by and what means they prefer.

Commissioner Karukin disagreed with Commissioner Paul on having a workshop. He stated that people communicate in different ways and does not feel they will get a universal way of how people communicate.

Discussion among the Commission continued on the different sources of communication through social media.

The following residents spoke on the item:

Sasha Plutno

Eliana Salzhauer

After some discussion Commissioner Karukin made a motion to defer the item to the February 12, 2018 Regular Commission meeting and to bring back more information such as a scope of work, different vendors to be used, direct and indirect cost and different platforms. Vice Mayor Gielchinsky seconded the motion. The motion carried 3-1 with Commissioner Paul voting in opposition.

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

Eliana Salzhauer spoke about the beach furniture and the impact on people's quality of life.

Deborah Dawson spoke about the beach furniture and the beach chair operator's behavior.

Jennifer Rotker spoke about beach safety, vehicles on the beach and sea turtles.

Yolanda Gonzalez spoke about her property and the installation of artificial turf.

Sasha Plutno spoke about recycling mandate for restaurants and beach chairs.

George Kousoulas spoke about the Tourism budget, the use of the funds and how the majority of the dollars come from the different hotels.

Maggie McMonagle spoke about beach chairs.

Pamela O'Hagan read a statement from Cheryl E. Hodowud related to Commissioners' priorities.

Amparo Korbel spoke about the Surfside walking path and the wood poles and ropes are in bad condition.

Marcia Teixeira spoke about enforcement and beach chairs.

Sheryl Goldberg spoke about the pollution on the beach due to the beach chairs. She spoke about the difficulty in walking on Harding Avenue due to the restaurants tables and chairs being set up on the sidewalks. She also spoke about the Town's PIO.

Charles Kesl spoke about development, beach access, turtles and organizational issues that he believes exist.

Carl Henderson spoke about the beach conditions.

Commissioner Karukin addressed the public and provided some clarifications on what was previously stated by one of the public speakers.

Commissioner Paul addressed the public speakers on different subjects.

Vice Mayor Gielchinsky read a quote from Dr. Seuss into the record.

Mayor Dietch encouraged Commissioner Paul to bring the artificial turf item back to the Commission if she would like to go in a different direction than what was previously adopted. He also addressed the public and provided some clarification on different subjects spoken about during 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**

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

**A. Beach Nourishment [Verbal] – Guillermo Olmedillo, Town Manager**

Assistant Town Manager Tavares presented the item to the Town Commission and provide information available from the Army Corps of Engineers as of today.

Commissioner Karukin thanked the Mayor for spearheading this project and to all the Staff that is making it happen. He also posed some questions that were answered by the Assistant Town Manager.

The Assistant Town Manager announced that someone from the Army Corps of Engineers may be attending a future meeting.

The following residents spoke on the item:

Jennifer Rotker

Sasha Plutno

**B. Parking Analysis – Guillermo Olmedillo, Town Manager**

Town Manager Olmedillo presented the item to the Town Commission.

The following residents spoke on the item:

Eliana Salzhauer

Maggie McMonagle

George Kousoulas

Commissioner Paul would like to receive some statistics from the Parking Enforcement Department regarding the usage in the different lots and from the hotels to see if they have any surplus. Town Manager Olmedillo explained that the parking enforcement supervisor reports when lots are full and offered a motion to direct management to have the Parking Enforcement Department take counts during different times and different dates.

After some discussion, Vice Mayor Gielchinsky made a motion to authorize the Town Manager to move forward with recommendation number 1, located on page 129 of the agenda packet. The motion received a second from

Commissioner Karukin. The motion carried 3-1 with Commissioner Paul voting in opposition.

Option 1 is to “Authorize a parking demand study tailored to Surfside that will include peak and average demands”.

**C. Abbott Avenue Drainage Improvements** – Guillermo Olmedillo, Town Manager

**\*\*Item was taken after Good and Welfare.\*\***

Town Manager Olmedillo introduced the item.

Chris Giordano from Calvin Giordano and Associates (CGA) presented the item to the Town Commission.

Commission discussion ensued about the different options proposed by CGA.

The following residents spoke on the item:

Eliana Salzhauer

Deborah Cimadevilla – Commissioner Tina Paul made a motion to extend 1 minute for speaker Cimadevilla. The motion received a second from Vice Mayor Gielchinsky and all voted in favor.

After discussion among the Commission, Commissioner Paul made a motion to defer to the Sustainability and Resiliency Committee. Vice Mayor Gielchinsky seconded the motion and all voted in favor.

**D. Paced Development** - Guillermo Olmedillo, Town Manager

Town Manager Olmedillo presented the item to the Town Commission.

Town Manager Olmedillo presented the item to the Town Commission.

Commissioner Karukin supports the concept and would like to include the total population

Commissioner Paul supports this but would like to know how would this affect projects that have already been approved. She would like to see a moratorium on redevelopment while this is being worked out. She also had some questions regarding a section of the comprehensive plan.

Commissioner Paul spoke about some points she liked and would like to focus on. On page 139 there is moratorium that talks about transient units and on page 140, she spoke about the environmental impacts and affordable housing being key concerns. She also stated that on page 141, traffic conditions and school capacities is another concern.

The following residents spoke on the item:

Eliana Salzhauer  
George Kousoulas

Vice Mayor Gielchinsky asked Town Manager Guillermo Olmedillo where they are in terms of aging of the sewer pipes and the status of the upgrades.

Town Manager Guillermo Olmedillo addressed Vice Mayor Gielchinsky's question regarding the status of upgrades and that about 25% are still undersized.

Discussion on the capacity of the sewer lines and pipes continued among the Commission and staff.

Commissioner Karukin made a motion directing the Town Manager to meet with the administration to see what is in the best interest of the Town and come back to the Commission with the status and a report of his recommendation. Vice Mayor Gielchinsky seconded the motion and all voted in favor.

**E. Zoning Code Feedback – Mayor Daniel Dietch**  
Mayor Dietch presented the item to the Town Commission.

After some discussion, there was consensus to place the Zoning Code Feedback survey on the Town's Website and to schedule a workshop in the month of February.

**F. Establishing Priorities for the Sustainability and Resiliency Committee – Commissioner Michael Karukin**

Commissioner Karukin presented the item to the Town Commission.

The following residents spoke on the item:

George Kousoulas



After a discussion, there was consensus among the members of the Commission for the Sustainability and Resiliency Committee to prioritize the Dune Management Plan.

A discussion took place related the mitigation and resiliency.

**G. Town Manager Annual Performance Evaluation** – Mayor Daniel Dietch  
Mayor Dietch presented the item to the Town Commission.

The following residents spoke on the item:  
Eliana Salzhauer

There was a consensus amongst the Commission to move forward with the form and deadlines.

**H. Abbott Lot Unsolicited Proposal (P3)** - Guillermo Olmedillo, Town Manager  
Town Manager Olmedillo presented the item to the Town Commission.

Town Attorney Arango read the timeline into the record and requested direction from the Commission

Vice Mayor Gielchinsky made a motion to extend the meeting 15 minutes. The motion received a second from Commissioner Karukin and all voted in favor.

The following residents spoke on the item:  
Eliana Salzhauer  
Maggie McMonagle

Commissioner Karukin stated on the record that the owner of the Post Office emailed everyone in the Commission and that he met with him and he is interested.

Vice Mayor Gielchinsky made a motion to agree to a temporary suspension until the February 12, 2019 meeting and provide a courtesy notice to Mr. Feldman. Mayor Dietch made a friendly amendment to direct staff to prepare a resolution to terminate this project. Vice Mayor Gielchinsky accepted the Mayor's friendly amendment. The motion received a second from Commissioner Paul and all voted in favor.

Vice Mayor Gielchinsky made a motion to add a discussion item as Item 9I to discuss the Post Office Lot not to exceed 5 minutes. The motion received a second from Commissioner Karukin and all voted in favor.

**I. Post Office Lot** – Vice Mayor Daniel Gielchinsky

Vice Mayor Gielchinsky introduced the item.

Commissioner Karukin gave a status of the item and the history of this lot.

Commissioner Paul stated that she answered his email and discussed her comments on this item and the lot.

Discussion continued on the item among the Commission.

## 10. Adjournment

There being no further business, Commissioner Paul made a motion to adjourn. The motion received a second from Commissioner Karukin. The meeting adjourned at 12:14 a.m. on January 9, 2019.

Respectfully submitted,

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Daniel Dietch, Mayor

Attest:

\_\_\_\_\_  
Sandra Novoa, MMC  
Town Clerk



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

**January 22, 2019**

**7 p.m.**

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

**1. Opening**

**A. Call to Order**

Mayor Dietch called the meeting to order at 7:01 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.

**2. Ordinances, Resolutions and Discussion Items**

**A. Beach Furniture Ordinance – Guillermo Olmedillo, Town Manager**

**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.**

Town Clerk Novoa read the title of the ordinance.

Vice Mayor Gielchinsky made a motion to approve. The motion received a second from Commissioner Cohen.

Town Manager Olmedillo presented the item and gave a brief background regarding the beach furniture ordinance.

Commissioner Karukin spoke and stated that he is not in agreement with private property being store on public property and there should be no overnight storage.

Commissioner Paul stated that the ordinance is too vague and it doesn't protect anyone. She asked to be allowed to show a PowerPoint presentation. Mayor Dietch opened the public hearing portion of the meeting. The following people spoke on the item:

Gorge Kousoulas – Vice Mayor Gielchinsky made a motion to extend 1 minute. The motion received a second from Commissioner Paul and all voted in favor.

Eduard Safdie

Jennifer Rotker – Commissioner Paul made a motion to extend 1 minute. The motion received a second from Commissioner Karukin. The motion carried 4-1 with Commissioner Cohen voting in opposition.

Victor Cohen

Maggie McMonagle

Sasha Plutno

Raoul Cappell

John Shubin on behalf of the Four Seasons

Donald Lewin

Ben Aquario

Pablo Acosta on behalf of the Marriot Residence Inc.

Min Sanchez

Jeff Platt

Joshua Epsteil – Commissioner Paul made a motion to extend 1 minute. Motion received a second from Commissioner Karukin and all voted in favor.

Ellen Abramson – Commissioner Paul made a motion to extend 1 minute. Motion received a second from Commissioner Karukin. Motion carried 4-0 with Commissioner Cohen absent from the dais.

Elianna Salzhauer – Commissioner Karukin made a motion to extend 1 minute. Motion received a second by Commissioner Paul. Motion carried 4-0 with Commissioner Cohen absent from the dais.

Marianne Meischeid

Silvia Coltrane

Manty Sabates

Clara Diaz-Leal

Dan Aren

Allan Yarkin – Commissioner Karukin made a motion to extend 1 minute. The motion received a second from Commissioner Paul and all voted in favor.

Diana Gonzalez

Mari Levenson

Tone Blevins spoke on behalf of Pamela O'Hagan

Edita Matic representing the Grand Beach Hotel Group

Carl Henderson

Charles Kese

Oliver Sanchez

Cesar Izaurralde

Esther Hidary

David Epsteil

Jonah Epstein  
Fernanda J. Siqueira  
Christine Mancuso  
Bob McMonagle  
Deborah Dawson

Mayor Dietch closed the public hearing portion of the meeting.

Vice Mayor Gielchinsky spoke on the item and in favor of the ordinance that is being presented to the Town Commission. He spoke about a Surfside book that had pictures from many years ago that had beach furniture in them.

Commissioner Paul spoke on the item and read a section of a letter from March 19, 2014 to the Florida Department of Environmental Protection that states "...As the lease holder, Miami Dade County requires storage of all personal property belonging to the upland property to be stored on private property when not in use. Without a lease, the authorities, responsibilities, and regulation of the beach lie with the State of Florida."

Commissioner Paul spoke about the traffic between the beach and the hotels. She also stated that she witnessed people with wheelbarrows collecting towels for a hotel.

Commissioner Karukin asked what ordinance would be in place should the proposed ordinance not be adopted. Town Manager Olmedillo responded that ordinance number 17-1662 adopted on June 13, 2017 is the latest ordinance that is codified related to beach furniture.

Commissioner Cohen stated that the problem is not the beach furniture but the lack of sand on our beach.

Mayor Dietch asked the Town Attorney if under a regulatory approach, can there be excluded zones for beach operators which is distinct and different from beach furniture. Town Attorney Arango stated that the Town could legislate and regulate beach furniture on the public beach within its corporate limits under valid and reasonable exercise of police powers. Powers are granted by the Florida Constitution to municipalities and by the Florida Statutes in Florida cases. However, the exercise of police powers must be reasonable and must protect the public health, safety and welfare. There must be a nexus or a rational connection between the regulation and the public promotion of public health, safety and regulation.

Mayor Dietch spoke about practical constraints related to beach renourishment and beach furniture.

Discussion ensued related to the transportation of beach furniture between public and private property.



Commissioner Paul spoke about protecting condominiums that are okay allowing the public but do not wish commercial set up behind their building.

Commissioner Karukin posted a question related to public convenience. He stated that the expanded use of beach chairs is preventing public access. He stated that his priority is not to allow beach storage.

Commissioner Cohen stated that he walks on the beach and he sees Code Compliance at least 3 times a day. He believes that it is time to give the ordinance a try and to call the question.

Mayor Dietch asked the Town Clerk to call the question on the motion that was made earlier by Vice Mayor Gielchinsky and seconded by Commissioner Cohen to approve the ordinance.

The motion failed 2-3 with Commissioner Karukin, Commissioner Paul and Mayor Dietch voting in opposition.

Town Manager Olmedillo offered to send a notice on January 23, 2019 to all affected parties and inform them as to the ordinance that its currently in place. The ordinance will be enforced 30 days from January 23, 2019. The members of the Town Commission agreed with the Town Manager's suggestion.

### **3. Adjournment**

There being no further business, Vice Mayor Gielchinsky made a motion to adjourn. The motion received a second from Commissioner Karukin and all voted in favor. The meeting adjourned at 10:03 pm.

Respectfully submitted,

Accepted this \_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Daniel Dietch, Mayor

Attest:

\_\_\_\_\_  
Sandra Novoa, MMC  
Town Clerk



## TOWN MANAGER'S REPORT

FEBRUARY 12, 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 (2009 – PRESENT) – See Attachment “C”
- IV. DEVELOPMENT APPLICATIONS STATUS

*A. 8851 Harding* – The applicant has submitted plans for an 18 unit development. The DIC meeting was held on March 26, 2018. The DRG meeting was held on November 29, 2018. The Planning and Zoning Board meeting was held on January 31, 2019 and the board recommended approval to the Town Commission. The application will be scheduled for an upcoming Town Commission meeting.

*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 has been scheduled for February 26, 2019.

**V. TOWN DEPARTMENTS*****Code Compliance Division***

**A. Code Violation Cases:** As of January 30, 2019, the total number of active, open cases being managed is 189; of these cases, 85 cases are still under investigation and are working towards compliance; 2 cases are on-hold; 25 are in the Special Master hearing queue; 5 cases are in post-Special Magistrate action status; 3 cases have pending liens, and 69 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 January 30, 2019, 36 cases have paid/settled for a total collection of \$6,437
- 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 December 31, 2018 – See Attachment "D"

***Police Department***

**A. January 2019 Enforcement Statistics (January 1 - January 29, 2019):**



- Traffic Citations – 345
- Parking Citations – 570
- Arrests – 6

**B. Special details have been conducted targeting Double Parking violations in the Business District.**

### *C. 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 <sup>th</sup> Street & Harding Avenue (westbound), left Turn lane added.  300 block of 95 <sup>th</sup> 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 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.  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

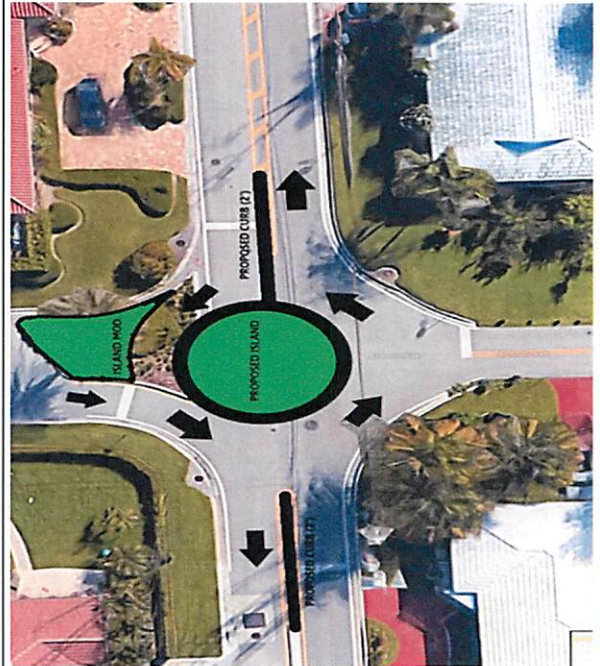
				below. 
2		New Stop Signs at all intersections west of Harding Avenue	Closed	<p>Public Works installed stop signs at the following locations:</p> <ul style="list-style-type: none"> <li>• 89<sup>th</sup> Street &amp; Byron Avenue (east-west)</li> <li>• 90<sup>th</sup> Street &amp; Abbott Avenue (east-west)</li> <li>• 90<sup>th</sup> Street &amp; Carlyle Avenue (east-west)</li> <li>• 92<sup>nd</sup> Street &amp; Abbott Avenue (east-west)</li> <li>• 92<sup>nd</sup> Street &amp; Carlyle Avenue (east-west)</li> </ul> <p>In September 2018, Public Works relocated the stop sign and stop bar at Carlyle Avenue and 90<sup>th</sup> Street (for Northbound traffic on Carlyle Avenue) 15 feet north to allow for an enhanced traffic sight cone at the intersection.</p> 
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"> <li>• 90<sup>th</sup> Street and Froude (all directions)</li> <li>• 90<sup>th</sup> Street and Byron (all directions)</li> <li>• 90<sup>th</sup> Street and Abbott Avenue (East and West directions)</li> <li>• Yellow reflectors will be installed prior to the speed bumps in the 9500 block of Byron Avenue to alert drivers.</li> </ul> <p>During November 2018 all non-operational Stop Bar Reflectors were replaced and are now functional. Additionally, new Stop Bar Reflectors were installed at the following locations:</p> <ul style="list-style-type: none"> <li>• 90<sup>th</sup> Street and Froude (all directions)</li> <li>• 90<sup>th</sup> Street and Byron (all directions)</li> <li>• 90<sup>th</sup> Street and Abbott Avenue (East and West directions)</li> <li>• Reflectors will be installed prior to the speed bumps in the 9500 block of Byron Avenue to alert drivers.</li> </ul>
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"> <li>• 8900 block of Abbott Avenue</li> <li>• 9100 block of Abbott Avenue</li> <li>• 9300 block of Abbott Avenue</li> <li>• 9500 block of Byron Avenue (second speed bump)</li> </ul> <p>November/December 2018: new speed bump location in the 9400 block of Abbott Avenue being evaluated.</p> <p><b><u>The location of the speed bump was determined and installation scheduled for February 2019.</u></b></p>
5		Revisit Street Closure <ul style="list-style-type: none"> <li>○ 94<sup>th</sup> Street / Abbott Avenue</li> </ul>	Closed	Town Commission approved a motion against revisiting this item.
6		New Street Closure <ul style="list-style-type: none"> <li>○ Byron Avenue (northbound) at 88<sup>th</sup> Street</li> </ul>	Closed	<p>Requires study, Miami-Dade County and Miami Beach approval.</p> <p>On 11-29-17, Town Manager, Chief Allen and Public Works Director attended a meeting with Miami-Dade County and City of Miami Beach administration regarding the closure of northbound traffic at 88<sup>th</sup> Street and Byron Avenue.</p>

The above meeting resulted in a plan to add curbing to the 88<sup>th</sup> Street median extending it to Abbott Avenue. The result will prohibit drivers from executing illegal U turns disrupting the traffic flow and area residents which has been a continuous problem.

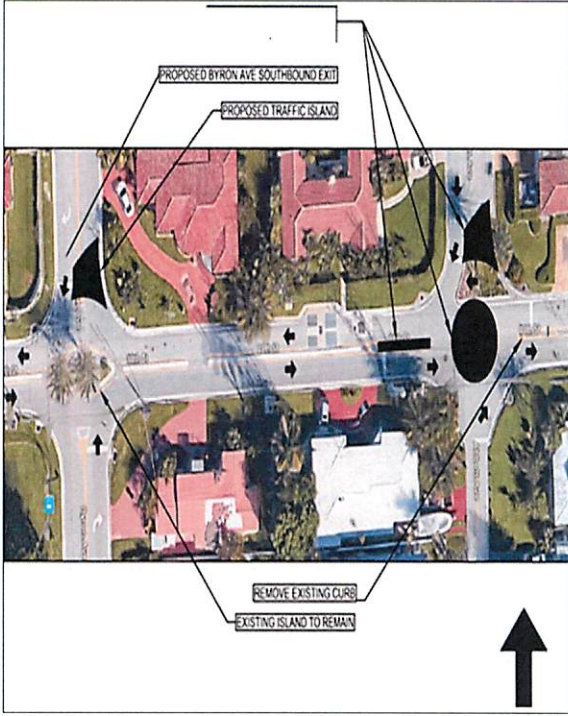
The following traffic modification Project has been developed to improve the traffic flow at 88<sup>th</sup> Street and Abbott Avenue.



Public Works completed the installation of the pictured vehicular traffic pattern at 88<sup>th</sup> Street & Abbott Avenue. On March 12, 2018, a 60-day testing period will begin before final approval.

The 60-day trial period before final approval continues. There have been no traffic accidents reported and no matters of concern have been brought to the attention of the Police Department.

At the Special Town Commission Meeting held May 22, 2018, the Town Commission approved the below traffic pattern design (Option A) for 88<sup>th</sup> Street and Abbott Avenue. A traffic circle at Abbott Avenue on 88<sup>th</sup> Street will allow traffic to flow east, west and south. Traffic islands on Abbott Avenue and Byron Avenue at 88<sup>th</sup> Street will prevent vehicles from traveling north on those avenues from 88<sup>th</sup> Street.

