



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

**Tuesday, January 10, 2023**

**7:00 PM**

Commission Chambers - 9293 Harding Avenue  
Surfside, FL 33154

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

***Rule 6.06 (a)3 Agenda. The good and welfare portion of the agenda set for 8:15 p.m. shall be restricted to discussion on subjects not already specifically scheduled on the agenda for discussion and debate. In no event shall this portion of the agenda be allotted more than 45 minutes with each speaker to be given no more than three minutes, unless by vote of a majority of the members of the commission present, it is agreed to extend the time frames. Likewise, commission members shall be restricted to speaking three minutes each unless an extension is granted in the same manner as set forth in the prior sentence.***

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

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

1. **Opening**
  - 1A. **Call to Order**
  - 1B. **Roll Call of Members**
  - 1C. **Pledge of Allegiance**
  - 1D. **Mayor and Commission Remarks** - Mayor Shlomo Danzinger
  - 1E. **Agenda and Order of Business** Additions, deletions and linkages
  - 1F. **Community Notes** - Mayor Shlomo Danzinger
  - 1G. **Tree City USA Presentation** - Hector Gomez, Acting Town Manager
  - 1H. **CTS Update** - Hector Gomez, Acting Town Manager
  - 1I. **Citizens Presentation by Charles W. Burkett** - Sponsored by Commissioner Velasquez
2. **Quasi-Judicial Hearings**
3. **Consent Agenda**

*All items on the consent agenda are considered routine or status reports by the Town Commission and will be approved by one motion. Any Commission member may request that an item be removed from the Consent Agenda and discussed separately. If the public wishes to speak on a matter on the consent agenda they must inform the Town Clerk prior to the start of the meeting by completing a speaker card. They will be recognized to speak prior to the approval of the consent agenda.*

- 3A. **Approval of Minutes** - Sandra N. McCready, MMC, Town Clerk  
[2022-12-13 Special Town Commission Meeting Minutes.pdf](#)  
[2022-12-13 Regular Town Commission Meeting Minutes.pdf](#)
- 3B. **Approving and Authorizing the Purchase of Nine (9) 2023 Police Vehicles, Together with Emergency Lighting Equipment, Graphics, Radio Equipment and Radio Programming.** - Hector Gomez, Acting Town Manager

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AMENDING RESOLUTION NO. 2022-2942 TO APPROVE AND AUTHORIZE THE PURCHASE OF FIVE (5) 2023 FORD INTERCEPTOR UTILITY VEHICLES AND FOUR (4) 2023 FORD POLICE RESPONDER F-150 CREW CAB AWD VEHICLES, TOGETHER WITH REVISED EMERGENCY LIGHTING EQUIPMENT, GRAPHICS, RADIO EQUIPMENT AND RADIO PROGRAMMING FOR EACH POLICE VEHICLE; FINDING THAT THE PURCHASE OF THE POLICE VEHICLES, EMERGENCY LIGHTING EQUIPMENT, GRAPHICS, RADIO EQUIPMENT, AND RADIO PROGRAMMING ARE EXEMPT FROM COMPETITIVE BIDDING PURSUANT TO SECTION 3-13(3) OF THE TOWN**

**CODE; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

[Resolution Amending Reso 2022-2942 Approve Police Vehicle and Equipment Purchase.DOCX](#)

[Attachment B HG2 Nine \(9\) Vehicles.pdf](#)

[Attachment A Garber Ford Nine \(9\) Vehicles.pdf](#)

[Attachment C Sign Savers.pdf](#)

[Attachment D Surfside Police Dept. - APX6500 Four \(4\) Mobile Radios.pdf](#)

[Attachment E Miami Dade.pdf](#)

**3C. Zambelli Fireworks Agreement for Fourth of July Event - Hector Gomez, Acting Town Manager**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING AN AGREEMENT AND ADDENDUM WITH ZAMBELLI FIREWORKS MANUFACTURING CO. FOR FOURTH OF JULY FIREWORKS DISPLAY SERVICES; PROVIDING FOR AUTHORIZATION TO EXECUTE THE AGREEMENT AND ADDENDUM; PROVIDING FOR WAIVER OF COMPETITIVE BIDDING; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

[Reso Approve Agreement with Zambelli 4th of July Fireworks.DOCX](#)

[Exhibit A - Zambelli Fire Works Contract 2023 and 2024.pdf](#)

**4. Ordinances**

**4A. Second Reading**

**4B. First Reading**

**4B1. Planning and Zoning Ordinance Change - Single Curb Cut width expansion on lots less than 100 feet in width - Hector Gomez, Acting Town Manager**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AMENDING THE TOWN OF SURFSIDE CODE OF ORDINANCES BY AMENDING SECTION 90.61.1(c) OF ARTICLE V. – DESIGN STANDARDS OF CHAPTER 90 OF THE TOWN CODE OF ORDINANCES, TO MODIFY THE PERMITTED WIDTH OF CURB CUTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.**

[Ordinance Amending Curb Cut Width - FR Draft 12-15-22.pdf](#)

[Exhibit A.DOCX](#)

**5. Resolutions and Proclamations**

***If the public wishes to speak on a matter on this section of the agenda, they must inform the Town Clerk by completing a speaker card and they will be recognized to speak prior to the approval of any resolution..***

6. **Good and Welfare (Set for approximately 8:15 p.m.)**  
*Public comments for subjects or items not on the agenda.*
7. **Town Manager and Town Attorney Reports**
  - 7A. **Town Manager's Report** - Hector Gomez, Acting Town Manager  
[January 2023 Town Manager's Report.pdf](#)
  - 7B. **Town Attorney's Report** - Lily Arango, Town Attorney  
[Town Attorney Report - January 10, 2023](#)
8. **Unfinished Business and New Business**
9. **Mayor, Commission and Staff Communications**
  - 9A. **Town Manager Recruitment Process** - Hector Gomez, Acting Town Manager  
[Attachment A - Job Description.pdf](#)  
[Attachment B - Town Manager Salary Survey.pdf](#)  
[Attachment C -Town Manager Recruitment Flyer.pdf](#)  
[Attachment D - Town Manager Recruitment Ranking Sheet to Short List.pdf](#)  
[Attachment E - Ranking Summary Sheet.pdf](#)  
[Attachment F- Town Manager Ranking Sheet Top Three Candidates.pdf](#)  
[Attachment G - Ballot to Select the Town Manager.pdf](#)
  - 9B. **Seawall Height Requirements** - Hector Gomez, Acting Town Manager  
[Attachment A - Zoning Code References to Seawall Heights.docx](#)
10. **Adjournment**

Respectfully submitted,

Hector R. Gomez  
Acting Town Manager

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

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

AGENDA ITEMS MAY BE VIEWED AT THE OFFICE OF THE TOWN CLERK, TOWN OF SURFSIDE TOWN HALL, 9293 HARDING AVENUE. ANYONE WISHING TO OBTAIN A COPY OF ANY AGENDA



ITEM SHOULD CONTACT THE TOWN CLERK AT 305-861-4863. A COMPLETE AGENDA PACKET IS ALSO AVAILABLE ON THE TOWN WEBSITE AT [www.townofsurfsidefl.gov](http://www.townofsurfsidefl.gov).

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

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



**Town of Surfside**  
**Special Town Commission Meeting**  
**MINUTES**  
**December 13, 2022**  
**5:30 PM**  
Commission Chambers

**1. Opening**

**1.A Call to Order**

Mayor Danzinger called the meeting to order at 5:32 p.m.

**1.B Roll Call of Members**

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

Present: Mayor Shlomo Danzinger, Vice Mayor Jeffrey Rose, Commissioner Marianne Meisheid (arrived at 5:34 p.m.), Commissioner Fred Landsman and Commissioner Nelly Velasquez.

Absent: Town Manager Andrew Hyatt

Also Present: Assistant Town Manager Jason Greene, Town Attorney Lillian Arango and Town Attorney Tony Recio.

**1.C Pledge of Allegiance**

Chief Torres provided the pledge of allegiance.

**1.D Lobbyist Update - Town Manager Andrew Hyatt**

Jonathan Kilmer, Converge Public Strategies, Town Lobbyist provided the lobbyist update as it pertains to the legislative updates and appropriations. He also spoke regarding the Town's legislative priorities, policies and appropriations. He spoke regarding the increase in insurance rates, inflation, affordable housing, resiliency and hurricane response. He spoke regarding the upcoming meetings calendar that are coming up.

Commissioner Velasquez thanked him for the update and asked regarding if there is anything being provided for undergrounding and infrastructure.

Mr. Kilmer stated they do not have an answer for that today and understands that it is a priority, but they will update Town Staff and the Commission as soon as they

have update.

Vice Mayor Rose asked regarding if there are any grants for seawalls in order to help the residents and Town to raise the seawalls.

Mr. Kilmer stated that he will look to see if there is anything for seawalls. He also stated that at this upcoming session he will speak to the representatives and senators to look at working on adding something for seawalls. He also stated that they will be looking at setting policies for that as well.

Commissioner Meischeid also spoke regarding seawalls.

Commissioner Landsman would like more communication from the lobbyist as to what has taken place and approved.

Mayor Danzinger spoke regarding lighting, transportation and the projects approved by FDOT.

Commissioner Meischeid asked regarding emotional support dogs.

Mr. Kilmer addressed the comment made regarding the service dogs.

Commissioner Velasquez asked if that is the plan then they should come up with some form of credentials that the pet would need to have to show that they are service dogs. She stated that this is due to issues of people claiming that the pet is a service animal, and they are not.

Mr. Kilmer addressed the comments made and explained that they lobby for everything and build a coalition to address all those concerns.

## **2. Mayor, Commission and Staff Communication**

### **2.A Town Manager's Annual Evaluation - Andrew Hyatt, Town Manager**

For the Town Commission to evaluate and discuss.

A motion was made by Commissioner Meischeid to table the item, seconded by Vice Mayor Rose. The motion carried with a 5-0 vote.

### **2.B Appointments to the Charter Review Board - Lillian Arango, Town Attorney**

The administration recommends that each member of the Town Commission appoint one member to the Charter Review Board in accordance with Section 128 of the Town Charter, subject to ratification of each appointee by majority vote of the Commission.

Town Attorney Arango gave an overview of the Charter Review Board, as well as the Board members' duties and requirements.

Mayor Danzinger asked Town Attorney Arango to also discuss the other rule.

Town Attorney Arango stated that the Mayor and the Town Manager would act as ex officio members of the committee and are subject to sunshine laws.

Vice Mayor Rose asked if the meeting will be televised.

Town Attorney Arango stated that it is up to the Commission if they would like it to be televised and it will be treated like any other type of committee. She stated that she laid out a tentative schedule on page 6 of the item. She spoke regarding the requirements of starting the meeting within 45 days of the board's establishment.

Commissioner Velasquez asked when these items are brought to the referendum, and do they pick what they want or whatever the Committee wants.

Town Attorney Arango stated that it is the Commission's final decision as to what goes on the referendum.

Mayor Danzinger opened the floor to public comment.

The following individual from the public spoke:

George Kousoulas spoke regarding some of the applicants and provided his support.

Mayor Danzinger closed public comment.

Commissioner Landsman stated that he is glad that they received 10 applicants.

Town Clerk McCready advised that each member will have to sign an affidavit verifying that they are a registered voters in Town.

A motion was made by Commissioner Landsman to appoint Peter Zuckerman to the Charter Review Committee, seconded by Vice Mayor Rose. The motion carried by 5-0 vote.

A motion was made by Commissioner Meisheid to appoint Laurie Swedroe to the Charter Review Committee, seconded by Vice Mayor Rose. The motion carried by 5-0 vote.

A motion was made by Mayor Danzinger to appoint Ben Jacobson to the Charter Review Committee, seconded by Commissioner Landsman. The motion carried with a 5-0 vote.

A motion was made by Vice Mayor Rose to appoint Daniel Dietch to the Charter Review Committee, seconded by Commissioner Meisheid. The motion died with a 2-3 vote with Commissioner Velasquez, Commissioner Landsman and Mayor Danzinger voting in opposition.

Mayor Danzinger has respect for Mr. Dietch but would like to have a 5-0 vote for the appointments.

Vice Mayor Rose stated that he believes he would be a good person to be on the

Board. He requested for someone to reconsider their vote.

Commissioner Landsman respects Mr. Dietch and for his service to the Town as Mayor but would like people to come with fresh eyes and ideas.

Commissioner Meisheid also believes he brings great experience and would also have experience on things that would need to be corrected.

Commissioner Velasquez spoke regarding what former Mayor Dietch did in giving away Town property and they as a commission needed to make the change to not allow Town property to be given away.

Mayor Danzinger stated he is welcome to come as a resident and speak at the meetings.

A motion was made by Vice Mayor Rose to appoint Ruben Bravo to the Charter Review Committee, seconded by Commissioner Landsman. The motion carried with a 5-0 vote.

A motion was made by Commissioner Velasquez to appoint Clara Diaz-Leal to the Charter Review Committee. The motion died for lack of a second.

Vice Mayor Rose left the room and advised he had a conflict with an applicant, Ezequiel Singer and could not vote for his appointment.

A motion was made by Commissioner Velasquez to appoint Ezequiel Singer to the Charter Review Committee, seconded by Commissioner Meisheid. Commissioner Velasquez removed her motion.

A motion was made by Commissioner Velasquez to appoint Gerardo Vildostegui to the Charter Review Committee. The motion failed for lack of a second.

A motion was made by Commissioner Velasquez to appoint Ezequiel Singer to the Charter Review Committee, seconded by Commissioner Meisheid. The motion carried with 4-0 vote with Vice Mayor Rose abstained.

Mayor Danzinger appointed Commissioner Meisheid to be the liaison to the Committee and he will also be attending.

[Exhibit A.docx](#)

## **2.C Driveway Curb Cuts - Commissioner Landsman**

The Commission should consider the Planning and Zoning Board's recommendation.

Commissioner Landsman introduced the item and asked Town Planner Frankel to introduce the item.

Town Planner Frankel provided a summary of the item along with a presentation and current regulations.

A motion was made by Commissioner Landsman to move this item forward to come back to the Commission as an ordinance for first reading, seconded by Vice Mayor Rose.

Mayor Danzinger opened the floor to public comment.

The following individuals from the public spoke:

George Kousoulas spoke against this item.

Eliana Salzhauer spoke regarding the item and believes this is too much pavement.

Mayor Danzinger closed the floor to public comment.

Commissioner Landsman explained the item and stated that they are making a minor change.

Commissioner Meischeid stated that 25 feet is unnecessary and decreases the landscaping. She stated that 18 feet is good and for waterflow as well.

Vice Mayor Rose spoke regarding the pervious not changing and asked, through the Mayor, if Public Works Director Gomez could address the water flow and runoff as it pertains to the curb cut. He asked if he as the Director of Public Works is for it or against it.

Public Works Director Gomez responded to the questions regarding the water flow and runoff. He stated that it depends if it is going from an F cut to a valley cut and explained the difference.

Public Works Director Gomez stated that after 24 feet you will need to create a consistency. He stated that the intent is to create consistency.

Town Planner Frankel continued with the presentation.

Vice Mayor Rose stated that he prefers to keep cars off the street and is fine with corner lots having double curb cuts and if you meet the pervious requirement then it would be fine.

Commissioner Landsman stated that he recently increased his to 18 feet and his cars do fit. He stated that it would be safer getting cars off the streets.

Commissioner Velasquez totally agrees with this, and it is important to have more cars on peoples lots. She stated that this is very important for walkability.

Commissioner Meischeid asked, through the Mayor, for Public Works Director Gomez to address the stormwater runoff.

Public Works Director Gomez addressed the comment made by Commissioner Meischeid as it pertains to the stormwater runoff. He stated that when you go to 25



feet and higher you have to determine how it will affect your permeable space.

Mayor Danzinger stated that the requirement is that the permeable space requirement be met.

Commissioner Landsman stated that they are not changing the permeable space requirement. He would recommend the change to be 24 feet, permeability does not change and must meet requirements.

Public Works Director Gomez stated that when you go beyond 24 feet that is when you will have a problem.

Commissioner Velasquez spoke regarding the 24 feet. She asked if you have one curb cut of 24 feet or two curb cuts of 12 feet each, isn't the same amount of water flowing into the street.

Mayor Danzinger addressed the comment made and explained the water flow.

Vice Mayor Rose spoke regarding cutting the curb for corner lots in order to fit an additional car.

Commissioner Landsman understands their thought and would prefer the corner lots to be a separate conversation.

Mayor Danzinger asked how this is taking cars off the street.

Commissioner Landsman stated that in his case, he is able to increase the space with the curb cut then more of the residents can make the investment and get a car off the street.

Further discussion took place among the increase in feet, the stormwater runoff, the water flow and curb cuts as well as requesting more research to be done during the first and second reading.

The motion carried with a 4-1 vote with Commissioner Meischeid voting in opposition.

[Exhibit A.DOCX](#)

## **2.D Discussion Regarding Planning and Zoning Board Jurisdiction and Scope of Project Review - Commissioner Landsman**

The Commission should consider expanding the Planning and Zoning Board's jurisdiction and its scope of review to require a full site plan review of new single family construction. Additions and remodels of existing homes could remain limited to design review. So as not to overburden single family construction, the site plan review

Mayor Danzinger passed the gavel and left the dais at 6:35 p.m.

Commissioner Landsman introduced the item. He would like to see what they can do

to empower the Planning and Zoning Board to change and modify things as well as the design and review guidelines.

Town Planner Frankel provided a presentation on the item and the design review guidelines.

Vice Mayor Rose opened the floor to public comment.

The following individual from the public spoke:  
George Kousoulas

Mayor Danzinger returned to the dais at 6:45 p.m.

The following individuals from the public spoke:  
Jeffrey Zomper  
David Forbes

Mayor Danzinger closed public comment.

Commissioner Velasquez suggested a joint meeting with the Planning and Zoning Board to give the Town Planner some of their ideas and believes these should still go to the Planning and Zoning Board.

Vice Mayor Rose stated that they can give recommendations and addressed the speakers comments.

Commissioner Landsman stated that he will go to the Planning and Zoning Board with more recommendations.

A motion was made by Commissioner Landsman to table the item to the following meeting at 7:00 p.m., seconded by Vice Mayor Rose. The motion carried with a 5-0 vote.

## **2.E Special Meetings - Vice-Mayor Rose**

For the commission to discuss the possibility of continuing the special meetings.

