



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

**February 11, 2020  
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. Fourth Year - Tree City USA** – Guillermo Olmedillo, Town Manager
- H. Presentation of the \$1.00 Salary to the Mayor and the Members of the Town Commission** - Guillermo Olmedillo, Town Manager

**2. Quasi-Judicial Hearings**

**A. Arte Landscape Buffer Variance Request - 8926 Collins Avenue**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, [APPROVING/ APPROVING WITH CONDITIONS/ DENYING] AN APPLICATION SUBMITTED BY SC 8955, LLC ("APPLICANT") FOR THE PROPERTY LOCATED AT 8926 COLLINS AVENUE ("PROPERTY") FOR A VARIANCE FROM SECTION 90.91.2(1) OF THE TOWN CODE TO PERMIT A MAXIMUM OF 3.5 FOOT ENCROACHMENT OF FLORIDA POWER & LIGHT ("FPL") TRANSFORMERS/EQUIPMENT WITHIN THE REQUIRED 10 FOOT LANDSCAPE BUFFER; PROVIDING FOR CONDITIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**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 14, 2020 Quasi-Judicial Hearing Meeting Minutes**
- **January 14, 2020 Regular Town Commission Meeting Minutes**
- **January 28, 2020 Special Joint Town Commission and Planning and Zoning Board 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**

- *December 9, 2019 Tourist Board Meeting Minutes*
- *December 16, 2019 Parks and Rec. Committee Meeting Minutes*
- *December 17, 2019 Sustainability and Resiliency Committee Meeting Minutes*
- *December 19, 2019 Planning and Zoning Board Meeting Minutes*

**E. Resolution authorizing a Memorandum of Understanding between U.S. Immigration and Customs Enforcement Homeland Security Investigations and the Town of Surfside Police Department – Guillermo Olmedillo, Town Manager**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF SURFSIDE AND U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT HOMELAND SECURITY INVESTIGATIONS; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**F. Resolution Authorizing a Mutual Aid Agreement between the Town of Medley, Florida, and the Town of Surfside, Florida - Guillermo Olmedillo, Town Manager**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING A COMBINED VOLUNTARY COOPERATION AND OPERATIONAL ASSISTANCE MUTUAL AID AGREEMENT WITH THE TOWN OF MEDLEY, FLORIDA; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**G. Resolution Authorizing a Mutual Aid Agreement between the City of Miami Gardens, Florida and the Town of Surfside, Florida – Guillermo Olmedillo, Town Manager**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING A VOLUNTARY COOPERATION AND OPERATIONAL ASSISTANCE MUTUAL AID AGREEMENT WITH THE CITY OF MIAMI GARDENS, FLORIDA; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**H. Memorandum of Understanding between the Town of Surfside and the Fraternal Order of Police (FOP) Local 135 to be consistent with Ordinance No. 2020-1707 – Guillermo Olmedillo, Town Manager**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE TOWN OF SURFSIDE AND THE FRATERNAL ORDER OF POLICE LOCAL 135, FOR CONSISTENCY WITH ORDINANCE NO. 2020-1707 RELATED TO PENSION BENEFIT ENHANCEMENTS FOR NON-PUBLIC SAFETY MEMBERS OF THE TOWN'S DEFINED BENEFIT RETIREMENT PLAN; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE MOU; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**I. Tourism Public Relations Agreement with Carolyn Izzo Integrated Communications, Inc. - Guillermo Olmedillo, Town Manager**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, RATIFYING THE SELECTION OF CAROLYN IZZO INTEGRATED COMMUNICATIONS, INC. FOR PUBLIC RELATIONS CONSULTING FOR THE TOURIST BUREAU; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**\*\* SPACE INTENTIONALLY LEFT BLANK\*\***

**4. Ordinances**

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

**A. Second Reading Ordinances**

1. Ordinance that Amends Chapter 2, Article V, Division 2 of the Code of the Town of Surfside Regarding the Retirement Plan for Employees of the Town of Surfside to be Consistent with the Collective Bargaining Agreement between the Town and Florida State Lodge Fraternal Order of Police for the Period October 1, 2019 through September 30, 2022 – Guillermo Olmedillo, Town Manager *[Time Certain at 7:45PM]*

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE V, DIVISION 2 OF THE CODE OF THE TOWN OF SURFSIDE REGARDING THE RETIREMENT PLAN FOR EMPLOYEES OF THE TOWN OF SURFSIDE; AMENDING SECTION 2-176 OF THE TOWN CODE TO MODIFY THE NORMAL RETIREMENT DATE FOR POLICE MEMBERS; AMENDING SECTION 2-192 OF THE TOWN CODE TO MODIFY THE COST OF LIVING ADJUSTMENT MULTIPLIER FOR POLICE MEMBERS; CREATING A NEW SECTION 2-194 "USE OF PREMIUM TAX REVENUES" TO ADDRESS MUTUAL CONSENT AS TO HOW PREMIUM TAX REVENUES ARE USED; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

*(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. New Subaqueous Water Main Under Point Lake Canal to Biscaya–**  
Guillermo Olmedillo, Town Manager

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING WORK AUTHORIZATION NO. 130 WITH CALVIN GIORDANO & ASSOCIATES, INC. FOR PROFESSIONAL ENGINEERING SERVICES FOR THE POINT LAKE SUBAQUEOUS WATER MAIN CROSSING TO BISCAYA ISLAND; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE WORK AUTHORIZATION; AUTHORIZING THE TOWN MANAGER AND TOWN OFFICIALS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE WORK AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE

**B. Approval for Authorization of Funds Expenditures for Purchase of Town Fuel Through Town Approved Vendors - Guillermo Olmedillo, Town Manager**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING AND AUTHORIZING THE EXPENDITURE OF FUNDS FOR THE PURCHASE OF FUEL PRODUCTS REQUIRED FOR TOWN OPERATIONS AND RELATED TO TOWN FACILITIES, PROPERTIES, FLEET AND INFRASTRUCTURE; FINDING THAT THE PURCHASE OF FUEL PRODUCTS IS EXEMPT FROM COMPETITIVE PROCUREMENT PURSUANT TO SECTION 3-13(7) OF THE TOWN CODE OF ORDINANCES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

**C. Ruth K. Broad K-8 Student Address Verification – Guillermo Olmedillo, Town Manager**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING THE EXPENDITURE OF ADDITIONAL FUNDS PURSUANT TO A MEMORANDUM OF UNDERSTANDING (MOU) AMONG THE TOWN OF SURFSIDE, THE VILLAGE OF BAL HARBOUR, AND THE TOWN OF BAY HARBOR ISLANDS RELATING TO A SCHOOL ADDRESS VERIFICATION PLAN CONTRIBUTION, AND APPROVING AN AMENDMENT TO THE MOU FOR SUCH PURPOSES; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

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

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

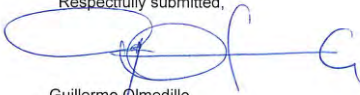
**8. Unfinished Business and New Business**

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

- A. Annual Performance Evaluation – Guillermo Olmedillo, Town Manager** – Mayor Daniel Dietch
- B. Resiliency Reserve Policy** - Guillermo Olmedillo, Town Manager
- C. Hawthorne Tot Lot Restroom** - Guillermo Olmedillo, Town Manager
- D. Inflatable Sand-less Bags for Temporary Flood Mitigation** - Guillermo Olmedillo, Town Manager
- E. Analysis for Determination of Additional Lighting Locations in Residential Areas within the Town of Surfside** - Guillermo Olmedillo, Town Manager
- F. Discussion for the Drainage Improvements of Alleyway on the 9400 Block between Harding Avenue and Abbott Avenue** - Guillermo Olmedillo, Town Manager
- G. Adopt-A-Dune** – Vice Mayor Gielchinsky
- H. Mechanical Equipment in Setbacks** – Commissioner Cohen

**10. Adjournment**

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Guillermo Olmedillo', with a large, stylized flourish 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.townofsurfsidefl.gov](http://www.townofsurfsidefl.gov).

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

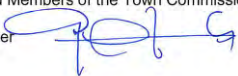
THESE MEETINGS MAY BE CONDUCTED BY MEANS OF OR IN CONJUNCTION WITH COMMUNICATIONS MEDIA TECHNOLOGY, SPECIFICALLY, A TELEPHONE CONFERENCE CALL. THE LOCATION 9293 HARDING AVENUE, SURFSIDE, FL 33154, WHICH IS OPEN TO THE PUBLIC, SHALL SERVE AS AN ACCESS POINT FOR SUCH COMMUNICATION.



## MEMORANDUM

ITEM NO. 2A

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

**From:** Guillermo Olmedillo, Town Manager 

**Date:** February 11, 2020

**Subject:** Arte Landscape Buffer Variance Request

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The property owner, SC 8955 LLC, is requesting a variance from the Town of Surfside Zoning Code for the property located at 8926 Collins Avenue. The applicant is requesting approval to allow for the existing Florida Power & Light ("FPL") utility transformers to remain in their current location on site. The current location of the utility transformers encroaches three feet five inches (3'5") into the required 10-foot landscaped buffer area, where only landscape ground cover is permitted. Accordingly, the Applicant requests the issuance of a general variance permitting a maximum three feet five inch (3'5") encroachment to allow the two existing pieces of FPL equipment to continue to occupy approximately 40 square feet of the required 1,500 square-foot landscape buffer along Collins Avenue.

The request is to be granted a variance from Section 90.91-2(1), Required Buffer Landscaping Adjacent to Streets and Abutting Properties.

Section 90-36(1)(a) allows for variances from certain code provisions including open spaces. Therefore, the applicant is permitted to apply for a variance from the required landscape buffer.

The current state of the parcel is developed with a three-story parking garage containing amenities which serve the residential ARTE condominium project across Collins Avenue. The project, inclusive of the garage, received site plan approval from the Town Commission in January of 2017. The Applicant subsequently obtained a foundation permit and began initial construction of the garage in March of 2017. Following the commencement of foundation work, the Applicant engaged in discussions with FPL regarding the location of the necessary FPL transformers on the property. FPL mandated in May of 2017 that the transformers shall be located in their current location within the property's southeast corner because FPL required direct access to the equipment from Collins Avenue. As part of the review for TCO and Final CO for the building, the Town requires a final landscape inspection. The Town's consulting landscape reviewer found that the FPL transformers are partially located within the required 10-foot landscape buffer.

### Variance Criteria

(1) Special conditions and circumstances exist which are peculiar to the land, structure, or building involved, and which are not applicable to other lands, structures, or buildings in the same zoning district;

The location of the transformers was not included by the applicant during the site plan review process and thus directed by FPL to place the transformer in its current location.

(2) The special conditions and circumstances do not result from the actions of the applicant or a prior owner of the property;

The special conditions and circumstances are a direct result of the chosen location for the utility transformers dictated by FPL. The applicant did not choose to place the FPL transformers in their current location, however, the applicant did not coordinate the location with FPL prior to construction of the buildings. Therefore, if the applicant had considered the transformer during the site plan process, it's possible the location could have been modified, but this cannot be confirmed.

(3) Literal interpretation of the provisions of the Town Code deprives the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the Town Code and results in unnecessary and undue hardship on the applicant;

The literal interpretation of the landscaped buffer requirement to protect this additional 40 square feet would prohibit the placement of the utility equipment in its required location, equipment which is necessary in the Town. FPL requires direct access to the equipment from Collins Avenue, the Applicant was directed by FPL to install the transformer in its current location, which encroaches into approximately 40 square feet of the 1,500 square-foot landscaped buffer.

(4) The hardship has not been deliberately or knowingly created or suffered to establish a use or structure which is not otherwise consistent with the Town of Surfside Comprehensive Plan or the Town Code;

The location of the utility transformers was determined by FPL. It was unknown by FPL that the placement of such equipment encroached into the required landscaped buffer, however, the applicant is required to incorporate the code requirements into all components of their application.

(5) An applicant's desire or ability to achieve greater financial return or maximum financial return from his property does not constitute hardship;

The setback encroachment is not expected to increase or provide greater financial return. An applicant's desire for a greater financial return and or maximum financial return does not constitute a hardship.



(6) Granting the variance application conveys the same treatment to the applicant as to the owner of other lands, buildings, or structures in the same zoning district;

Granting the variance application would not convey the same treatment to the applicant as to the owner of other lands, buildings, or structures in the same zoning district as it will have a reduced buffer.

(7) The requested variance is the minimum variance that makes possible the reasonable use of the land, building, or structure; and

The requested variance is the minimum variance possible to permit reasonable use of the garage, the location of the transformer being approximately six feet seven inches (6'7") from the property line rather than 10 feet, a variance of three feet five inches (3'5").

(8) The requested variance is in harmony with the general intent and purpose of the Town of Surfside Comprehensive Plan and the Town Code, is not injurious to the neighborhood, or otherwise detrimental to the public safety and welfare, is compatible with the neighborhood, and will not substantially diminish or impair property values within the neighborhood.

The granting of the general variance is not consistent with the code because it reduces the required landscape buffer. As mitigation for this encroachment, the applicant is proposing extensive landscape treatments to reduce the visual impact.

Staff time has been provided for through a cost recovery payment.

Staff finds that all of the criteria have not been met, however, the applicant has indicated that FPL has required this transformer and is proposing to mitigate the encroachment by landscape screening. The applicant has indicated that FPL has required the transformer in the existing location. The Planning and Zoning Board heard this application at their January 30, 2020 meeting and unanimously recommended the application for approval to the Town Commission.

Reviewed by GO

Prepared by SSG

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

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, [APPROVING/ APPROVING WITH CONDITIONS/ DENYING] AN APPLICATION SUBMITTED BY SC 8955, LLC (“APPLICANT”) FOR THE PROPERTY LOCATED AT 8926 COLLINS AVENUE (“PROPERTY”) FOR A VARIANCE FROM SECTION 90.91.2(1) OF THE TOWN CODE TO PERMIT A MAXIMUM OF 3.5 FOOT ENCROACHMENT OF FLORIDA POWER & LIGHT (“FPL”) TRANSFORMERS/EQUIPMENT WITHIN THE REQUIRED 10 FOOT LANDSCAPE BUFFER; PROVIDING FOR CONDITIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the applicant and property owner, SC 8955, LLC (“Applicant”) is requesting a variance from Section 90-91.2(1) of the Town of Surfside (“Town”) Code of Ordinances (“Code”), to permit a maximum 3.5 foot encroachment of two existing FPL transformers or equipment into the required 10 foot landscape buffer area to occupy approximately 40 square feet of the required 1,500 square foot landscape buffer along Collins Avenue (“Application”), on the property located at 8926 Collins Avenue, and legally described in Exhibit “A” attached hereto (“Property”); and

**WHEREAS**, Section 90-91.2(1) of the Town Code (Required Buffer Landscaping Adjacent to Streets and Abutting Properties) requires a 10 foot landscape buffer area in the front of the Property, where only landscape ground cover is permitted; and

**WHEREAS**, the Applicant is requesting a variance to allow for the existing and installed FPL utility transformers to remain in their current location on site, which encroach 3.5 feet into the required 10 foot landscape buffer area, where only landscape ground cover is permitted; and

**WHEREAS**, Section 90-36.1 of the Town Code provides for variance application and review for open space requirements of the Code; and

**WHEREAS**, Town Staff finds that the variance criteria set forth in the Town Code has not been met for the Application, but notes that the Applicant has stated that FPL is requiring the transformer at the existing site location; and

**WHEREAS**, the Planning and Zoning Board considered the Application at its January 30, 2020 meeting and recommended approval of the Application to the Town Commission; and

**WHEREAS**, on February 11, 2020, the Town Commission conducted a public hearing on the variance application for which a hearing was noticed, posted, advertised and held as required by law, all interested parties concerned in the matter were heard, and due and proper consideration was given to the matter, and the Town Commission, having reviewed the Application, the written and oral findings of Town staff, and all other relevant testimony and evidence, including the Applicant's voluntary proffers, finds that the Application [select one: meets or does not meet] the criteria for a variance.

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

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

**Section 2. Variance [Approval/Approval with Conditions/Denial].** That the requested variance from the 10 foot landscape buffer area requirement of Section 90-91.2(1) of the Town Code is hereby [select one: approved / approved with conditions / denied], to allow a maximum of 3.5 foot encroachment into the required 10 foot landscape buffer area of two existing FPL transformers/equipment to occupy approximately 40 square feet of the required 1,500 square foot landscape buffer area along Collins Avenue on the Property.

**Section 3. Conditions.** If applicable, the approval granted by this Resolution is subject to the Applicant's compliance with the following conditions, which the Applicant voluntarily proffered and stipulated to at the public hearing:

(a) The variance is effective solely for purposes of the Project depicted in the Applicant's plans submitted to the Town dated January 9, 2020 and prepared by Kobe Karp Architecture, and for no other purpose, and the Project must be developed substantially in accordance with the approved plans.

(b) In the event that the Applicant desires to develop the Property in a manner other than in substantial compliance with the plans submitted to the Town dated January 9, 2020 and prepared by Kobe Karp Architecture, the variance shall be deemed never to have been granted, and shall become null and void. The Property shall automatically revert to the development status it had prior to this approval.

(c) As mitigation for the encroachment, the Applicant shall provide landscape screening of the FPL transformers/equipment and extensive landscaping to reduce the visual impact.

(d) The Applicant shall comply with all conditions and permit requirements of the Miami-Dade County Department of Environmental Resource Management, the Miami-Dade County Fire Rescue Department, the Miami-Dade County Water and Sewer Department, the Florida Department of Environmental Protection, the Florida Department of Transportation, and all other governmental agencies with jurisdiction over the Project.

(e) In accordance with Section 166.033(6), Florida Statutes, the Applicant is advised that this Resolution does not create any right on the part of the Applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the Town for issuance of the permit if the Applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law. All other applicable state or federal permits must be obtained before commencement of the Project.

(f) As provided in Section 90-35(a)(9) of the Code, approval of the variance shall be void if the Applicant does not obtain a building permit within 24 months after the granting of this approval. The Town Commission may grant one or more extensions for a period of up to a total of six months for good cause shown by the Applicant.

(g) Failure by the Town to timely enforce any of the above conditions does not constitute a waiver of same, and if the Applicant, its successors or assigns, do not perform such conditions within five (5) days after written notice, the Town reserves the right to stop construction, if necessary, until that condition is met. By acting in accordance with this approval, the Applicant hereby consents to all of the foregoing terms and conditions.

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

**PASSED AND ADOPTED** on this 11<sup>th</sup> day of February, 2020.

**Moved By:** \_\_\_\_\_

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

**FINAL VOTE ON ADOPTION**

Commissioner Barry Cohen \_\_\_\_\_

Commissioner Michael Karukin \_\_\_\_\_

Commissioner Tina Paul \_\_\_\_\_

Vice Mayor Daniel Gielchinsky  
Mayor Daniel Dietch

\_\_\_\_\_  
\_\_\_\_\_

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

**ATTEST:**

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

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

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

**EXHIBIT "A"**

**LEGAL DESCRIPTION**

Lots 13 through 15, less the East 10 feet for Street, Block 2, of SECOND AMENDED PLAT OF NORMANDY BEACH, according to the Plat thereof, as recorded in Plat Book 16, Page 44, of the public records of Miami-Dade County, Florida

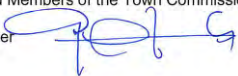
Parcel Identification Number: 14-2235-005-0250



# MEMORANDUM

ITEM NO. 2A

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

**From:** Guillermo Olmedillo, Town Manager 

**Date:** February 11, 2020

**Subject:** Arte Landscape Buffer Variance Request

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The property owner, SC 8955 LLC, is requesting a variance from the Town of Surfside Zoning Code for the property located at 8926 Collins Avenue. The applicant is requesting approval to allow for the existing Florida Power & Light ("FPL") utility transformers to remain in their current location on site. The current location of the utility transformers encroaches three feet five inches (3'5") into the required 10-foot landscaped buffer area, where only landscape ground cover is permitted. Accordingly, the Applicant requests the issuance of a general variance permitting a maximum three feet five inch (3'5") encroachment to allow the two existing pieces of FPL equipment to continue to occupy approximately 40 square feet of the required 1,500 square-foot landscape buffer along Collins Avenue.

The request is to be granted a variance from Section 90.91-2(1), Required Buffer Landscaping Adjacent to Streets and Abutting Properties.

Section 90-36(1)(a) allows for variances from certain code provisions including open spaces. Therefore, the applicant is permitted to apply for a variance from the required landscape buffer.

The current state of the parcel is developed with a three-story parking garage containing amenities which serve the residential ARTE condominium project across Collins Avenue. The project, inclusive of the garage, received site plan approval from the Town Commission in January of 2017. The Applicant subsequently obtained a foundation permit and began initial construction of the garage in March of 2017. Following the commencement of foundation work, the Applicant engaged in discussions with FPL regarding the location of the necessary FPL transformers on the property. FPL mandated in May of 2017 that the transformers shall be located in their current location within the property's southeast corner because FPL required direct access to the equipment from Collins Avenue. As part of the review for TCO and Final CO for the building, the Town requires a final landscape inspection. The Town's consulting landscape reviewer found that the FPL transformers are partially located within the required 10-foot landscape buffer.

### Variance Criteria

(1) Special conditions and circumstances exist which are peculiar to the land, structure, or building involved, and which are not applicable to other lands, structures, or buildings in the same zoning district;

The location of the transformers was not included by the applicant during the site plan review process and thus directed by FPL to place the transformer in its current location.

(2) The special conditions and circumstances do not result from the actions of the applicant or a prior owner of the property;

The special conditions and circumstances are a direct result of the chosen location for the utility transformers dictated by FPL. The applicant did not choose to place the FPL transformers in their current location, however, the applicant did not coordinate the location with FPL prior to construction of the buildings. Therefore, if the applicant had considered the transformer during the site plan process, it's possible the location could have been modified, but this cannot be confirmed.

(3) Literal interpretation of the provisions of the Town Code deprives the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the Town Code and results in unnecessary and undue hardship on the applicant;

The literal interpretation of the landscaped buffer requirement to protect this additional 40 square feet would prohibit the placement of the utility equipment in its required location, equipment which is necessary in the Town. FPL requires direct access to the equipment from Collins Avenue, the Applicant was directed by FPL to install the transformer in its current location, which encroaches into approximately 40 square feet of the 1,500 square-foot landscaped buffer.

(4) The hardship has not been deliberately or knowingly created or suffered to establish a use or structure which is not otherwise consistent with the Town of Surfside Comprehensive Plan or the Town Code;

The location of the utility transformers was determined by FPL. It was unknown by FPL that the placement of such equipment encroached into the required landscaped buffer, however, the applicant is required to incorporate the code requirements into all components of their application.

(5) An applicant's desire or ability to achieve greater financial return or maximum financial return from his property does not constitute hardship;

The setback encroachment is not expected to increase or provide greater financial return. An applicant's desire for a greater financial return and or maximum financial return does not constitute a hardship.



(6) Granting the variance application conveys the same treatment to the applicant as to the owner of other lands, buildings, or structures in the same zoning district;

Granting the variance application would not convey the same treatment to the applicant as to the owner of other lands, buildings, or structures in the same zoning district as it will have a reduced buffer.

(7) The requested variance is the minimum variance that makes possible the reasonable use of the land, building, or structure; and

The requested variance is the minimum variance possible to permit reasonable use of the garage, the location of the transformer being approximately six feet seven inches (6'7") from the property line rather than 10 feet, a variance of three feet five inches (3'5").

(8) The requested variance is in harmony with the general intent and purpose of the Town of Surfside Comprehensive Plan and the Town Code, is not injurious to the neighborhood, or otherwise detrimental to the public safety and welfare, is compatible with the neighborhood, and will not substantially diminish or impair property values within the neighborhood.

The granting of the general variance is not consistent with the code because it reduces the required landscape buffer. As mitigation for this encroachment, the applicant is proposing extensive landscape treatments to reduce the visual impact.

Staff time has been provided for through a cost recovery payment.

Staff finds that all of the criteria have not been met, however, the applicant has indicated that FPL has required this transformer and is proposing to mitigate the encroachment by landscape screening. The applicant has indicated that FPL has required the transformer in the existing location. The Planning and Zoning Board heard this application at their January 30, 2020 meeting and unanimously recommended the application for approval to the Town Commission.

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

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, [APPROVING/ APPROVING WITH CONDITIONS/ DENYING] AN APPLICATION SUBMITTED BY SC 8955, LLC (“APPLICANT”) FOR THE PROPERTY LOCATED AT 8926 COLLINS AVENUE (“PROPERTY”) FOR A VARIANCE FROM SECTION 90.91.2(1) OF THE TOWN CODE TO PERMIT A MAXIMUM OF 3.5 FOOT ENCROACHMENT OF FLORIDA POWER & LIGHT (“FPL”) TRANSFORMERS/EQUIPMENT WITHIN THE REQUIRED 10 FOOT LANDSCAPE BUFFER; PROVIDING FOR CONDITIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the applicant and property owner, SC 8955, LLC (“Applicant”) is requesting a variance from Section 90-91.2(1) of the Town of Surfside (“Town”) Code of Ordinances (“Code”), to permit a maximum 3.5 foot encroachment of two existing FPL transformers or equipment into the required 10 foot landscape buffer area to occupy approximately 40 square feet of the required 1,500 square foot landscape buffer along Collins Avenue (“Application”), on the property located at 8926 Collins Avenue, and legally described in Exhibit “A” attached hereto (“Property”); and

**WHEREAS**, Section 90-91.2(1) of the Town Code (Required Buffer Landscaping Adjacent to Streets and Abutting Properties) requires a 10 foot landscape buffer area in the front of the Property, where only landscape ground cover is permitted; and

**WHEREAS**, the Applicant is requesting a variance to allow for the existing and installed FPL utility transformers to remain in their current location on site, which encroach 3.5 feet into the required 10 foot landscape buffer area, where only landscape ground cover is permitted; and

**WHEREAS**, Section 90-36.1 of the Town Code provides for variance application and review for open space requirements of the Code; and

**WHEREAS**, Town Staff finds that the variance criteria set forth in the Town Code has not been met for the Application, but notes that the Applicant has stated that FPL is requiring the transformer at the existing site location; and

**WHEREAS**, the Planning and Zoning Board considered the Application at its January 30, 2020 meeting and recommended approval of the Application to the Town Commission; and

**WHEREAS**, on February 11, 2020, the Town Commission conducted a public hearing on the variance application for which a hearing was noticed, posted, advertised and held as required by law, all interested parties concerned in the matter were heard, and due and proper consideration was given to the matter, and the Town Commission, having reviewed the Application, the written and oral findings of Town staff, and all other relevant testimony and evidence, including the Applicant's voluntary proffers, finds that the Application [select one: meets or does not meet] the criteria for a variance.

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

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

**Section 2. Variance [Approval/Approval with Conditions/Denial].** That the requested variance from the 10 foot landscape buffer area requirement of Section 90-91.2(1) of the Town Code is hereby [select one: approved / approved with conditions / denied], to allow a maximum of 3.5 foot encroachment into the required 10 foot landscape buffer area of two existing FPL transformers/equipment to occupy approximately 40 square feet of the required 1,500 square foot landscape buffer area along Collins Avenue on the Property.

**Section 3. Conditions.** If applicable, the approval granted by this Resolution is subject to the Applicant's compliance with the following conditions, which the Applicant voluntarily proffered and stipulated to at the public hearing:

(a) The variance is effective solely for purposes of the Project depicted in the Applicant's plans submitted to the Town dated January 9, 2020 and prepared by Kobe Karp Architecture, and for no other purpose, and the Project must be developed substantially in accordance with the approved plans.

(b) In the event that the Applicant desires to develop the Property in a manner other than in substantial compliance with the plans submitted to the Town dated January 9, 2020 and prepared by Kobe Karp Architecture, the variance shall be deemed never to have been granted, and shall become null and void. The Property shall automatically revert to the development status it had prior to this approval.

(c) As mitigation for the encroachment, the Applicant shall provide landscape screening of the FPL transformers/equipment and extensive landscaping to reduce the visual impact.

(d) The Applicant shall comply with all conditions and permit requirements of the Miami-Dade County Department of Environmental Resource Management, the Miami-Dade County Fire Rescue Department, the Miami-Dade County Water and Sewer Department, the Florida Department of Environmental Protection, the Florida Department of Transportation, and all other governmental agencies with jurisdiction over the Project.

(e) In accordance with Section 166.033(6), Florida Statutes, the Applicant is advised that this Resolution does not create any right on the part of the Applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the Town for issuance of the permit if the Applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law. All other applicable state or federal permits must be obtained before commencement of the Project.

(f) As provided in Section 90-35(a)(9) of the Code, approval of the variance shall be void if the Applicant does not obtain a building permit within 24 months after the granting of this approval. The Town Commission may grant one or more extensions for a period of up to a total of six months for good cause shown by the Applicant.

(g) Failure by the Town to timely enforce any of the above conditions does not constitute a waiver of same, and if the Applicant, its successors or assigns, do not perform such conditions within five (5) days after written notice, the Town reserves the right to stop construction, if necessary, until that condition is met. By acting in accordance with this approval, the Applicant hereby consents to all of the foregoing terms and conditions.

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

**PASSED AND ADOPTED** on this 11<sup>th</sup> day of February, 2020.

**Moved By:** \_\_\_\_\_

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

**FINAL VOTE ON ADOPTION**

Commissioner Barry Cohen \_\_\_\_\_

Commissioner Michael Karukin \_\_\_\_\_

Commissioner Tina Paul \_\_\_\_\_

Vice Mayor Daniel Gielchinsky  
Mayor Daniel Dietch

\_\_\_\_\_  
\_\_\_\_\_

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

**ATTEST:**

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

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

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

**EXHIBIT "A"**

**LEGAL DESCRIPTION**

Lots 13 through 15, less the East 10 feet for Street, Block 2, of SECOND AMENDED PLAT OF NORMANDY BEACH, according to the Plat thereof, as recorded in Plat Book 16, Page 44, of the public records of Miami-Dade County, Florida

Parcel Identification Number: 14-2235-005-0250



**TOWN OF SURFSIDE  
GENERAL VARIANCE APPLICATION**

A complete submittal includes all items on the "Submission Checklist for General Variance Application" document as well as completing this application in full. The owner and agent must sign the application with the appropriate supplemental documentation attached. Please print legibly in ink or type on this application form.

**PROJECT INFORMATION**

OWNER'S NAME SC 8955 LLC

PHONE / FAX 917-902-6876, c/o Alex Sapir

AGENT'S NAME Ian Dunn

ADDRESS 200 S. Biscayne Blvd, Suite 2720, Miami, FL 33131

PHONE / FAX 954-608-3287

PROPERTY ADDRESS 8926 Collins Avenue, Surfside, FL 33154

ZONING CATEGORY H40 and H30C

DESCRIPTION OF VARIANCE REQUESTED Variance for location of FPL utility equipment. See attached Letter of  
(please use separate sheet) Intent for additional information.

**INTERNAL USE ONLY**

Date Submitted \_\_\_\_\_

Project Number \_\_\_\_\_

Report Completed \_\_\_\_\_

Date \_\_\_\_\_

Comments \_\_\_\_\_

**ZONING STANDARDS**

**Required**

**Provided**

Lot Coverage N/A for this application.

Dimension of yards \_\_\_\_\_

Setbacks (F/R/S) \_\_\_\_\_

Parking \_\_\_\_\_

Loading \_\_\_\_\_

Pervious Area \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE OF AGENT \_\_\_\_\_

DATE 01/08/2020



**TOWN OF SURFSIDE**  
**SUBMISSION CHECKLIST**  
**GENERAL VARIANCE APPLICATION**

Project Name Arte surfside Project Number \_\_\_\_\_

Review Date \_\_\_\_\_

**SUBMITTAL REQUIREMENTS FOR REVIEW (Permit clerk shall initial if item has been submitted):**

- ☒ Completed "General Variance Application" form
- ☒ Statements of ownership and control of the property, executed and sworn to by the owner or owners of one hundred (100) percent of the property described in the application, or by tenant or tenants with the owners' written, sworn consent, or by duly authorized agents evidenced by a written power of attorney if the agent is not a member of the Florida Bar.
- ☒ *N/A* The written consent of all utilities and/or easement holders if the proposed work encroaches into any easements
- ☒ Survey less than one (1) year old (including owner's affidavit that no changes have occurred since the date of the survey). A survey over one (1) year is sufficient as long as the property has not changed ownership and the owner provides an affidavit that no changes change occurred since the date of the survey.
- ☒ Recent photographs of the subject property and all abutting, diagonal and fronting properties visible from the street. (to be provided prior to Design Review Board Meeting)
- ☒ Site Plan (Minimum scale of 1" = 20').
  - ✓ Ten (10) full sized sets of complete design development drawings (24" x 36" sheets) signed and sealed
  - ✓ Eight (8) reduced sized copies of the plans (11" x 17" sheets) (to be provided prior to Design Review Board Meeting)

**Please show / provide the following:**

- Tabulations of total square footage, lot coverage, setbacks and acreage
- Entire parcel(s) with dimensions and lot size in square feet
- Existing and proposed buildings with square footage
- Buildings to be removed
- Setbacks
  - Dimensions and locations of all existing and proposed right-of-ways, easements and street frontage, including sidewalks, curb and gutter and planting strips
  - All existing and proposed site improvements, including, but not limited to, all utilities, retaining walls, fences, decks and patios, driveways and sidewalks, signs, parking areas, and erosion control features
  - Location of all existing and proposed trees, vegetation, palms and note tree species
  - Locations and dimensions of parking spaces and lot layout





- ☒ A map indicating the general location of the property.
- ☒ **Written Narrative of request that addresses each of the following standards of review:**
  1. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved, and which are not applicable to other lands, structures, or buildings in the same zoning district;
  2. The special conditions and circumstances do not result from the actions of the applicant or a prior owner of the property;
  3. Literal interpretation of the provisions of the Town Code deprives the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the Town Code and results in unnecessary and undue hardship on the applicant;
  4. The hardship has not been deliberately or knowingly created or suffered to establish a use or structure which is not otherwise consistent with the Town of Surfside Comprehensive Plan or the Town Code;
  5. An applicant's desire or ability to achieve greater financial return or maximum financial return from his property does not constitute hardship;
  6. Granting the variance application conveys the same treatment to the applicant as to the owner of other lands, buildings, or structures in the same zoning district;
  7. The requested variance is the minimum variance that makes possible the reasonable use of the land, building, or structure; and
  8. The requested variance is in harmony with the general intent and purpose of the Town of Surfside Comprehensive Plan and the Town Code, is not injurious to the neighborhood or otherwise detrimental to the public safety and welfare, is compatible with the neighborhood, and will not substantially diminish or impair property values within the neighborhood.
- ☒ Such additional data, maps, plans, or statements as the Town may require to fully describe and evaluate the particular proposed plan.

### Tenant or Owner Affidavit

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the owner/tenant of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketch data and other supplementary matter attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before a hearing can be advertised. In the event that I or any one appearing on my behalf is found to have made a material misrepresentation, either oral or written, regarding this application, I understand that any development action may be voidable at the option of the Town of Surfside

\_\_\_\_\_  
Print Name of Petitioner

\_\_\_\_\_  
Signature of Petitioner

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who (did) (did not) take an oath.

\_\_\_\_\_  
Printed Name of Notary Public

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires:

### Attorney Affidavit

I, Carter N. McDowell, being first duly sworn, depose and say that I am a State of Florida Attorney at Law, and I am the Attorney for the Owner/Applicant of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketch data and other supplementary matter attached to and made a part of this application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before a hearing can be advertised. In the event that I or any one appearing on my behalf is found to have made a material misrepresentation, either oral or written, regarding this application, I understand that any variance, special exception or plat approval shall be voidable at the option of the Town of Surfside

Carter N. McDowell

\_\_\_\_\_  
Print Name of Petitioner

\_\_\_\_\_  
Signature of Petitioner

STATE OF Florida COUNTY OF Miami-Dade

The foregoing instrument was acknowledged before me by means of ☒ physical presence or \_\_\_\_\_ online notarization, this 9th day of January, 2020, by Carter N. McDowell, who is personally known to me and who (did) (did not) take an oath.

\_\_\_\_\_  
Printed Name of Notary Public

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires:



ELOISA ESTHER BORRERO-LOPEZ  
Commission # GG 227874  
Expires July 23, 2022  
Bonded thru Budget Notary Services

**Company Affidavit**

I, Alex Sapir on behalf of SC 8955 LLC, being first duly sworn, depose and say that I am the President of the aforesaid company, and as such have been authorized by the company to file this application for public hearing; that all answers to the questions in said application and all sketches, data and other supplementary matter attached to and made a part of this application are honest and true to the best of our knowledge and belief; that said company is the owner/tenant of the property described herein and which is the subject matter of the proposed hearing. We understand that this application must be complete and accurate before a hearing can be advertised. In the event that I or any one appearing on our behalf is found to have made a material misrepresentation, either oral or written, regarding this application, I understand that any development action may be voidable at the option of the Town of Surfside.

ALEX SAPIR

Print Name of Petitioner

[Signature]  
Signature of Petitioner

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 8<sup>th</sup> day of January, 2020, by Alex Sapir as the President of SC 8955 LLC, who is personally known to me or who has produced \_\_\_\_\_ as identification and who (did) (did not) take an oath.

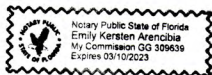
Emily Kersten Arencibia

Printed Name of Notary Public

[Signature]

Signature of Notary Public

My Commission Expires: 03/10/2023



### Disclosure of Interest

If the property, which is the subject of the application, is owned or leased by a CORPORATION, list the principal stockholders and the percentage of stock owned by each. Note: where the principal officers or stockholders consist of another corporation(s), trustee(s), partnership(s) or other similar entities, further disclosure shall be required which discloses the identity of the individual (s) (natural persons) having the ultimate ownership interest in the aforementioned entity.

SC 8955 LLC

Company Name

Name, Address and Office

Percentage of Stock

ASRR Surfside JV LLC, 261 Madison Avenue, 27<sup>th</sup> Floor, New York, NY 10016

75%

Owned by: Sapir Corp Ltd. (Public company traded on Tel Aviv Stock Exchange)

100%

OZL Investments Corp., 251 Little Falls Drive, Wilmington, DE 19808

12.5%

Owned by: Mrs. Ozlem Onal

100%

Surfside Beach Investments LLC, 3370 Mary Street, Miami, FL 33133

12.5%

Owned by: Mr. Giovanni Fasciano

100%

If the property which is the subject of the application is owned or leased by a TRUSTEE, list the beneficiaries of the trust and the percentage of interest held by each. [Note: where the beneficiary (ies) consist of corporation (s), another trust(s), partnership(s) or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity.]

Trust Name

Name, Address and Office

Percentage of Stock

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the property which is the subject of the application is owned or leased by a PARTNERSHIP or LIMITED PARTNERSHIP, list the principals of the partnership, including general and limited partners, and the percentage of ownership held by each. [Note: where the partners(s) consist of another partnership(s), corporation(s), trust(s), or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity.]

Partnership of Limited Partnership Name

Name, Address

Percentage of Ownership

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If there is a CONTRACT FOR PURCHASE, whether contingent on this application or not, and whether a Corporation, Trustee, or Partnership, list the names of the contract purchasers below, including the principal officers, stockholders, beneficiaries, or partners. [Note: where the principal officers, stockholders, beneficiaries, or partners consist of another corporation, trust, partnership, or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural person) having the ultimate ownership interest in the aforementioned entity].

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date of Contract

\_\_\_\_\_  
Name and Address

\_\_\_\_\_  
Percentage of Interest

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If any contingency clause or contract terms involve additional parties, list all individuals or officers, if a corporation, partnership, or trust.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For any changes of ownership or changes in contracts for purchase subsequent to the date of the application, but prior to the date of final public hearing, a supplemental disclosure of interest shall be filed. The above is full disclosure of all parties of interest in this application to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Applicant

Alex Sapir on behalf of SC 8955 LLC

\_\_\_\_\_  
Print Name of Applicant

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 8<sup>th</sup> day of January, 2020, by Alex Sapir as the President of SC 8955 LLC, who is personally known to me or who has produced \_\_\_\_\_ as identification and who (did) (did not) take an oath.

Emily Kersten Arencibia  
Printed Name of Notary Public

My Commission Expires: 03/10/2023

Emily Kersten Arencibia  
Signature of Notary Public



Note: Disclosure shall not be required of any entity, the equity interests in which are regularly traded on an established securities market in the United States or other country; or of any entity, the ownership interest of which are held in a limited partnership consisting of more than 5,000 separate interest and where no one person or entity holds more than a total of 5% of the ownership interest in the limited partnership.

Carly Grimm  
Tel 305-350-2352  
Fax 305-351-2251  
cgrimm@bilzin.com

January 22, 2020

Sarah Sinatra Gould, AICP  
Town Planner  
Town of Surfside  
9293 Harding Avenue  
Surfside, FL 33154

Re: **Supplemental Application Materials for General Variance for Property  
Located at 8926 Collins Avenue, Surfside, Florida**

Dear Ms. Sinatra Gould:

Per your request, please find attached correspondence between the applicant's representative and Florida Power & Light ("FPL") regarding the location of the FPL utility equipment. Please accept this statement from FPL as supplemental material in support of the pending general variance application to allow the FPL equipment to remain in its current required location.

Sincerely,

  
Carly Grimm

CSG:BSBPA

Cc: Guillermo Olmedillo, Town Manager  
Carter McDowell, Bilzin Sumberg

**Ian Dunn**

---

**From:** Cervantes, Jaimmy <Jaimmy.Cervantes@fpl.com>  
**Sent:** Tuesday, June 25, 2019 1:39 PM  
**To:** Ian Dunn; Giner, Derek  
**Cc:** 'Tom Evans'  
**Subject:** RE: Arte Surfside - 8926 Collins Ave - FPL Transformers

Good Afternoon Ian,

Thank you for reaching out to our department. According to the final plans of this project, the location of our facilities were specifically determined to be in this location due to the multiple issues within clearance. Our facilities must maintain a proper clearance between any other objects / structures. This location was previously discussed amongst project managers to be set at this location, within the proper easement. The placement of the transformers and switch cabinet cannot be relocated due to no proper accessibility. FPL facilities must be accessible, by a truck, at all times, for restorations purposes. We cannot install FPL facilities where there is no accessibility.

Thanks!

**Jaimmy Cervantes**  
FPL Engineer II | North Dade Service Center  
(305)-626-7691

**Power Delivery**  
*Transforming our business*

*Recognize an employee today!*

---

**From:** Ian Dunn <ID@sapircorp.com>  
**Sent:** Tuesday, June 25, 2019 1:04 PM  
**To:** Cervantes, Jaimmy <Jaimmy.Cervantes@fpl.com>; Giner, Derek <Derek.Giner@fpl.com>  
**Cc:** 'Tom Evans' <TEvans@lehrercumming.com>  
**Subject:** RE: Arte Surfside - 8926 Collins Ave - FPL Transformers  
**Importance:** High

**CAUTION - EXTERNAL EMAIL**

Hi Gents,

Really need to try and discuss this issue with you, so would appreciate confirmation of a contact number, so that I can call you directly please?

Thanks you

Regards,

**Ian Dunn**  
SC 8955 LLC  
Cell: 954-608-3287



Carly Grimm  
Tel: 305-350-2352  
Fax: 305-351-2251  
cgrimm@bilzin.com

January 14, 2020

Sarah Sinatra Gould, AICP  
Town Planner  
Town of Surfside  
9293 Harding Avenue  
Surfside, FL 33154

Re: Revised and Supplemental Letter of Intent for General Variance for  
Property Located at 8926 Collins Avenue, Surfside, Florida

Dear Ms. Sinatra Gould:

This firm represents SC 8955 LLC<sup>1</sup>, the applicant ("Applicant") and owner of the property located at approximately 8926 Collins Avenue in the Town of Surfside (the "Property"), more particularly described in the attached application materials. The Applicant respectfully requests approval of a variance to allow existing Florida Power & Light ("FPL") utility equipment to remain in its current location, which encroaches approximately three feet five inches (3'5") into the 10-foot landscape buffer area.

The Property is developed with a three-story parking garage containing amenities (the "Garage") that serves the 16-unit residential condominium project across Collins Avenue (the "Project") known as Arte Surfside. The Project, inclusive of the Garage, received site plan approval from the Town Commission in January of 2017. The Applicant subsequently obtained a foundation permit and began initial construction of the Garage in March 2017.

Following the commencement of foundation work, the Applicant engaged in extensive discussions with FPL regarding the location of the necessary FPL transformer on the Property. After continued discussions and analysis, FPL mandated in May of 2017 that the transformer be located in its current location within the Property's southeast corner because FPL requires direct access to the equipment from Collins Avenue. Following this decision by FPL, the Applicant updated the master permit landscape plans on file with the Town to reflect the FPL transformers and resubmitted revised plans in June 2017. After responding to an additional round of comments from the Building Department, the master building permit was issued in December 2017 and the Project was subsequently constructed with the FPL equipment in the location required by FPL.

---

<sup>1</sup> Entity name was changed from ASRR Suzer 8955 LLC to ASRR 8955 LLC and finally to SC 8955 LLC following original site plan approval. The relevant documents from the Florida Division of Corporations are attached.



As part of the review for TCO and Final CO for the building, Town staff subsequently alerted the Applicant that the FPL transformer is located partially within the 10-foot landscape buffer area required by Section 90-91.2(1) of the Town's Code of Ordinances (the "Code"), within which only landscape groundcover is permitted. Accordingly, the Applicant requests the issuance of a general variance permitting a maximum 3'5" encroachment to allow the two existing pieces of FPL equipment to continue to occupy approximately 40 square feet of the required 1,500 square-foot landscape buffer along Collins Avenue as shown on the plans submitted as part of this application.

The requested variance meets the general variance criteria of Section 90-36 of the Code as follows:

1. *Special conditions and circumstances exist which are peculiar to the land, structure, or building involved, and which are not applicable to other lands, structures, or buildings in the same zoning district.*

The location of the transformer was dictated by FPL, creating a special circumstance not applicable to other properties within this same zoning district.

2. *The special conditions and circumstances do not result from the actions of the applicant or a prior owner of the property.*

The Applicant did not choose to place the FPL transformer in its current location. The placement was a result of a directive given by FPL and was reflected in the updated building permit plans submitted to the Town in June 2017 and approved in December 2017.

3. *Literal interpretation of the provisions of the zoning code deprives the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the zoning code and results in unnecessary and undue hardship on the applicant.*

Because FPL requires direct access to the equipment from Collins Avenue, the Applicant was directed by FPL to install the transformer in its current location, which encroaches into approximately 40 square feet of the 1,500 square-foot landscape buffer. Literal interpretation of the landscape buffer requirement to protect this additional 40 square feet would prohibit the placement of the utility equipment in this required location, equipment that is necessary for the general functioning of the existing building.

4. *The hardship has not been deliberately or knowingly created or suffered to establish a use or structure which is not otherwise consistent with the town comprehensive plan or the zoning code.*

The existing use on the Property, approved in 2017, complies and is consistent with the zoning code. The location of the utility equipment was determined by FPL. It was not known by FPL or the Applicant at that time that the placement encroached into the required landscape buffer.

5. *An applicant's desire or ability to achieve greater financial return or maximum financial return from his property does not constitute hardship.*

As noted above, the placement of the utility equipment was dictated by FPL and does not relate to maximizing the use of the Property. The location of the transformer in this spot does not bestow any greater financial return on the Applicant.

6. *Granting the variance application conveys the same treatment to the applicant as to the owner of other lands, buildings, or structures in the same zoning district.*

The granting of this variance allows the Applicant the general use of the existing building on the Property, without conveying any special advantage not available to other property owners who must comply with FPL requirements.

7. *The requested variance is the minimum variance that makes possible the reasonable use of the land, building, or structure.*

The requested variance is the minimum variance possible to permit reasonable use of the Garage, the location of the transformer being approximately 6'7" from the property line rather than 10 feet, a variance of only 3'5".

8. *The requested variance is in harmony with the general intent and purpose of the town comprehensive plan and the zoning code, is not injurious to the neighborhood or otherwise detrimental to the public safety and welfare, is compatible with the neighborhood, and will not substantially diminish or impair property values within the neighborhood.*

This variance allows for the functional use of the existing building on site, which is in compliance with the zoning code. The Applicant is proposing extensive landscape treatments to reduce the visual impact of this necessary equipment, as detailed in the attached application materials.

Based on the foregoing, the Applicant respectfully requests the issuance of a variance to allow an encroachment of 3'5" into the 10-foot landscape buffer area required by Section 90-91.2(1). Please do not hesitate to contact the undersigned with any questions or if you need additional information.

Sincerely,



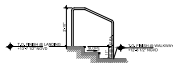
Carly Grimm

CNM:BSBPA

Cc: Guillermo Olmedillo, Town Manager  
Carter McDowell, Bilzin Sumberg

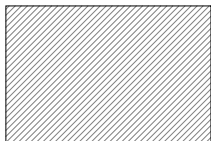
REACH

NOT TO SCALE



② EXTERIOR STAIR PLAN

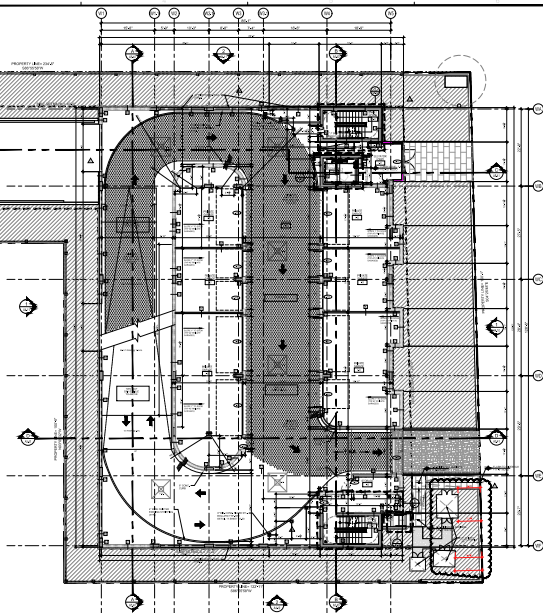
③ EXTERIOR STAIR SECTION  
Scale: 1/2" = 1'-0"



**NOTE:**  
HATCHED AREA = MINIMUM  
8'-2" CEILING HEIGHT FOR  
ADA VAN ACCESS.

## GENERAL FLOOR PLAN NOTES

- [illegible]



① LEVEL 1 - FLOOR PLAN  
Scale: 1/8" = 1'-0"  
LEVEL 1  
+13'-8" NGVD

## ENLARGED PLANS

AREA	SHEET	
	F.P.	R.C.P.
ELEV. LOBBY	A3.59	A3.53

[illegible]

1532

3955 COLLINS  
8955 COLLINS AVENUE

LEVEL 1 - FLOOR PLAN

10071-1

100

34

ADRI SUZER 8085 LLC  
OWNER

201 MADISON AVENUE, 27TH FLOOR  
 NEW YORK, NY 10017

**LEITCH & PARTNERS**  
 10000 10th Avenue  
 Suite 100  
 Denver, CO 80231  
 Tel: 303.733.1000  
 Fax: 303.733.1001  
 Email: [info@leitch.com](mailto:info@leitch.com)

**COLUMBIAN UNIVERSITY**

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Journal of Internal Medicine 255: 105–112

**PYRAMID OF INCENSE**  
**FOR THE**  
**THEATRE**

WILLIAMS & SON, INC.

Page 10 of 10

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1

12345678910111213141516171819202122232425262728293031323334353637383940414243444546474849505152535455565758596061626364656667686970717273747576777879808182838485868788899091929394959697989910010110210310410510610710810911011111211311411511611711811912012112212312412512612712812913013113213313413513613713813914014114214314414514614714814915015115215315415515615715815916016116216316416516616716816917017117217317417517617717817918018118218318418518618718818919019119219319419519619719819920020120220320420520620720820921021121221321421521621721821922022122222322422522622722822923023123223323423523623723823924024124224324424524624724824925025125225325425525625725825926026126226326426526626726826927027127227327427527627727827928028128228328428528628728828929029129229329429529629729829930030130230330430530630730830931031131231331431531631731831932032132232332432532632732832933033133233333433533633733833934034134234334434534634734834935035135235335435535635735835936036136236336436536636736836937037137237337437537637737837938038138238338438538638738838939039139239339439539639739839940040140240340440540640740840941041141241341441541641741841942042142242342442542642742842943043143243343443543643743843944044144244344444544644744844945045145245345445545645745845946046146246346446546646746846947047147247347447547647747847948048148248348448548648748848949049149249349449549649749849950050150250350450550650750850951051151251351451551651751851952052152252352452552652752852953053153253353453553653753853954054154254354454554654754854955055155255355455555655755855956056156256356456556656756856957057157257357457557657757857958058158258358458558658758858959059159259359459559659759859960060160260360460560660760860961061161261361461561661761861962062162262362462562662762862963063163263363463563663763863964064164264364464564664764864965065165265365465565665765865966066166266366466566666766866967067167267367467567667767867968068168268368468568668768868969069169269369469569669769869970070170270370470570670770870971071171271371471571671771871972072172272372472572672772872973073173273373473573673773873974074174274374474574674774874975075175275375475575675775875976076176276376476576676776876977077177277377477577677777877978078178278378478578678778878979079179279379479579679779879980080180280380480580680780880981081181281381481581681781881982082182282382482582682782882983083183283383483583683783883984084184284384484584684784884985085185285385485585685785885986086186286386486586686786886987087187287387487587687787887988088188288388488588688788888989089189289389489589689789889990090190290390490590690790890991091191291391491591691791891992092192292392492592692792892993093193293393493593693793893994094194294394494594694794894995095195295395495595695795895996096196296396496596696796896997097197297397497597697797897998098198298398498598698798898999099199299399499599699799899910001001100210031004100510061007100810091010101110121013101410151016101710181019102010211022102310241025102610271028102910301031103210331034103510361037103810391040104110421043104410451046104710481049105010511052105310541055105610571058105910601061106210631064106510661067106810691070107110721073107410751076107710781079108010811082108310841085108610871088108910901091109210931094109510961097109810991100110111021103110411051106110711081109111011111112111311141115111611171118111911201121112211231124112511261127112811291130113111321133113411351136113711381139114011411142114311441145114611471148114911501151115211531154115511561157115811591160116111621163116411651166116711681169117011711172117311741175117611771178117911801181118211831184118511861187118811891190119111921193119411951196119711981199120012011202120312041205120612071208120912101211121212131214121512161217121812191220122112221223122412251226122712281229123012311232123312341235123612371238123912401241124212431244124512461247124812491250125112521253125412551256125712581259126012611262126312641265126612671268126912701271127212731274127512761277127812791280128112821283128412851286128712881289129012911292129312941295129612971298129913001

1000

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	1994	1995	1996	1997
1994	100	100	100	100
1995	100	100	100	100
1996	100	100	100	100
1997	100	100	100	100

STRUCTURE  
DETERMINATION

ASD

1000

[illegible]

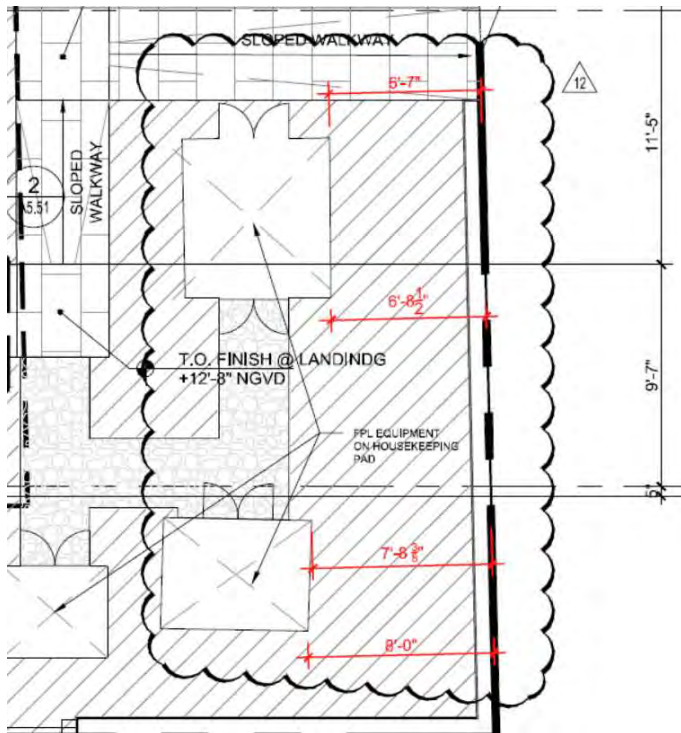
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CHECKED BY: \_\_\_\_\_

A 2.50

A3.52

# FPL Transformer Setback from Property Line





harding ave.

collins ave.

site triangle

FPL transformers  
see plan attached

WEST LOT		REQUIRED	PROVIDED				
NATIVE PERCENTAGE		50%	75%				
TREES/PALMS		16	44				
SHRUBS		128	914				
WEST LOT PLANTING SCHEDULE							
SYMBOL	QTY	SCIENTIFIC NAME	COMMON NAME	NATIVE	DBH	HEIGHT	CANOPY/SPREAD
<b>TREES</b>							
EF	28	<i>Eugenia foetida</i>	Spanish Stopper	Yes	1.5"	10'	4.5' SP
GR	9	<i>Clusia rosea</i>	Pitch Apple	Yes	2"	12'	8' SP
IO	13	<i>Ilex cassine</i>	Dahoon Holly	Yes	2.5"	14'	8' SP
MF	10	<i>Myrcianthes fragrans</i>	Simpson Stopper	Yes	2"	12'	8' SP
TOTAL	60						
<b>PALMS</b>							
PD	7	<i>Phoenix dactylifera</i> 'Medjool'	Medjool Date Palm	No		35'	16' SP
SP1	13	<i>Sabal Palmetto</i>	Sabal Palm	Yes		25'	6' SP
SP2	11	<i>Sabal Palmetto</i>	Sabal Palm	Yes		35'	7' SP
SP3	12	<i>Sabal Palmetto</i>	Sabal Palm	Yes		40'	8' SP
TOTAL	43						
<b>SHRUBS AND GROUNDCOVERS</b>							
CG1	29	<i>Clusia guttifera</i>	Small Leaf Clusia	No	N/A	4'	N/A
CG2	38	<i>Clusia guttifera</i>	Small Leaf Clusia	No	N/A	6'	N/A
CG3	143	<i>Clusia guttifera</i>	Small Leaf Clusia	No	N/A	2'	N/A
CRN	46	<i>Clusia rosea</i> 'triana'	Oswald Pitch Apple	No	N/A	24"	N/A
CYF	319	<i>Cyrtanthum filiculmis</i>	Japanese Holly Fern	No	N/A	18"	18"
ERL	765	<i>Eriocaulon littoralis</i>	Golden Creeper	Yes	N/A	18"/20"	18"
FIM	412	<i>Ficus microcarpa</i> 'Green Island'	Green Island Ficus	No	N/A	24"	24"
POT	346	<i>Pittosporum tobira</i> 'Variegata'	Japanese Pittosporum	No	N/A	24"	24"
TRA	350	<i>Trachelospermum asiaticum</i>	Asiatic Jasmine	No	N/A	12"	12"
TRA3	669	<i>Trachelospermum asiaticum</i>	Asiatic Jasmine	No	N/A	8"	12"
TOTAL	3017						
<b>VINES</b>							
THG	194	<i>Thunbergia grandiflora</i>	Sky Vine	No	N/A	3' Trellis	12"
TRC	37	<i>Trachelospermum jasminoides</i>	Confederate Jasmine	No	N/A	3' Trellis	35" at bottom
TOTAL	231						
<b>SOD</b>							
ss	1228	<i>Stenotaphrum secundatum</i>	St. Augustine	Yes	N/A		

west lot total area: 23928 sq. ft. west lot landscape area: 8,429 sq. ft.

MEDJOOOL DATE PALM  
(Phoenix dactylifera  
'Medjool')

DAHOOON HOLLY  
(Ilex cassine)

DAHOOON HOLLY  
(Ilex cassine)

COLLINS AVE



BLUE SKY VINE  
(*Thunbergia grandiflora*)

SMALL LEAF CLUSIA, TYP.  
(*Clusia guttifera*)

GREEN ISLAND FICUS, TYP.  
(*Ficus microcarpa*  
'Green Island')

DWARF PITCH APPLE  
(*Clusia rosea nana*)

ASIATIC JASMINE

(*Trachelospermum asiaticum*)

JAPANESE PITTOSPORUM

(*Pittosporum tobira* 'Variegata')

VEHICULAR SITE TRAVEL

COLLINS AVE

## TREES

MEDJOL DATE PALM  
(*Phoenix dactylifera* "Medjool")

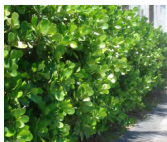


## UNDERSTORY

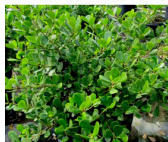
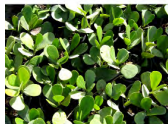
DAHOON HOLLY  
(*Ilex cassine*)



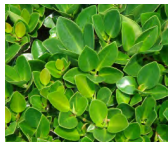
SMALL LEAF CLUSIA  
(*Clusia guttifera*)



DWARF PITCH APPLE  
(*Clusia rosea nana*)



GREEN ISLAND FICUS  
(*Ficus microcarpa* "Green Island")



JAPANESE PITTOSPORUM  
(*Pittosporum tobira* "Variegata")



ASIATIC JASMINE  
(*Trachelospermum asiaticum*)



DAHOON HOLLY, TYP.  
(Ilex cassine)

MEDJOL DATE PALM  
(Phoenix dactylifera  
'Medjool')

BLUE SKY VINE  
(Thunbergia grandiflora)

PITCH APPLE  
(Clusia rosea)



SEE ENLARGEMENT OF EXISTING

COLLINS AVE.



SITE TRIANGLE



30" MAX HT.  
ALLOWED

COLLINS AVE.



































**Town of Surfside  
Regular Town Commission Meeting  
MINUTES  
January 14, 2020  
7 p.m.**

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

**1. Opening**

**A. Call to Order**

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

**B. Roll Call of Members**

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

Mayor Dietch, Commissioner Karukin (arrived at 7:08 p.m.) Commissioner Cohen, Commissioner Paul and Vice Mayor Gielchinsky (arrived at 7:10 p.m.).

**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 Years.

Commissioner Cohen wished everyone a Happy New Years and advised the public that he will not be running for his Commission seat again.

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

Vice Mayor Gielchinsky requested to have item 5C moved to be heard after Good and Welfare.

Mayor Dietch requested to take item 5A before item 4B1, and item 5C before Good and Welfare if time permits.

A motion was made by Vice Mayor Gielchinsky to that effect. The motion received a second from Commissioner Paul. All voted in favor.

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

Mayor Dietch read his community notes into the record which are available on the Town's website. Mayor Dietch also commended the Public Works Staff as well as the Police Department staff for the work done during the heavy rains and flooding that the Town experienced on December 23, 2019.

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

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

Commissioner Paul requested to pull item 3E.

A motion was made by Vice Mayor Gielchinsky to approve the consent agenda, minus the pulled item. The motion received a second by Commissioner Paul. All voted in favor.

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

- December 10, 2019 Town Commission Meeting Minutes
- December 10, 2019 Special Quasi-Judicial Hearing Meeting Minutes

Approved on consent.

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

Approved on consent.

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

Approved on consent.

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

- October 16, 2019 Sustainability & Resiliency Committee Meeting Minutes
- October 24, 2019 Planning & Zoning Board Meeting Minutes
- November 13, 2019 Tourist Board Meeting Minutes
- November 18, 2019 Parks and Recreation Committee Minutes

Approved on consent.

**E. Miami-Dade County Homeless Trust Donation – Guillermo Olmedillo, Town Manager**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING A \$50,000 CONTRIBUTION TO THE**

**MIAMI-DADE COUNTY HOMELESS TRUST; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

Town Clerk Novoa read the title into the record.

Town Manager Olmedillo presented the item to the members of the Town Commission.

Commissioner Paul asked how the amount was calculated and felt that the funds should be coming out of the Resort Tax Fund and not the General Fund.

Town Manager Olmedillo answered Commissioner Paul's question and asked Town Attorney Arango to expand on the explanation.

Town Attorney Arango gave the explanation as to why the General Fund is being used.

Commissioner Paul commented that she would like to see the concentration on taking care of the cause and not only the symptoms of homelessness and feels that the funds should come out of the Tourist Resort Tax Funds.

Town Manager Olmedillo stated that it is up to the Town to be part of the program and they would need a legal opinion rendered for a defensible position if the Commission would like to use Tourist Funds.

Vice Mayor Gielchinsky asked Town Manager Olmedillo when was the last time the Commission voted on this and when it was funded.

Victoria Mallette, Executive Director of the Homeless Trust Fund, addressed the Commission on the item and how the money is being used.

The following public speaker spoke on the item:

Diana Gonzalez  
Sheryl Goldberg  
Eliana Salzhauer

Commissioner Cohen spoke on the item and gave his support of the program.

Commissioner Paul stated that she supports the initiative just not where the funding is coming from.

Further discussion took place among the Commission, Town Manager Olmedillo and Town Attorney Arango regarding what is allowed to be paid out of Resort Tax Funds and the work the program does.

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

**F. Miami Dade Police Department Interagency Agreement – FCIC/NCIC –**  
Guillermo Olmedillo, Town Manager

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING AN INTERAGENCY AGREEMENT WITH MIAMI-DADE COUNTY/MIAMI-DADE POLICE DEPARTMENT FOR ACCESS TO THE FLORIDA CRIME INFORMATION CENTER (FCIC) AND THE NATIONAL CRIME INFORMATION CENTER (NCIC) FOR THE ADMINISTRATION OF CRIMINAL JUSTICE; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

Approved on consent.

**4. Ordinances**

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

**A. Second Reading Ordinances**

- 1. Pension Ordinance Enhancing Pension Benefits for Non-Public Safety Employees to Conform Maximum Benefit Limitations and Retirement Age – Guillermo Olmedillo, Town Manager [Time Certain at 7:30PM]**

**AN ORDINANCE AMENDING CHAPTER 2, ARTICLE V, DIVISION 2 OF THE CODE OF THE TOWN OF SURFSIDE REGARDING THE RETIREMENT PLAN FOR EMPLOYEES OF THE TOWN OF SURFSIDE; AMENDING SECTION 2-176(a) OF THE TOWN CODE TO LOWER RETIREMENT AGES FOR NON-PUBLIC SAFETY EMPLOYEES CONSISTENT WITH MAXIMUM BENEFIT LIMITATIONS; AMENDING SECTION 2-176(c) OF THE TOWN CODE TO INCREASE THE MAXIMUM BENEFIT LIMITATION FROM 68% TO 80% FOR GENERAL EMPLOYEES; AMENDING SECTION 2-192 OF THE TOWN CODE TO INCREASE THE COST OF LIVING ADJUSTMENT FROM 1.5% TO 2% PER YEAR FOR NON-PUBLIC SAFETY EMPLOYEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

Town Clerk Novoa read the title into the record.

The following member of the public spoke on the item:  
Phyllis Shamis

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

**2. Ordinance Amending the Town's Purchasing Code (Chapter 3) –**  
Guillermo Olmedillo, Town Manager

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AMENDING CHAPTER 3 "PURCHASING" OF THE TOWN CODE RELATING TO PURCHASING LIMITATIONS AND EXEMPTIONS FROM COMPETITIVE BIDDING; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE.**

Town Clerk Novoa read the title into the record.

The following member of the public spoke on the item:  
Eliana Salzhauer

Finance Director Greene presented the item and explained what this ordinance is designed to do.

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

**3. Synthetic Turf for Excess Landscape Areas –** Guillermo Olmedillo,  
Town Manager

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA AMENDING THE TOWN OF SURFSIDE CODE OF ORDINANCES BY AMENDING SECTION 90-85.2 "DEFINITIONS" TO ESTABLISH A DEFINITION FOR SYNTHETIC TURF; AMENDING SECTION 90-87 "INSTALLATION OF LANDSCAPING AND IRRIGATION" TO PERMIT SYNTHETIC TURF ON ALL PROPERTIES WITHIN THE TOWN SUBJECT TO REQUIREMENTS, INSTALLATION AND MAINTENANCE STANDARDS AND PERMITTING; AND AMENDING SECTION 90-88**

**“MAINTENANCE OF LANDSCAPE AREAS” TO PERMIT SYNTHETIC TURF WITH EXCEPTIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

Town Clerk Novoa read the title into the record.