				 <p>Public Works has begun work on the new traffic mitigation design on 88<sup>th</sup> Street &amp; Abbott Avenue. The project is estimated to be completed by mid-July.</p> <p>Project completed.</p>
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 &amp; 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 88<sup>th</sup>, 93<sup>rd</sup> and 94<sup>th</sup> 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 88<sup>th</sup>, 93<sup>rd</sup>, 94<sup>th</sup> and 95<sup>th</sup> Streets. Total cost not to exceed \$14,200.62.</p> <p>On 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 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 12<sup>th</sup>, 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</p>
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			<p>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 &amp; 88 St  Permit No. 2018006374- Harding Ave &amp; 93 St  Permit No. 2018006373 – Harding Ave &amp; 94 St</p> <p>On 8-21-2018, Miami-Dade Traffic Engineering Division provided comments on their already approved plans. They had asked for one of the pedestrian signal phases to be modified.</p> <p>On 8-22-2018, Under Power Corporation picked up 18 revised signed and sealed sets from CGA. On 8-23-2018, the revised plans were submitted to the County for permitting by the contractor. It seems that the County has a 12-day turn-around for these permits. Bob McSweeney has been keeping track of the County's review time and the contractor has kept CGA informed every step of this process.</p> <p>For Harding Avenue and 95<sup>th</sup> Street, CGA received an email from David Hayes (Miami-Dade County) stating that they could not sign-off on the project because they needed revised plans to reflect the same pedestrian phase modifications requested at 88<sup>th</sup> Street, 93<sup>rd</sup> Street, and 94<sup>th</sup> Street. Revised plans for Harding Avenue and 95<sup>th</sup> Street will be submitted to Miami-Dade County on 8-27-2018.</p> <p>Under Power Corp., project manager Guillermo Vado, left the company on 09-14-18, and the</p>
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				<p>new project manager is Eddie Macias e.macias@underpowercorp.com.</p> <p>GCA contacted FDOT Operations concerning the Construction Agreement renewal and loop material revision, and were referred to the FDOT Permits Department. GCA have a call/message into them, and will advise as to any potential delay once we have more information.</p> <p>On 11-27-18 a meeting was conducted with Town Administration, Public Works, Police Department, and CGA regarding the Loop Detector Installation. It was determined that the project can commence on 12-10-2018 and the work hours will be 8:00 AM – 6:00 PM, Monday-Friday. The Police Department will provide personnel to assist with lane closures. The contractor, Under Power Corp., was contacted and advised to provide a construction schedule, work plan narrative, and MOTs regarding the program prior to commencing work.</p> <p>Loop Detector installation work began the week of 12-17-2018 and FDOT advised that the contractor has a 90-day window to complete the work. Traffic advisories were emailed to residents and posted on the Town website regarding the construction work and anticipated lane closures on Harding Avenue.</p> <p><b><u>FDOT halted the installation to obtain additional permits. They were not able to perform directional drilling at the intersections. FDOT and the Town have a scheduled meeting on Thursday 01-31-2019 to discuss the new project timeline.</u></b></p>
8		Install a centerline curb on 95 <sup>th</sup> Street between Abbott and Byron Avenues	Closed	Public Works installed delineators to deter trucks from traveling west on 95 <sup>th</sup> Street.
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	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

		<ul style="list-style-type: none"> <li>Minimize lane closures</li> </ul>		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 <sup>th</sup> Street & Abbott Avenue  Eliminate left hand turn at 96 <sup>th</sup> Street & Byron Avenue	Closed	Town Manager Olmedillo, Chief Allen, Captain Yero and Randy Stokes, from the Town and Eric Czerniejewsky from CGA, spent a few hours with Ramon Sierra, FDOT District 6. Several simulations were run, and the result is that the back-up traffic in the east bound direction made congestion worse on 96 <sup>th</sup> Street. This will not allow the 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 <sup>th</sup> 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 <sup>th</sup> Street has been converted to one-way traffic eastbound only. This new traffic pattern has eliminated the hazard of vehicles traveling west across Harding Avenue at 90 <sup>th</sup> Street where a curve hindered line of sight for drivers.  No Turn on Red signage has been installed at 90 <sup>th</sup> Street & Collins Avenue for vehicles traveling eastbound in the 200 block of 90 <sup>th</sup> Street.  <u>Crosswalk markings (Thermoplastic) installation will be performed in February 2019.</u>
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 <sup>th</sup> Street	Closed	<p>On Monday 10-08-18, Public Works advised that the 200 block of 90<sup>th</sup> Street On-Street Parking Reconfiguration would begin in October 2018, with Police/Parking Officers blocking off the street to complete the stripping. Stripping Reconfiguration diagram below.</p>  <p>On Monday 10-29-18, the striping and reconfiguration was completed.</p>
16		<p><u><b>Collins Ave and Harding Ave. Request for additional speed limit signs &amp; pavement markings within Town of Surfside. FDOT CTP 2018-03-0031</b></u></p>	Open	<p>Per Arturo Patulot, Traffic Operations D6, Florida Dept of Transportation (FDOT) 305-470-5303, <a href="mailto:arthuro.patulot@dot.state.fl.us">arthuro.patulot@dot.state.fl.us</a>:</p> <p>FDOT Traffic Operations office conducted a field review along the subject roadway segment from 88<sup>th</sup> to 96<sup>th</sup> streets both NB and SB directions and has decided to install five (5) additional posted speed limit signs 30 MPH and three (3) sets of pavement markings 30 MPH for better exposure and driver's compliance at the following locations:</p> <p>Collins Avenue facing Northbound traffic</p> <p>Two (2) additional 30 MPH speed limit signs (Right &amp; Left of roadway) and 30 MPH pavement markings north of 90<sup>th</sup> Street</p> <p>One (1) additional 30 MPH speed limit sign (Right of roadway) north of 92<sup>nd</sup> Street</p> <p>Two (2) additional 30 MPH speed limit signs (Right &amp; Left of roadway) north of 94<sup>th</sup> 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 96<sup>th</sup> Street</p> <p>30 MPH pavement markings for the three lanes across from existing speed limit signs south of 92<sup>nd</sup> Street</p>



				<p>The proposed improvements will be completed by FDOT maintenance when workload and schedule permit. No anticipated completion dates were provided.</p> <p><b><u>FDOT was notified by email for an update on the status and Public Works is awaiting their response.</u></b></p>
17	<p><b>Intermediate Term</b> <b>(7 – 18 months)</b></p>	<p>Create One-Way Streets</p> <ul style="list-style-type: none"> <li>○ 88<sup>th</sup>, 89<sup>th</sup>, 90<sup>th</sup> and 91<sup>st</sup> Street between Collins &amp; Harding Avenues</li> </ul>	Closed	<p>A Town meeting was held July 18<sup>th</sup>, 2017, to present a new traffic pattern plan making 89<sup>th</sup> Street one-way only for westbound vehicular traffic from Collins Avenue to Hawthorne Avenue and 90<sup>th</sup> Street one-way only for eastbound vehicular traffic from Bay Drive to Collins Avenue.</p> <p>The Town Commission approved to conduct a test of a new streetscape design on 89<sup>th</sup> and 90<sup>th</sup> Streets, between Harding and Hawthorne. The test consists of creating a safe pedestrian path and a green area in what is currently the paved area of those streets. Because width of the street will be narrowed during the test, the streets will be changed to a one-way system, with 89<sup>th</sup> Street traffic moving from east to west and 90<sup>th</sup> Street traffic moving from west to east. The streets will be marked with paint to designate the pedestrian area as well as the green/parking area. The test is scheduled to begin in early December and run for a period of 60 days. At the end of the test period, staff will present a report to the Town Commission.</p> <p>The new streetscape testing was initiated December 14, 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 13<sup>th</sup>, 2018 Town Commission Meeting the Town Administration was granted time extension of sixty days to the One-Way Street Project in order to survey the streets for ADA compliance in the pedestrian lanes and to acquire more data on traffic counts.</p> <p>A One-Way Streets Town Hall Meeting was held on March 28<sup>th</sup>, 2018. Notifications for the March 28<sup>th</sup> One-Way Streets Town Hall Meeting have been distributed via the following channels:</p>

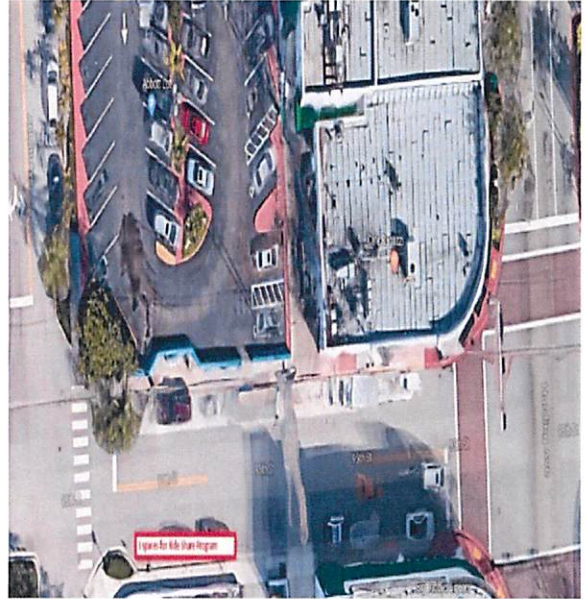
				<ul style="list-style-type: none"> <li>Publicly Noticed Meetings and Agenda Packets (Town Commission &amp; Planning &amp; Zoning)</li> <li>Letter mailed to residences on 89<sup>th</sup> and 90<sup>th</sup> streets for first meeting held in July (similar to planning &amp; zoning notices)</li> <li>Door hangers to residences on 89<sup>th</sup> and 90<sup>th</sup> streets</li> <li>Posted notice at Publix and Starbucks</li> <li>Multiple e-blasts</li> <li>Website notices on the calendar and town news</li> <li>Included in multiple gazette newsletters</li> <li>Channel 93</li> <li>Nextdoor postings on the Town's page</li> <li>Delivery of meeting notices to residences on 89<sup>th</sup> and 90<sup>th</sup> streets for second meeting held in March</li> <li>Surveys on Nextdoor and SurveyMonkey</li> </ul> <p>Town collected resident feedback through a number of these channels including emails and phone calls.</p> <p>At the April 10<sup>th</sup>, 2018 Town Commission Meeting, the Town Commission approved a motion to terminate the One-Way Street Project tested on 89<sup>th</sup> Street and 90<sup>th</sup> Street.</p> <p>On April 16<sup>th</sup>, 2018, Public Works returned the traffic pattern on 89<sup>th</sup> Street and 90<sup>th</sup> Street to two-way traffic west of Harding Avenue.</p>
18		<b>Design 91<sup>st</sup> Street Improvements</b> <ul style="list-style-type: none"> <li>Sidewalk, landscaping and buried utilities</li> </ul>	Open	Awaiting the study of walkability by FIU.
19		Road closure of 95 <sup>th</sup> Street and Abbott Avenue	Closed	<p>On November 7, 2017, CGA submitted for review and approval Work Authorization No. 108 for Traffic Feasibility Study for Abbott Avenue and 95<sup>th</sup> Street. The project includes Traffic Analysis and Modeling of the road closure at 95<sup>th</sup> Street and Abbott Avenue. Total cost will not exceed \$20,149.58.</p> <p>On January 29, 2018, the Town Manager held a meeting with CGA Traffic Engineer Eric Czerniejewski, Asst. Town Manager Duncan Tavares, Public Works Director Randy Stokes and</p>

				<p>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	<b>Long Term (19+ months)</b>	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"> <li>• 100 block of 88<sup>th</sup> Street (4 spaces) effective 06-01-2017</li> <li>• 100 block of 90<sup>th</sup> Street (4 spaces) effective upon completion of on-going construction project</li> <li>• 100 block of 92<sup>nd</sup> Street (4 spaces) effective 06-01-2017</li> <li>• 100 block of 96<sup>th</sup> Street (6 spaces) six single pay parking spaces were removed and the area was designated a Tow-Away Zone.</li> </ul> <p>The additional loading zones are located at the following locations:</p> <ul style="list-style-type: none"> <li>• 100 block of 89<sup>th</sup> Street - effective 06-01-2017</li> <li>• 100 block of 94<sup>th</sup> Street - effective 06-01-2017</li> </ul>
2	Taxi Cab Stands added and changed	Closed	<ul style="list-style-type: none"> <li>• The Taxi Cab Stand at 94<sup>th</sup> Street &amp; Collins Avenue was reduced from (4) vehicles to (2) vehicles.</li> <li>• 94<sup>th</sup> Street &amp; Harding Avenue (across from Publix) will have a (2) vehicle Taxi Cab Stand. *One metered parking space has been added.</li> <li>• In the 200 block of 92<sup>nd</sup> Street (North side in front of the Marriott) one metered parking space was removed and replaced with a (1) vehicle Taxi Cab Stand.</li> </ul>


			<ul style="list-style-type: none"> <li>A (2) vehicle Taxi Cab Stand has been added to the south side of the 200 block of Collins Avenue.</li> </ul> <p>On 11-15-17, Chief Allen met with the management of the Azure Condominium regarding the taxi stand at 94<sup>th</sup> Street and Collins Avenue. They had no complaints regarding the location of the stand and were not aware of complaints or traffic concerns from residents of the condo. The taxis crossing Collins Avenue do not interfere with the exiting of cars from their building. The manager was happy that the stand was reduced from four to two taxis.</p> <p>One person has voiced opposition with the location of the taxi stand being across the street because it is unsightly and wants it moved.</p> <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	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.
4	Ride Share Pick-up & Drop Off	Closed	Background: There has been a proliferation of citizens utilizing Ride Share services such as Uber and Lyft which has impacted the efficient flow of traffic in the Town of Surfside. The operators for these services have been observed picking up and dropping off their customers in the Surfside Business District occupying Town parking spaces and double parking while picking up or dropping off customers.

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 95<sup>th</sup> Street in Surfside. Mr. Correoso was enthusiastic about the trial program that was discussed with him and he is willing to participate and utilize the location in the Uber application for the Pick-up location. He will be contacted days before going live with the location so that he could initiate the information in the Uber application. Mr. Correoso also provided information for his counterpart at Lyft ride share so we could contact them to have the same information on their Lyft application.

			<p>Effective 08-13-2018, the Ride Share Pick-Up and Drop-Off location in the 300 block of 95<sup>th</sup> Street was completed:</p> <ul style="list-style-type: none"> <li>• All signs installed (2 signs)</li> <li>• Curb line was painted yellow</li> <li>• Vehicle space lines were painted yellow</li> <li>• UBER Ride Share Company has agreed to add the location to their application</li> </ul>  <p>The Ride Share Pick-up &amp; 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 &amp; Drop-Off Program has been positive and led to efficiencies of the traffic flow in and around the business district of Surfside. The Police Department recommended that the Ride Share Pick-Up &amp; Drop-Off Program continue as a full-time initiative.</p> <p>The Ride Share Pick-up &amp; Drop-off Program became a permanent on-going program effective November 2018.</p>
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"> <li>• New Parking rate decals were ordered for the Parking Pay Stations with an</li> </ul>

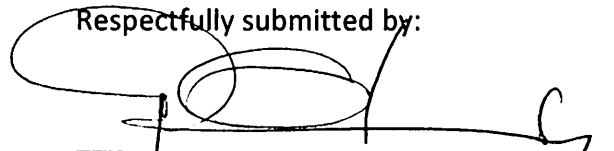
			<p>anticipated delivery date of mid-August 2018.</p> <ul style="list-style-type: none"> <li>• Temporary Parking Fee Decals with the new rate were placed on the affected Parking Pay Stations.</li> <li>• Effective 07-25-18 at 12:00 pm the \$1.75 Parking rate commenced. Both the Pay Station System and Pay-By-Phone System were updated with the new parking rate for off-street parking.</li> <li>• Notifications of the parking rate change were hand-delivered to Surfside businesses on 07-24-2018.</li> <li>• Email notification of the parking rate change was sent out on 07-25-2018.</li> <li>• Notification of the parking rate change was posted on the Town website on 07-25-2018.</li> <li>• On 07-25-2018, the Town website "Parking" section was reviewed and the areas requiring the new rate change were updated by CGA (Adrian).</li> </ul> <p>New Parking rate decals were received and they were affixed to the Parking Pay Stations in the Municipal Parking Lots on 08-22-2018.</p>
6	Replacement of No Parking Signs and additional No Parking Signs 9400 block of Abbott Avenue	Open December 2018	<p>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.</p> <p><b><u>All signs were ordered and expected delivery is in February 2019. Installation will commence upon receiving the signs.</u></b></p>

*D. Police Events:*

- A ceremony for the 2018 Officer and Civilian of the year was held on February 11<sup>th</sup>, 2019 at 6:00 p.m. in the Commission Chambers.
- The Surfside Police Department will host a community blood drive on February 13<sup>th</sup>, 2019 from 11:30 a.m. – 4:00 p.m.

- The Surfside Police Department will host a Mobile Department of Motor Vehicles event for residents to apply for and renew their driver's licenses on February 21<sup>st</sup>, 2019 from 10:00 a.m. to 2:00 p.m.
- The monthly Bike with the Chief is February 27<sup>th</sup>, 2019 at Town Hall at 4:00 p.m.
- Coffee with the Cops is February 28<sup>th</sup>, 2019 at Starbucks at 10:00 a.m.

Respectfully submitted by:



Guillermo Olmedillo, Town Manager





# Town of Surfside, FL

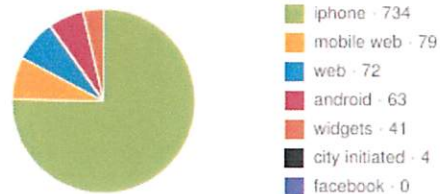
Between Jan 01, 2014 and Jan 24, 2019

993 requests were opened

970 requests were closed

The average time to close was 26.9 days.

Requests by Source



REQUEST CATEGORY	OPENED	CLOSED	DAYS TO CLOSE
Other	220	216	24.0
Beach Issue	166	156	23.6
Code Compliance (Violation)	134	134	30.6
Parking Issue	89	89	3.6
Police (Safety Concern)	74	74	8.6
Code Compliance (Safety Concern)	73	73	37.7
Street lights (PW)	47	44	153.6
Construction Issues	34	33	10.9
Utilities (Water/Sewer) (PW)	31	30	11.3
Drainage/Flooding (PW)	25	22	21.6
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	6	39.2
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

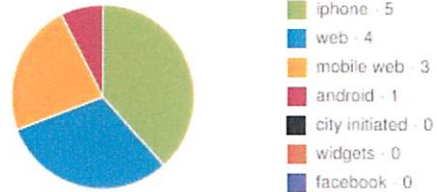
Between Jan 01, 2019 and Jan 24, 2019

13 requests were opened

9 requests were closed

The average time to close was 35.9 days.

Requests by Source



REQUEST CATEGORY	OPENED	CLOSED	DAYS TO CLOSE
Beach Issue	5	0	0.0
Street lights (PW)	3	1	1.1
Code Compliance (Violation)	1	3	18.2
Code Compliance (Safety Concern)	1	2	4.9
Construction Issues	1	1	2.0
Drainage/Flooding (PW)	1	1	44.9
Hawthorne Tot-Lot (P & R)	0	1	210.8
Other	1	0	0.0
96 Street Park (P & R)	0	0	0.0
Barking Dog	0	0	0.0
Beach Patrol	0	0	0.0
Community Center (P & R)	0	0	0.0
Dead Animal	0	0	0.0
Dog Stations (P & R)	0	0	0.0
Graffiti (in park) (P & R)	0	0	0.0
Graffiti (PW)	0	0	0.0
Parking Issue	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:** January 28, 2019

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

In January, 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.

Nextdoor provides monthly metrics on the 5<sup>th</sup> of each month for the previous month to track resident engagement. A summary for December is currently unavailable. However in December, the Town's Public Information Representative posted 22 messages over the course of the month. There are currently a total of 956 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](http://www.townofsurfsidefl.gov)) and/or by contacting the Town directly.



### **Historical Walking Tour rescheduled to Sunday, February 3rd**

Please note that, due to inclement weather forecasted for this weekend, the scheduled Historical Walking Tour which was to take place on Sunday, January 27th, has been rescheduled to next Sunday, February 3rd from 11am to noon. We apologize for any inconvenience.

The complimentary Historical Walking Tour is sponsored by the Surfside Tourism Bureau and led by HistoryMiami resident historian Dr. Paul George. It takes participants through different stages of our Town's history, beginning in the 1920's Surf Club. As a reminder, you can still register for the March edition of the tour here:

<https://www.eventbrite.com/e/surfside-historical-walking-tour-with-historymiamis-dr-paul-george-march-31-2019-tickets-54881489011>

### **Family Fun Day rescheduled to Sunday, February 17**

Due to inclement weather forecasted for this weekend, Family Fun Day has been rescheduled from 1 to 4 p.m. on Sunday, February 17. An updated flyer is attached. We hope to see residents at this exciting event. Thank you.



### **Get ready for the Beach 5k Run/Walk on Sun., February 24th**

Ready, set, and...sign up during early registration for the 13th annual Beach 5k Run/Walk! The race takes place on Sunday, February 24th and you can register online now at [www.active.com](http://www.active.com), where tickets will be \$25 for adults and \$15 for ages 14 and under, until Thursday, February 21st. Once on

the website, make sure to type in "Surfside" on the search bar to find your race. The price increases on Saturday, February 23rd and then again on the actual day of the race. There will be a packet pick-up on Saturday, February 23rd, or you can also pick up your packet on the day of the race from 6:30 am to 7:15 am. The race will begin at 8 am.