A motion was made by Vice Mayor Rose to move the item to the upcoming 7:00 p.m. meeting as item 9A under (Mayor, Commission and Staff Communications), seconded by Commissioner Meischeid. The motion carried with a 5-0 vote.

## **3. Adjournment**

There being no further business to discuss before the Commission, a motion was made by Vice Mayor Rose to adjourn the meeting at 6:58 p.m., seconded by Commissioner Landsman. The motion carried with a 5-0 vote.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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Shlomo Danzinger, Mayor

Attest:

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Sandra N. McCready, MPA, MMC  
Town Clerk



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

**December 13, 2022  
7:00 PM**

Commission Chambers - 9293 Harding Avenue  
Surfside, FL 33154

**1. Opening**

**1.A Call to Order**

Mayor Danzinger called the meeting to order at 7:14 p.m.

**1.B Roll Call of Members**

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

Present: Mayor Shlomo Danzinger, Vice Mayor Jeffrey Rose, Commissioner Marianne Meisheid, Commissioner Fred Landsman and Commissioner Nelly Velasquez.

Absent: Town Manager Andrew Hyatt

Also Present: Assistant Town Manager Jason Greene, Town Attorney Lillian Arango and Town Attorney Tony Recio.

**1.C Pledge of Allegiance**

Chief Torres provided the pledge of allegiance.

**1.D Mayor and Commission Remarks - Mayor Shlomo Danzinger**

Mayor Danzinger addressed the public and Commission regarding the decorum statement and the importance in having an organized meeting.

Vice Mayor Rose wished everyone happy holidays.

Commissioner Landsman wished everyone a happy holiday and hope to see everyone this Sunday at the groundbreaking of 96th Street Park.

Commissioner Meisheid just wants to focus on the agenda and moving the Town forward.

Commissioner Velasquez would like to wish everyone happy holidays and a happy new year. She spoke regarding the groundbreaking of 96th Street Park.

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

A motion was made by Vice Mayor Rose to move item 2D (Discussion Regarding Planning and Zoning Board Jurisdiction and Scope of Project Review) from the previous meeting to item 9A under (Mayor, Commission and Staff Communications), seconded by Commissioner Landsman. The motion carried with a 5-0 vote.

A motion was made by Vice Mayor Rose to move item 2E (Special Meetings) from the previous meeting to item 9B under (Mayor, Commission and Staff Communications), seconded by Commissioner Landsman. The motion carried with a 5-0 vote.

Mayor Danzinger would like to walk on an item to discuss funding for travel which is not under the allowed expenses in the travel policy.

A motion was made by Vice Mayor Rose to add as item 9A under (Mayor, Commission and Staff Communications) to discuss funding for travel which is not under the allowed expenses in the policy, seconded by Commissioner Landsman. The motion carried with a 5-0 vote.

Mayor Danzinger requested to walk on an item to discuss the Town Manager and appointment of an Acting Town Manager.

A motion was made by Vice Mayor Rose to walk on an item to discuss the Town Manager and to discuss that walk on item before the Consent Agenda, seconded by Commissioner Landsman. The motion carried with a 5-0 vote.

### **1.F Community Notes - Mayor Shlomo Danzinger**

Mayor Danzinger wanted to update the community regarding the project that is being developed next to the Community Center and provided an update as it pertains to safety and sustainability.

#### **Town Manager and Acting Town Manager**

Town Attorney Arango stated that she provided the Commission before the 5:30 p.m. with the Town Manager's resignation letter.

Mayor Danzinger stated that he had a meeting with the Town Manager this afternoon and due to some family and personal issues, he tendered his resignation effective today in accordance with his employment agreement. He stated that due to the work he did with the CTS collapse, he should be compensated with the benefits and believes it would only be right to provide him with that compensation.

Commissioner Velasquez stated that he was appointed by the last Commission, and she stated that he is supposed to have given two weeks' notice and it is not right for him to leave us just like that without proper notice.

A motion was made by Vice Mayor Rose to approve and accept the resignation letter and terms of the separation agreement, seconded by Commissioner Landsman. The motion carried with a 4-1 vote with Commissioner Velasquez voting in opposition.

Town Attorney Arango asked for a motion to approve the terms of the separation agreement and authorize the Mayor and Town Attorney to finalize and execute that agreement.

Mayor Danzinger and Vice Mayor Rose stated that part of their motion already identifies the approval of the terms of separation.

Mayor Danzinger stated that they have a lot of capital projects in the works and it is important that there is no gap and have everything moving forward. He stated that he has identified the perfect candidate to have this done. He passed the gavel.

A motion was made by Mayor Danzinger to appoint Public Works Director Hector Gomez as Acting Town Manager, seconded by Commissioner Landsman.

Commissioner Landsman stated that Public Works Director Gomez was unaware this was happening and would like to see if he has any interest.

Vice Mayor Rose asked Public Works Director Gomez if he was interested in accepting this position.

Public Works Director Gomez stated that what is important is to have continuity and he is up for the challenge and understands it is in an interim matter.

Mayor Danzinger stated that the word interim requires to appoint someone to acting within a specific time period. He stated that they will open up the position but in the interim he will be the person that will keep this Town moving.

Public Works Director Gomez stated that this is a team effort.

Commissioner Meischeid stated that she knows he will have a lot on his plate with Public Works and it is very demanding and asked if he feels confident to take on these two very important roles at the same time.

Public Works Director Gomez stated that he will always be confident in himself and understands the additional workload and he can handle it.

Commissioner Landsman thanked him for sharing that and for clarification acting versus interim will go until they have a full-time appointment.

Town Attorney Arango stated that Chapter 12 of the Charter states that you can appoint an interim or acting and within 90 days they must appoint a permanent.

Commissioner Landsman stated that Andy did a great job and best of luck but is looking forward for a positive change for the Town and Community.



Commissioner Velasquez believes he is very capable of handling this and has done a great job with Public Works and wishes him the best.

Vice Mayor Rose thanked Andy for his work during COVID and the collapse. He believes Public Works Director Gomez can do the job and did encourage him to apply and they will do a search.

The motion carried with a 5-0 vote.

## 2. Quasi-Judicial Hearings

## 3. Consent Agenda

***All items on the consent agenda are considered routine or status reports by the Town Commission and will be approved by one motion. Any Commission member may request that an item be removed from the Consent Agenda and discussed separately. If the public wishes to speak on a matter on the consent agenda they must inform the Town Clerk prior to the start of the meeting by completing a speaker card. They will be recognized to speak prior to the approval of the consent agenda.***

Mayor Danzinger would like to pull item 3B (Downtown Walkability Design and Public Outreach) and item 3C (Fiscal Year 2023 Budget Amendment Resolution No. 3).

A motion was made by Commissioner Landsman to approve the consent agenda minus the pulled items item 3B (Downtown Walkability Design and Public Outreach) and item 3C (Fiscal Year 2023 Budget Amendment Resolution No. 3), seconded by Commissioner Velasquez. The motion carried with a 5-0 vote.

### 3.A Approval of Minutes - Sandra N. McCreedy, MMC., Town Clerk

Approved on consent.

[11-15-2022 Regular Town Commission Meeting Minutes.pdf](#)

[11-15-2022 Special Town Commission Meeting Minutes.pdf](#)

[11-15-2022 Town Commission Workshop Minutes.pdf](#)

[11-29-2022 Special Town Commission Meeting-Quasi-Judicial Hearing Minutes.pdf](#)

### 3.B Downtown Walkability Design and Public Outreach - Andrew Hyatt, Town Manager

Town Administration requests authorization to expend funds up to \$120,000 on Option 1 for Downtown Walkability design, public outreach, permitting, and implementation strategy.

Town Clerk McCreedy read the title of the resolution into the record.

Mayor Danzinger opened the floor to public comment.

The following individuals from the public spoke:  
George Kousoulas  
Eliana Salzhauer

Mayor Danzinger closed public comment.

Mayor Danzinger has a concern with the cost and sees a large price discrepancy.

Acting Town Manager Gomez addressed the comments made by the Mayor and explained the process and pricing.

Mayor Danzinger asked regarding the other contract of \$90,000.

Acting Town Manager Gomez requested to review both contracts.

Mayor Danzinger asked regarding the crosswalks.

Acting Town Manager Gomez addressed the comments and resurfacing hardening project which includes sidewalk improvement.

Further discussion took place among the Commission and Acting Town Manager Gomez regarding the specifics of the project.

Mayor Danzinger passed the gavel.

A motion was made by Mayor Danzinger to pull the item and get a fresh set of eyes and look at this contract again. The motion died for lack of second.

A motion was made by Vice Mayor Rose to approve the resolution as written, seconded by Commissioner Meischeid.

Commissioner Landsman asked Acting Town Manager Gomez to explain the numbers.

Acting Town Manager Gomez addressed the comments made by the Commission.

The motion carried with a 3-2 vote with Commissioner Velasquez and Mayor Danzinger voting in opposition.

[Resolution Approving and Authorizing Expenditure of Funds to Marlin Engineering for Downtown Walkability Study - Phase 2](#)  
[Exhibit A - Scope Downtown Walkability Phase 2.pdf](#)

### **3.C Fiscal Year 2023 Budget Amendment Resolution No. 3 - Andrew Hyatt, Town Manager**

Town Administration recommends approval of the budget amendment.

Town Clerk McCready read the title of the resolution into the record.

Mayor Danzinger stated that his concern is the amount of the budget amendment and there is an additional allocation of almost \$60,000 and why they are putting more money into a project that was approved before.

Acting Town Manager Gomez stated that his understanding is that a few fiscal years back there was funding for a project for enhancing lighting in Downtown. He stated that project never took off and this resolution reappropriates the monies for the project now.

Assistant Town Manager Greene explained the amount that is in the capital project fund balance and this amendment would retitle the project and roll over the fund balance forward to the project.

Mayor Danzinger stated if the amount goes over the original amount, it must be brought before the Commission.

Acting Town Manager Gomez stated that they will come back next month with the numbers.

A motion was made by Vice Mayor Rose to approve the resolution, seconded by Commissioner Meisheid. The motion carried with a 4-1 vote with Commissioner Velasquez voting in opposition.

[Resolution Approving Budget Amendment No. 3.](#)

[FY 2023 Budget Amendment No 3.pdf](#)

**3.D Approval of License Agreement with Florida Department of Transportation (FDOT) for Town Right of Way Use for Crosswalk Improvements at the Intersection of 88<sup>th</sup> Street and Harding Avenue - Andrew Hyatt, Town Manager**

Town Administration is seeking Town Commission authorization to execute a License Agreement with Florida Department of Transportation (FDOT) in order to provide partial use at the southeast corner of the Town Right of Way located on 88<sup>th</sup> Street and Harding Avenue in order for the Department (FDOT) to perform crosswalk enhancements in conjunction with FDOT Project Number 443899.

Approved on consent.

[45L1263-Reso Approving License with FDOT - Crosswalk Improvements 88th St and Harding Avenue.DOCX](#)

[Exhibit A - License Agreement](#)

**3.E Authorization to Purchase a Spare Sanitary Sewer 60 HP HOMA Submersible Pump to Replaced Damaged Sewer Pump - Andrew Hyatt, Town Manager**

Town administration is seeking Town Commission approval for a purchase of a replacement 60 HP HOMA Submersible pump used for sewer lift station operations with purchase being made through Barney's Pumps, Inc. in the amount of \$26,507.00.

Approved on consent.

[Resolution Approving and Authorizing Purchase of Spare Sanitary Sewer Pump.DOCX](#)  
[Exhibit A - Pump Quote](#)

### **3.F Civic Plus Annual Agreement - Town Clerk, Sandra McCready**

The Town Administration recommends approving the new agreement with Municode ("CivicPlus") to include pricing for an initial annual rate of \$5,217.00 for the supplementation services, subject to 5.0% annual increases for each renewal term.

Approved on consent.

[Resolution Approving CivicPlus Supplement Services Agreement - Annual Rate](#)  
[Exhibit A - CivicPlus Statement of Work - Supplementation Services.pdf](#)  
[Exhibit B - Civic Plus Agreement.DOCX](#)

## **4. Ordinances**

### **Second Reading**

### **First Reading**

## **5. Resolutions and Proclamations**

***If the public wishes to speak on a matter on this section of the agenda, they must inform the Town Clerk by completing a speaker card and they will be recognized to speak prior to the approval of any resolution..***

### **5.A Authorization to Incorporate Decorative Street Signs and Poles as Part of Utilities Undergrounding Project Based on Staff Recommendation - Andrew Hyatt, Town Manager**

Town Administration recommends incorporating decorative poles and signs into the utilities undergrounding project as part of the design and construction sequence using the recommended design option provided.

A motion was made by Vice Mayor Rose to move item 9B (Discussion Regarding Planning and Zoning Board Jurisdiction and Scope of Project Review) to be heard before item 5A (Authorization to Incorporate Decorative Street Signs and Poles as Part of Utilities Undergrounding Project Based on Staff Recommendation), seconded by Mayor Danzinger. The motion carried with a 5-0 vote.

Town Clerk McCready read the title of the resolution into the record.

Acting Town Manager Gomez gave an update and summary of the item and provided staff recommendations.

Mayor Danzinger opened the floor to public comment.

The following individuals of the public spoke:  
Eliana Salzhauer  
George Kousoulas

Mayor Danzinger closed public comment.

Mayor Danzinger stated that this item was brought forward because multiple residents requested it and it would make a big difference in Town. He also stated this has nothing to do with the current Acting Town Manager. He stated that at the last Commission meeting this item was discussed, voted on and to come back with funding and amount. He stated that this should have come back as a discussion item and to assume to come back with a resolution going against the Commission's vote is disrespectful. He stated regarding the infrastructure and undergrounding changes that have to go back to the residents and to hold back all the projects waiting on undergrounding is unacceptable.

Acting Town Manager Gomez stated that they received three hard proposals as per the procurement process and if it is the will of the Commission to bring it forth as an action item it is possible. He agrees that the resolution is written in a certain way, and it is up to the Commission.

Mayor Danzinger stated that they do not know how long undergrounding will take and he would like to do something that actually changes the environment and look of this Town.

Acting Town Manager Gomez spoke regarding the different styles other municipalities have and how you can scale down the project. He stated that this would be a lead time item and you are looking at about 5 to 6 months and allow administration to finalize the design for streets and avenues to move forward. This would be allowing them to procure for the project.

Mayor Danzinger asked how long it would take to install the poles.

Acting Town Manager Gomez addressed the comments made.

Commissioner Landsman stated that they should move forward with this item but see if at the January meeting they could have a potential design to look at.

Commissioner Meisheid believes that they should wait until the undergrounding is completed.

Commissioner Velasquez agrees that they should wait until the undergrounding is completed. She asked Acting Town Manager Gomez if these signs have to be removed when undergrounding takes place.

Acting Town Manager Gomez stated that the conflict does exist to have to possibly remove the signs.

Vice Mayor Rose stated that his concern is with the installation and reinstallation

cost.

Mayor Danzinger stated that the pricing for installation and reinstallation is already in the cost estimate.

Vice Mayor Rose stated that he is talking about the new signs and the cost involved. He is fine with waiting on this until the undergrounding is complete.

A motion was made by Mayor Danzinger to move forward with the project with the lowest bidder providing for a design to be determined and possibly returning in January with graphs and designs, seconded by Commissioner Landsman. The motion failed with a 1-4 vote with Commissioner Landsman, Commissioner Meisheid, Commissioner Velasquez and Vice Mayor Rose voting in opposition.

A motion was made by Commissioner Velasquez to approve the resolution as written, seconded by Vice Mayor Rose. The motion carried with 5-0 vote.

[Exhibit A - "Decorative Street Pole"](#)

[Exhibit B - "FDOT Stop Sign Proposal"](#)

[Exhibit C - " Vendor Estimates and Template"](#)

[Resolution Incorporating Street Name Signs into Undergrounding Project.DOCX](#)

[Exhibit A](#)

#### **5.B Key to the Town of Surfside and Brick Request - Shlomo Danzinger, Mayor**

For the commission to approve awarding former Miami-Dade County Commissioner Sally A. Heyman a key to the Town of Surfside and a brick to be placed at the community center in honor of her 20 years of service for our community.

Mayor Danzinger introduced the item to award former Miami Dade Commissioner Sally Heyman the key to the Town and provided a summary of her service to Miami-Dade County and the Town of Surfside.

A motion was made by Commissioner Landsman to award former Miami Dade County Commissioner Sally Heyman a key to the Town of Surfside and a Brick at the Community Center, seconded by Commissioner Meisheid. The motion carried with a 5-0 vote.

[Key to the Town Request Form - Sally Heyman.pdf](#)

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

##### ***Public comments for subjects or items not on the agenda.***

The following individuals from the public spoke:

Pablo Langesfeld spoke regarding the update on the CTS collapse investigation. He stated that they have no update on that and possibly for the Town to contact the media in for the media to put pressure for the investigator to have access to the site. He also asked regarding 88th Street and the size of the memorial and if they have spoken to FDOT.

Joel Thieme spoke regarding a citation that he was issued and emails and phone calls that



were never acknowledged or calls returned.

George Kousoulas complimented the coverage of the Gazette and the Communications Department. He further spoke about resiliency and seawalls.

Eliana Salzhauer spoke about the CTS memorial and how the Town received a grant for a million dollars, and nothing has been done. She spoke regarding the money being spent at the Tourist Board.

Ben Jacobson congratulated Acting Town Manager Gomez and is looking forward to seeing what he has done for the Town. He stated that he would like to have the Town be more like a country club. He stated that the downstairs front office is very uninviting and urged the new Town Manager to tear down that wall.

Mayor Danzinger closed public comment.

Commissioner Landsman thanked the public for their thoughts and encouraged to speak about the CTS memorial and he stated that takes time and must be done effectively and with emotion. He stated that there is change and change is good and to all staff that are here thank you for what you do on a daily basis for improving services to the residents and understands regarding unresponsiveness and will work with the new acting town manager to make sure everyone is more responsive.

Commissioner Meischeid thanked staff and responded to the comments made and asked if they are still getting more comments by Allyn Kilsheimer.

Acting Town Manager Gomez stated that Mr. Kilsheimer will be here in January.

Commissioner Meischeid asked regarding following up not getting responses from staff.

Acting Town Manager Gomez stated that he will reach out tomorrow to Mr. Thieme and make sure he gets a response.

Commissioner Velasquez stated that if the residents do not get a response from staff to go to a commissioner and they will make sure they get an answer. She stated that she is still in shock and it is very difficult how things happen.