The following member of the public spoke on the item:

David Frank  
Diana Gonzalez  
Sasha Plutno

Mayor Dietch asked Town Manager Olmedillo if this ordinance addresses the landscaping issue in addition to meeting all the code requirements.

Town Manager Olmedillo explained the requirements of this ordinance as well as the code and compliance of all regulations and requirements as set forth in the Code.

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

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

#### **B. First Reading Ordinances**

- 1. Ordinance that Amends Chapter 2, Article V, Division 2 of the Code of the Town of Surfside Regarding the Retirement Plan for Employees of the Town of Surfside to be Consistent with the Collective Bargaining Agreement between the Town and Florida State Lodge Fraternal Order of Police for the Period October 1, 2019 through September 30, 2022 – Guillermo Olmedillo, Town Manager (Item linked to Item 5a) *[Time Certain at 7:45PM]***

**AN ORDINANCE AMENDING CHAPTER 2, ARTICLE V, DIVISION 2 OF THE CODE OF THE TOWN OF SURFSIDE REGARDING THE RETIREMENT PLAN FOR EMPLOYEES OF THE TOWN OF SURFSIDE; AMENDING SECTION 2-176 OF THE TOWN CODE TO MODIFY THE NORMAL RETIREMENT DATE FOR POLICE MEMBERS; AMENDING SECTION 2-192 OF THE TOWN CODE TO**

**MODIFY THE COST OF LIVING ADJUSTMENT MULTIPLIER FOR POLICE MEMBERS; CREATING A NEW SECTION 2-194 "USE OF PREMIUM TAX REVENUES" TO ADDRESS MUTUAL CONSENT AS TO HOW PREMIUM TAX REVENUES ARE USED; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

Town Clerk Novoa read the title into the record.

Commissioner Paul stated that there needs to be clarification regarding language for the position of Town Attorney.

Brett Schneider, Esquire, Weiss Serotta, spoke regarding the amended language that could be added if the Town Attorney would be a Town employee.

A motion was made by Commissioner Karukin to approve the ordinance as amended. The motion received a second from Vice Mayor Gielchinsky. All voted in favor.

**2. Repeal of Ordinance No. 2018-1694 – Guillermo Olmedillo, Town Manager**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, REPEALING ORDINANCE NO. 2018-1694, WHICH AMENDED SECTION 90-45 "SETBACKS" OF CHAPTER 90 "ZONING" OF THE TOWN'S CODE OF ORDINANCES BY PROVIDING SETBACKS AND MAXIMUM SECOND STORY FLOOR AREAS FOR CERTAIN LOTS IN THE H30A AND H30B ZONING DISTRICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

Town Clerk Novoa read the title into the record.

Town Manager Olmedillo introduced the item and stated that this will be presented at the January 28, 2020 Joint Town Commission and Planning and Zoning Board Meeting and a presentation will be given by the University of Miami LuLab.

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

The following members of the public spoke on the item:

George Kousoulas  
Eliana Salzhauer  
Dale Allen  
Peter Hickey  
Jeff Rose  
Sasha Plutno

Further discussion took place among the members of the Town Commission, the intentions of the ordinance as presented and what it will be replaced with.

## 5. Resolutions and Proclamations

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

**A. Fraternal Order of Police Collective Bargaining Agreement –**  
Guillermo Olmedillo, Town Manager (Item linked to Item 4B1) *[Time Certain at 7:45PM]*

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, PROVIDING FOR RATIFICATION OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE FLORIDA STATE LODGE FRATERNAL ORDER OF POLICE AND THE TOWN OF SURFSIDE IN EFFECT FROM OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2022; AUTHORIZING THE TOWN MANAGER TO SIGN THE COLLECTIVE BARGAINING AGREEMENT ON BEHALF OF THE TOWN; AUTHORIZING THE TOWN MANAGER TO TAKE ALL ACTIONS NECESSARY TO IMPLEMENT THE COLLECTIVE BARGAINING AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.**

Town Clerk Novoa read the title into the record.

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

**B. Resolution Urging Approval of Senate Bill 182 and All Companion House Bills -** Guillermo Olmedillo, Town Manager

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, URGING THE FLORIDA LEGISLATURE TO APPROVE SENATE BILL 182 AND ANY COMPANION HOUSE**



**BILLS RELATING TO THE REPEAL OF SECTIONS 403.7033 AND 500.90, FLORIDA STATUTES REGARDING THE USE OR SALE OF SINGLE-USE PLASTIC BAGS AND POLYSTYRENE MATERIALS AND PREEMPTION OF LOCAL LAWS; PROVIDING FOR TRANSMITTAL; AND PROVIDING FOR AN EFFECTIVE DATE.**

Town Clerk Novoa read the title into the record.

The following members of the public spoke on the item:

Eliana Salzhauer

Ben Jacobson

Members of the Town Commission discussed the item, the specifics of this resolution and the erosion of home rule as well as banning single-use plastic bags.

A motion was made by Commissioner Paul to approve the resolution. The motion received a second from Vice Mayor Gielchinsky. The motion passed with a 4-1 vote with Commissioner Cohen voting against it.

**C. Resolution to Join Florida Hate Crime Coalition (FHCC) – Vice Mayor Gielchinsky.**

**A RESOLUTION OF THE TOWN OF SURFSIDE, FLORIDA, AUTHORIZING THE TOWN OF SURFSIDE TO JOIN THE FLORIDA HATE CRIME COALITION (FHCC); PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

Town Clerk Novoa read the title into the record.

Vice Mayor Gielchinsky introduced the item and welcomed Eric Ross from the Florida Hate Crime Coalition (FHCC).

Eric Ross, from the Florida Hate Crime Coalition (FHCC) spoke on the item.

The following members of the public spoke on the item:

Eliana Salzhauer

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

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

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

The following individuals spoke on the item:

Eliana Salzhauser spoke regarding the check register and spending too much money on certain services.

Bob Fisher spoke regarding on some street lights being out, the County Fire Department going out and checking the water pressure of the town and he would like to keep the hydrants painted. He spoke regarding the County Fire Boats and if they can get to us. He spoke regarding the Community Center and that it is too dark and not lit up at night. He spoke regarding reflective lighting so one can see people walking. He stated that they need to add to the residents along Biscayne Bay a 4-foot-high wall to protect the homes from storm surge.

A motion was made by Commissioner Paul to extend Mr. Fisher an additional minute. The motion received a second from Mayor Dietch. All voted in favor.

Ben Jacobson spoke regarding the Parks and that the Town has poor parks compared to Bal Harbour and Bay Harbor. He spoke regarding the beaches and the speeding in the Town.

Victoria Saiffe spoke regarding flooding in the Town and focus on residential issues.

Phyllis Shamis thanked on the turn around that was placed and the trash around the Town. She requested banning fireworks on the streets.

Diana Gonzalez spoke regarding the flooding concerns and putting money into fixing the flooding problem. She spoke regarding the need for more lighting in the community. She spoke regarding the grass on the back in the Community Center and fixing that area.

Commissioner Paul asked Town Manager Olmedillo regarding the litter on Collins Avenue and the sweeping of the streets. She also asked regarding the lighting of the Community Center building and if there could be lighting in the front. She responded to the public speakers' comments and stated that there are reflective vests still available for those residents interested. She stated that the flooding should be our priority.

Town Manager Olmedillo asked Public Works Director Stokes to speak regarding the street sweeping.

Public Works Director Stokes spoke regarding the employees that are tasked with the duties of cleaning the streets and he will follow up with those employees.

Commissioner Paul would like to see more police detail addressing the speeding on Collins Avenue.

Commissioner Karukin spoke regarding traffic mitigation efforts and how it is on the agenda books.

Mayor Dietch addressed the comments made by the public including the comments made regarding the budget, check registers, and the flooding.

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

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

**8. Unfinished Business and New Business**

There was no unfinished business or new business.

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

- A. **Board and Committee Appointments [Verbal]** – Sandra Novoa, MMC,  
Town Clerk  
- *Tourist Board – Vice Mayor Gielchinsky*

A motion was made by Commissioner Paul to appoint Lisa Herman to the Tourist Board. The motion received a second from Commissioner Karukin. All voted in favor.

A motion was made by Mayor Dietch to appoint Dr. Paul Baldauf to the Sustainability and Resiliency Committee. The motion received a second from Vice Mayor Gielchinsky. All voted in favor.

- B. **ShoreLock Pilot Project for Coastal Erosion** - Guillermo Olmedillo,  
Town Manager

Town Manager Olmedillo presented the item and gave an explanation of the project.

Troy Ross, ShoreLock Company, gave a presentation of the pilot project.

Commissioner Karukin asked if this compares to the Pen System.

Troy Ross, ShoreLock Company, answered Commissioner Karukin's question and stated that this project is different and stated they will be providing a report to the Town.

Resiliency Officer Stein gave a general evaluation of the pilot project and spoke regarding other agencies that have participated in the project.

Members of the Town Commission discussed the item, the specifics of this project, how biodegradable it is and what their primary outcome measures would be.

The following members of the public spoke on the item:  
Eliana Salzhauer

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

**C. The Condition of Downtown Vacancies – Guillermo Olmedillo, Town Manager**

Town Manager Olmedillo introduced the item.

Members of the Town Commission discussed the item, vacancy tax and how long a spot can stay vacant and requested for staff to research this topic.

Mayor Dietch suggested to bring this item to the Downtown Vision Advisory Committee for their consideration and then bring it back to the Town Commission with ideas for guidance once they have a framework.

The following members of the public spoke on the item:  
Marian Merscheid  
Eliana Salzhauer  
George Kousoulas

There was a consensus of the Town Commission to direct Town Manager Olmedillo to develop different approaches to address the condition of downtown vacancies, take it to the Downtown Vision Advisory Committee for their suggestions and recommendations and then bring it back to the Town Commission.

**D. Tot Lot Bathroom – Mayor Daniel Dietch**

Mayor Dietch introduced the item and requested that Town Manager Olmedillo analyze the possibility of having a bathroom at the tot lot and bring it back to the Town Commission.

A motion was made by Mayor Dietch to direct Town Manager Olmedillo to advance this item and bring back to the Parks & Recreation Committee for their recommendation. The motion received a second from Commissioner Paul. The motion carried with a 3-2. Commissioner Karukin and Vice Mayor Gielchinsky voted no.

The following members of the public spoke on the item:  
Eliana Salzhauer  
Jeff Rose

**E. Purchase of Storage Container for additional Storage Space for Police Department at Town Hall Building – Guillermo Olmedillo, Town Manager**

Town Manager Olmedillo introduced the item and the cost of the container.

Commissioner Paul stated that she would like to see them painted or wrapped like the Public Works vehicles and what would occur when that storage container is full.

The following members of the public spoke on the item:  
Marian Meischeld

Town Attorney Arango spoke regarding making modifications to the agreement.

Town Manager Olmedillo asked that they go ahead and purchase the container with the modifications stated by the Town Attorney Arango.

A motion was made by Commissioner Karukin to approve with the Town Manager's request and Town Attorney's modifications. The motion received a second from Vice Mayor Gielchinsky. All voted in favor.

**F. Town Manager Annual Performance Evaluation – Mayor Daniel Dietch**

Mayor Dietch introduced the item.

Commissioner Paul would like to discuss the evaluation itself.

A motion was made by Vice Mayor Gielchinsky to complete the evaluation and submit to the Town Clerk by January 24, 2020 at 3:00 p.m. and for it to be included in the February 11, 2020 Town Commission Meeting. The motion received a second from Commissioner Karukin. All voted in favor.

**G. Resiliency Reserve Policy – Guillermo Olmedillo, Town Manager**

Town Manager Olmedillo introduced the item.

Finance Director Greene stated that currently the Resiliency Reserve Account has \$120,000 in the account.

The following member of the public spoke on the item:  
Eliana Salzhauer

The Town Commission discussed the item and made language suggestions to the policy.

A motion was made by Commissioner Karukin to extend the meeting 30 minutes. The motion received a second from Vice Mayor Gielchinsky. The motion carried with a 3-2 vote with Commissioner Paul and Commissioner Cohen voting no.

A motion was made by Mayor Dietch to strike the second sub-bullet and the last bullet and bring this item back at next month's meeting as a discussion item incorporating some additional items. The motion received a second from Vice Mayor Gielchinsky. The motion passed with a 3-2 vote with Commissioner Cohen and Commissioner Karukin voting against it.

**H. Inflatable Sandless Bags [Verbal]** – Commissioner Michael Karukin

Commissioner Karukin gave a verbal update on the item.

Commissioner Cohen left at 11:19 p.m.

The following member of the public spoke on the item:  
Eliana Salzhauer

A motion was made by Commissioner Paul directing Town Manager Olmedillo to come back with a policy. The motion received a second from Commissioner Karukin. The motion passed with a 4-0 vote with Commissioner Cohen absent.

**10. Adjournment**

A motion was made by Commissioner Karukin to adjourn the meeting without objection at 11:21 p.m. The motion received a second from Vice Mayor Gielchinsky. All voted in favor with Commissioner Cohen absent

Respectfully submitted,

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

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

Attest:

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



**Town of Surfside  
Special Town Commission Meeting  
Quasi-Judicial Hearing  
MINUTES  
January 14, 2020  
6:00 p.m.**

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

**1. Opening**

**A. Call to Order**

Mayor Dietch called the meeting to order at 6:04 p.m.

**B. Roll Call of Members**

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

Present: Mayor Dietch, Vice Mayor Gielchinsky and Commissioner Paul.

Absent: Commissioner Karukin and Commissioner Cohen.

**C. Pledge of Allegiance**

Chief Yero led the pledge of allegiance.

**2. Quasi-Judicial Hearings**

*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 before addressing the Town Commission and you may be subject to cross-examination. If you refuse to submit to cross-examination, the Town Commission will not consider your comments in its final deliberation. Please also disclose any ex-parte communications you may have had with any members of the Town Commission. Town Commission members must also do the same.*

**A. 1116 88<sup>th</sup> Street Variance – Guillermo Olmedillo, Town Manager**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, [APPROVING/ APPROVING WITH CONDITIONS/ DENYING] AN APPLICATION SUBMITTED BY STEPHEN SCHOTT ("APPLICANT") FOR THE PROPERTY LOCATED AT 1116 88 STREET ("PROPERTY") FOR TWO VARIANCES: (1) VARIANCE FROM SECTION 90-45 OF THE TOWN CODE TO PROVIDE AN UPPER STORY SIDE SETBACK OF 5 FEET, WHERE 12 FEET, 2 INCHES, IS REQUIRED, AND (2) A VARIANCE FROM SECTION 90-45 TO ALLOW AN INCREASE IN THE UPPER STORY MAXIMUM ALLOWABLE COVERAGE OF 182 SQUARE FEET FOR A TOTAL UPPER STORY COVERAGE OF FLOOR AREA OF 2,225 SQUARE FEET, WHERE 2,043 SQUARE FEET IS

**PERMITTED; PROVIDING FOR CONDITIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

Town Clerk Novoa read the title into the record.

Steve Schott, applicant and owner requested deferral of the item to a date uncertain.

Commissioner Paul asked why for the deferral.

Jeff Rose, representing the owner, stated that he needs to reevaluate the conditions that the homeowner was experiencing due to some flooding at his home and would like to defer the item to a later date and time. He also stated that he would advise the Town of the date when the owner would be available to have the item reheard.

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

**3. Adjournment**

A motion was made by Vice Mayor Gielchinsky and seconded by Commissioner Paul to adjourn the meeting without objection at 6:08 p.m. All voted in favor with Commissioner Cohen and Commissioner Karukin absent.

Respectfully submitted,

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

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

Attest:

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

Respectfully submitted,

Guillermo Olmedillo





**Town of Surfside**  
**Special Joint Town Commission and Planning and Zoning Board Meeting**  
**MINUTES**  
**January 28, 2020**  
**6:00 p.m.**

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

**1. Opening**

**A. Call to Order**

Mayor Dietch called the meeting to order at 6:07 p.m.

**B. Roll Call of Members**

Town Clerk Novoa called the roll for the Town Commission with the following members present: Mayor Dietch, Commissioner Paul, Commissioner Cohen and Vice Mayor Gielchinsky (arrived at 6:17 p.m.)

Absent: Commissioner Karukin.

Deputy Clerk Herbello called the roll for the Planning & Zoning Board with the following members present: Chair Lecour, Vice Chair Frankel, Board Member Roller, Board Member Glynn and Board Member Kramer.

Absent: Board Member Garcia.

Also present were Town Attorney Arango, Planning and Zoning Town Attorney Matos, Town Manager Olmedillo and Town Planner Sinatra.

**C. Pledge of Allegiance**

Police Chief Yero led the pledge of allegiance.

**D. Agenda and Order of Business**

**2. Effect of 20' side setback ordinance**

**A. Staff Presentation**

1. Aggregated Lots
2. LULAB's graphics on different size properties.
3. Is aggregation the issue?
4. Is it the 50' lots the issue?

## **B. Public Comments**

The following members of the public spoke on the items:

Dave Allen  
Peter Hickey  
Andrew Bales  
Eliana Salzhauer  
George Kousoulas  
Jeff Rose  
Donald Lavin  
Ben Jacobson  
Clara Diaz Leal  
Sasha Plutno

A motion was made by Commissioner Paul to extend Sasha Plutno an additional 30 seconds, seconded by Commissioner Cohen. All voted in favor.

Shlomo Danzinger  
Sharon Hakmon

## **C. Joint Discussion by Planning and Zoning Board and Town Commission**

The below discussion entails items 2, 2A, 2A1, 2A2, 2A3, 2A4, and 2B above.

Town Manager Olmedillo introduced the item and a presentation on the aggregated lots and its setbacks.

Commissioner Paul stated that they are looking for more open space and landscaping and the issue is the footprint of some of the homes.

Chair Lecour stated that the concentration has been on the massing and what the neighbors view from the street. She also spoke regarding the survey results and her concern is the conception of mass from the street.

Mayor Dietch stated that perception is very important and as Surfside has evolved, they are trying to strike a balance on the massing.

Town Manager Olmedillo addressed the comments made by the Town Commission and Planning & Zoning Board members regarding the side setbacks and massing. He also commented on the impact massing has on the environment.

Chair Lecour commented on the issue that individuals are having concerns when it comes to the side setbacks.

Vice Mayor Gielchinsky commented on the issues and challenges of the setbacks.

Mayor Dietch spoke regarding the original implementation of the side setbacks by the Town. He stated that many want to maximize square footage by minimizing the cost.

Board Member Glynn stated that they have attempted to make it less stringent in order to not bind the architect's hands. He also mentioned that there is a line that either nobody can design an interesting house or you are telling your architect that they cannot do their job. He feels that he does not believe they could do better than what they have been doing.

Chair Lecour stated that she feels that they should be allowed to go vertical and have a formula that will work. She stated that this is something that should be considered giving them the flexibility.

Vice Mayor Gielchinsky addressed the comment made by Board Member Glynn regarding putting two lots together.

Chair Lecour also commented on the lots that front the water, which are much deeper than those in the interior, and they might need a different scale.

Board Member Roller commented on the impact this would be have if they move too quickly with legislation which would impact the community. He stated that he believes they should not move too quickly in legislating this portion.

Town Manager Olmedillo addressed the comments made by the Town Commission and the Planning and Zoning Board members.

Mayor Dietch suggested that the issues be framed as they go through the presentation.

Commissioner Cohen spoke regarding the development of the Town of Surfside and its original plans. He stated that his biggest problem is if he purchases a property, he would like to be able to maximize that property without anyone telling him he cannot do so.

Board Member Glynn addressed the comments made by Commissioner Cohen. He feels that the people that live here come here to have that small town feel and if you allow them to build whatever they want; you will lose Surfside.

Town Manager Olmedillo continued with the presentation of the item and went through the PowerPoint slides.

Shawna Meyers, University of Miami LuLab, expanded on the presentation regarding the zoning restrictions as illustrated on a pitched roof on a single story. She also expanded on the two-story sloped roof structure and showed on the actual model how the scale figures would change.

Vice Mayor Gielchinsky asked what the side setbacks would be on the model.

Town Planner Sinatra explained the model and setbacks and there is additional articulation required because they are tiered.

Shawna Meyers, University of Miami LuLab, continued with the presentation and answered questions presented by the Town Commission on the models and homes with the different options available.

Town Manager Olmedillo and Shawna Meyers, University of Miami LuLab, continued the presentation of the item and answered questions addressed by the Planning and Zoning Board and the Town Commission.

Commissioner Paul responded to the comments made by the public speakers. She stated that the issue is retaining the character of the neighborhood which is what they are trying to maintain.

Mayor Dietch responded to the comments made by the public and stated that the outcome is not what was intended.

Chair Lecour believes that the 10% is a proportional way of looking at the setbacks and the issues that have been brought before the Planning and Zoning Board.

Mayor Dietch commented on the maximum setback and is the 10% enough separation.

Vice Chair Frankel commented on the setbacks and the types of items that are coming before the Planning and Zoning Board. She mentioned that where it feels large is when you get to the two-story homes.

Mayor Dietch asked Town Manager Olmedillo what would be most helpful to him with the ordinance and the side setback.

Town Manager Olmedillo stated that the ordinance should be written so that anyone can read it and understand it. The simpler the better. He stated that the issue is with the smaller lots for the smaller homes, not the larger lots that will hold larger homes and suggested that they should be treated differently. He suggested treating the waterfront properties on the south and west side differently than the internal lots. He stated that the percentage or any formula would be a simple ordinance as to how to measure your setbacks.

Mayor Dietch asked if there is general consensus to evaluate advantages to treat waterfront properties differently than internal properties and determine the impact.

Chair Lecour stated they already have that in the code.

Further discussion took place among the Town Commission and the Planning and Zoning Board members regarding treating waterfront properties differently.

### **3. Side Setbacks**

#### **A. Staff Presentation**

1. Is side setback to provide additional open space? Air or green?
2. Is side setback to provide buffer (distance) between structures?
3. Is it both?
4. Is it to control size or massing?

#### **B. Public Comments**

The following members of the public spoke on the items:

Sasha Plutno  
Eliana Salzhauer  
George Kousoulas  
Jeff Rose

#### **C. Joint Discussion by Planning and Zoning Board and Town Commission**

The below discussion entails items 3, 3A, 3A1, 3A2, 3A3, 3A4, and 3B above.

Town Manager Olmedillo advised the Town Commission and Planning and Zoning Board members that item 3 has been discussed under item 2.

Mayor Dietch asked Town Manager Olmedillo to give a further explanation of the item and for clarification if the repeal would take place.

Town Planner Sinatra clarified what would happen if the repeal ordinance is approved, which means it would go back to a sliding scale of 10%.

Commissioner Cohen asked if generators, water heaters, and AC units can go in the setback area or are there exceptions needed to allow those types of items in the setback areas.

Town Planner Sinatra answered Commissioner Cohen's question regarding what is allowed in the setback areas.

Mayor Dietch asked what would be allowed in the setback as per the requirements in the code.

Town Planner Sinatra answered the Town Commission's questions regarding the setback requirements and what equipment is allowed in the setback.

Further discussion took place among the Planning and Zoning Board members, the Town Commission and staff on the setbacks, the measuring of the lots and repealing the ordinance in order to bring it back to the 10% rule.

#### **4. Massing**

##### **A. Staff Presentation**

1. Ground floor
2. Upper floors

##### **B. Public Comments**

The following members of the public spoke on the items:

Eliana Salzhauer  
George Kousoulas

A motion was made by Vice Mayor Gielchinsky to extend George Kousoulas an additional minute. The motion received a second from Commissioner Paul. All voted in favor.

Jeff Rose  
Sasha Plutno  
Victor May

### **C. Joint Discussion by Planning and Zoning Board and Town Commission**

The below discussion entails items 4, 4A, 4A1, 4A2, and 4B above.

Town Manager Olmedillo gave an update on massing and presented the item.

Mayor Dietch responded to comments made by the public.

Shawna Meyers, University of Miami LuLab, presented the item along with the models showing the difference in massing on smaller sites and the elevation.

Further discussion continued among the Town Commission, Planning and Zoning Board members and the Shawna Meyers, University of Miami LuLab, regarding the massing, clarification on the setbacks, lot coverage and pitched roofs.

A lengthy discussion continued among Shawna Meyers, University of Miami LuLab, the Planning and Zoning Board members and the Town Commission on the item and if this is something that could be worked on in order to obtain some type of configuration.

## **5. FAR**

### **A. Staff Presentation**

1. The FAR is indirectly limited by the footprint of the ground floor and the footprint of the upper stories.
2. Historically the Town has not used FAR as a ratio for calculating building area for single family units.
3. How to physically distribute the FAR within a residential lot.

### **B. Public Comments**

The following members of the public spoke on the items:

Sharon Hakmon  
Eliaana Salzhauer  
George Kousoulas  
Sasha Plutno

### **C. Joint Discussion by Planning and Zoning Board and Town Commission**

The below discussion entails items 5, 5A, 5A1, 5A2, 5A3 and 5B above.

Town Manager Olmedillo introduced and presented the item to the Planning and Zoning Board members and the Town Commission.

### **6. Second Reading Ordinance – *Planning and Zoning Board/Local Planning Agency***

#### **A. Repeal of Ordinance No. 2018-1694 – Guillermo Olmedillo, Town Manager**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, REPEALING ORDINANCE NO. 2018-1694, WHICH AMENDED SECTION 90-45 "SETBACKS" OF CHAPTER 90 "ZONING" OF THE TOWN'S CODE OF ORDINANCES BY PROVIDING SETBACKS AND MAXIMUM SECOND STORY FLOOR AREAS FOR CERTAIN LOTS IN THE H30A AND H30B ZONING DISTRICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

Deputy Town Clerk Herbello read the title into the record.

The following member of the public spoke on the item:

George Kousoulas

Eliana Salzhauer

Chair Lecour requested to bring this back before the Planning and Zoning Board at their February 27, 2020 meeting as a discussion item.

A motion was made by Planning and Zoning Board Member Glynn to approve the ordinance. The motion received a second from Planning and Zoning Board Vice Chair Frankel. All voted in favor with Board member Garcia absent.

### **7. Second Reading Ordinance – *Town Commission***

#### **A. Repeal of Ordinance No. 2018-1694 – Guillermo Olmedillo, Town Manager**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, REPEALING ORDINANCE NO. 2018-1694, WHICH AMENDED SECTION 90-45 "SETBACKS" OF CHAPTER 90 "ZONING" OF THE TOWN'S CODE OF ORDINANCES BY PROVIDING SETBACKS AND MAXIMUM SECOND STORY FLOOR AREAS FOR CERTAIN LOTS IN THE H30A AND H30B ZONING DISTRICTS; PROVIDING FOR CODIFICATION;**



**PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND  
PROVIDING FOR AN EFFECTIVE DATE.**

Town Clerk Novoa read the title into the record.

There were no individuals from the public that spoke on the item.

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

**8. Adjournment**

There being no further business to discuss before the Planning & Zoning Board and the Town Commission, Commissioner Paul made a motion, seconded by Vice Mayor Gielchinsky, to adjourn the meeting without objection at 9:35 p.m.

A motion was made by Planning and Zoning Board Vice Chair Frankel, seconded by Planning and Zoning Board Member Roller, to adjourn the meeting without objection at 9:35 p.m.

Respectfully submitted,

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

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

Attest:

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



## TOWN MANAGER'S REPORT FEBRUARY 11, 2020

### COMMUNITY PROGRAMS / INITIATIVES / ENHANCEMENTS

- I. **SEE CLICK FIX REPORT** – *Attachment "A"*
- II. **SOCIAL MEDIA (NEXTDOOR) REPORT** – *Attachment "B"*
- III. **DEVELOPMENT APPLICATION PROCESS (2009 – PRESENT)** – *Attachment "C"*
- IV. **DOWNTOWN VISION ADVISORY COMMITTEE APPOINTMENTS MEMORANDUM** – *Attachment "D"*
- V. **CLIMATE CHANGE AND ENVIRONMENTAL CHALLENGES** – *Attachment "E"*
- VI. **BEACH RENOURISMENT PROJECT STATUS UPDATE**

Town Administration has been participating in Weekly Project Coordination meetings. As of January 8, 2020, there have been four meetings: 1/15/2020, 1/22/2020, 1/29/2020 and 2/5/2020.

Attached are the minutes from the meetings held on 1/8/2020, 1/15/2020 and 1/22/2020 – *Attachment "F"*

### **VII. TOWN DEPARTMENTS**

#### ***Code Compliance Division***

A. Code Violation Cases: As of January 29, 2020, the total number of active, open cases being managed is 157; of these cases, 57 cases are still under investigation and are working towards compliance; 13 cases are on-hold; 10 cases are in the Special Master hearing queue; 3 cases are in the post-hearing status; 4 cases have pending liens, 36 code cases have been issued liens and remain unpaid, and 34 service cases have

been issued liens and remain unpaid. Properties with unpaid liens are sent reminder letters on a semi-annual basis.

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

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

- FY 19/20: Through January 29, 2020, 59 cases have paid/settled for a total collection of \$79,050.
- FY 18/19: 143 cases paid/settled for a total collection of \$35,654.
- FY 17/18: 92 cases paid/settled for a total collection of \$29,576.
- FY 16/17: 117 cases paid/settled for a total collection of \$40,842.
- FY 15/16: 152 cases paid/settled for a total of \$137,282

### ***Finance Department***

Monthly Budget to Actual Summary as of November 30, 2019 – *Attachment "G"*

### ***Parks and Recreation Department***

- Parks and Recreation Projects Timeline – *Attachment "H"*
- Resident Wish List for the 96th Street Park – *Attachment "I"*

### ***Planning and Zoning***

A. *9430 Collins Avenue* - Eden Surfside, LLC has submitted a site plan amendment to demolish and rebuild the existing historic structure. The applicant has received permission from the Miami-Dade Historic Board for this request. The applicant must amend the site plan if they are to receive permits for this request. Amending a site plan requires a recommendation from the Planning and Zoning Board and approval from the Town Commission. The application was heard by the Planning and Zoning Board on January 30, 2020 and will be scheduled for an upcoming Town Commission hearing.

B. *8926 Collins Avenue* - Arte has submitted a variance to encroach into the east landscape buffer to accommodate the FPL vault. The application was heard by the Planning and Zoning Board on January 30, 2020 and is scheduled for the February 11<sup>th</sup>, 2020 Town Commission meeting.

**Police Department*****A. Police Department Statistics (January 1 – January 25, 2020)***

- o Traffic Citations – 317
- o Parking Citations – 689
- o Arrests – 7
- o Dispatch Events – 1,469
- o Incident/Crime Reports - 61
- o Suspicious Person Checks – 20

***B. January Significant Incidents/Events***

- o On January 24, 2020 at 0926 hours, a suspicious/unattended suitcase was located behind shrubbery on the south side of Young Israel Synagogue by security personnel during a perimeter check of the building estimating the suitcase was placed there between 0530 hours and 0925 hours. Young Israel security supervisors evacuated the building. The Miami-Dade Police Department Bomb Unit responded to the scene deeming the item (luggage) safe determining it only contained personal items probably belonging to a homeless person and was impounded by Surfside PD. The streets adjacent to Young Israel were closed to vehicular and pedestrian traffic. Police Officers from the Bal Harbour and Bay Harbor Islands Police Departments assisted in re-routing traffic in a planned and efficient manner. A situational and traffic advisory was disseminated, Miami-Dade County transit was advised reference re-routing busses, and Miami-Dade Fire Department was on scene and advised reference traffic patterns. The traffic on 96<sup>th</sup> Street was impacted for approximately 1.5 hours. Various media outlets responded to the scene and a news helicopter was observed in the area.
- o On January 27, 2020 at 0658 hours, a call was received in reference to a suspicious/unattended item (Laptop computer) located on the east-side of the Shul Synagogue on a ledge adjacent to the sidewalk. Security personnel provided video depicting a male subject leaving the item at the location several hours earlier. The Shul security supervisors evacuated the building including the construction crew working on a project on the north-end of the property. The Federal Bureau of Investigation (FBI) Bomb Squad responded and declared the item safe. The streets adjacent to The Shul were closed to vehicular and pedestrian traffic. Officers from the Bal Harbour, Bay Harbor Islands and Miami Beach Police Departments assisted in re-routing traffic in a planned and efficient manner. The item was impounded by Surfside PD. A situational and traffic advisory was disseminated by Town of Surfside Administration. The re-routing of traffic was impacted for approximately 2.0 hours starting at approximately 0830 hours. A media helicopter was observed in the area

and several requests for information were received. Homeland Security was advised regarding the investigation. The subject was located and interviewed by Homeland Security in conjunction with Surfside detectives and deemed not to be a threat.

#### ***C. Traffic Survey Summary Reports – Attachment “J”***

Traffic Survey Summary Reports contain 24 hour a day vehicle counts, speeds and exact times from data generated by our Speed Radar Trailer deployed at various locations in the single-family residential area (88<sup>th</sup> St and Byron Avenue, 9500 Block of Byron Avenue, 9200 Block of Bay Drive, and 9300 Block of Bay Drive).

Officers routinely focus on patrolling the single-family residential neighborhood for all matters and regularly conduct traffic stops when violations are witnessed. Citations are written and verbal warnings are issued on a consistent basis.

#### ***D. Law Enforcement Officer Foundation (LEO) Awards Finalist***

Parking Enforcement Officer Josue Castro has been selected as a finalist for the prestigious 2020 Miami-Dade County Law Enforcement Officer Foundation (LEO) Awards. The winners will be chosen at the awards ceremony on March 7, 2020 at Trump National Doral. Congratulations Josue and best of luck!

#### ***E. Police Events***

- The Surfside Police Department will host a community blood drive on February 19<sup>th</sup> from 10:30 a.m. – 1:00 p.m. in the Town Hall municipal parking lot.
- 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 20<sup>th</sup> from 10:00 a.m. to 2:00 p.m. in the Commission Chambers.
- The monthly Bike with the Chief is February 26, 2020 at Town Hall at 4:00 p.m.
- Coffee with the Cops is February 27, 2020, at Starbucks at 10:00 a.m.

#### ***F. Traffic Mitigation Program Status Report***

Public safety is the number one priority for the Town of Surfside. Along with public safety, quality of life is a focus of the Town. One element that impacts both public safety and quality of life is traffic. Traffic has increased significantly in recent years on Collins Avenue and Harding Avenue regionally as well as locally in Surfside. These roadways are major north/south thoroughfares for vehicles to avoid I-95 and Biscayne Boulevard traffic congestion. Lane closures at developments in Surfside and neighboring jurisdictions add to this traffic overcrowding. Drivers have learned they can avoid the backup on Collins Avenue and Harding Avenue by traveling west into the residential neighborhoods. There are no sidewalks in the single-family home areas of Surfside and

with many families and children who play, walk and bike on the streets, traffic mitigation strategies are continuous for the Town Commission and Staff in our goal to keep Surfside safe and enjoyable. In order to accomplish our goals Staff works in partnership with the State of Florida Department of Transportation and Miami-Dade County authorities who have jurisdiction over the roads in Surfside. The following chart illustrates and tracks the progress of this ongoing effort.

#	TIMEFRAME	INITIATIVES	STATUS	UPDATE(S)
<b>Short Term (0 – 6 months)</b>				
1.		Loop Detector Installation	In progress	<p>CGA was authorized to move forward with the preparation of the bid documents for the traffic loops at three signalized intersections along Harding Avenue. CGA will need to provide updated scope of services and fee in order to provide traffic counts and traffic analysis at subject intersections (before and after traffic analysis) per commission request at 05-09-17 meeting.</p> <p>The east Stop Bar at 93 Street &amp; Harding Avenue will be moved back.</p> <p>On 8-8-2017, CGA submitted its additional service agreement for completing the before and after traffic analysis at the signalized intersections along Harding Avenue that new traffic loops are being installed. At the Commission meeting where the Post Design Services contract was approved, the Mayor and Commission asked if CGA could do a before and after analysis in order to evaluate the change in traffic operations at these subject intersections. The traffic counts are currently scheduled for the 29th, 30th or 31st of August (second week of regular school).</p> <p>Loop detectors have been approved for Harding Avenue at 88<sup>th</sup>, 93<sup>rd</sup> and 94<sup>th</sup> Streets.</p> <p>On 11-3-2017, CGA submitted for review and approval Work Authorization No. 106 for Surfside Traffic Signal Modification – Traffic Analysis. The scope of the project includes Pre – Post Construction Analysis of four intersections on Harding Avenue at 88<sup>th</sup>, 93<sup>rd</sup>, 94<sup>th</sup> and 95<sup>th</sup> Streets. Total cost not to exceed \$14,200.62.</p> <p>On 1-29-2018, a Traffic Signal Modification Mandatory Pre-Bid Opening was held at 10:30 a.m. The Assistant Town Manager,</p>

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

				<p>Crosswalk markings (Thermoplastic) installation was delayed until March 2019 to allow the new pavement to properly cure.</p> <p>Crosswalk markings (Thermoplastic) installation was completed at the 89<sup>th</sup> Street &amp; Harding Avenue (north side) location in March 2019. The Crosswalk markings (Thermoplastic) installation at 90<sup>th</sup> Street &amp; Harding Avenue (north side) is still pending with no definitive date set.</p>
3.		Install a crosswalk at 92nd Street & Collins Avenue (FDOT Project)	Open	<p>Based on citizen concerns, the Town Administration contacted FDOT regarding the installation of a crosswalk at 92<sup>nd</sup> Street and Collins Avenue to enhance pedestrian safety for Town residents and hotel guests of the Residence Inn by Marriott Hotel.</p> <p>Town Public Works contacted FDOT for an update on this project on 09-23-2019, and was advised that the project is approved under FDOT Project #FM 250629-5-32-01 and is awaiting project funding.</p>
4.		Evaluate Sidewalk Options	Open	Town Commission approved a motion to continue to evaluate pedestrian safety options in Surfside.
5.		<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>	<b><u>Closed</u></b>	<p>Per Arthuro Patulot, Traffic Operations D6, Florida Department of Transportation (FDOT) 305-470-5303, arthuro.patulot@dot.state.fl.us: FDOT Traffic Operations office conducted a field review along the subject roadway segment from 88<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><i>Collins Avenue facing Northbound traffic</i>  Two (2) additional 30 MPH speed limit signs (Right &amp; Left of roadway) and 30 MPH pavement markings north of 90<sup>th</sup> Street  One (1) additional 30 MPH speed limit sign (Right of roadway) north of 92<sup>nd</sup> Street  Two (2) additional 30 MPH speed limit signs (Right &amp; Left of roadway) north of 94<sup>th</sup> Street  <i>Harding Avenue facing Southbound traffic</i></p>

				<p>30 MPH pavement markings for the three lanes across from existing speed limit sign south of 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>FDOT was notified by email for an update on the status and Public Works is awaiting their response.</p> <p>Town Public Works advised that FDOT confirmed that a work order has been completed and pending a start date for the work.</p> <p><u>Town Public Works Administration contacted FDOT on 09-23-2019, and obtained the following update from Arturo Patulot (FDOT Traffic Operations D6):</u></p> <ul style="list-style-type: none"> <li><u>• FDOT traffic service request (TSR #87-0033-18) with the FDOT maintenance office is being processed and they will be expediting the implementation of the proposed improvements for Surfside on A1A</u></li> <li><u>• The FDOT contractor is scheduled to start installing the pavement markings and signage the first week of October 2019.</u></li> </ul> <p>FDOT began installing the pavement markings and signage the week of October 21, 2019.</p> <p>As of November 2019, the status of the pavement markings is as follows:</p> <ol style="list-style-type: none"> <li>1. 9500 Block of Harding (Completed)</li> <li>2. 9300 Block of Harding (Completed)</li> <li>3. 9100 Block of Harding (Completed)</li> <li>4. 9000 Block of Collins (Completed)</li> <li>5. 9200 Block of Collins (Not Completed)</li> <li>6. 9400 Block of Collins (Not Completed)</li> </ol>
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				<b><u>FDOT Supervisor, Ramon Sierra, advised the Surfside Public Works Department that all signs and markings for the project have been completed.</u></b>
6.		New Speed Bumps	Closed	<p>New speed bumps have been installed at the following locations:</p> <ul style="list-style-type: none"> <li>• 8900 block of Abbott Avenue</li> <li>• 9100 block of Abbott Avenue</li> <li>• 9300 block of Abbott Avenue</li> <li>• 9500 block of Byron Avenue (second speed bump)</li> </ul> <p>November/December 2018: new speed bump location in the 9400 block of Abbott Avenue being evaluated.</p> <p>The location of the speed bump was determined and installation scheduled for February 2019.</p> <p>During February 2019, new speed bumps were installed at the following locations:</p> <ul style="list-style-type: none"> <li>• 9300 block of Abbott Avenue</li> <li>• 9400 block of Abbott Avenue</li> <li>• 9500 block of Carlyle Avenue</li> </ul> <p>New speed bumps implementation is being evaluated for the 8800 block of Carlyle Avenue.</p> <p>In May 2019, a speed bump was installed in the 8800 block of Carlyle Avenue.</p> <p>On October 23, 2019 one speed bump was removed from 88<sup>th</sup> Street due to its proximity to an existing stop sign.</p>
7.		Stop Signs in Surfside checked for compliance with Miami-Dade County regulations.	Closed	<p>During September 2019, Town Public Works personnel checked and adjusted all stop signs in Town to ensure that they were upright, and were in compliance with the 7 foot height per Miami-Dade County regulations.</p>
8.		Pedestrian Crosswalk Safety at the 93 <sup>rd</sup> Street and	Closed	<p>Based on citizen concerns and traffic crash data, the Town Manager and the Police Department initiated the following actions to enhance pedestrian safety at the crosswalk</p>


		Collins Avenue Crosswalk	<p>located at 93rd Street and Collins Avenue that is used to primarily access the Town's Community Recreational Center.</p> <p>In June 2019, the Town Manager met with Florida State Senator Jason Pizzo, Kevin J. Thibault (Secretary of Transportation), Miami-Dade County Commissioner Sally Heyman, and Jim Wolfe (Secretary of District 6, Florida DOT) and he presented the safety issues regarding the pedestrian crossing at 93rd Street and Collins Avenue and sought input and recommendations to mitigate those concerns.</p> <p>The Police Department conducted on-going proactive traffic details in the 9200 block of Collins Avenue targeting speeding vehicles and vehicles running the red light. Additionally, the Police Department partnered with FDOT representatives to conduct a pedestrian safety educational awareness day that included the 93rd Street and Collins Avenue intersection and pedestrian crossing to educate citizens and provide safety tips.</p> <p>The Police Department contacted both FDOT and the Miami-Dade Traffic Department of Transportation and Public Works Traffic Signals and Signs Division Administration to request that the timing of the traffic signal at 93rd Street and Collins Avenue be increased to allow additional time for pedestrians to cross Collins Avenue for eastbound and westbound travel. This effort was successful and the County agreed to increase the pedestrian crossing time by an additional 3 seconds which was implemented on August 27, 2019. The pedestrian walk time now reflects a minimum of 7 seconds prior to the 16 second countdown timer of the flashing "DON'T WALK" notification, providing pedestrians a total of 23 seconds of crossing time.</p> <p>Isis Sotolongo, FDOT Bike and Pedestrian Traffic Specialist II—District Traffic Operations Division, sent an email to Town</p>
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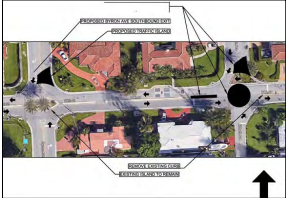
				<p>Manager Olmedillo on 11-15-19 regarding a completed FDOT engineering study for 93rd Street intersections at Collins Avenue and Harding Avenue. The email is copied below:</p> <p>Subject: CTP 2019-08-0006, Sections: 87060000 &amp; 870600001, SR A1A / Collins Avenue and SR A1A / Harding Avenue at 93rd Street. Request for Pedestrian Safety improvements.</p> <p>Good morning Mr. Olmedillo,</p> <p>This is a follow-up to a request you forwarded to our office on August 26, 2019 to further evaluate pedestrian and bicycle mobility at the subject intersections. The Florida Department of Transportation completed a traffic engineering study which included turning movement counts, pedestrian counts, review of crash data, field observations and assessment for potential pedestrian/bicycle safety and mobility enhancements. Based on the results of the study, the Department has decided to implement the following safety improvements at SR A1A/Harding Avenue and 93rd Street and SR A1A/Collins Avenue and 93rd Street.</p> <ul style="list-style-type: none"> <li>• Coordinate with Miami-Dade County Traffic Signals and Signs Division to add three seconds of "WALK" time indication to the north and south leg crosswalks at the intersection of SR A1A/Harding Avenue and 93rd Street.</li> <li>• Coordinate with Miami-Dade County Traffic Signals and Signs Division to add three seconds of "Flashing Don't Walk" (FDW) time to the east and west leg crosswalks at the intersection of SR A1A/Harding Avenue and 93rd Street.</li> <li>• Install "Special Emphasis" crosswalk markings on the south and west legs of the intersection of SR A1A/Collins Avenue and 93rd Street similar to the ones provided on SR A1A/Harding Avenue and 93rd Street.</li> <li>• Relocate the post mounted "Pedestrian Crossing" (W11-2) sign</li> </ul>
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				<p>and "One Way" (R6-1) sign located on the southwest corner of the intersection of SR A1A / Harding Avenue and 93rd Street to allow full visibility of countdown pedestrian signal heads for the south and west crosswalks.</p> <ul style="list-style-type: none"> <li>Replace existing detectable warnings on all corners of the intersection of SR A1A/Harding Avenue and 93rd Street with ADA compliant yellow detectable warnings.</li> </ul> <p>The Department appreciates the time and effort you have taken in bringing this matter to our attention, and looks forward to address your concerns.</p>
9.	<p>95<sup>th</sup> Street &amp; Harding Avenue (westbound), left Turn lane added.</p> <p>300 block of 95<sup>th</sup> Street (eastbound), right turn lane added.</p>	Closed	<p>On 04-27-2017, the traffic lanes in the 200 block of 95th Street, between Collins Avenue and Harding Avenue were modified to improve the traffic flow. New lane pavement markers delineate the new vehicular traffic flow for westbound traffic on 95th Street approaching Harding Avenue. The pavement markings allow vehicles to travel in two lanes west of the alleyway with one lane designated for travel westbound only on 95 Street across Harding Avenue, and the other lane designated as a left turn only lane for vehicles turning southbound onto Harding Avenue. Three parking spaces on the North East side of 95 Street &amp; Harding Avenue have been eliminated to allow for a westbound travel lane.</p> <p>As of 08-22-2017, the traffic flow in the 300 block of 95th Street, between Abbott Avenue and Harding Avenue, has been altered. The new lane pavement markers delineate the new vehicular traffic flow for eastbound traffic on 95th Street approaching Harding Avenue. The pavement markings allow vehicles to travel in two lanes east of the alleyway with one lane designated for travel eastbound only on 95th Street across Harding Avenue, and the other lane designated as a right turn only lane for vehicles turning southbound onto Harding Avenue. The loading zone at this location has been eliminated to allow for a right turn only lane. Please refer to the traffic diagram</p>	



				below. 
10.		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> 
11.		New Stop Bar Reflectors	Closed	<p>New Stop Bar Reflectors Installed</p> <p>In September 2018, Public Works conducted an inspection of the Stop Bar Reflectors and determined which reflectors were non-operational. The vendor replaced the non-operational reflectors under warranty.</p> <p>Public Works ordered 24 new reflectors that were installed at the following locations:</p> <ul style="list-style-type: none"> <li>• 90<sup>th</sup> Street and Froude (all directions)</li> <li>• 90<sup>th</sup> Street and Byron (all directions)</li> </ul>

				<ul style="list-style-type: none"> <li>• 90<sup>th</sup> Street and Abbott Avenue (East and West directions)</li> <li>• Yellow reflectors were installed prior to the speed bumps in the 9500 block of Byron Avenue to alert drivers.</li> </ul> <p>During November 2018 all non-operational Stop Bar Reflectors were replaced and are now functional. Additionally, new Stop Bar reflectors were installed at the following locations:</p> <ul style="list-style-type: none"> <li>• 90<sup>th</sup> Street and Froude (all directions)</li> <li>• 90<sup>th</sup> Street and Byron (all directions)</li> <li>• 90<sup>th</sup> Street and Abbott Avenue (East and West directions)</li> </ul>
12.		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.
13.		New Street Closure Byron Avenue (northbound) at 88 <sup>th</sup> Street	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> <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.</p> <p>The following traffic modification Project has been developed to improve the traffic flow at 88<sup>th</sup> Street and Abbott Avenue.</p> 


				<p>Public Works completed the installation of the pictured vehicular traffic pattern at 88<sup>th</sup> Street &amp; Abbott Avenue. On March 12, 2018, a 60-day testing period will begin before final approval.</p> <p>The 60-day trial period before final approval continues. There have been no traffic accidents reported and no matters of concern have been brought to the attention of the Police Department.</p> <p>At the Special Town Commission Meeting held May 22, 2018, the Town Commission approved the below traffic pattern design (Option A) for 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>  <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>
14.		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.
15.		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.


16.	Create Vehicular Circulation Plans for New Construction Projects Minimize lane closures	Closed	MOT's and circulation plans for new construction projects was a primary topic of discussion with FDOT and the surrounding jurisdictions representatives. A plan to improve the coordination of projects and to enhance communication by FDOT providing notice well in advance of all approved MOT's to the three jurisdictions was agreed upon. The early notice system has shown an improvement.
17.	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.
18.	Send demand letters to mapping companies  o Waze – Free Community-based GPS, Maps & Traffic Navigation App	Closed	The Town became a Participating Member of the Connected Citizens Program. This is the Town's effort to address in real-time reported accidents and improve navigation throughout the Town.
19.	On-Street Parking Reconfiguration - 200 block of 90 <sup>th</sup> Street	Closed	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. 

				On Monday 10-29-18, the striping and reconfiguration was completed.
<b>Intermediate Term (7-18 months)</b>				
1.		Design 91 <sup>st</sup> Street Improvements <ul style="list-style-type: none"> <li>o Sidewalk, landscaping and buried utilities</li> </ul>	Open	Awaiting the study of walkability by FIU.
2.		Create One-Way Streets 88 <sup>th</sup> , 89 <sup>th</sup> , 90 <sup>th</sup> and 91 <sup>st</sup> Street between Collins & Harding Avenues	Closed	<p>A Town meeting was held July 18<sup>th</sup>, 2017, to present a new traffic pattern plan making 89<sup>th</sup> Street one-way only for westbound vehicular traffic from Collins Avenue to Hawthorne Avenue and 90<sup>th</sup> Street one-way only for eastbound vehicular traffic from Bay Drive to Collins Avenue.</p> <p>The Town Commission approved to conduct a test of a new streetscape design on 89<sup>th</sup> and 90<sup>th</sup> Streets, between Harding and Hawthorne. The test consists of creating a safe pedestrian path and a green area in what is currently the paved area of those streets. Because width of the street will be narrowed during the test, the streets will be changed to a one-way system, with 89<sup>th</sup> Street traffic moving from east to west and 90<sup>th</sup> Street traffic moving from west to east. The streets will be marked with paint to designate the pedestrian area as well as the green/parking area. The test is scheduled to begin in early December and run for a period of 60 days. At the end of the test period, staff will present a report to the Town Commission.</p> <p>The new streetscape testing was initiated December 14, 2017. The testing has gone smoothly with no incidents to report thus far. A main focus has been directed toward providing information, answering questions and educating residents and all who travel the area on the details and goals of the project.</p> <p>At the February 13, 2018 Town Commission Meeting the Town Administration was granted time extension of sixty days to the One-Way Street Project in order to survey the streets for ADA compliance in the</p>

				<p>pedestrian lanes and to acquire more data on traffic counts.</p> <p>A One-Way Streets Town Hall Meeting was held on March 28, 2018. Notifications for the March 28 One-Way Streets Town Hall Meeting have been distributed via the following channels:</p> <ul style="list-style-type: none"> <li>Publicly Noticed Meetings and Agenda Packets (Town Commission &amp; Planning &amp; Zoning)</li> <li>Letter mailed to residences on 89<sup>th</sup> and 90<sup>th</sup> streets for first meeting held in July (similar to planning &amp; zoning notices)</li> <li>Door hangers to residences on 89<sup>th</sup> and 90<sup>th</sup> streets</li> <li>Posted notice at Publix and Starbucks</li> <li>Multiple e-blasts</li> <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, 2018 Town Commission Meeting, the Town Commission approved a motion to terminate the One-Way Street Project tested on 89<sup>th</sup> Street and 90<sup>th</sup> Street.</p> <p>On April 16, 2018, Public Works returned the traffic pattern on 89<sup>th</sup> Street and 90<sup>th</sup> Street to two-way traffic west of Harding Avenue.</p>
3.		Road closure of 95 <sup>th</sup> Street and Abbott Avenue	Closed	<p>On November 7, 2017, CGA submitted for review and approval Work Authorization No. 108 for Traffic Feasibility Study for Abbott Avenue and 95th Street. The project includes Traffic Analysis and Modeling of the road closure at 95th Street and Abbott Avenue. Total cost will not exceed \$20,149.58.</p> <p>On January 29, 2018, the Town Manager held a meeting with CGA Traffic Engineer</p>

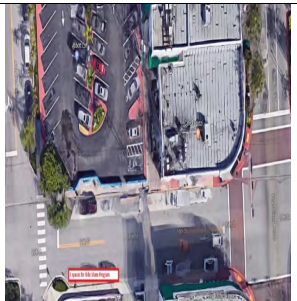
				<p>Eric Czerniejewski, Asst. Town Manager Duncan Tavares, Public Works Director Randy Stokes and Captain Yero to review and discuss the Feasibility Study results.</p> <p>This item has been deferred due to the impact of closing the 95th Street would generate.</p>
<b>Long Term (19+ months)</b>				
1.		Gate the area west of Harding Avenue and create a special taxing district.	Open	This item is provided here as a place holder.

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

			
2.	<p>The Town of Surfside added 18 new single parking spaces and 2 loading zones in the streets that are east of Collins Avenue. These new parking spaces provide additional parking options for residents and visitors to our Town. The additional loading zones provide a safe location for trucks and other vehicles to deliver goods and services to residents. The total number of single parking spaces added is now 12.</p> <p>Additional commercial loading zone for the 300 block of 95 Street.</p>	Closed	<p>The additional parking spaces are located in the following locations:</p> <ul style="list-style-type: none"> <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> <p>An additional loading zone was added at the following location effective Monday 04-22-2019:</p> <ul style="list-style-type: none"> <li>• 300 block of 95 Street on the north-west corner encompassing three parking spaces. The loading zone is effective between 6:00AM – 10:00AM only.</li> </ul> <p>In July 2019, an additional loading zone was decided for the 300 block of 95 Street on the south side in the Ride Share zone between the hours of 6AM-10AM. Monday-Friday, to help alleviate commercial truck congestion in the Business District in the early morning</p>



			<p>hours. The loading zone will be established in August 2019, after ordering and deploying the signs. The new loading zone will be evaluated for a three-month period.</p> <p>In August 2019, the additional loading zone became operational in the Ride Share parking spaces located in the 300 block of 95 Street (south-side) with functional hours of Monday-Friday, 6AM-10AM. The loading zone will be evaluated for a three month period beginning August 1, 2019 and ending on November 1, 2019.</p> <p>The loading zone will be evaluated for a three-month period beginning August 1, 2019 and ending on November 1, 2019.</p> <p>A memorandum was submitted to the Town Manager regarding the loading zone evaluation for the three-month period beginning August 1, 2019 and ending on November 1, 2019. The memorandum is in support of continuing the loading zone.</p> <p>The additional loading zone in the 300 block of 95 Street (south-side) was approved on a permanent basis with functional hours of Monday-Friday, 6AM-10AM.</p>
3.	Ride Share Pick-up & Drop Off	Closed	<p>Background: There has been a proliferation of citizens utilizing Ride Share services such as Uber and Lyft which has impacted the efficient flow of traffic in the Town of Surfside. The operators for these services have been observed picking up and dropping off their customers in the Surfside Business District occupying Town parking spaces and double parking while picking up or dropping off customers.</p> <p>The Surfside Police Department recommends that a 90 day "Town of Surfside Ride Share Pick-Up &amp; Drop-Off Trial Program" be conducted in the 300 block of 95th Street on the south-side of the road way encompassing three parking spaces closest to Abbott Avenue. See below picture (Red Box Area).</p>



**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.

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

- All signs installed (2 signs)
- Curb line was painted yellow

- Vehicle space lines were painted yellow
- UBER Ride Share Company has agreed to add the location to their application



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

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

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

			<p>adjacent to or near the loading zone at that location.</p> <p>In August 2019, an additional loading zone became operational in the Ride Share parking spaces located in the 300 block of 95 Street (south-side) with functional hours of Monday-Friday, 6AM-10AM.</p> <p>An additional Ride Share parking zone (single space) is being established in the 200 block of 95 Street (south side) with an anticipated completion date in September 2019, after the Ride Share signage is received.</p> <p>The additional Ride Share parking space in the 200 block of 95 Street (south side) was completed and became operational on Wednesday 09-25-2019. The space was painted and proper signage installed by Town Public Works personnel.</p>
4.	Parking Rate Increase for Off-Street Parking (Municipal Parking Lots)	Closed	<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> <p>p</p> <ul style="list-style-type: none"> <li>• New Parking rate decals were ordered for the Parking Pay Stations with an anticipated delivery date of mid-August 2018.</li> <li>• Temporary Parking Fee Decals with the new rate were placed on the affected Parking Pay Stations.</li> <li>• Effective 07-25-18 at 12:00 pm the \$1.75 Parking rate commenced. Both the Pay Station System and Pay-By-Phone System were updated with the new parking rate for off-street parking.</li> <li>• Notifications of the parking rate change were hand-delivered to Surfside businesses on 07-24-2018.</li> <li>• Email notification of the parking rate change was sent out on 07-25-2018.</li> </ul>

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

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

8.	Replacement of No Parking Signs and additional No Parking Signs 9400 block of Abbott Avenue	Closed	<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>The signs were received and installed the week of February 25, 2019.</p>
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Respectfully submitted by:



Guillermo Olmedillo, Town Manager





# Town of Surfside, FL

Between Jan 01, 2020 and Jan 31, 2020

17 requests were opened

20 requests were closed

The average time to close was 9.3 days.

REQUEST CATEGORY	OPENED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
Beach Issue	5	5	0.0	1.8
Other	4	5	0.0	5.6
Drainage/Flooding (PW)	4	4	0.0	1.3
Code Compliance (Violation)	1	2	2.7	39.3
Code Compliance (Safety Concern)	1	1	2.7	4.7
Community Center (P & R)	1	1	0.0	0.5
Hawthorne Tot-Lot (P & R)	1	1	0.0	0.0
Police (Safety Concern)	0	1	0.0	58.8
96 Street Park (P & R)	0	0	0.0	0.0
Barking Dog	0	0	0.0	0.0
Beach Patrol	0	0	0.0	0.0
Construction Issues	0	0	0.0	0.0
Dead Animal	0	0	0.0	0.0
Dog Stations (P & R)	0	0	0.0	0.0
Graffiti (in park) (P & R)	0	0	0.0	0.0
Graffiti (PW)	0	0	0.0	0.0
Parking Issue	0	0	0.0	0.0
Pothole (PW)	0	0	0.0	0.0
Solid Waste (Commercial) (PW)	0	0	0.0	0.0
Solid Waste (Residential) (PW)	0	0	0.0	0.0
Street lights (PW)	0	0	0.0	0.0
Surfside Dog Park (P & R)	0	0	0.0	0.0
Utilities (Water/Sewer) (PW)	0	0	0.0	0.0
Veterans Park (P & R)	0	0	0.0	0.0



# Town of Surfside, FL

Between Jan 01, 2004 and Jan 31, 2020

1137 requests were opened

1121 requests were closed

The average time to close was 25.6 days.

REQUEST CATEGORY	OPENED	CLOSED	DAYS TO CLOSE
Other	248	247	24.6
Beach Issue	198	188	21.3
Code Compliance (Violation)	148	148	28.7
Parking Issue	99	99	3.3
Police (Safety Concern)	79	79	8.8
Code Compliance (Safety Concern)	89	89	32.2
Street lights (PW)	57	56	126.0
Construction Issues	40	40	15.3
Utilities (Water/Sewer) (PW)	34	33	11.5
Drainage/Flooding (PW)	34	32	26.4
Solid Waste (Residential) (PW)	24	24	23.7
Dog Stations (P & R)	15	15	4.7
Barking Dog	12	12	20.0
Community Center (P & R)	11	10	11.6
Surfside Dog Park (P & R)	9	9	1.3
96 Street Park (P & R)	10	10	3.2
Solid Waste (Commercial) (PW)	7	7	7.3
Hawthorne Tot-Lot (P & R)	7	7	33.6
Pothole (PW)	6	6	27.2
Beach Patrol	4	4	3.8
Dead Animal	3	3	21.0
Graffiti (PW)	3	3	25.2
Graffiti (in park) (P & R)	0	0	0.0
Veterans Park (P & R)	0	0	0.0



## MEMORANDUM

**To:** Guillermo Olmedillo, Town Manager

**From:** Rachel Pinzur, Public Information Representative

**Date:** January 29, 2020

**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.

Over the month, Nextdoor posts included reminders, notifications and further information on events, meetings and initiatives. The month started with posts about the January Gazette being available and reminders to participate in the voluntary Green Pledge to Not Use Single-Use Plastics. Other posts included promotions of Town events for the month, such as Family Fun Day, the return of Third Thursdays, Senior Brunch Bunch, the Regular Town Commission Meeting, and the Senior Trip. In addition, Nextdoor was utilized to inform residents about several traffic alerts and emergencies, including two instances where the Surfside Police Department was investigating suspicious packages. Furthermore, Nextdoor was utilized to remind residents about special hours during Martin Luther King Jr. Day, as well as to promote the national Day of Service. Residents also received important updates via the Town website, e-blasts, the Gazette, flyers on community boards, and Channel 663.

In the month of January, the Town's Public Information Representative published 34 posts on Nextdoor (Appendix "A"). There are currently 1,350 verified Surfside residents in the Nextdoor community (up from December's 1,310).

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.

