



**Town of Surfside
Town Commission Meeting
AGENDA**

June 12, 2012

7 p.m.

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

1. Opening

- A. Call to Order**
- B. Roll Call of Members**
- C. Pledge of Allegiance**
- D. Mayor and Commission Remarks – Mayor Daniel Dietch**
- E. Agenda and Order of Business Additions, deletions and linkages**
- F. Community Notes – Mayor Daniel Dietch**
- *G. Introduction of New Finance Director, Donald “Don” Nelson, C.P.A. - Roger M. Carlton, Town Manager Page 1 - 4**
- *H. Relay for Life Presentation – Janey Mayville, Community Representative (SET FOR TIME CERTAIN 7:15PM)**
- *I. Exemplary Surfside Student Awards and Certificates Presentation – Mayor Daniel Dietch (SET FOR TIME CERTAIN 7:20PM)**
- *J. Miami Beach Collins Avenue/Indian Creek Project Presentation – James Bennett, Project Administrator for the Florida Department of Transportation (SET FOR TIME CERTAIN 7:30 PM) *Note: Mayor and Members of the Village of Bal Harbour and the Town of Bay Harbor Islands Commission have been invited.***

2. Quasi-Judicial Hearings

- A. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, CONSIDERING THE APPLICATION OF 8985 BAY DRIVE, TO PERMIT A SIDE SETBACK VARIANCE FROM SECTION 90-45 OF THE CODE OF ORDINANCES TO ALLOW A 15.9 FOOT SIDE SETBACK VARIANCE ON THE EAST SIDE OF THE PROPERTY AND PROVIDING FOR AN EFFECTIVE DATE. (There is a request for deferral of this item for the July 2012 Town Commission Meeting)**

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,

during item 1E Agenda and Order of Business, that an item be removed from the Consent Agenda and discussed separately.

Recommended Motion: To approve all consent agenda items as presented below.

** 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.*

- *A. Minutes - May 8, 2012 – Regular Commission Meeting Page 5 - 13**
- B. Budget to Actual Summary as of March 31, 2012 – Roger M. Carlton, Town Manager Page 13 - 15**
- *C. Town Manager’s Report (Points of Light) – Roger M. Carlton, Town Manager Page 16 - 67**
- *D. Town Attorney’s Report – Lynn M. Dannheisser, Town Attorney Page 68 - 73**
- *E. Projects Progress Report – Calvin, Giordano and Associates, Inc. Page 74 - 76**

4. Ordinances

(Set for approximately 8:00 p.m.) (Note: Good and Welfare must begin at 8:15)

A. Second Readings (Ordinances and Public Hearing)

- *1. Amending Section 2-176 Service Retirement Allowance and Clarify the Normal Retirement Date for Members who are Police Officers– Roger M. Carlton, Town Manager Page 77 - 82**

AN ORDINANCE AMENDING THE CODE OF THE TOWN OF SURFSIDE; RELATING TO THE RETIREMENT PLAN FOR EMPLOYEES OF THE TOWN OF SURFSIDE; AMENDING SECTION 2-176 OF THE CODE TO CLARIFY THE NORMAL RETIREMENT DATE FOR POLICE OFFICERS UNDER THE PLAN; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

[This ordinance amends Section 2-176 of the Town Code to further clarify the normal retirement date for police officers in the retirement plan.]

(Set for approximately 8:05 p.m.) (Note: Good and Welfare must begin at 8:15)

B. First Readings Ordinances

- *1. FY12 Capital Improvement Element Update – Sarah Sinatra, Town Planner Page 83 - 92**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, ADOPTING THE ANNUAL UPDATE TO THE CAPITAL IMPROVEMENTS ELEMENT WITHIN THE TOWN'S COMPREHENSIVE PLAN IN ACCORDANCE WITH SECTION 163.3177, FLORIDA STATUTES; PROVIDING FOR SEVERABILITY, CONFLICT, INCLUSION IN THE COMPREHENSIVE PLAN AND AN EFFECTIVE DATE.

[This ordinance updates the Capital Improvement Element per Florida Statutes which require local governments to annually update the Capital Improvements Element contained in their Comprehensive Plans.]

5. Resolutions and Proclamations

(Set for approximately 8:40 p.m.) (Note: Depends upon length of Good and Welfare)

***A. Charter Review Ballot Questions - Lynn Dannheisser, Town Attorney Page 93 - 137**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA AMENDING THE TOWN CHARTER TO PROVIDE REQUISITE BALLOT LANGUAGE FOR SUBMISSION TO ELECTORS; PROVIDING FOR COPIES OF THE CHARTER AMENDMENT TO BE AVAILABLE FOR PUBLIC INSPECTION; PROVIDING FOR THE TOWN CLERK TO UTILIZE THE SERVICES OF MIAMI-DADE COUNTY SUPERVISOR OF ELECTIONS; PROVIDING FOR INCLUSION IN THE CHARTER; TO ACCEPT THOSE CHARTER PROVISIONS SET FORTH IN SAID CHAPTER AND ONLY THOSE APPROVED BY A MAJORITY OF THE VOTERS ON NOVEMBER 6, 2012 ACCORDING TO OFFICIAL RESULTS; TO AMEND THE TOWN CHARTER TO ADD A PREAMBLE AND CITIZEN'S BILL OF RIGHTS; AMENDING ARTICLE VI. SECTION 105 GENERAL AND SPECIAL ELECTIONS OF COMMISSION MEMBERS; ARTICLE IX. SECTION 128 MANDATORY CHARTER REVIEW; ARTICLE I. SECTION 4 GENERAL POWERS OF TOWN; PROVIDING FOR REPEALER; PROVIDING FOR SEVERABILITY; DIRECTING THE TOWN CLERK TO AMEND THE TOWN CHARTER IN ACCORDANCE WITH THE ELECTION RESULTS AND THIS RESOLUTION; PROVIDING FOR INCLUSION INTO THE TOWN CHARTER AND CODE; PROVIDING FOR AN EFFECTIVE DATE.

- *B. Acceptance of Commissioner Lisbon Resignation and Scheduling of Special Election – Lynn Dannheisser, Town Attorney Page 138 - 147**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA ACCEPTING COMMISSIONER LISBON'S RESIGNATION FROM OFFICE AND SCHEDULING A SPECIAL ELECTION IN ACCORDANCE WITH THE TOWN CHARTER; AUTHORIZING THE TOWN MANAGER AND TOWN ATTORNEY TO TAKE ANY NECESSARY ACTION AND PROVIDING FOR AN EFFECTIVE DATE.

- *C. Final Appointment of Planning & Zoning Board/Design Review Board Members – Lynn Dannheisser, Town Attorney Page 148 - 152**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPOINTING MEMBERS OF THE TOWN PLANNING AND ZONING BOARD AND DESIGN REVIEW BOARD; PROVIDING FOR IMPLEMENTATION; AND, PROVIDING FOR AN EFFECTIVE DATE.

- D. Wayfinding Signage Project – Duncan Tavares, TEDACS Director Page 153 - 179**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AWARDED BID TO DON BELL SIGNS, LLC IN AN AMOUNT NOT TO EXCEED \$96,820.00; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE REQUIRED CONTRACT; AND PROVIDING FOR AN EFFECTIVE DATE.

- E. Proposed Bifurcation of Commission Meetings - Lynn Dannheisser, Town Attorney Page 180 - 182**

RESOLUTION OF THE TOWN COMMISSION FOR THE TOWN OF SURFSIDE, FLORIDA, PROVIDING FOR THE BIFURCATION OF TOWN COMMISSION MEETINGS IN THE EVENT THAT THE TOWN HAS QUASI-JUDICIAL/ZONING MATTERS TO DISCUSS, PROVIDING FOR AN EFFECTIVE DATE.

- F. New Surfside Information Technology and Telecommunications Committee – Vice Mayor Michael Karukin Page 183 - 196**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, CREATING A TECHNOLOGY AND COMMUNICATIONS COMMITTEE TO PROVIDE GUIDANCE TO

**THE TOWN'S ADMINISTRATION REGARDING INFORMATION
TECHNOLOGY (IT) AND COMMUNICATION PROGRAMS.**

***G. Approval of Expenditures – Commissioner Michelle Kligman Page 197 - 199**

***A. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA REQUIRING ANY EXPENDITURES OVER \$8,500 TO BE APPROVED BY THE TOWN COMMISSION THROUGH A RESOLUTION; AUTHORIZING THE TOWN MANAGER AND TOWN ATTORNEY TO TAKE ANY NECESSARY ACTION AND PROVIDING FOR AN EFFECTIVE DATE.**

***B. Town Manager's Response to Agenda Item 5GA – Roger M. Carlton,
Town Manager Page 200 - 231**

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

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

7. Town Manager and Town Attorney Reports

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

All items on the Consent Agenda are considered routine or status reports by the Town Commission and will be approved by one motion. Any Commission member may request, during item 1E Agenda and Order of Business, that an item be removed from the consent agenda and discussed separately.

8. Unfinished Business and New Business

9. Mayor, Commission and Staff Communications

***A. Change of the August 14, 2012 Town Commission Meeting – Roger M. Carlton,
Town Manager Page 232**

**B. Board and Committee Appointments Update – Roger M. Carlton, Town Manager
Page 233 - 236**

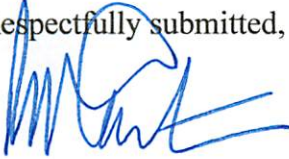
***C. Hurricane Readiness (Verbal) – David Allen, Chief of Police (TIME CERTAIN
7:45) Page 237 - 346**

D. Downtown Bench Sponsorship (Verbal)– Duncan Tavares, TEDCAS Director

***E. Florida League of Cities 86th Annual Conference and Miami Dade League of
Cities Commission Representative – Roger M. Carlton, Town Manager Page
347 - 351**

10. Adjournment

Respectfully submitted,



Roger M. Carlton
Town Manager

THIS MEETING IS OPEN TO THE PUBLIC. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS ARE DISABLED; WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE TOWN CLERK AT 305-893-6511 EXT. 226 NO LATER THAN FOUR DAYS PRIOR TO SUCH PROCEEDING. HEARING IMPAIRED PERSONS MAY CONTACT THE TDD LINE AT 305-893-7936.

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

AGENDA ITEMS MAY BE VIEWED AT THE OFFICE OF THE TOWN CLERK, TOWN OF SURFSIDE TOWN HALL, 9293 HARDING AVENUE. ANYONE WISHING TO OBTAIN A COPY OF ANY AGENDA ITEM SHOULD CONTACT THE TOWN CLERK AT 305-861-4863. A COMPLETE AGENDA PACKET IS ALSO AVAILABLE ON THE TOWN WEBSITE AT www.townofsurfsidefl.gov

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

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




TOWN OF SURFSIDE
 MUNICIPAL BUILDING
 9293 HARDING AVENUE - SURFSIDE, FLORIDA 33154-3009
www.townofsurfsidefl.gov

MEMORANDUM

TO: Mayor and Members of the Town Commission

Cc: Lynn Dannheisser, Town Attorney
 Department Directors
 Donald Nelson, C.P.A.
 Colin Baenziger & Associates

FROM: Roger M. Carlton, Town Manager 

SUBJECT: Selection of Finance Director

DATE: May 30, 2012

It is a pleasure to announce that Donald "Don" Nelson, C.P.A. has been selected as the Finance Director for the Town of Surfside effective June 4, 2012. With more than 30 years of municipal government experience, Don is well versed in accounting, accounting standards and methods, budget development and controls, financial and capital planning, cash management and investments, contract compliance, financial reporting, procurement, and debt financing.

Don's career began with the city of Coral Gables as a Chief Accountant/Internal Auditor (1976-1981) where he performed accounting and reporting of financial information, and accounting and investment of public funds. As the Internal Auditor, he performed financial and management audits of financial and enterprise funds.

His career advancement took him to the City of Miami Springs, where he became the Finance Director (1981-1991). Here, he managed a \$50 million

annual operating budget, managed debt financing, administered public fund investments, prepared and presented the comprehensive annual financial report (CAFR) and annual budget, managed the City's liability insurance program, administered employee benefit plans and two retirement systems.

In 1991 Don returned to the City of Coral Gables as the Finance Director where he directed the management and planning of a \$143 million capital budget, prepared the annual financial report, annual budget, managed the procurement of goods and services, led the development and control of the City's budgeting process and financial reporting as required until his retirement in 2011.

Don is the former Chair of the Sunshine State Governmental Financing Commission, a member of the Florida Institute of Certified Public Accountants, Past President of the Dade-Broward Government Finance Officers Associations and serves as a Guest Lecturer at Florida International University College of Business.

Please join me in welcoming Don to the Surfside family and in thanking Interim Finance Director, Mayte Gamiotea for her exemplary service while this recruitment process was completed. Thanks also to Colin Baenziger & Associates for their superb work in helping us find Don and convince him to join our team.

DONALD G. NELSON, C.P.A.
2025 North Hibiscus Drive
North Miami, FL 33181
Home (305) 893-8184 Cell (305) 733-0080
Email: dellanel@bellsouth.net

Summary

A financial professional with over thirty years experience managing employees in the public sector. Provide leadership to over thirty accounting and investment staff professionals and support personnel. Am comfortable managing in a fast paced, lean environment and am an effective executive team member.

Have specific expertise in:

- **Accounting**
- **Cash management and investments**
- **Accounting standards and methods**
- **Contract compliance**
- **Financial and capital planning/analysis**
- **Management of Professionals**
- **Budget development and control**
- **Financial reporting**
- **Procurement**
- **Debt financing**

Professional Experience

City of Coral Gables, Coral Gables, FL

(1991 – 2011)

Finance Director

Direct the management and planning of a \$143 million annual operating budget. Administer and supervise 31 staff members in accounting, collections, budget, accounts payable, retirement and procurement. Lead the development and control the City budgeting process. Act as sole trustee of a \$270 million retirement system. Manage the procurement of goods and services. Ensure contract compliance for the City. Prepare the annual financial report, annual budget, quarterly budget to actual reporting and other financial reporting as required. Oversee financial aspects of the City pension and employee benefit plans.

Selected Accomplishments:

- Closed 15 bond issues and generated \$130 Million for Coral Gables capital projects.
- Served as member of the Board of Directors for the Sunshine State Governmental Financing Commission for over twenty years.
- Served four terms as Chairman of the Sunshine State Governmental Financing Commission. Since 1985, the Commission has issued \$2.3 Billion in variable and fixed rate bonds to finance capital projects for fifteen member cities and five counties.
- Directed the conversion of a legacy computer financial system to an integrated financial system
- Consolidated the Procurement Department into the Finance Department resulting in reduced share and annual cost savings of over \$200,000.

City of Miami Springs, Miami Springs, FL

(1981 – 1991)

Finance Director:

Provided leadership to 12 employees in the Finance organization. Managed a \$50 million annual operating budget. Administered and supervised the accounting staff engaged in the financial planning and policy formulation process. Performed financial analysis. Counseled the City Manager and staff on all financial matters. Prepared and presented the comprehensive annual financial report and annual budget. Managed debt financing and administered public fund investments. Directed on-line computer operations. Administered employee benefits plans and two retirement systems including group insurance plans. Managed the City's liability insurance program.

Selected Accomplishments:

- Developed a comprehensive employee benefit plan and competitively bid the benefit package which resulted in significant employer cost savings.
- Developed a public fund investment program that resulted in increased investment earnings and improved liquidity of operating funds.

City of Coral Gables, Coral Gables, FL

(1976 – 1981)

Chief Accountant/Internal Auditor

Performed accounting and reporting of financial information, bond accounting, and investment of public funds. Performed financial and management audits of accounting functions and enterprises for compliance to fiscal and administrative policies, audit reports, and special studies.

Selected Accomplishments:

- Audit recommendations in audit reports that resulted in internal controls and cost savings.

Education

Master's in Accounting, Florida International University (1990)

B.S. Accounting, Florida State University (1976)

Professional Associations

Chair of the Sunshine State Governmental Financing Commission

Florida Institute of Certified Public Accountants

Past president of the Dade-Broward Government Finance Officers Association

Guest lecturer at Florida International University, College of Business



**Town of Surfside
Town Commission Meeting
MINUTES
May 8, 2012
7 p.m.**

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

1. Opening

A. Call to Order

Mayor Dietch called the meeting to order at 7:07 P.M.

B. Roll Call of Members

Town Clerk, Sandra Novoa called the roll with the following members present: Mayor Dietch, Vice Mayor Karukin, Commissioner Lisbon and Commissioner Kligman. Commissioner Olchyk was absent.

C. Pledge of Allegiance

Chief of Police David Allen led the Pledge of Allegiance.

D. Mayor and Commission Remarks – Mayor Daniel Dietch

Vice Mayor Karukin thanked resident and Community member Ricardo Mualin for coordinating an Alzheimer's Association breakfast.

Commissioner Kligman thanked everyone that went out to vote and for their support.

Mayor Dietch welcomed Commissioner Kligman to the Commission

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

Vice Mayor Karukin linked item 9C to Point of Light 36 and pulled them as well.

F. Community Notes – Mayor Daniel Dietch

Mayor Dietch announced that there are many activities in Town and all of the information is available on the Town's website. In the interest of time he would no longer read the entire list.

**G. Presentation from Mr. Stan Bershada, CLU – Roger M. Carlton, Town Manager
(SET FOR TIME CERTAIN 7:15 PM)**

Mr. Bershada thanked the Town Commission for their support to the North Shore Kiwanis and presented the Town, Rebecca Flores from the Parks and Recreation Department, Chief of Police David Allen and Town Manager Roger M. Carlton with a Certificate of Appreciation for their help during the Dog Show and the Car Wash.

**H. Presentation from Representative Joseph A. "Joe" Gibbons – Roger M. Carlton,
Town Manager Page 1-2 (SET FOR TIME CERTAIN 7:30 PM)**

Representative Joseph A. "Joe" Gibbons addressed the Surfside Town Commission and explained how his district boundaries had been changed.

I. Presentation from Hatzala, Isaac M. Jaroslawicz, General Counsel – Commissioner Sheldon Lisbon Page 3 (SET FOR TIME CERTAIN 7:40PM)

Mr. Jaroslawicz, General Counsel for Hatzala spoke about their services and their trained volunteers.

Vice Mayor Karukin asked about their relationship with the Miami Dade County Fire Rescue Service. Hatzala's representative explained that the process with Miami Dade County Fire Rescue is seamless.

Town Manager Roger M. Carlton stated that he will report back in the Points of Light how the service start-up is going.

2. Quasi-Judicial Hearings (None)

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

Vice Mayor Karukin made a motion to approve the Consent Agenda less the item that was pulled. The motion received a second from Commissioner Lisbon and all voted in favor.

- *A. **Minutes** - March 13, 2012 Regular Commission Meeting
March 21, 2012 Special Town Commission Meeting
April 10, 2012 Regular Commission Meeting

B. Budget to Actual Summary as of February 29, 2012 – Roger M. Carlton, Town Manager

- *C. **Town Manager's Report (Points of Light) – Roger M. Carlton, Town Manager**
Item 36, Page 26 – Vice Mayor Karukin made a motion to reconsider his vote on item 9D Island Community Initiative Automatic License Plate Project (ALPR) of the April 10, 2012 Town Commission Meeting. Vice Mayor Karukin explained his concerns related to the MOU and the security and privacy of the program.
Mr. Anthony Soroka, Attorney from Bal Harbour Village answered the Vice Mayor's questions and concerns. He explained some of the public records law exemptions that will prohibit people from requesting personal information.

Vice Mayor Karukin pulled his motion for reconsideration.

- *D. **Town Attorney's Report** – Lynn M. Dannheisser, Town Attorney
- *E. **Projects Progress Report** – Calvin, Giordano and Associates, Inc.
- *F. **Florida League of Cities City Spirit Award** – Tim Milian, Parks and Recreation Director –
- G. Florida Recreation and Park Association (FRPA) Agency Excellence Award** – Tim Milian, Parks and Recreation Director

Commissioner Lisbon made a motion to approve the pulled item. The motion received a second from Commissioner Kligman. The motion passed 3-1 with Vice Mayor Karukin voting in opposition.

4. Ordinances

(Set for approximately 8:00 p.m.) (Note: Good and Welfare must begin at 8:15)

A. Second Readings (Ordinances and Public Hearing)

- *1. Amending Chapter 18, Division 3 “Sidewalk Businesses” – Duncan Tavares, TEDACS Director

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA AMENDING CHAPTER 18 AND SPECIFICALLY DIVISION 3 “SIDEWALK BUSINESSES” AND SPECIFICALLY AMENDING SECTIONS 18-80, 18-81; AND CREATING SECTIONS 18-82, 18-83, 18-84, 18-85, 18-86, 18-87, 18-88, 18-89, 18-90, 18-91, 18-92, AND 18-93 OF THE TOWN OF SURFSIDE CODE OF ORDINANCES PROVIDING FOR INCLUSION IN THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE

[This ordinance regulates use of sidewalks by restaurants]

Town Clerk Sandra Novoa read the title of the ordinance.

Duncan Tavares, TEDACS Director presented the item.

Mayor Dietch asked the Town Manager to provide the Commission with an ongoing update as part of the Points of Light.

Mayor Dietch opened the Public Hearing. There was no one wishing to speak, Mayor Dietch closed the Public Hearing.

Vice Mayor Karukin made a motion to approve the ordinance on second reading. The motion received a second from Commissioner Lisbon and all voted in favor.

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

B. First Readings Ordinances

- *1. Amending Section 2-176 Service Retirement Allowance and Clarify the Normal Retirement Date for Members who are Police Officers– Yamileth Slate-McCloud, Human Resources Director

AN ORDINANCE AMENDING THE CODE OF THE TOWN OF SURFSIDE; RELATING TO THE RETIREMENT PLAN FOR EMPLOYEES OF THE TOWN OF SURFSIDE; AMENDING SECTION 2-176 OF THE CODE TO CLARIFY THE NORMAL RETIREMENT DATE FOR POLICE OFFICERS UNDER THE PLAN; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

Town Clerk Sandra Novoa Iread the title of the ordinance.
Town Manager Roger Carlton presented the item.
Commissioner Kligman had concerns about the ordinance being a term and condition of employment and in her opinion that should be negotiated with the Union. Town Attorney, Lynn Dannheisser will look into the question and will report back. She stated that she spoke to the Pension Board Attorney and he had approved the ordinance.

Commissioner Kligman made a motion that the Town and the Fraternal Order of Police enter into a Memorandum of Understanding (MOU).
Town Manager, Roger M. Carlton asked Commissioner Kligman to clarify her motion. He stated that an MOU might not be exactly what she is looking for but a statement from the FOP that they accept would suffice. Town Attorney, Lynn Dannheisser will further review Commission Kligman's request and report back if necessary. The motion received a second from Vice Mayor Karukin and all voted in favor.

5. Resolutions and Proclamations

(Set for approximately 8:40 p.m.) (Note: Depends upon length of Good and Welfare)

***A. Amendment to Town Manager, Roger M. Carlton's Employment Agreement – Daniel Dietch, Mayor**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING SECOND AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN TOWN MANAGER, ROGER M. CARLTON AND THE TOWN; AND PROVIDING AN EFFECTIVE DATE

The Mayor spoke very highly of the Town Manager.
Vice Mayor Karukin made a motion to approve. The motion received a second from Commissioner Lisbon. The motion passed 3-1 with Commissioner Kligman voting in opposition.

***B. Appointment of Members to the Town Planning and Zoning Board and Design Review Board – Lynn Dannheisser, Town Attorney (Linked to item 9A)**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPOINTING MEMBERS OF THE TOWN PLANNING AND ZONING BOARD AND DESIGN REVIEW BOARD; PROVIDING FOR IMPLEMENTATION; AND, PROVIDING FOR AN EFFECTIVE DATE.

Mayor Dietch reappointed Mr. Peter Glynn to the Planning and Zoning and Design Review Board. Vice Mayor Karukin reappointed

Ms. Lindsay Lecour to the Planning and Zoning and Design Review Board. Commissioner Lisbon appointed Mr. Jared Plitt to the Planning and Zoning and Design Review Board. Town Clerk, Sandra Novoa received an e-mail from Commissioner Olchyk appointing Carli Marie Koshal to the Planning and Zoning and Design Review Board. Commissioner Kligman was not ready to appoint. The Mayor re-appointed Jorge Gutierrez a License Architect to the Design Review Board.

Vice Mayor Karukin made a motion to approve. The motion received a second from Commissioner Lisbon and all voted in favor.

***C. Reappoint Two Special Masters and Appoint Two Special Masters**
– Lynn Dannheisser, Town Attorney

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, RE-APPOINTING SPECIAL MASTERS AND RATIFYING TWO NEWLY APPOINTED SPECIAL MASTERS TO BE INCLUDED IN THE LIST; PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney, Lynn Dannheisser presented the item.

Commissioner Lisbon made a motion to approve. The motion was seconded by Vice Mayor Karukin.

Commissioner Kligman refrained from voting due to a conflict (See form 8B-Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers attached).

The motion passed 3-0.

***D. Proposed Bifurcation of Commission Meetings** - Lynn Dannheisser,
Town Attorney

RESOLUTION OF THE TOWN COMMISSION FOR THE TOWN OF SURFSIDE, FLORIDA, PROVIDING FOR THE BIFURCATION OF TOWN COMMISSION MEETINGS IN THE EVENT THAT THE TOWN HAS QUASI-JUDICIAL/ZONING MATTERS TO DISCUSS, PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney Lynn Dannheisser presented the item.

Commissioner Kligman made a motion to approve. The motion received a second from Mayor Dietch for discussion purposes.

After much discussion on the item, Commissioner Kligman made a motion to defer the item and asked staff to come back with recommendations. The motion received a second from Vice Mayor Karukin and all voted in favor.

***E. Memorandum of Understanding between the Town of Surfside and Jewish Community Services of South Florida** – Duncan Tavares, TEDACS Director

A RESOLUTION OF THE TOWN OF SURFSIDE, FLORIDA ACKNOWLEDGING THE PROGRAMMING BEING OFFERED BY JEWISH COMMUNITY SERVICES OF SOUTH FLORIDA TO THE RESIDENTS OF THE TOWN OF SURFSIDE.

Duncan Tavares, TEDACS Director presented the item.

Mr. Fred Stock representing Jewish Community Services spoke about the services they provide.

Vice Mayor Karukin amended the motion to approve in substantial form to allow for minor changes. Commissioner Lisbon seconded the amendment and all voted in favor.

***F. Municipal Parking Structure(s) Feasibility Study – Roger M. Carlton, Town Manager**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING A CONTRACT WITH THE FIRM OF RICH & ASSOCIATES, INC. FOR THE MUNICIPAL PARKING FEASIBILITY STUDY; AUTHORIZING TOWN OFFICIALS TO TAKE ALL STEPS NECESSARY TO CARRY OUT THE TERMS OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Manager Roger M. Carlton presented the item.

Vice Mayor Karukin made a motion to approve. The motion received a second from Commissioner Lisbon for discussion purposes.

Commissioner Kligman made a motion to defer the item. She did not feel she was ready to make a decision and there was not a full Commission. Motion failed for lack of second.

After much discussion on the item, the motion passed 3-1 with Commissioner Kligman voting in opposition.

***G. Three Phase Work Authorization to include Traffic Calming, Seawall Inspection and Landscape Architecture – Bill Evans, Public Works Director**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING WORK AUTHORIZATION NO. 53; A THREE PHASE WORK AUTHORIZATION TO INCLUDE TRAFFIC CALMING, SEAWALL INSPECTION AND LANDSCAPE ARCHITECTURE; AUTHORIZING THE TOWN MANAGER TO TAKE ANY NECESSARY ACTION AND PROVIDING FOR AN EFFECTIVE DATE.

Town Manager Roger M. Carlton presented the item.

Bill Evans, Public Works Director answered questions posed by the Manager and the Town Commission.

Commissioner Lisbon made a motion to approve. The motion received a second from Commissioner Kligman.

Commissioner Lisbon amended his motion to strikeout Phase III Street End Design of the project. The amendment received a second from Vice Mayor Karukin and all voted in favor.

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

Christophe Grignon spoke about his driveway not being fixed and the grass replaced for the last two months. He stated that he has called the contractor and they have failed to fix it. Bill Evans, Public Works Director asked Mr. Grignon for his address, stated that he was unaware of this situation and promised to be at their house first thing the next morning. Mr. Grignon also spoke about the need for change in the noise ordinance. Heather Bettur, President of Prince Media Development provided an update on the "Tale of the Surfside Turtles" project and stated that the grand viewing will be on June 17, 2012 at the Community Center.

Joe Corderi spoke about the noise ordinance and a letter received by a neighbor. David Strehlan, Producer Director invited everyone to a fundraiser event to introduce the Bashevis Singer film.

Commissioner Kligman stated that she has received a lot of complaints about cars cutting through the Town by the stop signs on 92nd and 93rd between Abbott and Byron Avenue. It seems that this occurs when the lanes on Harding are closed. She would like the Chief of Police to look into this matter and report back during the next Commission meeting.

7. Town Manager and Town Attorney Reports

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

All items on the Consent Agenda are considered routine or status reports by the Town Commission and will be approved by one motion. Any Commission member may request, during item 1E Agenda and Order of Business, that an item be removed from the consent agenda and discussed separately.

8. Unfinished Business and New Business

9. Mayor, Commission and Staff Communications

***A. Board and Committee Appointments** – Roger M. Carlton, Town Manager Mayor Dietch, Vice Mayor Karukin, Commissioner Lisbon and Commissioner Kligman made their appointments to different Boards and Committees as follows:

Planning and Zoning Board

Peter Glynn – Mayor Dietch
Lindsay Lecour – Vice Mayor Karukin
Dr. Jared Plitt – Commissioner Lisbon
Carli Marie Koshal – Commissioner Olchyk
Mayor Dietch - Liaison

Design Review Board

Peter Glynn – Mayor Dietch
Lindsay Lecour – Vice Mayor Karukin
Dr. Jared Plitt – Commissioner Lisbon
Carli Marie Koshal – Commissioner Olchyk
Jorge Gutierrez. License Architect – Unanimously appointed

Personnel Appeals Board

Brian Dooreck – Mayor Dietch
Niza Motola – Vice Mayor Karukin
Vice Mayor Karukin – Liaison

Parks and Recreation Committee

Eliana Salzhauer – Mayor Dietch
Retta Logan – Vice Mayor Karukin
Doris Obregon – Commissioner Kligman

Tourist Board

Barbara Cohen – Mayor Dietch
Commissioner Lisbon – Liaison

Pension Board

Vice Mayor Karukin made a motion for the board to remain the same. The motion received a second from Commissioner Lisbon and all voted in favor.

Police Officers Pension Trust

Item deferred for next month

Vice Mayor Karukin made a motion to have the Town Commission make appointments to the DVAC Committee as well as the Town Manager. The motion received a second from Commissioner Kligman and all voted in favor.

***B. Charter Review – Lynn Dannheisser, Town Attorney**

Lynn Dannheisser, Town Attorney presented the item and spoke about the charter review and proposed four issues for adoption and placement on the November 6, 2012 ballot.

Vice Mayor Karukin spoke on the item and the charter review that was completed four (4) years ago.

Vice Mayor Karukin made a motion to approve the four items with the language to be presented by the Town Attorney in June. The motion received a second from Commissioner Kligman and all voted in favor.

***C. Reconsideration of Item 9D of the April 10, 2012 Town Commission Meeting –**

Vice Mayor Michael Karukin

Item was discussed on the Points of Light Item 36 under the Consent Agenda.

***D. Report on Partial Refinance of \$16 million Regions Bank Water/Sewer/Storm Drainage Loan – Roger M. Carlton, Town Manager**

Town Manager Roger M. Carlton presented the Commission with an update.

10. Adjournment

There being no further business to come before the Commission, the meeting adjourned at 10:45p.m.

Accepted this ____ day of _____, 2012

Daniel Dietch, Mayor

Attest:

Sandra Novoa, CMC
Town Clerk

TOWN OF SURFSIDE, FLORIDA
MONTHLY BUDGET TO ACTUAL SUMMARY
FISCAL YEAR 2011/2012
As of MARCH 31, 2012
50% OF YEAR EXPIRED (BENCHMARK)

Agenda Item #

Page

1 of 2

Agenda Date: June 12, 2012

GOVERNMENTAL FUNDS	ACTUAL	ANNUAL BUDGETED	% BUDGET
GENERAL FUND			
REVENUE	\$6,953,511	\$9,325,305	75%
USE OF ASSIGNED FUND BALANCE		\$188,000	50%
EXPENDITURES	\$4,472,745	\$9,513,305	47%
Net Change in Fund Balance	\$2,480,765		
Fund Bal.-Beg. of FY(audited assigned+unassigned)	\$4,146,783		
Fund Balance-March 31, 2012	<u>\$6,627,548</u>		
RESORT TAX			
REVENUE	\$88,895	\$134,988	66%
EXPENDITURES	\$101,737	\$134,988	75%
Net Change in Fund Balance	(\$12,842)		
Fund Balance-Beg. of Fiscal Year (audited)	\$184,867		
Fund Balance-March 31, 2012	<u>\$172,025</u>		
POLICE FORFEITURE/CONFISCATION			
REVENUE	\$10,839	\$34,166	32%
USE OF RESTRICTED FUND BALANCE		\$45,044	50%
EXPENDITURES	\$13,858	\$79,210	17%
Net Change in Fund Balance	(3,019)		
Fund Balance-Beg. of Fiscal Year (audited)	\$117,889		
Fund Balance-March 31, 2012	<u>\$114,870</u>		
TRANSPORTATION SURTAX			
REVENUE	\$79,627	\$170,535	47%
USE OF RESTRICTED FUND BALANCE		\$128,579	50%
EXPENDITURES	\$154,110	\$299,114	52%
Net Change in Fund Balance	(74,484)		
Fund Balance-Beg. of Fiscal Year (audited)	\$239,760		
Fund Balance-March 31, 2012	<u>\$165,276</u>		
CAPITAL PROJECTS			
REVENUE	\$271	\$400	68%
USE OF ASSIGNED FUND BALANCE		\$274,600	50%
EXPENDITURES	\$75,435	\$275,000	27%
Net Change in Fund Balance	(75,163)		
Fund Balance-Beg. of Fiscal Year (audited assigned)	\$399,754		
Fund Balance-March 31, 2012	<u>\$324,591</u>		

NOTES:

A. Timing Difference - FY 2012 ad valorem property tax revenues are remitted to the Town primarily from mid-November to March.

A-1. Includes \$2,000,000 available for hurricane/emergencies and \$188,000 utilization of Maranon property sales proceeds. The balance of \$1,958,783 is unassigned fund balance.

B. Timing Difference - Includes only the Nov, Dec & Jan, Feb. The March resort taxes are collected starting in April.

B-1. Resort tax expenses include 50% of the guarantee for the Tales of Surfside Turtles

C Timing Difference - Forfeiture revenue fluctuates widely.

D. Timing Difference - Includes only the Oct, Nov, Dec, Jan & Feb CITT revenue. The March CITT revenue is not received until late June 2012.

E. The Townwide Software Replacement project in the amount of \$100,000 has been deferred. The Town Hall Roof and Elevator will be repaired. (Roof \$35,754 & Elevator \$41,856)

ENTERPRISE FUNDS

ACTUAL

ANNUAL BUDGETED	% BUDGET
------------------------	-----------------

WATER & SEWER

REVENUE	\$1,510,658	\$3,045,252	50%	
USE OF NET ASSETS/LOAN PROCEEDS		\$10,342,572	50%	
EXPENDITURES	\$885,944	\$13,387,824	7%	F
Change in Net Assets*	\$624,714			
Unrestricted Net Assets-Oct 1 (audited)	\$1,674,603			
Restricted Net Assets-Renewal & Replacement	\$1,017,776			F-1
Unrestricted Net Assets-March 31,2012	\$3,317,093			F-1
Capital Project Expenses to date for Water & Sewer	\$4,766,387			

MUNICIPAL PARKING

REVENUE	\$453,591	\$693,944	65%	
USE OF NET ASSETS		\$1,500,000	50%	
EXPENDITURES	\$324,455	\$2,193,944	15%	F
Change in Net Assets*	\$129,136			
Unrestricted Net Assets-Oct 1 (audited)	\$1,385,581			
Unrestricted Net Assets-March 31,2012	\$1,514,717			

SOLID WASTE

REVENUE	\$774,017	\$1,277,684	61%	G
EXPENDITURES	\$595,547	\$1,277,684	47%	
Change in Net Assets*	\$178,470			
Unrestricted Net Assets-Oct 1 (audited)	\$207,462			
Unrestricted Net Assets-March 31,2012	\$385,932			

STORMWATER

REVENUE	\$312,773	\$1,073,452	29%	H
USE OF NET ASSETS/LOAN PROCEEDS		\$1,712,289	50%	
EXPENDITURES	\$79,500	\$2,785,741	3%	F
Change in Net Assets*	\$233,272			
Unrestricted Net Assets-Oct 1 (audited)	\$188,302			
Unrestricted Net Assets-March 31,2012	\$421,574			
Capital Project Expenses to date for Storm Water	\$517,694			

NOTES:(con't)

* the change in net assets excludes financial impact from Capital Assets


F. Underage due to Infrastructure/Capital Outlay projects (\$10.4 million for water/sewer, \$2.2 million for stormwater, \$1.6 million for parking)

F-1. Includes rate stabilization of \$651,144, and \$1,017,776 available in renewal and replacement.

F-2. This total is only for the operational expense, does not include the Infrastructure Capital Expense for water/sewer/stormwater project.

G. Timing difference: Billing (and the resulting revenue) for the entire fiscal year pertaining to Residential (non-condominium) customers are recorded in October

H. Timing Difference - Underage primarily due to a budgeted and committed State Grant (FDEP #SO374) in the amount of \$474,000 that will not be received by the end of fiscal year FY 11/12


Interim Finance Support Svcs Dept Head


Town Manager



**Town of Surfside
Town Commission Meeting
June 12, 2012**

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

**POINTS OF LIGHT
After Action Items**

1. Downtown Vision Project

Current Status: Pursuant to the discussion held during the May 8, 2012 Town Commission meeting, please see attached the two Downtown Vision Advisory Committee (DVAC) memos outlining the formation of this committee that were sent to the Town Commission prior to its inception. (Attachment 1 and 2). These memos will help the Town Commission determine if it wishes to amend the processes which are currently in place.

The May 30, 2012 DVAC meeting introduced Commissioner Michelle Kligman as the first official Commission liaison to this advisory committee. The members revisited for review the Wayfarer Sign Initiative as a company has been selected to build and install the signs from the recently completed bid process and is being presented for ratification to the Town Commission during the June 12, 2012 meeting. There was also a presentation by Town Planner Sarah Sinatra regarding proposed procedures to review the Town's Sign Ordinance. The costs associated with this complex project will come to the Town Commission for discussion as part of the FY 12/13 budget development process.

The second in a series of meetings with the Downtown Business District (Downtown Dialogues II) occurred on May 11, 2012 at Asa-2, 9489 Harding Avenue. Commissioner Kligman attended. Despite a comprehensive effort of door to door visits, emails and phone calls, only seven businesses and property owners attended. Representatives from the Town Administration presented information regarding on-going and upcoming initiatives affecting the downtown business district and the Town as a whole. The notion that the culinary event would likely be cancelled (it was subsequently cancelled by the Tourist Board at their meeting on May 16, 2012) due to a lack of support from the restaurant sector, despite over a month of door to door outreach and the fact that it was one of the most successful downtown events to date, was also discussed. Those in attendance were disappointed by the low attendance at the meeting and the lack of support from others in the district as they felt that this sort of dialogue with the Town is extremely important. Addressing the general malaise and complacency will be an ongoing focus of the Town Administration, Commissioner Kligman and DVAC. The next Downtown Dialogues III is tentatively scheduled for August 9, 2012.

On May 8, 2012 the TEDACS Director attended the Miami-Dade Mom & Pop Grant workshop. This was a mandatory event for those businesses that were selected to receive grant money. Eleven Surfside businesses were awarded a combined total of \$15,500 this year – a record number of businesses and a record grant amount for Surfside. A press release about the success of Surfside's businesses with this

endeavor was sent to local media outlets. Staff's goal is to have similar success as it assists the business district with the Miami Dade Energy Saver Reimbursement Grant that has an August 8, 2012 submittal deadline.

Two benches, identical to those outside the Community Center, were purchased for Harding Avenue. One has been placed near the northwestern corner of 95th Street, while the other, to be installed near the northeastern corner, is awaiting the completion of water/sewer improvements at its intended location. Street furniture and landscaping are continuing issues being discussed by DVAC and the downtown merchants. The Surfside Business Association is leading a drive to secure sponsorship for more benches. While there has been some initial interest, to date, none of the businesses have pledged their financial support.

The Jewish Journal has now joined The Miami Herald, El Nuevo Herald, Miami New Times and the Town Gazette in the one designated sanctioned Town news rack located near the new bench. Miami Today has been approached, and has expressed some interest, in taking the last remaining spot. The purchase of additional news racks will be discussed by the Town Commission at the upcoming FY 12/13 budget workshops.

With the completed façade renovations of 9417-19 and 9575 Harding Avenue, new vacant window coverings were produced and installed. The former location will see an expanded Harbour Grill to open in the Fall and the latter will house a new women's clothing boutique, Koukla Kouture, owned and operated by the same family who run The Greek Place.

2. Water, Sewer and Storm Drainage and Collins Avenue Force Main Projects

Current Status: The project began on August 15, 2011 and is approaching 55 percent completion. 99 percent of the permission slips to install the water tie-ins have been received, 650 water services have been replaced, 17,300 linear feet of water pipes have been installed, 13,500 feet of sewer laterals have been repaired or lined, 820 sewer connections have been replaced or repaired, 16,780 linear feet of water main have been installed, 17,135 linear feet of sewer main have been lined and 1900 linear feet of sewer main point repairs have been completed. 3500 linear feet of storm drainage has been installed along with 12 drainage structures. Also three storm drainage pump stations are currently under construction. 86,280 square yards of asphalt has been placed (first lift) on the various roads throughout Phase 1 and Phase 2. We have also had to repair 58 small and 11 major pipe breaks since the project started to keep the old system operational. The new Collins Avenue shared sewer force main became operational in April 2012. This will allow the Town and Bal Harbour to clean and video the 60 plus year old force main on Byron Avenue and decide the best strategy regarding the future of the old force main.

The State of Florida has approved financing at an interest rate of 2.5 percent to partially replace and enhance our current project financing which carries a 4.72 percent rate. The Administration is working with our bond counsel and financial advisor and has completed a third update of the TischlerBise (now Black & Veatch) rate study to determine how the partial refinancing will impact rates. We have also met with Regions Bank to determine if their interest rate could be

lowered. The water/sewer/storm drainage citizen committee will be reconvened with a report to be made to the Town Commission regarding the best recommended strategy. The partial refinancing of the Regions Bank loan was discussed with the Town Commission during the May 8, 2012 meeting and authorization was given to move forward with the financial restructuring subject to review of the final package when it is ready. A meeting with bond counsel, financial advisor, engineering consultant and Town Staff was held May 29, 2012 to finalize the approval for this partial refinancing. Staff's goal is to have the final recommendation to the Town Commission in August 2012.

3. Feral Cat and Dog Feces Concerns: Mayor Daniel Dietch

Current Status: With the assistance of Surfside resident Adam Markow, the Town completed the process of applying for a PetSmart grant to assist in the cat spaying and neutering program and was awarded \$18,500 for this program (Attachment 3). A meeting was held on May 24, 2012 with Town Staff, Mr. Markow, the cat volunteers and the Meow Mobile operators to discuss the award and the necessary report filings.

4. Tourist/Resort Tax Audit/Certificate of Use/Local Business Tax Receipt/Short Term Rentals Programs

Current Status:

Resort Tax Audit: The disputed Resort Tax Audit findings on the two restaurants with one owner are on-going. Staff met a second time on May 21, 2012 and was presented by the owner with a new set of documents that require additional review. A third meeting has been set to further discuss a settlement. The remaining other business in dispute was set to go to the next Special Master tentatively scheduled for July 2012, however, a check in the full settlement amount was received. Therefore a final report regarding this initial group of audits is deferred to the July Town Commission meeting with the goal of settling the remaining two restaurant cases.

Certificate of Use (CU) /Local Business Tax Receipt (LBTR): Only fourteen Certificates of Use are pending approval with 149 issued. 23 LBTR's (approximately 10%) are pending. Front Office staff and Code Compliance continue to strive for 100% voluntary compliance. However, certain businesses have failed to respond to repeated efforts by Staff to communicate with them. Civil Citations were previously issued to 28 business entities and nine more businesses have recently been cited. Of the original 28 cases, some businesses were found to be closed, some have complied, and six are scheduled to go before a Special Master for non-compliance.

Short Term Rentals: Code Compliance is conducting on-going efforts to investigate web based advertising and gathering additional information from other departments to facilitate verification and support the development of prosecutable cases. This effort has not been a priority as we are focusing on life safety and other highly visible infractions. The FY 12/13 Proposed Budget will recommend a new code compliance officer who will spend a significant portion of his/her time on this situation.

5. Bus Shelters: Commissioner Marta Olchyk

Current Status: Due to recent Federal Transportation Administration (FTA) audits, the Metro Dade Transit Agency (MDTA) has implemented additional controls and procedures in order to satisfy FTA concerns. As a result, several payments to the design consultant were delayed and the consultant stopped work on the project due to non-payment. This impacted the consultant's deliverables to MDTA as originally scheduled.

As of January 19, 2012, MDTA met the necessary financial requirements to process pending payments to the consultant. Commissioner Olchyk and the Town Manager met with County Commissioner Sally Heyman to seek her assistance to accelerate the December, 2012 projected completion date. That meeting was successful in that MDTA Director Ysela Llorca agreed that Surfside's shelters would be the first installed in Commissioner Heyman's district with anticipated installation in October 2012.

6. Clean Up/Update/Enhance Town Website Content: Commissioner Michael Karukin

Current Status: The new Town website is proceeding as scheduled. The process is estimated to require eight to twelve weeks with initial roll out in late July 2012 with a demonstration during the July 17, 2012 Town Commission meeting. The movement of the current website files to external hard drives and subsequently requested DVDs has been completed by CGA. Presently e-City Services is finalizing the website design template. This will then be sent to their technical implementation team. There is an item on the June 12, 2012 Town Commission agenda which establishes a new Information Technology and Telecommunications Committee with Vice Mayor Karukin as the liaison. This group will help iron out any implementation issues which arise and guide the future improvements to the website.

7. Bike Rental Station

Current Status: The Publix central office is disputing the installation of the Deco Bike rental station on 94th Street and Harding Avenue despite numerous contacts with them from Deco Bike and the Town prior to the installation. Telephonic meetings were held on May 14 and May 21, 2012 in an attempt to resolve the dispute which initially related to hold harmless provisions (now resolved) and has morphed to a discussion regarding free advertising (as compensation for utilizing a small portion of Publix's land) and limitation on advertising any competing grocery chain. On-going efforts being conducted by the Town to reach a mutually agreeable resolution have been successful and the bikes should be available in the Publix rack by June 15, 2012. On the positive side, the utilization of the bike rental station at Collins Avenue and 93rd Street is very high.

8. Beach Concessions

Current Status: As the only service and maintenance provider for the beach in Miami Dade County, the Miami Dade County Parks and Recreation Department has determined that a lease

from the State of Florida for the beach in Surfside and Bal Harbour similar to their agreement in Sunny Isles Beach is necessary. The lease will include a management plan. The management plan will identify the services the County will provide for the beach, the manner and frequency the area will be maintained and rules or standards for upland properties regarding the storage and deployment of chairs, umbrellas, and cabanas on the beach. Mayor Dietch has requested that a situation wherein condominium associations place chairs on the beach in an area marked “private” be clarified and that concern will be incorporated in the negotiations. There will be a discussion of this entire effort before the County Recreation and Cultural Affairs Committee in July 2012 which, if forwarded, will go to the Board of County Commissioners in their August 2012 meeting (Attachment 4). Once the proposed lease is prepared by the State of Florida it will again have to go before the Board of County Commissioners.

After the lease is approved, the County will offer the Town of Surfside a proposed management agreement for the Town’s review. Once the proposed management agreement is offered, the County and the Town of Surfside will have 10 months to complete negotiations of the document. Town Manager Roger M. Carlton and Parks and Recreation Director Tim Milian met with Miami Dade County Assistant Parks and Recreation Director Kevin Kirwin and Beach Operations and Maintenance Supervisor John Ripple on May 22, 2012 to discuss the outline for the management agreement once the lease is approved by the State. There is a long way to go before this item comes before the Town Commission for final approval.

9. 9501 Collins Avenue Townhome Development

Current Status: The Town Commission declined the first right of refusal for acquisition of the site during the August 9, 2011 meeting. Subsequently Greystone Residential LLC closed on the property and will develop the seven permitted townhomes. While there was not a legal requirement for the developer to make any capital contributions to the Town, as a matter of goodwill, the developer has offered a \$100,000 contribution to the 95th Street upgrade project which will renovate 95th Street from the hard pack to Collins Avenue with the potential for extension to Abbott Avenue in the future. In a recent meeting, the developer agreed to an additional \$50,000 based on release of a security deposit which has been held by the Town since 2005. With the \$200,000 committed by the Grand Beach Surfside Hotel it is now possible to build the first block of the project. The Town Commission viewed preliminary renderings of the project during the October 11, 2011 Town Commission meeting and passed a resolution accepting the funds from Greystone. During the January 17, 2012 Town Commission meeting, Staff was authorized to make contact with the architecture/engineering departments of FIU and UM to determine their interest in a design competition with cash prizes for the top three submissions. Rocco Ceo, Dean of the University of Miami School of Architecture offered to have a student design effort for a second street end in Fall 2012. Details of this effort are being discussed.

In a recent development, Greystone Residential LLC has been offered \$12.7 million by a single purchaser for the entire completed project. This again triggered the first right of refusal clause. During the April 13, 2012 Town Commission meeting, the determination was reached to forego the first right of refusal for a second time. Due to the need to complete the street end project

contemporaneously with the building construction which began in mid-May 2012, the Administration will move forward with a simple elegant project for one block only, using Bermello Ajamil (from the approved rotation) in the amount of \$67,000. The thematic design will be usable for all three blocks should the Town Commission determine to expand the project in the future. When the design is further along it will be brought to the Town Commission for review.

10. Property Assessed Clean Energy (PACE) - program to retrofit existing residential and commercial buildings for energy efficiency: Mayor Daniel Dietch

Current Status: This program allows existing buildings to be retrofitted for energy efficiency with the cost funded from a loan pool authorized by the State of Florida and funded by Barclay's Capital. The low interest loans are repaid from a long term assessment on the property. There are no guarantees provided by the Town of Surfside. A report from the Town Attorney appears on the June 12, 2012, Town Commission agenda.

11. FPL/AT&T/Cable Undergrounding Project

Current Status: The Town Commission allocated funds in the Water/Sewer/Storm Drainage project to provide mid-block crossover conduit so that a future undergrounding project would not have to break the pavement. Staff is working with FPL and other utilities to complete their study of the cost of undergrounding Town wide. A preliminary Staff report regarding this project should be available by August 2012.

12. FEMA Flood Insurance Status

Current Status: The FEMA Community Assistance Visit, which is the necessary step to lower rates, was held on March 21 and 22, 2012. During an exit interview with Prasad Immula of FEMA's Atlanta office, it was learned that information provided by Paul Gioia to the State office was not timely forwarded to Atlanta. That information has subsequently been sent by Paul Gioia directly to FEMA in Atlanta. We continue to work with FEMA regarding the Gibb house which is the last remaining open issue from an original 62 questioned properties. Staff may have to travel to Atlanta to resolve this issue in order to have FEMA make a positive determination in October 2012. This matter is a very high priority.

13. Bus Stop Pull-in at East Bound 96th Street, West of Abbott Avenue

Current Status: Due to the heavy traffic on 96th Street, busses do not use the pull-in because it is difficult to return to the line of vehicles. Miami Dade Transit has verbally approved the removal of the bus pull-in and the cost to close the pull-in and add landscaping has become a condition of the proposed Development Agreement with Young Israel. Staff will continue to tie down the transfer of the pull-in to Surfside.

14. American Cancer Society - Relay for Life Event

Current Status: The Relay for Life event was held Saturday May 5, 2012 thru Sunday May 6, 2012 on the hard pack at 96th Street. The goal was to raise \$35,000, with the yearlong fundraising, donations and team competition. \$50,000 was raised for programs and services that help cancer research. The event was a success and congratulations to all Town Staff and representatives of Bal Harbour Village and Bay Harbor Islands who worked very hard on this volunteer effort. Item completed.

15. Restore Birdhouses at Beach-side Street Ends: Mayor Daniel Dietch

Current Status: Frank McBride III, a young Town resident, built the birdhouses in 2001 as an Eagle Scout project. The Town has acquired four new birdhouse kits and with the assistance of the Cub Scouts Pack 320, Howard Rennert assembled and decorated the new birdhouses. The Parks and Recreation Department and Public Works Department assisted the Cub Scouts with the installation of the new houses at the beach ends. The houses were installed on the beach ends on May 30, 2012. Item completed.

16. Options to Mitigate Inadequate Number of Parking Spaces at Multi-family Establishments along the Collins Avenue Corridor: Mayor Daniel Dietch

Current Status: Staff has begun an investigation of this Point of Light to determine if all the buildings on the east side of Collins actually built and continue to make available the number of spaces required in their development approval. This will be called the “first level shortfall”. The “second level shortfall” will be a number developed with the condominium managers regarding peak time of day and seasonal shortages. We will then develop strategies such as potentially issuing monthly after hours parking permits in the street ends or a contribution to the Parking Trust Fund to mitigate the shortfalls.

Specifically, the Spaggio Condominium review has been completed and the building has been determined to be 16 spaces short. This is due to the design of the parking facility which makes certain spaces unusable. Staff is working with the Town Attorney to develop an agreement with the Spaggio condominium board to resolve the situation.

17. Dog Park: Mayor Daniel Dietch

Current Status: Town Staff have put Ms. Findlay in touch with Ms. Moonves of the Surfside Urban Gardeners (Community Garden) so that Ms. Moonves could provide insight into the process of forming the required non-profit. The Town Commission will discuss the possible Dog Park and funding by the Town to help with the initial construction similar to the Community Garden during the Fiscal Year 12/13 budget workshops.

18. Upgrade to Town Hall Elevator

Current Status: The Town Commission approved the upgrade to the Town Hall elevator at the March 13, 2012 Commission meeting. This was one of the projects included in the Town Commission “shovel ready” discussion. The contractor ThyssenKrupp was selected by the Town Commission during the March 13, 2012 meeting. The elevator project will begin after the June 12, 2012 Town Commission meeting and be completed before the July 17, 2012 meeting.

19. Isaac Bashevis Singer Movie: Mayor Daniel Dietch

Current Status: Mr. Daniel Strehlau presented the three clips of his movie at his Film Introduction and Fundraising event at the Community Center on May 10, 2012. A corresponding press release was sent to local media outlets regarding Mr. Strehlau’s quest to finish his film and the Surfside connection with Bachevis Singer. Staff believes the Town has met its commitment to introduce Mr. Strehlau to the community. Item completed.

20. Turtle Sculptures - Art in Public Places

Current Status: The unveiling of the first unpainted turtle sculpture will occur at noon on June 17, 2012 at the Community Center 1st Year Anniversary Event. Artists are presently being signed and sponsorships are being solicited through Prince Media Development, the Tourist Board and Surfside Business Association. The Parks and Recreation Department will be incorporating turtle awareness initiatives through their existing programming and Summer Camp.

21. Coastal Partnership Initiative Grant

Current Status: Unfortunately this grant application in the amount of \$30,000 for providing improved handicap parking and beach access at the 90th Street beach access point has not been funded. The grants were extremely competitive and were not high enough on the priority list. Item completed.

22. FDOT Surfside Repaving

Current Status: There are three repaving projects which will be accomplished by FDOT over the next 18 months. These include (1) Kane Concourse from the Surfside Town limits to Collins Avenue; (2) Collins Avenue from 75th Street in Miami Beach to 96th Street and Harding Avenue from 96th Street to 94th Street and (3) Collins Avenue in Bal Harbour from 96th Street to the Haulover bridge. All these projects will have major traffic impacts and Staff is working with FDOT on the Maintenance of Traffic (MOT) and public information elements of the plans.

FDOT will make a presentation regarding these projects during the June 12, 2012 Town Commission meeting.

23. Jewish Community Services - Memorandum of Understanding (MOU): Mayor Daniel Dietch

Current Status: The Town Commission ratified a Resolution and accompanying Memorandum of Understanding for the JCS to promote their services to Surfside residents in substantial form during the May 8, 2012 meeting. The JCS is still finalizing the details on the Surf-Bal-Bay program with the intention of rolling it out some time this Fall. The Town Commission will be kept aware through subsequent Point of Light updates as details emerge.

24. Parking Structure Feasibility Study

Current Status: We are currently working with Rich and Associations to work out the final details for the agreement within the authority granted by the Town Commission during the May 8, 2012 meeting. Work is anticipated to begin in June 2012.

25. Identity and Wayfinding Signage

Current Status: There were 10 bids received ranging from \$96,820 to \$213,556. The low compliant bidder was Don Bell Signs LLC. There is a detailed memorandum recommending award to Don Bell Signs LLC on this June 12, 2012 Town Commission agenda. The recommendation fully describes the signs to be installed and the funding sources.

26. Bal Harbour Shops Expansion Status Report

Current Status: Recent press and discussions with Mr. Stanley Whitman lead to the conclusion that Bal Harbour Shops has completed negotiations with the Church by the Sea. The members of the Church will vote on the agreement on June 3, 2012. Staff will monitor developments in this project and keep the Town Commission updated with the Points of Light.

27. Bay Harbor Islands Agreement with the Miami Dade County Public Library System

Current Status: The Town Administration met with the Miami-Dade County Public Library System Director and staff on June 5, 2012 to outline the Town's desire to have Miami Dade County bill the Town for each resident's memberships rather than reimburse the card holders. Director Raymond Santiago will forward a draft agreement to replicate the Bay Harbor Islands approach as soon as the County Attorney's office produces the document.

28. North Force Main/Building Better Communities Bond Program

Current Status: The Town Commission reviewed a letter jointly signed by the Managers of Surfside, Bal Harbour and Bay Harbor Islands during the March 13, 2012 meeting. Staff was given direction to move forward to obtain the \$8.5 million included in the Building Better Communities bond issue for Bal Harbour and Surfside to build this critical project. A meeting with Deputy County Mayor Jack Osterholt was held April 13, 2012. While a commitment to address the issue was made, nothing happened. The situation was discussed with Sally Heyman on April 30, 2012 in a meeting attended by Commissioner Olchyk. Both Mr. Osterholt and Commissioner Heyman were given a report regarding the \$29,668,200 paid by the three municipalities to Miami Dade County in FY 2011/2012. A second meeting with WASD Director John Renfrow, Budget Director Jennifer Glazer-Moon and Deputy Mayors Alina Hudak and Jack Osterholt was held May 10, 2012. During that meeting a tentative resolution was discussed in which Bal Harbour Village would advance the funding for the project to be reimbursed with FY 2016/17 Building Better Community bonds. Interestingly Miami Dade officials did not dispute the capacity issue at the Northeast Regional Treatment Plant when Town Staff suggested that if there were no capacity, a moratorium on development in the entire service area would be in order. Complicating this situation is the proposed Consent Agreement with the State of Florida and the Federal EPA. Staff has reviewed this 93 page draft document and will be making several suggestions that enhance the position of wholesale sewage treatment customers like Surfside (through Miami Beach). There is much more to follow on this project as events unfold.

29. Best Western Property Sale

Current Status: The Best Western property sale was closed on March 27, 2012 in the amount of \$50 million. Town Attorney Lynn Dannheisser and Town Manager Roger Carlton have met with the new owners to discuss their preliminary plans. The Town Manager and Town Attorney have also met with project architect Bernardo Fort-Brescia of Arquitectonica to discuss the need for great sensitivity to the values of the Town. The Town Commission will be kept aware as this project develops.

30. White Fly

Current Status: This problem has grown to an epidemic in the Town of Surfside. In order to combat the infestation, the Town has engaged our landscaping contractor Lukes Landscaping to treat all Town trees and shrubs for the eradication of white fly. Approximately 850 trees have been injected and all affected shrubbery has been treated. The approximate project cost is \$35,000. Funding will be provided by the Public Works and Parks and Recreation Departments' landscaping budgets. Item completed.

31. Scholarship Program

Current Status: Three college bound Surfside students, of good academic standing and community involvement, were selected by the principal of Miami Beach High and are each receiving a \$250 scholarship at the June 12, 2012 Town Commission Meeting. Over the summer, a committee will be formed to create procedures and accompanying forms and application to better manage the program for academic year 2013/2014 and beyond. The work of that committee will be presented to the Town Commission in September, 2012.

32. Renovations to Parking Lots

Current Status: The price to renovate the Abbott, 95th Street (Shul), 94th Street, Town Hall (93rd Street) and Town Hall (Collins) lots came in at \$220,000 which is well below the \$450,000 estimated figure. Work began June 5, 2012 on the two Town Hall and the 95th Street (Shul) lots for \$95,000 in order to complete the project during Summer 2012. The remaining lots will be kept on hold until after the parking structure feasibility study (3 lots) is complete. There were 3 bids received and the low bidder for the three lots was Lynx Construction. This company built the 95th Street lot expansion and performed the work to specification in a timely manner.

33. Solid Waste and Recycling Bill on the TRIM Notice

Current Status: Staff attended a briefing with the Miami Dade County Property Appraiser regarding this new process on May 3, 2012. A letter has been prepared that will be mailed with the TRIM notices to explain the transition for the single family residents. The proposed rates for FY 12/13 will be the same as FY 11/12 (Attachment 5).

34. Island Community Initiative Automatic License Plate Reader Project (ALPR)

Current Status: The Island Community Initiative ALPR Project is a new crime prevention program involving the Bal Harbour, Bay Harbor Islands, Golden Beach, Sunny Isles Beach, and Surfside Police Departments. The project will monitor all vehicular ingress and egress into the five island Towns with ALPR cameras. Phase 1 of the project will Geo-fence the entrance roads to the five communities. The cameras will be installed in north Golden Beach; Sunny Isles at 192nd Street and Collins Avenue and Sunny Isles Blvd.; the Bay Harbor Islands tollbooths; and at 88th Street and Collins Avenue, Harding Avenue, and Byron Avenue in Surfside. Phase 2 of the project will allow Towns to add interior ALPR and surveillance cameras to the interior of the Geo-fence such as parks, schools, etc.

Dispatchers and police officers in all of the communities will be alerted automatically at police stations and on laptops in real time to stolen cars, BOLOs, Amber Alerts, and hot lists. The project will also provide inter-agency sharing of investigative intelligence. The server will be shared by all of the communities.

A Memorandum of Understanding (MOU) with the participating municipalities is being prepared. The cost will be shared equally by the Towns. The crime prevention initiative has a special pricing offer. The upgraded server will be shared by all agencies further reducing the price. The Towns will piggyback on the Golden Beach contract. The four other Towns as well as Surfside have committed to the project. Surfside's cost is \$100,000 to become part of the project. Funds will be provided from the Law Enforcement Trust Fund.

There have been many planning meetings for this project. The MOU is still being prepared and is anticipated to be brought to the Town Commission in July 2012. Vice Mayor Karukin's concerns as stated in the May 8, 2012 Town Commission meeting will be incorporated to the greatest extent feasible.

35. Finance Director Recruitment

Current Status: The interview panel consisting of Town Manager Roger M. Carlton, Human Resources Director Yamileth Slate-McCloud, Chief David Allen, Bay Harbor's Finance Director Alan Short and Merv Timberlake from Colin Baenziger & Associates interviewed four finalists on May 17, 2012. An offer has been made and accepted to Donald Nelson, the recently retired Finance Director of City of Coral Gables. Mr. Nelson started on June 4, 2012. Item completed.

36. Police Vehicle Leasing Program

Current Status: Pursuant to the direction given by the Town Commission during the April 10, 2012 meeting, the six new police vehicles have been ordered using the Florida Sheriff's Association contract. Therefore, the goal of awarding the purchase before a price increase for the 2013 models has been met. In addition, five firms and two cities were contacted to ensure that the lease rate was competitively procured. Once again, SunTrust Bank came in low with an interest rate of 1.56 percent which is slightly below the 1.584 percent for the SunTrust lease last year. Finally, there is approximately \$6200 left in last year's 10 vehicle procurement. Staff investigated the possibility of replacing the Parks and Recreation Department scrapped mule (beach rescue) to have it in service before the summer beach season. The cost of this vehicle was under the \$8500 limitation on the Town Manager's procurement authorization and the vehicle has been delivered. Item completed.

37. Sidewalk Ordinance Implementation

Current Status: With passage of the Sidewalk Café Ordinance on second reading at the May 8, 2012 Town Commission meeting, the June 12, 2012 meeting Agenda includes the accompanying required lease Agreement with the Florida Department of Transportation. A meeting has been scheduled with FDOT District Secretary Gus Pego on June 13, 2012 to ensure their acceptance of the lease and to discuss other matters of mutual concern.

A meeting is scheduled for June 7, 2012 for all involved Town Departments in an effort to create a seamless process for implementing the Ordinance's requirements by incorporating this initiative into the annual Certificate of Use and Local Business Tax Receipt renewal process. Subsequent door to door outreach will be conducted this summer for the impacted businesses to ensure a smooth transition.

38. Imaging Town Documents

Current Status: This project has gotten behind for a variety of reasons. A new records storage area has been completed in the landing area between the first and second floors. Town Clerk Sandra Novoa is rapidly moving Town records to that room while eliminating many records in accordance with State Law. This will allow the previously renovated room on the first floor to be used for imaging and storing building plans. The project will be back on track by the end of the calendar year. New procedures have been agreed upon by all individuals involved in the process.

39. Kosher Products at the Community Center Concession Stand: Commissioner Michelle Kligman

Current Status: Staff has met with the owner of Shaka Jons to ensure that there will be a mix of Kosher foods available for the summer. These foods will be pre-packaged snack items which will be confirmed as Kosher by appropriate authorities. The availability of these products should ensure that the no outside food policy does not impact a segment of our community unfairly. If anyone finds the products unacceptable, the attendance system allows visitors to eat their own food on the green area or the beach and be readily readmitted to the pool area.

40. Hatzalah Emergency Medical Response – Memorandum of Understanding: Commissioner Shelly Lisbon

Current Status: The presentation of Hatzalah regarding supplementing Miami Dade Fire Rescue Emergency Response was accepted by the Town Commission on May 8, 2012. The Town Commission expressed a desire for Staff to meet with Hatzalah representatives to discuss a Memorandum of Understanding (MOU). Upon further research, Surfside Police Chief David Allen discovered that Miami Dade Fire Rescue does not currently have an MOU with Hatzalah. Since the Miami Dade Rescue is the first responder, Staff does not feel it appropriate to have a Surfside MOU until such time as the County has an underlying document. In the meantime, Staff will provide appropriate assistance to Hatzalah when the organization is ready to initiate operations in Surfside. Item completed.

41. Street Closing Northbound at 88th Street and Byron Avenue and Right Turn Prohibition at Abbott Avenue Westbound to Northbound

Current Status: After a public meeting and a number of individual discussions, solutions that meet the needs of the neighbors have been developed. Miami Dade County has received a written request to approve the proposals on May 23, 2012. Public Works Director Bill Evans will meet with County Staff on June 6, 2012 to discuss approval of the project.

42. Surf Club Purchase Offer

Current Status: After years of discussion, the Board of the Surf Club has authorized negotiations with SC Properties LLC which is a consortium including the KOC Group (one of the largest corporations in Turkey), a Brazilian group (JHSF, Cerela and Technisa), Fort Capital and the Cabot Family Interests from Boston. The architect will be Kobi Karp. Preliminary plans include historically faithful renovation of the original buildings, new residential on both sides of Collins and a 200 plus room, very high end condominium hotel. The Surf Club received six proposals and chose SC Properties LLC at a purchase price of \$116 million subject to 90 days due diligence. Staff has had a preliminary meeting with the development group and will keep the Town Commission aware as the process evolves.

43. Community Center Swimming Pool Use by the Shul and Other Religious Institutions

Current Status: Staff was approached by Rabbi Lipskar and the director of the Shul summer camp to determine if the Community Center pool could be made available for the Shul's summer camp attendees. Since 55 percent of the attendees reside in Surfside, Staff has developed a tentative program to allow the Shul to use the pool on a non-exclusive basis on Friday's which is the day when the Town's summer camp attendees go on field trips. Non Surfside residents attending the Shul's summer camp will pay a group fee still to be determined. We have also been approached by St. Joseph's Church and the Church by the Sea. Since this is our first summer of full operation of the summer camp without the trailer, Staff will watch the trial program carefully to determine its operational impacts.

44. The Spanish American League Against Discrimination (SALAD)

Current Status: Director Armando Arana met with Human Resources Director Yamileth Slate-McCloud and Town Manager Roger M. Carlton on May 23, 2012 to discuss methods for cooperative efforts (Attachment 6). One possibility is a Foreclosure Defense Assistance Program. SALAD's programs are open to people of all backgrounds. Should the Town Commission accept this Point of Light, Staff will bring back a report on the potential for such a program.

These items have been completed and deleted from the May 2012 Points of Light report

15. FPL and AT&T Leaning Poles: Commissioner Marta Olchyk

Current Status: FPL and AT&T have replaced their poles. Item completed.

24. Bus Route Linkage: Former Vice Mayor Joe Graubart

Current Status: Former Vice Mayor Graubart requested during the February 14, 2012 Town Commission meeting that Staff meet with the Miami Dade Transit Agency (MDTA) regarding extending the County bus route that passes the North Beach Publix to Surfside's downtown area. Initially, MDTA staff informed us that they could do this with the northbound bus on Collins Avenue making a U-turn at 97th Street and heading south on Harding Avenue with a stop in front of Publix at 94th Street. Miami Dade County Transit Agency further informed us that their new bus "line-up" will be delayed until July 2012. Based on the somewhat unenthusiastic reaction of the Town Commission during the March 13, 2012 meeting to Miami Dade County's request for 50 percent of the estimated \$50,000 cost of the route extension, Staff informed County officials that this contribution would not happen. County Staff has informed us that they will not have the funds for this project regardless of any potential match (Attachment 2). Finally, Public Works Director Bill Evans has determined that we will be unable to amend the scheduling of our Town bus service to better link with the northern limit of the existing County bus route. Therefore, this matter has been concluded. Item completed.



Memorandum

To: Elected Officials
From: Roger Carlton / Town Manager
Date: 12/6/2010
Re: Moving the Downtown Vision Process Forward

Introduction

During the past three months, substantial input has been given to the Town Manager regarding the need to reinvigorate the Downtown Vision process. This report outlines suggested parameters for the process and establishes a timeline for the Town Commission to review.

There exists a need to strengthen Surfside's downtown as the social, cultural and economic center of the Town. A thriving downtown can enhance the quality of life for Surfside's residents and improve the visitor experience.

Additional tax revenue from a thriving downtown, including increases in the Tourism Resort Tax, adds to the Town's tax base and helps alleviate the ad valorem (property) tax burden on residents.

In order to create a sense of place that encourages business retention and economic development, while retaining and enhancing the characteristics that attract residents and visitors, a plan that reflects the realities of the 21st Century is required.

Previous planning efforts and policies, as well as recent survey results, will be reviewed during this process. This will help avoid the cost of outside consultants.

Background

The Town's 2006/2007 Charrette, through extensive community input, recommended a number of improvements for the downtown area. A Committee comprised of Surfside residents, the Town Manager and a Commission liaison held a series of public meetings to engage the views and future aspirations for the Town as a whole. The final public meeting reviewed each section of the Charrette for detailed comment. The final report was not fully adopted and further direction was not given or implemented.

May 10, 2012

Many of the listed possible projects that pertain to the downtown district are still relevant discussion items. Of particular note is the desire to create a more pedestrian friendly downtown with mixed-use commercial buildings. Also, the possible need for a parking structure is still widely discussed to this day.