Vice Mayor Rose thanked everyone and stated that the memorial is not something that is going to be rushed. He addressed the comment with Mr. Thieme and the non-responsiveness.

Mayor Danzinger addressed Ms. Salzhauer and breaking the rules. He addressed the comments regarding the investigation and Mr. Kilsheimer cannot do much until NIST is done. He stated that nothing has come forward on the new building. He addressed the comments made regarding 88th Street. He addressed Mr. Thieme's comments, and he

can email any of the commissioners. He stated that the Town has been waiting decades for some of these projects. The memorial is important, and residents' items are not a waste of time.

A motion was made by Commissioner Velasquez to recess for 5 minutes at 8:42 p.m., seconded by Commissioner Landsman. The motion carried with a 5-0 vote.

The meeting resumed 8:52 p.m.

Town Clerk McCready called and the roll and all were present except Commissioner Velasquez who came back to the dais at 8:54 p.m.

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

### **7.A Town Manager's Report - December 2022 - Town Manager Andrew Hyatt**

Mayor Danzinger spoke regarding the remodeling of the first-floor lobby and the way it was sold to the Commission which is exactly anything but welcoming. He requested Acting Town Manager Gomez to open up the area the way it was presented to the Commission.

Commissioner Velasquez stated that it is much more welcoming than before. She stated that the door is not closed when the residents are at the window and the gate is closed when the offices are closed. She stated if the issue is the gate, then remove the gate.

Mayor Danzinger stated that the way it was presented was it was to look like a bank not with the wall and gate. He read what the original item was when it was presented.

Commissioner Velasquez stated that the partition is for each person to have their own space.

Vice Mayor Rose stated that one of the reasons was to make some additional office space in order to place more employees. He is concerned with the roll up on the outside and the way it looks. He stated that they could have placed it on the inside or build a soffit to cover it and not see that roll up shutter. He does agree that when you come in it is uninviting and suggested changing it.

Mayor Danzinger stated that the inside and back is lovely but does not like the way it looks now.

Commissioner Meischeid stated that it does not feel open and feels cramped.

Commissioner Landsman stated that having them down does look like a prison. He does not know how it will look when it is open and does not know what flexibility there is to make the changes. He stated that the side of the glass is more inviting. He stated what Building Official McGuinness said and hopes that the employees will be

more helpful and hopes that Building McGuinness will be there more in order to help.

Acting Town Manager Gomez stated that he has heard some of these comments and acknowledge having the staff move forward along with the Building Official in order to assist. He stated that the garage doors can be moved to the inside. He stated that they do not want to lose the front and they want to get the Building Department to be as efficient as possible. He stated that they will evaluate their concerns and asked Building Official McGuinness to speak on the project.

Building Official McGuinness agrees that the shutters do not make it warm and welcoming, and it is too industrial. He stated that there is a concern of safety of someone from public jumping over. He stated that they are pricing moving those to the inside facing the wall.

Vice Mayor Rose stated that his thought was possibly adding something more welcoming on top of the shutters and put a print on them.

Mayor Danzinger suggested making the counters flushed and more welcoming.

Commissioner Velasquez suggested giving them a chance and then see how to tweak things as time goes by.

Mayor Danzinger opened public comment.

The following individuals from the public spoke:

George Kousoulas spoke regarding the item and the design downstairs is not inviting.

Eliana Salzhauer stated that is why you do not rush projects.

Ben Jacobson stated it should be inviting which is not the way it is.

Mayor Danzinger closed public comment.

Mayor Danzinger spoke regarding making an inviting place secured. He spoke regarding the online permitting process and what is the delay.

Building Official McGuinness stated the problems they are encountering with the Tyler software system.

Mayor Danzinger spoke regarding the delay of obtaining a proper system and finding a solution.

Town Attorney Arango stated that she will need to look at the contract and look at this particular task and what the options would be.

Mayor Danzinger would like to direct Town Staff to look for solutions and look at the contract and hold them accountable.

Acting Town Manager Gomez addressed the specifics of the Tyler software, and they will look into that.

Mayor Danzinger asked regarding the digitizing of the building department and are they scanning everything that is coming in.

Building Official McGuinness stated that they are working on it and stated this coming week they have scheduled for GRM to pick up the entire 3 storage units of documents to start scanning them.

Mayor Danzinger asked if there was a delay for a reason for him not to fill the position of Assistant Town Plan Reviewer.

Building Official McGuinness spoke regarding the open positions that they are looking at filling.

Mayor Danzinger spoke regarding the electrical designs, and they look good, and it does represent the Town.

Mayor Danzinger spoke regarding some missing information inadvertently regarding the FDOT report.

Mayor Danzinger asked for the Town staff to provide a project schedule report.

Acting Town Manager Gomez addressed the comment made and to have a project schedule included and asked what type of schedule he is looking for and much of those in the report have a schedule.

Mayor Danzinger would like to visually track the projects and have 3 lines with more details and what was happening with these projects from when they were approved and start with the commission initiatives.

Acting Town Manager Gomez addressed the comment made and start with the commission initiatives.

A motion was made by Vice Mayor Rose to approve the Town Manager's Report, seconded by Commissioner Landsman. The motion carried with a 5-0 vote.

[2022-12\\_December\\_Town\\_Manager\\_s\\_Report.pdf](#)

## **7.B Town Attorney's Report - Town Attorney Lillian Arango**

Town Attorney Arango provided a summary of his Town Attorney's Report. She provided the litigation update. She also spoke regarding the Grand Beach Beach Chair litigation has been removed and the FAA has been removed because it has been completed.

Mayor Danzinger asked if she is aware of any litigation that her firm is not handling.

Town Attorney Arango stated that FMIT does handle the property liability cases.

Mayor Danzinger asked to have all litigation matters included.

Town Attorney Arango stated that she will work with their attorney to get that

information included.

Commissioner Landsman asked regarding the 96th Street Park contract negotiation.

Town Attorney Arango addressed the comment made by Commissioner Landsman and there were minor tweaks to the contract with Lunacon which includes pricing that reflects their proposal.

Acting Town Manager Gomez stated that Lunacon stated that they are reviewing the contract and have no major objection to the contract.

A motion was made by Commissioner Landsman to approve the Town Attorney's Report, seconded by Commissioner Meisheid. The motion carried with a 5-0 vote.

[Town Attorney's Report.DOCX](#)

## **8. Unfinished Business and New Business**

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

### **Special Meetings**

Item was item 2E from the 5:30 p.m. meeting which was moved to be heard now.

Mayor Danzinger opened public comment.

The following individuals from the public spoke:

George Kousoulas stated that it is a good idea but is not sure the 5:30 pm start actually saves time.

Eliana Salzhauer opposes the 5:30 p.m. meetings.

Mayor Danzinger closed public comment.

Vice Mayor Rose explained the reasoning for the special meetings, and it is for discussion items that still have to come back to the Commission at the regular meeting for further discussion.

Commissioner Velasquez stated that she believes that meetings should not go past 11:00 p.m. and the purpose of the 5:30 pm meeting is to finish the meetings earlier.

Commissioner Landsman stated that the objective was to get more done. He agrees to start at 7:00 pm and get our work done.

Commissioner Meisheid is fine continuing with the 5:30 pm as long as we stop at 11:00 p.m.

Mayor Danzinger stated that these meetings are to get things done and if we start later, we will go much later. He stated that Town business should be at 7:00 p.m. and the 5:30 p.m. should only be for discussion items.

A motion was made by Vice Mayor Rose to continue with the 5:30 p.m. special meetings,

seconded by Commissioner Meisheid. The motion carried with a 4-1 vote with Commissioner Velasquez voting in opposition.

### **Discussion Regarding Planning and Zoning Board Jurisdiction and Scope of Project Review**

Commissioner Landsman would like to give direction to the Town Planner and Acting Town Manager to come back next month and work with the Planning and Zoning Board with suggestions that can help including the design review guidelines.

Town Planner Frankel asked for more a detailed direction as to what they want from the Board.

Vice Mayor Rose asked Town Attorney Recio regarding what direction to give to the Board.

Mayor Danzinger stated he agrees and does not believe the Board should be voting and making determinations without pointing to the code or charter. He stated that they will move forward with the design guideline review as requested by the Planning and Zoning Board.

Commissioner Landsman does not want to give this Board the authority to do too much but they should have guidance.

Town Planner Frankel stated a couple of things that she can do regarding clarifying the ambiguities and there are places that can be made clearer where the Board has some ability to give guidance to the applicant.

Commissioner Meisheid stated that they should continue to have the Town Planner review the design guidelines and see how that is working out.

Vice Mayor Rose spoke regarding the Board making suggestions based on what they like or dislike instead of it meeting code, which is exactly what they are to be focused on to make sure it meets code.

Commissioner Landsman agrees that they need to go based on the code.

Town Planner Frankel stated that the design must be consistent and meet the design guidelines.

Town Attorney Recio stated there are criterias and what aspects they should articulate.

Mayor Danzinger stated that it is important to have proper design guidelines.

### **Funding for Travel**

Mayor Danzinger pulled the item.

## **10. Adjournment**

There being no further business to discuss before the Commission, a motion was made by



Commissioner Landsman to adjourn the meeting at 10:24 p.m., seconded by Commissioner Velasquez. The motion carried with a 5-0 vote.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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Shlomo Danzinger, Mayor

Attest:

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Sandra N. McCready, MPA, MMC  
Town Clerk



## MEMORANDUM

ITEM NO. 3B.

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

**From:** Hector Gomez, Acting Town Manager

**Date:** January 10, 2023

**Subject:** **Approving and Authorizing the Purchase of Nine (9) 2023 Police Vehicles, Together with Emergency Lighting Equipment, Graphics, Radio Equipment and Radio Programing.**

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Town Administration recommends approval of the authorization to expend for police vehicles in the amount for the Police Department in the amount of \$573,978.75.

On November 15, 2022, the Town Commission adopted Resolution # 2022-2942 for the purchase of Nine (9) 2023 Ford Police Interceptor Utility vehicles. The Surfside Police Department fleet has vehicles in operation that are aging and out of warranty. The repair costs and time out of service for repairs necessitates these vehicles being replaced. The Department is seeking an amendment to Resolution #2022-2942 for the procurement of a total of nine (9) vehicles: Four (4) F-150 Police Responder Pickup Trucks and Five (5) 2023 Ford SUV Police Interceptor Vehicles under the terms of the Florida Sheriffs Association Cooperative Purchasing Program (FSA22-VEL30.0) for Pursuit, Administrative and Other Vehicles. The Purchase of the emergency equipment for the vehicles will be made pursuant to the Seminole County Sheriff's Office contract with HG2 Emergency Lighting LLC CA #2021-02 and the purchase of the vehicle base radios will be made pursuant to the Miami-Dade County Contract with Motorola D-10253.

In January 2022, the Town issued purchase orders for the Four (4) 2022 vehicles. In October 2022, the Police Department was notified that Ford would not be fulfilling the order of Four (4) 2022 vehicles. The only alternative was to reorder the vehicles at the 2023 price. The cost of the 2023 vehicles and extended warranty increased by an unprecedented and unforeseeable amount of \$7,654 per vehicle, which would have been \$76,540 for the ten vehicles. In order to reduce the aforementioned increase by the manufacturer, the Police Department is requesting one less vehicle.

The total cost to purchase, outfit, and install the necessary equipment for Four (4) F-150 Police Responder Pick-up Trucks and Five (5) Hybrid Ford SUV Police Interceptor vehicles is \$573,652.35, resulting in an overall cost savings of \$326.40. The cost for Nine (9) Police vehicles from Garber Ford is \$438,558.00, HG2 Lighting \$94,596.75, Sign Savers \$13,300.00,

Miami Dade IT \$1271.20, and Motorola Radio \$25,926.40. (See Attachments A-E for breakdown of cost by vendor.) For Fiscal Year 2022 the Town Commission budgeted \$200,230 for the purchase and outfitting of Four (4) vehicles. For Fiscal Year 2023 the Town Commission budgeted \$348,000 for the purchase and outfitting of Six (6) vehicles. Combined the budget was for nine vehicles for a total of \$548,230. As such on November 15, 2022, the Police Department will be requested a budget amendment of \$25,202.35

These vehicles will provide enhanced safety to police officers, in addition to more efficient and sustained service to the Town. The procured vehicles will each have an extended bumper-to-bumper warranty to provide coverage for five (5) years or 75,000 miles on each vehicle. The attached chart details the department vehicles that are intended to be phased out of the police fleet.

The Town Administration is seeking approval of the attached Resolution, amending resolution 2022-2942 approving and authorizing the purchase of the Nine (9) police vehicles, together with emergency lighting, equipment, sign graphics, radio equipment and radio programming for a total cost of \$573,652.35.

[Resolution Amending Reso 2022-2942 Approve Police Vehicle and Equipment Purchase.DOCX](#)

[Attachment B HG2 Nine \(9\) Vehicles.pdf](#)

[Attachment A Garber Ford Nine \(9\) Vehicles.pdf](#)

[Attachment C Sign Savers.pdf](#)

[Attachment D Surfside Police Dept. - APX6500 Four \(4\) Mobile Radios.pdf](#)

[Attachment E Miami Dade.pdf](#)

**RESOLUTION NO. 2023-\_\_\_\_\_**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AMENDING RESOLUTION NO. 2022-2942 TO APPROVE AND AUTHORIZE THE PURCHASE OF FIVE (5) 2023 FORD INTERCEPTOR UTILITY VEHICLES AND FOUR (4) 2023 FORD POLICE RESPONDER F-150 CREW CAB AWD VEHICLES, TOGETHER WITH REVISED EMERGENCY LIGHTING EQUIPMENT, GRAPHICS, RADIO EQUIPMENT AND RADIO PROGRAMMING FOR EACH POLICE VEHICLE; FINDING THAT THE PURCHASE OF THE POLICE VEHICLES, EMERGENCY LIGHTING EQUIPMENT, GRAPHICS, RADIO EQUIPMENT, AND RADIO PROGRAMMING ARE EXEMPT FROM COMPETITIVE BIDDING PURSUANT TO SECTION 3-13(3) OF THE TOWN CODE; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on November 15, 2022, the Town Commission of the Town of Surfside (“Town”) adopted Resolution No. 2022-2942, approving and authorizing the purchase of nine (9) Ford Police Interceptor Utility Vehicles together with emergency lighting equipment, graphics, radio equipment, and radio programming for each police vehicle (collectively, the “November Purchase”); and

**WHEREAS**, the Town Commission desires to amend Resolution No. 2022-2942 to modify the November Purchase to approve and authorize the purchase of five (5) 2023 Ford Interceptor Utility AWD vehicles and four (4) 2023 Ford Police Responder F-150 Crew Cab AWD vehicles (collectively, the “Police Vehicles”) instead of nine (9) 2023 Ford Interceptor Utility AWD Vehicles; and

**WHEREAS**, the Town Commission finds that the purchase contemplated by the Town for the Police Vehicles has already been competitively bid by the Florida Association of Sheriffs (“Sheriffs’ Bid”) and is exempt from competitive bidding pursuant to Section 3-13(3) of the Town’s Code of Ordinances (“Code”); and

**WHEREAS**, the Sheriffs' Bid resulted in the Florida Association of Sheriffs' Contract Number FSA22-VEL30.0 ("Sheriffs' Contract"), which allows local governments statewide to utilize the Sheriffs' Contract for their own benefit and pricing; and

**WHEREAS**, the Town Commission desires to authorize the Town Manager to purchase five (5) 2023 Ford Interceptor Utility AWD Vehicles and four (4) 2023 Ford Police Responder F-150 Crew Cab AWD Vehicles at a revised cost of \$438,558.00 from Garber Ford, Inc. ("Garber Ford") based on the pricing of the Sheriffs' Contract pursuant to Section 3-13(3) of the Town's Code and consistent with the quote attached hereto as Exhibit "A" (the "New Vehicle Purchase"); and

**WHEREAS**, the Town Commission further desires to revise the purchase and installation of (i) emergency lighting equipment ("Lighting"), (ii) white vinyl and reflective decal graphics ("Graphics"), (iii) radio equipment ("Radios"), and (iv) radio programming for the New Vehicle Purchase; and

**WHEREAS**, the Town Commission finds that the purchase of the Lighting and the Radios are exempt from competitive bidding per Section 3-13(3) of the Town Code, pursuant to a contract awarded by the Seminole County to HG2 Emergency Lighting LLC ("HG2") for Lighting through competitive bid Contract CA No. 2021-02 ("Seminole County Contract") and pursuant to the contract awarded by Miami-Dade County to Motorola Solutions, Inc. ("Motorola") for the Radios through Contract No. D-10253 (the "County Contract"); and

**WHEREAS**, the Town Commission wishes to authorize the Town Manager to purchase the Lighting for the Police Vehicles at a revised cost of \$94,596.75 from HG2, consistent with the quote attached hereto as Exhibit "B" ("Lighting Purchase"); and

**WHEREAS**, the Town Commission wishes to further authorize the Town Manager to purchase the Graphics for the Police Vehicles at a revised cost of \$13,300.00 from Sign Savers, Corp. (“Sign Savers”), consistent with the quote attached hereto as Exhibit “C” (the “Graphics Purchase”); and

**WHEREAS**, the Town Commission desires to authorize the Town Manager to purchase the Radios from Motorola at a revised cost of \$25,926.40, consistent with the quote attached hereto as Exhibit “D” (the “Radio Purchase”) and the related Radio programming from Miami-Dade County (the “County”) at a cost of \$1,271.20, consistent with the quote attached hereto as Exhibit “E” (“Radio Programming”); and

**WHEREAS**, the New Vehicle Purchase, Lighting Purchase, Graphics Purchase, Radio Purchase, and Radio Programming are for a total collective amount not to exceed \$573,652.35, which is \$326.40 less than the total cost of the November Purchase; and

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

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

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

**Section 2. Amending Resolution No. 2022-2942.** Resolution No. 2022-2942 is hereby amended to provide for the Town Commission approval and authorization of (i) the New Vehicle Purchase from Garber Ford in the amount of \$438,558.00 in accordance with the quote attached hereto as Exhibit “A”; (ii) the Lighting Purchase for the Police Vehicles from HG2 in accordance with the quote attached hereto as Exhibit “B” for a total cost of

\$94,596.75; (iii) the Graphics Purchase for the Police Vehicles from Sign Savers in accordance with the quote attached hereto as Exhibit "C" for a total cost of \$13,300.00; (iv) the Radio Purchase for the Police Vehicles from Motorola in accordance with the quote attached hereto as Exhibit "D" for a total cost of \$25,926.40, and (v) the Radio Programming for the Radios from the County in accordance with the quote attached hereto as Exhibit "E" for a total cost of \$1,271.20. The New Vehicle Purchase, the Lighting Purchase, the Graphics Purchase, the Radio Purchase, and the Radio Programming are a total collective amount of not to exceed \$573,652.35.