Content Type	Subject	Body	Author	Date	Impression Count
Post	7.7-magnitude earthquake strikes between Jamaica and Cuba	A strong earthquake struck between Jamaica and Cuba in the Caribbean Sea on the afternoon of Tuesday, January 28. The earthquake had a preliminary magnitude of 7.7, according to the U.S. Geological Survey, and was felt as far away as Miami. The earthquake caused very strong to severe shaking in far western Jamaica, capable of moderate to heavy damage. Moderate shaking was felt on Grand Cayman Island. The quake struck at 2:10 pm EST about 75 miles off the northwest tip of Jamaica and 50 miles off southeastern Cuba. It was about 6 miles deep. USGS said, "The National Weather Service's Pacific Tsunami Warning Center said tsunami waves between 1 to 3 feet were possible for the coasts of Jamaica, Cuba, Cayman Islands, Belize, Honduras and Mexico. There are no reported injuries in Miami-Dade County at this time in connection with the earthquake. The City of Miami received reports of shaking in 13 buildings in the downtown area that are currently being inspected by structural engineers. The City of Miami County did not evacuate any buildings. Two buildings in the downtown area have been completed and no damage was found. No other jurisdiction in Miami-Dade County reported any impact at this time. Suriname has not received any reports of structures shaking or any other impact related to this earthquake. If new information affecting Suriname or the surrounding area is received, we will provide an update. Suriname residents, please be aware that the water service at 96th Street Park will be temporarily shut down today, Tuesday, January 28, 2020, from 1.00 pm to 2.00 pm. In order to carry out repairs in the women's bathroom. We apologize for the inconvenience this may cause. If you have any questions, please feel free to contact the Surfside Parks and Recreation Department at 305.866.3635.	PIR	1/28/2020	90
Post	UPDATE: Channel 663 is Available Again for Viewing Online	Watch Channel 663 streamed live on the Town website or tune in via your television (Atlantic Broadband). Any meetings not streamed live online will be available for viewing on demand the day after the meeting has taken place. <a href="https://www.townofsurfside.org/departments-services/town-clerk/public-records/videos">https://www.townofsurfside.org/departments-services/town-clerk/public-records/videos</a>	PIR	1/28/2020	129
Post	Take the Zoning Code Meeting; Attend the Joint Meeting Today at 6:00 pm	The following survey is being issued to receive feedback for that meeting: <a href="https://www.surveymonkey.com/r/2KXWZ87?utm_source=Single+Town+News+Article&amp;utm_medium=newletter&amp;utm_campaign=Take-the-Surfside-Zoning-Code-Survey">https://www.surveymonkey.com/r/2KXWZ87?utm_source=Single+Town+News+Article&amp;utm_medium=newletter&amp;utm_campaign=Take-the-Surfside-Zoning-Code-Survey</a> . The action of the Zoning Code addressing these issues can be found at: <a href="https://library.municode.com/VI/suriname/codes/title_01_of_ordinances/mode/print/C10500.CH0500.ACTIV.DIRE_390-453&amp;term=Surfside%20VI%20News%20Article&amp;utm_medium=newletter&amp;utm_campaign=Take%20the%20Zoning%20Code%20Survey">https://library.municode.com/VI/suriname/codes/title_01_of_ordinances/mode/print/C10500.CH0500.ACTIV.DIRE_390-453&amp;term=Surfside%20VI%20News%20Article&amp;utm_medium=newletter&amp;utm_campaign=Take%20the%20Zoning%20Code%20Survey</a> . All responses must be received by noon today, Tuesday, January 28, 2020. Please be aware that 96th Street Park and the Hawthorne Tot Lot will be temporarily closed for portions of the day today, Monday, January 27, 2020 due to maintenance and tree trimming. To accommodate to the maintenance procedure, the hours of operation will be: "9th Street Park will open at 12:00 pm *The Hawthorne Tot Lot will open at 2:00 pm Parade the inconvenience. Regular hours of operation for both parks (daily from dawn to dusk) will resume tomorrow, Tuesday, January 28, 2020. If you have any questions, please contact the Surfside Parks and Recreation Department at 305.866.3635.	PIR	1/28/2020	60
Post	Adjusted Hours of Operation for 96th St Park and Hawthorne Tot Lot for Maintenance (01/27/2020)		PIR	1/27/2020	112
Post	Suspicious Package Under Investigation at The Shul (UPDATE: Area Secured; Traffic Resumed)	The Surfside Police Department, in coordination with other local, state, and federal jurisdictions, is currently investigating reports of a suspicious package at The Shul. No additional details are available at this time. As a precaution and safety measure, Surfside Police are rerouting traffic directly around The Shul at 95th Street and Collins Avenue. Traffic in the mentioned area is being diverted West. Please plan your commutes accordingly. Thank you. *UPDATE: 1/27/2020 The Surfside Police Department investigated reports of a suspicious package at The Shul earlier today, Monday, January 27, 2020, and have confirmed there is no present threat at this time. Traffic in the area has resumed; however, you may still experience delays. Remember that, if you see something, say something. Always report any suspicious items or life-threatening emergencies to 911. Thank you.	PIR	1/27/2020	221
Reply		THINK IT MIGHT BE A NEW EXPERIENCE. If I think blowing powder will make the traffic move you are stupid. U R only making the people that live in that area a problem. Find a different way to get over the broad bridge. S.S. residents are going to get the town. Then what are you going to do? Be a good neighbor and don't blow your horn play loud music and don't throw garbage out of your window. If I know how to try to be cool.	Jessica F.	1/27/2020	

Content Type	Subject	Body	Author	Date	Impression Count
Post	Bike with the Police Chief Around Town and Join the Cops for Coffee this Week	The Surfside Police Department is hosting two community events this week. Bike with the Chief and Coffee with the Cops on Wednesday, January 29, meet up with Police Chief Julio Yero and officers at the Town Hall parking lot for a leisurely ride around our community during Bike with the Chief. Bicyclists will depart from the parking lot at 4:00 pm. View the official event flyer here: <a href="https://townofsurfsidefl.gov/docs/default-source/default-document-library/bike-with-the-chief-of-police-january-2020.pdf?sfvrsn=1366294_2">https://townofsurfsidefl.gov/docs/default-source/default-document-library/bike-with-the-chief-of-police-january-2020.pdf?sfvrsn=1366294_2</a> . Then on Thursday, January 30, members of the Surfside Police Department will sit down with residents over morning brews during Coffee with the Cops. The gathering starts at 10:00 am at the local Surfside Starbucks on 9500 Harding Avenue. It is a great opportunity to discuss public safety matters of concern to you. View the official event flyer here: <a href="https://townofsurfsidefl.gov/docs/default-source/default-document-library/coffee-with-the-cops-january-2020.pdf?sfvrsn=f33294_2">https://townofsurfsidefl.gov/docs/default-source/default-document-library/coffee-with-the-cops-january-2020.pdf?sfvrsn=f33294_2</a> . For more information, please contact Dina Goldstein at 305.861.4862 or via email at <a href="mailto:dgoldstein@townofsurfsidefl.gov">dgoldstein@townofsurfsidefl.gov</a> .	PIR	1/27/2020	202
Post	Take the Surfside Zoning Code Survey	In a continuing effort to address the effects from building massing, scale, setbacks and lot aggregation in the single-family neighborhood, the Town Commission and Planning & Zoning Board are holding a joint meeting on Tuesday, January 28, 2020 at 6:00 pm in the Town Commission Chambers, 9233 Harding Avenue. The meeting is open to the public and your attendance is encouraged. It will also be broadcast over Channel 663 and streamed live on the town's website. The following survey is being issued to receive feedback for that meeting: <a href="https://www.surveymonkey.com/r/ZBNVZB7">https://www.surveymonkey.com/r/ZBNVZB7</a> . The Town of Surfside is also conducting a survey on the Town of Surfside's Code of Ordinances. The survey is available at <a href="https://library.townofsurfsidefl.gov/docs/default-source/default-document-library/survey-on-the-town-of-surfside-code-of-ordinances-2020.pdf?sfvrsn=1366294_2">https://library.townofsurfsidefl.gov/docs/default-source/default-document-library/survey-on-the-town-of-surfside-code-of-ordinances-2020.pdf?sfvrsn=1366294_2</a> . All responses must be received by noon on Tuesday, January 28, 2020.	PIR	1/24/2020	200
Post	Suspicious Package Under Investigation at Young Israel (UPDATE: Area Secured; Traffic Resuspended)	The Surfside Police Department, in coordination with other local, state, and federal jurisdictions, is currently investigating reports of a suspicious package at Young Israel. No additional details are available at this time. As a precaution and safety measure, Surfside Police are rerouting traffic in the area. Please plan your commutes accordingly. Thank you. *** UPDATE: The Surfside Police Department investigated reports of a suspicious package at Young Israel earlier today, Friday, January 24, 2020, and have confirmed there is no present threat at this time. Traffic in the area has resumed. However, you may still experience delays. Remember that if you see something, say something. Always report any suspicious items or life-threatening emergencies to 911. Thank you.	PIR	1/24/2020	315
Post	Family Fun Day is this Sunday, 1/26!	Fun is on the horizon! The Surfside Parks and Recreation Department's annual Family Fun Day celebration returns this Sunday, January 26 from 1:00 pm to 4:00 pm at the 96th Street Park. Enjoy a day out with the entire family and experience rides, music, food, and plenty of more activities alongside fellow neighbors. This outdoor event is open to Surfside residents only, and proper ID will be required to enter. For questions, please feel free to reach out to the Parks and Recreation Department at 305.866.3635. To view the expanded version of the event flyer, please visit: <a href="https://www.townofsurfsidefl.gov/docs/default-source/default-document-library/family-fun-day-2020.pdf?sfvrsn=4205794_4">https://www.townofsurfsidefl.gov/docs/default-source/default-document-library/family-fun-day-2020.pdf?sfvrsn=4205794_4</a> .	PIR	1/24/2020	210
Post	Town of Surfside Higher Education Scholarship: Apply Today!	To promote higher education, the Town of Surfside is providing \$1,000 scholarships to two students. The Town of Surfside Higher Education Scholarship funds will be awarded to the successful student applicants upon evidence of registration in an accredited post-secondary institution. Continuation of education must be at either college/university level or other post-secondary educational institution. The applicants will be selected by the Town of Surfside Scholarship Committee. The deadline for applications is Friday, April 24, 2020 by 5:00 pm. To apply to the scholarship, the following form must be printed, filled out, and either submitted in person at Town Hall or via mail: <a href="https://townofsurfsidefl.gov/docs/default-source/default-document-library/scholarship-information-application-2020.pdf?sfvrsn=c803394_4">https://townofsurfsidefl.gov/docs/default-source/default-document-library/scholarship-information-application-2020.pdf?sfvrsn=c803394_4</a> . To view the official scholarship flyer, please refer to: <a href="https://townofsurfsidefl.gov/docs/default-source/default-document-library/higher-education-scholarship-flyer-2020.pdf?sfvrsn=e603394_2">https://townofsurfsidefl.gov/docs/default-source/default-document-library/higher-education-scholarship-flyer-2020.pdf?sfvrsn=e603394_2</a> .	PIR	1/23/2020	165
Post	Keep your Peace of Mind: Register your Dog with the Surfside Police Department	Keep Fido safe with a free dog tag number of the Surfside Police Department. Each tag contains the Surfside Police Department's phone number and a unique registration number, and can easily be attached to your dog's collar. In the event your dog is lost and then found, owners can be quickly located via the registration information stored at the Police Department. To register your pet or for further information, please contact the Surfside Police Department's Dina Goldstein at 305.861.4862 or email <a href="mailto:dgoldstein@townofsurfsidefl.gov">dgoldstein@townofsurfsidefl.gov</a> .	PIR	1/22/2020	328

Content Type	Subject	Body	Author	Date	Impression Count
Post	Senior Trip to the Actor's Playhouse 1/10/2020	Calling all Surfside seniors: a new trip awaits. Presented by the Surfside Parks and Recreation Department, the Senior Trip for this month will be held on Wednesday, January 29, 2020 and will include a visit to the popular Actor's Playhouse in Miracle Mile, Coral Gables. Seniors will be treated to a live musical performance of A Christmas Carol. The trip is open to all seniors 55 and older. The trip is free of charge. The show begins at 2:00 pm and participants are asked to meet at the Community Center, where transportation will depart directly at 11:30 am. The show begins at 2:00 pm and participants are asked to meet at the Community Center, where transportation will depart directly at 11:30 am. The show begins at 2:00 pm and participants are asked to meet at the Community Center, where transportation will depart directly at 11:30 am. For further details, including pricing, please visit the original event page here: <a href="https://www.surfsidefl.gov/docs/default-source/default-document-library/senior-trip-actor's-playhouse-january-29-2020.pdf?sfvrsn=7083394_2">https://www.surfsidefl.gov/docs/default-source/default-document-library/senior-trip-actor's-playhouse-january-29-2020.pdf?sfvrsn=7083394_2</a> To register, or if you have questions, please contact the Surfside Parks and Recreation Department at 305.866.3635.	PIR	1/21/2020	157
Post	Town Hall Closed on Monday, 1/20 for MLK Day	As a reminder, Town Hall will be closed this coming Monday, January 20, 2020, in observance of Martin Luther King Jr. Day. Regular business hours will resume on Tuesday, January 21, 2020. Please note that garbage collection will continue as regularly scheduled. To view the collection schedule, please visit: <a href="https://www.surfsidefl.gov/docs/default-source/default-document-library/town-of-surfside-resident-waste-collection-calendar-fy-2019-2020.pdf?sfvrsn=4429294_4">https://www.surfsidefl.gov/docs/default-source/default-document-library/town-of-surfside-resident-waste-collection-calendar-fy-2019-2020.pdf?sfvrsn=4429294_4</a> The Town of Surfside invites residents to commemorate the legacy of Dr. Martin Luther King Jr. by giving back to their community in the spirit of service. There are many volunteer opportunities available across the region. To find locations and learn more about the MLK Day of Service, please visit: <a href="http://www.mlkdayofservice.org">www.mlkdayofservice.org</a> The Town of Surfside, 1700 Collins Avenue (SR A1A North) on the following date and time: Friday 01-17-2020, 9:00 AM to 5:00 PM The lane closure will be in the eastern most lane of Collins Avenue. The emergency lane closure is for Florida Power and Light repairs. FPL will also be completing work in the 200 block of 95th Street on the north side of this street. Florida Highway Patrol Troopers will be on site to assist with traffic control. Please plan your commute routes accordingly and drive safely. For more information, please call the Surfside Police Department at 305-861-4862.	PIR	1/17/2020	172
Post	Traffic Alert Update: Single Lane Closure at 9449 to 9540 Collins Avenue	The Town of Surfside, 1700 Collins Avenue (SR A1A North) on the following date and time: Friday 01-17-2020, 9:00 AM to 5:00 PM The lane closure will be in the eastern most lane of Collins Avenue. The emergency lane closure is for Florida Power and Light repairs. FPL will also be completing work in the 200 block of 95th Street on the north side of this street. Florida Highway Patrol Troopers will be on site to assist with traffic control. Please plan your commute routes accordingly and drive safely. For more information, please call the Surfside Police Department at 305-861-4862.	PIR	1/16/2020	174
Post	Stormwater Structure Repair at 96th Street and Alleyway Intersection on Saturday, 1/18	The Town of Surfside would like to inform residents that the Public Works Department will be repairing a damaged stormwater structure at 96th Street and the alleyway intersection from 5:00 am to 3:00 pm this Saturday, January 18, 2020. During these hours, alleyway access from 96th Street will be closed. We apologize for any inconveniences. If you have questions, please contact the Public Works Department at 305.866.4863.	PIR	1/16/2020	197
Post	The Third Thursdays Block Party Returns Tonight at 6 pm + Traffic Alert	The highly-anticipated Third Thursdays Block Party is back tonight! Bring your friends, family and neighbors by for festivities, taking place from 6:00 pm to 9:00 pm at 95th Street, between Collins Avenue and Harding Avenue. Made possible by the Surfside Tourist Bureau, the theme of tonight's Third Thursdays event is AfroArtians and Acoustics. AfroArtians: An artisan market with handmade products, a Surfside AfroArtians craft station, live acoustic music by local band Brothers of Qthers, flower bouquets and crowns by Zoomie Blooms and more. *Traffic Alert: Please also be advised that the 200 block of 95th Street between Collins and Harding Avenues will be closed to all vehicular traffic in order to facilitate the Third Thursdays event. Additionally, the public parking lot on the Northwest corner of 95th Street and Collins Avenue will be closed during this period. Please plan your commute accordingly. For a full schedule of Third Thursdays events, please check out the Visit Surfside website at: <a href="https://www.visiturfside.com/events/surfside-third-thursdays">https://www.visiturfside.com/events/surfside-third-thursdays</a> It was Thursday, January 16th, and I was at the event Great band!! I enjoyed it very much. Thank you. 01/16/2020 Great you enjoyed it, too!	PIR	1/16/2020	278
Reply			to N	1/23/2020	
Reply			PIR	1/23/2020	
Post	Bring the Kiddos to Family Fun Day at 96th Street Park on 1/26	There will be something for absolutely everyone during the upcoming Family Fun Day celebration on Sunday, January 26. The family-friendly event, presented by the Surfside Parks and Recreation Department, will take place from 1:00 pm to 4:00 pm at the 96th Street Park. Family Fun Day will include food, rides, and tons of activities. Please note the event is open to Surfside residents only (proper ID will be required to enter). To view the official event flyer, please visit: <a href="https://www.visiturfside.com/docs/default-source/default-document-library/family-fun-day-2020.pdf?sfvrsn=42052994_4">https://www.visiturfside.com/docs/default-source/default-document-library/family-fun-day-2020.pdf?sfvrsn=42052994_4</a> If you have any inquiries, please feel free to reach out to the Surfside Parks and Recreation Department at 305.866.3635.	PIR	1/15/2020	365

Content Type	Subject	Body	Author	Date	Impression Count
Post	Town Night: Special Quasi-Judicial Hearing and Regular Commission Meeting	<p>become an encourage to take part in our meetings during pandemic.</p> <p>The Town Commission will hold a Special Quasi-Judicial Hearing at 6:00 pm in the Town Hall Commission Chambers to consider an application for a variance at 1116 BNN, Street.</p> <p>View the original meeting notice: <a href="https://townofsurfsidedel.gov/news-and-events/details/2020/02/14/commission-meetings-workshops/special-commission-quasi-judicial-public-hearing">https://townofsurfsidedel.gov/news-and-events/details/2020/02/14/commission-meetings-workshops/special-commission-quasi-judicial-public-hearing</a>. To view the agenda packet for the Quasi-Judicial Hearing, please refer to: <a href="https://townofsurfsidedel.gov/docs/default-source/default-document-library/town-clerk-documents/commission-agenda/2020-commission-agenda/2020-02-14-special-town-commission-meeting-quasi-judicial-hearing-agenda-packet.pdf?sfvrsn=1b49394_2&amp;17:00">https://townofsurfsidedel.gov/docs/default-source/default-document-library/town-clerk-documents/commission-agenda/2020-commission-agenda/2020-02-14-special-town-commission-meeting-quasi-judicial-hearing-agenda-packet.pdf?sfvrsn=1b49394_2&amp;17:00</a>, the Regular agenda packet for the Commission Meeting, please refer to: <a href="https://townofsurfsidedel.gov/docs/default-source/default-document-library/town-clerk-documents/commission-agenda/2020-commission-agenda/2020-02-14-regular-town-commission-meeting-agenda-packet.pdf?sfvrsn=3b4d3394_2">https://townofsurfsidedel.gov/docs/default-source/default-document-library/town-clerk-documents/commission-agenda/2020-commission-agenda/2020-02-14-regular-town-commission-meeting-agenda-packet.pdf?sfvrsn=3b4d3394_2</a></p> <p>Please note that both meetings will air live on Channel 663. If you cannot make it in person tonight, you are invited to tune in via Atlantic City's public access channel.</p> <p>See something that needs to be fixed around Town? You can report non-emergency matters via the SeeClickFix platform. SeeClickFix is an efficient way to communicate directly with Town Departments, such as Public Works, Code Compliance, Building and Parks and Recreation, on issues of concern to you. For example, if you see an item that needs to be fixed or addressed, such as a broken bench, shower, a code violation or construction matter, you can simply take a photo, upload it, pin the location and leave a comment, addressing it to the proper department. SeeClickFix is completely free and easy. You can sign up at <a href="https://seefixclickfix.com/">https://seefixclickfix.com/</a>. Select the Town of Surfside as your place of residence and begin sharing items you feel are important!</p> <p>Please note, the Town of Surfside responds to all submissions. However, some queries require a longer response time in order to allow for research of the issue and to resolve the matter. For matters which require immediate attention, it is recommended that you call the department directly. For life-threatening emergencies please dial 911.</p>	PIR	1/14/2020	191
Post	Want to Report a Specific Matter Around Town? Use SeeClickFix!	<p>The Surfside Parks and Recreation Department is proud to announce the launch of the Little Free Library Tree at the Surfside Community Center. The Library Tree, made possible by the hard work of the Parks and Recreation Teen Scene group, aims to promote literacy in the community through a little free book. Share a book! It's a concept. Residents are welcome to donate books.</p> <p>Please note, The Little Free Library Tree is open to all members of the community. There is no sign-in sheet and only appropriate books are allowed. If you are any in appropriate books, please notify an attendant at the Community Center.</p> <p>Happy readings! Surfside is a great place to live!</p> <p>These are great photos for reading! Did you know that Surfside once had a very nice town library. It was a fun and safe place to learn and read to local neighbors. What happened? Any idea?</p> <p>These were good times at a functional Community Center.</p> <p>Thank you for your comments, Oliver and Da B. Resident feedback is very important to us, and we will share your comments with Town administration and the appropriate departments. In the meantime, we do hope you enjoy the Little Free Library Tree at the Community Center, a project by the Parks and Recreation Department and the Teen Scene group. Thanks again, and feel free to let us know if you have further questions, concerns, and/or comments by emailing communications@townofsurfsidedel.gov.</p> <p>Does your New Year's resolution include shopping local whenever possible if so, then you are in luck. Every Sunday, the Surfside Farmers Market takes place from 9:00 am to 3:00 pm at the corner of 95th and Collins, and all the vendors are local.</p> <p>Visitors can shop for home decor, artisan items, coffee, fresh produce, spices, and much more. It is the perfect way to spend a morning or afternoon after a visit to the beach (it's only a block away) or to include on your itinerary during your Sunday stroll.</p> <p>Speaking of shopping local, residents are also encouraged to visit Downtown Harding Avenue for numerous, diverse local small shops and restaurants.</p> <p>Enjoy!</p>	PIR	1/13/2020	436
Reply			Oliver S.	1/13/2020	
Reply			Da B.	1/14/2020	
Post	Local is in Style: Shop at the Surfside Farmers Market on Sundays	<p>This month's Regular Town Commission Meeting will take place on Tuesday, January 14, 2020 in the Town Hall Commission Chambers. Residents are encouraged to attend.</p> <p>The Agenda Packet for the meeting will be uploaded to the Town website prior to the meeting at: <a href="https://townofsurfsidedel.gov/departments-services/town-clerk-public-records/commission-agendas">https://townofsurfsidedel.gov/departments-services/town-clerk-public-records/commission-agendas</a></p> <p>If you are unable to be in attendance, please be reminded that you can tune in live via Channel 663 on Atlantic Broadband or by streaming the meeting on the Town website at: <a href="https://townofsurfsidedel.gov/departments-services/town-clerk-public-records/channel-663">https://townofsurfsidedel.gov/departments-services/town-clerk-public-records/channel-663</a></p> <p>All Commission Meetings are later archived by date and available for viewing on the Town website.</p>	PIR	1/10/2020	214
Post	Save the Date: Commission Meeting on Tuesday, 1/14	<p>This month's Regular Town Commission Meeting will take place on Tuesday, January 14, 2020 in the Town Hall Commission Chambers. Residents are encouraged to attend.</p> <p>The Agenda Packet for the meeting will be uploaded to the Town website prior to the meeting at: <a href="https://townofsurfsidedel.gov/departments-services/town-clerk-public-records/commission-agendas">https://townofsurfsidedel.gov/departments-services/town-clerk-public-records/commission-agendas</a></p> <p>If you are unable to be in attendance, please be reminded that you can tune in live via Channel 663 on Atlantic Broadband or by streaming the meeting on the Town website at: <a href="https://townofsurfsidedel.gov/departments-services/town-clerk-public-records/channel-663">https://townofsurfsidedel.gov/departments-services/town-clerk-public-records/channel-663</a></p> <p>All Commission Meetings are later archived by date and available for viewing on the Town website.</p>	PIR	1/9/2020	212

Content Type	Subject	Body	Author	Date	Impression Count
Post	January Street Sweeper Schedule	The town of Surfside's Public Works Department is committed to keeping our streets clean. During the month of January, street sweeping in Surfside will take place on Monday, January 13 and Monday, January 27. Please make sure to not block your curb on those days and to remind your neighbors too!  Street sweeping removes debris from the gutters and roadsides that would otherwise go into storm drains, causing water pollution. It helps to keep catch basins and storm drains clean and functional. This can help in the event of a major storm, such as a hurricane. It also enhances the beautification of the Town. For further information, please refer to the Town website at: <a href="https://www.townofsurfsidefl.gov/departments-services/public-works/how-to-help-with-street-sweeping">https://www.townofsurfsidefl.gov/departments-services/public-works/how-to-help-with-street-sweeping</a> To view the street sweeping calendar which include the dates for next month as well, please visit the Public Works Department section of the Town website at: <a href="https://townofsurfsidefl.gov/departments-services/public-works/street-sweeping-calendar">https://townofsurfsidefl.gov/departments-services/public-works/street-sweeping-calendar</a>	PIR	1/8/2020	229
Post	The Third Thursday's Block Party Returns Next Week, 1/16	The Third Thursday's Block Party returns next week on Thursday, January 16, 2020. Mark your calendar and bring your friends, family and neighbors by for festivities, taking place from 6:00 pm to 9:00 pm at 95th Street, between Collins Avenue and Harding Avenue. Made possible by the Surfside Tourist Bureau, the theme of this month's event is "African Art and Acoustics". Enjoy an artisanal market with homemade products, a Surfside "Art" DWYK* craft station, live acoustic music by local band Brothers of Others, flower bouquets and crowns by Zoomy's Bloomie and more. For a full schedule of Third Thursday's events, please check out the Visit Surfside website at: <a href="https://www.visiturfsidefl.com/events/surfside-third-thursdays/">https://www.visiturfsidefl.com/events/surfside-third-thursdays/</a>	PIR	1/8/2020	241
Post	Traffic Alert: Northbound Lane Closures on 105th Collins Avenue (UPDATED: Lanes Reopened)	The Town of Surfside Police Department would like to inform residents that as of 6:00 pm today, Monday, January 6, 2020, there are two northbound lane closures on 105th Collins Avenue due to a traffic accident. Traffic congestion is expected as Miami-Dade Police work to clear the area. Please drive safely and plan your commute accordingly. For questions, feel free to contact the Surfside Police Department at 305.861.4862. **UPDATED 1/06/2020: The lanes at 105th Collins Avenue were reopened. Please drive safely.	PIR	1/7/2020	255
Post	Do your Kids Like to Swim? Encourage them to join the Surfside Recreational Swim Team!	The Surfside Parks and Recreation Department is hosting aA series of structured, recreational swimming classesA from today, Monday, January 6, 2020 to Wednesday, March 4, 2020 for ages 6 through 15.A Participants can enroll for Monday and Wednesday lessons, or Tuesday and Thursday lessons. Instructors will provide an enjoyable and educational set ofA classesA centered on teamwork, sportsmanship, and correct techniques.A Classes will run from 5:00 pm to 6:00 pm at the Surfside Community Center, located at 9501 Collins Avenue. Participants must pass a swim test prior to registering. Schedule your child'sA swim test by contacting the Surfside Community Center at 305.866.3633.A For further information, including pricing for residents and non-residents, please refer to the official flyer of the Surfside Recreational Swim Team atA <a href="https://townofsurfsidefl.gov/docs/default-source/default-document-library/swim-team-jan-march.pdf?sfvrsn=22693384_4">https://townofsurfsidefl.gov/docs/default-source/default-document-library/swim-team-jan-march.pdf?sfvrsn=22693384_4</a>	PIR	1/6/2020	217
Post	Senior Brunch Bunch this Friday, 1/10	It pays to be a Surfside senior. The Parks and Recreation Department is hosting itsFirst Senior Brunch Bunch of the year this coming Friday, January 10, 2020. The gathering will take place at the Surfside Community Center at 11:00 am. This month'sA brunch will feature a variety of fan-favorite dishes and desserts and a presentation by Dr. Katrina Rabinovich from Mount Sinai Medical Center. Dr. Rabinovich specializes in imaging, including mammography, breast MRI and a full range of interventional breast procedures, as well as argyoneologic ultrasound. The topic for the month will be "Breast Imaging: The Current Trends in Breast Cancer Screening and Diagnosis". For questions or for registration, please contact the Parks and Recreation Department at 305.866.3635. View the official event flyer here: <a href="https://townofsurfsidefl.gov/docs/default-source/default-document-library/senior-brunch-bunch-january-2020.pdf?sfvrsn=2943394_4">https://townofsurfsidefl.gov/docs/default-source/default-document-library/senior-brunch-bunch-january-2020.pdf?sfvrsn=2943394_4</a>	PIR	1/6/2020	210
Post	Traffic Alert: Lane Closures at 157th Street and Collins Avenue (UPDATED: Lanes Reopened)	The Town of Surfside would like to inform residents that, as of 1:30 pm on Friday, January 3, 2020, the City of Sunny Isles Beach has notified that they are working on resolving an active gas leak at 157th Street and Collins Avenue, which has led to the closing of two northbound lanes in the adjacent further north. Heavy traffic delays and congestion is expected in the area. Please drive safely and plan your commute accordingly. For questions, feel free to contact the Surfside Police Department at 305.861.4862. **UPDATED 1/3/2020: As of 4:00 pm on Friday, January 3, 2020, previously closed lanes at 157th Street and Collins Avenue have reopened and traffic is back to normal in that area.	PIR	1/3/2020	234



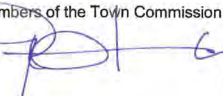
Content Type	Subject	Body	Author	Date	Impression Count
Post	Take the Green Pledge to Not Use Single-Use Plastics	One of the core values of Surfside is its commitment to reduce its impact on the environment and ocean. This is why the Town is encouraging residents and business owners to take an online Green Pledge to Not Use Single-Use Plastics. By participating in this non-mandatory, voluntary initiative, you pledge to not use and/or limit your use of single-use disposable plastics, including but not limited to: plastic shopping bags and plastic utensils. Research shows these materials contribute to greenhouse gas emissions and climate change, pollute our oceans, and directly affect sea turtles, seabirds and other unique, but delicate, marine life. As an individual resident or as a business owner, you can make a world of difference. Sign your name and take the online pledge at: <a href="https://townofsurfsidefl.gov/news-and-events/news-detail/2019/12/01/spread-holiday-cheer-during-the-surfside-eleventh-annual-toy-drive/green-pledge-to-not-use-single-use-plastics">https://townofsurfsidefl.gov/news-and-events/news-detail/2019/12/01/spread-holiday-cheer-during-the-surfside-eleventh-annual-toy-drive/green-pledge-to-not-use-single-use-plastics</a>	PIR	1/2/2020	188
Post	Today: Performance by Shana Douglas at Surf Club Art Gallery	After a stunning rehearsal for Surfside's yesterday at the Community Center, talented violinist Shana Douglas will be performing this afternoon at the Surf Club Art Gallery of the Four Seasons Hotel and Residences as part of the 2nd Annual Glenn Douglas Winter Chamber Music Festival by the Sea. The performance, titled "A Folklore Affair" will start at 2:30 pm and will feature works by Bartok, Dvorak, Haydn and Prokofiev. Please note this is a ticketed event. To purchase your ticket, please visit: <a href="https://winterchambermusicfestival.com/featurematinee/">https://winterchambermusicfestival.com/featurematinee/</a> . This event is sponsored by the Surfside Tourist Board. For additional performances and more information, please visit <a href="http://www.winterchambermusic.com">www.winterchambermusic.com</a>	PIR	1/2/2020	248
Post	Happy New Year! January 2020 Gazette Now Available	Happy 2020 Surfside! Stay up-to-date on all the happenings this month by reading the newly published January 2020 Town Gazette at <a href="https://townofsurfsidefl.gov/news-and-events/news-detail/2017/11/30/gazette">https://townofsurfsidefl.gov/news-and-events/news-detail/2017/11/30/gazette</a> . For schedule changes and another great resource of information, be sure to regularly visit the Town website at <a href="http://www.townofsurfsidefl.gov">www.townofsurfsidefl.gov</a> and sign up to receive Town notifications at <a href="https://townofsurfsidefl.gov/news-and-events/subscribe">https://townofsurfsidefl.gov/news-and-events/subscribe</a> . Furthermore, the Town invites residents to take the Green Pledge to Not Use Single-Use Plastics, a completely voluntary initiative which aims to protect our oceans and wildlife. To participate, please visit: <a href="https://townofsurfsidefl.gov/news-and-events/news-detail/2019/12/01/spread-holiday-cheer-during-the-surfside-eleventh-annual-toy-drive/green-pledge-to-not-use-single-use-plastics">https://townofsurfsidefl.gov/news-and-events/news-detail/2019/12/01/spread-holiday-cheer-during-the-surfside-eleventh-annual-toy-drive/green-pledge-to-not-use-single-use-plastics</a>	PIR	1/2/2020	225
Post	Traffic Alert: Bay Harbor Islands Bridge (SR 922) Emergency Closure (**UPDATED: Bridge is Open)	Surfside residents, please be aware that the Town of Bay Harbor Islands has advised of the following emergency road closure: The Bay Harbor Islands bridge (SR 922) is currently closed to access this Thursday, January 2, 2020, due to malfunction. Avoid the area if possible. At the moment, there is no set timeline for the bridge to reopen. Additionally, please be aware that as of 7:50 am today, Thursday, January 2, 2020, Harding Avenue is down to one lane at the 9200 block due to a two vehicle traffic accident. There is currently heavy traffic congestion in the mentioned area as the vehicles are being cleared from the scene. Please drive safely and plan your commute accordingly. For any questions, feel free to contact the Surfside Police Department at 305.861.4862. **UPDATE: As of 8:50 am on Thursday, January 2, 2020, the Bay Harbor Islands Bridge is once again open. Additionally, the lanes on Harding Avenue's 9200 block have been reopened as well. Please drive safe.	PIR	1/2/2020	275





## **MEMORANDUM**

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

**From:** Guillermo Olmedillo, Town Manager 

**Date:** February 11, 2020

**Subject:** Downtown Vision Advisory Committee Appointments

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On January 8, 2019 the Surfside Town Commission approved Resolution No. 19-2561 to establish the Downtown Vision Advisory Committee (DVAC) as an advisory committee to the Town Manager. Since then DVAC has met more often than the chartered once a quarter and have invested their time and enthusiasm in a multitude of agenda items that have either made their way to the Town Commission for consideration or are in process. Presently there are two (2) vacancies with one (1) to be filled with this notice.

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.

The following lists the existing membership, approved by the Town Commission, and new members (in bold type):

- Single Family Home Member - Fred Landsman
- **Multi-Family Home Member - Israel Pineiro, representing Arte, 8955 Collins Avenue**
- **Downtown Business Owner Member – Vacant**
- Downtown Business Owner Member – Marianne Meischheid, now representing Pampaloni Silver, 9513 Harding Avenue
- Property Owner Member - Sean Grenald, property owner at 9501 Harding Avenue
- Property Owner Member – Elliot Kula, resident in place of a downtown property owner as directed by Town Commission
- Hotel Member - Sandra Oliva, Four Seasons Hotel at the Surf Club

The new member has expressed enthusiasm in making improvements to the Harding Avenue Downtown District, and understands the time requirements to participate in this Committee. Attached is his membership application. The Town will continue to solicit a member from the downtown businesses.

Prepared by 



Date received: 12/3/2019 SKN

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

Name: Israel Pineiro

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

Town: Surfside Zip: 33134

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Surfside Resident Since: Currently in the process of looking for residence within Surfside.

Occupation or Business Affiliation: General Manager - Arte Surfside

Email: israel.pineiro@fsresidential.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

According to Section 2-231(d) of the Town Code, 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 officer or town personnel sought by such third person.

**Tell us about yourself.**

**Education and/or Profession:** Education: Stony Brook University: B.A. Sociology ; Baruch College :  
Certification in Facility & Residential Management / General Manager - Arte Surfside / Licenced CAM

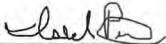
**Current Organization Memberships:** n/a

**Surfside Boards/Committees on which you have served;** n/a

**Specific Interests:** Actively participating in BID projects (Business Improvement Development) ,  
Community Outreach & Engagement, & mentor programs for our youth.

**What personal qualifications can you bring to this board or committee?** 15 Years of Mixed Use oversight  
- working with teams at Brickell City Centre , Silverstein Properties in NYC, & First Service Residential.

**Why do you wish to serve on this board/committee?** I would like to be able to contribute & enhance  
what the Town of Surfside currently has in place to offer our residents and tourists the best all  
around experience possible. Events, lifestyle programs, and overall community engagement would  
be my main driving force behind applying for this position.



Israel Pineiro (Nov 25, 2019)

Applicant's Signature

11.25.19

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@TOWNOFSURSIDEFL.GOV](mailto:SNOVOA@TOWNOFSURSIDEFL.GOV).**

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

01-2019

# Climate Change and Environmental Challenges

## Several Examples of What the Town of Surfside is Doing to Respond

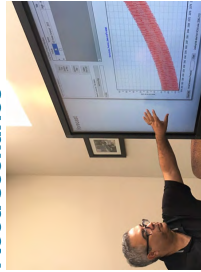
### Climate Crisis Emergency Declaration /Climate Crisis Report & Action Plan



### Adaptation Visioning Partnership with UM School of Architecture's LU\_Lab



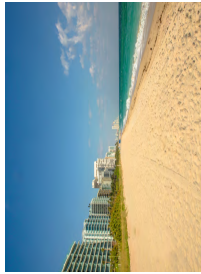
### Atkins/American Flood Coalition "City Simulator" Modeling Flood Scenarios



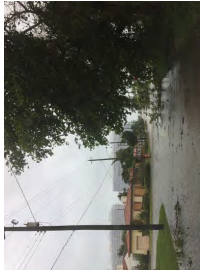
### Greenhouse Gas Emissions Inventory



### Beach Renourishment



### Stormwater Master Plan



### Green Pledge/Plastic Straw & Styrofoam Bans





US Army Corps  
of Engineers  
Jacksonville District

Weekly Project Coordination Meeting Minutes				
Day: Wednesday's			Time: 10:30 AM	
Meeting #:	24		Call -In#:	(224) 501-3412
Meeting Held:	Wednesday, 01/08/2020		Access Code:	582-596-925
Project:	Beach Erosion Control and Hurricane Protection Project, Surfside Segment, Miami-Dade County, FL		Contract #: FDEP Permit #	W912EP-19-C-0017 0233882-010-JM
TEAM MEMBERS: Distribution (D) and Attendance (A) List indicated by "X"				
D	A	Name / Title	Company/ Organization	Email Address
X		Ricardo Villet / COO	CHC	<a href="mailto:rvillet@chcivil.com">rvillet@chcivil.com</a>
X	X	Francisco Juelle/PM	CHC	<a href="mailto:fjuelle@chccaribbean.com">fjuelle@chccaribbean.com</a>
X		Yunesky Hernandez / Super	CHC	<a href="mailto:yhernandez@chcivil.com">yhernandez@chcivil.com</a>
X		Hector Sevilla / QCM	CHC	<a href="mailto:hsevilla@chcivil.com">hsevilla@chcivil.com</a>
X		Gregg Close / SSHO	CHC	<a href="mailto:gclose@chcivil.com">gclose@chcivil.com</a>
X	X	Matt Gregory	CHC	<a href="mailto:ggregory@chcivil.com">ggregory@chcivil.com</a>
X		Geoff Reichold	The NDN Companies	<a href="mailto:Greichold@thendncompanies.com">Greichold@thendncompanies.com</a>
X		Meghan Harrison	The NDN Companies	<a href="mailto:mharrison@thendncompanies.com">mharrison@thendncompanies.com</a>
X		William Gerrard	The NDN Companies	<a href="mailto:wgerrard@thendncompanies.com">wgerrard@thendncompanies.com</a>
X	X	Kevin Kerkhof	The NDN Companies	<a href="mailto:kkerkhof@thendncompanies.com">kkerkhof@thendncompanies.com</a>
X	X	Nestor Rivera / ACO	USACE	<a href="mailto:Nestor.A.Rivera@usace.army.mil">Nestor.A.Rivera@usace.army.mil</a>
X	X	Christopher Rego / COR	USACE	<a href="mailto:Christopher.M.Rego@usace.army.mil">Christopher.M.Rego@usace.army.mil</a>
X	X	Leo Bastante / COR	USACE	<a href="mailto:Leopoldo.A.Bastante@usace.army.mil">Leopoldo.A.Bastante@usace.army.mil</a>
X	X	Alexis Vieira / Proj. Eng.	USACE	<a href="mailto:Alexis.M.Vieira@usace.army.mil">Alexis.M.Vieira@usace.army.mil</a>
X		Jessica Bromfield	USACE	
X		Tony Jettinghoff/ACO	USACE	<a href="mailto:John.A.Jettinghoff@usace.army.mil">John.A.Jettinghoff@usace.army.mil</a>
X	X	Brian Choate	USACE	<a href="mailto:Brian.C.Choate@usace.army.mil">Brian.C.Choate@usace.army.mil</a>
X		Michael Neves	USACE	<a href="mailto:Michael.P.Neves@usace.army.mil">Michael.P.Neves@usace.army.mil</a>
X	X	Erica Skolte	USACE	<a href="mailto:Erica.A.Skolte@usace.army.mil">Erica.A.Skolte@usace.army.mil</a>
X		Timothy Humphrey	USACE	<a href="mailto:Timothy.G.Humphrey@usace.army.mil">Timothy.G.Humphrey@usace.army.mil</a>
X		Piper Austin	USACE	<a href="mailto:Piper.E.Austin@usace.army.mil">Piper.E.Austin@usace.army.mil</a>
X		Andrew Dutil	USACE	<a href="mailto:Andrew.S.Dutil@usace.army.mil">Andrew.S.Dutil@usace.army.mil</a>
X		Troy Mayhew	USACE /CESAJ-EN-GG	<a href="mailto:Troy.a.mayhew@usace.army.mil">Troy.a.mayhew@usace.army.mil</a>



**US Army Corps  
of Engineers**  
Jacksonville District

X	X	Guillermo Olmedillo	Town of Surfside	<a href="mailto:golmedillo@townofsurfsidefl.gov">golmedillo@townofsurfsidefl.gov</a>
X	X	Duncan Tavares	Town of Surfside	<a href="mailto:dtavares@townofsurfsidefl.gov">dtavares@townofsurfsidefl.gov</a>
X		Randy Stokes	Town of Surfside- PWD	<a href="mailto:rstokes@townofsurfsidefl.gov">rstokes@townofsurfsidefl.gov</a>
X		Irina Mocanu	Town of Surfside	<a href="mailto:imocanu@townofsurfsidefl.gov">imocanu@townofsurfsidefl.gov</a>
X		Kate Stein	Town of Surfside	<a href="mailto:kstein@townofsurfsidefl.gov">kstein@townofsurfsidefl.gov</a>
X	X	Elizabeth Hopkins	Town of Surfside	<a href="mailto:EHopkins@townofsurfsidefl.gov">EHopkins@townofsurfsidefl.gov</a>
X	X	Lt. John Healy	TOS Police Dept.	<a href="mailto:JHealy@townofsurfsidefl.gov">JHealy@townofsurfsidefl.gov</a>
X		Chief Julio Yero	TOS Police Dept.	<a href="mailto:jyero@townofsurfsidefl.gov">jyero@townofsurfsidefl.gov</a>
X		Capt. John Bambis	TOS Police Dept.	<a href="mailto:jbambis@townofsurfsidefl.gov">jbambis@townofsurfsidefl.gov</a>
X		Julio Nores	DERM-RER	<a href="mailto:Julio.Nores@miamidade.gov">Julio.Nores@miamidade.gov</a>
X		Libbie McDermid	Florida DEP	<a href="mailto:Libbie.McDermid@FloridaDEP.gov">Libbie.McDermid@FloridaDEP.gov</a>
X		Alexandra Wagner	Florida DEP	<a href="mailto:Alexandra.Wagner@FloridaDEP.gov">Alexandra.Wagner@FloridaDEP.gov</a>
X		Teal Kawana	MDPR	<a href="mailto:teal.kawana@miamidade.gov">teal.kawana@miamidade.gov</a>
X		Colette Biondi	MDPR	<a href="mailto:Colette.Biondi@miamidade.gov">Colette.Biondi@miamidade.gov</a>
X		Carlos Fernandez- Quevedo	MDPR	<a href="mailto:Carlos.Fernandez-Quevedo@miamidade.gov">Carlos.Fernandez- Quevedo@miamidade.gov</a>
X		Paul Voight	MDCP-RER	<a href="mailto:Paul.Voight@miamidade.gov">Paul.Voight@miamidade.gov</a>
X	X	Sarah Thanner	MDCP-RER	<a href="mailto:Sara.Thanner@miamidade.gov">Sara.Thanner@miamidade.gov</a>
X		Marina Blanco-Pape	MDCP-RER	<a href="mailto:Marina.Blanco-Pape@miamidade.gov">Marina.Blanco-Pape@miamidade.gov</a>
X	X	Alberto Pisani	MDCP-RER	<a href="mailto:Alberto.Pisani@miamidade.gov">Alberto.Pisani@miamidade.gov</a>
X		Kelli Stamm	Precision Measurements	<a href="mailto:kstamm@precisionmeasurements.com">kstamm@precisionmeasurements.com</a>
X		JCP Compliance	DEP	<a href="mailto:JCPCompliance@dep.state.fl.us">JCPCompliance@dep.state.fl.us</a>





## WEEKLY PROGRESS MEETING

### 1.0 Review minutes from previous progress meeting:

1.1 No Changes.

### 2.0 Review RMS Contractor Action Item Report:

2.1 Attached contractors' updates for action items list; ongoing contractor updates on daily basis. CHC and USACE will follow up after the meeting fir general updates.

### 3.0 Review work progress since previous meeting:

3.1 Beach Fill Completed Areas (Pending Acceptance After Tilling):

- Segment-1: Completed Oct. 8<sup>th</sup>
- Segment-2: Completed Nov. 8<sup>th</sup>
- Segment-3: Completed Nov. 21<sup>st</sup>
- Segment-4: Completed Dec 2<sup>nd</sup>
- Segment-5: Completed Dec 30<sup>th</sup>
- Segment-6: Started segment on Dec 30<sup>th</sup>

3.2 Beach Fill:

- 356,428.75 Tons of fill material placed up to date.
- 15,838 Truck Loads up to date.



#### **4.0 Review this week's definable feature of work:**

##### **4.1 Continue to work on Segment-6 Station 33+500 to 32+500 (1,000 ft.)**

- Currently at station 33+100 placing material creating template landward side heading north.
- Completed 300 of segment 6 so far.
- Will not survey until early next week due rough seas.
- Might haul trucks until Saturday.

##### **4.2 Pending Items:**

- *Segment-1-5:*
  - Final walkthrough to be held after completion of tilling; TBD.
- *Tilling:*
  - No tilling has taken place, the equipment which was supposed to be delivered did not meet specs.
  - CHC Tiller will be worked on, might not see tilling for another 2-weeks.

##### **4.3 Vibration Monitoring:**

- Continuing monitoring 24/7.
- SSI is checking equipment making routine checkup, relocated equipment, location is shown as per approved drawings and detailed on the reports.
- Equipment are on 88<sup>th</sup>, 89<sup>th</sup> and 93<sup>rd</sup> at this moment.

##### **4.4 Environmental/Turbidity Monitoring:**

- Kevin K.-NDN Provide Update: Monitoring conducted this week has been in compliance.
- No notable invasive species.
- NDN is currently working on plant survey to replace the damaged vegetation, working with plan nursery to provide the new plants.

##### **4.5 Project Site Coordination:**

- Eruv Weekly inspections within CHC work site by outside source.
  - No reported issues.

##### **4.6 Scheduled Preparatory Meeting:**

- Mobilization to 96<sup>th</sup> st: TBD

##### **4.7 3-Phase Inspection Schedule:**

- Survey-TBD
- Tilling-TBD



## **5.0 Review construction project schedule:**

### **5.1 See attached 3-week look ahead.**

- Continue on segment-6 CHC will only work on the landward side of the beach this week. Potential survey schedule for end of week of Saturday; TBD.
- Chris R-USACE asked how much stockpiled material CHC has? Francisco J.-CHC noted that there's no stock pile, we are just building up template landward side.
- Chris R.-USACE asked when does CHC will request for preconstruction survey? Francisco J. -CHC we will request survey after the meeting for some time next week.

## **6.0 Submittal and RFI's:**

### **6.1 Submittals Under Review**

- See attached submittals under review log, no critical submittals are overdue at this time, just general updates.

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

- No RFI's are pending.
- Potential RFI for the gauge size for the (17) turtle awareness sign.

## **7.0 Review off-site activities:**

- CHC continues the effort to sweep the road daily and has a contractor to sweep/vac the street from 88<sup>th</sup> street to 92<sup>nd</sup> street Collins Ave. as well as Haulover park.
- Haulover Parking Lot:
  - Maintenance parking lot scheduled for 18<sup>th</sup> Jan.
  - Meeting at 2:00PM Wed 08 Dec. for extension for use of staging area.
  - Guillermo O.-TOS would like to be followed up after the meeting.
  - Alberto Pisani-MDCP request for the location of the parking lot meeting. CHC will forward the information.

## **8.0 Review Site Safety & Deficiencies:**

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

- Matt Gregory-SSHO Provide Update:
  - Toolbox Talk: "Workplace Violence"
    - Matt G.-CHC mentioned that personnel was dismissed from the job site due to disagreement and did not properly approach the situation which caused the personnel termination.
  - 66 days from last injury of Oct. 5<sup>th</sup>, 2019.
  - CHC Continue the effort on truck drivers making sure they obey traffic laws when entering 88<sup>th</sup> street.
  - Lt. Healy-TOS PD mentioned that the only complain was that a truck driver on 88<sup>th</sup> and Harding almost hit a pedestrian walking and gave the person a hard time, Matt G.-CHC spike to that person, CHC nor the pedestrian could



identify the truck driver. With the Truck information CHC can proceed to remove the truck driver from the site.

**9.0 Review / Update Joint Risk Management Register:**

- No Changes since approved submittal.

**10.0 Modifications, Changes, Substitutions to the Contract:**

- Serial Letter H-006 Surfside - Hurricane Dorian Damages. Under government review. Chris R.-USACE noted that he will follow up.

**11.0 Other Business:**

- Any upcoming events that needs to be coordinated with truck hauling?
- Meetings & Coordination:
  - Nestor R.-USACE noted that there's a potential site visit from the district commander and the chief of construction on Jan 14<sup>th</sup> or 15<sup>th</sup>, not for certain but possibility. Update: Nestor R.-USACE noted that site visit has been cancelled due to schedule conflict.
- Duncan T.-TOS mentioned that it was brought to his attention that the ATV are driving a little to fast. Matt G.-CHC noted that he observed that issue and it was addressed with all the ATV drivers that a speed limit has been established.
- Matt G.-CHC noted that he also observed pedestrian not abiding to the MOT that has been placed and to address the issue more cones and barricades were placed.
- Super Bowl Weekend: Francisco J.-CHC noted that during the super bowl weekend CHC will not work on that Saturday for safety reasons and due to the traffic and the amount of public.
- Duncan T.-TOS noted that Bal Harbor shops will have an event on the 30<sup>th</sup>, and after 5:00PM traffic will be mayhem, Lt. Healy agreed with information. CHC noted that trucks finish hauling by 4:30 PM that day.
- *Next Non-Workdays:*
  - TDB

Next Meeting Date: Wednesday, Jan 15<sup>th</sup> @ 10:30 A.M. Progress Map will still be provided.

Location: Conference call  
Call In: (224) 501-3412  
Access Code: 582-596-925

***End of Meeting.***



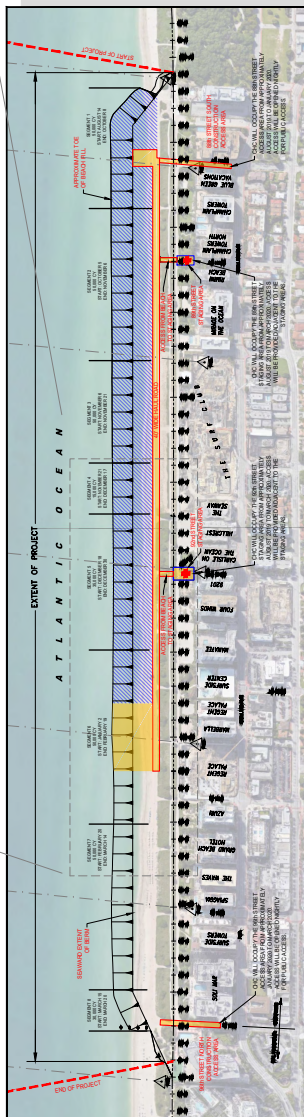
US Army Corps  
of Engineers  
Jacksonville District









### MEETING ADJOURNED – THANK YOU

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

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

Beach Erosion Control and Hurricane Protection Project,  
Miami-Dade County, Florida, Beach Renourishment 2020  
Surfside Beach



LEGEND	
	START/END OF PROJECT
	DESIGNATED CONSTRUCTION ACCESS
	STAGING AREA
	AREA OCCUPIED BY CONSTRUCTION OFFICE/ READY FOR PUBLIC USE
	BEACH UNDER CONSTRUCTION
	AREA NOT READY FOR CONSTRUCTION
	PENDING TILLING
	FIRST AID / EYE WASH



**US Army Corps  
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Activity	Activity Description	THREE WEEK LOOK AHEAD SCHEDULE														Current + 2 Weeks			COMMENTS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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## Contractor Action Items

W912EP19C0017 113082 Miami-Dade Surfside Contract A  
K3001519

08 Jan 2020

Miami Resident Office

### Subcontractors Missing Critical Data

Enter missing data in "Subcontractors"					
Responsibility Code	Contractor Name	Trade	POC Name	Amount Subcontracted	Status
CHC	CHC	Prime Contractor	Ricardo Villet		Missing Data

### Contractors Requiring Insurance / SF 1413

Enter expiration dates for insurance and signature date for SF1413 in "Contractor Insurance"							
Contractor	First Day on Site	Last Day on Site	General Insurance	Auto Insurance	Workman's Comp	SF1413 Acknowledged	Status
Allied Trucking	08/19/2019		12/23/2019	02/03/2020	12/23/2019	09/10/2019	Submit documents
LSS	08/19/2019		01/02/2020	01/02/2020	01/02/2020	09/10/2019	Submit documents
NDN	08/19/2019						Submit documents

### Contractors Requiring Payrolls

Enter payrolls for each week shown in "Contractor Payrolls"					
Contractor	First Day on Site	Last Day on Site	Payrolls not submitted or submitted with problems		Status
CHC	08/19/2019		01/05/2020, 01/12/2020		Submit Documents

### Daily QC Reports not Completed

Enter Daily QC Report and mark completed "Daily QC Reports"	
QC Reports not completed for the following dates	Status
01/06/2020	Not Completed

### Outstanding Deficiency Items

Enter date corrected in "Deficiency Items"				
Item No.	Date Issued	Description	Location	Status
QC-00001	08/21/2019	CHC hereby acknowledges the deficiency of the vegetation protection plan at the 88th Street access. During the offloading procedures of the sand and placement on to the beach sand has accumulated in the Dune vegetation on the Northeast section of the access point. CHC is in the process of removing the accumulated sand from the vegetation. Following completion of the removal of the sand, if there are any impacts to the vegetation, CHC will mitigate the area is damaged. The impacted area is approximately 150 to 200 square feet. The coordinates of the impacted area are N 25.8733, W 80.12001.	88th Access	Not Corrected
QA-00026	09/06/2019	During unloading of beach fill at the 88th street access, the Contractor had spill over of fill from the bucket as it transition from the dump truck release point to the beach. This spill over went on to the dune vegetation, at the north east corner covering some vegetation. The contract picked up some but a good portion remains covered. Deficiency QC-0001 was issued for this issue but per Contract Specification Section 01 57 20, paragraph 3.1.6, if dune vegetation is impacted a plan needs to be submitted with 7 days and implemented within 30 days of the impact. This requirement has not been met.	88th Access	Not Corrected
QC-00003	12/02/2019	Tilling: Contractor has failed to till upon completion of each segment of beach construction according to specification section 35 30 00 paragraph 3.4.3 Tilling. "Tilling shall be completed by use of a suitable equipment by pulling a rake with tines modified to a length of 36 inches or more and spaced approximately 12 to 18 inches apart. Tilling shall be to a minimum depth of 36 inches through the newly placed beach seaward to the visible high water mark. Following tilling, the beach shall again be dressed by dragging a pipe lengthwise over the beach."	Segment 1-4	Not Corrected

### QC Requirements Missing Critical Data

Enter missing data in "QC Requirements"						
QC Requirement No.	QC Requirement Description	Section	To be performed by	Activity No.	Location	Status
CT-00025	Quarry Sample: 1. a. At 134,434 Tons b. Location Station 35+700 to 35+850 c. 11:43AM	35 30 00		A1410	Surfside	Missing Info
CT-00031	Quarry Sample: 1. a. At 152,354 Tons b. Location Station 35+500 c. 1:29PM d. 10-28-19		Hector Sevilla	A1410	35+500	Missing Info
CT-00084	Quarry Sample: 1. a. At 286,845 Tons b. Location Station 34+050 c. 06:52 AM d. 12-09-19	35 30 00	Hector Sevilla		34+050	Missing Info

Range:

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## Contractor Action Items

W912EP19C0017 113082 Miami-Dade Surfside Contract A  
K3001519

08 Jan 2020

Miami Resident Office

### Activities Scheduled to be Started in Next 7 Days

Enter date activity started in "Activities Started/Finished"					
Activity No.	Activity Description	Contractor	Scheduled Start	Days Late	Status
A1300	Attend Partnering Regroup Meet	CHC	12/06/2019	33 days	Not Started
A1405	Post Construction Survey Segme	CHC	12/06/2019	33 days	Not Started
A1406	Beach Tilling Segment One	CHC	12/09/2019	30 days	Not Started
A1412	Post Construction Survey Segme	CHC	12/09/2019	30 days	Not Started
A1417	Beach Tilling Segment Two	CHC	12/10/2019	29 days	Not Started
A1422	Post Construction Survey Segme	CHC	12/10/2019	29 days	Not Started
A1427	Beach Tilling Segment Three	CHC	12/11/2019	28 days	Not Started
A1432	Post Construction Survey Segme	CHC	12/11/2019	28 days	Not Started
A1437	Beach Tilling Segment Four	CHC	12/12/2019	27 days	Not Started
A1452	Post Construction Survey Segme	CHC	12/23/2019	16 days	Not Started
A1457	Beach Tilling Segment Five	CHC	12/24/2019	15 days	Not Started
A1460	Beach Fill Sixth Segment - 20	CHC	01/03/2020	5 days	Not Started
A1470	Mobilize - North Access	CHC	12/23/2019	16 days	Not Started

### Activities Scheduled to be Finished in Next 7 Days

Enter date activity started in "Activities Started/Finished"					
Activity No.	Activity Description	Contractor	Actual Start	Scheduled Finished	Status
A1300	Attend Partnering Regroup Meet	CHC	12/06/2019	12/06/2019	Not Started
A1405	Post Construction Survey Segme	CHC	12/06/2019	12/06/2019	Not Started
A1406	Beach Tilling Segment One	CHC	12/09/2019	12/09/2019	Not Started
A1412	Post Construction Survey Segme	CHC	12/09/2019	12/09/2019	Not Started
A1417	Beach Tilling Segment Two	CHC	12/10/2019	12/10/2019	Not Started
A1422	Post Construction Survey Segme	CHC	12/10/2019	12/10/2019	Not Started
A1427	Beach Tilling Segment Three	CHC	12/11/2019	12/11/2019	Not Started
A1432	Post Construction Survey Segme	CHC	12/11/2019	12/11/2019	Not Started
A1437	Beach Tilling Segment Four	CHC	12/12/2019	12/12/2019	Not Started
A1450	Beach Fill Fifth Segment - 16	CHC	12/02/2019	12/20/2019	Not Started
A1452	Post Construction Survey Segme	CHC	12/23/2019	12/23/2019	Not Started
A1457	Beach Tilling Segment Five	CHC	12/24/2019	12/24/2019	Not Started
A1470	Mobilize - North Access	CHC	12/23/2019	01/02/2020	Not Started

### Features of Work with no Activities Assigned

Assign features to activities in "Pay Activities"		
Feature of Work	Number of Activities	Status
Clearing & Grubbing	0	No Activities

### Features Requiring Hazard Analysis

Enter Hazard Analysis and mark completed in "Hazard Analysis"				
Feature of Work	Preparatory Scheduled	Preparatory Held	Hazard Analysis Title	Status
Turbidity Monitoring	08/12/2019	08/12/2019	Envr-Turbidity Monitoring	In Review

### Hazard Analysis Without Features

Enter Hazard Analysis and complete (or assign Feature and complete) in "Hazard Analysis"	
Hazard Analysis Title	Status
Tilling	Accepted
Demobilization	Not Complete

### Features of Work Requiring a Preparatory Inspection

Enter date Preparatory Inspection meeting is held in "Prep/Initial Inspections"				
Feature of Work	First Activity	Activity Start	Preparatory Scheduled	Time
Coastal Vegetation Planting				Prep Not Scheduled
Demobilization				Prep Not Scheduled
Tilling			10/10/2019	9:30AM
				Prep Not Held

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## Contractor Action Items

W912EP19C0017 113082 Miami-Dade Surfside Contract A  
K3001519

08 Jan 2020

Miami Resident Office

### Features of Work Requiring an Initial Inspection

Enter Scheduled Date and Time for Initial Inspection meeting is held in "Prep/Initial Inspections"

Feature of Work	First Activity	Preparatory Held	Initial Scheduled	Time	Status
Clearing & Grubbing		08/12/2019			Initial Not Scheduled
Coastal Vegetation Planting					Initial Not Scheduled
Demobilization					Initial Not Scheduled
Surveying		08/12/2019			Initial Not Scheduled
Tilling					Initial Not Scheduled

### Equipment Requiring Safety Inspection

Enter Inspection date in "Equipment Checks" or "Last Day on Site"

Equipment ID	Make / Model	Description / Serial No.	Last Inspection	Hrs Authorized / Run	Status
00000006	DOBBS Equip. Hitachi Excavator Zaxis 470LC-6	DOBBS Equip. Hitachi Excavator Zaxis 470LC-6 HC MACSOL00060809	10/05/2019	0 / 2	
00000008	UNITED RENTAL SWEEPER 34644	UNITED RENTAL SWEEPER 34644 10191178	09/23/2019	0 / 4	
00000011	DOBBS 450K Bull Dozer	DOBBS 450K Bull Dozer 450K	08/20/2019	0 / 10	
00000022	PRINCEPORT DUMP TRUCK JOHN DEERE 310E 125490	DEERE 310E 125490	01/06/2020	0 / 30	

Range:

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**US Army Corps  
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Jacksonville District

### Weekly Project Coordination Meeting Minutes

**Day: Wednesday's**

**Time: 10:30 AM**

<b>Meeting #:</b>	25	<b>Call -In#</b>	(224) 501-3412
<b>Meeting Held:</b>	Wednesday, 01/15/2020	<b>Access Code:</b>	582-596-925
<b>Project:</b>	Beach Erosion Control and Hurricane Protection Project, Surfside Segment, Miami-Dade County, FL	<b>Contract #:</b> <b>FDEP Permit #</b>	W912EP-19-C-0017 0233882-010-JM

#### TEAM MEMBERS: Distribution (D) and Attendance (A) List indicated by "X"

D	A	Name / Title	Company/ Organization	Email Address
X		Ricardo Villet / COO	CHC	<a href="mailto:rvillet@chcivil.com">rvillet@chcivil.com</a>
X	X	Francisco Juelle/PM	CHC	<a href="mailto:fjuelle@chccaribbean.com">fjuelle@chccaribbean.com</a>
X		Yunesky Hernandez / Super	CHC	<a href="mailto:yhernandez@chcivil.com">yhernandez@chcivil.com</a>
X	X	Hector Sevilla / QCM	CHC	<a href="mailto:hsevilla@chcivil.com">hsevilla@chcivil.com</a>
X	X	Gregg Close / SSHO	CHC	<a href="mailto:Gclose@chcivil.com">Gclose@chcivil.com</a>
X		Matt Gregory	CHC	<a href="mailto:ggregory@chcivil.com">ggregory@chcivil.com</a>
X		Geoff Reichold	The NDN Companies	<a href="mailto:Greichold@thendncompanies.com">Greichold@thendncompanies.com</a>
X		Meghan Harrison	The NDN Companies	<a href="mailto:mharrison@thendncompanies.com">mharrison@thendncompanies.com</a>
X		William Gerrard	The NDN Companies	<a href="mailto:wgerrard@thendncompanies.com">wgerrard@thendncompanies.com</a>
X	X	Kevin Kerkhof	The NDN Companies	<a href="mailto:kkerkhof@thendncompanies.com">kkerkhof@thendncompanies.com</a>
X	X	Nestor Rivera / ACO	USACE	<a href="mailto:Nestor.A.Rivera@usace.army.mil">Nestor.A.Rivera@usace.army.mil</a>
X	X	Christopher Rego / COR	USACE	<a href="mailto:Christopher.M.Rego@usace.army.mil">Christopher.M.Rego@usace.army.mil</a>
X		Leo Bastante / COR	USACE	<a href="mailto:Leopoldo.A.Bastante@usace.army.mil">Leopoldo.A.Bastante@usace.army.mil</a>
X		Alexis Vieira / Proj. Eng.	USACE	<a href="mailto:Alexis.M.Vieira@usace.army.mil">Alexis.M.Vieira@usace.army.mil</a>
X		Jessica Bromfield	USACE	
X		Tony Jettinghoff/ACO	USACE	<a href="mailto:John.A.Jettinghoff@usace.army.mil">John.A.Jettinghoff@usace.army.mil</a>
X	X	Brian Choate	USACE	<a href="mailto:Brian.C.Choate@usace.army.mil">Brian.C.Choate@usace.army.mil</a>
X		Michael Neves	USACE	<a href="mailto:Michael.P.Neves@usace.army.mil">Michael.P.Neves@usace.army.mil</a>
X		Erica Skolte	USACE	<a href="mailto:Erica.A.Skolte@usace.army.mil">Erica.A.Skolte@usace.army.mil</a>
X		Timothy Humphrey	USACE	<a href="mailto:Timothy.G.Humphrey@usace.army.mil">Timothy.G.Humphrey@usace.army.mil</a>
X	X	Piper Austin	USACE	<a href="mailto:Piper.E.Austin@usace.army.mil">Piper.E.Austin@usace.army.mil</a>
X		Andrew Dutil	USACE	<a href="mailto:Andrew.S.Dutil@usace.army.mil">Andrew.S.Dutil@usace.army.mil</a>
X		Troy Mayhew	USACE /CESAJ-EN-GG	<a href="mailto:Troy.a.mayhew@usace.army.mil">Troy.a.mayhew@usace.army.mil</a>



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X	X	Guillermo Olmedillo	Town of Surfside	<a href="mailto:golmedillo@townofsurfsidefl.gov">golmedillo@townofsurfsidefl.gov</a>
X		Duncan Tavares	Town of Surfside	<a href="mailto:dtavares@townofsurfsidefl.gov">dtavares@townofsurfsidefl.gov</a>
X	X	Randy Stokes	Town of Surfside- PWD	<a href="mailto:rstokes@townofsurfsidefl.gov">rstokes@townofsurfsidefl.gov</a>
X		Irina Mocanu	Town of Surfside	<a href="mailto:imocanu@townofsurfsidefl.gov">imocanu@townofsurfsidefl.gov</a>
X		Kate Stein	Town of Surfside	<a href="mailto:kstein@townofsurfsidefl.gov">kstein@townofsurfsidefl.gov</a>
X	X	Elizabeth Hopkins	Town of Surfside	<a href="mailto:EHopkins@townofsurfsidefl.gov">EHopkins@townofsurfsidefl.gov</a>
X		Tim Milian	TOS P&RD	<a href="mailto:tmilian@townofsurfsidefl.gov">tmilian@townofsurfsidefl.gov</a>
X	X	Lt. John Healy	TOS Police Dept.	<a href="mailto:JHealy@townofsurfsidefl.gov">JHealy@townofsurfsidefl.gov</a>
X		Chief Julio Yero	TOS Police Dept.	<a href="mailto:jyero@townofsurfsidefl.gov">jyero@townofsurfsidefl.gov</a>
X		Capt. John Bambis	TOS Police Dept.	<a href="mailto:jbambis@townofsurfsidefl.gov">jbambis@townofsurfsidefl.gov</a>
X	X	Julio Nores	DERM-RER	<a href="mailto:Julio.Nores@miamidade.gov">Julio.Nores@miamidade.gov</a>
X		Libbie McDermid	Florida DEP	<a href="mailto:Libbie.McDermid@FloridaDEP.gov">Libbie.McDermid@FloridaDEP.gov</a>
X		Alexandra Wagner	Florida DEP	<a href="mailto:Alexandra.Wagner@FloridaDEP.gov">Alexandra.Wagner@FloridaDEP.gov</a>
X		Teal Kawana	MDPR	<a href="mailto:teal.kawana@miamidade.gov">teal.kawana@miamidade.gov</a>
X		Colette Biondi	MDPR	<a href="mailto:Colette.Biondi@miamidade.gov">Colette.Biondi@miamidade.gov</a>
X		Carlos Fernandez- Quevedo	MDPR	<a href="mailto:Carlos.Fernandez-Quevedo@miamidade.gov">Carlos.Fernandez- Quevedo@miamidade.gov</a>
X		Paul Voight	MDCP-RER	<a href="mailto:Paul.Voight@miamidade.gov">Paul.Voight@miamidade.gov</a>
X	X	Sarah Thanner	MDCP-RER	<a href="mailto:Sara.Thanner@miamidade.gov">Sara.Thanner@miamidade.gov</a>
X		Marina Blanco-Pape	MDCP-RER	<a href="mailto:Marina.Blanco-Pape@miamidade.gov">Marina.Blanco-Pape@miamidade.gov</a>
X	X	Alberto Pisani	MDCP-RER	<a href="mailto:Alberto.Pisani@miamidade.gov">Alberto.Pisani@miamidade.gov</a>
X		Kelli Stamm	Precision Measurements	<a href="mailto:kstamm@precisionmeasurements.com">kstamm@precisionmeasurements.com</a>
X		JCP Compliance	DEP	<a href="mailto:JCPCompliance@dep.state.fl.us">JCPCompliance@dep.state.fl.us</a>



## WEEKLY PROGRESS MEETING

### 1.0 Review minutes from previous progress meeting:

1.1 No Changes.

### 2.0 Review RMS Contractor Action Item Report:

2.1 Attached contractors' updates for action items list; ongoing contractor updates on daily basis. CHC and USACE will follow up after the meeting for general updates.

### 3.0 Review work progress since previous meeting:

3.1 Beach Fill Completed Areas (Pending Acceptance After Tilling):

- Segment-1: Completed Oct. 8<sup>th</sup>
- Segment-2: Completed Nov. 8<sup>th</sup>
- Segment-3: Completed Nov. 21<sup>st</sup>
- Segment-4: Completed Dec 2<sup>nd</sup>
- Segment-5: Completed Dec 30<sup>th</sup>
- Segment-6: Started segment on Dec 11<sup>th</sup>

3.2 Beach Fill:

- 25,832.50 Tons of beach fill placed last week
- 1,150 Truckloads last week
- 370,756.83 Tons of fill material placed up to date.



#### 4.0 Review this week's definable feature of work:

##### 4.1 Continue to work on Segment-6 Station 33+500 to 32+500 (1,000 ft.)

- Currently at station 33+200 to 33+000 (200 ft) preparing to push material.
- Survey scheduled today Wed 15 Jan for compensated slop and acceptance.
- Scheduled preconstruction Survey for the remaining areas 32+200 to 31+100 today Wed 25 Jan.
- CHC has not hauled trucks this past few days due to performing maintenance at the Haulover Parking Lot#2 Truck staging area. CHC anticipates continuation of truck hauling this Thursday or Friday to be determined until new agreement. Guillermo O.-TOS noted that if there's anything he can do assist, to please to notify him. Francisco J.-CHC noted that CHC lawyers are reviewing the final agreement, just working on specifics on the repairs, which there's some interpretation of the agreement that needs to be revised and finalized on order to reach an agreement to start hauling material.

##### 4.2 Pending Items:

- *Segment-1-5:*
  - Final walkthrough to be held after completion of tilling; TBD.
- *Tilling:*
  - No tilling has taken place, the equipment which was supposed to be delivered did not meet specs.
  - CHC received the modified tines and will make some trials with the same equipment on site.

##### 4.3 Vibration Monitoring:

- Continuing monitoring 24/7.
- Equipment had a false alarm on Saturday 11 Jan around 4:00PM during non-working hours equipment gave a false alarm, will be detailed on the report.