For full details on registration fees, race start and finish, awards and more, please refer to this flyer:

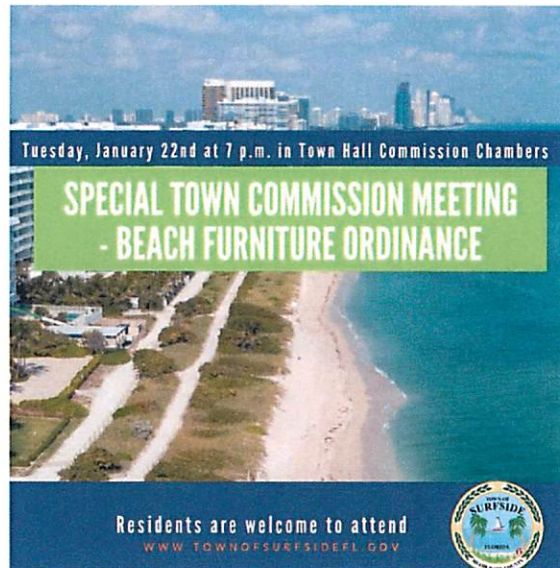
[https://townofsurfsidefl.gov/docs/default-source/default-document-library/parks-and-recreation/events-flyers/5k-run-2019.pdf?sfvrsn=8b55b94\\_6](https://townofsurfsidefl.gov/docs/default-source/default-document-library/parks-and-recreation/events-flyers/5k-run-2019.pdf?sfvrsn=8b55b94_6)

Good luck, Surfside runners!



### **Reminder: Special Town Commission Meeting tonight, Jan. 22**

As a friendly reminder, a Special Town Commission Meeting will take place tonight, Tuesday, January 22nd at 7 p.m. in the Town Hall Commission Chambers to hear, discuss and provide policy direction on a second reading of the revised beach furniture ordinance. Residents are welcome to attend.



**UPDATE: The Surfside Golf Shuttle will resume its service tonight at 6pm**

Please be advised that the Surfside Golf Shuttle will resume its service tonight (Friday) at 6 p.m. after experiencing a technical issue yesterday. The shuttle will complete its scheduled evening route until 10 p.m.

The six-passenger Surfside Golf Shuttle offers complimentary service to Surfside residents and tourists. It begins its route at the 87th Street and Collins Avenue bus stop with stops at each hotel, Downtown Surfside on 95th Street, and ends at the 86th Street and Harding Avenue bus stop. The shuttle is available 7 days a week between the hours of 10 a.m. and 2 p.m. as well as 6 p.m. and 10 p.m. The shuttle service, sponsored by the Surfside Tourism Bureau, is being carried out as a test and will run through the remainder of the month of January and all throughout February. To read more about the shuttle, please visit:

<https://www.townofsurfsidefl.gov/news-and-events/news-detail/2019/01/04/ride-through-town-in-style-surfside-golf-cart-shuttle-available-january-and-february>

If any changes are made to the schedule, we will post about it immediately. Enjoy your ride!





**Monday, January 21st is National Day of Service, in honor of Martin Luther King Jr.**

This coming Monday, January 21st, we celebrate the legacy of Dr. Martin Luther King Jr. during MLK Day, also known as National Day of Service. In order to commemorate the American civil rights activist, there will be a number of volunteer opportunities available which will give you the opportunity to give back to your South Florida community. To find locations, visit <https://www.nationalservice.gov/serve-your-community/mlk-day-service>.

Also, a reminder that In observance of Martin Luther King Jr. Day, Surfside Town Hall will be closed on Monday, January 21st. We hope you enjoy the long holiday weekend.

A banner for MLK Day of Service. On the left is a logo with 'MLK DAY' in large white letters inside an orange square, with 'OF SERVICE' below it. To the right of the logo is a quote in white and orange text: "LIFE'S MOST PERSISTENT AND URGENT QUESTION IS: WHAT ARE YOU DOING FOR OTHERS?" followed by "-Dr. Martin Luther King, Jr." in white. At the bottom left, an orange bar contains the date "January 21, 2019" in white. On the right side of the banner is a black and white portrait of Dr. Martin Luther King, Jr. looking upwards and to the right.

**MLK DAY**  
OF SERVICE  
Presented by NATIONAL & COMMUNITY SERVICE

**"LIFE'S MOST PERSISTENT AND URGENT QUESTION IS:  
WHAT ARE YOU DOING FOR OTHERS?"**  
-Dr. Martin Luther King, Jr.

**January 21, 2019**

### **Surfside Golf Cart Shuttle temporarily out of service**

Please be advised that due to technical issues, the Surfside Golf Cart Shuttle is temporarily out of service. We will post another update once repairs are made and the shuttle is running again. Thank you.

### **Surfside Tourist Bureau adds third and final Historical Walking Tour in March:**

#### **Sign up now!**

Due to an overwhelming response, the Surfside Tourist Bureau has added a third and final Historical Walking Tour in March.

The January and February tours quickly sold out, so this is your last chance to reserve your spot to enjoy HistoryMiami resident historian Dr. Paul George's complimentary tour on Sunday, March 31st at 11 a.m.

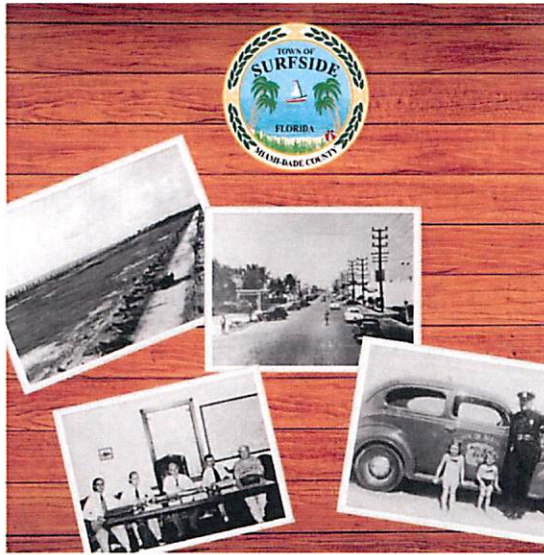
Spots will fill up quickly, so make sure to sign up for your historic journey here:

<https://www.eventbrite.com/e/surfside-historical-walking-tour-with-historymiamis-dr-paul-george-march-31-2019-tickets-54881489011>

Dr. Paul George will guide folks on a 1-hour tour exploring the Town's past and present, starting with the opening of the Surf Club in the 1920's and ending in Downtown Surfside. The group will set out from the Community Center located at 9301 Collins Avenue. The Historical Walking Tours are sponsored by the Surfside Tourist Bureau.

Make sure to take advantage of this great opportunity and explore our culturally and historically rich community!



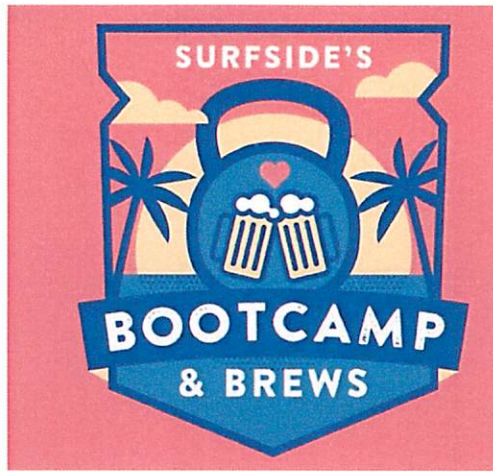


### **It's time for fun and fitness at Bootcamp & Brews on Thurs., January 17th**

Resolve to be healthy by joining the Surfside Tourism Bureau for the inaugural Bootcamp & Brews on Thursday, January 17th. This unique event will be held from 6 p.m. to 9 p.m. at the Grand Beach Hotel Surfside, located at 9449 Collins Avenue.

Instructors like firefighter Lazaro Gonzalez, ISSA Elite trainer Cameron Adam and Equinox's Cat Medina will guide residents and visitors through a full hour burn-it-up bootcamp session. Then be sure to stick around for a local craft beer tasting. A DJ will also be playing laid-back tunes for your post-workout soundtrack.

Tickets to Bootcamp & Brews are just \$5 and can be purchased at <https://www.visitsurfsidefl.com/events/bootcamp-brews/>.



### **Surfside Zoning Code Survey**

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 meeting in the near future. To facilitate an efficient means of collecting your feedback, the Town has prepared a Zoning Code Feedback Form, which you can participate in online via SurveyMonkey (<https://www.surveymonkey.com/r/8SXFZCY>) or manually by filling out the Surfside Zoning Code Feedback Form

([https://www.townofsufsidefl.gov/docs/default-source/town-news-articles/surfside-zoning-code-feedback-form.pdf?sfvrsn=236f5e94\\_4](https://www.townofsufsidefl.gov/docs/default-source/town-news-articles/surfside-zoning-code-feedback-form.pdf?sfvrsn=236f5e94_4)). The survey period ends at noon on February 8, 2019.

Instructions for the form are 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](http://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

In addition to this survey, there will be an Administrative Workshop - Zoning Code Feedback on Tuesday, February 5, 2019, at 6:00 pm in the Commission Chambers, 2nd Floor Town Hall. The community is welcome to attend the meeting.



### **Keep your kids entertained at Kids Day Off this Friday**

Heads up, parents! There is a Teacher Planning Day for Miami-Dade County Public Schools this Friday, January 18th. The good news is that you can drop off your child at the Surfside Community Center for a fun-filled Kids Day Off.

The program runs from 8 a.m. to 6 p.m. and offers exciting activities like swimming, sports, arts and crafts, other indoor/outdoor activities and more. Participants must be 6 by the time of registration and proof of Surfside residency is required. Pre-registration is required. The fee is \$30 for residents and \$40 for non-residents. The Community Center is located at 9301 Collins Avenue. For more information, please call (305) 866 - 3635 or refer to the attached flyer.

### **Family Fun Day is coming up on Sunday, January 27th**

It's never too early to gear up for Surfside annual Family Fun Day. Save the date for this spectacular event which returns to 96th Street Park on Sunday, January 27th.

From 1pm to 4pm, families can enjoy food, face painting, arts and crafts, rides, and lots more! The event is free and open to Surfside residents only. For more information, please call (305) 866 -



3635 or refer to the flyer:

[https://townofsursidefl.gov/docs/default-source/default-document-library/parks-and-recreation/events-flyers/family-fun-day-2019.pdf?sfvrsn=9b55b94\\_6](https://townofsursidefl.gov/docs/default-source/default-document-library/parks-and-recreation/events-flyers/family-fun-day-2019.pdf?sfvrsn=9b55b94_6)



**Join us for a Movie Under the Stars this Saturday!**

Bring your friends, family and blankets and join us for Movie Under the Stars this Saturday, January 12th at 6:30 p.m. at 96th Street Park. We'll be taking you to the icy land of Antarctica with the always entertaining film, Happy Feet. There will be free popcorn!

Movie Under the Stars is made possible by the Surfside Parks and Recreation Department. For more information, please call (305) 866 - 3635.

## Movie under the Stars

**Saturday**  
**January 12, 2019**  
**96th Street Park**  
(9572 Bay Drive)  
**Movie begins at 6:30pm**

Bring family and friends and join the Parks and Recreation Department as we watch the "HAPPY FEET"

Don't forget to bring your blankets

FREE POPCORN

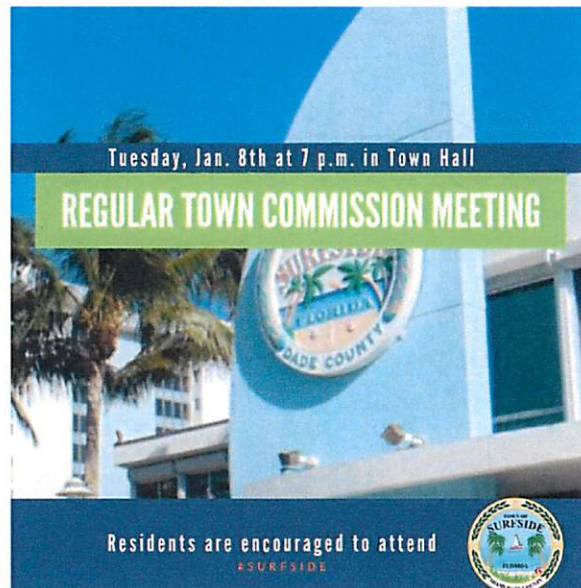
FREE

Rated PG  
Movie Duration  
1hr 48mins

### **Save the Date: Regular Town Commission meeting on Tues., January 8th**

Mark your calendar for this month's Regular Town Commission meeting, which will be held tomorrow, on Tuesday, January 8th at 7 p.m. at Town Hall. Among the agenda items, Calvin Giordano & Associates will present several recommendations to the Town Commission in a continued effort to help mitigate the periodic flooding on Abbott Avenue, between 90th Street and 96th Street. Residents are encouraged to attend.

A reminder the Town Commission meeting also will be live-streamed on the Town website - just click on the "Watch Channel 93 Live" tab.



### **Brake for a Shuttle Bus Survey**

In order to better serve the community and improve the efficiency of shuttle bus transportation, the Town of Surfside wants to hear from you.

The Town of Surfside is coordinating efforts with Bal Harbour, Bay Harbor and the FIU Lehman Center for Transportation Research to evaluate the three shuttle bus services.

Please consider taking a brief survey. The deadline to participate is noon on Friday, January, 25th. Visit <https://www.surveymonkey.com/r/surfsideshuttlesurvey> to take the survey.



## **Ride through Town in style: Surfside Golf Cart Shuttle available January &**

### **February**

Getting around Surfside has never been more fun! A six-passenger hop-on/hop-off golf cart shuttle will be in service starting today, Thursday, January 3rd, and will run through the remainder of January and all of February. The complimentary shuttle will begin its route at the 87th Street and Collins Avenue bus stop with stops at each hotel, Downtown Surfside on 95th Street, and end at the 86th Street and Harding Avenue bus stop. The service is available to all residents and visitors alike and is sponsored by the Surfside Tourist Bureau.

The golf cart shuttle will be available 7 days a week between the hours of 10am and 2pm as well as 6 p.m. and 10pm Enjoy the ride!



## **Happy New Year! Stay up to date on 2019 news and events with the January Town**



### **Gazette**

Happy New Year, Surfsiders. We're excited to embark on 2019!


Stay up to date on all the upcoming events and happenings in our Town by checking out this month's Gazette, available at Town Hall or digitally on our website via:

<https://issuu.com/surfsidegazette/docs/gazette-jan2019>

Wishing you a happy, healthy new year ahead.



GAZETTE  
JANUARY 2019



### Message from the Town Manager

With the arrival of the new year, we are delighted to share a wave of exciting projects planned for 2019.


Starting this spring, Surfside will address critical beach erosion by undergoing a vast beach renourishment. Our Town Commission and Administration have worked hard to secure funding for this endeavor, which helps to support coastal storm risk management, preserve wildlife, and protect beachfront infrastructures. Once more details become available, the U.S. Army Corps of Engineers will host a series of public meetings at Town Hall to review project details and answer any resident questions.

Additionally, the Town of Surfside plans to renovate the 96th Street Park, further improve beach ends, rollout new sustainability initiatives such as the Property Assessed Clean Energy (PACE) program, and further increase healthy reserves for long range financial planning and future needs. Please consider taking a brief survey to help the Town to improve the efficiency of shuttle bus transportation and better serve the community (see page 4).

As we look ahead, the Town remains committed to building a more resilient community and to continually enhancing the quality of life for Surfside residents. We hope you will join us at the Family Fun Day presented by the Parks and Recreation Department on Sunday, January 27th. Please also visit the Town website and sign-up for Town notifications in order to stay abreast of important updates.

Best wishes for 2019!

*Guillermo Olmedillo, Town Manager*



Last updated on 1/24/2019

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	9200 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 maximum 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	9/13/2013	341 units	341 units	12-144	5/5/2012	Issued
7/17/2012	9379, 9385 & 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	7/31/2012, 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 8,554.9 square feet		14-509	11/12/2015	Issued
3/15/2015	201, 203, 205, 207, 209 & 215 88th St - 8609 Harding Ave	Surfside Condo's - redevelopment of (7) parcels into single unified condo development	4/2/2015, 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: 2/11/2016 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, 11/1/18	Original approval: 7/16/2016, Revised approval: 11/29/18	Original approval: 11/10/2016, current site plan has not been approved yet. Scheduled for February 26, 2019	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	6/20/2016, 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	11/7/2016, 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	Unsolicited Proposal (P3)								On hold
Original submittal: 1/06/2015 Revised submittal: 9/01/2016, 12/23/2016, 03/09/2018	8851 Harding Avenue	18 multi-family units	01/22/2015, 08/18/2016, 01/23/2017, 03/23/2018, 11/25/2018	Scheduled for 01/31/2019	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 DECEMBER 31, 2018**  
**25% OF YEAR EXPIRED (BENCHMARK)**

Page

1 of 3

GOVERNMENTAL FUNDS	ACTUAL	ANNUAL BUDGET	% BUDGET
<b>GENERAL FUND - 001</b>			
REVENUE	\$ 9,297,137	\$16,622,251	56%
EXPENDITURES	3,098,168	\$16,622,251	19%
Net Change in Fund Balance	6,198,969		
Fund Balance-September 30, 2018 (Unaudited)	10,628,234		
Fund Balance-December 31, 2018 (Reserves)	<u>\$ 16,827,203</u>		
<b>TOURIST RESORT FUND - 102</b>			
REVENUE	\$ 474,988	\$2,940,500	16%
EXPENDITURES	641,725	\$2,940,500	22%
Net Change in Fund Balance	(166,737)		
Fund Balance-September 30, 2018 (Unaudited)	305,877		
Fund Balance-December 31, 2018 (Reserves)	<u>\$ 139,140</u>		
<b>POLICE FORFEITURE FUND - 105</b>			
REVENUE	\$ -	\$113,800	0%
EXPENDITURES	2,395	\$113,800	2%
Net Change in Fund Balance	\$ (2,395)		
Fund Balance-September 30, 2018 (Unaudited)	159,527		
Fund Balance-December 31, 2018 (Reserves)	<u>\$ 157,132</u>		
<b>TRANSPORTATION SURTAX FUND - 107</b>			
REVENUE	\$ 16,787	\$231,262	7%
EXPENDITURES	38,830	\$231,262	17%
Net Change in Fund Balance	(22,043)		
Fund Balance-September 30, 2018 (Unaudited)	247,445		
Fund Balance-December 31, 2018 (Reserves)	<u>\$ 225,402</u>		
<b>BUILDING FUND - 150</b>			
REVENUE	\$ 206,574	\$1,427,535	14%
EXPENDITURES	243,480	\$1,427,535	17%
Net Change in Fund Balance	(36,906)		
Fund Balance-September 30, 2018 (Unaudited)	2,825,208		
Fund Balance-December 31, 2018 (Reserves)	<u>\$ 2,788,302</u>		
<b>CAPITAL PROJECTS FUND - 301</b>			
REVENUE	\$ 277,449	\$1,470,000	19%
EXPENDITURES	9,271	\$1,470,000	1%
Net Change in Fund Balance	268,178		
Fund Balance-September 30, 2018 (Unaudited)	2,158,902		
Fund Balance-December 31, 2018 (Reserves)	<u>\$ 2,427,080</u>		

**NOTES:**

\* Many revenues for December 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 \$8,628,234 is unassigned fund balance (reserves).

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

REVENUE	\$ 814,245	\$3,807,941	21%
EXPENDITURES	542,801	\$3,807,941	14%
Change in Net Position	271,444		
Unrestricted Net Position-September 30, 2018 (Unaudited)	(1,705,883)		
Unrestricted Net Position-December 31, 2018 (Reserves)	<u>\$ (1,434,439) B</u>		

**MUNICIPAL PARKING FUND - 402**

REVENUE	\$ 388,614	\$1,219,000	32%
EXPENDITURES	264,434	\$1,219,000	22%
Change in Net Position	124,180		
Unrestricted Net Position-September 30, 2018 (Unaudited)	1,024,087		
Unrestricted Net Position-December 31, 2018 (Reserves)	<u>\$ 1,148,267</u>		

**SOLID WASTE FUND - 403**

REVENUE	\$ 514,237	\$1,910,182	27%
EXPENDITURES	377,222	\$1,910,182	20%
Change in Net Position	137,015		
Unrestricted Net Position-September 30, 2018 (Unaudited)	641,977		
Unrestricted Net Position-December 31, 2018 (Reserves)	<u>\$ 778,992</u>		

**STORMWATER FUND - 404**

REVENUE	\$ 117,682	\$753,064	16%
EXPENDITURES	57,476	\$753,064	8%
Change in Net Position	60,206		
Unrestricted Net Position-September 30, 2018 (Unaudited)	3,487,252		
Unrestricted Net Position-December 31, 2018 (Reserves)	<u>\$ 3,547,458</u>		

**FLEET MANAGEMENT FUND - 501**

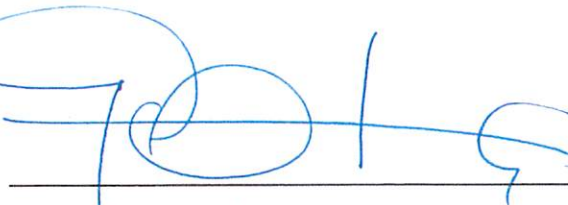
REVENUE	\$ 309,262	\$1,237,057	25%
EXPENDITURES	140,656	\$1,237,057	11%
Change in Net Position	168,606		
Unrestricted Net Position-September 30, 2018 (Unaudited)	0		
Unrestricted Net Position-December 31, 2018 (Reserves)	<u>\$ 168,606</u>		

**NOTES:(con't)**

- B. The Unrestricted Net Position of (\$1,434,449) 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 \$1,342,696. 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 - December 2018**

<b>FUND</b>	<b>9/30/2015</b>	<b>9/30/2016</b>	<b>9/30/2017</b>	<b>9/30/2018</b>	<b>12/31/2018</b>	<b>CAGR <sup>(a)</sup></b>
General	\$ 5,905,726	\$ 7,368,408	\$ 8,460,802	\$ 10,628,234	\$ 16,827,203	21.6%
Tourist Resort	339,396	363,407	469,880	305,877	139,140	-3.4%
Police Forfeiture	113,431	141,755	164,933	159,527	157,132	12.0%
Transportation Surtax	440,662	354,264	388,363	247,445	225,402	-17.5%
Building	-	-	1,742,910	2,825,208	2,788,302	27.3%
Capital Projects	182,903	1,154,352	576,122	2,158,902	2,427,080	127.7%
Water & Sewer	(2,705,871)	(2,827,890)	(3,048,579)	(1,705,883)	(1,434,439)	-14.3%
Municipal Parking	1,089,165	1,111,941	811,013	1,024,087	1,148,267	-2.0%
Solid Waste	340,391	245,941	429,743	641,977	778,992	23.6%
Stormwater	4,051,768	3,392,370	3,264,379	3,487,252	3,547,458	-4.9%
Fleet Management	-	-	-	-	168,606	N/A
<b>Total</b>	<b>\$ 9,757,571</b>	<b>\$ 11,304,548</b>	<b>\$ 13,259,566</b>	<b>\$ 19,772,626</b>	<b>\$ 26,773,143</b>	<b>28.7%</b>

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



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

**TO: Town Commission**

**FROM: Lillian M. Arango, Town Attorney**

**CC: Guillermo Olmedillo, Town Manager**

**DATE: February 4, 2019**

**SUBJECT: Office of the Town Attorney Report for February 12, 2019**

---

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

January 7, 2019 - Tourist Board Meeting

January 8, 2019 - Regular Town Commission Meeting

January 16, 2019 - Sustainability & Resiliency Committee Meeting

January 22, 2019 – Special Town Commission Meeting – Beach Furniture

January 31, 2019 – Planning & Zoning Board Meeting

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. In addition, orientation binders and meetings were conducted with new members of the Sustainability and & Resiliency Committee.