**Section 3. Exemption from Competitive Bidding.** The Town Commission hereby finds that the New Vehicle Purchase utilizing the Sheriffs' Contract, the Lighting Purchase utilizing the Seminole County Contract, and the Radio Purchase utilizing the County Contract are exempt from competitive bidding pursuant to Section 3-13(3) of the Town Code.

**Section 4. Implementation.** That the Town Commission hereby authorizes the Town Manager to execute any purchase order or required documentation for the purchases described in this Resolution, subject to approval by the Town Attorney as to form and legality, and to take any action which is reasonably necessary to implement the purpose of this Resolution.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of January, 2023.

Motion By: \_\_\_\_\_  
Second By: \_\_\_\_\_

**FINAL VOTE ON ADOPTION:**

Commissioner Fred Landsman \_\_\_\_\_  
Commissioner Marianne Meisheid \_\_\_\_\_  
Commissioner Nelly Velasquez \_\_\_\_\_  
Vice Mayor Jeffrey Rose \_\_\_\_\_  
Mayor Shlomo Danzinger \_\_\_\_\_

\_\_\_\_\_  
Shlomo Danzinger, Mayor

**ATTEST:**

\_\_\_\_\_  
Sandra McCready, MMC  
Town Clerk

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

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





**HG2 Emergency Lighting**  
 20962 Sheridan St  
 Fort Lauderdale, FL 33332 US  
 954-639-7212  
 ali@hg2lighting.com  
 www.hg2lighting.com

**Estimate****ADDRESS**

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

**SHIP TO**

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

ESTIMATE #	DATE
1258	12/15/2022

**VEHICLE**  
 Marked Half Cage

**VIN#**  
 2023 Ford PIU

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Misc	48" Lightbar Blue/Red -	2	1,699.00	3,398.00T
HG22PC62BW	HG2 Blue/Red 62" Side Runner Kit with Controller - HG22PC62BR	2	699.00	1,398.00T
HG2STB	HG2 4 Corner Strobe Lights White - HG2STB	2	600.00	1,200.00T
Misc	Whelen Blue/Red Grill Lights in Factory Ford Knock Outs - MCRNTB	4	129.00	516.00T
Misc	Activate Factory Wig Wags - WWPIU20	2	149.00	298.00T
Misc	HG2 Blue/Red Rear Visor with Traffic Advisor - HG2RWPIU20-BR	2	799.00	1,598.00T
Misc	Jotto Half Prisoner Cage with Window Bar and Door Panel With Prisoner Seat - JD-425-7160	2	2,732.00	5,464.00T
Misc	Whelen Light and Siren Controller - 295SLSA6	2	525.00	1,050.00T
Misc	100 Watt Speaker - HG2100WSP	2	199.00	398.00T
Misc	Power Inverter 500 Watt Samplex	2	169.00	338.00T
Misc	Havis Console with Cup Holder and Arm Rest - HAV-CNPIU20	2	699.00	1,398.00T
Misc	Havis Laptop Stand HAV-LTPPIU20	2	525.00	1,050.00T
Misc	Setina Dual Weapon Vault - SET-DWV2DR	2	2,150.00	4,300.00T
Labor	Labor/Installation	2	1,700.00	3,400.00T
Installation-Kit	Installation Kit	2	75.00	150.00T
Discount	Seminole County Sheriff's Office Contract Pricing	2	-2,800.75	-5,601.50T

**SUBTOTAL** 20,354.50  
**TAX (0%)** 0.00  
**TOTAL** **\$20,354.50**



**HG2 Emergency Lighting**  
 20962 Sheridan St  
 Fort Lauderdale, FL 33332 US  
 954-639-7212  
 ali@hg2lighting.com  
 www.hg2lighting.com

**Estimate****ADDRESS**

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

**SHIP TO**

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

ESTIMATE #	DATE
1259	10/14/2022

**VEHICLE**

Traffic

**VIN#**

2023 Ford PIU

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Misc	HG2 Blue/Blue Front Visor - HG2FWPIU20-BB	2	1,099.00	2,198.00T
HG22PC62BW	HG2 Blue/Blue 62" Side Runner Kit with Controller - HG22PC62BB	2	699.00	1,398.00T
HG2STB	HG2 4 Corner Strobe LightsWhite - HG2STB	2	600.00	1,200.00T
Misc	Whelen Blue/Blue Grill Lights in Factory Ford Knock Outs - MCRNTB	4	129.00	516.00T
Misc	HG2 Blue/Blue Side Quarter Window Light 3 Light Driver and Passenger side - HG2QTRPNL-BB	2	599.00	1,198.00T
Misc	HG2 6 Head Blue/Blue Grill Light - HG26HLS-BB	2	499.00	998.00T
Misc	Activate Factory Wig Wags - WWPIU	2	149.00	298.00T
Misc	HG2 Blue/Blue Rear Visor with Traffic Advisor - HG2RWINTSUV20-BB	2	799.00	1,598.00T
Misc	HG2 Blue/Blue Lower Back Window Lights - HG2DS2BB	4	279.00	1,116.00T
Misc	HG2 Blue/Blue Tag Lights - HG2DS1BB	4	169.00	676.00T
Misc	HG2 Blue/Blue Dash Light - HG2DLBB	2	349.00	698.00T
Misc	Taillight Flasher - TLFPIU	2	249.00	498.00T
Misc	Half Prisoner Cage with Window Bar and Door Panel with Plastic Prisoner Seat - JD-475-7163HG2	2	2,732.00	5,464.00T
Misc	Whelen Light and Siren Controller - 295SLSA6	2	525.00	1,050.00T
Misc	HG2 100 Watt Speaker - HG2100WSP	2	199.00	398.00T
Misc	Power Inverter - Samplex 500W	2	169.00	338.00T
Misc	Havis Console with Cup Holder and Arm Rest - HAV-CNPIU-20	2	699.00	1,398.00T
Misc	Havis Laptop Stand - HAV-LTPPIU-20	2	525.00	1,050.00T

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Misc	Setina Dual Weapon Vault - ST-WV2DWL	2	2,150.00	4,300.00T
Labor	Labor/Installation	2	1,750.00	3,500.00T
Installation-Kit	Installation Kit	2	75.00	150.00T
Discount	Seminole County Sheriff's Office Contract Pricing	2	-3,285.00	-6,570.00T
SUBTOTAL				23,470.00
TAX (0%)				0.00
TOTAL				<b>\$23,470.00</b>

Accepted By

Accepted Date



**HG2 Emergency Lighting**  
 20962 Sheridan St  
 Fort Lauderdale, FL 33332 US  
 954-639-7212  
 ali@hg2lighting.com  
 www.hg2lighting.com

**Estimate**

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

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

ESTIMATE #	DATE
1260	10/14/2022

**VEHICLE**  
Admin

**VIN#**  
2023 Ford PIU

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Misc	HG2 Blue/Red Front Visor - HG2FWINTSUV20BR	1	1,099.00	1,099.00T
HG22PC62BW	HG2 Blue/Red 62" Side Runner Kit with Controller - HG22PC62BR	1	699.00	699.00T
HG2STB	HG2 4 Corner Strobe Lights White - HG2STB	1	600.00	600.00T
Misc	HG2 Blue/Red Side Quarter Window Light 3 Light Upper Mount - HG2QTRBBINT20-BR	1	599.00	599.00T
Misc	HG2 6 Head Blue/Red Grill Light - HG26HLSBR	1	499.00	499.00T
Misc	Activate Factory Wig Wags - WWFPIU	1	149.00	149.00T
Misc	HG2 Blue/Red Rear Visor with Traffic Advisor - HG2RWINSUV20-BR	1	799.00	799.00T
Misc	HG2 Blue/Red Lower Back Window Lights - HG2DS2BR	2	279.00	558.00T
Misc	Taillight Flasher - HG2TLFPIU	1	249.00	249.00T
Misc	Whelen Light and Siren Controller - 295SLSA6	1	525.00	525.00T
Misc	HG2 100 Watt Speaker - HG2100WSP	1	199.00	199.00T
Misc	Ford Factory Alarm System with Remote Start - FFRSVS	1	599.00	599.00T
Labor	Removal and Installation of Rear Vault	1	429.00	429.00T
Labor	Labor/Installation	1	1,200.00	1,200.00T
Installation-Kit	Installation Kit	1	75.00	75.00T
Discount	Seminole County Sheriff's Office Contract Pricing	1	-1,665.75	-1,665.75T

SUBTOTAL	6,612.25
TAX (0%)	0.00
<b>TOTAL</b>	<b>\$6,612.25</b>

Accepted By

Accepted Date



**HG2 Emergency Lighting**  
 20962 Sheridan St  
 Fort Lauderdale, FL 33332 US  
 954-639-7212  
 ali@hg2lighting.com  
 www.hg2lighting.com

**Estimate****ADDRESS**

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

**SHIP TO**

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

ESTIMATE #	DATE
1269	12/16/2022

**VEHICLE**

Marked Half Cage

**VIN#**

2023 Ford F150

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Misc	54" Lightbar Blue/Red -	4	1,750.00	7,000.00T
HG22PC62BW	HG2 Blue/Red 62" Side Runner Kit with Controller - HG22PC62BR	4	699.00	2,796.00T
HG2STB	HG2 4 Corner Strobe Lights White - HG2STB	4	600.00	2,400.00T
Misc	Blue/Red Grill Lights 6 Head	4	350.00	1,400.00T
Misc	Wig Wag Front Headlights	4	450.00	1,800.00T
Misc	HG2 Blue/Red Rear Visor with Traffic Advisor - HG2RWPIU20-BR	4	799.00	3,196.00T
Misc	Jotto Half Prisoner Cage with Window Bar and Door Panel With Prisoner Seat - JD-425-7160	4	2,100.00	8,400.00T
Misc	Whelen Light and Siren Controller - 295SLSA6	4	525.00	2,100.00T
Misc	100 Watt Speaker - HG2100WSP	4	199.00	796.00T
Misc	Power Inverter 500 Watt Samplex	4	169.00	676.00T
Misc	Havis Console with Cup Holder and Arm Rest - HAV-CNPIU20	4	699.00	2,796.00T
Misc	Havis Laptop Stand HAV-LTPPIU20	4	525.00	2,100.00T
Misc	Decked Bed Storage System	4	1,500.00	6,000.00T
Misc	Retrax Rolling Bed Cover	4	1,500.00	6,000.00T
Labor	Labor/Installation	4	1,700.00	6,800.00T
Installation-Kit	Installation Kit	4	75.00	300.00T
Discount	Seminole County Sheriff's Office Contract Pricing	4	-2,600.00	-10,400.00T

SUBTOTAL	44,160.00
TAX (0%)	0.00
<b>TOTAL</b>	<b>\$44,160.00</b>

Accepted By

Accepted Date







**TOWN OF SURFSIDE**

Specification #	228
Unit Description	POLICE RESPONDER WIP

Prepared for:	Prepared by:
12/15/2022	<b>Garber Ford, Inc.</b>
TOWN OF SURFSIDE	Todd Brandt
ATTN: ELINOR JOSEPH	(904) 264-2442 ext.2348 FAX: (904) 284-0054
<a href="mailto:EJOSEPH@TOWNOFSURFSIDE.GOV">EJOSEPH@TOWNOFSURFSIDE.GOV</a>	3380 Hwy 17 Green Cove Springs, FL 32043
305.861.4862	<a href="mailto:tbrandt@garberautomall.com">tbrandt@garberautomall.com</a>

Prices are published by the Florida Sheriffs Association ([www.flsheriffs.org](http://www.flsheriffs.org))  
 Purchasing contract number is FSA22-VEL30.0 Pursuit, Administrative & Other  
 Vehicles, expiring September 30th, 2023. If you have any questions regarding this  
 quote please call!

SOUTHER ZONE			
<table style="width: 100%;"> <tr> <td style="width: 10%;">W1P</td> <td style="text-align: center;">2023 FORD POLICE RESPONDER F-150 CREW CAB AWD, W1P</td> <td style="text-align: right;">\$42,993.00</td> </tr> </table>	W1P	2023 FORD POLICE RESPONDER F-150 CREW CAB AWD, W1P	\$42,993.00
W1P	2023 FORD POLICE RESPONDER F-150 CREW CAB AWD, W1P	\$42,993.00	

Codes	Optional Equipment	Unit Price	Net Price
150A	RESPONDER PACKAGE	Included	\$0.00
998	3.5L ECOBOOST V6 ENGINE	Included	\$0.00
44G	10-SPEED AUTOMATIC TRANSMISSION	Included	\$0.00
UM	SOLID EXTERIOR PAINT: AGATE BLACK	Included	\$0.00
PB	CLOTH 40/BLANK/40 FRONT W/VINYL REAR SEATS	Included	\$0.00
	DRIVER SIDE SPOTLAMP	Included	\$0.00
53A	TRAILER TOWING PACKAGE W/BRAKE CONTROLLER	1324	\$1,324.00
	SKID PLATE PACKAGE ARE INCLUDED	Included	\$0.00
64F	18" 6-SPOKE ALUMINUM WHEELS: STANDARD	Included	\$0.00
18B	BLACK PLATFORM RUNNING BOARDS	249	\$249.00
17C	CHROME BUMPERS	174	\$174.00
942	DAYTIME RUNNING LIGHTS	44	\$44.00
67P	KEYLESS ENTRY W/ 4 KEYS/FOBS	Included	\$0.00
	3.31 ELECTRONIC LOCKING REAR AXLE: STANDARD	Included	\$0.00
595	FOG LAMPS	139	\$139.00
	<b>DEALER INSTALLED OPTIONS:</b>		
	5YR/75,000 MILES FORD EXTRA CARE WARRANTY W/\$0 DEDUCTIBLE	3140	\$3,140.00
	LINEX PROFESSIONAL SPRAY IN LINER	545	\$545.00
			\$0.00
			\$0.00
DEL	DELIVERY		\$0.00

**TOTAL PURCHASE AMOUNT PER VEHICLE**      \$ 48,608.00  
 X4  
**TOTAL**      **194,432.00**



The Sign Savers, Corp

13399 SW 131 ST.

Miami, FL 33186

# Estimate

Date	Estimate #
12/15/2022	7051

Name / Address
Surfside Police 9293 Harding Ave Surfside, FL 33154

Project

Item	Description	Qty	Rate	U/M	Total
Commercial Par...	Town of Surfside Police reflective silver decals on doors and rear hatch	1	900.00		900.00
Commercial Par...	Town of Surfside Police subdued carbonized gray reflective decals on doors and rear hatch	1	900.00		900.00
Commercial Ful...	Town of Surfside Police colors, reflective decals on doors and rear hatch	6	900.00		5,400.00
Installation	reflective graphics	8	200.00		1,600.00
Partial Wrap	Gloss white doors on Ford Explorer.	2	500.00		1,000.00
Partial Wrap	Gloss white doors on Ford F150 Crew Cab	4	500.00		2,000.00
Installation	gloss white for 4 doors	6	250.00		1,500.00
			<b>Subtotal</b>		\$13,300.00
50% non-refundable deposit is required to begin design/production. 3% credit card processing fee will be added to all credit card payments.			<b>Sales Tax (7.0%)</b>		\$0.00
			<b>Total</b>		\$13,300.00

Phone #	E-mail	Web Site
3059099967	accounting@thesignsavers.com	www.thesignsavers.com



# SURFSIDE POLICE DEPARTMENT

APX 6500 MOBILE RADIOS

DECEMBER 28, 2022



Motorola Solutions, Inc. ("Motorola Solutions") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of Motorola Solutions.

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# EXECUTIVE SUMMARY

Motorola Solutions, Inc. (Motorola) is pleased to present Surfside Police Department with the following proposal. We thank you for the opportunity to continue working with the Town of Surfside on your communication needs.

This proposal includes APX 6500 Enhanced mobile radios. The rugged and compact design of the evolved APX 6500 mobile radio is designed to maximize the real estate in your vehicle and keep your entire agency safely connected. Now with integrated Wi-Fi, Bluetooth and SmartConnect, the APX 6500 gives you more ways to manage your radio and stay connected. And when your vehicle sustains a high impact, the radio can automatically alert dispatch.

Motorola Solutions values the opportunity to serve the Town of Surfside and the Surfside Police Department by providing world class, mission critical technology solutions. If you have any questions, please contact Josh Trifiletti at 954-736-9056.



# SYSTEM DESCRIPTION

## 2.1 APX 6500 ENHANCED MOBILES

### 2.1.1 APX 6500 with E5 Control Heads

#### **BEST-IN-CLASS READABILITY**

The E5 control head has a bright hi-res display combined with intelligent use of colors to provide all the information you need at-a-glance, day or night.

#### **Flexible Installation**

The APX 6500 is ideal for a growing ecosystem of vehicle installations. Its small and lightweight form factor simplifies installation.

#### **Keep Voice and Data Protected**

Multiple hardware encryption algorithms secure your voice and data while two-factor authentication ensures only valid radio users can access your system and critical databases.



**E5 Control Head**



## 2.2 APX 6500 MOBILE PRICING

### 2.2.1 6500 Enhanced Mobile Radio

APX6500 Mobiles Radio with E5 Control Head	Qty.
APX6500 Enhanced 7/800 Mobile	4
<i>P25 Trunking Phase 1</i>	-
<i>AES Encryption and ADP</i>	-
<i>OTAR w/ Multikey</i>	-
<i>Keypad Mic GCAI APX</i>	-
<i>Enhancement Level 2.</i>	-
<i>E5 Control Head Remote Mount</i>	-
<i>Essential Warranty – 3 Years</i>	-
<i>Antenna</i>	-
<i>15W Water Resistant Speaker</i>	-
Mobile Radio Removal and Installation On-Site	4
	<b>Pricing</b>
<b>MSRP</b>	\$39,523.20
<b>Total Discount</b>	<b>-\$13,596.80</b>
<b>Grand Total</b>	<b>\$25,926.40</b>

Optional Items	Additional Cost
Three Years - Annual Preventative Maintenance for four Mobile Radios	\$889.00

The above pricing is based on the Miami Dade County Contract No. D-10253.