##### 4.4 Environmental/Turbidity Monitoring:

- Kevin K.-NDN Provide Update: Monitoring conducted this week has been in compliance. Slow week due rip currents and bad sea conditions.
- No notable invasive species.
- NDN is continues working on plant survey to replace the damaged vegetation, working with plan nursery to provide the new plants. Chris R.-USACE noted that need to review the specs and submit a package to review and approval which contains surveyed area and planta that will be replaced, etc.

##### 4.5 Project Site Coordination:

- Eruv Weekly inspections within CHC work site by outside source.
  - No reported issues.



**4.6 Scheduled Preparatory Meeting:**

- Mobilization to 96<sup>th</sup> st: TBD

**4.7 3-Phase Inspection Schedule:**

- Survey-TBD
- Tilling-TBD

**5.0 Review construction project schedule:**

**5.1 See attached 3-week look ahead.**

- Continue Segment-6.

**6.0 Submittal and RFI's:**

**6.1 Submittals Under Review**

- See attached submittals under review log, no critical submittals are overdue at this time, just general updates.

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

- No RFI's are pending.
- RFI for the gauge size for the (17) turtle awareness sign will be submitted this afternoon.

**7.0 Review off-site activities:**

- CHC continues the effort to sweep the road daily and has a contractor to sweep/vac the street from 88<sup>th</sup> street to 92<sup>nd</sup> street Collins Ave. as well as Haulover park.
- Haulover Parking Lot:
  - Maintenance and temporary fix of parking lot is currently taking place. Removed damaged asphalt and base, fill concrete with layer of asphalt.
  - Haulover Park and CHC working on finalizing the contract permit.

**8.0 Review Site Safety & Deficiencies:**

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

- Gregg Close-SSHO Provide Update:
  - Toolbox Topic: Wildlife Contacts
  - 71 days from last injury of Oct. 5<sup>th</sup>, 2019.
  - Good collaboration with community in regard to haul roads, MOT and access to the beach.
  - Chris R. USACE noted that there's a couple of site safety notes to review after the meeting.

**9.0 Review / Update Joint Risk Management Register:**

- No Changes since approved submittal.





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#### 10.0 Modifications, Changes, Substitutions to the Contract:

- Serial Letter H-006 Surfside - Hurricane Dorian Damages. Under government review. Chris R.-USACE noted that he will follow up.

#### 11.0 Other Business:

- Any upcoming events that needs to be coordinated with truck hauling?
  - No events Noted.
  - Guillermo O.-TOS noted that
- Meetings & Coordination:
  - Monthly Schedule Update Meeting scheduled with CHC and USACE for tomorrow Thursday Jan 16<sup>th</sup> at 0900 hrs.
- *Next Non-Workdays:*
  - Friday Jan 31<sup>st</sup> and Saturday Feb 01<sup>st</sup>, 2020 (Traffic and safety of public beach due to Superbowl Weekend)

Next Meeting Date: Wednesday, Jan 22<sup>nd</sup> @ 10:30 A.M.

Location: Conference call  
Call In: (224) 501-3412  
Access Code: 582-596-925

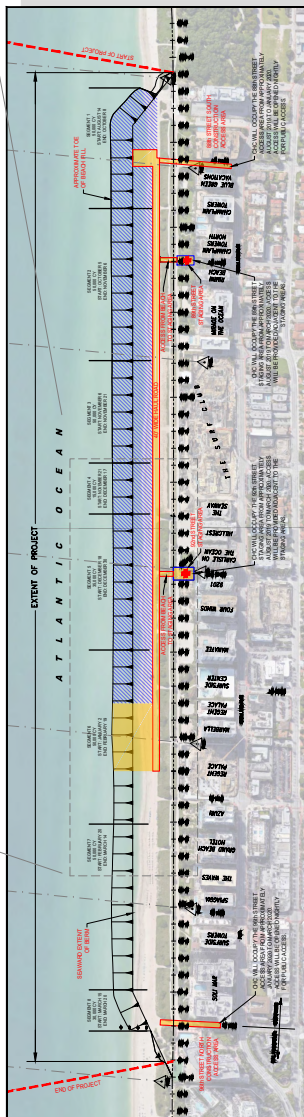
***End of Meeting.***









#### MEETING ADJOURNED – THANK YOU

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

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

Beach Erosion Control and Hurricane Protection Project,  
Miami-Dade County, Florida, Beach Renourishment 2020  
Surfside Beach



LEGEND	
	START/END OF PROJECT
	DESIGNATED CONSTRUCTION ACCESS
	STAGING AREA
	AREA OCCUPIED BY CONSTRUCTION OFFICE/ READY FOR PUBLIC USE
	BEACH UNDER CONSTRUCTION
	AREA NOT READY FOR CONSTRUCTION
	PENDING TILLING
	FIRST AID / EYE WASH



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Activity ID	ACTIVITY DESCRIPTION	THREE WEEK LOOK AHEAD SCHEDULE														Current + 2 Weeks			COMMENTS	
		Pavement Surface Bridge Project LORRISSE, Miami Dade County, FL																		
		13-Jan	14-Jan	15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan	22-Jan	23-Jan	24-Jan	25-Jan	26-Jan	27-Jan	28-Jan	29-Jan		30-Jan
Activity		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>Meetings</b>																			
	Preparatory Meetings for DFOV:																			
	None Scheduled																			
	Weekly Project Status Meeting			X														X		
AL330	Vibration Control Monitoring	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
AL340	Environmental/Turbidity Monitoring	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
AL400	Reach RFI Segment 1: STA 36+000 to 36+100	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
AL405	Post Construction Survey Segment 1: Sta 36+000 to 36+600	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
AL406	Reach Tiffing Segment 1																			
AL410	Reach RFI Segment 2: Station 35+200 to 36+100																			
AL417	Reach Tiffing Segment 2																			
AL420	Reach RFI Segment 3: Station 35+200 to 34+550																			
AL427	Reach Tiffing Segment 3																			
AL430	Reach RFI Segment 4: Station 34+600 to 34+000																			
AL437	Reach Tiffing Segment 4																			
AL450	Reach RFI Segment 5: Station 34+000 to 33+500																			
	Reach Tiffing Segment 5																			
AL460	Reach RFI Segment 6: Station 33+500 to 32+500																			
	Station 33+500 TO 33+200																			
	Station 33+200 TO 33+100																			
	Station 33+100 TO 33+000																			
	Station 33+000 TO 32+500																			
	Station 32+500 TO 32+000																			
	Station 32+000 TO 31+500																			
	Station 31+500 TO 31+000																			
AL480	Reach RFI Segment 7: Station 31+000 to 31+000																			
	Maintenance to New Year Parking Lot Truck Staging Area																			

PUSH/SURVEY MATERIAL FOR QTY & ACCEPTANCE

BEACH RILL PLACEMENT (NO SURVEY)

SUBMITTAL REGISTER (ER 415-1-10)										TITLE AND LOCATION: 113062 Miami-Dade Surfside Contrad A-Surfside, FL				DATE: 11/15/2020			
CONTRACTOR: Continental Heavy Civil Corp										CONTRACT NUMBER: W91ZEP19C0017 NA							
Activity No.	TRANS MITTAL No.	ITEM No.	SPEC PARAGRAPH No.	DESCRIPTION OF SUBMITTAL	TYPE OF SUBMITTAL	CLASSIFI CATION FIO, GA, DA, CR, OR S	REVIEWER OFFICE / NAME	CONTRACTOR SCHEDULE DATES			CONTRACTOR ACTION		GOVERNMENT ACTION				
								SUBMIT NEEDED BY	APPROVAL NEEDED BY	MATERIAL NEEDED BY	CODE	CORPS RECEIVED DATE	CODE	CORPS RETURNED DATE			
Section 01 35 26 GOVERNMENTAL SAFETY REQUIREMENTS																	
A1450	18	30	01.35.26	Monthly Exposure Report December 2019	TEST REPORTS	FIO	Rego, Christopher	22 Nov 19	02 Dec 19	02 Dec 19	A		08 Jan 20				
Section 01 57 25 TURBIDITY AND DISPOSAL MONITORING																	
A1350	19	19	01.57.25	Turbidity Monitoring Dec 16-Dec 20 2019	TEST REPORTS	FIO	Rego, Christopher	29 Jul 19	08 Aug 19	08 Aug 19	A		08 Jan 20				
A1350	20	20	01.57.25	Turbidity Monitoring Dec 26-27 2019	TEST REPORTS	FIO	Rego, Christopher	29 Jul 19	08 Aug 19	08 Aug 19	A		08 Jan 20				
A1350	21	21	01.57.25	Turbidity Monitoring Dec30-19 Jan04-20	TEST REPORTS	FIO	Rego, Christopher	29 Jul 19	08 Aug 19	08 Aug 19	A		08 Jan 20				

In Review

Main Register  
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Sorted by Section & Item



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## Contractor Action Items

W912EP19C0017 113082 Miami-Dade Surfside Contract A  
K3001519

15 Jan 2020

Miami Resident Office

### Subcontractors Missing Critical Data

Enter missing data in "Subcontractors"					
Responsibility Code	Contractor Name	Trade	POC Name	Amount Subcontracted	Status
CHC	CHC	Prime Contractor	Ricardo Villet		Missing Data

### Contractors Requiring Insurance / SF 1413

Enter expiration dates for insurance and signature date for SF1413 in "Contractor Insurance"							
Contractor	First Day on Site	Last Day on Site	General Insurance	Auto Insurance	Workman's Comp	SF1413 Acknowledged	Status
Allied Trucking	08/19/2019		12/23/2019	02/03/2020	12/23/2019	09/10/2019	Submit documents
LSS	08/19/2019		01/02/2020	01/02/2020	01/02/2020	09/10/2019	Submit documents
NDN	08/19/2019						Submit documents

### Contractors Requiring Payrolls

Enter payrolls for each week shown in "Contractor Payrolls"					
Contractor	First Day on Site	Last Day on Site	Payrolls not submitted or submitted with problems		Status
CHC	08/19/2019		01/12/2020, 01/19/2020		Submit Documents

### Daily QC Reports not Completed

Enter Daily QC Report and mark completed "Daily QC Reports"	
QC Reports not completed for the following dates	Status
01/13/2020, 01/14/2020	Not Completed

### Outstanding Deficiency Items

Enter date corrected in "Deficiency Items"				
Item No.	Date Issued	Description	Location	Status
QC-00001	08/21/2019	CHC hereby acknowledges the deficiency of the vegetation protection plan at the 88th Street access. During the offloading procedures of the sand and placement on to the beach sand has accumulated in the Dune vegetation on the Northeast section of the access point. CHC is in the process of removing the accumulated sand from the vegetation. Following completion of the removal of the sand, if there are any impacts to the vegetation, CHC will mitigate the area is damaged. The impacted area is approximately 150 to 200 square feet. The coordinates of the impacted area are N 25.8733, W 80.12001.	88th Access	Not Corrected
QA-00026	09/06/2019	During unloading of beach fill at the 88th street access, the Contractor had spill over of fill from the bucket as it transition from the dump truck release point to the beach. This spill over went on to the dune vegetation, at the north east corner covering some vegetation. The contract picked up some but a good portion remains covered. Deficiency QC-0001 was issued for this issue but per Contract Specification Section 01 57 20, paragraph 3.1.6, if dune vegetation is impacted a plan needs to be submitted with 7 days and implemented within 30 days of the impact. This requirement has not been met.	88th Access	Not Corrected
QC-00003	12/02/2019	Tilling: Contractor has failed to till upon completion of each segment of beach construction according to specification section 35 30 00 paragraph 3.4.3 Tilling. "Tilling shall be completed by use of a suitable equipment by pulling a rake with tines modified to a length of 36 inches or more and spaced approximately 12 to 18 inches apart. Tilling shall be to a minimum depth of 36 inches through the newly placed beach seaward to the visible high water mark. Following tilling, the beach shall again be dressed by dragging a pipe lengthwise over the beach."	Segment 1-4	Not Corrected

### QC Requirements Missing Critical Data

Enter missing data in "QC Requirements"						
QC Requirement No.	QC Requirement Description	Section	To be performed by	Activity No.	Location	Status
CT-00025	Quarry Sample: 1. a. At 134,434 Tons b. Location Station 35+700 to 35+850 c. 11:43AM	35 30 00		A1410	Surfside	Missing Info
CT-00031	Quarry Sample: 1. a. At 152,354 Tons b. Location Station 35+500 c. 1:29PM d. 10-28-19		Hector Sevilla	A1410	35+500	Missing Info
CT-00084	Quarry Sample: 1. a. At 286,845 Tons b. Location Station 34+050 c. 06:52 AM d. 12-09-19	35 30 00	Hector Sevilla		34+050	Missing Info

Range:

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## Contractor Action Items

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Miami Resident Office

### Activities Scheduled to be Started in Next 7 Days

Enter date activity started in "Activities Started/Finished"					
Activity No.	Activity Description	Contractor	Scheduled Start	Days Late	Status
A1300	Attend Partnering Regroup Meet	CHC	12/06/2019	40 days	Not Started
A1405	Post Construction Survey Segme	CHC	12/06/2019	40 days	Not Started
A1406	Beach Tilling Segment One	CHC	12/09/2019	37 days	Not Started
A1412	Post Construction Survey Segme	CHC	12/09/2019	37 days	Not Started
A1417	Beach Tilling Segment Two	CHC	12/10/2019	36 days	Not Started
A1422	Post Construction Survey Segme	CHC	12/10/2019	36 days	Not Started
A1427	Beach Tilling Segment Three	CHC	12/11/2019	35 days	Not Started
A1432	Post Construction Survey Segme	CHC	12/11/2019	35 days	Not Started
A1437	Beach Tilling Segment Four	CHC	12/12/2019	34 days	Not Started
A1452	Post Construction Survey Segme	CHC	12/23/2019	23 days	Not Started
A1457	Beach Tilling Segment Five	CHC	12/24/2019	22 days	Not Started
A1460	Beach Fill Sixth Segment - 20	CHC	01/03/2020	12 days	Not Started
A1470	Mobilize - North Access	CHC	12/23/2019	23 days	Not Started

### Activities Scheduled to be Finished in Next 7 Days

Enter date activity started in "Activities Started/Finished"					
Activity No.	Activity Description	Contractor	Actual Start	Scheduled Finished	Status
A1300	Attend Partnering Regroup Meet	CHC	12/06/2019	12/06/2019	Not Started
A1405	Post Construction Survey Segme	CHC	12/06/2019	12/06/2019	Not Started
A1406	Beach Tilling Segment One	CHC	12/09/2019	12/09/2019	Not Started
A1412	Post Construction Survey Segme	CHC	12/09/2019	12/09/2019	Not Started
A1417	Beach Tilling Segment Two	CHC	12/10/2019	12/10/2019	Not Started
A1422	Post Construction Survey Segme	CHC	12/10/2019	12/10/2019	Not Started
A1427	Beach Tilling Segment Three	CHC	12/11/2019	12/11/2019	Not Started
A1432	Post Construction Survey Segme	CHC	12/11/2019	12/11/2019	Not Started
A1437	Beach Tilling Segment Four	CHC	12/12/2019	12/12/2019	Not Started
A1450	Beach Fill Fifth Segment - 16	CHC	12/02/2019	12/20/2019	Not Started
A1452	Post Construction Survey Segme	CHC	12/23/2019	12/23/2019	Not Started
A1457	Beach Tilling Segment Five	CHC	12/24/2019	12/24/2019	Not Started
A1460	Beach Fill Sixth Segment - 20	CHC	01/03/2020	01/22/2020	Not Started
A1470	Mobilize - North Access	CHC	12/23/2019	01/02/2020	Not Started

### Features of Work with no Activities Assigned

Assign features to activities in "Pay Activities"		
Feature of Work	Number of Activities	Status
Clearing & Grubbing	0	No Activities

### Hazard Analysis Without Features

Enter Hazard Analysis and complete (or assign Feature and complete) in "Hazard Analysis"	
Hazard Analysis Title	Status
Tilling	Accepted
Demobilization	Not Complete

### Features of Work Requiring a Preparatory Inspection

Enter date Preparatory Inspection meeting is held in "Prep/Initial Inspections"					
Feature of Work	First Activity	Activity Start	Preparatory Scheduled	Time	Status
Coastal Vegetation Planting					Prep Not Scheduled
Demobilization					Prep Not Scheduled
Tilling		10/10/2019	9:30AM		Prep Not Held

### Features of Work Requiring an Initial Inspection

Enter Scheduled Date and Time for Initial Inspection meeting is held in "Prep/Initial Inspections"					
Feature of Work	First Activity	Preparatory Held	Initial Scheduled	Time	Status

Range:

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## Contractor Action Items

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### Features of Work Requiring an Initial Inspection

Enter Scheduled Date and Time for Initial Inspection meeting is held in "Prep/Initial Inspections"

Feature of Work	First Activity	Preparatory Held	Initial Scheduled	Time	Status
Clearing & Grubbing		08/12/2019			Initial Not Scheduled
Coastal Vegetation Planting					Initial Not Scheduled
Demobilization					Initial Not Scheduled
Surveying		08/12/2019			Initial Not Scheduled
Tilling					Initial Not Scheduled

### Equipment Requiring Safety Inspection

Enter Inspection date in "Equipment Checks" or "Last Day on Site"

Equipment ID	Make / Model	Description / Serial No.	Last Inspection	Hrs Authorized / Run	Status
00000006	DOBBS Equip. Hitachi Excavator Zaxis 470LC-6	DOBBS Equip. Hitachi Excavator Zaxis 470LC-6 HC MACSOL 00060809	10/05/2019	0 / 2	
00000008	UNITED RENTAL SWEEPER 34644	UNITED RENTAL SWEEPER 34644 10191178	09/23/2019	0 / 4	
00000011	DOBBS 450K Bull Dozer	DOBBS 450K Bull Dozer 450K	08/20/2019	0 / 10	
00000022	DEERE 310E 125490	DEERE 310E 125490	01/09/2020	0 / 21	



**US Army Corps  
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Jacksonville District

### Weekly Project Coordination Meeting Minutes

**Day: Wednesday's**

**Time: 09:00 AM**

<b>Meeting #:</b>	26	<b>Call -In#</b>	(224) 501-3412
<b>Meeting Held:</b>	Wednesday, 01/22/2020	<b>Access Code:</b>	582-596-925
<b>Project:</b>	Beach Erosion Control and Hurricane Protection Project, Surfside Segment, Miami-Dade County, FL	<b>Contract #:</b> <b>FDEP Permit #</b>	W912EP-19-C-0017 0233882-010-JM

#### TEAM MEMBERS: Distribution (D) and Attendance (A) List indicated by "X"

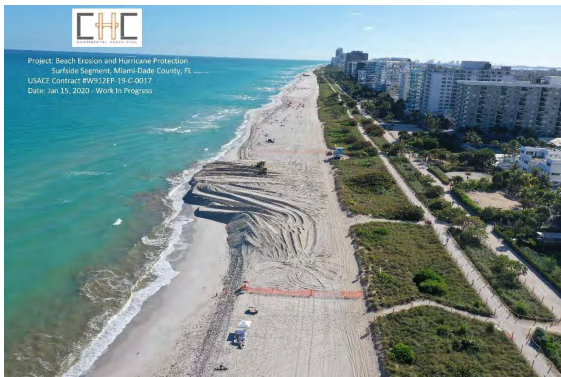
D	A	Name / Title	Company/ Organization	Email Address
X		Ricardo Villet / COO	CHC	<a href="mailto:rvillet@chcivil.com">rvillet@chcivil.com</a>
X	X	Francisco Juelle/PM	CHC	<a href="mailto:fjuelle@chccaribbean.com">fjuelle@chccaribbean.com</a>
X		Yunesky Hernandez / Super	CHC	<a href="mailto:yhernandez@chcivil.com">yhernandez@chcivil.com</a>
X	X	Hector Sevilla / QCM	CHC	<a href="mailto:hsevilla@chcivil.com">hsevilla@chcivil.com</a>
X	X	Gregg Close / SSHO	CHC	<a href="mailto:gclose@chcivil.com">gclose@chcivil.com</a>
X	X	Matt Gregory	CHC	<a href="mailto:ggregory@chcivil.com">ggregory@chcivil.com</a>
X		Geoff Reichold	The NDN Companies	<a href="mailto:Greichold@thendncompanies.com">Greichold@thendncompanies.com</a>
X		Meghan Harrison	The NDN Companies	<a href="mailto:mharrison@thendncompanies.com">mharrison@thendncompanies.com</a>
X		William Gerrard	The NDN Companies	<a href="mailto:wgerrard@thendncompanies.com">wgerrard@thendncompanies.com</a>
X	X	Kevin Kerkhof	The NDN Companies	<a href="mailto:kkerkhof@thendncompanies.com">kkerkhof@thendncompanies.com</a>
X	X	Nestor Rivera / ACO	USACE	<a href="mailto:Nestor.A.Rivera@usace.army.mil">Nestor.A.Rivera@usace.army.mil</a>
X	X	Christopher Rego / COR	USACE	<a href="mailto:Christopher.M.Rego@usace.army.mil">Christopher.M.Rego@usace.army.mil</a>
X	X	Leo Bastante / COR	USACE	<a href="mailto:Leopoldo.A.Bastante@usace.army.mil">Leopoldo.A.Bastante@usace.army.mil</a>
X	X	Alexis Vieira / Proj. Eng.	USACE	<a href="mailto:Alexis.M.Vieira@usace.army.mil">Alexis.M.Vieira@usace.army.mil</a>
X		Jessica Bromfield	USACE	
X		Tony Jettinghoff/ACO	USACE	<a href="mailto:John.A.Jettinghoff@usace.army.mil">John.A.Jettinghoff@usace.army.mil</a>
X		Brian Choate	USACE	<a href="mailto:Brian.C.Choate@usace.army.mil">Brian.C.Choate@usace.army.mil</a>
X		Michael Neves	USACE	<a href="mailto:Michael.P.Neves@usace.army.mil">Michael.P.Neves@usace.army.mil</a>
X	X	Erica Skolte	USACE	<a href="mailto:Erica.A.Skolte@usace.army.mil">Erica.A.Skolte@usace.army.mil</a>
X		Timothy Humphrey	USACE	<a href="mailto:Timothy.G.Humphrey@usace.army.mil">Timothy.G.Humphrey@usace.army.mil</a>
X		Piper Austin	USACE	<a href="mailto:Piper.E.Austin@usace.army.mil">Piper.E.Austin@usace.army.mil</a>
X		Andrew Dutil	USACE	<a href="mailto:Andrew.S.Dutil@usace.army.mil">Andrew.S.Dutil@usace.army.mil</a>
X		Troy Mayhew	USACE /CESAJ-EN-GG	<a href="mailto:Troy.a.mayhew@usace.army.mil">Troy.a.mayhew@usace.army.mil</a>





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X	X	Guillermo Olmedillo	Town of Surfside	<a href="mailto:golmedillo@townofsurfsidefl.gov">golmedillo@townofsurfsidefl.gov</a>
X	X	Duncan Tavares	Town of Surfside	<a href="mailto:dtavares@townofsurfsidefl.gov">dtavares@townofsurfsidefl.gov</a>
X	X	Randy Stokes	Town of Surfside- PWD	<a href="mailto:rstokes@townofsurfsidefl.gov">rstokes@townofsurfsidefl.gov</a>
X		Irina Mocanu	Town of Surfside	<a href="mailto:imocanu@townofsurfsidefl.gov">imocanu@townofsurfsidefl.gov</a>
X	X	Kate Stein	Town of Surfside	<a href="mailto:kstein@townofsurfsidefl.gov">kstein@townofsurfsidefl.gov</a>
X	X	Elizabeth Hopkins	Town of Surfside	<a href="mailto:EHopkins@townofsurfsidefl.gov">EHopkins@townofsurfsidefl.gov</a>
X		Tim Milian	TOS P&RD	<a href="mailto:tmilian@townofsurfsidefl.gov">tmilian@townofsurfsidefl.gov</a>
X	X	Lt. John Healy	TOS Police Dept.	<a href="mailto:JHealy@townofsurfsidefl.gov">JHealy@townofsurfsidefl.gov</a>
X		Chief Julio Yero	TOS Police Dept.	<a href="mailto:jyero@townofsurfsidefl.gov">jyero@townofsurfsidefl.gov</a>
X		Capt. John Bambis	TOS Police Dept.	<a href="mailto:jbambis@townofsurfsidefl.gov">jbambis@townofsurfsidefl.gov</a>
X		Julio Nores	DERM-RER	<a href="mailto:Julio.Nores@miamidade.gov">Julio.Nores@miamidade.gov</a>
X		Libbie McDermid	Florida DEP	<a href="mailto:Libbie.McDermid@FloridaDEP.gov">Libbie.McDermid@FloridaDEP.gov</a>
X		Alexandra Wagner	Florida DEP	<a href="mailto:Alexandra.Wagner@FloridaDEP.gov">Alexandra.Wagner@FloridaDEP.gov</a>
X		Teal Kawana	MDPR	<a href="mailto:teal.kawana@miamidade.gov">teal.kawana@miamidade.gov</a>
X		Colette Biondi	MDPR	<a href="mailto:Colette.Biondi@miamidade.gov">Colette.Biondi@miamidade.gov</a>
X		Carlos Fernandez- Quevedo	MDPR	<a href="mailto:Carlos.Fernandez-Quevedo@miamidade.gov">Carlos.Fernandez- Quevedo@miamidade.gov</a>
X		Paul Voight	MDCP-RER	<a href="mailto:Paul.Voight@miamidade.gov">Paul.Voight@miamidade.gov</a>
X		Sarah Thanner	MDCP-RER	<a href="mailto:Sara.Thanner@miamidade.gov">Sara.Thanner@miamidade.gov</a>
X		Marina Blanco-Pape	MDCP-RER	<a href="mailto:Marina.Blanco-Pape@miamidade.gov">Marina.Blanco-Pape@miamidade.gov</a>
X	X	Alberto Pisani	MDCP-RER	<a href="mailto:Alberto.Pisani@miamidade.gov">Alberto.Pisani@miamidade.gov</a>
X		Kelli Stamm	Precision Measurements	<a href="mailto:kstamm@precisionmeasurements.com">kstamm@precisionmeasurements.com</a>
X		JCP Compliance	DEP	<a href="mailto:JCPCompliance@dep.state.fl.us">JCPCompliance@dep.state.fl.us</a>



## WEEKLY PROGRESS MEETING

### 1.0 Review minutes from previous progress meeting:

1.1 No Changes.

### 2.0 Review RMS Contractor Action Item Report:

2.1 Attached contractors' updates for action items list; ongoing contractor updates on daily basis. CHC and USACE will follow up after the meeting for general updates.

### 3.0 Review work progress since previous meeting:

3.1 Beach Fill Completed Areas (Pending Acceptance After Tilling):

- Segment-1: Completed Oct. 8<sup>th</sup>
- Segment-2: Completed Nov. 8<sup>th</sup>
- Segment-3: Completed Nov. 21<sup>st</sup>
- Segment-4: Completed Dec 2<sup>nd</sup>
- Segment-5: Completed Dec 30<sup>th</sup>
- Segment-6: Started segment on Dec 11<sup>th</sup>

3.2 Beach Fill:

- 2,658.43 Tons of beach fill placed last week
- 117 Truckloads last week
- 373,415.26 Tons of fill material placed up to date.



#### 4.0 Review this week's definable feature of work:

##### 4.1 Continue to work on Segment-6 Station 33+500 to 32+500 (1,000 ft.)

- Currently at station 32+900 to 32+700.
- CHC will haul trucks all week, expecting to haul 250 trucks/day, although will not push material out into the waters due to rough sea conditions all week.
- CHC Will work on placing material and build up template on the landward side.
- CHC will reschedule survey by next week.
- Chris R.-USACE asked if CHC will still survey today as scheduled? Hector S.-CHC stated that no, the sea conditions are not suitable to push material or survey. CHC notified to cancel today's scheduled survey.

##### 4.2 Pending Items:

- *Segment-1-5:*
  - Final walkthrough to be held after completion of tilling; TBD.
- *Tilling:*
  - CHC is still working on the tiller, the tiller is 6 inches out from reaching specified depth. CHC will continue to modify the tiller and make some trials.
  - Chris R.-USACE mentioned that Mike Devitt might show up and please keep Chris R. posted.

##### 4.3 Vibration Monitoring:

- Continuing monitoring 24/7.
- Report #10 & 11 has been submitted for review.

##### 4.4 Environmental/Turbidity Monitoring:

- Kevin K.-NDN Provide Update: Monitoring conducted past week has been in compliance. Nothing notable around site, free from invasive species.
- Finalizing

##### 4.5 Project Site Coordination:

- Eruv Weekly inspections within CHC work site by outside source.
  - No reported issues.

##### 4.6 Scheduled Preparatory Meeting:

- Mobilization to 96<sup>th</sup> st: TBD

##### 4.7 3-Phase Inspection Schedule:

- Survey-TBD
- Tilling-TBD

#### 5.0 Review construction project schedule:

- 5.1 See attached 3-week look ahead.



## **6.0 Submittal and RFI's:**

### **6.1 Submittals Under Review**

- See attached submittals under review log, no critical submittals are overdue at this time, just general updates.
- Permanent Turtle Awareness Signs submitted for review.

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

- No RFI's are pending.

## **7.0 Review off-site activities:**

- CHC continues the effort to sweep the road daily and has a contractor to sweep/vac the street from 88<sup>th</sup> street to 92<sup>nd</sup> street Collins Ave. as well as Haulover park.
- Haulover Parking Lot:
  - Maintenance this coming weekend.

## **8.0 Review Site Safety & Deficiencies:**

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

- Matt Gregory-CHC SSHO Provide Update:
  - Toolbox Topic: Cold Weather
  - 76 days from last injury of Oct. 5<sup>th</sup>, 2019.
  - Truckers using two lanes side by side; sent out notification to all brokers to use middle lane when passing through surfside business area.
  - Non-work related incident: Bicyclist collision by the four season, two bicycle riders crashed into each other, CHC SSHO provide first aid for that individual. Date of incident Monday Jan 20<sup>th</sup>, 2020.
  - Chris R.-USACE mentioned that last week a couple of items were brought to CHC attention to work on. Matt G.-CHC stated that all the items has been addressed.

## **9.0 Review / Update Joint Risk Management Register:**

- No Changes since approved submittal.

## **10.0 Modifications, Changes, Substitutions to the Contract:**

- Serial Letter H-006 Surfside - Hurricane Dorian Damages. Under government review. Chris R.-USACE noted that he will follow up.

## **11.0 Other Business:**

- Any upcoming events that needs to be coordinated with truck hauling?
- Meetings & Coordination:
  - Monthly Schedule Update Meeting scheduled with CHC and USACE for tomorrow Thursday Jan 16<sup>th</sup> at 0900 hrs was held as scheduled.



- **Next Non-Workdays:**
  - Friday Jan 31<sup>st</sup> and Saturday Feb 01<sup>st</sup>, 2020 (Traffic and safety of public beach due to Superbowl Weekend).
- Guillermo O.-TOS asked if CHC is going to increase the number of trucks on a daily basis after the Superbowl? Hector S.-CHC stated that CHC will keep the same pace of 250 trucks/day.
- Erica Skolte-USACE: Asked what conversion factor CHC is using to convert from tons to cubic yard's? Francisco J.-CHC noted that it changes depending on the weather 1.35-1.40 rough weather goes up to 1.60, it all depends roughly between 1.40 to 1.60.

Next Meeting Date: Wednesday, Jan 29<sup>th</sup> @ 10:30 A.M.

Location: Conference call  
Call In: (224) 501-3412  
Access Code: 582-596-925

***End of Meeting.***

**MEETING ADJOURNED – THANK YOU**

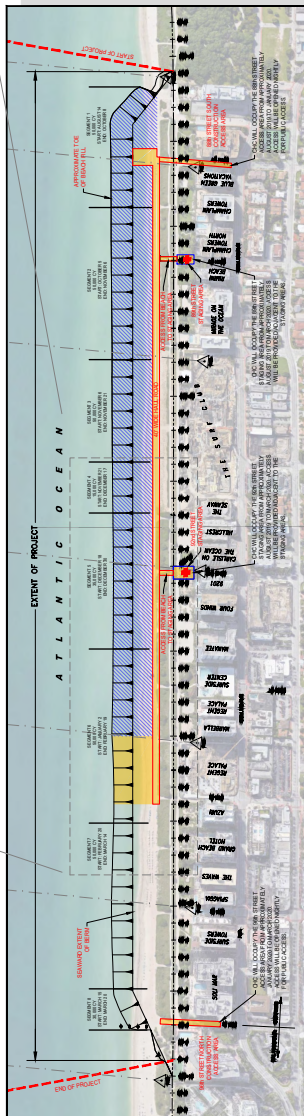
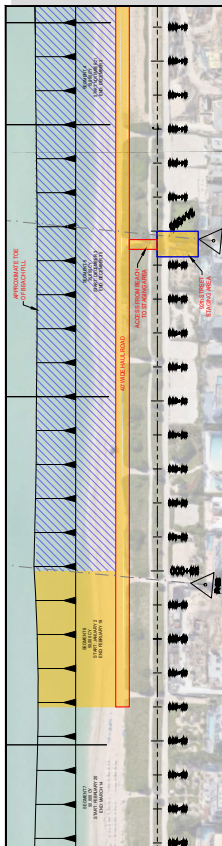
Please feel free to contact any of the following CHC Field personnel for any questions, comments or concerns.

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

# PROGRESS MAP OVERVIEW

Beach Erosion Control and Hurricane Protection Project  
Miami-Dade County, Beach Renourishment 2020  
Surfside Beach

Last Updated: January 18, 2020



START/END OF PROJECT
DESIGNATED CONSTRUCTION ACCESS
STAGING AREA
AREA ACCEPTED BY COMMERCIAL OFFICE/AGENCY FOR PUBLIC USE
BEACH UNDER CONSTRUCTION
AREA NOT READY FOR CONSTRUCTION
PENDING TILLING
FIRST AID / EYE WASH





SUBMITTAL REGISTER (ER 415-1-10)										TITLE AND LOCATION: 113082 Miami-Dade Surfside Contrast A-Surfside, FL		DATE: 12/2/2020		
CONTRACTOR: Continental Heavy Civil Corp										CONTRACT NUMBER: W912EP19C0017 NA				
Activity No.	TRANS MITTAL No.	ITEM No.	SPEC PARAGRAPH No.	DESCRIPTION OF SUBMITTAL	TYPE OF SUBMITTAL	CLASSIFI CATION	REVIEWER	CONTRACTOR SCHEDULE DATES		CONTRACTOR ACTION		GOVERNMENT ACTION		
								APPROVAL NEEDED BY	DATES BY	APPROVAL NEEDED BY	DATES BY	CODE	DATE	CODE
Section 01 57 25 TURBIDITY AND DISPOSAL MONITORING														
11360	22	22	01 57 25	Turbidity Monitoring Jan 06-11 2020	TEST REPORTS	FIO	RO	Regr. Christopher	29 Jul 19	08 Aug 19	08 Aug 19	A	15 Jan 20	





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## Contractor Action Items

W912EP19C0017 113082 Miami-Dade Surfside Contract A  
K3001519

22 Jan 2020

Miami Resident Office

### Subcontractors Missing Critical Data

Enter missing data in "Subcontractors"					
Responsibility Code	Contractor Name	Trade	POC Name	Amount Subcontracted	Status
CHC	CHC	Prime Contractor	Ricardo Villet		Missing Data

### Contractors Requiring Insurance / SF 1413

Enter expiration dates for insurance and signature date for SF1413 in "Contractor Insurance"							
Contractor	First Day on Site	Last Day on Site	General Insurance	Auto Insurance	Workman's Comp	SF1413 Acknowledged	Status
Allied Trucking	08/19/2019		12/23/2019	02/03/2020	12/23/2019	09/10/2019	Submit documents
LSS	08/19/2019		01/02/2020	01/02/2020	01/02/2020	09/10/2019	Submit documents
NDN	08/19/2019						Submit documents

### Contractors Requiring Payrolls

Enter payrolls for each week shown in "Contractor Payrolls"					
Contractor	First Day on Site	Last Day on Site	Payrolls not submitted or submitted with problems		Status
CHC	08/19/2019		01/19/2020, 01/26/2020		Submit Documents

### Daily QC Reports not Completed

Enter Daily QC Report and mark completed "Daily QC Reports"	
QC Reports not completed for the following dates	Status
01/17/2020, 01/20/2020, 01/21/2020	Not Completed

### Outstanding Deficiency Items

Enter date corrected in "Deficiency Items"				
Item No.	Date Issued	Description	Location	Status
QC-00001	08/21/2019	CHC hereby acknowledges the deficiency of the vegetation protection plan at the 88th Street access. During the offloading procedures of the sand and placement on to the beach sand has accumulated in the Dune vegetation on the Northeast section of the access point. CHC is in the process of removing the accumulated sand from the vegetation. Following completion of the removal of the sand, if there are any impacts to the vegetation, CHC will mitigate the area is damaged. The impacted area is approximately 150 to 200 square feet. The coordinates of the impacted area are N 25.8733, W 80.12001.	88th Access	Not Corrected
QA-00026	09/06/2019	During unloading of beach fill at the 88th street access, the Contractor had spill over of fill from the bucket as it transition from the dump truck release point to the beach. This spill over went on to the dune vegetation, at the north east corner covering some vegetation. The contract picked up some but a good portion remains covered. Deficiency QC-0001 was issued for this issue but per Contract Specification Section 01 57 20, paragraph 3.1.6, if dune vegetation is impacted a plan needs to be submitted with 7 days and implemented within 30 days of the impact. This requirement has not been met.	88th Access	Not Corrected
QC-00003	12/02/2019	Tilling: Contractor has failed to till upon completion of each segment of beach construction according to specification section 35 30 00 paragraph 3.4.3 Tilling. "Tilling shall be completed by use of a suitable equipment by pulling a rake with tines modified to a length of 36 inches or more and spaced approximately 12 to 18 inches apart. Tilling shall be to a minimum depth of 36 inches through the newly placed beach seaward to the visible high water mark. Following tilling, the beach shall again be dressed by dragging a pipe lengthwise over the beach."	Segment 1-4	Not Corrected

### QC Requirements Missing Critical Data

Enter missing data in "QC Requirements"						
QC Requirement No.	QC Requirement Description	Section	To be performed by	Activity No.	Location	Status
CT-00025	Quarry Sample: 1. a. At 134,434 Tons b. Location Station 35+700 to 35+850 c. 11:43AM	35 30 00		A1410	Surfside	Missing Info
CT-00031	Quarry Sample: 1. a. At 152,354 Tons b. Location Station 35+500 c. 1:29PM d. 10-28-19		Hector Sevilla	A1410	35+500	Missing Info
CT-00084	Quarry Sample: 1. a. At 286,845 Tons b. Location Station 34+050 c. 06:52 AM d. 12-09-19	35 30 00	Hector Sevilla		34+050	Missing Info

Range:

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## Contractor Action Items

W912EP19C0017 113082 Miami-Dade Surfside Contract A  
K3001519

22 Jan 2020

Miami Resident Office

### Activities Scheduled to be Started in Next 7 Days

Enter date activity started in "Activities Started/Finished"					
Activity No.	Activity Description	Contractor	Scheduled Start	Days Late	Status
A1300	Attend Partnering Regroup Meet	CHC	12/06/2019	47 days	Not Started
A1405	Post Construction Survey Segme	CHC	12/06/2019	47 days	Not Started
A1406	Beach Tilling Segment One	CHC	12/09/2019	44 days	Not Started
A1412	Post Construction Survey Segme	CHC	12/09/2019	44 days	Not Started
A1417	Beach Tilling Segment Two	CHC	12/10/2019	43 days	Not Started
A1422	Post Construction Survey Segme	CHC	12/10/2019	43 days	Not Started
A1427	Beach Tilling Segment Three	CHC	12/11/2019	42 days	Not Started
A1432	Post Construction Survey Segme	CHC	12/11/2019	42 days	Not Started
A1437	Beach Tilling Segment Four	CHC	12/12/2019	41 days	Not Started
A1452	Post Construction Survey Segme	CHC	12/23/2019	30 days	Not Started
A1457	Beach Tilling Segment Five	CHC	12/24/2019	29 days	Not Started
A1460	Beach Fill Sixth Segment - 20	CHC	01/03/2020	19 days	Not Started
A1462	Post Construction Survey Segme	CHC	01/23/2020	1 days	Not Started
A1467	Beach Tilling Segment Six	CHC	01/24/2020	2 days	Not Started
A1470	Mobilize - North Access	CHC	12/23/2019	30 days	Not Started
A1480	Beach Fill Seventh Segment -	CHC	01/23/2020	1 days	Not Started

### Activities Scheduled to be Finished in Next 7 Days

Enter date activity started in "Activities Started/Finished"					
Activity No.	Activity Description	Contractor	Actual Start	Scheduled Finished	Status
A1300	Attend Partnering Regroup Meet	CHC	12/06/2019	12/06/2019	Not Started
A1405	Post Construction Survey Segme	CHC	12/06/2019	12/06/2019	Not Started
A1406	Beach Tilling Segment One	CHC	12/09/2019	12/09/2019	Not Started
A1412	Post Construction Survey Segme	CHC	12/09/2019	12/09/2019	Not Started
A1417	Beach Tilling Segment Two	CHC	12/10/2019	12/10/2019	Not Started
A1422	Post Construction Survey Segme	CHC	12/10/2019	12/10/2019	Not Started
A1427	Beach Tilling Segment Three	CHC	12/11/2019	12/11/2019	Not Started
A1432	Post Construction Survey Segme	CHC	12/11/2019	12/11/2019	Not Started
A1437	Beach Tilling Segment Four	CHC	12/12/2019	12/12/2019	Not Started
A1450	Beach Fill Fifth Segment - 16	CHC	12/02/2019	12/20/2019	Not Started
A1452	Post Construction Survey Segme	CHC	12/23/2019	12/23/2019	Not Started
A1457	Beach Tilling Segment Five	CHC	12/24/2019	12/24/2019	Not Started
A1460	Beach Fill Sixth Segment - 20	CHC	01/03/2020	01/22/2020	Not Started
A1462	Post Construction Survey Segme	CHC	01/23/2020	01/23/2020	Not Started
A1467	Beach Tilling Segment Six	CHC	01/24/2020	01/24/2020	Not Started
A1470	Mobilize - North Access	CHC	12/23/2019	01/02/2020	Not Started

### Features of Work with no Activities Assigned

Assign features to activities in "Pay Activities"		
Feature of Work	Number of Activities	Status
Clearing & Grubbing	0	No Activities

### Hazard Analysis Without Features

Enter Hazard Analysis and complete (or assign Feature and complete) in "Hazard Analysis"	
Hazard Analysis Title	Status
Tilling	Accepted
Demobilization	Not Complete

### Features of Work Requiring a Preparatory Inspection

Enter date Preparatory Inspection meeting is held in "Prep/Initial Inspections"					
Feature of Work	First Activity	Activity Start	Preparatory Scheduled	Time	Status
Coastal Vegetation Planting					Prep Not Scheduled
Demobilization					Prep Not Scheduled
Tilling			10/10/2019	9:30AM	Prep Not Held

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## Contractor Action Items

W912EP19C0017 113082 Miami-Dade Surfside Contract A  
K3001519

22 Jan 2020

Miami Resident Office

### Features of Work Requiring an Initial Inspection

Enter Scheduled Date and Time for Initial Inspection meeting is held in "Prep/Initial Inspections"

Feature of Work	First Activity	Preparatory Held	Initial Scheduled	Time	Status
Clearing & Grubbing		08/12/2019			Initial Not Scheduled
Coastal Vegetation Planting					Initial Not Scheduled
Demobilization					Initial Not Scheduled
Surveying		08/12/2019			Initial Not Scheduled
Tilling					Initial Not Scheduled

### Equipment Requiring Safety Inspection

Enter Inspection date in "Equipment Checks" or "Last Day on Site"

Equipment ID	Make / Model	Description / Serial No.	Last Inspection	Hrs Authorized / Run	Status
00000006	DOBBS Equip. Hitachi Excavator Zaxis 470LC-6	DOBBS Equip. Hitachi Excavator Zaxis 470LC-6 HC MACSOL 00060809	10/05/2019	0 / 2	
00000008	UNITED RENTAL SWEEPER 34644	UNITED RENTAL SWEEPER 34644 10191178	09/23/2019	0 / 4	
00000011	DOBBS 450K Bull Dozer	DOBBS 450K Bull Dozer 450K	08/20/2019	0 / 10	
00000022	DEERE 310E 125490	DEERE 310E 125490	01/09/2020	0 / 21	
00000026	TEREX TRUCKS TA300 DUMPER	TEREX TRUCKS TA300 DUMPER 17K205	01/13/2020	0 / 21	

Range:

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TOWN OF SURFSIDE, FLORIDA  
MONTHLY BUDGET TO ACTUAL SUMMARY  
FISCAL YEAR 2020  
As of DECEMBER 31, 2019  
25% OF YEAR EXPIRED (BENCHMARK)

Agenda Item #

Page

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February 11, 2020

GOVERNMENTAL FUNDS	ACTUAL	ANNUAL BUDGET	% BUDGET
--------------------	--------	---------------	----------

**GENERAL FUND - 001**

REVENUE	\$ 10,364,071	\$16,549,272	63%
EXPENDITURES	4,126,243	\$16,549,272	25%
Net Change in Fund Balance	6,237,828		
Fund Balance-September 30, 2019 (Unaudited)	12,955,709 <sup>A</sup>		
Fund Balance-December 31, 2019 (Reserves)	<u>\$ 19,193,537</u>		

**TOURIST RESORT FUND - 102**

REVENUE	\$ 745,614	\$3,308,050	23%
EXPENDITURES	990,510	\$3,308,050	30%
Net Change in Fund Balance	(244,896)		
Fund Balance-September 30, 2019 (Unaudited)	1,530,080		
Fund Balance-December 31, 2019 (Reserves)	<u>\$ 1,285,184</u>		

**POLICE FORFEITURE FUND - 105**

REVENUE	\$ -	\$52,300	0%
EXPENDITURES	\$ 17,102	\$52,300	33%
Net Change in Fund Balance	\$ (17,102)		
Fund Balance-September 30, 2019 (Unaudited)	105,206		
Fund Balance-December 31, 2019 (Reserves)	<u>\$ 88,104</u>		

**TRANSPORTATION SURTAX FUND - 107**

REVENUE	\$ -	\$276,000	0%
EXPENDITURES	53,263	\$276,000	19%
Net Change in Fund Balance	(53,263)		
Fund Balance-September 30, 2019 (Unaudited)	194,780		
Fund Balance-December 31, 2019 (Reserves)	<u>\$ 141,517</u>		

**BUILDING FUND - 150**

REVENUE	\$ 120,288	\$1,517,713	8%
EXPENDITURES	358,433	\$1,517,713	24%
Net Change in Fund Balance	(238,145)		
Fund Balance-September 30, 2019 (Unaudited)	2,429,223		
Fund Balance-December 31, 2019 (Reserves)	<u>\$ 2,191,078</u>		

**CAPITAL PROJECTS FUND - 301**

REVENUE	\$ 459,253	\$1,862,013	25%
EXPENDITURES	66,866	\$1,862,013	4%
Net Change in Fund Balance	392,387		
Fund Balance-September 30, 2019 (Unaudited)	3,278,256		
Fund Balance-December 31, 2019 (Reserves)	<u>\$ 3,670,643</u>		

**NOTES:**

\* Many revenues for December 2019 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 \$10,995,709 is unassigned fund balance (reserves).

PROPRIETARY FUNDS	ACTUAL	ANNUAL BUDGET	% BUDGET
-------------------	--------	---------------	----------

**WATER & SEWER FUND - 401**

REVENUE	\$ 902,230	\$4,424,500	20%
EXPENDITURES	569,750	\$4,424,500	13%
Change in Net Position	332,480		
Unrestricted Net Position-September 30, 2019 (Unaudited)	(2,499,311)		
Unrestricted Net Position-December 31, 2019 (Reserves)	<u>\$ (2,166,831)</u>		

**MUNICIPAL PARKING FUND - 402**

REVENUE	\$ 361,216	\$1,333,618	29%
EXPENDITURES	290,234	\$1,333,618	22%
Change in Net Position	90,982		
Unrestricted Net Position-September 30, 2019 (Unaudited)	1,279,750		
Unrestricted Net Position-December 31, 2019 (Reserves)	<u>\$ 1,370,732</u>		

**SOLID WASTE FUND - 403**

REVENUE	\$ 588,218	\$2,132,673	28%
EXPENDITURES	706,320	\$2,132,673	33%
Change in Net Position	(118,102)		
Unrestricted Net Position-September 30, 2019 (Unaudited)	634,409		
Unrestricted Net Position-December 31, 2019 (Reserves)	<u>\$ 516,307</u>		

**STORMWATER FUND - 404**

REVENUE	\$ 248,568	\$1,034,704	24%
EXPENDITURES	279,028	\$1,034,704	27%
Change in Net Position	(27,460)		
Unrestricted Net Position-September 30, 2019 (Unaudited)	3,272,654		
Unrestricted Net Position-December 31, 2019 (Reserves)	<u>\$ 3,245,194</u>		

**FLEET MANAGEMENT FUND - 501**

REVENUE	\$ 236,713	\$967,346	24%
EXPENDITURES	489,647	\$967,346	48%
Change in Net Position	(230,934)		
Unrestricted Net Position-September 30, 2019 (Unaudited)	584,492		
Unrestricted Net Position-December 31, 2019 (Reserves)	<u>\$ 353,558</u>		



Jason D. Greene, Finance Director



Guillermo Olmedillo, Town Manager

**Town of Surfside**  
**Net Funds Historical Balances**  
**Period 2016 - December 2019**

<b>FUND</b>	<b>9/30/2016</b>	<b>9/30/2017</b>	<b>9/30/2018</b>	<b>9/30/2019</b>	<b>12/31/2019</b>	<b>CAGR <sup>(a)</sup></b>
General	\$ 7,368,408	\$ 8,460,802	\$ 10,902,050	\$ 12,955,709	\$ 19,193,537	20.7%
Tourist Resort	363,407	469,880	356,313	1,530,080	1,285,184	61.5%
Police Forfeiture	141,755	164,933	159,527	105,206	88,104	-9.5%
Transportation Surtax	354,264	388,363	263,292	194,780	141,517	-18.1%
Building	-	1,742,910	2,760,673	2,429,223	2,191,078	-6.2%
Capital Projects	1,154,352	576,122	2,158,902	3,278,256	3,670,643	41.6%
Water & Sewer	(2,827,890)	(3,048,579)	(2,546,398)	(2,499,311)	(2,166,831)	-4.0%
Municipal Parking	1,111,941	811,013	943,315	1,279,750	1,370,732	4.8%
Solid Waste	245,941	429,743	601,201	634,409	516,307	37.1%
Stormwater	3,392,370	3,264,379	3,203,878	3,272,654	3,245,194	-1.2%
Fleet Management	-	-	-	584,492	353,558	N/A
<b>Total</b>	<b>\$ 11,304,548</b>	<b>\$ 13,259,566</b>	<b>\$ 18,802,753</b>	<b>\$ 23,765,248</b>	<b>\$ 29,889,023</b>	<b>27.5%</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.

# Parks and Recreation Projects Timeline

**September  
2013**

## Town Commission Adopts Parks and Recreation Capital Improvement Plan



The plan, developed by the Parks and Recreation Department and Committee, highlights top capital projects and lists them in terms of priority

**January  
2014**

## Playground Update: 96th Street Park



Playground equipment replaced for 96th Street Park

**February  
2014**

## Surfside Tennis Center



Complete renovation, including resurfacing of the courts, state-of-the-art lighting, renovating the tennis building, and tennis net upgrades

**December  
2016**

## Hawthorne Tot Lot



Total renovation, including new playground equipment, turf surfacing, fencing, entrance, picnic tables and benches, and installing new trash receptacles

**Up Next**

## 96th Street Park Renovation



2.5 million earmarked for this renovation project to further improve the quality of life of town residents

The completed projects to date have been funded through developer voluntary proffers. This includes the RFQ and design concept for the forthcoming 96th Street Park project.



# For 96th Street Park, I'd like to see...

Age Specific Playgrounds	Basketball Court	Programming and Activities	Multipurpose Green Space	Park Lighting	Upgraded Main Entrance	Park Fencing	Other
-----------------------------	---------------------	-------------------------------	-----------------------------	------------------	---------------------------	-----------------	-------



**Place Currently Not Set  
Traffic Survey Summary**

Location: 88th and Byron Ave  
Start Date: 12/09/2019  
End Date: 12/12/2019

Zone: Residential  
Start Time: 12:40:20  
End Time: 16:21:43  
Travel Direction: N

Speed	1 - 19	20 - 21	22 - 23	24 - 25	26 - 27	28 - 29	30 - 31	32 - 33	34 - 35	36 - 37	38 - 39	40 - 999
Volume	5029	1037	736	278	82	18	6	3	0	0	1	0
% of Total	69.94%	14.42%	10.23%	3.86%	1.14%	0.25%	0.08%	0.04%	0%	0%	0.01%	0%
									Total Vehicles: 7190			

Speed Statistics		10 MPH Pace		Number Exceeding Limit				
Posted	20	Pace Speed	13 to 22	Speed	20+	30+	40+	Total
#At/Under Limit	5575	# in Pace	4802	Number	1608	7	0	1615
# Over Limit	1615	% in Pace	66.78%	Percent	22.36%	0.09%	0%	22.46%
Average Speed	16.47	85% Percentile	22					

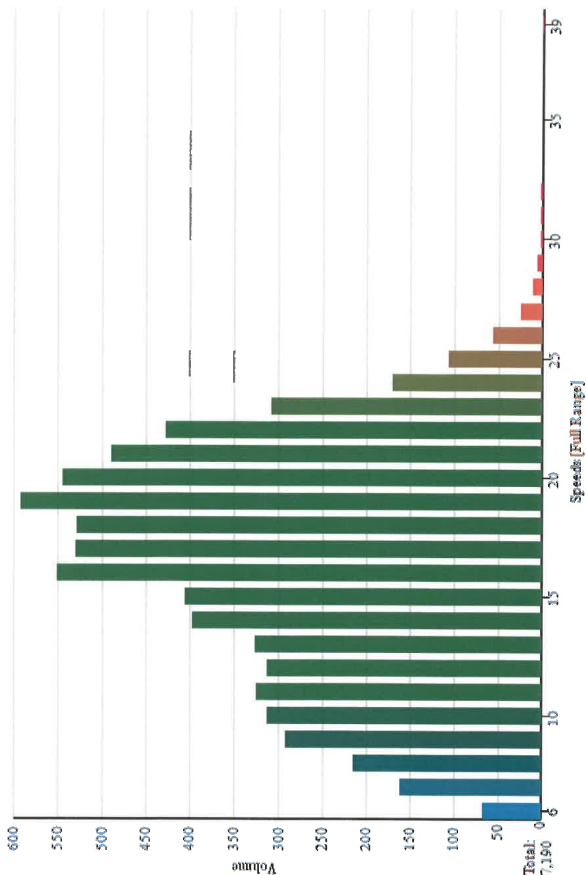
01/27/2020, 16:31:29

Place Currently Not Set  
Speed/Volume Graph

Travel Direction: N

Zone: Residential  
Speed Limit: 20 MPH

Location: 88th and Byron Ave  
Dates: 12/09/2019 to 12/12/2019



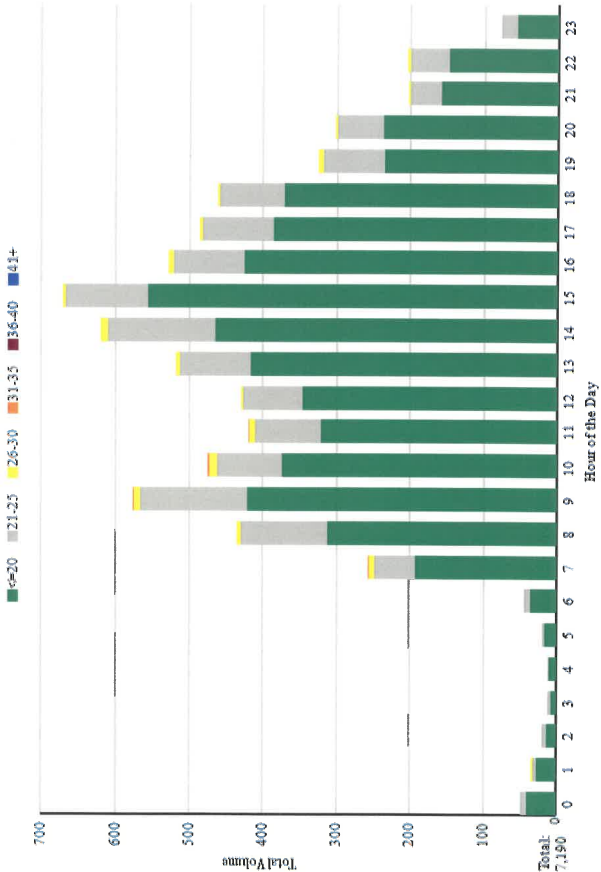
01/27/2020, 16:31:39

Place Currently Not Set  
SpeedTimeVolume Graph

Location: 88th and Byron Ave  
Dates: 12/09/2019 to 12/12/2019

Zone: Residential  
Speed Limit: 20 MPH

Travel Direction: N



01/27/2020, 16:31:51

**Place Currently Not Set**  
**Daily Traffic Flow - 15 minute interval**

Location: 88th and Byron Ave

Zone: Residential  
 Travel Direction: N

Monday, 12/09/2019					
Time AM	Vehicle Count	Hour Total	Time PM	Vehicle Count	Hour Total
00:00 to 00:15	0		12:00 to 12:15	0	
00:15 to 00:30	0		12:15 to 12:30	0	
00:30 to 00:45	0		12:30 to 12:45	5	
00:45 to 01:00	0	0	12:45 to 13:00	37	42
01:00 to 01:15	0		13:00 to 13:15	29	
01:15 to 01:30	0		13:15 to 13:30	25	
01:30 to 01:45	0		13:30 to 13:45	31	
01:45 to 02:00	0	0	13:45 to 14:00	33	118
02:00 to 02:15	0		14:00 to 14:15	35	
02:15 to 02:30	0		14:15 to 14:30	31	
02:30 to 02:45	0		14:30 to 14:45	36	
02:45 to 03:00	0	0	14:45 to 15:00	47	149
03:00 to 03:15	0		15:00 to 15:15	45	
03:15 to 03:30	0		15:15 to 15:30	35	
03:30 to 03:45	0		15:30 to 15:45	32	
03:45 to 04:00	0	0	15:45 to 16:00	49	161
04:00 to 04:15	0		16:00 to 16:15	46	
04:15 to 04:30	0		16:15 to 16:30	36	
04:30 to 04:45	0		16:30 to 16:45	40	
04:45 to 05:00	0	0	16:45 to 17:00	50	172
05:00 to 05:15	0		17:00 to 17:15	45	
05:15 to 05:30	0		17:15 to 17:30	40	
05:30 to 05:45	0		17:30 to 17:45	45	
05:45 to 06:00	0	0	17:45 to 18:00	37	167
06:00 to 06:15	0		18:00 to 18:15	26	
06:15 to 06:30	0		18:15 to 18:30	48	
06:30 to 06:45	0		18:30 to 18:45	47	
06:45 to 07:00	0	0	18:45 to 19:00	36	157
07:00 to 07:15	0		19:00 to 19:15	29	
07:15 to 07:30	0		19:15 to 19:30	15	
07:30 to 07:45	0		19:30 to 19:45	34	
07:45 to 08:00	0	0	19:45 to 20:00	33	111
08:00 to 08:15	0		20:00 to 20:15	37	
08:15 to 08:30	0		20:15 to 20:30	25	
08:30 to 08:45	0		20:30 to 20:45	17	
08:45 to 09:00	0	0	20:45 to 21:00	24	103
09:00 to 09:15	0		21:00 to 21:15	10	
09:15 to 09:30	0		21:15 to 21:30	22	
09:30 to 09:45	0		21:30 to 21:45	21	
09:45 to 10:00	0	0	21:45 to 22:00	26	79
10:00 to 10:15	0		22:00 to 22:15	8	
10:15 to 10:30	0		22:15 to 22:30	16	
10:30 to 10:45	0		22:30 to 22:45	20	
10:45 to 11:00	0	0	22:45 to 23:00	22	66
11:00 to 11:15	0		23:00 to 23:15	4	
11:15 to 11:30	0		23:15 to 23:30	16	
11:30 to 11:45	0		23:30 to 23:45	14	
11:45 to 12:00	0	0	23:45 to 24:00	7	41

Total AM	0
Peak Hour AM	
Peak Flow AM	0
Peak % of AM	0%
Peak AM % of 24 H	0%

Total PM	1366
Peak Hour PM	16:00 to 17:00
Peak Flow PM	172
Peak % of PM	12.59%
Peak PM % of 24	12.59%

01/27/2020, 16:32:03

**Place Currently Not Set**  
**Traffic Summary Week**

Location: 88th and Byron Ave  
12/09/2019 to 12/15/2019

Zone: Residential  
Travel Direction: N

	Mon 09 Dec	Tue 10 Dec	Wed 11 Dec	Thu 12 Dec	Fri 13 Dec	Sat 14 Dec	Sun 15 Dec	Weekday Average	Weekend Average
Midnight	0	22	13	14	0	0	0	9	0
1:00	0	7	9	18	0	0	0	6	0
2:00	0	3	10	6	0	0	0	3	0
3:00	0	8	3	2	0	0	0	2	0
4:00	0	5	4	4	0	0	0	2	0
5:00	0	8	6	6	0	0	0	4	0
6:00	0	9	20	16	0	0	0	9	0
7:00	0	91	73	94	0	0	0	51	0
8:00	0	154	130	151	0	0	0	87	0
9:00	0	181	199	197	0	0	0	115	0
10:00	0	165	153	157	0	0	0	95	0
11:00	0	125	132	162	0	0	0	83	0
12:00	42	117	131	140	0	0	0	86	0
13:00	118	133	129	139	0	0	0	103	0
14:00	149	152	160	160	0	0	0	124	0
15:00	161	180	153	178	0	0	0	134	0
16:00	172	141	170	45	0	0	0	105	0
17:00	167	178	141	0	0	0	0	97	0
18:00	157	161	144	0	0	0	0	92	0
19:00	111	115	100	0	0	0	0	65	0
20:00	103	104	96	0	0	0	0	60	0
21:00	79	62	62	0	0	0	0	40	0
22:00	66	73	66	0	0	0	0	41	0
23:00	41	15	22	0	0	0	0	15	0
<b>Totals</b>	<b>1366</b>	<b>2209</b>	<b>2126</b>	<b>1489</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1438</b>	<b>0</b>

**Place Currently Not Set  
Time vs Speed**

Location: 88th and Byron Ave  
Date: 12/09/2019  
Posted Speed Limit: 20 MPH

Zone: Residential  
Travel Direction: N

		--- Speed Ranges ---																	
Time Span	Total	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-75	76-80	81-85	
00:00-00:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
01:00-01:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
02:00-02:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
03:00-03:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
04:00-04:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
05:00-05:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
06:00-06:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
07:00-07:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
08:00-08:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
09:00-09:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10:00-10:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11:00-11:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12:00-12:59	42	0	5	15	14	8	0	0	0	0	0	0	0	0	0	0	0	0	
13:00-13:59	118	0	16	40	37	23	2	0	0	0	0	0	0	0	0	0	0	0	
14:00-14:59	149	0	17	44	46	39	3	0	0	0	0	0	0	0	0	0	0	0	
15:00-15:59	161	0	32	47	51	30	1	0	0	0	0	0	0	0	0	0	0	0	
16:00-16:59	172	0	35	46	61	27	3	0	0	0	0	0	0	0	0	0	0	0	
17:00-17:59	167	0	36	37	55	36	3	0	0	0	0	0	0	0	0	0	0	0	
18:00-18:59	157	0	22	43	67	24	1	0	0	0	0	0	0	0	0	0	0	0	
19:00-19:59	111	0	17	27	38	25	4	0	0	0	0	0	0	0	0	0	0	0	
20:00-20:59	103	0	21	26	36	20	0	0	0	0	0	0	0	0	0	0	0	0	
21:00-21:59	79	0	16	23	21	17	2	0	0	0	0	0	0	0	0	0	0	0	
22:00-22:59	66	0	6	21	19	19	1	0	0	0	0	0	0	0	0	0	0	0	
23:00-23:59	41	0	6	7	17	11	0	0	0	0	0	0	0	0	0	0	0	0	
Totals	1366	0	229	376	462	279	20	0	0	0	0	0	0	0	0	0	0	0	

**Place Currently Not Set**  
**Estimated Revenue Summary**

Location: 88th and Byron Ave  
 Dates: 12/09/2019 to 12/12/2019  
 Speed Limit: 20 MPH

Zone: Residential  
 Travel Direction: N

Over Speed	Fine Amount	# of Speeders	Fine Totals
1 to 10	35	1608	\$56280
11 to 15	55	6	\$330
16 to 20	75	1	\$75
21 to 25	95	0	\$0
26 to 30	155	0	\$0
31 to 35	175	0	\$0
36 to 40	255	0	\$0
41+	555	0	\$0

Total Vehicles: 7190
Vehicles At/Under Speed Limit: 5575
Total Speeders: 1615

Revenue based on assumed percentage of violators ticketed.				
10%	25%	50%	75%	100%
\$5668	\$14171	\$28342	\$42513	\$56685

01/27/2020, 16:32:50

**Place Currently Not Set  
Selective Time Survey**

Location: 88th and Byron Ave  
12/09/2019 to 12/15/2019

Zone: Residential  
Travel Direction: N

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekday Average	Weekend Average
0:00	0	22	13	14	0	0	0	9	0
1:00	0	7	9	18	0	0	0	6	0
2:00	0	3	10	6	0	0	0	3	0
3:00	0	8	3	2	0	0	0	2	0
4:00	0	5	4	4	0	0	0	2	0
5:00	0	8	6	6	0	0	0	4	0
6:00	0	9	20	16	0	0	0	9	0
7:00	0	91	73	94	0	0	0	51	0
8:00	0	154	130	151	0	0	0	87	0
9:00	0	181	199	197	0	0	0	115	0
10:00	0	165	153	157	0	0	0	95	0
11:00	0	125	132	162	0	0	0	83	0
12:00	42	117	131	140	0	0	0	86	0
13:00	118	133	129	139	0	0	0	103	0
14:00	149	152	160	160	0	0	0	124	0
15:00	161	180	153	178	0	0	0	134	0
16:00	172	141	170	45	0	0	0	105	0
17:00	167	178	141	0	0	0	0	97	0
18:00	157	161	144	0	0	0	0	92	0
19:00	111	115	100	0	0	0	0	65	0
20:00	103	104	96	0	0	0	0	60	0
21:00	79	62	62	0	0	0	0	40	0
22:00	66	73	66	0	0	0	0	41	0
23:00	41	15	22	0	0	0	0	15	0
Totals	1366	2209	2126	1489	0	0	0	1438	0

Combined Totals:  
1438

**Selective Time Survey Mask**

All data from the survey is masked to show only that 'time frame' of interest. Daily totals represent the visible unmasked data.