The two blocks on Harding Avenue from 94th to 96th Streets is approximately 6 ¾ acres with over 70 buildings and more than 100 licensed businesses.

Due to unprecedented changing and challenging economic conditions since the Charrette was produced, the necessity for a current shared vision and plan for the downtown district is a timely initiative.

Project Teams

Proposed Steering Committee: Town Manager, Building Official, Planning Manager and Tourist Bureau Director.

Proposed Advisory Committee: Planning & Zoning Chair, Surfside Business Association President/Tourist Bureau Chair, Beautification Chair, a hotelier, two retailers, a service oriented business operator, a single family residential representative and a condominium resident representative.

Timeline

- 1) December 2010/ January 2011 - Interview the Surfside Commissioners and members of the Surfside Business Association regarding their vision for the downtown district.
- 2) Conduct two workshops:
 - i) February 2011 - Steering Committee and Advisory Committee Workshop, open to the public, with the Planning & Zoning, Tourist Board and Beautification Committee in attendance.
 - ii) March 2011 – Public Workshop to present the ideas from the recent survey results, interviews and previous workshop.

Information from the Charrette, the Planning Department, and comparative models used elsewhere (eg Delray Beach) will also be presented.

The objective of the workshops is to incorporate the various stakeholders' vision for the downtown and to form a collective vision for the future.

Some of the discussion items would include, but not be limited to, the following:

- an overall aesthetic / branding
- creating a welcoming, pedestrian-friendly environment
- the installation of benches and bike racks

May 10, 2012

- the creation of a Business Improvement District to help finance improvements and operations
- the role of the Florida Department of Transportation (eg crosswalk replacement in 2011/2012)
- the role of Tourism funding as it relates to successful retail and restaurant establishments
- the relationship to Bal Harbour Shops and the St. Regis
- the impact of side walk cafes and the proper means for regulating the use of sidewalks
- newspaper vending rack regulation
- installation of business locator signs on each block
- code enforcement
- the potential combination of retail, commercial and residential land use
- assisting businesses with marketing initiatives, particularly the use of Social Media, and special events
- retaining and attracting businesses through landlord and lease cooperation

A report listing priorities and a timeline for implementation strategies will be produced from the workshops. This will be presented at the Town Commission Meeting in April 2011.

Cc: Paul Gioia, Building Official
Sarah Sinatra, Planning Manager
Duncan Tavares, Tourism Director

Memorandum

To: Roger Carlton / Town Manager
From: Duncan Tavares / Tourist Bureau Director
Date: 1/21/2011
Re: Downtown Vision Process Update

Advisory Committee:

- Scarlet Tenen, Planning & Zoning Chair
- Eli Tourgeman, Tourist Board Chair
- David Steinfeld, Beautification Committee Chair
- Ken Arnold, Former Chair Charrette Committee
- Sergio Castion, Surfside Business Association Representative / Condotti Mens Clothing Store Owner
- Ighal Goldfarb, 9520 Harding Avenue Building Owner
- Shep Edelstein, Best Western Oceanfront Resort Owner
- Andy LaBrada, Onarga Apartment Hotel and Event Company Owner
- Jenny Skordilis, The Greek Place
- Jessica Weiss, Serendipity Yogurt Cafe
- Leeann Roth, Luxe Skin Bar Store Owner
- Julia Magnani, Surfside Civic Association / Single Family Home Representative
- Sharon Levy, Home Business Operator / Single Family Home Representative
- Louis Cohen, President of Marbella Condominium Association
- Jackie Murphy, Condominium Resident
- Julie Gordon, Condominium Resident

Discussion of Initiatives for Downtown Success:

- 1) Forming a public-private partnership
 - Partnering with neighboring communities
- 2) Completing a downtown vision
- 3) Produce a market driven business plan
 - Identify your customer base and potential new customers
 - Identify their wants and needs today and in the future
- 4) Develop and market your downtown's unique niche
- 5) Attract new targeted businesses through outreach and hosting/site visits
- 6) Counsel existing businesses on their business plans

January 21, 2011

- 7) Conduct on-going focus groups to provide direction
- 8) Create small scale downtown housing
- 9) Create on-going formal marketing and public relations campaigns
- 10) Incorporate management techniques from the malls – managing a downtown as a business:
 - Forge partnerships
 - Assign someone as a liaison
 - Produce a leasing plan including minimum standards for hours of operation
 - Focus on maintenance issues
 - Identify funding sources
 - Provide sufficient parking and other public services

Design Preferences Discussion Points:

Buildings: What is attractive? What to change?

Colors

Signage

Landscaping / Pedestrian friendly additions

Side walks

Crosswalks

Create a central theme or brand

Are there motivational factors to assist in compliance?

Should a “demonstration” building façade be created?

Forging a partnership with neighboring communities

Pedestrian friendly vs high visibility

Traffic calming

Economic Development Objectives for Downtown:

- Stimulate new activity / Encourage new businesses that will generate Resort and Sales Tax for the Town
- Preserve and stimulate existing businesses
- Diversify the economic base
- Evaluate barriers for change/growth and create sensible and sensitive alternatives
- Encourage new businesses that broaden the service offering
- Create an organization that is well funded to enhance the vision





GRANT STATEMENT

THIS GRANT STATEMENT is entered into and forms a part of that certain Grant Agreement dated April 23, 2012 (the "Agreement") by and between PetSmart Charities, Inc. ("PetSmart Charities") and the "Organization" identified below. The Parties are entering into this Grant Statement to set forth additional terms and conditions for a Grant from PetSmart Charities to the Organization. Capitalized terms not otherwise defined herein shall have the meanings set forth in the Agreement.

<i>Parties and Contact Information</i>			
PetSmart Charities:	PetSmart Charities, Inc.	Organization:	<u>Town of Surfside</u>
Address:	19601 North 27 th Ave Phoenix, AZ 85027	Address:	<u>9293 Harding Ave</u> <u>Surfside, FL 33154</u>
Principal Contact:	<u>Bryan Kortis</u>	Principal Contact:	<u>Mr. Duncan Tavaras</u>
Notice contact:	Legal Department	Notice contact:	<u>Mr. Duncan Tavaras</u>
Tel:	1-800-738-1385	Tel:	<u>305-861-4863</u>
Fax:	1-623-580-6561	Fax:	<u>305-861-1302</u>

<i>Grant Terms</i>	
Effective Date:	<u>April 23, 2012</u>
Grant Funds:	<u>\$18,750 for the Grant Purpose as stated below.</u>
Grant Conditions:	<u>There are no additional conditions beyond the requirements of the Agreement and the Grant Statement.</u>
Grant Distributions:	<u>PetSmart Charities will distribute the Grant Funds to the Organization for the Grant Purpose as follows:</u> <input type="checkbox"/> <u>\$18,750 in a single installment.</u>

<p>Grant Purpose:</p>	<p><u>The Grant Funds will total \$18,750 over one year. The Grant Funds will be used by the Organization solely for the purpose of:</u></p> <p><input type="checkbox"/> <u>Focus of surgeries: approximately 250 free-roaming cats located in Surfside, FL.</u></p> <p><input type="checkbox"/> <u>During the Grant Period, completing approximately 250 spay/neuter surgeries, with:</u></p> <p><input type="checkbox"/> <u>\$18,750 for the cost of surgeries, trapping, transporting and care by The Cat Network at \$75 per cat.</u></p>
<p>Grant Period:</p>	<p>The Grant Period will commence on the Effective Date set forth in this Grant Statement, which in no event shall be earlier than effective date of the Agreement and will continue for a period of <u>12 Months</u>.</p>

<p>Reporting Obligations:</p>	<p><u>GRANT REPORTING REQUIREMENTS:</u></p> <p><u>In addition to any requirement set forth in the Grant Agreement, the Organization agrees to provide the following reports to PetSmart Charities in connection with this Grant Statement, on or before the deadlines set forth below. PetSmart Charities reserves the right to change the method and format of how reports are provided.</u></p> <p>Final report: _____ By July 1, 2013, via www.cybergrants.com/petsmartcharities/reports/app:</p> <p><input type="checkbox"/> <u>A final project report on the results and impact of the project, including the number of surgeries performed as part of the Grant, broken down by the number of (a) neuters, (b) spays, (c) in heat, and (d) pregnant.</u></p> <p><input type="checkbox"/> <u>A detailed report on the expenditure of Grant Funds, including receipts.</u></p> <p><input type="checkbox"/> <u>A detailed report on the total income and expenses for the project funded by the Grant.</u></p> <p><u>STATISTICS REPORTING REQUIREMENTS:</u></p> <p><u>Statistical reports: Via completion of e-forms emailed to the Organization by New Urban Research on or about the applicable due dates.</u></p> <p><input type="checkbox"/> <u>Types of data to be submitted:</u></p> <p>(1) <u>Cat-related complaints and/or requests for assistance, with respect to the Surfside Police Department.</u></p> <p>(2) <u>The populations of feral cat colonies spay/neutered as part of the Grant, including (a) the number of colonies spay/neutered, (b) the total number of cats and kittens present in the colonies when trapping began in each to implement TNR, (c) the total number of cats and kittens in the colonies at the end of the grant project, (d) the total number of cats and kittens in the colonies at the end of the grant project who are spayed or neutered, and (e) the total number of cats and kittens removed from colonies for purposes of adoptive placement.</u></p> <p><input type="checkbox"/> <u>Due dates:</u></p> <p><input type="checkbox"/> <u>Pre-project data: By June 1, 2012, data for calendar year 2011, with the exception of item (2) for which no pre-project data is due.</u></p> <p><input type="checkbox"/> <u>Post-project data: By March 1, 2013, 2014 and 2015 all the types of data listed above, for the 2012, 2013, and 2014 calendar years, respectively.</u></p>
<p>Additional Terms:</p>	<p>As of the date of signing this Grant Statement, the Organization represents to PetSmart Charities that each of its representations, warrants and covenants provided in the Agreement and this Grant Statement are true and correct, including, but not limited to, those set forth in Section 8 of the Agreement.</p> <p>_____</p>

This Grant Statement shall not be binding on either Party until executed by both Parties. Organization acknowledges and agrees that PetSmart Charities may rescind any offer contained herein at any time until the Agreement has been executed by both Parties.

[Signature page follows]

IN WITNESS WHEREOF, the Parties have caused this Grant Statement to be signed by their respective and duly authorized representatives as of the last date set forth below.

“PETSMART CHARITIES”

“ORGANIZATION”

PETSMART CHARITIES, INC.

TOWN OF SURFSIDE

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Please make a copy of this document for your records and mail this signed original to:

**PetSmart Charities, Inc.
Attn: GRANTS
19601 North 27th Avenue
Phoenix, AZ 85027**

PetSmart Charities' High Impact Spay/Neuter Grants: Reporting Requirements

As part of your grant, you are required to report certain data and information to us. All these requirements are listed in the "Reporting Obligations" section of your Grant Statement. You should review this section carefully and make note of the due dates. This article is intended to help you understand what we are asking you to report on and the processes by which you will provide us with the information.

The first thing to understand is there are two different types of reports, each with its own process for submitting. There are the "Grant Reports" and the "Statistics Reports."

GRANT REPORTS

1. Final Reports

Every grant, upon completion, requires a "Final Report." This report tells us how many surgeries were performed with the grant (including the breakdown among dog/cat, male/female, pregnant and in-heat) and how the funds were spent. There is also an opportunity for you to describe lessons learned and important experiences your organization had in performing the grant project.

Your Final Report will consist of three documents: (1) Final Grant Impact Report form, (2) Expense Worksheet, and (3) Authorized Representative form. Please note you do not need to submit copies of receipts as part of your Final Report. However, you should keep the receipts on file in case we ask to do an audit of your grant expenses.

Your Final Report will be due two months after the end of your grant period. The process for submitting the three documents which make up the Final Report is as follows:

- Two months before the date your Final Report is due, you will receive an email from your Program Manager providing a link to our online Cybergrants system. The link will bring you to the following login page where you will enter the user name and password originally set up when you applied:

PETSMART Charities®

About Us | How to Help | Events & News | Adoption | Spay/Neuter | Rescue Waggin' | Emergency Relief | Grants

Online Applications

First time user? [Click here](#) to create your password.

Please Log In

* indicates required field

* E-mail Address:

* Password:

Log In

[Forgot your password?](#)

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in

[Need Support?](#)

- Once you enter your login information you will see the following page which will list out any reports that are available for you to complete at that time:

PETSMART Charities®

About Us | How to Help | Events & News | Adoption | Spay/Neuter | Rescue Waggin' | Emergency Relief | Grants

Online Applications

[Edit Profile](#) | [Logout](#)

Welcome

Welcome to the Petsmart Charities Impact Reports Page!

Impact Reports Requiring Action			
Action	Grant Project Title	Report Type	Report Due Date
Due	2012 Spay/Neuter Blitz Grants	Final Grant Impact Report	12/11/2012

[Need Support?](#)

- Once you click on “Due” next to the applicable report, you will see the following screen:

Final Grant Reports

* indicates required field

The Final Grant Report is used to inform PetSmart Charities Inc. of the status of your project at the end of the grant. The Final Grant Report consists of questions to help us evaluate the overall project. An Expense Worksheet must accompany every Final Grant Report as an itemization of project expenses. No receipts are needed at this time

Final Grant Impact Report	Please Upload Final Grant Impact Report using the following document. Download the document at: CLICK HERE
	Once completed, re-upload it here.
	<input type="button" value="Upload File"/>
Expense Worksheet	Attach detailed documentation of how the funds were expended using the expense spreadsheet located at: CLICK HERE
	<input type="button" value="Upload File"/>
Authorized Representative Form and Upload	Please download this Word Document to complete and sign it. CLICK HERE
	<input type="button" value="Upload File"/>
By checking this box, I am verifying that this document submitted has a signature by an authorized representative.	<input type="checkbox"/> Signature
<input type="button" value="Save and Proceed"/>	

- By clicking on the “Click Here” link under each report, you will be able to download these documents.
- Once you have completed the forms, click on the “Upload File” button for each and upload the documents.
- Check the signature box, then click on Submit.

If any of the necessary documents are missing or incomplete, your Program Manager may email you with a link to the Final Report with instructions on what you need to do.

IMPORTANT! Once your Final Report has been submitted, your organization is eligible to apply for a new High Impact Spay/Neuter grant.

2. Interim Reports

Two-year grants will, in addition to the Final Report, also require an Interim Report. The Interim Report will be due ten (10) months after the effective date of your grant, which is listed on the first page of your Grant Statement. The Interim Report tells us how many surgeries you have performed so far, how much of the first year grant payment has been spent, and other relevant information.

The Interim Report consists of the following: (1) Interim Grant Report form, (2) Expense Worksheet, and (3) Authorized Representative Form. Please note you do not need to provide copies of receipts, but should keep them on file in case we ask to see them in the future.

The process for submitting these three documents is similar to the process for the Final Report, as follows:

- Two months before the date your Final Report is due, you will receive an email from your Program Manager providing a link to our online Cybergrants system. The link will bring you to the following login page where you will enter the user name and password originally set up when you applied:

The screenshot shows the PetSmart Charities website's online application login page. At the top left is the PetSmart Charities logo. A navigation bar contains links for 'About Us', 'How to Help', 'Events & News', 'Adoption', 'Spay/Neuter', 'Rescue Waggin'', 'Emergency Relief', and 'Grants'. The main heading is 'Online Applications'. Below this, there is a link for 'First time user? Click here to create your password.' A dark grey bar with the text 'Please Log In' is centered. To the right of the bar is a small asterisk with the text '* indicates required field'. Below the bar are two input fields: '* E-mail Address:' and '* Password:'. A 'Log In' button is positioned below the password field. Below the button is a link for 'Forgot your password?'. At the bottom of the page, there is a note: 'Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.' and a link for 'Need Support?'.

- Once you enter your login information you will see the following page which will list out any reports that are available for you to complete at that time:

PETSMART Charities®

[About Us](#)
[How to Help](#)
[Events & News](#)
[Adoption](#)
[Spay/Neuter](#)
[Rescue Waggin'](#)
[Emergency Relief](#)
[Grants](#)

Online Applications

[Edit Profile](#) | [Logout](#)

Welcome

Welcome to the Petsmart Charities Impact Reports Page!

Impact Reports Requiring Action			
Action	Grant Project Title	Report Type	Report Due Date
Due	2012 Spay/Neuter Blitz Grants	Interim Grant Impact Report	12/11/2012

[Need Support?](#)

- Once you click on “Due” next to the applicable report, you will see the following screen:

Interim Grant Reports

The Interim Grant Report is used to inform PetSmart Charities Inc. of the status of your project. The Interim Grant Report consists of questions to help us evaluate the overall progress. An Expense Worksheet must accompany every Interim Grant Report as an itemization of project expenses. No receipts are needed at this time.

Interim Grant Report	<p>Please Upload Interim Grant Impact Report using the following document. Download the document at: CLICK HERE</p> <p>Once completed, re-upload it here:</p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Upload File"/> </div>
Expense Worksheet	<p>Attach detailed documentation of how the funds were expended using the expense spreadsheet located at: CLICK HERE</p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Upload File"/> </div>
Authorized Representative Form and Upload	<p>Please download this Word Document to complete and sign it. CLICK HERE</p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Upload File"/> </div>

By checking this box, I am verifying that this document submitted has a signature by an authorized representative.

Signature

- By clicking on the “Click Here” link under each report, you will be able to download these documents.
- Once you have completed the forms, click on the “Upload File” button for each and upload the documents.
- Under “Interim Grant Report,” also upload a **budget for the project’s second year and current financial statements** (unless you are a government agency, in which case no financial statements are due.) The financial statements required include:

(1) The Organization's updated audit, if the Organization's income for the fiscal year was equal to or greater than \$500,000.

(2) The Organization's updated IRS Form 990.

(3) If the report is due prior to an updated audit and/or IRS Form 990 being completed: (a) the Organization's unaudited actual statement of activities (income and expenses) and balance sheet for that fiscal year; and (b) a statement as to when the audit and/or IRS Form 990 will be sent to PetSmart Charities.

- Check the signature box, then click on Submit.

If any of the necessary documents are missing or incomplete, your Program Manager may email you with a link to the Interim Report with instructions on what you need to do.

STATISTICS REPORTS

An important part of your grant project is measuring its results and determining whether it had the impact intended. There are many possible metrics which can be used. For example, if you are targeting a zip code for free-roaming and pet cat spay/neuter surgeries, you may be tracking cat intake to your local shelter from that zip code to see if your project is reducing the numbers. The metrics you are required to report to us, decided upon by your organization in consultation with your PetSmart Charities Program Manager, are listed in the Reporting Obligations section of your Grant Statement and consist of "Pre-project Data" and "Post-Project Data."

1. Pre-project Data

In order to know whether your grant project is having an impact, it is necessary to have a baseline to compare the results to. In our example of tracking cat intake from a targeted zip code, one way to assess impact is by comparing the intake numbers from that zip code after your grant project is underway or completed to the intake numbers from that zip code before the project began. The numbers before the project began provide the baseline and are what we call the "Pre-project Data."

For all grants, we will ask for the Pre-project Data for the full calendar year immediately preceding the effective date of your grant. So if your grant's effective date is any time in 2012, your Pre-project Data will be for calendar year 2011.

2. Post-project Data

The "Post-project Data" involves the same metrics used for the "Pre-project Data," but covers subsequent calendar years. For example, if your Pre-project Data is cat intake from your

targeted zip code for calendar year 2011, your Post-project Data will be cat intake from your targeted zip code for calendar years 2012, 2013, etc. You are responsible for reporting Post-project Data to us during the length of your grant period and for two years afterwards.

3. Collection of Pre-project and Post-project Data

Your due date for submitting Pre-project Data to us will be approximately two months after your grant's effective date. Post-project Data will be due each March 1 during the grant period and for two years afterwards.

For example, if your grant's effective date is May 1, 2012, your Pre-project Data will cover the 2011 calendar year and be due by approximately July 1, 2012. Subsequently, on March 1, 2013, your Post-project Data covering the 2012 calendar year will be due; on March 1, 2014, your Post-project Data covering the 2013 calendar year will be due, etc.

The Pre-project and Post-project Data is collected for PetSmart Charities by the agency **New Urban Research**. New Urban Research will email you a link to an e-form which will list your metrics and the reporting periods for which data is needed. Enter your data in the columns under the applicable reporting time frame and then click Submit. Here is an example of an e-form:

Metrics - Impact Statistics				
	1	2	3	4
Due Dates:	02/15/2010	02/01/2011	03/01/2012	
Reporting Time Frame (Start):	01/01/2009	01/01/2010	01/01/2011	
Reporting Time Frame (End):	12/31/2009	12/31/2010	12/31/2011	
Cat Intake (adult & kitten) from target area at Broward County Animal Care () ()				

QUESTIONS?

Please contact your Program Manager if at any point you have questions about either the Grant Reports or Statistics Reports. Remember these reports are an important part of your grant and your compliance in providing them will be considered in our evaluation of your organization's performance.



GRANT AGREEMENT

THIS GRANT AGREEMENT (the "Agreement") is effective this 23rd April, 2012 (the "Effective Date") by and between PetSmart Charities, Inc., an Arizona nonprofit corporation and Internal Revenue Code ("Code") Section 501(c)(3) tax-exempt public charity, whose address is 19601 N. 27th Avenue, Phoenix, AZ 85027 ("PetSmart Charities"), and Town of Surfside whose address is 9293 Harding Ave, Surfside, FL 33154 (the "Organization"). PetSmart Charities and the Organization are sometimes referred to herein collectively as the "Parties" and each individually as a "Party".

BACKGROUND

A. PetSmart Charities desires to award the Organization from time to time one or more grants (each, a "Grant") in the form of cash or in-kind goods or services in furtherance of the Organization's mission and/or purpose.

B. The Organization desires to accept and use each Grant in accordance with this Agreement and any Grant Statement (as defined below).

C. The Parties are interested in entering into this Agreement to provide the terms and conditions regarding each Grant.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Grant Statement.** From time to time following execution of this Agreement, PetSmart Charities may award the Organization a Grant on the terms and conditions set forth on any Grant Statement in a form specified by PetSmart Charities (the "Grant Statement") that is executed by the Parties. At a minimum, the Grant Statement will include (a) the amount of cash or in-kind goods or services to be awarded to the Organization (the "Grant Funds"); (b) the distribution schedule for the Grant Funds; (c) the specific purpose(s) for which the Grant Funds may be used by the Organization (the "Grant Purpose"); and (d) the time period during which the Grant Funds will be used by the Organization (the "Grant Period").

2. **Use of Grant Funds.** The Organization will utilize the Grant Funds only for the Grant Purpose and within the Grant Period. No part of the Grant Funds will be used for lobbying or political activities. In the event that the Organization cannot use the Grant Funds for the Grant Purpose or within the Grant Period, the Organization must notify PetSmart Charities immediately. In no event will the Organization use the Grant Funds for any purpose not described in Code Section 501(c)(3). In the event that the Organization has previously received any form of grant from PetSmart Charities, this Agreement is contingent upon successful performance by the Organization under that grant agreement.

3. **Grant Contingencies.** The provisions of this Section 3 shall only be applicable to Grants which include Grant Funds for the purposes specified below:

(a) **Equipment.** If any Grant includes Grant Funds, in whole or in part, for the Grant Purpose of assisting the Organization with the acquisition of any equipment (which may include, but is not limited to, funding equipment for the Organization, assisting the Organization with purchasing equipment, or the in-kind grant of equipment to the Organization) (in any case, the “Grant Equipment”), the provisions of this Section 3 shall apply to such Grant. If at any time the Organization ceases to use any Grant Equipment for the Grant Purpose or is otherwise in breach of this Agreement or any Grant Statement, then, in addition to such other remedies as may be available to PetSmart Charities under this Agreement, at law or in equity, PetSmart Charities may require the Organization to immediately transfer ownership of the Grant Equipment (the “Transfer Option”) to PetSmart Charities or an organization designated by PetSmart Charities (in either case, the “Transferee”) at no cost to PetSmart Charities or the Transferee. After exercise of the Transfer Option, the Organization will cooperate with PetSmart Charities and any other Transferee with respect to transfer of such Grant Equipment to the Transferee. The Organization shall be responsible for any costs and expenses associated with or arising from the Organization’s violation of this Agreement, a failure to cooperate with PetSmart Charities or any other Transferee in exercising the Transfer Option, and any other costs incurred by its own volition.

(b) **Services.** If the Grant includes one or more services (“Services”), the receipt of such Services will be included in the defined term “Grant Funds” as used in the Agreement and relevant Grant Statement. Services provided under any Grant Statement may be provided directly by PetSmart Charities or indirectly through a subsidiary, contractor, representative or agent of PetSmart Charities. In addition to any terms and conditions imposed by the Grant Statement, the Organization will participate in any program, technical assistance, training or other Services within the guidelines, procedures and timelines defined by PetSmart Charities or its authorized representative. Ongoing or periodic receipt of the Services will be contingent upon the Organization’s compliance with all terms, conditions and reporting requirements in the Agreement and Grant Statement, as determined by PetSmart Charities in its sole and absolute discretion.

4. **Publicity.**

(a) The Organization hereby grants PetSmart Charities the right to publish, print, transmit, display or otherwise use the Organization’s name, logo, and photographs, or any other representation of the Organization, including, but not limited to, its facilities and activities, via all forms of media now known or hereafter devised worldwide, in perpetuity, without notice, attribution or compensation to the Organization. The Organization agrees to provide and/or obtain such written releases, assignments or other documents for itself and/or from any third parties (for themselves and/or their pets) as may be necessary to enforce the rights of PetSmart Charities granted in this Agreement without any compensation of any kind to the Organization or such third parties. The Organization agrees that PetSmart Charities may require the Organization to recognize PetSmart Charities and/or certain donors to PetSmart Charities (including without limitation, naming the building in which the Organization operates; naming or affixing some object of recognition to rooms, equipment, and/or permanent fixtures; creating a donor wall; etc.). Unless otherwise agreed to by the Parties, such recognition shall remain in place in perpetuity or until removal is requested by PetSmart Charities.

(b) If the Organization desires to publicize any information relating to any Grant or otherwise disclose the terms of this Agreement, the Organization must first contact the designated PetSmart Charities’ representative and obtain advanced written permission. All media materials (e.g., press releases, annual reports, newsletters, invitations, etc.) that include any reference to the Grant (including, but not limited to, information relating to the Grant Amount, Grant Purpose or PetSmart

Charities) must be reviewed and approved by PetSmart Charities in advance, and may not be made publicly available until such time as PetSmart Charities provides written consent to the Organization to do so and then only in accordance with PetSmart Charities' written consent.

(c) The Organization shall obtain the prior written consent from PetSmart Charities prior to granting to any entity or individual any publicity or sponsorship rights in connection with the Organization's activities that in any way relate to the Grant provided by PetSmart Charities.

5. Confidentiality.

(a) By virtue of this Agreement, each Party may have access to information that is confidential to the other Party. "Confidential Information" is information that, by its nature, ought to be treated as proprietary and confidential or that a reasonable person ought to conclude is confidential, which is disclosed by one Party to the other Party orally or in tangible form that is related to this Agreement or the Parties' relationship, business, technical, financial data, forecasts, marketing information, employee and volunteer information, strategies, and general non-public business information, third-party confidential information that the supplying Party has a duty to maintain as confidential and has so informed the receiving Party of that duty, and other valuable information designated by the supplying Party as confidential information expressly or by the circumstances in which it is provided. Confidential Information of a Party shall not include any information that: (a) is or becomes part of the public domain or which is publicly available through no act or omission of the receiving Party and through no breach of this Agreement; (b) that the receiving Party can demonstrate is known to the receiving Party at the time of disclosure without an obligation to keep it confidential; (c) becomes rightfully known to the receiving Party from another source without restriction on disclosure or use; or (d) the receiving Party can show is independently developed by the receiving Party without the use of or any reference to Confidential Information. At the completion of any Grant Statement or upon request, the receiving Party agrees to return or destroy, at the disclosing Party's election, any and all Confidential Information.

(b) The Parties agree, that unless otherwise set forth in this Agreement, required by law, or pursuant to the written consent of the other, the Parties shall not to make each other's Confidential Information available in any form to any third party for any purpose, except to its own employees, legal and financial advisors, accountants and other agents, having a "need to know." Each Party agrees to take all reasonable steps required to ensure that Confidential Information is secure and is not disclosed or distributed by its directors, officers, employees, agents, volunteers, or subcontractors in violation of the terms of this Agreement.

(c) Notwithstanding the foregoing, Organization's grant application, attachments, reports, Agreement, Grant Statement and related correspondence and the information contained therein shall become the property of PetSmart Charities, and nothing contained herein shall prohibit PetSmart Charities from maintaining, using and/or disclosing such material or information as it deems appropriate in its sole discretion. Further, Organization expressly grants permission to PetSmart Charities or its designees to make inquiries and discuss with, or request documentation from, third parties about the Organization related to the Organization's performance under this Agreement, or any material obtained by PetSmart Charities related to the Organization.

6. **Reporting.** In addition to any reporting obligations set forth in any Grant Statement, PetSmart Charities may request at any time during the Grant Period, and for two (2) years thereafter, (1) that the

Organization produce a written report (a) detailing the Grant Funds expenditures; (b) detailing the Organization's performance to date related to the Grant Purpose; and (c) any other report or response to evaluation questions or an assessment questionnaire as may reasonably be requested; and (2) certain financial reports which may include, but shall not be limited to audited and/or unaudited financial statements, and any forms or filings that are required by the Code or any government agency. The Organization will submit such written report to PetSmart Charities no later than five (5) business days after the date of PetSmart Charities' written request. The Organization may also be required, if requested by PetSmart Charities or as otherwise specified in any Grant Statement, to participate in periodic telephone or in person conferences with PetSmart Charities or its designee (which shall also be considered a "report" under this Agreement). PetSmart Charities may withhold any Grant Funds for such period as it determines may be reasonable to request and review any report provided for in this Agreement or applicable Grant Statement, regardless of the form of such report. Any report provided for in this Agreement or any applicable Grant Statement shall be provided by the Organization in a form and format specified by PetSmart Charities.

7. **Audit.** Upon written notice and during normal business hours, at any time during the Grant Period and for two (2) years thereafter, PetSmart Charities or its designee may audit the books, records, and/or operations of the Organization, to ascertain the Organization's compliance with terms and conditions of this Agreement or any Grant Statement. The Organization acknowledges and agrees that any such audit may include, without limitation, (i) an onsite or in person inspection; and (ii) observation of the Organization's facilities and operations. PetSmart Charities may withhold any Grant Funds for such period as it may be reasonable to conduct, and review the results of, any such audit.

8. **Organization's Representations.** As of the date of signing this Agreement and the date of signing of any Grant Statement, the Organization represents to PetSmart Charities that (1) the Organization is either (a) an organization exempt from federal income tax under Code Section 501(c)(3), which is not a private foundation under Section 509(a) of the Code, (b) a governmental entity identified in Section 170(c)(1) of the Code that will use the grant for exclusively public purposes, or (c) an "Indian tribal government," as defined under Section 7701(a)(40) of the Code, that is treated as a State under Section 7871 of the Code and that it will use the grant for exclusively public purposes; (2) the Organization validly holds and maintains all licenses, permits, and registrations, and has satisfied all similar requirements, necessary for its lawful operation; (3) the Organization is in compliance with all applicable local, state, tribal and federal laws, regulations and other requirements to which the Organization is subject; (4) Organization is not on any federal terrorism "watch list" and all Grant Funds will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders; and (5) all representations made by Organization in any grant application and ancillary material are true and accurate in all material respects. The Organization agrees to notify PetSmart Charities promptly in writing of any change in the information represented herein.

9. **Grant Revocation.** If at any time, as determined by PetSmart Charities in its sole and absolute discretion: (a) the Organization has not complied with the requirements of a previous grant from PetSmart Charities; (b) any of the Grant Funds have been used for any purpose other than for the Grant Purpose; (c) any of the Grant Funds remain inappropriately unused by the Organization after the end of the Grant Period; (d) the Organization has not complied with the terms and conditions of this Agreement or any Grant Statement or has taken any action or inaction that does not uphold the spirit of the Grant or this Agreement; (e) the Organization is involved in any investigation or engaged in any action that appears to be unprofessional, uncharitable or inappropriate; (f) the Organization ceases to operate on a full-time basis, becomes or is adjudicated insolvent or bankrupt, or if a receiver or a trustee is appointed

for the Organization or its property, or if the Organization petitions for reorganization or arrangement under any bankruptcy or insolvency law, or if any assignment is made for the benefit of the Organization's creditors; (g) there is any change to the representations made by the Organization in this Agreement or any grant application; or (h) the results of any audit or information contained in any reports are deemed to be unacceptable by PetSmart Charities, then, in addition to such other remedies as may be available to PetSmart Charities under this Agreement, at law or in equity, PetSmart Charities may, in its sole and absolute discretion: (w) immediately terminate this Agreement and any applicable Grant Statement; (x) unilaterally modify the terms of this Agreement and/or applicable Grant Statement; (y) withhold any pending or future payments of Grant Funds; or (z) revoke immediately any Grants and require the Organization to provide a full refund of all Grant Funds to PetSmart Charities.

10. **Miscellaneous.**

(a) **Severability.** If any portion or portions of this Agreement or any Grant Statement in effect shall be deemed invalid or unenforceable for any reason, the remaining portion(s) shall be valid and enforceable and carried into effect, unless to do so would clearly violate the present legal and valid intention of the Parties hereto. The Parties agree to replace any invalid provision with a valid provision that most closely approximates the intent and economic effect of the invalid provision.

(b) **Survival.** Any provisions of this Agreement creating obligations extending beyond the term of this Agreement shall survive the expiration or termination of this Agreement.

(c) **Counterparts.** This Agreement may be executed via facsimile or original document image via email transmission, each of which shall be deemed an original, and in several counterparts all of which shall constitute one and the same instrument, provided however, that this Agreement shall not be binding on either party until executed by both parties. The Organization acknowledges and agrees that PetSmart Charities may rescind any offer contained herein at any time until the Agreement has been executed by both parties.

(d) **No Third-Party Beneficiary.** Neither Party intends to create, nor shall this Agreement create, in any manner whatsoever, an interest or beneficiary in a third party.

(e) **Incorporation By Reference.** All Grant Statements (and any exhibits or schedules attached thereto) are incorporated into this Agreement in their entirety. Grant Statements shall be numbered for identification. In the event there are any inconsistent, contrary, or conflicting terms contained in any Grant Statement and this Agreement, this Agreement shall control.

(f) **Notices.** Any notice required by this Agreement or any Grant Statement will be in writing and delivered to the addresses set forth in any Grant Statement. Notices will be deemed effectively given: (a) upon five (5) days after being sent by certified or registered mail, postage prepaid, return receipt requested; (b) upon the next business day after being sent overnight by a major U.S. overnight document courier; or (c) upon receipt of confirmation following transmission via the internet, by electronic mail, or by a facsimile machine if received on a business day during business hours (otherwise, deemed received the next business day) if followed by a hard copy sent by mail using one of the delivery methods in (a) or (b) above.

(g) **Legal Fees.** Subject to Section 10(k) of this Agreement, in the event either Party brings any action of any nature, arising under or out of this Agreement, the prevailing Party shall be entitled to

receive from the other Party its attorneys', experts', investigation, and other related fees, costs, and expenses.

(h) Assignment. The Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. The Organization will not assign or sublicense, in whole or in part, any of its rights or obligations under this Agreement without the prior written consent of PetSmart Charities. Notwithstanding anything herein to the contrary, PetSmart Charities may freely assign this Agreement in connection with a transfer to a related party or due to a merger, consolidation, or sale of substantially all of its assets.

(i) Equal Opportunity. The Organization agrees that it will not discriminate by reason of race, color, creed, religion, national origin, age, sexual orientation, disability, veteran status, or gender.

(j) Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona in the United States without regard to conflict of law provisions or international treaties or conventions. The Parties specifically agree to the venue and jurisdiction being exclusively in the federal and state courts situated in Maricopa County in the State of Arizona, United States.

(k) Dispute Resolution. Any unresolved claim, dispute, or controversy arising from this Agreement or any Grant Statement shall be submitted to arbitration under the rules of the American Arbitration Association (the "AAA") or, by mutual consent, any other recognized arbitration association. The Commercial Arbitration Rules of the AAA or such other association shall apply. The arbitration shall take place in Phoenix, Arizona in the United States of America, and shall be conducted in the English language. The decision of the arbitrator(s) shall be binding upon the Parties. The costs of any such arbitration, including, but not limited to, the administrative fee, arbitrator's fees, attorneys' fees, fees of expert witnesses and travel expenses shall be borne by the losing Party. Judgment upon the award of the arbitrator may be entered in any court having jurisdiction, or application may be made to such court for judicial acceptance of the award or an order of enforcement. The prevailing Party in any proceeding to enforce the judgment awarded by the arbitrator shall be entitled to all attorneys' fees, expert witness fees, travel expenses, court costs, and other litigation expenses.

(l) Waiver. Except as otherwise provided for herein, failure of either Party to insist upon strict performance of this Agreement, or to exercise any option herein, shall not be construed as a modification or waiver of any provision, right, or obligation under this Agreement.

(m) Entire Agreement/Amendments. The terms and conditions of this Agreement constitute the complete and final written agreement between the Parties and supersede all other agreements and understandings between the Parties regarding the subject matter of this Agreement, whether written or oral, other than a properly amended version of this Agreement. Any waiver, modification, or amendment of the terms of this Agreement or any Grant Statement is binding only if done in writing and signed by the authorized representatives of both Parties.

(n) Headings; Construction. Headings and/or fonts used in this Agreement are for reference purposes only and in no way define, limit, construe, or describe the scope, extent or intent of this Agreement. This Agreement will not be construed for or against any Party on the basis of which Party drafted this Agreement, and each Party had the opportunity to review this Agreement with their respective legal counsel to the Party's satisfaction.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their respective and duly authorized representatives as of the Effective Date set forth above.

“PETSMART CHARITIES”

“ORGANIZATION”

PETSMART CHARITIES, INC.

TOWN OF SURFSIDE

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Please make a copy of this document for your records and mail this signed original to:

**PetSmart Charities, Inc.
Attn: GRANTS
19601 North 27th Avenue
Phoenix, AZ 85027**

Memorandum



Date: March 27, 2012

To: Carlos A. Gimenez
Mayor

From: Jack Kardys
Director
Parks, Recreation and Open Spaces Department

Subject: Request for Lease from State
Surfside and Bal Harbour Uplands

- The purpose of this agenda item is for the Board of County Commissioners (Board) to approve the attached request for a lease from the State of Florida (State) for uplands located along the beaches of Bal Harbour and Surfside.
- PROS has maintained the uplands portion of the beach areas in Surfside and Bal Harbour Village without a formal lease agreement with the State. The State desires to formalize the arrangement so that PROS, as the local entity that maintains the area, will be given direct management of the area to better administer the concessionaires that use the upland area, enhance litter enforcement, and control items such as glass-containers.
- The two municipalities, Surfside and Bal Harbour, are in agreement with the County obtaining the lease from the State for the beach upland areas, located east of Collins Avenue from 87th Terrace north to Baker's Haulover Inlet.
- The Parks, Recreation and Open Spaces Department (PROS) is applying for a lease for State-owned uplands at the beaches of Bal Harbour and Surfside. A resolution from the Board requesting the lease is required as part of the PROS application to the State for the lease.
- Once the lease application is approved by the State, PROS will submit another resolution to the Board for its approval of the lease. Once the Board approves the lease, the resolution will be transmitted to the State and the State will then grant the lease to PROS.
- PROS currently spends approximately \$400,000 a year for maintenance of this area. These funds come from the General Fund.
- Florida Administrative Code, Rule 18-2.018 allows for the lease of upland areas.
- The municipalities of Bal Harbour and Surfside have agreed to this resolution and the leasing of State-owned uplands within their boundaries.
- The lease from the State will allow PROS to better control and manage operations of concessionaires in the upland areas of the beach, enhance litter enforcement, and control items such as no-glass-containers allowed at beach wedding ceremonies.

Memorandum



Date:

To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

Subject: Request for Lease with State of Florida for Uplands Along Beaches of Bal Harbour Village
and the Town of Surfside

Recommendation

It is recommended that the Board of County Commissioners (Board) adopt the attached resolution requesting a lease with the State of Florida (State) for uplands along the beaches of Bal Harbour Village (Bal Harbour) and the Town of Surfside (Surfside).

Scope

Bal Harbour and Surfside are located in County Commission District 4; however, the beach areas in the lease request are a regional asset.

Fiscal Impact/Funding Source

PROS maintains the uplands along the beach within Bal Harbour and Surfside at a cost of approximately \$400,000 per year from the PROS general fund allocation, index code PREBCH438005, Beach Operations. Applying for the lease will have no additional fiscal impact.

Track Record/Monitor

The Property Management Section of PROS will monitor and manage the lease application.

Background

PROS has maintained the uplands portion of the beach areas in Surfside and Bal Harbour Village without a formal lease agreement with the State. The State desires to formalize the arrangement so that PROS, as the local entity that maintains the area, will be given direct management of the area to better administer the concessionaires that use the upland area. The two municipalities, Surfside and Bal Harbour, are in agreement with the County applying for the lease from the State for the beach upland areas, located east of Collins Avenue from 87th Terrace north to Baker's Haulover Inlet (Attachment A and B). The County will consult with these municipalities prior to the County entering into the lease agreement.

The application for the lease (Attachment C) requires a resolution from the Board requesting the lease from the State. Upon Board approval, PROS will complete the lease application and send it to the State with the approved Board resolution. Upon State approval of the lease application, PROS will then prepare a resolution for Board approval for the lease of the beach upland areas with the State.

Attachments

Lisa M. Martinez
Senior Advisor, Office of the Mayor

Approved _____ Mayor

Agenda Item No.

Veto _____

Override _____

RESOLUTION NO. _____

RESOLUTION REQUESTING LEASE OF LAND FROM
THE STATE OF FLORIDA FOR UPLANDS WITHIN
THE TOWN OF SURFSIDE AND BAL HARBOR
VILLAGE

WHEREAS, the County, through its Parks, Recreation and Open Spaces Department, maintains State-owned uplands within the municipalities of the Town of Surfside and Bal Harbour Village; and

WHEREAS, the State desires that the County formalize this maintenance through a lease agreement; and

WHEREAS, a lease agreement will allow the County to better administer the concessionaires that use the upland area; and

WHEREAS, the County, through its Parks, Recreation and Open Spaces Department, desires to apply for a lease agreement with the State for these uplands; and

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board requests from the State of Florida a lease agreement for the State-owned uplands within the municipalities of the Town of Surfside and Bal Harbour Village.

ATTACHMENT A



TOWN OF SURFSIDE

9293 HARDING AVENUE
SURFSIDE, FLORIDA 33154
(305) 861-4863 • FAX: (305) 861-1302
WWW.TOWNOFSURFSIDEFL.GOV

March 22, 2012

John Ripple
Beach Operations and Maintenance Supervisor
Miami-Dade Parks, Recreation and Open Spaces
7929 Atlantic Way
Miami Beach, Florida 33141

Dear John:

Please be advised that the Town of Surfside supports the application by Miami Dade County to the State of Florida for a lease for defined areas of the beach within the Surfside Town limits. We look forward to participation in the lease negotiations and to developing a management agreement with Miami Dade County.

Sincerely,

Roger M. Carlton
Town Manager

Cc: Tim Millan, Director of Parks and Recreation

ATTACHMENT B



February 2nd, 2012

Florida Department of Environmental Protection
Division of State Lands
Bureau of Public Land Administration
3800 Commonwealth Boulevard
Tallahassee, Florida 32399-3000 MS 130

RE: Comprehensive Plan Consistency Letter
Bal Harbour Village, Florida - Beachfront Property
Upland Lease Application
MMPA Acct No. 00-1103-0100

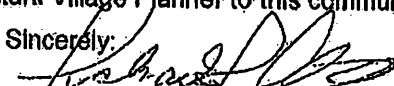
Dear Sirs:

As related to the proposed Upland Lease Application with the State of Florida TIF this letter is provided to demonstrate that the lease would be consistent with the community's adopted Comprehensive Plan. The Village adopted its original Comprehensive Plan in 1989 in accordance with the requirements of the 1985 Florida laws. Periodic updates have been made over the years, including an update now underway. The Village was incorporated in 1946 and was designed from its inception as a master-planned community. The Village at this time is essentially fully developed. The community's beachfront area has been protected for many years by both public policy and physical improvements. The "beach area", including the public areas seaward of the Erosion Control Line (ECL) and some privately owned upland areas landward of the ECL are used by residents and guests. The Village has maintained the public beach areas for many years, except for major beach re-nourishment projects, including planting beach vegetation along the dune, constructing a passive recreational pedestrian trail, and generally re-grading / policing the area. The adjoining beachfront developments include hotels, high-rise residential uses and recreational uses (all water-related uses). Those uses, as well as the general public, via public access points, utilize the beach areas for a variety of uses.

The Village's adopted Comprehensive Plan Future Land Use Map (FLUM) designates the subject property as "BF" - Beachfront. Uses permitted within the aforementioned FLUM category generally include only passive recreation and beach protection / shoreline protection and stabilization related activities - see the attached Comprehensive Plan Future Land Use Element (FLUE) and Coastal Management Element (CME) excerpts.

Should you need further information or assistance, please feel free to contact my office directly at 954-757-9900. The firm of Michael Miller Planning Associates, Inc. serves as the Consultant Village Planner to this community.

Sincerely,


Michael J. Miller, AICP - Consultant Village Planner
Michael Miller Planning Associates, Inc.
7522 Wiles Road Suite B-203
Coral Springs, Florida 33067

FLUE

9. Beach Land Use

* { A significant part of the Village's open and recreational space is the beach that spans its full frontage on the east to the Atlantic Ocean. It is an environmentally protected area. This land use is discussed in more details in the Coastal Management Element.

The beach varies from 180 to 240 feet in width. Running its full length is a 10-foot wide jogging path, constructed of compacted granular material. The path runs in a serpentine fashion around xeric dunes landscaping that was restored by the Village as part of the dunes and beach restoration projects.

10. Bay Bottom Land Use

The approximately 40 acres of Biscayne Bay (and Indian Creek) that fall within the jurisdictional limits of Bal Harbour are protected by a sea wall and bulkhead. These 40 acres include 5 acres more or less of the yacht basin and marina described above.

The bay-land frontage consists of approximately 4,100 lineal feet of bulkhead. Additionally there are 1,200 feet of frontage to Bakers Haulover Cut. All the bulkheading is privately owned and maintained, except that at the Public Works Compound.

11. Institutional Land Use

The only institutional use at present is the church property on 96 Street. The congregation is one of two Congregational Churches in the Dade County Area. The zoning of this property also permits commercial and office land uses.

12. Streets and Highways

All minor local streets are two lane with valley gutter. The only major roadways are:

- Collins Avenue, running north and south; is a six lane arterial facility with separate left-turn and bus stop storage lanes, has a landscaped median, curb and gutter, and sidewalk, and includes a bridge at the north end. Northbound and southbound traffic are split into three-lane one way traffic in front of Bal Harbour Shops (just north of 96 Street) near the Surfside City limits.

CME

Impact of new construction on public services, resources and facilities.

Policy: Cooperate with regional agencies in the implementation and enforcement of Development Orders.

Objective 9J-5.006(3)(b)2: Renewal of blighted areas:

Policy: Annually review the incentives used by other municipalities around the state and country in the redevelopment of properties, and report to the Council as to how Bal Harbour may implement similar programs.

Objective 9J-5.006(3)(b)3: There shall be no land uses that are inconsistent with community's character and with future land uses:

Policy: Amend the Future Land Use Plan for consistency with land uses adopted and approved by Future Land Maps of the County and of other adjacent municipalities, or request amendments of these plans when found inconsistent with Bal Harbour's.

*

Policy: Construction shall not be permitted in land use categories of Bay Bottom or Beachfront, except for marginal construction to repair already existing facilities, beach renovations, shoreline protection, revetments, stabilization, or other water-dependent uses.

Policy: Review construction and development plans for consistency with the goal set herein, and for conformity with the community's standards.

Policy: Enforce the Zoning and Development Codes of Bal Harbour.

Objective 9J-5.006(3)(b)4: Protect natural and historical resources.

*

Policy: Developments and construction that adversely impact on the quality of the natural environment shall not be allowed.

*

Policy: Developments and construction shall be allowed to mitigate adverse effects on the natural environment only to the extent permissible by environmental regulatory agencies.

*

Policy: Coordinate for the review of proposed development or

construction by other regulatory agencies at the county, regional and state levels.

✂
Policy: Cooperate with Metro Dade County's Department of Environmental Resources Management, the Florida Department of Environmental Protection and the U.S. Army Corps of Engineers in enforcing rules and regulations controlling activities in wetlands, estuarine and coastal areas.

Policy: Require that new construction be protected against flooding; and that it not cause the flooding of other properties.

Policy By 1998, the Village shall identify any structure which may have reached or will soon reach the age that would be deemed significant by the Department of State. A report shall be prepared and updated during each EAR update identifying the residences, their current status and suggested actions, if any.

Objective 9J-5.006(3)(b)6: Require provisions for hurricane preparedness and evacuation.

Policy: Incorporate regional and local agency recommendations into development orders.

✓ Policy: Consult the Coastal Management Element when reviewing proposed development plans.

Objective 9J-5.006(3)(b)6: The Village Council shall annually review Dade County's and the South Florida Regional Planning Council's recommendations relating to the Hurricane Evacuation Report, and all land uses shall be coordinated with recommendations deemed appropriate by the Village Council.

Policy: The Village shall determine the appropriateness of recommendations of the SFRPC and Dade County based on parameters including but not limited to the following:

- Consistency with the Village's adopted "Master Plan" and "Future Land Use Map.
- Consistency with the Village's existing and planned development pattern.

Policy: Recommendations that suggest the implementation of policies or actions that would be inconsistent with the above-

ATTACHMENT C

UPLAND LEASE APPLICATION BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT TRUST FUND OF THE STATE OF FLORIDA

This application is to be used in order to apply for a lease of land (title to which is vested in the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida (Board of Trustees)). Do not use this application form when applying for an Agriculture, Grazing, or Oil, Gas and Mineral lease from the Board of Trustees. If you have any questions after reading this application form, you may call (850) 245-2720 for assistance. Mail application to: Department of Environmental Protection, Division of State Lands, Bureau of Public Land Administration, 3800 Commonwealth Boulevard, Tallahassee, Florida 32399-3000, HIS 130.

SPECIAL NOTE TO ALL APPLICANTS: SUBMITTAL OF A COMPLETE APPLICATION SHALL NOT OPERATE TO CREATE ANY RIGHTS OR CONSTITUTE ANY GROUNDS FOR THE DEPARTMENT TO RECOMMEND APPROVAL OR ANY LEASE. THE BOARD OF TRUSTEES HAS THE AUTHORITY AND RESERVES THE RIGHT TO DENY ANY LEASE APPLICATION. ALL COSTS INCURRED BY APPLICANTS COMPLYING WITH THE REQUIREMENTS OF THIS APPLICATION SHALL BE AT THEIR OWN RISK. COSTS ASSOCIATED WITH OBTAINING A LEASE ARE NON-REFUNDABLE AND SHALL BE ASSUMED BY THE APPLICANT INCLUDING, BUT NOT LIMITED TO, ALL APPRAISALS, ALL SURVEYS, ALL TITLE SEARCHES, AND ALL RECORDING FEES.

PRIOR TO COMPLETING THE APPLICATION, PLEASE BE ADVISED THAT:

Any application to use state land which would result in significant adverse impact to state land or associated resources shall not be approved unless the applicant demonstrates that no other alternative and proposes compensation or mitigation acceptable to the Board of Trustees pursuant to paragraph 18-2.018(2)(f), Florida Administrative Code. Any requested use of state land which has been acquired for a specific purpose, such as conservation and recreation lands, shall be consistent with the original specified purpose for acquiring such land pursuant to paragraph 18-2.018(2)(c), Florida Administrative Code. Applicants applying for a lease across state land which is managed for the conservation and protection of natural resources shall be required to provide a net positive benefit as defined in 18-2.017(3)(b), Florida Administrative Code. If the proposed lease is approved, before a parcel of state land is leased to a regional, local, or federal agency or private party it shall be offered first to state agencies for maximum public benefit and use in accordance with paragraph 18-2.019(3)(a), Florida Administrative Code.

Type of Lessee:	<input type="checkbox"/> Private <input type="checkbox"/> Federal, Regional or Local Agency <input type="checkbox"/> State Agency		
Applicant Information:			
Name:	_____		Home Phone: _____
Mailing Address:	_____		Work Phone: _____
City:	State: _____	Zip: _____	Fax Number: _____
Email Address: _____			
Representative Information: (Only complete if someone will be handling this transaction on your behalf)			
Name:	_____		Home Phone: _____
Mailing Address:	_____		Work Phone: _____
City:	State: _____	Zip: _____	Fax Number: _____
Email Address: _____			
Property Information:			
County:	Property Appraiser's Parcel Number: _____		
Section:	Township: _____	Range: _____	Zoning Designation: _____
Intended Use of Property: _____			
Check the appropriate box with the applicable fee(s) checked if that are included:			
<input type="checkbox"/>	(Private Leases Only) A check in the amount of \$300 made payable to the Department of Environmental Protection. This fee is non-refundable.		
<input type="checkbox"/>	(Private Leases Only) a written commitment to pay a lease fee based on the appraised market value of the proposed lease.		
<input type="checkbox"/>	(Private Leases Only) Names and addresses, as shown on the latest county tax assessment roll, of all property owners lying within a 500-foot radius of the state land proposed for lease, certified by the county property appraiser.		
<input type="checkbox"/>	(Local Governments Only) a formal resolution adopted by the Board of County/City Commissioners requesting the proposed lease.		
<input type="checkbox"/>	Recent aerial photograph with the boundaries of proposed lease area identified.		
<input type="checkbox"/>	A statement describing the need and proposed use or development plans for the state land proposed for lease.		
<input type="checkbox"/>	A letter from the applicable local planning agency stating that the proposed lease is consistent with the local government comprehensive plan adopted pursuant to section 163.3167, Florida Statutes.		
<input type="checkbox"/>	A county tax map identifying the surplus parcel proposed for sale.		
<input type="checkbox"/>	Two plots of a certified survey, of the property meeting the minimum technical standards of Chapter 61G17-6 Florida Administrative Code, which contain the boundaries, legal description, and acreage of the property.		
<input type="checkbox"/>	A statement of written approval from the managing agency along with a statement from the managing agency describing how the proposed lease conforms with the management plan when the lease application involves state land which is under lease, sublease, easement, or management agreement.		
<input type="checkbox"/>	A statement describing the public benefits that will occur as a result of the proposed lease; how the lease will impact local resources and the general public and how the proposed lease of state land will not be contrary to the public interest.		
<input type="checkbox"/>	Applications for easements across state land shall include a statement of intended use, which shall include, at a minimum, the following:		
	1. Projected revenue to be generated from the use of the state land.		
	2. Whether the intended use is public or private and the extent of public access for such use.		
	3. A description of the type of facility proposed for the lease area (e.g. road, overhead utility, pipes, etc.)		
<p>**General Information: Private leases shall be awarded on the basis of competitive bidding rather than negotiation unless negotiation is determined by the Board of Trustees to be in the public interest, pursuant to paragraph 18-2.018(2)(f), Florida Administrative Code. The successful lessee shall assume all liability for the leased property.</p>			

Dawn Hunziker

From: Roger Carlton
Sent: Tuesday, May 22, 2012 6:48 PM
To: Dawn Hunziker
Subject: FW: May 25 deadline for eligible districts

This goes with the POL on the subject. How are they POL's coming?

From: Mayte Gamiotea
Sent: Tuesday, May 22, 2012 12:11 PM
To: PA-RollMgmt@miamidade.gov
Cc: Andria Meiri; Roger Carlton; Bill Evans
Subject: May 25 deadline for eligible districts

Good morning Ramon,

As per our conversation yesterday, the district names that the Town of Surfside will be adding to the Non-Ad Valorem Roll will be:

<u>District Name</u>	<u>Rate</u>
Town of Surfside-Sanitation fee	\$246.82
Town of Surfside-Recycling fee	\$ 30.26
Total yearly charges	\$277.08



Mayte D Gamiotea
 Controller
 Town of Surfside
 9293 Harding Ave
 Surfside, FL 33154
 Ph (305) 861-4863 Fax (305) 861-1302
 Email: mgamiotea@townofsurfsidefl.gov

HISTORIC ACCOMPLISHMENTS

- Leader against the "Anti-Bilingual Ordinance"
- Multicultural Education, Training, and Advocacy (META) -services to students
- Inclusion in government and workforce
- Pro Bono assistance to homeowners, employees and small businesses victims of discriminatory practices and predatory lending schemes
- Cultural diversity and minority representation in local court system, bar associations and legal community
- Promoted the revision of laws to protect the rights of citizens, particularly minority populations

ACTIVITIES

- Diversity and inclusion advocacy
- Support to victims of discrimination
- Foreclosure Assistance Defense Program
- Business development and networking
- Diversity and Inclusion Advancement Model
- Civic engagement, including voter registration drives and citizenship guidance
- Fair immigration reform dialogue



MEMBERSHIP APPLICATION

- Student Membership \$12.00
- Individual Membership \$25.00
- Corporate Membership \$150.00

Names: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

Mobile: _____

Fax: _____

E-Mail: _____

Facebook: _____

Twitter: _____

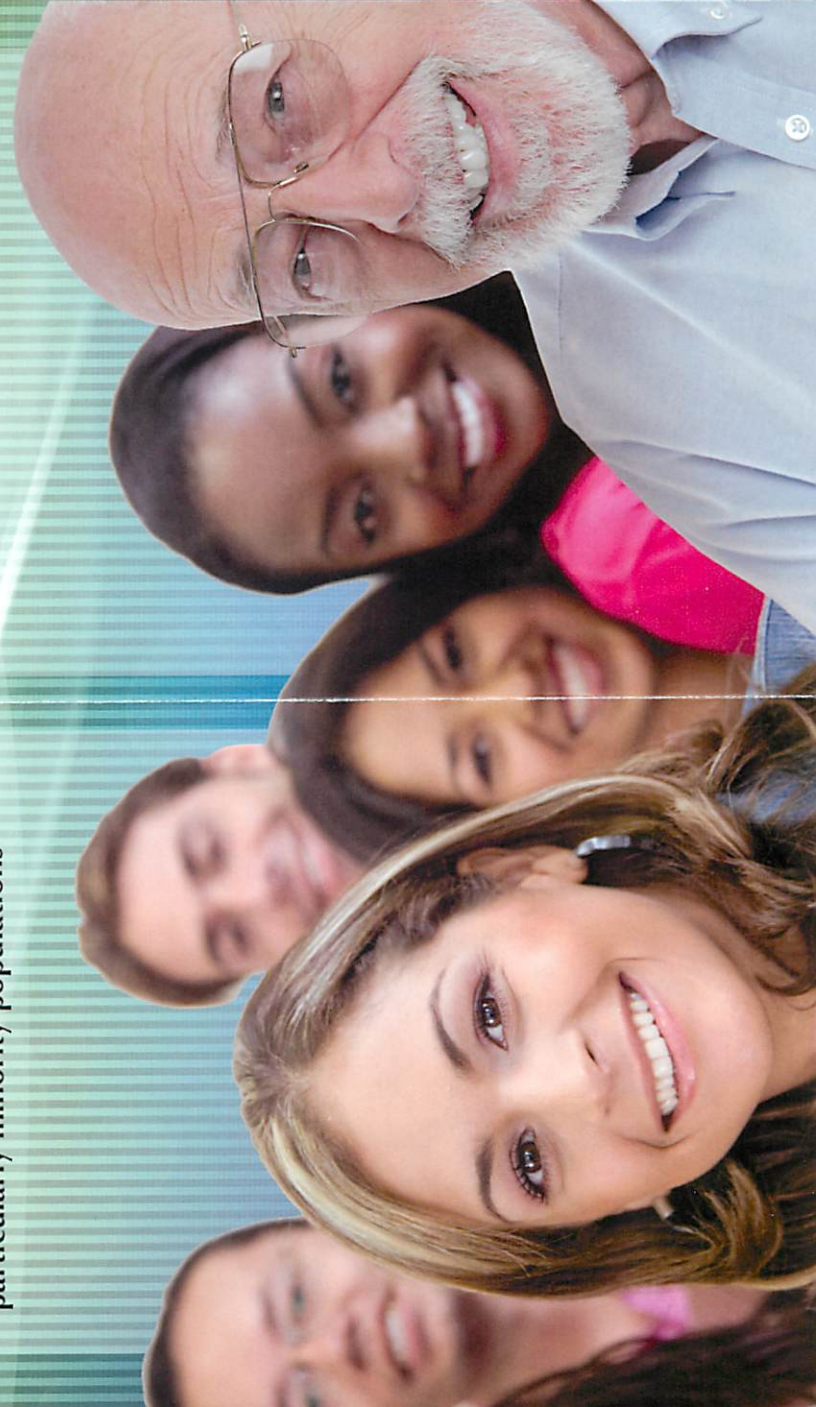
Skype: _____

Linked-in: _____

ATTACHMENT " 6 "
POL # 44

Send via fax to (305) 967-8674
e-mail to saladevent@gmail.com or mail to
Spanish American League Against Discrimination
900 SW 1st Street, Suite 201
Miami, FL 33130-1156

Thank you for supporting diversity and inclusion!



501c3 charitable organization
Founded in 1974

Diverse nationalities, professions,
generations, and cultures

EXECUTIVE BOARD

President

Marcos Regalado

Vice Presidents

Lorenzo Cobiella, Esq.

Erick Deeb, Esq.

James Jean-Francois, Esq.

Treasurer

Angel A. Gutierrez, CPA

Secretary

Karim Raymond

Vice Secretary

Carmen Teresa Luengo

Chaplain

Rev. Guillermo Revuelta, Th. Ph.D.

Executive Director

Hon. Armando J. Arana S.

Staff Attorney

Michael Montiel, Esq.

Communications Director

Yaneisy Blanco

Chairman Emeritus

Oswaldo N. Soto, Esq.

BOARD MEMBERS

Bennie Barnes, Esq.

Hon. Carlos Martinez

Eladio M. Paez

Hon. Juan C. Zapata

Maria D. Garcia, Esq.

Maria C. Garza

Mayte Vanegas

Hon. Nicolas Aguirre

Oscar Baisman

Rossy Salazar

Ruby Ortiz

Ruth Sequeira

ABOUT US

SALAD was founded in 1974, as a response to an emerging and evolving Hispanic population in South Florida during a period of great economic instability.

In its almost forty years, SALAD has been active in challenging all forms of bigotry and discrimination, seeking equal access and opportunity for

Hispanics and other minorities, focused on education, employment, social services, housing, and the judicial system.

Today, SALAD reaffirms its commitment to our vibrant and diverse South Florida community.

**FIRST LINE IN THE DEFENSE
AGAINST DISCRIMINATION**



Spanish American League Against Discrimination

*Celebrate
Diversity!*

900 SW 1st Street, Suite 201
Miami, FL 33130-1156

Tel: 305.960.7562

Fax: 305.967.8674

FB / Twitter: SALAD501c3

www.saladonline.net



TOWN OF SURFSIDE
Office of the Town Attorney


MUNICIPAL BUILDING
 9293 HARDING AVENUE
 SURFSIDE, FLORIDA 33154-3009

Lynn M. Dannheisser
 Town Attorney

Telephone: 305 993-1065

MEMORANDUM

TO: Town Commission

FROM: Lynn M. Dannheisser, Town Attorney 

CC: Roger M. Carlton, Town Manager

DATE: June 12, 2012

SUBJECT: Town Attorney Monthly Update for June, 2012

The following Ordinances and Resolutions have been prepared (and/or reviewed and researched) or other advice rendered regarding the issues contained in them. In the case where agreements are attached, those contracts have also been drafted and/or reviewed and revised this month:

Ordinances:

1. Amending Retirement Plan for Police Officers
2. CIE Ordinance

Resolutions:

1. Variance application for 8985 Bay Drive
2. Appointing Planning & Zoning Board
3. Award Municipal Parking Feasibility Study
4. Charter Review Questions Resolution
5. Way-finding signs award
6. Proposed Bifurcation of Commission Meetings
7. Technology and Communications Committee
8. Resolution Accepting Lisbon Resignation and Scheduling Special Election

The Town Attorney has prepared for, attended and/or rendered advice for the following public meetings:

May 8, 2012 Commission Meeting
May 17, 2012 Special Master Hearing
May 21, 2012 License Reader Meeting
May 31, 2012 Planning & Zoning and Quasi-Judicial Hearing Workshop instruction

Town Commission, Manager and Clerk Issues:

Orientation of new officials
Acceptance of resignation and research and analysis of charter implications, resign to run statutes and case law related to same
P & Z Board orientation issues
Variance issues
Miami Dade School District's Tentative Capital Plan Priorities and Related Documentation pursuant to Interlocal Agreement
DOT Agreement regarding sidewalks
Prepared arguments and strategy for and subsequent securing of League of Cities coverage on Bakker complaint
Planning and Zoning Board appointment issues
Prepare charter amendment language and ballot questions
Community Center Pool Issues
SunTrust Police Vehicle Lease documents
Ordinance requiring banks to register foreclosure properties
Continuing research on numerous election related/campaign financing/disclosures issues.
State of Florida Beach Lease
FPL rate issues
Research re FPL undergrounding issues
Continue research of PACE program
Numerous Code Enforcement issues raised by Town Manager
Assist and supervise Town Clerk with Public Records requests, minutes, records and notices
License Reader Issues
Continuing advice, inquiries, and meetings re: Best Western site
Surf Club inquiries
Construction Law issues
Continuing issues re Shul project
Spiaggia Condo parking issue and potential resolution of same
Assist manager in preparation for Code Enforcement hearings and related enforcement issues
9732 Bay Drive continuing issues
Town College scholarships legal issues
Research re manager spending authority
Agenda preparation
Parking regulation
Research liens/relieving properties - ongoing, looking into changing letter so fines are running code enforcement - determining whether needs to be re-hearing for reduction of fines in order
Public records requests issues.
Research removal of federal claims and other procedural issues

Planning and Zoning Board Sitting with Design Review Board May 31, 2012

Orientation for new members and workshop

Quasi-judicial Hearing:

Request of Owner of Property located at 8985 Bay Drive

The applicant and owner is requesting a side setback variance from the Town of Surfside Code for the property located at 8985 Bay Drive. The code requires the side setbacks to be ten (10%) percent of the street frontage of the lot in this case 20.9 feet. The frontage of the subject lot is 209.53 feet, therefore the required side setback is 20.9 feet. The existing home has a five foot side setback and is therefore non-conforming.

DESIGN REVIEW BOARD:

A. Request of the Tenant of Property located at 9445 Harding Avenue

The applicant is requesting to install a window sign in the front of the store.

B. Request of the Owner of property located at 425 95th Street

The applicant is requesting to install a wood picket fence in the front setback.

C. Request of the Owner of Property located at 9156 Abbott Avenue

The property is located at 9156 Abbott Avenue within the H30B zoning district. The applicant is requesting a garage conversion, wall, deck extension, and trellis for their single family home.

D. Request of the Owner of Property located at 9556 Abbott Avenue

The property located at 9556 Abbott Avenue is within the H30B zoning district. The applicant is requesting a garage conversion and a second story addition at the rear of their single family home. The existing side setback on the south has a 4 foot 11 inch side setback. The code requires a 5 foot side setback. Therefore, the applicant is requesting an administrative variance. The administrative variance procedures in the code limit an administrative variance to 5% of the setback. The applicant is requesting a variance for 1 inch, which is less than 5% of the setback. The neighbors on either side of the property have provided written consent to the variance. Copies of signed affidavits of consent are attached.

E. Request of the Owner of Property located at 8985 Bay Drive

The property is located at 8985 Bay Drive within the H30B zoning district. The applicant is requesting a 452 square foot addition for their single family home.

F. Request of the Owner of the Property located at 9316 Abbott Avenue

The property is located at 9316 Abbott Avenue, within the H30B zoning. The applicant/homeowner is requesting to build a one (1) story single family residence on the west side of Abbott Avenue between 93rd Street and 94th Street.

Planning Board sitting with Design Review Board as recommending Board to the Town Commission.

Capital Improvement Element Update

Building Department/Code Enforcement/Planning:

Review and analysis of Merrick motion for mitigation of fines.
Several Meetings with Code Compliance Officer and Building Official regarding on-going enforcement matters and scheduling of thirteen (13) special master hearings
Prepare for May 17, 2012 Special Master Hearings including notice issues relative to same
Commence training of a legal advocate for prosecution of code enforcement cases
Assist Town Building Official on continuing FEMA Flood Insurance issues; conferences re Gibbs case and follow up with outside counsel re questions by FEMA representative.
On-going issues with 9372 Bay Drive "Unsafe Structure" and court hearings re fees; begin preparation of affidavit re same

Human Resources Department:

On-going advice to HR Director
EEOC Claim results

Finance Department:

Preparation of Departmental Budget items for 2012-2013/continuing evaluation of legal needs of the Town and the most cost-effective means of meeting those needs

Parks and Recreation:

Community Center pool construction and bonding issue
Release agreement for special needs camp

Police Department:

SunTrust Police Vehicle lease (review and opinion letter)
Continuing work and preparation for July trial re: Davis v Surfside; scheduling of depositions and strategy session with outside counsel
Attend meetings with surrounding municipalities regarding License Plate Recognition and identification of issues for Interlocal Agreement; research re public records issues and opinion re same; follow up with lawyer for the five cities

Public Works:

On-going advice to Department Director
Parking Feasibility Study (Required substantial time and revisions to consultant contract)

Tourist Bureau:

Resort tax issues and underground utility issues
Complete Turtle Statutes purchase contract and issues related to tax deductions and potential creation of foundation

Litigation:

Kahalon v Town of Surfside and the Town of Surfside Building Department Case No. 12-10534 CA 08, Circuit Court of the Eleventh Judicial Circuit in and for Miami-Dade County, Florida. The Town Building Official inspected 9372 Bay Drive, determined the property was an “Unsafe Structure” and the occupants must vacate the premises. Plaintiff filed an emergency injunction to stay the proceedings. The Town filed a Motion to Dissolve the injunction. The Court heard arguments, ordered a Special Magistrate to inspect the premises and the Special Master agreed the property was an “Unsafe Structure.” The Motion to Dissolve was granted and the occupants of the property vacated the premises. The Court will hear the Town’s Motion for Entitlement to Determine Attorney’s Fees and Costs on June 11, 2012. Preparation is on-going.

John Davis v. Town of Surfside Case No. 07-17286 CA 08, Circuit Court of the Eleventh Judicial Circuit in and for Miami-Dade County, Florida. This case has been consolidated as to discovery with a previous case filed by a former sergeant in the Town’s police department. The Court denied the Motion to Consolidate both cases for trial. Outside counsel and this office are preparing for trial which is currently scheduled for the week of July 30, 2012. Depositions are scheduled beginning next week and other on-going discovery and strategy sessions are occurring.

Florida League of City Cases:

We monitor, coordinate witnesses and assist with requests for discovery with League counsel on cases that are covered by the FMIT.

Pieter Bakker v. Town of Surfside and Young Israel of Bal Harbour, Inc. Case No. 17783 CA04, Circuit Court of the Eleventh Judicial Circuit in and for Miami-Dade County, Florida. This action was served on May 30, 2012. The counts against the Town include contract zoning, charter violations, and a request for a writ of certiorari to quash Resolution 12-Z-2078, approving a site plan application to permit Young Israel to build a synagogue on 9580 Abbott Avenue. The League has agreed to provide coverage and strategy is being developed on this case. The first request for production is being processed.