# Miami Dade ITD

CARLOS ROS  
6010 SW 87 AVE  
MIAMI, FL 33173  
Phone (305) 596-8061



*Quotation valid until: 30 Days*    November 12, 2022  
*Prepared by:*    Carlos Ros

Surfside P.D

Comments or special instructions:

Description	PRICE	Quantity	AMOUNT
7300M,KIT,INSTALL,TRMT	\$262.80	4	\$1,051.20
			\$0.00
			\$0.00
			\$0.00
			\$0.00
		TOTAL	\$1,051.20

If you have any questions concerning this quotation, contact: Carlos Ros 305-596-8061  
**THANK YOU FOR YOUR BUSINESS!**

**John Healy**

---

**From:** Martin, David (ITD) <David.Martin@miamidade.gov>  
**Sent:** Tuesday, October 18, 2022 10:22 AM  
**To:** John Healy  
**Subject:** Motorola APX Radio programming charges

You don't often get email from david.martin@miamidade.gov. [Learn why this is important](#)  
**[NOTICE: This message originated outside of the Town of Surfside -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]**

Good Morning Captain Healy,

The standard programming charge for new radios is \$55 per radio based on a 0.5 hour technician rate set by the Miami Dade County budget manual for FY 22/23

Regards

Dave Martin, Telecommunications Manager  
Miami Dade County  
Information Technology Department  
Radio Communication Services Division  
6010 SW 87th Avenue  
Miami Florida 33173  
Phone: 305-596-8055  
Cell: 305-790-7638  
Fax: 305-596-8839  
Email [davem@miamidade.gov](mailto:davem@miamidade.gov)

"Delivering Excellence Every Day"  
Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E mail messages are covered under such laws and thus subject to disclosure.

4 NEW  
VEHICLE RADIOS  
TO BE  
PROGRAMMED @  
\$55.00 EACH  
TOTAL \$220.00



## MEMORANDUM

ITEM NO. 3C.

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

**From:** Hector Gomez, Acting Town Manager

**Date:** January 10, 2023

**Subject:** **Zambelli Fireworks Agreement for Fourth of July Event**

---

Town Administration is seeking approval to enter into a new two (2) year contract agreement with Zambelli Fireworks for the Fourth of July Firework show.

Town Administration is seeking approval to enter into a new two (2) year contract with Zambelli Fireworks (Zambelli) per Attachment A - "Zambelli Fireworks Contract 2023", for the Fourth of July Firework show held annually by the Parks and Recreation Department. Zambelli is a nationally reputable fireworks company that has worked with the Town for over ten (10) years. The firework show in the new proposed agreement will be for an electronic show that will last from 18-20 minutes. The electronic method allows for programmed remote fireworks launching which is more accurate and synchronized. The new proposed show will have a total of 4,656 total aerial shells and effects, adding an additional 2,400 shots from last year. The display is scheduled to take place on July 4 at 9:00 PM over the next two years.

For the Fourth of July, the Parks and Recreation Department hosts an all-day event concluding with a signature capstone display of fireworks organized by a nationally recognized fireworks company that understands the importance of providing top-notch quality service. In addition to the fireworks display, other activities planned for the Fourth of July celebration including live band, swim races, DJ/MC, giveaways, children arts and crafts, and raffles.

Total cost of the fireworks display is \$24,000 for calendar year 2023. A surcharge of 5% will be added for calendar year 2024, making the final cost \$25,200 in 2024. The new proposal will be more potent due to the additional 2,400 shots being added. Additional changes include upgrading from handheld pyrotechnic to remote electronic, which will make it safer and more synchronized.

Town administration is seeking Commission approval to enter into a two-year agreement with Zambelli Fireworks for the Fourth of July firework show.

[Reso Approve Agreement with Zambelli 4th of July Fireworks.DOCX](#)



**RESOLUTION NO. 2023- \_\_\_\_\_**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING AN AGREEMENT AND ADDENDUM WITH ZAMBELLI FIREWORKS MANUFACTURING CO. FOR FOURTH OF JULY FIREWORKS DISPLAY SERVICES; PROVIDING FOR AUTHORIZATION TO EXECUTE THE AGREEMENT AND ADDENDUM; PROVIDING FOR WAIVER OF COMPETITIVE BIDDING; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on July 4, 2023 and 2024, the Town of Surfside (“Town”) will host a community event at the Town Community Center that concludes with a fireworks display (each a “Fourth of July Event”); and

**WHEREAS**, for several years, the Town has contracted with Zambelli Fireworks Manufacturing Co. (“Contractor”) to provide the fireworks display at the Fourth of July Event (the “Services”) and is pleased with Contractor’s performance; and

**WHEREAS**, Town Staff recommends that the Town continue working with Contractor to provide the Services for the Town’s Fourth of July Events; and

**WHEREAS**, the Town conducted a good faith review of available sources as to price, delivery and terms, and wishes to waive competitive bidding for the Services pursuant to Section 3-12 of the Town’s Code of Ordinances (“Code”) and finds that it is in the best interests of the Town to expeditiously obtain the Services and ensure provision of the Services for the Town’s Fourth of July Events; and

**WHEREAS**, pursuant to Section 3-13(7)(c) of the Town’s Code, the Town Commission also finds that the Services provided by the Contractor are exempt from the competitive procurement requirements of Chapter 3 of the Town’s Code as the

Services provided by the Contractor are artistic services benefitting the citizens of the Town and the general public; and

**WHEREAS**, Town desires to approve and authorize the Town Manager to execute an Agreement and Addendum with the Contractor for the Services, in substantially the form attached hereto as Exhibit “A” (collectively, the “Agreement”); and

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

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

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

**Section 2. Approval and Authorization.** The Town Commission hereby approves the Agreement in substantially the form attached hereto as Exhibit “A.” The Town Manager is hereby authorized to execute the Agreement and the Addendum attached hereto as Exhibit “A,” together with such non-substantive changes as may be approved by the Town Manager and Town Attorney for legal sufficiency.

**Section 3. Waiver of Competitive Bidding.** The Town Commission waives competitive bidding procedures pursuant to Section 3-12 of the Town Code, upon the recommendation of the Town Manager, and finds that such waiver is in the best interests of the Town in order to expeditiously obtain the Services and ensure provision of the Services for the Town’s Fourth of July Events. Furthermore, pursuant to Section 3-13(7)(c) of the Town’s Code, the Town Commission finds that the Services provided by the Contractor are exempt from the competitive procurement requirements of

Chapter 3 of the Town's Code as the Services are artistic services benefitting the citizens of the Town and the general public.

**Section 4. Implementation.** The Town Manager and/or designee are authorized to take any and all action necessary to implement the purposes of this Resolution and the Agreement.

**Section 5. Effective Date.** This Resolution will become effective upon adoption.

PASSED AND ADOPTED this \_\_\_\_ day of January, 2023.

Motion By: \_\_\_\_\_

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

**FINAL VOTE ON ADOPTION:**

Commissioner Fred Landsman	_____
Commissioner Marianne Meisheid	_____
Commissioner Nelly Velasquez	_____
Vice Mayor Jeffrey Rose	_____
Mayor Shlomo Danzinger	_____

\_\_\_\_\_  
Shlomo Danzinger, Mayor

**ATTEST:**

\_\_\_\_\_  
Sandra McCready, MMC  
Town Clerk

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

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



**ZAMBELLI FIREWORKS MANUFACTURING CO.**

THIS CONTRACT AND AGREEMENT (this "Contract") is made effective as of this 23 day of December 20 2023 and between:

**Zambelli Fireworks Manufacturing Co.** of Warrendale, Pennsylvania (hereinafter referred to as "Zambelli"),

-AND-

Town of Surfside Florida (hereinafter referred to as "Client").

WHEREAS, Zambelli is in the business of designing and performing exhibitions and displays of fireworks; and

WHEREAS, Client desires that Zambelli provide an exhibition and display of fireworks for Client's benefit pursuant to the terms and conditions hereof, and Zambelli desires to perform an exhibition and display of fireworks for Client's benefit pursuant to the terms and conditions hereof.

NOW, THEREFORE, in consideration of the mutual agreements herein contained:

Zambelli, intending to be legally bound, agrees as follows: Electronic firing

- Zambelli agrees to sell, furnish and deliver to Client 19-20 minute fireworks display [per the program submitted by Zambelli to Client, accepted by Client and made a part hereof] (hereinafter referred to as the "Display") to be exhibited on the display date set forth below (hereinafter referred to as the "Display Date"), or on the postponement date set forth below (hereinafter referred to as the "Postponement Date") if the Display is postponed as provided herein, which Display Date and Postponement Date have been agreed upon at the time of signing this Contract.

**Display Date:** 07-04-2023 **Postponement Date:** na **Budget:** 24000.00

**Display Date:** 07-04-2024 **Postponement Date:** na **Budget:** 24000.00

- Zambelli agrees to furnish the services of display technicians (hereinafter referred to as "Display Technicians") who are sufficiently trained to present the Display. Zambelli shall determine in its sole discretion the number of Display Technicians necessary to take charge of and safely present the Display.
- Zambelli agrees to furnish insurance coverage in connection with the Display for bodily injury and property damage, including products liability, which insurance shall include Client as additional insured regarding claims made against Client for bodily injury or property damage arising from the operations of Zambelli in performing the Display provided for in this Contract. Such insurance afforded by Zambelli shall not include claims made against Client for bodily injury or property damage arising from failure of Client, including through or by its employees, agents and independent contractors, to perform its obligations under this Contract, including without limitation those set forth in paragraphs 5 and 6 below. Client shall indemnify and hold Zambelli harmless from all claims and suits made against Zambelli for bodily injury or property damage arising from failure of Client, including through or by its employees, agents and independent contractors, to perform its obligations under this Contract, including without limitation those set forth in paragraphs 5 and 6 below.

Client, intending to be legally bound, agrees as follows:

- Client agrees to pay Zambelli the sum of \$ 24,000.00 (hereinafter referred to as the "Purchase Price"), fifty percent (50%) of which is due upon signing this Contract and the balance of which is due at noon three (3) days prior to the Display Date. All credit card payments will be subject to a 3.9% surcharge. Zambelli reserves the right to add to Client's invoice an equitable transportation surcharge in the event of any material increase in transportation costs (including the cost of fuel and third party shipping costs) to Zambelli after the date of this Contract. In addition, Client agrees to pay a postponement fee of fifteen percent (15%) of the Purchase Price plus Additional Third Party Charges (as defined in paragraph 11 below) if the Display is fired on the Postponement Date, or twenty-five percent (25%) of the Purchase Price plus Additional Third Party Charges if the Display is fired on a date other than the Display Date or the Postponement Date ("Alternate Date"). The

Alternate Date must occur within six months of the original Display Date at a time agreeable to both Zambelli and the Client. Generally, Alternate Dates will not include the period from June 28<sup>th</sup> through July 7<sup>th</sup>. This Checks shall be made payable to Zambelli Fireworks Manufacturing Co., unless otherwise authorized in writing by Zambelli. NO CASH shall be paid to any agent or employee of Zambelli, unless otherwise authorized in writing by Zambelli. There shall be no refund of the Purchase Price due and payable under this paragraph 4, except as specifically provided in paragraph 11 below.

5. Client agrees to meet all deadlines outlined in the Design and Production Provisions, which has been provided to Client, including but not limited to the following:
  - (a) Client must select a suitable place for the Display, including a firing and debris zone reasonably acceptable to Zambelli (hereinafter referred to as the "Display Area") and submit such selection to Zambelli no later than sixty (60) days prior to the Display Date. The Display Area shall adhere to or exceed applicable National Fire Protection Association ("NFPA") standards including the Zambelli guideline that the Display Area have a radius of at least 100 feet per inch (or as mutually agreed to between Zambelli and Client) of the largest diameter pyrotechnic from the firing site in all directions to any parking area, spectators, inhabited buildings, public roads, or active railroad. Client shall submit a site map (attached hereto as Exhibit A) to Zambelli accurately representing the physical characteristics of the Display Area as pertains to NFPA and Zambelli guidelines. The content of the Display may be limited by the selection of the Display Area due to the requirement to provide sufficient safety zones.
  - (b) Zambelli will secure all Fireworks permits necessary for the Display as required, including but not limited to police, local, and state permits, and arrange for any security bonds or insurance as required by law. In addition, Zambelli will notify and obtain permission from the FAA to display fireworks. Client will assist Zambelli when appropriate in completing permit applications. Client shall be responsible for any Special Event permits required by City. It is the responsibility of the Client to contact the City's Special Events Department regarding their event.
  - (c) **If the Display is choreographed to music, the final selection of the music must be submitted to Zambelli by Client no later than ninety (90) days prior to the Display Date.**
6. If, in its sole discretion, Client designates an area for members of the public to view the Display (hereinafter referred to as the "Spectator Area") or an area for vehicular parking (hereinafter referred to as the "Parking Area"), Client shall (a) ensure that the Spectator Area does not infringe on the Display Area, (b) have sole responsibility for ensuring that the terrain of the Spectator Area and any structures thereon, including but not limited to grandstands and bleachers are safe for use by spectators, (c) have sole responsibility for ensuring that the Parking Area is safe for use, (d) have sole responsibility to police, monitor and appropriately control spectator access to the Spectator Area and the Parking Area and police and monitor and appropriately control the behavior of persons in these areas. It is expressly agreed that Zambelli shall not inspect any area other than the Display Area, except to ensure that any Spectator or Parking Areas are outside the Display Area.
7. Prior to, during, and immediately following the Display, Client shall monitor the Display Area and will be solely responsible to keep all persons and property not authorized by Zambelli out of the Display Area and behind safety zone lines and limits.
8. Following the Display, Client shall be solely responsible for policing of the Display Area and for cleanup except as specifically provided in the sentence immediately following. Zambelli shall be responsible for the removal of unexploded fireworks and the cleanup of material debris, the removal of frames, sets and lumber from the Discharge Area, and the refilling of holes created by Zambelli or on behalf of Zambelli within the Discharge Area.
9. Client will include a direct reference to "Zambelli Fireworks" in all promotional material, including but not limited to event schedules; radio, television, newspaper and internet announcements; newspaper articles; and other media.

The parties, intending to be legally bound, mutually agree as follows:

10. It is agreed and understood by the parties hereto that should inclement weather prevent firing of the Display on the Display Date, as determined by the Authority Having Jurisdiction (as defined in paragraph 14 below) or as reasonably determined by Zambelli, then the program shall be postponed and fired on the Postponement Date.

If there is no Postponement Date and the Display is not fired on the Display Date, or if inclement weather prevents firing of the Display on the Postponement Date, as determined by the Authority Having Jurisdiction or as reasonably determined by Zambelli, the Display will be cancelled and there will be no refund of the Deposit or fifty percent (50%) of the Purchase Price, whichever is greater.

11. Client's cancellation of the Display will only be effective upon receipt by Zambelli of a written notice from an authorized person representing Client. In the event of cancellation of the Display, the parties agree as follows:
  - (a) If Client cancels the Display more than sixty-one (61) days prior to the Display Date, Client agrees to pay Zambelli a cancellation fee equal to ten percent (10%) of the Purchase Price plus Additional Third Party Charges, as defined below.
  - (b) If Client cancels the Display from thirty-one (31) to sixty (60) days prior to the Display Date, Client agrees to pay Zambelli a cancellation fee equal to twenty percent (20%) of the Purchase Price plus Additional Third Party Charges, as defined below.
  - (c) If Client cancels the Display from five (5) days prior the Display to thirty (30) days prior to the Display Date, Client agrees to pay Zambelli a cancellation fee equal to thirty percent (30%) of the Purchase Price plus Additional Third Party Charges, as defined below.
  - (d) If Client cancels the Display less than five (5) days prior to the day of the Display, Client agrees to pay Zambelli a cancellation fee equal to fifty percent (50%) of the Purchase Price plus Additional Third Party Charges, as defined below.
  - (e) "Additional Third Party Charges" shall mean all costs and expenses incurred by Zambelli and paid or payable to third parties in connection with the Display, including but not limited to security fees, permits and licensing fees and expenses, barge and tow expenses, and firewatch fees.
12. Zambelli reserves the exclusive right to make minor modifications and substitutions to the Display, provided that such changes are reasonable and necessary and do not materially adversely affect price, time of delivery, functional character or performance of the Display.
13. It shall be within Zambelli's and/or the Authority Having Jurisdiction's discretion to terminate the firing of the Display if any unsafe or unsuitable condition is identified. If such condition is not corrected, Zambelli may cancel the Display without further liability to Client for such cancellation.
14. The parties agree to cooperate with the regulatory authorities having jurisdiction over the Display, including, but not limited to local fire and police departments, the Bureau of Alcohol, Tobacco, Firearms and Explosives, the Department of Transportation, the Department of Homeland Security, and the USCG (any such authority having jurisdiction over the Display is sometimes referred to herein as, the "Authority Having Jurisdiction"). The parties acknowledge that such governmental regulatory authorities having jurisdiction over the Display have the right to prohibit the Display until unsafe or unsuitable conditions are corrected.
15. This contract shall be deemed made in the State of Florida and shall be construed in accordance with the laws of the State of Florida, excluding its conflict of law rules. The parties agree and consent to the jurisdiction of the courts of the State of Florida and the Federal District Court for the Southern District of Florida to decide all disputes regarding this Contract.
16. If Client becomes bankrupt or insolvent, or if a petition in bankruptcy is filed by or against Client or if a receiver is appointed for Client, Zambelli may refuse to perform under this Contract and may terminate this Contract without prejudice to the rights of Zambelli. If Client's financial condition becomes unsatisfactory to Zambelli, Zambelli may require that Client deposit the balance of the Purchase Price in escrow or provide sufficient proof of its ability to pay the balance of the Purchase Price.
17. Except to the extent, if any, specifically provided to the contrary herein, in no event shall Zambelli be liable to Client for any indirect, special, consequential, incidental or punitive damages or lost profits, however caused and on any theory of liability (including negligence of any kind, strict liability or tort) arising in any way out of this contract, whether or not Zambelli has been advised of the possibility of damages.