**Place Currently Not Set  
Traffic Survey Summary**

Location: 9500 Block Byron Ave  
Start Date: 11/08/2019  
End Date: 11/18/2019

Zone: Residential  
Start Time: 10:34:04  
End Time: 12:12:31  
Travel Direction: N

Speed	1 - 19	20 - 21	22 - 23	24 - 25	26 - 27	28 - 29	30 - 31	32 - 33	34 - 35	36 - 37	38 - 39	40 - 999
Volume	20253	4538	2895	1407	558	223	76	32	10	7	1	4
% of Total	67.5%	15.12%	9.64%	4.68%	1.85%	0.74%	0.25%	0.1%	0.03%	0.02%	0%	0.01%
									Total Vehicles: 30004			

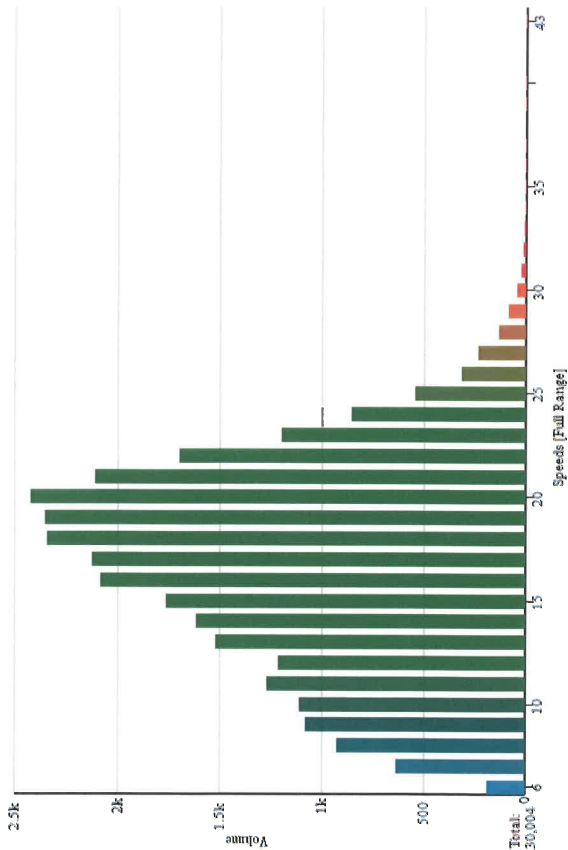
Speed Statistics		10 MPH Pace		Number Exceeding Limit				
Posted	20	Pace Speed	13 to 22	Speed	20+	30+	40+	Total
#At/Under Limit	22678	# in Pace	20048	Number	7245	79	2	7326
# Over Limit	7326	% in Pace	66.81%	Percent	24.14%	0.26%	0%	24.41%
Average Speed	16.83	85% Percentile	22					

Place Currently Not Set  
Speed/Volume Graph

Location: 9500 Block Byron Ave  
Dates: 11/08/2019 to 11/18/2019

Zone: Residential  
Speed Limit: 20 MPH

Travel Direction: N



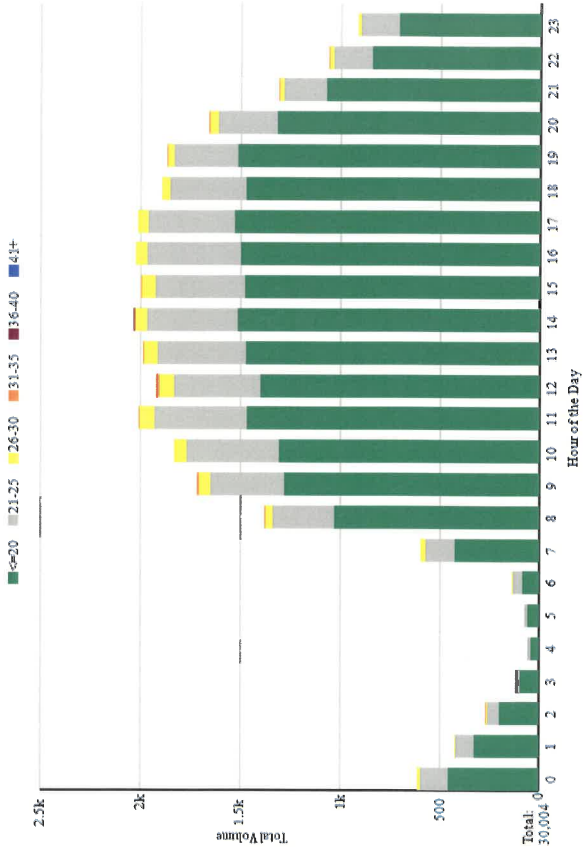
01/30/2020, 17:24:32

Place Currently Not Set  
Speed/Time/Volume Graph

Location: 9500 Block Byron Ave  
Dates: 11/08/2019 to 11/18/2019

Zone: Residential  
Speed Limit: 20 MPH

Travel Direction: N



01/30/2020, 17:24:46

**Place Currently Not Set**  
**Daily Traffic Flow - 15 minute interval**

Location: 9500 Block Byron Ave

Zone: Residential  
 Travel Direction: N

Friday, 11/08/2019					
Time AM	Vehicle Count	Hour Total	Time PM	Vehicle Count	Hour Total
00:00 to 00:15	0		12:00 to 12:15	35	
00:15 to 00:30	0		12:15 to 12:30	48	
00:30 to 00:45	0		12:30 to 12:45	48	
00:45 to 01:00	0	0	12:45 to 13:00	35	166
01:00 to 01:15	0		13:00 to 13:15	59	
01:15 to 01:30	0		13:15 to 13:30	55	
01:30 to 01:45	0		13:30 to 13:45	43	
01:45 to 02:00	0	0	13:45 to 14:00	51	208
02:00 to 02:15	0		14:00 to 14:15	58	
02:15 to 02:30	0		14:15 to 14:30	48	
02:30 to 02:45	0		14:30 to 14:45	47	
02:45 to 03:00	0	0	14:45 to 15:00	46	199
03:00 to 03:15	0		15:00 to 15:15	61	
03:15 to 03:30	0		15:15 to 15:30	55	
03:30 to 03:45	0		15:30 to 15:45	57	
03:45 to 04:00	0	0	15:45 to 16:00	55	228
04:00 to 04:15	0		16:00 to 16:15	51	
04:15 to 04:30	0		16:15 to 16:30	62	
04:30 to 04:45	0		16:30 to 16:45	61	
04:45 to 05:00	0	0	16:45 to 17:00	68	242
05:00 to 05:15	0		17:00 to 17:15	52	
05:15 to 05:30	0		17:15 to 17:30	57	
05:30 to 05:45	0		17:30 to 17:45	61	
05:45 to 06:00	0	0	17:45 to 18:00	46	216
06:00 to 06:15	0		18:00 to 18:15	45	
06:15 to 06:30	0		18:15 to 18:30	51	
06:30 to 06:45	0		18:30 to 18:45	51	
06:45 to 07:00	0	0	18:45 to 19:00	48	195
07:00 to 07:15	0		19:00 to 19:15	59	
07:15 to 07:30	0		19:15 to 19:30	43	
07:30 to 07:45	0		19:30 to 19:45	52	
07:45 to 08:00	0	0	19:45 to 20:00	44	198
08:00 to 08:15	0		20:00 to 20:15	52	
08:15 to 08:30	0		20:15 to 20:30	40	
08:30 to 08:45	0		20:30 to 20:45	36	
08:45 to 09:00	0	0	20:45 to 21:00	30	158
09:00 to 09:15	0		21:00 to 21:15	34	
09:15 to 09:30	0		21:15 to 21:30	34	
09:30 to 09:45	0		21:30 to 21:45	33	
09:45 to 10:00	0	0	21:45 to 22:00	19	120
10:00 to 10:15	0		22:00 to 22:15	20	
10:15 to 10:30	0		22:15 to 22:30	26	
10:30 to 10:45	41		22:30 to 22:45	30	
10:45 to 11:00	37	78	22:45 to 23:00	22	98
11:00 to 11:15	58		23:00 to 23:15	28	
11:15 to 11:30	32		23:15 to 23:30	34	
11:30 to 11:45	45		23:30 to 23:45	18	
11:45 to 12:00	47	182	23:45 to 24:00	21	101

Total AM	260
Peak Hour AM	11:00 to 12:00
Peak Flow AM	182
Peak % of AM	70%
Peak AM % of 24 H	7.61%

Total PM	2129
Peak Hour PM	16:00 to 17:00
Peak Flow PM	242
Peak % of PM	11.36%
Peak PM % of 24	10.12%

01/30/2020, 17:25:08

**Place Currently Not Set**  
**Traffic Summary Week**

Location: 9500 Block Byron Ave  
11/09/2019 to 11/15/2019

Zone: Residential  
Travel Direction: N

	Sat 09 Nov	Sun 10 Nov	Mon 11 Nov	Tue 12 Nov	Wed 13 Nov	Thu 14 Nov	Fri 15 Nov	Weekday Average	Weekend Average
Midnight	59	80	55	42	54	40	77	53	69
1:00	34	65	39	28	35	36	30	33	49
2:00	26	36	19	9	26	16	29	19	31
3:00	10	12	3	6	5	6	9	5	11
4:00	3	7	9	5	7	4	11	7	5
5:00	13	8	1	5	7	8	11	6	10
6:00	9	6	17	15	21	11	14	15	7
7:00	44	45	39	92	83	80	79	74	44
8:00	92	66	152	177	177	185	181	174	79
9:00	134	124	216	198	209	177	206	201	129
10:00	147	156	185	196	196	181	209	193	151
11:00	169	167	192	195	168	173	205	186	168
12:00	179	201	169	202	199	182	195	189	190
13:00	178	189	229	202	194	196	207	205	183
14:00	163	181	205	232	233	222	218	222	172
15:00	180	201	213	213	195	206	209	207	190
16:00	180	171	196	231	210	200	222	211	175
17:00	162	215	198	234	215	208	193	209	188
18:00	156	201	197	196	211	204	195	200	178
19:00	183	181	181	184	205	203	173	189	182
20:00	167	169	192	150	184	185	144	171	168
21:00	142	133	125	143	117	156	114	131	137
22:00	124	97	106	123	87	100	119	107	110
23:00	86	81	105	91	78	98	79	90	83
<b>Totals</b>	<b>2640</b>	<b>2792</b>	<b>3043</b>	<b>3169</b>	<b>3116</b>	<b>3077</b>	<b>3129</b>	<b>3106</b>	<b>2716</b>

**Place Currently Not Set  
Time vs Speed**

Location: 9500 Block Byron Ave  
Date: 11/09/2019  
Posted Speed Limit: 20 MPH

Zone: Residential  
Travel Direction: N

		--- Speed Ranges ---																
Time Span	Total	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-75	76-80	81-85
00:00-00:59	59	0	9	9	28	12	1	0	0	0	0	0	0	0	0	0	0	0
01:00-01:59	34	0	6	8	15	3	2	0	0	0	0	0	0	0	0	0	0	0
02:00-02:59	26	0	3	2	16	5	0	0	0	0	0	0	0	0	0	0	0	0
03:00-03:59	10	0	2	1	5	2	0	0	0	0	0	0	0	0	0	0	0	0
04:00-04:59	3	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0
05:00-05:59	13	0	2	3	6	2	0	0	0	0	0	0	0	0	0	0	0	0
06:00-06:59	9	0	1	4	2	2	0	0	0	0	0	0	0	0	0	0	0	0
07:00-07:59	44	0	4	11	17	10	2	0	0	0	0	0	0	0	0	0	0	0
08:00-08:59	92	0	20	19	33	20	0	0	0	0	0	0	0	0	0	0	0	0
09:00-09:59	134	0	21	27	53	29	4	0	0	0	0	0	0	0	0	0	0	0
10:00-10:59	147	0	23	35	50	37	2	0	0	0	0	0	0	0	0	0	0	0
11:00-11:59	169	0	20	42	74	26	6	0	1	0	0	0	0	0	0	0	0	0
12:00-12:59	179	0	23	42	69	37	7	1	0	0	0	0	0	0	0	0	0	0
13:00-13:59	178	0	28	41	75	31	3	0	0	0	0	0	0	0	0	0	0	0
14:00-14:59	163	0	19	41	68	33	2	0	0	0	0	0	0	0	0	0	0	0
15:00-15:59	180	0	28	46	65	37	4	0	0	0	0	0	0	0	0	0	0	0
16:00-16:59	180	0	19	46	69	41	5	0	0	0	0	0	0	0	0	0	0	0
17:00-17:59	162	0	16	34	76	35	1	0	0	0	0	0	0	0	0	0	0	0
18:00-18:59	156	0	16	42	66	29	3	0	0	0	0	0	0	0	0	0	0	0
19:00-19:59	183	0	17	51	81	31	3	0	0	0	0	0	0	0	0	0	0	0
20:00-20:59	167	0	22	42	64	38	1	0	0	0	0	0	0	0	0	0	0	0
21:00-21:59	142	0	18	34	61	24	5	0	0	0	0	0	0	0	0	0	0	0
22:00-22:59	124	0	15	23	62	18	5	1	0	0	0	0	0	0	0	0	0	0
23:00-23:59	86	0	7	23	37	18	1	0	0	0	0	0	0	0	0	0	0	0
Totals	2640	0	339	627	1093	621	57	2	1	0	0	0	0	0	0	0	0	0

**Place Currently Not Set  
Estimated Revenue Summary**

Location: 9500 Block Byron Ave  
Dates: 11/08/2019 to 11/18/2019  
Speed Limit: 20 MPH

Zone: Residential  
Travel Direction: N

Over Speed	Fine Amount	# of Speeders	Fine Totals
1 to 10	35	7245	\$253575
11 to 15	55	69	\$3795
16 to 20	75	10	\$750
21 to 25	95	2	\$190
26 to 30	155	0	\$0
31 to 35	175	0	\$0
36 to 40	255	0	\$0
41+	555	0	\$0

Total Vehicles: 30004
Vehicles At/Under Speed Limit: 22678
Total Speeders: 7326

Revenue based on assumed percentage of violators ticketed.				
10%	25%	50%	75%	100%
\$25831	\$64577	\$129155	\$193732	\$258310

**Place Currently Not Set  
Selective Time Survey**

Location: 9500 Block Byron Ave  
11/09/2019 to 11/15/2019

Zone: Residential  
Travel Direction: N

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Weekday Average	Weekend Average
0:00	59	80	55	42	54	40	77	53	69
1:00	34	65	39	28	35	36	30	33	49
2:00	26	36	19	9	26	16	29	19	31
3:00	10	12	3	6	5	6	9	5	11
4:00	3	7	9	5	7	4	11	7	5
5:00	13	8	1	5	7	8	11	6	10
6:00	9	6	17	15	21	11	14	15	7
7:00	44	45	39	92	83	80	79	74	44
8:00	92	66	152	177	177	185	181	174	79
9:00	134	124	216	198	209	177	206	201	129
10:00	147	156	185	196	196	181	209	193	151
11:00	169	167	192	195	168	173	205	186	168
12:00	179	201	169	202	199	182	195	189	190
13:00	178	189	229	202	194	196	207	205	183
14:00	163	181	205	232	233	222	218	222	172
15:00	180	201	213	213	195	206	209	207	190
16:00	180	171	196	231	210	200	222	211	175
17:00	162	215	198	234	215	208	193	209	188
18:00	156	201	197	196	211	204	195	200	178
19:00	183	181	181	184	205	203	173	189	182
20:00	167	169	192	150	184	185	144	171	168
21:00	142	133	125	143	117	156	114	131	137
22:00	124	97	106	123	87	100	119	107	110
23:00	86	81	105	91	78	98	79	90	83
<b>Totals</b>	<b>2640</b>	<b>2792</b>	<b>3043</b>	<b>3169</b>	<b>3116</b>	<b>3077</b>	<b>3129</b>	<b>3106</b>	<b>2716</b>

Combined Totals:  
5822

**Selective Time Survey Mask**

All data from the survey is masked to show only that 'time frame' of interest. Daily totals represent the visible unmasked data.



**Place Currently Not Set  
Traffic Survey Summary**

Location: 9200 block of Bay Drive  
Start Date: 10/02/2019  
End Date: 10/07/2019

Zone: Residential  
Start Time: 12:14:09  
End Time: 08:42:49  
Travel Direction: S

Speed	1 - 19	20 - 21	22 - 23	24 - 25	26 - 27	28 - 29	30 - 31	32 - 33	34 - 35	36 - 37	38 - 39	40 - 999
Volume	3012	585	518	466	348	158	84	30	7	4	2	3
% of Total	57.73%	11.21%	9.92%	8.93%	6.67%	3.02%	1.61%	0.57%	0.13%	0.07%	0.03%	0.05%
									Total Vehicles: 5217			

Speed Statistics		10 MPH Pace		Number Exceeding Limit				
Posted	20	Pace Speed	16 to 25	Speed	20+	30+	40+	Total
#At/Under Limit	3327	# in Pace	2575	Number	1812	76	2	1890
# Over Limit	1890	% in Pace	49.35%	Percent	34.73%	1.45%	0.03%	36.22%
Average Speed	17.72	85% Percentile	25					

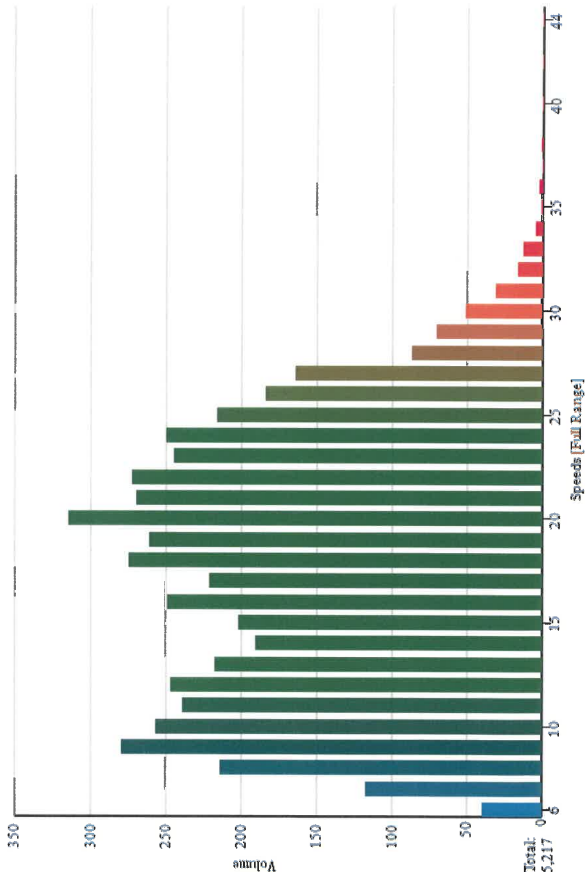
01/27/2020, 17:03:28

Place Currently Not Set  
Speed/Volume Graph

Travel Direction: S

Zone: Residential  
Speed Limit: 20 MPH

Location: 9200 block of Bay Drive  
Dates: 10/02/2019 to 10/07/2019



01/27/2020, 17:03:38

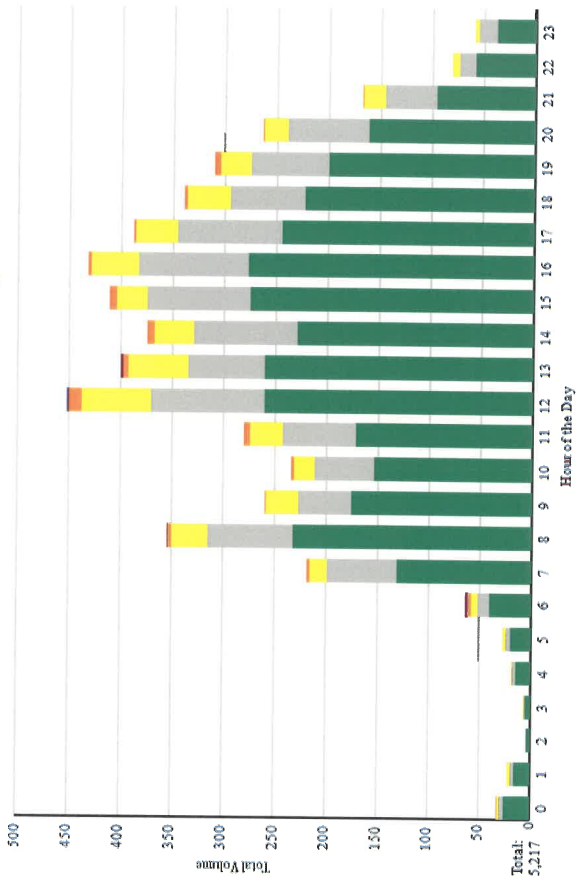
# Place Currently Not Set Speed/Time/Volume Graph

Location: 9200 block of Bay Drive  
Dates: 10/02/2019 to 10/07/2019

Zone: Residential  
Speed Limit: 20 MPH

Travel Direction: S

■ ≤20   
 ■ 21-25   
 ■ 26-30   
 ■ 31-35   
 ■ 36-40   
 ■ 41+



**Place Currently Not Set**  
**Daily Traffic Flow - 15 minute interval**

Location: 9200 block of Bay Drive

Zone: Residential  
 Travel Direction: S

Wednesday, 10/02/2019					
Time AM	Vehicle Count	Hour Total	Time PM	Vehicle Count	Hour Total
00:00 to 00:15	0		12:00 to 12:15	2	
00:15 to 00:30	0		12:15 to 12:30	18	
00:30 to 00:45	0		12:30 to 12:45	37	
00:45 to 01:00	0	0	12:45 to 13:00	20	77
01:00 to 01:15	0		13:00 to 13:15	22	
01:15 to 01:30	0		13:15 to 13:30	17	
01:30 to 01:45	0		13:30 to 13:45	26	
01:45 to 02:00	0	0	13:45 to 14:00	25	90
02:00 to 02:15	0		14:00 to 14:15	40	
02:15 to 02:30	0		14:15 to 14:30	14	
02:30 to 02:45	0		14:30 to 14:45	14	
02:45 to 03:00	0	0	14:45 to 15:00	14	82
03:00 to 03:15	0		15:00 to 15:15	17	
03:15 to 03:30	0		15:15 to 15:30	25	
03:30 to 03:45	0		15:30 to 15:45	11	
03:45 to 04:00	0	0	15:45 to 16:00	14	67
04:00 to 04:15	0		16:00 to 16:15	19	
04:15 to 04:30	0		16:15 to 16:30	38	
04:30 to 04:45	0		16:30 to 16:45	22	
04:45 to 05:00	0	0	16:45 to 17:00	12	91
05:00 to 05:15	0		17:00 to 17:15	24	
05:15 to 05:30	0		17:15 to 17:30	19	
05:30 to 05:45	0		17:30 to 17:45	24	
05:45 to 06:00	0	0	17:45 to 18:00	19	86
06:00 to 06:15	0		18:00 to 18:15	21	
06:15 to 06:30	0		18:15 to 18:30	23	
06:30 to 06:45	0		18:30 to 18:45	14	
06:45 to 07:00	0	0	18:45 to 19:00	21	79
07:00 to 07:15	0		19:00 to 19:15	15	
07:15 to 07:30	0		19:15 to 19:30	17	
07:30 to 07:45	0		19:30 to 19:45	20	
07:45 to 08:00	0	0	19:45 to 20:00	21	73
08:00 to 08:15	0		20:00 to 20:15	16	
08:15 to 08:30	0		20:15 to 20:30	14	
08:30 to 08:45	0		20:30 to 20:45	8	
08:45 to 09:00	0	0	20:45 to 21:00	8	46
09:00 to 09:15	0		21:00 to 21:15	3	
09:15 to 09:30	0		21:15 to 21:30	9	
09:30 to 09:45	0		21:30 to 21:45	1	
09:45 to 10:00	0	0	21:45 to 22:00	3	16
10:00 to 10:15	0		22:00 to 22:15	6	
10:15 to 10:30	0		22:15 to 22:30	1	
10:30 to 10:45	0		22:30 to 22:45	2	
10:45 to 11:00	0	0	22:45 to 23:00	2	11
11:00 to 11:15	0		23:00 to 23:15	3	
11:15 to 11:30	0		23:15 to 23:30	7	
11:30 to 11:45	0		23:30 to 23:45	0	
11:45 to 12:00	0	0	23:45 to 24:00	1	11

Total AM	0
Peak Hour AM	
Peak Flow AM	0
Peak % of AM	0%
Peak AM % of 24 H	0%

Total PM	729
Peak Hour PM	16:00 to 17:00
Peak Flow PM	91
Peak % of PM	12.48%
Peak PM % of 24	12.48%

01/27/2020, 17:03:56

**Place Currently Not Set**  
**Traffic Summary Week**

Location: 9200 block of Bay Drive  
10/02/2019 to 10/08/2019

Zone: Residential  
Travel Direction: S

	Wed 02 Oct	Thu 03 Oct	Fri 04 Oct	Sat 05 Oct	Sun 06 Oct	Mon 07 Oct	Tue 08 Oct	Weekday Average	Weekend Average
Midnight	0	6	4	4	16	3	0	2	10
1:00	0	1	2	3	11	5	0	1	7
2:00	0	1	1	1	1	1	0	0	1
3:00	0	2	2	0	3	1	0	1	1
4:00	0	7	3	6	1	2	0	2	3
5:00	0	8	2	9	4	5	0	3	6
6:00	0	22	16	7	2	17	0	11	4
7:00	0	60	58	26	19	56	0	34	22
8:00	0	90	112	54	22	77	0	55	38
9:00	0	92	76	53	39	0	0	33	46
10:00	0	59	67	52	57	0	0	25	54
11:00	0	77	87	54	63	0	0	32	58
12:00	77	85	102	71	118	0	0	52	94
13:00	90	82	86	78	65	0	0	51	71
14:00	82	67	104	53	69	0	0	50	61
15:00	67	117	112	40	76	0	0	59	58
16:00	91	103	102	74	63	0	0	59	68
17:00	86	85	100	55	63	0	0	54	59
18:00	79	67	77	59	58	0	0	44	58
19:00	73	56	59	63	60	0	0	37	61
20:00	46	78	37	69	34	0	0	32	51
21:00	16	36	26	51	39	0	0	15	45
22:00	11	25	18	21	7	0	0	10	14
23:00	11	19	6	18	6	0	0	7	12
<b>Totals</b>	<b>729</b>	<b>1245</b>	<b>1259</b>	<b>921</b>	<b>896</b>	<b>167</b>	<b>0</b>	<b>680</b>	<b>908</b>

01/27/2020, 17:04:04

**Place Currently Not Set  
Time vs Speed**

Location: 9200 block of Bay Drive  
Date: 10/02/2019  
Posted Speed Limit: 20 MPH

Zone: Residential  
Travel Direction: S

		--- Speed Ranges ---																	
Time Span	Total	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-75	76-80	81-85	
00:00-00:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
01:00-01:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
02:00-02:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
03:00-03:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
04:00-04:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
05:00-05:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
06:00-06:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
07:00-07:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
08:00-08:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
09:00-09:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10:00-10:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11:00-11:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12:00-12:59	77	0	10	19	13	17	13	2	2	1	0	0	0	0	0	0	0	0	
13:00-13:59	90	0	16	23	21	21	9	0	0	0	0	0	0	0	0	0	0	0	
14:00-14:59	82	0	13	19	14	25	9	2	0	0	0	0	0	0	0	0	0	0	
15:00-15:59	67	0	13	14	18	16	5	1	0	0	0	0	0	0	0	0	0	0	
16:00-16:59	91	0	16	16	18	29	11	1	0	0	0	0	0	0	0	0	0	0	
17:00-17:59	86	0	13	17	25	22	8	1	0	0	0	0	0	0	0	0	0	0	
18:00-18:59	79	0	11	19	20	19	10	0	0	0	0	0	0	0	0	0	0	0	
19:00-19:59	73	0	11	19	19	15	6	3	0	0	0	0	0	0	0	0	0	0	
20:00-20:59	46	0	6	8	11	15	6	0	0	0	0	0	0	0	0	0	0	0	
21:00-21:59	16	0	1	2	6	5	2	0	0	0	0	0	0	0	0	0	0	0	
22:00-22:59	11	0	2	2	4	2	1	0	0	0	0	0	0	0	0	0	0	0	
23:00-23:59	11	0	2	2	3	3	1	0	0	0	0	0	0	0	0	0	0	0	
Totals	729	0	114	160	172	189	81	10	2	1	0	0	0	0	0	0	0	0	

01/27/2020, 17:04:13

**Place Currently Not Set**  
**Estimated Revenue Summary**

Location: 9200 block of Bay Drive  
 Dates: 10/02/2019 to 10/07/2019  
 Speed Limit: 20 MPH

Zone: Residential  
 Travel Direction: S

Over Speed	Fine Amount	# of Speeders	Fine Totals
1 to 10	35	1812	\$63420
11 to 15	55	69	\$3795
16 to 20	75	7	\$525
21 to 25	95	2	\$190
26 to 30	155	0	\$0
31 to 35	175	0	\$0
36 to 40	255	0	\$0
41+	555	0	\$0

Total Vehicles: 5217
Vehicles At/Under Speed Limit: 3327
Total Speeders: 1890

Revenue based on assumed percentage of violators ticketed.				
10%	25%	50%	75%	100%
\$6793	\$16982	\$33965	\$50947	\$67930

01/27/2020, 17:04:24

**Place Currently Not Set  
Selective Time Survey**

Location: 9200 block of Bay Drive  
10/02/2019 to 10/08/2019

Zone: Residential  
Travel Direction: S

	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Weekday Average	Weekend Average
0:00	0	6	4	4	16	3	0	2	10
1:00	0	1	2	3	11	5	0	1	7
2:00	0	1	1	1	1	1	0	0	1
3:00	0	2	2	0	3	1	0	1	1
4:00	0	7	3	6	1	2	0	2	3
5:00	0	8	2	9	4	5	0	3	6
6:00	0	22	16	7	2	17	0	11	4
7:00	0	60	58	26	19	56	0	34	22
8:00	0	90	112	54	22	77	0	55	38
9:00	0	92	76	53	39	0	0	33	46
10:00	0	59	67	52	57	0	0	25	54
11:00	0	77	87	54	63	0	0	32	58
12:00	77	85	102	71	118	0	0	52	94
13:00	90	82	86	78	65	0	0	51	71
14:00	82	67	104	53	69	0	0	50	61
15:00	67	117	112	40	76	0	0	59	58
16:00	91	103	102	74	63	0	0	59	68
17:00	86	85	100	55	63	0	0	54	59
18:00	79	67	77	59	58	0	0	44	58
19:00	73	56	59	63	60	0	0	37	61
20:00	46	78	37	69	34	0	0	32	51
21:00	16	36	26	51	39	0	0	15	45
22:00	11	25	18	21	7	0	0	10	14
23:00	11	19	6	18	6	0	0	7	12
<b>Totals</b>	<b>729</b>	<b>1245</b>	<b>1259</b>	<b>921</b>	<b>896</b>	<b>167</b>	<b>0</b>	<b>680</b>	<b>908</b>

Combined Totals:  
1588

**Selective Time Survey Mask**

All data from the survey is masked to show only that 'time frame' of interest. Daily totals represent the visible unmasked data.

01/27/2020, 17:04:35



**Place Currently Not Set  
Traffic Survey Summary**

Location: 9300 Block Bay Drive North (2)  
Start Date: 10/14/2019  
End Date: 10/22/2019

Zone: Residential  
Start Time: 14:31:26  
End Time: 14:11:33  
Travel Direction: N

Speed	1 - 19	20 - 21	22 - 23	24 - 25	26 - 27	28 - 29	30 - 31	32 - 33	34 - 35	36 - 37	38 - 39	40 - 999
Volume	2896	1018	1077	929	650	367	182	69	20	6	7	3
% of Total	40.08%	14.09%	14.9%	12.85%	8.99%	5.08%	2.51%	0.95%	0.27%	0.08%	0.09%	0.04%
									Total Vehicles: 7224			

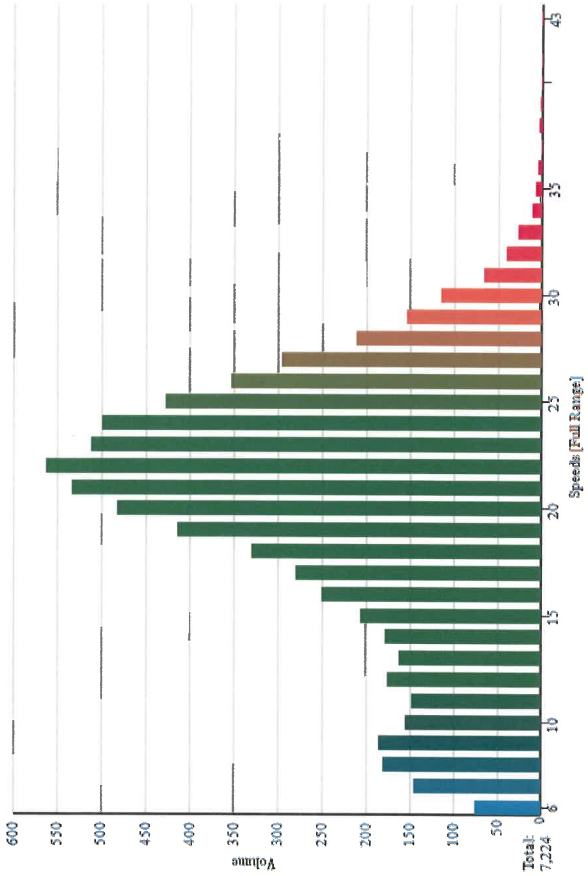
Speed Statistics		10 MPH Pace		Number Exceeding Limit				
Posted	20	Pace Speed	18 to 27	Speed	20+	30+	40+	Total
#At/Under Limit	3379	# in Pace	4420	Number	3674	169	2	3845
# Over Limit	3845	% in Pace	61.18%	Percent	50.85%	2.33%	0.02%	53.22%
Average Speed	20.04	85% Percentile	26					

01/27/2020, 16:34:43

Place Currently Not Set  
Speed/Volume Graph

Travel Direction: N

Location: 9300 Block Bay Drive North (2)  
Zone: Residential  
Speed Limit: 20 MPH  
Dates: 10/14/2019 to 10/22/2019

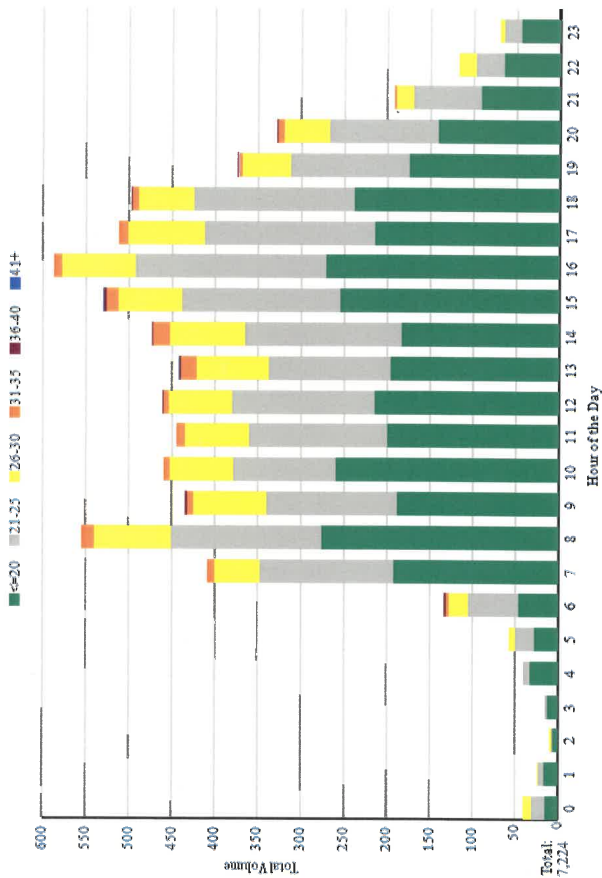


# Place Currently Not Set Speed/Time/Volume Graph

Location: 9300 Block Bay Drive North (2)  
Dates: 10/14/2019 to 10/22/2019

Zone: Residential  
Speed Limit: 20 MPH

Travel Direction: N



**Place Currently Not Set**  
**Daily Traffic Flow - 15 minute interval**

Location: 9300 Block Bay Drive North (2)

Zone: Residential  
 Travel Direction: N

Monday, 10/14/2019					
Time AM	Vehicle Count	Hour Total	Time PM	Vehicle Count	Hour Total
00:00 to 00:15	0		12:00 to 12:15	0	
00:15 to 00:30	0		12:15 to 12:30	0	
00:30 to 00:45	0		12:30 to 12:45	0	
00:45 to 01:00	0	0	12:45 to 13:00	0	0
01:00 to 01:15	0		13:00 to 13:15	0	
01:15 to 01:30	0		13:15 to 13:30	0	
01:30 to 01:45	0		13:30 to 13:45	0	
01:45 to 02:00	0	0	13:45 to 14:00	0	0
02:00 to 02:15	0		14:00 to 14:15	0	
02:15 to 02:30	0		14:15 to 14:30	0	
02:30 to 02:45	0		14:30 to 14:45	9	
02:45 to 03:00	0	0	14:45 to 15:00	17	26
03:00 to 03:15	0		15:00 to 15:15	18	
03:15 to 03:30	0		15:15 to 15:30	9	
03:30 to 03:45	0		15:30 to 15:45	18	
03:45 to 04:00	0	0	15:45 to 16:00	11	56
04:00 to 04:15	0		16:00 to 16:15	11	
04:15 to 04:30	0		16:15 to 16:30	13	
04:30 to 04:45	0		16:30 to 16:45	18	
04:45 to 05:00	0	0	16:45 to 17:00	7	49
05:00 to 05:15	0		17:00 to 17:15	15	
05:15 to 05:30	0		17:15 to 17:30	10	
05:30 to 05:45	0		17:30 to 17:45	14	
05:45 to 06:00	0	0	17:45 to 18:00	9	48
06:00 to 06:15	0		18:00 to 18:15	9	
06:15 to 06:30	0		18:15 to 18:30	8	
06:30 to 06:45	0		18:30 to 18:45	9	
06:45 to 07:00	0	0	18:45 to 19:00	8	34
07:00 to 07:15	0		19:00 to 19:15	18	
07:15 to 07:30	0		19:15 to 19:30	5	
07:30 to 07:45	0		19:30 to 19:45	3	
07:45 to 08:00	0	0	19:45 to 20:00	4	30
08:00 to 08:15	0		20:00 to 20:15	8	
08:15 to 08:30	0		20:15 to 20:30	3	
08:30 to 08:45	0		20:30 to 20:45	4	
08:45 to 09:00	0	0	20:45 to 21:00	3	18
09:00 to 09:15	0		21:00 to 21:15	2	
09:15 to 09:30	0		21:15 to 21:30	4	
09:30 to 09:45	0		21:30 to 21:45	2	
09:45 to 10:00	0	0	21:45 to 22:00	2	10
10:00 to 10:15	0		22:00 to 22:15	1	
10:15 to 10:30	0		22:15 to 22:30	1	
10:30 to 10:45	0		22:30 to 22:45	0	
10:45 to 11:00	0	0	22:45 to 23:00	0	2
11:00 to 11:15	0		23:00 to 23:15	0	
11:15 to 11:30	0		23:15 to 23:30	0	
11:30 to 11:45	0		23:30 to 23:45	0	
11:45 to 12:00	0	0	23:45 to 24:00	0	0

Total AM	0
Peak Hour AM	
Peak Flow AM	0
Peak % of AM	0%
Peak AM % of 24 H	0%

Total PM	273
Peak Hour PM	15:00 to 16:00
Peak Flow PM	56
Peak % of PM	20.51%
Peak PM % of 24	20.51%

01/27/2020, 16:35:37

**Place Currently Not Set  
Traffic Summary Week**

Location: 9300 Block Bay Drive North (2)  
10/14/2019 to 10/20/2019

Zone: Residential  
Travel Direction: N

	Mon 14 Oct	Tue 15 Oct	Wed 16 Oct	Thu 17 Oct	Fri 18 Oct	Sat 19 Oct	Sun 20 Oct	Weekday Average	Weekend Average
Midnight	0	2	6	6	4	4	16	3	10
1:00	0	4	0	2	0	1	14	1	7
2:00	0	0	1	1	0	0	6	0	3
3:00	0	4	1	0	1	1	7	1	4
4:00	0	8	9	2	3	3	11	4	7
5:00	0	15	9	9	5	1	5	7	3
6:00	0	15	20	31	19	5	2	17	3
7:00	0	52	57	70	59	13	35	47	24
8:00	0	52	97	96	78	25	28	64	26
9:00	0	45	65	71	48	36	63	45	49
10:00	0	37	39	53	60	51	98	37	74
11:00	0	42	54	51	51	55	59	39	57
12:00	0	37	56	87	55	29	63	47	46
13:00	0	42	62	53	71	59	76	45	67
14:00	26	51	80	46	62	59	70	53	64
15:00	56	60	100	63	67	69	67	69	68
16:00	49	78	87	71	69	67	82	70	74
17:00	48	46	71	80	73	55	66	63	60
18:00	34	50	87	79	53	63	70	60	66
19:00	30	55	77	43	31	49	36	47	42
20:00	18	72	46	53	23	55	28	42	41
21:00	10	24	34	34	25	35	14	25	24
22:00	2	13	22	24	17	24	14	15	19
23:00	0	6	10	2	13	20	13	6	16
Totals	273	810	1090	1027	887	779	943	817	861

01/27/2020, 16:35:48

**Place Currently Not Set  
Time vs Speed**

Location: 9300 Block Bay Drive North (2)  
Date: 10/14/2019  
Posted Speed Limit: 20 MPH

Zone: Residential  
Travel Direction: N

		--- Speed Ranges ---																
Time Span	Total	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-75	76-80	81-85
00:00-00:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:00-01:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00-02:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00-03:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00-04:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00-05:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00-06:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:00-07:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:00-08:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09:00-09:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:00-10:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:00-11:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:00-12:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:00-13:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:00-14:59	26	0	4	3	5	7	6	1	0	0	0	0	0	0	0	0	0	0
15:00-15:59	56	0	17	12	5	13	9	0	0	0	0	0	0	0	0	0	0	0
16:00-16:59	49	0	3	2	11	26	7	0	0	0	0	0	0	0	0	0	0	0
17:00-17:59	48	0	5	3	13	14	12	1	0	0	0	0	0	0	0	0	0	0
18:00-18:59	34	0	4	3	9	15	3	0	0	0	0	0	0	0	0	0	0	0
19:00-19:59	30	0	6	1	3	17	3	0	0	0	0	0	0	0	0	0	0	0
20:00-20:59	18	0	3	1	1	10	3	0	0	0	0	0	0	0	0	0	0	0
21:00-21:59	10	0	0	3	2	4	1	0	0	0	0	0	0	0	0	0	0	0
22:00-22:59	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0
23:00-23:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	273	0	42	28	49	108	44	2	0	0	0	0	0	0	0	0	0	0

**Place Currently Not Set  
Estimated Revenue Summary**

Location: 9300 Block Bay Drive North (2)  
Dates: 10/14/2019 to 10/22/2019  
Speed Limit: 20 MPH

Zone: Residential  
Travel Direction: N

Over Speed	Fine Amount	# of Speeders	Fine Totals
1 to 10	35	3674	\$128590
11 to 15	55	155	\$8525
16 to 20	75	14	\$1050
21 to 25	95	2	\$190
26 to 30	155	0	\$0
31 to 35	175	0	\$0
36 to 40	255	0	\$0
41+	555	0	\$0

<b>Total Vehicles: 7224</b>
Vehicles At/Under Speed Limit: 3379
<b>Total Speeders: 3845</b>

Revenue based on assumed percentage of violators ticketed.				
10%	25%	50%	75%	100%
\$13835	\$34588	\$69177	\$103766	\$138355

**Place Currently Not Set  
Selective Time Survey**

Location: 9300 Block Bay Drive North (2)  
10/14/2019 to 10/20/2019

Zone: Residential  
Travel Direction: N

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekday Average	Weekend Average
0:00	0	2	6	6	4	4	16	3	10
1:00	0	4	0	2	0	1	14	1	7
2:00	0	0	1	1	0	0	6	0	3
3:00	0	4	1	0	1	1	7	1	4
4:00	0	8	9	2	3	3	11	4	7
5:00	0	15	9	9	5	1	5	7	3
6:00	0	15	20	31	19	5	2	17	3
7:00	0	52	57	70	59	13	35	47	24
8:00	0	52	97	96	78	25	28	64	26
9:00	0	45	65	71	48	36	63	45	49
10:00	0	37	39	53	60	51	98	37	74
11:00	0	42	54	51	51	55	59	39	57
12:00	0	37	56	87	55	29	63	47	46
13:00	0	42	62	53	71	59	76	45	67
14:00	26	51	80	46	62	59	70	53	64
15:00	56	60	100	63	67	69	67	69	68
16:00	49	78	87	71	69	67	82	70	74
17:00	48	46	71	80	73	55	66	63	60
18:00	34	50	87	79	53	63	70	60	66
19:00	30	55	77	43	31	49	36	47	42
20:00	18	72	46	53	23	55	28	42	41
21:00	10	24	34	34	25	35	14	25	24
22:00	2	13	22	24	17	24	14	15	19
23:00	0	6	10	2	13	20	13	6	16
<b>Totals</b>	<b>273</b>	<b>810</b>	<b>1090</b>	<b>1027</b>	<b>887</b>	<b>779</b>	<b>943</b>	<b>817</b>	<b>861</b>

Combined Totals:  
1678

**Selective Time Survey Mask**

All data from the survey is masked to show only that 'time frame' of interest. Daily totals represent the visible unmasked data.





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

**TO: Mayor and Town Commission**

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

**CC: Guillermo Olmedillo, Town Manager**

**DATE: February 4, 2020**

**SUBJECT: Office of the Town Attorney Report for February 11, 2020**

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

January 14, 2020 - Regular Commission Meeting

January 28, 2020 – Joint Special Commission Meeting and Planning & Zoning Board

January 30, 2020 – Planning & Zoning Board Meeting

January 15, 2020 - Sustainability and Resiliency Committee Meeting

February 3, 2020 – Tourist Board Meeting

Members of the firm assisted with the agendas and drafted the resolutions and ordinances for these meetings in addition to drafting or assisting with the preparation of a number of the communications and reviewing, revising and, as appropriate, negotiating the legal requirements of the relative agreements and supporting documents.

**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 enter a new calendar year and continue our second year of service and work in transitioning the office, fine-tune schedules, evaluate and adjust prior practices.

**Staff support:**

Members of the firm have met with and provided extensive support to Town administration and staff, boards and committees with application review, contract and agreement review, procurement and purchasing, budgetary requirements and approval process, various solicitations and agreements for the Tourist Bureau, IT related agreements, ADA compliance agreements, Code enforcement and interpretation, attendance at Special Master Hearings, beach furniture operator permits and administration, police related issues and matters, review and preparation of RFP for design/build of photovoltaic system for Community Center and RFQ for design of 96<sup>th</sup> Street Park, vehicle purchases for Town Departments, building permit and enforcement issues, subpoenas and public records requests, research, document review, oversight and case management for litigation, election and campaign issues, establishing priorities for the Florida Legislative session 2020, Town Code interpretation and application, ordinances on setbacks and artificial turf, labor and pension matters, revisions and updates to the Town's Procurement Code and various procurements and service provider contracts for Town Departments.

**Key issues:**

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

- Negotiation and document drafting for several interlocal issues
- Various development and quasi-judicial applications
- Code of Ethics and Lobbying Code
- Roof Height Ordinance
- Freeboard Ordinance
- Sign Code Amendment Ordinance

- Amendments to the Town's Purchasing Code and Cone of Silence
- Anti-Semitic Ordinance
- Pension Board Ordinance
- Tree Planting and Mulch In the Public Right Away Ordinance
- Ethics Ordinance
- Driveway Modifications
- Ordinance Banning Plastic Straws and Resolution Establishing Fees/Fines for Violations
- Solar Panel Permitting Ordinance and Resolution Providing for Waiver of Fees and Expediting of Permit Process
- Ordinance Lifting Prohibition on Surfboards
- Ordinance on Building Lengths and Building Separations
- Ordinance Revising Development Application Procedures
- Ordinance on Marine Turtle Lighting
- Ordinance on Development Approvals Procedures
- Ordinance on Cone of Silence Procurement Process
- Sensible Gun Reform Resolution
- Plastic Bag Ban Legislation and Analysis
- Tourist Board Agreements and Procurement
- Public Records and Subpoena Requests for Documents
- Sustainability Initiatives and Legislation
- Firearm Preemption Lawsuit
- Beach Furniture Ordinance and Regulations
- Comprehensive Plan Amendments
- Solid Waste Service Assessment Ordinance, and accompany Preliminary and Final Rate Resolutions
- PACE District Agreements
- Aggregation of Single Family Lots Ordinance
- DIC/DRG/DRB Procedures Ordinance
- Building Length Ordinance & Grandfathering Amendments
- Beach Re-nourishment
- Recycling Agreement

- Agreement for Landscape Maintenance Services
- Agreement for Concession Services at the Community Center
- Agreement for Tourist Board Marketing Services
- Ordinance for Reasonable Accommodations Procedures
- Ordinance Amending Secondary Frontage Fence and Ornamental Wall Regulations
- Ordinance Amending Plastic Straw Ban Ordinance
- Ordinance Corner Lot Fencing
- Ordinance Amending Ethics Code to Require Disclosure of Business Relationships
- Ordinance on Hotels in H40 District
- Ordinance Banning the Sale and Distribution of Sunscreens Containing Oxybenzone and/or Octinoxate
- Request for Proposals (RFP) for Downtown LED Lighting
- Florida Friendly Landscape and Fertilizer Ordinance
- State of Florida Model Flood Ordinance
- Parking Waiver Ordinance (and Extension) for Business District
- Ordinance Regulating Single-Use Plastics and Repeal of Ordinance
- Ordinance Regulating Hurricane Shutters
- Ordinance Regarding Waiver of Lobbyist Registration Fees for Town Businesses.
- Ordinance Amending Qualifying Dates for March 17, 2020 Election
- Ordinance Restricting Hotel Accessory Uses in H40 District South of 93 Street
- Resolution and Preparation of Adoption of Travel, Transportation and Meal Policy for Town Officials and Employees
- Resolutions Adopting Proposed 2019/2020 Millage Rate and Budget
- Regulation of Herbicides/Glyphosate
- Ordinance Establishing Limitations for Hotels in the H40 District South of 93 Street
- Renewal/Amendment of Post Office Lease with USPS
- Ordinance on Residential Setbacks
- Text Messaging Policy for Town Employees
- Resolution Declaring Climate Crisis
- Resolution Adopting Climate Crisis Report
- Ordinance Amending Purchasing Code

- Ordinance on Artificial Turf
- Ordinance Repealing Aggregated Setbacks

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

No report at this time.

**Special Matters:** Continued monitoring of new case law and legislation from Federal, State and County, including House and Senate Bills for the 2020 Florida Legislative Session. 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, FAA revised NextGen flights paths, implementation of the Florida Friendly Landscape and Fertilizer Ordinance, implementation of the revised and updated Flood Ordinance, conceptual parking strategies, sustainability initiatives, programs and legislation, issues pertaining to the Downtown Vision Advisory Committee and Sustainability and Resiliency Committee, enforcement of beach furniture regulations and policies, sidewalk café permits and compliance, private alley compliance issues, police matters and agreements, stormwater utility fees' methodology and collection, implementation of the Town's Climate Action Crisis Report, ADA website compliance issues, implementation of the single-use plastic straw regulation ordinance, text messaging policy, campaign and election issues, updating of the Town's Purchasing Code, right-of-way and abandoned property legislation, various procurements and service or provider agreements, and election and campaign issues.



## Town of Surfside

### TOURIST BOARD MEETING MINUTES

**December 9, 2019 – 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 5:32 p.m.

Present: Chair, Barbara Cohen  
Board Member, Charles Kesl  
Board Member Cornelia Samara  
Board Member Neil Goodman (arrived at 5:35 pm)\*

Absent: Vice Chair Jeff Lehman

Also present: Duncan Tavares, Assistant Town Manager  
Lily Arango, Town Attorney  
Michael Karukin, Town Commission Liaison  
Evelyn Herbello, Deputy Town Clerk  
Frank Trigueros, Marketing and Special Projects Coordinator

##### 2. Welcome– Chair Barbara Cohen

Chair Cohen spoke regarding the resignation of Vice Chair Lehman.

Assistant Town Manager Tavares requested to have an add on item to the agenda regarding Christmas lights from Kurt Stange, Miami Christmas Lights.

A motion was made by Board Member Kesl to approve the add on item of the Holiday Lights, seconded by Board Member Samara. All voted in favor.

\*Board Member Goodman arrived at 5:35 p.m. after the motion was made and voted to add on the item requested by Assistant Town Manager Tavares.

### **3. Approval of Meeting Minutes: November 13, 2019**

A motion was made by Board Member Kesl to approve the November 13, 2019 minutes, seconded by Board Member Samara. All voted in favor.

#### **Discussion Items:**

##### **\*\*1.A - Add on discussion item by Assistant Manager Tavares – Holiday Lights**

Kurt Stange, Miami Christmas Lights discussed the issues of theft the company has been experiencing and another issue with some of the lights not turning on. He also stated the steps they are taking to take care of those issues.

Assistant Manager Tavares stated that a Police Report has been filed following the theft of certain lighting equipment, and staff is working with Mr. Stange to mitigate the issue and help prevent any additional theft.

Board member Kesl asked if there were any issues with the GFIs.

Mr. Stange stated that the missing equipment would soon be replaced and his company is conducting regular checks twice a week.

Board Chair commented on the color of this year's lights and she believed that they were white.

Mr. Stange answered Chair Cohen's questions regarding the color of the lights and the variations of colors.

Board member Kesl also commented on the different variation and temperature of the color of the lights and suggested security solutions.

##### **1. VISIT FLORIDA Tourism Forum – Frank Trigueros, Marketing and Special Projects Coordinator**

Tourist Marketing and Special Events Coordinator Trigueros gave an update on the VISIT Florida Tourism Conference which he attended and the Henry Flagler Award in the Category of the Website/Booking Portal which the Town of Surfside won; he congratulated Jacober Creative for their work on the website.

Tourist Marketing and Special Events Coordinator Trigueros then stated that the Town also won the Bronze Award for their Promotional Materials.

Chair Cohen commented on the Resort Tax Collection and the change in numbers through the years.

Assistant Town Manager Tavares spoke regarding the update on the Resort Tax Collection.

Commissioner Karukin also congratulated the Tourism Department on the amount they have collected and how it assists with the funding of the Community Center.

**2. Marketing Year in Review Presentation – Luisa Jimenez, Jacober Creative**

Luisa Jimenez, Jacober Creative gave a comprehensive presentation of their FY 18/19 Cumulative Marketing Year Plan which recaps all marketing efforts for the past fiscal year.

Chair Cohen thanked Ms. Jimenez for her presentation.

Board member Kesl asked if there is anyone who specializes in communication design and research to ensure industry and market goals are targeted for better effectiveness.

Ms. Jimenez answered Board member Kesl's question noting Jacober Creative's extensive research conducted earlier in the year in support of the Strategic Plan.

Greg Shanase, Jacober Creative, also answered Board member Kesl's questions on his different suggestions and stated that they are always looking at different variables and what would work best when it comes to Pay Per Click (PPC) advertising strategy.

Assistant Town Manager Tavares stated that staff can reach out to neighboring municipalities to see if they can share some of their reports and find out how they present their numbers.

Discussion among the Board and Administrative Staff took place regarding other entities and their reportings.

**3. Public Relations Year in Review Presentation – Claire Kunzman, Anything But Advertising**

Claire Kunzman, Anything But Advertising gave the presentation of their 2018-2019 Public Relations Recap Year in Review.



Board member Kesl commended them for their great work and their presentation.

Board members commented on the presentation.

Ms. Kunzman answered the questions asked by the Board Members on the presentation.

- 4. Tourist Bureau Mission Statement and Vision Statement**– Duncan Tavares, Assistant Town Manager and Frank Trigueros, Marketing and Special Projects Coordinator – Item was deferred at the November 13, 2019 Meeting

*Current statement: Encourage patronage of Surfside's hotels and restaurants through cooperative events, promotional activities, marketing, public relations and advertising opportunities. Assist in the improvement of the Surfside Business District by functioning as a promotional partner, advisor and advocate on initiatives.*

Assistant Town Manager Tavares spoke regarding the item.

Board member Kesl suggested for the Board to brain storm in the next month and email them to Staff.

Frank stated that he could gather some of the examples and put them in a chart.

Commissioner Karukin asked if they are going to develop language for vision and mission statements to keep in mind to strike the balance of tourism with the quality of life for the residents.

Assistant Town Manager Tavares will give the Board members the deadline to receive the information in order for the Staff to compile.

- 5. User Generated Content (UGC) Platform Update** – Duncan Tavares, Assistant Town Manager and Frank Trigueros, Marketing and Special Projects Coordinator

Frank Trigueros gave an update on the item and the user generated content and how it is being used in our social media posts.

Board member Kesl asked if someone has a problem with an image, how do they report it. He also asked the cost on promotion of posts.

Frank Trigueros answered Board member Kesl's question noting that staff and the creative agency have authority over which posts are featured and included.

Assistant Town Manager Tavares also answered Board member Kesl's questions.

**6. Downtown Vision Advisory Committee (DVAC) Update - Duncan Tavares, Assistant Town Manager and Frank Trigueros, Marketing and Special Projects Coordinator**

Assistant Town Manager Tavares supplied the Board with an update from DVAC and stated that the liaison was Vice Chair Lehman who resigned. Assistant Town Manager Tavares is requesting someone who would like to become the Tourist Board Liaison to attend the DVAC meetings.

Board Member Kesl asked when they meet.

Assistant Town Manager Tavares stated that they meet the third Thursday of the month and the Committee meets quarterly. He will bring this up again next month in order to give the Board members time to select a Liaison.

Board member Kesl would like the minutes sent to him because he is interested in becoming the Liaison.

Assistant Town Manager Tavares continued discussion DVAC agenda items including the downtown sidewalk refurbishments, and legislation that was proposed to address the condition of current vacancies that would introduce standards for recently vacated properties.

Commissioner Karukin commented on the poor condition of many of the vacant properties in Town.

Assistant Town Manager Tavares commented on addressing the Commission to authorize art in public spaces. He spoke regarding window coverings for vacant window spaces and the possibility of introducing a new aesthetic from the campaign images currently being used. The suggestion made to DVAC was to create a window display that was more of a mural, incorporating arts in public spaces and showed some of the window display examples.

Board member Kesl stated that he likes the design but finds it so different from the current design and is not sure if it would hold up.

Assistant Town Manager Tavares stated that they did consider that when introducing these new aesthetics.

Chair Cohen would like to recommend banners on Collins for additional décor.

Assistant Town Manager Tavares stated that having the banners exclusively on Harding Avenue was a budgetary decision given that it would be considerably more expensive to have them on Collins Avenue as well.

Further discussion took place regarding the banners, designs and times of when the banners should be up continued among the Board and staff.

Assistant Town Manager Tavares stated that he will do the next tourist board review at the next DVAC meeting.

**7. Appointment of Tourist Board Member for Interviews of Prospective Tourism Director Candidates – Duncan Tavares, Assistant Town Manager**

Assistant Town Manager Tavares requested a representative from the Board be appointed to be part of the interview committee for prospective candidates for the position of Tourism Director and gave an update of what it entails.

Chair Cohen nominated herself.

Town Attorney Arango read the Code section mentioning the potential role of a Tourist Board representative in the selection process.

Board member Kesi stated that he was also interested and would nominate himself.

Town Attorney gave the instruction on how to proceed with the selection and explained that if there is no board member selected, the Town Manager would proceed without a representative of the Tourist Board.

A motion was as made by Chair Cohen to nominate herself as the representative. The motion died for lack of a second.

A motion was made by Board member Kesi to nominate himself as the representative. The motion died for lack of a second.

**8. Next Meeting: Monday, January 6, 2020 at 5:30 p.m.**

Chair Cohen advised the Board of the next meeting taking place on January 6, 2020 at 5:30 p.m.

Assistant Manager Tavares explained that Vice Chair Lehman was Vice Mayor Gielchinsky's appointment and it might be able to be addressed tomorrow and they will send the Vice Mayor the application.

Assistant Manager Tavares went over the 2020 future dates for Tourist Board Meetings as follows and the list will be sent out to the Board members and if they have any conflicts, they can let us know. Send Calendar invite to Cornelia Samala.

January 6, 2020  
February 3, 2020  
March 2, 2020  
April 6, 2020  
May 4, 2020  
June 1, 2020  
July 6, 2020  
August 3, 2020  
September 14, 2020  
October 5, 2020  
November 9, 2020  
December 7, 2020

**9. Public Comment – 3-minute time limit each, please**

There were no public comments.

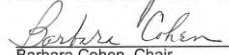
**10. Adjournment**

There being no further business to discuss before the Tourist Board, Board member Kesi made a motion to adjourn the meeting, seconded by Board Member Samara. All voted in favor.

The meeting adjourned at 7:49 p.m.

Respectfully submitted:

Accepted this 3<sup>rd</sup> day of February, 2020

  
Barbara Cohen, Chair

Attest:

  
Evelyn Herbello  
Deputy Town Clerk



## **Town of Surfside**

### **PARKS & RECREATION COMMITTEE MEETING**

#### **MINUTES**

**December 16, 2019 – 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 7:01 p.m.

The following were present: Chair Retta Logan  
Committee Member Shlomo Danzinger  
Vice Chair Eliana Salzhauer

Absent: Zoya P. Javier  
Louisa Agresti

Also, present: Commissioner Tina Paul  
Tim Milian, Parks and Recreation Director  
Evelyn Herbello, Deputy Town Clerk

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

#### **3. Approval of Minutes: November 18, 2019**

A motion was made by Committee Member Danzinger to approve the November 18, 2019 minutes. The motion was seconded by Vice Chair Salzhauer. All voted in favor.

#### **4. Winter Wonderland Event Recap- Tim Milian, Parks and Recreation Director**

Parks Director Milian gave an update of the Winter Wonderland Event.

Chair Logan asked if there could be more mid-range bounce houses for children that are 11-13 years of age.

Parks Director Milian stated that that could be something he can look into for next year. He also stated that he received feedback from some residents regarding the event taking place on a Sunday during the time that many are going to church. Regardless the event was a success and had a great turnout of individuals attending.

Chair Logan asked if the time of the event is always from 10:00 am to 1:00 p.m.

Parks Director Milian stated yes due to the snow. He also stated that he has considered changing it to Thursdays instead of Sundays due to some of the concerns he received from residents about Sundays and church services.

Vice Chair Salzhauer stated that the event should remain on Sundays and it is a great event.

The Committee members were all in agreement for the event to continue to take place on Sundays.

Parks Director Milian also spoke regarding how they were able to avoid long wait times on rides. He will also look into having some rides for the older group of children.

The Committee members offered some suggestions.

Chair Logan asked Parks Director Milian the date and time for the Family Fun Day event.

Parks Director Milian stated that the Family Fun Day event will be held on January 26, 2020 from 1:00 p.m. to 4:00 p.m.

Parks Director Milian stated that Lou's Landscaping assisted in spreading the snow to avoid the grass from dying.

Chair Logan asked regarding if the RFP had gone out for

Parks Director Milian stated that the RFP has not gone out because there are some changes that need to be done and then reviewed and approved by legal Department.

Vice Chair Salzhauer asked regarding who was responsible for damaging the barriers.

Parks Director Milian stated that the Police Department is looking at the video to determine who damaged the barriers. He also stated that he does know that there were two (2) seniors that had hit them and periodically the Public Works Department employees will come out and fix them.

Vice Chair Salzhauer asked regarding the New Year's Eve hours of the pool.

Parks Director Milian answered Vice Chair Salzhauer's question regarding the closing of the pool at 3:00 p.m. on New Years Eve and the holiday hours in order for the Town employees to be able to spend the holidays with their families. He stated that they usually use a smaller staff during the holidays.

Vice Chair Salzhauer asked how the Winter Camp was going.

Parks Director Milian stated that it is going well and they have a good turnout but that during the holidays the number of participants fluctuate.

Vice Chair Salzhauer suggested offering the residents a daily rate instead of a weekly rate.

Parks Director Milian stated that he would look into that.

Chair Logan asked Parks Director Milian what the dates for the next meetings.

Parks Director Milian stated the meeting schedule for the next few months are as follows:

- January 27, 2019
- February 24, 2019
- March 16, 2019

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

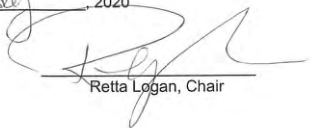
There were no public speakers.

**6. Adjournment**

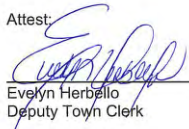
Vice Chair Salzhauer made a motion to adjourn the meeting without objection at 7:18 p.m. The motion received a second from Committee Member Danzinger. All voted in favor.

Respectfully submitted:

Accepted this 27 day of September, 2020

  
Retta Logan, Chair

Attest:

  
Evelyn Herbello  
Deputy Town Clerk



## **Town of Surfside**

### **SUSTAINABILITY & RESILIENCY COMMITTEE MEETING**

#### **MINUTES**

**December 17, 2019 – 6:30 p.m.**

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

**1. Call to Order/Roll Call**

The meeting was called to order at 6:35 p.m.

The following were present:

Chair Andrea Trvani  
Committee Member Deborah Cimadevilla  
Committee Member Bertha Goldenberg  
Vice Chair Clara Diaz-Leal (arrived at 6:40 p.m.)

Absent:

Committee Member Nirit Tayas Zamir  
Mayor Daniel Dietch, Town Commission Liaison

Also, present:

Kate Stein, Sustainability & Resiliency Officer  
Lillian Arango, Town Attorney  
Frantza Duval, Recording Clerk

**2. Approval of Meeting Minutes: October 16, 2019**

Committee Member Goldenberg made a motion to approve the October 16, 2019 minutes. The motion received a second from Committee Member Cimadevilla and all voted in favor.

**3. Monthly Update from the Resiliency Officer**

Sustainability & Resiliency Officer Stein provided the following updates:

- The Town Commission voted to declare a climate emergency and to authorize the Town's Climate Crisis Report and Action Plan
- Surfside's partnership with the LU\_Lab at the University of Miami School of Architecture is moving from a focus on mobility issues alone to resilience and climate more broadly.



- Town staff have continued to answer questions from the American Flood Coalition and Atkins as they finish up the digital model of Surfside and begin to run adaptation scenarios.
- Resiliency Officer Stein Stein and Assistant Town Manager Tavares attended the Southeast Florida Regional Climate Leadership Summit. State Chief Resilience Officer Julia Nesheiwat is very interested in the work being done in Surfside and expressed a desire to visit sometime this year.

**4. Review and Discussion of Climate Crisis Report/Climate Action Plan.**

Resiliency Officer Stein introduced the item and explained the next steps: The S&R Committee needs to finish prioritizing actions in time for the April 2020 commission meeting. In February and March, Town staff from the budget/finance and executive offices will speak with other Town departments to identify their top priority items and potential timelines, including budgeting.

Chair Andrea Travani led the prioritization discussion for the first several sections of the action plan.

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

No public comments.

**6. Adjournment**

A motion was made by Committee Member Cimadevilla to adjourn the meeting at 8:26 p.m. Vice Chair Diaz-Leal seconded the motion and all voted in favor.

Respectfully submitted:

Accepted this 15<sup>th</sup> day of January, 2020.

  
\_\_\_\_\_  
Andrea Travani, Chair

Attest:

  
\_\_\_\_\_  
Evelyn Herbelto  
Deputy Town Clerk



**Town of Surfside  
PLANNING & ZONING BOARD  
MINUTES**

**December 12, 2019 – 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**

Chair Lindsay Lecour called the meeting to order at 6:03 p.m.

**Present:** Chair Lindsay Lecour, Vice Chair Judith Frankel, Board Member Peter Glynn, Board Member Rochel Kramer, Board Member Brian Roller and Board Member Jorge Garcia

**Absent:** Board Member Marina Gershanovich

Vice Mayor Gielchinsky (arrived at 6:07 pm).

**Also, Present:** Town Manager Guillermo Olmedillo, Town Planner Sarah Sinatra, Town Attorney Edward Martos and Vice Mayor Daniel Gielchinsky.

Town Planner Sinatra stated that the applicant for 5A and 4D has requested deferral of the item to a date certain of February 27, 2020; move item 4F before item 4E, hear item 4E and item 5B simultaneously. Item 6A will be stricken from the agenda and will be brought back at a later date.

A motion was made by Board Member Glynn to accept the changes made to the agenda, seconded by Board Member Kramer. All voted in favor.

Chair Lecour read the quasi-judicial statement into the record.

Town Attorney Martos polled the members of the Planning and Zoning Board.

Chair Lecour stated that she received a phone call from Neisen Kasdin, Ackerman LLP regarding property 1116 88<sup>th</sup> Street inquiring if the property would be eligible for a variance. Chair Lecour stated that she is able to hear the application without bias.

