

RESOLUTION 2026 - 3508

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING THE PROFESSIONAL SERVICES AGREEMENT OF JRD & ASSOCIATES, INC. TO PROVIDE A FEE ALLOCATION STUDY AND ASSESSMENT OF BUILDING PERMIT FEES AND RELATED SERVICES; FINDING THAT THE PURCHASE IS EXEMPT FROM COMPETITIVE BIDDING PURSUANT TO SECTION 3-13(2) OF THE TOWN CODE AS A CONTRACT FOR PROFESSIONAL SERVICES; AUTHORIZING THE ACTING TOWN MANAGER TO ENTER INTO A PURCHASE ORDER FOR SUCH PURCHASE; AND PROVIDING FOR IMPLEMENTATION AND AN EFFECTIVE DATE.

WHEREAS, during the 2026 legislative session, the Florida Legislature passed HB 803, which revises provisions governing building permit fees and inspection services for local governments; and

WHEREAS, the bill is anticipated to take effect July 1, 2026, pending the Governor's signature and places new requirements on how local enforcement agencies structure and collect permit and administrative fees; and

WHEREAS, the Town of Surfside ("Town") previously engaged JRD & Associates, Inc. (the "Vendor") to conduct a study on permit fees and Building Department costs; and

WHEREAS, this proposal represents Phase 2 of that engagement; and,

WHEREAS, Phase 2 will include a comprehensive fee study assessing the Town's current fee structure across Building, Code Enforcement, Public Works, Planning, and Zoning against the fully burdened cost of delivering those services; and

WHEREAS, the Vendor will also benchmark the Town's fees against up to 3 comparable municipalities in Miami-Dade County and project future revenue based on any proposed adjustments; and

WHEREAS, the Town of desires to engage the Vendor to perform the Services and provide the deliverables as specified in Exhibit "A"; and

WHEREAS, the Vendor and Town, through mutual negotiation, have agreed upon a fee for the Services; and

WHEREAS, the total cost of the engagement is \$33,615, inclusive of all expenses; and

WHEREAS, funding is available in the Building Department operating budget; and

WHEREAS, pursuant to Section 3-13(3) of the Town's Code, contracts for professional services are exempt from competitive bidding; and

WHEREAS, the Town Commission finds that the purchase of the Services 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. That each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

Section 2. Approval and Authorization. The purchase of the Services in an amount not to exceed \$33,615.00 from the Vendor is hereby approved, in accordance with the Contract attached hereto as Exhibit "A."

Section 3. Exemption from Competitive Bidding, pursuant to Section 3-13(2) of the Town's Code, contracts for professional services are exempt from competitive bidding.

Section 4. Implementation of Agreement. The Town Manager is hereby authorized to take any and all necessary or further action to execute and implement said in the Professional Services Agreement

Section 5. Effective Date. This Resolution shall be effective immediately upon adoption.


PASSED AND ADOPTED this 14th day of April, 2026.

Motion by Commissioner Vildostegui,

Second by Commissioner Travani.

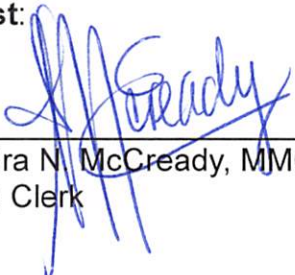
FINAL VOTE ON ADOPTION:

Commissioner Andrea Travani	<u>Yes</u>
Commissioner Gerardo Vildostegui	<u>Yes</u>
Commissioner David Weingot	<u>Absent</u>
Vice Mayor Dayana Benmergui	<u>Absent</u>
Mayor Charles W. Burkett	<u>Yes</u>



Charles W. Burket, Mayor

Attest:



Sandra N. McCready, MMC
Town Clerk



Approved as to Form and Legal Sufficiency:



Thais Hernandez, Town Attorney

EXHIBIT "A"

EXHIBIT "B"



March 13, 2026

Manny Salazar
Director, Building Department
Town of Surfside
9293 Harding Avenue
Surfside, FL 33154

Dear Mr. Salazar:

On behalf of JRD & Associates, Inc. (JRD), I am pleased to submit this proposal to examine and reassess the Town of Surfside Building permit, Code Enforcement, Public Works, and Planning & Zoning fees. Specifically, we will perform the following:

Task 1 – Assess the impact of legislative changes at the State of Florida on Building permitting operations and finances.

Task 2 - Assess the actual costs of providing Town services related to the above-noted fees.

Task 3 – Collect and analyze workload and volume activity, where available, for these fees for the last three complete fiscal years.

Task 4 – Assess/develop a cost allocation methodology to capture support costs from Town departments for the services covered by these fees and determine the Town’s fully-burdened cost of providing such services.

Task 5 – Propose a concise, easy to understand fee structure that ensures adequate fee revenue to recover the Town’s fully-burdened cost of providing these services.

Task 6 – Conduct an analysis of like permit fees from up to three comparable municipalities in Miami-Dade County as agreed to by the Town and JRD.

Task 7 – Project future revenue based on the proposed fee schedule.

Task 8 – Present results, findings, and recommendations.

The fee including all expenses for the tasks depicted will be \$33,615. I thank you in advance for your consideration and look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jorge R. Duyos', written in a cursive style.

Jorge R. Duyos, P.E.
President