Young Israel of Bal Harbour, Inc. vs. Town of Surfside Civil Action No. 1:10-cv-24392 in the United States District Court for the Southern District of Florida. On December 10, 2010, Young Israel served a complaint alleging the Town Zoning Code imposes a substantial burden on Young Israel in violation of the Religious Land Use and Institutionalized Persons Act of 2000 (“RLUIPA”). This matter is primarily being defended by The Florida League of Cities which has approved counsel to assist in the defense of this case. Mediation was held on January 4, 2012 with a follow-up Executive Session on January 9, 2012. A settlement was negotiated and approved at a Special Commission Meeting held on January 23, 2012. A site plan was filed, and there were two meetings of the DRG beginning February 2, 2012. The Development Impact Committee met on March 1, 2012. The Planning and Zoning Board met on March 29, 2012 to recommend the site

plan to the Town Commission. The Town Commission met on April 10, 2012 and approved the site plan. The Stipulation of Settlement and a joint motion to stay the matter for 120 days was filed. A Stay was granted. The Court ordered by June 7, 2012, the parties shall file a Stipulation of Dismissal. The parties have filed an amendment to the stipulation.

Americo Wehbe v Town of Surfside, Civil Action No. 11-23445 in the United States District Court for the Southern District of Florida. Plaintiff filed a ten (10) count Complaint served December 13, 2011 and a Motion to Dismiss to Strike or Motion for More Definite Statement was filed on January 18, 2012. Mediation is scheduled for September 19, 2012. Florida League counsel represents the Town and these claims are currently under investigation by the Florida League of Cities counsel in accordance with the Town's insurance policy and subject to the attorney-client privilege. This office is working with the Police Department and Florida League of Cities to sort out the facts and coverage issues. The Florida League previously investigated this matter and determined there was no liability on the Town or any of the officers, and the League stated there was probable cause for the arrest. Trial has not been set.

Special Matters:

Review and analyze state and county elections laws. Review of new case law out of various districts and circuits and monitor legislation at Federal, State, and County levels. Monitor articles on emerging issues such as red light cameras, social media and sunshine issues, attorney-client privilege as it relates to government, environmental sustainability; initiative efforts, foreclosures and lien issues for cities, beach renourishment, conflicts of interest and other ethics opinions, workplace issues, other RLUIPA suits.



TOWN OF SURFSIDE
 PROJECTS PROGRESS REPORT
 CALVIN, GIORDANO & ASSOCIATES. INC.
 June, 2012

1. **Planning and Community Development** – Planning and Community Development –Major projects just getting underway include the Best Western site and the Surf Club. Staff is working closely with the Administration on the parking structure feasibility study and the potential expansion of the Bal Harbour Shops. Planning staff continues to answer general zoning calls and e-mails from the public and to review building permits for conformance with the zoning code.

2. **Website, Information Technology, TV Broadcasts** – New computers and monitors have been installed for the entire Town Hall and Community Center Staff. The wifi system at the Community Center continues to provide a wireless wifi signal that can be accessed inside each building and across the pool deck area. The public wifi is utilizing the existing cable broadband connection which has been isolated to protect the Town’s internal network. The Community Center staff is utilizing the new T1, installed to improve bandwidth speed when accessing the Town’s private network. The Community Center staff has received training on all e-reader devices and the two (2) 70” flat screen TVs that were installed at the Community Center. IT has set up a universal remote for easier control of the TV in the fish bowl at the Community Center. Disposal of the old police department computers has begun. The hard-drives and memory are being removed and destroyed. The computers are being donated to a computer recycling company for disposal. New laptops have been set up for the Finance Department. IT is gathering pricing on a replacement copier for the Town Attorney’s office and a new color copier has been ordered for Town Hall. IT staff continues to respond to IT support requests via email and phone on a daily basis.

3. **Public Utilities / Engineering** – The Water/Sewer/Storm Drainage Project commenced on August 15, 2011 in the southern sector (Phase I) of the City. The project involves water main / water service replacements, lining of the gravity sewer mains and sewer lateral replacements, rehabilitation of the sewer pump stations, and improvements to the stormwater collection system including three (3) new storm drainage pump stations. Construction also commenced within the Harding and Collins Avenues corridors (with a break that occurred during the holiday season) preceding the FDOT resurfacing project which commenced in late

April 2012. The public information project website continues to be updated frequently, and receives between 20 and 30 views monthly.

Phase II (central portion of the Town) construction commenced in late January, 2012. Phase II contains a majority of the drainage portion of the project as well as rehabilitation and repairs of the sewer and new water mains. Construction on Phase III (north of 93rd Street) will begin in early July 2012.

Bal Harbour Village has completed the construction / installation of a parallel force main within the Collins Avenue corridor through the Town. Bal Harbour received approval from WASD early in January to connect to the newly installed main. Bal Harbour has made the connection to and is currently utilizing the newly constructed force main. The Surfside project force main improvements from the two (2) sanitary sewer pump stations have been substantially completed and have been submitted for certification of completion. Upon acceptance, the sewage flow can be diverted into the new Bal Harbour – Surfside force main to allow the old force main to be cleaned, investigated and tested. The appropriate course of action (repair / abandonment / continued back-up utilization) for the old force main can then be determined.

CGA continues to work with the Town Manager regarding the potential for a partial refinancing of the project to reduce the interest costs and provide funding for additional utility main replacements serving the Collins / Harding Avenue corridors.

Stormwater System

The stormwater system improvements are currently under construction and include the installation of a backbone stormwater conveyance system along Bay Drive that will interconnect existing stormwater culverts / piping and direct the run-off from existing outfalls into two (2) drainage pump stations (currently under construction). A third pump station, is also currently under construction on the southern end of Carlyle Avenue to intercept run-off to the existing outfall.

Sanitary Sewer Collection System

Sewer lateral replacement, television inspection and lining of the gravity sewer mains have commenced in Phase II, inclusive of the Biscaya Island and shall continue within the Harding and Collins Avenue corridors. TV inspection and main lining (or point repair) of sewer mains will continue Town wide. Rehabilitation of the sewer manholes is a part of the sewer system rehabilitation and will occur after main lining is complete. The improvements being completed on the Sanitary Sewer System are required per a consent decree with Miami-Dade County.

Water Distribution System

Phase II water main installation / replacement is on-going including work outside of the roadway (behind the curbs and on private property) including connecting new / relocated meters / water services.

Grant status - Miami-Dade (GOB) Building Better Community Bonds \$829,000 – In place

Stormwater Master Maintenance

CGA staff assisted the Town with the response to the Florida Department of Environmental Protection comment letter on the July 2011 submittal of the Year 8 Annual Report Form. The Town staff has implemented the street sweeping program, with a private contractor sweeping every two weeks, as per National Pollution Discharge Elimination System permit requirements.

Funding Summary –

<u>Funding Status:</u>	<u>Amount</u>	<u>Status</u>	<u>Probability</u>
FDEP Grant	\$873,500	In place	100%
FDEP Grant	\$125,000	In place	100%
FDEP Grant	\$100,000	In place	100%
FDEP State Revolving Fund Loan	\$9,312,881	In place*	100%
\$10,411,381 Total In Place Funding			
FEMA/PDM Grant	\$2,949,550	In process**	10%
\$2,949,550 Total In Process Funding			

*The Town received the letter to incur costs on October 25, 2011.

*The Town received the letter stating \$9.312MM in available funds for the project on February 28, 2012.

**FEMA Anticipated determination in process funding sources is scheduled for June 2012.

4. **Neighborhood Improvements** – CGA began discussions with Miami-Dade County to permit the traffic calming improvements for 88th St. Staff has also issued the Notice to Proceed to CGA to begin the Town wide traffic study and seawall inspections. Public meetings will be held to discuss and receive input as the study progresses. The Town Commission determined to hold on the additive alternate projects until the water/sewer/storm drainage project was underway for one year to determine if remaining contingency account funding would be available.



Commission Communication

Agenda #: 4A1

Date: June 12, 2012

Subject: Amending Sec 2-176 Service Retirement Allowance and Clarify the Normal Retirement Date for Members who are Police Officers

Background: The Retirement Plan for the Employees of the Town of Surfside is a Defined Benefit (DB) plan. Defined Benefit plans specify the monthly benefit that vested employees will receive upon reaching normal retirement or early retirement eligibility. This is accomplished by a mathematical formula utilizing a benefit accrual factor for each year of service multiplied by final average compensation earned prior to retirement.

DB plans are actuarially funded by the plan sponsor taking into account actuarial experience which varies from one year to the other. Therefore, the Town's contribution (funding requirements) fluctuates every year. The source of contribution comes from the Town, which is required to contribute the amount mandated by the State Statute and by the actuary. The employee contribution as a percent of covered compensation is 6% for General Employees and 8% for Police Officers. Employee contributions as of January 1, 2009 are pre-tax.

As a condition of employment any full time employee (who works 32 hours of more per week) shall become a member of the plan. Charter officers (Town Manager and Town Attorney) have the option to opt out of the plan at any time.

The vesting (the period of service required for a plan member to earn a legal right to plan benefits) requirement is:

For General employees starting at age 65 or the date that would have been their normal retirement date. General Employees become *partially vested* (50%) in retirement benefits after completing 5 years of Creditable Service with the Town. This vesting percentage increases by 10% for the next 5 years until *fully vested* in retirement benefits after completing 10 years of Creditable Service. Police Officers become *fully vested* in retirement benefits after completing 5 years of Creditable Service.

The Pension Board serves as the trustee and is responsible for the administration and management of the plan assets subject to the responsibility of the Town Commission. The Town Commission's responsibility is to fund the annual requirement and to ensure that an appropriate audit is prepared annually. The plan is fully funded and in excellent financial condition. A special situation has arisen that has caused the Pension Board to request the Town Commission to amend Section 2-176 of the Pension Ordinance relating to Normal Retirement Date for Police Officers.

Budget Impact: An actuarial review was conducted (**Attachment 1**). Based on actuarial assumptions the proposed Ordinance is a "no cost proposed Ordinance... this proposed ordinance would reduce future Plan costs".

Analysis: Effective October 1, 1984 the normal retirement date for a Police Officer is the (1) date an officer both reaches age 52 and completes 20 years of Creditable Service, (2) **the date you reach age 62 regardless of your service** or (3) the date you complete 25 years of Creditable Service.

The Pension Board held a Special Board meeting on November 17, 2011 to discuss the retirement of a Police Officer who after only serving the Town for four years was eligible to retire and collect a normal retirement pension from the Town regardless of the years of service because the officer was over 62 years old.

The Pension Board concluded that it was unfair to all other members of the plan to allow Police Officers to retire and collect a pension without reaching the vesting requirements of the plan. The Pension Board recommend that the eligibility to retire and collect a retirement benefit at the attainment of age 62 be tied to the vesting requirement of (five) 5 years of creditable service.

Staff Impact: We currently have one officer who could be eligible to retire and collect a retirement benefit from the Town due to his/her age. That officer voluntarily agreed to the five year requirement at the time of hire. In order to clarify the Pension Plan so that five years employment is a requirement regardless of age, the Pension Ordinance should be amended.

Recommendation: It is the Pension Board's recommendation that the Town Commission approve the amendment to Section 2-176 of the Code that requires a minimum of five years of service regardless of age.



Roger M. Carlton
Town Manager



Yamileth Slate-McCloud
Human Resources Director



Gabriel Roeder Smith & Company
Consultants & Actuaries

One East Broward Blvd.
Suite 505
Ft. Lauderdale, FL 33301-1804

954.527.1616 phone
954.525.0083 fax
www.gabrielroeder.com

March 29, 2012

Ms. Mayte Gamiotea
Pension Administrator
Retirement Plan for Employees of the
Town of Surfside
9293 Harding Avenue
Surfside, Florida 33154-3009

**Re: Retirement Plan for Employees of the Town of Surfside
Actuarial Impact Statement**

Dear Mayte:

As requested, we have performed an actuarial review of the proposed Ordinance (copy attached).

Based upon our review, the proposed Ordinance:

1. Provides for normal retirement for Police Officers upon attainment of age 62 and completion of 5 years of creditable service.
2. Repeals all Ordinances in conflict herewith.
3. Provides for severability.
4. Provides for codification.
5. Provides for an effective date.

In our opinion, based upon the actuarial assumptions and methods employed in the October 1, 2011 Actuarial Valuation, the proposed Ordinance is a *no cost* proposed Ordinance under State funding requirements. We would expect this proposed Ordinance would reduce future Plan costs.

Please provide a signed copy of the Ordinance upon passage at second reading for our records.

If you should have any question concerning the above, please do not hesitate to contact us.

Sincerest regards,

Lawrence F. Wilson, A.S.A.
Senior Consultant and Actuary

Enclosure

cc: Ms. Alyce M. Jones, C.P.A., P.F.S.
Stuart A. Kaufman, Esq.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF THE TOWN OF SURFSIDE; RELATING TO THE RETIREMENT PLAN FOR EMPLOYEES OF THE TOWN OF SURFSIDE; AMENDING SECTION 2-176 OF THE CODE TO CLARIFY THE NORMAL RETIREMENT DATE FOR POLICE OFFICERS UNDER THE PLAN; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside sponsors a defined benefit retirement plan for Town employees;

WHEREAS, an Amendment to Section 2-176 of the Town Code is needed to further clarify the normal retirement date for police officers in the plan;

WHEREAS, the Commission of the Town of Surfside believes that the adoption of this amendment is in the best interests of the citizens and taxpayers of the Town;

NOW, THEREFORE, BE IT ORDAINED by the Town Commission of the Town of Surfside:

Section 1. Section 2-176, Service Retirement Allowance, is hereby amended and to be read as follows:

Sec. 2-176. Service Retirement Allowance.

(a) Normal Retirement Date. Each member who retires or otherwise terminates employment with the town on or after his normal retirement date, as determined below, shall be entitled to receive a service retirement annuity in the amount provided in subsection (c) of this section. Effective October 1, 1984, the normal retirement date for each member shall be the first day of the month coincident with or next following the earlier of:

(1) For members who are police officers:

- 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 5 years of creditable service; or
- c. The completion of 25 years of service.

Section 2. Severability. If any section, subsection, clause or provision of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, the remainder shall not be affected by such invalidity.

Section 3. Conflict. All sections or parts of sections of the Town of Surfside Code of Ordinances in conflict herewith are intended to be repealed to the extent of such conflict.

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

Section 5. Effective Date. This Ordinance shall be effective ten (10) days after adoption on second reading.

PASSED and ADOPTED on first reading this ____ day of _____, 2012.

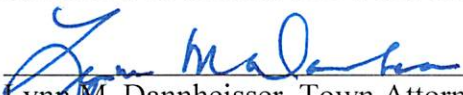
PASSED and ADOPTED on second reading this ____ day of _____, 2012.

Daniel Dietch, Mayor

Attest:

Sandra Novoa, CMC
Town Clerk

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



Lynn M. Dannheisser, Town Attorney

Moved by: _____

Second by: _____

Vote:

Commissioner Sheldon Lisbon yes___ no___

Commissioner Marta Olchyk yes___ no___

Vice Mayor Michael Karukin yes___ no___

Mayor Daniel Dietch yes___ no___



**Town of Surfside
Commission Communication**

Agenda Date: June 12, 2012

Subject: FY12 Capital Improvement Element Update

Background: The Capital Improvement Element must be reviewed on an annual basis and modified as necessary in accordance with §163.3177 of the Florida Statutes. Modifications to update the 5-year Schedule of Capital Improvements may be accomplished by ordinance and are not considered amendments to the comprehensive plan.

Summary: The Schedule of Capital Improvements includes projects identified as either funded or unfunded which are necessary to ensure that any adopted level-of-service standards are achieved and maintained for the 5-year FY12-FY16 period. The schedule must include transportation improvements included in the applicable Metropolitan Planning Organization's (MPO) transportation improvement program and the School Board's Five-Year Facilities Work Program if such improvements are relied upon to ensure concurrency. Capital improvements funded by local option gas taxes scheduled for construction within the community during the next five years must also be included. The changes in the Capital Improvement Element update reflect the actual construction costs for the water, sewer, storm drainage project and a commission approved study of seawall restoration needs and traffic calming devices town wide.

The ordinance updates Tables 9-10A-D of the Schedule of Capital Improvements in the Capital Improvement Element. Table 9-10E includes by references the Miami-Dade County Public Schools' Five-Year Facilities Work Program for 2011-12 through 2015-16 adopted September 7, 2011.

Budget Impact: Planning, Engineering and Traffic Engineering staff's time was funded under a contract in the amount of \$4,845.75 approved in January 2012 to prepare the FY12 Capital Improvement Element Update.

Staff Impact: N/A

Recommendation: The Planning and Zoning Board unanimously recommend approval of the Capital Improvement Element Update to the Town Commission at their May 31, 2012 meeting. Staff recommends that the Town Commission adopt this ordinance on first reading.

Exhibits

Exhibit A. Updated Schedule of Capital Improvements



Sarah Sinatra Gould, AICP, Town Planner



Roger M. Carlton, Town Manager

ORDINANCE NO. ____

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, ADOPTING THE ANNUAL UPDATE TO THE CAPITAL IMPROVEMENTS ELEMENT WITHIN THE TOWN'S COMPREHENSIVE PLAN IN ACCORDANCE WITH SECTION 163.3177, FLORIDA STATUTES; PROVIDING FOR SEVERABILITY, CONFLICT, INCLUSION IN THE COMPREHENSIVE PLAN AND AN EFFECTIVE DATE.

WHEREAS, in 2005, the Florida Legislature passed Senate Bill 360, which required, in part, that local governments annually update the Capital Improvements Element contained in their Comprehensive Plans in order to ensure that the required level of service standard for the public facilities listed in Section 163.3180, Florida Statutes is achieved and maintained over the planning period; and

WHEREAS, pursuant to Section 163.3177, Florida Statutes, all local governments are required to adopt this update annually; and

WHEREAS, the Town of Surfside Planning and Zoning Board, as the local planning agency for the Town of Surfside ("Town"), recommended approval of the proposed amendments to the Capital Improvements Element of the Town of Surfside Comprehensive Plan ("Comprehensive Plan") on May 31, 2012; and

WHEREAS, after having received input and participation by interested members of the public and staff, and having considered the recommendation of the Town of Surfside Planning and Zoning Board and staff, the Town Commission found the proposed update to the Capital Improvements Element to be consistent with the Comprehensive Plan; and

WHEREAS, the Town Commission has conducted a first and second reading of the proposed ordinance at duly noticed public hearings as required by law and further finds the proposed changes to the Capital Improvements Element of the Comprehensive Plan necessary and in the best interest of the Town.

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

Section 1. Recitals. The foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are made a specific part of this Ordinance.

Section 2. Adoption of the Annual Update to the Capital Improvements Element.

The Town Commission hereby adopts the annual update to the Capital Improvements Element contained in the Town of Surfside Comprehensive Plan, which is attached as Exhibit "A."

Section 3. Severability. If any section, subsection, clause or provision of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, the remainder shall not be affected by such invalidity.

Section 4. Conflict. All sections or parts of sections of the Comprehensive Plan in conflict herewith are intended to be repealed to the extent of such conflict.

Section 5. Inclusion in the Comprehensive Plan. It is the intention of the Town Commission, and it is hereby ordained that the provisions of this Ordinance shall become and made a part of the Comprehensive Plan, that the sections of this Ordinance may be renumbered or re-lettered to accomplish such intentions; and the word "ordinance" may be changed to "Section" or other appropriate word.

Section 6. Effective Date.

This Ordinance shall be effective immediately upon passage by the Town Commission on second reading, except that the effective date of the Plan Amendment approved by this Ordinance shall be the date a final order is issued by the State Land Planning Agency or Administration Commission finding the Plan Amendment in compliance in accordance with Section 163.3184, Florida Statutes, whichever occurs earlier. The State Land Planning Agency or Administration Commission's notice of intent to find the Plan Amendment in compliance shall be deemed to be a final order if no timely petition challenging the Plan Amendment is filed.

PASSED and **ADOPTED** on First Reading the _____ day of _____, 2012.

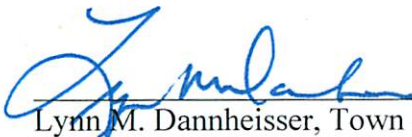
PASSED and **ADOPTED** on Second Reading this _____ day of _____, 2012.

Daniel Dietch, Mayor

Attest:

Sandra Novoa
Town Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**



Lynn M. Dannheisser, Town Attorney

On First Reading Moved by: _____

On Second Reading Seconded by: _____

Vote:

Commissioner Kligman	yes	_____	no	_____
Commissioner Lisbon	yes	_____	no	_____
Comissioner Olchyk	yes	_____	no	_____
Vice Mayor Karukin	yes	_____	no	_____
Mayor Dietch	yes	_____	no	_____

Schedule of Funded Capital Improvements by Category and Funding Sources
 Tables 9-10A-D make up the Town's schedule of Capital Improvements. Funding sources are shown where applicable.

Table 9-10A
Stormwater Projects

Town Stormwater Projects										
Project	Location	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	Total		
Stormwater Pollution Control Project	Townwide	\$2,771,190	\$668,781					\$668,781 \$2,771,190		
Total Cost of Stormwater Projects		\$2,771,190	\$668,781					\$668,781 \$2,771,190		
Funding Sources	FDEP LP6787-Approved 12/31/08	-\$125,000	-	-	-	-		125,000		
	FDEP-S0374 Approved 2/30/10	-\$873,500	-	-	-	-		873,500		
	State Revolving Loan Fund	\$1,772,690						3,010,092		
	Previous Year Carryover		\$286,990	\$573,980	\$860,700	\$1,147,960		\$2,869,630		
Total Funding Available for Stormwater Pollution Control Project		-\$125,000	\$286,990	\$573,980	\$860,700	\$1,147,960		\$5,640,820		

Source: Town of Surferside, Calvin, Giordano and Associates, Inc.

Note: The Town Commission approved a stormwater service rate increase to provide debt service for the fund balances for FY11. Funding sources for FY11 result in a carryover/reserve for each year FY12-FY15.

**Table 9-10B
Wastewater and Potable Water Projects**

Town Wastewater and Potable Water Projects									
Project Name	Location	FY 2011	FY2012	FY2013	FY2014	FY2015	FY2016	Total	
Wastewater System Rehabilitation Program	Townwide	3,987,100	\$900,321 \$1,049,123					\$900,321 \$5,036,223	
Water System Program	Townwide	4,241,200	\$1,067,433 \$1,797,371					\$1,067,433 \$6,038,571	
Total Cost of Projects		8,228,300	\$1,967,754 \$2,846,494					\$1,967,754 \$11,074,794	
Funding Sources	Miami-Dade County Building Better Communities Bond	829,000						829,000	
Funding Sources	Water and Sewer Fund	336,690	1,165,690					1,502,380	
-	State Revolving Fund with non-ad valorem pledge from rate adjustment	7,807,947	1,855,636					9,663,583	
-	FDEP LP8978-3/31/09	100,000						100,000	
-	FDEP LP8978-3/31/09	33,000						33,000	
-	Previous year carryover			351,056	351,056	351,056			
Total Funding		9,106,637	3,021,326					12,127,963	

Source: Town of Surfside; Calvin, Giordano and Associates, Inc.

Notes: Description of Wastewater Rehabilitation Program: The Wastewater Rehabilitation Plan consists of three phases. Phase I required the placement of full dish gaskets on manhole openings and brings the Town in partial compliance with the mandates from PERA-DEPRM. Phase II requires the repair or lining of sanitary sewer lines as detected by the recent cleaning and video project. Phase III (renovating pump stations) will complete the requirements as outlined in the Sanitary Sewer Evaluation Study (SSES).

Description of Water System Program: This project provides for the replacement of about 11 miles of water system pipe known to be in particularly poor condition.

The Miami-Dade County Building Better Communities Bond was approved on July 20, 2004.

The Town Commission approved water and sewer service rate increases to provide debt service and state revolving loan repayment for FY10 and FY11. Funding Sources for FY10 and FY11 result in a carryover of \$351,056 for each year FY12-FY15.

Table 9-10C
FDOT Projects

FDOT Projects									
Project Name	Location	FY-2014	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Total	
SR A1A/Collins Ave/Harding Ave Resurfacing FDOT Item No: 4198581 and 4198231	Northbound along Collins Avenue from 75 Street to north of 96 th Street. Southbound on Harding Avenue from Bal Harbour Shops to 94 Street.		\$3,610,593					\$3,610,593	
SR A1A/Collins Avenue Resurfacing FDOT Item No: 4198581	150 feet north of 75th Street to north of 96 th Street		\$4,820,000					\$4,820,000	
SR A1A/Harding Avenue Resurfacing FDOT Item No: 4198231	From Bal Harbour Shop Entrance to 94 th Street		\$1,315,000					\$1,315,000	
SR922/96 St Kane Concourse Resurfacing FDOT Item No. 4274211	From 163 feet east of E. Bay Harbor Drive to SR A1A/Collins Avenue .	\$105,000		\$381,089 \$694,000				\$381,089	\$381,089
Total Cost of FDOT Projects		\$105,000	\$3,610,593 \$6,135,000	\$381,089 \$694,000				\$3,991,682 \$6,934,000	

**Table 9-10D
Gas Tax Projects**

Gas Tax/ CIIT Projects							
Project Name	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Total
Traffic Management Program	\$55,000	\$85,000	\$80,000	\$80,000	\$80,000		\$325,000
Downtown Improvement Master Plan	\$23,500						\$23,500
Mobility Fee Study	\$75,000						\$75,000
Total Cost	\$153,500	\$85,000	\$80,000	\$80,000	\$80,000		\$325,000
Funding Source	Municipal Transportation Fund						\$478,500
Balance	\$105,000	\$24,181	\$30,818	\$32,480	\$34,168		\$109,181

Source: Town of Surfside Finance Department.

Note: The Municipal Transportation Fund includes the Second Local Option Gas Tax, funds from the Citizen's Independent Transportation Trust (County gas tax shared with municipalities). The 2011 fund balance includes a balance transfer. FY11-15 projections are based upon a 1.5% increase in revenues years from FY11.

Project Descriptions: The Downtown Improvements Master Plan is a comprehensive study that focuses on Collins Avenue, Harding Avenue, and the surrounding downtown areas. The study is to include analysis and recommendations regarding hard-cape and soft-cape features, way-finding signage, aesthetic entranceways, and other unique elements exclusive to the Town. Additional studies and improvement costs may result from these recommendations.

The Traffic Management Program is a program to implement various traffic calming devices throughout the Town. Traffic calming devices help lower vehicle speed and prevent cut through traffic on local roads. Traffic calming devices can include but are not limited to speed tables, roundabouts, partial road closures, road narrowing, and chicanes. Included in the funding are traffic engineering analysis and construction costs.

The Mobility Fee Study would prepare Surfside for the adoption of transportation impact fee based upon multi-modal planning (auto, bicycle, pedestrian, mass transit) and the requirements implementing SB360.

TABLE 9-10E School Facilities Work Program
Miami-Dade Public Schools Five-Year Facilities Work Program for 2011-12 through 2015-16 adopted September 7, 2011

Town of Surfside
Comprehensive Plan

9-5

FY12 Update
Capital Improvements Element



TOWN OF SURFSIDE
Office of the Town Attorney

MUNICIPAL BUILDING
 9293 HARDING AVENUE
 SURFSIDE, FLORIDA 33154-3009
 Telephone: 305 993-1065

Ldannheisser@townofsurfsidefl.gov

Lynn M. Dannheisser
 Town Attorney

MEMORANDUM

TO: Town Commission

FROM: Lynn M. Dannheisser, Town Attorney *[Signature]*

CC: Roger M. Carlton, Town Manager
 Sandra Novoa, Town Clerk

DATE: June 12, 2012

SUBJECT: Charter Review Ballot Questions

At the last Commission meeting, it was decided the Commission would review and place ballot questions before the electorate on four (4) issues:

1. Adoption of a Citizen's Bill of Rights
2. Procedure for a vacancy in candidacy
3. Mandatory charter review every ten (10) years with the first review to commence in the twelve (12) months following adoption of the provision.
4. Clarification of the intensity, density, and height restriction provision

Before you is a resolution containing the exact charter amendment language as well as the form of the proposed ballot question for each subject matter.

The **Preamble and Bill of Rights** was adopted from the Charter Review Board report except to clarify certain issues (without changing the intent) and delete language that pertains only to the County with no applicability to the Town, such as references to voter registration locations. The Town Manager wishes the Commission to consider deleting the sentence in the Bill of Rights language that I

have placed in brackets in Paragraph 13 C. The ballot question itself is a copy of the County's ballot question which was passed on September 7, 1976.

The procedure for a **vacancy in candidacy** utilizes but amends current Section 105 (8) which presently provides a process if more than five candidates qualified and then the number was reduced to postpone the election to not less than twenty eight (28) nor more than thirty (35) five days and reopen the qualifying period to give others an opportunity to run. It is amended to make this section pertain to any situation where there are less than five candidates such as what occurred in the last election. It includes one additional provision that in the event no qualified elector comes forward during this time period, and only after advertised notice has been published, the Commission may appoint a qualified elector by a majority at its next regularly scheduled meeting.

The Charter also adds a section (128) to provide for **mandatory charter review** within the first twelve (12) months after the adoption of this provision. It also would provide for the appointment of a Charter review board ("Charter Board") consisting of five persons every 10th year commencing December 2022 with each Commissioner entitled to such an appointment with ratification by a majority of the Commission. Deliberation would begin within forty-five (45) days after appointment by Commission with the Commission to consider those recommendations at the next regularly scheduled Commission meeting. This provision would not inhibit the Town Commission or the electorate at any time from initiating a charter amendment in accordance with Article VIII ("Initiative and Referendum").

Finally, the intent of the electorate in 2004 to **limit height, density and intensity** of development is carried out and clarified and reinforced by revised language as suggested by outside zoning counsel to reflect that density means number of units per acre, that maximum floor area ratios be properly referenced as floor area ratio which is discussed in the Comprehensive Plan, and that heights be defined in both stories and feet and so there is no opportunity for misinterpretation. Also attached for your reference is an opinion letter rendered by outside zoning counsel reviewing the present Section 4 of the Town Charter and the amendments proposed by the Charter Board at the time. The result was a recommendation on proper language to be included in the charter to better reflect and effectuate the intent of the electorate back in 2004 when it was first adopted and to accommodate HB 7207 prohibiting referenda on proposed comprehensive plan changes to avoid any legal challenge. The original Charter Review Report is once again also attached for convenient reference.

RESOLUTION NO. 2012 - _____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA AMENDING THE TOWN CHARTER TO PROVIDE REQUISITE BALLOT LANGUAGE FOR SUBMISSION TO ELECTORS; PROVIDING FOR COPIES OF THE CHARTER AMENDMENT TO BE AVAILABLE FOR PUBLIC INSPECTION; PROVIDING FOR THE TOWN CLERK TO UTILIZE THE SERVICES OF MIAMI-DADE COUNTY SUPERVISOR OF ELECTIONS; PROVIDING FOR INCLUSION IN THE CHARTER; TO ACCEPT THOSE CHARTER PROVISIONS SET FORTH IN SAID CHAPTER AND ONLY THOSE APPROVED BY A MAJORITY OF THE VOTERS ON NOVEMBER 6, 2012 ACCORDING TO OFFICIAL RESULTS; TO AMEND THE TOWN CHARTER TO ADD A PREAMBLE AND CITIZEN'S BILL OF RIGHTS; AMENDING ARTICLE VI. SECTION 105 GENERAL AND SPECIAL ELECTIONS OF COMMISSION MEMBERS; ARTICLE IX. SECTION 128 MANDATORY CHARTER REVIEW; ARTICLE I. SECTION 4 GENERAL POWERS OF TOWN; PROVIDING FOR REPEALER; PROVIDING FOR SEVERABILITY; DIRECTING THE TOWN CLERK TO AMEND THE TOWN CHARTER IN ACCORDANCE WITH THE ELECTION RESULTS AND THIS RESOLUTION; PROVIDING FOR INCLUSION INTO THE TOWN CHARTER AND CODE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 97.1 of the Town Charter of the Town of Surfside ("Town") referencing Section 5.03 of Article 5 of the Home Rule Charter for Miami-Dade County provides the manner in which charter amendments shall be proposed; and

WHEREAS, the Town Commission wishes to submit these proposed charter amendments for approval or rejection by the electors; and

WHEREAS, pursuant to law, the electors of the Town shall have the power to approve or reject at the polls any ordinance submitted by the Town Commission to a vote of the electors.

NOW, THEREFORE, THE TOWN COMMISSION OF THE TOWN OF SURFSIDE HEREBY ORDAINS:

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Proposed Amendments:¹

The Charter of the Town of Surfside subject to a vote of the electorate is hereby amended as follows:

- A. To add a Preamble and Citizen's Bill of Rights which shall read as follows:

"PREAMBLE

We, the people of the Town of Surfside (hereinafter, "Town"), under the Constitution and laws of the State of Florida, in order to secure the benefits of local self-government and to provide for an honest and accountable Commissioners-Manager government, do hereby adopt this Charter and confer upon the Town the following powers, subject to the following restrictions, and prescribed by the following procedures and governmental structure. By this action, we secure the benefits of home rule and affirm the values of representative democracy, professional management, ~~strong~~ political leadership, citizen participation and regional cooperation.

CITIZEN'S BILL OF RIGHTS

- A. This government has been created to protect the governed, not the governing. In order to provide the public with full and accurate information, to promote efficient administration, to make government more accountable, and to insure to all persons fair and equitable treatment, the following rights are guaranteed:
1. Convenient Access. Every person has the right to transact Town business with a minimum of personal inconvenience. It shall be the duty of the Town Manager and the Commission to provide, within the Town's budget limitations, reasonably convenient times and places for required inspections of Town records, access to notice of public meetings, and for transacting business with the Town.
 2. Truth in Government. No Town official or employee shall knowingly furnish false information on any public matter, nor knowingly omit significant facts when giving requested information to members of the public.
 3. Public Records. All audits, reports, minutes, documents and other public records of the Town and its boards, agencies, committees, departments, and authorities shall be open for inspection at reasonable times and places convenient to the public.
 4. Minutes and Ordinance Register. The Town Clerk shall maintain and make available for public inspection an ordinance register separate from minutes showing the votes of each member of the Commission on all ordinances and resolutions listed by descriptive

¹ The words that are stricken through are intended to be deleted from this section of the Town Charter once it is approved. The words that are underscored constitute the proposed amendments to the section once it is approved.

title. Written minutes of all meetings and the ordinance register shall be available for public inspection not later than thirty (30) days after the conclusion of the meetings.

5. Right to be Heard. So far as the orderly conduct of public business permits, any interested person has the right to appear before the Town Commission or any Town agency, board, or committee for the presentation, adjustment or determination of an issue, request or controversy within the jurisdiction of the Town. Matters shall be scheduled for the convenience of the public. The Town Commission shall adopt agenda procedure and schedule hearings in a manner that will enhance the opportunity for public participation. Nothing herein shall prohibit any Town entity or agency from imposing reasonable time limits and procedures for the presentation of a matter.

6. Right to Notice. Persons entitled to notice of a Town hearing shall be timely informed as to the time, place and nature of the hearing and the legal authority pursuant to which the hearing is to be held. Failure by an individual to receive such notice shall not constitute mandatory grounds for canceling the hearing or rendering invalid any determination made at such hearing. Copies of proposed ordinances or resolutions shall be made available at a reasonable time prior to the hearing, unless the matter involves an emergency ordinance or resolution.

7. No Unreasonable Postponements. No matter, once having been placed on a formal agenda by the Town, shall be postponed to another day except for good cause shown in the opinion of the Mayor, Town Commission, Board or agency conducting such meeting, and then only on condition that the affected person shall, upon written request, receive mailed notice of the new date of any postponed meeting. Failure by an individual to receive such notice shall not constitute mandatory grounds for canceling the hearing or rendering invalid any determination made at such hearing.

8. Right to Public Hearing. Upon a timely written request from any interested party, and after presentation of the facts to and approved by the Commission, a public hearing shall be held by any Town agency, board, department or authority upon any significant policy decision to be issued by it which is not subject to subsequent administrative or legislative review and hearing. This provision shall not apply to the Office of the Town Attorney or to any body whose duties and responsibilities are solely advisory.

At any zoning or other hearing in which review is exclusively by certiorari, a party or his or her counsel shall be entitled to present his or her case or defense by oral or documentary evidence, to submit rebuttal evidence, and to conduct such cross-examination as may be required for a full and true disclosure of the facts. The decision of any such agency, board, department or authority must be based upon the facts in the record. Procedural rules establishing reasonable time and other limitations may be promulgated and amended from time to time.

9. Notice of Action and Reasons. To the extent the Town is required to do same by law, notice shall be given of the denial of any decision of any Town proceeding at the

conclusion of the hearing. The notice shall be accompanied by a statement of the grounds for denial.

10. Manager's and Attorney's Reports. The Town Manager and Town Attorney shall periodically make public status report on all material matters pending or concluded within their respective areas of concern.

11. Budgeting. In addition to any budget required by state statute, the Town Manager at the direction of the Town Commission shall prepare a budget showing the projected revenues and expenses of each department for each budget year. Prior to the Town Commission's first public meeting on the proposed budget required by state law, the Town Manager shall make public a budget summary setting forth the projected revenues and expenses of the various departments and reflecting the personnel and their title in each department, the estimated millage cost of each department and the amount of any contingency and carryover funds for each department.

12. Quarterly Budget Comparisons. The Town Manager shall make public not less than quarterly a report showing the actual revenues and expenses during the quarter just ended against one quarter of the proposed annual revenues and expenses set forth in the budget. Such report shall also reflect the same cumulative information for whatever portion of the fiscal year that has elapsed.

13. Representation of Public. The Town Commission shall endeavor, when deemed appropriate, to designate one or more individuals to represent the Town at all proceedings before county, state and federal regulatory bodies, significantly affecting the Town and its residents.

B. The foregoing enumeration of citizens' rights vests large and pervasive powers in the citizenry of the Town. Such power necessarily carries with it responsibility of equal magnitude for the successful operation of government in the Town. The orderly, efficient and fair operation of government requires the intelligent participation of individual citizens exercising their rights with dignity and restraint so as to avoid any sweeping acceleration in the cost of government because of the exercise of individual prerogatives, and for individual citizens to grant respect for the dignity of public office.

C. Remedies for Violations. In any suit by a citizen alleging a violation of this Article filed in the Miami-Dade County Circuit Court pursuant to its general equity jurisdiction, the plaintiff, if successful, shall be entitled to recover reasonable reasonable costs and attorneys' fees as fixed by the court. [Any public official or employee who is found by the court to have willfully violated this Article shall forthwith forfeit his or her office or employment.]

D. Construction. All provisions of this Bill of Rights shall be construed to be supplementary to and not in conflict with the general laws of Florida. If any part of this Bill of Rights shall be declared invalid, it shall not affect the validity of the remaining provisions."

[See Ballot Question 1 in Paragraph 3 below.]

- B. To amend Subsection (8), Sec. 105. “General and special elections of commission members”, Article VI. **Nominations and Elections** as follows:

Section 105. General and Special Elections of Commission Members

(8) “ ~~If more than five (5)~~ less than five (5) candidates qualify for the general Commission election, and or if five (5) or more candidates qualify and if after the last date for qualifying and before the date of the election the number of candidates is reduced for any lawful reason to ~~five (5) or less than five (5)~~, the election shall be postponed by the Commission to a date not less than twenty-eight (28) days nor more than thirty-five (35) days from the scheduled date. Qualifying of candidates shall be reopened until fourteen (14) days before the new election date. In the event that no qualified elector of the Town timely qualifies to run for the Commission office under the terms of this provision, and only after advertised notice has been published of its intent to do so, the duly elected Commission shall appoint by a majority at the next regularly scheduled Town Commission meeting, a qualified elector of the Town to serve in the office of Commissioner for the two (2) year Commission term for the unexpired portion of the term. The terms of all incumbent Commissioners shall be extended until their successors are duly elected.

[See Ballot Question # 2 in Paragraph 3 below]

- C. To add Section 128 of **ARTICLE IX. - MISCELLANEOUS PROVISIONS.**

Section 128. Mandatory Charter Review. Within the first twelve (12) months after the adoption of this provision, the Town Commission shall commence Charter Review. Thereafter every 10th year commencing December 2022, the Commission shall appoint a Charter review board ("Charter Board") consisting of five persons. Each Commissioner shall be entitled to appoint one Charter Review Board member but that appointee shall be ratified by a majority of the Commission. The review Board shall commence its proceedings within forty-five (45) days after appointment by Commission and upon completion of their work and written recommendations to the Commission, the Town Commission shall consider said recommendations at the next regularly scheduled Commission meeting. This provision does not inhibit the Town Commission or the electorate at any time from initiating a charter amendment in accordance with Article VIII (“Initiative and Referendum”) hereinabove.

[See Ballot Question # 3 in Paragraph 3 below]

D. To amend Section 4. General powers of town; powers not deemed exclusive of Article I. Incorporation; Form of Government; Powers as follows:

“The density, intensity, and height of development and structures within the Town of Surfside shall not exceed the maximum allowable units per acre ~~floor areas~~, ~~maximum allowable~~ floor area ratios or the maximum allowable building heights in stories and feet that are set out in the Town of Surfside Comprehensive Plan or the Code of the Town of Surfside, whichever provisions are most restrictive, which ~~are~~ were in effect in 2004 ~~on the date that this amendment is approved by a vote of the electors of the Town of Surfside. Upon becoming effective, t~~ This amendment to the Town of Surfside Charter shall not be repealed, revised, amended, or superseded unless repeal, revision, amendment, or superseding provisions are placed on the ballot at a regularly scheduled election of the Town of Surfside and approved by a vote of the electors of the Town of Surfside.

E. Section 3. Form of Ballot:

A. The form of ballot of the charter amendments provided for in Section 2 shall be substantially, as follows:

1. PREAMBLE AND CITIZENS’ BILL OF RIGHTS

Shall the Town Charter be amended to add a Preamble and “Citizen’s Bill of Rights” that creates certain individual rights and guaranteeing those rights to citizens of Surfside be added to the Town Charter?

Yes []
No []

2. VACANCY IN CANDIDACY

The Town Charter currently provides an election process which includes deferral of the election if more than five (5) candidates qualify for elections and the number becomes reduced for any lawful reason. It is being proposed that the same process apply and in the circumstance where less than five (5) candidates initially qualify for election.

Shall the above-described amendment be adopted?

Yes []
No []

3. MANDATORY CHARTER REVIEW

It is being proposed that within the first (12) twelve months after adoption of this provision, the Town shall commence charter review and thereafter every tenth (10th) year commencing in December 2022, a charter review board shall be appointed by the Town Commission for purposes of charter review.

Shall the above-described amendment be adopted?

Yes []
No []

4. GENERAL POWERS; RESTRICTION ON DEVELOPMENT

On March 16, 2004 the electorate adopted a limitation on height, density and intensity of development allowable as of that date. It is being proposed that the restriction be maintained but the language be clarified and reinforced to reflect that density means number of units per acre, that maximum floor area ratios be properly referenced as floor area ratio, and heights be defined in both stories and feet.

Shall the above-described amendment be adopted?

Yes []
No []

B. That the form of ballot set forth above may be revised by a Resolution of the Town Commission.

Section 4. Available for Public Inspection. Charter Amendment to be Available for Public Inspection, and for the Town Clerk to Utilize the Services of Miami-Dade County Supervisor of Elections: The place, information and the full text of the proposed charter amendments are available at the Office of the Town Clerk located at 9293 Harding Avenue, Surfside, Florida. Copies of this Resolution providing for this charter amendment subject to this referendum approval is on file in the Office of the Town Clerk and available for public inspection during regular business hours. The Town Clerk is authorized to utilize the services of Miami-Dade County Supervisor of Elections for any assistance required in the administration of the election.

Section 5. Providing for Inclusion in the Town Charter: It is the intention of the Mayor and Town Commission and its is hereby ordained that the provisions of this Resolution shall

become and made a part of the Charter of the Town of Surfside, Florida, as to each charter amendment measure approved by a majority of voters on such measure in such election; that the sections of this Resolution may be renumbered or relettered to accomplish such intentions; and the word "Resolution shall be changed to "section" or other appropriate word.

Section 6. Notice of Election. That notice of said election shall be published in accordance with Section 100.342, Fla. Stat., in a newspaper of general circulation within the Town at least 30 days prior to said election, the first publication to be in the fifth week prior to the election, and the second publication to be in the third week prior to the election, and shall be in substantially the following form:

"NOTICE OF ELECTION

PUBLIC NOTICE IS HEREBY GIVEN THAT
PURSUANT TO RESOLUTION NO. _____
ADOPTED BY THE TOWN OF SURFSIDE,
FLORIDA, AN ELECTION HAS BEEN CALLED
AND ORDERED TO BE HELD WITHIN THE
TOWN ON **TUESDAY, THE 6TH DAY OF
NOVEMBER, 2012** BETWEEN THE HOURS OF
7:00 A.M. AND 7:00 P.M., AT WHICH TIME
THE FOLLOWING CHARTER AMENDMENT
PROPOSALS SHALL BE SUBMITTED TO THE
QUALIFIED ELECTORS OF THE TOWN.

**The full text of the proposed Town Charter Amendments is available at the
office of the Town Clerk located at 9293 Harding Avenue, Surfside, Florida.**

Town Clerk

Section 7. Authorization of Town Officials. The Town Manager and Town Attorney are hereby authorized to take all steps necessary to complete the execution of the terms of this Resolution.

Section 8. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this _____ day of **June, 2012**.

Motion by Commissioner _____, Second by Commissioner _____.

FINAL VOTE ON ADOPTION


Commissioner Michelle Kligman _____
Commissioner Sheldon Lisbon _____
Commissioner Marta Olchyk _____
Vice Mayor Michael Karukin _____
Mayor Daniel Dietch _____

Daniel Dietch, Mayor

Attest:

Sandra Novoa, Town Clerk

**Approved as to form and legal sufficiency
For the Town of Surfside only:**



Lynn M. Dannheisser
Town Attorney

Lewis Stroud & Deutsch, P.L.

MEMORANDUM

TO: Lynn Dannheisser
Town Attorney

FROM: Nancy E. Stroud
Special Counsel

RE: Town of Surfside Charter Section 4

DATE: May 26, 2011

You have asked us to review Section 4 of the Town of Surfside Charter, and the amendments to it recommended by the Town of Surfside Charter Review Board to the Town Commission on March 9, 2010. The recommended amendments would broaden the current Town Charter restrictions against increases in density and intensity in the Town's Comprehensive Plan and the Town Code. However, after listening to the many public discussions that have been had with respect to the adoption of the new zoning code and how some believe it contravenes the 2004 charter amendment, we suggest that the recommended amendments be further clarified to avoid future confusion, by defining more precisely the term "intensity," and perhaps also "density" and "height." Finally, new state legislation restricts the ability of municipalities to require that plan amendments be adopted by referendum and thus the recommended language should avoid reference to plan amendments.

Analysis

1. Restrictions on development under the existing Town Charter.

Section 4 of the Town Charter provides: "The density, intensity, and height of development and structures within the Town of Surfside *shall not exceed the maximum allowable floor areas, maximum allowable floor area ratios or the maximum allowable building heights* that are set out in the Town of Surfside Comprehensive Plan or the Code of the Town of Surfside, whichever provisions are most restrictive, which are in effect on the date that this amendment is approved by a vote of the electors of the Town of Surfside. Upon becoming effective, this amendment to the Town of Surfside Charter shall not be repealed, revised, amended, or superseded unless repeal, revision, amendment, or superseding provisions are placed on the ballot at a regularly scheduled election of the Town of Surfside and approved by a vote of the electors of the Town of Surfside."

As we have explained on earlier occasions, under a plain reading of this language "density" and "intensity" referred to in the first part of the first sentence are defined and thereby limited by the italicized language "*the maximum allowable floor areas, maximum allowable floor area ratios or the maximum allowable building heights.*" Thus, in order to understand the maximum density or intensity of development and structures in the Town that cannot be

One Lincoln Place, 1900 Glades Road, Suite 251, Boca Raton, Florida 33431

Telephone — 561 826 2800 Facsimile — 561 826 2828

exceeded per the Charter, it is necessary to determine the allowable floor area, floor area ratios and heights in the Comprehensive Plan and the Code as they existed in March, 2004 when Section 4 of the Town Charter was adopted.

The Comprehensive Plan

The Town's Comprehensive Plan in 2004¹ provided for maximum densities of residential and hotel/motel land uses. The densities were expressed in "units per acre" in the Plan, which is the typical method under plan and zoning regulations to define and control residential and hotel/motel development.² The Comprehensive Plan also established maximum heights for each future land use category, and a floor area ratio maximum for each of the nonresidential future land use categories. Thus, the Comprehensive Plan established the maximum measures for height and floor area ratio. It did not establish maximum density for purposes of the Charter, because it did not measure density as any of the maximums referenced by the Charter (*maximum allowable floor areas, maximum allowable floor area ratios or the maximum allowable building heights*).

The Code

The Town's zoning code in 2004 was chapter 90 of the Town Code.³ Maximum heights were set out in Section 90-155 therein, measured in stories and feet. Maximum floor areas were not established in the zoning code, only minimum lot requirements, specifically minimum lot area per dwelling unit in square feet. The Code also did not address density at all. Thus, except for maximum height, the Code did not provide the maximum measures that the Charter uses to restrict development.

2. Restrictions on development under the recommended amendments to the Town Charter.

The Charter Review Board recommended the following changes to Section 4:

"The Town Commission shall not adopt a text amendment to the Town Code and the Town Comprehensive Plan which would directly or indirectly increase the maximum allowable densities or intensities ~~The density, intensity, and height of development and structures within~~

¹ The effective Comprehensive Plan at that date was the 1997 EAR-based amendment plan, modified slightly by amendments adopted by Ordinance No. 1425 in April, 2002.

² See, for example, the definition of "density" in the Rule 9J-5.003(31), Florida Administrative Code, since incorporated in the Community Planning Act at Section 163.3164(12): "Density means an objective measurement of the number of people or residential units allowed per unit of land, such as residents or employees per acre." HB 2707 (2011).

³ References are taken from a copy of the Code dated 6/19/2006 from the Municode website, which refers within the various sections to the ordinances amending the original code of 1960, and thus provides the basis to determine the applicable regulations in 2004.

Lewis Stroud & Deutsch, P.L.

~~the Town of Surfside shall not exceed the maximum allowable floor areas, maximum allowable floor area ratios or the maximum allowable building heights that are set out in the Town of Surfside Comprehensive Plan or the and the Town Code of the Town of Surfside, whichever provisions are most restrictive, which are in effect on the date that this amendment is approved by a vote of the electors of the Town of Surfside. Upon becoming effective, this amendment to the Town of Surfside Charter shall not be repealed, revised, amended, or superseded unless repeal, revision, amendment, or superseding provisions are placed on the ballot at a regularly scheduled election of the Town of Surfside and approved by a vote of the electors of the Town of Surfside."~~

This recommended change deletes the references to floor areas and floor area ratios, while maintaining the maximum building height reference. The changes are an improvement to the Charter section's ability to restrict development in the way that has been argued to be the original Charter intent. Thus, "density" can be understood as the measurement that is used throughout the Comprehensive Plan for residential future land use categories -- or "units per acre." The Charter amendment would therefore limit the units per acre in each future land use category to that established in the Comprehensive Plan. Height is limited by stories and feet in both the Comprehensive Plan and the zoning code, and is also therefore easily understood. In both cases it would be helpful, but probably not necessary, to further specify what is meant by density (units per acre) and height (stories and feet).

In considering the various discussions and confusion about the original intent of the adopted amendment, we can foresee continuing potential problems with the recommended change and particularly its reference to the term "intensities" as set out in the Comprehensive Plan and Code. Neither the Comprehensive Plan nor the Code defines "intensity," and unlike "density" the term does not have a generally accepted meaning. For example, the Florida rules and statutes define "intensity" very broadly for purposes of the Comprehensive Plan as

"...an objective measurement of the extent to which land may be developed or used, including the consumption or use of the space above, on, or below ground; the measurement of the use of or demand on natural resources; and the measurement of the use of or demand on facilities and services."⁴

The Comprehensive Plan uses the concept of Floor Area Ratio (FAR) as the standard for maximum development in nonresidential future land use categories. We recommend that the Charter amendment be more specific about how intensity is to be measured by specifically referencing FAR. The amendment, for example, could state "The Town Commission shall not adopt a text amendment to the Town Code and the Town Comprehensive Plan which would directly or indirectly increase the maximum allowable densities or ~~intensities~~ floor area ratio or the maximum allowable building heights that are set out in the Town of Surfside Comprehensive

⁴ See Rule 9J-5.003(60), Florida Administrative Code, since incorporated in the 2011 Community Planning Act at Section 163.3164(12).

Lewis Stroud & Deutsch, P.L.

Plan and the Town Code which are in effect on the date that this amendment is approved by a vote of the electors of the Town of Surfside.”

3. New state legislative restrictions on referenda.

The 2011 state legislature passed, and the Governor is expected to sign, amendments to the state growth management law that restrict the use of referenda as follows:

“(8) An initiative or referendum process in regard to any development order or in regard to any local comprehensive plan amendment or map amendment is prohibited.”

See HB 7207 (2011), amending Section 163.3167(12), Florida Statutes. This provision appears to prohibit referenda on proposed comprehensive plan amendments or proposed development orders such as rezonings. It should be noted that a very broad reading of the legislation would prohibit *any* referendum that refers to comprehensive plan amendments in *any* way. As the legislative language is so new, its interpretation by the courts is very uncertain. The proposed amendments to the Charter refer to comprehensive plan amendments by prohibiting them if they exceed density and intensity and height of the existing Comprehensive Plan and Code. Although we believe this possible broad reading of the new legislation would be inaccurate, to avoid any argument we also propose that the Charter amendments should not refer to Comprehensive Plan amendments. Rather, the existing reference to development and structures should remain in place as follows: ~~“The Town Commission shall not adopt a text amendment to the Town Code and the Town Comprehensive Plan which would directly or indirectly increase~~ The density, intensity, and height of development and structures within the Town of Surfside shall not exceed the maximum allowable densities or intensities floor area ratio or the maximum allowable building heights that are set out in the Town of Surfside Comprehensive Plan and the Town Code which are in effect on the date that this amendment is approved by a vote of the electors of the Town of Surfside.”

Conclusion

To be the most specific, the Charter amendment could state as follows:

~~“The Town Commission shall not adopt a text amendment to the Town Code and the Town Comprehensive Plan which would directly or indirectly increase~~ The density, intensity, and height of development and structures within the Town of Surfside shall not exceed the maximum allowable densities units per acre, or intensities floor area ratio, or the maximum allowable building heights in stories and feet that are set out in the Town of Surfside Comprehensive Plan and the Town Code which are in effect on the date that this amendment is approved by a vote of the electors of the Town of Surfside.”

As an alternative, we think it is important at least to substitute “floor area ratio” for “intensities” in the recommended amendment, so that it would read:

Lewis Stroud & Deutsch, P.L.

Lynn Dannheisser, Town Attorney
May 26, 2011
Page 5 of 5

~~“The Town Commission shall not adopt a text amendment to the Town Code and the Town Comprehensive Plan which would directly or indirectly increase~~ The density, intensity, and height of development and structures within the Town of Surfside shall not exceed the maximum allowable densities, or ~~intensities~~ floor area ratio, or the maximum allowable building heights that are set out in the Town of Surfside Comprehensive Plan and the Town Code which are in effect on the date that this amendment is approved by a vote of the electors of the Town of Surfside

Please do not hesitate to contact us if you would like to further discuss this matter.

Lewis Stroud & Deutsch, P.L.



TOWN OF SURFSIDE
Office of the Town Attorney
MUNICIPAL BUILDING
9293 HARDING AVENUE
SURFSIDE, FLORIDA 33154-3009

Lynn M. Dannheisser
Town Attorney

Telephone: 305 861-4863
Facsimile: 305 861-1302
E-mail: ldannheisser@townofsurfsidefl.gov

REPORT

TO: TOWN COMMISSION
FROM: CHARTER REVIEW BOARD
VIA: LYNN M. DANNHEISSER, TOWN ATTORNEY
CC: GARY L. WORD, TOWN MANAGER
DEBRA E. EASTMAN, TOWN CLERK
DATE: MARCH 9, 2010
SUBJECT: RECOMMENDATIONS FOR AMENDMENTS TO CHARTER

Background:

By Resolution 2008-1840, the Town Commission established the Town of Surfside Charter Review Board. The following members were appointed: Ken Arnold, Michael Karukin, Lou Cohen, Barbara McLaughlin subsequently replaced by Shoshana Feingold, and Marta Olchyck. The Board convened seven (7) separate occasions at publicly noticed meetings:

- October 6, 2008
- November 24, 2008
- January 5, 2009
- February 23, 2009
- June 1, 2009
- November 2, 2009
- February 16, 2010

(Minutes are attached to this report.)

All meetings were facilitated and documentation prepared by the Town Attorney. The Town Manager and Town Clerk also attended and participated in these meetings. Members of the public were invited to speak at the televised, public meetings. At the initial meeting of the Board, Ken Arnold was selected as the Chair, Lou Cohen was nominated as the Vice-Chair, and the Board discussed its mission.

Goals and Objectives:

1. To review the Town Charter in order to update, modernize, and streamline the document with the goal being to make the document more readable and easier to understand by the lay public.
2. Once the Charter was streamlined, to review and analyze all remaining provisions and to recommend to the Town Commission for adoption and for placement on the ballot for only those changes which would affirmatively add value and benefit to the Town.

Process:

The Board engaged in the following process:

1. The Charter Review Board considered the applicable Florida Statutes and Home Rule Charter provisions, the Model City Charter produced by the National League of Cities, several existing Charters from municipalities in the State of Florida. In addition, on Mr. Karukin's initiative, Robert E. Lee, Ph.D., the Executive Director of Florida Local Government for Excellence, spoke to the Board and offered his opinions and views on issues relating to method of election of officials, staggered terms, direction of mayor, voting by district vs. at-large, and other topics.
2. At each meeting, the Board reviewed and debated each section of the Charter after being provided with information on the rationale for each section. Subsequent to the debate and public hearing, the Town Attorney drafted and distributed a draft charter revised in accordance with the decisions of the Board at the prior meeting. Those changes were then re-reviewed once again and finally adopted or rejected. The Board then went on to consider a new set of charter sections or subjects.
3. Following each meeting, the Town Attorney drafted (and re-drafted) the changes proposed by the Committee for consideration at the next meeting and so on.

General Substantive Issues Debated:

The following issues were debated at length:

1. Form of municipal government (strong mayor vs. commissioner-manager form of government).
2. Elected officials and their boards (number of officials, qualifications, roles of officials, boards and committees, effect of retaining personnel appeals board on good management practices, salaries and expenses for officials).

3. Charter officers (Duties, roles and responsibilities of the Town Manager and Town Attorney including the Town Clerk and (whether the Clerk should be a Charter Officer rather than a Town employee under the employ of the Manager).
4. Voting issues i.e., requiring supermajority votes on certain issues, elections, terms of office, staggering terms, at large vs. district representation. Elongation of the two (2) year terms of office was debated at several meetings. Ultimately, the final debate at the last meeting of the Board resulted in a motion to change the term to three (3) years. This motion failed on a tie (2-2) vote, since one member of the Board was absent. (The Town Commission may wish to revisit this issue.)
5. Ethics issues including the addition of language and restrictions on campaign finances, restrictions on lobbyists, limitation on financial interests.
6. Addition of a Preamble and Citizen's Bill of Rights to set the tone and intention of the document as well as a recommendation for a formalized charter review process to be initiated every ten (10) years.
7. Retention of Height, Density, and Intensity Restriction: Due to evolving case law, an early draft *removed a reference to the Town's Comprehensive Plan and deleted the terms "intensities" and "densities" from the text.* It was posited that such changes can enhance the restrictions from a legal perspective. However, there was a concern that any change in the language could be perceived by the electorate as a lessening or relaxation of the limitations or other unintended consequences. This created reluctance on the part of the committee to make any substantial changes to this section. The committee agreed to retain the reference to the Town Comprehensive Plan and the words "intensities" and "densities". Alternative wording was adopted.
8. Of the approximately 175 provisions of the Charter, most all were discussed or debated, except those that were superseded and no longer in force or effect.
9. Miscellaneous issues such as charitable contributions by the Town.

Summary of Recommended Changes and Action:

The following changes were adopted by the Charter Review Board and are recommended to the Town Commission for consideration:

1. Re-organize and Streamline the Charter.
 - A. The current Surfside Charter is a cumbersome, antiquated document that has been superseded in large part by the Home Rule Powers established by the Florida Legislature and other laws in 1973. The first act of the Charter Review Board was to eliminate all provisions of the current charter that have been updated and superseded and are no longer valid under the law. This reduced the size of the Charter document from 83 pages to 27 pages. This one revision alone produced a more manageable, readable document.

B. The second thing the Charter Review Board did was to simplify, re-number and re-organize the Charter so that all provisions followed logically and are easy to follow. They appear as follows:

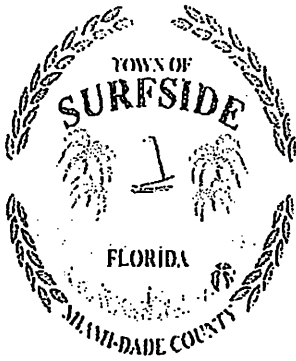
- Article I. Incorporation; Form of Government; Powers
- Article II. Town Commission
- Article III. Administration
- Article IV. Annual Budget and Tax Levy
- Article V. Elections
- Article VI. Initiatives; Referendum and Recall
- Article VII. Miscellaneous Provisions

2. Propose the following seven (7) material or substantive changes:

- A. **Bill of Rights.** Include a new Preamble expressing the intent of the drafters and a Bill of Rights which provides for greater rights of citizens to access/ participate in government.
- B. **Salary of Commissioners.** The Charter Board is recommending that the Commission have the ability to vote for a salary not to exceed six hundred (\$600) dollars but in no event be given to the Board that actually enacts the change. Receipted expenses approved by the Manager will be reimbursable.
- C. **Regular Charter Review.** A regular Charter Review Board shall be convened every ten (10) years. This does not inhibit the Town Commission from requesting charter review and changes prior to that time. If that occurs, the mandated charter review is deferred for ten (10) years.
- D. **Elimination of Personnel Review Board.** Effective and responsive management is impaired by this Board's existence and many other remedies are now available to employees who believe they are aggrieved.
- E. **No charitable Contributions.** There shall be no charitable contributions made except as approved by a supermajority of the Commission.
- F. **Ethics.** No Commissioner shall have a financial interest direct or indirect in any contract or in any sale to the Town or contractor or supplier to the Town or any land or rights or interest whatsoever.
- G. **Campaign Finance Reform.** The Town Commission shall adopt an ordinance relating to campaign financing to, among other things, mandate a limitation on both the amount of campaign contributions allowable as well as limit total spending by any candidate for Town Commission.

The Charter Review Board recommends the attached Proposed Charter be adopted by the Town Commission for transmission to the electorate.

As a final note, the Charter Review Board wishes to acknowledge the diligence, time, effort, and expertise offered by the Town Attorney in assisting this Board. The Town Attorney also wishes to acknowledge and thank the Manager and Clerk for their effort and input.



CHARTER REVIEW COMMITTEE MEETING - 7:00 P.M. - MINUTES

Date: Monday, October 6, 2008
TOWN OF SURFSIDE
TOWN HALL COMMISSION CHAMBERS
2ND FLOOR, 9293 HARDING AVENUE
SURFSIDE FL 33154

Meeting called by: Town Commission **Facilitator:** Lynn Dannheisser,
Town Attorney

Note taker: Town Clerk Beatris Arguelles

Required Attendees: Committee Members: Ken Arnold, Michael Karukin, Lou Cohen, Barbara McLaughlin and Marta Olchyk,

----- Minutes -----

CALL TO ORDER: Lynn Dannheisser called the meeting to order at 7:04 p.m. The following members were present: Ken Arnold, Michael Karukin, Lou Cohen, Barbara McLaughlin and Marta Olchyk. Staff members present were: Lynn Dannheisser, Town Attorney; Gary L. Word, Town Manager, and Beatris Arguelles, Town Clerk

APPOINTMENT OF CHAIR: *The Chair presides over Committee Meetings, prepares Agenda, calls meetings of the Committee, and makes reports to the Commission.* Marta Olchyk nominated Ken Arnold as Chair. Barbara McLaughlin seconded the nomination. Hearing no additional nominations, Ken Arnold was elected Chair by unanimous vote of the Committee.

APPOINTMENT OF VICE CHAIR: *Acts in the capacity of the Chair when the Chair is not available.* Barbara McLaughlin nominated Lou Cohen as Vice Chair. The nomination was seconded by Marta Olchyk. Hearing no additional nominations, Lou Cohen was elected Vice Chair by unanimous vote of the Committee.

APPOINTMENT OF SECRETARY: *Takes minutes of the meetings and records them with the Town Clerk, and notifies the Town Clerk of future meeting dates and times – regular or special for posting on the Town Website.* Marta Olchyk nominated Barbara McLaughlin to serve as Secretary. Hearing no additional nominations, Barbara McLaughlin was elected Secretary by unanimous vote of the Committee.

DISCUSSION RE; COMMITTEE GOALS AND OBJECTIVES: The Town Attorney suggested that the first goal of the Committee be to review the Town Charter to order to update, modernize, and streamline the document with the goal of making the document more legible and easy to follow. This would include eliminating the superseded provisions and looking at the Model City Charter to assist in this goal. She suggested a second goal would be to recommend to the Commission specific issues for consideration or reconsideration by the Commission

Regarding the Model City Charter, the Town attorney stated that the Model City Charter was created by the National League of Cities to assist municipalities in creating their charter (based on a Council/Manager form of Government). The Charter is used to identify the structure of the form of government; definition of the powers, duties and restrictions on the Commission; definition of the powers, duties and restrictions of Charter Officers, Town Manager, Town Attorney and other charter officers; financial management; elections; charter amendments; and general provisions.

The Town Attorney suggested that she create the agenda for the Committee as follows: she will take a portion of the Charter for the Committee to review and make changes to be reviewed at the following meeting, together with the next set of provisions and so on until the entire Charter is reviewed. She stated she would provide the changes to the Committee members one week prior to the meetings.

Chair Ken Arnold suggested starting with the Model Charter and adding those sections applicable to the Town in order to streamline the process.

For the next meeting the Town Attorney will provide a copy of the Charter, crossing out all the sections that have been superseded and streamlined, leaving what is left along with a proposed set of changes based on the Model City Charter.

Marta Olchyk suggested including in the revised charter a provision restricting the amount of money the Commission will receive for salary and/or expenses. The Town Attorney stated the Charter Review Committee is the perfect place to include such restrictions, etc.

The Town Attorney stated she would provide copies of the Tierra Verde Charter (a recently incorporated municipality) to the Committee for comparison.

Lou Cohen moved to have the Committee move forward with the process as outlined by the Town Attorney. The motion was seconded by: Barbara McLaughlin and carried unanimously.

Regarding the Sunshine laws, the Town Attorney gave a brief review noting that Committee members may not discuss amongst themselves any matter that may come before the Charter Review Committee. She clarified that the Members may discuss matters with the Town Commission and may correspond with the Town Attorney, the Town Manager and the Town Clerk and residents.

SELECTION OF FUTURE MEETING DATE/TIME: The Town Attorney suggested the Committee meet every three weeks in order to get the changes turned around in time for the next meeting. Following discussion, the Committee agreed to meet at 7:00 p.m. on Monday, November 24, 2008 in the Commission Chambers.

ADJOURNMENT: The Chairman adjourned the meeting at 8:01 p.m. following a motion by Lou Cohen.

Accepted by the Committee this _____ day of _____, 2008

Ken Arnold, Chair

Barbara McLaughlin, Secretary



CHARTER REVIEW COMMITTEE MEETING - 7:00 P.M. - MINUTES

Date: Monday, November 24, 2008
TOWN OF SURFSIDE
TOWN HALL COMMISSION CHAMBERS
2ND FLOOR, 9293 HARDING AVENUE
SURFSIDE FL 33154

Meeting called by: Committee Facilitator: Lynn Dannheisser,
Town Attorney

Note taker: Town Clerk Beatris Arguelles

Required Attendees: Committee Members: Ken Arnold, Michael Karukin, Lou Cohen, Shoshana Feingold Studnik and Marta Olchyk,

----- Minutes -----

CALL TO ORDER: Chair Ken Arnold called the meeting to order at 7:03 p.m. The following members were also present: Lou Cohen, and Marta Olchyk. Shoshanna Feingold Studnik arrived shortly after the meeting commenced. Member Michael Karukin was not present (excused.) Staff members present were: Lynn Dannheisser, Town Attorney and Beatris Arguelles, Town Clerk

APPROVAL OF THE MINUTES: Lou Cohen moved to approve the minutes. Marta Olchyk Seconded the motion and the minutes were approved by a unanimous vote of the members present (3-0-1 Studnik absent)

TOPICS FOR DISCUSSION:

- A. Streamlining with Home Rule Powers Act – the Town Attorney noted that when the Home Rule Powers Act was approved in 1973 many sections of the Town’s Charter become obsolete. She recommended streamlining the Town Charter, striking through all the provisions that are obsolete so the Committee could begin with a streamlined charter to which the Committee could go through the issues they want to address and decide if they are something they want to keep, change, or eliminate a provision. She asked the Committee to consider a motion to accept the “Streamlined Charter” and delete those provisions that are provided for in 166.

Lou Cohen moved to accept the recommendation of the Town Attorney. Marta Olchyk seconded the motion. The motion carried unanimously.

- B. Discussion of Sections 1-32 (Powers, Density/Intensity Limitations, Town Commission (Salary, Expenses, Town Manager, Attorney, Clerk, Commission Meetings, Boards)

Marta Olchyk moved to include a Citizens’ Bill of Rights into the Charter with the final language to be worked on by the Committee as the process goes on. The motion was seconded by Lou Cohen and carried unanimously.

The Committee proceeded to review the Charter section by section and addressed changes as follows:

Chair, Ken Arnold asked that the Attorney make the charter as concise as possible throughout the document and make it as readable and user friendly as possible.

ARTICLE I. INCORPORATION; FORM OF GOVERNMENT; POWERS

Sections 1, Incorporation – add the date of Incorporation (the Town Clerk was asked to research the exact date, subsequently, the Clerk found the date of incorporation is May 17, 1935)

Section 2, Corporate limits - not amended.

Section 3, Form of Government – include that the Town shall have all the powers permitted under the Constitution and laws of the State of Florida. Chairman Arnold suggested that the language in the Palm Coast Charter be adapted for the Town. There was no objection.

Section 4, General Powers of town; powers not deemed exclusive – the Attorney recommended the third paragraph be amended so as to make the provision enforceable. She recommended the third paragraph read as follows:

“The Town Commission shall not adopt a text amendment to the Town Code which would directly or indirectly increase the maximum allowable floor areas, maximum allowable floor area ratios or the maximum allowable building heights that are set out in the Town Code which are in effect on the date that this amendment is approved by a vote of the electors of the Town of Surfside. Upon becoming effective, this amendment to the Town of Surfside Charter shall not be repealed, revised, amended, or superseded unless repeal, revision, amendment, or superseding provisions are placed on the ballot at a regularly scheduled election of the Town of Surfside and approved by a vote of the electors of the Town of Surfside.”

Chairman Ken Arnold suggested that “Commission” be changed to “Council” Following brief discussion, there was no consensus on the change.

The Town Attorney proposed that the language be included regarding the Town Seal as follows:

“The Town shall have the right to adopt, use and Change the Corporate Town Seal. Such seal shall be the official Seal of The Town and shall be used for said purpose or for such other purpose as the Town Commission would authorize.” There were no objections to the change.

ARTICLE II. TOWN COMMISSION

Sec. 5 Number; selection; term – the board directed the Town Attorney to include language in this section which states that whenever in the document the word Commission is used that such reference will include the Mayor as part of the Commission.

Sec. 6 Qualifications - the Town Attorney recommended the following change: Eliminate the first three lines and the fourth line through the word "who; and add "Only electors of the Town who are at least twenty-one (21) years of age and have resided continuously and have been a registered voter in the Town for at least one (1) year preceding the date of such filing shall be eligible to hold the office of Commission Member or Mayor. Such an elector..." . The remainder of the paragraph from the word "shall" remains unchanged. There were no objections to the Change.