Board Member Glynn stated that he had spoken to the owner of the house located at 1116 88<sup>th</sup> Street who invited him to go inside the house and showed him the problem he was encountering and mentioned that Building Official Prieto stated that he would need a variance. Board Member Glynn stated that he is able to hear the application without bias.

All other Board Members stated that they had no communication with any parties regarding any of the items on tonight's agenda.

Deputy Clerk Herbello confirmed advertisement requirements.

Deputy Clerk Herbello swore in the speakers who would be speaking at tonight's meeting.

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

Vice Mayor Gielchinsky gave his liaison report regarding the aggregation of lots and the discussion that took place at the December 10, 2019 Town Commission meeting. He also commented on Commissioner Paul's discussion of repealing ordinance number 18-1694 and gave the timeline of that repeal at the upcoming January 28, 2019 Joint Meeting.

## **3. Approval of Minutes – October 24, 2019**

A motion was made by Vice Chair Frankel to approve the October 24, 2019 minutes, seconded by Board Member Glynn. All voted in favor.

## **4. Applications:**

- A. 9452 Harding** – The subject property is located at 9452 Harding Avenue and is within the SD-B40 zoning district. The applicant is requesting one (1) Permanent Window Sign.

Town Planner Sinatra presented the item and gave staff recommendations.

A motion was made by Board Member Glynn to approve the application, seconded by Board Member Roller. All voted in favor.

- B. 9460 Harding** – The subject property is located at 9460 Harding Avenue and is within the SD-B40 zoning district. The applicant is requesting one (1) Permanent Wall Sign.

Town Planner Sinatra presented the item and gave staff recommendations.

A motion was made by Board Member Glynn to approve the application, seconded by Board Member Roller. All voted in favor.

- C. 9472 Harding Avenue** – The subject property is located at 9472 Harding Avenue and is within the SD-B40 zoning district. The applicant is requesting one (1) Permanent Wall Sign.

Town Planner Sinatra presented the item and gave staff recommendations to include the condition as per Code Section 90-73 that the sign illumination is limited to white LED.

A motion was made by Board Member Kramer to approve the application, seconded by Vice Chair Frankel. All voted in favor.

- D. 9177 Dickens Avenue** – The property is located at 9177 Dickens Avenue, within the H30B zoning. The applicant is requesting add a one-story addition to the side and rear of the property. In connection with this application, there is a request for a side setback variance. The lot is 75 feet in width and is an aggregated lot.

Town Planner Sinatra stated that the owners of the property are requesting this item along with item 5A be deferred to a date certain of 2/27/2020.

A motion was made by Board Member Glynn to defer this item and item 5A to a date certain of 2/27/2020, seconded by Board member Kramer. All voted in favor.

- E. 1116 88<sup>th</sup> Street – Renovation and Site Plan** - The applicant is requesting two variances; (1) for the upper story east side setback and (2) for an increase in the maximum allowable upper story coverage from the Town of Surfside's Zoning Code. The property is an existing, two-story, single-family residence located at 1116 88<sup>th</sup> Street within the H30A zoning district.

*This item has been linked, heard in conjunction with and voted together with item 5B.*

- F. 9481 Byron Avenue** – The applicant is requesting to re-roof an existing shingle roof.

Town Planner Sinatra presented the item and gave staff recommendations.

Board member Glynn asked how much of the roof was being replaced by solar panels.

Town Planner Sinatra answered Board member Glynn's question and stated that approximately 75% of the roof was being replaced with solar panels.

Nelly Velazquez, owner of the property, answered the Board's question and stated that they will be replacing about 75% of the roof with solar panels.

Further discussion took place regarding the item and the Board stated that they were in agreement with approving this item.

A motion was made by Board Member Glynn to approve the application, seconded by Board Member Garcia. All voted in favor.

#### **5. Quasi – Judicial Hearing - Local Planning Agency Items**

- A. 9177 Dickens Avenue** – The applicant is requesting a variance to; (1) maintain the existing legal non-conforming north interior side setback for the proposed work, and (2) apply a setback formula (0.3 x lot width -10 feet) to the south interior setback for the proposed work.

Town Planner Sinatra stated that the owners of the property are requesting this item along with item 4D be deferred to a date certain of 2/27/2020.

A motion was made by Board Member Glynn to defer this item and item 4D to a date certain of 2/27/2020, seconded by Board member Kramer. All voted in favor.

- B. 1116 88<sup>th</sup> Street** - The applicant is requesting two variances; (1) for the upper story east side setback and (2) for an increase in the maximum allowable upper story coverage from the Town of Surfside's Zoning Code. The property is an existing, two-story, single-family residence located at 1116 88<sup>th</sup> Street within the H30A zoning district.

Town Planner Sinatra presented both items together and gave the staff recommendations on both items 4E and 5B.

Town Manager Olmedillo showed an aerial view of the property and spoke regarding the setbacks and wanted to alert them that the ordinance needs to be addressed as a future item.

Jeff Rose, contractor representing the owner, stated that the maximum allowable could have been 8,755 square feet and stated that the owner is lower than the allowable lot coverage which is 45%.

Stephen Schott, owner of the property addressed the Board.

Albert Rodriguez, architect for the applicant, addressed the Board regarding the square footage of the project.

Town Planner Sinatra wanted to put on the record that they are at 22% on the first floor which is half of what they are allowed.

Board Member Glynn stated that he went to the house and spoke regarding the roof and parapet on the side of the house.

Board Member Roller spoke regarding notice given to the neighbors.

Town Planner Sinatra stated that it went to all the neighbors within 300 feet, she spoke regarding the 2<sup>nd</sup> variance and the suggestions made by Town Manager Olmedillo for the maximum built putting it back to 64%.

Further discussion took place among the Board and Town Planner Sinatra regarding the percentage of coverage, bringing it back to 64%, maxing out on the first floor and the variance recommendations.

### **C. Artificial Turf**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA AMENDING THE TOWN OF SURFSIDE CODE OF ORDINANCES BY AMENDING SECTION 90-85.2 "DEFINITIONS" TO ESTABLISH A DEFINITION FOR SYNTHETIC TURF; AMENDING SECTION 90-87 "INSTALLATION OF LANDSCAPING AND IRRIGATION" TO PERMIT SYNTHETIC TURF ON ALL PROPERTIES WITHIN THE TOWN SUBJECT TO REQUIREMENTS, INSTALLATION AND MAINTENANCE STANDARDS AND PERMITTING; AND AMENDING SECTION 90-88 "MAINTENANCE OF LANDSCAPE AREAS" TO PERMIT SYNTHETIC TURF WITH EXCEPTIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE**

Deputy Town Clerk Herbello read the title into the record

Town Planner Sinatra presented and introduced the item.

Chair Lecour asked if it is as pervious as grass and the issue has always been aesthetics and understands the value. She also asked if it is providing permeability and can they can take it further in the code to use in the rear of the house.

Town Planner Sinatra stated that they could bring this back and have an engineer to bring a piece and see if it is permeable. She stated that this material is currently being used in athletic fields because they drain very well. They have designed it in other municipalities in fields and it drains very well.

Town Manager Olmedillo stated that the key is the system that you use. He also stated that the recommendation is to have a system that contains the grass in place and the permeability of the product.

Vice Chair Frankel asked what they mean by a system and how it applies to little strips.

Town Planner Sinatra stated that they are not really strips. She stated that it is more than a carpet and you have to apply multiple layers and have a qualified contractor install the artificial turf.

Town Manager Olmedillo explained the way that it would be applied, that it must be installed by a qualified contractor and it must be anchored.

Further discussion took place among Board Members and staff regarding the qualifications for the installation of the artificial turf and meeting code requirements.

The Board agreed to have samples and experts to come at their next meeting to address this item and have some samples of the product.

A motion was made by Board Member Kramer to approve the Ordinance and have samples brought at a future meeting along with experts to present those samples, seconded by Board Member Garcia. All voted in favor.

## **6. Discussion Items:**

### **A. 50% Rule – Request for Building Official to Answer Questions from the Planning & Zoning Board**

This item was stricken from the agenda by Staff.

### **B. Joint Workshop with Town Commission and Planning & Zoning Board TBD – Verbal Update**

#### **(i) Single Family Massing**

#### **(ii) Single Family Setbacks for Aggregated lots and lots exceeding 50 feet.**

Town Planner Sinatra spoke regarding the upcoming Joint Meeting and the items that will be addressed at that January 28, 2019 Joint Meeting.

Town Manager Olmedillo spoke regarding the LuLab. He stated that they will be showing different massing in order for the Board to have a visual of them and see the models.

Board Member Roller spoke regarding a house on ½ a lot on Carlyle and asked if that property is subject to the second story setback.

Town Planner Sinatra stated that property received a variance and they were subject to it but they went before the Commission and the Planning & Zoning Board approximately 7 or 8 years ago for a variance request and they were approved the variance.

The following individual spoke on the item:  
Jeff Rose

Vice Chair Frankel spoke regarding the models that LuLab brought to the last Resiliency workshop.

### **C. Future Agenda Items**

Chair Lecour requested for a future agenda item to add artificial turf demonstration and samples as well as the modification to the 2<sup>nd</sup> story.

## 7. Adjournment

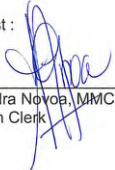
A motion was made by Board Member Kramer to adjourn the meeting without objection at 7:22 p.m. The motion received a second from Vice Chair Frankel. All voted in favor.

Respectfully submitted,

Accepted this 30<sup>th</sup> day of January, 2020.

  
Lindsay Lecour, Chair

Attest :

  
Sandra Novoa, MMC  
Town Clerk





## MEMORANDUM

ITEM NO. 3E

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

**From:** Guillermo Olmedillo, Town Manager

**Date:** February 11, 2020

**Subject:** Resolution authorizing a Memorandum of Understanding between U.S. Immigration and Customs Enforcement Homeland Security Investigations and the Town of Surfside Police Department.

U.S. Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) and the Town of Surfside agree that effective enforcement of the laws relating to HSI jurisdiction requires close cooperation and coordination between the two Parties. The Parties therefore require entering this Memorandum of Understanding (MOU) to govern the use of HSI designations by certain employees of the Surfside Police Department under authority of Title 19, United States Code (U.S.C.), Section 1401(i); 19 U.S.C. § 1589a. This MOU is also authorized under the provisions of the State of Florida law.

Pursuant to section 401(i), Tariff Act of 1930, as amended (19 U.S.C. § 1401(i)), the Secretary of Homeland Security is authorized to designate persons as Customs Officers (Excepted) to perform the duties of a Customs Officer. Within ICE, this authority has been delegated to the HSI Special Agents in Charge. Pursuant to 19 U.S.C. § 1589a, customs officers are authorized to enforce the full range of federal offenses. However, in designating Customs Officers (Excepted), HSI is not conveying the authority to enforce administrative violations of immigration law.

There may be instances when HSI determines that it is desirable for certain sworn law enforcement employees of the Town of Surfside to perform certain HSI duties. This MOU sets forth the agreement and relationship between the Parties with respect to this determination.

The terms of this MOU will become effective on the date the last Party signs the MOU. The Designation Form for each Customs Officer (Excepted) is effective per the date on that document. This MOU may be terminated by either Party upon a 30-day written notification to the other Party.

Staff recommends a motion to approve a resolution authorizing the Memorandum of Understanding between U.S. Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) and the Town of Surfside.

Prepared by: Chief Julio Yero

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

**A RESOLUTION OF THE TOWN COMMISSION OF THE  
TOWN OF SURFSIDE, FLORIDA, APPROVING A  
MEMORANDUM OF UNDERSTANDING BETWEEN THE  
TOWN OF SURFSIDE AND U.S. IMMIGRATION AND  
CUSTOMS ENFORCEMENT HOMELAND SECURITY  
INVESTIGATIONS; PROVIDING FOR AUTHORIZATION;  
PROVIDING FOR IMPLEMENTATION; AND PROVIDING  
FOR AN EFFECTIVE DATE.**

**WHEREAS**, section 401(i), Tariff Act of 1930, as amended (19 U.S.C. § 1401(i)), authorizes the Secretary of Homeland Security to designate persons as Customs Officers (Excepted) to perform the duties of a Customs Officer; and

**WHEREAS**, this authority has been delegated to the U.S Immigration and Customs Enforcement ("ICE"), Homeland Security Investigations ("HSI") Special Agents in Charge; and

**WHEREAS**, pursuant to 19 U.S.C. § 1589a, customs officers are authorized to enforce the full range of federal offenses; and

**WHEREAS**, ICE has concluded there may be instances when HSI determines that it is desirable for certain sworn law enforcement employees of the Town of Surfside ("Town") to perform certain HSI duties; and

**WHEREAS**, the Town and HSI wish to enter into a Memorandum of Understanding Regarding the Designation of Town Employees as Customs Officers (Excepted), in the form attached hereto as Exhibit "A" (the "MOU"); and

**WHEREAS**, the Town Commission wishes to approve the MOU and finds that this Resolution is in the best interest and welfare of the Town.

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

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

**Section 2.**    **Approval.** That the Town Commission approves the MOU, in substantially the form attached hereto as Exhibit "A."

**Section 3.**    **Authorization.** That the Town Manager and/or Chief of Police are hereby authorized to execute the MOU substantially in the form attached hereto as Exhibit "A."

**Section 4.**     **Implementation.** The Town Manager, Chief of Police and/or designees are authorized to take any and all action necessary to implement the purposes of this Resolution and the MOU.

**Section 5.**     **Effective Date.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** on this 11th day of February, 2020.

**Moved By:** \_\_\_\_\_

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

**FINAL VOTE ON ADOPTION**

Commissioner Barry Cohen	_____
Commissioner Michael Karukin	_____
Commissioner Tina Paul	_____
Vice Mayor Daniel Gielchinsky	_____
Mayor Daniel Dietch	_____

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

**ATTEST:**

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

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

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

MEMORANDUM OF UNDERSTANDING

between

U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT  
HOMELAND SECURITY INVESTIGATIONS

and

Town of Surfside Police Department

regarding

THE DESIGNATION OF

Town of Surfside

EMPLOYEES

AS CUSTOMS OFFICERS (EXCEPTED)

1. **PARTIES.** The Parties to this Memorandum of Understanding (MOU) are U.S. Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) and Town of Surfside.
2. **AUTHORITY.** Title 19, United States Code (U.S.C.), Section 1401(i); 19 U.S.C. § 1589a. This MOU is also authorized under the provisions of State of Florida Law.
3. **PURPOSE.** The Parties agree that effective enforcement of the laws relating to HSI jurisdiction requires close cooperation and coordination between the two Parties. The Parties have therefore entered into this MOU to govern the use of HSI designations by certain employees of Town of Surfside.

Pursuant to section 401(i), Tariff Act of 1930, as amended (19 U.S.C. § 1401(i)), the Secretary of Homeland Security is authorized to designate persons as Customs Officers (Excepted) to perform the duties of a Customs Officer. Within ICE, this authority has been delegated to the HSI Special Agents in Charge. Pursuant to 19 U.S.C. § 1589a, customs officers are authorized to enforce the full range of federal offenses. However, in designating Customs Officers (Excepted), *HSI is not conveying the authority to enforce administrative violations of immigration law.*

There may be instances when HSI determines that it is desirable for certain sworn law enforcement employees of Town of Surfside to perform certain HSI duties. This MOU sets forth the agreement and relationship between the Parties with respect to this determination.

4. **RESPONSIBILITIES.**

The Parties agree as follows:

HSI agrees to:

- a. Designate certain employees of Town of Surfside as Customs Officers (Excepted), without additional compensation, to perform the duties as noted on the "Designation, Customs Officer (Excepted) – Title 19 Task Force Officer" (ICE Form 73-001). This form is attached and is hereby made part of this MOU;
- b. Issue a "Designation, Customs Officer (Excepted) – Title 19 Task Force Officer" (ICE Form 73-001) to each qualified and designated employee;
- c. Provide appropriate training in laws, policies, and procedures to each designated employee;

- d. Advise the designated Customs Officers (Excepted) about court proceedings concerning seizures or arrests made by them in accordance with the authorities granted by HSI contemplated under this MOU; and
- e. Process, under appropriate regulations, any injury claim submitted as a result of injuries occurring to the designated Customs Officers (Excepted) while such individuals are acting pursuant to this MOU, for compensation under the Federal Employee Workers Compensation Act (5 U.S.C. § 8101, *et seq.*).

Town of Surfside agrees:

- a. That only sworn law enforcement officers of Town of Surfside who successfully complete the appropriate HSI Task Force Officer cross-designation Training Course and receive an approved "Designation, Customs Officer (Excepted) – Title 19 Task Force Officer" (ICE Form 73-001) will be designated as Customs Officers (Excepted);
- b. That each law enforcement officer will be bound by the Authorities Granted and the Endorsements and Restrictions as noted on the "Designation, Customs Officer (Excepted) – Title 19 Task Force Officer" (ICE Form 73-001);
- c. To advise HSI of each court proceeding in which the validity of a Customs Officer (Excepted)'s enforcement authority becomes an issue, and allow HSI to provide legal memoranda or other assistance as deemed necessary by HSI;
- d. That agency employees designated as Customs Officers (Excepted) will follow HSI directives and instructions when utilizing enforcement authority conveyed by HSI;
- e. To provide to HSI, before designation of each officer and on an ongoing basis, any derogatory information, or information that may call into question the officer's truthfulness or ability to testify in court; and
- f. To return all HSI-issued equipment and identification when a cross-designated officer terminates employment or when his or her cross-designation expires.

Both Parties agree:

- a. That any abuse of HSI cross-designation authority may lead to the revocation of such cross-designations by HSI; and
- b. To schedule periodic meetings to review this MOU, as required.

**5. REPORTING AND DOCUMENTATION.** HSI SAC offices will maintain the original signed "Designation, Customs Officer (Excepted) – Title 19 Task Force Officer" (ICE Form 73-001). Copies of this form will be held by the Contraband Smuggling Unit at HSI Headquarters, the designated Customs Officer (Excepted), and

Town of Surfside

If applicable, the HSI office will maintain documentation of designated Customs Officers (Excepted) approved to use HSI vehicles and certification that the designated Customs Officers (Excepted) have completed the ICE Fleet Card Training in Virtual University and any other fleet related training.

**6. POINTS OF CONTACT.**

HSI Office: Miami

Name: Anthony Salisbury

Title: Special Agent in Charge

Address: 11220 NW 20TH Street

Miami, Florida, 33172

Telephone Number: +1 (305) 597-6000

Fax Number:

E-mail Address: Anthony.Salisbury@ice.dhs.gov

Town of Surfside \_\_\_\_\_ :

Name: Juilo Yero

Title: Chief of Police

Address: 9293 Harding Avenue

Surfside, FL, 33154

Telephone Number: +1 (305) 861-4862

Fax Number: +1 (305) 861-8960

E-mail Address: jyero@townofsurfsidefl.gov

- 7. OTHER PROVISIONS.** This MOU is an internal agreement between the Parties and does not confer any rights, privileges, or benefits to any other party or the public.

Nothing in this MOU is intended to conflict with current laws, regulations, or policies of either Party. If a term of this MOU is inconsistent with such authority, that term shall be invalid but the remaining terms and conditions of this MOU shall remain in full force and effect.

Nothing in this MOU is intended or shall be construed to require the obligation, appropriation, or expenditure of any money from the U.S. Treasury in violation of the Anti-Deficiency Act, 31 U.S.C. §§ 1341-1519.

The forms and authorities referenced herein may be renamed or replaced by HSI without prejudice to this MOU.

- 8. EFFECTIVE DATE.** The terms of this MOU will become effective on the date the last Party signs the MOU. The Designation Form of each Customs Officer (Excepted) is effective per the date on that document.
- 9. MODIFICATION.** This MOU may be amended by the written concurrence of both Parties.
- 10. TERMINATION.** This MOU may be terminated by either Party upon a 30-day written notification to the other Party.

**APPROVED BY:**

Anthony Salisbury

Name of HSI Official

Special Agent in Charge

Title of HSI Official

Homeland Security Investigations

U.S. Immigration and Customs Enforcement

Juilo Yero

Name of Surfside PD's Official

Chief of Police

Title of Surfside PD's Official

Name of Surfside PD's Agency

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

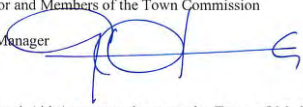
Date: \_\_\_\_\_



## MEMORANDUM

ITEM NO. 3F

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

**From:** Guillermo Olmedillo, Town Manager 

**Date:** February 11, 2020

**Subject:** Resolution authorizing a Mutual Aid Agreement between the Town of Medley, Florida, and the Town of Surfside, Florida.

It is the responsibility of the governments of the Town of Medley, Florida, and the Town of Surfside, Florida, to ensure the public safety of their citizens by providing adequate police service to address any foreseeable routine or emergency situation; and because of the existing and continuing possibility of the occurrence of law enforcement problems and other natural or manmade conditions which are likely to be, beyond the control of the services, personnel, equipment or facilities of the participating police departments; these municipalities have the authority to enter into a Mutual Aid Agreement in order to adequately address any and all of these conditions, to protect the public peace and safety, and to preserve the lives and property of the people of the municipalities. The Mutual Aid Agreement specifies the circumstances and conditions under which mutual aid may be requested and rendered regarding police operations.

The Town of Surfside Police Department has mutual aid agreements with many Miami-Dade County law enforcement agencies. The Town of Surfside and the Town of Medley are located in a way that it is advantageous and in their best interest to receive and extend mutual aid in the form of law enforcement services and resources.

The new Mutual Aid Agreement between the Town of Medley and the Town of Surfside will be in effect upon execution and approval by both parties and shall continue in full force and effect through and including January 1, 2025. Under no circumstances may this agreement be renewed, amended, or extended except in writing. The Surfside Police Department requires approval and authorization to enter into the new Mutual Aid Agreement at the request of the Town of Medley Police Department.

Staff recommends a motion to approve a resolution authorizing the Mutual Aid Agreement between the Town of Surfside and the Town of Medley.

Prepared by: Chief Julio Yero

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

**A RESOLUTION OF THE TOWN COMMISSION OF THE  
TOWN OF SURFSIDE, FLORIDA, APPROVING A  
COMBINED VOLUNTARY COOPERATION AND  
OPERATIONAL ASSISTANCE MUTUAL AID  
AGREEMENT WITH THE TOWN OF MEDLEY, FLORIDA;  
PROVIDING FOR AUTHORIZATION; PROVIDING FOR  
IMPLEMENTATION; AND PROVIDING FOR AN  
EFFECTIVE DATE.**

**WHEREAS**, the Town of Surfside (the “Town”) has historically entered into mutual aid agreements with other municipalities for the purpose of providing voluntary cooperation and assistance of a routine law enforcement nature across jurisdictional lines; and

**WHEREAS**, the Town and the Town of Medley, Florida wish to enter into a Combined Voluntary Cooperation and Operational Assistance Mutual Aid Agreement, in the form attached hereto as Exhibit “A” (the “Agreement”); and

**WHEREAS**, the Town Commission wishes to approve the Agreement and authorize the Town Manager and Chief of Police to execute the Agreement approved by this Resolution; and

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

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

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

**Section 2. Approval.** That the Town Commission approves the Agreement in substantially the form attached hereto as Exhibit “A.”

**Section 3. Authorization.** That the Town Manager and Chief of Police are hereby authorized to execute the Agreement substantially in the form attached hereto as Exhibit “A.”

**Section 4. Implementation.** The Town Manager, Chief of Police and/or designee are authorized to take any and all action necessary to implement the purposes of this Resolution and the Agreement.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** on this 11th day of February, 2020.



**Moved By:** \_\_\_\_\_  
**Second By:** \_\_\_\_\_

**FINAL VOTE ON ADOPTION**

Commissioner Barry Cohen \_\_\_\_\_  
Commissioner Michael Karukin \_\_\_\_\_  
Commissioner Tina Paul \_\_\_\_\_  
Vice Mayor Daniel Gielchinsky \_\_\_\_\_  
Mayor Daniel Dietch \_\_\_\_\_

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

**ATTEST:**

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

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

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

**COMBINED VOLUNTARY COOPERATION AND  
OPERATIONAL ASSISTANCE  
MUTUAL AID AGREEMENT  
BETWEEN  
THE TOWN OF MEDLEY, FLORIDA AND  
THE TOWN OF SURFSIDE, FLORIDA**

This Voluntary Cooperation and Operational Assistance Mutual Aid Agreement is made as of this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between the TOWN OF MEDLEY, FLORIDA, a Florida municipal corporation, having its principal office at 7777 NW 72 Avenue, Medley, Florida 33166, and the TOWN OF SURFSIDE, FLORIDA, a Florida municipal corporation having its principal office at 9293 Harding Avenue, Surfside, Florida 33154, and states as follows:

**WHEREAS**, it is the responsibility of the governments of the Town of Medley, Florida, and the Town of Surfside, Florida, to ensure the public safety of their citizens by providing adequate levels of police services to address any foreseeable routine or emergency situation; and

**WHEREAS**, there is an existing and continuing possibility of the occurrence of law enforcement problems and other natural and man-made conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, or facilities of the Town of Medley Police Department or the Town of Surfside Police Department; and

**WHEREAS**, the Town of Medley and the Town of Surfside are so located in relation to each other that it is in the best interest and advantage of each to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to:

- (1) Continuing, multi-jurisdictional criminal activity, so as to protect the public peace and safety, and preserve the lives and property of the people; and

- (2) Intensive situations including, but not limited to, natural or manmade disasters or emergencies as defined under Section 252.34, Florida Statutes; and
- (3) Joint provision of certain law enforcement services specified herein and allowed pursuant to Florida Statute 166.0495; and

**WHEREAS,** the Town of Medley and the Town of Surfside have the authority under The Mutual Aid Act, Chapter 23, Part I, Florida Statutes, to enter into a combined mutual aid agreement for law enforcement services which:

- (1) Permits voluntary cooperation and assistance of a routine law enforcement nature across jurisdictional lines; and
- (2) Provides for rendering of assistance in a law enforcement emergency.

**NOW, THEREFORE, BE IT KNOWN,** that the Town of Medley, a political subdivision of the State of Florida, and the Town of Surfside a political subdivision of the State of Florida, in consideration for mutual promises to render valuable aid in times of necessity, do hereby agree to fully and faithfully abide by and be bound by the following terms and conditions.

#### **SECTION 1: PROVISIONS FOR VOLUNTARY COOPERATION**

Each of the aforesaid law enforcement agencies hereby approve and enter into this agreement whereby each of the agencies may provide voluntary cooperation and assistance of a routine law enforcement nature across jurisdictional lines. The nature of the law enforcement assistance to be rendered shall include but not be limited to:

- a. Concurrent law enforcement jurisdiction in and throughout the territorial limits of the Town of Medley and the Town of Surfside for arrests, made pursuant to the laws of arrest, for felonies and misdemeanors, including arrestable traffic offenses, which spontaneously take place in the presence of the arresting officer, at such times as the arresting officer is traveling from place to place on official business outside of his or her jurisdiction, for

example, to or from court, or at any time when the officer is within the territorial limits of his or her jurisdiction.

- b. Concurrent law enforcement jurisdiction in and throughout the territorial limits of the Town of Medley and the Town of Surfside for arrests, made pursuant to the laws of arrest, of persons identified as a result of investigations of any offense constituting a felony or any act of Domestic Violence as defined in Section 741.28, Florida Statutes, when such offense occurred in the municipality employing the arresting officer.
- c. Concurrent law enforcement jurisdiction in and upon the jurisdictional waters of the Town of Medley and the Town of Surfside for arrests, made pursuant to the laws of arrest, for felonies and misdemeanors and boating infractions.
- d. Participating in exigent situations, without the need for a formal request, including, but not limited to, area searches for wanted subjects, perimeters, crimes in progress, escaped prisoners, traffic stops near municipal boundaries, requests for assistance when no available local units are nearby, calls indicating a crime or incident has occurred in which a citizen may likely be injured and the assisting municipality is closer to the area than the officer receiving the call.
- e. Concurrent law enforcement jurisdiction in and throughout the territorial limits of the Town of Medley and the Town of Surfside for investigations of homicides, sex offenses, robberies, assaults, batteries, burglaries, larcenies, gambling, motor vehicle thefts, drug violations pursuant to Chapter 893, Florida Statutes, and inter-agency task forces and/or joint investigations.

Prior to any officer taking enforcement action pursuant to paragraphs (a) through (e) above, the officer shall notify the jurisdiction in which the action will be taken, unless exigent circumstances prevent such prior notification, in which case notification shall be made as soon after the action as practicable. If the agency having normal jurisdiction responds to the scene the assisting agency's officer may turn the situation over to them and offer any assistance requested including, but not limited to, a follow-up written report documenting the event and the actions taken.

These provisions are not intended to grant general authority to conduct investigations, serve warrants and/or subpoenas or to respond without request to emergencies already being addressed by the agency of normal jurisdiction, but is intended to address critical, life-threatening or public safety situations, prevent bodily injury to citizens, or secure apprehension of criminals whom the law enforcement officer may encounter.

## **SECTION II: PROVISIONS FOR OPERATIONAL ASSISTANCE**

The aforesaid law enforcement agencies hereby approve and enter into this agreement whereby each of the agencies may request and render law enforcement assistance to the other to include, but not necessarily be limited to dealing with, the following:

1. Joint multi-jurisdictional criminal investigations.
2. Civil affray or disobedience, disturbances, riots, large protest demonstrations and assemblies, controversial trials, political conventions, labor disputes, and strikes.
3. Any natural, technological or manmade disaster.
4. Incidents which require rescue operations and crowd and traffic control measures including, but not limited to, large-scale evacuations, aircraft and shipping disasters, fires, explosions, gas line leaks, radiological incidents, train wrecks and derailments, chemical or hazardous waste spills, and electrical power failures.
5. Terrorist activities including, but not limited to, acts of sabotage.
6. Escapes from, or disturbances within, prisoner processing facilities.
7. Hostage and barricaded subject situations, and aircraft piracy.
8. Control of major crime scenes, area searches, perimeter control, back-ups to emergency and in-progress calls, pursuits, and missing person calls.
9. Enemy attack.
10. Transportation of evidence requiring security.

11. Major events, e.g., sporting events, concerts, parades, fairs, festivals, and conventions.
12. Security and escort duties for dignitaries.
13. Incidents requiring utilization of specialized units; e.g., underwater recovery, marine patrol, aircraft, canine, motorcycle, bicycle, mounted, SWAT, bomb, crime scene and police information.
14. Emergency situations in which one agency cannot perform its functional objective.
15. Joint training in areas of mutual need.
16. Joint multi-jurisdictional marine interdiction operations.
17. Off-duty special events.
18. DUI Checkpoints.

### **SECTION III: PROCEDURE FOR REQUESTING OPERATIONAL ASSISTANCE**

1. Mutual aid requested or rendered will be approved by the Chief of Police, or designee. The Chief of Police, or designee, of the agency whose assistance is sought shall evaluate the situation and the agency's available resources, consult with his/her supervisors, if necessary, and will respond in a manner he/she deems appropriate.
2. The Chief of Police in whose jurisdiction assistance is being rendered may determine who is authorized to lend assistance in his/her jurisdiction, for how long such assistance is authorized, and for what purpose such authority is granted. This authority may be granted either verbally or in writing as the particular situation dictates.
3. Specific reporting instructions for personnel rendering mutual aid will be included in the request for mutual aid. In the absence of such reporting instructions, personnel will report to the ranking on-duty supervisor on the scene.
4. Communications instructions should be included in each request for mutual aid and each agency's communications centers will maintain radio contact with each other until the mutual aid situation has ended.
5. Incidents requiring mass processing of arrestees, transporting prisoners, and operating temporary detention facilities will be handled per established procedures of the requesting agency or Chief of Police involved.

#### **SECTION IV: COMMAND AND SUPERVISORY RESPONSIBILITY**

##### **a. COMMAND:**

The personnel and equipment that are assigned by the assisting Chief of Police shall be under the immediate command of a supervising officer designated by the assisting Chief of Police. Such supervising officer shall be under the direct supervision and command of the Chief of Police or his/her designee of the agency requesting assistance.

##### **b. CONFLICTS:**

Whenever an officer is rendering assistance pursuant to this agreement, the officer shall abide by and be subject to the rules and regulations, personnel policies, general orders, and standard operating procedures of his/her own employer. If any such rule, regulation, personnel policy, general order or standing operating procedure is contradicted, contravened or otherwise in conflict with a direct order of a superior officer of the requesting agency, then such rule, regulation, policy, general order or procedure shall control and shall supersede the direct order.

##### **c. HANDLING COMPLAINTS:**

Whenever there is cause to believe that a complaint has arisen as a result of a cooperative effort as it may pertain to this agreement, the Chief of Police or his/her designee of the agency employing the officer who is the subject of the complaint shall be responsible for the investigation of the complaint. The Chief of Police or designee of the requesting agency should ascertain at a minimum:

1. The identity of the complainant;
2. An address where the complaining party can be contacted;
3. The specific allegation; and
4. The identity of the employees accused without regard as to agency affiliation.

If it is determined during the investigation of a complaint that the accused is an employee of the assisting agency, the above information, with all pertinent documentation gathered during the receipt and processing of the complaint, shall be forwarded without delay to the agency for administrative review. The requesting agency may conduct a review of the complaint to determine if any factual basis for the complaint exists and/or whether any of the employees of the requesting agency violated any of their agency's policies or procedures.

#### **SECTION V: LIABILITY**

Each party engaging in any mutual cooperation and assistance, pursuant to this agreement, agrees to assume responsibility for the acts, omissions or conduct of such party's own employees while engaged in rendering such aid pursuant to this agreement, subject to the provisions of Section 768.28, Florida Statutes, where applicable.

#### **SECTION VI: POWERS, PRIVILEGES, IMMUNITIES AND COSTS**

- a. Employees of the Town of Medley and the Town of Surfside when actually engaging in mutual cooperation and assistance outside of their normal jurisdictional limits but inside this State, under the terms of this agreement, shall, pursuant to the provisions of Section 23.127 (1), Fla. Stat. (as amended), have the same powers, duties, rights, privileges and immunities as if the employee was performing duties inside the employee's political subdivision in which normally employed.
- b. Each party agrees to furnish necessary personnel equipment, resources and facilities and to render services to each other party to this agreement as set forth above; provided, however, that no party shall be required to deplete unreasonably its own personnel, equipment, resources, facilities, and services in furnishing such mutual aid.
- c. The political subdivision that furnishes equipment pursuant to this agreement must bear the cost of loss or damage to that equipment and must pay any expense incurred in the operation and maintenance of that equipment.



- d. The political subdivision furnishing aid pursuant to this agreement shall compensate its employees during the time of the rendering of aid and shall defray (provide for the payment of) the actual travel and maintenance expenses of its employees while they are rendering aid, including any amounts paid or due for compensation for personal injury or death while its employees are rendering aid.
- e. The privileges and immunities from liability, exemption from laws, ordinances and rules, and pension, insurance, relief, disability, workers' compensation, salary, death, and other benefits that apply to the activity of an employee of an agency when performing the employee's duties within the territorial limits of the employee's agency apply to the employee to the same degree, manner, and extent while engaged in the performance of the employee's duties extraterritorially under the provisions of this mutual aid agreement. This section applies to paid, volunteer, reserve and auxiliary employees.
- f. Nothing herein shall prevent the requesting agency from requesting supplemental appropriations from the governing authority having budgeting jurisdiction to reimburse the assisting agency for any actual costs or expenses incurred by the assisting agency performing hereunder.

#### **SECTION VII: FORFEITURES**

It is recognized that during the course of the operation of this agreement, property subject to forfeiture under Sections 932.701- 932.707, Florida Statutes, known as the "Florida Contraband Forfeiture Act," may be seized. The property shall be seized, forfeited, and equitably distributed among the participating agencies in proportion to the amount of investigation and participation performed by each agency pursuant of the provisions of the "Florida Contraband Forfeiture Act."

#### **SECTION VIII: INSURANCE**

Each political subdivision shall provide, upon request, satisfactory proof of liability insurance by one or more of the means specified in Section 768.28, Florida Statutes, in an

amount which is, in the judgment of the governing body of that political subdivision, at least adequate to cover the risk to which that party may be exposed. Should the insurance coverage, however provided, of any party be canceled or undergo material change, that party shall notify all parties to this agreement of such change within ten (10) days of receipt of the notice or actual knowledge of such change.

**SECTION IX: EFFECTIVE DATE**

This agreement shall take effect upon execution and approval by the hereinafter named officials and shall continue in full force and effect until \_\_\_\_\_, 2024. Under no circumstances may this agreement be renewed, amended or extended except in writing.

**SECTION X: CANCELLATION**

Either party may cancel its participation in this agreement upon delivery of written notice to the other political subdivision.

**IN WITNESS WHEREOF**, the parties hereto cause to these presents to be signed on the date first written above.

**AGREED AND ACKNOWLEDGED** this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
ROBERTO MARTELL  
Town Mayor  
Town of Medley, Florida  
Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
VICTORIA MARTINEZ  
Town Clerk  
Town of Medley, Florida

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

\_\_\_\_\_  
WEISS SEROTA HELFMAN COLE & BIERMAN, P.L.  
Town Attorney  
Town of Medley, Florida

\_\_\_\_\_  
JEANETTE SAID-JINETE  
Chief of Police  
Town of Medley, Florida

\_\_\_\_\_  
GUILLERMO OLMEDILLO  
Town Manager  
Town of Surfside, Florida  
Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
SANDRA NOVOA, MMC  
Town Clerk  
Town of Surfside, Florida

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

\_\_\_\_\_  
WEISS SEROTA HELFMAN COLE & BIERMAN, P.L.  
Town Attorney  
Town of Surfside, Florida


\_\_\_\_\_  
JULIO YERO  
Chief of Police  
Town of Surfside, Florida



## MEMORANDUM

ITEM NO. 3G

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

**From:** Guillermo Olmedillo, Town Manager 

**Date:** February 11, 2020

**Subject:** Resolution authorizing a Mutual Aid Agreement between the City of Miami Gardens, Florida, and the Town of Surfside, Florida.

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It is the responsibility of the governments of the City of Miami Gardens, Florida, and the Town of Surfside, Florida, to ensure the public safety of their citizens by providing adequate police service to address any foreseeable routine or emergency situation; and because of the existing and continuing possibility of the occurrence of law enforcement problems and other natural or manmade conditions which are likely to be, beyond the control of the services, personnel, equipment or facilities of the participating police departments; these municipalities have the authority to enter into a Mutual Aid Agreement in order to adequately address any and all of these conditions, to protect the public peace and safety, and to preserve the lives and property of the people of the municipalities. The Mutual Aid Agreement specifies the circumstances and conditions under which mutual aid may be requested and rendered regarding police operations.

The Town of Surfside Police Department has mutual aid agreements with many Miami-Dade County law enforcement agencies and the City of Miami Gardens Police Department has been one of them. The Town of Surfside and the City of Miami Gardens are located in a way that it is advantageous and in their best interest to receive and extend mutual aid in the form of law enforcement services and resources.

The new Mutual Aid Agreement between the City of Miami Gardens and the Town of Surfside will be in effect upon execution and approval by both parties and shall continue in full force and effect through and including January 1, 2025. Under no circumstances may this agreement be renewed, amended, or extended except in writing. The Surfside Police Department requires approval and authorization to enter into the new Mutual Aid Agreement at the request of the City of Miami Gardens Police Department.

Staff recommends a motion to approve a resolution authorizing the Mutual Aid Agreement between the Town of Surfside and the City of Miami Gardens.

Prepared by: Chief Julio Yero

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

**A RESOLUTION OF THE TOWN COMMISSION OF THE  
TOWN OF SURFSIDE, FLORIDA, APPROVING A  
VOLUNTARY COOPERATION AND OPERATIONAL  
ASSISTANCE MUTUAL AID AGREEMENT WITH THE  
CITY OF MIAMI GARDENS, FLORIDA ; PROVIDING FOR  
AUTHORIZATION; PROVIDING FOR  
IMPLEMENTATION; AND PROVIDING FOR AN  
EFFECTIVE DATE.**

**WHEREAS**, the Town of Surfside (the “Town”) has historically entered into mutual aid agreements with other municipalities for the purpose of providing voluntary cooperation and assistance of a routine law enforcement nature across jurisdictional lines; and

**WHEREAS**, the Town and the City of Miami Gardens, Florida wish to enter into a Voluntary Cooperation and Operational Assistance Mutual Aid Agreement, in the form attached hereto as Exhibit “A” (the “Agreement”); and

**WHEREAS**, the Town Commission wishes to approve the Agreement and authorize the Town Manager and Chief of Police to execute the Agreement approved by this Resolution; and

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

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

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

**Section 2. Approval.** That the Town Commission approves the Agreement in substantially the form attached hereto as Exhibit “A.”

**Section 3. Authorization.** That the Town Manager and Chief of Police are hereby authorized to execute the Agreement in substantially the form attached hereto as Exhibit “A.”

**Section 4. Implementation.** The Town Manager, Chief of Police and/or designee are authorized to take any and all action necessary to implement the purposes of this Resolution and the Agreement.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** on this 11th day of February, 2020.

**Moved By:** \_\_\_\_\_  
**Second By:** \_\_\_\_\_

**FINAL VOTE ON ADOPTION**

Commissioner Barry Cohen \_\_\_\_\_  
Commissioner Michael Karukin \_\_\_\_\_  
Commissioner Tina Paul \_\_\_\_\_  
Vice Mayor Daniel Gielchinsky \_\_\_\_\_  
Mayor Daniel Dietch \_\_\_\_\_

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

**ATTEST:**

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

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

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

**VOLUNTARY COOPERATION AND OPERATIONAL ASSISTANCE  
MUTUAL AID AGREEMENT BETWEEN  
THE CITY OF MIAMI GARDENS AND THE TOWN OF SURFSIDE**

This Voluntary Cooperation and Operational Assistance Mutual Aid Agreement ("Cooperation Agreement") is made by and between the TOWN OF SURFSIDE, FLORIDA, a municipal corporation having its principal office at 1 Golden Beach Drive, Golden Beach, Florida 33160, and the CITY OF MIAMI GARDENS, FLORIDA, having its principal office at 18605 NW 27<sup>th</sup> Avenue, Miami Gardens FL 33056, state as follows:

**WHEREAS**, it is the responsibility of the governments of the **City of Miami Gardens** and the **Town of Surfside, Florida**, to ensure the public safety of their citizens by providing adequate levels of police services to address any foreseeable routine or emergency situation; and

**WHEREAS**, because of the existing and continuing possibility of the occurrence of law enforcement problems and other natural and man-made conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, or facilities of the **Miami Gardens Police Department** and the **Surfside Police Department**; and

**WHEREAS**, in order to ensure that preparation of these law enforcement agencies will be adequate to address any and all of these conditions, to protect the public peace and safety, and to preserve the lives and property of the people of the **City of Miami Gardens** and the **Town of Surfside**; and

**WHEREAS**, it is to the advantage of each law enforcement agency to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to:

- (1) Continuing, multi jurisdiction law enforcement problems, so as to protect the public peace and safety, and preserve the lives and property of the people; and
- (2) Intensive situations including, but not limited to, emergencies as defined under Section 252.34 of the Florida Statutes, or requests for certain law enforcement services specified herein and as defined under Section 23.1225 of the Florida Statutes; and

**WHEREAS**, the **City of Miami Gardens** and the **Town of Surfside** have the authority under Section 23.12, Florida Statutes, et seq., the Florida Mutual Aid Act, to enter into a mutual aid agreement for law enforcement service which provides for rendering of assistance in a law enforcement service;

**NOW, THEREFORE**, that the City of Miami Gardens, a political subdivision of the State of Florida, and the Town of Surfside, a political

subdivision of the State of Florida in consideration for mutual promises to render valuable aid in times of necessity, do hereby agree to fully and faithfully abide by and be bound by the following terms and conditions:

## **SECTION I: PROVISIONS FOR VOLUNTARY COOPERATION AND OPERATIONAL ASSISTANCE**

A police officer of either participating law enforcement agency shall be considered to be operating under the provisions of this Mutual Aid Agreement when participating in law enforcement activities that are preplanned and approved by each respective chief or appropriately dispatched in response to a request for assistance from the other law enforcement agency.

In compliance with and under the authority of this Mutual Aid Agreement, entered into by the aforesaid law enforcement agencies, it is hereby declared that the following list comprises the nature of assistance, and the circumstances and conditions under which mutual aid may be requested and rendered regarding policy operations pursuant to the Agreement. The list includes, but is not necessarily limited to, dealing with the following with, the following:

1. Joint multi-jurisdictional criminal investigations.
2. Civil affray or disobedience, disturbances, riots, large protest demonstrations and assemblies, controversial trials, political conventions, labor disputes, and strikes.
3. Any natural disaster.
4. Incidents which require rescue operations and crowd and traffic control measures including, but not limited to, large-scale evacuations, aircraft and shipping disasters, fires, explosions, gas line leaks, radiological incidents, train wrecks and derailments, chemical or hazardous waste spills, and electrical power failures.
5. Terrorist activities including, but not limited to, acts of sabotage.
6. Escapes from, or disturbances within, prisoner processing facilities.
7. Hostage and barricaded subject situations, and aircraft piracy.
8. Control of major crime scenes, area searches, perimeter control, back-ups to emergency and in-progress calls, pursuits, and missing person calls.
9. Enemy attack.
10. Transportation of evidence requiring security.
11. Major events, e.g., sporting events, concerts, parades, fairs, festivals, and conventions.
12. Security and escort duties for dignitaries.
13. Incidents requiring utilization of specialized units; e.g., underwater recovery, aircraft, canine, motorcycle, bomb, crime scene and police information.
14. Emergency situations in which one agency cannot perform its functional objective.
15. Joint training in areas of mutual need.
16. Joint multi-jurisdictional marine interdiction operations



The following procedures will apply in mutual aid operations:

1. Mutual aid requested or rendered will be approved by the Chief of Police, or his/her designee.
2. Specific reporting instructions for personnel rendering mutual aid will be included in the request for mutual aid. In the absence of such instructions, personnel will report to the ranking on-duty supervisor on the scene.
3. Communications instructions will be included in each request for mutual aid and each agency's communications centers will maintain radio contact with each other until the mutual aid situation has ended.
4. Incidents requiring mass processing of arrestees, transporting prisoners, and operating temporary detention facilities will be handled per established procedures of the requesting agency, or directors involved.

## **SECTION II: PROCEDURE FOR REQUESTING ASSISTANCE**

In the event that a party to this Agreement is in need of assistance as specified in the applicable joint declaration, an authorized representative of the police department requiring assistance shall notify the agency from whom such assistance is requested. The authorized agency representative whose assistance is sought shall evaluate the situation and his available resources, and will respond in a manner deemed appropriate.

Each party to this Agreement agrees to furnish necessary manpower, equipment, facilities, and other resources and to render services to the other party as required to assist the requesting party in addressing the situation which caused the request; provided, however, that no party shall be required to deplete unreasonably its own manpower, equipment, facilities, and other resources and services in rendering such assistance.

The Police Chiefs of the participating law enforcement agencies, or their designees, shall establish procedures for giving control of the mission definition to the requesting agency, and for giving tactical control over accomplishing any such assigned mission and supervisory control over all personnel or equipment provided pursuant to this Agreement to the providing agency.

Should a law enforcement officer be in another subscribed agency's jurisdiction for matters of a routine nature, such as traveling through the area on routine business, attending a meeting or going to or from work, and a violation of Florida Statutes occurs in the presence of said party, representing his/her respective agency, **HE/SHE SHALL ONLY BE EMPOWERED TO RENDER ENFORCEMENT ASSISTANCE AND ACT IN ACCORDANCE WITH FLORIDA LAW.** Should enforcement assistance be taken, said party shall notify the agency having normal jurisdiction, and upon the latter's

arrival, turn the situation over to them and offer any assistance requested, including but not limited to, a follow-up written report documenting the event and the actions taken. This provision, so prescribed in this paragraph, shall not grant general authority to conduct investigations, serve warrants, and/or subpoenas or to respond without request to emergencies already being addressed by the agency of normal jurisdiction, but is intended to address critical, life-threatening or public safety situations, prevent bodily injury to citizens, or secure apprehension of criminals whom the law enforcement officer may encounter and such encounter results in a breach of the peace.

The parties acknowledge that the policy of the Florida Mutual Aid Act is to provide a means to deal with disasters, emergencies, and other major law enforcement problems. This Cooperation Agreement shall not extend police powers beyond the specific additional authority granted by the Legislature in Chapter 23 of the Florida Statutes, which intent was to assure the continued functioning of law enforcement in times of emergencies or in areas where major law enforcement efforts were being thwarted by jurisdictional barriers, and the respective parties, police officers and authority are limited to those instances where the subject matter of the investigation originates inside the municipal city limits

### **SECTION III: COMMAND AND SUPERVISORY RESPONSIBILITY**

The personnel and equipment that are assigned by the assisting Agency shall be under the immediate command of a supervising officer designated by the assisting Agency. Such supervising officer shall be under the direct supervision and command of the Chief of Police or his/her designee of the agency requesting assistance.

### **SECTION IV: CONFLICTS**

Whenever an officer is rendering assistance pursuant to this Cooperation Agreement, the officer shall abide by and be subject to the rules and regulations, personnel policies, general orders, and standard operating procedures of his/her own employer. If any such rule, regulation, personnel policy general order or standard operating procedure is contradicted, contravened or otherwise in conflict with a direct order of a superior officer of the requesting agency, then such rule, regulation, policy, general order or procedure shall control and shall supersede the direct order.

### **SECTION V. HANDLING COMPLAINTS**

Whenever there is cause to believe that a complaint has arisen as a result of a cooperative effort as it may pertain to this agreement, the agency head or his/her designee of the requesting agency shall be responsible for the documentation of said complaint to ascertain at a minimum:

1. The identity of the complainant.
2. An address where the complaining party can be contacted.
3. The specific allegation.
4. The identity of the accused employee(s) without regard to agency affiliation.

If it is determined that the accused is an employee of the assisting agency, the above information, with all pertinent documentation gathered during the receipt and processing of the complaint, shall be forwarded without delay to the agency head or his/her designee of the assisting agency for administrative review. The requesting agency may conduct a review of the complaint to determine if any factual basis for the complaint exists and/or whether any of the employees of the requesting agency violated any of their agency's policies or procedures.

## **SECTION VI: INDEMNIFICATION**

Each party engaging in any mutual cooperation and assistance, pursuant to this Agreement, agrees to assume responsibility for the acts, omissions, or conduct of such party's own employee while engaged in rendering such aid pursuant to this Agreement subject to the provisions of Section 768.28, Florida Statutes, where applicable.

The political subdivision having financial responsibility for the law enforcement agency providing aid pursuant to this Agreement, agrees to hold harmless, defend and indemnify the requesting law enforcement agency and its political subdivision in any suit, action or claim for damages resulting from any and all acts or conduct of employees of said providing agency while providing aid pursuant to this Agreement, subject to Chapter 768, Florida Statutes, where applicable.

## **SECTION VII: POWERS, PRIVILEGES, IMMUNITIES AND COSTS**

- A. All employees of the participating municipal police department, including certified law enforcement employees as defined in Chapter 943, Florida Statutes, during such time that said employees are actually providing aid outside of the jurisdictional limits of the employing municipality pursuant to a request for aid made in accordance with this Agreement, shall, pursuant to the provisions of Chapter 23, Florida Statutes, have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the political subdivision in which they are normally employed.
- B. The political subdivision having financial responsibility for the law enforcement agency providing services, personnel, equipment, or facilities

pursuant to the provisions of this Agreement shall bear any loss or damage to same and shall pay any and all expenses incurred in the maintenance and operation of same.

- C. The political subdivision having financial responsibility for the law enforcement agency providing aid pursuant to this Agreement shall compensate all of its employees rendering aid pursuant to the Agreement during the time of the rendering of such aid and shall defray the actual travel and maintenance expenses of such employees while they are rendering such aid. Such compensation shall include any amounts paid or due for compensation due to personal injury or death while such employees are engaged in rendering such aid. Such compensation shall also include all benefits normally due such employees.
- D. All exemption from ordinances and rules, and all pensions, insurances, relief, disability, workers' compensation, salary, death, and other benefits which apply to the activity of such officers, agents, or employees of any such agency when performing their respective functions within the territorial limits of their respective agencies shall apply to them to the same degree, manner, and extent while engaged in the performance of their functions and duties extra territorially under the provisions of this Mutual Aid Agreement. The provisions of this Agreement shall apply with equal effect to paid and auxiliary employees.
- E. This agreement creates no rights or benefits in favor of any third parties and there are no intended third party beneficiaries with regard to the provisions herein.
- F. Nothing in this agreement is intended or is to be construed as any transfer or contracting away of the powers or functions of one party hereto to the other.

## **SECTION VIII: FORFEITURES**

It is recognized that during the course of the operation of this Agreement, property subject to forfeiture under the Florida Contraband Forfeiture Act Section 932.701 et. Seq., Florida Statutes may be seized. The property shall be seized, forfeited, and equitably distributed among the participating agencies in proportion to the amount of investigation and participation performed by each agency, less the costs associated with the forfeiture action. Any participating law enforcement agency must request sharing in writing, before the entry of a Final Order Forfeiture, or they will be barred from claiming any portion of the property forfeited.

The agency pursuing the forfeiture action shall have the exclusive right to control the responsibility to maintain the property, including but not limited to, the

complete discretion to bring the action, or to dismiss the action, or to settle the action pursuant to the provisions of the Florida Contraband Forfeiture Act

## **SECTION IX: COMPLIANCE WITH FLORIDA PUBLIC RECORDS LAWS**

To the extent required by law, the Cities of Miami Gardens and Town of Golden Beach shall comply with the public records laws in accordance with Chapter 119, Florida Statutes. Specifically, the Cities agrees to comply with Section 119.0701, Florida Statutes. Public records shall mean all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency, as defined in Section 119.011, Florida Statutes, as amended. Each City shall make the determination of which records, if any, are exempt from inspection. This clause shall serve the duration of the Agreement.

## **SECTION X: EFFECTIVE DATE AND DURATION**

This Agreement shall be in effect from date of signing, through and including, January 1, 2025. Under no circumstances may this Agreement be renewed, amended, or extended except in writing.

## **SECTION XI: CANCELLATION**

This Agreement may be cancelled by either party upon sixty (60) days written notice to the other party. Cancellations will be at the discretion of any subscribing party.


AGREED TO AND ACKNOWLEDGED this

day of

, 2019.

  
\_\_\_\_\_  
Delma Noel-Pratt  
Chief of Police  
City of Miami Gardens, Florida

\_\_\_\_\_  
Julio Yero  
Chief of Police  
Town of Surfside, Florida

  
\_\_\_\_\_  
Cameron Benson  
City Manager  
City of Miami Gardens, Florida

\_\_\_\_\_  
Guillermo Olmedillo  
Town Manager  
Town of Surfside, Florida

ATTEST:


ATTEST:

  
\_\_\_\_\_  
Mario Bataille, City Clerk  
City of Miami Gardens Florida

\_\_\_\_\_  
Sandra Novoa, Town Clerk  
Town of Surfside, Florida

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

  
\_\_\_\_\_  
Sonja Dickens, City Attorney  
City of Miami Gardens, Florida

\_\_\_\_\_  
Weiss, Serota, Helfman, Cole &  
Bierman, Town Attorney  
Town of Surfside, Florida



## MEMORANDUM

ITEM NO. 3H

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

**From:** Guillermo Olmedillo, Town Manager

**Date:** February 11, 2020

**Subject:** Memorandum of Understanding between the Town of Surfside and the Fraternal Order of Police (FOP) Local 135 to be Consistent with Ordinance No. 2020-1707

It is recommended that the Town Commission approve and ratify the attached Memorandum of Understanding (MOU) between the Town and the Florida State Lodge Fraternal Order of Police (FOP), which provides for: (1) a modified normal retirement date for the Communications Supervisor and Communications Operator positions; and (2) an increase in the total annuity cap from sixty-eight (68%) to eighty percent (80%) for the Communications Supervisor and Communications Operator positions.

By way of background, in Ordinance No. 2020-1707, the Town provided certain pension benefit enhancements to non-public safety members of the Town's defined benefit retirement plan (the "Plan"). These enhancements included modifying the normal retirement date, increasing the benefit cap from 68% to 80% and increasing the cost-of-living-adjustment (COLA) from one and one-half percent (1.5%) to two percent (2%). Though the COLA increase was collectively bargained by the parties in the current Collective Bargaining Agreement, the total annuity cap and normal retirement date were not. Consequently, the aforementioned MOU was agreed upon by the parties extending the benefits cap and the normal retirement date changes detailed in Ordinance No. 2020-1707 to the Communications Supervisor and Communications Operator positions, the non-sworn public safety members of the Plan.

Reviewed by YSM

Prepared by BS

**RESOLUTION 2020-\_\_\_\_\_**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE TOWN OF SURFSIDE AND THE FRATERNAL ORDER OF POLICE LOCAL 135, FOR CONSISTENCY WITH ORDINANCE NO. 2020-1707 RELATED TO PENSION BENEFIT ENHANCEMENTS FOR NON-PUBLIC SAFETY MEMBERS OF THE TOWN'S DEFINED BENEFIT RETIREMENT PLAN; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE MOU; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Surfside (the "Town") desires to approve and ratify the Memorandum of Understanding ("MOU") between the Town and the Fraternal Order of Police Local 135 (the "FOP"), which provides for: (1) a modified normal retirement date for the Communications Supervisor and Communications Operator positions; and (2) an increase in the total annuity cap from sixty-eight (68%) to eighty percent (80%) for the Communications Supervisor and Communications Operator positions, which MOU is attached hereto as Exhibit "A"; and

**WHEREAS**, in Ordinance No. 2020-1707, the Town provided certain pension benefit enhancements to non-public safety members of the Town's defined benefit retirement plan (the "Plan), which enhancements included modifying the normal retirement date, increasing the benefit cap from 68% to 80% and increasing the cost-of-living-adjustment (COLA) from one and one-half percent (1.5%) to two percent (2%); and

**WHEREAS**, although the COLA increase was collectively bargained by the parties in the current Collective Bargaining Agreement, the total annuity cap and normal retirement date were not and consequently the MOU is necessary and agreed to by the parties in order to extend the benefits cap and the normal retirement date changes detailed in Ordinance No. 2020-1707 to the Communications Supervisor and Communications Operator positions, as non-sworn public safety members of the Plan; and



**WHEREAS**, the Town Commission finds that the approval and ratification of the MOU is in the best interest of the Town.

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

**Section 1. Recitals.** The foregoing whereas clauses are true and correct and are incorporated herein by this reference.

**Section 2. Approval and Ratification of Memorandum of Understanding (MOU).** The MOU between the Town and the FOP attached hereto as Exhibit "A" is hereby approved.

**Section 3. Authorization to Execute; Implementation.** The Town Manager is hereby authorized to execute the MOU on behalf of the Town and to take all action necessary to implement the purposes of the MOU and this Resolution. .

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

**PASSED and ADOPTED** this 11<sup>th</sup> day of February, 2020. .

Motion by Commissioner \_\_\_\_\_, second by Commissioner \_\_\_\_\_

#### **FINAL VOTE ON ADOPTION**

Commissioner Daniel Gielchinsky	_____
Commissioner Michael Karukin	_____
Commissioner Tina Paul	_____
Vice Mayor Barry Cohen	_____
Mayor Daniel Dietch	_____

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

**ATTEST:**

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

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

---

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

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE TOWN OF SURFSIDE AND THE FLORIDA STATE LODGE,  
FRATERNAL ORDER OF POLICE**

This Memorandum of Understanding is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by and between the Town of Surfside, Florida (the "Town") and the Fraternal Order of Police, Local 135 (the "FOP"). The Town and the FOP are collectively referred to as the "Parties."

**WHEREAS**, the FOP represents a bargaining unit consisting of the Town's sworn police employees, as well as non-sworn employees; and

**WHEREAS**, the Parties are subject to a collective bargaining agreement covering the period October 1, 2019 to September 30, 2022 (the "CBA"); and

**WHEREAS**, Article 31 "Retirement Plan" of the Agreement sets forth the defined benefit pension plan (the "Plan") for bargaining unit members; and

**WHEREAS**, the Town recently adopted Ordinance No. 2020-1707 wherein certain pension benefit enhancements were provided to non-public safety members of the Plan; and

**WHEREAS**, the Parties desire to extend the pension benefit enhancements provided for in Ordinance No. 2020-1707 to the Communications Supervisor and Communications Operator bargaining unit positions; and

**WHEREAS**, the Parties wish to amend the CBA by amending Section 31.2 to address the provision of benefit enhancements to the Communications Supervisor and Communications Operator positions.

**NOW, THEREFORE**, the Parties agree as follows:

1. The foregoing recitals are true and correct and are incorporated herein by reference.
2. The Town and FOP agree that Article 31, RETIREMENT PLAN of the CBA is hereby amended as follows:<sup>1</sup>

\* \* \*

31.2 ~~As soon as practicable following ratification of this Agreement, the Town shall amend the Plan as follows: The Town Plan shall reflect the following:~~

31.2.1 (a) Normal retirement date for police officers shall be:

- The attainment of age 50 and the completion of 20 years of creditable service; or
- The attainment of age 59 and the completion of 5 years of creditable service; or

---

<sup>1</sup> Proposed additions to the CBA are indicated by underline.

- The completion of 25 years of creditable service; or
- The completion of 15 years and four months of service if hired on a fully time basis in March 2003.

(b) Effective January 1, 2020, the normal retirement date for the Communications Supervisor and Communications Operator positions shall be the earliest of:

- The attainment of age 50 and the completion of 20 years of creditable service; or
- The attainment of age 52 and the completion of 15 years of creditable service; or
- The attainment of age 55 and the completion of 10 years of creditable service.

\* \* \*

31.2.4 Effective January 1, 2020, for the Communications Supervisor and Communications Operator positions, the total annuity shall not exceed eighty percent (80%) of monthly average final compensation.

3. The Parties have had the opportunity to consult with legal counsel of their choosing prior to executing this MOU.

4. This MOU shall become effective upon ratification by the bargaining unit members represented by the FOP and by the Town Commission, whichever occurs later. In the event that this MOU is not fully ratified for any reason, it shall have no force or effect upon either party.

5. Other than as specifically set forth herein, this MOU does not modify the CBA.

6. The parties agree that this MOU represents the Parties' entire agreement with regards to this subject matter, and that it cannot be amended or modified without express written consent of the Parties.

**FRATERNAL ORDER OF POLICE,**

**TOWN OF SURFSIDE, FLORIDA**

By: \_\_\_\_\_  
Vincent Castiglia  
FOP Staff Representative

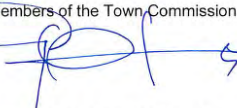
By: \_\_\_\_\_  
Guillermo Olmedillo  
Town Manager



## MEMORANDUM

ITEM NO. 31

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

**From:** Guillermo Olmedillo, Town Manager 

**Date:** February 11, 2020

**Subject:** Tourism Public Relations Agreement with Carolyn Izzo Integrated Communications, Inc.

---

On October 10, 2019, the Town of Surfside (Town) issued Request for Proposals No. 2019-02 (RFP) to competitively procure public relations consulting services for the Tourist Bureau.

The Town received five proposals in response to the RFP and the proposals were evaluated and ranked by an Evaluation Committee on December 9, 2019. On February 3, 2020, the Tourist Board (Board) reviewed oral presentations from the three highest ranked proposers and, after further evaluation and consideration, selected Carolyn Izzo Integrated Communications, Inc. (CIIC). This item is before the Town Commission as it is a multiyear commitment,

The funding for this tourism public relations consulting services is budgeted by the Board in FY2019/2020 out of the allocated thirty four percent (34%) of Resort Tax, and is a legal and appropriate use of the fund.

Existing staff and the Board will work with the agency to execute Public Relations initiatives for the Tourist Bureau.

The Tourist Board recommends approval of the accompanying Resolution and the authorization of the Town Manager to negotiate and execute an agreement with CIIC.

Reviewed by 

Prepared by 

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

**A RESOLUTION OF THE TOWN COMMISSION OF THE  
TOWN OF SURFSIDE, FLORIDA, RATIFYING THE  
SELECTION OF CAROLYN IZZO INTEGRATED  
COMMUNICATIONS, INC. FOR PUBLIC RELATIONS  
CONSULTING FOR THE TOURIST BUREAU; PROVIDING  
FOR AUTHORIZATION; PROVIDING FOR  
IMPLEMENTATION; AND PROVIDING FOR AN  
EFFECTIVE DATE.**

**WHEREAS**, on October 10, 2019, the Town of Surfside (“Town”) issued Request for Proposals No. 2019-02 (“RFP”) to competitively procure public relations consulting services for the Town’s Tourist Bureau (“Services”); and

**WHEREAS**, the Town received five proposals in response to the RFP; and

**WHEREAS**, the proposals were evaluated and ranked by an Evaluation Committee on December 9, 2019; and

**WHEREAS**, on February 3, 2020, the Tourist Board received oral presentations from the three highest ranked proposers and, after further evaluation and consideration, selected Carolyn Izzo Integrated Communications, Inc. (the “Consultant”) to provide the Services; and

**WHEREAS**, the Town Commission wishes to ratify the Tourist Board’s selection of Consultant due to the multi-year or renewable term of the agreement and desires to authorize the Town Manager to negotiate and execute an agreement for the Services with the Consultant consistent with the Consultant’s Proposal attached hereto as Exhibit “A” (the “Proposal”), subject to final approval as to form, content, and legal sufficiency by the Town Manager and Town Attorney; and

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

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

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

**Section 2.** **Ratifying Selection.** That the Town Commission hereby ratifies the Tourist Board’s selection of Consultant to provide the Services pursuant to the RFP.

**Section 3. Authorization.** That the Town Commission hereby authorizes the Town Manager to negotiate and execute an agreement with the Consultant consistent with the Proposal attached hereto as Exhibit "A," subject to the final approval of the Town Attorney as to form, content, and legal sufficiency, and to expend budgeted funds during the term of the agreement. If an agreement cannot be reached with the Consultant, the Town Manager is authorized to negotiate and execute an agreement with the next highest ranked firm(s), in order of ranking, until an agreement in the best interest of the Town is reached.

**Section 4. Implementation.** The Town Manager and/or designee are authorized to take any and all action necessary to implement the purposes of this Resolution and the agreement.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** on this 11<sup>th</sup> day of February, 2020.

**Moved By:** \_\_\_\_\_

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

**FINAL VOTE ON ADOPTION**

Commissioner Barry Cohen	_____
Commissioner Michael Karukin	_____
Commissioner Tina Paul	_____
Vice Mayor Daniel Gielchinsky	_____
Mayor Daniel Dietch	_____

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

**ATTEST:**

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

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

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

PROPOSAL FOR TOWN OF SURFSIDE  
RFP NO. 2019-02  
SUBMITTED: NOVEMBER 25, 2019

# Town of Surfside

Carolyn Izzo Integrated Communications Inc.  
(CIIC)

**Location of offices:**

95 Merrick Way  
Coral Gables, FL 33134

1 Piermont Avenue  
Nyack, NY. 10960

157 Columbus Ave  
New York, NY. 10023

Phone number: 305-677-3904

Contact: Amy Sedeño  
Executive Director & Partner  
[asedeno@ciicnews.com](mailto:asedeno@ciicnews.com)







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Tab  
1.3.3  
Letter of Intent



# Letter of Intent



Sandra Novoa  
Town of Surfside Clerk  
9293 Harding Avenue  
Surfside, FL 33154

Dear Ms. Novoa,

Carolyn Izzo Integrated Communications (CIIC) is excited to participate in the Town of Surfside's search for an experienced collaborator to direct a results-driven public relations campaign that aligns with the Tourist Bureau's marketing objectives to increase regional, national and international recognition of Surfside as one of Florida's premiere tourist destinations.

As a specialized tourism and lifestyle public relations agency with more than two decades of history, CIIC has the skill, experience, creativity and the passion to plan and execute a meaningful, memorable and measurable campaign to increase awareness of Surfside's attributes and attractions. We also have our eye on the end goal: more Resort Tax revenue directly supports the promotion of your tourism industries as well as all Tourist Board activities.