- 18. If Client fails to pay the monies due under this Contract, Zambelli is entitled to recover the balance due plus interest at one and one-half percent (1 ½ %) per month on amounts past due sixty (60) days or more. Further, on balances outstanding one hundred twenty (120) days or more, Zambelli is entitled to recover the balance due, plus accrued interest, plus attorneys fees of ten percent (10%) of the amount past due, plus court costs, or, if less, the maximum amount permitted by law.
- 19. This Contract shall not be construed to create a partnership or joint venture between the parties or persons mentioned herein.
- 20. Each party hereunder shall be excused for the period of delay in the performance of any of its obligations hereunder and shall not be liable for failure to perform or considered in default hereunder, when prevented from so performing by a cause or causes beyond its reasonable control, including but not limited to fire, storm, earthquake, flood, drought, accident, explosion, operation malfunction, or interruption, strikes, lockouts, labor disputes, riots, war (whether or not declared or whether or not the United States is a member), Federal, state, municipal or other governmental legal restriction or limitation or compliance therewith, failure or delay of transportation, shortage of, or inability to obtain materials, supplies, equipment, fuel, power, labor or other operational necessity, interruption or curtailment of power supply, or act of God, nature or public enemy.
- 21. This Contract constitutes the sole and entire understanding of the parties with respect to the matters contemplated hereby and supersedes and renders null and void all prior negotiations, representations, agreements and understandings (oral and written) between the parties with respect to such matters. No change or amendment may be made to this Contract except by an instrument in writing signed by each of the parties.
- 22. Notices, consents, requests or other communications required or permitted to be given by either party pursuant to this Contract shall be given in writing by first class mail, postage prepaid addressed as follows: if to Zambelli, to the address set forth below; if to Client, to Town of surfside FL
- 23. This Contract may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument. The exchange of copies of this Contract and of signature pages by facsimile transmission shall constitute effective execution and delivery of this Contract as to the parties and may be used in lieu of the original Contract for all purposes. This Contract and all the rights and powers granted by this Contract shall bind and inure to the benefit of the parties and their respective successors and assigns.

IN WITNESS WHEREOF, we set our hands and seals to the agreement in duplicate the day and year first above written.

**FOR Client:**

**FOR: Zambelli Fireworks Manufacturing Co.**

BY \_\_\_\_\_

BY \_\_\_\_\_

PRINT Carlos Malvarez \_\_\_\_\_

PRINT \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

Please sign contract where indicated for Client and return all copies for final acceptance to:

**Zambelli Fireworks Manufacturing Co.**  
**1060 Holland Drive, Suite J**  
**Boca Raton, FL 33487**  
561-395-0955                      FAX 561-395-1799

# Zambelli

## FIREWORKS

### Communication Sheet

Communications Sheet must be completed in its entirety each year.

***Our insurance carrier requires a newly completed form each year.***

A Zambelli Fireworks representative will use this sheet to contact you.

Customer Information		Show Information	
Customer Name	_____	Show Date	_____
Address	_____	Rain Date	_____
City, State, Zip	_____	Time of Show	_____
		Duration of Show	_____
Firing Site Location		Storage Site Location	
Description	_____	Description	_____
Site contact Name	_____	Site Contact Name	_____
Phone Number	_____	Phone Number	_____
Address	_____	Address	_____
City, State, Zip	_____	City, State, Zip	_____
Contact Person		Alternate Contact #1	
Name	_____	Name	_____
Address	_____	Address	_____
City, State, Zip	_____	City, State, Zip	_____
Home Phone Number	_____	Home Phone Number	_____
Fax Number	_____	Fax Number	_____
Office Number (& ext.)	_____	Office Number (& ext.)	_____
Cell Number	_____	Cell Number	_____
E-Mail	_____	E-Mail	_____
Alternate Contact #2		Day of Show Contact	
Name	_____	Name	_____
Address	_____	Address	_____
City, State, Zip	_____	City, State, Zip	_____
Home Phone Number	_____	Home Phone Number	_____
Fax Number	_____	Fax Number	_____
Office Number (& ext.)	_____	Office Number (& ext.)	_____
Cell Number	_____	Cell Number	_____
E-Mail	_____	E-Mail	_____

SAFE SHOWS ARE A RESULT OF PROPER PLANNING!

1060 Holland Drive – Suite J  
 Boca Raton, FL 33487  
 (561) 395-0955  
 www.zambellifireworks.com



***Required Insurance Requisition Form***

Customer Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Display Date \_\_\_\_\_ Rain Date \_\_\_\_\_

Location of Display \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name all Additional Insured

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

Name & Address of Display Site Property Owner

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

Certificate to be issued to:

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

**\* This form must be returned with your signed contract for the insurance certificate to be processed. Our insurance company requires that we have this form in addition to the signed contract prior to the certificate being issued.**

1060 Holland Drive – Suite J  
Boca Raton, FL 33487  
(561) 395-0955  
www.zambellifireworks.com

**ADDENDUM TO CONTRACT AND AGREEMENT  
BETWEEN THE TOWN OF SURFSIDE, FLORIDA AND  
ZAMBELLI FIREWORKS MANUFACTURING CO.**

**FOURTH OF JULY FIREWORKS DISPLAY**

**THIS ADDENDUM TO CONTRACT AND AGREEMENT** (“Addendum”) is made and entered into as of this \_\_\_ day of \_\_\_\_\_, 2023, by and between **TOWN OF SURFSIDE, FLORIDA**, a Florida municipal corporation (hereinafter referred to as “Town” or “Client”) and **ZAMBELLI FIREWORKS MANUFACTURING CO.**, a Pennsylvania Corporation (hereinafter referred to as “Zambelli” or “Contractor”).

**WITNESSETH:**

**WHEREAS**, the Town and Contractor wish to enter into that certain Contract and Agreement together with this Addendum for the purpose of Contractor providing a 19-20 minute fireworks display on July 4, 2023, and July 4, 2024 at the Town of Surfside Community Center located at 9301 Collins Avenue, Surfside, Florida 33154 (“Premises”), (hereinafter, the “Agreement”); and

**WHEREAS**, the Town and Contractor desire to add to and amend certain provisions of the Agreement as hereinafter provided.

**NOW, THEREFORE**, for and in consideration of the mutual promises herein contained, and other good and valuable consideration, the receipt, adequacy and sufficiency of which are hereby acknowledged, Town and Contractor desiring to be legally bound, do hereby agree and covenant, notwithstanding the terms and conditions of the Agreement, as follows:

1. **Addendum Controls.** In the event of any conflict between this Addendum and the Agreement, the terms of this Addendum shall prevail and govern.
2. **Defined Terms.** All initial capitalized terms used in this Addendum shall have the same meaning as set forth in the Agreement unless otherwise provided.
3. **Recitals.** The recitals set forth above are incorporated herein and made a part of this Addendum.
4. **Insurance.**
  - 4.1. Contractor shall secure and maintain throughout the duration of this Agreement insurance of such types and in such amounts not less than those specified below as satisfactory to Town, naming the Town as an Additional Insured, underwritten by a firm rated A-X or better by A.M. Best and qualified to do business in the State of Florida. The insurance coverage shall be primary insurance with respect to the Town, its officials, employees, agents and volunteers naming the Town as additional insured. Any insurance maintained by

the Town shall be in excess of the Contractor's insurance and shall not contribute to the Contractor's insurance. The insurance coverages shall include at a minimum the amounts set forth in this Section 4 and may be increased by the Town as it deems necessary or prudent.

- 4.2. Commercial General Liability coverage with limits of liability of not less than a \$10,000,000 per Occurrence combined single limit for Bodily Injury and Property Damage. This Liability Insurance shall also include Completed Operations and Product Liability coverages and eliminate the exclusion with respect to property under the care, custody and control of Contractor. The General Aggregate Liability limit and the Products/Completed Operations Liability Aggregate limit shall be in the amount of \$10,000,000 each.
- 4.3. Workers Compensation and Employer's Liability insurance, to apply for all employees for statutory limits as required by applicable State and Federal laws. The policy(ies) must include Employer's Liability with minimum limits of \$1,000,000.00 each accident. No employee, subcontractor or agent of the Contractor shall be allowed to provide Services pursuant to the Agreement who is not covered by Worker's Compensation insurance.
- 4.4. Business Automobile Liability with minimum limits of \$1,000,000 per Occurrence, combined single limit for Bodily Injury and Property Damage. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, as filed by the Insurance Service Office, and must include Owned, Hired, and Non-Owned Vehicles.
- 4.5. Transportation Liability Insurance with minimum limits of \$5,000,000 per Occurrence as required by the United States Department of Transportation.
- 4.6. **Certificate of Insurance**. Certificates of Insurance shall be provided to the Town, reflecting the Town as an Additional Insured, no later than ten (10) days after award of this Agreement and prior to the execution of the Agreement by Town and prior to commencing any Services. Each certificate shall include no less than (30) thirty-day advance written notice to Town prior to cancellation, termination, or material alteration of said policies or insurance. The Contractor shall be responsible for assuring that the insurance certificates required by this Section remain in full force and effect for the duration of the Agreement, including any extensions or renewals that may be granted by the Town. The Certificates of Insurance shall not only name the types of policy(ies) provided, but also shall refer specifically to the Agreement and shall state that such insurance is as required by the Agreement. The Town reserves the right to inspect and return a certified copy of such policies, upon written request by the Town. If a policy is due to expire prior to the completion of the Services, renewal Certificates of Insurance shall be furnished thirty (30) calendar days prior to the date of their policy expiration. Each policy certificate shall be endorsed with a provision that not less than thirty (30) calendar days' written notice shall be





9293 Harding Avenue  
Surfside, Florida 33154

For the Contractor: Zambelli Fireworks Manufacturing Co.  
Attention: Tony Sawdey, Project Manager  
1 West Camino Real Blvd., Suite 100  
Boca Raton, FL 33432

7. **Governing Law.** This Agreement shall be construed in accordance with and governed by the laws of the State of Florida. Venue for any litigation arising out of this Agreement shall be proper exclusively in Miami-Dade County, Florida.
8. **Ownership and Access to Records; Public Records.** Notwithstanding anything to the contrary in the Agreement, the Agreement and all Work, deliverables and services provided by the Contractor are subject to Florida's Public Records Law (Chapter 119, Florida Statutes, including but not limited to the following:
- 8.1. All records, books, documents, maps, data, deliverables, papers and financial information (the "Records") that result from the Contractor providing the Work to the Town under the Agreement shall be the property of the Town.
- 8.2. Contractor agrees to keep and maintain public records in Contractor's possession or control in connection with Contractor's performance under the Agreement. Contractor additionally agrees to comply specifically with the provisions of Section 119.0701, Florida Statutes. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the Agreement, and following completion of the Agreement until the records are transferred to the Town.
- 8.3. Upon request from the Town custodian of public records, Contractor shall provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by Chapter 119, Florida Statutes, or as otherwise provided by law.
- 8.4. Unless otherwise provided by law, any and all records, including but not limited to reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of the Town.
- 8.5. Upon completion of this Agreement or in the event of termination by either party, any and all public records relating to the Agreement in the possession of the Contractor shall be delivered by the Contractor to the Town Manager, at no cost to the Town, within seven (7) days. All such records stored electronically by Contractor shall be delivered to the Town in a format that is compatible with the Town's information technology systems. Once the public records have been delivered upon completion or termination of this Agreement, the Contractor shall destroy any and all duplicate public records that are exempt or confidential and



constitute the same Agreement.

**13. Attorney's Fees and Waiver of Jury Trial.** In the event of any litigation arising out of this Agreement, the prevailing party shall be entitled to recover its attorneys' fees and costs, including the fees and expenses of any paralegals, law clerks and legal assistants, and including fees and expenses charged for representation at both the trial and appellate levels. IN THE EVENT OF ANY LITIGATION ARISING OUT OF THIS AGREEMENT, EACH PARTY HEREBY KNOWINGLY, IRREVOCABLY, VOLUNTARILY AND INTENTIONALLY WAIVES ITS RIGHT TO TRIAL BY JURY.

**14. Assignment and Subcontractors.** Contractor shall not sell, assign, transfer or convey this Agreement, in whole or in part, without the prior written consent of the Town Manager. Any such assignment without prior approval shall be void ab initio. All subcontractors shall be approved in advance by the Town before providing the Display. The Contractor agrees and represents that any approved subcontractors possess the requisite skills to perform the Display and that the Display shall be executed in a good and workmanlike manner, free from defects, and that all materials shall be new and approved by or acceptable to the Town.

**15. Paragraph 1 of Agreement.** Paragraph 1 of the Agreement is replaced in its entirety as follows:

Zambelli agrees to sell, furnish and deliver to Client a minute fireworks display per the program submitted by Zambelli to Client, accepted by Client and made a part hereof as Exhibit "A" (hereinafter referred to as the "Display") to be exhibited on the display date set forth below (hereinafter referred to as the "Display Date"), or on the postponement date set forth below (hereinafter referred to as the "Postponement Date") if the Display is postponed as provided herein, which Display Date and Postponement Date have been agreed upon at the time of signing this Contract. The term of this Agreement is from the Effective Date through completion of the Display in 2024 (the "Term").

Display Date: 07-04-2023 Postponement Date: 07-05-2023 Budget: \$24,000.00

Display Date: 07-04-2024 Postponement Date: 07-05-2024 Budget: \$24,000.00

**16. Paragraph 3 of Agreement.** Paragraph 3 of the Agreement is replaced in its entirety as follows:

"Zambelli agrees to furnish insurance coverage in connection with the Display for bodily injury and property damage, including products liability, which insurance shall include Client as additional insured regarding claims made against Client for bodily injury or property damage arising from the operations of Zambelli in performing the Display provided for in this Contract. Such insurance afforded by Zambelli shall not include claims made against Client for bodily injury or property damage arising from failure of Client, including through or by its employees, agents and independent contractors, to perform its obligations under this Contract, including without limitation those set forth in paragraphs 5 and 6 below."

All insurance shall be provided by Contractor as set forth in Section 4 of this Addendum.

**17. Paragraph 9 of Agreement.** Paragraph 9 of the Agreement is stricken in its entirety.

**18. Paragraph 10 of Agreement.** Paragraph 10 of the Agreement is replaced in its entirety as follows:

“It is agreed and understood by the parties hereto that should inclement weather prevent firing of the Display on the Display Date, as determined by the Authority Having Jurisdiction (as defined in paragraph 14 below) or as reasonably determined by Zambelli, then the program shall be postponed and fired on the Postponement Date. If there is no Postponement Date and the Display is not fired on the Display Date, or if inclement weather prevents firing of the Display on the Postponement Date, as determined by the Authority Having Jurisdiction, the Display will be cancelled and there will be no refund of the Deposit or fifty percent (50%) of the Purchase Price, whichever is greater.”

**19. Paragraph 11 of Agreement.** Paragraph 11(e) of the Agreement is stricken in its entirety. No Additional Third Party Charges will be imposed for cancellation of the Display.

**20. Paragraph 15 of Agreement.** Paragraph 15 of the Agreement is stricken in its entirety.

**21. Paragraph 17 of Agreement.** Paragraph 17 of the Agreement is stricken in its entirety.

**22. Paragraph 18 of Agreement.** Paragraph 18 of the Agreement is replaced in its entirety as follows:

“If Client fails to pay the monies due under this Contract, Zambelli is entitled to recover the balance due plus interest at one and one-half percent (1 ½ %) per month on amounts past due sixty (60) days or more.”

**23. Termination Due To Lack of Funding.** This Agreement is subject to the condition precedents that: (i) Town funds are available, appropriated and budgeted, for the Services annually for each year of the Term; (ii) the Town secures and obtains any necessary proceeds, grants or loans for the accomplishment of the Services pursuant to any borrowing legislation adopted by the Town Commission relative to the Services; and (iii) Town Commission enacts legislation or other necessary resolutions, which awards and authorizes the execution of this Agreement and the annual appropriation and budgeting for the Services. In the event the Town Commission fails to appropriate funds for the particular purpose of this Agreement during any year of the Term hereof, then this Agreement shall be terminated upon twenty (20) days written notice and the Contractor shall be compensated for the Services satisfactorily performed through the effective date of termination. Town represents to Contractor that Town has adopted a resolution authorizing execution of this Agreement.





## MEMORANDUM

ITEM NO. 4B1.

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

**From:** Hector Gomez, Acting Town Manager

**Date:** January 10, 2023

**Subject:** **Planning and Zoning Ordinance Change - Single Curb Cut width expansion on lots less than 100 feet in width**

---

The Town Commission should consider this Ordinance to expand the maximum width of a single curb cut on lots with less than 100 feet of frontage from 18 feet to 24 feet.

Section 90-61.1 of the Town Code currently limits driveway curb cuts in the H30A and H30B districts as follows: 90.61.1 Curb cuts for properties located in the H30A district, H30B district, and H30C district west of Harding Avenue. (a) No curb cut shall be located within five feet of a side or rear lot line. For corner lots, no curb cut shall be located within 25 feet of the intersection of the front and secondary frontage lot lines. (b) Where a driveway is installed with two curb cuts, a landscaped island containing at least 60 square feet shall be provided between the curb cuts in the front yard area, extending from the front property line to the paved area. (c) The maximum number and location of curb cuts that may be provided for a property shall be determined in accordance with the attached table (see exhibit "A").

At the October 27, 2022 Planning and Zoning Board (PZB) meeting, the PZB discussed increasing the maximum size of a single-family driveway curb-cut to more comfortably access the two parking spaces that are required for single family residences. The PZB recommended the Town Commission consider increasing the maximum driveway curb cut width from 18 feet (to as much as 25 feet), provided the minimum pervious area of 50% of the front yard is not reduced.

At the December 13th, 2022 Special Town Commission meeting, the Commission directed staff to prepare an ordinance that would increase the maximum single curb cut to 24 feet. A property may have two curb cuts at 12 feet each at present, so extending the maximum single curb cut to 24 feet would equal that width.

Analysis: The current standard of 18 feet allows access for two cars to park next to each other in a driveway, however this may be somewhat constrained for two large SUVs. Members of the PZB noted damage to front lawns stemming from the drivers missing the streetward (transitions) corners of the driveways. Allowing a larger driveway curb cut expands design

flexibility in accommodating the two required parking spaces for single family and improves access to the driveway from the street. These advantages however should be balanced with pervious area requirements to ensure front lawns are not dominated by pavement and provide some green area.

Staff reviewed concerns that may be presented with the stormwater conveyance along the curb valley system but determined that if the curb system is installed per Public Works specification, the valley is sufficient enough to allow for water to properly convey. Enforcement of new curb installation is performed by the Public Works Department. Other municipalities, City of Miami Beach, allow for up to 40-00' driveways when used for two-vehicles.