Sec. 7. Salary – the Committee discussed remuneration and whether or not it should be included in the Charter. Following lengthy discussion, Committee Chair Ken Arnold passed the Gavel to Lou Cohen in order to make a motion. Mr. Arnold moved to include a salary for Commissioners and receipted expenses in the Charter. Lou Cohen seconded the motion. The motion failed with 2-2 with Marta Olchyk and Shoshanna Feingold Studnik dissenting.

By Consensus, the Committee reserved bringing the salary discussion back to the table, once the entire committee is seated, including member Karukin. They also agreed to include receipted expenses in the discussion.

The time for commencement of the meeting was changed from 8:00 p.m. to 7:00 p.m.

Sec. 9, 10 and 11, Chairman Arnold suggested using the verbiage in the Palm Coast Charter (number 3, 4 & 5) describing the powers and duties of the Commission. There was no opposition to this suggestion.

Sec. 12, Appointment of the Town Manager, the Committee accepted the recommendation of the Town Attorney with regard to the surety bond.

Sec. 13 and 14, there were no changes.

Sec. 15. Change vague language to read "a Majority of the remaining Commissioners"

Sec. 16, - 30 there were no changes.

Sec. 31 – Change the word "Commissions" to be the word "Committees" And clarify that Committees are advisory in nature and that Boards are quasi-judicial bodies with decision-making powers. Remove the provision that the Manager and the Mayor shall be ex-officio members of Boards and Committees.

Sec. 31.1 Personnel appeals board – was deleted.

Sec. 32, general laws to apply – was deleted.

15 Sec. 33, was not changed.

The Town Attorney stated that she would re-draft the sections as amended for presentation at the next meeting and give the Committee another set of sections to review.

SAMPLE CHARTERS: The Town Attorney provided copies of Charters for the City of Palm Coast and the Town of Tierra Verde.

SELECTION OF FUTURE MEETING DATE/TIME: Following discussion, the Committee agreed to meet at 7:00 p.m. on Monday, January 5, 2009 in the Commission Chambers.

ADJOURNMENT: The Chairman adjourned the meeting at 9:11 p.m.

Accepted by the Committee this ____ day of _____, 2009

Ken Arnold, Chair

Beatris M. Arguelles, Town Clerk
Acting Secretary for the Committee



CHARTER REVIEW COMMITTEE MEETING - 7:00 P.M. - MINUTES

Date: Monday, January 5, 2009
TOWN OF SURFSIDE
TOWN HALL COMMISSION CHAMBERS
2ND FLOOR, 9293 HARDING AVENUE
SURFSIDE FL 33154

Meeting called by: Committee **Facilitator:** Lynn Dannheisser,
Town Attorney

Note taker: Town Clerk Beatris Arguelles

Required Attendees: Committee Members: Ken Arnold, Michael Karukin, Lou Cohen, Shoshanna Feingold Studnik and Marta Olchyk,

----- Minutes -----

CALL TO ORDER: Chair Ken Arnold called the meeting to order at 7:00 p.m. The following members were also present: Michael Karukin and Lou Cohen. Shoshanna Feingold Studnik arrived shortly after commencement of the meeting. Staff members present were: Lynn Dannheisser, Town Attorney and Beatris Arguelles, Town Clerk

APPROVAL OF THE MINUTES: Lou Cohen moved to approve the minutes. Michael Karukin seconded the motion for purposes of discussion and requested clarification, on page three, section 16 – 30 which states there were no changes, however he noted that 21, 22, 25a, 26, 27, and 30 were all deleted and asked the minutes reflect those sections were deleted. Approval of the minutes was deferred to the next meeting to include that the sections were deleted from the original charter.

TOPICS FOR DISCUSSION:

- A. REVIEW MODIFICATION AND ADOPTION ALL REVISIONS AND REORGANIZATION OF ARTICLES BASED ON DECEMBER MEETING DIRECTION FROM SECTION 1 UP THROUGH SECTION 33 (EXCEPT FOR SECTION 7 "SALARY" TO BE DISCUSSED IN ITEM B BELOW AND ADOPT CHANGES –** The Town Attorney disseminated a redline version of the Charter which included all changes from the previous meetings. She recommended the Committee adopt all revisions as presented.

Chairman Arnold requested that Citizen's Bill of Rights, item 3, Public Records, include a statement that inspection refers to Town Records. In Item 5, he asked that the word "board" be capitalized and defined later in the document. In item 7, delete the word "Mayor" in the third line. Item 11, change the reference to the Mayor to reflect the Commission. In Section 1-3, item b, move the words "(as more specifically set forth in Article II) to the end of the sentence.

There was no consensus as to Mr. Arnold's request that the word "periodically" be removed in item 10 and that a detailed job description for each employee be included in item 12.

The Committee recommended relocating item c in section 1-3; however, there was no direction as to where the item should be moved.

Regarding Sec. 2-2(b) Presiding officers, there was discussion regarding re-writing the section, however the Town Attorney noted that this section was recently voted on and was written exactly as was approved by the Electorate. By consensus, the Committee agreed to revisit the language and perhaps present an alternative to electing the Mayor as a separate seat.

Sec. 2-3 Salary, the committee discussed compensation. Following discussion, Lou Cohen moved that the Elected officials be compensated and that in addition to the compensation, expenses would be paid upon submission of receipts, and approval by the Town Manager. Shoshanna Studnick seconded the motion. Additional discussion ensued, and subsequently the motion was withdrawn.

Subsequently, the Committee agreed that the Town Attorney would come back with language that would establish an initial salary of \$600 per month to begin following the General Election in 2010 and thereafter to be amended by Ordinance by a super-majority vote of the commission to take effect following the next general election following the vote of the Commission.

Sec. 2-6 the last sentence of the paragraph the word "Commissioners" should be singular "Commissioner."

Sec. 2-8 – line 6, change 120 days to be 60 days.

Sec. 2-10 - The Town Attorney will review and research other charters to determine alternative language as to the powers of the Mayor during times of public danger or emergency.

Sec. 2-11 – Duties of the Town Clerk there was discussion regarding further delineating the duties of the Town Clerk and it was suggested that one of the duties of the Clerk should be to be the secretariat of Committees.

Sec. 2-12 – Town Attorney – it was agreed that the language mirror the language for the Town Manager with regard to appointments, removal, etc.

Relocate the Clerk to be under the Town Manager in Article III

Sec. 2-13 remove the word "Mayor" leaving that a "Majority of Commissioners"

Sec. 2-16 Change from a 3/5ths vote to read a majority.

Sec. 2-17 Advisory Boards – the Committee agreed that further delineation of the definition of a Board and a Committee should be outlined. The Town Attorney was directed to draft language clearly defining both.

Article III – Administration - the Town Clerk appointment will be listed here.

Sec. 3-1 (d) clarify redundancy.

Sec. 3-2 (b)14 to change the language to eliminate the requirement that the Mayor and Commissioners sign jointly with the Manager.

B. DISCUSSION OF SALARY AND EXPENSES – previously discussed.

C. DISCUSSION OF PROPOSED ARTICLES III (ADMINISTRATION) AND ARTICLE IV (LEGISLATION) – Previously discussed.

SELECTION OF FUTURE MEETING DATE/TIME: Following discussion, the Committee agreed to meet at 7:00 p.m. on Monday, February 23, 2009 in the Commission Chambers.

ADJOURNMENT: The Chairman adjourned the meeting at 9:54 p.m. following a motion by Lou Cohen.

Accepted by the Committee this _____ day of _____, 2008

Ken Arnold, Chair

Barbara McLaughlin, Secretary

Charter Review Committee Meeting Minutes

February 23, 2009

**Town of Surfside
Town Hall Commission Chambers
2nd Floor, 9293 Harding Avenue
Surfside, Florida 33154**

Minutes:

Call to Order: Chairperson Ken Arnold called the meeting of the Surfside Charter Commission to order at 7:00 p.m. The following members were also present: Michael Karukin, Lou Cohen, and Marta Olchyk. Committee member Shoshanna Feingold Studnik arrived at 7:15 p.m. Staff members present were Lynn M. Dannheisser, Town Attorney, Jody Roodman, Special Projects Coordinator, and Gary L. Word, Town Manager.

Approval of Minutes: The January 5th meeting minutes were amended to show that Barbara McLaughlin is no longer a member nor is she the Secretary to the Charter Review Committee. Lou Cohen moved, Michael Karukin seconded, to approve the minutes of January 5, 2009, as amended. Motion passed 4-0.

Topics for Discussion: The Charter Review Committee commenced review of the revised draft Surfside Charter presented by the Town Attorney. Michael Karukin submitted a flyer summarizing future land use elements. He expressed concern with density and intensity of land development without restrictive language. Following discussion the Town Attorney indicated that she would review the language, send it to other attorneys who have faced challenges in the courts and report back to the Charter Committee at a future date.

Page 5, Article I, Section 1-3(B) was modified to read, "The general duties of the Town Commission shall be to set policy as more specifically set forth in Article II; the general duties of the Town Manager shall be to carry out these policies."

Discussion ensued relative to process of selecting the Mayor and Vice Mayor. Comments were received by Commissioners Steve Levine and Elizabeth Calderon. The discussion focused on electing the Mayor separately by the general electorate or whether the Mayor and Vice Mayor should be selected by the Commission from within itself.

Committee member Olchyk left the meeting at 7:53 p.m.

The Town Attorney referenced a section from the International City Management Model Charter regarding the role of the Mayor in the council-manager form of government. Following further discussion the Charter Review Committee agreed to recommend to the Commission that the electorate be given three (3) choices regarding the selection of a Mayor:

- 1) All Commission candidates would run at large with the candidate receiving the highest votes becoming the Mayor and the candidate receiving the second highest total becoming Vice Mayor.
- 2) All Commission candidates would run at large for four open seats. The Mayor would run, separately, at large. The Vice Mayor would be selected by the Mayor and Commission when seated.
- 3) All commission candidates would run at large for five open seats. When seated, the Mayor and Vice Mayor would be selected by the Commission from its members.

Page 20, Article II, Section 2-16 Advisory Boards was modified to expand the definition of a committee as a recommending body as distinct from a board. It was suggested that the Commission define the mission of each Board and Committee.

The Charter Review Committee discussed portions of Article III (Administration) as it pertained to the Town Manager and Town Clerk. Further, discussion ensued regarding placing language in Article IV, Section 4-2 Annual Budget Adoption requiring long-term budgeting for capital projects, equipment replacement and fund balances. No recommendation for change was made.

Page 50, Article V, Section 5-1 (D) was modified to remove the words, "the Mayor" and will read: "**D. Nonpartisan Elections**. All elections for the Town Commission shall be conducted on a nonpartisan basis and no ballot shall show the party designation of any candidate."

Page 52, Article V, Section 4 (?), delete the 25 qualified elector signatures needed for a petition of nomination.

Page 53, Article V, Section 5.5 (1), change 8:00 p.m. to 7:00 p.m. in second to the last line to be consistent.

Page 53, Article V, Section 5.5 (4), add term "regular" election at the beginning of the sentence.

Following discussion on the subject of term of office it became the consensus of the Charter Review Committee to recommend three (3) year terms for the Mayor and Commissioners.

Page 64, Article IX, Section 140.1 (Reimbursement of defense costs) concern was expressed regarding coverage for Town board and committee members. The Town Attorney agreed to review insurance coverage for ethical behavior with application to advisory board and committee members.

The Charter Review Committee returned to page 6, Article II, Section 2-3 (Compensation; reimbursement of expenses). It was determined that discussion related to Mayor/Commissioner salary would be held at a later time with all Charter Review Committee members present.

Selection of Future Meeting Date/Time: Following discussion, the Committee agreed to meet at 7:00 p.m. on Monday, April 27, 2009.

Adjournment: It was moved by Lou Cohen, seconded by Michael Karukin, to adjourn the meeting at 9:38 p.m. Motion passed 4-0.

Accepted by the Committee this ____ day of _____, 2009.

Ken Arnold, Chairperson

Gary L. Word, Acting Secretary



TOWN OF SURFSIDE, FLORIDA
Town Charter Committee Meeting
9293 Harding Avenue
Surfside, FL 33154
Monday, June 1, 2009
7:00 p.m.

Mayor Charles W. Burkett
Vice Mayor Marc Imberman
Commissioner Howard S. Weinberg
Commissioner Steve Levine
Commissioner Elizabeth Calderon

Town Manager Gary Word
Town Attorney Lynn M. Dannheisser
Town Clerk Debra E. Eastman, MMC

MINUTES

1. CALL TO ORDER / ROLL CALL OF MEMBERS

The meeting was called to order by Chairman Ken Arnold at 7 p.m.

Town Clerk, Debra Eastman called the roll with the following members of the Committee present: Chairman Ken Arnold, Members Lou Cohen, Michael Karukin, Marta Olchyk. Member Shoshana Feingold-Studnik was absent. Town Attorney, Lynn Dannheisser and Town Manager, Gary Word were also present.

2. APPROVAL OF THE MINUTES

Michael Karukin made a motion to accept the minutes of the February 23, 2009 meeting. The motion received a second from Lou Cohen. Chairman Ken Arnold called for the vote and all were in favor.

3. TOPICS:

A. REVIEW OF REVISIONS FROM FEBRUARY, 2009 MEETING

Chairman Ken Arnold reviewed of the proposed charter language with the Committee as follows:

Citizen's Bill of Rights

A. This government has been created to protect the governed people, not the governing.

1. . . . It shall be the duty of the Town Manager and the Commission to provide, within the Town's budget limitations, reasonably convenient times and places for registration and voting, for required inspections of Town record, access to notice of public meetings and for. . .

3. . . . Town and its boards, agencies, committees, departments and authorities. . .

4. . . . from minutes showing the votes of each member of the commission on all ordinances. . .

In all the text, the words Board and Committees should be capitalized.

9. With regard to the term “when the decision is reserved”, the Town Attorney, Lynn Dannheisser will review and rewrite.

10. . . . shall periodically make public status report on all ~~major~~ material matters pending or concluded. . .

11. and reflecting the personnel for each department, ~~the purposes therefore,~~ the personnel and their role, and the amount . . .

Chairman Ken Arnold suggested that there might be language to include qualifications for candidates who wish to run for office. There was no support from the Committee.

C. Successful, shall be entitled to recover costs and attorney fees as fixed by the court.

Section 1.2 Corporate Limits

It was agreed that Town Attorney, Lynn Dannheisser would add a general description of the boundaries, such as, 96th Street, Intracoastal and Atlantic Ocean.

Section 1-3 General Powers

. . . known as the Commissioners-Manager form of government (sometimes referred to as the ~~Commission~~ Council/Manager form of . . .

It was decided that the following paragraphs should be switched:

~~C.~~D. Paragraph C becomes paragraph D.

~~D.~~C. Paragraph D becomes paragraph C.

Section 6. A. Qualifications

The Commissioners shall be qualified electors of Miami-Dade County . .

It was decided that Town Attorney, Lynn Dannheisser would review the entire paragraph for clarity.

B. Presiding Officers and Term

It was decided that Town Attorney, Lynn Dannheisser will provided the Charter Committee with information regarding this topic from the “Model City” Charter. The members of the Charter Committee concurred to remove Option 2.

Section 9 40 2-5 Duties of Mayor.

B. Duties.

In addition to the Mayor's regular duties required by any Commission member, the Mayor shall. . .

Sec. 2.7 Vacancies: forfeiture of office; suspension; recall; filling of vacancies
Town Attorney, Lynn Dannheisser will review section(c)
Filling of vacancies (i) (ii) (iii)

Sec 2-8 Appointment of Town Manager

Add letter "A" before first paragraph, clean up extra spaces.

Proposed section 2-9 should become paragraph B and from then on sections need to be renumbered 2-9, etc.

Section 2-11 Town Attorney: appointment and duties of. (Paragraph in red font) . . . Town Attorney, the Commission must either appoint a permanent Town Attorney or re-appoint an acting Town Attorney.

Section 2-13 Rules of Procedure; journal.
The Committee agreed to combine sections A, B and C.

B. Quorum and Voting. . . . Charter, unless adopted by the affirmative vote of a minimum of three (3) Commissioners.

Section 2-14 Ordinances
The Charter Commission requested that in the definition of ordinance there be a reference to Florida Statutes.

6. aAuthorize the borrowing of money;

Sec. 2-16. Advisory Boards.
The Commission may appoint boards (a deliberative assembly appointed by the Commission known as a Committee)
. . . of all such boards and ~~Commissions~~ Committees shall serve without compensation . . .

Sec. 2-17 Independent Audits
. . . through the appointment of a citizen's committee, and individual, or other . . .

Sec 3-3 Town Attorney.

A. Powers and Duties.

1. Serve as chief legal advisor to the Town Commission and Committees.

In the cleaned up version:

Section 5-1 Election

The Charter Committee asked that Town Attorney, Lynn Dannheisser review this section and discussed a potential three-year term.

Sec 5.5 General and special elections of Commission members.

The Charter Committee requested that Town Attorney, Lynn Dannheisser review this section for the term of office.

Sec 6.1 It was pointed out that subsections lettered as B and C needs the correct spacing.

**B. DISCUSSION OF SALARY, REIMBURSEMENT OF EXPENSES
ARTICLES II, SECTION 2.3**

Section ~~7~~ 2-3 Salary

Compensation; reimbursement of expenses.

Commencing with the term of office beginning at 7 p.m. on the day following the General Election in 2010 the members of the Commission shall be paid \$1.00 per fiscal year which sum may be amended by ordinance adopted by a unanimous vote of the Town Commission not to exceed \$600, which salary shall not commence until the following term.

The Mayor and Commission shall receive reimbursement for actual reasonable expenses incurred in the performance of their official duties as evidence by valid receipts, approved by the Town Manager in accordance with the published reimbursement policy.

C. RATIFICATION OF SECTION 1.3C

Agenda Item 3C: Ratification of Section 1.3C.

Committee member, Michael Karukin gave a PowerPoint presentation and requested that the reference to the Comprehensive Plan stay in the Town Charter and pointed out that changing it could have unintended consequences. As a compromise, Town Attorney, Lynn Dannheisser suggested that both the Comprehensive Plan and the Zoning Code be included. The Charter Committee agreed to include both the Comprehensive Plan and Zoning Code.

D. DISCUSSION OF GENERAL PROVISIONS (ARTICLE VII)

Sec 7-8 Campaign Finance

The Charter Committee requested that the Town Attorney, Lynn Dannheisser obtain more information with regard to campaign finance.

E. CLEANED-UP DRAFT OF CHARTER See item A.

F. RECOMMENDATION BY CHAIRPERSON AND PROCESS

Town Attorney Lynn Dannheisser suggested that the next meeting be scheduled at 7 p.m on July 9, 2009 to review changes and information on campaign finance. Subsequently, at the end of the summer, the Committee can meet to review final language and ballot questions.

4. **ADJOURNMENT:** The meeting adjourned at 10:10 p.m.

Approved by the Committee this ____ day of _____, 2009.

Ken Arnold, Chairman

Debra E. Eastman, MMC
Town Clerk



TOWN OF SURFSIDE, FLORIDA
Town Charter Committee Meeting
9293 Harding Avenue
Surfside, FL 33154
Monday, November 2, 2009
7:00 p.m.

Mayor Charles W. Burkett
Vice Mayor Marc Imberman
Commissioner Howard S. Weinberg
Commissioner Steve Levine
Commissioner Elizabeth Calderon

Town Manager Gary Word
Town Attorney Lynn M. Dannheisser
Town Clerk Debra E. Eastman, MMC

MINUTES

1. CALL TO ORDER / ROLL CALL OF MEMBERS

The meeting was called to order by Chairman Ken Arnold at 7:05 p.m.

Town Clerk, Debra Eastman called the roll with the following members of the Committee present: Chairman Ken Arnold, Members Lou Cohen, Michael Karukin, Marta Olchyk. Member Shoshana Feingold-Studnik arrived at 7:20 p.m. Town Attorney, Lynn Dannheisser and Town Manager, Gary Word were also present.

2. GUEST SPEAKER, ROBERT E. LEE, PH.D. EXECUTIVE DIRECTOR, THE CENTER FOR FLORIDA LOCAL GOVERNMENT EXCELLENCE

Michael Karukin introduced Dr. Robert Lee who spoke about the criteria and consideration for selecting the best method of election of officials, staggered terms, selection of a Mayor, voting by district and at large and other administrative topics.

3. APPROVAL OF THE MINUTES

Lou Cohen made a motion to accept the minutes of the June 1, 2009 meeting. The motion received a second from Michael Karukin. Chairman Ken Arnold called for the vote and all were in favor.

4. TOPICS:

A. REVIEW OF REVISIONS FROM JUNE 1, 2009 MEETING

Town Attorney, Lynn Dannheisser informed the Committee that an index is being developed for the proposed Charter.

There was a discussion of voting methods for selection Mayor and Town Commission. It was agreed that the voters should be able to choose whether to keep the current system of one race for Mayor and one race for four Town Commissioners or the method of voting for five Commissioners and allowing the Commission to choose amongst themselves who will serve as Mayor.

B. DISCUSSION OF MODEL CITY CHARTER RELATING TO SECTION 2.2B.

There was a discussion regarding staggering of the terms for Town Commission. It was agreed that the Charter Committee would not recommend staggered terms.

There was a discussion regarding the length of the term of office for the Town Commission. Michael Karukin made a motion for two-year terms. The motion received a second from Marta Olchyk. Chairman Ken Arnold called for the vote and the motion passed 3-2 with Lou Cohen and Shoshana Feingold-Studnick voting in opposition.

There was a discussion on whether the Town Clerk position should be changed from the current status to a Charter Officer such as the Town Attorney and Town Manager. There was no change.

It was decided to add language regarding the town seal in section C add "and logo" and add, "no other entity or person shall be authorized to use the seal and logo unless authorized by ordinance".

It was decided to remove the word "people" from "A" in the Citizen's Bill of Rights.

There was a discussion regarding whether the Charter Committee should dictate language preventing elected officials from sending out direct mailings with town funds. Town Attorney, Lynn Darinheisser suggested rather than use the Charter, the Committee could develop a policy and ask that the Town Commission put the subject on their agenda.

There was a discussion regarding adding language to the duties of the Town Manager. Ken Arnold will create language for consideration of the Committee and will bring back to the next meeting.

C. CAMPAIGN FINANCING/LOBBYING/NO DISCRIMINATION PROVISIONS.

The provisions above were added.

D. RECOMMENDATIONS FOR PROCESS AND ELECTION DATES.

It was decided that the changes and review required would not take place in time for the March Town Election. A motion was made by Lou Cohen to adopt the charter as amended through this meeting. The motion received a second from Michael Karukin. The Chairman called for the vote and all were in favor.

A motion was made by Lou Cohen to direct the Town Attorney to prepare a draft report for the review of the Charter Committee, which will include a clean version of the Charter, a copy of the ordinance to go before the Town Commission and ballot questions. The motion received a second from Marta Olchyk. The Chairman called for the vote and all were in favor.

The next meeting was set for January 25, 2010 at 7 p.m.

5. **ADJOURNMENT:** The meeting adjourned at 9:25 p.m.

Approved by the Committee this _____ day of _____, 2009.

Ken Arnold, Chairman

Debra E. Eastman, MMC
Town Clerk



TOWN OF SURFSIDE, FLORIDA
Town Charter Committee Meeting
9293 Harding Avenue
Surfside, FL 33154

Tuesday, February 16, 2010

6:00 p.m.

Mayor Charles W. Burkett
Vice Mayor Marc Imberman
Commissioner Howard S. Weinberg
Commissioner Steve Levine
Commissioner Elizabeth Calderon

Town Manager Gary Word
Town Attorney Lynn M. Dannheisser
Town Clerk Debra E. Eastman, MMC

MINUTES

1. CALL TO ORDER / ROLL CALL OF MEMBERS

The meeting was called to order at 6:15 p.m. The Town Clerk called the roll and the following members were in attendance: Chairman, Ken Arnold, Lou Cohen, Michael Karukin and Marta Olchyk. Shoshana Feingold-Studnik was absent. Also in attendance was Town Attorney, Lynn Dannheisser and Town Manager, Gary Word.

2. APPROVAL OF THE MINUTES

There was a motion by Lou Cohen to approve the minutes of the November 2, 2009 meeting. The motion received a second from Marta Olchyk. The Chairman called for the vote and all were in favor.

3. TOPICS:

A. REVIEW OF REVISIONS FROM NOVEMBER 2, 2009 MEETING (INCLUDING RECOMMENDATIONS FROM CHAIR RE: MGR).

B. CAMPAIGN FINANCING/LOBBYING PROVISIONS (SEC. 7-6, 7-7, 7-8, 7-9).

The Board reviewed the Charter and changed and corrected various terms previously discussed.

Commissioner Elizabeth Calderon spoke and suggested that the Charter Review Board consider a longer term for the office of Town Commissioner.

Lou Cohen made a motion to have a three-year term for Mayor and Town Commissioner. The motion received a second from Michael Karukin. Town Clerk, Debra Eastman called the roll and the motion failed 2-2 with Ken Arnold and Marta Olchyk voting in opposition.

There was a discussion regarding that in the event of less than five members in attendance at a Commission Meeting, whether they recommend a majority of those present or three votes would be required for passage of a motion. A motion was made by Lou Cohen to recommend that the majority of those present at a Commission meeting be able to make a decision, rather than the necessity for three affirmative votes. The motion received a second from Marta Olchyk. The Chairman called for the vote and the motion passed 3-1 with Michael Karukin voting in opposition.

It was agreed that the Charter Review Board should meet every ten years rather than six.

The Board discussed recommending to the Town Commission that they pass an ordinance addressing the issue of limitation of campaign contributions.

C. APPROVAL OF FINAL REPORT TO COMMISSION.

Town Attorney, Lynn Dannheisser suggested and it was that her office will make the changes discussed at this meeting and will transmit the document to the Board members. The Board members will report back any corrections or deletions for final preparation and transmittal to the Town Commission at the March 9, 2010 meeting.

Lou Cohen thanked Town Attorney, Lynn Dannheisser for all of her hard work during this process. Vice Mayor Marc Imberman thanked the Charter Review Board for their time and work during this process.

4. ADOPTION OF RESOLUTION TRANSMITTING AND RECOMMENDING PROPOSED CHARTER TO COMMISSION.

There was a motion by Marta Olchyk to adopt the resolution to adopt the proposed Charter as amended and to direct the Town Attorney and Town Clerk to transmit the Charter to the Town Commission with any final edits. The motion received a second from Lou Cohen. Michael Karukin moved to amend the motion to reinsert reference in item #7 referencing the Comprehensive Plan. The maker and second of the motion agreed. The Chairman called for the vote and all were in favor.

5. ADJOURNMENT The meeting adjourned at 9:40 p.m.

Approved this ____ day of _____, 2010.

Ken Arnold, Chairman

Attest:

Debra Eastman, MMC, Town Clerk

RESOLUTION

**A RESOLUTION OF THE CHARTER REVIEW BOARD
OF THE TOWN OF SURFSIDE, FLORIDA,
TRANSMITTING AND RECOMMENDING TO THE
TOWN COMMISSION THE PROPOSED REVISED
CHARTER ATTACHED AS EXHIBIT "A."**

WHEREAS, by Resolution 2008-1840 of the Town Commission established the Charter Review Board; and

WHEREAS, the Charter Review Board met on October 6, 2008, November 24, 2008, January 5, 2009, January 23, 2009, June 1, 2009, November 2, 2009, and February 16, 2010 and considered all sections of the Town Charter;

WHEREAS, the results of the debate and discussion has resulted in the proposed Charter attached here to as "Exhibit "A" ("Proposed Charter") and the Board believes that it is in the best interest of the Town Commission to adopt the changes recommended by this Board:

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

Section 1. Recitals. The above and foregoing recitals are true and correct and are incorporated herein by reference.

Section 2. Transmittal and Recommendation for Adoption. The Charter Review Board hereby recommends adoption of the Proposed Charter by the Town Commission, and directs the Town Attorney and Town Clerk to transmit the said Charter to the Town Commission.

Section 3. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED and ADOPTED on this 16th day of February, 2010.

Motion by Marta Olchyk, second by Lou Cohen.

FINAL VOTE ON ADOPTION

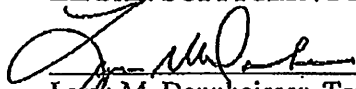
Board member Lou Cohen	yes
Board member Michael Karuchin	yes
Board member Shoshana Feingold	absent
Board member Marta Olchyk	yes
Chairperson Ken Arnold	yes

Ken Arnold, Chairperson

Attest:

Debra E. Eastman, MMC
Town Clerk

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



Lynn M. Dannheisser, Town Attorney



TOWN OF SURFSIDE
Office of the Town Attorney

MUNICIPAL BUILDING
 9293 HARDING AVENUE
 SURFSIDE, FLORIDA 33154-3009

Lynn M. Dannheisser
 Town Attorney

Telephone: 305 993-1065

MEMORANDUM

TO: Town Commission

FROM: Lynn M. Dannheisser, Town Attorney *[Signature]*

cc: Roger Carlton, Town Manager
 Sandra Novoa, Town Clerk

DATE: June 12, 2012

SUBJECT: Acceptance of Commissioner Lisbon Resignation and Scheduling of Special Election

On May 24, 2012, Commissioner Lisbon submitted the attached letter of resignation which was circulated to you by e-mail. His letter represents an irrevocable resignation that was submitted pursuant to Section 99.012(3), Florida Statutes (commonly referred to as the "Resign to Run" law.) That law provides, among other things, that the resignation be effective on one of the following dates: a) the date the officer [candidate] takes office, if elected; b) the date the officer's [candidate's] successor is required to take office. Not cited in the Commissioner's letter is the balance of the law which mandates that persons may qualify as candidates for nomination and election "as if the public officer's term were otherwise scheduled to expire" and further provides that "*the vacancy created by the officer's resignation may be filled for that portion of the officer's unexpired term in a manner provided by the respective charter*" [emphasis added]. Although he indicates he will resign on the date of the general election, November 6th, Commissioner Lisbon also states that it is his intention "for [his] resignation to take effect whenever the law requires in accordance with the statute."

As is always the case with Town elections issues, my next point of reference became the Town Charter. Likewise, and unfortunately as seems to frequently be the case, the applicable section relating to vacancies on the Commission is complex. Section 15 of the Charter provides as follows:

Sec. 15. Vacancies on commission—when deemed to exist.

Vacancies on the commission may be created by reason of any one of the following circumstances:

- (1) By death or resignation of a member.
- (2) By recall.
- (3) By a member ceasing to possess the qualification for the office prescribed in section 6 of this Charter, or by disqualification as provided in clause (c) of this section.
- (4) By a member being convicted of a felony or crime involving moral turpitude.
- (5) By legal declaration of mental incompetence of a member.

(a) A vacancy on the commission shall be deemed to exist from the date of death of a member, or, in the event of the oral or written resignation of a member, from the date of the announcement of such resignation at the first regular commission meeting following its receipt unless it has previously been withdrawn.

(b) A vacancy on the commission shall be deemed to exist on the date a commissioner is recalled under the provisions of Article VII of this Charter.

(c) A vacancy on the commission shall be deemed to exist on the date a commissioner has maintained and resided in, a regular place of abode outside the corporate limits of the Town of Surfside for a longer period of time than thirty days; or a vacancy shall exist on the commission on the date a member ceases to be a qualified elector as defined in section 6 of this Charter; or a vacancy on the commission shall be deemed to exist on the date a commissioner ceases to be a resident of the Town of Surfside; or has been absent from three consecutive regular monthly meetings of the commission, or has been absent from five regular monthly meetings of the commission within a calendar year.

(d) A vacancy on the commission shall be deemed to exist on the date a commissioner is convicted of a felony or a crime involving moral turpitude, or on the date he is declared mentally incompetent by a court of proper jurisdiction.

From a plain reading of just the words, it would appear that Section 5 (a) is applicable in this circumstance- if you ignore the fact that it is a subsection of the event of vacancy delineated as “mental incompetence.” In fact, upon further inspection of the balance of the subsections under this event of vacancy, none pertain specifically to the fifth event of vacancy under which they are located, making them confusing at best and unintelligible at worst. I asked the Town Clerk to retrieve the original resolutions creating these sections, thinking that perhaps this was merely a codification error. Unfortunately, the original resolutions reflected the identical structure and language which were correctly codified.

In analyzing this scenario further and from several different perspectives, the only interpretation that makes rational sense is to view the manner in which this section was constructed as a series of scrivener's errors. Since the subsections under Subsection (5), if they stand on their own, are substantively supportable and, in fact, similar to ones found in many other charters, it is merely the way in which they are juxtaposed (listed under mental incompetency as an event of vacancy) that creates an issue. In such situations, the standard legal rules of statutory construction are used to ascertain and implement legislative intent. "The provisions should be read *in pari materia* and the legislation read as a whole in order to ascertain the purpose and meaning of each part. That is, each subsection, sentence, and clause must be read in light of the others to form a congruous whole." Dep't of Env'tl. Prot. v. Millender, 666 So.2d 882, 886 (Fla.1996); see also Bush v. Holmes, 919 So.2d 392(Fla.2006); Physicians Healthcare Plans, Inc. v. Pfeifler, 846 So.2d 1129, 1134 (Fla. 2003)

Applying these rules, subsections (1), (2), (3), (4) and (5) provide for the events that create a vacancy. The subsequent lettered subsections address the date each such vacancy shall be deemed to exist. It would therefore seem that the intended numbering scheme was: Under Sec. 15, Section 1: "Creation of vacancies" with (a), (b), (c), etc., for the description of the events or types of vacancy and then, Section 2: "Dates such vacancies shall be deemed to exist": and then, the subsections (a), (b), (c), (d)....

If read in this manner, subsection (a) would apply to the set of facts created by Commissioner Lisbon's resignation and it clearly and unequivocally provides that the irrevocable resignation creates a vacancy, and, when announced *at the next regularly scheduled meeting* [emphasis added], that meeting date [in this case, June 12th] is the date the vacancy is deemed to exist. (As an aside and to make the argument even stronger, so interpreting the provision would then comply with the principle that legislation is to be construed, whenever possible, to be effective and operative, as expressed in the maxim *ut res magis valeat quam pereat* ("it is better for a thing to have effect than to be made void").

When submitting his resignation, Commissioner Lisbon advised that part of his rationale for choosing the November 6th resignation date was because it was stated as an option in the Florida Statutes and, more important, he believed this would help the Town avoid the cost of a special election by having the issue go on the November ballot. The State Statute provision obviously conflicts with the applicable Charter provision that requires the resignation be accepted at the regularly scheduled Commission meeting following receipt of the resignation. The legal issue then becomes whether Charter Section 15 (5) (a) creating the vacancy as of the next regularly scheduled Commission meeting would be pre-empted and superseded by Florida's "Resign to Run" law (Section 99.012(3), Florida Statutes). In reviewing the cases interpreting this law, it appears that the rationale for, and indeed the entire purpose of the "resign to run" law is to *prevent persons running for a new elected position from the safe haven of a current position to which the candidate can retreat in the event he/she is unsuccessful*. [emphasis added] Ruiz v. Farias, 43 So.3d 124 (Fla 3rd DCA 2010)

In the Ruiz case, for example, the appellate court stated: "That object is not being compromised in this case. The appellees urge a mechanistic application of the "resign-to-run" law. Their stratagem is to accomplish an end-run around the sovereign right of the people to

select their own officers. *The right to vote is among the most important rights we share as Floridians and Americans.*” (Emphasis supplied).¹

The Supreme Court of Florida opined, in *Sarasota Alliance for Fair Elections v. Browning*, 28 So.3d 880 (Fla., 2010), that “the Florida Election Code does not preempt the field of elections law...” It explained that there are “two separate and distinct ways” in which a local government enactment may be inconsistent with state law, citing *Lowe v. Broward County*, 766 So.2d 1199, 1206 (Fla. 4th DCA 2000), which quoted *Tallahassee Mem’l Reg’l Med. Ctr., Inc. v. Tallahassee Med. Ctr., Inc.*, 681 So.2d 826, 831 (Fla. 1st DCA 1996): “(1) the legislature has preempted a particular subject area or (2) the local enactment conflicts with a state statute.” *Lowe*, 766 So.2d at 1206-07 (quoting *Tallahassee Mem’l Reg’l Med. Ctr.*, 681 So.2d at 831).

Florida law recognizes two types of preemption: express and implied. The first, express preemption, requires a specific legislative statement; it cannot be implied or inferred. *See City of Hollywood v. Mulligan*, 934 So.2d 1238, 1243 (Fla.2006); *Phantom of Clearwater, Inc. v. Pinellas County*, 894 So.2d 1011, 1018 (Fla. 2d DCA 2005) (“Express preemption of a field by the legislature must be accomplished by clear language stating that intent.”); *Santa Rosa County v. Gulf Power Co.*, 635 So.2d 96, 101 (Fla. 1st DCA 1994)

The Election Code does not contain explicit language setting forth any express preemption. Although it does contain language regarding legislative duty and the need for uniformity in conducting elections and counting votes, the Supreme Court determined these provisions do not contain “specific language” expressly pre-empting the area.

The second, implied preemption, could exist if it is obvious that the legislature has clearly preempted local regulation of the subject, found where, because of the pervasiveness of the state legislative scheme, local legislation would present the danger of conflict between local and state law. *Tribune Co. v. Cannella*, 458 So.2d 1075, 1077 (Fla.1984) In reliance upon the Supreme Court of Florida’s 2010 opinion, and the Ruiz case, other than to refer to the following principles, reviewed by the Third District Court of Appeals, in the case of *Exile v Miami-Dade County*, 35 So.3d 118 (Fla 3d DCA 2010): (1) Implied preemption is disfavored as a matter of public policy, and will be found only when it is clear that the Florida legislature intended preemption of local regulation of the subject matter. (2) The courts should be careful in *imputing intent on behalf of the Legislature to preclude a local elected governing body from exercising its home rule powers, given the strong commitment to self governance* [again emphasis added]. (3) The legislature could have stated its preemption of the area if that had been its intent. See also, *City of Hollywood v. Mulligan*, 934 So.2d 1238, 1243 (Fla.2006) and *Tallahassee Mem. Reg. Med. Ctr., Inc. v. Tallahassee Med. Ctr., Inc.*, 681 So.2d 826, 831 (Fla. 1st DCA 1996).

In our case, despite the Commissioner's good intentions, the statute does not pre-empt our charter, and in fact, it defers to municipal charters when discussing how the vacancy created by

¹ Interestingly, and just as an aside, in that case, Ben Kuehne who represented the Town on the last election issue, represented the appellant, who prevailed.

resignation would be filled. The law provides that concurrent legislation may be enacted by both the state and the municipality where no preemption exists. Our charter, when interpreted as above, provides that the resignation must be accepted by the Commission at the next regularly scheduled meeting, and not when the Commissioner intended, presumably with the same rationale as the state statute- that there be no lingering, no retreating if unsuccessful, and fostering the notion the people have the right to vote sooner rather than later in order to secure the candidate they select to represent them.

Hence, the next Section of the Charter relates to the process of filling the vacancy. Section 16 of the Charter provides as follows:

“Sec. 16. - Same—Procedure in filling.

Vacancies on the commission shall be filled within twenty (20) days by the remaining members of the commission if for an unexpired term of six (6) months or less. If a majority of the remaining members of the commission are unable to agree within the said twenty-day period on a commissioner to fill such vacancy, then an election to fill the vacancy shall be held within thirty (30) days thereafter.

Vacancies on the commission, if for an unexpired term of more than six (6) months, shall be filled by a special election called within ninety (90) days, or in a regular election if one is scheduled to be held within one hundred twenty (120) days of such vacancy.

Should the commission fail or refuse to order an election as herein provided within the time required, such election may be ordered by any court of competent jurisdiction.

The qualifying of candidates for a special election to fill a vacancy shall be the same as provided for regular elections in Article VI of this Charter.”

The second paragraph above applies in this instance, requiring the vacancy be filled within “ninety (90) days, or in a regular election if one is scheduled to be held within one hundred twenty (120) days of such vacancy” with the qualifying and other processes to be the same as in a regular election. If the requirements of Charter Section 101. Nomination of mayor and commission members- Generally which provides that a nominating petition with the signatures of twenty-five (25) qualified electors must be filed with the Clerk “not more than fifty-five (55) and not less than thirty-five (35) days prior to the election date”- in this case between June 20, 2012 and July 10, 2012- theoretically, it would appear we could make the August 14th primary election date. However, the Town’s law is not the one that governs the County and State election deadlines; the County is constrained by State law.

Section 99.061 (2), Florida Statutes and related provisions require qualification of candidates no later than sixty-seven (67) days prior to the primary date or June 8. Under the laws the County must follow, we cannot meet the August primary deadline as indicated below since the Town Commission meeting is on June 12, 2012.

2012 BALLOT ISSUES DEADLINES

1. If a municipality wishes to conduct a **special election** along with one of the countywide elections listed below, a Resolution or Ordinance to call a Special Election must be passed no less than 60, no more than 120 days prior to the date of the election. **However, in order to meet State-mandated deadlines for the State Write-in ballot and to mail absentee ballots to overseas voters, the deadline to submit a resolution/ordinance to the Elections Department must follow the revised dates listed below.** Please notify the Supervisor of Elections for approval prior to passing a resolution or ordinance calling for a special election.

2. **The following schedule deadlines must be followed:**

<p align="center">2012 ELECTIONS</p>	<p align="center">CHARTER AMENDMENTS BOND QUESTIONS, STRAW BALLOT QUESTIONS, OTHER PROPOSALS, OR SPECIAL CANDIDATE* ELECTIONS</p> <p align="center">(Deadline to pass Resolution or Ordinance)</p>	<p align="center">DEADLINE TO SUBMIT RESOLUTION/ ORDINANCE TO THE ELECTIONS DEPARTMENT</p>
<p align="center">PRIMARY ELECTION August 14, 2012</p>	<p align="center">No later than June 8, 2012</p>	<p align="center">No later than June 15, 2012 as extended for us by Elections Supervisor</p>
<p align="center">GENERAL ELECTION November 6, 2010</p>	<p align="center">No later than August 17</p>	<p align="center">No later than August 17, 2010</p>

Like the Town cannot violate its own charter, the County cannot violate the State Statutes and applicable administrative regulations relative to elections laws. However, a much more serious issue, is that the Elections department advised the Town Clerk that they could not agree to *any* special

elections between the August primary and the November General elections because all of the machines are being converted over, tested/audited, coded, and under any circumstances, could not be utilized in an election. The failure to qualify for the primary is an issue of cost but not insurmountable.

This issue is a matter of law and mandated for the Town. We cannot violate our own charter provisions.

I called the Supervisor of Elections last Friday night to discuss this dilemma, the extraordinarily unique set of circumstances in which we find ourselves (not to mention the fact that we will be having a third election in a matter of six months) and the legal issues involved. I also spoke to the Assistant County Attorney in charge of elections. The Supervisor committed to find a solution and we may have done that but this will be followed up with a face-to-face meeting among the Supervisor of Elections, her staff, the Town Manager, Clerk and myself where all possible options will continue to be explored. After many hours and effort on the part of both the County and the Town staff, as of the writing of this memorandum, the County has at least agreed to schedule a special election for the Town of Surfside on either August 21 or August 28th and if need be, do manual counting of ballots. As this is a dynamic process we may have updates for the Commission meeting. However, as it now stands, if the special election is held on Tuesday August 21, 2012 the qualifying dates will be June 27th through July 17, 2012.

If the election is held Tuesday, August 28, 2012 which the County prefers and (I do as well since I am out of the country on August 21st), the qualifying dates will be from July 5th through July 24, 2012. This is a question for the Town Commission to decide in accordance with the resolution attached to this memorandum.

In either case, the cost of the special election including advertising will approximate twenty thousand (\$20,000) dollars and possibly more if the County decides it must increase the costs resulting from a hand count. We will be better able to advise you at the June Commission meeting.

Please feel free to call me if you have any questions relating to this matter.

May 24, 2012

Sandra Novoa
Surfside Town Clerk
9293 Harding Avenue
Surfside, FL 33154

Re: Resignation as City Commissioner, Surfside Florida

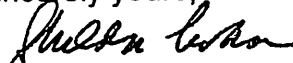
Dear Ms. Novoa:

This letter is my irrevocable resignation from the office I presently hold as City Commissioner of Surfside, Florida.

Pursuant to the provisions of Section 99.012(3), Florida Statutes, this resignation shall take effect on the earlier of the following dates: (1) the date I will take office if elected as a member of the Florida Legislature, the office for which I am now running; or (2) November 6, 2012 the date of the general election.


Since members of the Legislature assume office upon their election (November 6, 2012), that is the date I anticipate my resignation will take effect. However, to be clear, it is my intention for my resignation to take effect whenever the law requires in accordance with the statute.

Sincerely yours,



Sheldon Lisbon

cc: Governor Rick Scott
Secretary Ken Detzner
Penelope Townsley

05-24-12P03:16 RCVD 

RESOLUTION NO. 12-_____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA ACCEPTING COMMISSIONER LISBON'S RESIGNATION FROM OFFICE AND SCHEDULING A SPECIAL ELECTION IN ACCORDANCE WITH THE TOWN CHARTER; AUTHORIZING THE TOWN MANAGER AND TOWN ATTORNEY TO TAKE ANY NECESSARY ACTION AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on May 24, 2012 Commissioner Sheldon Lisbon issued his irrevocable letter of resignation from his office as Commissioner of Surfside which is attached hereto as Exhibit "A" and incorporated herein; and

WHEREAS, Section 15 (5) (a) of the Town Charter provides that such a resignation creates a vacancy on the Commission "from the date of the announcement of such resignation at the first regular Commission meeting following its receipt" and

WHEREAS, Section 16 of the Town Charter requires that vacancies on the Commission if for an unexpired term of more than six (6) months shall be filled by a special election called within ninety (90) days , or in a regular election if one is scheduled to be held within one hundred and twenty (120) days of such vacancy;

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

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Acceptance of Resignation. The Commission hereby accepts Commissioner's Lisbon's irrevocable resignation from the Town Commission.

Section 3. Scheduling of a Special Election. In accordance with Section 16 of the Town Charter, the Commission hereby requests the Town Clerk to schedule a special election on August ___, 2012.

Section 4. Authorization of Town Officials. The Town Manager and Town Attorney are hereby authorized to take all steps necessary to complete the execution of the terms of this Resolution.

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

PASSED AND ADOPTED this 12th day of June, 2012.

Motion by Commissioner _____, Second by Commissioner _____.

FINAL VOTE ON ADOPTION


Commissioner Michelle Kligman _____
Commissioner Sheldon Lisbon _____
Commissioner Marta Olchyk _____
Vice Mayor Michael Karukin _____
Mayor Daniel Dietch _____

Daniel Dietch, Mayor

Attest:

Sandra Novoa, Town Clerk

**Approved as to form and legal sufficiency
For the Town of Surfside only:**



Lynn M. Dannheisser
Town Attorney



TOWN OF SURFSIDE
Office of the Town Attorney

MUNICIPAL BUILDING
 9293 HARDING AVENUE
 SURFSIDE, FLORIDA 33154-3009
 Telephone: 305 993-1065

Ldannheisser@townofsurfsidefl.gov

Lynn M. Dannheisser
 Town Attorney

MEMORANDUM

TO: Town Commission

FROM: Lynn M. Dannheisser, Town Attorney *LMD*

CC: Roger M. Carlton, Town Manager

DATE: June 12, 2012

SUBJECT: Final Appointment of Planning & Zoning Board/Design Review Board Members

Currently, the Code requires:

For the Planning & Zoning Board appointments-one of the five P & Z Board members must be a Florida-licensed architect or a Florida-licensed general contractor or certified planner (AICP) or a Florida-licensed landscape architect. The appointment must also have been a town resident for a period of one year (there is a six-month residency exception for the licensed architect/landscape architect) and the Florida licensed architects must have a minimum of five years of practical experience; and,

For the Design Review Board appointments-there shall be seven members, comprised of the P & Z Board members and two additional members which shall be a Florida-licensed architect (one of these members can be a Florida-licensed landscape architect.) These two members shall be appointed by a majority of the Town Commission.

In an instance where a licensed architect/landscape architect who is also a Town resident cannot be identified for service on either Board the Commission, (to be ratified by a majority) may select a non-resident architect with the minimum five years practical experience.

In the event that the Commission finds itself unable to make these appointments, you may consider

modifying the required qualifications for P & Z and Design Review Board members. The modifications can be a broadening of the permitted professions represented on the Design Review Board members or the elimination of some of those requirements. Alternatives to consider might be:

Inclusion of practical experience and/or education in architecture, urban design/planning, design, historic preservation, and/or engineering;

Inclusion an attorney in good standing licensed to practice in the United States;

Elimination of the Florida licensure from one of the architect members;

Requiring only one design review board member to be a licensed architect and the other member to be a person who as a result of their training, experience, and attainments are qualified to analyze and interpret architectural and site planning information, including, but not limited to, licensed landscape architects, urban planners, engineers and builders/developers.

RESOLUTION NO. 2012-____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AMENDING RESOLUTION NO. 2012-2082 APPOINTING MEMBERS OF THE TOWN PLANNING AND ZONING BOARD AND DESIGN REVIEW BOARD TO ADD A LAST APPOINTMENT TO PLANNING AND ZONING BOARD AND A LAST APPOINTMENT TO THE DESIGN REVIEW BOARD; PROVIDING FOR IMPLEMENTATION; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, by Resolution 2012-2082, four Commissioners proposed four members of the Planning & Zoning Board and the entire Commission proposed and ratified one member of the Design Review Board;

WHEREAS, in order to complete the Boards, Commissioner Kligman must appoint her nominee for the Planning and Zoning Board and the Commission in toto must now make a final appointment to the Design Review Board;

WHEREAS, Sec. 90-15. - Membership/quorum, minimum qualifications, officers, terms of officers, vacancies, general regulations, recommendations provides in pertinent part as follows: (1) *Membership/quorum*: The planning and zoning board membership and quorum requirements for zoning matters and design review matters are as follows:

(a) *Zoning matters*: The planning and zoning board, when performing its zoning functions, shall consist of five members. One of the board members must be a Florida-licensed architect or a Florida-licensed general contractor or certified planner (AICP) or a Florida-licensed landscape architect. Each commissioner shall be entitled to one board appointment, not subject to majority approval. Three members present at the planning and zoning board meetings shall constitute a quorum.

(b) *Minimum board member qualifications:* All board members must have been a town resident for a minimum period of one year, except for the licensed architects, including the Florida-licensed landscape architect, if applicable, who must have been a town resident for a minimum period of six months. The Florida-licensed architects must have a minimum of five years of practical experience in the field of landscape design. To the extent that no licensed architect (whether for service on the design review board only as more specifically described in section 90-18 hereinbelow) who is also a town resident can be identified and is willing to serve at the time of appointment to either board, then the commission may select a non-resident architect who otherwise fulfills the requirements of this section, provided that appointment shall be ratified by a majority of the board of commissioners; and

WHEREAS, Sec. 90-18. - Design review board provides as follows:

The planning and zoning board, when performing its design review and FEMA variance and appeals board functions shall be constituted as the design review board and shall have seven members. The seven members shall include the five members appointed by the commission and *two additional Florida licensed architects, one of which may be a Florida licensed landscape architect.* Both of these architects shall be appointed by a majority of the town commission. Four members present at the planning and zoning board design review meetings shall constitute a quorum and at least one of the four members shall be a licensed architect; and

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

Section 1. Recitals Adopted. That the foregoing recitals are true and correct and are incorporated herein by this reference.

Section 2. Nominations. The following addition citizen is nominated to the Planning & Zoning Board to complete this Board:

5. _____

Section 3. Nominations. The following qualified citizen is nominated to the Design Review Board and ratified by all Commissioners and the two members of design review are listed below:

1. _____

2. _____

Section 4. Approval of Appointment. That the Town Commission, by majority vote, approves the foregoing nominations to serve on the Board in accordance with the provisions of Section 90-52 of the Code.

Section 4. Implementation. That the Town Manager and Town Clerk are authorized to take any and all action which is necessary to implement this Resolution.

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

PASSED and ADOPTED on this 12th day of June, 2012.

Motion by Commissioner _____, second by Commissioner _____.

FINAL VOTE ON ADOPTION

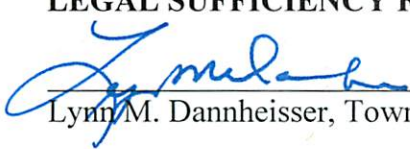
Commissioner Michelle Kligman _____
Commissioner Sheldon Lisbon _____
Commissioner Marta Olchyk _____
Vice Mayor Michael Karukin _____
Mayor Daniel Dietch _____

Daniel Dietch, Mayor

Attest:

Sandra Novoa, Town Clerk

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



Lynn M. Dannheisser, Town Attorney



Town of Surfside Commission Communication

Agenda Item #: 5D

Agenda Date: June 12, 2012

Subject: Wayfinding Signage Project

Background: Born of an action item first discussed by the Downtown Vision Advisory Committee (DVAC) at their initial meeting on February 15, 2011, this initiative has been on the priority list for the community and business district for some time. The existing Town signage is presently in a state of disrepair, non-existent, confusing or outdated. As part of the revitalization of the downtown business district, and a renewed focus on the Town's crowning jewel that is the beach walk, a cohesive and comprehensive signage program is long overdue.

The original concept was brought to DVAC, the Planning and Zoning Board (P&Z) and Town Commission as part of a parking, alley improvement, wayfinding and branding report submitted by FTE in the fall of last year. The final project design report for just the wayfinding was approved by DVAC in November and P&Z in December 2011. The Town Commission approved this final concept (Attachment 1) at the December 13, 2011 meeting and authorized the Town Administration to issue a Request for Proposal (RFP) for the project.

RFP #2012-002 for the Fabrication and Installation of Identity and Wayfinding Signage, requested bids from qualified, licensed and experienced firms. The Town received ten (10) bids by the opening on May 7, 2012. The following is a list of firms that responded and their pricing:

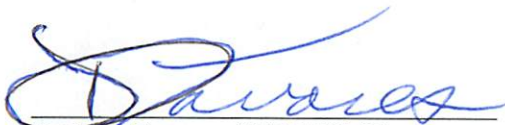
• Don Bell Signs, LLC	\$96,820
• Professional Signs, Inc.	\$99,093
• Creative Sign Designs	\$102,501
• Signstar (West Central Signs, Inc.)	\$133,600
• Baron Sign Manufacturing	\$139,394
• SFY (Signs For You, Inc.)	\$149,118
• Harbinger Sign	\$186,578
• Allied Environmental Signage	\$196,250
• Bergen Sign Company	\$200,299
• KRI, Inc.	\$213,556

Analysis: A Town Staff review committee comprised of the Director of Public Works, Director of Parks and Recreation, Police Chief, Police Lieutenant, Parking Operations Manager and Town Clerk, reviewed the submissions for responsiveness to the RFP. The proposers were asked to submit two (2) separate fees; one for digital vinyl sign face and one for high pressure laminate sign face. As the difference between the two was shown to be immaterial as they relate to the signs' durability and maintenance, the committee decided to focus on the least expensive of the materials – digital vinyl sign face. The committee ultimately selected Don Bell Signs, LLC as the least expensive responsive bid for Town Commission consideration as they provided the best overall proposal and price. Staff contacted all references submitted by this firm and they were all satisfactory, including that of Walt Disney World which remains one of their clients.

Budget Impact: The bid includes all new signs on the beach walk, locator signs to show shoppers and visitors the “way” to parking facilities, identifiers for each parking facility and new entrance signs at Collins Avenue/Veteran’s Park, Harding Avenue/96th Street and 96th Street at the bridge and a Community Center directional sign better identifying the office locations. The total cost for the 36 signs is \$96,820 (Attachment 2). The Parking Fund will provide \$71,820 and the balance of \$25,000 will be provided by the Grand Beach Surfside Hotel to fulfill a condition of their Development Agreement.

Staff Impact: Existing Staff will oversee the project.

Recommendation: It is recommended that the Surfside Town Commission award the Wayfinding Signage Project to Don Bell Signs, LLC.


Duncan Tavares, TEDACS Director


Roger M. Carlton, Town Manager



TOWN WAYFINDING

COMMISSION PRESENTATION

December 13, 2011



Wayfinding Analysis Summary:

- **GATEWAYS** - Existing primary gateway signs are dated, mis-matched and do not represent the current Town atmosphere.
- **PARKING IDENTITY** - There are no identity signs at the entries to any of the current municipal parking lots.
- **PARKING DIRECTIONAL** - There are currently very few directional signs to the current municipal parking lots.
- **BEACH ENTRIES** - Pedestrian signs at beach entries and along the Surfside Walking Path are inconsistent, unattractive and cluttered.



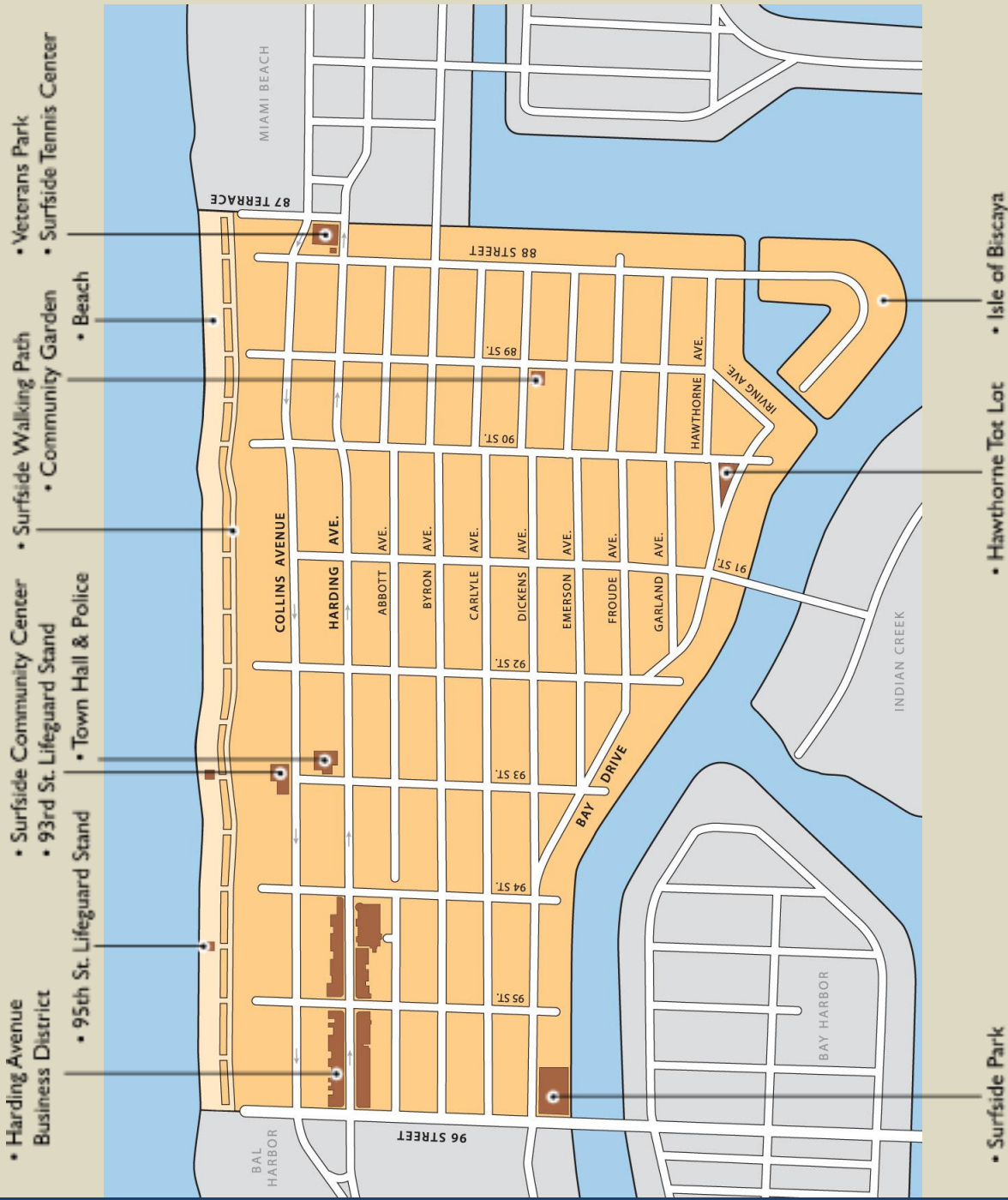
Wayfinding Analysis Summary:

- **PEDESTRIAN DIRECTIONAL & ORIENTATION** - Currently there are no pedestrian directional or orientation signs in Town.
- **VEHICULAR DIRECTIONALS** - Currently there are almost no wayfinding signs in Town. Existing directional signs are almost all FDOT.
- **PUBLIC IDENTITY SIGNS** - Currently there is no cohesive program of public identity signage.







Vehicular Wayfinding Destinations

- Only significant public destinations on signs.
- Prioritized list of destinations to be developed.
- Limit of three destinations per sign.
- Town to develop strict criteria for inclusion.



Vehicular Wayfinding Routes

- Traffic circulates around perimeter away from neighborhood streets.
- Red dots are gateway entries.
- Blue dots are decision points to public destinations.

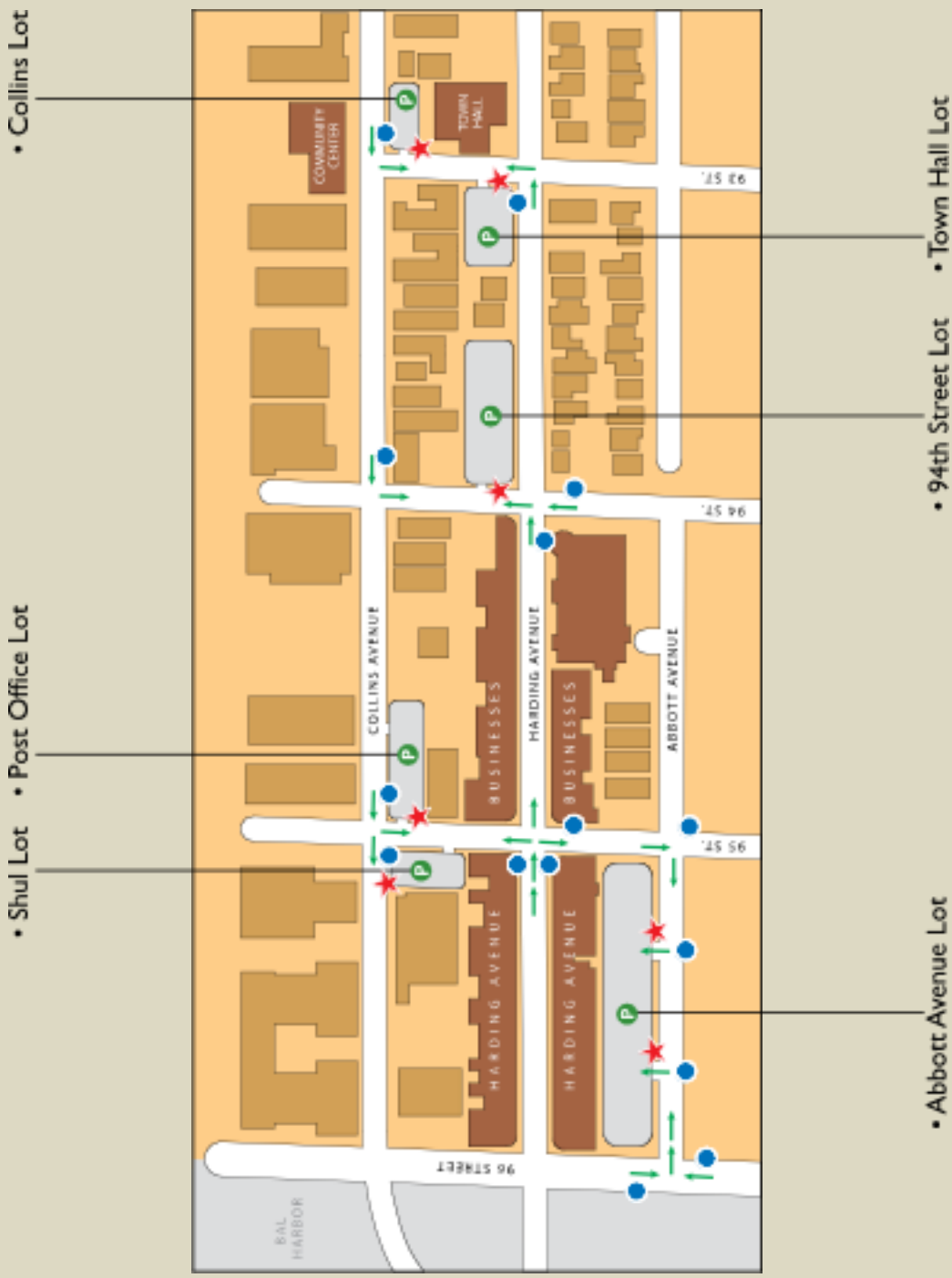
-  Gateway
-  Decision Point
-  Public Identity
-  Circulation



Public Parking Wayfinding

- Blue dots are decision points to municipal parking lots.
- Red stars indicate identity locations at entries to municipal lots.

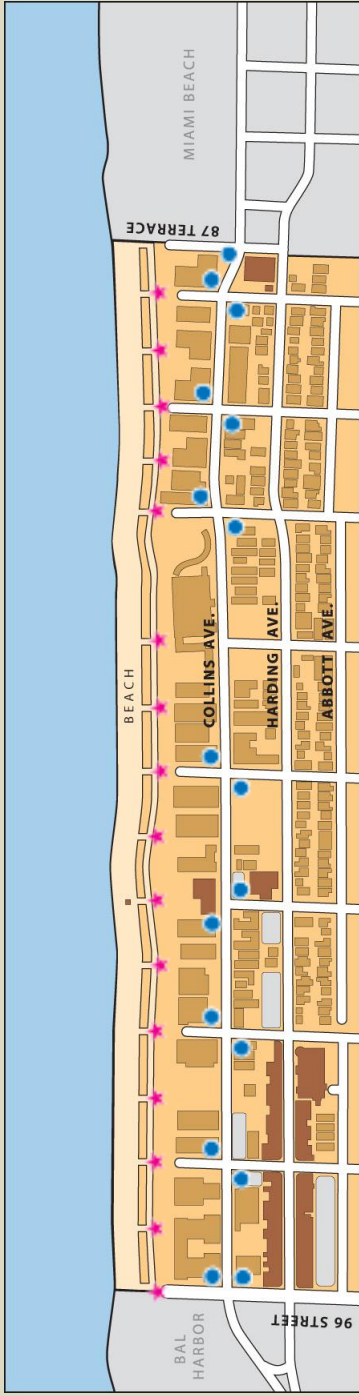
-  Parking Direction Location
-  Parking Identity Location



Pedestrian Wayfinding

- Blue dots are decision points to destinations.
- Red triangles are orientation & information points.
- Pink stars are beach entry access points.

-  Orientation/Information
-  Decision Point
-  Beach Access Location



Pedestrian Zones 1 & 2



Pedestrian Zone 3

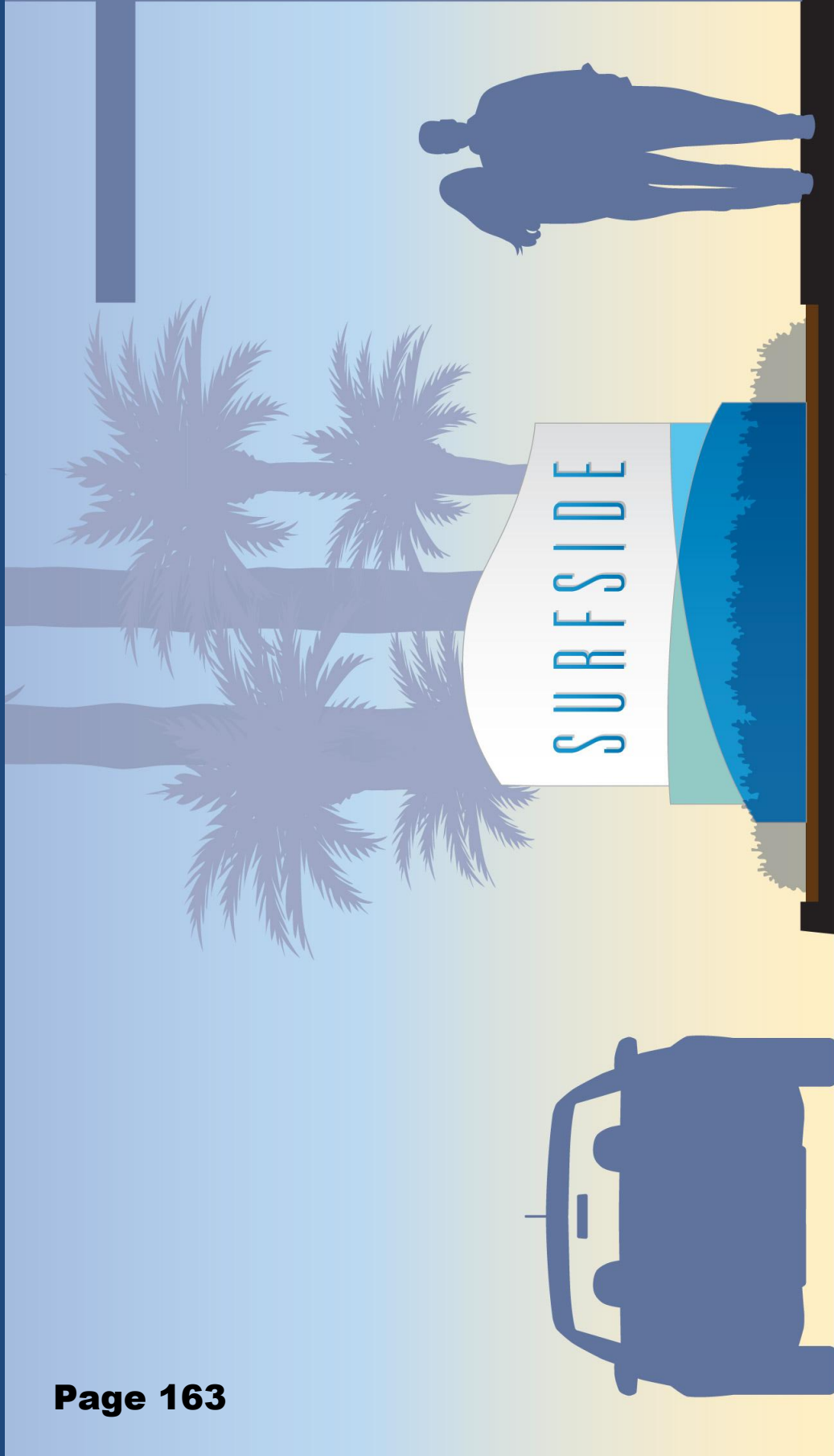


Wayfinding Concepts:

Phase One Implementation:

- Gateways at Harding and Collins Avenues
- Parking Identity Signs at all (6) Municipal Lots
- Parking Directional Signs
- Beach Entry and Regulation Signs









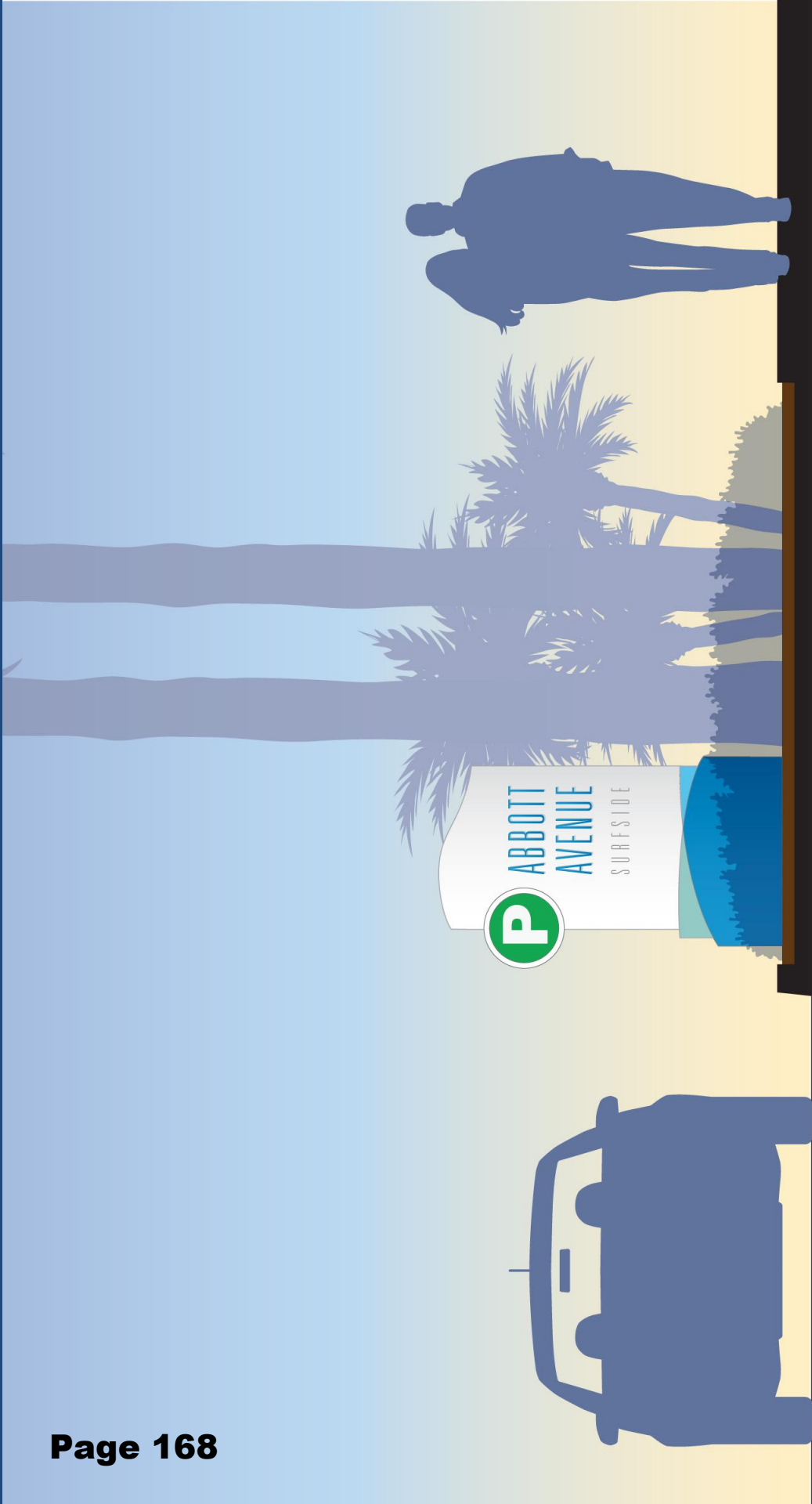
Gateway Sign at Collins Avenue – Existing Condition



Gateway Sign at Collins Avenue – New Sign



TOWN WAYFINDING





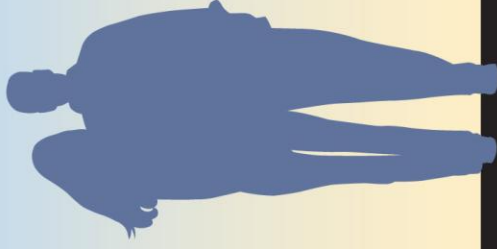
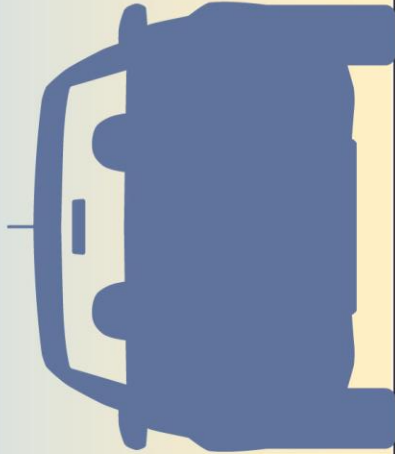
TOWN WAYFINDING





TOWN WAYFINDING



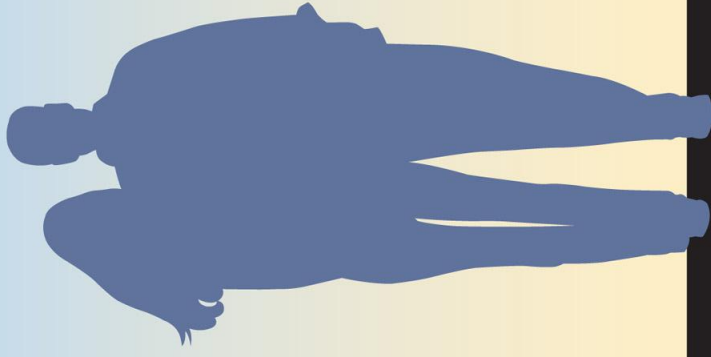


Parking Directional Sign – Existing Conditions



Parking Directional Sign – New Sign







Please Keep Our Public Beaches Beautiful!