CIIC enjoys a sterling reputation among top-tier national and international consumer and trade media; and our contacts with like-minded brands and personalities of clout will help Surfside expand its influence to audiences of diverse age groups, lifestyles and geographies. Our experience partnering with players across the travel industry spectrum, from hotels and restaurants to event managers and associations, as well as liaising with municipal, state and national tourism and economic development authorities, is what enables us to leverage partnerships so well.

The following pages reflect our strategic thinking, the broad experience of our team, and our successful record of performing similar work for leading tourism industry players in the United States and abroad.

CIIC is a self-certified Women-Owned Small Business (WOSB), and is additionally certified by the Women's Business Enterprise National Council (WBENC). It would be our great honor and pleasure to promote the Town of Surfside. Thank you, in advance, for considering our proposal and the team of professionals authorized to represent our company in this RFP process.

Sincerely,

Carolyn Izzo-Feldman  
Founder and President  
CIIC

By signing I certify that I am a corporate officer with the authority to bind CIIC.

My partner, named below, is additionally authorized to represent CIIC in negotiations:

Amy Sedeño

Executive Director & Partner

Tab  
1.3.4  
Firm's Contact, Expertise and  
Project Management



## a. Firm's Contact



**Name of firm:**

Carolyn Izzo Integrated Communications, Inc. (CIIC)

**Location of offices:**

1 Piermont Avenue  
Nyack, NY 10960

157 Columbus Ave  
New York, NY 10023

95 Merrick Way  
Coral Gables, FL 33134  
-Office from which the Surfside Tourist Bureau will be serviced

**Phone and email contacts:**

CIIC New York  
Carolyn Izzo-Feldman  
845-358-3920 x11  
cizzo-feldman@ciicnews.com

CIIC Miami  
Amy Sedeño  
305-677-3904 x24  
[asedeno@ciicnews.com](mailto:asedeno@ciicnews.com)  
-Primary contact for this proposal

## b. Expertise and Project Management



### Agency Background:

The team at CIIC is comprised of travel and hospitality PR pros, recruited from the world's largest firms; among them: Quinn, MSL Group, Newlink Group, Havas Formula and Murphy O'Brien. We have the skillset required to work seamlessly with the Town of Surfside's in-house staff as well as your appointed advertising and marketing teams to deliver an intelligent, fresh and results-driven program to increase tourism in Surfside.

Our 23 years of professional experience in media monitoring and analysis, spokesperson training, content development, press and trade relations, special event promotion, trade show support, and digital engagement strategies will make the Town of Surfside stand apart from the competition. We are also adept at preserving your reputation through difficult times, having counseled clients through hurricanes, oil spills, and other crises.

In more recent years, we have also successfully broadened the range of strategic communications services we offer in order to fulfill our clients growing marketing needs. Our executives plan and execute successful publicity campaigns to support our destination clients' signature events and attractions. We provide guidance to the social media teams of our tourism clients to ensure consistent communications across all platforms and effective crisis management. We provide essential branding counsel to municipalities launching new tourism campaigns and/or when planning for redevelopment.

Moreover, via our collaboration with a strategic network of professional alliances in key markets across the globe, we can provide international support whenever needed.

The following pages will provide specific examples of our team's core competencies and capabilities most relevant to the Town of Surfside's current public relations goals.



Tab  
1.3.5  
Principal in Charge's  
Experience



## Principal in Charge's Experience



### **Amy Sedeño** **Executive Director & Partner / Miami**

A pro in the hospitality and tourism industry with seven years of experience practicing Public Relations, Amy is a partner at CIIC and the lead of the agency's Miami office. Her destination experience includes work with Barbados, Quintana Roo, the Dominican Republic, Acapulco, Los Cabos, Chile, and Guatemala. In addition to destinations, she has an extensive roster of properties-big and small-under her belt, including Marriott International Inc., Grand Lucayan (Bahamas), Solmar Group (Los Cabos), Hotel El Ganzo (Los Cabos), Cala Luna hotel (Costa Rica), Hyatt Ziva and Hyatt Zilara (Mexico and Jamaica), The Atlantic (Fort Lauderdale) and Caribe Hilton (Puerto Rico), to name a few. Amy has spearheaded campaigns for high-profile Real Estate clients, including Rancho San Lucas and Vivo Resorts & Residences. Within the Food and Beverage sectors, she has executed campaigns for ProChile and Barton & Guestier.

Amy is also an active voice in the Tourism and Travel Trade media and a published writer for the Luxury Hotel Association and Hotel Executive print and online publications. She's been quoted as an expert on Travel Weekly, and has been featured in consumer outlets including Swanky Retreats, InMexico and Caribbean Living covering lifestyle and travel topics. Amy has participated in speaking engagements for the travel industry and has led panels for the South Florida Bloggers Association on numerous occasions.

## Meet Amy





Tab  
1.3.6  
Project Team Resumes/CVs  
and Experience





**Carolyn Izzo-Feldman**  
**President & Chief Strategist**

Carolyn's more than 30 years of public relations and marketing experience forms the foundation of CIIC's renowned and distinctive offering of services. Her intelligent, creative and energetic personality has made Carolyn a valued counsel to top executives at multi-national hotel brands, fine dining and restaurant chains, real estate developments and government tourism boards around the world.

Carolyn has piloted CIIC in numerous award-winning campaigns on behalf of the company's diverse clientele. Prior to founding CIIC, Carolyn worked for several large public relations firms from which she gleaned experiences that honed her dedication to offer clients principal-led and personalize service. Today, CIIC is the culmination of Carolyn's vision, setting a new standard for lifestyle public relations.



**Paola Cuevas**  
**Director**

Paola is a bilingual public relations specialist with strong background in travel, lifestyle and consumer accounts. Previous experience includes consumer brands such as Turbo Tax, La Lechera, Wonderful Pistachios, Bugaboo, Dunkin Donuts, Tequila Herradura, siggi's and more. Paola has a strong focus in Influencer Marketing and holds strong relationships with Hispanic, wellness and lifestyle content creators. She's also lead the Ecuador Ministry of Tourism account, the Los Cabos Tourism Board account and destination marketing for Acapulco. Currently, Paola is the account director for the Quintana Roo Tourism Board, Aliz Hotel Times Square, and Mexico Grand Hotels, a collection of resorts in Los Cabos.

## b. Proposed Account Team



**Melanie Neff**  
**Account Executive**

A transplant from Puerto Rico, Melanie has managed numerous luxury brands such as Akua Event Design Group, The Lounge Event Furniture Rentals, The Cancun CVB, Krystal Grand Hotels & Resorts, Cala Luna Boutique Hotel in Costa Rica, The Atlantic Fort Lauderdale, Hilton Puerto Vallarta Resort, the Barbados Tourism Board and more. She has extensive experience in luxury events and activations and has secured top-tier features for her clients in publications such as Brit + Co, USA Today, Style Me Pretty, Grace Ormonde Wedding Style, Travel + Leisure, Brides and Perfect Wedding Magazine. Her work has always been characterized by seamlessly integrating the local community within larger projects and collaborating with non-profit organizations.



**Marissa Labadie**  
**Associate Account Executive**

Marissa brings a varied perspective to the field of public relations. She supports efforts for clients across the US, Latin America and the Caribbean, including Hilton Puerto Vallarta, Vivo Resorts, Cala Luna and Barbados Tourism Board. Prior to CIC, Marissa worked on press and activations locally and abroad for fashion brands large and small, including Pitusa, Reformation, Theory, Harper's BAZAAR, Montce and Style Mafia, spearheading events for Art Basel Miami Beach and Swim Week as well as aligning top influencer partnerships. Marissa has earned clients placements in publications including VOGUE Online, British VOGUE, Refinery29, POPSUGAR and The Everygirl.

## c. Organizational Chart



Carolyn Izzo-Feldman, President and Chief Strategist  
**Executive Counsel**



Amy Sedeño, Executive Director and Partner  
**Executive Counsel, Chief Strategist, Creative Development**



Melanie Neff  
**Account Executive**  
Client Contact, Media Relations Planning and Outreach, Campaign Management  
Representative at Meetings, Conferences, and Events



Marissa Labadie  
**Account Coordinator**  
Research, Media Monitoring, Activity Report Development  
General Account Administration



Tab  
1.3.7  
Credentials, Capabilities and  
Financial Data



### 1.3.7.1 Proof of Authorization to Transact Business in Florida



# State of Florida



Department of State

I certify from the records of this office that CAROLYN IZZO INTEGRATED COMMUNICATIONS INC., is a corporation organized under the laws of New York, authorized to transact business in the State of Florida, qualified on November 15, 2019.

The document number of this corporation is F19000005191.

I further certify that said corporation has paid all fees due this office through December 31, 2019, and its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this the  
Eighteenth day of November, 2019



CR2E022 (01-11)

  
Laurel M. Lee  
Secretary of State



## 1.3.7.2 Proof of Professional License and Insurance and Client List

CIIC recently celebrated its 23<sup>rd</sup> year of continuous operation – a history long enough to have established long-standing relationships with media contacts and influencers we now call friends. While our principals who oversee all agency initiatives are industry veterans with over 10 years of experience, our team of Account Executives complement this experience by having their fingers on the pulse of what's trending in order to successfully keep our clients' brands ahead of the competition.

During our 2+ decades of professional practice, we have maintained the same name and hold all business licenses and insurance required by the Town of Surfside Tourist Bureau. As proof, we are including a copy of our original Certificate of Incorporation for Carolyn Izzo Integrated Communications Inc., filed and certified in 1996 with the State of New York. Also, as proven on Page 8 of this proposal, we are officially authorized to transact business in the State of Florida. We are additionally proud to note that a complaint against CIIC has never been filed with a consumer protection organization or any state regulatory agency.

Following is a list of our current and past travel industry clients. As you will see, we have vast experience representing tourism destinations around the world. We are now ready to bring our award-winning campaigns 'home,' if we should be honored with the Town of Surfside's business.

### MEXICO

#### Destinations:

Acapulco Tourism Board  
Mandarina, Riviera Nayarit  
Quintana Roo Tourism Board  
Baja California Sur Tourism Board  
Los Cabos Tourism Board  
Ixtapa-Zihuatanejo Tourism Board  
Taxco Tourism Board

#### Hotels:

Hotel El Ganzo  
Fairmont Princess  
Capella Pedregal  
Capella Ixtapa  
Hilton Los Cabos  
Hilton Puerto Vallarta Resort  
Krystal Grand Hotels & Resorts  
La Tanquila  
Valentine Imperial Maya  
Solmar Hotels & Resorts  
Rancho San Lucas Resort & Residences  
Mexico Grand Resorts  
Hacienda Encantada Resort & Residences  
Vista Encantada Spa Resort  
Playa Hotels & Resorts  
Hyatt Ziva  
Hyatt Zilara  
Occidental Hotels & Resorts  
Pueblo Bonito Oceanfront Resorts & Spas  
Vivo Resort & Residences

### USA

#### New York

Aliz Hotel Times Square  
The Time Hotel  
The Kimberly Hotel  
Riu Times Square  
Moxy NYC  
Hotel BPM Brooklyn  
Roundhouse Beacon  
The Whiteface Lodge  
Rooftop XP  
Beekman

#### California

Sunset Marquis Hotel & Villas  
The Georgian Santa Monica  
The Peninsula Beverly Hills  
The Inn & Links at Spanish Bay  
La Costa Resort and Spa

#### Florida

Atlantic Hotel & Spa  
100 Montaditos Miami

### LATIN AMERICA

Barbados Tourism Board (Latam)  
ProChile  
Guatemala Tourism Board  
Marriott Hotels International  
Hilton Sao Paulo Morumbi  
Capella Hotels and Resorts  
Cala Luna Boutique Hotel

### CARIBBEAN

Dominican Republic Tourism  
Caribe Hilton  
Barbados Tourism  
Grand Lucayan Resort  
Rosewood Bermuda  
RIU Aruba

### CANADA

The Post Hotel & Spa  
Azuridge Estate

### EUROPE

Barton & Guestier Wines  
Epoque Hotels  
Visit Europe  
Capella Schloss Velden  
Capella Castlemartyr

### ASIA

Bibigo

### 1.3.7.2 Proof of Professional License and Insurance and Client List



## State of New York Department of State } ss:

I hereby certify, that the Certificate of Incorporation of CAROLYN IZZO INTEGRATED COMMUNICATIONS INC. was filed on 05/17/1996, with perpetual duration, and that a diligent examination has been made of the Corporate index for documents filed with this Department for a certificate, order, or record of a dissolution, and upon such examination, no such certificate, order or record has been found, and that so far as indicated by the records of this Department, such corporation is an existing corporation.

\*\*\*

*WITNESS my hand and the official seal  
of the Department of State at the City of  
Albany, this 14th day of May two  
thousand and eight.*

*Special Deputy Secretary of State*

200805150214 101



### 1.3.7.3 Business Overview, Financial State and Annual Revenue



CAROLYN IZZO INTEGRATED COMMUNICATIONS

November 17, 2019

To Whom It May Concern:

As per the requirements outlined in this RFP to provide financial data, and to keep this information confidential and discreet, this information is enclosed in a separate sealed and signed envelope labeled:

Confidential:  
Carolyn Izzo Integrated Communications, Inc.  
Financial Data

This information has been confirmed and provided by our firm's accountants and includes a business overview, financial state of business and annual revenue for the past two (2) years, including 2017 and 2018.

Additionally, this is to confirm that I, Carolyn Izzo-Feldman, President, am the sole person having financial interest in the firm, Carolyn Izzo Integrated Communications, Inc. – with my full name and address as listed below:

Carolyn Izzo-Feldman  
238 South Boulevard  
South Nyack, NY 10960

Sincerely,

Carolyn Izzo-Feldman  
President  
Carolyn Izzo Integrated Communications, Inc.  
1 Piermont Avenue  
Nyack, NY 10960

New York / Miami  
[www.clicnews.com](http://www.clicnews.com)

## 1.3.7.4 Supporting Documentation

As leaders in Destination and Tourism Public Relations, the following pages will demonstrate our capabilities to provide and implement the services as required and outlined in this RFP.



Our work on behalf of our clients has been recognized year after year with awards from PR Daily, PR News and the Hospitality Sales & Marketing Association International (HSMIA). CIIC is the proud recipient of a 2019 Silver HSMIA Award for our work with Aliz Hotel Times Square.

DON'T WAIT FOR THE  
OPPORTUNITY.  
CREATE IT.



# Our Services



Campaign Planning  
+  
Strategy



Content Development/  
Copy Writing



Development  
of  
Creative Story Angles



Key Message Development



Media Relations



Blogger  
+  
Influencer Relations



Co-branded  
Sponsorships  
&  
Promotions



Media Tours in  
Target Markets



Events + Activations



Press Trips



Spokesperson  
training



HTML Newsletter  
Development



Reputation and Issues  
Management/Crisis  
Communications



Trade show support



Social Media  
Campaigns



Film & Photo shoot  
Management



Reporting  
+  
Analytics

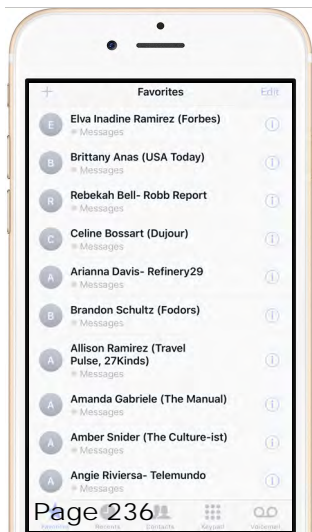


Passion for travel  
&  
hospitality



### 1.3.7.4 Supporting Documentation

## 23 Years of Crafting Connections



We recognize the importance of building relationships and developing strategic partnerships. From airlines to Tourism Boards and CVBs, local Chambers of Commerce and events to major brands, we connect the dots in an effort to spread awareness.

...and media? We've got them on speed dial.

"PEOPLE DO NOT BUY GOODS AND SERVICES. THEY BUY RELATIONS, STORIES AND MAGIC."

SETH GODIN

## 1.3.7.4 Supporting Documentation



### Media Testimonials

Mai Pham

**Contributor to Eater, Houston Chronicle, The Dallas Morning News, Extra Crispy**

CIIC's team is one of the easiest, most pleasant, most professional teams I have had the pleasure of working with. I deal with numerous PR companies in the travel space. Communication with CIIC is always top notch and timely. The team members regularly check in and provide information on their clients without being pushy; provide ideas for pitches that are relevant to my beat; and organize some of the best press trips I've attended.

Kristen Oliveri

**Contributor to The Daily Meal, USA Today, Gluten-Free Living Magazine**

It's been an absolute pleasure working with the team at CIIC. They are professional, polished, creative and have an incredible sense of what the food and travel industry needs and wants. They've assisted me in crafting some of my favorite published pieces in recent years. The creativity that they bring to the table in the food and travel space is truly exceptional.

Daniel Feingold  
**Producer, Deco Drive**

CIIC was very accommodating for a food shoot I produced around the holidays. Everything went smoothly and got done in a timely manner. I look forward to working with CIIC again on future stories.

## 1.3.7.4 Supporting Documentation



# Media Targets

To build awareness for Surfside amongst its targeted audience, we propose the following media targets.

### The Business Story

Robb Report  
Forbes  
Yahoo Finance  
The New York Times  
Miami Herald  
The Washington Post  
Bloomberg  
Wall Street Journal  
Florida Trend  
Miami Empresarial  
Miami New Times  
South Florida Business Journal  
Sun-Sentinel  
South Florida Business and Wealth  
Business Observer  
The Real Deal

### National Angles

Newsday  
New York Post  
USA Today  
The New York Times  
The Wall Street Journal  
The Washington Post  
Chicago Tribune  
Daily News  
Miami Herald  
Gothamist  
Boston Globe  
Chicago Sun-Times

### The Travel + Lifestyle Story

Travel + Leisure  
Condé Nast Traveler  
Town & Country Travel  
Sunset Magazine  
Afar  
Departures Dispatch  
Bloomberg Pursuits  
Family Travel Magazine  
AARP  
Hemispheres  
American Way  
ROAM  
GQ  
Essence  
Family Circle  
Brit + Co  
Refinery29  
The Manual  
Caribbean Living  
Family Travel Network  
Miami Living  
City & Shore  
The Luxury Lifestyle  
Ocean Drive Magazine  
Aventura Magazine  
Haute Living



**Forbes**



REFINERY29

TRAVEL AGENT  
**CENTRAL**

**SunSentinel**



**Traveler**

**TRAVEL+  
LEISURE**

**CITY & SHORE**  
MAGAZINE

**AVENTURA  
MAGAZINE**

### The Foodie Story

Tasting Table  
Bon Appétit  
The Daily Meal  
Thrillist  
POPSUGAR  
Eater  
Tasty  
Food INSIDER  
Cchowhound  
Savour  
Eating Well  
Chat Chow  
Edible South Florida  
The Naughty Fork  
Check Please

### The Trade Story

Travel Daily News  
Recommend  
Travel Agent Central  
Travel Pulse  
Travel Weekly  
Hotel Source  
Hotel Management  
Hotel Business  
Travel Age West  
Successful Meetings  
Meetings Focus  
Smart Meetings

### The Local Story

Miami Herald  
Modern Luxury (Miami)  
South Florida Luxury Guide  
Sun-Sentinel  
Miami Today  
Aventura Magazine  
Ocean Drive Magazine  
Miami New Times  
Brickell Magazine  
The Surfside Gazette

### The Visual Story

@kellysaks (30.5k)  
@fatgirlhedonist (93.4k)  
@beyondsouthbeach (35.3k)  
@thestylebungalow (211k)  
@nany (180k)  
@thefashionpoet (83.1k)  
@journeyofabraid (29.9k)  
@mr.eats305 (71.3k)  
@thefoode (29.6k)  
@miami\_foodporn (146k)  
@succulentbite (495k)  
@miamifoodpug (78.8k)  
@thehungrypost (90.2k)

## 1.3.7.4 Supporting Documentation



### Stories We've Crafted



**Sunset Magazine: Hotels for Art Lovers**

Circulation: 1,430,000 UVPM  
Est. Editorial Value: \$17,800



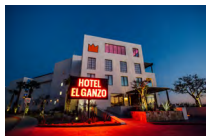
**Brides: Eco-Friendly Honeymoon Suites That Make Going Green Sexy (and Easy)**

Circulation: 1.5 million UVPM  
Est. Editorial Value: \$20,000



**Harper's Bazaar: Sleeping with Artists: Hip Hotels with Artist-in-Residence Programs**

Circulation: 765,490 UVPM  
Est. Editorial Value: \$8,000



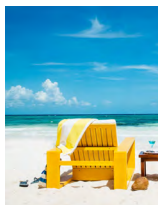
**Travel + Leisure: Hotels Where You Can Rock Out**

Like Britney, Aerosmith, and Drake  
Circulation: 3.1 million UVPM  
Est. Editorial Value: \$35,000



**Reader's Digest: 16 Affordable Labor Day Getaways**

Circulation: 3 million UVPM  
Est. Editorial Value: \$20,000



**Thrillist: Best Beaches in Florida**

Circulation: 11.5 million UVPM  
Est. Editorial Value: \$20,000



**Condé Nast Traveler: Top Things to do in Los Cabos, Mexico**

Circulation: 807,873 UVPM  
Est. Editorial Value: \$8,000



**Robb Report: Golf Legend Greg Norman Plans Branded Residences in Cabo**

Circulation: 472,100 UVPM  
Est. Editorial Value: \$15,000



**Hip Latina: 5 Things To Do in Cancun That Don't Involve Spring Break**

Circulation: 33,000 UVPM  
Est. Editorial Value: \$2,000



**DuJour: Room Request Hacienda Encantada**

Circulation: 3.3 million UVPM  
Est. Editorial Value: \$20,000



**Eater: New Netflix Show Chronicles Eleven Madison Park's Reopening Last Year**

Circulation: 5.7 million UVPM  
Est. Editorial Value: \$69,275

## 1.3.7.4 Supporting Documentation



### Broadcast Opportunities

CIIC works closely with producers, on-air talent, third party spokespersons and influencers to secure broadcast interviews, cooking demonstrations, sweepstakes, giveaways and more on behalf of the brands we represent.

As a result of our relationships and outreach, we've successfully secured local and national broadcast opportunities with the following leading shows in the US:

- Ellen DeGeneres 12 Days of Giveaways partnership
- Fox & Friends on-air cooking segment
- Rachael Ray Winter Getaway promotion
- KTLA-TV cooking demo with Chef Tadd Chapman
- CBS' The Talk & The Daytime Emmys  
On air food & beverage segment and Emmy celebrity gift bag promotion
- Wheel of Fortune vacation sweepstakes
- And more...





## 1.3.7.4 Supporting Documentation



### Our Contacts Count: Brand & Partnerships

The CIIC team has developed, planned and executed co-branded partnerships and events with major brands on behalf of our clients including specialty department store Henri Bendel, Havaianas, Everything but Water, Ancestry.com, Macy's, and global restaurateur Richard Sandoval, among others.

Our partnerships with Havaianas and Henri Bendel were, in fact, honored by the Hospitality Sales & Marketing Association International (HSMAI) with Adrian Awards for their creativity and results.

Our partnership services include: retail alliances, digital promotions, cross-branded partnerships, on-location film shoots, on-location photoshoots, celebrity tie-ins, and chef appearances to name a few.

PureWow

POPSUGAR

PANDORA

★macy's

AWAY

bloomingdale's

BAZAAR

frank body

ellen

O.N.S

DOGEARED

For Love & Lemons

HENRI BENDEL  
NEW YORK

havaianas



RACHAELRAY

FOOD & WINE



DIANE VON  
FURSTENBERG

The Daily Meal<sup>®</sup>  
All Things Food & Drink

The  
OSCARS

EVERYTHING BUT water

Sports  
Illustrated



COOLA



Tab  
1.3.8  
Similar Projects and  
References



## 1.3.8.1 Similar Projects and References

To more fully illustrate our credentials and capabilities, we offer the following case studies and client references most relevant to the Town of Surfside Tourist Bureau.

# Relevant Successes



## 1.3.8.1 (a) Case Studies



# #CABOSTRONG

On Sept. 14, 2014, Los Cabos, Mexico was struck by Category 3-Hurricane Odile which caused \$1.2 billion in damage. Instantaneously, as the PR agency of record for the Los Cabos Tourism Board, we put our well-rehearsed crisis plan into action coordinating activities by local, state and federal government agencies; and addressing the press, travel industry, and concerned consumers with approved statements and social media messaging on a daily basis.

As 2015 approached, we had our work cut out for us as there was a lot of chatter about the destination, the hurricane and the destruction. The agency was tasked with spreading the word that the destination was safe, rebuilt, and better than ever before.

As the AOR for Cabo for 8+ years, many of CIC's team members had both a personal and professional passion for the destination. Within weeks of the airport reopening to commercial flights, the team visited the destination to see firsthand the damage and destruction of the beloved destination.

Upon returning home, CIC put our media relations plan into overdrive targeting national U.S. media with an interest in travel and luxury living in order to secure a long list of A-list media coverage.

The message? Los Cabos is committed to recover from Hurricane Odile and return as a premier travel destination with an unmatched level of hospitality. The rest we should say — was history.



## RESULTS

554

Media  
Placements

711 M

Media  
Impressions

1

HSMIA  
Award

\$11 M

Estimated  
Editorial Value

CONDÉ NAST  
**Traveler**

**Golf Digest**

**Islands**

**The  
New York  
Times**

### 1.3.8.1 (b) Case Studies



## WINTER ESCAPE WITH COOLA

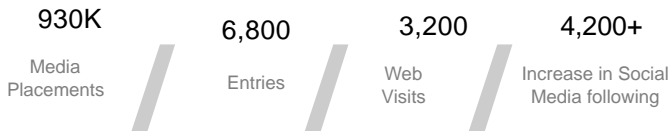
When Hotel El Ganzo decided to go completely green with reusable bottles, a sustainable garden, a no-plastic straws policy and recycling seminars, CIIC went to work.

In an effort to align the brand with likeminded, complementary partners, we launched a digital campaign with COOLA, an organic sun care brand from one of El Ganzo's key markets: San Francisco. El Ganzo and COOLA also enlisted Kopari, an organic beauty line and Jolyn, athletic swimwear and active wear for women as additional brand partners.

The Winter Escape Campaign launched to much success and had a combined social media reach of 616,000.



### RESULTS



COOLA®

KOPARI

JOLYN  
SWIMWEAR

# EVERYTHING BUT WATER

To highlight the intrinsic beauty of Los Cabos, Mexico, CIC secured an on-location photo shoot by luxury swimwear retailer, Everything But Water, in which Los Cabos was used as the fashionable backdrop for their summer catalog.

The partnership included in-store displays, online sweepstakes, social media campaigns and video assets.



## RESULTS

75

Appearances in  
retail stores  
across the US

70K+

Website  
Impressions

250K

Consumers  
reached  
via e-blasts

1

HSMAI  
Award

EVERYTHING BUT **water**

## 1.3.8.1 (d) References



1

**Quintana Roo Tourism Board**

Nathalie Leño  
Public Relations Director  
T (office): +52-998-881-2745  
Email: [nathalie.leno@cptq.mx](mailto:nathalie.leno@cptq.mx)

2

**Barbados Tourism Marketing Inc. (BTMI)**

Corey Garrett  
Director, Caribbean & Latin America  
T (office): 246-535-3729  
Email: [corevg@visitbarbados.org](mailto:corevg@visitbarbados.org)

3

**Los Cabos Tourism Board**

Luis Palacios Larrañaga  
Former Chief Commercial Officer  
T (office): +011-52-612-111-9480  
Email: [palarluis@gmail.com](mailto:palarluis@gmail.com)

4

**The Atlantic Hotel & Spa/ Coastal Restaurant**

Andrew Jarrett  
General Manager  
T (office): 954-567-8232  
Email: [ajarrett@atlantichotelfl.com](mailto:ajarrett@atlantichotelfl.com)

Tab  
1.3.9  
Services Proposal





## 1.3.9 Services Proposal



If there's one thing all tourism destinations share, it's the need to maximize positive exposure on a limited budget made up largely or entirely on the public's tax dollars. And that means working smart: by understanding the changing industry and competitive landscape, by prioritizing activities likely to generate the most return on investment, and by focusing on the visitor segments and feeder markets most likely to move the needle. Our approach to the required scope of services is designed to do just that, as described below:

### Strategic Planning

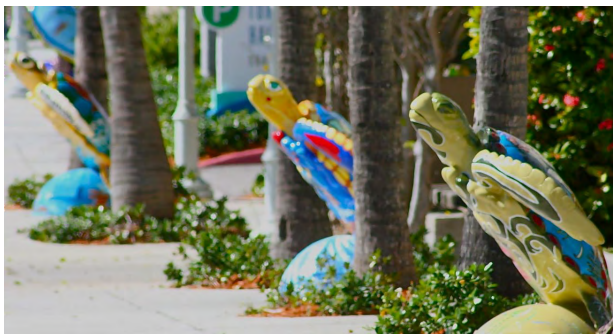
Our approach to campaign development begins with research: both the research the Town of Surfside Tourist Board has undertaken and provided along with supplemental research of our own. CIIC's work involves a careful analysis of all available data to track occupancy, visitor profiles, economic impact estimates, and other available metrics. This data will form the foundation of our strategic planning and alignment with the Town's marketing objectives.

### Brand Positioning

It is important to understand the evolving landscape of tourism marketing, the opportunities and challenges the Town of Surfside may face, and how we can work together to carve out a unique identity within the greater Miami story. Our strategic communications campaign will include the development of a positioning statement and key messages that enable the Town of Surfside to occupy a distinctive place in the mind of your target markets. This exercise also involves creating brand associations to meet the needs of your target audience and drive tourism growth.

### Media Relations

While many communications agencies blanket the media with general destination information, causing journalists to lose interest, CIIC takes a much more focused approach, crafting specific backgrounders and story angles relevant for the types of media hitting best tourism prospects most squarely. We have found that the more personalized and specific the information we provide, the greater the likelihood of securing coverage of the quantity and quality we desire from the media most likely to shape perceptions. And that means special angles for foodies, retirees, families, fitness enthusiasts and singles. We also target the geographic areas we approach, prioritizing markets that generate the most visitors by placing particular emphasis on those media outlets consumed by travelers in these regions.



## 1.3.9 Services Proposal



### News Bureau

Our in-house media monitoring protocol tracks, gathers and analyzes news stories about our tourism clients as well as their competitors and the travel industry at large to identify potential story angles, trends, and opportunities for media engagement. We will keep our eyes and ears open to the conversation most relevant to the Town of Surfside, a conversation that is happening at all times and across all channels to secure and report significant coverage of the destination.

### Coordination

As our name implies, we have been employing an integrated approach to public relations, corporate communications, advertising, and social media programs long before this tactic became the norm among competing agencies. We understand that your target audiences respond to promotional messages differently, dependent upon characteristics including age, gender, income, specific interests, and geographic location.

We will work hand-in-hand with your advertising agency to develop a master calendar of aligned PR and marketing activations that includes social media messaging, media relations, trade communications, strategic partnerships, and event promotion to engage travel consumers across a multitude of communications platforms, while creating an efficient information exchange for product development, enhanced brand reputation, and effective sales promotion.

Having extensive experience representing municipal Tourist Boards, we also understand the importance of coordination among government Tourism entities such as Visit Florida, the Greater Miami CVB and their respective agencies, to avoid potential duplication of efforts, dissemination of contradictory or outdated information, and lost opportunities for joint promotion. We are adept at adhering to or establishing, if needed, communication procedures and protocols to allow for all parties to easily develop and share information.

### Leveraging Relationships

Effective public relations programs have always been, and will always be, driven by relationships. CIIC is expert at leveraging business-to-business relationships to expand the reach of public relations and marketing campaigns. By aligning Surfside with synergistic organizations, and media or retail brands, we will significantly increase exposure of the Town's tourism products and services to new audiences and previously untapped market segments.

### Going 'Glocal'

We understand the importance of thinking locally, regionally and globally, in light of the recent influx of luxury hotels and services in Surfside. With far-reaching experience representing international resorts and tourism destinations across the globe as well as a network of strategic alliances in Canada, Latin American and Europe, we are well prepared to execute a 'glocal' strategy to support your international marketing needs and provide in-market intel on all levels.



## 1.3.9 Services Proposal



### Building Third-party Credibility

What a destination says about itself carries a fraction of the weight that what others—particularly opinion leaders such as media outlets, tourism industry executives, and digital influencers—say about it. We are expert in the successful blending of strategic communication and marketing services to meet our tourism destination clients' growth targets. CIIC is highly regarded for planning and executing successful campaigns that support our clients' marketing objectives via trade shows, FAM trips, VIP receptions, and desk-side interviews. Moreover, with offices in Miami and NYC, we are where the action is. Our team can attend industry events and conduct media tours on your behalf, saving valuable travel time and expense for the Tourist Bureau.

CIIC additionally maintains a database of all the major travel and tourism awards and rankings worldwide to enable us to control the timing and content of information dissemination more strategically, putting our clients on the radar of the people and organizations whose opinions matter most. In addition to lobbying effectively to get our clients placed on award short lists, we reach out to key audiences to ensure they participate in nominations and voting, and promote the acquired accolades extensively once they are secured.

### Readily Available Resources

Securing widespread press coverage isn't something that happens automatically – it requires strategic planning, consistent messaging, and knowing how to pair specific story angles with receptive writers, producers, or digital influencers. An important part of this process is having supporting media resources readily available for their convenient reference in the form of an electronic press kit. We will work with you to develop this one-stop shop, including destination overview, relevant bios, tourism product/services fact sheets, industry awards and accolades, and image/video gallery.

### Crisis Preparedness

With an extensive history of serving clientele throughout the Caribbean and Latin America, we have successfully directed crisis communication campaigns in the wake of hurricanes, crimes against tourists, and viral outbreaks to manage consumer and trade perception. Our time-tested crisis protocol is turn-key and can be easily adapted to a wide variety of circumstances, and across a multitude of communications platforms to ensure consistent messaging and effective reputation management.

### It's all about the results

CIIC never initiates a work plan without conducting a 'Discovery Meeting' with clients to identify clear campaign objectives, define performance benchmarks, and determine the evaluation measures to be used. Each month a detailed activity report will be delivered to ensure effective results tracking, as well as a quarterly report to monitor ongoing campaign milestones.

We will additionally participate in Town/Tourist Board meetings and community events to keep abreast of any new information that is relevant to our campaign and – as needed – tweak our game plan accordingly.



## 1.3.9 Services Proposal

Our Discovery Meeting and brand immersion workshop will open up the proverbial floodgates to creative ideas and a more fleshed-out strategic platform to support Surfside's "Miami's Uptown Beachtown" campaign. Here, we're pleased to give you a sneak peek into how we are beginning to think on your behalf.

Following are examples of some relevant trends we can work to leverage and creative ideas our team can execute.

### Now #Trending

#### Pets in the Priority Lane

With 55% of global pet owners stating that their pet is as important to them as their child, we can expect 2020 to herald a new era in pet-friendly vacations, with travelers putting significant emphasis on a destination's ability to accommodate their pet when planning a vacation.

#### Grand Getaways

In 2020, more grandparents will take vacations with just their grandkids, leaving the middle generation behind. Almost three-quarters (72%) of all grandparents agree that spending time with their grandkids keeps them feeling young. Pair that with the fact that 71% additionally believe it is important for parents to have alone time without their children, and we can conclude that vacations which offer attractive options for both generations will become increasingly more popular in the coming year.

#### Race for the Reservation

We already know that many travelers put their culinary ambitions at the forefront of their travel decision making. For many, where and when they chose to travel depends on whether they can reserve a table at the most sought-after restaurant, often one where the wait list stretches months long. With appetites whetted by widespread social media content and recommendations, we anticipate a growing demand for culinary experiences outside of the big name restaurants, especially those that have long been favorites amongst locals. These prospects are most likely to tickle the taste buds of travelers looking to be the first to discover a gastronomic hidden gem offering an abundance of home-grown flavor.

#### Insta-Tourism

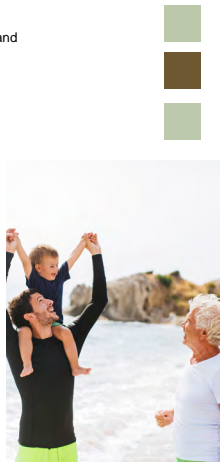
With more than 500 million active users sharing an average of 85 million photos a day, Instagram has a huge effect on tourism. The ability to see real people travelling and sharing snapshots of their experiences has proven to more effective than brochures and online ads in inspiring travel consumers in their selection of a vacation destination.

#### Maximizing the Micro Trip

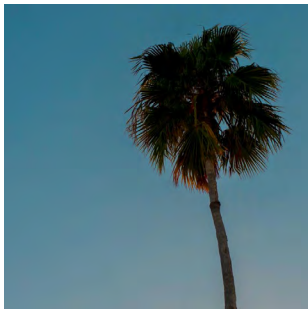
Not everyone has the time or money for multiple extended vacations. For that reason, 2020 is forecast to be the year to embrace Micro Trips; those shorter, more budget-friendly getaways that provide the same stress relieving and rejuvenating benefits as longer vacations. These easy to schedule breaks are the perfect solution for on-the-go millennials and families.

#### Second City Travel

This growing trend finds travelers skipping out on a major city and visiting a lesser known one nearby that is more economical, less crowded, safer, and typically richer in local charm. Other travelers select 'Second City' destinations in a bid to reduce over-tourism. For example, 45% of Canadian travelers indicated that they would swap their original destination for a lesser-known yet somewhat similar alternative, thus meant leaving less of an environmental impact.



## 1.3.9 Services Proposal



## Taste for a Cause

### Overview:

We will work with local restaurants to create an Uptown Beach Town taste series where each restaurant and bar in Surfside's pedestrian-friendly shopping and dining district, will create a signature food or beverage item named after their favorite Surfside place or feature from which a portion of the proceeds will be donated to benefit a local charity.

### Why we like it:

Taps into social responsibility.

Leverages Surfside's food and beverage offerings.



## 1.3.9 Services Proposal



## Local Insta-Meet

### Overview:

To increase awareness and social presence for Surfside, CIIC proposes to host an annual 'Insta Meet' where top local influencers/photographers are hosted at the destination to capture lifestyle shots of the Surfside vacation experience.

### Why we like it:

Develops meaningful and fresh assets to promote tourism to the destination.

Taps into local ambassadors and neighboring town day trippers.



## 1.3.9 Services Proposal



## Influencer Series

### Overview:

Partner with top influencers in the U.S. and abroad (Instagram, YouTube) to launch an influencer series in which we host one influencer each month in Surfside to share their experience socially with their audience/ followers.

We recommend covering different verticals including, but not limited to:

- Lifestyle
- Foodies
- Family/Multi-Gen travel
- Wedding/Bachelor/Bachelorette parties
- International influencers

### Why we like it:

Creates a stronger digital presence for Surfside and reaches a new target audience of millennials nationally and internationally.

## 1.3.9 Services Proposal

### Chalk We Walk



#### Overview

Chalk Art originated in a 16th Century tradition where wandering minstrels and artists traveled from town to town sketching their fleeting creations with the hope that intrigued onlookers would toss a few coins their way. Today, enthusiasm for this visual art form has been renewed in the way of chalk art festivals taking place across the country. In Florida alone, chalk art festivals feature well known artists and draw scores of visitors to Safety Harbor, Venice, Clearwater Beach, Lake Worth (purported to be the country's largest), Melbourne, Vero Beach, and Key West, just to name a few.

In keeping with the Town's keenness for placing art in public spaces, hosting an annual chalk art festival could motivate increased tourism awareness and demand. We would work with you and your marketing team to create a theme for the festival that best promotes the Surfside brand, develop related press and social media opportunities, and potentially engage the entire business community to create festival themed special offerings.

#### Why we like it?

The creation of Chalk Art is simple, and does not require significant infrastructure investment on the part of the Town. Chalk art festivals generally take place over a 2 or 3 day period, allowing sufficient time for the creation of the art, and for visitors to take in the sights and patronize local business during the process.

Given that the art form is temporarily, long term agreements for its display or scheduled maintenance are not needed. To this same point, we know that new pieces of art will be created each year, generating interest and building momentum toward the following year's event.



## 1.3.9 Services Proposal



### Plastic Not So Fantastic

#### Overview:

We know that the Town of Surfside takes the issues of sustainability very seriously via your facilitation of a delivery system for organic produce harvested from community gardens, establishment of a Clean Energy Coastal Corridor, launch of a bike sharing program, development of Sea Turtle Awareness programs, and efforts to limit the availability of single-use plastic products, among other initiatives.

We will work to showcase these significant investments by engaging highly regarded family travel bloggers and influencers in key feeder markets, and inviting them to experience Surfside via an itinerary highlighting these programs.

#### Why we like it?

Increasingly, family and millennial travelers are thinking about how to invest vacation dollars wisely to support environmental awareness, and they're choosing destinations based on a perceived commitment to sustainability.

Tab  
1.3.10  
Fee Proposal





## 1.3.10 Fee Proposal Proposed Budget Breakdown and Tentative Scope of Work

CIIC will dedicate a full-service team to implement a results-oriented public relations program outlined in the proposed scope of work for a monthly service fee of \$3,500 per month and \$24,000 for PR related expenses, from January - December, 2020.

A detailed cost proposal, including both fees and program expenses will be presented to you for review and final approval following our initial "Discovery Meeting" and/or within 10 days of our program kick-off.

PR Program Fees	TOTAL
PR Service Fees for 12 Month Program, beginning January 1, 2020	\$42,000 annual budget
<ul style="list-style-type: none"> <li>CIIC/Surfside Discovery Meeting</li> <li>Development of Final Scope of Work &amp; PR Timeline:               <ul style="list-style-type: none"> <li>Development of Editorial Pitching Calendar</li> <li>Media List Research and Development</li> <li>Key Message Development</li> <li>Development of Awards Program</li> <li>Press Kit Development (including fact sheets, bios and news releases)</li> <li>Develop Master Calendar for Aligned PR and Social Media Campaign in conjunction with Advertising agency</li> <li>Media Relations Program (print, online, radio and broadcast)</li> <li>Influencer Relations Program (vetting, contract negotiations, etc)</li> <li>Press Release Development and Distribution</li> <li>Development of Brand and Media Partnership (1 per contract)</li> <li>Coordinate of Individual Press Trip Visits (as needed)</li> <li>Media Tour Coordination (1 per contract)</li> <li>Daily Media Monitoring Services</li> <li>Monthly Activities &amp; Results Reports</li> <li>Year to Date Reports and Quarterly Reports (as requested)</li> <li>Social Media Counsel</li> <li>Coordination of Group Press Trips (2 per contract)</li> <li>Monthly Client Calls (agendas, recaps)</li> <li>Identify and Engage International Media to increase VisitSurfsideFL.com's traffic (Canada, Brazil, Colombia, Argentina, the U.K., Germany, Israel and China)-as needed</li> <li>Leverage Partnerships with Visit Florida and the Greater Miami CVB</li> <li>Participation in Town/Tourist Board Meetings and Community Events</li> <li>Serve as Spokesperson- as needed</li> <li>Develop a Crisis communications Plan and Provide Crisis Communications Management-as needed</li> </ul> </li> </ul>	

Proposed PR Program Expenses	
<ul style="list-style-type: none"> <li>Group Press Trip Airfare*(2 per contract)</li> <li>Creative Idea Activation**</li> <li>Miscellaneous admin costs: Team travel, messenger services, shipping, back issues, etc.</li> </ul>	\$10,000 \$8,000 \$6,000
<b>Total Annual Expenses Budget</b>	<b>\$24,000</b>

\*CIIC's goal is to maximize your budget by aligning with organizations like Visit Florida to offset media visit expenses

\*\* While we would love to activate all of the creative ideas we've outlined in our plan, we will work with you to determine which ideas best fit within the available budget for this contract.

### 1.3.10 Fee Proposal

## Proposed Budget Breakdown and Tentative Scope of Work



For any programs that fall beyond the scope of services, such as additional events, influencer program, media tours, event staffing, etc., we will create a detailed cost estimate for your review and approval, so that any and all costs are outlined in advance. Below is a menu of services offered by CIIC.

#### PR Services Menu – Management Fees

Press Release Development, Distribution, Media Follow up_____	\$2750 per release
Digital Press Kit Development_____	\$2500 (up to 6 elements)
Group Press Trip (6-8 press + 1 CIIC escort/host)_____	\$7500
Influencers Trip (6-8 attendees + 1 CIIC escort/host)_____	\$7500
Major Market Media Tour (2-3 days of press appointments)_____	\$8500
Press Breakfast or Press Luncheon (10 – 12 press + 1 CIIC host)_____	\$7500
Press + Trade Cocktail or Dinner Event (45+ attendees + 3 CIIC hosts)_____	\$10000
Press Dinner or Cocktail (15 – 25 press/influencers + 2 CIIC host)...	\$6500
Onsite Travel / Trade Show Support_____	\$2500 per show
Canada, Mexico or Latin America Support (In-market press luncheon or breakfast)_	\$3500 per market

Tab  
1.3.11  
Proof of Insurance



## 1.3.11 Proof of Insurance



CAROLYN IZZO INTEGRATED COMMUNICATIONS

November 17, 2019

To Whom It May Concern:

Carolyn Izzo Integrated Communications, Inc. (CIIC) is in good standing and has the ability to meet the insurance requirements as set forth in this RFP.

We are attaching proof of Liability Insurance, Workers Compensation and Disability for CIIC. This information has been confirmed and provided by our firm's insurance provider and is to be considered up to date and current.

For the Professional Liability Insurance, we are hereby confirming that we have obtained a quote from our insurance broker to provide the coverage required by this RFP and the policy will be effective and implemented within 24 hours if Carolyn Izzo Integrated Communications is awarded the contract.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Carolyn Izzo-Feldman', written over a large, light blue circular graphic element.

Carolyn Izzo-Feldman  
President  
Carolyn Izzo Integrated Communications, Inc.

# 1.3.11 Proof of Insurance



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/18/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

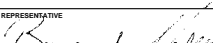
<b>PRODUCER</b> Wm. E. Morrell, Inc. 128 Court St White Plains, NY 10601	<b>CONTACT</b> NAME: _____ PHONE: _____ FAX: _____ E-MAIL: <b>info@morrell-insurance.com</b> ADDRESS: _____ INSURER(S) AFFORDING COVERAGE: _____ NAIC #: _____
<b>INSURED</b> Carolyn Izzo Integrated Communication  1 Piermont Avenue Nyack, NY 10960	<b>INSURER A:</b> TRAVELERS CASUALTY INSURANCE COMPANY OF AMERICA <b>INSURER B:</b> THE TRAVELERS INDEMNITY COMPANY <b>INSURER C:</b> _____ <b>INSURER D:</b> _____ <b>INSURER E:</b> _____ <b>INSURER F:</b> _____

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: _____		680-1C903338	8/6/2019	8/6/2020	EACH OCCURRENCE \$ <b>2,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>2,000,000</b> GENERAL AGGREGATE \$ <b>4,000,000</b> PRODUCTS - COM/OP AGG \$ <b>4,000,000</b>
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ _____					EACH OCCURRENCE \$ <b>5,000,000</b> AGGREGATE \$ <b>5,000,000</b>
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____
<b>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES</b> (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						

Town of Surfside named as additional insured's in regard to general liability- subject to written contract, terms, conditions & exclusions of the original policy at the time of issuance by the insurance company. Policy is Primary and Non-Contributory when required by written contract.

<b>CERTIFICATE HOLDER</b> Town of Surfside Town Hall 9293 Harding Avenue Town Clerk's Office, Second Floor Surfside, FL 33154	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: _____ 
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# 1.3.11 Proof of Insurance



## STATE OF NEW YORK - WORKERS' COMPENSATION BOARD ESTADO DE NUEVA YORK - JUNTA DE COMPENSACION OBRERA

www.wcb.ny.gov

Statewide Fax Line: 877-533-0337

### NOTICE OF COMPLIANCE

#### TO EMPLOYEES

#### IMPORTANT INFORMATION FOR EMPLOYEES WHO ARE INJURED OR SUFFER AN OCCUPATIONAL DISEASE WHILE WORKING.

1. By posting this notice and information concerning your rights as an injured worker, your employer is in compliance with the Workers' Compensation Law.
2. If you do not notify your employer within 30 days of the date of your injury your claim may be disallowed, so do so immediately.
3. You are entitled to obtain any necessary medical treatment and should do so immediately.
4. You may choose any doctor, podiatrist, chiropractor or psychologist referred by a medical doctor that accepts NY State Workers' Compensation patients and is Board authorized. However, if your employer is involved in a certified preferred provider organization (PPO) you must first be treated by a provider chosen by your employer and your employer must give you a written statement of your rights concerning further medical care.
5. You should tell your doctor to file copies of medical reports concerning your claim with the Workers' Compensation Board and with your employer's insurance company, which is indicated at the bottom of this form.
6. You may be entitled to lost time benefits if your work-related injury keeps you from work for more than seven days, compels you to work at lower wages or results in permanent disability in any part of your body. You may be entitled to rehabilitation services if you need help returning to work.
7. You should not pay any medical providers directly. They should send their bills to your employer's insurance carrier. If there is a dispute, the provider must wait until the Board makes a decision before it attempts to collect payment from you. If you do not pursue your claim or the Board rules that your injury is not work-related, you may be responsible for the payment of the bills.
8. You are entitled to be represented by an attorney or licensed representative, but it is not required. If you do hire a representative do not pay him/her directly. Any fee will be set by the Board and will be deducted from your award.
9. If you have difficulty in obtaining a claim form or need help in filling it out, or if you have any other questions or problems about a job-related injury, contact any office of the Workers' Compensation Board.

#### WORKERS' COMPENSATION BOARD OFFICES

Albany, 12241 - 100 Broadway Menards (866) 750-5187  
Brooklyn, 11201 - 111 Livingston St. - Brooklyn - (800) 877-1373  
Binghamton, 13901 - State Office Bldg. - 44 Hawley St. - (866) 802-3604  
Buffalo, 14202 - 369 Franklin Street - (866) 211-0545  
Hempstead, 11788 - 220 Raroro Drive - Suite 100 - (866) 881-5304  
Hempstead, 11550 - 175 Fulton Avenue - (866) 805-3630  
New York, 10027 - 215 N. 125th St. - Manhattan - (800) 877-1373  
Peekskill, 10566 - 41 North Division St. - (866) 746-0552  
Queens, 11432 - 166-46 91st Ave. - Jamaica (800) 877-1373  
Rochester, 14614 - 100 Main Street West - (866) 211-0544  
Syracuse, 13203 - 905 James St. - (866) 802-3730

\*DOWNSTATE MAIL ADDRESS Claims-related mail for the Hauppauge, Hempstead, Peekskill and all NYC offices should be mailed to: PO Box 5205 Binghamton, NY 13902-5205

Workers' Compensation Benefits, when due, will be paid by (Los beneficios de compensación Obrera, cuando debidos, serán pagados por):

THE STATE INSURANCE FUND  
199 Church Street, New York, N. Y. 10007  
(212) 312-9000

Effective From **03/28/2019** To **cancellation**  
(En Vigor Desde) (Hasta **cancellation**)  
Policy No. **W 1202 859-3**  
(Poliza No.)

### AVISO DE CUMPLIMIENTO

#### A EMPLEADOS

#### INFORMACION IMPORTANTE PARA EMPLEADOS QUE SEAN LESIONADOS O SUFRAN UNA ENFERMEDAD OCUPACIONAL MIENTRAS TRABAJAN.

1. Su patrón está cumpliendo la Ley de Compensación Obrera cuando despliega este comunicado concerniente a sus derechos como trabajador lesionado.
2. Si usted no notifica a su patrón dentro del término de 30 días de haber sufrido su lesión su reclamación podría ser desestimada, por eso notifique inmediatamente.
3. Usted tiene derecho a recibir cualquier tratamiento médico necesario relacionado con su lesión y debe gestionarlo inmediatamente.
4. Para el tratamiento de cualquier lesión o enfermedad relacionada con el trabajo, usted puede escoger cualquier médico, podólogo, quiropráctico o psicólogo (si es referido por un médico autorizado) que esté autorizado y acepte pacientes de la Junta de Compensación Obrera. Sin embargo, si su patrón está autorizado a participar una organización certificada de proveedores preferidos (PPO) usted deberá obtener tratamiento inicial para cualquier lesión o enfermedad relacionada con el trabajo de la correspondiente entidad. Páronese que participe en cualquier de estos programas establecidos por ley, están obligados a proveer a sus empleados notificación escrita explicando sus derechos y obligaciones bajo el programa a que esté acogido.
5. Usted deberá requerir de su Médico que radique copias de los informes médicos de su caso en la Junta de Compensación Obrera y en la compañía de seguros de su patrón, que se indica al final de esta forma.
6. Usted tiene derecho a compensación si su lesión relacionada con el trabajo le impide trabajar por más de siete días, le obliga a trabajar a sueldo más bajo o resulta en incapacidad permanente de cualquier parte de su cuerpo. Usted puede tener derecho a servicios de rehabilitación si necesita ayuda para regresar al trabajo.
7. No pague a ningún proveedor médico directamente por tratamiento de su lesión o enfermedad relacionada con el trabajo. Ellos deben enviar sus facturas al asegurador de su patrón. Si el caso es cuestionado, el proveedor deberá esperar hasta que la Junta decida el caso, antes de iniciar gestión de cobro alguna contra usted. Si usted no tramita su caso a la Junta falla que su lesión o enfermedad no está relacionada con el trabajo, usted podría ser responsable del pago de las facturas.
8. No es obligatorio el estar representado en ninguno de los procedimientos de la Junta, pero es un derecho que usted tiene, el estar representado por abogado o por representante licenciado si usted así lo desea. Si es representado, no pague al abogado o al representante licenciado. Cuando la Junta decida su caso, los honorarios serán determinados por la Junta y descontados de sus beneficios.
9. Si tiene dificultad en conseguir un formulario de reclamación o necesita ayuda para llenarlo o tiene dudas sobre cualquier situación relacionada con una lesión o enfermedad comuníquese con la oficina más cercana de la Junta.

Clarissa M. Rodriguez  
Chair (Presidenta)

Name of employer (Nombre de patrón)

CAROLYN IZZO INTEGRATED  
COMMUNICATION INC  
1 PIERMONT AVE  
NYACK NY 10960

THIS NOTICE MUST BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER'S PLACE OR PLACES OF BUSINESS.

Failure by an employer to post this notice in and about the employer's place or places of business may result in a \$250 penalty for each violation.

C-105 (08/2009)

S.I.F. U-30  
03/2019

REGULATED BY STATE  
WORKERS' COMPENSATION BOARD  
STATE OF NEW YORK

www.wcb.ny.gov



*ci*

NYSIF Document Control Center-Disability Underwriting  
1 Watervliet Ave Ext, Albany, NY 12206  
(866) 697- 4332

**ASSURED:**

CAROLYN IZZO INTEGRATED  
1 PIERMONT AVE  
NYACK NY 10960

\* PERIOD OF COVERAGE BEGINS AND ENDS AT TWELVE AND ONE MINUTE O'CLOCK A.M. EASTERN STANDARD TIME.

TYPE OF BUSINESS: CORPORATION

**DISABILITY BENEFITS AND PAID FAMILY LEAVE INFORMATION PAGE: RENEWAL**

DISABILITY BENEFITS COVERAGE ENTITLES YOUR EMPLOYEES TO A CLAIM BENEFIT RATE EQUAL TO ONE HALF THE AVERAGE WEEKLY WAGE OF THE EMPLOYEE UP TO MAXIMUM CLAIM BENEFIT RATE OF \$170.00 PER WEEK FOR 26 WEEKS, IF REQUIRED.

EARNED PREMIUMS SHALL BE DETERMINED FOR THE PERIOD FROM 7/1/2019 TO 7/1/2020 AND ANNUALLY THEREAFTER IN ACCORDANCE WITH PAYROLL EXPENDITURES TO BE REPORTED BY THE POLICYHOLDER ON A FORM PRESCRIBED BY THE STATE FUND OR BY ACTUAL PREMIUM AUDIT.

THE MINIMUM DISABILITY PREMIUM SHALL BE \$60.00 FOR EACH YEARLY PERIOD OR LESS.

MALE WAGES	\$0.00	.14%	\$0.00
FEMALE WAGES	\$112,931.00	.14%	\$158.10
1. STANDARD RATE PREMIUM (WITH DB OPTION 1 x STATUTORY COVG)			\$158.10
2. STATE FUND MODIFICATION (0% OF ITEM 1)			\$0.00
3. DISABILITY STATE FUND PREMIUM			\$158.10
4. DISABILITY DEPOSIT REQUIRED (50% OF ITEM 3)			\$79.05

MALE WAGES (PFL)	\$0.00	.153%	\$0.00
FEMALE WAGES (PFL)	\$491,544.00	.153%	\$752.06
5. PFL PREMIUM			\$752.06
6. PFL DEPOSIT REQUIRED (50% OF ITEM 5)			\$376.03

A. TOTAL STATE FUND PREMIUM (ITEM 3 PLUS 5)	\$910.16
B. TOTAL DEPOSIT REQUIRED (ITEM 4 PLUS 6)	\$455.08

THIS POLICY PREMIUM WILL BE RECONCILED UPON THE RECEIPT OF COMPLETED PAYROLL REPORT(S) OR AUDIT FOR THE PERIOD INDICATED ABOVE. IF THE ANNUAL PAYROLL IS NOT REPORTED WITHIN 30 DAYS FROM THE AUDIT PERIOD, NYSIF WILL ADD A PREMIUM ADJUSTMENT TO THE AUDIT PERIOD UNTIL PAYROLL IS REPORTED.

IF YOU HAVE ANY QUESTIONS PLEASE CALL (866) 697-4332



DOI-522

A PREMIUM BILL WILL BE MAILED TO YOU.

1 of 16

[\[0000000MKT796489077DID-0050T307A1T1E1HJLJNCHRENFNA.DSL.R22ED1-0029\]](#)

Tab  
1.3.12  
Forms



**SECTION 5**  
**FORMS**

The following forms are made part of this RFP and must be submitted with the response to the RFP:

- X   Form 1:      **Proposal Information Form**
- X   Form 2:      **Certificate of Authority (Complete one of the two forms as applicable)**
- X   Form 2A:    **Certificate of Authority (for Corporations or Partnerships)**
- \_\_\_\_\_ Form 2B:    **Certificate of Authority (for Individuals)**
- X   Form 3:      **Acknowledgment of Addenda**
- X   Form 4:      **Single Execution Affidavit**
- X   Form 5:      **Dispute Disclosure**
- X   Form 6:      **List of Proposed Subcontractors**
- X   Form 7:      **Reference Letters**

Town of Surfside, Florida

RFP No. 2019-02 – Public Relations Consultant

**Form 1**  
**PROPOSAL INFORMATION FORM**

I certify that any and all information contained in this RFP is true. I certify that this RFP is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a RFP for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I agree to abide by all terms and conditions of the RFP, and certify that I am authorized to sign for the Proposer's firm. Please print the following and sign your name:

Carolyn Izzo Integrated Communications, Inc. (CIIC)

**FIRM NAME**

1 Piermont Avenue

**PRINCIPAL BUSINESS ADDRESS**

845-358-3920

**TELEPHONE**

845-358-3927

**FACSIMILE**

cizzo-feldman@ciicnews.com

**EMAIL ADDRESS**

06-1459058

**FEDERAL I.D. NO.**

**OR SOCIAL SECURITY NUMBER**

Receipt No. 7581624 /  
Municipal License No. 7292264

**MUNICIPAL BUSINESS TAX RECEIPT  
OR OCCUPATIONAL LICENSE NO.**

Carolyn Izzo-Feldman

**NAME**

President

**TITLE**

  
**AUTHORIZED SIGNATURE**

**FORM 2A**  
**CERTIFICATE OF AUTHORITY**  
**(if Corporation)**

I HEREBY CERTIFY that a meeting of the [circle one] Board of Directors/ Partners of \_\_\_\_\_

Carolyn Izzo Integrated Communications, Inc. (CIIC)

a business existing under the laws of the State of New York, (the "Entity") held on

November 17, 20 19, the following resolution was duly passed and adopted:

"RESOLVED, that, Amy Sedeno, as \_\_\_\_\_

Executive Director & Partner of the Entity, be and is hereby authorized to

execute this Proposal dated November 17, 20 19, on

behalf of the Entity and submit this Proposal to the Town of

Surfside, and this Entity and the execution of this Certificate of

Authority, attested to by the Secretary of the Corporation, and with

the Entity's Seal affixed, will be the official act and deed of this

Entity."

I FURTHER CERTIFY that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the

Entity this 17th day of November, 20 19.

Secretary: \_\_\_\_\_  
Print Name: Carolyn Izzo-Feldman

President: \_\_\_\_\_  
Print Name: Carolyn Izzo-Feldman

(Seal)

Town of Surfside, Florida  
RFP No. 2019-02 – Public Relations Consultant

**FORM 3**  
**ACKNOWLEDGEMENT OF ADDENDA**

I HEREBY ACKNOWLEDGE that I have received all of the following addenda and am informed of the contents thereof:

Addendum Numbers Received:

(Check the box next to each addendum received)

<u>  X  </u> Addendum 1	<u>      </u> Addendum 6
<u>  X  </u> Addendum 2	<u>      </u> Addendum 7
<u>  X  </u> Addendum 3	<u>      </u> Addendum 8
<u>      </u> Addendum 4	<u>      </u> Addendum 9
<u>      </u> Addendum 5	<u>      </u> Addendum 10

Carolyn Izzo Integrated Communications, Inc. (CIIC)

NAME OF ENTITY

AUTHORIZED SIGNATURE

Carolyn Izzo-Feldman, President

PRINT NAME

November 17, 2019

DATE

Town of Surfside, Florida  
RFP No. 2019-02 – Public Relations Consultant

**FORM 4**  
**SINGLE EXECUTION AFFIDAVITS**

**THIS FORM COMBINES SEVERAL AFFIDAVIT STATEMENTS TO BE SWORN TO BY THE PROPOSER OR BIDDER AND NOTARIZED BELOW. IN THE EVENT THE PROPOSER OR BIDDER CANNOT SWEAR TO ANY OF THESE AFFIDAVIT STATEMENTS, THE PROPOSER OR BIDDER IS DEEMED TO BE NON-RESPONSIBLE AND IS NOT ELIGIBLE TO SUBMIT A PROPOSAL/BID.**

**THESE SINGLE EXECUTION AFFIDAVITS ARE STATEMENTS MADE ON BEHALF OF:**

Carolyn Izzo Integrated Communications, Inc. (CIIC) By: Amy Sedeno, Executive Director & Partner  
NAME OF PROPOSING OR BIDDING ENTITY INDIVIDUAL'S NAME AND TITLE

06-1459058

FEIN OF PROPOSING OR BIDDING ENTITY

**Americans with Disabilities Act Compliance Affidavit**

The above named firm, corporation or organization is in compliance with and agrees to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

- The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 12101-12213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.
- The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes;
- The Rehabilitation Act of 1973, 29 USC Section 794;
- The Federal Transit Act, as amended 49 USC Section 1612;
- The Fair Housing Act as amended 42 USC Section 3601-3631.

AS

Proposer Initials

**Public Entity Crimes Affidavit**

I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida

Statutes, means a violation of any state or federal law by a person with respect to and directly related to

Town of Surfside, Florida  
RFP No. 2019-02 – Public Relations Consultant

the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, and partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement.

**(INDICATE WHICH STATEMENT APPLIES.)**

☒ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the

Form 4



management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

Town of Surfside, Florida  
RFP No. 2019-02 – Public Relations Consultant

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I understand that the submission of this form to the contracting officer for the public entity identified in paragraph 1 above is for that public entity only and that this form is valid through December 31 of the calendar year in which it is filed. I also understand that I am required to inform the public entity prior to entering into a contract in excess of the threshold amount provided in Section 287.017, Florida Statutes for category two of any change in the information contained in this form.

AS

Proposer Initials

**No Conflict of Interest or Contingent Fee Affidavit/Anti-Kickback**

Proposer warrants that neither it nor any principal, employee, agent, representative nor family member has paid or will pay any fee or consideration that is contingent on the award or execution of a contract arising out of this solicitation. Proposer also warrants that neither it nor any principal, employee, agent, representative nor family member has procured or attempted to procure this contract in violation of any of the provisions of the Miami-Dade County conflict of interest or code of ethics ordinances. Further, Proposer acknowledges that any violation of these warrants will result in the termination of the contract and forfeiture of funds paid or to be paid to the Proposer should the Proposer be selected for the performance of this contract.

Proposer further warrants that no portion of the sum herein proposed will be paid to any employees of the Town, its elected officials, the Proposer or Sub-Proposers, as a commission,

Form 4

kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

AS  
Proposer Initials

Town of Surfside, Florida  
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**Business Entity Affidavit**

Proposer hereby recognizes and certifies that no elected official, board member, or employee of the Town of Surfside (the "Town") shall have a financial interest directly or indirectly in this transaction or any compensation to be paid under or through this transaction, and further, that no Town employee, nor any elected or appointed officer (including Town board members) of the Town, nor any spouse, parent or child of such employee or elected or appointed officer of the Town, may be a partner, officer, director or proprietor of Proposer or Vendor, and further, that no such Town employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Vendor or Proposer. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Proposer. Any exception to these above described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by Town. Further, Proposer recognizes that with respect to this transaction or bid, if any Proposer violates or is a party to a violation of the ethics ordinances or rules of the Town, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to Town, or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Proposer may be disqualified from furnishing the goods or services for which the bid or proposal is submitted and may be further disqualified from submitting any future bids or proposals for goods or services to Town.

AS  
Proposer Initials

**Anti-Collusion Affidavit**

1. Proposer/Bidder has personal knowledge of the matters set forth in its Proposal/Bid and is fully informed respecting the preparation and contents of the attached Proposal/Bid and all pertinent circumstances respecting the Proposal/Bid;
2. The Proposal/Bid is genuine and is not a collusive or sham Proposal/Bid; and
3. Neither the Proposer/Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including Affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Proposer/Bidder, firm, or person to submit a collusive or sham Proposal/Bid, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer/Bidder, firm, or person to fix the price or prices in the attached Proposal/Bid or of any other Proposer/Bidder, or to fix any overhead, profit, or cost element of the Proposal/Bid price or the Proposal/Bid price of any other Proposer/Bidder, or to secure through any collusion, conspiracy, connivance or unlawful

Form 4

agreement any advantage against Town of Surfside or any person interested in the proposed Contract.

4. Neither the undersigned, nor the person, firm or corporation named above, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

AS

Proposer Initials

Town of Surfside, Florida  
RFP No. 2019-02 – Public Relations Consultant

**Scrutinized Company**

1. Proposer certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., the Town may immediately terminate the Agreement that may result from this RFP at its sole option if the Proposer or its subcontractors are found to have submitted a false certification; or if the Proposer, or its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.
2. If the Agreement that may result from this RFP is for more than one million dollars, the Proposer certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. pursuant to Section 287.135, F.S., the Town may immediately terminate the Agreement that may result from this RFP at its sole option if the Proposer, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Proposer, its affiliates, or its subcontractors are placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.
3. The Proposer agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under the Agreement that may result from this RFP. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize the above-stated contracting prohibitions then they shall become inoperative.

AS

Proposer Initials

**Drug-Free Workplace**

The undersigned Proposer, in accordance with Section 287.087, Florida Statutes, hereby certifies that the Proposing/Bidding Entity does:

1. Publish a statement notifying employees that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and

Form 4

specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the work place, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are under consideration a copy of the statement specified in subsection (1).