**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, unsolicited proposals for public-private partnership (P3) process and Statute. procurement and purchasing (including staff workshop on FY 2018/19 Projects/Initiatives and Procurement Review), Request for Proposals for Community Center Food Concession and Marketing Services for the Tourist Bureau, bid documents for traffic improvements, 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
- Various development and quasi-judicial applications
- Agreement for Interim Finance Director Services
- Unsolicited Proposals (P3) – Abbott Lot and Town Hall Site
- Code of Ethics and Lobbying Code
- 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
- Ordinance Amending Ethics Code to Require Disclosure of Business Relationships
- Florida Friendly Fertilizer 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, evaluation of unsolicited proposals for the Abbot Lot and Town Hall Parcel, necessary Code amendments in connection with potential development of Town-owned parcels for P3 projects, 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 PLANNING & ZONING BOARD MINUTES

**November 29, 2018 – 6:00 p.m.**

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

### 1. Call to Order/Roll Call

The Planning & Zoning Board meeting was called to order by Chair Lecour at 6:00 p.m.

Present were Chair Lindsay Lecour, Vice Chair Judith Frankel, Board Member Peter Glynn, Board Member Brian Roller, and Alternate Member Rochel Kramer.

Board Member Jorge Garcia arrived at 6:04 p.m. and Alternate Member Marina Gershanovich arrived at 6:45 p.m.

Also present were Vice Mayor Gielchinsky, Town Manager Guillermo Olmedillo, Town Planner Sarah Sinatra Gould, Town Attorney Kathy Mehaffey and Building Official Ross Prieto.

### 2. Town Commission Liaison Report – Vice Mayor Gielchinsky

The Vice Mayor did not provide a report.

### 3. Approval of Minutes – October 25, 2018

Vice Chair Frankel made a motion to approve the minutes as written. The motion was seconded by Board Member Glynn and all voted in favor.

### 4. Applications:

- A. 400 92<sup>nd</sup> Street** – The applicant is requesting to convert their garage to approximately 318 square feet of additional living space.

Town Planner Sinatra Gould introduced the item and stated that the applicant is requesting to convert their garage to add approximately 318 square feet of additional space. Staff stated that they have reviewed the application and they are providing the additional window as requested and they will add additional landscaping.

Staff recommends approval with the conditions of the applicant adding the landscaping along the base of the previous garage door are per Town Code requirements.

Board Member Roller made a motion to approve as recommended. The motion was seconded by Board Member Glynn and all voted in favor.

Board Member Jorge Garcia arrived at this time.



## 5. Quasi-Judicial Items:

*Please be advised that the following items on the Agenda are Quasi-Judicial in nature. If you wish to object or comment upon an item, please complete a Public Speaker's Card indicating the Agenda item number on which you would like to comment. You must be sworn in before addressing the Board and you may be subject to cross-examination. If you refuse to submit to cross-examination, the Board will not consider your comments in its final deliberation. Please also disclose any Ex-Parte communications you may have had with any Board member. Board members must also do the same.*

### A. 9300 Collins Avenue Site Plan & Conditional Use

Chair Lecour read the process and rulings of a quasi-judicial hearing.

Deputy Clerk Riera confirmed that compliance with the advertising notice requirements had been met. Town Attorney Mehaffey asked the Planning and Zoning Board if anyone had ex-parte communications with the Applicant or any objector. Hearing none, Deputy Clerk Riera swore in anyone who wished to speak on the item.

Town Planner Sinatra Gould introduced the item and gave a presentation on the item. Recommendation is once the Planning & Zoning Board approves the application it will go before the Town Commission with the following recommendation from staff:

- All applicable conditions of approval included in Resolution 17-Z-2418
- The applicant's voluntary proffer to contribute \$272,000 to the Town to be paid prior to the issuance of the first building permit.
- The rooftop pools and deck hours shall be limited from dawn to dusk.
- The applicant shall enter into an agreement recorded in the public records at the expense of the owner, which shall run with the land and shall bind the heirs, successors and assigns of said owner and provide 24-hour valet service.

Neisen Kasdin of Akerman LLP, provided a presentation of the project.

Bennett Brooks of Brooks Acoustics Company spoke regarding the noise/sound concerns emanating from the property and they did an engineering analysis from the roof/deck and gave the presentation of their findings.

Discussion and questions ensued among the Board and Mr. Brooks regarding the decibel levels.

Sherry Gutierrez of Arquitectonica, provided a presentation of the project.

Discussion and questions ensued among the Board and Ms. Gutierrez regarding the landscaping on the project.

Alternate member Gershanovich arrived at 6:45 p.m.

Chair Lindsay Lecour opened the floor to public comments and the following spoke:

- George Kousoulas
- Victor May
- Alan Yarkin

- Tricia Fowley
- Sasha Plutno
- Ellen Abramson
- Steven Dunn
- Michael Dranoff
- Mitchell Feldman
- Ben Jacobson
- Mandy Davenport
- Yuri Fridman

Mr. Kasdin responded to some of the comments made by the public speakers.

Chair Lindsay Lecour closed the floor to public comments.

Discussion among Board Member Glynn and Mr. Kasdin ensued regarding what the hours of the music being played, the number of feet from the road to the loading dock and the size of the delivery trucks.

Discussion ensued among the Board and Town Planner Sinatra Gould regarding the noise conditions.

Building Official Ross Prieto answered the Board's questions regarding the noise ordinance and hours.

Board Member Glynn would like the music to stop at dusk.

Vice Chair Frankel also has a concern with sound and the open area.

Discussion continued among the Board members and Mr. Kasdan regarding the noise and the use of the garden, the banquet hall, landscaping, including the roof. and the square footage requirements for occupancy.

Town Manager Olmedillo addressed the Board regarding the occupancy requirements and density level.

Town Planner Sinatra Gould read the language in the Code under the Noise Ordinance.

After some discussion, Chair Lecour stated the following conditions as discussed by the Board:

- Limiting use of the pool from 7:00 am to 7:00 p.m.
- Limiting music at the pool and garden from 11:00 a.m. to 7:00 p.m.
- Prohibiting live music
- Minimum 10-foot landscape buffer within a year on the north and south side of the park parcel
- Sound policy to be equal to that of the Grand Beach and Marriott
- Signed agreement with the adjacent neighbors

- Staff to do an occupancy analysis comparable to other hotels in the 33154-zip code area.
- Landscaping and/or water feature in central circular courtyard

To answer Mr. Kasdin's question regarding live music, the Board would be in favor of the use of unamplified music between the hours of 11:00 a.m. to 7:00 p.m.

Board Member Glynn made a motion to approve with the recommendation by staff and conditions. The motion was seconded by Vice Chair Frankel. The motion carried 5-0 on roll call vote.

## **6. Local Planning Agency Items:**

### **A. Corner Lot Fences**

**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.**

Deputy Town Clerk Riera read the title of the ordinance.

Chair Lecour opened the floor to public participation and hearing none she closed the floor to public participation.

Board Member Glynn made a motion to approve. The motion was seconded by Board Member Roller. The motion carried 5-0 on roll call vote.

### **B. Reasonable Accommodation Procedure**

**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.**

Deputy Town Clerk Riera read the title of the ordinance.

Town Attorney Mehaffey introduced the item.

Vice Chair Frankel made a motion to approve. The motion was seconded by Board Member Glynn. The motion carried 5-0 on roll call vote.

## 7. Discussion Items:

### A. Landscape & Drainage Requirement for Single Family – Verbal Update from Ross Prieto, Building Official

Building Official Prieto provided an overview of the landscape and drainage requirements and some discussed ensued on the item.

### B. Widening of Sidewalks on Collins Avenue (A1A)

Town Planner Sinatra Gould provided an overview of the project.

Chair Lecour opened the floor to public comments and the following spoke:

- Ellen Abramson

Chair Lecour closed the floor to public comments.

### C. Freeboard & Height Discussion

Sarah Sinatra Gould, Town Planner gave an overview of this item.

This item was deferred to the next meeting on January 31, 2019.

### D. Future Agenda Items

Town Manager Olmedillo explained what an impact fee is and how it works.

Chair Lecour requested staff to compile an analysis and verbal update on impact fees and occupancy fees for the January 2019 meeting.

Board Member Glynn asked Town Manager Olmedillo if he had an update on the walkability plan and Town Manager Olmedillo advised that he has a meeting next week with the University of Miami.

## 8. Adjournment

There being no further business to discuss before the Planning & Zoning Board, Vice Chair Frankel made a motion to adjourn at 9:18 p.m. Board Member Roller seconded the motion and all voted in favor.

Accepted this 31<sup>ST</sup> day of January, 2018 9

  
Chair Lindsay Lecour

Attest:

  
Sandra Novoa, MMC  
Town Clerk



## **Town of Surfside**

### **TOURIST BOARD MEETING MINUTES**

**December 12, 2018 – 5:30 p.m.**

Town Hall Commission Chambers –  
9293 Harding Ave, 2<sup>nd</sup> 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.

Present: Chair Barbara Cohen  
Board Member Jennifer Brilliant  
Board Member MaryAnna Estomba

Absent: Vice Chair Jeff Lehman  
Board Member Bera Kalhan

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: November 14, 2018**

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

#### **4. A/R (Resort Tax)**

Tourism Director Fast provided the Board with the A/R resort tax spreadsheet comparing the 2017/2018 fiscal year to the 2018/2019 fiscal year for the Boards information.

#### **5. Current Resort Tax Budget Spend**

Tourism Director Fast commented that this item was requested at the last meeting. Discussion ensued regarding the purchasing of holiday lighting or having more permanent options for lighting downtown.

Board Member Estomba commented that she would like to see a specific line item in the future budget for sponsorship items so that it is clear where funds are going.

**6. Ongoing Board Directed Task-List**

Tourism Director Fast put together and provided a list of ongoing items that the Tourism Department is working on that has been directed from the Board.

**Discussion Items:**

**7. Appreciation for Hector Perez' Dedicated Service and Assistance for the Tourist Board Meetings and the Town of Surfside for 34 years – Lindsay Fast**

Tourism Director Fast presented Hector Perez an award for his hard work, help and dedication to the Tourist Board.

Hector thanked the Board and said that he will miss everyone.

**8. Israel Innovation Expo Sponsorship Request – Lindsay Fast**

Tourism Director Fast provided the Board with the sponsorship request form as per the request of the Board at their last meeting. She explained how this would benefit the Town and what the sponsorship funds would go towards.

Discussion ensued regarding conditions that the event be open to residents and that there be participation by local businesses at the event.

After some discussion, Board Member Estomba made a motion to approve the sponsorship with the conditions that the expo be open to the residents to attend for free and that there be a minimum of two other Surfside businesses be involved in the expo. Board Member Brilliant seconded the motion which carried 3-0 on roll call vote.

**9. Bootcamp & Brews Event Details – Jacober Creative on behalf of R2 Creative**

Tourism Director Fast introduced the item.

Raul Rodriguez of R2 Creative and Daniel Peralta of Jacober Creative presented a PowerPoint explaining the Bootcamp and Brews event taking place on January 17th and February 7th and answered any questions from the Board.

**10. Next Tourist Board Meeting: January 7, 2019 at 5:30pm**

Chair Barbara Cohen advised the Board that the next meeting is on January 7, 2019 at 5:30 p.m.

**11. Public Comments**

George Kousoulas spoke regarding the budget and holiday lights. Town Commission Liaison Cohen commented that the Tourist Board needs to bring ideas and be more participatory due to the current environment.

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## 12. Adjournment

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

The meeting adjourned at 6:15 p.m.

Respectfully submitted:

Accepted this 7<sup>th</sup> day of January, 2019

  
Barbara Cohen, Chair

Attest:

  
\_\_\_\_\_  
Elora Riera, CMC  
Deputy Town Clerk





## Town of Surfside

### PARKS & RECREATION COMMITTEE MEETING MINUTES

**December 17, 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 7:00 p.m.

The following were present:

Chair Retta Logan
Vice Chair Eliana Salzhauer *arrived at 7:01 p.m.
Committee Member Zoya P. Javier
Committee Member Shlomo Danzinger

Absent

Committee Member Louisa Agresti
---------------------------------

Also present:

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

*\*The audio recording for this meeting is unavailable\**

#### **2. Agenda and Order of Business**

No changes, additions or deletions were made.

#### **3. Approval of Minutes: November 26, 2018**

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

#### **4. Fall Programming Update**

Parks & Recreation Director Milian provided an update to the Committee regarding the fall programs. He mentioned that the basketball program will run into the new year.

#### **5. Holiday Event Recap**

Parks & Recreation Director Milian commented that although he was unable to attend the event, it was a great success with approximately 650 people in attendance. Some discussion ensued regarding other attractions that can be implemented into future holiday events such as an ice rink.

#### **6. Winter Program Update**

Parks & Recreation Director Milian commented that they have approximately 17 kids signed up for the winter camp which will run December 24<sup>th</sup> through January 4<sup>th</sup>



excluding Christmas day and New Year's Day. He advised the Committee of the following upcoming events and dates:

- Swim team – February 11<sup>th</sup>
- Sweetheart event – February 8<sup>th</sup>
- Family Fun Day – January 22<sup>nd</sup>
- 5K Run – February 24<sup>th</sup>
- Movie at the Park – January 12<sup>th</sup>, March 16<sup>th</sup> and May 4<sup>th</sup>

Parks & Recreation Director Milian commented that a running camp is currently in the process of being put together.

**7. Pool Lighting Update**

Parks & Recreation Director Milian explained that if the pool lighting were to move forward, it would need to be approved as part of the budget for fiscal year 2020. He commented that he received some quotes for renting pool lighting which ranged from \$30,000 to \$50,000. Those quotes still need to be reviewed by the electrician. He stated that the lighting would be in place from November through February when the time changes occur.

Vice Chair Salzhauer requested that Parks & Recreation Director Milian look into the cost of owning lighting versus renting.

**8. 2019 Meeting Dates**

Parks & Recreation Director Milian commented that a list of 2019 meeting dates were created and distributed to the Committee. The meetings in January and February fall on holidays and therefore need to be rescheduled.

After some discussion, Vice Chair Salzhauer made a motion to reschedule the January 21<sup>st</sup> meeting to January 28<sup>th</sup>, the February 18<sup>th</sup> meeting to February 25<sup>th</sup> and the October 21<sup>st</sup> meeting to October 28<sup>th</sup>. The motion was seconded by Board Member Javier and all voted in favor.

**9. Public Comments**

There were no public comments.

**10. Adjournment**

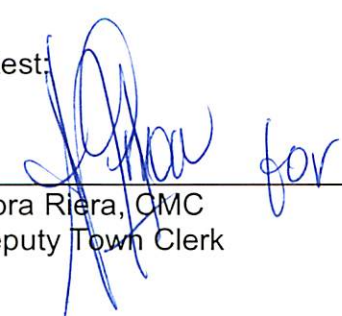
Committee Member Danzinger made a motion to adjourn the meeting at 7:40 p.m. The motion received a second from Vice Chair Salzhauer and all voted in favor.

Respectfully submitted:

Accepted this 28 day of January, 2019

  
Retta Logan, Chair

Attest:

  
Elora Riera, CMC  
Deputy Town Clerk



**Town of Surfside  
Town Commission Meeting  
February 12, 2019  
7:00 pm**

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

**Agenda #:** 4B1  
**Date:** February 12, 2019  
**From:** Daniel Dietch, Mayor  
**Subject:** Code of Ethics Ordinance Enhancement and Amendment to Provide for Disclosure of Business Relationships by Members of the Town Commission and Town Boards and Committees

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**Objective:** At the Town Commission on December 11, 2018, the Commission directed the Town Attorney to evaluate the current Code of Ethics and identify areas where the ethical standards could be strengthened to create improved transparency and accountability of Town elected officials and board and committee members, and prepare necessary amendments to the current Code of Ethics for such purposes. The attached Ordinance amends Article VII – Code of Ethics, by adding Section 237 therein to provide for disclosure by Town Commissioners and board and committee members of “business relationships”, as said term is defined in the Ordinance. The disclosure requirement would impose a duty to disclose certain business relationships with applicants or Interested Persons who have matters before the Town Commission or boards and committees. The objective of the Ordinance is to create disclosure and transparency of certain business relationships which may have an appearance of a conflict of interest, over and above the requirements contained in the Miami-Dade County Code of Ethics and State Law.

**Consideration:** The attached Ordinance improves and provides more stringent disclosure standards than those contained in the existing Town Code of Ethics, as well as those standards provided by the Miami-Dade County Ethics Code and State law.

The attached Ordinance was prepared by the Town Attorney, and, specifically, Robert Meyers, Esq., former Executive Director of the Miami-Dade County Commission on Ethics & Public Trust, who is currently with the law firm of Weiss Serota Helfman, our Town Attorney. The Town Attorney considered a number of substantive and procedural recommendations concerning enhancements to strengthen the existing Town Code of Ethics with the objective of strengthening transparency and public trust. The specific disclosures required of members of the Town Commission and boards and committees relate to the following business relationships:

- The member of the Town Commission or Town board or committee has any ownership interest, directly or indirectly, in excess of 1% in the entity;

- The member of the Town Commission, Town board or committee is a partner, co-shareholder or joint venturer with the Interested Person in any business venture;
- The entity or Interested Person is a client of the member of the Town Commission, Town board or committee, or a client of another professional working for the same employer as the member of the Town Commission, Town board or committee;
- The member of the Town Commission, Town board or committee is a client of the entity or the Interested Person;
- The entity or Interested Person is a customer of the member of the Town Commission, Town board or committee (or his or her employer) and transacts more than 5% of the business in a given calendar year of the member of the Town Commission, Town board or committee (or his or her employer) or more than \$25,000 of business in a given calendar year; or
- The member of the Town Commission, Town board or committee is a customer of the entity or the Interested Person and transacts more than 5% of the business in a given calendar year of the entity or Interested Person or more than \$25,000 of business in a given calendar year.

Any of the above enumerated business relationships within the prior 24-month period would require the member of the Town Commission or board or committee to disclose such relationship at the time that the Applicant or Interested Person appears before the Commission or board or committee, or within 12 months of the establishment of a new business relationship after the appearance before the Commission or board or committee. In such situations requiring disclosure, the Town Commissioner or Town board or committee member may refrain from voting or taking action on the item because of the appearance of a possible conflict of interest. Enforcement of the disclosure would fall with the Town Commission, who may censure a commissioner who is found to have willfully failed to disclose the business relationship or remove a board or committee member from its appointed position.

**Recommendation:** Adopt the attached Ordinance on first reading, and, if finally adopted at second reading, with the Town Attorney, provide education and assistance to Town Commissioners and board and committee members on the applicability of the disclosure requirements.

**ORDINANCE NO. 19 - \_\_\_\_\_**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA AMENDING ARTICLE VII - CODE OF ETHICS, BY ADDING SECTION 2-237 TO PROVIDE FOR DISCLOSURE OF BUSINESS RELATIONSHIPS BY MEMBERS OF THE TOWN COMMISSION AND BOARDS AND COMMITTEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Surfside (“Town”) Commission adopted a Code of Ethics on April 10, 2007 establishing standards of conduct for current and former town officials, employees and persons doing business with the Town; and

**WHEREAS**, the Town Commission subsequently amended the Code of Ethics on January 15, 2013, December 9, 2014, February 16, 2017, December 13, 2017, March 13, 2018 and December 11, 2018 to impose additional regulations on town officials, employees and lobbyists, including an honor code for elected and appointed Town officials and employees and to address lobbyists’ appeals of fines for failure to file required expenditure reports; and

**WHEREAS**, the Town Commission desires to enhance and further amend Article VII - Code of Ethics in of the Town Code to impose a disclosure requirement for town elected officials and board and committee members who have private business relationships with applicants or interested parties doing business with the Town or when such relationships are established subsequent to Town action.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA:**<sup>1</sup>

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

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

**Section 2. Town Code Amended.** Article VII – “Code of Ethics” of the Surfside Town Code of Ordinances is hereby amended, to add Section 2-237 (Disclosure of Business Relationships) and shall read as follows:

ARTICLE VII. - CODE OF ETHICS

Sec. 2-226. - Code of ethics adopted.

- (a) Our government is a representative democracy. Those who are elected, appointed, hired, volunteer or campaign to serve the public as representatives accept a public trust. The public entrusts its powers and resources to its servants to use only in the public interest. Public trust requires public servants to fulfill their public duties faithfully and honestly, and to subordinate any personal interest, which conflicts with the public interest. The town adopts the following ordinance to provide for specific guidelines for minimum ethical standards for public servants, officials and employees.
- (b) It is the policy of the town that no officer or employee of the town shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his or her duties in the public interest. To implement this policy and strengthen the faith and confidence of the town's residents in their government, the town will enact a code of ethics setting forth standards of conduct required of the town's public officers and employees, in the performance of their official duties. It is the intent of the town that this Code shall serve as a guide for the official conduct of the public officers and employees of the town. For the purposes of this article the term "officer" and "public officer" shall include the town commission and all appointed town board and committee members.

Sec. 2-227. - Code of ethics generally.