Uncontrolled Public Beach Swims at Your Own Risk

WARNING

- Alcoholic Beverages
- Firearms, Firearms, Toy Guns, Fire, Cooking or Barbs
- Drugs & Infractor Activities
- Unauthorized Vending & Advertising
- Walking On Dunes
- No Pets
- No Smoking
- No Open Flames
- No Overnight Camping
- No Glass

Violators Subject to Enforcement & Fines, Up to \$500 Pursuant to Law

PIP Complaints
If Caught in This Current:
- \$1000 for 1st Offense
- \$2000 for 2nd Offense
- \$3000 for 3rd Offense
- \$4000 for 4th Offense
- \$5000 for 5th Offense

SURFSIDE





TOWN WAYFINDING

COMMISSION PRESENTATION

December 13, 2011



RESOLUTION No. _____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AWARDED BID TO DON BELL SIGNS, LLC IN AN AMOUNT NOT TO EXCEED \$96,820.00; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE REQUIRED CONTRACT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside advertised a Request for Proposals for Wayfinding Sign Fabrication Services at Town Hall; and

WHEREAS, a single proposal was received on January 25, 2012 pursuant to the project bid; and

WHEREAS, following a review of the proposal, and upon recommendation of the selection committee, the Town Commission wishes award the Wayfinding Sign Fabrication Services Contract to Don Bell Signs, LLC in an amount not to exceed \$96,820.00; and

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

Section 1. Recitals. That the above and foregoing recitals are true and correct and are incorporated herein by reference.

Section 2. Award of Project. The Town Commission hereby awards the Wayfinding Sign Fabrication Services Contract at Town Hall to Don Bell Signs, LLC in an amount not to exceed \$96,820 and the Town Manager is hereby authorized to execute an agreement with the vendor on behalf of the Town, once approved as to form and legal sufficiency by the Town Attorney

Section 3. Implementation. The Town Manager and/or his designee and the Town Clerk are hereby authorized to take any and all action necessary to implement this Resolution and Agreement in accordance with the terms, conditions and purposes of this Resolution and Agreement.

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

PASSED AND ADOPTED this ____ day of _____ 2012.

Motion by Commissioner _____, second by Commissioner _____.

FINAL VOTE ON ADOPTION


Commissioner Michelle Kligman _____
Commissioner Sheldon Lisbon _____
Commissioner Marta Olchyk _____
Vice Mayor Michael Karukin _____
Mayor Daniel Dietch _____

Daniel Dietch, Mayor

ATTEST:

Sandra Novoa
Town Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**



Lynn M. Dannheisser, Town Attorney

Resolution No. _____



5E

TOWN OF SURFSIDE
Office of the Town Attorney

MUNICIPAL BUILDING
9293 HARDING AVENUE
SURFSIDE, FLORIDA 33154-3009

Lynn M. Dannheisser
Town Attorney

Telephone: 305 861-4863
Facsimile: 305 861-1302
E-mail:
ldannheisser@townofsurfsidefl.gov

MEMORANDUM

To: Town Commission

From: Lynn M. Dannheisser, Town Attorney

Cc: Roger Carlton

Date: June 12, 2012

Re: Proposed Bifurcation of Commission Meetings

April's Commission meeting generated some discussion about the length of our monthly meetings, particularly when there are zoning matters to be heard on the agenda. Significant zoning matters can, and usually do, last at minimum two hours and sometimes take us until 10:00 PM. This results in the balance of the agenda items getting less than deserved attention.

After some discussion with the Town Manager, we would like to propose as a possible solution to this problem that we bifurcate the Commission Meetings. This would mean that the Town would continue to hold its regular commission meetings on the second Tuesday of each month, but in the event that there are zoning matters on the agenda, the Commission would call for a second special meeting to be held on the fourth Tuesday of the month to hear *zoning matters only*. That special meeting could be announced at the regular Commission meeting and it would still allow proper time for noticing. In other words, from a structural standpoint, legislative items would be considered at the regularly scheduled monthly Commission meeting and the quasi-judicial matters would be heard on a specially set Commission meeting for the fourth Tuesday of the month.

RESOLUTION NO. 12-_____

RESOLUTION OF THE TOWN COMMISSION FOR THE TOWN OF SURFSIDE, FLORIDA, PROVIDING FOR THE BIFURCATION OF TOWN COMMISSION MEETINGS IN THE EVENT THAT THE TOWN HAS LENGTHY QUASI-JUDICIAL/ZONING MATTERS TO CONSIDER, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The Town Charter of the Town of Surfside, Florida provides that the Town Commission may establish procedures relative to Town Commission meetings; and

WHEREAS, the Town Commission acknowledges the need to create a procedure relative to lengthy quasi-judicial matters; and

WHEREAS, the Town Commission has determined the new procedure to be in the best interest of the Town of Surfside.

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

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

Section 2. Special Commission Meeting for certain quasi-judicial matters.

In the event it is determined after the P & Z Board (“Board”) meeting in which a given quasi-judicial hearing heard by the Board would likely take the Town Commission (“Commission”) more than one (1) hour to consider, the Staff will bring that to the attention of the Commission at the next regularly scheduled Commission meeting and recommend that a special Commission meeting be scheduled on the fourth Tuesday of

the following the regularly scheduled Commission meeting. The sole purpose of the special meeting will be to consider the quasi-judicial/zoning matters in question. Such a meeting shall be held in the Commission Chambers at 9293 Harding Avenue, or such location as may be approved by the majority of the Commission members present.

Section 3. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED and ADOPTED on this ____ day of _____, 2012.

Motion by Commissioner _____, Second by Commissioner _____.

FINAL VOTE ON ADOPTION

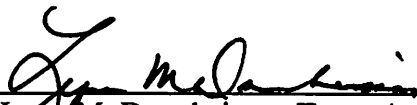
Michelle Kligman	_____
Commissioner Sheldon Lisbon	_____
Commissioner Marta Olchyk	_____
Vice Mayor Michael Karukin	_____
Mayor Daniel Dietch	_____

Daniel Dietch, Mayor

ATTEST:

Sandra Novoa, CMC. Town Clerk

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



Lynn M. Dannheisser, Town Attorney



Town of Surfside

To: Honorable Mayor and Members of the Town Commission

From: Michael Karukin, Vice Mayor

Date: June 12, 2012

Subject: New Surfside Information Technology and Telecommunications Committee

Although Surfside is a small community, its information technology and telecommunications requirements are complex. For example, our Police Department uses Mobile Data Terminals in the police cars which must be linked to 911 emergency communications and other data bases; our new water meters will be monitored by a central microwave receiver which will become the heart of our billing system as well as greatly enhance leak detection; our two sewer lift stations are monitored electronically as required by Miami-Dade County and the federal and state governments; our Parks and Recreation Department keeps up-to-date photo ID bar coded information regarding more than 4000 users of the Community Center; our financial management system is maintained by SunGuard; we are in the process of installing new Code Compliance software; and, most importantly, a new website is in development. There are other projects such as providing citizens the ability to pay bills electronically and the entire concept of social networking requires substantial analysis. The Town needs to develop a five year information technology and telecommunications plan to ensure business continuity in case of an emergency and system integration for day to day operations.

Town Mayor Daniel Dietch requested that I chair a new Town committee: Information Technology and Telecommunications (IT&T). An initial meeting was held with Town Manager Roger M. Carlton and Surfside resident Albert Cabellero as Mr. Cabellero is very knowledgeable in these areas. Attached is a brief summary of this meeting (Attachment 1), prepared by Mr. Cabellero, to help define the initial challenges of the group. The former Ad Hoc Communications Committee met for the limited purpose of reviewing the website and other communications related functions. The Resolution which originally established this committee is attached (Attachment 2). This committee achieved its task when the RFP for a new website was completed. The new IT&T Committee will review the recommendations of the Ad Hoc Communications Committee where applicable (Attachment 3).

Please suggest names for membership in this new committee during the June 12, 2012 Town Commission meeting when , at that time, a Resolution establishing this new committee will be before you for ratification.

Sandra Novoa

From: Duncan Tavares
Sent: Tuesday, June 05, 2012 11:48 AM
To: Sandra Novoa
Subject: Surfside IT and Telecommunications Committee

-----Original Message-----

From: Michael Karukin
Sent: Monday, June 04, 2012 11:51 AM
To: Duncan Tavares
Cc: Roger Carlton
Subject: FW: Surfside IT and Telecommunications Committee

From: Albert Caballero [albert.caballero@digitaleragroup.com]
Sent: Friday, May 25, 2012 9:29 AM
To: Michael Karukin; Roger Carlton
Subject: Surfside IT and Telecommunications Committee

Morning gentlemen!

Thank you for your time this morning. Below are my notes on today's meeting. I appreciate your consideration.

Town of Surfside IT and Telecommunications Committee items:

- Website complete - ecity services
 - Ebill
 - Content management
 - Response to public record requests
 - resident submission tracking
- Records management
 - Physical scanning
 - Key words for online document search ability
 - Town efficiency, reduce man power
 - Electronic document retrieval
- Social Media
 - Town Facebook, twitter, and blog
 - Half-time Town Public Information Moderator
 - Blog and propaganda mitigation response
 - Current IT Budgeting requirements
 - Website \$1100/mo
 - Broadcasting \$800/mo
 - IT Retainer \$4300/mo
- Town Infrastructure 5yr/plan required
 - Asset management / refresh cycles
 - DRP/BCP assessment
 - Data retention and deletion policy
- Current IT systems:
 - Sun guard - financial systems
 - Park and rec systems

Telecommunications - now VOIP

Police systems

CGA - continues to staff and provide outsourcing human resources to the whole town including IT Discuss in-house vs outsourcing options, possibly draft a new IT RFP IT Operations versus new projects Information security assessment

Phase 1: what we need now Phase 2: where we would like to be in 5 years

On-going: IT operations management

If I have left anything out please let me know.

Thanks again gents!

Al

RESOLUTION NO. 10-1961**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, CREATING AN AD HOC COMMUNICATIONS COMMITTEE TO STUDY CURRENT COMMUNICATION SYSTEMS AND PROPOSE IMPROVEMENTS AND REPORT BACK TO THE TOWN COMMISSION.**

WHEREAS, the Town of Surfside Town Commission is interested in reviewing the current communication tools and programs and identifying opportunities for potential improvement; and

WHEREAS, the Town of Surfside Town Commission recognizes an opportunity to enhance communication with the town residents; and

WHEREAS, the Town of Surfside Town Commission would like to review opportunities to better provide information and on-line services to the town residents, including the use of social networks and related costs/benefits; and

WHEREAS, members of the Town Commission have provided the names of residents who volunteered to be a part of the Committee; and

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

Section 1. Recitals. That the above and foregoing recitals are true and correct and are incorporated herein.

Section 2. Authorization. The Town Commission hereby appoints an ad hoc Communications Committee. The members of the committee are listed in Exhibit "A" attached and may be changed from time to time by vote of the Commission.

Section 3. Implementation. The Communications Committee is charged with reporting progress to the Town Commission at their regular meeting on December 14, 2010 and providing the final report and recommendations at the March, 2011 Town Commission meeting.

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

PASSED AND ADOPTED this 12th day of October, 2010.



Daniel Dietch, Mayor

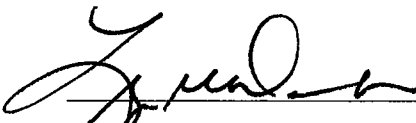
Attest:



Debra E. Eastman, MMC

Town Clerk

**Approved as to form and legality for the use
and benefit of the Town of Surfside only:**



Lynn M. Dannheisser

Town Attorney

Move: Commissioner Karukin Second: Vice Mayor Graubart
Comm. Karukin yes
Comm. Oichyk yes
Comm. Kupelman yes
Vice Mayor Graubart yes
Mayor Dietch yes



Town of Surfside Commission Communication

To: Communications Committee Members: Cheryl Arnold, Norma Rojas, Jeff Burros

From: Roger M. Carlton, Interim Town Manager

Date: October 12, 2010

Subject: Communications Ad Hoc Committee

Objective

To charter and support the Communications Ad-Hoc Committee to perform a review of Surfside's current communication tools and programs and identify opportunities and make recommendations to the Town Commission to improve the utilization of the existing program and proposed enhancements, including, but not limited to tools, structure, and deployment that result in more effective communication with residents.

Background

At its regular meeting in June, 2010, the Surfside Town Commission provided policy direction to the Town Manager to create a Communications Ad Hoc Committee to study and report back to the Commission on potential improvements to the Town's communication media including the website, Channel 77 television communication and telephone communication, as well as other media that would result in more efficient and effective communication with residents.

The Town Commission is charging the Communications Ad Hoc Committee with reviewing the design, function, and capacity of the Town's website, Channel 77 communication channel, and phone and other existing and proposed systems to determine improvements and recommended changes short-term and long-term. The Committee will work with Town staff to formulate the recommendations to the Town Commission for policy direction.

Consideration

Effective communication with residents is a critical success factor in establishing awareness of important Town and greater community activities. To date, Surfside has not realized the full potential of its communication media, nor has it implemented other options beyond Channel 77, the Town website and the Surfside Gazette.

The committee should grasp the current communications structure for understanding, determine what possibilities might exist for improvements, determine a cost range and resources needed should the improvements be implemented. Consideration should be given to on-line bill payment, daily or periodic Town News updates (Town news, employment opportunities, parks and recreation activities and downtown/tourism promotions), community service announcements (weather, beach conditions,

swimming water quality), interactive features, community center activities, etc. Debra Eastman, Town Clerk has been assigned to the Communication Committee and will serve as staff support.

An interim report is expected to the Town Manager and Town Commission for the December 14, 2010 Town Commission meeting. A final report and recommendations are to be made to the Town Commission at their March, 2011 meeting.

Cc: Town of Surfside Town Commission
Town of Surfside Department Directors

EXHIBIT "A"

COMMUNICATIONS AD HOC COMMITTEE

Cheryl Arnold

Norma Rojas

Jeff Burros

Randi MacBride



**TOWN OF SURFSIDE
COMMUNICATIONS AD HOC COMMITTEE
FINAL REPORT TO TOWN COMMISSION
MARCH 8, 2011**

The Town Commission of the Town of Surfside at their October 12, 2010 Regular Commission meeting voted (Resolution 10-1961) to form the Communications Ad Hoc Committee. Members appointed to the Committee are Chairperson Randi MacBride, Vice Chairperson Cheryl Arnold and members Norma Rojas, Jeff Burros and Kathy Imberman. Commissioner Michael Karukin was appointed as the Town Commission liaison to the Committee.

The Communications Committee met seven (7) times: October 19, 2010, October 27, 2010, November 18, 2010, December 7, 2010, January 4, 2011, January 25, 2011 and February 16, 2011.

The Committee made an interim progress report to the Town Commission on November 28, 2010. In that report, four (4) objectives were identified, as follows:

1. Review current communications methods.
2. View demonstrations from website vendors.
3. Develop user requirements and content specifications for the website.
4. Develop options and recommendations for the Town Commission.

Please note that several of the recommendations that were conveyed to Town Staff in conversation have already been implemented as indicated in the recommendations below. Some of the bullet points reveal the low and high priority placed upon the item by a vote of the Committee.

The Communications Committee respectfully makes the following recommendations:

Gazette:

- Modify advertisement policy related to cost, location, quantity (already implemented)
- Hope to phase out ads. They are now moved to back two pages.
- Modify appearance (fonts), layout and create consistency/ continuity of content
Modifying appearance will be done as part of the Town-wide Branding, and continuity of content has been implemented to some extent, but need improvement.
- Consider offering opt out postal delivery
- Modify calendar layout (already implemented)
- Add Spanish version of calendar of events

Broadcast:

- Develop agreement with ATT-U-Verse (in development)
- Revise programming schedule content to allow Public Service Announcements (low priority)

- Increase timing between screen transitions (already implemented)
- Public broadcast schedule (already implemented)
- Discontinue display of illegible content (already implemented)

Social Media:

- Use Social Media to communicate, if it is locked and controlled by the Town (low priority)

Code Red:

- Recommend SMS (text) (The system already has this capability, so it is of no cost to the town.
- Raise awareness of Code Red to be implemented after the SMS feature is added .(high priority)

Website:

The Committee recommends that the Town Commission direct staff to issue an RFP based upon the following scope:

- Custom Design Look and Feel (Using Identity Standards not yet developed)
- Global Style Sheets
- Rotating Photos on Home Page (According to the direction of the Identity Standards)
- Review and Reorganization of Current Content
- Content Management Tools
- Default and Configurable Content Expiration Dates
- Email Posting of Content – News, Agendas, Minutes (Highest Priority)
- SMS Text Alerts
- Email Subscriber Service
- Multiple Web Calendars
- On-line Bill Pay
- Real Time Streaming
- Archive Streaming
- Google Search Function
- Web Statistics
- Site Security
- EDMS Integration (Search and Retrieval)
- Adequate Storage for on-line and/or near line document retrieval
- Consulting/Training Services
- Home Page Draw Down Tabs in English/Spanish (Similar to Miami Beach)
- Associated with Miami-Dade County (possible link) to help locate Surfside for tourism

Optional Features: (Medium Priority)

- On-line Polling
- Citizen Request Management

General Recommendations:

- Develop an Identity Standards Manual, establishing a “branding” of the Town to facilitate recognition; working in conjunction with all of the committees that it affects. The Manual needs to be comprehensive and all inclusive. (Super high priority)
- Recommend Town provide communications/content clearing house point person (content management) (High Priority)
- Town Commission agenda be delivered electronically instead of paper (High Priority)
- Upgrade software on Town computers and provide more licenses for standard programs such as Adobe
- Provide Google calendar maintained and updated by each Town Department (High Priority)

The Committee makes these recommendation with the intention of guiding the Town toward improving the level and quality of communication it delivers to its residents; to ensure that it is coordinated, effectively managed and responsive to the information needs of the town’s residents, visitors, and employees. In closing, the members wish to express their gratitude for the opportunity to serve on the Committee and extend an offer to serve on any future Communications Committee projects, including a selection committee for any requests for proposals.

Respectfully submitted,

Randi MacBride, Chairperson
Cheryl Arnold, Vice Chairperson
Jeff Burros
Norma Rojas
Kathy Imberman
Michael Karukin, Town Commission Liaison

Town of Surfside High Level Requirement Specification Recommendations

Required Feature	Vendor 1	Vendor 2	Comment
1. Custom Design Look and Feel			
2. Global Style Sheets			
3. Rotating Photos on Home Page			
4. Review and reorganization of current content			e.g., calendars, checkbook, forms, codes, reports etc.
5. Content Management tools			
6. Default and configurable content expiration dates			
7. Email Posting of Content (News, Agendas, Minutes)			
8. SMS Text Alerts			
9. Email Subscriber Service			
10. Multiple Web Calendars			
11. On-line Bill Pay			
12. Real Time Streaming			
13. Archive Streaming			
14. Google Search Function			
15. Web Statistics			
16. Site Security			
17. EDMS Integration (Search and Retrieval)			
18. Adequate storage for on-line and/or near line document retrieval			To reduce storage requirements will need to integrate EDMS system
19. Consulting/Training Services			
Optional Features			
1. On-line Polling			
2. Citizen Request Management			
3. Develop Spanish Version of Website			
Cost of Tourist Board Website			
Start up Costs (development)			
Annual Maintenance Fees			
Year 1			
Year 2			
Year 3			
Three Year Cost Projection			

RESOLUTION NO. 12-_____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, CREATING A TECHNOLOGY AND COMMUNICATIONS COMMITTEE TO PROVIDE GUIDANCE TO THE TOWN'S ADMINISTRATION REGARDING INFORMATION TECHNOLOGY (IT) AND COMMUNICATION PROGRAMS

WHEREAS, the Town Commission wishes to avail itself of an opportunity to enhance communication with the Town residents; and

WHEREAS, the Town Commission would like to resident feedback on ways to better provide information and on-line services to the Town residents and related costs, including the use of social networks; and

WHEREAS, it is in the best interest of the Town to create a Technology and Communications Committee to provide such guidance to the Town's administration regarding Information Technology, and the Commission members have provided the names of residents who have volunteered to be a part of the Committee (See Attachment "A").

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

Section 1. Recitals. That the above and foregoing recitals are true and correct and are incorporated herein.

Section 2. Authorization. The Town Commission hereby creates a Technology and Communications Committee. The members of the committee are listed in Exhibit "A" attached and may be changed from time to time by vote of the Commission.

Section 3. Implementation. The Technology and Communications Committee is charged with reporting progress to the Town Commission at their regular meetings.

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

PASSED AND ADOPTED this _____ day of June, 2012.

Motion by Commissioner _____, Second by Commissioner _____.

FINAL VOTE ON ADOPTION

Commissioner Michelle Kligman _____

Commissioner Sheldon Lisbon _____

Commissioner Marta Olchyk _____

Vice Mayor Michael Karukin _____


Mayor Daniel Dietch _____

Daniel Dietch, Mayor

Attest:

Sandra Novoa, Town Clerk

**Approved as to form and legal sufficiency
For the Town of Surfside only:**



Lynn M. Dannheisser
Town Attorney



**Town of Surfside
Commission Communication**

To: Town Commission

From: Commissioner Michelle Kligman *MK*

CC: Town Manager, Roger M. Carlton
Town Attorney, Lynn M. Dannheisser
Town Clerk, Sandra Novoa

Agenda Date: June 12, 2012

Subject: Approval of Expenditures

Background: At the May 8, 2012 Commissioner Meeting, it came to my attention that the Commission was actually voting on expenditures in the “points of light” portion of the agenda and not just a report on the status of various matters. Whereas, generally federal, state, and local government entities approve expenditures through a resolution, for the sake of clarity and transparency, expenditures should be approved with a Resolution in this town.

Recommendation: Except for items that come within the Town Manager’s spending authority (\$8,500) expenditures should be the subject of a written resolution and should include the supporting materials, i.e., a purchase order or contract and be placed and be included under the “Resolutions” portion of the agenda.

RESOLUTION NO. 12-_____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA REQUIRING ANY EXPENDITURES OVER \$8,500 TO BE APPROVED BY THE TOWN COMMISSION THROUGH A RESOLUTION; AUTHORIZING THE TOWN MANAGER AND TOWN ATTORNEY TO TAKE ANY NECESSARY ACTION AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, generally, for the sake of clarity, transparency, and to facilitate the process of record-keeping, good government practice dictates that local government entities approve expenditures through a resolution; and

WHEREAS, on occasion, the Town Commission has voted on expenditures through a motion to accept the “points of light”; and

WHEREAS, except for items that come within the Town Manager’s spending authority (\$8,500), it is proposed that it is in the best interest of the Town to adopt a policy that expenditures should be the subject of a written resolution and should include the supporting materials, i.e., a purchase order or contract and be placed and be included under the “Resolutions” portion of the agenda; and

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

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Approval. The Commission hereby requires that all expenditures in an amount that exceeds the Town Manager’s spending authority be approved by Resolution which shall include the supporting back-up materials including but not limited

to a purchase order or contract as well as disclosure of the funds or line items in the budget being appropriated.

Section 3. Authorization of Town Officials. The Town Manager and Town Attorney are hereby authorized to take all steps necessary to complete the execution of the terms of this Resolution.

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

PASSED AND ADOPTED this 12th day of June, 2012.

Motion by Commissioner _____, Second by Commissioner _____.

FINAL VOTE ON ADOPTION

Commissioner Michelle Kligman	_____
Commissioner Sheldon Lisbon	_____
Commissioner Marta Olchyk	_____
Vice Mayor Michael Karukin	_____
Mayor Daniel Dietch	_____

Daniel Dietch, Mayor

Attest:

Sandra Novoa, Town Clerk

**Approved as to form and legal sufficiency
For the Town of Surfside only:**



Lynn M. Dannheisser
Town Attorney



**Town of Surfside
Commission Communication**

To: Honorable Mayor and Members of the Town Commission

From: Roger M. Carlton

Agenda Date: June 12, 2012

Subject: Agenda Item 5GA: Resolutions Required for Expenditures Exceeding \$8500

Background: The subject Agenda Item proposed by Commissioner Michelle Kligman, while well intentioned has unintended consequences which should be considered by the Town Commission before policy is made. The proposal would require that any expenditure item in excess of \$8500 (the Town Manager's spending authority) be approved by separate resolution with accompanying "supporting materials, i.e. a purchase order or contract". The implication is that the Points of Light which is adopted by resolution on the Consent Agenda and in which all matters of concern to members of the Town Commission are separated for individual discussion and motions is "just a report on the status of various matters".

Process for Expenditure Control as it Exists Today: The first process for expenditure control is the adoption of the annual budget. In general, the annual budget is first reviewed by the Town Commission in a May/June televised workshop which is open to the public for comment. The nearly 200 page draft proposed budget is delivered one week in advance of the workshop to give the Town Commission sufficient time for review and is posted to the website for public scrutiny. The first workshop addresses all Town Commission concerns either during the meeting or prior to the Truth In Millage (TRIM) hearing in July when the proposed millage rate is set.

The next scrutiny of expenditures is in a late summer workshop which is held in August. Any new questions are addressed in this second public workshop which is also televised. Major questions raised during the first workshop and the TRIM hearing are addressed in lengthy "summer studies" which are fully vetted during the summer workshop. Any remaining issues are addressed during two televised public hearings held in September. At this point, operational resources have been allocated, capital projects have been approved and priorities set. In my two budgets as your Town Manager, six citizens have come to speak at all these opportunities for input.

Once the budget is adopted, a final document is printed and distributed to the Town Commission and Department Heads. The budget is then "loaded" into the computer and becomes the vehicle for expenditure control. The document is also posted on the Town's website. Town Commission monitoring of all funds by financial performance is achieved monthly through the statement of revenues and expenditures which is adopted by motion on the Consent Agenda. If there are questions, the report may be pulled for further discussion. Pre-meeting agenda briefings often address any questions related to this report.

the report may be pulled for further discussion. Pre-meeting agenda briefings often address any questions related to this report.

Further expenditure monitoring is accomplished through the Points of Light. This nearly 20 page monthly report covers an average of 40 items. Nearly 60 items have moved through the process of project initiation to completion over the past twenty months. Completed projects are kept in a readily accessible library for reference. By no means is the Points of Light a status report. It is a control document which provides the Town Commission full opportunity to review project start-up and monitor costs and progress toward achieving goals.

A key question is, how do projects move on to the Points of Light? First, capital projects and operations approved in the adopted budget automatically become an element of the Points of Light. Second, projects requested by the Town Commission (individually or collectively) achieve Points of Light status. Third, citizens often bring up projects during the Good and Welfare portion of the Town Commission agenda and if direction is given by the Town Commission, these items achieve Points of Light status as well. Finally, the Administration may place an item on the Points of Light.

Do We Need Additional Controls for Items Costing More than \$8500? The \$8500 limit is established in the Charter, and is extremely low given our annual expenditures including capital and operational of nearly \$30,000,000. Nevertheless, until the Charter is amended, this is the limit. Having said that, every expenditure over \$8500 is either included in the budget, monitored in the Points of Light, brought separately in a resolution or retroactively if an emergency exists. The classic example of this was the determination of the Town Commission to allow the Town Manager to manage change orders for the Community Center as long as the \$5 million spending cap was not exceeded and the building became operational in Summer 2011. With this high level guidance from the Town Commission, the building was delivered on time (9 months of construction) and within budget. If every change order valued over \$8500 had to be brought to the Town Commission and approved by resolution, the Town Commission agenda would have been nearly 50 items longer during that period, the building would have exceed budget (cost of delays) and we would have missed the entire summer. A final project memorandum was approved by the Town Commission as soon as the numbers were available.

From an operational standpoint, expenditure control is ingrained in our “corporate culture”. Every department has brought in their expenditures below budget for my two years as Town Manager. All funds have added significantly to reserves including \$2 million in new General Fund reserves. This effort has been performed magnificently by Staff with a “can do” attitude that is enhanced by only using controls that make sense. This fosters an environment of creativity and an attitude of eliminating bureaucratic handcuffs as a matter of trust in order to enhance performance.

Finally, on the matter of expenditure controls, per the Town Commission’s direction, Marcum LLP, the Town’s external auditor has now performed two CAFR reports. An element of the CAFR process is a letter to the members of the Town Commission to complete a questionnaire in which any financial concerns they may have can be addressed during the audit process. To the best of my knowledge, no concerns have been expressed in the past two years. Both CAFR reports have been accompanied by a Town Manager’s cover memo which provides a roadmap to reviewing these 100 page documents briefly and with precision to financial issues such as expenditure control. Both CAFR’s have produced “clear opinions” with no financial control material weaknesses mentioned including review of grant expenditures.

Town Commission policy requires a financial review of the implications of new initiatives. Following are some of the estimated financial and operational implications of the proposed resolution for every item costing more than \$8500.

1. The monthly Town Commission agendas will contain 5 – 8 (on average) additional items and more than 50 additional pages. This runs contrary to Town Commission direction to the Town Manager and Town Attorney to shorten the agenda.
2. On average one to two months will be added to the life cycle of project implementation and longer for major capital projects. The cost of this delay in dollars cannot be determined.
3. Either the Town Attorney or the Town Manager will need one more staff person to prepare the resolutions. If this function is somehow shared, we will each need a partial staff person. The estimated cost would be \$50 – 75,000 annually including fringe benefits.

In closing, it is very difficult for a Town Manager to provide information that appears to oppose a well-meaning initiative. However, Attachment 1 to this memorandum is three weeks of the most recent check registers. The initiative to post these was put forth by former Vice Mayor Joe Graubart. Underscored in yellow are the items which exceed \$8500 could possibly need a resolution of the Town Commission. In the nearly one year that the check registers have been posted, not one question has been raised by anyone. Also attached is the vendor activity list for the first eight months of FY 11/12. This 22 page report lists all vendors and the amount of money each has received during the period.

Conclusion: With full respect for Commissioner Kligman's goals and trying to balance the concerns of the Town Commission to keep the agendas as brief as possible along with the need to maintain a high performance low bureaucratic process with limited staff, the following alternatives are suggested:

1. Place the four weekly check registers on the Town Commission monthly agendas as a consent item. If a Commissioner has questions, the item can be pulled and the concern addressed in the public forum.
2. Place the vendor list on the regular agenda quarterly. In the same manner as the check registers, any question can be addressed in the public forum.
3. These practices would occur for six months on a trial basis to determine if the additional information has beneficial results.
4. The Administration would not use this process to diminish all the items that are currently brought to the Town Commission for pre-approval through the budgetary resolution, motion or Points of Light processes. The only goal is to provide an additional degree of comfort that the Town's resources are being well spent and that an appropriate level of control is in place.

5. Another alternative is to defer this item and allow Staff time to prepare a Summer Study outlining the costs and opportunities. This would allow our new Finance Director Donald Nelson to review our controls and add valuable input to the process.

6. Every check to vendors is prepared by the Finance Department and personally signed by the Town Manager and a member of the Town Commission. The 60 – 75 checks weekly are backed up with check requests that are signed by the Department Heads and the appropriate account to which the expenditure is charged is enumerated. Should the Town Commission wish, a rotation to sign the checks could be established that would ensure that all Commissioners were involved.

PREPARED 05/18/2012, 15:54:51
 PROGRAM: GMI72L
 TOWN OF SURFSIDE

ALL CHECKS REGISTER
 SELECTED BY CHECK DATE
 FROM: 05/14/2012 TO: 05/20/2012

CHECK NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
87758	AIRGAS USA, LLC.	05/18/2012	180.80
87759	DAILY BUSINESS REVIEW	05/18/2012	562.55
87760	ANDREW GOLDSTEIN PHOTOGRAPHY,	05/18/2012	350.00
87761	ARVEH CITRON	05/18/2012	100.00
87762	BAL HARBOUR	05/18/2012	299.50
87763	BMG MONEY, INC.	05/18/2012	1,444.94
87764	BRIGHT CHILD, INC.	05/18/2012	75.00
87765	CARRIER, REMI & THERESE	05/18/2012	1.66
87766	CINTAS CORPORATION NO.2	05/18/2012	57.20
87767	TOSHIBA BUSINESS SOLUTIONS-FLO	05/18/2012	114.50
87768	DIGITAL PAYMENT TECHNOLOGIES C	05/18/2012	31.50
87769	DRAPERY CONTROL SYSTEMS, INC.	05/18/2012	260.00
87770	PETTY CASH-DUNCAN TAVARES	05/18/2012	63.77
87771	EXPRESSIONS-OF TALENT, INC.	05/18/2012	1,202.50
87772	FEDEX	05/18/2012	17.45
87773	FLORIDA LEAGUE OF CITIES	05/18/2012	550.00
87774	FLORIDA POLICE CHIEFS ASSN.	05/18/2012	300.00
87775	FLORIDA STATE DISBURSEMENT UNI	05/18/2012	223.29
87776	FPL ENERGY SERVICES, INC.	05/18/2012	912.02
87777	FRATERNAL ORDER OF POLICE	05/18/2012	957.50
87778	G & K SERVICES, INC.	05/18/2012	161.02
87779	NAPA AUTO PARTS	05/18/2012	60.07
87780	ARGO UNIFORM CO.	05/18/2012	183.89
87781	GRANT D. ZACHARIAS, P.A.	05/18/2012	295.00
87782	HOME DEPOT CREDIT SERVICES	05/18/2012	1,223.26
87783	HSBC BUSINESS SOLUTIONS	05/18/2012	330.93
87784	HSBC BUSINESS SOLUTIONS	05/18/2012	153.69
87785	IRON MOUNTAIN	05/18/2012	275.55
87786	IRON MOUNTAIN INFORMATION MGMT	05/18/2012	265.65
87787	JOE BLAIR GARDEN SUPPLY, INC.	05/18/2012	59.63
87788	LANDMARK PRECAST, LLC.	05/18/2012	4,992.00
87789	LOU'S POLICE DISTRIBUTORS, INC	05/18/2012	115.92
87790	LOWE'S BUSINESS ACCT/GEMB	05/18/2012	172.87
87791	LYNN M. DANNHEISSER	05/18/2012	118.43
87792	MIAMI BEACH LOCKSMITH CORP.	05/18/2012	26.00
87793	MIAMI-DADE COUNTY ASSOCIATION	05/18/2012	126.25
87794	CROWN TROPHY	05/18/2012	8.00
87795	MOUNT SINAI MEDICAL CENTER FL,	05/18/2012	1,750.00
87796	MUNICIPAL CODE COREORATION	05/18/2012	2,361.99
87797	NATIONWIDE RETIREMENT SOLUTION	05/18/2012	2,407.92
87798	NEVES, JORGE	05/18/2012	15.07
87799	NEVES, JORGE	05/18/2012	39.58
87800	NEXT DOOR DISTRIBUTION COMPANY	05/18/2012	475.00
87801	NOREEN CLAR	05/18/2012	60.00
87802	OFFICE DEFOT, INC.	05/18/2012	903.77
87803	PACIFIC WASTE CORPORATION	05/18/2012	823.00
87804	PARTY ENTERPRISES, CORP. D/B/A	05/18/2012	170.00
87805	PREMIER PRINTING SOLUTIONS, INC	05/18/2012	55.00
87806	RANDY S. STOKES	05/18/2012	2,500.00
87807	RICHARD WILLIAMS	05/18/2012	355.00
87808	S&S WORLDWIDE, INC.	05/18/2012	29.69
87809	SANDRA NOVOA-EMPLOYEE	05/18/2012	463.87

PREPARED 05/18/2012, 15:54:51
 PROGRAM: GM172L
 TOWN OF SURFSIDE

ALL CHECKS REGISTER
 SELECTED BY CHECK DATE
 FROM: 05/14/2012 TO: 05/20/2012

CHECK NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
87810	SEARS COMMERCIAL ONE	05/18/2012	190.00
87811	SHELDON LISBON-COMMISSIONER	05/18/2012	400.00
87812	SILVER PAINT & HARDWARE SUPPLY	05/18/2012	956.14
87813	SIMPLIFILE, LLC.	05/18/2012	95.50
87814	STIMULUS SOFTWARE	05/18/2012	337.00
87815	SUBLIME FITNESS, LLC.	05/18/2012	60.00
87816	SUNTRUST BANK, INC.	05/18/2012	22,908.08
87817	THE MIAMI HERALD	05/18/2012	964.00
87818	THOMAS H. MAXWELL JR.	05/18/2012	300.00
87819	THYSSENKRUPP ELEVATOR CORP.	05/18/2012	599.64
87820	TRULY NOLEN OF AMERICA, INC.	05/18/2012	211.40
87821	USA MOBILE DRUG TESTING OF MIA	05/18/2012	158.00
87822	VANTAGEPOINT TRANSFER AGENTS-4	05/18/2012	1,688.70
87823	VANTAGEPOINT TRANSFER AGENTS-4	05/18/2012	415.00
87824	WALLACE AIR CONDITIONING SERV.	05/18/2012	400.00
87825	WAYLEN BAY MOTORSPORTS, LLC. D	05/18/2012	2,201.43
87826	YOBE STUDIOS, LLC.	05/18/2012	130.00

NO. OF CHECKS: 69

TOTAL CHECKS

60,697.12 ***

PREPARED 05/11/2012, 15:54:25
 PROGRAM: GM172L
 TOWN OF SURFSIDE

ALL CHECKS REGISTER
 SELECTED BY CHECK DATE
 FROM: 05/07/2012 TO: 05/13/2012

CHECK NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
87676	A & B PIPE & SUPPLY INC	05/11/2012	52.78
87677	AAA FLAG AND BANNER MFG. CO. INC	05/11/2012	1,250.00
87678	AMERICAN EXPRESS	05/11/2012	2,002.53
87679	AFLAC	05/11/2012	718.24
87680	AT&T	05/11/2012	772.35
87681	ATLANTIC BROADBAND FINANCE, I.I.	05/11/2012	136.85
87682	BATTERY SALES	05/11/2012	47.45
87683	BRICHES ENTERPRISES SOUTH EAST	05/11/2012	125.00
87684	BRINK'S INCORPORATED	05/11/2012	191.22
87685	VERIZON WIRELESS	05/11/2012	1,000.83
87686	CITY OF MIAMI BEACH	05/11/2012	57,163.48
87687	CLARKE WASTE SYSTEMS, INC	05/11/2012	31.90
87688	CLEOLEEN HANCILES	05/11/2012	100.00
87689	COCA-COLA REFRESHMENTS	05/11/2012	541.92
87690	COLIN BAENZIGER & ASSOCIATES	05/11/2012	16,350.00
87691	COMMUNICATIONS INTERNATIONAL,	05/11/2012	455.00
87692	MEDIA TECH	05/11/2012	3,809.00
87693	CYCLONE SOCCER, INC.	05/11/2012	1,100.00
87694	DIGITAL PAYMENT TECHNOLOGIES C	05/11/2012	2,175.00
87695	SURF BAL BAY CLEANERS, CORP	05/11/2012	356.60
87696	FIDELITY NATIONAL INDEMNITY	05/11/2012	2,547.00
87697	FITNESS WITH ILEANA C.LLC.	05/11/2012	1,530.00
87698	FLAMINGO OIL COMPANY	05/11/2012	398.40
87699	FLORIDA INTEGRATED SYSTEMS, INC	05/11/2012	173.36
87700	FLORIDA POWER & LIGHT COMPANY	05/11/2012	.00
87701	FLORIDA POWER & LIGHT COMPANY	05/11/2012	8,958.06
87702	G & K SERVICES, INC.	05/11/2012	192.84
87703	ARGO UNIFORM CO.	05/11/2012	8.50
87704	GOMEZ BARKER ASSOCIATES, INC.	05/11/2012	3,000.00
87705	GONZALO R. DORTA, F.A.	05/11/2012	1,543.34
87706	GRAPHIC DESIGNS INTERNATIONAL,	05/11/2012	109.85
87707	HD SUPPLY WATERWORKS, LTD.	05/11/2012	814.23
87708	HESSAM'S AUTO CENTER, INC.	05/11/2012	40.00
87709	HOME DEPOT CREDIT SERVICES	05/11/2012	560.48
87710	HSHC BUSINESS SOLUTIONS	05/11/2012	330.93
87711	HSEC BUSINESS SOLUTIONS	05/11/2012	117.37
87712	HYDRAULIC SALES & SERVICE, INC	05/11/2012	130.00
87713	HYDRO PUMPS, INC.	05/11/2012	360.00
87714	INTERACTIVE SERVICES NETWORK, I	05/11/2012	2,348.78
87715	UPTIME TECHNOLOGIES	05/11/2012	52.80
87716	LANDMARK PRECAST, LLC.	05/11/2012	9,984.00
87717	LISA ERNEST	05/11/2012	388.70
87718	LOU'S POLICE DISTRIBUTORS, INC	05/11/2012	39.96
87719	LUKES SAWGRASS LANDSCAPE	05/11/2012	33,898.30
87720	MATHESON TRI-GAS, INC	05/11/2012	40.77
87721	METRO FORD LINCOLN MERCURY	05/11/2012	204.52
87722	BUSY BEE CAR WASH	05/11/2012	245.00
87723	MIAMI-DADE COUNTY DEPT. SOLID W	05/11/2012	15,518.28
87724	MIAMI-DADE WATER AND SEWER DEP	05/11/2012	45,790.70
87725	MIAMI-DADE WATER AND SEWER DEP	05/11/2012	153.00
87726	MUNICIPAL CODE CORPORATION	05/11/2012	661.74
87727	NEXTRAN CORPORATION	05/11/2012	754.97

PREPARED 05/11/2012, 15:54:25
 PROGRAM: GM172L
 TOWN OF SURFSIDE

ALL CHECKS REGISTER
 SELECTED BY CHECK DATE
 FROM: 05/07/2012 TO: 05/13/2012

CHECK NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
87728	OFFICE DEPOT, INC.	05/11/2012	173.78
87729	AAA RADIATORS & A/C COMPRESSOR	05/11/2012	700.00
87730	PACIFIC WASTE CORPORATION	05/11/2012	631.00
87731	PALMDALE OIL COMPANY	05/11/2012	8,771.65
87732	PAUL GIOIA-EMPLOYEE	05/11/2012	620.86
87733	PEP BOYS, INC.	05/11/2012	167.68
87734	CRIMEREPORTS	05/11/2012	588.00
87735	PUBLIX SUPER MARKETS, INC.	05/11/2012	332.58
87736	QUALITY CHEMICAL COMPANY	05/11/2012	133.53
87737	RIC-MAN INTERNATIONAL, INC.	05/11/2012	1,073,208.94
87738	SARAH L. JOHNSTON	05/11/2012	1,050.00
87739	SEARS COMMERCIAL ONE	05/11/2012	194.99
87740	SILVER PAINT & HARDWARE SUPPLY	05/11/2012	962.61
87741	SMART AIR SYSTEMS, INC.	05/11/2012	249.00
87742	SUBLIME FITNESS, LLC.	05/11/2012	60.00
87743	SUNGARD PUBLIC SECTOR INC.	05/11/2012	3,930.00
87744	TECO PEOPLES GAS	05/11/2012	82.61
87745	TECO PEOPLES GAS	05/11/2012	801.10
87746	THE PRINT FACTORY, LLC. D/B/A	05/11/2012	411.60
87747	THE PROPHET CORP. D/B/A GOPHER	05/11/2012	37.32
87748	THERMO PROCESS INSTRUMENTS, L.	05/11/2012	1,471.07
87749	UNITED HEALTHCARE INSURANCE CO	05/11/2012	45,415.92
87750	BEACH RAKER	05/11/2012	200.00
87751	WAL-MART	05/11/2012	154.34
87752	WASTE SERVICES OF FLORIDA, INC	05/11/2012	5,017.88
87753	WAYLEN RAY MOTORSPORTS, LLC. D	05/11/2012	8,400.00
87754	WEISS SROJTA HELEMAN PASTORIZA	05/11/2012	1,323.00

NO. OF CHECKS: 79 TOTAL CHECKS 1,374,365.50 ***

PREPARED 05/04/2012, 15:53:54
 PROGRAM: GM172L
 TOWN OF SURFSIDE

ALL CHECKS REGISTER
 SELECTED BY CHECK DATE
 FROM: 04/30/2012 TO: 05/06/2012

CHECK NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
87611	AMERICAN PLUMBING & ELECTRICAL	05/04/2012	821.00
87612	AMERICAN UNDERWATER CONTRACTOR	05/04/2012	1,616.00
87613	ARC	05/04/2012	238.73
87614	AT&T	05/04/2012	102.29
87615	BATTERY SALES	05/04/2012	76.45
87616	BMG MONEY, INC.	05/04/2012	1,138.08
87617	BRICHES ENTERPRISES SOUTH EAST	05/04/2012	375.00
87618	BRIGHT CHILD, INC.	05/04/2012	375.00
87619	VERIZON WIRELESS	05/04/2012	853.88
87620	CINTAS CORPORATION NO.2	05/04/2012	57.20
87621	CLARKE WASTE SYSTEMS, INC	05/04/2012	900.34
87622	COLE, SCOTT & KISSANE, P.A.	05/04/2012	12,939.25
87623	COMMERCIAL ENERGY SPECIALISTS,	05/04/2012	69.44
87624	TOSHIBA BUSINESS SOLUTIONS-FLO	05/04/2012	526.33
87625	DINA GOLDSTEIN	05/04/2012	117.48
87626	ELISA MIRAJI	05/04/2012	100.00
87627	EXPRESSIONS OF TALENT, INC.	05/04/2012	227.50
87628	FEDEX	05/04/2012	190.61
87629	FLORIDA DEPARTMENT OF REVENUE	05/04/2012	4,043.10
87630	FLORIDA POWER & LIGHT COMPANY	05/04/2012	3,611.54
87631	FLORIDA STATE DISBURSEMENT UNI	05/04/2012	223.29
87632	G & K SERVICES, INC.	05/04/2012	180.02
87633	ARGO UNIFORM CO.	05/04/2012	270.05
87634	HAPPY ENDINGS OF MIAMI, INC.	05/04/2012	247.20
87635	PARKER SYSTEMS	05/04/2012	447.00
87636	HIP HOP ELEMENTS, INC.	05/04/2012	1,050.00
87637	JACOBBER & ASSOCIATES, INC.	05/04/2012	650.00
87638	JAY CARROLL ENTERPRISES, INC.	05/04/2012	650.00
87639	JOSE DAMIEN	05/04/2012	277.50
87640	LOU'S POLICE DISTRIBUTORS, INC	05/04/2012	523.68
87641	MAYTE D. GAMIO TEA	05/04/2012	345.86
87642	MIAMI-DADE COUNTY DEPT.SOLID W	05/04/2012	426.24
87643	NATIONWIDE RETIREMENT SOLUTION	05/04/2012	2,407.92
87644	NEIGHBORHOOD HEALTH PARTNERSHI	05/04/2012	13,681.94
87645	NORTH MIAMI AUTO TAG AGENCY, IN	05/04/2012	76.15
87646	NORTHERN SAFETY CO., INC.	05/04/2012	895.49
87647	OFFICE DEPOT, INC.	05/04/2012	382.28
87648	PACIFIC WASTE CORPORATION	05/04/2012	631.00
87649	PAUL GIOIA-EMPLOYEE	05/04/2012	416.50
87650	PEP BOYS, INC.	05/04/2012	49.49
87651	PUBLIX SUPER MARKETS, INC.	05/04/2012	51.97
87652	RANDY S. STOKES	05/04/2012	2,500.00
87653	ROYAL FENCE & EQUIPMENT CORP.	05/04/2012	495.00
87654	S&S WORLDWIDE, INC.	05/04/2012	62.95
87655	SARAH L. JOHNSTON	05/04/2012	1,115.00
87656	SEARS COMMERCIAL ONE	05/04/2012	179.98
87657	SILVER PAINT & HARDWARE SUPPLY	05/04/2012	393.19
87658	SOUTHEAST FLORIDA CRIME PREVEN	05/04/2012	50.00
87659	STACIE BARRETT-PETTY CASH	05/04/2012	111.14
87660	SUBLIME FITNESS, LLC.	05/04/2012	60.00
87661	SUNSHINE STATE MESSENGER SVC.,	05/04/2012	47.24
87662	T-MOBILE	05/04/2012	1,160.13

PREPARED 05/04/2012.15:53:54
 PROGRAM: GM172L
 TOWN OF SURFSIDE

ALL CHECKS REGISTER
 SELECTED BY CHECK DATE
 FROM: 04/30/2012 TO: 05/06/2012

CHECK NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
87663	CORPORATE CONNECTION LINES, INC	05/04/2012	525.00
87664	TRAVELYNX INC. OF BREVARD COUN	05/04/2012	450.00
87665	TRULY NOLEN OF AMERICA, INC.	05/04/2012	135.00
87666	VANTAGEPOINT TRANSFER AGENTS-4	05/04/2012	1,641.65
87667	VANTAGEPOINT TRANSFER AGENTS-4	05/04/2012	415.00
87668	VERMONT SYSTEMS, INC.	05/04/2012	1,401.75

NO. OF CHECKS: 58

TOTAL CHECKS

63,005.83 ***

VENDOR/SEQ#/NAME/STATUS		ACCTG		TRANSACTION		ACCOUNT NUMBER		ENCUMBRANCE		TRANSACTION	
BATCH	P.O.#	PER. CD	DATE	NUMBER	INVOICE	NUMBER	DESCRIPTION	AMOUNT	AMOUNT	AMOUNT	AMOUNT
2987	00	A	A	A	DISCOUNT SERVICES, INC.	A	VENDOR TOTAL -	.00	.00	72.70	
1	00	A	A	A	B PIPE & SUPPLY INC	A	VENDOR TOTAL -	.00	.00	52.78	
1225	00	A	M.	A	JONES, C.P.A., P.A.	A	VENDOR TOTAL -	.00	.00	950.00	
218	00	AA	A	A	MUSICIANS, LLC.	A	VENDOR TOTAL -	.00	.00	17,325.00	
2560	00	AAA	A	A	FLAG AND BANNER,MFG.CO.INC.	A	VENDOR TOTAL -	.00	.00	9,069.60	
2930	00	A	A	A	AARON INDUSTRIAL SAFETY	A	VENDOR TOTAL -	.00	.00	163.20	
2931	00	A	A	A	ACD SALES & RENTALS, CORP.	A	VENDOR TOTAL -	.00	.00	149.00	
2232	00	A	A	A	ACTORS'PLAYHOUSE PRODUCTIONS, INC.	A	VENDOR TOTAL -	.00	.00	1,566.00	
2982	00	A	A	A	AD ONE SIGNS & PRINTING	A	VENDOR TOTAL -	.00	.00	507.00	
2972	00	A	A	A	ADAM C. MARKOW D/B/A DEEP BLUE OCEA	A	VENDOR TOTAL -	.00	.00	500.00	
1440	00	A	A	A	ADOLPH KIEFER & ASSOCIATES	A	VENDOR TOTAL -	.00	.00	242.79	
2486	00	A	A	A	ADVANCED PUBLIC SAFETY INC.	A	VENDOR TOTAL -	.00	.00	359.82	
2749	00	A	A	A	AECOM TECHNICAL SERVICES, INC.	A	VENDOR TOTAL -	.00	.00	31,155.37	
14	00	A	A	A	AERO HARDWARE & SUPPLY DBA HYDRAULI	A	VENDOR TOTAL -	.00	.00	895.35	
1703	00	I	A	A	AIRGAS SOUTH, INC.	I	VENDOR TOTAL -	.00	.00	837.86	
2996	00	A	A	A	AIRGAS, INC. D/B/A AIRGAS USA, LLC.	A	VENDOR TOTAL -	.00	.00	351.63	
1573	00	A	A	A	ALL FLORIDA POOL & SPA CENTER	A	VENDOR TOTAL -	.00	.00	470.86	
2473	00	A	A	A	ALL GLASS TINTING	A	VENDOR TOTAL -	.00	.00	190.00	
2210	00	A	A	A	ALM MEDIA, LLC. D/B/A	A	VENDOR TOTAL -	.00	.00	2,351.20	
25	00	A	A	A	AMER SPLY SLS CO. D/B/A	A	VENDOR TOTAL -	.00	.00	265.55	
2847	00	A	A	A	AMERICAN BANKERS INS. CO.OF FL	A	VENDOR TOTAL -	.00	.00	1,612.00	
2640	00	A	A	A	AMERICAN BANKERS INSURANCE CO OF FL	A	VENDOR TOTAL -	.00	.00	12,713.00	
2975	00	A	A	A	AMERICAN CANCER SOCIETY	A	VENDOR TOTAL -	.00	.00	1,000.00	
2240	00	A	A	A	AMERICAN EXPRESS	A	VENDOR TOTAL -	.00	.00	11,456.82	
2756	00	A	A	A	AMERICAN FAMILY LIFE ASSUR-(AFLAC)	A	VENDOR TOTAL -	.00	.00	6,150.76	
1332	00	A	A	A	AMERICAN PLUMBING & ELECTRICAL	A	VENDOR TOTAL -	.00	.00	1,866.38	

VENDOR/SEQ#/NAME/STATUS		ACCTG		TRANSACTION---		ACCOUNT NUMBER		ENCUMBRANCE		TRANSACTION	
BATCH	P.O.#	PER. CD	DATE	NUMBER	INVOICE NUMBER	DESCRIPTION		AMOUNT		AMOUNT	
2945	00				A	AMERICAN PRESTIGE & LUXURY BRANDS	VENDOR TOTAL -	.00		1,100.00	
2814	00				A	AMERICAN TRAFFIC SOLUTIONS, INC.	VENDOR TOTAL -	.00		117,340.00	
1769	00				A	AMERICAN UNDERWATER CONTRACTORS, INC	VENDOR TOTAL -	.00		1,616.00	
2995	00				A	ANA FLORENCIA IGLESIAS	VENDOR TOTAL -	.00		425.00	
2916	00				A	ANDRES R. MADRAZO D/B/A	VENDOR TOTAL -	.00		14,089.74	
1972	00				A	ANDREW GOLDSTEIN PHOTOGRAPHY, INC.	VENDOR TOTAL -	.00		710.00	
2820	00				A	APPRIVER, LLC.	VENDOR TOTAL -	.00		1,036.80	
889	00				A	ARBAB ENGINEERING, INC.	VENDOR TOTAL -	.00		20,150.00	
2823	00				A	ARC	VENDOR TOTAL -	.00		942.68	
2966	00				A	ARTS & BUSINESS COUNCIL OF MIAMI	VENDOR TOTAL -	.00		25.00	
2333	00				A	AT&T A# 305-993-1371	VENDOR TOTAL -	.00		407.20	
226	00				A	AT&T A# 305 777-1590 025 0441	VENDOR TOTAL -	.00		2,678.16	
169	00				A	AT&T A# 831-000-1547-326	VENDOR TOTAL -	.00		6,178.80	
118	00				A	AT&T A#305 868-7287 001 0444	VENDOR TOTAL -	.00		725.93	
2173	00				A	ATLANTIC BROADBAND FINANCE, LLC.	VENDOR TOTAL -	.00		1,015.98	
34	00				A	ATLANTIC FIRE EQUIPMENT COMPANY	VENDOR TOTAL -	.00		327.45	
2069	00				A	AUDIO VISUAL INNOVATIONS, INC.	VENDOR TOTAL -	.00		140.00	
2619	00				A	BADGE EXPRESS, INC.	VENDOR TOTAL -	.00		354.00	
2861	00				A	BAL HARBOUR (FDLE)	VENDOR TOTAL -	.00		299.50	
1772	00				A	BAL HARBOUR VILLAGE	VENDOR TOTAL -	.00		6,057.25	
764	00				A	BATTERY SALES	VENDOR TOTAL -	.00		1,001.10	
317	00				A	BDNZ ASSOC., INC D/B/A FASTSIGNS	VENDOR TOTAL -	.00		421.57	
11	00				A	BENCHMARK PROFESSIONAL SEMINARS, INC	VENDOR TOTAL -	.00		295.00	
310	00				A	BENEDICT P.KUEHNE, P.A.	VENDOR TOTAL -	.00		2,500.00	
3018	00				A	BLACK & VEATCH CORPORATION	VENDOR TOTAL -	.00		8,000.00	
2942	00				A	BMG MONEY, INC.	VENDOR TOTAL -	.00		13,102.64	

VENDOR/SEQ#/NAME/STATUS		ACCTG		TRANSACTION		ACCOUNT NUMBER	ENCUMBRANCE AMOUNT	TRANSACTION AMOUNT		
BATCH	F.O.#	PER. CD	DATE	NUMBER	INVOICE NUMBER				DESCRIPTION	
784	00					BOARD OF COUNTY COMMISSIONERS	A	VENDOR TOTAL -	.00	20,959.27
2405	00					BOARD OF COUNTY COMMISSIONERS	A	VENDOR TOTAL -	.00	1,350.00
2962	00					BODNER ADVERTISING	A	VENDOR TOTAL -	.00	2,800.00
2963	00					BRICHES ENTERPRISES OF FLORIDA	A	VENDOR TOTAL -	.00	1,000.00
2453	00					BRICHES ENTERPRISES SOUTH EAST, INC	A	VENDOR TOTAL -	.00	1,000.00
2854	00					BRICKS 'R US, INC.	A	VENDOR TOTAL -	.00	110.00
2788	00					BRIGHT CHILD, INC.	A	VENDOR TOTAL -	.00	2,925.00
2754	00					BRIGHT PROMOTIONS, INC.	A	VENDOR TOTAL -	.00	4,346.15
2285	00					BRINK'S INCORPORATED A# F 017075	A	VENDOR TOTAL -	.00	1,499.68
2937	00					BROWARD FIRE EQUIPMENT&SERVICE, INC.	A	VENDOR TOTAL -	.00	577.50
2167	00					CALVIN, GIORDANO & ASSOC., INC.	A	VENDOR TOTAL -	.00	593,629.79
2737	00					CARIBE S. ELECTRIC, INC.	A	VENDOR TOTAL -	.00	11,265.00
3001	00					CARIOCA CAPOEIRA MARTIAL ARTS	A	VENDOR TOTAL -	.00	350.00
2585	00					CARL A. BERKEY-ABBOTT	A	VENDOR TOTAL -	.00	2,702.00
1369	00					CARROT-TOP INDUSTRIES, INC.	A	VENDOR TOTAL -	.00	596.22
1560	00					CDW GOVERNMENT, INC.	A	VENDOR TOTAL -	.00	414.60
2566	00					CELICO PARTNERSHIP D/B/A	A	VENDOR TOTAL -	.00	11,593.75
2181	00					CHAR-HUT OF AMERICA, INC.	A	VENDOR TOTAL -	.00	4,461.00
2883	00					CINTAS CORP, LOCATION 017	A	VENDOR TOTAL -	.00	915.20
1749	00					CITIZENS PROPERTY INSURANCE CORP.	A	VENDOR TOTAL -	.00	21,176.00
75	00					CITY OF MIAMI BEACH	A	VENDOR TOTAL -	.00	312,617.21
1160	00					CLARKE WASTE SYSTEMS, INC	A	VENDOR TOTAL -	.00	11,987.40
2387	00					CMI, INC.	A	VENDOR TOTAL -	.00	453.65
1462	00					COCA-COLA REFRESHMENTS	A	VENDOR TOTAL -	.00	3,589.57
2212	00					CODY & ASSOCIATES, INC.	A	VENDOR TOTAL -	.00	7,200.00
78	00					COLD AIR DISTRIBUTORS, INC.	A	VENDOR TOTAL -	.00	122.41

VENDOR/SEQ#/NAME/STATUS

BATCH	P.O.#	PER.	CD	DATE	NUMBER	INVOICE	NUMBER	DESCRIPTION	ACCOUNT	NUMBER	ENCUMBRANCE	AMOUNT	TRANSACTION	AMOUNT
2722	00	COLE, SCOTT & KISSANE, P.A.	A						VENDOR TOTAL	-	.00		28,542.41	
3008	00	COLIN BAENZIGER & ASSOCIATES	A						VENDOR TOTAL	-	.00		16,350.00	
2407	00	COMMERCIAL ENERGY SPECIALISTS, INC.	A						VENDOR TOTAL	-	.00		16,864.41	
2071	00	COMMISSION FOR FLORIDA LAW	A						VENDOR TOTAL	-	.00		1,300.00	
1571	00	COMMUNICATIONS INTERNATIONAL, INC.	A						VENDOR TOTAL	-	.00		8,792.75	
1683	00	COPYCO, INC. D/B/A	A						VENDOR TOTAL	-	.00		4,850.49	
159	00	CORY H. GITTNER D/B/A	A						VENDOR TOTAL	-	.00		30,132.00	
2600	00	COSTCO MEMBERSHIP	A						VENDOR TOTAL	-	.00		110.00	
2177	00	COUNTRY BILL'S LAWN MAINTENANCE INC	A						VENDOR TOTAL	-	.00		528.00	
2493	00	CRAMER COMPUTER SUPPLY, INC. D/B/A	A						VENDOR TOTAL	-	.00		348.86	
2974	00	CRAZY BEE MAN, LLC.	A						VENDOR TOTAL	-	.00		295.00	
214	00	CUMMINS POWER SOUTH, LLC.	A						VENDOR TOTAL	-	.00		1,540.59	
2948	00	CUTRO AND ASSOCIATES	A						VENDOR TOTAL	-	.00		975.00	
2178	00	CYCLONE SOCCER, INC.	A						VENDOR TOTAL	-	.00		14,760.00	
842	00	DADE COUNTY HEALTH DEPARTMENT	A						VENDOR TOTAL	-	.00		770.00	
2228	00	DADE CTY ASS OF CHIEFS OF POLICE	A						VENDOR TOTAL	-	.00		400.00	
1982	00	DADE ELEVATOR INSPECTIONS INC	A						VENDOR TOTAL	-	.00		148.50	
2440	00	DANA SAFETY SUPPLY, INC.	A						VENDOR TOTAL	-	.00		1,196.79	
2939	00	DEL SOL BODY REPAIR	A						VENDOR TOTAL	-	.00		12,929.00	
1721	00	DELL MARKETING, L.P.	A						VENDOR TOTAL	-	.00		8,438.89	
2053	00	DESIGN COMPUTER SYSTEMS, INC.	A						VENDOR TOTAL	-	.00		1,693.75	
2863	00	DIAMANCAR, INC.	A						VENDOR TOTAL	-	.00		3,223.40	
2953	00	DIANE M. ATKIN	A						VENDOR TOTAL	-	.00		40,000.00	
2795	00	DIGITAL PAYMENT TECHNOLOGIES CORP.	A						VENDOR TOTAL	-	.00		14,881.50	
2642	00	DINA GOLDSTEIN	A						VENDOR TOTAL	-	.00		311.11	
2217	00	DM FENCE	A						VENDOR TOTAL	-	.00		690.00	

BATCH	P.O.#	PER. CD	DATE	NUMBER	INVOICE NUMBER	DESCRIPTION	ACCOUNT NUMBER	ENCUMBRANCE AMOUNT	TRANSACTION AMOUNT
2933	00					DOMINION CATERING	VENDOR TOTAL -	.00	2,375.00
2202	00					DOWNTOWN BAY FORUM	VENDOR TOTAL -	.00	.00
2923	00					DRAPERY CONTROL SYSTEMS, INC. D/B/A	VENDOR TOTAL -	.00	6,001.00
1534	00					DUNCAN PARKING TECHNOLOGIES, INC.	VENDOR TOTAL -	.00	460.21
23	00					DUNCAN TAVARES-EMPLOYEE	VENDOR TOTAL -	.00	459.92
2771	00					DUNCAN TAVARES-EMPLOYEE	VENDOR TOTAL -	.00	783.55
1951	00					DUVAL FORD	VENDOR TOTAL -	.00	17,336.00
908	00					DYNAMIC POWER HYDRAULIC, INC.	VENDOR TOTAL -	.00	1,043.88
2921	00					DYNASERV	VENDOR TOTAL -	.00	4,575.00
19	00					E & E CLEANERS, INC. D/B/A	VENDOR TOTAL -	.00	2,312.80
2994	00					E-CITY SERVICES, LLC.	VENDOR TOTAL -	.00	8,650.00
2944	00					EARLY CHILDHOOD INITIATIVE, INC.	VENDOR TOTAL -	.00	500.00
3019	00					EDWIN M. GREEN, INC.	VENDOR TOTAL -	.00	1,113.34
2136	00					ELIFEGUARD, INC.	VENDOR TOTAL -	.00	370.13
2271	00					EMERGENCY EQUIPMENT INSTALLAT, INC.	VENDOR TOTAL -	.00	2,613.99
2098	00					EMERGENCY VEHICLE SUPPLY	VENDOR TOTAL -	.00	.00
2816	00					EMPEX PRODUCTIONS LIMITED	VENDOR TOTAL -	.00	5,574.30
2836	00					ESHIRTSDIRECT, INC.	VENDOR TOTAL -	.00	1,392.40
2993	00					EXPERIS FINANCE US, LLC.	VENDOR TOTAL -	.00	5,750.00
1931	00					EXPRESSIONS OF TALENT, INC.	VENDOR TOTAL -	.00	15,206.25
2824	00					FABTO	VENDOR TOTAL -	.00	235.00
1968	00					FACC	VENDOR TOTAL -	.00	235.00
1729	00					FAST DRY CO. D/B/A	VENDOR TOTAL -	.00	1,215.82
2984	00					FBI NATIONAL ACADEMY ASSOCIATION	VENDOR TOTAL -	.00	495.00
2925	00					FDACS BUREAU OF FAIR RIDES	VENDOR TOTAL -	.00	570.00
732	00					FEDEX OFFICE	VENDOR TOTAL -	.00	.00

VENDOR/SEQ#/NAME/STATUS

BATCH	P.O.#	PER. CD	DATE	NUMBER	INVOICE NUMBER	DESCRIPTION	ACCOUNT NUMBER	ENCUMBRANCE AMOUNT	TRANSACTION AMOUNT
	59	00				FEDEX OFFICE AND PRINT SERVICES, INC A	VENDOR TOTAL -	.00	820.70
	3006	00				FIDELITY NATIONAL INDEMNITY A	VENDOR TOTAL -	.00	2,547.00
	2785	00				FITNESS WITH ILEANA C.LLC. A	VENDOR TOTAL -	.00	2,610.00
	2451	00				FLA-PAC A	VENDOR TOTAL -	.00	75.00
	124	00				FLAMINGO OIL COMPANY A	VENDOR TOTAL -	.00	779.01
	1856	00				FLAMINGO SHOP SERV A	VENDOR TOTAL -	.00	1,094.61
	2981	00				FLEPIOA A	VENDOR TOTAL -	.00	60.00
	133	00				FLORIDA CITY AND COUNTY MANAGEMENT A	VENDOR TOTAL -	.00	35.00
	2121	00				FLORIDA DEPARTMENT OF HEALTH A	VENDOR TOTAL -	.00	650.00
	126	00				FLORIDA DEPARTMENT OF REVENUE A	VENDOR TOTAL -	.00	23,204.36
	127	00				FLORIDA DEPARTMENT OF STATE A	VENDOR TOTAL -	.00	150.00
	1625	00				FLORIDA DEPT OF ENV PROTECTION A	VENDOR TOTAL -	.00	183.00
	2379	00				FLORIDA INTEGRATED SYSTEMS, INC. A	VENDOR TOTAL -	.00	173.36
	2692	00				FLORIDA LEAGUE OF CITIES A	VENDOR TOTAL -	.00	1,359.00
	1095	00				FLORIDA MUNICIPAL INSURANCE TRUST A	VENDOR TOTAL -	.00	141,481.22
	1566	00				FLORIDA MUNICIPAL INSURANCE TRUST A	VENDOR TOTAL -	.00	5,000.00
	134	00				FLORIDA POLICE CHIEFS ASSN. A	VENDOR TOTAL -	.00	500.00
	135	00				FLORIDA POWER & LIGHT COMPANY A	VENDOR TOTAL -	.00	93,593.09
	2288	00				FLORIDA PUBLIC PERSONNEL ASSO., INC. A	VENDOR TOTAL -	.00	52.50
	2055	00				FLORIDA RECREATION AND PARK ASSC. A	VENDOR TOTAL -	.00	690.00
	2968	00				FLORIDA STATE DISBURSEMENT UNIT A	VENDOR TOTAL -	.00	1,563.03
	1848	00				FLORIDA TOURISM INDUSTRY MKT CORP. A	VENDOR TOTAL -	.00	395.00
	584	00				FLORIDA U.C.FUND A	VENDOR TOTAL -	.00	24,931.14
	2894	00				FPL ENERGY SERVICES, INC. A	VENDOR TOTAL -	.00	11,389.73
	2192	00				FRANKLIN INVESTIGATIONS, INC. A	VENDOR TOTAL -	.00	10,890.00
	1318	00				FRATERNAL ORDER OF POLICE A	VENDOR TOTAL -	.00	7,945.00