Town of Surfside, Florida  
RFP No. 2019-02 – Public Relations Consultant

4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the contractual services that are under consideration, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

AS

Proposer Initials

**[Sworn Signature of Proposing Entity Representative and Notarization  
for all above Affidavits follows on the next page.]**

Town of Surfside, Florida  
RFP No. 2019-02 – Public Relations Consultant

In the presence of:

Signed, sealed and delivered by:

Melanie Neff

Amy Sedeno

Witness #1 Print Name: Melanie Neff

Print Name: Amy Sedeno

Marissa Labadie

Title: Executive Director & Partner

Witness #2 Print Name: Marissa Labadie

**ACKNOWLEDGMENT**

State of Florida

County of Miami-Dade

On this 5<sup>th</sup> day of November, 2019 before me the undersigned, personally appeared Amy Sedeno, whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

Witness my hand and official seal:

[Signature]  
Notary Public (Print, Stamp, or Type as Commissioned)

- ☒ Personally known to me; or  
☐ Produced identification (Type of Identification: \_\_\_\_\_)  
☐ Did take an oath; or  
☐ Did not take an oath



Ludmila Bermudez  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# GG137185  
Expires 8/23/2021

**FORM 5  
DISPUTE DISCLOSURE**

**Answer the following questions by placing an "X" after "Yes" or "No". If you answer "Yes", please explain in the space provided, or on a separate sheet attached to this form.**

**1. Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional associations within the last five (5) years?**

YES \_\_\_\_\_ NO   X  

**2. Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?**

YES \_\_\_\_\_ NO   X  

**3. Has your firm had against it or filed any requests for equitable adjustment, contract claims, Bid protests, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?**

YES \_\_\_\_\_ NO   X  

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts of extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation of falsification of facts shall be cause for forfeiture of rights for further consideration of this Bid for the Town of Surfside.

**Firm:** Carolyn Izzo Integrated Communications, Inc. (CIIC)

**Authorized Signature:** \_\_\_\_\_

**Print or Type Name:** Carolyn Izzo-Feldman

**Title:** President

**Date:** November 17, 2019

Town of Surfside, Florida

RFP No. 2019-02 – Public Relations Consultant

**Form 6**  
**LIST OF PROPOSED SUBCONTRACTORS**

The undersigned Proposer hereby designates, as follows, all major subcontractors whom they propose to utilize for the major areas of work for the project. The bidder is further notified that all subcontractors shall be properly licensed, bondable and shall be required to furnish the Town with a Certificate of Insurance in accordance with the contract general conditions. Failure to furnish this information shall be grounds for rejection of the bidder's proposal. (If no subcontractors are proposed, state "None" on first line below.)

No.	Subcontractor Name & Address	Scope of Work	License Number
N/A	N/A	N/A	N/A

**Firm:** Carolyn Izzo Integrated Communications, Inc. (CIIC)

**Authorized Signature:** \_\_\_\_\_

**Print or Type Name:** Carolyn Izzo-Feldman

**Title:** President

**Date:** November 17, 2019

Town of Surfside, Florida

RFP No. 2019-02 – Public Relations Consultant

**FORM 7  
REFERENCES**

**IN ADDITION TO THE INFORMATION REQUIRED ON THIS FORM,  
CONTRACTOR TO PROVIDE A MINIMUM OF THREE REFERENCE LETTERS.**

**REFERENCE #1**

**Public Entity Name:** Quintana Roo Tourism Board

**Reference Contact Person/Title/Department:** Nathalie Leño, Public Relations Director

**Contact Number & Email** PH: +52 (988) 8812745 Ext. 761 Email: nathalie.leno@cptq.mx

**Public Entity Size/Number of Residents/Square Mileage:** \_\_\_\_\_

1,325,578 residents / 13,207 square miles

**Event(s) Completed (include information explaining approach, date(s) performed, and details on size/scope of work/complexity)** See detailed description on the following page.

**Is the Contract still Active?** Yes X No \_\_\_\_\_

Town of Surfside, Florida

RFP No. 2019-02 – Public Relations Consultant



## **Quintana Roo Tourism Board**

Dates of Service: January 1, 2018 - Present

CIIC developed and implemented a public relations plan/ strategy on behalf of the Quintana Roo Tourism Board in the US and Canada to launch the 11 Mexican Caribbean destinations of the State. The overall goal was to provide a program that would target trade, business and consumers through media relations strategies, brand partnerships, launches, key industry events, media road shows and consumer activations.

CIIC's scope of work included the following deliverables:

- Strategic Counsel
- Target Market Research
- Trend Reporting
- Media Relations Program US (Print, Broadcast and Online)
- US & Canadian Market Support
- Media Kit Design/Development
- Influencer relations/Influencer ambassador program
- Co-branded Partnerships and Digital Promotions
- Group Press Trips
- Individual Press Trips
- Major Market Receptions: Press and Trade (NY)
- Major Market Media Road Shows (NY)
- On-site Photo and Film Shoots
- Consumer Creative Campaigns
- Special Events Support
- Online Newsroom Management
- Crisis Communications Program
- Industry Support
- Speech Writing
- Document Development
- Trade Show Support
- Monthly Newsletters, including translation services
- Social Media Counsel
- Messaging Coordination per Key Message Timeline
- News of Destination/Awards and Accolades
- PR Support for Digital Initiatives and Campaigns
- Biweekly Client Meetings
- Monthly Meetings with Agendas and Action Recaps
- Monthly Results Reports
- Budget Management
- Monthly Reconciliation Reports
- Crisis Contingency Budget

**REFERENCE #2**

**Public Entity Name:** Barbados Tourism Marketing Inc. (BTMI)

**Reference Contact Person/Title/Department:**

Corey Garrett / Director Caribbean Latin America for the BTMI

**Contact Number & Email** PH: 246-535-3729 Email: coreyg@visitbarbados.org

**Public Entity Size/Number of Residents/Square Mileage:**

277,821 residents / 166.4 square miles

**Event(s) Completed (include information explaining approach, date(s) performed, and details on size/scope of work/complexity)** See detailed description on the following page.

**Is the Contract still Active?** Yes ☒ No ☐

Town of Surfside, Florida

RFP No. 2019-02 – Public Relations Consultant

**Barbados Tourism Marketing Inc. (BTMI)**

Dates of Service: January 2018 - Present

CIIC was contracted to provide a public relations plan/strategy to launch the Barbados Tourism Marketing Inc. (BTMI) product in Latin America in the following key markets: Panama, Colombia, Chile, Argentina and Brazil.

CIIC developed a communications plan to announce new airlift to the destination from Copa Airlines in Latin America and through market research and analysis to support the launch and determine key opportunity markets.

In addition to a media relations program, CIIC developed consumer and trade awareness programs on behalf of the BTMI.

In October of 2019 CIIC was also contracted by the BTMI to launch a social media program to strengthen positioning in the growing Latin American market.

- Strategic Counsel
- Media Relations Program Latam
- Latam in-market PR services
- Influencer relations
- Group Press Trips
- Media Relations
- Messaging Coordination / Key Message Development
- Monthly press releases
- Speech development
- Obtain/Forward press clippings
- Media Monitoring
- Daily client communications
- Crisis Management
- On-site Marketing Meetings with PR director
- News of Destination/Awards and Accolades
- Monthly Meetings with Agendas and Action Recaps
- Monthly Results Reports
- Budget Management
- Monthly Reconciliation Reports
- Social Media Managing (LATAM channels)

**REFERENCE #3**

**Public Entity Name:** Los Cabos Tourism Board

**Reference Contact Person/Title/Department:** \_\_\_\_\_

Luis Palacios Larrañaga      Former Chief Commercial Officer

**Contact Number & Email** PH: 011-52-612-111-9480    Email: palarluis@gmail.com

**Public Entity Size/Number of Residents/Square Mileage:** \_\_\_\_\_

287,671 residents / 1,448.24 square miles

**Event(s) Completed (include information explaining approach, date(s) performed, and details on size/scope of work/complexity)** See detailed description on the following page.

**Is the Contract still Active?** Yes \_\_\_\_\_ No X

Town of Surfside, Florida

RFP No. 2019-02 – Public Relations Consultant

## **Los Cabos Tourism Board**

Dates of Service: January 2001 – December 2016

CIIC represented The Los Cabos Tourism Board for 15 years as the destination's official International PR Agency of Record. CIIC was brought on to help gain exposure for Los Cabos as it began expanding into new markets outside of Texas and California. CIIC guided the destination through hurricanes, health scares and security concerns while helping raise awareness and promotion of the destination in North America.

CIIC's approach was to layer Cabo's exposure through traditional media relations outreach, emerging social and digital channels, consumer facing in-market events and promotions and partnerships with top-tier brands and partners. The following scope of work further details CIIC's deliverables:

- Strategic Counsel
- Market Research
- Industry Support
- Media Outreach
- Media Relations Program
- Key Message Development
- Monthly Press release development
- Calendar of events
- Website support
- News Bureau Services
- Crisis communications program
- Marketing Support
- CVB Member Interaction
- Spokesperson training
- Speech Writing
- Executive Interviews with Media
- Weekly Client Meetings
- Monthly Results Reports
- Press trips
- In-market activations
- Press events
- Promotions/partnerships
- Social Media Management
- Research
- Project Management
- Liaise with Hotel Association
- Vendor coordination and communications- tour operators
- On-site photo and film shoots
- Consumer creative campaigns
- Ambassador programs
- VIP Summit coordination and execution
- E-newsletter program
- Trade Newsletter (design, layout and distribution)
- Consumer Newsletter (design, layout and distribution)
- PR support for webinars and digital initiatives
- Trade Shows support



### QUINTANA ROO

CONSEJO DE PROMOCIÓN TURÍSTICA

November 15, 2019

To Whom It May Concern:

As the Public Relations Director for the Quintana Roo Tourism Board and client of Carolyn Izzo Integrated Communications (CIIC), I would like to express our endorsement of the team.

CIIC has been an integral part of our Public Relations strategy for the past two years. The agency has successfully executed events, media tours, press trips, and media relations on behalf of the Quintana Roo Tourism Board. Their expertise and drive truly set them apart from the competition and their quality, hands-on approach is unparalleled.

If I can be of any further assistance or help answer any more questions about the team, please do not hesitate to contact me.

Sincerely,

Nathalie Leño Bez  
Public Relations Director  
Quintana Roo Tourism Board

## Reference Letters



Ref: 80/2019/30/CLA

Date: November 15, 2019

To Whom It May Concern:

As the Director for the Caribbean and Latin America division for the Barbados Tourism and Marketing Inc. (BTMI), and client of Carolyn Izzo Integrated Communications (CIIC), I would like to express my personal endorsement of the team.

The BTMI engaged CIIC in 2018 for the launch of Barbados' first flight with Copa Airlines. The agency currently provides support for Barbados' top Latin American feeder markets and has led activations and media relations campaigns in multiple markets. CIIC and Barbados have developed a stellar working relationship, and we can vouch for their ability to provide strategic guidance and execute results-driven communication campaigns.

Carolyn and her team are a unique combination of talent and heart – they care about their clients personally, and they care about their clients' success.

If I can be of any further assistance, or help answer any more questions about the team, please do not hesitate to contact me at [coreyg@visitbarbados.org](mailto:coreyg@visitbarbados.org) or (246) 262-6818.

Many thanks,

Corey Garrett

Director for the Caribbean and Latin America  
Barbados Tourism Marketing Inc.



(246) 535-3700



(246) 535-3799



INFO@VISITBARBADOS.ORG



2ND FLOOR, ONE BARBADOS PLACE, WARRENS, ST. MICHAEL, BARBADOS, BB12001



## Reference Letters



November 15, 2019

To Whom It May Concern:

As the former Chief Commercial Officer for the Los Cabos Tourism Board (2015-2016) and client of Carolyn Izzo Integrated Communications (CIC), I would like to express my personal endorsement of the team.

With excellent ideas and great communication Carolyn is always on top of things executing ongoing projects along with her talented team. Always responsive and very focused in details her PR agency is formed by both young and experienced professionals a great mix for any company looking to maximize their Public Relations and Marketing potential.

If I can be of any further assistance or help answer any more questions about the team, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, which appears to read 'Luis Palacios Larrataga', is positioned above the printed name.

Luis Palacios Larrataga



# Addendums



**Town of Surfside**  
**Request for Proposals RFP No. 2019-02**  
**Public Relations Consultant for the Town of Surfside Tourist Bureau**

**Addendum No. 1**

Date Issued: October 17, 2019

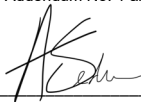
To All Proposers:

Proposers for the above-referenced RFP shall take note of the following changes, additions, deletions, clarifications or questions and answers to RFP No. 2019-02, which in accordance with the RFP Documents shall become a part of and have precedence over anything shown or described otherwise in the RFP.

1. Question: Has the City established an annual budget to be applied to the requested public relations services?  
Answer: **Yes**
2. Question: Has the City executed similar public relations campaigns in the past?  
Answer: **Yes**
3. Question: Has the City previously selected or worked with a public relations agency for similar projects?  
Answer: **Yes**  
Question: If so, who?  
Answer: **Pinzur Communications and Anything But Advertising.**

All other documents, requirements, terms and conditions of the RFP remain the same. All proposers must acknowledge receipt of this Addendum No. 1 and submit a signed copy of this form with their proposal.

Proposer: \_\_\_\_\_



Name: AMY SEDEÑO

Title: EXECUTIVE DIRECTOR AND PARTNER

Date: 11/25/2019

**Town of Surfside**  
**Request for Proposals RFP No. 2019-02**  
**Public Relations Consultant for the Town of Surfside Tourist Bureau**

**Addendum No. 2**

Date Issued: October 23, 2019

To All Proposers:

Proposers for the above-referenced RFP shall take note of the following changes, additions, deletions, clarifications or questions and answers to RFP No. 2019-02, which in accordance with the RFP Documents shall become a part of and have precedence over anything shown or described otherwise in the RFP.

1. *Question:* We understand that per item 2.1., the initial term for an agreement made pursuant to this RFP will be one (1) year; and that the agreement may be renewed thereafter at the Town's discretion for up to three (3) additional one (1) year periods. Can you please advise how many years the Town's incumbent PR agency, Pinzur Communications, held the contract? In addition, will the incumbent agency participate in this RFP and why is the Town of Surfside seeking new representation?

*Answer:* Anything But Advertising (ABA) is presently the Tourist Bureau's public relations firm. They have held a one-year contract for public relations services and are in an extension period through January 2020. The Town has no information on whether the existing firm will propose in response to this RFP. It is in the best interest of the Town to periodically solicit services through a competitive RFP process to evaluate firms, ideas and proposals.

2. *Question:* As it is required for the winning bidder to "work hand-in-hand" with the Town's advertising agency, per item 3.3.4 of this RFP, can you please provide details of your 2020 (and beyond) advertising campaign so that we may take this information into consideration when providing examples of how we propose to develop and align our PR strategies?

*Answer:* Information on the Tourist Bureau's advertising and marketing campaigns including the Marketing Plan can be found on the Tourism page of the Town's website at [www.townofsurfsidefl.gov/departments-services/tourism](http://www.townofsurfsidefl.gov/departments-services/tourism), and under the 'Surfside Strategic Plan' at <https://www.townofsurfsidefl.gov/departments-services/tourism/documents-and-forms>. Current examples of Visit Surfside campaigns are available at [www.visitsurfsidefl.com](http://www.visitsurfsidefl.com).

3. *Question:* What percentage of the Town's tourism revenue is generated by (1) Regional (2) National and (3) International visitors? Please provide as many details as possible.

*Answer:* The Tourist Bureau does not have a breakdown of the Town's tourism revenue by visitor market and demographic.

4. *Question:* Similarly, what percentage of the PR services contracted as a result of this RFP should be dedicated to (1) Regional (2) National and (3) International markets?

*Answer:* Contracted PR services will cover regional, domestic and international markets. Market focus will vary depending on the opportunity; there is no percentage breakdown.

5. *Question:* We understand that Pursuant to Section 70-122 of the Town's Code, a minimum of 34% of the Tourist Resort Tax Fund is used for the promotion of the tourist industry under the annual tourist bureau budget. What was the budget allotment in 2018 and 2019 for those PR services and related expenses outlined in this RFP? What do foresee as a feasible annual PR budget for 2020 through 2022?

*Answer:* In FY 2018/19, the budget allotment for PR retainer was \$36,000 annually, and \$22,000 for PR related expenses. The 2019/20 annual budget for PR retainer is \$42,000, and \$24,000 for PR related expenses.

6. *Question:* Should the proposed budget included in our RFP submittal include both fees and estimated program expenses?

*Answer:* Yes, the submittal should include fees and estimated program expenses.

7. *Question:* Is there a calendar of 2020 events/festivals taking place in or around Surfside that require PR support and should be included within our proposal?

*Answer:* Yes, information on Town events (subject to change) is available on the Tourism page of the Town's website at [www.townofsurfsidefl.gov/departments-services/tourism](http://www.townofsurfsidefl.gov/departments-services/tourism), and under the 'Surfside Strategic Plan' at <https://www.townofsurfsidefl.gov/departments-services/tourism/documents-and-forms>.

7. *Question:* Do you anticipate requiring oral presentations of proposal submissions prior to awarding the contract? If so, is there a date slated for this?

*Answer:* The Evaluation Committee may request oral presentations at its meeting currently scheduled for December 9, 2019 at 10:00 am, as well as the Tourist Bureau ay its selection meeting scheduled for January 6, 2020 at 5:30 pm. Scheduled meeting dates may be subject to change.

All other documents, requirements, terms and conditions of the RFP remain the same. All proposers must acknowledge receipt of this Addendum No. 2 and submit a signed copy of this form with their proposal.

Proposer:



Name:

AMY SEDEÑO

Title:

EXECUTIVE DIRECTOR AND PARTNER

Date:

11/25/2019

**Town of Surfside**  
**Request for Proposals RFP No. 2019-02**  
**Public Relations Consultant for the Town of Surfside Tourist Bureau**

**Addendum No. 3**

Date Issued: November 18, 2019

To All Proposers:

Proposers for the above-referenced RFP shall take note of the following changes, additions, deletions, clarifications or questions and answers to RFP No. 2019-02, which in accordance with the RFP Documents shall become a part of and have precedence over anything shown or described otherwise in the RFP.

*Question 1.* Is the business automobile liability insurance necessary if we do not use our car to conduct business or have a car under our business name? Will personal automobile insurance suffice?

*Answer:* Refer to Section 10. Insurance Requirements:

10.1.3. Business Automobile Liability with minimum limits of \$1,000,000 per occurrence, combined single limit for Bodily Injury and Property Damage. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, as filed by the Insurance Service Office, and must include Owned, Hired, and Non-Owned Vehicles.

All other documents, requirements, terms and conditions of the RFP remain the same. All proposers must acknowledge receipt of this Addendum No. 3 and submit a signed copy of this form with their proposal.

Proposer:

  
\_\_\_\_\_

Name: AMY SEDEÑO

Title: EXECUTIVE DIRECTOR AND PARTNER

Date: 11/25/2019

## Thank You

On behalf of the entire team, we are honored to have the opportunity to participate in the RFP for Surfside.

Thank you for the opportunity to share a snapshot of who we are – and our creative thinking – with you.



CAROLYN IZZO INTEGRATED COMMUNICATIONS (CIIC)  
MIAMI | NEW YORK



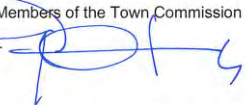
<http://www.cicnews.com> | @ciicpr



## MEMORANDUM

ITEM NO. 4A1

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

**From:** Guillermo Olmedillo, Town Manager 

**Date:** January 14, 2020

**Subject:** Ordinance that Amends Chapter 2, Article V, Division 2 of the Code of the Town of Surfside Regarding the Retirement Plan for Employees of the Town of Surfside to be Consistent with the Collective Bargaining Agreement between the Town and Florida State Lodge Fraternal Order of Police for the Period October 1, 2019 through September 30, 2022

The Town and the Florida State Lodge Fraternal Order of Police ("FOP") entered into negotiations on June 5, 2019. Among other items, the parties collectively bargained changes to the "Retirement Plan for Employees of the Town of Surfside" (the "Plan"). The parties tentatively agreed to a three (3) year Collective Bargaining Agreement ("Agreement") wherein they adopted proposed pension changes, which addresses normal retirement eligibility, cost of living adjustment ("COLA") increases and the use of premium tax revenues received in accordance with Chapter 185, Florida Statutes. The FOP ratified the Agreement on December 5, 2019. The Ordinance, which is a codification of the proposed pension changes in the Agreement, was drafted by the Town Attorney's Office to confirm legal sufficiency.

The main revisions of the Ordinance are as follows:

- **Retirement Date.** Effective February 1, 2020, a police officer member may retire following the earlier of: reaching age 50 with at least twenty years of credited service; or upon reaching age 59 with at least 5 years of credited service; or the completion of 25 years of credited service, regardless of age; or upon the completion of 15 years and four months of service if hired on a full-time basis in March 2003. Currently, the pension ordinance sets the retirement date as the earlier of: reaching age 52 with at least twenty years of credited service; upon reaching age 62 with at least 5 years of credited service; or the completion of 25 years of credited service, regardless of age; or upon the completion of 15 years and four months of service if hired on a full-time basis in March 2003.



- **COLA.** For bargaining unit members who retire or enter DROP after January 14, 2020, their annual COLA benefit will increase from 1.5% to 2%.
- **Use of Premium Tax Revenues.** All accumulated excess premium tax revenues already received as of December 31, 2018 will be allocated to the special police retirement trust fund. Beginning January 1, 2019, all insurance premium tax revenues received annually by the Town will be used as follows:
  - \$18,309 shall be allocated and credited to the members' Share Plan accounts.
  - 50% of the difference between \$18,309 and the total received each year from the state shall be used by the Town to offset its pension contribution; and
  - 50% of the difference between \$18,309 and the total received each year from the state shall be allocated and credited to the members' Share Plan accounts.

It is recommended that the Town Commission approve the attached Ordinance, which amends the Plan in a manner consistent with the Agreement between the Town and the FOP.

Reviewed by YSM

Prepared by BS

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING CHAPTER 2, ARTICLE V, DIVISION 2 OF THE CODE OF THE TOWN OF SURFSIDE REGARDING THE RETIREMENT PLAN FOR EMPLOYEES OF THE TOWN OF SURFSIDE; AMENDING SECTION 2-176 OF THE TOWN CODE TO MODIFY THE NORMAL RETIREMENT DATE FOR POLICE MEMBERS; AMENDING SECTION 2-192 OF THE TOWN CODE TO MODIFY THE COST OF LIVING ADJUSTMENT MULTIPLIER FOR POLICE MEMBERS; CREATING A NEW SECTION 2-194 “USE OF PREMIUM TAX REVENUES” TO ADDRESS MUTUAL CONSENT AS TO HOW PREMIUM TAX REVENUES ARE USED; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Surfside sponsors a defined benefit retirement plan for employees of the Town of Surfside (“Retirement Plan”); and

**WHEREAS**, the Retirement Plan was authorized under Chapter 185, Florida Statutes, to provide benefits for the Town’s police officers; and

**WHEREAS**, the Town and the authorized bargaining agent for the Town’s police officers and certain civilian employees, the Florida State Lodge Fraternal Order of Police (“Union”), negotiated a collective bargaining agreement (“CBA”) which is effective October 1, 2019 through September 30, 2020, addressing changes to the Retirement Plan relative to bargaining unit employees; and

**WHEREAS**, the Commission of the Town of Surfside believes that the adoption of this amendment is in the best interests of the Town and its employees to amend the Retirement Plan to comply with the terms agreed to by the parties in the CBA.

**NOW, THEREFORE, BE IT ORDAINED** by the Town Commission of the Town of Surfside:

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

reference:

**Section 2.** Section 2-176, Service retirement allowance, is hereby amended and to be read as follows:

- (a) *Normal retirement date.* Each member who retires or otherwise terminates employment with the town on or after his normal retirement date, as determined below, shall be entitled to receive a service retirement annuity in the amount provided in subsection (c) of this section. Effective October 1, 1984, the normal retirement date for each member shall be the first day of the month coincident with or next following the earlier of:
- (1) For members who are police officers and retired on or before February 1, 2020:
    - a. The attainment of age 52 and the completion of 20 years of creditable service; or
    - b. The attainment of age 62 and the completion of five years of creditable service; or
    - c. The completion of 25 years of creditable service.
    - d. The completion of 15 years and four months of service if hired on a full-time basis in March, 2003.
  - (2) For members who are police officers and retire on or after February 1, 2020:
    - a. The attainment of age 50 and the completion of 20 years of creditable service; or
    - b. The attainment of age 59 and the completion of five years of creditable service; or
    - c. The completion of 25 years of creditable service.
    - d. The completion of 15 years and four months of service if hired on a full-time basis in March, 2003.
- ~~(2)~~ (3) For members who are not sworn law enforcement officers:
- a. The attainment of age 62 and the completion of 15 years of creditable service; or
  - b. The attainment of age 65 and the completion of ten years of creditable service.
- ~~(3)~~ ~~(4)~~ For the town manager: The attainment of age 64 and the completion of 7 years of creditable service, who shall be deemed fully vested upon the completion of seven years of creditable service, notwithstanding any provision of this Code to the contrary.
- ~~(4)~~ (5) For the town attorney:
- a. The attainment of age 62 and the completion of 15 years of creditable service; or
  - b. The attainment of age 64 and the completion of seven years of creditable service who shall be deemed fully vested upon the completion of seven years of creditable service.

\*\*\*

**Section 3.** Section 2-192, Cost-of-living adjustment for retired members and their beneficiaries, is hereby amended and to be read as follows:

(a) The purpose of this subsection (a) is to provide a cost-of-living adjustment to the benefits payable to ~~retired members~~ who retired on or after January 1, 2004 through January 14, 2020 and their beneficiaries. ~~(b)~~ Commencing on the first day of January, 2004 and on the first day of each January thereafter, the benefit of each retired member or beneficiary shall be adjusted as follows:

- (1) The amount of the monthly benefit payable for the 12-month period commencing on the first adjustment date shall be the amount of the monthly benefit plus one and one-half percent. The amount of the monthly benefit payable for subsequent twelve-month periods shall be the amount of the monthly benefit being received on January 1 immediately preceding the adjustment date plus an amount equal to one and one-half percent of said benefit.
- (2) To receive a cost-of-living adjustment hereunder, a retired member must have been retired for at least one year prior to the effective date of this section or at least one year as of an adjustment date. However, a cost-of-living adjustment shall be paid on a pro rata basis for any fractional year in excess of one year as of an adjustment date.
- (3) For purposes of determining eligibility of a beneficiary for a cost-of-living adjustment hereunder, the retired member's date of retirement shall govern.

(b) The purpose of this subsection (b) is to provide a cost-of-living adjustment to the benefits payable to bargaining unit members who retired or entered DROP after January 14, 2020 and their beneficiaries. On the first day of each January each year thereafter, the benefit of each retired member or beneficiary shall be adjusted as follows:

- (1) The amount of the monthly benefit payable for the 12-month period commencing on the first adjustment date shall be the amount of the monthly benefit plus two percent. The amount of the monthly benefit payable for subsequent twelve-month periods shall be the amount of the monthly benefit being received on January 1 immediately preceding the adjustment date plus an amount equal to two percent of said benefit.
- (2) To receive a cost-of-living adjustment hereunder, a retired member must have been retired for at least one year prior to the effective date of this section or at least one year as of an adjustment date. However, a cost-of-living adjustment shall be paid on a pro rata basis for any fractional year in excess of one year as of an adjustment date.
- (3) For purposes of determining eligibility of a beneficiary for a cost-of-living adjustment hereunder, the retired member's date of retirement shall govern.

(c) The purpose of this subsection (c) is to provide a cost-of-living adjustment to the benefits payable to non-bargaining unit members who retired or entered DROP after January 14, 2020 and their beneficiaries. On the first day of each January each year thereafter, the benefit of each retired member or beneficiary shall be adjusted as follows:

- (1) The amount of the monthly benefit payable for the 12-month period commencing on the first adjustment date shall be the amount of the monthly benefit plus one and one-half percent. The amount of the monthly benefit payable for subsequent twelve-month periods shall be the amount of the monthly benefit being received on January 1

immediately preceding the adjustment date plus an amount equal to one and one-half percent of said benefit.

(2) To receive a cost-of-living adjustment hereunder, a retired member must have been retired for at least one year prior to the effective date of this section or at least one year as of an adjustment date. However, a cost-of-living adjustment shall be paid on a pro rata basis for any fractional year in excess of one year as of an adjustment date.

(3) For purposes of determining eligibility of a beneficiary for a cost-of-living adjustment hereunder, the retired member's date of retirement shall govern.

**Section 4.** Section 2-194, Use of premium tax revenues, is hereby created to read as follows:

(a) Commencing October 1, 2019, all insurance premium tax revenues received annually by the Town in accordance with Chapter 185, Florida Statutes, shall be utilized as follows:

(1) \$18,309 shall be allocated and credited to the members' Share Plan accounts, in a manner provided for under section 2-187;

(2) 50% of the difference between \$18,309 and the total received each year from the state shall be used by the Town to offset its pension contribution; and

(3) 50% of the difference between \$18,309 and the total received each year from the state shall be allocated and credited to the members' Share Plan accounts.

(b) All accumulated insurance premium tax revenues that have not been allocated as of December 31, 2018 shall be allocated to special police retirement trust fund, in the manner provided for under section 2-187.

**Section 5.** All sections or parts of sections of the Town Code, all ordinances or parts of ordinances, and all resolutions or parts of resolutions in conflict herewith, be and the same, are hereby repealed to the extent of such conflict.

**Section 6.** Should this ordinance or any part thereof be declared invalid by a Court of competent jurisdiction, the invalidity of any part of this ordinance shall not otherwise affect the validity of the remaining provisions of this ordinance, which shall be deemed to have been enacted without the invalid provision.

**Section 7.** It is the intention of the Commission of the Town of Surfside that the provisions of this ordinance shall become and be made a part of the Code of the Town of Surfside, and that the word “ordinance” may be changed to “section,” “article,” or such other appropriate word or phrase in order to accomplish such intentions.

**Section 8.** This ordinance shall become effective upon final passage.

**PASSED** on first reading on the \_\_\_\_ day of \_\_\_\_\_, 2020.

**PASSED AND ADOPTED** on second reading on the \_\_\_\_ day of \_\_\_\_\_, 2020.

**First Reading:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

**Second Reading:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

**FINAL VOTE ON ADOPTION**

Vice Mayor Daniel Gielchinsky \_\_\_\_\_

Commissioner Michael Karukin \_\_\_\_\_

Commissioner Tina Paul \_\_\_\_\_

Commissioner Barry Cohen \_\_\_\_\_

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

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

Attest:

\_\_\_\_\_  
Sandra Novoa, MMC

Town Clerk

Approved as to Form and Legal Sufficiency:

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

Town Attorney



## MEMORANDUM

ITEM NO. 5A

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

**From:** Guillermo Olmedillo, Town Manager

**Date:** February 11, 2020

**Subject:** New Subaqueous Water Main Under Point Lake Canal to Biscaya Island

Approval is needed to begin the project and access state funding.

The new subaqueous water main shall replace the existing one due to concerns with its current shallow depth and vessels' ability to navigate across during low tide without accidentally damaging the pipe.

The project is estimated to cost \$150,000, of which \$124,000 is funded through a Florida Water Restoration Assistance Grant and \$26,000 from the Town's Water and Sewer Fund.

Design, Permitting, and Construction are estimated to be completed within a year of the notice-to-proceed. Calvin, Giordano & Associates, Inc. (CGA) is proposing a total cost of \$42,043.46 for Survey, Design, Permitting, Bidding Assistance, and Engineering During Construction. The \$42,043.46 is included in the total estimated project cost of \$150,000.

The Administration recommends approval by the Commission to execute a work authorization with CGA to proceed with their proposed services for this project.

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

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING WORK AUTHORIZATION NO. 130 WITH CALVIN GIORDANO & ASSOCIATES, INC. FOR PROFESSIONAL ENGINEERING SERVICES FOR THE POINT LAKE SUBAQUEOUS WATER MAIN CROSSING TO BISCAYA ISLAND; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE WORK AUTHORIZATION; AUTHORIZING THE TOWN MANAGER AND TOWN OFFICIALS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE WORK AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, pursuant to Section 287.055, Florida Statutes (“Consultants’ Competitive Negotiation Act), the Town of Surfside (“Town”) entered into a Continuing Professional Services Agreement (the “Agreement”) with Calvin Giordano & Associates, Inc. (“Consultant”) for professional general architectural, engineering, and surveying and mapping services on October 6, 2014; and

**WHEREAS**, in accordance with the provisions of the Agreement, Consultant and the Town have agreed to enter into Work Authorization No. 130 (“Work Authorization”) attached hereto as Exhibit “A”, authorizing the Consultant to provide professional engineering services in connection with the Point Lake Canal Subaqueous Water Main Crossing to Biscaya Island (“Services”); and

**WHEREAS**, the Work Authorization attached as Exhibit “A” provides for a scope of services detailing the Services to be provided by Consultant, as well as compensation for the Services and reimbursables in an amount not to exceed \$42,043.46; and

**WHEREAS**, Consultant has agreed to provide the Services described in the Work Authorization to be entered into with the Town; and

**WHEREAS**, the Town Commission finds that approval of the Work Authorization



between Consultant and the Town is in the best interest of the Town.

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

**Section 1. Recitals.** The above recitals are true and correct and incorporated into this Resolution by this reference.

**Section 2. Approval of Work Authorization.** The Work Authorization of the Consultant to provide the Services attached hereto as Exhibit "A," as acceptable to the Town Manager and approved as to form and legality by the Town Attorney, is approved. The Town Manager is authorized to execute the Work Authorization attached hereto as Exhibit "A" on behalf of the Town.

**Section 3. Authorization of Town Officials.** The Town Manager and/or his designee are authorized to take all actions necessary to implement the terms and conditions of the Work Authorization.

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

PASSED AND ADOPTED this 11th day of February, 2020.

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

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

**FINAL VOTE ON ADOPTION**

Commissioner Barry Cohen \_\_\_\_\_  
Commissioner Michael Karukin \_\_\_\_\_  
Commissioner Tina Paul \_\_\_\_\_  
Vice Mayor Daniel Gielchinsky \_\_\_\_\_  
Mayor Daniel Dietch \_\_\_\_\_

Attest:

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

---

Sandra Novoa, MMC  
Town Clerk

Approved as to Form and Legal Sufficiency:

---

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



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS™

Building Code Services  
Civil Engineering / Roadway  
& Highway Design  
Coastal Engineering  
Code Compliance  
Construction Engineering &  
Inspection (CEI)  
Construction Services  
Data Technologies &  
Development  
Electrical Engineering  
Engineering  
Environmental Services  
Facilities Management  
Geographic Information  
Systems (GIS)  
Governmental Services  
Landscape Architecture  
Planning  
Project Management  
Redevelopment  
& Urban Design  
Surveying & Mapping  
Traffic Engineering  
Transportation Planning  
Water / Utilities Engineering  
Website Development

February 4, 2020

Mr. Guillermo Olmedillo  
Town Manager  
**TOWN OF SURFSIDE**  
9293 Harding Avenue  
Surfside, FL 33154

**RE: Work Authorization No. 130**  
**Point Lake Canal Subaqueous Water Main Crossing to Biscaya Island**  
**CGA Proposal No. 19-3372**

Dear Mr. Olmedillo,

Enclosed for your review and approval is Work Authorization No. 130 for Point Lake Canal Subaqueous Water Main Crossing to Biscaya Island. The scope of the project includes Design, Permit, and prepare construction documents, and provide Construction Services.

The Scope of Services to be furnished under this Work Authorization includes Civil Engineering and Surveying as shown on the attached Work Authorization.

The Basis of Compensation is hourly based upon the established rates pursuant to the Professional Services Agreement between the Town and CGA, plus reimbursables, for a total not to exceed \$42,043.46.

Sincerely,

**CALVIN, GIORDANO & ASSOCIATES, INC.**

Chris Giordano  
Vice President

1800 Eller Drive  
Suite 600  
Fort Lauderdale, FL  
33316  
954.921.7781 phone  
954.921.8807 fax

[www.cgasolutions.com](http://www.cgasolutions.com)

## **TOWN OF SURFSIDE**

### **Point Lake Canal Subaqueous Water Main Crossing to Biscaya Island**

#### **PROJECT DESCRIPTION**

#### **1. SCOPE OF SERVICES**

##### **I. Professional Engineering Services**

###### **A. Civil Engineering**

###### **1. Pre-Design and Data Collection**

- Compile all previous surveys into a base map of the work area and determine if we have sufficient information to complete the design
- Coordinate with Surveying Department to obtain any missing information as needed.
- Receive additional survey information and incorporate into base map file
- Utilities coordination and location of underground improvements

###### **2. Preliminary Engineering**

- Prepare preliminary Water Main Plan

- Prepare preliminary water main profile to show proposed depth of new pipe below channel floor and clearance from obstacles such as existing utilities and the bottom of existing seawall.

### 3. Final Engineering

- Prepare final engineering plans, details, and specifications for water main improvements, directional drilling, and subaqueous crossing.

### 4. Permitting

- Prepare and process permit applications through each of the following governmental agencies:
  - Town of Surfside Engineering Department
  - Miami-Dade County Water and Sewer Department (WASD)
  - Florida Department of Environmental Protection (FDEP)
  - Florida Department of Health/Miami-Dade County
- Attend the following meetings only:
  - One (1) pre-application meeting with each permitting agency
  - One (1) meeting with each agency, as required, to review and discuss plans review comments

- One (1) meeting with the client after receipt of all agency comments to review the comments and discuss any implications to the plans
  - Revise the permit documents as necessary to address permit review comments.
  - Resubmit documents to their respective permitting agency.
5. Engineering During Construction
- Review shop drawing submittals from the contractor
  - Assist Construction Services Department in issuing interpretations and clarifications of the Contract Documents and evaluating any requested deviations from the approved design or specifications
  - Perform periodic inspections at construction milestones to facilitate EOR's final certifications of the Work
  - Review as-built drawings submitted by the contractor
  - At the sole discretion of the Engineer of Record, issue final EOR certifications of the project when, and only when, the following conditions are satisfied:
    - The Work is deemed by the EOR to be in substantial conformance with the approved drawings and specifications, and

- The project is deemed by the EOR to be substantially complete, and
- All as-built drawings have been received, approved, and accepted by the EOR

6. Bidding Assistance

- Coordinate with the Town of Surfside (TOWN) to prepare and finalize the bid package in electronic format. The TOWN shall be responsible for advertising the bid package.
- Attend one pre-bid meeting scheduled by the TOWN.
- Respond to technical questions from prospective bidders. Any supporting documentation necessary to facilitate answering technical questions during bidding shall be provided.
- Prepare a bid tabulation and an overall evaluation of the opened bids.

7. Other Services

- CGA shall reach out to the State to determine the process for obtaining funds for this project. Any additional coordination and effort, such as preparing grant applications, is not included.
- The only Civil Engineering services included in this proposal/contract are those identified above. No other Civil Engineering services are included in this contract.

- Any meetings other than those specifically identified in sections 1 through 5 above are specifically excluded from this proposal/contract. If additional meetings are required or requested, they can be added on an hourly basis.

## **II. Professional Surveying Services**

- A. Right-of-Way route survey of Biscaya Drive and Bay Drive within the project limits with the Map of Survey identifying platted subdivisions with lot, block and right-of-way lines and location of above-ground improvements within the right-of-way.
- B. Horizontal locations and vertical elevations will be obtained for such items as edge of pavement, fences, driveways, curb-cuts and visible above-ground utilities. Visible above ground utilities refer to the visible structures (e.g., manholes, valve boxes, inlets, etc.) typically associated with storm drainage, sanitary sewer, potable water, electric, gas, telephone and cable television.
- C. Cross sections elevations at 50 ft. intervals and at high and low points along street profile grade line. Cross sections will include elevations at the centerline, edge of pavement and drainage swales whenever applicable within each cross section.
- D. Recover and locate right-of-way and property corner monuments within project limits to spatially combine subdivision base map with topographic survey data.
- E. Locate any trees with 3-inch diameter trunk (measured @ breast height) or larger located within or adjacent to the street right-of-way.
- F. Obtain rim, bottom of structure and invert elevations with pipe sizes, pipe material and direction of flow of existing sanitary sewers manholes, drainage manholes and/or catch basins.
- G. Locate utility paint markings upon completion of underground utility paint marking task.



- H. Obtain canal cross section measurements of canal depth of the Point Lake canal between Biscaya Drive and Bay Drive.
- I. Topographic survey data will be referenced vertically to National Geodetic Vertical Datum of 1929 (NGVD29) and horizontally to Florida State Plane Coordinates, North American Datum 83/90 (NAD 83/90).
- J. Survey work will comply with the Standards of Practice requirements for Surveying and Mapping in the State of Florida per Rule 51-17 of the Florida Administrative Code, pursuant to Florida Statutes Chapter 472, Florida Statutes.

**2. BASIS OF COMPENSATION:**

Hourly rates with an estimated fee of \$40,041.39 plus reimbursables at \$2,002.07 with a total not to exceed amount of \$42,043.46. Payments to be made monthly.

**3. SUBMITTED**

Submitted by:

  
Chris Giordano

Date:



**TOWN OF SURFSIDE**  
**WORK AUTHORIZATION ESTIMATE DATE**

**WORK AUTHORIZATION NO.** 130  
**PROJECT NAME** Point Lake Canal Subaqueous Water Main  
Crossing to Biscaya Island  
CGA Proposal No. 19-3372  
**DESCRIPTION** Design, Permit, and prepare construction  
documents, and provide Construction Services

TITLE	RATE	HOURS/UNITS	COST
Associate Construction	\$159.14	9	\$1,432.26
Associate Engineering VI	\$185.66	1.5	\$278.49
Clerical	\$74.26	14	\$1,039.64
Construction Management Director	\$127.31	43	\$5,474.33
Director Engineering V	\$159.14	8	\$1,273.12
Inspector	\$83.00	4	\$332.00
Permit Administrator	\$79.57	4	\$318.28
Project Engineer III	\$127.31	93	\$11,839.83
Project Manager IV	\$137.92	55	\$7,585.60
Sr Inspector	\$95.48	46	\$4,392.08
Sr. Registered Surveyor	\$159.89	5	\$799.45
Survey CADD Technician	\$98.39	13	\$1,279.07
Survey Crew	\$153.74	26	\$3,997.24

**\$40,041.39**

SUB-CONSULTANTS	COST
-----------------	------

**LABOR SUBTOTAL** **\$40,041.39**  
**REIMBURSABLE SUBTOTAL** **\$2,002.07**  
**TOTAL** **\$42,043.46**



## MEMORANDUM

ITEM NO. 5B

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

**From:** Guillermo Olmedillo, Town Manager

**Date:** February 11, 2020

**Subject:** Approval for Authorization of Funds Expenditures for Purchase of Town Fuel Through Town Approved Vendors

The Town of Surfside has a complete vehicle fleet that requires fuel for operation. Additionally, various facilities have back up generators that require a constant fuel supply. All purchased fuel is stored in 3 (three) fuel containment tanks located at Town Hall address 9293 Harding Ave. Daily fuel measurements are taken and recorded. When fuel levels are determined to be low, additional fuel is ordered to be delivered within a 24-hour period. Purchases for fuel are procured on a per order basis, with the Public Works Department calling a total of 3 (three) local companies on purchase date to determine which is the lowest price.

The annual expenditures for fuel are an average of \$120,000 per year. This is for both diesel and gasoline. Currently, the Public Works Department spending limit is \$25,000 for infrastructure and maintenance purchases. The purchase of fuel products is exempt from competitive procurement pursuant to section 3-13(7) of the Town code of ordinances. Due to the volatile nature of the fuel market, limited contractual options exist that guarantees a fixed contractual pricing. The practice used by the Town administration allows for the shopping of a competitive rate in a market with daily fluctuations.

The Town administration recommends that the Town Commission approve the expenditures exceeding \$25,000 for the current and future fiscal years and authorize the purchase of fuel products from the Town administration list of approved vendors which are Lank Oil, Flamingo Oil and Urbieto Oil. Additionally, Town Manager and Town Officials will make reasonable efforts to secure the most competitive pricing. Funding for fuel is allocated in various accounts within the Police, Public Works, Parks & Recreation and Building Department. Account numbers with allocated fuel budget are 107-8500-549-52-16, 001-2000-524-52-16, 001-3000-521-52-16, 402-9500-545-52-16, 001-6000-572-52-16, 150-2500-524-52-16, 001-5000-539-52-16, 401-9900-536-52-16 and 403-4000-534-52-16.

Reviewed by RS

Prepared by HG

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

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING AND AUTHORIZING THE EXPENDITURE OF FUNDS FOR THE PURCHASE OF FUEL PRODUCTS REQUIRED FOR TOWN OPERATIONS AND RELATED TO TOWN FACILITIES, PROPERTIES, FLEET AND INFRASTRUCTURE; FINDING THAT THE PURCHASE OF FUEL PRODUCTS IS EXEMPT FROM COMPETITIVE PROCUREMENT PURSUANT TO SECTION 3-13(7) OF THE TOWN CODE OF ORDINANCES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Surfside (the “Town”) regularly is in need of purchasing fuel products required for proper and efficient Town operations and related to Town facilities, fleet and infrastructure: and

**WHEREAS**, the Town’s Public Work Department regularly solicits competitive pricing on fuel purchases from three local vendors, Lank Oil, Flamingo Oil and Urbietta Oil (hereinafter “Vendors”), which fuel purchases exceed the Town Manager’s expenditure authority for the fiscal year; and

**WHEREAS**, Section 3-13(7) of the Town Code of Ordinances (the “Code”) exempts from competitive procurement or bidding the purchase of fuel products necessary for Town operations, and related to operation and maintenance of Town facilities, properties, fleet and infrastructure; and

**WHEREAS**, pursuant to Section 3-6(c) of the Town Code, the Town Commission wishes to approve the purchase of fuel products and authorize the expenditure of funds exceeding \$25,000 for the current and future fiscal years, and authorize the purchase of fuel products from the Vendors after reasonable efforts to secure the most competitive pricing; and

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

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

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

**Section 2. Approval and Authorization for Expenditure of Funds.** That the Town Commission approves the purchase of fuel products and authorizes the expenditure of funds exceeding \$25,000 for the current and future fiscal years, and authorizes the purchase of fuel products from the Vendors after reasonable efforts to secure the most competitive pricing.

**Section 3. Exemption from Competitive Bidding.** That the Town Commission finds that the purchase of fuel products is exempt from competitive bidding pursuant to Section 3-13(7) of the Town Code.

**Section 4. Implementation.** That the Town Commission hereby authorizes the Town Manager and Town Officials to take any and all necessary action which is necessary to purchase the fuel products and implement the purposes of this Resolution.

**Section 5. Effective Date.** That this Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** on this 11<sup>th</sup> day of February, 2020.

**Moved By:** \_\_\_\_\_

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

**FINAL VOTE ON ADOPTION**

Commissioner Barry Cohen	_____
Commissioner Michael Karukin	_____
Commissioner Tina Paul	_____
Vice Mayor Daniel Gielchinsky	_____
Mayor Daniel Dietch	_____

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

**ATTEST:**

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

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

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



## MEMORANDUM

ITEM NO. 5C

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission  
**From:** Guillermo Olmedillo, Town Manager  
**Date:** February 11, 2020  
**Subject:** Ruth K. Broad K-8 Student Address Verification

At the September 10, 2019 Town Commission meeting a Memorandum of Understanding (MOU) between the Town, Bal Harbour (BH) and Bay Harbor Islands (BHI) was authorized to provide resources for student address verification. The authorization was dependent upon all three municipalities contributing to assist in this endeavor.

Since then BH has decided not to participate. Therefore, the contribution from Surfside and BHI would increase from \$3333.33 to \$5,000.00 each for the remaining two municipalities. BHI recently approved the increase in funding.

Should the Town Commission approve this change in funding as outlined in the accompanying Resolution, the Town Manager, as authorized, will enter into an amendment to the MOU for this initiative. Surfside's contribution would coincide with the next school year enrollment.

This item is not budgeted. The funds would be allocated from contingency.

Staff time would only be required to process the required documents and issue the payment.

Seeking Town Commission direction.

Reviewed by

Prepared by

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

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING THE EXPENDITURE OF ADDITIONAL FUNDS PURSUANT TO A MEMORANDUM OF UNDERSTANDING (MOU) AMONG THE TOWN OF SURFSIDE, THE VILLAGE OF BAL HARBOUR, AND THE TOWN OF BAY HARBOR ISLANDS RELATING TO A SCHOOL ADDRESS VERIFICATION PLAN CONTRIBUTION, AND APPROVING AN AMENDMENT TO THE MOU FOR SUCH PURPOSES; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Surfside (“Town”), the Village of Bal Harbour, and the Town of Bay Harbor Islands (collectively, the “Tri-Cities”) are municipalities located within Miami-Dade County, Florida that border each other; and

**WHEREAS**, many children who are residents of the Tri-Cities attend Ruth K. Broad K-8 Center School (the “School”), which is located in the Town of Bay Harbor Islands; and

**WHEREAS**, the Town of Bay Harbor Islands executed a Program Grant Agreement with the Miami-Dade County School Board (the “School Board”) for an Address Verification Plan (the “Verification Plan”) in order to allow the School Board to take certain efforts to ensure that only children who have a primary residence within the School’s attendance boundaries attend the School; and

**WHEREAS**, the School Board requires an extra part-time employee to administer the Verification Plan and a \$10,000 contribution in order to fund the employee (the “Employee Contribution”); and

**WHEREAS**, on September 10, 2019, the Town Commission in Resolution No. 2019-2615 approved a Memorandum of Understanding (MOU) with the Tri-Cities providing for equal sharing of the cost of the Employee Contribution towards the Verification Plan to benefit the children who reside in the Tri-Cities; and

**WHEREAS**, the Village of Bal Harbour has elected to not contribute to the cost of the Employee Contribution for the Verification Plan, thereby requiring the Town to increase its contribution to \$5,000 instead of the amount approved in the MOU and in Resolution No. 2019-2615; and



**WHEREAS**, the Town Commission finds that increasing its contribution to \$5,000 for the Employee Contribution for the Verification Plan is in the best interests of the Town and its residents and wishes to authorize the additional expenditure up to the amount of \$5,000, as well as authorize the Town Manager to enter into an Amendment to the MOU among the Tri-Parties evidencing such revised expenditure and obligations for the purposes of sharing in the cost of the Verification Plan.

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

**Section 1. Recitals.** That the above-stated recitals are true and correct and are incorporated herein by this reference.

**Section 2. Approval; Authorizing Expenditure of Additional Funds.** That the Town Commission hereby approves and authorizes an additional expenditure and increase to its contribution up to the amount of \$5,000 for the Employee Contribution to the Verification Plan, and authorizes the Town Manager to enter into an Amendment to the MOU among the Tri-Parties evidencing such revised expenditure and obligations for the purposes of sharing in the cost of the Verification Plan.

**Section 3. Authorization.** That the Town Manager is hereby authorized to execute an Amendment to the MOU, subject to approval by the Town Attorney as to form, content, and legal sufficiency.

**Section 4. Implementation.** That the Town Manager and/or designee are authorized to expend budgeted funds and take any and all action necessary to implement the purposes of this Resolution and the MOU.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** on this 11<sup>th</sup> day of February, 2020.

**Moved 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 LEGALITY FOR THE USE  
AND BENEFIT OF THE TOWN OF SURFSIDE ONLY:**

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



**Town of Surfside  
Town Commission Meeting  
February 11, 2020**

**7:00 pm**

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

**Date:** February 11, 2020  
**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 14, 2020 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.

**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	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Dietch	3.8	3.8	3.6	4.0	2.8	2.8	4.4	4.0	4.4	3.4	3.7
Glechinsky	4.8	4.6	4.8	4.8	4.4	4.8	5.0	5.0	5.0	4.4	4.8
Karukin	5.0	5.0	5.0	4.8	4.2	5.0	5.0	5.0	5.0	5.0	4.9
Paul	3.0	2.8	2.0	2.2	2.8	2.2	4.2	3.6	3.4	2.8	2.9
<b>Average Rating</b>	<b>4.3</b>	<b>4.2</b>	<b>4.1</b>	<b>4.2</b>	<b>3.8</b>	<b>4.0</b>	<b>4.7</b>	<b>4.5</b>	<b>4.6</b>	<b>4.1</b>	<b>4.3</b>

**NOTE:**

1. Ratings are defined as follows:

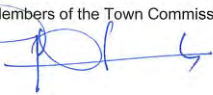
- 5 = **Excellent** (almost always exceeds the performance standard)
- 4 = **Above Average** (generally exceeds the performance standard)
- 3 = **Average** (generally meets the performance standard)
- 2 = **Below Average** (usually does not meet the performance standard)
- 1 = **Poor** (rarely meets the performance standard)



## MEMORANDUM

ITEM NO. 9B

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

**From:** Guillermo Olmedillo, Town Manager 

**Date:** February 11, 2020

**Subject:** Resiliency Reserve Policy

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At the January 14, 2020 Commission Meeting, Town Administration presented recommendations on possible uses for the new Resiliency Reserve and to receive guidance for the establishment of a Resiliency Reserve Policy. Based on that discussion, the Town Administration is recommending the following use of funds in the Resiliency Reserve:

- Costs to strengthen the Town's electrical grid
- Costs to raise and/or strengthen public infrastructure via resiliency-type improvements
- Implement resiliency-type improvements that strengthen the Town's water management and storm protection systems, including, but not limited to:
  - Submerged lands such as wetlands and living shorelines
  - Coastal uplands such open space parks
- Costs to mitigate the Town's greenhouse gas emissions

The above expenses would be only be used to supplement, not replace, any other eligible funds such as the Stormwater Fund, for any resiliency-type improvements above and beyond those required.

All expenditures from the Resiliency Reserve would require Town Commission approval.

To date, the Town has matched third-party contributions to the Resiliency Reserve. The Town will also work towards obtaining grants for specific projects to leverage these funds to produce greater impact.

The Town Administration is not recommending the use of the Resiliency Reserve on:

- Recurring costs which should be borne by the relevant Fund
- Small scale or iterative improvements/repairs
- Plans or studies for climate and disaster risk scenarios

- Education of residents and visitors on climate change, environmental challenges, and measures taken in response
- Staff salary, taxes, benefits, or any related costs

The Town Administration requests that the Commission provide direction on the recommended Resiliency Reserve Policy. The Town Administration will return next month with a related resolution and policy.

Reviewed by: DT/KS

Prepared by: JDG



# MEMORANDUM

**ITEM NO.** 9C

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

**From:** Guillermo Olmedillo, Town Manager

**Date:** February 11, 2020

**Subject:** Hawthorne Tot Lot Restroom

During the January 14<sup>th</sup>, 2020 Commission Meeting, the Town Commission requested for the Parks and Recreation Department along with input from the Parks and Recreation Committee to assess the feasibility of implementing a restroom at the Hawthorne Tot Lot. The Parks and Recreation Department did a review of comparable parks in neighboring municipalities. The municipalities that were included in this search are the following: City of Aventura, City of Sunny Isles, City of Miami Beach, City of North Miami, Miami-Dade County and Town of Bay Harbor Islands. In each of these municipalities, parks of the same size and function as the Hawthorne Tot Lot do not have restrooms. The recommendations provided indicated that it was not ideal to add a restroom to the parks due to the location, size and type of park. The parks reviewed were all considered to be pocket parks or passive parks as was the original design of the Hawthorne Tot Lot.

The possibility of adding a restroom to the tot lot has been reviewed by the Parks and Recreation Committee several times during the past 15 years. This possibility was once again brought to the Committee for review during the January 27<sup>th</sup>, 2020 meeting. Also, the results of the research conducted by the Parks and Recreation Department were presented to the Committee at this time. The main concern of Parks and Recreation Committee was that the size of the park, the lack of staff at the park and its location in the middle of residential homes. After reviewing the past and current research, the Parks and Recreation Committee passed a motion to not recommend building a restroom at the Hawthorne Tot Lot.

Reviewed by: GO

Prepared by: AH/TM



## MEMORANDUM

ITEM NO. 9D

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

**From:** Guillermo Olmedillo, Town Manager

**Date:** February 11, 2020

**Subject:** Inflatable Sand-less Bags for Temporary Flood Mitigation

In response to past flood events and in anticipation of greater flood risk to come, the Town Commission has asked the Town Administration to research next steps for purchase and distribution of inflatable sand-less "sandbags" for flood mitigation.

Because the finished floor elevations of garages are typically lower than the elevations of the homes themselves, garages are particularly prone to flooding during sunny day flood events and heavy rainfall. Some residents recently experienced flooding during a 30-year storm event that took place Dec. 23-24, 2019. If properly installed and maintained, these inflatable bags are one way to help reduce potential future property loss from similar events.

The bags are available from a sole source, LatamXport LLC. They are sold in packs of 5 (five) that will cover the typical garage opening, at a price of \$42.00 per pack. With Commission authorization, the Town Administration would ask qualifying residents (those who live in single-family homes with garages) to fill out a form indicating whether they would like to receive a pack of five bags. The Public Works Department would then take the lead on procuring and distributing the appropriate number of bags, similar to the process used during the FY2018-2019 tree giveaway. Bags for 200 households would cost approximately \$8400; bags for 400 households would cost approximately \$16,800.

Should the Town Commission approve such purchase, the bags will be procured in the 2019-2020 fiscal year with distribution to begin prior to hurricane season. Town staff would be responsible for assisting with the distribution of the bags and for educating residents on their proper installation and use.

In FY 2020, the Town did not budget specifically for this purchase. However, this could be funded by a transfer of General Fund contingency to the Public Works departmental budget.

The Town Administration requests that the Commission provide direction on the recommended purchase and distribution of inflatable sand-less bags and to decide whether staff should return with a resolution for an initial purchase.

Reviewed by: JG, RS

Prepared by KS





## MEMORANDUM

ITEM NO. 9E

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

**From:** Guillermo Olmedillo, Town Manager

**Date:** February 11, 2020

**Subject:** Analysis for Determination of Additional Lighting Locations in Residential Areas within the Town of Surfside

The Town of Surfside, in an effort to address pedestrian safety and promote walkability within the Town, recently partnered with Florida Power and Light (FPL) to upgrade all residential street lighting from high pressure sodium bulbs to Light Emitting Diodes (LED). The lighting upgrade project was completed in January 2020 with a total of 236 fixtures changed. After the conversion, the Public Works Department performed various nightly walkthroughs to evaluate the outcome of the conversion. As a result, a 33% increase in illumination per fixture was obtained. This determination was made by comparison of photometrics of both the new LED lighting and high-pressure sodium bulbs. Photometrics is the measurement of lighting. For the comparisons made, photometric data used was the surface coverage of lighting onto asphalt surface from both fixtures, before and after conversion.

Illumination is not uniform throughout the Town. Even after the FPL conversion project, all streets are not evenly illuminated. The Town administration will proceed to perform an analysis on illumination deficiencies still present. In order to eliminate subjectivity in the determination of the location and number of new light fixtures and or poles to have uniform illumination at the pedestrian level, the Town administration is preparing an analysis that incorporates the following:

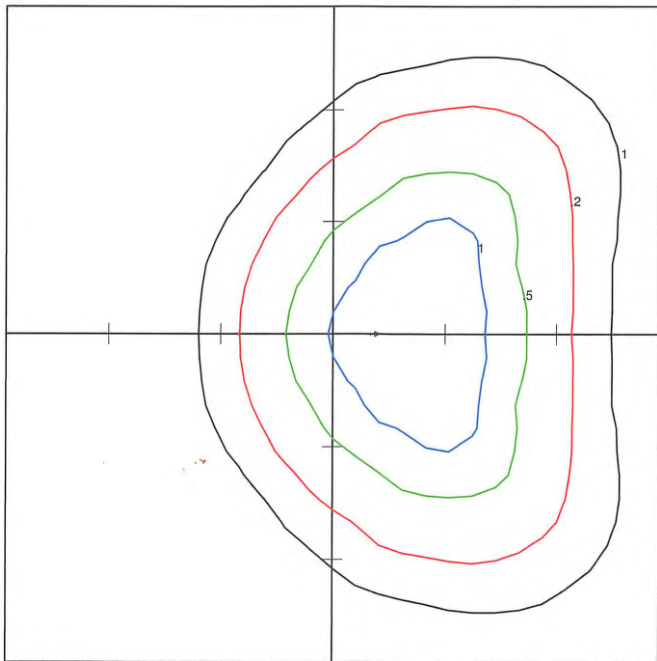
1. Use the technical specifications of the equipment in place already obtained from FPL.
2. Use the information that the Town has already collected on the location of light fixtures including previous lighting data.
3. Draw the area illuminated from each lighting fixture, using the technical specifications already obtained.
4. Produce a map (GIS or similar) with the proposed locations of additional lights and or poles.

5. Propose a plan to add lights where pedestrian level lighting does not have uniform illumination.

The proposed plan allows for a non-subjective determination of areas in need of additional lighting. An alternative plan to have individuals estimate where additional illumination should go based on visual interpretation can lead to subjective results. The Town administration will move forward with the presented plan of analysis pursuant to Town Commission direction.

Reviewed by RS/GO

Prepared by HG



Cree, Inc  
RSWS-A-HT-3ME-5L-30K7-UL-xxxx  
Formed BMC housing, prismatic plastic lens, white inner  
reflector  
24 white LEDs

Horizontal Footcandles  
Scale: 1 Inch = 20 Ft.  
Light Loss Factor = 1.00  
Lumens Per Lamp = N.A. (absolute photometry)  
Luminaire Lumens = 5000  
Mounting Height = 24.00 Ft  
Maximum Calculated Value = 1.74 Fc  
Arrangement: Single  
Arm Length = 8 Ft



## MEMORANDUM

ITEM NO. 9F

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

**From:** Guillermo Olmedillo, Town Manager

**Date:** February 11, 2020

**Subject:** Discussion for the Drainage Improvements of alleyway on the 9400 block between Harding Avenue and Abbott Avenue

The Downtown Surfside business district located on Harding Avenue from 96<sup>th</sup> Street to 94<sup>th</sup> Street has service alleys in the back of businesses for servicing needs. The alleyway located on the 9400 block between Harding Avenue and Abbot Avenue is a private alleyway that services a total of 16 (sixteen) businesses and has eleven (11) separate folio numbers. The private alleyway has split ownership, with each adjacent property owning the section of alleyway behind it. Therefore, Historically, property tenants of the alleyway have called the Town to express concerns with flooding, obstruction of parking and debris build up. Since the alleyway is private, the Town has attempted to address the issues through the Code Enforcement department by issuing violations as needed for property owners to correct.

A recurring health and environmental issue encountered in the alleyway is the ponding of water after washout use and rain events. Currently the alleyway does not have a drainage system and the entire ground surface is non-pervious (asphalt). Furthermore, there is no slope to create a sheet flow drainage effect. A sheet flow drainage effect is the run-off of surface water through the use of sloped surfaces. The alleyway needs a comprehensive drainage system that networks the series of 11 properties for a unified drainage system without draining off surface water into neighboring properties. **Appendix A – "Town of Surfside Engineering Estimate"** provides an estimate based on South Florida market rates for the engineering and construction of a unified drainage system to provide relief and minimize health and environmental concerns. A comprehensive drainage system as shown in **Appendix A – "Town of Surfside Engineering Estimate"** is estimated to cost \$245,000.

At this time, Town administration recommends the Town Commission to discuss possible alternatives to alleviating existing issues presented. It is worth noting that the Town does not have the right to proceed with installation of a drainage system in private property nor budgeted funds for such a project. Secondly, the alleyway is owned by multiple owners and it is not possible to install individual drainage systems for each property without negatively impacting other neighboring properties with runoff.

Reviewed by GO

Prepared by HG/RS



**Town of Surfside**  
Public Works Department  
Engineering Estimate for Alleyway Improvements  
(94th Street to 95th Street Westside Private Alley)

Line Item Number	Activity	Quantity	Unit	Unit Cost	Total Cost
<b>Engineering, Procurement and Permitting</b>					
1	Engineering Documents and Procurement	1	LS	\$60,000.00	\$60,000.00
2	Permitting	1	LS	\$25,000.00	\$25,000.00
<b>Construction</b>					
1	MOT	1	LS	\$6,000.00	\$6,000.00
2	Survey	1	LS	\$4,000.00	\$4,000.00
3	Shoring	1	LS	\$15,000.00	\$15,000.00
4	Demolition (Existing Hardscape)	7500	SQFT	\$3.00	\$22,500.00
5	Installation of Drainage well casing	1	EA	\$20,000.00	\$20,000.00
6	Installation of Drainage well box	1	EA	\$6,000.00	\$6,000.00
7	Installation of Drainage Structure	3	EA	\$2,000.00	\$6,000.00
8	Installation of 15" HDPE pipe	300	LF	\$60.00	\$18,000.00
9	Installation of Valley Gutter (With preparation of base)	300	LF	\$30.00	\$9,000.00
10	Installation of F -Curb (with preparation of base)	300	LF	\$30.00	\$9,000.00
11	Grading (12" of Limerock base included)	7500	SQFT	\$1.30	\$9,750.00
12	Utility Top Adjustments	1	LS	\$5,000.00	\$5,000.00
13	Asphalt Installation (1-1/2" Thickness)	7500	SQFT	\$4.00	\$30,000.00
<b>Total Estimated Project Cost</b>					<b>\$245,250.00</b>

**Picture A - "Scope of Work Location"**





**Town of Surfside  
Town Commission Meeting  
February 11, 2020**

**7:00 pm**

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

**DISCUSSION ITEM**

**Agenda #:** 9G  
**Date:** February 11, 2020  
**From:** Vice-Mayor Daniel Gielchinsky  
**Subject:** Adopt-A-Dune

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**Objective:** To discuss whether the Town has an interest in participating with the Adopt-A-Dune web portal project that is being introduced by Lee Gottlieb, the Director of Community Engagement for Youth Environmental Alliance.

**Consideration:** The Town has partnered with Mr. Gottlieb on several occasions to promote and implement responsible beach management policies and to enhance the dunes on our beach. Mr. Gottlieb has been a valuable resource to our Sustainability Committee, adding his considerable knowledge and expertise to the Committee's discussions.

Mr. Gottlieb recently proposed to me that the Town should consider joining his efforts to promote an Adopt-A-Dune project and online portal. Mr. Gottlieb often works with seaside condo buildings and hotels who are interested in enhancing the dune structure behind their property. The property owner funds the project and Mr. Gottlieb, in conjunction with input from the South Florida Audubon Society, makes sure that the appropriate vegetation is provided and coordinates volunteer efforts to enhance the dunes. Mr. Gottlieb is in the process of developing a portal that would allow the municipalities to partner with his organization and the funding sources in order to have the municipalities' input and imprimatur on each dune restoration project.

**Analysis:** Attached is a webpage showing what the test portal looks like now. Here is a link:

<https://adoptadune.convertri.com/>

Mr. Gottlieb has shared the following information with me:

The website/portal is designed to facilitate a turn key program that promotes volunteer based dune restoration projects.

As you know we have been very successful with our partnership model, helping restore miles of coastline in South Florida

The portal will enable the smallest of adopters to the largest, to partner with a local municipal government and or a nonprofits helping them protect the dunes along their shoreline

I am currently working on getting several coastal cities to endorse and partner with the portal. The municipalities really like the model because it may reduce their responsibility to maintain the entire Beach. The ideal situation is to have each property owner take a piece of the beach adjacent to their backyard and care for it. and ADOPT Their DUNE

Fortunately, or unfortunately there are people ready to adopt a dune, but I don't have the whole program laid out.

**Recommendation:** That the Town Commission have a further discussion on the item with input from staff and Mr. Gottlieb. Specific items for discussion should include, without limitation:

- How the Adopt-A-Dune program would align with the Town's dune report and future dune management plan.
- How much staff time and what resources (e.g. use of the Community Center) the Town is willing to allocate to the Adopt-A-Dune program if requested by Mr. Gottlieb.
- How the Town would ensure that organizations and property owners participating in the Adopt-A-Dune program on privately owned sites (where the Town has limited jurisdiction) adhere to: (a) regulations from the Florida Department of Environmental Protection, Miami-Dade County and other relevant regulators and (b) best practices for dune restoration.



**Town of Surfside  
Town Commission Meeting  
February 11, 2020**

**7:00 pm**

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

**DISCUSSION ITEM**

**Agenda #:** 9H  
**Date:** February 11, 2020  
**From:** Commissioner Barry Cohen  
**Subject:** Mechanical Equipment in Setbacks

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**Objective:** To review the feasibility of locating mechanical equipment within the setback areas.

**Recommendation:** Seek Town Commission direction whether to amend the zoning code to allow certain encroachments of mechanical equipment.