The conduct of the officers and employees of the town shall be governed by the code of ethics of the town, which shall include:

- (1) The state "code of ethics for public officers and employees", codified in F.S. ch. 112, as may be amended from time to time; and
- (2) The "Miami-Dade County Conflict of Interest and Code of Ethics Ordinance," codified at section 2-11.1 et seq., Miami-Dade County Code, as may be amended from time to time; and
- (3) Any provisions that the town commission may adopt from time to time in addition to those set forth in subsections (1) and (2) above.

Sec. 2-227.1 - Honor code for elected and appointed town officials and town employees.

- (a) It shall be the policy of the town that all elected and appointed town officials and town employees shall adhere to the public service honor code ("honor code"). The honor code consists of the following minimum standards regarding the responsibilities of all public servants in the town.

- (b) Each elected and appointed public official and employee of the town shall, when acting in his or her official capacity, comply with the following standards:
  - (1) Serve and protect the public interest above any personal or institutional interest or loyalty; and
  - (2) Act as the public's surrogate by protecting it against waste or fraud; and
  - (3) Respect and uphold laws, ordinances, resolutions, rules, and regulations that protect the public against abuses in town government by assisting law enforcement and other federal, state, county and local authorities charged with protecting the public trust; and
  - (4) Report any information concerning activity which may constitute a crime, of which he or she has personal knowledge, immediately and personally to the state attorney and/or the Miami-Dade County Commission on Ethics and Public Trust; and
  - (5) Cooperate fully with law enforcement agencies or other official investigative authorities in providing truthful testimony and other relevant information pertaining to any alleged violation of the public trust.
- (c) Town supervisors shall counsel and encourage employees in their respective departments to report violations of town code, including waste, fraud or other abuse of public resources, to the appropriate agency.
- (d) The honor code shall be enforced as follows:
  - (1) The town manager or the town manager's designee may use the administrative process of the town for violations of the honor code committed by all officials or employees subject to the authority of the town manager.
  - (2) The Miami-Dade County Commission on Ethics and Public Trust shall have jurisdiction over violations of the honor code committed by elected town officials and by all other town officials and employees not subject to the administrative authority of the town manager. The Miami-Dade County Commission on Ethics and Public Trust shall follow the procedures outlined in section 2-1074 of the Miami-Dade County Code in conducting such investigations or hearings. The Miami-Dade County Commission on Ethics and Public Trust may impose a letter of reprimand or letter of instruction following a determination that a violation of the honor code has occurred. Such action by the Miami-Dade County Commission on Ethics and Public Trust shall not prevent the town or any department head or supervisor from taking any additional action or imposing any penalty that they are authorized to take or impose.
  - (3) Whenever any elected or appointed town official or employee is in doubt as to the proper interpretation or application of the honor code as to himself or herself, he or she may request a binding opinion from the Miami-Dade County Commission on Ethics and Public Trust.
  - (4) Adherence to the honor code by town employees shall be included, wherever appropriate and to the extent legally permissible, in the criteria for evaluations for merit increases, promotions, and professional recognition.
  - (5) The Miami-Dade County Commission on Ethics and Public Trust may include the honor code in its ethics training programs for town officials and employees.



- (e) The town shall not dismiss, discipline, or take any other adverse personnel action against an employee for complying with the honor code. Further, the town shall not take any adverse action that affects the rights or interests of any employee in retaliation for the employee's compliance with the honor code. If the town takes any of the adverse actions stated in the preceding sentences as a result of an employee's compliance with the honor code, the employee shall be entitled to apply to the town manager and to the Miami-Dade County Commission on Ethics and Public Trust for redress, each of which shall take appropriate steps within their authority and discretion to ensure that no employee is penalized for compliance with the honor code.

Sec. 2-228. - Penalty.

The ethics commission created pursuant to Miami-Dade County Ordinance No. 97-105 shall have primary jurisdiction for enforcement of this code of ethics.

Sec. 2-229. - Gifts.

- (a) *Gift defined.* The term "gift" means the transfer of anything of economic value, whether in the form of money, service, loan, travel, entertainment, hospitality, item or promise, or in any other form, without adequate and lawful consideration.
- (b) *Exceptions.* The provisions of subsection (a) of this section shall not apply to:
  - (1) Political contributions specifically authorized by state law;
  - (2) Gifts from relatives or members of one's household, unless the person is a conduit on behalf of a third party to the delivery of a gift that is prohibited under subsection (c) of this section;
  - (3) Awards for professional or civic achievement but only if the value of said awards is less than \$500.00;
  - (4) Material such as books, reports, periodicals or pamphlets either solely informational or of an advertising nature but only if the value of said material is less than \$500.00.
- (c) *Prohibitions.* Public officers and employees shall neither solicit, demand or accept any gift the public officer or employee knew or should have known was offered or given with the intention to persuade them to take, or not take, official action, or to perform, or not perform, a duty required by their government service . It is also unlawful for any person or entity to offer, give or agree to give to any public officer or employee, to accept or agree to accept from another person or entity, any gift for or because of:
  - (1) An official public action taken, or to be taken, or which could be taken, or an omission or failure to take a public action;
  - (2) A legal duty performed or to be performed, or which could be performed, or an omission or failure to perform a legal duty;
  - (3) A legal duty violated or to be violated, or which could be violated by any public officer or employee; or
  - (4) Attendance or absence from a public meeting at which official action is to be taken.

- (d) *Disclosure.* Public officers and employees shall disclose as provided herein any gift, or series of gifts, from any person or entity that are not intended to influence official action, having a value in excess of one hundred dollars (\$100.00). Said disclosure shall be made by filing a copy of the disclosure form required by F.S. ch. 112, for "local officers" with the town clerk simultaneously with the filing of the form with the secretary of state.

Sec. 2-230. - Exploitation of official position prohibited.

- (a) No advisory personnel, autonomous personnel, candidate, commissioner, departmental personnel, employees, officers or quasi-judicial personnel shall use or attempt to use an official position to secure special privileges or exemptions for that person or others except as may be specifically permitted by other ordinances and resolutions previously adopted or hereafter adopted by the town commission.
- (b) Continuing application for two (2) years after town service.
- (1) No person who has served as an elected town official shall for a period of two (2) years after his or her town service has ceased, lobby any town commissioner, officer or departmental personnel or employee in connection with any judicial or other proceeding, application, RFP, RFQ, bid, contract, claim, controversy, charge, accusation, arrest or other particular subject matter in which the town or one of its departments or instrumentalities is a party or has any interest whatever, whether direct or indirect.
- (2) No former advisory personnel, autonomous personnel, officer or quasi-judicial personnel shall for a period of two (2) years after his or her town service has ceased, lobby the town board or committee on which he or she served in connection with any matter related to the board or committee's enforcement, oversight or authority.

Sec. 2-231. - Certain appearances and payment prohibited.

- (a) No commissioner, officer, departmental personnel or the business entity by which they are employed, or employee shall appear before any town board and make a presentation on behalf of a third person with respect to any matter, license, contract, certificate, ruling, decision, opinion, rate schedule, franchise, or other benefit sought by the third person. Nor shall the person receive any compensation or gift, directly or indirectly, for services rendered to a third person, who has applied for or is seeking some benefit from the town, in connection with the particular benefit sought by the third person. Nor shall the person appear in any court or before any administrative tribunal as counsel or legal advisor to a party who seeks legal relief from the town through the suit in question.
- (b) No advisory personnel, autonomous personnel, officer or quasijudicial personnel shall appear before the town commission, either directly or through an associate, and make a presentation on behalf of a third person with respect to any matter, license, contract, certificate, ruling, decision, opinion, rate schedule, franchise, or other benefit sought by the third person. Nor shall such person receive any compensation or gift, directly or indirectly, for services rendered to a third party that has applied for or is seeking some benefit from the town commission in connection with the particular benefit sought by the third party. Nor shall the person appear in any court or before any administrative tribunal as counsel or legal

advisor to a third party who seeks legal relief from the town commission through the suit in question.

- (c) No advisory personnel, autonomous personnel, officer or quasijudicial personnel, after deliberating, considering, ruling or recommending on an application filed with the board or committee upon which they serve, shall appear before a higher board or the town commission to testify as an affected party.
- (d) No current advisory personnel, autonomous personnel, officer or quasi-judicial personnel shall either directly or through an associate, appear, represent or act on behalf of a third party before the town commission, town board or committee, or any town department with respect to any action sought by the third person. Nor shall such person either directly or through an associate be engaged as a lobbyist for and on behalf of a third person with respect to any official action by any town official or town personnel sought by such third person.

Sec. 2-232. - General policy employees.

- (a) One objective of the town is to establish and administer a system of personnel management consistent with the goal of providing superior service to the community by employing and retaining individuals of the highest caliber as demonstrated by work performance and job behavior.
- (b) Employees of the town represent the town in all of their dealings with the public. Their appearance, attitude, and behavior all announce to our customers, the taxpayers, what may be expected from the town's government. For these reasons, we stress the importance of a good public image and courteous behavior as minimum standards for town employees.
- (c) It is the policy of the town to expect from its employees compliance with all personnel rules and regulations, applicable state statutes and federal regulations, in the performance of duties, as well as compliance with all safety rules and standards.
- (d) The town advocates the concept that the quality of public service can attain maximum efficiency and effectiveness through a personnel management system based on merit principles.
- (e) The foregoing provisions relating to town employees shall also be applicable to officers.

Sec. 2-233. - Conflict of interest.

To avoid misunderstandings and conflict of interests, which could arise, the following policy will be adhered to by employees and officers of the town. This policy is in accordance with F.S. § 112.311 et seq., code of ethics for public officers and employees.

- (1) Employees and officers shall not accept any gifts, favors, or services that may reasonably tend to improperly influence them in the discharge of their official duties;
- (2) Employees and officers shall not use or attempt to use their position to secure special privileges or exemptions for themselves or others;
- (3) Employees and officers shall not accept employment or engage in any business or professional activity, which they may reasonably expect, would require or induce them

to disclose confidential information acquired by them by reason of their official position;

- (4) Employees and officers shall not disclose confidential information gained by reason of their official position, nor shall they otherwise use such information for their personal gain or benefit;
- (5) Employees and officers shall not have personal investment in any enterprise, which will create a conflict between their private interest and the public interest;
- (6) Employees and officers shall disclose to the town clerk, upon a form created by the town clerk, any direct or indirect interest in any for profit business relationship and any interest in real property which the employees and officers hold with any other employee or officer;
- (7) In addition to the foregoing, town commissioners shall disclose to the town clerk, upon a form created by the town clerk, any direct or indirect interest in non-homesteaded real property located within the town within 30 days upon purchasing said property. (Upon the passage of this article, the town commissioners shall have 30 days from the effective date, to file disclosure.) Thereafter, the town commissioners will be required to file the real property disclosure in accordance with this sub-paragraph (7) on a yearly basis along with his/her Form 1. However, if for any reason the town clerk does not receive same, s/he shall, in writing and via certified mail, request such official who has failed to file the required disclosure to do so. Thereafter, failure to make this filing, within ten days from receipt of the clerk's notice, shall result in the same penalties as failure to file a Form 1 disclosure as required by the county and state.

Sec. 2-234. - Town attorney to render opinions on request.

Whenever any advisory personnel, autonomous personnel, candidate, commissioner, departmental personnel, employee, officer or quasi-judicial personnel is in doubt as to the proper interpretation or application of this conflict of interest and code of ethics article, or whenever any person who renders services to the town is in doubt as to the applicability of the article, that person may submit to the town attorney a full written statement of the facts and questions. The town attorney shall then render an advisory nonbinding opinion to such person and shall publish these opinions without use of the name of the person advised unless the person permits the use of a name. Binding opinions may be sought from the county ethics commission. The town clerk shall publish these opinions on the town's website.

Sec. 2-235. - Lobbying.

This section shall be applicable to all lobbyists as defined below, and shall also constitute a standard of conduct and behavior for all lobbyists. The provisions of this section shall be applied in a cumulative manner.

- (1) *Definitions.* For purposes of this section, the following words, terms and phrases shall have the meanings as indicated below:
  - a. *Town personnel.* Those town officers and employees specified to include the mayor and town commissioners, town board or town committee members, and all town employees.

- b. *Lobbyist.* All persons, attorneys, firms, or corporations employed or retained by a principal who seeks to encourage the passage, defeat, or modifications of (1) any ordinance, resolution, action or decision of the town commission; (2) any action, decision, recommendation of a town board or committee; or (3) any action, decision or recommendation of town personnel during the time period of the entire decision-making process on such action, decision or recommendation which foreseeably will be heard or reviewed by the town commission, or a town board or committee. "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; 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, and any person whose representation is limited to interactions with town staff or appearances at a public meeting as a representative of a single family property owner for a design review or development approval application for the single family property owned by that property owner.
  - c. *Principal.* All persons, firms, or corporations who employ a lobbyist.
- (2) *Lobbyist registration, fees, renewal and withdrawal.*
- a. All lobbyists shall register with the town clerk before engaging in any lobbying activities in the town. Every person required to register as a lobbyist shall:
    - i. Register as a lobbyist.
      - 1. Complete the annual lobbyist registration form, as prepared by the town clerk, stating under oath his or her name, business address, and the name and business address of each person or entity which has employed the registrant to lobby. If the lobbyist represents a corporation, it shall also be identified.
      - 2. Without limiting the foregoing, the lobbyist shall also identify all persons holding, directly or indirectly, a five-percent or more ownership interest in the corporation, partnership, or trust.
    - ii. Pay an annual lobbyist registration fee of \$250.00.
    - iii. Register and disclose terms for each principal represented.
      - 1. Complete the annual principal registration form, as prepared by the town clerk, prior to conducting any lobbying for each principal (client) being lobbied. Such application shall include a requirement that the lobbyist state under oath, his or her name, business address, the name and business address of each person or entity by which s/he has been employed to lobby, as well as a letter of permission signed by the person, entity, principal or the principal's representative, stating that the lobbyist is authorized to represent him/her/it, together with a disclosure of the terms



and amount of compensation paid by each principal to the lobbyist. Each lobbyist and his/her principal shall attach a copy of a fee letter and specify whether any bonuses, success fees, or other consideration shall be received for such lobbying activities. In the alternative, such lobbyist shall submit to the town clerk a joint affidavit, sign by the lobbyist and his/her principal, disclosing the terms amount of compensation (to be) paid by each principal to the lobbyist with regard to the specific issue on which the lobbyist has been engaged.

2. Pay an annual principal registration fee of \$100.00.
  3. If multiple lobbyists from the same firm represent the same principal, then only one principal registration form and principal registration fee of \$100.00 is required to be filed for that principal. All lobbyists from the same firm who represent the same principal must file a separate lobbyist registration form and a lobbyist registration fee of \$250.00. All lobbyist are required to file an expenditure report as outline below in 2 (a) (iv). Any lobbyist from the same firm may submit all the necessary documents to the Town Clerk on behalf of the firm.
- iv. File a lobbyist expenditure report.
1. By January 15 of each year, all lobbyists shall submit to the town clerk a signed statement under oath listing all lobbying expenditures for the preceding calendar year. The statement shall list in detail each expenditure by category, including food and beverage, entertainment, research, communication, media advertising, publications, travel, lodging and special events, and town personnel on whose behalf or benefit the expenditure was made. A statement shall be filed even if there have been no expenditures during the reporting period. Annual statements shall be required until such time as the lobbyist files a notice of withdrawal of lobbying activities with the town clerk.
  2. The town clerk shall notify any lobbyist who fails to timely file an expenditure report. In addition to any other penalties which may be imposed, a fine of \$50.00 per day shall be assessed for reports filed after the due date. Any lobbyist who fails to file the required expenditure report by February 15 shall be automatically suspended from lobbying until all fines are paid, unless the fine has been appealed to the Miami-Dade Commission on Ethics and Public Trust.
- A lobbyist or principal may appeal a fine and may request a hearing before the Miami-Dade Commission on Ethics and Public Trust. A request for hearing on the fine must be filed with the Miami-Dade Commission on Ethics and Public Trust, with a copy to the Town Clerk, within 15 calendar days of receipt of the notification of the failure to file the required disclosure form.
- v. File a notice of withdrawal. Each person who withdraws as a lobbyist for a particular principal (client) shall file an appropriate notice of withdrawal.

- b. All lobbyist and principal registration forms, expenditure reports, notices of withdrawal, and applicable fees shall be submitted to the town clerk. Such forms may be amended from time to time administratively.
- (3) *Expiration of lobbyist and principal registrations.* All lobbyist and principal registrations expire December 31 of each year.
- (4) *Processing of registration fees.* The registration fees required by this section shall be deposited by the town clerk into a separate account and shall be expended for the purpose of recording, transcribing, administration and other costs incurred in maintaining these records for availability to the public. Unexpended funds may be transferred to general revenue at the end of the fiscal year. There shall be no fee required for filing a notice of withdrawal, and the town commission may, in its discretion, waive the lobbyist and/or principal registration fee upon a finding of financial hardship.
- (5) *Change in lobbyist information.* Any change to the information originally filed pursuant to this section shall require that the lobbyist file, within three business days from such changed circumstances, a signed statement under oath amending the above-referenced reports. Additionally, in the event official action on the specific lobbying issue is scheduled to occur during said three-day period, the lobbyist and principal shall, prior to said official action, further disclose the amendment by publicly stating on the record, at which the official action is to occur, the subject amendment. The lobbyist has a continuing duty to supply accurate information and amend said reports when so needed.
- (6) *Creation of a lobbyist log.* The town clerk shall publish logs on a quarterly and an annual basis reflecting the lobbyist registrations which have been filed in accordance with this section. All logs required by this section shall be prepared in a manner substantially similar to the logs prepared for the Florida Legislature pursuant to F.S. § 11.045.
- (7) *Town clerk to publish information.* The town clerk shall publish to the town commission, town appointed boards or committees, town manager and other personnel a list of registered lobbyists and their principals, for which they are authorized to lobby, and any other disclosure made to the town clerk that is required pursuant to state and county law. The information shall be disseminated by the town clerk prior to town commission meetings and public hearings.
- (8) *Town sign-in sheet.* Every lobbyist and principal of a local business shall sign in at the front desk each time he or she meets with town personnel at a town facility, or shall deliver a memorandum of said meeting to the town clerk within 24 hours of meeting with town personnel at any other location, and shall inform the town clerk, in writing, of (1) the name of the lobbyist or the principal of the local business; (2) the town personnel in attendance; (3) the time and place of the meeting; and (4) the issue discussed. The issue shall be described with as much detail as is practical, including but not limited to a specific description where applicable to a pending request for a proposal, invitation to bid, or public hearing item.

(9) *Penalties for violation.*

- a. The town clerk shall notify the Miami-Dade County Commission on Ethics and Public Trust of the failure of a lobbyist (or principal) to file either of the reports referenced above and/or pay the assessed fines after notification.
- b. A lobbyist (or principal) may appeal a fine and may request a hearing before the Miami-Dade Commission on Ethics and Public Trust. A request for a hearing on the fine must be filed with the Miami-Dade Commission on Ethics and Public Trust within 15 calendar days of receipt of the notification of the failure to file the required disclosure form. The Miami-Dade County Commission on Ethics and Public Trust shall have the authority to waive the fine, in whole or in part, based on good cause shown.
- c. The Miami-Dade County Commission on Ethics and Public Trust shall investigate any person engaged in lobbying activities who may be in violation of this section. In the event that a violation is found to have been committed the Miami-Dade County Commission on Ethics and Public Trust may, in addition to the penalties set forth in this section, prohibit such person from lobbying before the town commission or any committee, board or personnel of the town as provided herein.
  - i. Every lobbyist who is found to be in violation of this section shall be prohibited from registering as a lobbyist or lobbying in accordance with the following schedule:
    - 1. *First violation:* For a period of 90 days from the date of determination of violation.
    - 2. *Second violation:* For a period of one year from the date of determination of violation.
    - 3. *Third violation:* For a period of five years from the date of determination of violation.
  - ii. As used herein, a "direct violation" shall mean a violation committed by a lobbyist representing said bidder or proposer.
- d. A contract entered into in violation of this section shall also render the contract voidable. The town manager shall include the provisions of this section in all town bid documents, RFP, RFQ, and CDBG applications; provided, however, the failure to do so shall not render any contract entered into as the result of the failure illegal per se.
- e. All members of the town commission, and all town personnel, shall be diligent to ascertain whether persons required to register pursuant to this section have complied. Town commission members or town personnel may not knowingly permit a person who is not registered pursuant to this section to lobby the town commission members, or town appointed committee or board or town personnel.

- (10) *Lobbyist contingency fees prohibited.* No person may, in whole or in part, receive or agree to receive a contingency fee. As used herein, "contingency fee" means a fee, bonus, commission, or nonmonetary benefit as compensation which is dependent on or in any way contingent on the passage, defeat, or modification of: (1) an ordinance,

resolution, action or decision of the town commission; (2) any action, decision or recommendation of the town manager or any town appointed board or committee; or (3) any action, decision or recommendation of town personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the town commission, or a town appointed board or committee.

- (11) *Conflict provision.* It is acknowledged that Section 2-11.1(s) of the Miami-Dade County Code is a minimum standard to govern lobbying activities. If there is any conflict between this section and the county code, this section shall control.

Sec. 2-236. - Relatives of commissioners on boards and committees.

No relative of a commissioner may serve on any commission appointed board or committee. For the purposes of this section "relative" shall mean, the commissioner's spouse, parent, children, step children, grandparent, aunt, uncle, niece, nephew, father-in-law, mother-in-law, brother-in-law, sister-in-law, first cousin, or grandchild. This section shall not apply to appointments made prior to the enactment of this article.

Section 2-237. - Disclosure of Business Relationships.