VENDOR/SEQ#/NAME/STATUS		ACCTG		TRANSACTION		ACCOUNT NUMBER		ENCUMBRANCE		TRANSACTION	
BATCH	P.O.#	PER. CD	DATE	NUMBER	INVOICE	NUMBER	DESCRIPTION	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1529	00					A	FREEDOM FLAG AND BANNER CO.		.00		807.94
1738	00					A	FRIENDS OF SURFSIDE CATS, INC.		.00		2,180.00
2902	00					A	FTE		.00		54,346.60
2889	00					A	FURNITURE CONSULTANTS MIAMI, INC.		.00		101.55
1277	00					A	G & K SERVICES, INC.		.00		6,053.72
2466	00					A	GENEVA SCIENTIFIC, INC. D/B/A		.00		231.30
2989	00					A	GENSET SERVICES, INC.		.00		100,000.00
882	00					A	GENUINE PARTS COMPANY D/B/A		.00		3,047.72
2086	00					A	GEORGINA B. ESPINOSA		.00		525.00
3017	00					A	GIBSON, INC.		.00		19.77
1364	00					A	GOLD NUGGET UNIFORM, INC. D/B/A		.00		2,540.94
2000	00					A	GOMEZ BARKER ASSOCIATES, INC.		.00		24,000.00
3007	00					A	GONZALO R. DORTA, P.A.		.00		1,543.34
2829	00					A	GOOD TIMES, INC. D/B/A		.00		505.00
1987	00					A	GOVERNMENT FINANCE OFFICERS ASS.		.00		85.00
1996	00					A	GOVERNMENT FINANCE OFFICERS ASS.		.00		435.00
2990	00					A	GRANT D. ZACHARIAS D/B/A		.00		1,145.00
2850	00					A	GRAPHIC DESIGNS INTERNATIONAL, INC.		.00		2,005.55
141	00					A	GRAYROBINSON, P.A.		.00		2,632.50
566	00					A	GREATER MIAMI CONVENTION		.00		500.00
2906	00					A	GREGG APPLIANCES D/B/A		.00		6,349.49
3000	00					A	GULFSTREAM ROOFING, INC.		.00		35,754.00
1458	00					A	HAPPY ENDINGS OF MIAMI, INC.		.00		7,864.70
304	00					A	HARRINGTON RESOURCES, INC. D/B/A		.00		84,040.23
3002	00					A	HB MARKETING, INC. D/B/A FASTSIGNS		.00		420.00
3020	00					A	HD SUPPLY ELECTRICAL, LTD		.00		23,461.38

BATCH	P.O.#	PER. CD	DATE	NUMBER	INVOICE NUMBER	DESCRIPTION	ACCOUNT NUMBER	ENCUMBRANCE AMOUNT	TRANSACTION AMOUNT
2226	00					HD SUPPLY WATERWORKS, LTD.	VENDOR TOTAL -	.00	864,777.70
2936	00					HERCULES POLY, INC. D/B/A	VENDOR TOTAL -	.00	1,924.53
1818	00					HESSAM'S AUTO CENTER, INC.	VENDOR TOTAL -	.00	1,120.16
2943	00					HIP HOP ELEMENTS, INC.	VENDOR TOTAL -	.00	2,250.00
2541	00					HOME DEPOT CREDIT SERVICES	VENDOR TOTAL -	.00	11,345.16
1869	00					HOSPITALITY PURCHASING, LLC.	VENDOR TOTAL -	.00	2,754.31
2803	00					HOULIHAN & PARTNERS, P.A.	VENDOR TOTAL -	.00	5,700.00
2014	00					HOWARD K. ABRAHAM DBA ABRAHAM LOCK	VENDOR TOTAL -	.00	125.00
2855	00					HSBC BUSINESS SOLUTIONS	VENDOR TOTAL -	.00	3,022.12
1236	00					HSBC RETAIL CREDIT-COSTCO	VENDOR TOTAL -	.00	4,245.19
509	00					HYDRAULIC SALES & SERVICE, INC	VENDOR TOTAL -	.00	130.00
817	00					HYDRO PUMPS, INC.	VENDOR TOTAL -	.00	1,390.00
2952	00					HYPNOSIS EVENTS, LLC.	VENDOR TOTAL -	.00	2,500.00
1627	00					ICMA RETIREMENT CORPORATION	VENDOR TOTAL -	.00	375.00
2860	00					IMPORT INTL, LLC. D/B/A SURF CAFE	VENDOR TOTAL -	.00	1,866.00
2840	00					IN HOC SIGNO, LLC. D/B/A	VENDOR TOTAL -	.00	985.00
238	00					INNOVATION A/C INC.	VENDOR TOTAL -	.00	3,940.53
1918	00					INNOVATIVE CREDIT SOLUTIONS, CORP.	VENDOR TOTAL -	.00	285.00
2061	00					INSTITUTE OF PUBLIC SAFETY/BBC	VENDOR TOTAL -	.00	1,655.00
2842	00					INTERACTIVE SERVICES NETWORK, INC.	VENDOR TOTAL -	.00	16,234.24
180	00					INTERNATIONAL ASSOCIATION	VENDOR TOTAL -	.00	240.00
1988	00					INTERNATIONAL INSTITUTE OF	VENDOR TOTAL -	.00	210.00
54	00					INTERNATIONAL MUNICIPAL LAWYERS ASS	VENDOR TOTAL -	.00	375.00
3010	00					IRON MOUNTAIN	VENDOR TOTAL -	.00	275.55
77	00					IRON MOUNTAIN INFORMATION MGMT, INC.	VENDOR TOTAL -	.00	8,714.33
2163	00					J B BIKE SHOP	VENDOR TOTAL -	.00	247.77

VENDOR/SEQ#/NAME/STATUS

BATCH	P.O.#	PER. CD	DATE	NUMBER	INVOICE NUMBER	DESCRIPTION	ACCOUNT NUMBER	ENCUMBRANCE AMOUNT	TRANSACTION AMOUNT
2928	00				A	J. BERT SLATER, INC. D/B/A	VENDOR TOTAL -	.00	7,169.30
2281	00				A	JACOBER & ASSOCIATES, INC.	VENDOR TOTAL -	.00	12,980.00
110	00				A	JASON RAIZEN D/B/A	VENDOR TOTAL -	.00	2,664.00
2800	00				A	JAY CARROLL ENTERPRISES, INC. D/B/A	VENDOR TOTAL -	.00	27,702.50
2774	00				A	JEAN MARC BENICHOU D/B/A	VENDOR TOTAL -	.00	2,240.00
2971	00				A	JMT REFRIGERATION SERVICES D/B/A	VENDOR TOTAL -	.00	715.00
1405	00				A	JOE BLAIR GARDEN SUPPLY, INC.	VENDOR TOTAL -	.00	145.08
2617	00				A	JOSEPH MATTHEWS-EMPLOYEE	VENDOR TOTAL -	.00	550.00
2843	00				A	JULIA MAGNANI	VENDOR TOTAL -	.00	3,433.75
2941	00				A	KASPAR WIRE WORKS, INC. D/B/A	VENDOR TOTAL -	.00	3,393.45
2956	00				A	KEEFE, MCCULLOUGH & CO., LLP	VENDOR TOTAL -	.00	5,000.00
1983	00				A	KIDOKINETICS INC.	VENDOR TOTAL -	.00	2,452.00
2034	00				A	KIWANIS CLUB OF NORTHSHORE, INC.	VENDOR TOTAL -	.00	200.00
2853	00				A	KONICA MINOLTA BUSINESS SOLUTIONS	VENDOR TOTAL -	.00	2,173.35
200	00				A	KRAYNAK OFFICE MACHINES INC.	VENDOR TOTAL -	.00	239.00
2915	00				A	KWIK COVERS, LLC.	VENDOR TOTAL -	.00	369.33
2988	00				A	LANDMARK PRECAST, LLC.	VENDOR TOTAL -	.00	126,021.42
2880	00				A	LANDSCAPE FORM, INC.	VENDOR TOTAL -	.00	3,610.00
2324	00				A	LAUDERDALE SPEEDOMETER, INC.	VENDOR TOTAL -	.00	475.00
1755	00				A	LAW ENFORCEMENT OFFICERS CHARITABLE	VENDOR TOTAL -	.00	1,250.00
2211	00				A	LAZ FLORIDA PARKING, LLC.	VENDOR TOTAL -	.00	6,907.46
2009	00				A	LEO'S SPEEDOMETER, INC.	VENDOR TOTAL -	.00	275.00
2920	00				A	LEVY ADVERTISING, CORP.	VENDOR TOTAL -	.00	1,765.91
273	00				A	LEWIS, STROUD & DEUTSCH, P.L.	VENDOR TOTAL -	.00	140.00
2832	00				A	LIFELINE TRAINING, INC.	VENDOR TOTAL -	.00	927.00
2084	00				A	LIMOUSINES OF SOUTH FLORIDA, INC.	VENDOR TOTAL -	.00	47,956.72

VENDOR ACTIVITY LISTING

VENDOR/SEQ#/NAME/STATUS		ACCTG		TRANSACTION		ACCOUNT NUMBER		ENCUMBRANCE		TRANSACTION	
BATCH	P.O.#	PER. CD	DATE	NUMBER	INVOICE NUMBER	DESCRIPTION		AMOUNT		AMOUNT	
203	00					LOU'S POLICE DISTRIBUTORS, INC.	VENDOR TOTAL -	.00		3,150.84	
2917	00					LOUIE LIGHTING, INC.	VENDOR TOTAL -	.00		2,749.64	
178	00					LOWE'S BUSINESS ACCT/GEMB	VENDOR TOTAL -	.00		536.14	
2935	00					LUKES LANDSCAPING, INC. D/B/A	VENDOR TOTAL -	.00		74,783.91	
2726	00					LYNN M. DANNHEISSER-EMPLOYEE	VENDOR TOTAL -	.00		713.39	
2865	00					MADELYN MCGARRY FACARRAZZO D/B/A	VENDOR TOTAL -	.00		5,000.00	
50	00					MAGNET EDUCATIONAL CHOICE ASSC, INC.	VENDOR TOTAL -	.00		300.00	
105	00					MARCUM, LLP.	VENDOR TOTAL -	.00		53,256.00	
2924	00					MARISA MOCERI	VENDOR TOTAL -	.00		150.00	
2450	00					MARISOL RODRIGUEZ-EMPLOYEE	VENDOR TOTAL -	.00		218.33	
2770	00					MARK GRASSINI DBA TEMPORARY TROPICS A	VENDOR TOTAL -	.00		405.00	
2959	00					MARTIN A. SOLL, ESQ.	VENDOR TOTAL -	.00		2,550.00	
953	00					MATHESON TRI-GAS, INC	VENDOR TOTAL -	.00		282.09	
2577	00					MATTHEW BENDER & COMPANY, INC. D/B/A	VENDOR TOTAL -	.00		93.00	
2904	00					MAYTE D. GAMIOTE	VENDOR TOTAL -	.00		1,933.89	
2907	00					MCCI	VENDOR TOTAL -	.00		5,203.58	
2947	00					MDM EDUCATIONAL SERVICES, LLC.	VENDOR TOTAL -	.00		375.00	
2977	00					MDX PAYMENT PROCESSING CENTER	VENDOR TOTAL -	.00		8.10	
2949	00					MELVIN RUBIN D/B/A	VENDOR TOTAL -	.00		1,990.00	
272	00					METRO FORD LINCOLN MERCURY	VENDOR TOTAL -	.00		2,050.18	
2087	00					MIAMI BEACH LOCKSMITH CORP.	VENDOR TOTAL -	.00		36.70	
2094	00					MIAMI BEACH SENIOR HIGH SCHOOL	VENDOR TOTAL -	.00		100.00	
1688	00					MIAMI NEW TIMES, LLC.	VENDOR TOTAL -	.00		695.00	
2537	00					MIAMI SHORES CAR WASH, INC. D/B/A	VENDOR TOTAL -	.00		1,820.00	
896	00					MIAMI TIRESOLES	VENDOR TOTAL -	.00		12,295.44	
1878	00					MIAMI-DADE CITY AND COUNTY	VENDOR TOTAL -	.00		260.00	

VENDOR ACTIVITY LISTING

VENDOR/SEQ#/NAME/STATUS

BATCH	P.O.#	PER. CD	DATE	NUMBER	INVOICE NUMBER	DESCRIPTION	ACCOUNT NUMBER	ENCUMBRANCE AMOUNT	TRANSACTION AMOUNT
2250	00					MIAMI-DADE CLERK OF THE COURTS	VENDOR TOTAL -	.00	538.00
2252	00					MIAMI-DADE COUNTY ASSOCIATION OF	VENDOR TOTAL -	.00	1,080.77
924	00					MIAMI-DADE COUNTY DBA ENVIRONMENTAL	VENDOR TOTAL -	.00	209,559.24
710	00					MIAMI-DADE COUNTY DEPT OF SOLID WAS	VENDOR TOTAL -	.00	187,630.78
2072	00					MIAMI-DADE COUNTY DERM-PERMIT RENWL	VENDOR TOTAL -	.00	750.00
733	00					MIAMI-DADE COUNTY HEALTH DEPARTMENT	VENDOR TOTAL -	.00	540.00
1376	00					MIAMI-DADE COUNTY LEAGUE OF CITIES,	VENDOR TOTAL -	.00	400.00
249	00					MIAMI-DADE WATER AND SEWER DEPT.	VENDOR TOTAL -	.00	275,929.60
1802	00					MIAMI-DADE WATER AND SEWER DEPT.	VENDOR TOTAL -	.00	153.00
2875	00					MICHELLE GARCIA	VENDOR TOTAL -	.00	2,382.00
3016	00					MICHELLE KLIGMAN-COMMISSIONER	VENDOR TOTAL -	.00	413.08
2549	00					MIDLIFE CRISIS1, INC. D/B/A	VENDOR TOTAL -	.00	1,815.20
84	00					MILNER DOCUMENTS PRODUCTS	VENDOR TOTAL -	.00	1,211.39
87	00					MILNER, INC.	VENDOR TOTAL -	.00	361.79
2967	00					MIRIAM KASSENOFF	VENDOR TOTAL -	.00	400.00
99999	00					MISCELLANEOUS VENDOR	VENDOR TOTAL -	.00	15,826.57
2380	00					MODULAR SPACE CORPORATION	VENDOR TOTAL -	.00	1,602.00
1358	00					MOORE MEDICAL, LLC.	VENDOR TOTAL -	.00	773.65
2964	00					MOTOROLA SOLUTIONS, INC.	VENDOR TOTAL -	.00	466.57
264	00					MOUNT SINAI MEDICAL CENTER FL, INC.	VENDOR TOTAL -	.00	2,205.00
709	00					MUNICIPAL CODE CORPORATION	VENDOR TOTAL -	.00	11,421.21
292	00					NATIONAL CIVIC LEAGUE	VENDOR TOTAL -	.00	100.00
1650	00					NATIONAL CRIME PREVENTION COUNCIL	VENDOR TOTAL -	.00	298.60
2720	00					NATIONWIDE RETIREMENT SOLUTIONS	VENDOR TOTAL -	.00	46,410.16
1539	00					NEIGHBORHOOD HEALTH PARTNERSHIP, INC	VENDOR TOTAL -	.00	110,586.00
168	00					NEXT DOOR DISTRIBUTION COMPANY	VENDOR TOTAL -	.00	475.00

VENDOR/SEQ#/NAME/STATUS

BATCH	P.O.#	PER. CD	DATE	NUMBER	INVOICE NUMBER	DESCRIPTION	ACCOUNT NUMBER	ENCUMBRANCE AMOUNT	TRANSACTION AMOUNT
	1730	00				NEXTRAN CORPORATION	VENDOR TOTAL -	.00	6,491.89
	3011	00				NOREEN CLAR	VENDOR TOTAL -	.00	60.00
	2954	00				NORMAN ATKIN	VENDOR TOTAL -	.00	40,000.00
	2331	00				NORTH MIAMI AUTO TAG AGENCY, INC.	VENDOR TOTAL -	.00	413.82
	3005	00				NORTHERN SAFETY CO., INC.	VENDOR TOTAL -	.00	895.49
	2951	00				NPEE L.C. D/B/A	VENDOR TOTAL -	.00	1,639.35
	2885	00				O.M.MANAGEMENT, INC.	VENDOR TOTAL -	.00	35.00
	274	00				OFFICE DEPOT, INC.	VENDOR TOTAL -	.00	25,986.57
	780	00				ORIENTAL TRADING COMPANY	VENDOR TOTAL -	.00	1,561.93
	301	00				ORKIN INC.	VENDOR TOTAL -	.00	100.00
	640	00				P & J AUTO COMPRESSORS, INC. D/B/A	VENDOR TOTAL -	.00	3,867.00
	595	00				P & M WELDING SUPPLY, INC.	VENDOR TOTAL -	.00	112.92
	278	00				PACIFIC WASTE CORPORATION	VENDOR TOTAL -	.00	7,819.00
	2969	00				PALM BEACH COUNTY MUNICIPAL CLERK'S	VENDOR TOTAL -	.00	35.00
	2812	00				PALMDALE OIL COMPANY	VENDOR TOTAL -	.00	107,812.62
	2817	00				PARTY ENTERPRISES, CORP. D/B/A	VENDOR TOTAL -	.00	2,997.25
	2828	00				PAUL E. GLICK D/B/A	VENDOR TOTAL -	.00	2,550.00
	263	00				PAUL GIOIA-EMPLOYEE	VENDOR TOTAL -	.00	2,046.36
	912	00				PEP BOYS, INC.	VENDOR TOTAL -	.00	910.91
	2286	00				PETROLEUM SERVICE & RENOVATION, INC.	VENDOR TOTAL -	.00	910.00
	1675	00				PITNEY BOWES GLOBAL FIN.SVRS, LLC.	VENDOR TOTAL -	.00	561.96
	2980	00				PITNEY BOWES, INC.	VENDOR TOTAL -	.00	147.01
	2321	00				POLICE EXECUTIVE RESEARCH FORUM	VENDOR TOTAL -	.00	160.00
	2790	00				POSTMASTER	VENDOR TOTAL -	.00	190.00
	1226	00				POWER BRAKE EXCHANGE, INC	VENDOR TOTAL -	.00	3,981.21
	2706	00				PREMIER PRINTING SOLUTIONS, INC.	VENDOR TOTAL -	.00	1,830.00

VENDOR/SEQ#/NAME/STATUS		ACCTG		TRANSACTION		ACCOUNT NUMBER		ENCUMBRANCE		TRANSACTION	
BATCH	P.O.#	PER. CD	DATE	NUMBER	INVOICE NUMBER	DESCRIPTION		AMOUNT		AMOUNT	
2992	00				A	PRINCE MEDIA DEVELOPMENT	VENDOR TOTAL -	.00		51,150.75	
2997	00				A	PROCLAMATIONS FOR PROFESSIONALS	VENDOR TOTAL -	.00		45.00	
20	00				A	PUBLIC ENGINES, INC. D/B/A	VENDOR TOTAL -	.00		588.00	
2079	00				A	PUBLIX SUPER MARKETS, INC.	VENDOR TOTAL -	.00		3,595.72	
2274	00				A	PURCHASE POWER (PITNEY BOWES SUPPL)	VENDOR TOTAL -	.00		2,000.00	
107	00				A	QUALITY CHEMICAL COMPANY	VENDOR TOTAL -	.00		3,770.72	
1479	00				A	QUALITY COMM. PRODTs & SVCS CORP.	VENDOR TOTAL -	.00		430.00	
2190	00				A	R.C. SOLUTIONS CORP. D/B/A	VENDOR TOTAL -	.00		3,500.00	
1168	00				A	RADIO SHACK	VENDOR TOTAL -	.00		289.82	
2837	00				A	RAFAEL SUAREZ-RIVAS, ESQ.	VENDOR TOTAL -	.00		1,175.00	
2898	00				A	RANDY S. STOKES	VENDOR TOTAL -	.00		46,250.00	
2979	00				A	RCW INTERIORS, LLC.	VENDOR TOTAL -	.00		9,176.00	
1256	00				A	REDI PACKAGING, INC.	VENDOR TOTAL -	.00		86.91	
1471	00				A	REINALDO ALFONSO D/B/A	VENDOR TOTAL -	.00		11,050.00	
2253	00				A	REPLAY SYSTEMS INC.	VENDOR TOTAL -	.00		1,085.00	
2278	00				A	RESERVE ACCOUNT (PITNEY BOWES)	VENDOR TOTAL -	.00		4,000.00	
2957	00				A	RGL, INC.	VENDOR TOTAL -	.00		3,681.75	
2912	00				A	RIC-MAN INTERNATIONAL, INC.	VENDOR TOTAL -	.00		5,187,982.72	
2469	00				A	RICHARD WILLIAMS-EMPLOYEE	VENDOR TOTAL -	.00		25,355.00	
24	00				A	RIFKIN & FOX-ISICOFF, P.A.	VENDOR TOTAL -	.00		4,000.00	
2525	00				A	ROADSAFE TRAFFIC SYSTEMS, INC.	VENDOR TOTAL -	.00		380.00	
1977	00				A	ROBERT E. JOSEPHSON D/B/A	VENDOR TOTAL -	.00		585.32	
281	00				A	ROBERT HALF INT, INC. D/B/A	VENDOR TOTAL -	.00		12,039.19	
2718	00				A	RONAN BERMUDEZ	VENDOR TOTAL -	.00		750.00	
2940	00				A	ROSETTA STONE	VENDOR TOTAL -	.00		3,500.00	
1301	00				A	ROTARY BUSINESS FORMS, INC.	VENDOR TOTAL -	.00		1,718.44	

VENDOR/SEQ#/NAME/STATUS

BATCH	P.O.#	PER. CD	DATE	NUMBER	INVOICE NUMBER	DESCRIPTION	ACCOUNT NUMBER	ENCUMBRANCE AMOUNT	TRANSACTION AMOUNT
	251	00				ROYAL FENCE & EQUIPMENT CORP.	VENDOR TOTAL -	.00	1,170.00
	1750	00				RUTH K.BROAD BAY HARBOR ELEM. PTA	VENDOR TOTAL -	.00	250.00
	1294	00				S&S WORLDWIDE, INC.	VENDOR TOTAL -	.00	2,380.04
	2973	00				SANDRA NOVOA-EMPLOYEE	VENDOR TOTAL -	.00	721.39
	2955	00				SANSON,KLINE,JACOMINO,TANDOC &	VENDOR TOTAL -	.00	3,240.00
	162	00				SARAH L.JOHNSTON	VENDOR TOTAL -	.00	30,425.00
	2961	00				SCHNEBLY REDLAND'S WINERY, INC.	VENDOR TOTAL -	.00	538.20
	2866	00				SEARS COMMERCIAL ONE	VENDOR TOTAL -	.00	2,126.80
	2703	00				SECOND INFANTRY DIVISION OF FLORIDA	VENDOR TOTAL -	.00	275.00
	287	00				SFGFOCCA	VENDOR TOTAL -	.00	90.00
	3012	00				SHELDON LISBON-COMMISSIONER	VENDOR TOTAL -	.00	400.00
	2946	00				SHERWIN-WILLIAMS COMPANY	VENDOR TOTAL -	.00	149.90
	2950	00				SHERWOOD FINANCIAL SERVICES, INC.	VENDOR TOTAL -	.00	15,050.00
	2998	00				SHRED IT USA, INC.	VENDOR TOTAL -	.00	441.73
	341	00				SILVER PAINT & HARDWARE SUPPLY, LLC	VENDOR TOTAL -	.00	22,086.75
	2976	00				SIMPLIFILE, LLC.	VENDOR TOTAL -	.00	549.50
	2999	00				SMART AIR SYSTEMS, INC.	VENDOR TOTAL -	.00	498.00
	2578	00				SOUTHEAST FLORIDA CRIME PREVENTION	VENDOR TOTAL -	.00	50.00
	2985	00				SOUTHEAST FLORIDA UTILITY COUNCIL	VENDOR TOTAL -	.00	425.00
	2932	00				SOUTHEASTERN ENGINEERING	VENDOR TOTAL -	.00	11,927.57
	2461	00				STACIE BARRETT-PETTY CASH	VENDOR TOTAL -	.00	968.91
	2851	00				STANLEY FLAX	VENDOR TOTAL -	.00	400.00
	2746	00				STANTON M.BERSHAD,CLU & ASSOCIATES	VENDOR TOTAL -	.00	7,500.00
	1756	00				STAPLES ADVANTAGE	VENDOR TOTAL -	.00	42.31
	2833	00				STIMULUS SOFTWARE	VENDOR TOTAL -	.00	337.00
	2895	00				STREAMLINE VOICE & DATA INC.	VENDOR TOTAL -	.00	9,080.00

VENDOR/SEQ#/NAME/STATUS		ACCTG --- TRANSACTION---		ACCOUNT NUMBER		ENCUMBRANCE	TRANSACTION
BATCH	P.O.#	PER. CD	DATE	NUMBER	INVOICE NUMBER	AMOUNT	AMOUNT
DESCRIPTION							
2787	00					.00	1,560.00
SUBLINE FITNESS, LLC. A VENDOR TOTAL -							
1909	00					.00	36,258.27
SUNGARD PUBLIC SECTOR INC. A VENDOR TOTAL -							
2354	00					.00	4,721.76
SUNSET PET HOSPITAL, INC. A VENDOR TOTAL -							
1592	00					.00	113.35
SUNSHINE STATE MESSENGER SVC., INC. A VENDOR TOTAL -							
454	00					.00	716,695.04
SUNTRUST BANK, INC. A VENDOR TOTAL -							
2965	00					.00	38,849.48
SUNTRUST EQUIPMENT FINANCE & A VENDOR TOTAL -							
460	00					.00	165.00
SURF FLORIST, INC. A VENDOR TOTAL -							
2793	00					.00	9,175.41
T-MOBILE A VENDOR TOTAL -							
1631	00					.00	2,758.40
TAYLOR REESE & ASSOCIATES A VENDOR TOTAL -							
2960	00					.00	2,000.00
TCBA WATSON RICE, LLP. A VENDOR TOTAL -							
286	00					.00	8,663.64
TECO PEOPLES GAS A VENDOR TOTAL -							
2753	00					.00	1,450.00
THE BUSINESS NETWORK A VENDOR TOTAL -							
2970	00					.00	2,977.50
THE CAT NETWORK, INC. A VENDOR TOTAL -							
2768	00					.00	10,325.00
THE CELEBRATION SOURCE, INC. A VENDOR TOTAL -							
2742	00					.00	500.00
THE DAIRY FAIRY, LLC. D/B/A A VENDOR TOTAL -							
2991	00					.00	1,400.00
THE LAW OFFICES OF ERSKINE&FLEISHER A VENDOR TOTAL -							
1518	00					.00	9,772.84
THE MIAMI HERALD A VENDOR TOTAL -							
1990	00					.00	2,508.50
THE PRINT FACTORY, LLC. D/B/A A VENDOR TOTAL -							
2152	00					.00	37.32
THE PROPHET CORP. D/B/A GOPHER A VENDOR TOTAL -							
1328	00					.00	400.00
THE SURF CLUB, CORP. A VENDOR TOTAL -							
297	00					.00	2,579.07
THERMO PROCESS INSTRUMENTS, L.P. A VENDOR TOTAL -							
3014	00					.00	300.00
THOMAS H. MAXWELL JR. A VENDOR TOTAL -							
2919	00					.00	200.00
THOR GUARD, INC. A VENDOR TOTAL -							
242	00					.00	1,836.56
THYSSENKRUPP ELEVATOR CORP. A VENDOR TOTAL -							
3004	00					.00	20,928.00
THYSSENKRUPP ELEVATOR CORPORATION A VENDOR TOTAL -							
2353	00					.00	.00
TIM MILIAN-EMPLOYEE A VENDOR TOTAL -							

VENDOR ACTIVITY LISTING

VENDOR/SEQ#/NAME/STATUS

BATCH	P.O.#	PER. CD	DATE	NUMBER	INVOICE NUMBER	DESCRIPTION	ACCOUNT NUMBER	ENCUMBRANCE AMOUNT	TRANSACTION AMOUNT
1622	00					TIME MANAGEMENT SYSTEMS	VENDOR TOTAL -	.00	49.14
2809	00					TIME MANAGEMENT SYSTEMS, INC	VENDOR TOTAL -	.00	749.00
2927	00					TOASTMASTERS INTERNATIONAL	VENDOR TOTAL -	.00	229.00
2918	00					TRAINING FORCE USA	VENDOR TOTAL -	.00	195.00
1915	00					TRANE U.S.INC.	VENDOR TOTAL -	.00	1,045.80
2343	00					TRAVELYNX DBA CORPORATE CONNECTION	VENDOR TOTAL -	.00	975.00
2791	00					TRAVELYNX INC. OF BREVARD COUNTY	VENDOR TOTAL -	.00	1,912.50
2852	00					TRIAD SECURITY GROUP, INC.	VENDOR TOTAL -	.00	650.00
1700	00					TRIARCO ARTS & CRAFTS, LLC.	VENDOR TOTAL -	.00	270.79
2107	00					TROPICAL CHEVROLET, INC.	VENDOR TOTAL -	.00	1,203.53
391	00					TRULY NOLEN OF AMERICA, INC.	VENDOR TOTAL -	.00	5,516.00
394	00					U.S.POSTMASTER	VENDOR TOTAL -	.00	6,000.00
2779	00					UNITED FIRE PROTECTION, INC.	VENDOR TOTAL -	.00	860.00
307	00					UNITED HEALTHCARE INSURANCE COMPANY	VENDOR TOTAL -	.00	357,534.26
2182	00					UNITED OF OMAHA LIFE INSURANCE COMP	VENDOR TOTAL -	.00	66,879.50
2664	00					UNITED SITE SERVICES OF FLORIDA, INC	VENDOR TOTAL -	.00	214.52
74	00					UNIVERSITY OF MIAMI	VENDOR TOTAL -	.00	267.00
2958	00					UPTOWN SOUTH FLORIDA MEDIA	VENDOR TOTAL -	.00	400.00
3013	00					USA MOBILE DRUG TESTING OF MIAMI	VENDOR TOTAL -	.00	158.00
2443	00					USA MOBILITY WIRELESS, INC.	VENDOR TOTAL -	.00	82.30
1576	00					USA SOFTWARE, INC.	VENDOR TOTAL -	.00	18,975.60
2926	00					VALUE TECH SUPPLY, INC.	VENDOR TOTAL -	.00	487.75
1252	00					VANTAGEPOINT TRANSFER AGENTS-401	VENDOR TOTAL -	.00	30,321.52
1251	00					VANTAGEPOINT TRANSFER AGENTS-457	VENDOR TOTAL -	.00	8,970.00
2838	00					VERMONT SYSTEMS, INC.	VENDOR TOTAL -	.00	1,995.54
270	00					W.D.THOMPSON INC. D/B/A	VENDOR TOTAL -	.00	1,600.00

VENDOR/SEQ#/NAME/STATUS		ACCTG ---- TRANSACTION----		BATCH P.O.# PER. CD DATE NUMBER INVOICE NUMBER DESCRIPTION		ACCOUNT NUMBER	ENCUMBRANCE AMOUNT	TRANSACTION AMOUNT
880	00	W.W.GRAINGER, INC. D/B/A	GRAINGER	A		VENDOR TOTAL -	.00	1,522.70
2384	00	WAL-MART		A		VENDOR TOTAL -	.00	2,977.51
2484	00	WALLACE AIR CONDITIONING SERV., INC.		A		VENDOR TOTAL -	.00	3,496.00
2983	00	WALTON FINANCIAL GROUP, LLC. D/B/A		A		VENDOR TOTAL -	.00	420.00
2342	00	WASTE SERVICES OF FLORIDA, INC.		A		VENDOR TOTAL -	.00	41,063.66
1373	00	WATER SAFETY PRODUCTS, INC.		A		VENDOR TOTAL -	.00	335.60
3009	00	WAYLEN BAY MOTORSPORTS, LLC. D/B/A		A		VENDOR TOTAL -	.00	2,201.43
1067	00	WEISS SEROTA HELFMAN PASTORIZA COLE		A		VENDOR TOTAL -	.00	31,250.71
171	00	WEST CONSTRUCTION, INC.		A		VENDOR TOTAL -	.00	480,501.55
2459	00	WEST MARINE PRODUCTS, INC. DBA		A		VENDOR TOTAL -	.00	12.85
2734	00	WEST PUBLISHING CORPORATION		A		VENDOR TOTAL -	.00	1,496.98
3015	00	WILDE MATS AND MATTING, INC. D/B/A		A		VENDOR TOTAL -	.00	372.48
407	00	WORLD ELECTRIC SUPPLY, INC.		A		VENDOR TOTAL -	.00	1,428.23
1385	00	WURTH USA SOUTHEAST, INC.		A		VENDOR TOTAL -	.00	434.78
2345	00	XEROX CORPORATION		A		VENDOR TOTAL -	.00	479.00
3003	00	YAZI		A		VENDOR TOTAL -	.00	5,600.00
2786	00	YOBE STUDIOS, LLC.		A		VENDOR TOTAL -	.00	1,495.00
2986	00	YOUNG ISRAEL OF BAL HARBOUR		A		VENDOR TOTAL -	.00	5,000.00
1658	00	ZABELLI FIREWORKS INTERNATIONAL		A		VENDOR TOTAL -	.00	12,000.00
140	00	100 MARKETERS LLC		A		VENDOR TOTAL -	.00	150.00
2978	00	50 STATE SECURITY SERVICE, INC.		A		VENDOR TOTAL -	.00	1,837.95
						FINAL TOTALS -	.00	12,226,910.14

PREPARED 6/04/12, 9:32:29
PROGRAM UT500L
TOWN OF SURFSIDE

CXLIB

SERVICE ORDER SUMMARY LIST

SELECTION CRITERIA:

LOCATIONS: SPECIFIC SERVICE

REQUEST DATE: 6/04/12

JURISDICTION: * ALL *

SECTION: * ALL *

SERVICE: * ALL *

SVC ORDER TYPE: * ALL *

CREW CODE: * ALL *

ORDER: SECTION

PREPARED 6/04/12, 9:32:29
PROGRAM UT500L
TOWN OF SURFSIDE

CXLIB

SERVICE ORDER SUMMARY LIST

PAGE 1

ISSUE DATE NUMBER REQUEST DATE TYPE LOCATION ID/ GENERAL SITE SERVICE ADDRESS SITE DESCRIPTION SERVICE

SECTION - SURF SURFSIDE

6/04/12 1492 6/04/12 FINAL READ

6023 9317 ABBOTT AVE

WATER

1 SERVICE ORDERS PRINTED

BALANCE DUE INVOICE
TOWN OF SURFSIDE

6/04/12
11:10:21

LICENSE NUMBER : 12-00006384 SOUTH MECHANICAL CORP.
BUSINESS ADDRESS : 7655 SW 155 PL
CLASS : CONTRACTOR REGISTRATION FEE
NEW/TRANSFER

FEE DESCRIPTION	AMOUNT DUE	AMOUNT PAID	PERIOD
NEW LICENSE - LIC CHRGS	100.00	.00	10/11-09/12
TOTALS:	100.00	.00	

Please present this receipt to the cashier with full payment.

BALANCE DUE INVOICE
TOWN OF SURFSIDE

6/04/12
11:16:09

LICENSE NUMBER : 12-00006385 CANAM ELECTRIC , INC
BUSINESS ADDRESS : 3020 HIGH RIDGE ROAD SUITE 200
CLASS : CONTRACTOR REGISTRATION FEE
NEW/TRANSFER

FEE DESCRIPTION	AMOUNT DUE	AMOUNT PAID	PERIOD
NEW LICENSE - LIC CHRGS	100.00	.00	10/11-09/12
TOTALS:	100.00	.00	

Please present this receipt to the cashier with full payment.

VENDOR ACTIVITY LISTING

VENDOR NUMBER
VENDOR NAME BEGINS WITH : A
VENDOR NAME CONTAINS . . . Z

TRANSACTION SELECTION

CHECK YEAR 0000
FISCAL YEAR.. FROM: 2012 TO: 2012 PERIOD.. FROM: 00 TO: 99
DATE RANGE... FROM: /00/0000 TO: 99/99/9999 TYPES... EN X AP X
FROM: 000-0000-000.00-00 TO: 999-9999-999.99-99

TYPE: R (O-ONLY, R-RANGE, S-SELECTIVE)
REPLACE PO NUMBER WITH VOUCHER NUMBER? (Y/N).. N
PRINT VENDORS WITHOUT TRANSACTIONS? (Y/N/O).. N
INCLUDE VENDOR ADDRESS? (Y/N).. N
REPORT IN SUMMARY FORM? (Y/N).. Y



Town of Surfside

To: Town Commission

From: Roger M. Carlton, Town Manager

Date: June 12, 2012

Subject: Change of the August 14, 2012 Town Commission Meeting

The August 14, 2012 Town Commission meeting coincides with the next Countywide election scheduled for the same date. This conflict causes a significant problem for the Town Commission meeting as the chambers are the polling place.

Staff reviewed the possibility of moving the polling place to the "fish bowl" in the new Community Center. This will not work due to heavy use for summer camp.

There appears to be no solution other than to move the Town Commission meeting to a later date. Please be prepared during the June 12, 2012 Town Commission meeting to let us know your availability for August 15, 16 or 20, 2012. August 21, 2012 is the date proposed by the Miami Dade Supervisor of Elections for Surfside's special election to replace Commissioner Lisbon.



Town of Surfside

To: Mayor and Members of the Town Commission

From: Roger M. Carlton, Town Manager

Date: June 12, 2012

Subject: Board and Committee Appointments Update

Attached is a list of the various Boards and Committees for the Town including the current members and the Town Commissioners who made the appointments as well as appointments which were made during the May 8, 2012 Town Commission meeting.

There are still some vacancies which are highlighted in yellow. Please consider making appointments during the June 12, 2012 Town Commission meeting.

PLANNING & ZONING
Peter Glynn (Dietch)
Lindsay Lecour (Karukin)
Jared Plitt (Lisbon)
Carli Koshal (Olchyk)
(Kligman)
Daniel Dietch (Liasion)
DESIGN REVIEW BOARD
Peter Glynn (Dietch)
Lindsay Lecour (Karukin)
Jared Plitt (Lisbon)
Carli Koshal (Olchyk)
(Kligman)
Jorge Gutierrez Licensed Architect
Florida Licensed Architect or Landscape Architect
PERSONNEL APPEALS BOARD
Brian Dooreck (Dietch)
Niza Motola (Karukin)
(Kligman)
(Lisbon)
(Olchyk)
Michael Karukin (Liasion)
PARKS & RECREATION
Eliana Salzhauer (Dietch)
Rhetta Logan (Karukin)
Doris Obregon (Kligman)
(Lisbon)
(Olchyk)
Marta Olchyk (Liasion)
Pension Board
Julio Torres (PD Elect)
Yamileth Slate-McCloud (Employee)
Roger Carlton (Secretary)
Stan Bershad (Resident)
Michael Feldman (Resident)
TOURIST BOARD
Barbara Cohen (Dietch)
Ricardo Mualin (Karukin) Pending Commission Approval
(Kligman)
(Lisbon)
(Olchyk)
Sheldon Lisbon (Liasion)

POLICE OFFICERS PENSION TRUST
Loxley Arch III (PD Elected)
John Gentile (PD Elected)
Joe Matthews (PD Elected)
Roberto Silvagni (Resident)
Eduardo Yero (Resident)

updated 6/2012



**TOWN OF SURFSIDE
9293 Harding Avenue
Surfside, Florida 33154**

**The Town of Surfside is seeking residents to serve on the following
Committees/Boards.**

Planning and Zoning Board

Design Review Board

Personnel Appeals Board

Parks & Recreation Committee

Tourist Board

**Applications and detailed information are available online at
www.townofsurfsidefl.gov or contact the Town Clerk's Office at 305-861-4863.**

TOWN OF SURFSIDE



EMERGENCY OPERATIONS PLAN



Table of Contents

Section	Page
1.0 Overview and Executive Summary.....	1-1
1.1 Plan Purpose	1-1
1.2 Legal And Regulatory Compliance	1-1
2.0 Plan Distribution.....	2-1
2.1 Distribution List	2-1
2.2 Table of Revisions	2-3
2.3 Plan Update and Maintenance	2-4
2.4 Plan Adoption Requirements.....	2-4
3.0 Situation and Assumptions	3-1
3.1 Situation.....	3-1
3.2 Assumptions	3-5
3.3 Hazard Identification and Risk Assessment	3-6
4.0 Emergency Preparedness.....	4-1
4.1 Summary of Municipal Capabilities	4-1
4.2 Emergency Preparedness Program	4-1
4.3 Training.....	4-3
4.4 Exercises and Improvement Planning	4-4
4.5 Post-Exercise and Post-Event Evaluation and Plan Revision.....	4-6
4.7 Pre-Emergency Public Information and Education	4-6
5.0 Organization and Staffing	5-1
5.1 Coordination of Municipal Emergency Response Operations.....	5-1
5.2 Coordination of Municipal Emergency Response Operations with Private Sector Emergency Operations.....	5-1
5.3 Daily (Non-Emergency) Organization and Staffing	5-1
5.4 Emergency Response Organization.....	5-7
5.5 Daily Emergency Management Responsibilities by Position.....	5-8
5.6 Emergency Responsibilities by Position	5-11
6.0 Concept of Operations.....	6-1
6.1 Event Recognition and Plan Activation.....	6-1
6.2 Public Warning and Emergency Instruction.....	6-2
6.3 Initial Field Response Actions	6-2
6.4 Activation of the Municipal Emergency Operations Center (EOC).....	6-3
6.5 Classification of Emergencies and Disasters.....	6-4
6.6 Operations of the EOC.....	6-5



6.7 Emergency Facilities6-7

6.8 Public Information During and After Emergencies6-8

6.9 Deactivation of Emergency Operations Center.....6-8

7.0 Recovery7-1

7.1 Recovery Operations Overview.....7-1

7.2 Preliminary Damage Assessment7-2

7.3 Long-Term Recovery Operations7-3

8.0 Communications8-1

8.1 Available Communications Systems8-1

8.2 Coordination with Broward County and the State of Florida8-1

9.0 Policies and Protocols9-1

9.1 Policies9-1

9.2 Protocols.....9-3

10.0 Authorities and References10-1

11.0 Definitions and Acronyms11-1

12.0 Annexes12-1

12.1 Financial Management Annex.....12-1

12.2 Resource Management Annex.....12-3

12.3 Public Information Annex12-6

List of Charts

Chart 1: Organizational Chart for Daily Operation5-2

Chart 2: Emergency Organization Chart.....5-7

List of Figures

Map 1: Critical Facilities3-3

Map 2: Land Use Map3-9

Map 3: Surge Inundation Area3-10

Map 4: Flood Zones.....3-11

Map 5: Storm Water Station3-13

Map 6: Hazardous Materials Facility3-14

List of Tables

Table 1: Demographics3-1

Table 2: Incidence of Possible Hazards3-16

Table 3: Service Providers for the Town.....5-3

Table 4: Municipal Emergency Organization5-6



Town of Surfside Emergency Operations Plan

1.0 OVERVIEW AND EXECUTIVE SUMMARY

1.1 PLAN PURPOSE

The purpose of the plan is to guide municipal emergency response and recovery operations by reducing the vulnerability of people and property from large-scale disasters, ensuring an effective response to the impacts of a disaster, and ensuring long-term community recovery.

The Emergency Operations Plan (EOP) describes the policies, strategies, operational goals and objectives through which the Town will mobilize resources and conduct response and recovery activities after a large-scale disaster.

This plan details an all-hazards emergency management framework, which embodies all aspects of prevention, mitigation, preparedness, response, and recovery. The plan establishes municipal policies and protocols under which emergency operations are to be conducted.

This plan establishes the organizational system for comprehensive emergency management in compliance with the National Incident Management System (NIMS) as well as Federal, State, and County requirements. Roles and responsibilities for implementing emergency operations are assigned to individuals, agencies, and contract organizations.

This plan is designed to address all hazards yet must remain flexible. Policies, operational procedures, and responsibilities may be modified to meet disaster conditions.

1.2 LEGAL AND REGULATORY COMPLIANCE WITH NIMS, COUNTY AND STATE REQUIREMENTS

The Town of Surfside has prepared an Emergency Operations Plan to document and detail its policies and operational concepts to be used during emergency response operations, as well as the organizational responsibilities for the plan implementation and maintenance.

This plan reflects the existing capabilities of the municipal agencies and the jurisdiction's community support organizations to conduct standard emergency operations and to implement the emergency plan. The Town of Surfside relies upon contractual services by county agency providers in order to provide both daily and emergency responsibilities. This plan will define how to implement these operational procedures. (See Table 3 for further service provider information.)



Appendices

Appendix 1: ICS Forms A1-1
 Appendix 2: Damage Assessment Forms A2-1
 Appendix 3: Daily Activity Log A3-1

1.1 PLAN PURPOSE

The purpose of this plan is to provide municipal emergency response and recovery operations by reducing the vulnerability of people and property from large-scale disasters, ensuring an effective response to the impacts of a disaster, and ensuring long-term disaster recovery.

The Emergency Operations Plan (EOP) describes the policies, strategies, organizational goals and objectives through which the Town will protect resources and critical services and recovery in the event of a large-scale disaster.

This plan details an all-hazards emergency management framework, which includes all aspects of prevention, mitigation, preparedness, response, and recovery. The plan establishes municipal policies and procedures that will ensure emergency operations are conducted in a coordinated manner.

This plan establishes the organizational system for comprehensive emergency management in compliance with the National Incident Management System (NIMS), as well as Federal, State, and County requirements. Roles and responsibilities for implementing emergency operations are assigned to individual agencies, and contact information is provided.

This plan is designed to address all hazards yet must remain flexible. Roles and responsibilities may be modified to meet disaster conditions.

1.2 LEGAL AND REGULATORY COMPLIANCE WITH NIMS COUNTY AND STATE REQUIREMENTS

The Town of Surfside has prepared an Emergency Operations Plan to prevent and defend its citizens and property from the effects of emergency response operations. As well as the legal and regulatory requirements for the plan implementation and maintenance.

The plan reflects the existing capabilities of the municipal agencies and the jurisdiction's community support organizations to conduct standard emergency operations and to implement the emergency plan. The Town of Surfside relies upon a variety of emergency response agencies in order to provide both day-to-day and emergency responsibilities. This plan will define how to implement these operational procedures. See Table 2 for contact information.



2.0 PLAN DISTRIBUTION

2.1 DISTRIBUTION LIST

The Town of Surfside EOP will be distributed once every four years, or whenever significant revisions are necessary, or as directed by the Town Manager. The plan will be distributed to the following individuals:

- Town Commission
- Town Mayor, Town of Surfside
- Vice-Mayor, Town of Surfside
- Town Manager, Town of Surfside
- Town Clerk, Town of Surfside
- Parks and Recreation Director, Town of Surfside
- Town Attorney, Town of Surfside
- Public Works Director, Town of Surfside
- Finance Director, Town of Surfside
- Public Works Administrative Manager, Calvin, Giordano and Associates
- Building & Zoning Manager, Calvin, Giordano and Associates
- Tourist Bureau, Town of Surfside
- Human Resources, Town of Surfside
- Information and Technology Manager, Calvin, Giordano and Associates
- Planning Manager, Calvin, Giordano and Associates
- Redevelopment Officer, Calvin, Giordano and Associates
- Police Chief, Town of Surfside Police Department
- Assistant Police Chief, Town of Surfside Police Department
- Director, Miami-Dade County Department of Emergency Management
- District Fire Chief, Miami-Dade Fire Department
- North Miami Emergency Management Coordinator, Miami-Dade County OEM
- Director, Miami-Dade County OECMS (Office of Engineering and Construction Management Services)
- Village Manager, Village of Bal Harbour
- Town Manager, Town of Bay Harbor Islands
- City Manager, City of North Miami
- City Manager, City of Miami Beach



This plan establishes uniform policies and procedures consistent with the National Incident Management System (NIMS) for the effective coordination of resources to cope with a wide variety of natural, man-made, and technological emergencies. These emergencies may differ in size and severity and may affect the health, safety, or general welfare of the people of Town of Surfside. The Town of Surfside has adopted NIMS under Resolution Number 2005-1700. This plan is written in compliance with the requirements of the NIMS, the Florida Comprehensive Emergency Management Plan, the Miami-Dade County Comprehensive Emergency Management Plan, and the National Response Framework.

The municipal emergency plan will reference or incorporate written procedures, job aides, and field guides developed by the Town and required for use by Miami-Dade County or the State of Florida. Procedures are being developed for the activation, operation and deactivation of the Emergency Operations Center.

The municipal emergency plan defines the NIMS based concept of operations to be used by the Town during emergencies and the responsibility for its implementation. The Town Mayor, or in his absence, the Vice-Mayor, or in his absence, the Town Manager, may activate the plan in accordance with activation procedures which are further detailed in Section 6.



In addition, annually, the Town Manager will re-evaluate emergency management assignments within the Emergency Operations Center with the goal of developing each position to a depth of three levels for each vital position. Each individual assigned to the roster, will annually receive a copy of the plan to include:

- Planning Section Chief and staff
- Logistics Section Chief and staff
- Operations Section Chief and staff
- Finance Section Chief and staff
- Public Information Officer
- Police Chief



2.3 PLAN UPDATE AND MAINTENANCE

The Emergency Preparedness Committee under the direction of the Assistant Police Chief is responsible for annually reviewing the EOP. The Assistant Police Chief is responsible for annually updating all annexes which reference contact information and other changing information. The Basic Plan and Functional Annexes will be updated once every four years unless substantial deficiencies are demonstrated through an actual or simulated disaster response incident. The Town Manager may also direct more frequent updates as the environment, conditions, or assumptions within the Town change.

2.4 PLAN ADOPTION REQUIREMENTS

As outlined in Policy Statement 6.5 of the Town's Comprehensive Plan, the Surfside Town Commission will adopt this plan no later than December 2011. Upon substantive revision or within four years of the time of adoption, this plan will be reviewed and again formally adopted by the Town Commission. The plan may also be evaluated following major exercise of the plan and following any significant implementation of the plan, and modified if indicated. Each approval and adoption will provide the local authority and instruction for plan implementation by response organizations. Modifications to the plan made between formal approvals by the governing body will constitute an administrative update to the previously approved plan and not require formal approval.



3.0 SITUATION AND ASSUMPTIONS

3.1 SITUATION

3.1.1 Demographics/Characteristics of the Community

The Town of Surfside is a beautiful oceanfront community located in the tropical paradise of South Florida. The Town encompasses the area from 87th Terrace to 96th Street, and it is situated between the City of Miami Beach to the South and the Village of Bal Harbour to the North. The Town of Surfside, with a population of only 5,600, combines a tranquil, attractive, residential neighborhood with a traditional "home town" shopping district and a number of resorts and hotels. Surfside is a family vacation destination; Surfside is also within close proximity range of all of South Florida's world renowned attractions.

Table 1: Demographics

Ethnicity	Total Number	% of Population per Ethnicity
White	4,590	93.5%
Black	63	1.3%
Native American	2	0.0%
Asian	57	1.2%
Other Pacific Islander	1	0.0%
Two or more races	122	2.5%
Other	74	1.5%
Population Total	4,909	100.0%
Sex/Age Group	# per Sex/Age Group	% of Population per Sex/Age Group
M < 18	377	16.5%
M 18 - 64	1,354	59.3%
M > 65	552	24.2%
F < 18	421	16.0%
F 18 - 64	1,487	56.6%
F > 65	718	27.4%
	4,909	100.0%
Total Pop by Sex	Total Number	% of Population per Sex
Total Male	2,283	46.5%
Total Female	2,626	53.5%
	4,909	100.0%
Total # of Households	2,248	100.0%



While most of Surfside is composed of residential neighborhoods, the Town has its own business and commercial district which includes restaurants and a variety of retail stores.

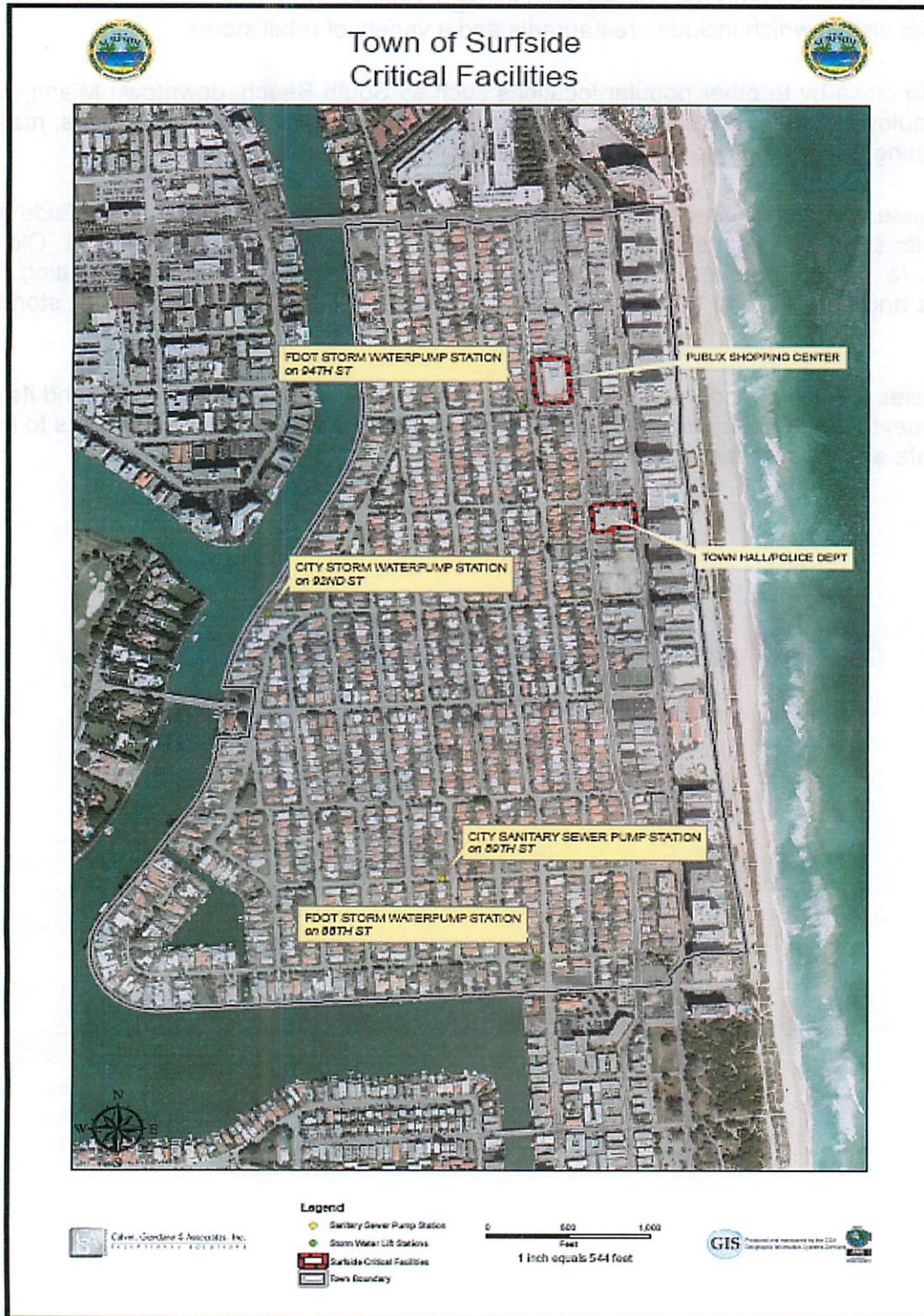
Surfside is also close-by to other popular locations such as South Beach, downtown Miami, Oleta State Park, Haulover Park and Beach, North Shore Open Space Park, area golf courses, marinas with rental boating and fishing expeditions, and to all area seaports and airports.

While all of these community assets stand out on their own, the thing that makes Surfside most impressive is its strong and consistent commitment to the quality of life of its residents. Old and new houses are mixed together in a quiet, peaceful and relaxed neighborhood setting. The condominiums and hotels along the oceanfront on A1A are not permitted to exceed 12 stories in height.

The Town houses a Publix Grocery Store, a Best Western Hotel, several synagogues, and its own Police Department (See Map 1: Critical Facilities). The Surfside Police Department works to make their town a safe and enjoyable place to live, work, and recreate.



Map 1: Critical Facilities



3.2 ASSUMPTIONS



3.2.1 Assumptions regarding emergency conditions

Disasters impacting the Town will endanger public safety, damage property, and disrupt community services. The level of impact will vary in location, type, and magnitude. This variability will necessitate a flexible approach to implementation of the EOP.

The concept of operations outlined in this plan assumes that a major or catastrophic emergency has occurred or is likely to occur, and the need exists for the immediate activation of this plan and mobilization of emergency response resources.

Damage may be extensive and many areas could experience casualties, property loss, disruption of normal life support systems, and loss of economic, physical, and social infrastructures.

Local emergency response personnel will experience casualties and damage to their homes and personal property, and will themselves be victims of the disaster.

All public, private, and non-profit organizations that support this plan have developed emergency operations procedures to implement and allocate resources.

If the emergency is major or catastrophic in nature, it is assumed that the County will request state assistance and the Governor will request activation of the National Response Framework and federal resources. The Federal Emergency Management Agency will coordinate deployment of federal assets to the affected areas to provide assistance to local governments.

In addition to state and perhaps federal assistance, the Town may request mutual aid from other political subdivisions throughout the state through the Statewide Mutual Aid Agreement.

Disaster conditions may require the Town to fulfill emergency response and disaster recovery operations independently and without assistance for up to 72 hours following impact of the event.

Resources may be inadequate to meet the needs of citizens within the Town. Prioritization will be based upon life-sustaining need in accordance with the policies established in the EOP.

Protective actions for the public could potentially involve thousands of individuals, and it is assumed the public will attempt to comply with all protective action instructions.

Facilities, institutions, or locations that are required by statute or other standards to have emergency response plans and procedures will maintain and implement those plans.

Following the impact of a disaster, significant modifications in normal Town agency operations will be necessary to assist disaster victims, restore community services, coordinate debris removal, and similar operations. This may require Town agencies to employ temporary staff, use alternate facilities, or deliver services directly to damaged areas.



3.2.2 Plan Implementation Assumptions

Personnel with assigned emergency response duties will report to duty.

The Town Emergency Operations Center will remain functional for the duration of the emergency response activities.

The Town is able to maintain communications and control with key responding personnel and the County Emergency Operations Center.

3.3 HAZARD IDENTIFICATION AND RISK ASSESSMENT

The Town of Surfside is vulnerable to a host of hazards, which pose a risk to the residents and property. The Town of Surfside is a participant in the Miami-Dade County Local Mitigation Strategy Steering Committee which has drawn from a broad range of sources, including federal, state, and local agencies, and private sector organization in identifying hazards and assessing risk and vulnerability to those hazards. All hazards, which may impact the town, have been considered and those with the highest risk are discussed below and include: hurricanes, tornadoes, flooding, hazardous materials incidents (fixed facility and transportation), civil disturbances and mass migration events, terrorism, and biological epidemics.¹

The Town has drawn upon this analysis to identify the hazards threatening the jurisdiction and estimated the risk posed to the Town. The Town has also estimated the vulnerability of important facilities and systems to the identified hazards. In summary, the highest risk natural and man-made hazards that threaten the Town are listed below in descending order of risk (highest risk to lowest risk).

3.3.1 Hurricanes and Tropical Storms

Florida is one of the most vulnerable areas in the nation to the impacts of hurricanes and tropical storms. Hurricane season runs from June 1 through November 30. Primary and secondary effects from a hurricane include: storm surge, high winds, and inland flooding. High winds and inland flooding pose the greatest hurricane related threats to the Town of Surfside. These impacts can be widespread affecting people and property in areas far beyond the municipal boundaries. Environmental damage may be significant due to widespread destruction of vegetation, contamination of water systems, and vulnerable environments.

Due to the fact that Surfside is a coastal community and has tidal water bodies within its geographic boundaries, it is vulnerable to storm surge. The Town of Surfside's vulnerability to high winds is increased due to the widespread distribution of homes, which were constructed prior to new building codes, which mandates higher wind loading standards. The town itself may also experience damage due to a high winds since none of the town-owned or town-occupied facilities are built to withstand high winds. Infrastructure is likely to be damaged or destroyed, communications system disrupted, and employees injured. The National Weather Service calculates the probability of hurricane force winds impacting any given year for selected coastal cities. The closest cities to Surfside are Miami Beach which has a 1 in 7 probability and Miami which has a 1 in 6 probability. Surfside, which is located

¹ Additional hazards which are not considered high risk to the Town of Surfside and are, therefore, not incorporated in future discussions are nuclear power plants incidents, agricultural hazards, sinkholes, and earthquakes among others.



between these two cities, has a probability that lies between these numbers. In recent years, the Town has been impacted by Hurricanes Frances, Jeanne, and Wilma all of which caused damage to the towns residences and infrastructure.

3.3.2 Tornadoes

The most common, least destructive tornadoes in south Florida are warm season tornadoes which occur from May through August during afternoon thunderstorms. The most destructive tornadoes occur between December and April, due to cold fronts from the north colliding with warm tropical air in the south. Miami-Dade County as a whole is likely to experience approximately two touchdowns per year. These may occur anywhere within the County including the Town of Surfside. All areas of the county are subject to both vulnerability and maximum threat; however, less than one percent of the population and property can be expected to be impacted by any single tornado event. Within the localized area of tornado touchdowns, people, property, facilities, and infrastructure damage can be severe. The Town of Surfside's vulnerability to high winds is increased due to the number of homes which were constructed prior to the new building codes. The town itself may also experience damage as none of the town-owned or town-occupied facilities are built to withstand high winds. The Town Hall has recently been refaced and should be structurally sound and able to withstand high winds.

3.3.3 Flooding

Much of Miami-Dade County is susceptible to localized flooding, particularly during the rainy season of June through October. The county's flat terrain causes extensive "ponding" due to the lack of elevation gradients to facilitate "run-off". Map 2 indicates the Town of Surfside's Land Use.

The Town of Surfside has an elevation of two to ten feet above sea-level and is subject to storm surge which is a serious hazard to the barrier island community. Numerous repetitive loss properties have been identified by the National Flood Insurance Program and are being targeted for flood mitigation efforts. Map 3 indicates the repetitive loss structures.

3.3.4 Nuclear Power Plants

The Town of Surfside is in the 50-mile Emergency Planning Zone (EPZ) for Turkey Point Nuclear Power Facility in Miami-Dade County. This EPZ includes the ingestion exposure pathway in which the population and animals are vulnerable to the long-term health effects associated with the ingestion of contaminated food and water. Property is less vulnerable because the distance from the facility is a sufficient buffer to protect the property and the town. The long-term environmental exposure to contaminants could still pose a threat.

3.3.5 Hazardous Materials

Hazardous materials incidents can occur anywhere there is a road, rail line, port, airport, or fixed-facility using, storing, or manufacturing hazardous materials. The Town of Surfside is at risk for an accidental chemical release. There is one fixed SARA Title III facility (See Map 5) that contains a threshold quantity of extremely hazardous materials. There is also a high likelihood of an accidental hazardous material release associated with the transportation of chemical materials through the Town.

Gaseous chemical substances pose the highest risk to individuals who inadvertently inhale, ingest, or come in contact with the fumes. These substances, however, in time, will tend to evaporate and no longer pose a significant threat to people, property, or the environment.



Solid and liquid hazardous materials may pose less of a hazard to people, but may be detrimental to property and the environment. Vulnerable natural environments, water bodies, and groundwater systems may all be contaminated by hazardous materials and require extensive remediation. The entity itself is not likely to experience significant impacts from a hazardous materials event.

3.3.6 Terrorism and Civil Disturbance

The State of Florida is vulnerable to civil disturbances and terrorism as a result of its diverse population and close proximity to politically unstable nations. Miami and Miami-Dade have been identified as a "high threat" area by the U.S. Department of Homeland Security and targeted for increased federal funding to reduce vulnerability and increase capability. Surfside is in close proximity to South Beach, downtown Miami, and to all area seaports and airports. There are several causeways that can be utilized to reach the barrier island. Although potential targets are numerous, high-density population centers and military installations are assumed to be at the highest risk. The Town of Surfside does not contain likely terrorist targets. Terrorism increases the likelihood of mass casualty and mass evacuation from a target area.

For threats of armed violence and weapons of mass destruction, it is very likely that joint jurisdictional operational management of the incident will take effect, coordinated at the County level between the Miami Dade Police Department and the Florida Department of Law Enforcement (FDLE). For any of these scenarios, some degree of state and federal involvement may occur. The lead federal agency may be FEMA, the Department of Justice, or the Department of Homeland Security.

3.3.7 Transient Populations

It is estimated that there are total of 7,627 homeless individuals and families with children within Miami-Dade County. This number includes people who are on the street as well as those who are in emergency shelters and transitional housing units. There are no government agencies, profit or non-profit organizations to house the homeless in the Town of Surfside.

3.3.8 Mass Migration

Miami-Dade County has a history of mass immigration from the Caribbean basin, particularly Cuba and Haiti. A large uncontrolled influx of immigrants has the potential of significantly disrupting the social and economic stability in Miami-Dade County by overwhelming the delivery of essential services such as medical response and public safety. Mass immigration increases the need for law enforcement, detention, and mass care. These events are typically preceded by periods of increasing tension abroad, which are monitored by the federal government within civilian and military based agencies.

3.3.9 Biological Epidemics

Pandemic Influenza

A flu pandemic occurs when a new influenza A virus emerges for which there is little or no immunity in the human population; the virus causes serious illness and spreads easily from person-to-person worldwide. The World Health Organization (WHO) defines a pandemic as follows: "A disease epidemic occurs when there are more cases of that disease than normal. A pandemic is a worldwide epidemic of a disease."



Typically, the term pandemic is used in reference to an influenza pandemic due to the threat of such pandemics, but pandemics can occur in other disease types as well.

The World Health Organization classifies the pandemic influenza threat into six phases, as follows:

- Phase 1: Animal influenza cases which do not present a threat to humans;
- Phase 2: Animal influenza cases which may present a threat to humans;
- Phase 3: Small clusters of animal transmission to humans;
- Phase 4: Verified cases of human to human transmission;
- Phase 5: Human to human transmission in 2 or more countries in one region (pandemic imminent);
- Phase 6: Pandemic - community-level outbreaks in more than one region.

3.3.10 Coastal Oil Spills

Oil spills can have a serious economic impact on coastal activities and on those who exploit the resources of the sea. In most cases such damage is temporary and is caused primarily by the physical properties of oil creating nuisance and hazardous conditions. The impact on marine life is compounded by toxicity and tainting effects resulting from the chemical composition of oil, as well as by the diversity and variability of biological systems and their sensitivity to oil pollution.

In coastal areas some marine mammals and reptiles, such as turtles and their nests, may be particularly vulnerable to adverse effects from oil contamination because of their need to surface to breathe and to leave the water to breed. Adult fish living in near shore waters and juveniles in shallow water nursery grounds may be at greater risk to exposure from dispersed or dissolved oil.

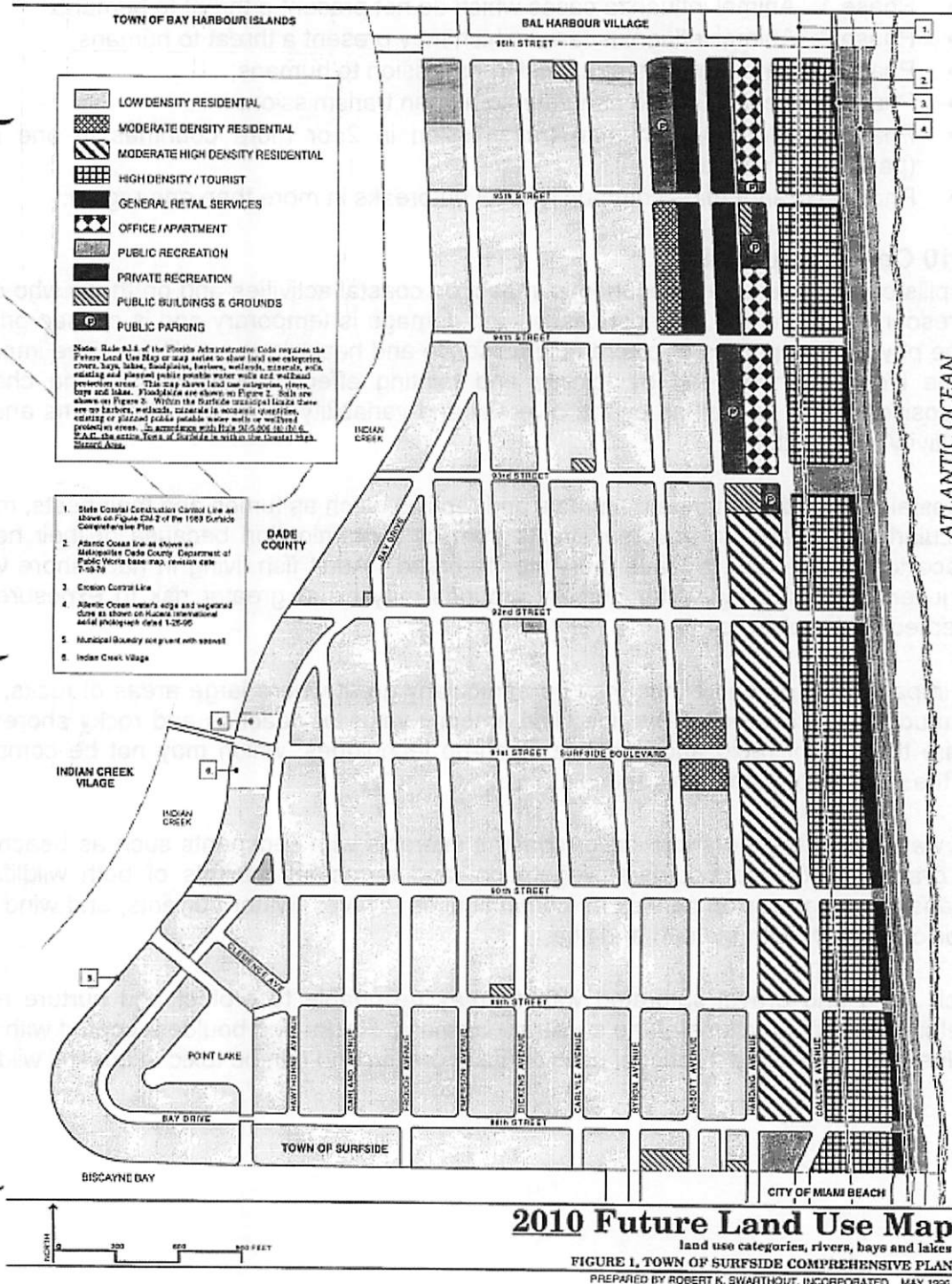
The impact of oil on shorelines may be particularly great where large areas of rocks, sand, and mud are uncovered at low tide. The amenity value of beaches and rocky shores may require the use of rapid and effective clean-up techniques, which may not be compatible with the survival of plants and animals.