[Ordinance Amending Curb Cut Width - FR Draft 12-15-22.pdf](#)

[Exhibit A.DOCX](#)



ORDINANCE NO. 22 - \_\_\_\_\_

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AMENDING THE TOWN OF SURFSIDE CODE OF ORDINANCES BY AMENDING SECTION 90.61.1(c) OF ARTICLE V. – DESIGN STANDARDS OF CHAPTER 90 OF THE TOWN CODE OF ORDINANCES, TO MODIFY THE PERMITTED WIDTH OF CURB CUTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.**

1       **WHEREAS**, Article VIII, Section 2 of the Florida Constitution, and Chapter 166, Florida  
2 Statutes, provide municipalities with the authority to exercise any power for municipal purposes,  
3 except where prohibited by law, and to adopt ordinances in furtherance of such authority; and

4       **WHEREAS**, the Town Commission of the Town of Surfside (“Town Commission”) finds it  
5 periodically necessary to amend its Code of Ordinances and Land Development Code (“Code”) in  
6 order to update regulations and procedures to maintain consistency with state law, to implement  
7 municipal goals and objectives, to clarify regulations and address specific issues and needs that  
8 may arise; and

9       **WHEREAS**, Section 90.61.1(c) of the Code governs the maximum number and location of  
10 curb cuts that may be provided for a property in the H30A and H30B districts, and in the H30C  
11 district west of Harding Avenue; and

12       **WHEREAS**, Section 90.61.1(c) currently restricts properties with a lot width of less than 100  
13 feet to one curb cut of a maximum width of 18 feet, or two curb cuts of a maximum width of 12  
14 feet each that are separated from each other by at least 12 feet; and

15       **WHEREAS**, pursuant to Section 90-61, front yard setbacks in the H30A and H30B districts  
16 may not be more than 50% paved which will continue to limit that amount of impervious and paved  
17 surfaces irrespective of the allowable width of a curb cut; and

18       **WHEREAS**, at a public meeting on October 27, 2022, the Planning and Zoning Board  
19 discussed driveway curb cuts in single family neighborhoods and voted to recommend that the  
20 Town Commission consider this amendment; and

<sup>1</sup> Coding: ~~Strikethrough words~~ are deletions to the existing words. Underlined words are additions to the existing words. Changes between first and second reading are indicated with highlighted double strikethrough and double underline.

21       **WHEREAS**, at a Special Meeting held on December 13, 2022, the Town Commission  
22 considered the Planning and Zoning Board’s recommendation and voted to direct the Town Planner  
23 and Town Attorney to prepare an ordinance to amend the Code to expand the maximum width of a  
24 driveway curb cut to 24 feet; and

25       **WHEREAS**, the Town Commission considered this ordinance on first reading at a duly  
26 noticed public hearing held on \_\_\_\_\_, 2023, and approved it on first reading; and

27       **WHEREAS**, the Planning and Zoning Board, as the local planning agency for the Town, held  
28 its hearing on the proposed amendment on \_\_\_\_\_, 2023 with due public notice and input and  
29 recommended \_\_\_\_\_ of the ordinance by a vote of \_\_\_\_; and

30       **WHEREAS**, the Town Commission has conducted a second duly noticed public hearing on  
31 these regulations as required by law on \_\_\_\_\_, 2023 and further finds the proposed  
32 changes to the Code are necessary and in the best interest of the community.

33  
34       **NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE**  
35 **TOWN OF SURFSIDE, FLORIDA<sup>1</sup>:**

36  
37       **Section 1. Recitals.** The above Recitals are true and correct and are incorporated herein by  
38 this reference:

39  
40       **Section 2. Town Code Amended.** Section 90-61. – “Paving in front and rear yards in  
41 H30 and H40 districts.”, of the Surfside Town Code of Ordinances is hereby amended as follows<sup>1</sup>:

42       **Sec. 90-61. - Paving in front and rear yards in H30 and H40 districts.**

43       Front setbacks in the H30A, H30B, H30C or H40 districts shall not be more than 50  
44 percent paved over with any type of material that is not readily permeable by rainwater  
45 and groundwater. Pavers and pervious hard materials, including pervious concrete, shall  
46 not be utilized for the calculation of pervious area.

47       \* \* \*

48       *90.61.1 Curb cuts for properties located in the H30A district, H30B district, and H30C*  
49 *district west of Harding Avenue.*

50       \* \* \*

---

<sup>1</sup> Coding: ~~Strikethrough words~~ are deletions to the existing words. Underlined words are additions to the existing words. Changes between first and second reading are indicated with highlighted ~~double strikethrough~~ and double underline.

51 (c) The maximum number and location of curb cuts that may be provided for a property  
 52 shall be determined in accordance with the following table.

	Maximum Driveway Connections (Curb Cuts) Allowed and Location
Front lot line width is less 100 feet	1. One curb cut, not more than <del>18 feet</del> <u>24 feet</u> in width; or 2. Two curb cuts, each curb cut shall not be more than 12 feet in width, and there shall be at least 12 feet between curb cuts
Front Lot Line Width is 100 feet or greater	1. One curb cut, not more than 24 feet in width; or 2. Two curb cuts, each curb cut shall not be more than 18 feet in width, and there shall be at least 12 feet between curb cuts; or 3. Three curb cuts, each curb cut shall not be more than 12 feet in width, and there shall be at least 12 feet between curb cuts.

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

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

61 **Section 5. Conflicts.** Any and all ordinances and resolutions or parts of ordinances or  
 62 resolutions in conflict herewith are hereby repealed.  
 63

64 **Section 6. Effective Date.** This ordinance shall become effective upon adoption on second  
 65 reading.  
 66

67 **PASSED** on first reading this \_\_\_ day of \_\_\_\_\_, 2023.

68 **PASSED** and **ADOPTED** on second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2023.  
 69

70  
71  
72  
73  
74 **First Reading:**

75 Motion by: \_\_\_\_\_

76 Second by: \_\_\_\_\_  
 77

78  
79 **Second and Final Reading:**

80 Motion by: \_\_\_\_\_

81 Second by: \_\_\_\_\_  
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**FINAL VOTE ON ADOPTION**

Commissioner Fred Landsman \_\_\_\_\_  
Commissioner Marianne Meisheid \_\_\_\_\_  
Commissioner Nelly Velazquez \_\_\_\_\_  
Vice Mayor Jeffrey Rose \_\_\_\_\_  
Mayor Shlomo Danzinger \_\_\_\_\_

\_\_\_\_\_  
Shlomo Danzinger, Mayor

**ATTEST:**

\_\_\_\_\_  
Sandra N. McCready, MMC  
Town Clerk

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

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

EXHIBIT "A"

	Maximum Driveway Connections (Curb Cuts) Allowed and Location
Front lot line width is less than 100 feet	<ol style="list-style-type: none"><li>1. One curb cut, not more than 18 feet in width; or</li><li>2. Two curb cuts, each curb cut shall not be more than 12 feet in width, and there shall be at least 12 feet between curb cuts</li></ol>
Front Lot Line Width is 100 feet or greater	<ol style="list-style-type: none"><li>1. One curb cut, not more than 24 feet in width; or</li><li>2. Two curb cuts, each curb cut shall not be more than 18 feet in width, and there shall be at least 12 feet between curb cuts; or</li><li>3. Three curb cuts, each curb cut shall not be more than 12 feet in width, and there shall be at least 12 feet between curb cuts.</li></ol>



## TOWN MANAGER'S REPORT

JANUARY 10, 2023

### I. TOWN DEPARTMENTS

#### Building Department

**A.** The Building Department and the Planning Department continue to meet/converse with the owner representatives and developers of the former Champlain Towers South property. This is an international team led by world acclaimed architect Moshe Safdie. Safdie has been selected by the owner to design the new building at the site. Setbacks, density, construction and floodplain questions were answered. It is expected the actual unveiling of the new building design to take place in early January 2023. The project will then proceed through Development Review Group meetings, Planning and Zoning Board, and then to Town Commission for approval.

**B.** Building Department Permit and Inspection numbers (as of November 21) are as follows: Building Permits issued: 63; Inspections performed: 253; Lien search: 14; TCOs issued: 2.

**C.** While the online Customer Self Service portal is being constructed, customers are strongly encouraged to apply for permits by email, as Building Department forms are all available online in fillable format. Follow the "Please Pardon Our Dust" banner on Town's website or click on the QR code posted at the Town Lobby. An incremental deployment will be done commencing end of January 2023.

**D.** GRM Document Storage and Scanning services, is continuing digitization of Building Department plans for the Town of Surfside. This is a monumental task which involves countless building plans going back to the early days of Surfside: Some of the plans are over 70 years old! During December all three storage units have been picked up by GRM saving the Town over \$24,000/year in storage unit rental costs. The digitization of documents will make them available on the Town website via a link to the Cloud. This will be of great benefit to property owners, contractors and public service providers who seek detailed information about existing buildings in the Town. All documents are scheduled to be picked up on January 2023 will be stored in house.

**E. PLEASE PARDON OUR DUST!!** The Building, Finance, and Utilities Department, as contracted with RMB General Contractors, have nearly completed the redesign, demolition, reconstruction and modernization of the front lobby offices. Framing, drywall, painting and the installation of floor tile is completed in the interior offices and public lobby area. New cabinetry and countertops are being installed. With this new modern front lobby design, our customers will be served face to face by staff utilizing digital permitting technology from individual kiosks. Glass office partitions will provide an open, transparent environment to enhance communication and efficiency in the office environment. Grand opening expected for January 2023.

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

**A. Code Compliance Cases:** As of December 20, 2022, the total number of active, open cases being managed is 166. Of these cases, 59 cases are still under investigation and are working towards compliance; 13 cases are on-hold; 21 cases are in the Special Master hearing queue; 12 cases are in post-hearing status; 16 code cases have been issued liens and remain unpaid; 45 code cases have service liens and remain unpaid. Properties with unpaid liens are sent reminder letters on a semi-annual basis. The Code Compliance staff has conducted an approximate of 74 inspections from November 30 to December 20, 2022.

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

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

- FY 23: As of December 20, 2022, 12 cases have paid/settle for a total monetary collection of \$ 7,714.00.
- FY 22: 98 cases paid/settle for a total monetary collection of \$95,201.54
- FY 21: 86 cases paid/settled for a total collection of \$39,464.

**C.** The Code Compliance Division has assisted the Finance Department by conducting 15 Code lien searches from November 30 to December 20, 2022.

**D.** The Code Compliance Division continues to assist the Town Clerk's Office with public records requests.

### ***Community Services & Public Communications Department***

**A. Surfside Under the Stars Event Series** – The Tourist Board kicked off its first-ever Surfside Under the Stars event on Saturday, January 7 which featured a 'world beats'

theme. The new event was held at 93<sup>rd</sup> Street and is meant to offer an alternative experience to the Third Thursday block party events on the first Saturday of the month, January through April.

**B. 2023 Third Thursday Series** – The 13<sup>th</sup> annual edition of the Third Thursday block parties returns starting January 19, 2023 with “Tropical Island Vibe.” This year’s series adds an additional event in April. The other three themes are: Luau Night, Latin Culture Music Fest and Roll Around the Decades.

**C. Historical Walking Tours, Music on the Beach** – The Tourist Bureau will once again present four Historical Walking Tours in partnership with HistoryMiami Museum and Historian Dr. Paul George. This year’s tours will cover a new route, the history of the Harding Avenue business district. Tours are January 22, February 25, March 26 and April 30. The Tourist Board also continues its Music on the Beach series with a Steel Drum Band concert performance on Sunday, January 15.

**D. Town Website Refresh** – Tourism and Communications is working with the CGA web team on a series of visual improvements to the Town website to modernize the site’s overall look and feel. The Team is currently working on designs with the goal of launching sometime in the spring.

**E. Utility Boxes** – Tourism and Communications is currently researching vendors and pricing for the utility box wrap project that will beautify the electrical boxes along Collins and Harding Avenues.

**F. Front Office Lobby Remodeling** – Tourism and Communications will help organize the ribbon cutting for the new front office lobby once completed. The team has also prepared a series of design elements that if necessary, can be considered as additions to enhance the space.

### ***Human Resources***

Human Resources continues to provide support and assistance to the Town Administration, departments and staff in relation to a variety of items/services to include:

**A. Fraternal Order of Police (FOP)** – The first contract negotiation meeting with the FOP was held on July 20, 2022. The Town completed a financial review of the FOP’s request and is scheduled to continue labor negotiations on December 15, 2022. The Town provided responses to FOP and a 3<sup>rd</sup> meeting will be scheduled for the new year.

**B. EEOC Complaints** – Awaiting on response from EEOC with regards to complaint filed by former employee, Malarie Dauginikas.



**C. Interviews** – Conducted interviews for Building Permit Technicians, Beach Patrol/Litter Custodian and Communications Operator.

**D. Risk Management** – Submitted claims, responded to adjuster questions, and coordinated appraisal regarding to damaged Town property.

**E. Background/Offer/Orientation** – Prepared offer letters, conducted the background investigations, and initial employment orientations for new hires. Conducted level 2 background screening (AHCA) of Parks and Recreation new hires and program instructors.

**F. Workers Comp** – Provided assistance to staff and FLC attorney regarding workers comp matter. Participated in preliminary deposition and deposition regarding workers comp case.

**G. Safety and Wellness Initiatives** – Provided staff with information regarding weekly webinars and classes for mental health support, nutrition, fitness, support groups, community health initiatives and exercise classes.

**H. Other Human Resources Functions to include:**

- Employee appreciation, recognition, and activities
- Pre-employment Background Check
- Conditional offer of employment offers (withdrawal – when applicable)
- New hire orientation
- New hire reporting – Florida Department of Revenue
- Labor statistics report – U.S. Department of Labor Statistics
- Workers' compensation
- Grievance
- Interviews
- Exit interviews
- Personnel counseling
- Retirement plan related assistance
- Recruitment / Advertising for vacancies
- Responding to candidates / acknowledge resumes received
- Verification of Employment Requests
- Personnel maintenance changes
- Insurance enrollment, changes and termination of coverage
- Public records requests related to personnel (active/inactive)
- Criminal records check – level 2 for all Parks & Recreation instructors/concession staff

**Finance Department**

Monthly Budget to Actual Summary as of November 30, 2022 – Attachment "A"

**Parks and Recreation Department**

**A. Facilities/Hours of operation** – Parks and Recreation continues to operate the following facilities: The 96<sup>th</sup> Street Park, the Beach Lifeguard Tower, Hawthorne Tot Lot and the Dog Park. The Tennis Center continues to operate with court reservations during prime hours. The pool continues to operate with lap swimming registrations during all hours of operation. Pool hours continue to be adjusted month to month to maximize day light hours. Pool hours are from 7:00 a.m. 6:00pm for month of January.

**B. Hawthorne Tot Lot update** – The tot lot upgrades were approved during the November 15<sup>th</sup> Commission meeting. Purchase orders provided to the vendor for the purchase of the equipment/materials. Staff is meeting on a bi-weekly basis with the contractors involved to ensure everyone is on the same page. All materials/equipment has been ordered and is expected to be delivered my March. Demo/work will commence once all equipment is delivered.

**C. After Care Program Update** – The YMCA is committed to run the Town's Spring Camp and Sumer Camp for 2023. The YMCA has also committed to be prepared to start an Afterschool Program beginning the Fall of 2023. We are currently in contract negotiations with the YMCA. They have sent their comments to the draft agreement and we reviewed and responded with our comments. We are hoping to finalize the agreement ASAP. Staff will also be looking into additional programming for the new year that can fill the gap left from the Afterschool Program. This will not be a traditional afterschool program but can help fill the programing needs of the community.

**D. Programming** – Fall II session programming has concluded and it was success! Parks and Recreation is offering over 20 programs for Youth, Adults and Seniors this upcoming Winter season. Staff continues to look for ways to enhance programming and ensure we are meeting the needs of the community. Winter session registration is underway, the session will commence January 9, 2023.

P&R brought back the seasonal Senior Brunch Bunches and the first one on December 9, 2022 was a success! The next brunch will take place Friday, January 13, 2023.

**E. Events** – Parks and Rec hosted Movie Night at the Park December 3, 2022 and Winter Wonderland (snow in the park) on December 18, 2022. Both events were a success! During the Winter Wonderland event, P&R also hosted the Groundbreaking ceremony for the 96<sup>th</sup> St Park at 10:30 a.m. The annual Family Fun Day event is scheduled to take place on Sunday, January 15, 2023 at the 96<sup>th</sup> St Park. This will be the last event before the park construction commences.

**F. 96<sup>th</sup> Street Park Update** – Commission authorized the Town Manager to enter into negotiation with Lunacon for the construction of the 96<sup>th</sup> Street Park. A kickoff/pre-construction meeting with Lunacon and Savino Miller was held on Monday, December 5, 2022. The Groundbreaking Ceremony took place during the Winter Wonderland event on Sunday, December 18, 2022. The NTP date for construction is Tuesday, January 17, 2023. Some tree relocation may take place before that date (Actual date will be determined at a later date).

**G. Beach Chair Service** – Town Commission approved to enter into contract negotiations with Beach Time Max for the beach furniture service during the November 15, 2022 Town Commission meeting. Town staff reviewed the contract which is now being reviewed by the vendor to start the service as soon as possible. Vendor sent an email on Friday, December 2 informing P&R team that due to a family emergency, he will not be able to start the service until March 2023. In the meantime, P&R has continued discussing the agreement and the goal is to have it signed as soon as possible. Prep work will take place from now to February to ensure the Town is ready to commence the service as soon as the vendor is ready.

### ***Planning Department***

Development Application Process (2012 – Present) – *Attachment "B"*

### ***Police Department***

#### **A. Police Department Statistics (December 1 – December 15, 2022)**

- Traffic Citations – 198
- Parking Citations – 318
- Arrests – 2
- Dispatch Events – 547
- Incident/Crime Reports – 31

#### **B. "Shop with a Cop" Toy Event**

A "Shop with a Cop" event with Surfside Police Officers was held on December 17, 2022 from 10:00 a.m. to 2:00 p.m. at the Target in North Miami Beach, Florida. A donor graciously sponsored the event generously donating a \$75.00 gift card for each child to personally shop for their Christmas presents. Twenty-eight families and 60 children had an extra special holiday season. Interim Chief John Healy, Detective Diana Leon, Officer Loxley Arch, Officer Frank Colonna, Officer Bobby Gabriel, Officer Bryant Luke, Executive Assistant Dina Goldstein and Accreditation Manager Jill Smith participated in the event.