- (1) Definitions. For purposes of this section, the following words, terms and phrases shall have the meanings as indicated below:

- a. Business relationship. A member of the Town Commission or a Town Board has a business relationship with an Applicant, Interested Person or entity if any of the following exist:

1. The member of the Town Commission or Town board or committee has any ownership interest, directly or indirectly, in excess of 1% in the entity.
2. The member of the Town Commission, Town board or committee is a partner, co-shareholder or joint venturer with the Interested Person in any business venture.
3. The entity or Interested Person is a client of the member of the Town Commission, Town board or committee, or a client of another professional working for the same employer as the member of the Town Commission, Town board or committee.
4. The member of the Town Commission, Town board or committee is a client of the entity or the Interested Person.
5. The entity or Interested Person is a customer of the member of the Town Commission, Town board or committee (or his or her employer) and transacts more than 5% of the business in a given calendar year of the member of the Town

Commission, Town board or committee (or his or her employer) or more than \$25,000 of business in a given calendar year; or

6. The member of the Town Commission, Town board or committee is a customer of the entity or the Interested Person and transacts more than 5% of the business in a given calendar year of the entity or Interested Person or more than \$25,000 of business in a given calendar year.
- b. *Applicant.* Any individual or entity requesting action of the Town and all persons representing such individual or entity (including, but not limited to, all attorneys, architects, engineers and lobbyists), and any individual who, directly or indirectly, owns or controls more than 5% of any such entity requesting action of the Town.
- c. *Interested Person.* Any person who speaks for or against any resolution or ordinance before the Town Commission or for or against any matter before any Town board or committee who has a direct financial interest in the action (including, but not limited to, vendors, bidders and proposers), except that owner-occupied residential property owners shall not be deemed to have a direct financial interest in zoning and/or land use decisions that may affect their property or the value thereof.

(2) *Disclosure of Business Relationships.*

- a. Time of disclosure. Except as prohibited by law, each member of the Town Commission or any Town board or committee shall disclose the existence of any Business Relationship of which he or she is aware that he or she has, or has had within the prior 24-month period, with any Applicant or Interested Person, at the time that the Applicant or Interested Person appears before the Town Commission, Town board or committee.
- b. Disclosure subsequent to action taken. Except as prohibited by law, if a member of the Town Commission or any Town board or committee learns, within 30 days after action is taken in connection with any Applicant or Interested Person appearing before the Town Commission or Town board or committee, that he or she had a Business Relationship with any Applicant or Interested Person who appeared before the Town Commission or Town board or committee, he or she shall disclose such Business Relationship in writing to the Town Clerk that was not disclosed at the initial meeting.
- c. Establishment of Business Relationship after appearance. Except as prohibited by law, if a member of the Town Commission or any Town board or committee establishes a Business Relationship with any Applicant or Interested Person within 12 months after the Applicant or Interested Person appeared before the Town Commission or Town board or committee, the member of the Town Commission or

Town board or committee shall disclose such Business Relationship in writing to the Town Clerk.

- d. Abstention. In any situation where a member of the Town Commission or Town board or committee discloses a Business Relationship under this Section, the member may abstain from voting or acting on an item because of the appearance of a possible conflict of interest.
- e. Failure to disclose. If any member of the Town Commission or Town board or committee believes that another member has willfully failed to make a disclosure required under this Section, he or she may submit evidence supporting the alleged failure to disclose to the Town Manager, who shall place the item on the next available regular Town Commission Agenda. If three or more members of the Town Commission determine that an accused Town Commissioner willfully failed to make the require disclosure, the accused Town Commissioner shall be deemed to be censured. If three of more members of the Town Commission determine that an accused member of a Town board or committee has willfully failed to make a required disclosure, the accused board or committee member shall be removed from the board or committee. The Town Commission has primary jurisdiction to enforce this Section and no such authority is conferred on the Miami-Dade Commission on Ethics and Public Trust to investigate alleged failures to disclose Business Relationships under this Section.

\* \* \*

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

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

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

**Section 6. Effective Date.** This ordinance shall become effective on second reading upon adoption.

PASSED AND ADOPTED on first reading this \_\_\_\_ day of February, 2019.



PASSED AND ADOPTED on second reading this \_\_\_\_ day of \_\_\_\_\_, 2019.

On Final Reading Moved by: \_\_\_\_\_

On Final Reading 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 LEGALITY FOR THE USE  
AND BENEFIT OF THE TOWN OF SURFSIDE ONLY:**

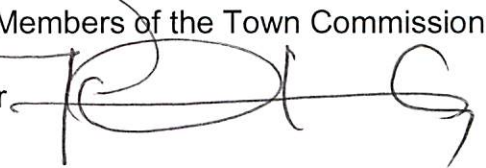
\_\_\_\_\_  
Weiss Serota Helfman Cole & Bierman, P.L.,  
Town Attorney



## MEMORANDUM

ITEM NO. 5A

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

**From:** Guillermo Olmedillo, Town Manager 

**Date:** February 12, 2019

**Subject:** Town of Surfside Social Media and Media Inquiry Policy

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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 with 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 (Attachment A). 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 is in the process of conducting a resident survey in order to further gauge which communication tools are of most value. One of the trending responses to date is the use of social media.

The enclosed Social Media and Media Inquiry Policy 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 only budget impact would be the time of Town Administration to review proposed social media strategies, plans and content in addition to the time of the Town Clerk should public records be requested. Presently the Town utilizes ArchiveSocial to retain records for Visitor Social Media. There would be no additional cost to add the Town's Social Media accounts.

The monthly retainer for the PIR includes all tasks and the time associated with social media including set-up, management and execution. Additionally, there is no additional costs for the creation of graphics, photos and videos, as well as pulling monthly analytic reports. The PIR Town Commission approved Agreement included a Scope of Services. This is provided for informational purposes (Attachment B).

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.

In 2008 (and revised October 2018), the Surfside Police Department created an Administrative Directive to support the belief that positive press relations is vital to its law enforcement mission and to outline a policy and procedure for the dissemination of information to press. The Chief of Police is designated the Department's Public Information Officer. Under the Administrative Directive, the Chief of Police may designate other members, as needed.

One such example is Marian Cruz, who is a full-time police sergeant with the Surfside Police Department, and acts as PIO only when necessary in some cases of an active criminal investigation or active criminal intelligence information. For matters that fall under law enforcement jurisdiction, the acting PIO prepares and releases an Agency media release; assists news media at major incident scenes; is responsible for on-call responses to the news media; arranges for and assists at news conferences; coordinates and authorizes the release of information about victims, witnesses, subjects and arrested subjects; and coordinates and authorizes the release of information concerning confidential investigations and operations in accordance with State law.

The Surfside Police Department works in coordination with the PIR to share matters of concern with residents. Refer to Appendix A for the PIR scope of services.

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 in spring 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 / or his designee.

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 the use of official Surfside social media accounts.

Reviewed by



Prepared by RP/RG





## **Town of Surfside Social Media and Media Inquiry Policy**

### **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, and the Town Commission 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 2019, 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 the Public Information Representative (PIR), and/or other Town employee or representative designated by the Town Manager, 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.townofsufsidefl.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 Town 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 compliance with the Florida Sunshine Law.

- Commission members must not communicate amongst themselves in a social media exchange or discussion regarding any matter that is before the board/commission for action.
- Commission members may not utilize the Town's social media outlets for personal use, including posting personal content and/or opinions.
- Without prior authorization from the Town, Commission members should refrain from posing on social media in a manner that would suggest that they are representing the official position of the Town and Town government.
- In the event of an emergency, Town Commission is encouraged to "share" posts created by Town's PIR. It is not advisable 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 PIR or Town designee. The PIR will not engage in a negative conversation on social media. If residents fail to comply with the posting guidelines, the PIR or Town designee may contact the resident and their message may be removed. If the resident posts inappropriate content a second time, the PIR or Town designee 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 PIR 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.

The PIR 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 and turned in to the Assistant Town Manager for approval before posting. If more than one person is in charge of social media management, the PIR 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 acting PIO are to immediately communicate with the PIR 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.

The PIR 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

*Police Matters* – Public information Officer

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](mailto: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](mailto: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 acting 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, the PIR and the acting PIO are 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.

## **Public Information Representative Expanded Scope of Services for FY 2019**

### **PIR Scope of Services:**

*Pinzur Communications will provide the following expanded scope of services:*

- Draft communications plan and strategy for FY 2019, as well as execute plan
- Draft key messages and FAQ documents around resident hot topics
- Provide strategic PR counsel, as necessary, on matters of importance to Town residents
- Continue to use public information program as a guide to set the framework for shaping Surfside's communications policies and program
- Transform Channel 93 into a more lifestyle-focused channel that will appeal more to Surfside residents; PIR and video production team to:
  - Create monthly schedule that includes topic and segment ideas (i.e. Haute Happenings in Surfside, new business features, dog identification, events, important topics for residents, etc.)
  - Reach out to subjects, businesses, department directors, etc. to notify them in advance of filming
  - Develop a TV training guide to help educate the interviewee about what to expect for filming, talking points, etc.
  - Schedule and film 2 to 3 segments per month at various locations. This takes (1) full day.
  - Edit each video, which takes several days. Videos will have unlimited use and can also be used for media opportunities
  - Upload videos to Channel 93 and make necessary edits/additions to content on Ch. 93 throughout the month
- Help boost citizen engagement and increase the amount of residents who sign-up for Town news alerts through the launch of a new campaign called #MySurfside (upon launch of social media)
- Set-up Surfside table at key Town events to serve as another resource for residents to receive educational materials, ask questions and participate in the #MySurfside citizen engagement campaign
- Monitor conversations being held about Surfside including Nextdoor for example; draft content for each month and regularly post updates to keep residents informed of important information, events, etc.; respond to residents' public and private questions on platform
- Survey residents on preferred mode of communication; continually look for ways to enhance existing and/or launch new communication channels based on feedback, such as additional social media channels
- Draft social media policy for Town of Surfside
- Set-up, manage and facilitate new official social media platforms for Surfside; and coordinate social media workshop for Elected Officials and Town Administration

- Film, produce and edit videos to educate residents on certain processes, hurricane preparedness, budget season and other relevant topics
- Assist with outreach to key stakeholders and the procurement of experts to speak at Town Commission meetings and workshops
- Assist with development of PowerPoint presentations as another communications tool for residents on matters of importance
- Continue to reach out to neighboring municipalities to form beneficial partnerships and share best practices
- Produce Town e-blasts to ensure messages are consistent; propose new look and feel; continually keep residents engaged and informed of important information and updates
- Assist with the creation of uniform/branded staff flyers for communication to residents, as well as produce graphics/flyers to be used on various communication channels (i.e. Nextdoor, social media, Publix and Starbucks community boards, etc.)
- Responsible for overseeing, drafting and/or editing any communication that goes to residents, such as door hangers, brochures, etc.
- Oversee regular updates to Town website and work with department directors on updating FAQs and relevant information that is important to residents
- Oversee the monthly Gazette including transformation of newsletter, editing and supplying information
- Include neighborhood synagogues, churches, schools and PTAs as part of communication outreach
- Help manage SeeClickFix and hold directors accountable for responding to residents in a timely manner; also provide further guidance on how to appropriately respond to challenging submissions
- Draft nominations for consideration of the Town of Surfside for key industry awards, such as American Planning Association – Florida Chapter’s “Great Places in Florida” or Florida League of Cities sustainability awards
- Draft press materials as needed
- Craft thoughtful media pitches (English and Spanish) and target local (and some select) national online, print and broadcast media through ongoing media relations efforts
- Follow-up with interested press, coordination of interviews, journalist visits to Surfside, exchange of information and images, etc.
- Gather editorial calendars and determine best fit for Surfside
- Secure Surfside in key feature stories and roundup articles
- Draft talking points for media interview opportunities
- Media train spokesperson(s) for press opportunities
- Form a “Government Academy” (similar to the Police Academy) with the goal of educating residents on how government works
- Attend Town Commission Meetings and participate in pre-agenda, as well as post-commission recap meetings with staff and regularly scheduled calls/meetings to discuss progress and next steps

- Regularly update crisis communications plan and work directly with Command Chief to ensure residents receive timely and regular updates on crises, hurricanes, etc.; draft talking points for Town staff as well as press
- Monitor media coverage, and prepare monthly status and clip reports; submit weekly reports

**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 12<sup>th</sup> day of February, 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                      \_\_\_\_\_



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Daniel Dietch, Mayor

Attest:

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Sandra Novoa, MMC  
Town Clerk

Approved as to Form and Legal Sufficiency:

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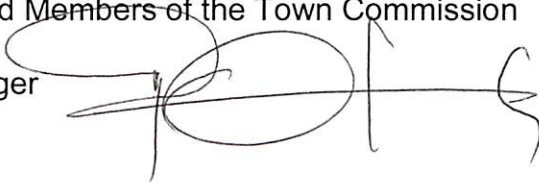
Weiss Serota Helfman Cole & Bierman, P.L.  
Town Attorney



## MEMORANDUM

ITEM NO. 5B

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

**From:** Guillermo Olmedillo, Town Manager 

**Date:** February 12, 2019

**Subject:** Terminating Abbott Parking Lot Unsolicited Public Private Partnership Proposal

---

On October 26, 2017, the Town of Surfside (Town) received an unsolicited public-private partnership (P3) proposal from the Feldman Companies, LLC (Proposer) under the State Statute 255.065 which allows for any individual or private agency (private sector entity) to present an unsolicited proposal to a government agency (public sector entity) for a qualifying public project. This statute exempts the proposal from public records disclosure until a public meeting is set to review the proposal.

The proposal outlined the design, construction, financing, operation and maintenance of a mixed-use development on Town-owned property known as the Abbott Lot and located at 96th Street and Abbott Avenue. The project including the expansion of the existing parking facility together with retail, office, park and recreational space and parking facilities.

At the November 14, 2017 Town Commission meeting the receipt of the unsolicited P3 proposal was discussed. A vote of 4:1, with Commissioner Karukin voting in opposition, directed the Administration to proceed according to the statutory process. Subsequent updates were periodically provided to the Town Commission as the Town conducted its preliminary review of the proposal. The Proposer corresponded with the Town throughout the preliminary review reaffirming their commitment to continue with the process.

On December 17, 2018, the Proposer through its legal counsel, submitted a letter to the Town requesting that the Town temporarily suspend its review of the P3 proposal pending further guidance from the Town Commission upon a new parking analysis / review.

At the January 8, 2019 Town Commission meeting the Administration was directed to return at this meeting (February 12, 2019) with an item to terminate the proposal. The vote was unanimous (5:0).

The accompanying resolution provides for such a measure.

Reviewed by

Prepared by 

**RESOLUTION NO. 2019-\_\_\_\_\_**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, TERMINATING THE EVALUATION OF AND REJECTING AN UNSOLICITED PUBLIC-PRIVATE PARTNERSHIP (P3) PROPOSAL REFERRED TO AS “SURFSIDE COMMONS” FOR THE DESIGN, CONSTRUCTION, FINANCING, OPERATION AND MAINTENANCE OF A MIXED-USE DEVELOPMENT CONSISTING OF RETAIL, OFFICE, PARK AND PARKING ON THE PROPERTY LOCATED AT 96<sup>th</sup> STREET AND ABBOTT AVENUE (“PROJECT”); PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on October 26, 2017, the Town of Surfside (“Town”) received an unsolicited public-private partnership proposal from the Feldman Companies, LLC (“Proposer”) referred to as “Surfside Commons” for the design, construction, financing, operation and maintenance of a mixed-use development on Town-owned property known as the Abbott Lot and located at 96th Street and Abbott Avenue (“P3 Proposal”), including expansion of the existing parking facility together with retail, office, park and recreational space and parking facilities (“Project”); and

**WHEREAS**, subsequent to submission of the P3 Proposal, the Proposer submitted various letters seeking extension of the P3 Proposal; and

**WHEREAS**, on December 17, 2018, the Proposer through its legal counsel, submitted a letter to the Town requesting that the Town temporarily suspend its review of the P3 Proposal pending the completion of a new parking study and further guidance from the Town Commission; and

**WHEREAS**, the Town Commission wishes to direct the Town Manager and Administration to terminate further evaluation of the P3 Proposal and hereby rejects the P3 Proposal.

**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.**     **Terminating Evaluation and Rejecting Proposal.** The Town Manager and Administration are directed to terminate their evaluation of the P3 Proposal. The Town Commission hereby rejects the P3 Proposal.

**Section 3.**     **Implementation.** The Town Manager and Administration are directed to take all action necessary to accomplish the purposes of this Resolution.

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

**PASSED AND ADOPTED** on this \_\_\_\_ day of February, 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:

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Sandra Novoa, MMC  
Town Clerk

Approved as to Form and Legal Sufficiency:

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



**Town of Surfside  
Town Commission Meeting  
February 12, 2019  
7:00pm**

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

**RESOLUTION COVER MEMORANDUM**

**Agenda #:** 5C  
**Date:** February 12, 2019  
**From:** Daniel Dietch, Mayor  
**Subject:** Water Conservation Month (April 2019)

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**Objective:** To designate April 2019 as Water Conservation Month and support the National “Wyland Mayor’s Challenge for Water Conservation.”

**Consideration:** The Town of Surfside, as well as the State of Florida, the South Florida Water Management District and Miami-Dade County, have historically designated April as Water Conservation Month. The eighth annual National Wyland Mayor's Challenge for Water Conservation is a healthy, non-profit competition for cleaner communities and a water use and pollution reduction competition between our cities. The Town of Surfside has participated for the past four years and wishes to continue to inspire its residents and its neighboring communities to take the "Wyland Mayor's Challenge for Water Conservation" by making a series of online pledges at [www.mywaterpledge.com](http://www.mywaterpledge.com) to reduce their impact on the environment and to see immediate savings in their water, gas and/or electricity bills.

**Recommendation:** To designate April 2019 as Water Conservation Month and support the National “Wyland Mayor’s Challenge for Water Conservation.”



**RESOLUTION NO. 19 - \_\_\_\_\_**

**A RESOLUTION OF THE TOWN OF SURFSIDE DECLARING APRIL AS WATER CONSERVATION MONTH IN THE TOWN OF SURFSIDE, FLORIDA, AND SUPPORTING THE NATIONAL “WYLAND MAYOR’S CHALLENGE FOR WATER CONSERVATION” IN THE TOWN OF SURFSIDE; DIRECTING THE TOWN CLERK TO TRANSMIT A COPY OF THIS RESOLUTION TO THE FLORIDA LEGISLATURE, THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT, THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, AND ALL THE MUNICIPALITIES OF MIAMI-DADE COUNTY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Surfside Commission recognizes the importance of high quality drinking water to the public's health, safety and welfare; and

**WHEREAS**, the State of Florida has designated April as Water Conservation Month; and

**WHEREAS**, the Town Commission further recognizes the importance of conserving this precious resource; and

**WHEREAS**, the Town of Surfside is within Miami-Dade County’s critical "water caution area" as declared by the South Florida Water Management District and our limited water resources are being shared between our environment, agriculture, and urban areas; and

**WHEREAS**, conservation plays an important role in protecting and preserving the delicate ecosystem; and

**WHEREAS**, by conserving our water resources we are also saving money -- the more we preserve the longer our water supply will last; and

**WHEREAS**, the Town of Surfside continues to explore ways to manage residential onsumption of water and power, and to inspire its residents to care for our natural resources; and

**WHEREAS**, the eight annual National Mayor’s Challenge for Water Conservation is a healthy, non-profit competition for cleaner communities and a water use and pollution reduction competition between our cities; and

**WHEREAS**, with the encouragement of the Town, residents may register their participation in the Town’s Challenge online by making simple pledges to decrease their water use and to reduce pollution for the period of one year, thereby assisting the Town to apply State and Federal water conservation strategies and to target mandated reductions; and

**WHEREAS**, from April 1- 30, 2019, the Town of Surfside wishes to inspire its residents and its

neighboring communities to take the "Wyland Mayor's Challenge for Water Conservation" by making a series of online pledges at [www.mywaterpledge.com](http://www.mywaterpledge.com) to reduce their impact on the environment and to see immediate savings in their water, trash, and electricity bills.

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

**Section 1. Recitals Adopted.** That the above recitals are true and correct and are hereby adopted and confirmed as a part of this Resolution.

**Section 2. Declaring April as Water Conservation Month in the Town of Surfside and Supporting the National "Wyland Mayor's Challenge for Water Conservation."** The Town of Surfside declares that the month of April will be henceforth known as "Water Conservation Month" in the Town of Surfside. The Town of Surfside supports the "Wyland Mayor's Challenge for Water Conservation" and that the program is to be implemented from April 1- 30, 2019, through a series of communication and outreach strategies.

**Section 3. Direction to the Town Clerk; Transmittal.** The Town Clerk is hereby directed to send a copy of this Resolution to the Florida Legislature, the South Florida Water Management District, the Board of County Commissioners of Miami-Dade County, all the municipalities of Miami-Dade County and the American Water Works Association, Florida Section.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this \_\_\_ day of February, 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:**

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Sandra Novoa, Town Clerk

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY  
FOR THE TOWN OF SURFSIDE ONLY:**

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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:** February 12, 2019  
**Subject:** Beach Renourishment Project Update

The United States Army Corps (Corps) held a conference call on Wednesday January 30, 2019 with the Town Administration and representatives from Miami-Dade County as part of the continuing effort to maintain communication on the upcoming beach renourishment project.

During this call, the Corps discussed an adjusted timeline as follows:

- End of February – issuance of BID Documents with a 30-day deadline for submittals
- End of April – anticipated awarding of the construction agreement
- End of June / Beginning of July – project begins

While the Corps is conducting a Community Meeting in Surfside on Wednesday February 13, 2019 at 6:00 p.m. in the Town Commission Chambers, the final details of the project, and corresponding timeline, will not be known until the awarding of the construction agreement. Therefore, the second Community Meeting will be changed from April to a date, to be determined, in May.

The days and hours of construction are provided below for informational purposes.

Days of the Week: Monday - Saturday

Hours of operation: Monday - Thursday 7:00 a.m. – 7:00 p.m.  
Friday 7:00 a.m. – 5:00 p.m.  
Saturday 9 a.m. – 5 p.m.