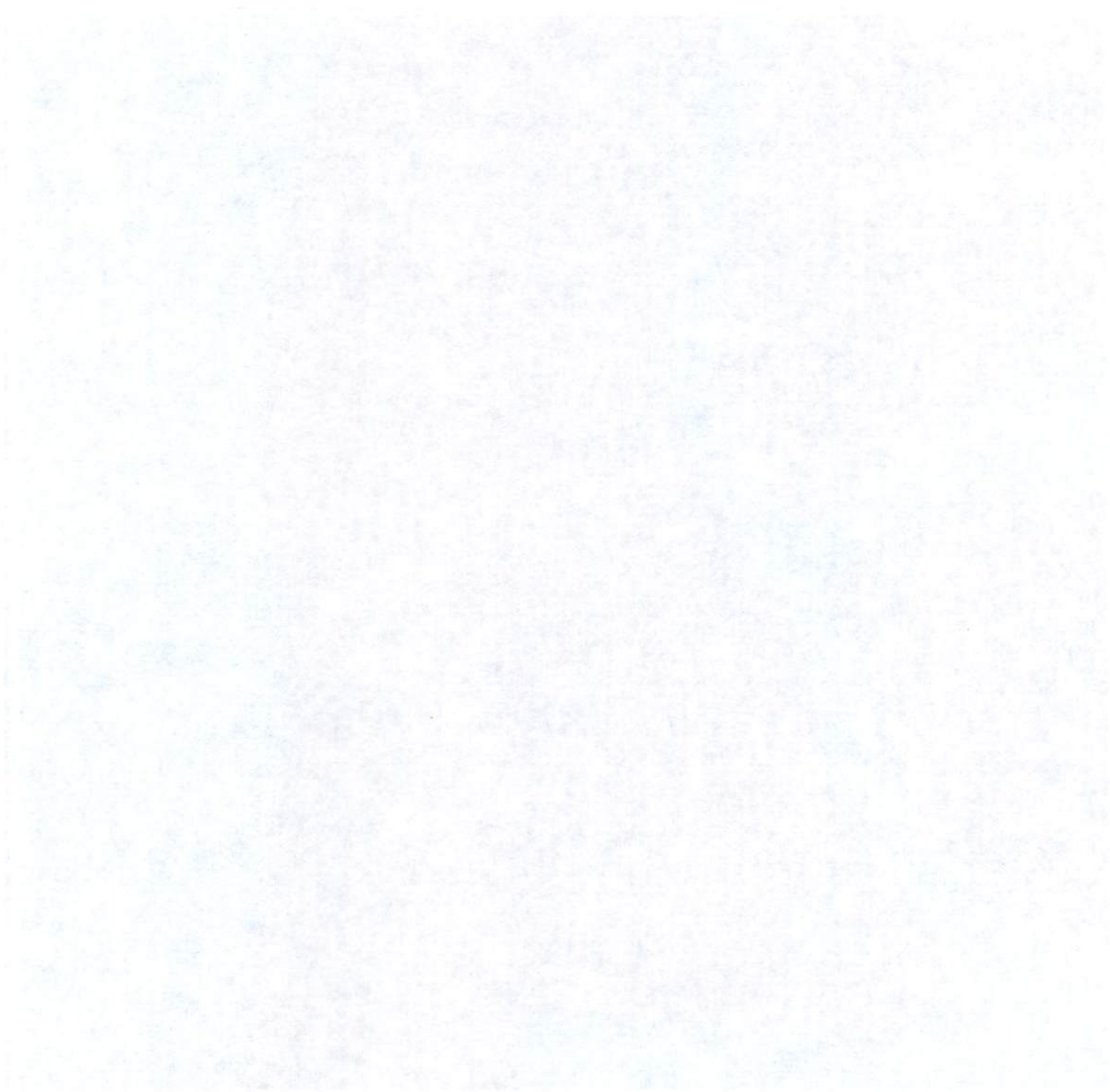
If oil waste reaches the shoreline or coast, it interacts with sediments such as beach sand and gravel, rocks and boulders, vegetation, and terrestrial habitats of both wildlife and humans, causing erosion as well as contamination. Waves, water currents, and wind move the oil onto shore with the surf and tide.

Beach sand and gravel saturated with oil may be unable to protect and nurture normal vegetation and populations of the substrate biomass. Rocks and boulders coated with sticky residue interfere with recreational uses of the shoreline and can be toxic to coastal wildlife.



Map 2: Town of Surfside Land Use Map







Map 3: Surge Inundation Area²

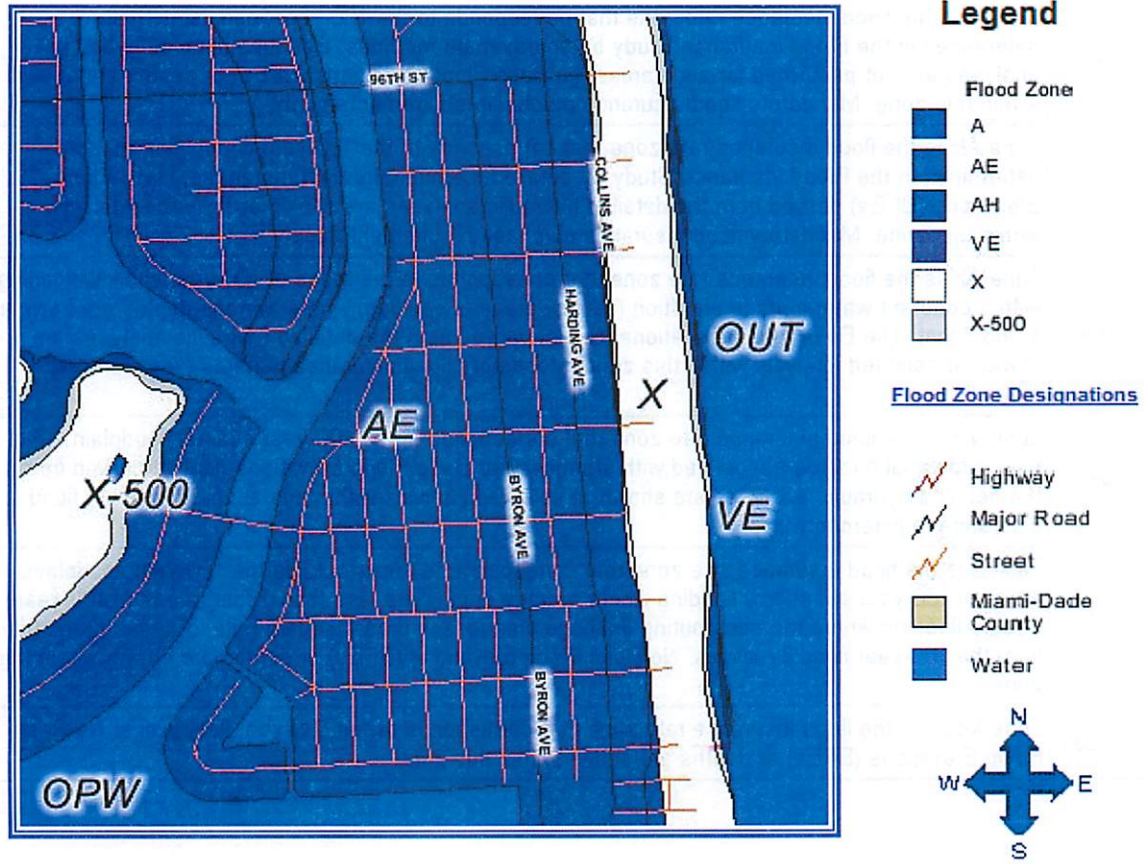


0  661 ft

² Source: <http://gisims2.miamidade.gov/Cservices/CSMap.asp>



Map 4: Flood Zones³



Digital Orthophotography - 2006

0 606 ft

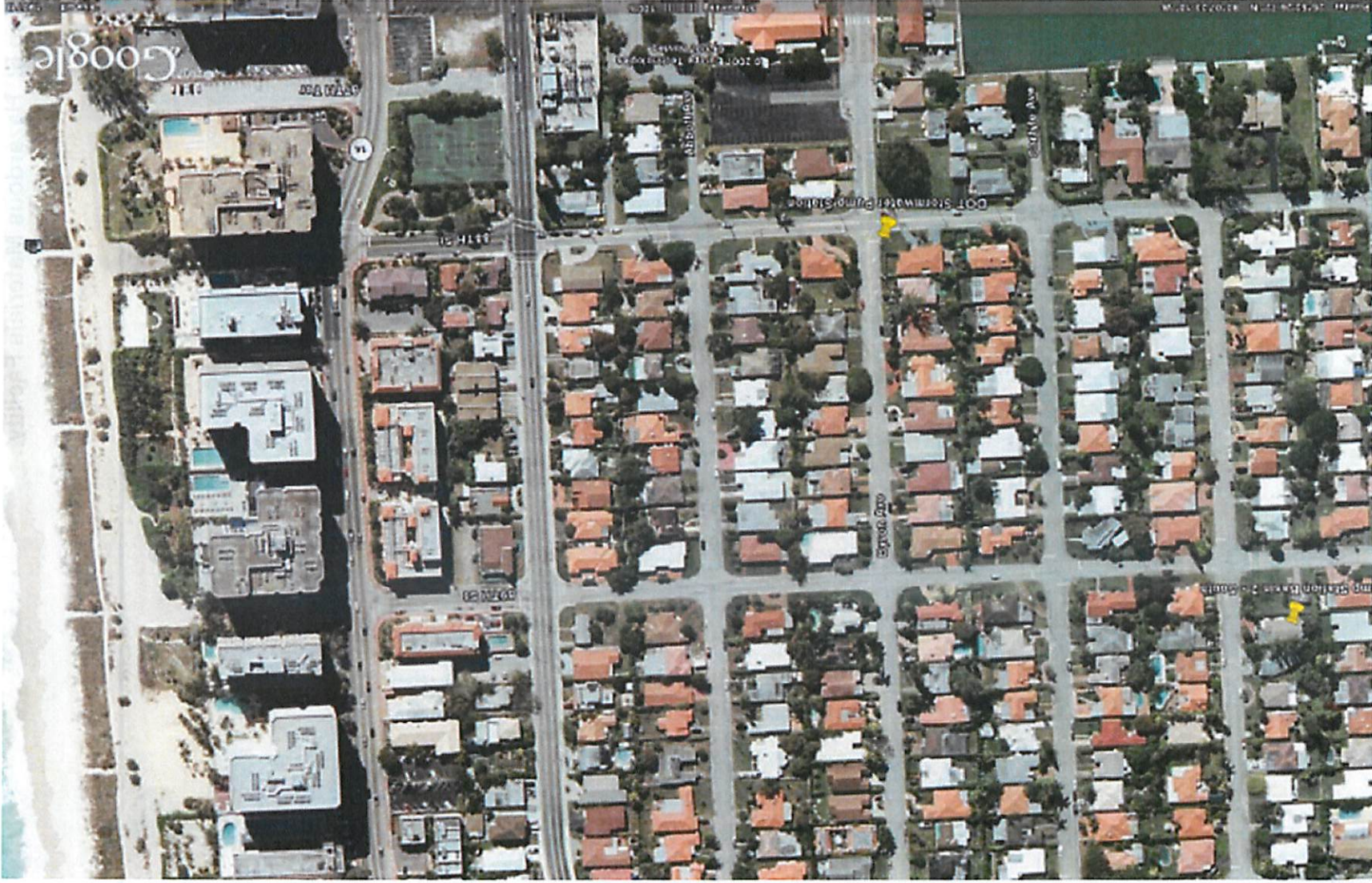
³ Source: <http://gisims2.co.miami-dade.fl.us/MyNeighborhood/FloodMap.asp>



Flood Zone	What does it mean?*
A	Zone A is the flood insurance rate zone that corresponds to the 100-year floodplains that are determined in the Flood Insurance Study by approximate methods. Because detailed hydraulic analyses are not performed for such areas, no Base Flood Elevations (BFEs) or depths are shown within this zone. Mandatory flood insurance purchase requirements apply.
AE	Zone AE is the flood insurance rate zone that corresponds to the 100-year floodplains that are determined in the Flood Insurance Study by detailed methods. In most instances, Base Flood Elevations (BFEs) derived from the detailed hydraulic analyses are shown at selected intervals within this zone. Mandatory flood insurance purchase requirements apply.
AH	Zone AH is the flood insurance rate zone that corresponds to the areas of 100-year shallow flooding with a constant water-surface elevation (usually areas of ponding) where average depths are between 1 and 3 feet. The Base Flood Elevations (BFEs) derived from the detailed hydraulic analyses are shown at selected intervals within this zone. Mandatory flood insurance purchase requirements apply.
VE	Zone VE is the flood insurance rate zone that corresponds to the 100-year coastal floodplains that have additional hazards associated with storm waves. Base Flood Elevations (BFEs) derived from the detailed hydraulic analyses are shown at selected intervals within this zone. Mandatory flood insurance requirements apply.
X	Zone X is the flood insurance rate zone that corresponds to areas outside the 100-year floodplains, areas of 100-year sheet flow flooding where average depths are less than 1 foot, areas of 100-year stream flooding where the contributing drainage area is less than 1 square mile, or areas protected from the 100-year flood by levees. No Base Flood Elevations (BFEs) or depths are shown within this zone.
X - 500	Zone X-500 is the flood insurance rate zone that corresponds to the 500-year floodplains. No Base Flood Elevations (BFEs) or depths are shown within this zone.



Map 5: Town of Surfside Storm Water Station





Map 6: Hazardous Materials Facility

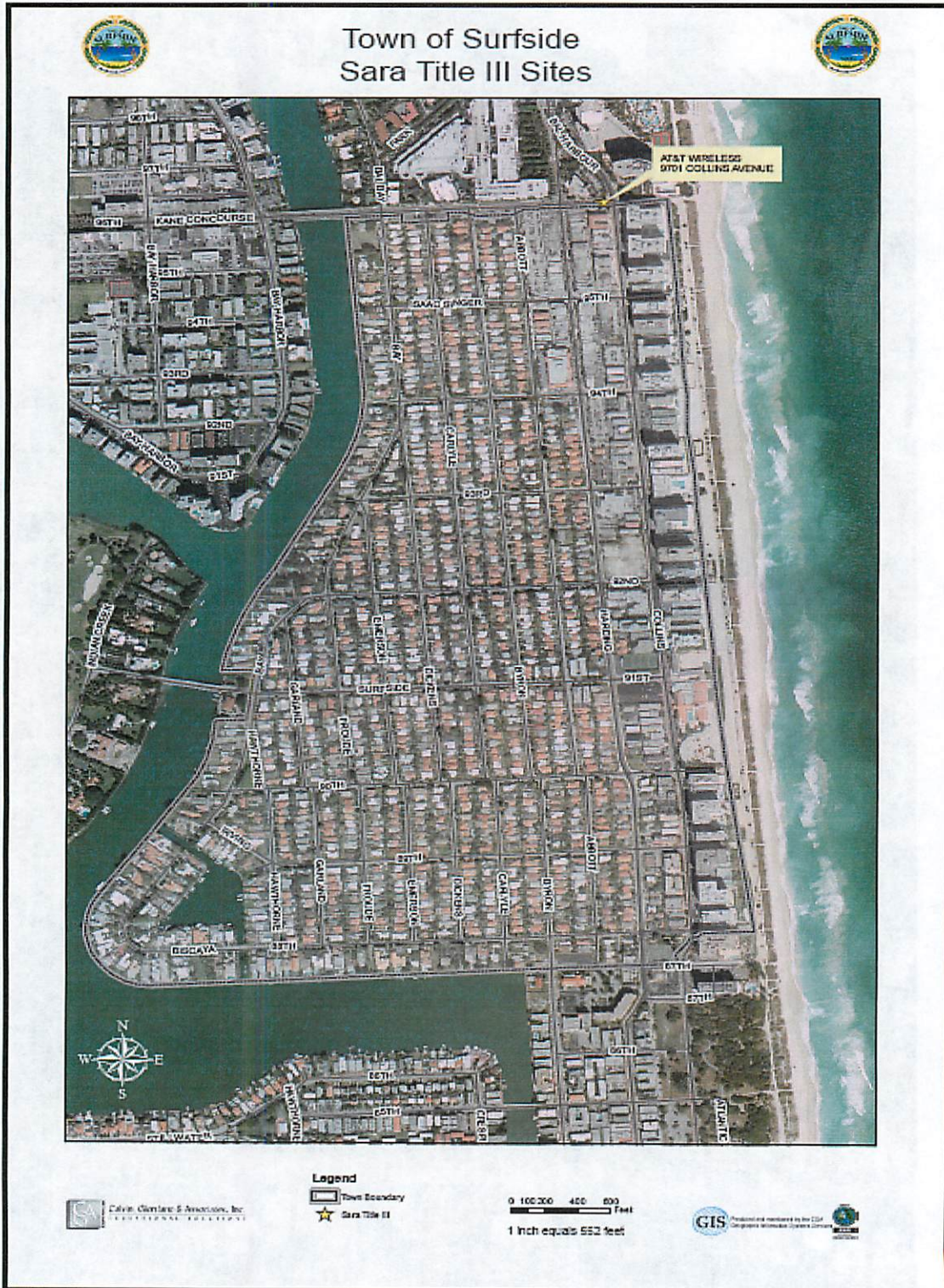




Table 2: Incidence of Possible Disasters	Likelihood of Occurrence	Vulnerability of			
		People	Property	Environment	The entity itself
Hurricanes and Tropical Storms	H	H	H	H	H
Tornadoes	L	H	H	M	M
Flooding	H	H	H	H	H
Nuclear Power Plants	L	L	L	L	L
Hazardous Materials	L	L	L	M	L
Civil Disturbance/ Armed Violence	L	M	M	L	M
Mass Migration / Transient Populations	M	M	M	M	M
Terrorism	L	M	M	L	M
Biological Epidemics	M	H	M	M	M

H=High M=Medium L=Low



4.0 EMERGENCY PREPAREDNESS

4.1 SUMMARY OF MUNICIPAL CAPABILITIES

This section details the emergency response and disaster recovery capabilities of the Town. The Town has developed the basic capabilities, programs and resources to provide both daily and disaster response and recovery capabilities in compliance with the National Incident Management System and the County Comprehensive Emergency Management Plan.

The Town of Surfside will respond to and recover from a major disaster through the aid of its municipal staffing, external contractors, and Miami-Dade County for most municipal services including emergency response services. The Town contracts with the Miami-Dade Fire Department for fire and emergency medical services. Although the Town does not have direct management control over these resources, they will likely remain committed to the Town after a large-scale disaster. The Miami-Dade Fire Department operates in accordance with the National Incident Management System.

Depending on the severity and magnitude of the disaster, additional County resources may be requested after a disaster. Resources from adjacent municipalities may also be activated through the Statewide Mutual Aid Agreement. Daily services will continue during a disaster, but the ability to augment those services will be based upon availability through County services. Additional community service/volunteer organizations and private vendors who contract with the Town may also be called upon to provide emergency services.

All additional municipal services which may be needed during a disaster are detailed in Table 3.

4.2 EMERGENCY PREPAREDNESS PROGRAM

This plan also defines the Town of Surfside emergency preparedness program which includes hazard mitigation, emergency preparedness, and a training and exercise program. Roles and responsibilities for each component of the preparedness program have been assigned to individuals within the Town or contract staff supporting municipal operations. All preparedness actions are guided by the Emergency Preparedness Committee.

The Town will conduct emergency planning activities on an ongoing basis to ensure that the Emergency Operations Plan, as well as all supporting procedures, are maintained, and employees are regularly trained. When directed by the Town Manager, the Town will exercise the vital components of the plan by conducting a Table Top Exercise to test the emergency plan. Prior to the exercise, the Planning Committee will meet to assign roles and responsibilities of the Incident Management Team.

4.2.1 The Municipal Emergency Preparedness Committee

The Town has established an Emergency Preparedness Committee that is responsible for the planning, training, exercises, and maintenance of the improvement program needed to ensure the Town is ready to respond to emergencies. The Emergency Planning Committee operates on a continuing basis throughout the year.

The EPC conducts meetings as needed to provide coordinated input from the policy level to operational level. The EPC coordinates all preparedness activities and includes the Town



Manager, Parks and Recreation Director, Building and Zoning Director, Public Works Director, Assistant Police Chief, Human Resources Director, Town Clerk, and the Finance Director. The Assistant Police Chief is responsible for oversight of the EPC and preparedness activities as directed by the Town Manager.

These individuals assure that all available resources and personnel are considered in the implementation of the Town's preparedness program to all hazards. This is intended to improve the coordination of public and private preparedness programs throughout the jurisdiction. This Committee is responsible for the following activities:

- Establish emergency plans and protocols including public communications and awareness
- Establish the standards, guidelines and protocols necessary to promote interoperability among the jurisdictions agencies and reorganizations, as well as with adjacent jurisdictions and the county
- Adopt standards, guidelines, and protocols for providing resources to requesting organizations, including protocols of the emergency organization in supporting incident operations conducted by the municipality
- Set priorities for resources and other requirements for supporting field operations
- Ensure participation in Miami-Dade County's multi-agency coordination mechanisms, including the County EOC, mutual-aid agreements, incident information system, non-governmental organization and private sector outreach, public awareness and information system, and mechanisms to deal with information and operations security

4.2.2 Coordination of Preparedness Activities

The preparedness program aims to ensure that all agencies and organizations with an assigned responsibility in the plan are capable of performing their responsibility. The Town will maintain routine communication with the County and adjacent municipalities regarding emergency preparedness activities and when indicated participate in joint training and exercises with adjacent jurisdictions. The Town also actively participates in numerous countywide emergency preparedness organizations including the Local Mitigation Strategy Committee, which ensures effective coordination for all hazards and uniformity of response protocols and the Office of Emergency Management which coordinates countywide response activities.

4.3 TRAINING

The Town may offer in-house training for all NIMS-required courses for those personnel required to maintain a basic level of NIMS compliance. Advanced or specialized training above this level is coordinated with Miami-Dade County as well as other regional entities. The Assistant Police Chief will work in concert with Miami-Dade County Office of Emergency Management on available training opportunities.

NIMS requires that response personnel be classified as to their emergency response capabilities, as well as certified or licensed appropriately when necessary. It is the responsibility of department director to determine the level of training required by their respective personnel based on their roles and responsibilities during an emergency. As such, department directors are responsible for monitoring the NIMS Integration Center (NIC)



(<http://www.fema.gov/emergency/nims>) for the development of any changes in the Federal Requirements. All personnel are required to achieve the required training levels within one year of assignment to their positions.

Upon completion of training, employees are responsible for forwarding copies of the training certificate to the Human Resources Department. The Human Resources Department will store, archive and act as the records custodian for the training records, classifications, certifications and all other information relevant to emergency management/disaster related training for its staff and contractors.

4.4 EXERCISES AND IMPROVEMENT PLANNING

Exercises are designed to assess and evaluate emergency plans and capabilities. Exercises which may take the form of drills, table top exercises, functional exercises, or full scale exercises, are designed to test the range of hazards that may confront the Town. The exercises are also designed to test all elements of the plan and build upon capabilities. Exercises should incorporate an all-hazard approach while ensuring that each hazard which faces the Town is addressed. In addition to the Town wide exercises, each of the agencies participates in its respective agency's routine drills to maintain skills and test equipment.

Less complex exercises such as discussion based exercises will be conducted in house to the extent possible. Complex exercises will be coordinated with Miami-Dade County as well as other regional entities. The Town will participate in exercises that are countywide, regional or statewide, as resources are available. Upon invitation, the Town may also participate in exercises sponsored by other jurisdictions. Each agency or organization with assigned responsibilities will be responsible for ensuring staff participation in exercises.

NIMS and HSEEP require that the emergency response capabilities be evaluated on an ongoing basis, as well as after each exercise and/or actual emergency. Exercises form the first stage of the corrective action process. After each exercise, all participants will be asked to participate in an after-action critique. The lessons learned will be documented in an after action-report. The after-action report will identify corrective actions needed and assign responsibility and a schedule for implementation of the corrective actions. When deemed appropriate, the recommendations will be incorporated into the plan modifications, training curriculum, and future exercise evaluations. All exercises will be conducted in compliance with the HSEEP requirements and address capabilities outlined in the Target Capabilities List.

The Assistant Police Chief will be responsible for exercise coordination, scheduling evaluations, facilitating the involvement of all appropriate organizations, preparing the required written reports, and ensuring that identified corrective actions are incorporated into the Town's preparedness improvement plan. The Emergency Management Coordinator will also be the point of contact for Miami-Dade County for participation in countywide after-action evaluations.

4.5 PRE-EMERGENCY PUBLIC INFORMATION AND EDUCATION

Pursuant to Policy Statement 6.3 in the Town's Comprehensive Plan, the Town conducts an ongoing hurricane evacuation information program to make all residents aware of evacuation needs and plans. The Town of Surfside implements a comprehensive, public information program on pre-emergency preparedness which includes public service announcements and press releases, as well as the maintenance of timely and updated



messages on cable channel 77 and the Town's website, <http://www.townofsurfsidefl.gov/>. The goal of this program is to provide residents with the information that they will need to make and act on decisions affecting the protection of their lives and property. In addition to emphasizing the need for residents to have a personal disaster plan, this information will provide guidelines and tips on the supplies and provisions necessary to ensure that residents and their households can be self-sufficient for at least (5) days following an event

The Town of Surfside actively reaches out to the community through several public and business outreach efforts. Residents can obtain disaster related information at the Miami-Dade website, <http://www.miamidade.gov/oem/hurricanes.asp>. The *Surfside Gazette*, a monthly newsletter, is mailed directly to residents. The Town also participates and encourages citizens to participate in county and state sponsored preparedness events.



5.0 ORGANIZATION AND STAFFING

5.1 COORDINATION OF MUNICIPAL EMERGENCY RESPONSE OPERATIONS

Coordination of field operations at an incident scene is the responsibility of the Incident Commander. The Field Incident Commander will represent a member of the Town of Surfside Police Department. The field Incident Commander will directly notify the Chief of Police of any incident which may potentially meet activation conditions due to the need for additional resources and/ or technical expertise.

The Chief of Police, or his designee, is the Town's Incident Commander and will determine the need to activate the town's Emergency Operations Center and level of staffing support needed for each operational period. Upon activation, the Command Staff will coordinate actions to provide additional resources to the incident scene, to allocate resources among multiple scenes, and to coordinate municipal operations with other jurisdictions, higher levels of government, and contractors providing disaster support resources. All emergency operations are coordinated in accordance with the principles of the National Incident Management System.

5.2 COORDINATION OF MUNICIPAL EMERGENCY OPERATIONS WITH PRIVATE SECTOR EMERGENCY OPERATIONS

In accordance with NIMS, the State CEMP, and Miami-Dade County CEMP, the Town of Surfside coordinates primarily through the County Emergency Operations Center or upon activation, the Divisional Emergency Operations Center, to determine status of public and private utilities including ESF 1: Transportation, ESF 2: Communications, ESF 3: Public Works and Engineering, ESF 8: Health and Medical Care, ESF 12: Energy. The Town will maintain a municipal liaison at the North Miami Divisional EOC to monitor and coordinate emergency response and recovery activities affecting the town, as needed. For a list of Town Contract Service Providers, see Table 3.

5.3 DAILY (NON-EMERGENCY) ORGANIZATION AND STAFFING

The Surfside Town Commission is comprised of one Mayor, one Vice Mayor, and three Commissioners who are elected by the registered voters of the Town. Elected positions, or "seats," are held for a period of two years, after which a new election is conducted. The Town of Surfside government is comprised of nine departments. Fire and Rescue services are contracted by Miami-Dade County Fire Department. All other departments are managed and staffed by municipal employees and contract employees from private providers. For an organizational layout of their daily operations, see Chart 1 on the following page.



Chart 1: Town of Surfside, Organizational Chart for Daily Operation

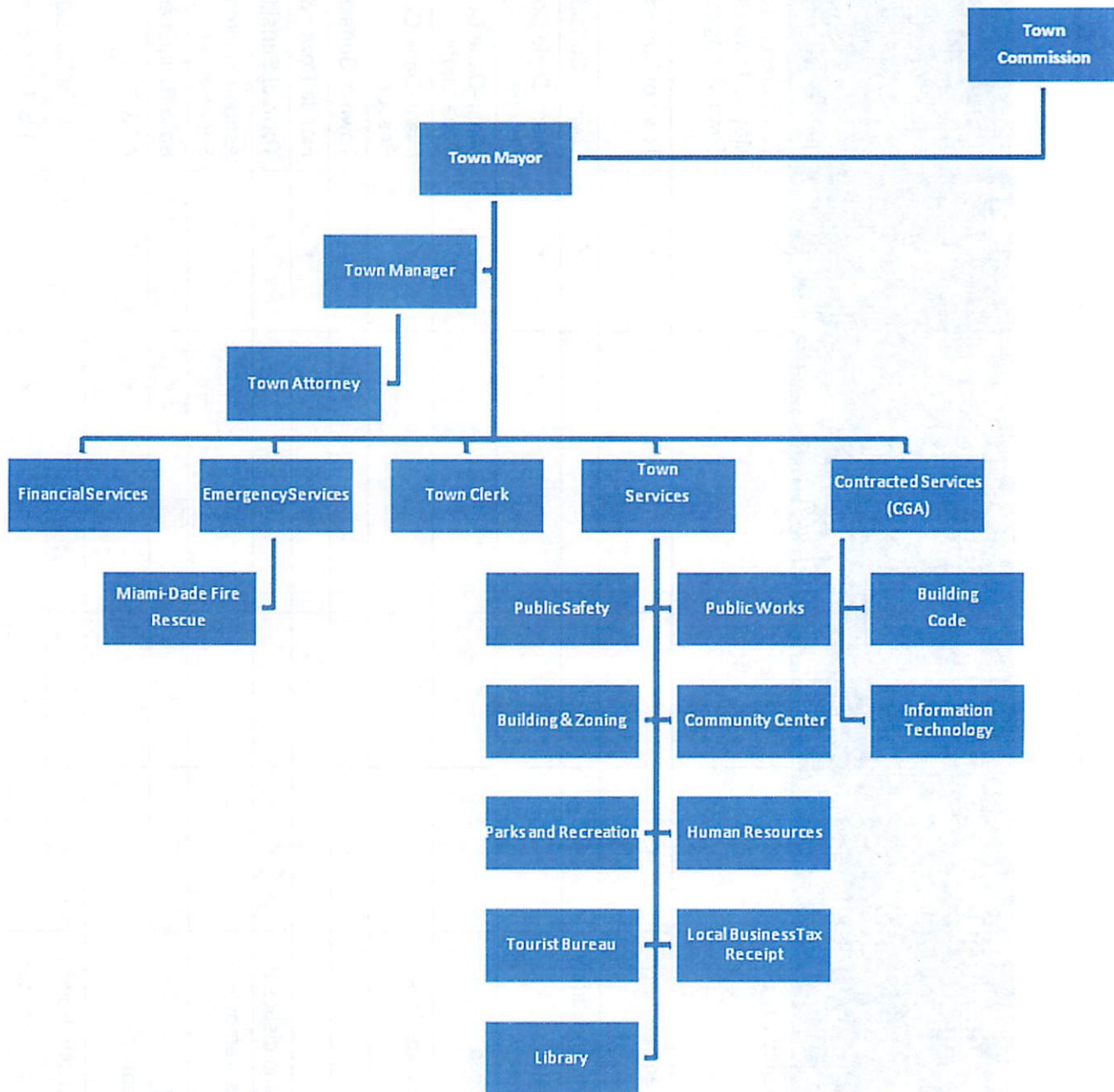




TABLE 3: SERVICE PROVIDERS FOR THE TOWN OF SURFSIDE

Service	Method of Delivery				Contract In Place (☑)	Responsible Entity or Entities
	Municipality	Other Jurisdiction	Community Organization	Private Sector		
Governance and continuity of government	✓					Town Mayor, Town Vice Mayor, Town Commission, Town Manager, Town Clerk, etc.
Law enforcement and security	✓	✓			✓	Town of Surfside
Traffic management and safety	✓	✓			✓	Town of Surfside
Hazardous materials emergency response		✓			✓	Miami-Dade County Fire Rescue
Public health services		✓				Miami-Dade County Health Department
Emergency medical services		✓			✓	Miami-Dade County Fire Rescue
Sewer services	✓					Town of Surfside
Electricity				✓	✓	Florida Power & Light
Waste collection and disposal	✓					Town of Surfside
Emergency Debris Removal				✓		Ashbritt Environmental Services, Inc.
Debris Monitoring				✓		Solid Resources, Inc.
Telephone and hardwire communications				✓	✓	AT & T
Emergency Information Hotline	✓					Town of Surfside
Communications for municipal				✓	✓	AT & T / Motorola



TABLE 3: SERVICE PROVIDERS FOR THE TOWN OF SURFSIDE

Service	Method of Delivery				Contract In Place (☑)	Responsible Entity or Entities
	Municipality	Other Jurisdiction	Community Organization	Private Sector		
government						
Information management for municipal government				✓	✓	Atlantic Broadband
Comprehensive planning and land use control	✓					Building & Zoning
Environmental protection and enhancement within the municipality		✓				Miami-Dade County Environmental Resources Management
Mass transit and transportation services		✓				Miami-Dade County Transit
Roadway repair and maintenance	✓					Public Works Department
Storm drainage system cleaning, repair and maintenance	✓					Public Works Department
Maintenance of municipally-owned or operated facilities	✓					Public Works Department
Building construction inspection				✓	✓	Building Department
Code enforcement				✓	✓	Building Department
Social services to municipal residents in need (e.g., the homeless, displaced, elderly, etc.)	✓	✓			✓	Town of Surfside / Miami-Dade County Human Services
Emergency animal care and control		✓				Miami-Dade County Animal Services



TABLE 3: SERVICE PROVIDERS FOR THE TOWN OF SURFSIDE

Service	Method of Delivery				Contract In Place (☑)	Responsible Entity or Entities
	Municipality	Other Jurisdiction	Community Organization	Private Sector		
Local Public Transportation		✓				Miami-Dade County Transit
Municipal government relations with business and industry; Economic development in the municipality		✓				Miami-Dade County Capital Improvements
<u>Infrastructure Development:</u> Roadway construction	✓					Public Works Department
<u>Infrastructure Development:</u> Drainage system construction	✓					Public Works Department
<u>Infrastructure Development:</u> Water system construction		✓				Public Works Department / Miami-Dade Public Works
<u>Infrastructure Development:</u> Sewer system construction		✓				Public Works Department / Miami-Dade Public Works
<u>Infrastructure Development:</u> Town roadway construction	✓					Public Works Department
<u>Infrastructure Development:</u> Town buildings construction	✓					Public Works Department



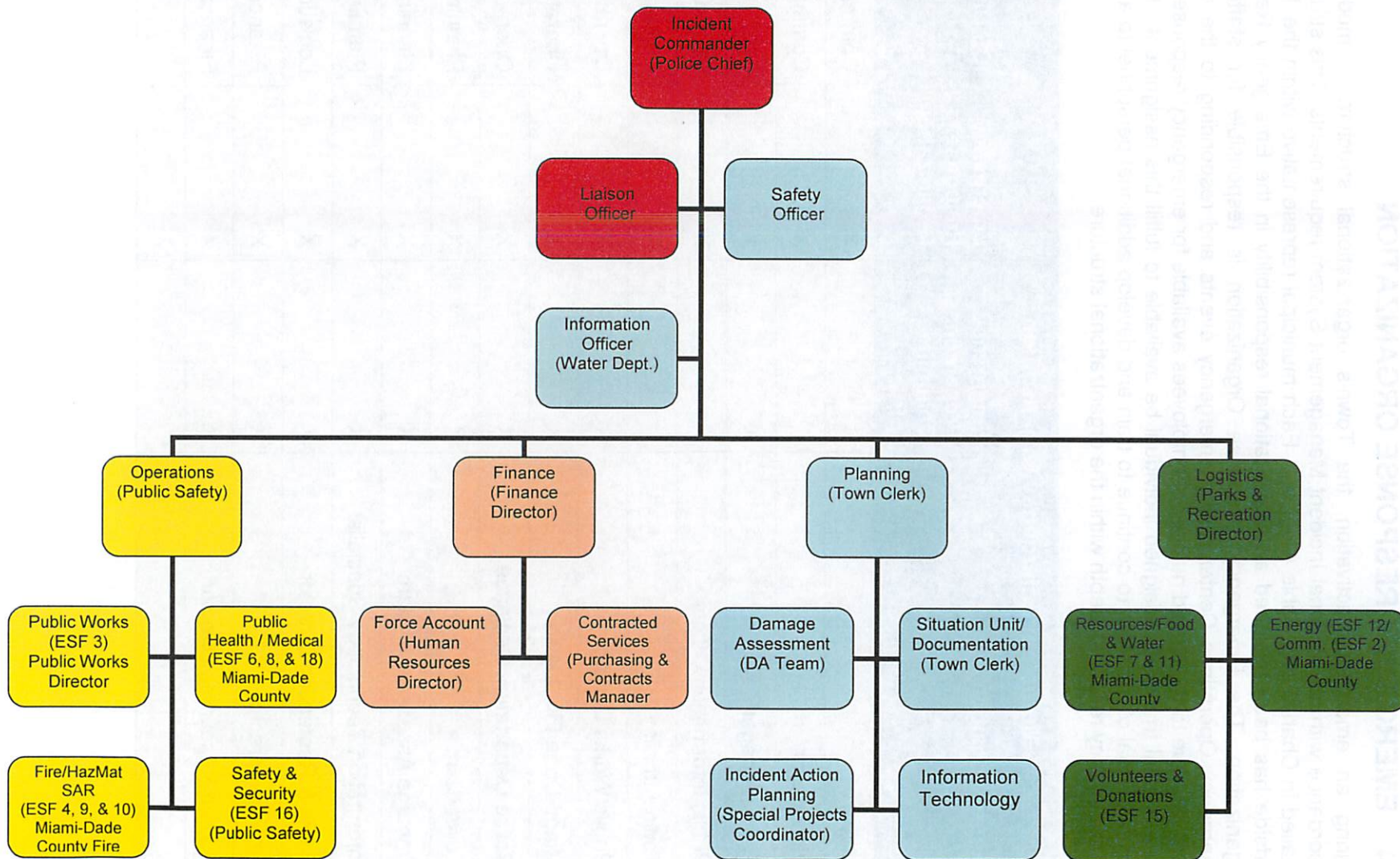
5.4 EMERGENCY RESPONSE ORGANIZATION

During an emergency activation, the Town’s organizational structure is modified in accordance with the National Incident Management System requirements. This structure is detailed in Chart 2 and Table 4 below. Each municipal representative within the Town of Surfside has been assigned an organizational responsibility in the Emergency Response Organization. The Emergency Response Organization is responsible for staffing the Emergency Operations Center during emergency events and responding to the disaster situation. Due to the limited number of employees available for emergency response duties, it is essential that each assigned individual be available to fulfill this assignment. It is the long-term goal of the town to continue to train and develop additional personnel to augment the emergency response depth within the organizational structure.

TABLE 4: Municipal Emergency Organization			
Agency/position	Emergency Preparedness Committee (EPC)	Emergency Response Organization	ICS Division
Mayor		X	Command
Vice Mayor		X	Command
Town Manager	X	X	Command
Public Information Officer	X	X	Command
Town Attorney		X	Command
Public Works Director	X	X	Operations
Miami-Dade Fire Liaison	X	X	Operations
Police Department Designee	X	X	Operations
Town Clerk	X	X	Planning
Damage Assessment Team	X	X	Planning
Information Technology Specialist	X	X	Planning
Parks & Recreation Director	X	X	Logistics
Finance Director	X	X	Finance
Human Resources Director	X	X	Finance



Chart 2: Town of Surfside Emergency Organizational Chart





5.5 DAILY (Non Emergency) EMERGENCY MANAGEMENT RESPONSIBILITIES BY POSITION

In advance of any disaster impacting the Town, numerous activities must occur in preparation of an impending situation. Following are the assignment of responsibilities of the governing body and the Police Department during the preparedness phase.

RESPONSIBILITIES OF THE TOWN COMMISSION DURING THE PREPAREDNESS PHASE

- Formally adopt NIMS,
- Approve the emergency management plan,
- Approve pre-disaster and emergency contracts and vendor agreements for emergency services,
- Approve state and federal emergency preparedness grants,
- Approve mutual aid agreements,
- Establish and update policies and local ordinances necessary to support Town agency development and implementation of the EOP, and its annexes,
- Approve Miami-Dade County local mitigation program participation,
- Maintain preparedness for meetings to endorse a Declaration of a Local State of Emergency and to promulgate emergency ordinances when necessary,
- Approve protective actions including evacuations and shelter in place, curfews, and other protective policies,
- Resolve policy issues which arise during the disaster event, which may include enacting emergency ordinances,
- Provide budgetary support for the Town's emergency preparedness, response, and recovery programs.

RESPONSIBILITIES OF ALL EMERGENCY RESPONSE ORGANIZATIONS DURING THE PREPAREDNESS PHASE

- Develop and maintain current detailed procedures, rosters, inventories, and similar documents necessary for implementation of the EOP, ESF, ICS Branch, as well as for conducting emergency operations for the Town EOC,
- Ensure agency staff are adequately trained for implementation of the agency's emergency response, disaster recovery operations, and the National Incident Management System,
- Identify three employees to serve as ICS Section and/or ESF representatives to the EOC, with the authority to commit resources and execute policies,
- Conduct practice exercises of the agency's response and recovery operations on a regular basis,
- Maintain the statewide mutual aid agreement to provide additional personnel and resources during disaster operations,



- Support continuing efforts to lessen the vulnerability of the agency's facilities, equipment, personnel and operations to the impacts of disasters through participation in the Town's pre-disaster mitigation planning and programming,
- Develop and maintain continuity of operations/continuity of government plans (COOP) to enable the agency to conduct its essential operations, including fulfilling responsibilities for EOP implementation, in the event of damage or disruption to the agency's normal facilities or systems,
- Take actions before and during a disaster to protect all vital records and documents within the agency's control,
- Develop and implement "family emergency preparedness programs" for agency staff in order to facilitate the participation of key staff in the implementation of the EOP,
- Accurately maintain financial records regarding all financial expenditures and staff time records relevant to emergency response and disaster recovery operations,
- Participate in post-event evaluations and critiques of exercises and the response to actual disasters to assist with appropriate modifications of the EOP,
- Support and participate in the routine updating of the EOP and its annexes,
- Cooperate with communications and requests for assistance from the Emergency Management Coordinator regarding the planning, training, exercise and implementation activities necessary to maintain the Town's preparedness for disasters,
- Coordinate, provide, and document training of incident management team members,
- Activate the ESF upon the request of command.

RESPONSIBILITIES OF THE ASSISTANT POLICE CHIEF ACTING AS THE EMERGENCY MANAGEMENT COORDINATOR DURING THE PREPAREDNESS PHASE

The Emergency Preparedness Coordinator may be assigned to perform the following responsibilities:

- Assess and conduct studies, report, regulations, and technical guidance relevant to the Town's EM program,
- Ensure compliance with NIMS, Miami-Dade County, the State of Florida and other regulatory and statutory bodies,
- Coordinate with the Town's PIO to conduct public information activities and outreach to the private sector within the municipality and or participating in Miami-Dade County's public information and outreach programs,
- Analyze staffing, equipment and facility resources to determine their adequacy for plan implementation and planning corrective actions where indicated,
- Maintain the emergency plan and ensure maintenance of associated operational procedures by the responsible organizations,
- Develop and/or implement municipal training programs in emergency plan implementation and in NIMS compliance,
- Develop an exercise program for the municipality and ensure municipal participation in county, regional and statewide exercises,



- Chair and support the Town's Emergency Preparedness Committee (EPC),
- Periodically evaluate the Town's response capabilities and identify areas of shortfall,
- Monitor and track the completion of NIMS training by all Town employees, contracted personnel, and volunteers,
- Coordinate the Town's efforts to classify and certify personnel and equipment used in the emergency operations, as well as tracking the licensure/certification status of personnel,
- Ensure "after action" evaluations as well as the updating and maintenance of the Town's "preparedness improvement plan",
- Evaluate and document the Town's response and recovery capabilities in accordance with NIMS and the Target Capabilities List,
- Represent the Town in Miami-Dade County's inter-jurisdictional emergency preparedness efforts,
- Maintain overall direction of the Town's actions during preparedness, response and recovery operations to comply with the Town's Strategic Plan,
- Direct Town agencies to update and maintain the EOP and its annexes, and to maintain readiness to implement the EOP,
- Participate as Primary Member of the Command Group,
- Monitor and track completion of NIMS training requirements and town wide implementation compliance,
- Participate in town, county, and regional all hazards exercises of the EOP, activation of the EOC and the operations of the Command.

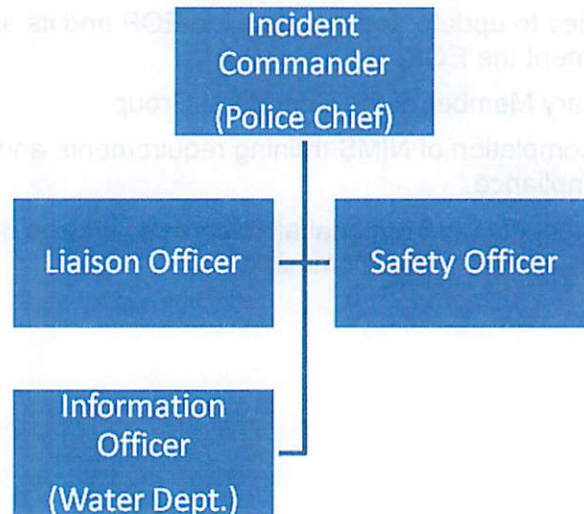


5.6 EMERGENCY RESPONSIBILITIES BY POSITION

The following section describes the responsibilities assigned to each of the primary agencies and section chiefs during the response phase. Staffing assignments are also listed in Table 4 in this section.

COMMAND

The Police Chief will function as the EOC's Incident Commander. The EOC Incident Commander will implement the policy directives of the Town Commission through direct coordination with the Section Chiefs. The EOC Incident Commander is responsible for the overall management of all incident activities, including the development and implementation of strategy, and for approving the ordering and release of resources. The EOC Incident Commander ensures that all resources are allocated according to priorities set by Town policy and incident objectives detailed in the Incident Action Plan.



Responsibilities of Police Department Designee as the Divisional EOC Liaison

A Police Department designee may be assigned to staff the North Miami Divisional Emergency Operations Center as the Town's liaison, as needed. The Town Liaison will conduct the following tasks:

- Coordinate response and recovery activities from the Town EOC to the County EOC,
- Review resource requests and resource deployments with the County EOC and monitor status of missions,
- Monitor status of response and recovery operations on the County level and notify the Command of emergency information and status items,
- Monitor and forward County Incident Action Plans, Situation Reports, Flash Report, and Media Releases to the Town EOC's Planning Section,



- Upon request of the Town command staff, coordinate with appropriate county ESF personnel to achieve response and recovery missions,
- If conditions warrant, coordinate the implementation of the Continuity of Operations Plan.

Responsibilities of the Public Information Officer acting as Lead ESF 14

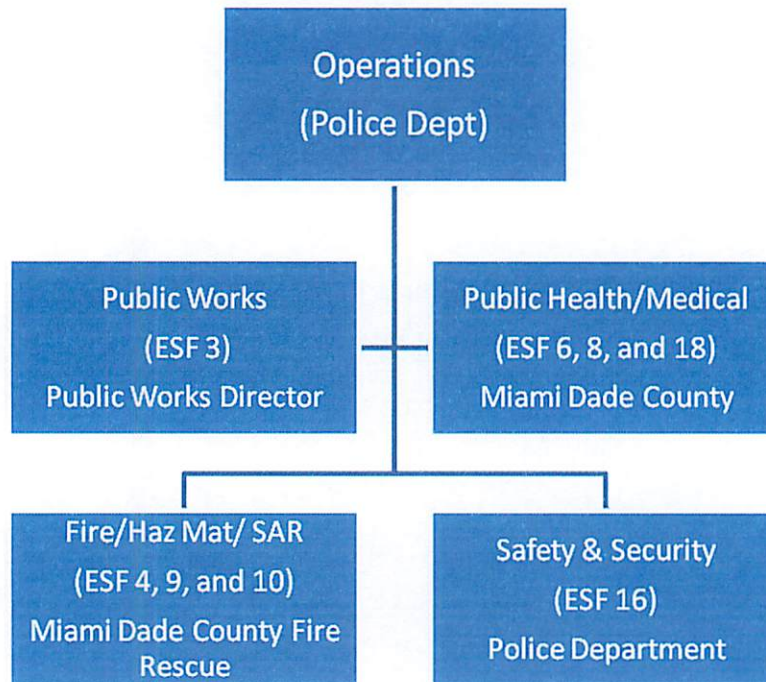
- Conduct public information activities and outreach to the private sector,
- Participate in Miami-Dade County's public information and outreach programs,
- Develop and coordinate emergency public information with the Miami-Dade County Joint Information Center (JIC),
- Coordinate request for assistance and additional resources related to public information needs.



OPERATIONS

The Operations Section is responsible for the management of all operations detailed in the Incident Action Plan. The Operations Section activates and supervises operations, organizational elements, and staging areas in accordance with the incident action plan. The Operations Section Chief also assists in the formulation of the incident action plan and directs its execution. The Operations Section also requests or releases resources and recommends these to the incident commander. The Operations Section consists of four branches: Safety & Security, Public Works, Public Health/Medical, and Fire/HazMat/SAR. Each of the branches is assigned a Branch Leader, either through Town personnel or through a representative of Miami-Dade who will monitor the incident objectives and ongoing mission assignments within the Branch.

Each functional element in this section may be staffed if conditions warrant. All functional elements within the Operations Branch report to the Operations Section Chief. The Operations Section is responsible for coordinating tactical operations for an incident in support of the on scene incident commander. This section also coordinates with the Planning and Logistics sections to request or release resources in support of tactical operations. The Operations Section supports response activities which are occurring in the field (e.g., firefighting, search and rescue, mass care). This section also determines resource shortfalls and requests additional resources from the Logistics Section.





Responsibilities of the Police Department Designee acting as the Operations Section Chief

- Coordinate mission requests, monitor and report status of all field response activities including: Law enforcement, Firefighting, Mass Care, Housing and Human Services, Public Health and Medical Services, Safety & Security, Hazardous Materials, and Urban Search and Rescue,
- Coordinate Rapid Impact Assessment with the North Miami Divisional EOC,
- Coordinate with the County to determine if a DRC is required; coordinate with the Logistics Section Chief to identify a suitable facility or location.
- Activate the Citizen Hotline number,
- Request or release resources in coordination with the Logistics Section Chief,
- Identify need for volunteers; coordinate with the Logistics Section to review needs with the Divisional EOC,
- Determine resource shortfalls and request additional resources to Logistics Section,
- Report information about special activities, events, and occurrences to the Incident Command,
- Conduct routine EOC briefings at each operational period.

Responsibilities of the Public Works Director acting as Lead ESF 3

- Coordinate the storm protection of all Town Buildings and town infrastructure,
- Directs emergency operation related to municipal services,
- Provides the required staff and equipment, through in-house resources, outside vendors, and mutual aid agreements to assist in emergency debris clearance (first push) and resume normal trash pick-up as soon as possible,
- Supervise and coordinate the debris removal and debris monitoring contract activities including establishment of transfer sites,
- Maintain and coordinate all financial records related to protective measures and debris management with the Finance Section Chief to ensure FEMA reimbursement,
- Coordinate the public assistance damage assessment and damage survey reporting process and ensure all town property and equipment are assessed and recorded,
- Provide status information related to water mains, storm water flooding, sewer systems, traffic, and communications, power to the Operations Section Chief,
- Coordinates and maintains usage of generators both stationary and mobile,
- Coordinates storm water recovery efforts,
- Coordinates restoration efforts for water services, storm water, sewer systems, traffic, and communications systems.



Debris Removal

The Town has entered into an agreement with Ashbritt to conduct emergency debris removal and equipment upon request. The Town has contracted with Solid Resources, Inc. to conduct debris monitoring.

Responsibilities of the Miami-Dade Fire Liaison Acting as Lead ESF 4, 9, & 10

A Miami-Dade Fire Liaison is assigned to staff the Fire Fighting, Urban Search and Rescue, as well as hazardous materials functional elements. Each functional element may be staffed at the Town EOC, the Divisional EOC and/or County EOC if conditions warrant. All functional elements within the Operations Branch, report to the Operations Section Chief.

Fire Fighting and Urban Search and Rescue

The Fire Fighting function will provide available resources for fire prevention and suppression actions within the Town during emergency response and disaster recovery operations, providing trained personnel and equipment for specialized services to protect lives and property throughout the response and recovery period, in cooperation with other Town Operations Section Chief.

- Direct resources and personnel in the suppression of fires within the Town,
- Provide paramedics and EMT's for the provision of medical treatment and transport,
- Provide personnel and equipment to support search and rescue operations within the Town,
- Provide mutual aid in accordance with mutual aid agreements,
- Update the Operations Section Chief with the status of fire fighting, emergency medical service, and search and rescue operations,
- Attend Operations briefings and provide input to the Incident Action Plan for the next operational period.

Hazardous Materials

The purpose of the Hazardous Materials function is to provide resources in response to hazardous materials incidents occurring in or affecting the Town.

- Detect, characterize, monitor and control significant hazardous materials releases within the Town or potentially impacting the Town,
- Secure and coordinate support for the Town's on-scene personnel responding to an incident involving hazardous materials,
- Obtain technical information regarding hazardous materials and the risks they pose to emergency response personnel and the threatened public,
- Advise EOC Command regarding the need for protective actions for the threatened public and the level of personal protection to be utilized by emergency response personnel,
- Securing resources and assistance for post-exposure operations in the Town such as decontamination or environmental remediation,



- Providing hazardous materials response personnel and resources to support operations at facilities involved in the Town's emergency actions, such as providing decontamination services at the command post,
- Securing services and expertise regarding hazardous materials needed by other emergency response and disaster recovery operations implemented by the Town, such as advising on the management of contaminated debris.

Responsibilities of the Police Department Designee Acting as Lead ESF 16

- Directs emergency related operations of the Police Department,
- Implement protective actions and executive orders including evacuation, re-entry, curfews, and quarantine actions,
- Maintain a current list of traffic control points and related security activities for inclusion in the Incident Action Plan,
- Coordinate traffic control and reentry measure with neighboring jurisdictions in order to facilitate reentry procedures for response and recovery personnel as well as returning residents and business owners,
- Participates in initial rapid damage assessment and damage survey reporting,
- Implement anti-looting measures and maintain perimeter control during the recovery phase,
- Provide additional security personnel at critical facilities and vital incident sites including command post, distribution sites, staging areas, and others,
- Coordinate the provision of additional law enforcement and security resources needed for response and recovery operations.



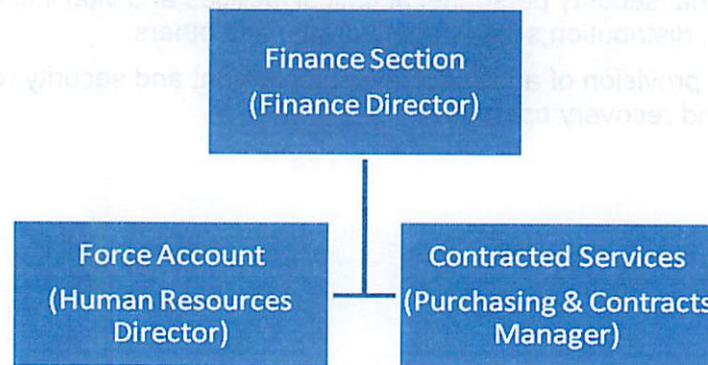
FINANCE

The Finance Section monitors cost expenditures to ensure that statutory rules that apply are met. In particular, the Town must meet all requirements related to the Robert T. Stafford Act as administered by the Federal Emergency Management Agency.

This section monitors all sources of funds, tracks and reports to Incident Command the financial “burn rate” as the incident progresses. This allows Incident Command to forecast the need for additional funds before operations are affected negatively. This is particularly important if significant operational assets are under contract from the private sector. Close coordination with the Planning Section and Logistics Section is also essential so that operational records can be reconciled with financial documents.

The Finance Section must provide cost analysis data for the incident. It ensures that equipment and personnel for which payment is required are properly identified, obtain and record all cost data, and analyze and prepare estimates of incident costs.

The Finance Section will ensure proper daily recording of personnel time and equipment usage time as they related to the individual mission tasking in accordance with the finance and administration emergency policies. Personnel time records will be collected and processed for each operational period (as appropriate). These records must be verified, checked for accuracy, and posted according to existing policies. Excess hours worked must also be determined, for which separate logs must be maintained. Under ICS, this unit handles injury compensation and claims.



Responsibilities of the Finance Director Acting as the Finance Section Chief

The Finance Director is assigned to staff the Finance Section Chief position. The Finance Section will conduct the following tasks:

- Monitor and track all disaster response and recovery related expenditure of funds including personnel time and equipment in accordance with FEMA guidelines,
- Maintain accurate tracking and documentation of acquired, leased, and mutual aid equipment, supplies, and personnel,
- Supply emergency funds to the incident command,



- Provide regular status update to the Incident Commander for the status of financial resources, expenditures, and departments,
- Provide technical assistance related to emergency purchasing procedures, and FEMA reimbursement requirements,
- Provide input in the development of Incident Action Plans and assist in long-term recovery planning.

Responsibilities of the Human Resources Director Managing Force Account

- Ensure that appropriate insurance coverage and employee policies are in place to support post disaster response and recovery operations,
- Identify and coordinate the provision of additional human resources in support of response and recovery operations from within the town's governmental structure, from external sources, through mutual aid, and/or volunteers,
- Participates in the cost recovery process by tracking personnel hours and insuring that appropriate insurance claims are filed in a timely manner,
- Assists in recovery planning and strategies.

Responsibilities of the Purchasing & Contracts Manager for Contracted Services

- Coordinate with local jurisdiction on plans and supply sources,
- Prepare and authorize contracts and agreements,
- Interprets contracts and agreements; resolve disputes within delegated authority,
- Establish contracts and agreements with supply vendors,
- Complete final processing of contracts and send documents for payment,
- Briefs Finance Chief on current problems, recommendations, outstanding issues, and follow-up requirements.



PLANNING

The Planning Section is responsible for collecting, evaluating, and disseminating all incident-related data and information. The Planning Section conducts planning meetings, prepares the IAP and situation reports for each operational period. The Planning Section may also develop, display, and/or distribute incident maps, status boards, databases, personnel contact information, operational schedules, and other critical information. The Planning Section participates in conference calls to ensure that pertinent information is captured and distributed and is also responsible for developing the demobilization plan.

Incident Action Planning and Situation Assessment

The Planning Section prepares the IAP and maintains many of the files and records that are developed as part of the overall IAP and planning function in compliance with NIMS. The Planning Section will collect, process, and organize ongoing situation information; prepare situation summaries; and develop projections and forecasts of future events related to the incident. The Situation Unit also prepares maps and gathers and disseminates information and intelligence for use in the IAP. This unit may also require the expertise of technical specialists and operations and information security specialists.

Information Documentation

The Planning Section will maintain accurate and complete incident files, including a complete record of the major steps taken to resolve the incident; resolutions and executive orders, emergency declarations, IAP and Situation Reports, missions and resource tracking documents and logs, media releases, and all other incident related data. Files will be maintained and stored for legal, analytical, and historical purposes.

Demobilization

The Planning Section develops the Demobilization Plan that includes specific instructions for all personnel and resources that will require demobilization. This unit should begin its work early in the incident, creating rosters of personnel and resources and obtaining any missing information as check-in proceeds. Once the Demobilization Plan has been approved, it is distributed to appropriate response and recovery personnel in the EOC and at remote locations.



Responsibilities of the Town Clerk Acting as the Information & Planning Section Chief

The Town Clerk is assigned to staff the Planning Section Chief position. The Planning Section Chief will conduct the following tasks:

- Develop Incident Action Reports development during each incident period,
- Maintain status boards within the EOC,
- Monitor Conference Calls and disseminate information to emergency responders as necessary,
- Maintain message system and operational logs,
- Log and distribute information provided by the Miami-Dade County EOC, the State EOC, neighboring jurisdictions, as well as other activated response or recovery locations throughout the Town EOC,
- Develop regular situation reports summarizing the impacts of the event, the Town's response and recovery operations and the open and completed missions and transmit to the Divisional EOC,
- Compile information regarding rapid impact assessment, preliminary damage assessment, and damage assessment data,
- Coordinate with Operations Section Chief in advance of operational briefings and document reports from Section Chiefs,
- Collect, evaluate, and disseminate incident information and resources situation status,
- Prepare the Incident Status Summary Form (ICS Form 209),
- Maintain accurate, up-to-date incident files: forms, reports, emergency declarations, press releases, and all other official documents. Incident files will be stored for post-incident use.

Responsibilities of the Damage Assessment Team Managing Damage Assessment



Process

- Conduct damage assessments immediately following a disaster after Police and Fire have completed their "life-safety" process,
- Determine the impacts on individuals and private businesses (Individual Assistance) and eligible facilities (Public Assistance),
- Provide an estimate of the type and the extent of damages, following FEMA protocols,
- Complete appropriate FEMA damage assessment forms for each type of assistance,
- Determine estimated cost of damage to the town following the federal guidelines,
- Verify and report that the damage is beyond local response capability,
- Review all work product for consistency with FEMA requirements and ensure quality control procedures are followed

Responsibilities of the Information Technology Specialist

- Coordinate with Planning and PIO for information to update the Town's website with recovery information such as PODs, Situation Reports, locations of Disaster Recovery Centers, important numbers, closures,
- Provide network maintenance, including coordinating and setting access security, setting up and managing data replication and data transformation activities, documenting system configuration, excluding HTE and Police Department,
- Responsible for analyzing, and modifying computer systems, as needed, excluding HTE and Police Department,
- Restore IT systems processing capabilities to normal operations at the primary location or the new location,
- Make certain coordination with other public and private organizations is conducted, as it relates to the Town's internal network,
- Responsible for the coordination and support of all network, telephone, copier, and fax technology, excluding HTE and Police Department,
- Provide technical support to the Town staff; and insure compliance with network, procedures, and standards.



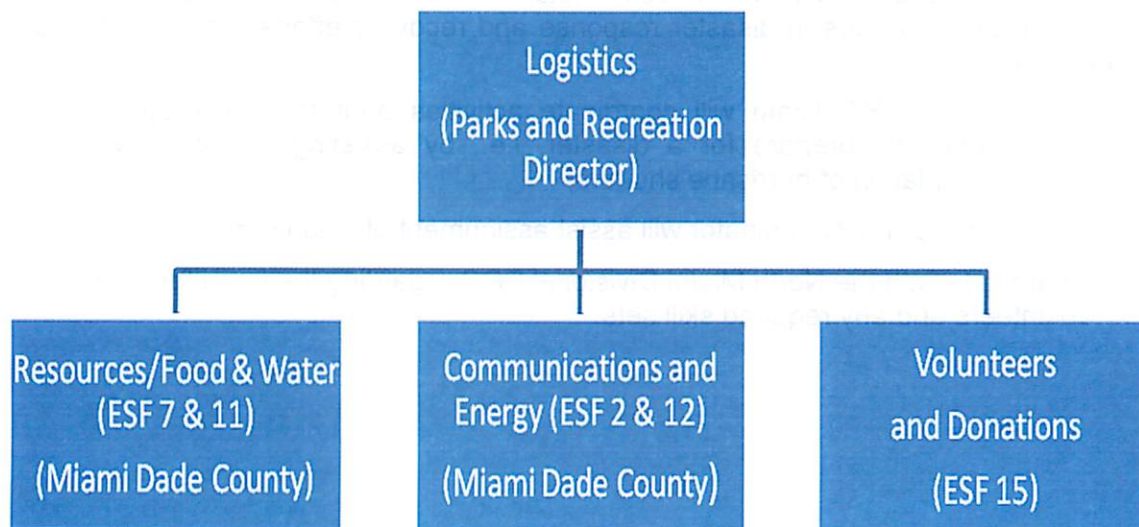
LOGISTICS

The Logistics Section coordinates and supports the Town resource management process that coordinates the procurement of goods and services, and directs the deployment of emergency resources. The Logistics Section Chief reports to Command. The Logistics Section contains the following Emergency Support Functions: Transportation (ESF 1), Communications (ESF 2), Resource Support (ESF 7), Food and Water (ESF 11), Energy (ESF 12), Volunteers and Donations (ESF 15), and Business & industry (ESF 19). Due to the lack of municipal staffing, each of these ESFs may not be staffed individually but coordinated centrally by the Logistics Section Chief. As conditions warrant, the Logistics Section Chief may determine to augment staffing in each of the ESFs.

The mission of the Logistics Section is to coordinate and support the resource management process that plans, implements, and controls the efficient, effective flow of goods, services, and related information from the point of origin to the point of consumption. It acts as an agent on behalf of other municipal agencies for pre-event and operational sourcing, contracting, procurement, receipt, storage, handling, security, accountability, inventory, deployment, issue and distribution, recovery reutilization and disposition, of expendable and non-expendable resources and services in support of emergency management operations. Effective logistics management makes certain that all functions are executed in a unified manner in order to reduce costs, ensure appropriate support actions, and decrease delivery time.

The Logistics Section also coordinates pre-event facility selection and building services of temporary response and recovery sites including staging areas, Disaster Recovery sites, warehousing operations, Points of Distribution and other locations as needed.

The Logistics Section may obtain resources for internal supplies, contractor resources, private vendors, local mutual aid, or through the Statewide Mutual Aid Agreement which is coordinated through the County Emergency Operations Center.





Responsibilities of the Parks & Recreation Director acting as Logistics Section Chief

- Maintain municipal equipment, facilities and supplies,
- Monitor resource status during response and recovery operations,
- Identify resource shortfalls in coordination with Operations Branch,
- Provide management and oversight of the following functions: resources, communications, and energy,
- Identify additional personnel to staff emergency response and recovery operations,
- Identify resources to support field response and recovery operations through mutual aid, private vendors, volunteers, or donation resources,
- Support the acquisition and management of resources,
- Document and track all resource requests, staging, and deployments; provide documentation to Finance Section Chief in accordance with financial procedures,
- Coordinate the provision of food and water to all emergency personnel at emergency operating sites,
- Coordinate communication assets from government, volunteer groups, the telecommunications industry, federal and state agencies, and private vendors to meet all response and recovery communication needs,
- Support the rapid restoration of energy system with consideration to priority locations,
- Once local resource capabilities have been exhausted, coordinate mutual aid and private vendor resource needs through the proper resource request procedure and maintain documentation.

Responsibilities of Police Department Designee acting as Volunteers and Donations Coordinator

- The Police Department's CERT Coordinator will coordinate the utilization of the CERT Team members in disaster response and recovery efforts (pre-response or convergent),
 - The CERT Team will coordinate activities prior to a disaster to help residents prepare for a disaster, i.e., by assisting residents with the installation of hurricane shutters,
 - The CERT Coordinator will assist assignment of volunteers,
- Coordinate with the North Miami Divisional EOC regarding the need for additional volunteers and any required skill sets.



Responsibilities of Public Works Designee acting as Energy (ESF 12) and Communications (ESF 2) Coordinator

- The Public Works Department will be responsible for securing fuel supplies and coordinating FPL's response to electrical power outages.
- Coordinate with the North Miami Divisional EOC to support the rapid restoration of energy system with consideration to priority locations
- Identify and allocate all local government interim energy sources to support continuation of critical services, governmental restoration efforts, and public buildings.
- Identify personnel who have the technical expertise to acquire and implement alternate emergency communications.
- Coordinate communication assets from government, volunteer groups, and private vendors to meet all response and recovery communications needs.
- Ensure communication is established with other governmental agencies, shelters, feeding sites, points of distribution, staging areas, and other vital recovery sites.

Fuel Resources

The Town maintains three fuel storage tanks. One tank is capable of holding 2500 gallons of gasoline. The remaining two contain diesel, one of which holds 1000 gallons and the other holds 500 gallons. The Town contracts with Dagam Oil Company for its fuel supplies.

Responsibilities of Miami Dade Division EOC for Resources (ESF 7) and Food & Water (ESF 11)

The Town of Surfside has no supplies of food or water to distribute to citizens. The Town will coordinate with the North Miami Division Emergency Operations Center for the provision of supplies and will consider augmenting resources through private vendors and donated items as resources permit.



6.0 CONCEPT OF OPERATIONS

6.1 EVENT RECOGNITION AND PLAN ACTIVATION

In the State of Florida, the County Warning Point is the central location for the collection and dissemination of warnings and threats which are monitored at various higher levels of government. Following is a listing of threat and hazard monitoring and recognition sites where information is collected and disseminated from listed by hazard:

Hazard	Source of Information
Tropical Storms and Hurricanes	NOAA, National Hurricane Center
Tornado	NOAA, National Weather Service Office
Flooding	NOAA, River Forecast Office / Weather Service Office
Hazardous Materials (fixed)	State Warning Point
Hazardous Materials (transportation)	State Warning Point
Civil Disturbance	Florida Department of Law Enforcement
Terrorism	Federal Bureau of Investigations and the Department of Homeland Security
Epidemics and Biological Agents	Department of Health
Wild land Fires	U.S. Forestry Service

The Miami-Dade County Police Department’s Communications Center is designated as the official Warning Point for the Town of Surfside. Notifications of watches, warnings, or the occurrence of significant events will be received at the Warning Point through the Miami-Dade County EOC. Bulletins and advisories from the National Weather Service are received via the Emergency Satellite Communications (ESATCOM), Weather Service Satellite System, E911 System, radio, telephone, municipal Public Safety Answering Points (PSAPs), and the general public. These significant incidents may include but are not limited to the following:

- a. Any incident which may require a substantial evacuation and/or relocation of a given area,
- b. Any event posing a potential threat for a mass casualty incident,
- c. Any weather related watch or warning advisory,
- d. Any formation of tropical weather systems,



- e. Any incident that closely or significantly blocks major roadways within the County,
- f. Any large or multiple structure fire,
- g. Any prolonged shutdown of public utilities,
- h. Any incident where public resources within Miami-Dade County are being deployed out of the County except for emergency services mutual aid,
- i. Any event posing a major environmental threat,
- j. Any potential or actual act of terrorism.

6.2 PUBLIC WARNING AND EMERGENCY INSTRUCTION

In the immediate response phase to localized disaster, the onsite Incident Commander has the authority to direct protective actions including evacuation or in-place sheltering. The onsite Incident Commander will notify the Town Manager of the incident and protective actions taken. The Town Manager may direct the Public Information Officer to warn the public that they are endangered and what actions are to be taken.

In the event of advance warning of a widespread potential threat, the Town Manager, in consultation with key staff, will determine the need for protective actions within the Town and coordinate implementation with the Operations Section Chief and Public Information Officer. In the event that multi-jurisdictional action is required, the Town will coordinate protective action decisions with the impacted jurisdictions and the Miami-Dade County EOC.

6.3 INITIAL FIELD RESPONSE ACTIONS

The Incident Command System will be used to manage and coordinate field response operations. The incident may be controlled by local emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request, through appropriate channels, that the EOC be activated to support the field operations.

Response to an incident by single discipline agencies (i.e. fire, law enforcement, EMS) will utilize a single Incident Commander within the ICS structure. As the incident progresses to include multiple jurisdictions and disciplines, a Unified Command (UC) will be used to the extent possible, and as deemed necessary.

During a single discipline response to an incident, the first on-scene emergency responder with management responsibilities will take the necessary steps to establish an Incident Command Post (ICP), report a scene size-up, activate the appropriate ICS organizational elements required for incident management, delegate authority within the ICS organizational structure, and develop incident objectives on which subsequent incident action planning will be based.

6.4 ACTIVATION OF THE MUNICIPAL EMERGENCY OPERATIONS CENTER (EOC)

The Town of Surfside will activate its Emergency Operations Center and its Incident Management Team to respond to the disaster needs of the community. Numerous conditions may warrant activation prior to an event, during an event, or once an incident has already occurred. When an emergency or disaster event threatens the Town and/or the



Miami-Dade County EOC has been activated, the Town Incident Commander will consider the need to activate the Town EOC and the Town's Emergency Operations Plan.

Depending on the magnitude and complexity of the event, for any level of EOC activation, the Town Incident Commander may direct personnel to activate and deploy one or more individuals to the EOC to initiate operations. When determining which elements of the plan to activate, the Town Incident Commander will consider potential resource needs, community impact, and public safety.

Conditions for EOC Activation:

1. Various natural disasters and terrorism threats may provide advance warning either through monitoring systems or through verbal notification. The Town Manager, in coordination with the public safety organizations, will evaluate the advance threat conditions and determine if EOC activation is warranted.
2. Whenever an emergency situation, a special situation, or event in the jurisdiction requires inter-agency coordination for additional resources, the Town Manager may decide to activate the Incident Management Team. The team will ensure that the decision-making process is adequately coordinated.
3. If multiple scenes are developing throughout the jurisdiction, which cannot be adequately coordinated from a single field command post, the Town Manager may activate the Incident Management Team.

When it appears that an incident will escalate beyond the capabilities of the Town's resources, the Town EOC will be activated to provide a coordinated response among all agencies with jurisdictional authority or functional responsibility. These response actions can include:

- Identifying critical resource needs and report them to EOCs and/or multi-agency coordination entities,
- Verifying that the notification of all responding organization was successfully implemented,
- Ensuring full operational capability of the EOC equipment, communication systems, information tracking systems and supplies,
- Verifying rosters, equipment and vendor inventories, procedures are up to date,
- Establishing communication with Miami-Dade County EOC, field command posts, emergency organizations, and other activated emergency facilities,
- Deploying liaison to the Miami-Dade County EOC and other vital response sites such as staging areas,
- Placing additional public and private sector resources and personnel on standby such as, but not limited to, Town personnel, debris management contractors, debris monitors, facility managers with whom the Town may have agreements for emergency lease space, suppliers of food and fuel for emergency workers, vendors with whom the Town has emergency agreements for equipment and supplies such as supplemental office equipment, machinery, generators, and Town Public Works equipment and vehicles,



- Obtaining incident status information, potential impact on persons and property, deployed resources and personnel, damaged infrastructure, and other important information,
- Coordinating information with responding units and the Miami-Dade County EOC,
- Determining the need and implement procedures to declare a State of Emergency and notify the Miami-Dade County EOC,
- Coordinating with the North Miami Divisional EOC for additional resources, if needed, for performing a “rapid impact assessment” to define the impact of the event, prioritize operations and coordinate the information with the Miami-Dade EOC,
- Preparing and distribute an initial “incident action plan” to prioritize and control the Town’s response operations for the initial operational period. Managing response operations through an IAP is a NIMS requirement,
- Ensuring that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.

6.5 CLASSIFICATION OF EMERGENCIES AND DISASTERS

According to Florida Statutes 252.35(a), disasters are classified as follows:

- **Minor Disaster:** Any disaster that is likely to be within the response capabilities of local government and results in only minimal need for State or federal assistance
- **Major Disaster:** Any disaster that will likely exceed local capabilities and require a broad range of State and federal assistance. The Federal Emergency Management Agency will be notified and potential federal assistance will be predominantly recovery oriented
- **Catastrophic Disaster:** Any disaster that will require massive State and federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery needs

6.5.1 Levels of Municipal EOC Activation

Consistent with the County’s EOC levels of activation, the Town has established three levels of activation:

Level 3: General day to day operation with a heightened awareness during hurricane and wildfire seasons.

Level 2: Threat identified and some resources are directed toward intelligence gathering. The EOC may be partially activated in expectation of an impending event or in response to an event. The Town’s EOC Incident Commander may determine the operational times and the necessary staff needed at the EOC. This level may also be referred to as a “partial activation”

Level 1: This is a full activation and pre-identified staffing will be required in the EOC. The operation is carried out for a full 24 hours. Operational periods are established by the EOC’s Incident Commander.

The Town’s Emergency Operations Center may be activated directly to level 2 or level 1 based upon operational needs. The Town’s EOC may be activated if an incident is not site specific (i.e. pandemic outbreaks), the incident is extremely large and involves multiple ICS



organizations, or there are multiple incidents that are being handled by multiple incident command posts. Further, the plan states that the level of activation will take into consideration the levels of activation of the EOCs of adjacent jurisdictions and that of Miami-Dade County.

6.6 OPERATIONS OF THE EOC

Notification and Mobilization for EOC Operations

Upon a decision to implement the EOP and activate the Town EOC, it will be the responsibility of the Human Resource Department to notify, as indicated by the level of activation, key support staff and the contact individuals from the responding agencies. The agency contact is responsible for notification of all necessary personnel in their agency or organization to ensure 24 hour staffing.

Following notification, the Assistant Chief of Police will mobilize to the Town EOC and initiate operations. In all cases, following activation of the Town EOC and mobilization of personnel, the Miami-Dade County Warning Point will be informed of the activation.

6.6.1 Functions of the Municipal EOC

The staff members assigned to their respective ICS Sections within the EOC as described in Section 5.6 (Emergency Responsibilities by position) are responsible for the following functions:

Command

- Coordinate the receipt, processing and delivery of public information and emergency instructions relevant to the municipality
- Make policy decisions regarding Town wide emergency response and disaster recovery operations,
- Planning and prioritizing Town wide response and recovery operations,
- Assigning a liaison, whenever needed or upon request, to emergency response or disaster recovery facilities activated by Miami-Dade County, the State of Florida or federal agencies for operations affecting the Town.

Operations

- Coordinate municipal emergency operations with those conducted by adjacent municipalities, Miami-Dade County, the State of Florida and the federal government.
- Maintaining communication and coordination with the North Miami Divisional EOC, if activated, as well as the EOCs of other municipalities, if activated, directing Town agency operations accordingly,
- Directing or supporting any other such operations by or within the Town for emergency response or disaster recovery.
- Monitor and assess an emergency or disaster to anticipate needed response and recovery operations,
- Ensuring that appropriate documentation regarding response and recovery operations is maintained by all Town agencies.



Logistics

- Coordinate and prioritize resource support operations for municipal field units at incident scenes and for disaster victims within the jurisdictions.
- Coordinate the activation, operation, and deactivation of any other emergency facilities established by the municipality. The EOC will also coordinate municipal operations related to emergency facilities activated with the jurisdiction by Miami-Dade County, the State of Florida or the federal government,
- Secure resource support for Town operations at the incident scene from other Town agencies, Miami-Dade County, the State of Florida, federal agencies and/or adjacent jurisdictions.

6.6.2 Response Actions in the EOC

Command

- Identify the point or time when emergency operations will be considered complete, and the demobilization and deactivation process can be initiated,
- Cooperate with the implementation of multi-jurisdiction protective orders including curfews, public health actions, immunizations and others.

Operations

- Coordinate search and rescue operations,
- Receive and process requests for assistance or support from field command staff or other organizational units with the municipal EOC,
- Continue coordination activities with adjacent jurisdictions EOCs and the North Miami Divisional EOC, if activated, including filing of a situation report with the County EOC as requested,
- Implement anticipated and preplanned response actions, such as emergency debris removal from roadways (refer to Debris Management Plan for further detail), providing public information, establishing security for damaged or evacuated neighborhoods.

Planning

- Continue development of the IAP on the schedule established at the beginning of the emergency response period,
- Provide for municipal representation to the joint preliminary damage assessment process which is conducted cooperatively by county, state and federal damage assessment teams following a major disaster.
- Maintain a continuing process of information exchange regarding the event, its impacts, and the status of response organizations,
- Maintain continuing flow of accurate, consistent and timely public information.

Logistics

- Conduct resource management activities in accordance with the resource management annex to the plan,



Finance

- Document ongoing operations, personnel time, and expenditures in accordance with the procedures given in financial management annex or the plan

6.6.3 Emergency Supplies

The Town Logistics Branch in coordination with Miami-Dade County ESF 6, ESF11, and ESF 15 are responsible for the delivery and provision of supplies and services (food, water, shelter, and clothing) to residents. The Town of Surfside EOC will support these efforts by identifying volunteers and donations from area businesses to meet the needs of the residents. The American Red Cross conducts door-to-door assessments of the areas affected by the event identifying residents' unmet needs. Other unmet needs reported to Town EOC or law enforcement should be tracked and forwarded to ESF 6 and the American Red Cross. The process to meet the identified needs is first to meet the basics of food, shelter, and clothing. The other needs are evaluated as to fairness, ability to provide service to all who need it, cost, alternative means to meet need, and so forth. Life-safety issues always take precedence.

6.6.4 Locations of Municipal Primary and Alternate EOCs

- The primary Emergency Operations Center is located in the Town of Surfside Town Hall Building, 9293 Harding Avenue, Surfside, FL 33154
- The secondary EOC is located at the North Miami Divisional EOC.
- The development of a more permanent EOC is planned in the future.

6.7 EMERGENCY FACILITIES

6.7.1 Points of Distribution

The Town will utilize the Miami-Dade County, Point of Distribution (POD) The PODs will provide life sustaining emergency relief supplies to the residents of Surfside impacted by a major disaster, widespread utility outages, or other critical incident. The PODs will be established by Miami Dade County and the County will provide personnel and resources to maintain them throughout the disaster event. Hours of operation will be determined by the County. The PODs and all emergency response operations will be managed in compliance with Miami-Dade County standards and the National Incident Management System. Historically, the County has designated Haulover Park, but this location is subject to change at the discretion of the county. The Logistics Section Chief will coordinate identification of suitable locations with the Divisional EOC. Dissemination of information regarding PODs will include a combination of County media releases, the Town's Cable Channel 77, the Town's website, and hotline number. (See Section 5.2.6)

6.8 Public Information During and After Emergencies

The ESF 14 staff is located in the Town's EOC and will disseminate information to the media and the public on response and recovery actions taken by the Town's Emergency Management Team. ESF 14 provides the media with an overview of the emergency situation at the Town level, and expects the media's interest in the event to be consistent with, or exceed, citizens' needs. Should the scope of information that must be provided to the media exceed the resources of the Town, the PIO will coordinate and request assistance



from the Joint Information Center (JIC) of the Miami-Dade County EOC. All Town of Surfside emergency and disaster-related information will be disseminated through ESF 14 at the Town's EOC, and will also be provided to the County JIC.

The Town's ESF 14 will provide updates and briefings to the media on a regular basis and/or schedule press conferences as deemed necessary. Updates will also be broadcast on the Town's Cable Channel 77 and posted on the Town's website. The Police Department will also activate a citizen hotline which is (305) 993-1070. All media personnel are required to wear/display official press credentials while present at the EOC. Media access to the EOC Operations room will not be permitted.

6.9 Deactivation of Emergency Operations Center

It is the responsibility of the Incident Commander to authorize downscaling and/or deactivation of the Emergency Operations Center. This decision will be coordinated with the general staff and executive team.

- Personnel will be notified of a reduced activation level or deactivation at the earliest convenient time, but preferably this decision will be incorporated during the Incident Action Planning Process for the next operational period.
- The Operations Section Chief is responsible for notifying all EOC personnel of the change in staffing requirements and operational hours.
- The Operations Section Chief will also notify the field Incident Commanders, County EOC, and neighboring jurisdictions.
- The Finance Section Chief will ensure that all documentation regarding operations, personnel time, and emergency expenditures is complete and obtained by all response personnel.
- The Logistics Section Chief will ensure that all equipment and supplies are demobilized and tracked until they reach their final destination.
- The Planning Section Chief will ensure that all documentation has been stored, that all tracking documents and databases are properly duplicated and stored, and that an after action critique is scheduled, conducted, and an after action report is prepared.
- The Incident Commander should evaluate the need for incident stress debriefing for all personnel and coordinate with the Miami-Dade County EOC for CISD counseling services.



7.0 RECOVERY

7.1 RECOVERY OPERATIONS OVERVIEW

The Town of Surfside is dedicated to returning the community to pre-disaster conditions. The Town will coordinate and cooperate with County, State and Federal agencies to obtain the necessary support to implement mitigation measures to protect and preserve the lives of residents and property of the Town. This recovery phase occurs simultaneously with the response phase. As first responders are engaged in life safety missions, the recovery staff are planning for short-term and long-term recovery activities. Once the life threatening response activities have been completed and the threat to the Town has diminished then recovery activities become the primary focus of emergency management.

The Town's Incident Management Team will coordinate recovery and disaster assistance efforts within the Town, and is responsible for gathering the assessed needs of the community, and coordinating with other agencies and organizations to meet those needs. The Town Manager is the point of contact for the beginning of the recovery process for County, State and Federal agencies. The PIO will provide recovery information to the public via media releases (sent to print and broadcast media, i.e., newspapers, radio, and television) and press conferences coordinated with the County Joint Information Center. Information will also be made available for posting on or at the Town, County, and American Red Cross web sites, the Disaster Recovery Centers, community bulletin boards, community forums, and town meetings.

Recovery operations consist of short-term and long-term recovery activities. While recovery actions begin during the response phase, it is difficult to evaluate when the recovery phase is complete. Activities which may be in the short-term recovery period are:

- FEMA required Damage Assessment
- Emergency Debris Removal which opens one lane of traffic for all roads
- Restoration of utility services including power, water, and sewer services
- Restoration of critical infrastructure and critical facilities
- Re-supply of fuel
- Installation of emergency generators at critical facilities
- In coordination with the County EOC, identify facilities which may be utilized for response and recovery operations such as Disaster Recovery Centers, storage sites, temporary housing sites, Points of Distribution, etc.
- Evaluate the need for long-term housing within the community and coordinate with county, state, and federal officials to meet victim housing needs
- Evaluate critical infrastructure and structures which may be eligible for hazard mitigation funding
- Evaluate unmet needs among the victims in the community,
- Support outreach efforts to publicize the availability of federal disaster funding including Individual Assistance and SBA loans



7.2 PRELIMINARY DAMAGE ASSESSMENT

- The agencies responsible for preliminary damage assessment are Florida Power and Light, Miami-Dade County Traffic Engineering, Miami-Dade County Water and Sewer, Miami-Dade County Fire Department, the Town of Surfside Public Works Division, and the Town of Surfside Parks and Recreations Department. All preliminary damage assessments are coordinated through the Town EOC and County EOC.
- The Planning Section Chief is responsible for the overall coordination of the assessment and gathering of information related to public infrastructure for presentation to the Miami-Dade County EOC.
- Miami-Dade County is responsible for the assessment of county roadways, including downed traffic signals, stop signs, and damaged sidewalks, sewage collection system, pumping facilities, and lift-stations.
- The Public Works Department is responsible for the assessment of Town-owned infrastructure such as storm drainage and irrigation systems, Town vehicles and special equipment, and culverts or ditches that have suffered erosion or collapse.
- The Town Building Division is responsible for assessing habitability of affected structures.
- The Town is responsible for the assessment of Town streets, storm drainage, irrigation systems, parks and recreational facilities, and debris clearance within Town limits, and coordinating all activities with the EOC.
- Florida Power and Light is responsible for the assessment of their electrical utilities and coordinating activities within the Town of Surfside.
- The Town of Surfside Police Department is responsible for public safety, security issues, and coordinating activities with the Town EOC.

As the data is collected, the State representative will evaluate data to determine if the County qualifies for a Presidential Declaration and if the County is eligible for Individual Assistance (IA), Public Assistance (PA), or both. The Town of Surfside and others will coordinate through conference calls to determine the status of the County's IA damage assessment. The Town will submit estimates as soon as possible. As available, it is in the interest of the Town to cross check damage assessment findings with those of the American Red Cross. This will allow for the identification of unknown damaged areas and families in need of life safety assistance. The methods used to evaluate the economic impact of an event will be focused on damages to buildings, road closures, telephone systems, sewage system, electric system, businesses affected and employees displaced.



7.3 LONG-TERM RECOVERY OPERATIONS

The goal of long-term recovery is to restore the Town to pre-disaster conditions which may extend for months or years based upon the severity and magnitude of the disaster. Generally, the immediate recovery period will be conducted from the EOC. Long-term recovery will be coordinated by the Town Manager with support from each department head with major roles and responsibilities in the recovery process. The Town may consider a number of planning, engineering, and economic development solutions to address long-term recovery needs. This may include the imposition of building moratoriums for substantially damaged structures, business and economic stimulation policies, and others.

The methods used to provide recovery information to the public are media releases and press conferences (to television, radio and newspaper) release through the County Joint Information Center, Town, County and American Red Cross web sites, the Disaster Recovery Centers, community bulletin boards, community forums and town meetings. The Town will not offer disaster assistance program in the aftermath of events that do not receive presidential or gubernatorial declarations.

7.3.1 Public Assistance

Upon receiving a Public Assistance Declaration, the Town will coordinate with a contractor that has been pre-selected through a competitive bid to manage the grant applications in accordance to the requirements established under the Stafford Act. The Director of Public Works, or designee, will coordinate with the contractor for public assistance requests for the Town.

The Town has pre-identified potential mitigation projects through the Local Mitigation Strategy (LMS) Committee. The notification system for applicants for funding availability is through the LMS meetings.

7.3.2 Debris Management

The Logistics Section Branch will activate the emergency debris removal contractor and the debris monitoring contractor which are responsible for emergency debris monitoring and removal and long-term debris management. The Town has identified a debris contractor for long-term debris management, depending on the volume. A separate contractor has been selected by the town to coordinate with the Federal and State agencies to ensure proper records are kept, and disposal practices are completed in an environmentally sound and safe manner. The Finance Section will liaise with this contractor with regard to proper retention of these records for reimbursement.

7.3.3 Community Relations

The Town of Surfside Public Information Officer will serve as the Town's Community Relations Officer. Support agencies for community relations are the EOC, American Red Cross, and the Miami-Dade County Public Information Officer.

KEY PRIORITIES OF MEDIA RELEASES:

1. PROTECTION OF LIFE
2. SAFETY OF RESIDENTS
3. PROTECTION OF PROPERTY
4. GENERAL INFORMATION



The Public Information Officer is responsible for preparing and disseminating press releases, and conducting media events to inform the public of what actions local government is taking, as well as maintaining a list of contacts for the media, local public officials, and community leaders.

In the aftermath of an event, the Town's PIO will coordinate with the Miami-Dade County Joint Information Center to develop information for the community outreach programs providing critical victim assistance and recovery information. If necessary, the Town can generate maps based on census data, flood plains, and so forth. If special information is required, such as pamphlets in a different language, or town meetings, these activities will be coordinated with community leaders, public officials, and through the Joint Information Center.

7.3.4 Unmet Needs Coordination

The Miami-Dade County Emergency Operations Center is responsible for coordinating the response to unmet needs. The Town will evaluate unmet needs among the victims in the community through door to door neighborhood canvass, information received through the emergency hotline, and/or CERT, and relay information to the Divisional EOC.

7.3.5 Disaster Recovery Center (DRC) and Operations

The Operations Section Chief is responsible for coordinating with the County and State to determine if a DRC is required. If the DRC is required, the Logistics Section Chief and State will identify the location, agencies to participate, and any other logistical needs of the DRC. The State Division of Emergency Management usually informs the County of any events which warrant the opening of the DRC. The County, Town, and the State will then identify a location close to or centrally located to the affected areas. Local agencies that may be requested to participate in the DRC are the American Red Cross, law enforcement, Building Inspections, Health Department, Animal Control, utilities departments, and Salvation Army. Others that would participate include State and Federal agencies. During the DRC operations, members will be contacted by telephone or e-mail. The DRC will be open several days after an event has occurred and after communications are repaired and functioning.

7.3.6 Post Disaster Redevelopment Plan

Objective 7 of the Town's Comprehensive Plan states that the Town shall prepare and adopt a post disaster redevelopment plan by 2012 which will reduce the exposure of life and property to disasters. Pursuant to the policy statements within this objective, elements of this plan will contain, but not be limited to the following:

- Emergency repairs related to environmental damage;
- Restoring economic vitality;
- Evaluating need for building moratoriums;
- Identifying hazard mitigation opportunities;
- Evaluating and revising land use policies, the EOP, or other plans.

7.3.7 Local Mitigation Strategy

As is appropriate, the Town may in the future identify potential mitigation projects and submit them to the Local Mitigation Strategy (LMS) Committee. The County will notify the cities of the availability of funding through the LMS meetings, and email notices. Notice of applicants briefing meeting will be issued by the State and FEMA.



8.0 COMMUNICATIONS

8.1 AVAILABLE COMMUNICATIONS SYSTEMS

The Town has voice telephone lines. The phones are located at the Town Hall which functions as the Emergency Operations Center. There is no redundancy to these BellSouth operated telephone lines; the Town maintains fax lines with no redundancy. The Town also has the following communications systems: Approximately forty-five (45) 800 MHz radios, Miami-Dade Police Department's 911, Repeater on the Florida Medical Center building, Base station at the Public Works building, Cable/Comcast Internet connectivity with no redundancy, and a Radio Communications Converter. The Police Chief and the Fire Chief have access to the County 800 MHz radio system. A representative will be in the Emergency Operations Center whenever it is activated to provide ongoing communications with the Miami-Dade Police Department.

If the Town implements field operations, the method of dispatching and communicating with emergency workers should be noted. In addition, the communications capabilities available for the Town EOC and any other pre-designated emergency facility should be defined. Any highly detailed information, e.g., equipment inventories, system diagrams, etc., should be referenced and included as an Appendix.

8.2 COORDINATION WITH MIAMI-DADE COUNTY AND THE STATE OF FLORIDA

8.2.1 Coordination with Miami-Dade County

The Town understands the vital importance of maintaining clear communications with the County before, during, and after a disaster event. Because Miami-Dade Police Department provides emergency dispatch services for law enforcement and fire rescue services county-wide, the County will be notified of most emergencies routinely. It will be the responsibility of the first responders through the dispatch center to notify the Assistant Chief of Police of unusual events requiring mutual aid. The Town will notify the County Warning Point of emergencies in the Town and especially if the Town has an event that requires it to activate its emergency plan and emergency organization.

The Town will maintain a liaison in the North Miami Divisional EOC when it is activated for an emergency involving the Town, and information flow between the Town EOC and the liaison will occur. All requests by the Town for resources from higher levels of government will be routed through the Divisional EOC. The Town will participate in other inter-jurisdictional coordination efforts by the County, e.g., telephone conference calls, etc. In addition, if the County establishes other facilities for inter-jurisdictional coordination of operations, such as a Joint Information Center, this text will commit the Town to participate, if involved in the operation and as feasible depending on resources.

8.2.2 Coordination with the State of Florida and Federal Agencies

The Town EOC will coordinate all initial communications with higher levels of government through the County EOC until such time as direct communications must occur. Direct communications with FEMA may occur during the joint damage assessment process, with community outreach team members within the Town, and once the Town becomes engaged in the financial reimbursement process. At this time, the Town will coordinate directly with the state and federal recovery agencies.



9.0 POLICIES AND PROTOCOLS

9.1 POLICIES

9.1.1 Plan Use for Coordination of Response of Agencies to all Types of Emergencies

Upon activation, this EOP will be the sole document controlling and guiding all Town emergency operations. All procedures, implementation guides, checklists and similar documents utilized by the agencies and organizations assigned duties and responsibilities within the plan will be consistent with and supportive of its policies, protocols and procedures.

9.1.2 Priorities for Emergency Response

During the emergency decision-making process, the unified command team will adhere to the following priority principles in the assignment of resources:

- **Priority 1:** The protection of health and safety of all persons and emergency responders in the Town.
- **Priority 2:** The protection of public property and critical community infrastructure.
- **Priority 3:** The protection of private property and valuable environmental characteristics of the community.

9.1.3 Use of NIMS and ICS for Management of Emergency Response

The Town of Surfside has adopted NIMS and will apply the ICS operational concepts during all emergency response operations.

9.1.4 Responsibilities of Municipal Employees for Emergency Response

All assigned personnel must report for emergency response duty and then request relief later to attend to personal concerns.

9.1.5 Assistance Provided Without Preferential Treatment

The Town of Surfside will provide emergency services and assistance to all disaster victims within the jurisdiction without discrimination for demographic characteristics or economic status, but rather based solely on the urgency of the victims' needs.

9.1.6 Municipal Resources

The Town of Surfside has limited resources and facilities. During a disaster the use of Town facilities, personnel, equipment, and supplies will be consistent with the policies, protocols and operational concepts defined in this plan. The Town must exhaust all locally available resources prior to requesting emergency assistance from other jurisdictions or higher levels of government. This includes the use of resources available through existing mutual aid agreements and pre-emergency contracts with other organizations. Upon request from Miami-Dade County and/or adjacent jurisdictions, the Town of Surfside may deploy Town-controlled resources and assistance outside of the municipality provided the urgent needs of the Town and its residents have been adequately addressed, and requested resources are no longer needed to support emergency operations within the Town of Surfside.



9.1.7 Operations Following Failure of Municipal Continuity of Government

A catastrophic disaster could severely disrupt the ability to maintain the continuity of municipal government for a period of time. If a disaster event so severely impacts the Town of Surfside, the following municipal officials must make the determination, based upon assessment and recommendations from the Town Manager, that they are unable to maintain minimum continuity of government for a limited period of time:

1. The Mayor as the official chief elected officer;
2. In the absence of the Mayor, the Vice Mayor;
3. In the absence of the Vice Mayor, the Town Commission may determine that the municipal government cannot be sustained for a limited period of time.

Once the determination has been made, the Town may request that Miami-Dade County Board of County Commissioners temporarily assume all local governmental responsibilities in accordance with the laws of the State of Florida. This transfer of responsibility will occur within the designated timeframe only and must be re-evaluated upon termination of the designated timeframe.

In the event Miami-Dade County representatives cannot establish communication with the municipality within 24 hours following a catastrophic event to confirm the continuity of municipal government, the County will assume local governance until requested by the Town to return control to the Mayor or other designated individual(s).

9.2 PROTOCOLS

9.2.1 Leadership for Management of Municipal Emergency Operations

Due to the time sensitive constraints of life safety decisions during times of emergencies, it is essential that decision-making authority be clearly defined.

1. In the event that an emergency affects only one political subdivision, it is the responsibility of the Mayor to declare a Local State of Emergency.
2. In the event that life-safety is threatened and the Mayor cannot be immediately located, the Vice Mayor may declare the Local State of Emergency and activate the EOP.
3. This state of emergency must be ratified or rescinded by the Town Commission within 24 hours when it is promulgation by the Mayor. Florida Statute Chapter 252.38 states that to request state assistance or invoke emergency-related mutual-aid assistance, jurisdictions should declare a State of Local Emergency. The duration of each State of Emergency declared locally is limited to 7 days. It may be extended, as necessary, in 7-day increments.

Further, Chapter 252.38, Florida Statutes, and Town of Surfside EOP Adoption Resolution state that under a State of Emergency, the municipality may have the power and authority to waive the procedures and formalities as they related to the following:



- a. Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community,
- b. Entering into contracts,
- c. Incurring obligations,
- d. Employment of permanent and temporary workers,
- e. Utilization of volunteer workers,
- f. Rental of equipment,
- g. Acquisition and distribution, with or without compensation, of supplies, materials, and facilities,
- h. Appropriation and expenditure of public funds.

The Miami-Dade County Board of County Commissioners, the Governor of the State of Florida, and the President of the United States may also declare a State of Emergency depending upon the geographic impact of the disaster. These States of Emergency may impact the Town of Surfside. When any of these levels of government declare a State of Emergency, it is recommended that the Town also declare a State of Emergency to legally indicate that the Town is activating its Emergency Operations Plan and employing all emergency powers necessary to protect the safety of its citizens and property.

The Town of Surfside may order a mandatory evacuation when public safety is threatened by a natural, technological, or man-made disaster event within the boundaries of the Town. Miami-Dade County and the State of Florida may also order mandatory evacuations, establish curfews, and activate the Emergency Operations Plan.

Once the State of Emergency has been declared and the EOP has been activated, the Town Manager, may implement all policies and procedures detailed in this plan. The Town Manager will direct activation of the Town's EOC, and its subsequent operations, and will approve the incident action plans for the Town.

Members of the Town Commission will have an advisory role to the Town Manager, and will serve as community liaisons.

The Town's on-scene incident command staff will have responsibility for management and supervision of all onsite operations, in accordance with the approved incident action plan.

9.2.2 Chain of Command for Municipal Emergency Operations

In accordance with NIMS, the Incident Commander of the Town of Surfside at the Emergency Operations Center is in command and control of all operational activities associated with the disaster. On-scene incident command staff at any field disaster site, such as staging area or POD, is under the direct command of the Incident Commander at the Emergency Operations Center. On-scene incident command staff will direct on-site operations in accordance with NIMS and the incident action plan approved by the Incident Commander at the EOC.



9.2.3 Lines of Succession for Municipal Positions

The purpose of lines of succession is to ensure continuity of decision-making authority when critical decision-makers are incapacitated. The administration of the Town of Surfside is managed by a few critical decision-makers. Following is the line of succession for the Incident Command in the Emergency Operations Center which is responsible for implementation of the Emergency Operations Plan:



If none of these individuals is capable of assuming command, the Miami-Dade County Board of County Commissioners may temporarily assume local governmental responsibilities in accordance with the laws of the State of Florida. This transfer of responsibility will occur within the designated timeframe only and must be re-evaluated upon termination of the designated timeframe.

9.2.4 Coordination and Cooperation with Miami-Dade County

In accordance with NIMS and Florida Statute Chapter 252, the Town of Surfside will coordinate emergency operations with the Miami-Dade County Emergency Operations Center and neighboring jurisdictions as necessary. While personnel resources with the Town of Surfside are limited, it is the goal of the Town to provide a liaison to the North Miami Division Emergency Operations Center to ensure that decisions are coordinated.

9.2.5 County Control of Emergency Operations within the Municipality

The Town has an agreement with the Miami-Dade County Fire Department to provide fire, emergency medical services, EMS transport, and search and rescue operations during a large-scale disaster. The Town has established an Incident Management Team at the Emergency Operations Center consisting of key representatives for the primary response organizations and contractors who support emergency operations. This team will manage and coordinate all on-scene emergency operations necessary for the Town.



10.0 AUTHORITIES AND REFERENCES

Local

Town of Surfside, Ordinance Number 2010-1548, Local State of Emergency
Town of Surfside, Resolution Number 2010-1918 Emergency Operations Plan
Town of Surfside, Ordinance Number 2006-1467, Purchasing Procedures
Town of Surfside, Resolution 2004-1665, Statewide Mutual Aid Agreement
Town of Surfside, Resolution 2005-1700, Adoption of NIMS

Florida Statutes (F.S.)

Chapter 22, Emergency Continuity of Government
Chapter 23, Florida Mutual Aid Act
Chapter 30, Sheriffs
Chapter 154, Public Health Facilities
Chapter 166, Municipalities
Chapter 252, Emergency Management
Chapter 381, Public Health
Chapter 403, Environmental Control
Chapter 406, Medical Examiners
Chapter 768, Good Samaritan Act
Chapter 870, Riots, Affrays, Routs, and Unlawful Assemblies

Florida Administrative Code (FAC)

9G-2, State Comprehensive Emergency Management Plan, DCA
9G-5, Local Disaster Preparedness Agencies Approval of Local Director, DCA
9G-6, Review of Local Emergency Management Plans, DCA
9G-14, Hazardous Materials, DCA
9G-22, Local Mitigation Strategy
9J-5, Comprehensive Plan
Florida State Executive Order No. 80-29, Disaster Preparedness, April 14, 1980

Federal

Public Law 81-920, Federal Civil Defense Act of 1950
Public Law 84-99, Flood Emergencies
Public Law 89-665, National Historic Preservation Act
Public Law 93-288, Disaster Relief Act
Public Law 93-234, Flood Disaster Protection Act of 1973
Public Law 95-510, Comprehensive Environmental Response, Compensation and Liability Act of 1980
Public Law 100-707, The Robert T. Stafford Act
Public Law 104-321, Emergency Management Assistance Compact
44, Code of Federal Regulations, The National Flood Insurance Program
Executive Order 12148, Federal Emergency Management
Homeland Security Presidential Directive 5, National Incident Management System
Homeland Security Presidential Directive 8, Domestic Preparedness

Other

Florida Emergency Mutual Assistance Compact, 1996



Sample Local State of Emergency Declaration

RESOLUTION 2010-

DECLARATION OF STATE OF LOCAL EMERGENCY

WHEREAS, the Town Commission of the Town of Surfside has been informed by its emergency management staff of the imminent threat posed by _____;

and,

WHEREAS, _____ has the capacity to pose a significant, imminent, and dangerous threat to the health, safety, and welfare of the inhabitants, visitors and tourists of the Town of Surfside, Florida, as well as their real and personal property; and

WHEREAS, the Town Commission has duly met and considered whether or not to declare a state of local emergency.

NOW THEREFORE, pursuant to Town Ordinance 2010-1548, the Town Commission hereby resolves, finds, and declares:

1. The above recitals are true.
2. A state of local emergency hereby exists in the Town of Surfside, Florida, effective for seven (7) days beginning _____. m., this _____ day of _____ 2010.
3. The Town Commission, hereby waives the procedures and formalities otherwise required of _____ pertaining to:
 - a. Performance of public work and any other prudent action necessary to ensure the health, safety, and welfare of the citizens of the county.
 - b. Entering into contracts.
 - c. Incurring obligations.
 - d. Employment of permanent and temporary workers.
 - e. Utilization of volunteer workers.
 - f. Rental of equipment.



- g. Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.
 - h. Appropriation and expenditure of public funds.
4. The Town Manager, or his designee is hereby empowered, authorized, and directed to exercise, on behalf of the Town Commission, such emergency powers necessary to carry out the provisions of Chapter 252, Florida Statutes, including, but not limited to, the powers to direct and compel evacuation of all or part of the population from stricken or threatened areas within the Town of Surfside, if such action is deemed necessary to reduce the vulnerability of people in the Town of Surfside to damage, injury, and loss of life and property resulting from the imminent threat, as well as any other powers expressly or implicitly conferred pursuant to Chapters 125 and 252, Florida Statutes, and any other provision of law or county ordinance.
5. This authority shall extend only for the period of the state of local emergency, as determined by the Town Manager or his designee, or until further action by the Town Commission terminates such authority or declares that the state of local emergency has ended.
6. This Resolution shall be transmitted to the Secretary of State upon adoption.



Town of Surfside EOP Adoption Resolution

RESOLUTION NO. 2010 - 1918

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, ADOPTING THE EMERGENCY OPERATIONS PLAN APPROVED BY MIAMI-DADE COUNTY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside, in accordance with Chapter 252, Florida Statutes, is adopting an Emergency Operations Plan; and

WHEREAS, the purpose of the plan is to guide emergency response and recovery operations and describes the policies, strategies, operational goals and objectives and ensure a unified response with surrounding municipalities and the County to ensure effective emergency response and will mitigate the impacts of a disaster; and

WHEREAS, Miami-Dade County has reviewed and approved the proposed plan which now requires Commission approval in order to be effective.

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

Section 1. Recitals. The above and foregoing recitals are true and correct and are incorporated herein by reference.

Section 2. Emergency Operations Plan Approved and Adopted. The Town of Surfside Emergency Operations Plan attached hereto as Exhibit "A" is hereby approved and adopted by the Town Commission. In the event of an emergency, the Town manager and the Chief of Police are hereby directed to conduct operations in accordance therewith. The plan shall be reviewed once again by the Commission in four (4) years from the date of this approval.

Section 3. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED and ADOPTED on this 12 day of January, 2010



11.0 DEFINITIONS AND ACRONYMS

11.1 DEFINITIONS

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command Staff: In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander.

Operations Chief: A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support disasters. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, Town, tribal), or some combination thereof.

Emergency management plan: The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when



describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.



Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems: Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.



Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.



Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.



11.2 ACRONYMS

CEMP	Comprehensive Emergency Management Plan
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
DRC	Disaster Recovery Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FDLE	Florida Department of Law Enforcement
FEMA	Federal Emergency Management Agency
FOG	Field Operations Guide
GIS	Geographic Information System
HAZMAT	Hazardous Material
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IC or UC	Incident Command or Unified Command
IMT	Incident Management Team
JIC	Joint Information Center
JIS	Joint Information System
NBHD	North Miami-Dade Hospital District
NDMS	National Disaster Medical System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
PIO	Public Information Officer
POD	Point of Distribution
SITREP	Situation Report
SO	Safety Officer
SOP	Standard Operating Procedure
UC	Unified Command
US&R	Urban Search and Rescue



12.0 ANNEXES

12.1 FINANCIAL MANAGEMENT ANNEX

The purpose of this Annex is to establish guidelines and assign responsibilities for emergency payroll and procurement of goods and services needed by various departments, during a critical incident or disaster, pursuant to the authorities granted to incorporated municipalities under Chapter 252, Florida Statutes, and pursuant to Town of Surfside Municipal Code of Ordinances, a Declaration of Local State of Emergency may be issued. The methodology will be compliant with Miami Dade County, the State of Florida and the Federal government requirements to facilitate maximum opportunity for federal claim reimbursement.

12.1.1 Responsibility for financial management operations

The Finance and Administrative Section shall be responsible for the financial management operations. It is the responsibility of the Finance and Administrative Section Chief to document and track all disaster related expenditures for the purpose of financial reimbursement. The secondary person responsible for the financial management operations of the Town shall be the Accounting Clerk.

12.1.2 Pre-disaster preparations for financial management

The Town will finance the immediate emergency response and recovery operations required by an event from the available funds within the current budget. In the event that the Town qualifies for a federal disaster declaration which includes public assistance funds, the Town will request post-disaster reimbursement for eligible expenditures.

When a critical incident or disaster strikes, the Town of Surfside will declare a Local State of Emergency and will suspend its purchasing policies and procedures. By the authority of Florida Statute 252.31-91 and local ordinance 2010-1548 emergency purchasing procedures come into affect. Prudent and sound business practices will be observed to the greatest extent possible during a critical incident or emergency situation.

The Town of Surfside may establish disaster accounts which may be funded to a level approved by the Town Commission. Sub-accounts will be established to reflect the reimbursement categories established by the FEMA Public Assistance program for the following activities:

- a. Debris Removal
- b. Protective measures
- c. Roads and, signs and bridges
- d. Water control facilities
- e. Buildings and Equipment
- f. Public Utilities
- g. Parks, recreation and other



This disaster account may be utilized during critical incidents and disasters by the Town Manager as authorized by the Town Commission. This fund shall be used to cover expenditures that affect departmental operations town wide.

At the beginning of each hurricane season, open purchase orders for emergency procurement will be established by the Finance Director. These purchase orders will be identified specifically with a purchase order prefix designating emergency purchase order.

The Human Resource Director will ensure that, during non-disaster times, staff with emergency management assignments receives information and/or training regarding state and federal requirements for documentation of emergency expenditures and operations. As necessary, following activation of the EOP the Finance and Administrative Section will be responsible for providing any additional information or guidance regarding financial documentation requirements.

12.1.3 Financial management procedures

12.1.3.1 Immediate actions needed for authorization of emergency declaration

When normal purchasing and contracting rules are suspended, it is incumbent upon the Incident Commander to advise Town employees of the rules that are in effect for emergency purchasing and contracting.

Cash on Hand: A check request payable to the Assistant Chief of Police will be prepared in the amount of \$25,000. The Town Manager and Finance Director will sign the request form which will be coded to petty cash #001-0000-102-0000 (a balance sheet account) and logged in on a Petty Cash Audit Control Form. The cash will be stored in 25 envelopes, each containing \$1,000 (subject to the Finance Department Petty Cash Audit Procedures, including Log in Receipt and Record Procedures) and placed in the Police Department Property and Evidence safe. On December 1st (post hurricane season) the cash is to be redeposited into the SunTrust operating account for use in a disaster.

The Town Manager will advise the Town Commission of all Financial Management actions.

12.1.3.2 Methods for Emergency Purchases

When a disaster strikes, the Operation and Planning Section personnel will determine what supplies or services are needed to immediately address the current incident objectives. The Logistics Section evaluates Town resource inventories to determine if goods are available in Town warehouses or other inventories available to the Town before attempting to purchase the goods from a vendor.

Purchase Orders: If the resource is available from approved vendor, a manual or system emergency purchase order will be issued. Manual purchase orders should be converted to system purchase orders when the system is operational. A manual or system emergency purchase order must be *authorized* by the Town Manager before the supplier/vendor/contractor delivers the goods or performs the service as required.

Credit Cards: Town-issued store-specific credit cards (i.e. Home Depot or Publix) are controlled and issued by the Town's Finance Department. Cards may be signed out via a log after approval from the Finance Director. A general use credit card is issued to the Town Manager.



Purchasing procedures have been established through Ordinance Number 06-1467. Although typically purchases of \$2,500 or more require a competitive bidding process under normal situations, there are technically no spending limits during emergencies due to the provision of waivers and exemptions in the ordinance. Purchases made under these provisions must be approved by the Town Manager.

Section 3-12 of this ordinance provides authority to the Town Commission to waive the competitive bidding process under certain circumstances. Furthermore, Section 3-13 allows exemptions from bidding for purchases arising out of or because of emergencies in which quick action is necessitated. If the exemptions in this section are invoked, a written determination of the basis for the emergency and for the selection of the particular contractor or vendor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall document the following:

- The contractor's name,
- The amount and type of the contract,
- A listing of the item(s) procured under the contract,
- The identification number of the contract file.

Supplier/Contractor/Vendor must indicate the assigned mission number on their invoice for payment. The mission number will be at a minimum, the mission/assignment number as designated by the Town of Surfside and may also include an additional mission/assignment number for the County and the State.

12.1.3.3 Documentation of Personnel in Emergency Operations

Personnel utilized in Emergency Operations will keep detailed time sheets with their dates, times, and duties performed during Emergency Operations. In addition, the mission number assigned by the Town of Surfside, Miami Dade County EOC, and/or the State will be noted next to each date worked as necessary.

12.1.3.4 Final Disposition of Financial Documentation

The Town Clerk shall be the person responsible for the final disposition of the documentation gathered under conditions of both Presidentially-declared disasters and non-declared critical incidents and disasters. The final format will be hard-copy documentation with electronic copy back-up and the archives will be stored for a minimum of 3 years from the date of final payment from FEMA, in the Town Clerk's office. The documentation will be provided to Miami Dade County and/or the State of Florida as requested in the format requested within an acceptable and customary time.

12.2 RESOURCE MANAGEMENT ANNEX

The purpose of this annex is to provide guidance and outline procedures for efficiently obtaining, managing, allocating, and monitoring the use of resources during critical incidents or disasters. Pursuant to the authorities granted to incorporated municipalities under Chapter 252, Florida Statutes of the Town of Surfside Municipal Code of Ordinances, a Declaration of Local State of Emergency may be issued to expedite resource management activities.



Used in support of NIMS, the combination of facilities, equipment, personnel, procedures and communication, resources from local government as well as external agencies and nongovernmental agencies may work together to coordinate the Town's response.

12.2.1 Physical resources (expendable and non-expendable resources)

In order to meet the resources needs of emergency operations, the Town personnel should first exhaust local resource capabilities within existing inventories. Additional supplies and equipment required for emergency operations will generally be available from normal sources of supply. However, some established vendors may not be able to provide needed materials on an emergency basis or may become victims of the emergency situation. Standby sources should be identified in advance and provisions should be made for arranging alternative sources of supply on an urgent need basis.

If all Town resources are exhausted, then the Logistics Section Chief will make a request of the Miami Dade County EOC for the resources. If the County resources are exhausted, the County will make a request to the State for the resources. If the State's resources are exhausted, a request will be made to the Federal government.

12.2.1.1 Resources by municipal agency or municipal contractor

All municipal Departments are requested to maintain inventories of the personnel, equipment and supplies. The Controller and Accounting Clerk will update the emergency personnel contact information annually. The Human Resources Coordinator and the Recreation Director will maintain a list of town resources and update this list annually.

12.2.1.2 Classification of physical resources

The Town of Surfside understands that the NIMS classification methodology is still under development. The Town administration is committed to continually monitor the NIMS requirements and implement them as appropriate within the Town. All Town resources, pursuant to the NIMS, are to be classified by kinds and types.

12.2.1.3 Inventories accessed and utilized

Town of Surfside warehouses and resources will be controlled by the Logistics Section Chief. The Chief shall monitor the inventories, locations and assignments of all inventories and also monitor the deployment of any resources. A checklist to include white boards, magnets, contact information, paper, markers, etc. for each position will be posted in the EOC.

Miami-Dade County is in the process of installing two (2) traffic signal interconnects at 1) 96th Street and Collins and 2) 96th Street and Harding. The Town has purchased one generator and the Village of Bal Harbour will purchase the second generator. The Town will store the generator in a garage to keep it safe from the elements. The generator will be deployed if a traffic signal malfunctions.

The Code Red Notification System is now available for the Town and its residents. Residents can register their telephone and cell phone numbers with the Town by logging into the Town's website to enter their name, address, and telephone number(s). The information tracked in the Code Red Notification System will be used for emergencies only.

12.2.1.4 Private vendor, mutual aid or volunteer resources

The protocol to procure additional resources are as follows: activate and direct deployment of additional local resources to the incident site(s); request mutual aid assistance; purchase, rent,



or lease supplies and equipment; obtain donated resources from businesses, individuals, or volunteer groups; and contract for necessary services to support emergency operations.

The following is a list of the Town’s neighboring Mutual Aid Agreements (MAA) and their expiration date.

City	Expiration Date
City of Miami Beach	2010
North Miami	2011
Bal Harbour	2014
Aventura	2011
Village of Indian Creek	2010
Miami Shores	2010
City of Miami	2010
Sunny Isles	2010
Bay Harbour	2010
Coral Gables	2012
School Board	No expiration date

The Town Attorney shall determine the potential liabilities before accepting offers of donations of supplies, equipment or services or committing manpower from individual or volunteer groups to emergency operations.

12.2.1.5 Tracking procedures for all resources

The Logistics Section Chief is responsible for the management of all resources in support of the current incident objectives. In compliance with the resources management procedures outlined above, the Logistics Section Chief will track resources needs and assign a mission number. The Logistics Section Chief will complete ICS Form which details the following information for resource management purposes including: requesting entity, brief statement of need, originating entity, method of delivery and location of delivery, associated expendable resources, anticipated duration, funding etc. All resources that are the property of the Town of Surfside will be inventoried and identified by their property control number as assigned by the Town. Resources which are processed will be logged onto spreadsheet controlled by the Logistics Section, noting item, deployment, time out and expected return, and any other pertinent information.

12.2.1.7 Protocols for resources

In order to ensure the appropriate management and demobilization of personnel, supplies and equipment, the Town of Surfside Logistics Section Chief will work cooperatively with the Planning Section Chief to develop a demobilization plan. The plan shall address the following issues to ensure that the resources are appropriately managed and returned.

The Statewide Mutual Aid Agreement details the requirement associated with general responsibility for payment and/or reimbursement of resources acquired through mutual aid. This agreement was adopted through Town of Surfside Resolution No .2004-1665. The associated resource request forms are attached to this mutual aid agreement.



12.2.2 Personnel resources

All Town departments are required to have emergency personnel assigned in case of critical incidents or disasters. The Incident Commander or his designee will identify and coordinate the placement of Town employees that may be reassigned to temporary emergency duties should a critical incident or disaster impact the Town. If the required skills and/or expertise are not available within existing Town employees, the Incident Commander will approve the temporary workers.

Rosters of personnel working for the Town of Surfside on a daily basis in emergency operations will be maintained by the immediate supervisor of the employee, and copies of that information will be relayed verbally or in writing to the Operations Section Chief at least twice a day. A final hardcopy or electronic copy of the day's roster will be sent to the Operations Section Chief at the beginning of the shift change and at the end of the shift change. All employees must sign-in or check-in with the operations section and their immediate supervisor and receive a mission/assignment number. The Human Resources Director maintains all personnel certifications and NIMS-related training requirements on file in the Human Resources office.

12.3 PUBLIC INFORMATION ANNEX

The PIO is responsible for disseminating public information during emergency response and disaster recovery operations. In the situations where there is advance notice of an impending threat and the County and Town EOCs are activated, then the Town PIO will coordinate all public information releases with the County JIC. In the event, however, of an incident without prior notices (such as a tornado, hazardous materials spill, or terrorist incident) it is the PIOs responsibility to coordinated with the Town Manager and field command staff to support the immediate release of protective actions.

The Public Information Officer will:

- Ensure the operability of all available communication, fax, and information management systems; take corrective actions if necessary
- Consult with the Incident Commander/Town Manager and the Operations Section Chief to determine the need for immediate public protective actions (evacuation or shelter in place) and formulate the emergency instructions or assist the field command staff
- Coordinate with field command staff to warn the public at risk and to give the emergency instruction
- Request assistance from the Miami Dade County Division of Emergency Management to activate the Emergency Alert System
- Provide the emergency warning and instruction to broadcast media outlets serving the Town and request its broadcast if the JIC is not activated
- Coordinate all press releases with the Miami Dade County Joint Information Center to ensure consistent releases
- Coordinate with the Miami Dade County Joint Information Center to develop community outreach information for victim assistance and recovery information
- Obtain the location of evacuee shelters to be opened and disseminate information



- Coordinate closely with the emergency information hotline to ensure that citizen concerns are being addressed in media releases and on the internet website
- Coordinate with media representatives to schedule press interview with Town officials and elected officials. If the situation warrants, schedule press briefings at regular intervals and notify the Town Manager
- Ensure that all public information is forwarded to the County JIC and that all information released from the County JIC is received at the Town EOC
- Provide public information from the Town and County to requesting parties
- Monitor media broadcasts and publications regarding the Town's response and recovery operations for accuracy; Take corrective actions as needed

In the recovery phase, prepare public information regarding recovery programs and reentry procedures within the Town.

It is the responsibility of the PIO to ensure that necessary resources, including personnel, equipment, and supplies are available to perform the public information function.



Appendix 1: ICS Forms

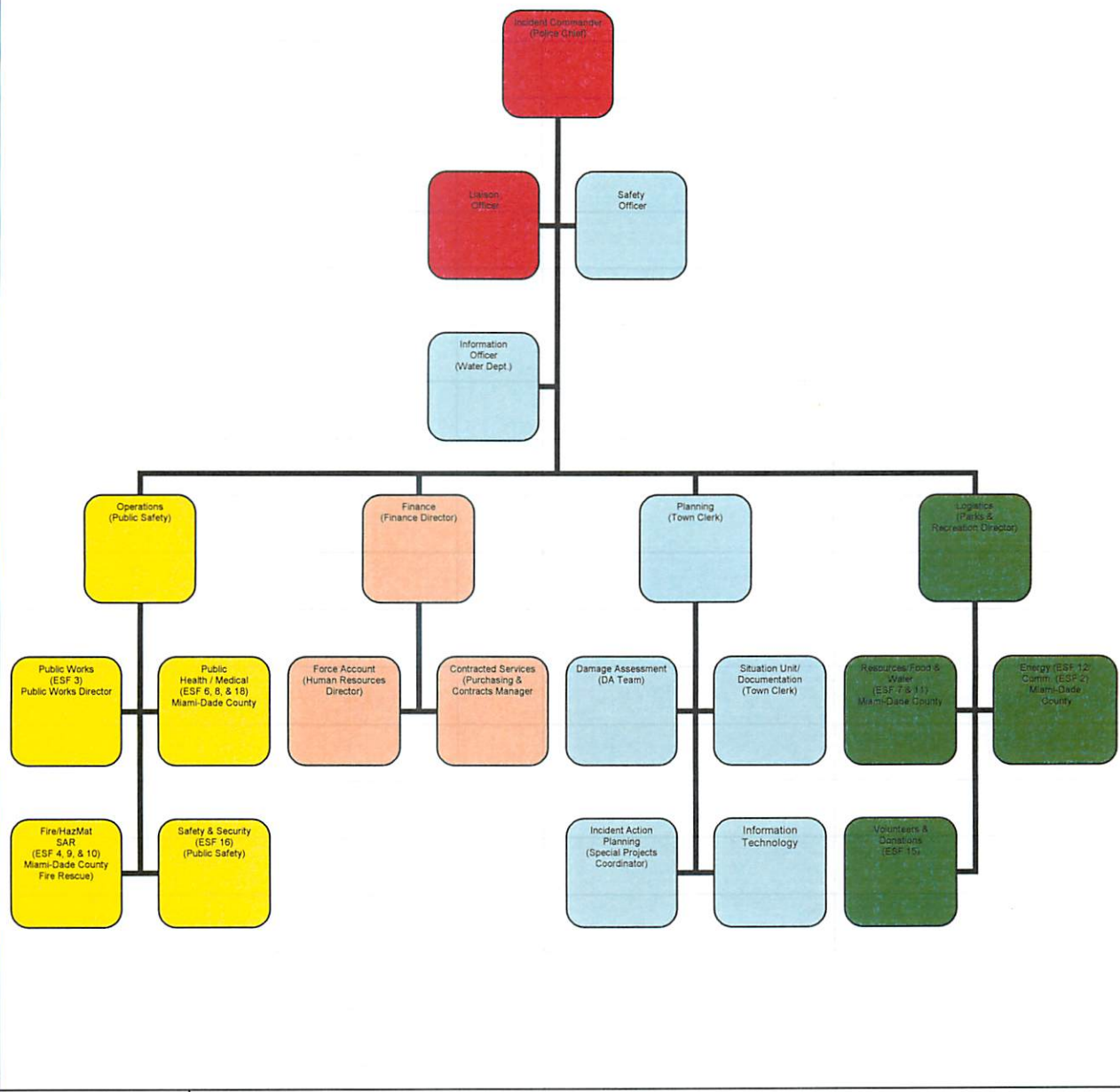


ICS Form 201 – Situation Report

INCIDENT BRIEFING	1. Incident Name	2. Date Prepared	3. Time Prepared
	4. Map Sketch		
ICS 201 Page 1 of 4	5. Prepared by (Name and Position)		



7. Current Organization





ICS Form 202 – Incident Action Plan

INCIDENT OBJECTIVES	1. INCIDENT NAME	2. DATE	3. TIME
4. OPERATIONAL PERIOD (DATE/TIME)			
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)			
6. WEATHER FORECAST FOR OPERATIONAL PERIOD			
7. GENERAL SAFETY MESSAGE			
8. Attachments <input checked="" type="checkbox"/> if attached <input type="checkbox"/> Organization List (ICS 203) <input type="checkbox"/> Medical Plan (ICS 206) <input type="checkbox"/> _____ <input type="checkbox"/> Assignment List (ICS 204) <input type="checkbox"/> Incident Map <input type="checkbox"/> _____ <input type="checkbox"/> Communications Plan (ICS 205) <input type="checkbox"/> Traffic Plan <input type="checkbox"/> _____			
9. PREPARED BY (PLANNING SECTION CHIEF)		10. APPROVED BY (INCIDENT COMMANDER)	



ICS Form 203 – Organizational Assignment List

ORGANIZATION ASSIGNMENT LIST		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
POSITION	NAME	4. OPERATIONAL PERIOD (DATE/TIME)		
5. INCIDENT COMMAND AND STAFF		9. OPERATIONS SECTION		
INCIDENT COMMANDER		CHIEF		
DEPUTY		DEPUTY		
SAFETY OFFICER		a. BRANCH I- DIVISION/GROUPS		
INFORMATION OFFICER		BRANCH DIRECTOR		
LIAISON OFFICER		DEPUTY		
6. AGENCY REPRESENTATIVES		DIVISION/GROUP		
AGENCY	NAME	DIVISION/ GROUP		
		DIVISION/ GROUP		
		DIVISION/GROUP		
		DIVISION /GROUP		
7. PLANNING SECTION		b. BRANCH II- DIVISIONS/GROUPS		
CHIEF		BRANCH DIRECTOR		
DEPUTY		DEPUTY		
RESOURCES UNIT		DIVISION/GROUP		
SITUATION UNIT		DIVISION/GROUP		
DOCUMENTATION UNIT		DIVISION/GROUP		
DEMOBILIZATION UNIT		DIVISION/GROUP		
TECHNICAL SPECIALISTS		c. BRANCH III- DIVISIONS/GROUPS		
		BRANCH DIRECTOR		
		DEPUTY		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
8. LOGISTICS SECTION		d. AIR OPERATIONS BRANCH		
CHIEF		AIR OPERATIONS BR. DIR.		
DEPUTY		AIR TACTICAL GROUP SUP.		
a. SUPPORT BRANCH		AIR SUPPORT GROUP SUP.		
DIRECTOR		HELICOPTER COORDINATOR		
SUPPLY UNIT		AIR TANKER/FIXED WING CRD.		
FACILITIES UNIT		10. FINANCE/ADMINISTRATION SECTION		
GROUND SUPPORT UNIT		CHIEF		
b. SERVICE BRANCH		DEPUTY		
DIRECTOR		TIME UNIT		
COMMUNICATIONS UNIT		PROCUREMENT UNIT		
MEDICAL UNIT		COMPENSATION/CLAIMS UNIT		
FOOD UNIT		COST UNIT		
PREPARED BY (RESOURCES UNIT)				



ICS 206 – Medical Plan

MEDICAL PLAN	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period						
	5. Incident Medical Aid Station									
Medical Aid Stations		Location			Paramedics Yes No					
6. Transportation										
A. Ambulance Services										
Name		Address		Phone		Paramedics Yes No				
B. Incident Ambulances										
Name		Location			Paramedics Yes No					
7. Hospitals										
Name	Address		Travel Time Air Ground		Phone		Helipad Yes No		Burn Center Yes No	
8. Medical Emergency Procedures										
Prepared by (Medical Unit Leader)						10. Reviewed by (Safety Officer)				



INCIDENT/PROJECT ORDER NUMBER	RESOURCE ORDER		INITIAL DATE/TIME	2. INCIDENT/PROJECT NAME			3. INCIDENT /PROJECT ORDER NUMBER			4. OFFICE REFERENCE NUMBER					
	5. DESCRIPTIVE LOCATION/RESPONSE AREA				6. SEC.	TWN	RNG	Base MDM	8. INCIDENT BASE/PHONE NUMBER			9. JURISDICTION/AGENCY			
					7. MAP REFERENCE				10. ORDERING OFFICE						
	11. AIRCRAFT INFORMATION				LAT.			LONG.							
	BEARING	DISTANCE	BASE OR OMNI	AIR CONTACT	FREQUENCY	Ground Contact	FREQUENCY	RELOAD BASE	OTHER AIRCRAFT/HAZARDS						
12	Request Number	Ordered Date/Time	From To	QTY	RESOURCE REQUESTED	Needed Date/Time	Deliver To	To From	Time	Agency ID	RESOURCE ASSIGNED	ETD ETA	RELEASED Date To	Time ETA	
13. ORDER RELAYED				ACTION TAKEN				ORDER RELAYED				ACTION TAKEN			
Req. No.	Date	Time	To/From					Req. No.	Date	Time	To/From				





DEMOBLIZATION CHECKOUT LIST

ICS-221

1. Incident Name / Number		2. Date / Time	3. Demob. No.
4. Unit / Personnel Released			
5. Transportation Type / No.			
6. Actual Release Date / Time		7. Manifest Yes No Number _____	
8. Destination _____		9. Area / Region / Agency Notified Name _____ Date _____	
10. Unit Leader Responsible for Collecting Performance Rating			
11. Unit / Personnel		You and your resources have been released subject to sign-off from the following [DEMOB Unit Leader ✓ the appropriate box(es)] :	
<u>Logistics Section</u>		_____	
<input type="checkbox"/>		_____	
<u>Planning Section</u>		_____	
<input type="checkbox"/>		_____	
<u>Finance Section</u>		_____	
<input type="checkbox"/>		_____	
<u>Other</u>		_____	
<input type="checkbox"/>		_____	
<input type="checkbox"/>		_____	
12. Remarks			
ICS Form 221		Instructions on Back	



INSTRUCTIONS FOR COMPLETING THE DEMOBILIZATION CHECKOUT

Prior to actual demobilization, Planning Section (Demobilization Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to demobilization and release. If any, add to line Number 11.

Item Number	Item Title	Instructions
1.	Incident Name/No.	Print Name and/or Number of incident.
2.	Date/Time	Enter Date and Time prepared.
3.	Demob No.	Enter Agency Request Number, Order Number, or Agency Demobilization Number if applicable.
4.	Unit/Personnel Released	Enter appropriate vehicle or Strike Team/Task Force I.D. Number(s) and Leader's name or individual over-head or staff personnel being released.
5.	Transportation Type/No.	Method and vehicle I.D. Number for transportation back to home unit. Enter N/A if own transportation is provided. *Additional specific details should be included in Remarks, block #12.
6.	Actual Release Date/time	To be completed at conclusion of demobilization at time of actual release from incident. Would normally be last item of form to be completed.
7.	Manifest	Mark appropriate box. If yes, enter manifest number. Some agencies require a manifest for air travel.
8.	Destination	Location to which Unit or personnel have been released, i.e., Area, Region, Home base, Airport, Mobilization Center, etc.
9.	Area/Agency/Region Notified	Identify Area, Agency, or Region notified and enter date & time of notification.
10.	Unit Leader Responsible for Collecting Performance Ratings	Self-explanatory. Note, not all agencies require these ratings.
11.	Unit/Personnel	Demobilization Unit Leader will identify with a check in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. Blank boxes are provided for any additional check (unit requirements as needed), i.e., Safety Officer, Agency Representative, etc.
12.	Remarks	Any additional information pertaining to demobilization or release.



ICS 213

GENERAL MESSAGE

TO:			POSITION:		
FROM:			POSITION:		
SUBJECT:		DATE:	TIME:		
MESSAGE:					
SIGNATURE:			POSITION:		
REPLY:					
DATE:	TIME:	SIGNATURE/POSITION:			



Appendix 2:

Damage Assessment Forms

INITIAL DAMAGE ASSESSMENT - PUBLIC ASSISTANCE

DAMAGED ENTITY: (3) POPULATION: (7) INCIDENT (X) (8) ADD'L INFO SOURCE (10) ASSESSMENT TEAM (11) INCIDENT PERIOD
 (a) County Government (b) Municipality (4) ANNUAL OP BUDGET: () FLOOD
 (c) Private Non-Profit (d) Indian Tribe (5) OUTSTANDING DEBTS: () HURRICANE (9) TELEPHONE NUMBER (12) DATE OF SURVEY
 (Specify One) (6) NET BUDGET: () TORNADO
 () OTHER (Specify) (13) PAGE ___ OF ___

COUNTY: _____

NAME/LOCATION (STREET, S.R, X-ROADS, ETC.) (15)	DESCRIPTION OF DAMAGE (16)	CATEGORIES (DOLLARS)							TOTAL ESTIMATED DAMAGES (24)	\$ AMOUNT INSURANCE COVERAGE (25)	TOTAL ESTIMATED UNIS. LOSS (26)	COMMENTS (NOTE ANY IMPACTS DUE TO LOSS) (27)
		A DEBRIS REMOVAL (17)	B PROTECTIVE MEASURES (18)	C ROADS, SIGNS, BRIDGES (19)	D WATER CONTROL (20)	E BLDGS & EQUIP. (21)	F PUBLIC UTILITIES (22)	G PARKS&REC & OTHER (23)				
TOTALS												

40 (28) TOTAL EST. UNIS. LOSS/POPULATION = \$ ___ / CAPITA
 7/96 dis
 ALEG.WB2 (29) TOTAL EST. UNIS. LOSS/NET BUDGET x 100 = % IMPACT ON BUDGET

INITIAL DAMAGE ASSESSMENT - BUSINESS LOSSES

COUNTY: _____

(3) INCIDENT (X)
 FLOOD
 HURRICANE
 TORNADO
 OTHER _____
(Specify)

(4) ASSESSMENT TEAM

(6) INCIDENT PERIOD: _____

(8) DATE OF SURVEY: _____

(7) PAGE _____ OF _____

MUNICIPALITY: _____

F.	NAME OF BUSINESS / SITE LOCATION / TELEPHONE NO. (9)	NAME OF TENANT OR OWNER & TYPE OF BUSINESS (10)	ESTIMATED DAYS OUT OF OPERATION (11)	EMPLOYEES		REPLACEMENT COST OR FAIR MARKET VALUE (14)	ESTIMATED DOLLAR LOSS (15)	DOLLAR AMOUNT OF INSURANCE COVERAGE (16)	% UNINSURED LOSS TO BUSINESS VALUE [(col. 15)-(col. 16) / (col. 14) X 100%] (17)	IF COLUM	
				NUMBER (12)	COVERED BY U.I. (13)					<40% (X) MIN. (18)	40-71 (Y) MA. (19)
		Tenant OR Owner (circle one)				LAND: \$ _____ STRUCTURE: \$ _____ CONTENTS: \$ _____ OTHER: \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____			
		Tenant OR Owner (circle one)				LAND: \$ _____ STRUCTURE: \$ _____ CONTENTS: \$ _____ OTHER: \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____			
		Tenant OR Owner (circle one)				LAND: \$ _____ STRUCTURE: \$ _____ CONTENTS: \$ _____ OTHER: \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____			
		Tenant OR Owner (circle one)				LAND: \$ _____ STRUCTURE: \$ _____ CONTENTS: \$ _____ OTHER: \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____			
		Tenant OR Owner (circle one)				LAND: \$ _____ STRUCTURE: \$ _____ CONTENTS: \$ _____ OTHER: \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____			
		Tenant OR Owner (circle one)				LAND: \$ _____ STRUCTURE: \$ _____ CONTENTS: \$ _____ OTHER: \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____			
		Tenant OR Owner (circle one)				LAND: \$ _____ STRUCTURE: \$ _____ CONTENTS: \$ _____ OTHER: \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____			
		TOTALS				\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____			

40-A
V. 7/88 dlc
BUSLET.WB2

**TOWN OF SURFSIDE
DAILY ACTIVITY REPORT**

DATE WORK PERFORMED: _____

DISASTER EVENT: _____

EMPLOYEE NAME: _____

EMPLOYEE STATUS: FULL TIME _____ PART TIME _____

EMPLOYEE TITLE / DEPT: _____

EXEMPT _____ NON-EXEMPT _____

TIME	LOCATION	DESCRIPTION OF WORK PERFORMED	TIME		HOURS	
			START	STOP	REGULAR	OVERTIME

EQUIPMENT	ID NUMBER	MODEL / DESCRIPTION OF EQUIPMENT	HORSEPOWER	CAPACITY	HOURS		MILES	
					START	STOP	START	STOP

MATERIALS / STOCK NUMBER	INVENTORY / STOCK NUMBER	MATERIALS / SERVICE DESCRIPTION	UNITS USED	UNIT OF MEASURE	RATE OR PRICE	IF PURCHASED -
						P.O. # / VENDOR NAME

EMPLOYEE NAME: _____ EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR NAME: _____ SUPERVISOR SIGNATURE: _____ DATE: _____



Town of Surfside

To: Honorable Mayor and Members of the Town Commission

From: Roger M. Carlton, Town Manager

Date: June 12, 2012

Subject: Florida League of Cities 86th Annual Conference and Miami Dade League of Cities Town Commission Representative

Attached is a correspondence from the Florida League of Cities regarding attendance at the August 23-25, 2012 Annual Meeting at the Westin Diplomat, Hollywood. The Town Commission is requested to appoint a voting delegate to attend this meeting.

It would also be helpful for the Town Commission to appoint a member to attend the monthly meetings of the Miami-Dade League of Cities.



RECEIVED

MAY 15 2012

301 South Bronough Street, Suite 300 ♦ Post Office Box 1757 ♦ Tallahassee, FL 32302-1757
 (850) 222-9684 ♦ Fax (850) 222-3806 ♦ Web site: www.flcities.com

TO: Municipal Key Official
 FROM: Michael Sittig, Executive Director
 DATE: May 8, 2012

SUBJECT: 86th Annual FLC Conference – *FLC University; A Commitment to Life Long Learning*
 VOTING DELEGATE AND RESOLUTION INFORMATION
 August 23-25, 2012 – Westin Diplomat, Hollywood

As you know, the Florida League of Cities' Annual Conference will be held at the Westin Diplomat, Hollywood, Florida on August 23-25. This year we are celebrating *FLC University; A Commitment to Life Long Learning*, which will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

It is important that each municipality designate one official to be the voting delegate. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will make decisions that determine the direction of the League.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida for 2011.

Registration materials will be sent to each municipality the week of June 1st. Materials will also be posted on-line. Call us if you need additional copies. The League adopts resolutions each year to take positions on commemorative, constitutional or federal issues. We have attached the procedures your municipality should follow for proposing resolutions to the League membership. A resolution is not needed to become a voting delegate. If you have questions regarding resolutions, please call Allison Payne at the League at (850) 701-3602 or (800) 616-1513, extension 3602. **Proposed resolutions must be received by the League no later than July 18, 2012.**

If you have any questions on voting delegates, please call Gail Dennard at the League (850) 701-3619 or (800) 616-1513, extension 3619. **Voting delegate forms must be received by the League no later than August 15, 2012.**

Attachments: Form Designating Voting Delegate
 Procedures for Submitting Conference Resolution

President **Patricia J. Bates**, Mayor, Altamonte Springs

First Vice President **Manny Maroño**, Mayor, Sweetwater ♦ Second Vice President **P.C. Wu**, Councilman, Pensacola

Page 348 Executive Director **Michael Sittig** ♦ General Counsel **Harry Morrison, Jr.**

**86th Annual Conference
Florida League of Cities, Inc.
August 23-25, 2012
Hollywood, Florida**

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities, designate one of their officials to cast their votes at the Annual Business Session. League By-Laws requires that each municipality select one person to serve as the municipalities voting delegate. Municipalities do not need to adopt a resolution to designate a voting delegate.

Please fill out this form and return it to the League office so that your voting delegate may be properly identified.

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Municipality of: _____

AUTHORIZED BY:

Name

Title

Return this form to:

Gail Dennard
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Fax to Gail Dennard at (850) 222-3806 or email gdennard@flcities.com

**Procedures for Submitting Resolutions
Florida League of Cities' 86th Annual Conference
Westin Diplomat
Hollywood, Florida
August 23-25, 2012**

In order to fairly systematize the method for presenting resolutions to the League membership, the following procedures have been instituted:

- (1) Proposed resolutions must be submitted in writing, to be received in the League office by July 18, 2012, to guarantee that they will be included in the packet of proposed resolutions that will be submitted to the Resolutions Committee.
- (2) Proposed resolutions will be rewritten for proper form, duplicated by the League office and distributed to members of the Resolutions Committee. (Whenever possible, multiple resolutions on a similar issue will be rewritten to encompass the essential subject matter in a single resolution with a listing of original proposers.)
- (3) Proposed resolutions may be submitted directly to the Resolutions Committee at the conference; however, a favorable two-thirds vote of the committee will be necessary to consider such resolutions.
- (4) Proposed resolutions may be submitted directly to the business session of the conference without prior committee approval by a vote of two-thirds of the members present. In addition, a favorable weighted vote of a majority of members present will be required for adoption.
- (5) Proposed resolutions relating to state legislation will be referred to the appropriate standing policy committee. Such proposals will not be considered by the Resolutions Committee at the conference; however, all state legislative issues will be considered by the standing policy councils and the Legislative Committee, prior to the membership, at the annual Legislative Conference each fall. At that time, a state Legislative Action Agenda will be adopted.

Municipalities unable to formally adopt a resolution before the deadline may submit a letter to the League office indicating their city is considering the adoption of a resolution, outlining the subject thereof in as much detail as possible, and this letter will be forwarded to the Resolutions Committee for consideration in anticipation of receipt of the formal resolution.

Important Dates

May 30, 2012

Notice to Local and Regional League Presidents and Municipal Associations
regarding the Resolutions Committee

June 29

Appointment of Resolutions Committee Members

July 18

Deadline for Submitting Resolutions to the League office

August 23

League Standing Council Meetings
Resolutions Committee Meeting
Voting Delegates Registration

August 25

Immediately Following Breakfast – Pick Up Voting Delegate Credentials
Followed by Annual Business Session