Construction prohibited on Sundays and the following Holidays / Observances:

- Sat April 20 - Easter / Passover
- Fri April 26 & Sat April 27 - Passover
- Sat May 25- Mon May 27 (inclusive) - Memorial Day weekend
- Mon June 10 - June Shavuot
- Thurs July 4, 2019 - Independence Day
- Sat Aug 31 - Mon Sept. 2, 2019 (inclusive) - Labor Day weekend
- Mon Sept 30 & Tues Oct 1 - Rosh Hashanah
- Wed Oct 9 Oct - Yom Kippur (stop at 5pm on Tues Oct 8)
- Mon Oct 14 & Tues Oct 15 - Sukkot
- Mon Oct 21 - Semini ALzeret
- Mon Oct 22 - Scmchat Torah
- Thurs Nov 21- Sat Nov 23 (inclusive) - Thanksgiving
- Mon Dec 23 - Mon Dec 30 (inclusive) - Chanukah (can work during the day but have to be finished before sun down each day)
- Wed Dec 25 - Christmas (stop at 5pm on Tues Dec 24)

Operational times will need to be adjusted, if the project extends, to reflect day light savings in November 2019.

Also, if the project extends beyond December 2019, then additional holiday / observance dates will need to be considered.

A dedicated website is being created by the Corps for the public to access information on the project throughout its duration. The Town Administration and Public Information Representative will utilize all of the Town's communication channels to keep the public informed.

***It is important to note that project details and projected timeline could change and is at the discretion of the Corps and its process.***

Reviewed by

Prepared by



## MEMORANDUM

ITEM NO. 9C

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission  
**From:** Guillermo Olmedillo, Town Manager  
**Date:** February 12, 2019  
**Subject:** Florida Friendly Landscape

The purpose of this memorandum is to summarize the Florida Friendly landscape requirements.

The current Town of Surfside Landscape Code utilizes xeriscaping landscape requirements, which are a set of seven principles (Planning and Design, Soil Improvements, Practical Turf Area, Efficient Irrigation, Mulch, Low Water Use Plants and Appropriate Maintenance) for water-wise landscaping. These principles utilize the concept of planning, design and maintenance of the landscaping with a sensible approach for water efficiency that allows the conservation of water while providing an attractive landscape.

Miami-Dade County has adopted a Florida Friendly landscape ordinance. This program has nine principles and is aimed at Florida's unique natural resources. It utilizes planning, design, installation and maintenance. (Right Plant-Right Place, Water Efficiency, Fertilize Appropriately, Mulch, Attract Wildlife, Manage Yard Pest Responsibility, Recycle, Prevent Storm Runoff and Protection of Waterfronts) These principles seek to reduce environmental impacts from landscaping by properly applying water, fertilizer and pesticides, creating a wildlife habitat, preventing erosion and recycling yard wastes.

The Town's current landscape ordinance addresses the Right Plant Right Place and Mulch and will be in line with Florida Friendly by addressing some minor modifications. The current ordinance also addresses Water Efficiency, Fertilizer Appropriately, Managing Yard Pests and Prevention of Storm Runoff. However, it would require strengthening to meet Florida Friendly. The principles of Attracting Wildlife, Recycle, and Protecting the Waterfronts are implied in the current ordinance.

The current landscape ordinance is set up to be very site specific, functional, sustainable, irrigation efficient, water conservation focused, protective of the natural native habitat while providing a cohesive, distinctive lush design theme. The current ordinance requires creating attractive subtropical landscaping and enhancing environmentally sound horticultural practices.

Staff will prepare an ordinance to be consistent with Miami-Dade County. Modifying the existing ordinance to incorporate Florida Friendly principles will enhance, strengthen and provide a safer



environment for the Town. Enforcement of fertilizer and pesticides requires additional staff, particularly at the beginning when all properties must be inspected for compliance.

Reviewed by GO

Prepared by SSG



**Town of Surfside  
Town Commission Meeting  
February 12, 2019  
7:00 pm**

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

**Date:** January 28, 2019  
**Prepared by:** Daniel Dietch, Mayor  
**Subject:** Annual Performance Evaluation  
Guillermo Olmedillo, Town Manager

---

In accordance with the Town Manager's Employment Agreement, the Town Commission shall conduct a formal annual performance evaluation. On January 8, 2019 the Town Commission approved the performance evaluation form, which included the following evaluation criteria categories:

- |                                       |                      |
|---------------------------------------|----------------------|
| 1. Individual Characteristics         | 6. Citizen Relations |
| 2. Professional Skills and Status     | 7. Staffing          |
| 3. Relations with the Town Commission | 8. Supervision       |
| 4. Policy Execution                   | 9. Fiscal Management |
| 5. Reporting                          | 10. Community        |

The Town Commission was asked to evaluate the Town Manager on various aspects relating to the ten (10) evaluation criteria categories identified above. The rating scale was defined as follows:

- 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)

The individual Town Commissioner ratings have been tabulated and are summarized in Table 1. The Town Clerk has copies of the complete performance evaluations prepared by each Elected Official.



Town of Surfside  
Town Commission Meeting  
February 12, 2019  
7:00 pm  
  
Town Hall Commission Chambers - 9293 Harding Avenue, 2<sup>nd</sup> Floor  
Surfside, FL 33154

Table 1  
Town Manager Performance Evaluation Rating Summary

Elected Official	Evaluation Criteria/Ratings <sup>1</sup>										Average Rating
	Individual Characteristics	Professional Skills and Status	Relations with the Town Commission	Policy Execution	Reporting	Citizen Relations	Staffing	Supervision	Fiscal Management	Community	
Cohen	5.0	4.2	5.0	4.6	4.8	3.8	5.0	5.0	5.0	3.4	4.6
Dietch	3.8	3.6	3.8	4.0	2.8	2.8	4.2	4.0	4.0	3.4	3.6
Gielchinsky	5.0	4.8	4.6	5.0	4.6	5.0	5.0	5.0	5.0	5.0	4.9
Karukin	5.0	5.0	5.0	5.0	4.4	4.0	4.6	5.0	5.0	4.4	4.7
Paul	3.2	2.8	2.8	2.0	2.8	2.4	3.2	3.2	2.8	2.8	2.8
Average Rating	4.4	4.1	4.2	4.1	3.9	3.6	4.4	4.4	4.4	3.8	4.1

NOTE:

1. Ratings are defined as follows:
- 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)



**Town of Surfside  
Town Commission Meeting  
February 12, 2019  
7:00 pm**

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

**Date:** January 21, 2019  
**Prepared by:** Daniel Dietch, Mayor  
**Subject:** Town Hall Meeting Recap

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**Objective:** To seek direction from the Town Commission whether to post and distribute the enclosed Mayor's Town Hall Meeting Recap on the Town Website and via the Town e-notification system.

**Consideration:** Historically, concerns have been raised by residents and elected officials regarding the use of Town resources to distribute information that originates from a single member of the Town Commission. In an abundance of caution, the issue of posting and distributing a recap of the Mayor's Town Hall Meeting from this past December is being brought to the Town Commission for discussion and direction.

**Recommendation:** For the Town Commission to direct the Town Manager to post and distribute the enclosed Mayor's Town Hall Meeting Recap on the Town Website and via the Town e-notification system.

Enclosure



Dear Surfsiders,

Thank you for attending the Town Hall Meeting this past December. It was time well spent hearing your feedback and discussing your ideas through constructive conversation.

For the benefit of those who joined the conversation as well as residents who were unable to attend, enclosed please find a recap of the key subjects that were discussed, along with some background and further explanation under each item:

### **Beach Renourishment**

- The U.S. Army Corps of Engineers, in coordination with Miami-Dade County, will conduct a beach renourishment project sometime this spring 2019 in order to address critical beach erosion in Surfside. *Note: This project could be impacted by the government shutdown.*
- For updates, visit [www.saj.usace.army.mil/surfside](http://www.saj.usace.army.mil/surfside) and/or attend the Community Meeting on the Beach Renourishment at 6:00 pm on Wednesday, February 13, 2019 in the Town Hall Commission Chambers.

### **Lane Closures on Harding Avenue and Collins Avenue**

- Concerns were raised about traffic impacts, large construction trucks and noise due to street closures. The Town understands the concerns and has proactively met with the Florida Department of Transportation (FDOT) to convey the importance of receiving advanced notice for lane closures, which was historically not provided to the Town. FDOT is the agency with jurisdiction over Harding Avenue and Collins Avenue and 96<sup>th</sup> Street and is solely responsible for lane closures on these roads. While not required by FDOT, the Town does mandate that developers and contractors provide and pay for police presence for all lane closures on Harding Avenue and Collins Avenue that are due to development projects within Surfside.
- The Town of Surfside distributes e-blasts to residents prior to lane closure events to keep them abreast of projects such as these. To sign up for notifications, visit: <https://www.townofsurfsidefl.gov/news-and-events/subscribe/town-notifications>

## Comprehensive Plan and Zoning Code

- Concerns were raised about changes to the Comprehensive Plan and Zoning Code. A general explanation and recent activities related to the two documents was provided, which is detailed below. An idea to solicit resident feedback on the Zoning Code was proffered and an update is also provided below.
- The Comprehensive Plan, which is required by the State of Florida under Chapter 163 of the Florida Statutes, can be found in its entirety on the Town Website: <https://www.townofsurlsidefl.gov/departments-services/town-clerk/public-records/comprehensive-plan>
- The purpose of the Comprehensive Plan is to outline the Town's goals, objectives and policies in terms of land use, transportation, housing, infrastructure, coastal management, conservation, recreation spaces, intergovernmental coordination, capital improvements and public school facilities.
- The Comprehensive Plan is updated every 10 years. The most recent update began on January 1, 2017 with a notification letter sent by the Town to the State, explaining our intent to update and amend the Town's Comprehensive Plan.
- On March 1, 2017, the Town hosted a publicly-noticed joint workshop with the Planning & Zoning Board, the Sustainability Committee and the Town Commission. The public was also invited to attend and participate in the workshop.
- On December 7, 2017, a Planning & Zoning Board Public Hearing was held. The Planning & Zoning Board, acting as the Local Planning Agency (LPA), held the hearing and recommended approving the proposed EAR-based amendments.
- On December 13, 2017, the Town Commission held a Public Hearing, where it reviewed and approved the ordinance to amend the Comprehensive Plan and transmit it to State agencies for review.
- On June 12, 2018, the Town Commission held a Public Hearing to review the Objections, Recommendations and Comments (ORC) report's required changes and adopt the ordinance to amend the Comprehensive Plan.
- The document was only modified to include additional resiliency strategies and State mandated changes. The document was then adopted by the Town Commission, once approved by the State on August 10, 2018.
- Building on the Comprehensive Plan is the Zoning Code, which is found in Section 90 of the Town Code and is available in its entirety here: [https://library.municode.com/fl/surlside/codes/code\\_of\\_ordinances?nodeId=PTII\\_CO\\_CH90ZO](https://library.municode.com/fl/surlside/codes/code_of_ordinances?nodeId=PTII_CO_CH90ZO). The Zoning Code's purpose is to encourage and promote, in accordance with present and future needs, the safety, morals, health, order, convenience, prosperity and general welfare of the citizens of the Town through guidelines which provide for efficiency and economy in the process of development and the appropriate and best use of land. In addition, the Zoning Code ensures that other factors are taken into consideration, like the convenience of traffic and circulation of people and for goods, as well as the use and occupancy of buildings, healthful and convenient distribution of population, adequate public utilities and



facilities, the promotion of beauty and visual interest, and development in accord with the Comprehensive Plan. This is ensured by establishing zoning districts and by regulating the location and use of buildings, structures, and land for trade and residence, by regulating and limiting or determining the height, bulk and access to light and air of buildings and structures, the area of yards and other open spaces and the density of the same. The Zoning Code is more dynamic than the Comprehensive Plan as evidenced by the many changes that are adopted annually.

- In 2008, the Zoning Code was changed to reflect a quasi-formed-based approach. The changes allowed for more design creativity and a better relationship between the buildings and public spaces. The changes also addressed community concerns such as large, box-like single family homes, greater front and rear setbacks, additional setbacks for the 2nd floor of a single family home, limitations on the square footage of a second floor on a single family home, design requirements for parking structures, requirements for rooftop decks, addition of articulation of building facades and an updated landscape ordinance focusing on xeriscape methods.
- In 2010, in the course of preparing for a lawsuit, the Town discovered that there may be an issue with the public notice for the original 2008 Zoning Code adoption. In an abundance of caution, the 2008 Zoning Code was re-adopted properly.
- In response to resident concerns about the Zoning Code, the Town Commission formally solicited resident feedback on specific provisions that could be improved. A commitment by the Mayor was made to engage the community again by formally seeking community input on opportunities to improve the Zoning Code. This approach was unanimously approved by the Town Commission and included an informal public workshop held at 6 pm on Tuesday, February 5 in the Town Hall Commission Chambers, as well as a formal feedback process. To sign up for notifications, visit: <https://www.townofsursidefl.gov/news-and-events/subscribe/town-notifications>.
- We welcome all to join the Planning & Zoning Board meetings. The next one will take place on Thursday, February 28, 2019 at 6:00 pm at Town Hall.

### **Beach Chair Storage**

- A Special Town Commission meeting was held on at 7:00 pm on Tuesday, January 22, 2019 at Town Hall to hear, discuss and provide policy direction on a second reading of a revised beach furniture ordinance.
- This is a matter that has been ongoing for years. While there is no perfect solution, the Town Commission is committed to balancing the needs and desires of our community that include single-family property owners, multi-family property owners and business owners and establishing reasonable regulations based on protecting the health, safety and welfare of all residents and visitors.

### **EDEN Residences**

- Concerns were raised about prohibited uses of vacant lots, which is governed by Section 14-55 of the Town of Surfside Code.
- On December 13, 2018, Code Compliance cited the property owners to cease the storage of construction materials, as well as cease parking on one of the vacant lots.
- The property owner failed to comply. Therefore, Code Compliance issued a notice of default and scheduled the property owner to appear before the Town Special Master on Tuesday, January 15, 2019.

With a strong commitment to further enhance the lives of our residents and deliver the essential services expected by Surfsiders, I'm happy to report several exciting projects in the works for 2019 including beach nourishment and commencing the planning and design phase for renovating the 96<sup>th</sup> Street Park. Continuing to reduce the tax burden while strengthening our healthy reserves to invest back into our Town's infrastructure and continued financial stability also remains a top priority.

Residents are welcome to review the FY 2018-2019 budget on the Town website at [https://townofsurfsidefl.gov/docs/default-source/default-document-library/financial-documents/financial-reports/2018-2019-adopted-budget.pdf?sfvrsn=e2c25b94\\_8](https://townofsurfsidefl.gov/docs/default-source/default-document-library/financial-documents/financial-reports/2018-2019-adopted-budget.pdf?sfvrsn=e2c25b94_8). Additionally, a list of developer applications, as requested by several residents, can be found at the Town website: <https://www.townofsurfsidefl.gov/docs/default-source/default-document-library/planning-documents/development-application-process.pdf>.

Once again, I would like to thank you for your participation in this important Town Hall meeting. It is helpful to me to hear your perspectives and viewpoints in order to better serve our community. I look forward to future roundtable conversations in this format and continuing to work on behalf of the residents of Surfside.

Should you have any questions and/or suggestions, feel free to e-mail me at [ddietch@townofsurfsidefl.gov](mailto:ddietch@townofsurfsidefl.gov).

Sincerely,  
Mayor Daniel Dietch



**Town of Surfside  
Town Commission Meeting  
February 12, 2019  
7:00 pm**

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

**Date:** February 12, 2019  
**Prepared by:** Daniel Dietch, Mayor  
**Subject:** Commissioner Presentations

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**Objective:** To seek direction from the Town Commission whether direct the Town Manager to establish a policy regarding Commissioner presentations at public meetings.

**Consideration:** From time to time Commissioners share presentations at public meetings. Such presentations are often helpful to the public, staff and Commission by placing a given agenda item into context and/or enhancing a policy position. This discussion item is in no way intended to diminish the value of such presentation or stifle discussion. Rather, just as the Town has established a policy related to agenda items and also public presentations, the intent is to provide some structure in terms of deadlines, format, duration, etc., so the entire Commission can engage in a more thoughtful discussion that includes the content of the planned presentation.

**Recommendation:** For the Town Commission to direct the Town Manager to establish a policy regarding Commissioner presentations at public meetings.



**Town of Surfside  
Town Commission Meeting  
February 12, 2019  
7:00 pm**

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

**Date:** February 12, 2019  
**Prepared by:** Daniel Dietch, Mayor  
**Subject:** Artificial Grass

---

**Objective:** To seek direction from the Town Commission whether to direct the Town Manager and Town Attorney to amend the Zoning Code to permit artificial grass within the single-family district with standards.

**Consideration:** The Town Commission directed staff to analyze allowing artificial grass and potential regulations within the single-family district. Staff presented findings at the December 13, 2017 Commission Meeting indicating there are many styles, manufacturers and installation systems for artificial grass. Staff provided a table comparing the maintenance, cost, drainage and aesthetics of artificial grass to sod. Staff also provided literature on the subject for consideration. The Town Commission then directed Staff to prepare a further analysis on the benefits and potential concerns related to the use of artificial grass, which was presented during the February 13, 2018 Commission Meeting. The public record reflects that Commissioner Karukin made a motion to not amend the code to permit artificial grass. The motion received a second from Commissioner Paul and the motion carried 4/1 with Mayor Dietch voting in opposition.

At the January 8, 2019 Commission Meeting, a resident spoke during Good and Welfare and asked the Commission to reconsider allowing residents to utilize artificial grass in the single-family areas of Town. I sensed some shifting opinions related to the previous policy direction; hence, this discussion item. In addition, there are a number of residents who have installed artificial grass in their homes, and have approached the Commission, seeking permissibility and/or abatement from Code enforcement.

**Recommendation:** For the Town Commission to direct the Town Manager to take the necessary steps to address and amend the Zoning Code to permit artificial grass within the single-family district, with standards. Also, direct the Town Attorney to prepare the necessary Ordinance amending the Code to allow artificial grass in the single-family district, with standards.



Town of Surfside  
Funding for Not-For Profit  
Or Other  
Charitable Organizations

**APPLICATION**

1. **Legal name of Organization:** The Rotary Club of Bal Harbour
2. **Mailing Address:** Sea View Hotel c/o Alpana Raina, General Manager, 9909 Collins Avenue, Bal Harbour, FL 33154  
**Contact Number:** 305 866-4441
3. Does your corporation/organization fall within Section 501 (c)(3) or Section 501(a) of the Internal Revenue Code?

YES \_\_\_\_\_ (Proof of tax exempt status will be provided) NO \_\_\_\_\_

4. **Contact person (If different from above):** See above  
**Official Title:**  
**Mailing Address:**  
**Contact Number:**

\_\_\_\_\_ Not-for-Profit        X   Charitable

5. **Provide a brief description of the organization's goals and objectives:**

Chartered in May 1953, the Rotary Club of Bal Harbour, Florida, includes business and professional leaders dedicated to carrying out the Rotary International vision of "Service Above Self". The Rotary Club of Bal Harbour meets weekly and is nonpolitical, nonsectarian and open to all cultures, races and creeds.

The Rotary Club of Bal Harbour and the Bal Harbour Police Department are hosting a 5K Run/Walk Event in Memory of Police Chief Mark N. Overton (re-scheduled from October 22 due to Hurricane Irma) to be held Sunday morning, March 11, 2018 at

Haulover Park's Southeast corner (on the ocean side next to Bal Harbour's Ritz Carlton and Bal Harbour One). The race starts at 7:30am. The race will be a major fundraiser for the Rotary Club of Bal Harbour and the Bal Harbour Police Department, in memory of Police Chief Mark N Overton.

6. **Amount of Funding Requested:** \$1,000
7. **Provide a brief description of how Town funds would be spent and identify the community need(s) to be addressed. This should include exactly will be provided and to how many people (Town residents):**

All proceeds from the race will fund The Rotary Club of Bal Harbour, Chief Mark N. Overton Legacy Memorial Scholarship Fund, which was established to benefit an individual(s) aspiring for a career in Law Enforcement, by assisting with the costs associated with the police academy training and certification of a self-sponsored recruit in Miami-Dade County. Please see the attached flier.

**CERTIFICATION:**

As official signatory, I hereby certify that the information included in this application is complete and correct.

Signature: \_\_\_\_\_

Print Name: Daniel Dietch

Title: Mayor

Date: February 4, 2019

Submit application and documents to:

Town of Surfside  
c/o Town Manager Office  
9293 Harding Avenue  
Surfside, FL. 33154



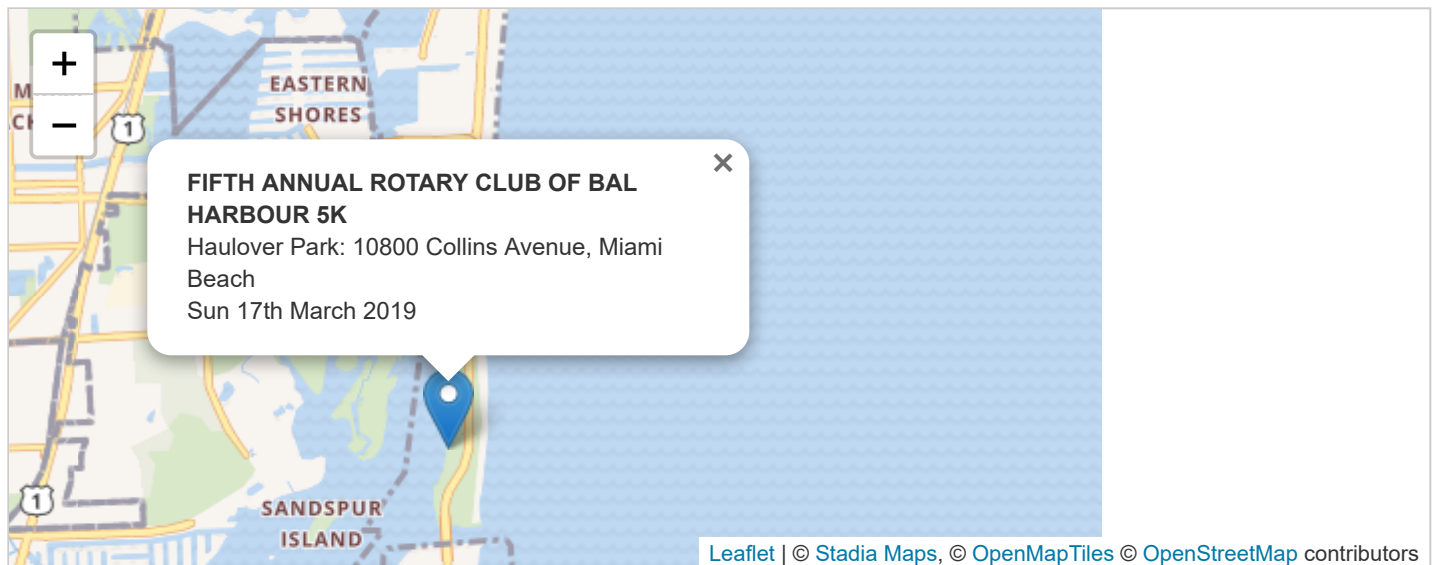
[Home](#)[Search](#)[Events](#)[Forum](#)[Login](#)

# FIFTH ANNUAL ROTARY CLUB OF BAL HARBOUR 5K

Sunday 17th March 2019

Haulover Park: 10800 Collins Avenue, Miami Beach, United States

Distance running, Running, Walking, 5K



## Description

### THE ROTARY CLUB OF BAL HARBOUR & THE BAL HARBOUR VILLAGE POLICE DEPARTMENT FIFTH ANNUAL 5K RUN/WALK RACE

#### IN MEMORY OF POLICE CHIEF MARK N. OVERTON AND POLICE CHIEF MIGUEL DE LA ROSA

Please join us for our annual 5K Run/Walk race, to be held Sunday morning, March 17, 2019 8:00AM at Haulover Park's Southeast corner (by Dog Park).

The race will be a major fundraiser for the Rotary Club of Bal Harbour and the Bal Harbour Village Police Department, in memory of Police Chief Mark N. Overton and Police Chief Miguel De La Rosa. All proceeds from the race will fund The Rotary Club of Bal Harbour, Chief Mark N. Overton, Chief Miguel De La Rosa Legacy Memorial Scholarship Fund to benefit an individual(s) aspiring for a career in Law Enforcement, by assisting with the costs associated with the police academy training and certification of a self-sponsored recruit in Miami-Dade County.

**The Event:** Sunday, March 17, 2019

**Start Time:** 8:00 AM

**Place:** South East Corner of Haulover Park, 10800 Collins Ave. Bal Harbour, Florida 33154 (by Dog Park).

**Cost:** Early Bird Registration: (Feb 1 – Feb 8): \$15.00  
Pre-Registration: (Feb 9 – Feb 15): \$20.00  
(Feb 16 – Feb 22): \$25.00  
(Feb 23 – March 1): \$30.00  
Registration: ( March 2 thru March 17): \$40.00\*\*

\*\*Race day registration (**cash only**) will be available from 5:30am until 15 minutes before race start time

**All donations are fully deductible to the extent of the law.**

**Sponsorships:** Sponsorships are very most welcome. Please contact us for more information at 305-866-4441, Alpana Raina, Sea View Hotel

**Checks can be sent to: The Sea View Hotel, 9909 Collins Ave.,  
Bal Harbour, FL 33154, Attn: Alpana Raina, General Manager's Office.**

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Event details and schedule

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## Organised by

WildSide Online Inc.  
10016 NW 53rd Street, Sunrise  
Phone: 000-000-0000



1 February 2019

To Whom It May Concern:

Rotary International, a non-profit organization incorporated in Illinois, is exempt from federal income tax under 501 (c) (4) of the Internal Revenue Code. This exemption applies to all subordinate units, i.e. districts and clubs that are properly registered with the Internal Revenue Service.

The Rotary Club of Bal Harbour, Florida, USA, is a member in good standing of Rotary International and has been since its admission on 4 May 1953.

Rotary International's group exemption number is 0573. The Employer Identification Number (EIN) for the Rotary Club of Bal Harbour, FL, as reported annually to the IRS, is: 59-6159047.

Sincerely,

A handwritten signature in black ink, appearing to read "Deanna Cankar", with a long, sweeping horizontal line extending to the right.

Deanna Cankar  
Manager, The Americas  
Club and District Support



## MEMORANDUM ITEM NO. 9I

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission  
**From:** Guillermo Olmedillo, Town Manager  
**Date:** February 12, 2019  
**Subject:** Downtown Vision Advisory Committee Appointments

---

On January 8, 2019 the Surfside Town Commission approved Resolution 19-2561 to establish the Downtown Vision Advisory Committee (DVAC) and to return with the Administration's recommendations for member appointments.

Since the establishment of the Committee the Town has received eight applications.

The DVAC Charter states that the Committee must be comprised of one resident from a single-family home, one resident from a multi-family dwelling, two members from downtown businesses, two members who own property downtown, and one member from a Surfside hotel.

Therefore, the following are recommended appointments:

- Single Family Home Member - Fred Landsman
- Multi-Family Home Member - George Kousoulas
- Downtown Business Owner Member - Mendel Segel, owner of Backyard BBQ and Brew
- Downtown Business Owner Member - Asmaa Benkirane, owner of Le Beau Maroc
- Property Owner Member - Sean Grenald, property owner at 9501 Harding Avenue
- Property Owner Member – presently vacant
- Hotel Member - Sandra Oliva, Four Seasons Hotel at the Surf Club

There is no recommendation for a second property owner member at this time. Only one application from a property owner has been received and the Administration has had difficulty in securing another interested representative in this category. The recommended members represent varied backgrounds, interests, and lengths of experience within the Town. All express enthusiasm in making improvements to the Harding Avenue downtown district, and understand the time requirements to participate in this Committee which will meet quarterly. Attached are all of the membership applications received to date.

The Administration seeks direction on the suggested appointments as presented.

Reviewed by

Prepared by



Date received: 01/11/2019 SN

**APPLICATION TO APPLY FOR A SURFSIDE BOARD OR COMMITTEE**

Name: FRED LANDSMAN  
Address: \_\_\_\_\_  
Town: SURFSIDE Zip: 33154  
Phone: Home \_\_\_\_\_ Cell (305) 343-1481 Work \_\_\_\_\_  
Surfside Resident Since: 2011/2012  
Occupation or Business Affiliation: SA. RECRUITER WITH NEW RELIC SOFTWARE  
Email: FLANDSMA@HOTMAIL.COM  
Are you a qualified elector of Miami-Dade County? ☒ Yes ☐ No

**Applying for:**

- ☐ Planning and Zoning & Design Review Board  
☐ Personnel Appeals Board  
☐ Parks and Recreation Committee  
☐ Tourist Board  
☒ Downtown Vision Advisory Committee (Town Manager's Committee)  
☐ Sustainability Sub Committee to the Planning and Zoning Board  
☐ Pension Board  
☐ Police Pension Board



Tell us about yourself.

Education and/or Profession: MBA FROM Loyola Marymount UNIV (LA, CA)  
RECRUITMENT PROFESSIONAL FOR 20 YRS. RESTAURANT FOR 4 YRS.

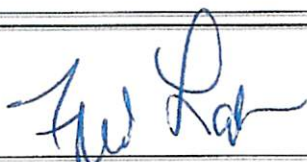
Current Organization Memberships: NONE. I DID HELP PDMS/REC.  
WITH CONCESSIONS INCLUSION. GRADUATE OF CITIZENS POLICE ACADEMY.

Surfside Boards/Committees on which you have served: N/A

Specific Interests: RESTAURANT EXPERIENCE AND INTEREST

What personal qualifications can you bring to this board or committee? 35 YRS OF BUSINESS  
EXPERIENCE RESTAURANT OWNERSHIP EXPERIENCE

Why do you wish to serve on this board/committee? TO HELP CREATE,  
MAINTAIN & PROMOTE A VIBRANT DOWNTOWN SURFSIDE.



Applicant's Signature

1/8/19

Date

Note: This application is information of public record in accordance with Florida Sunshine Law. Appointment to any of the boards and committees is a voluntary service. Public service opportunities offered by the Town of Surfside do not discriminate on the basis of race, color, national origin, sex, religion, age, political affiliation, marital status, sexual orientation and disabled status.

PLEASE FILL OUT AND RETURN THIS APPLICATION TO THE OFFICE OF TOWN CLERK FOR PROCESSING  
AT [SNOVOA@TOWNOFSURFSIDEFL.GOV](mailto:SNOVOA@TOWNOFSURFSIDEFL.GOV).

TOWN OF SURFSIDE, 9293 HARDING AVENUE, SURFSIDE, FLORIDA 33154 305-861-4863 EXT. 226



Date received: JAN29 '19 3:33PM

APPLICATION TO APPLY FOR A SURFSIDE BOARD OR COMMITTEE

Name: GEORGE KOUSOULAS

Address: \_\_\_\_\_

Town: SURFSIDE Zip: 33154

Phone: Home \_\_\_\_\_ Cell 902-280 4026 Work same

Surfside Resident Since: \_\_\_\_\_

Occupation or Business Affiliation: ARCHITECT

Email: george@block53.com

Are you a qualified elector of Miami-Dade County? Yes No

Applying for:

☐ Planning and Zoning Board & Design Review Board

☐ Personnel Appeals Board

☐ Parks and Recreation Committee

☐ Tourist Bureau

☒ Downtown Vision Advisory Committee (This Committee is presently on hiatus.)

☐ Sustainability Sub Committee to the Planning and Zoning Board

☐ Pension Board

☐ Police Pension Board



Tell us about yourself.

Education and/or Profession: B. Arch 1982, Master of Science 1985

Architect / Construction Manager / Fee Developer

Current Organization Memberships: NCARB (National Council of Architecture Registration Boards (Certificate Holder))

Surfside Boards/Committees on which you have served: Sustainability

Specific Interests: Cities: how we create settlements, how we inhabit them, how we change them, how we sustain them

What personal qualifications can you bring to this board or committee? Besides my professional qualifications of understanding architecture and development for the retail market, my academic career and pursuits along the way including a newspaper column on urban design and op-eds in the Washington Post

Why do you wish to serve on this board/committee? Harding Avenue is the core to Surfside. I still see the bones of the shopping street I first saw in mid-70s. There is a lot that is good there, and a lot that is not quite right. Why is it resistant to improvement? and how can we overcome this?

Applicant's Signature

Date

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TOWN OF SURFSIDE, 9293 HARDING AVENUE, SURFSIDE, FLORIDA 33154 305-861-4863 EXT. 226

02-2017

→ as well as an early focus on cities, towns districts, and streets, and what makes them tick, through urban theory and design at MIT with luminaries in the field including Kevin Lynch, Julian Beinart, Fred Koetter, and Christopher Alexander. Essential to having an impact on Harding is being able to contribute to the understanding of the fundamentals of the street: what is good, what is bad, what is hurting, what should be improved, what will have an impact and what will be a distraction.



01-29-19P03:01 RCVD

Date received: \_\_\_\_\_

APPLICATION TO APPLY FOR A SURFSIDE BOARD OR COMMITTEE

Name: Mendel Segal  
Address: \_\_\_\_\_  
Town: Surfside Zip: 33154  
Phone: Home \_\_\_\_\_ Cell 913-295-7033 Work 305-763-8888  
Surfside Resident Since: \_\_\_\_\_  
Occupation or Business Affiliation: Restaurant Partner  
Email: Mendelsegal@gmail.com  
Are you a qualified elector of Miami-Dade County? Yes ☒ No ☐

Applying for:

- ☐ Planning and Zoning & Design Review Board  
☐ Personnel Appeals Board  
☐ Parks and Recreation Committee  
☐ Tourist Board  
☒ Downtown Vision Advisory Committee (Town Manager's Committee)  
☐ Sustainability Sub Committee to the Planning and Zoning Board  
☐ Pension Board  
☐ Police Pension Board



Tell us about yourself.

Education and/or Profession: College Bachelors degree  
Rabbinic Ordination. Chef

Current Organization Memberships: \_\_\_\_\_

Surfside Boards/Committees on which you have served: \_\_\_\_\_

Specific Interests: Retail & Restaurant

What personal qualifications can you bring to this board or committee? I get to  
see and interact with <sup>many</sup> local tourists daily and have a great *obtain part of*

Why do you wish to serve on this board/committee? \_\_\_\_\_ *counting*

Help Surfside maintain and keep building a  
great destination. *Surfside*



Applicant's Signature

1-29-19

Date

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TOWN OF SURFSIDE, 9293 HARDING AVENUE, SURFSIDE, FLORIDA 33154 305-861-4863 EXT. 226

12-2018



Date received: 1.30.19

**APPLICATION TO APPLY FOR A SURFSIDE BOARD OR COMMITTEE**

Name: Asmaa Bentirane  
Address: (Le Beau Maroc)  
Town: Surfside Zip: 33154  
Phone: Home \_\_\_\_\_ Cell 305-803-1733 Work 305.763-8847  
Surfside Resident Since: 2013  
BUSINESS  
Occupation or Business Affiliation: Business owner (Le Beau Maroc)  
Email: Contact@lebeaumaroc.com  
Are you a qualified elector of Miami-Dade County? Yes No

**Applying for:**

- ☐ Planning and Zoning & Design Review Board  
☐ Personnel Appeals Board  
☐ Parks and Recreation Committee  
☐ Tourist Board  
☒ Downtown Vision Advisory Committee (Town Manager's Committee)  
☐ Sustainability Sub Committee to the Planning and Zoning Board  
☐ Pension Board  
☐ Police Pension Board

Tell us about yourself.


Education and/or Profession: Bachelor degree in Hospitality  
Management / I actually work in my own business Le Beau Maroc  
Current Organization Memberships: Peta

Surfside Boards/Committees on which you have served: none

Specific Interests: help on bringing new ideas and help all business  
in Surfside Downtown.

What personal qualifications can you bring to this board or committee? my experience, knowledge,  
the fact that I own my business and I know all my business neighbors, helps  
a lot to address all the issues.

Why do you wish to serve on this board/committee? to bring awareness to our day  
to day struggle to keep our business on float, bring possible  
ideas to upgrade downtown Surfside.

  
Applicant's Signature

1-30-19  
Date

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TOWN OF SURFSIDE, 9293 HARDING AVENUE, SURFSIDE, FLORIDA 33154 305-861-4863 EXT. 226

12-2018



Date received: January 9, 2019 SN

**APPLICATION TO APPLY FOR A SURFSIDE BOARD OR COMMITTEE**

Name: Shaun Grenald

Address: \_\_\_\_\_

Town: North Miami Zip: 33181

Phone: Home \_\_\_\_\_ Cell 305-331-8807 Work \_\_\_\_\_

Surfside Resident Since: n/a

Occupation or Business Affiliation: Owner 9501 Harding Ave

Email: SG@pazglobal.com

Are you a qualified elector of Miami-Dade County? ☒ Yes ☐ No

**Applying for:**

- ☐ Planning and Zoning & Design Review Board
- ☐ Personnel Appeals Board
- ☐ Parks and Recreation Committee
- ☐ Tourist Board
- ☒ Downtown Vision Advisory Committee (Town Manager's Committee)
- ☐ Sustainability Sub Committee to the Planning and Zoning Board
- ☐ Pension Board
- ☐ Police Pension Board



Tell us about yourself.

Education and/or Profession: Realtor, commercial realestate investor, and property manager

Current Organization Memberships: National Association of Realtors

Surfside Boards/Committees on which you have served: Original DVAC Board

Parking study citizens advisory committee

Specific Interests: The revitalization of surfside's commercial district

What personal qualifications can you bring to this board or committee? Past experience on DVAC

that resulted in successes and advancements in our downtown. 10+ years of commercial real estate sales, ownership, and management gives me insight and a unique perspective tailor made for this board.

Why do you wish to serve on this board/committee? I care about and want to see Surfside's

Downtown survive and thrive

Shawn Grenald  
Applicant's Signature

1/9/19

Date

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TOWN OF SURFSIDE, 9293 HARDING AVENUE, SURFSIDE, FLORIDA 33154 305-861-4863 EXT. 226

12-2018



Date received: \_\_\_\_\_

**APPLICATION TO APPLY FOR A SURFSIDE BOARD OR COMMITTEE**

Name: Sandra OLIVA

Address: \_\_\_\_\_

Town: Surfside Zip: 33154

Phone: Home \_\_\_\_\_ Cell 305 385 7759 Work \_\_\_\_\_

Surfside Resident Since: \_\_\_\_\_

Occupation or Business Affiliation: Director of Marketing FOUR SEASONS SURF CLUB

Email: Sandra.oliva@fourseasons.com

Are you a qualified elector of Miami-Dade County? Yes ☐ No ☒

**Applying for:**

☐ Planning and Zoning Board & Design Review Board

☐ Personnel Appeals Board

☐ Parks and Recreation Committee

☐ Tourist Bureau

☒ Downtown Vision Advisory Committee (This Committee is presently on hiatus.)

☐ Sustainability Sub Committee to the Planning and Zoning Board

☐ Pension Board

☐ Police Pension Board

Tell us about yourself.

Education and/or Profession: Director of Marketing

Current Organization Memberships: Four Seasons at the Surf club

Surfside Boards/Committees on which you have served: \_\_\_\_\_

Specific Interests: \_\_\_\_\_

What personal qualifications can you bring to this board or committee? \_\_\_\_\_

Luxury World experience

Why do you wish to serve on this board/committee? \_\_\_\_\_

To bring a vision about what high-end clients  
are expecting from the town features and services  
and how we can be more appealing to this clientele

  
Applicant's Signature

1/30/19  
Date

Note: This application is information of public record in accordance with Florida Sunshine Law. Appointment to any of the boards and committees is a voluntary service. Public service opportunities offered by the Town of Surfside do not discriminate on the basis of race, color, national origin, sex, religion, age, political affiliation, marital status, sexual orientation and disabled status.

PLEASE FILL OUT AND RETURN THIS APPLICATION TO THE OFFICE OF TOWN CLERK FOR PROCESSING.  
TOWN OF SURFSIDE, 9293 HARDING AVENUE, SURFSIDE, FLORIDA 33154 305-861-4863 EXT. 226

02-2017



Date received: \_\_\_\_\_

JAN28 '19 3:00PM

## APPLICATION TO APPLY FOR A SURFSIDE BOARD OR COMMITTEE

Name: Marianne Meisheid

Address: \_\_\_\_\_

Town: Surfside, FL Zip: 33154

Phone: Home \_\_\_\_\_ Cell 917-693-1312 Work \_\_\_\_\_

Surfside Resident Since: 2002

Occupation or Business Affiliation: Partner, HRH Her Royal Household  
9513 Harding

Email: mare.0413@adl.com

Are you a qualified elector of Miami-Dade County? Yes ☐ No ☒

## Applying for:

- ☐ Planning and Zoning Board & Design Review Board
- ☐ Personnel Appeals Board
- ☐ Parks and Recreation Committee
- ☐ Tourist Bureau
- ☒ Downtown Vision Advisory Committee (This Committee is presently on hiatus.)
- ☐ Sustainability Sub Committee to the Planning and Zoning Board
- ☐ Pension Board
- ☐ Police Pension Board

# Downtown Vision Advisory Committee

Tell us about yourself.

Education and/or Profession: Bachelor of Science

Current Organization Memberships: Miami Assoc. of Realtors

Surfside Boards/Committees on which you have served: Tourist Board (2016-2018)

Specific Interests: I am active in the Surfside businesses on Harding Ave, participate in monthly Regular Commission Meetings, Tourist Board Meetings, P+Z and Town Ordinance Meetings to protect our Beach.

What personal qualifications can you bring to this board or committee? Worked at UnikWay 9567 Harding (Jan 2017 - Dec 2018) 2 yrs. Currently working + partner at HRH 9513 Harding Ave.

Why do you wish to serve on this board/committee? Make a difference in the "future" of Harding Ave. Too many empty store fronts.

Marianne Weiskind

Applicant's Signature

1/35/19

Date

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TOWN OF SURFSIDE, 9293 HARDING AVENUE, SURFSIDE, FLORIDA 33154 305-861-4863 EXT. 226

02-2017





Date received: December 26, 2018 SN

**APPLICATION TO APPLY FOR A SURFSIDE BOARD OR COMMITTEE**

Name: Elliot B. Kula  
Address: \_\_\_\_\_  
Town: Surfside Zip: 33154  
Phone: Home 305-773-4992 Cell 305-773-4992 Work 305-354-3858  
Surfside Resident Since: 2001  
Occupation or Business Affiliation: Attorney - Kula & Associates, P.A.  
Email: ELLIOT@KULALEGAL.COM  
Are you a qualified elector of Miami-Dade County? ☒ Yes ☐ No

**Applying for:**

- ☐ Planning and Zoning & Design Review Board
- ☐ Personnel Appeals Board
- ☐ Parks and Recreation Committee
- ☐ Tourist Board
- ☒ Downtown Vision Advisory Committee (Town Manager's Committee)
- ☐ Sustainability Sub Committee to the Planning and Zoning Board
- ☐ Pension Board
- ☐ Police Pension Board



Tell us about yourself.

Education and/or Profession: B.A. (University of Minnesota); J.D.  
(Hamline University School of Law) • Attorney - Board Certified

Current Organization Memberships: Florida Bar; Dade County Bar Association;  
Miami Dade Trial Lawyers Association; Third DCA Historical Society; Fellows  
of the American Bar Foundation; Cuban American Bar Association  
Surfside Boards/Committees on which you have served: None, but I've

been involved and attended meetings, and others participate/attend  
in public forums/dialogues.

Specific Interests: Family, Surfside's beautiful beach, mentoring,  
and good food (Surfside has attracted some wonderful restaurants).

What personal qualifications can you bring to this board or committee? I've been living in

Surfside (homeowner) for 18+ years. I'm a small business owner. And  
as an attorney, my training is analysis and problem solving - advancing a

Why do you wish to serve on this board/committee? cause to solve a problem, while adhering to  
protocols and existing framework.

Over the last 18 years I've seen tremendous  
growth and progress in our town, and I'd like  
to participate and contribute to the future growth.

Applicant's Signature

12/22/2018

Date

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PLEASE FILL OUT AND RETURN THIS APPLICATION TO THE OFFICE OF TOWN CLERK FOR PROCESSING  
AT [SNOVOA@TOWNOFSURFSIDEFL.GOV](mailto:SNOVOA@TOWNOFSURFSIDEFL.GOV).

TOWN OF SURFSIDE, 9293 HARDING AVENUE, SURFSIDE, FLORIDA 33154 305-861-4863 EXT. 226

12-2018