**C. Police Events/Community Outreach**

- The Surfside Police Department will host two community blood drives on January 4 and January 29, 2023 from 11:00 a.m. – 4:30 p.m. in the Town Hall municipal parking lot.
- The Surfside Police Department will host a Multi-Agency Traffic Detail on January 18, 2022 from 8:00 a.m. to 1:00 p.m. Law enforcement will be stationed Town-wide primarily focusing on aggressive driving, distracted driving, red-light running, speeding, seatbelt use, move-over law compliance, bike/pedestrian safety compliance and general traffic safety. Bal Harbour and Bay Harbor Islands Police Departments will be participating in this event along with Sergeant Jay Matelis and Officers Loxley Arch and Jose Valino. In addition, Parking Enforcement Officers will enforce double parking in the business district.
- The monthly Coffee with the Cops – January 26, 2023 at 10:00 a.m. at Starbucks.

**II. SEE CLICK FIX REPORT**

Requests filtered by request category that have been created 12/01/2022 - 12/31/2022

Request Category	Created in period	Closed in period	Average days to close
Code Compliance (Safety Concern)	1	1	8
Code Compliance (Violation)	2	2	0.1
Dog Stations (P & R)	0	0	
Drainage/Flooding (PW)	0	0	
Other	3	0	
Police (Safety Concern)	1	0	
Solid Waste (Residential) (PW)	2	0	
Street lights (PW)	0	0	
Beach Patrol	0	0	
Parking Issue	4	3	0
Construction Issues	3	1	0.6

**III. TOWN PROJECTS**

Projects Detail Sheets – Attachment “C”

Respectfully submitted by:



Hector Gomez, Acting Town Manager

**TOWN OF SURFSIDE, FLORIDA**  
**MONTHLY BUDGET TO ACTUAL SUMMARY**  
**FISCAL YEAR 2022**  
**As of NOVEMBER 30, 2022**  
**16.7% OF YEAR EXPIRED (BENCHMARK)**

Agenda Item #

Page

1 of 3

01/10/2023

GOVERNMENTAL FUNDS	ACTUAL	ANNUAL BUDGET	% BUDGET
<b>GENERAL FUND - 001</b>			
REVENUE	\$ 4,765,302	\$21,141,012	23%
EXPENDITURES	3,199,669	\$21,141,012	15%
Net Change in Fund Balance	1,565,633		
Fund Balance-September 30, 2022 (Unaudited)	15,743,982		
Fund Balance-November 30, 2022 (Reserves)	<u>\$ 17,309,615</u>		
			<b>A</b>
			<b>B</b>
<b>TOURIST RESORT FUND - 102</b>			
REVENUE	\$ 484,738	\$6,826,887	7%
EXPENDITURES	957,893	\$6,826,887	14%
Net Change in Fund Balance	\$ (473,155)		
Fund Balance-September 30, 2022 (Unaudited)	6,744,503		
Fund Balance-November 30, 2022 (Reserves)	<u>\$ 6,271,349</u>		
			<b>C</b>
			<b>D</b>
<b>POLICE FORFEITURE FUND - 105</b>			
REVENUE	\$ -	\$48,400	0%
EXPENDITURES	\$ 172	\$48,400	0%
Net Change in Fund Balance	\$ (172)		
Fund Balance-September 30, 2022 (Unaudited)	172,082		
Fund Balance-November 30, 2022 (Reserves)	<u>\$ 171,910</u>		
<b>TRANSPORTATION SURTAX FUND - 107</b>			
REVENUE	\$ 58,462	\$338,126	17%
EXPENDITURES	\$ 152,015	\$338,126	45%
Net Change in Fund Balance	(93,553)		
Fund Balance-September 30, 2022 (Unaudited)	409,259		
Fund Balance-November 30, 2022 (Reserves)	<u>\$ 315,706</u>		
<b>BUILDING FUND - 150</b>			
REVENUE	\$ 263,054	\$1,221,976	22%
EXPENDITURES	209,978	\$1,221,976	17%
Net Change in Fund Balance	53,076		
Fund Balance-September 30, 2022 (Unaudited)	2,542,206		
Fund Balance-November 30, 2022 (Reserves)	<u>\$ 2,595,282</u>		
<b>CAPITAL PROJECTS FUND - 301</b>			
REVENUE	\$ 473,613	\$15,640,983	3%
EXPENDITURES	198,018	\$15,640,983	1%
Net Change in Fund Balance	275,595		
Fund Balance-September 30, 2022 (Unaudited)	10,559,053		
Fund Balance-November 30, 2022 (Reserves)	<u>\$ 10,834,648</u>		

**NOTES:**

- 1) Many revenues for November 2022 are received in subsequent months (timing difference) and are recorded on a cash basis in the month received.
  - 2) Expenditures include payments and encumbrances. An encumbrance is a reservation of a budget appropriation to ensure that there is sufficient funding available to pay for a specific obligation.
- A** The total unaudited balance of \$15,743,982 includes \$7,704,488 committed for operations & maintenance, hurricane/natural disaster, budget stabilization and capital. The balance of \$8,039,494 is unassigned fund balance (reserves).
- B** Includes \$8,721,494 committed for operations & maintenance, hurricane/natural disaster, budget stabilization, and capital. The balance of \$8,588,121 is unassigned fund balance (reserves).
- C** The total unaudited balance of \$6,744,503 includes \$720,285 committed for hurricane/natural disaster, budget stabilization, and capital. The balance of \$6,024,218 is unassigned fund balance (reserves).
- D** Includes \$849,846 committed for hurricane/natural disaster, budget stabilization, and capital. The balance of \$5,421,503 is unassigned fund balance (reserves).

PROPRIETARY FUNDS	ACTUAL	ANNUAL BUDGET	% BUDGET
<b>WATER &amp; SEWER FUND - 401</b>			
REVENUE	\$ 743,624	\$5,019,616	15%
EXPENDITURES	897,239	\$5,019,616	18%
Change in Net Position	(153,615)		
Unrestricted Net Position-September 30, 2022 (Unaudited)	(944,589)		
Unrestricted Net Position-November 30, 2022 (Reserves)	\$ (1,098,204)		
<b>MUNICIPAL PARKING FUND - 402</b>			
REVENUE	\$ 280,263	\$1,616,544	17%
EXPENDITURES	312,115	\$1,616,544	19%
Change in Net Position	(31,852)		
Unrestricted Net Position-September 30, 2022 (Unaudited)	2,292,492		
Unrestricted Net Position-November 30, 2022 (Reserves)	\$ 2,260,640		
<b>SOLID WASTE FUND - 403</b>			
REVENUE	\$ 328,523	\$1,910,784	17%
EXPENDITURES	355,861	\$1,910,784	19%
Change in Net Position	(27,338)		
Unrestricted Net Position-September 30, 2022 (Unaudited)	(192,856)		
Unrestricted Net Position-November 30, 2022 (Reserves)	\$ (220,194)		
<b>STORMWATER FUND - 404</b>			
REVENUE	\$ 158,779	\$4,831,242	3%
EXPENDITURES	199,795	\$4,831,242	4%
Change in Net Position	(41,016)		
Unrestricted Net Position-September 30, 2022 (Unaudited)	2,992,167		
Unrestricted Net Position-November 30, 2022 (Reserves)	\$ 2,951,151		
<b>FLEET MANAGEMENT FUND - 501</b>			
REVENUE	\$ 163,212	\$1,525,537	11%
EXPENDITURES	466,522	\$1,525,537	31%
Change in Net Position	(303,310)		
Unrestricted Net Position-September 30, 2022 (Unaudited)	1,349,421		
Unrestricted Net Position-November 30, 2022 (Reserves)	\$ 1,046,111		



Andria Meiri, Budget Officer



Hector Gomez, Acting Town Manager

**Town of Surfside**  
**Net Funds Historical Balances**  
**Period 2019 - November 2022**

FUND	9/30/2019	9/30/2020	9/30/2021	9/30/2022	11/30/2022	CAGR <sup>(a)</sup>
General	\$ 14,984,105	\$ 18,286,748	\$ 21,091,150	\$ 15,743,982	\$ 17,309,615	1.7%
Tourist Resort	1,640,525	2,109,658	4,264,457	6,744,503	6,271,349	60.2%
Police Forfeiture	105,725	168,289	221,034	172,082	171,910	17.6%
Transportation Surtax	328,377	442,856	569,453	409,259	315,706	7.6%
Building	2,563,517	1,991,388	1,904,548	2,542,206	2,595,282	-0.3%
Capital Projects	3,048,582	4,899,128	5,894,823	10,559,053	10,834,648	51.3%
Water & Sewer	(2,367,098)	(1,733,610)	(1,389,877)	(944,589)	(1,098,204)	-26.4%
Municipal Parking	1,198,948	1,293,993	1,657,883	2,292,492	2,260,640	24.1%
Solid Waste	641,636	219,615	(271,836)	(192,856)	(220,194)	-167.0%
Stormwater	3,200,132	3,205,050	3,581,622	2,992,167	2,951,151	-2.2%
Fleet Management	585,363	825,468	1,091,020	1,349,421	1,046,111	32.1%
<b>Total</b>	<b>\$ 25,929,812</b>	<b>\$ 31,708,583</b>	<b>\$ 38,614,277</b>	<b>\$ 41,667,720</b>	<b>\$ 42,438,014</b>	<b>13.1%</b>

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

DEVELOPMENT APPLICATION PROCESS (2012 - PRESENT)									
Application Date Location	Project Description	Zoning Process	Density/Intensity		Variances		Building Permit		Status
			Allowed	Approved	Requested	Received	Application No.	Status	
Original submittal: 7/13/2012 Site plan amendment: 4/16/16 9011 Collins Avenue	Surf Club - restoration of the famous surf club historic structure and for the construction of new improvements	DRG - 7/31/2012, 8/23/2012, site plan amendment: 5/16/2016, 8/4/2016, 3/9/2017, 5/11/2017 P&Z - Original site plan: 9/27/2012, site plan amendment: 8/31/2017 TC - Original site plan: 10/15/2012, site plan amendment: 10/10/2017 Site Plan Ext -	762 units	257 units	None	None	13-727	Issued	Fort Partners has indicated a desire to obtain a final CO and Landscape approval needs to be resolved. A landscape inspection was performed and comments were provided by the Town Planner on November 5, 2021. Once the comments are addressed a final inspection will be required. Awaiting CO
7/20/2012 9450 Collins Ave	The Shul - New multiuse glass atrium and adjoining learning center (3 stories)	DRG - 2/11/2013, 3/27/2013, 7/9/2013 P&Z - 2/27/2014 TC - 10/28/2014 Site Plan Ext -	3 story expansion of 8,558.9 square feet		None	None	14-509	Issued	Work is well underway as permitted in three phases: Phase I is the new school which is currently substantially complete and operating with a TCO as Phase I. Phase II is the multi-use glass atrium. Phase III is the remodel of the old section of the building.
8/12/2015 12/23/20 Site Plan Amendment 9133 Collins Ave & 9149 Collins Ave	Surf Club II - Redevelopment of property with a multi-family residential project and renovation of existing historic structure. Reduction of dwelling units and hotel rooms. Revisions to expand underground parking and revisions to balcony design	DRG - 9/4/2015, 3/9/2017, 9/17/2017, 2/9/2021 P&Z - 12/7/2017, 2/11/2021, 4/29/21 TC - 2/13/2018, 4/13/21, 6/8/21 Scheduled Site Plan Ext - Site Plan Extension of approved by TC on 7/28 TC Meeting. Applicant requested extension of site plan due to FL Declaration of Emergency. Additional Covid extension - New Permit Due Date December 26, 2021	199 units	Reduced to 31 condo units, 26 hotel rooms	None	None	20-536	Permit Issued	Construction of new 12 story condominium is fully underway: Currently pouring upper levels of structure.
Original submittal: 2/11/2016 Revised submittal: 5/31/18 9380, 9372, 9364, 9348, 9340, 9322, 9316 & 9300 Collins Ave	9300 Collins Ave - demolition of all existing improvements, construction of 3-story building	DRG - Original submittal: 3/10/2016, 4/27/2016 Revised submittal: 6/27/2018, 8/28/18, 11/1/18 P&Z - Original approval: 7/18/2016, Revised approval: 11/29/18 TC - Original approval: 11/10/2016, Approved 2/26/19 Site Plan Ext - Request submitted to extend approval due to emergency declaration (Hurr. Dorian). Additional COVID and TS Elsa extensions - Permit Due Date 2/4/24. New Request submitted to extend approval due to emergency declarations Hurricane Ian and Subtropical Storm Nicole) - New Permit Due Date to 5/28/25	250 units	Request is for 205 units	None	None	21-1412BC	Foundation-Only Permit ready to issue.	Foundation Only permit application has been reviewed and approved for issuance (after extensive reviews to confirm compliance with the Site Plan Approval). Permit issuance awaits selection of a G.C. by Eden South LLC. MDC receipts for impact fees of \$1,105,679.93 (Pd. 8/3/21) and 20% Water and Sewer fees (Pd. 10/26/21) have been received. Foundation permit applied for.
5/4/2016 8955 Collins Ave	Residential Condominiums	DRG - 6/20/2016, 7/27/2016 P&Z - 10/27/2016 11/10/2016 TC - 11/10/2016 Site Plan Ext -	110 units	16 units	None	None	16-602	Issued	The Town Planner signed off on the Landscape Plan on June 17, 2022. Public Works Department is working to resolve a couple of issues so that the Building Department can issue a permanent CO.
3/14/22 9309 - 9317 Collins Ave	93 Ocean - Demolition of 2 existing 3 story buildings and construction of 12 story condominium building with 27 dwelling units.	DRG - 8/23/22 P&Z - 8/25/22 TC - 11/29/22							DRG agreed to send to Planning and Zoning Board. P&Z recommended approval to the Town Commission. Approved at the 11/29/22 Town Commission Meeting



DEVELOPMENT APPLICATION PROCESS (2012 - PRESENT), Cont.									
Application Date Location	Project Description	Zoning Process	Density/Intensity		Variances		Building Permit		Status
			Allowed	Approved	Requested	Received	Application No.	Status	
5/19/2017 4/1/22 8995 Collins Ave	Surf House - site plan approval for expansion to existing multi-family building deemed architecturally significant per <b>Sec. 90-33(3)</b> of the Town Code.	DRG - 6/19/2017, 8/24/2017, 9/28/2017, May 2022 P&Z - 2/22/2018, 4/26/2018, 5/31/2018, approved on 10/27/19 TC - 12/10/19 Site Plan Ext - 2 COVID Extensions New Permit Deadline 9/27/23 Site Plan Amendment - P & Z approval May 26, 2022 TC - Approved Site Plan Amendment June 16, 2022	99 units	Resolution # 19-2661 approved by Town Commission on December 10, 2019 for 12 stories, 34 units and 72 parking spaces.	Original application requested 3 Variances. Final application did not include any Variances. Site Plan Amendment - Density Reduction from 34 to 19 Units Other interior, exterior and construction revisions.	None		Has not applied for permit yet	Planning and Zoning Board recommended approval of Site Plan Amendment with reduction to 19 units and interior and exterior revisions on May 26, 2022. Town Commission approved Site Plan Amendment on June 16, 2022. Pool and pool deck may remain in historic location with repairs as necessary due to the Architecturally Significant status of the site.
Original Submittal: 1/06/2015 Revised submittals: 8/01/2016, 12/23/2016, 03/09/2018, 10/29/2018 9/25/2020 8851 Harding Avenue	18 multi-family units	DRG - 01/22/2015, 08/18/2016, 01/23/2017, 03/23/2018, 11/29/2018 Meeting Pending, 2/25/2021 P&Z - 01/31/19 P&Z recommended approval (Requires P&Z Reconsider) 2/25/2021 P&Z Denied Plan TC - Denied by the Commission (requires reconsideration by TC), TC Approval 5/26/21 Site Plan Ext -	33 units	Current request is for 18 units. Town Planner, DRG recommended approval, P&Z recommended denial	1 requested: Section 90-82. – Off-street loading requirements (Loading Space Size). Not Required in 2021 Plan	Not needed in 2021 request		Has not applied for permit yet	Site Plan Approval 5/26/21
7/3/2019 9580 Abbott Ave	Young Israel Variance Request to eliminate landscaping to provide for a handicapped accessible ramp	DRG - N/A P&Z - 8/29/2019 TC - 10/29/19 Site Plan Ext -			1 requested: eliminate landscaping along the north side of the building	None			Construction of ramp complete
1/7/2020 8926 Collins Avenue	Arte request to have FPL vault encroach into landscape buffer.	DRG - N/A P&Z - 1/30/2020 TC - 2/11/2020 Site Plan Ext -			Landscape buffer	Approved			This parcel on the west side of Collins Avenue was also inspected along with the residential component on the east side of Collins Avenue. See discussion on first page spreadsheet.
11/18/2021 9165 Collins Avenue	Site Plan approval to develop an 11 story, 14 unit MF Bldg with 33 parking spaces in the H120 Zoning District on the north side of the Seaway and south side of the Carlisle.	DRG - 1/14/22 - Via Zoom - Approved Proceeding to P & Z P&Z - 1/27/22 - Deferred to 2/24/22 P&Z Mtg P&Z - 2/24/22 - Recommended approval TC - Site Plan Approval received 4/12/22	58 units	Proposing 14 units	None				DRG recommended on January 14, 2022 proceeding to P&Z on January 27, 2022. After discussion, P&Z decided to continue the item to the February 24, 2022. P&Z recommended approval at the February 24, 2022 meeting.
4/27/2022 8809 Harding Avenue	Site Plan Application for 8 Townhouse Units	DRG - September 27th 2022 P&Z - September 29, 2022 TC - Set for 11/29/22	TBD	Proposing 8 units	None. Preliminary review comments were prepared at the request of the Applicant. Actual Site Plan submission for September 29th P & Z.			Not yet applied for permit. Unity of Title and ROW Dedication to be finalized	Site Plan Application received 4/27/22. Applicant requested preliminary review prior to proceeding to formal Site Plan Review. Zoom meeting with Applicant's development team and Town Staff was held on 7/7/22. Resubmission for 9/29/22 P & Z with DRG on 9/27/22. P&Z approved site plans with addition of street trees. Met with Development team on 10/27/22. Town Commission approved at 11/29/22 TC meeting.
10/11/2016, 5/6/21, 9/1/22 9116 Harding Ave	303 Surfside - 4 Townhouses (2018) 303 Surfside - 6 Townhouses (2021) and (2022)	DRG - 11/2/2016, 2/7/2017, 5/18/2017, 6/21 TBD P&Z - 6/27/2018, 6/21, 10/27/22 TC - 4/14/2018 Approval Expired Site Plan Ext -	6 units Due to 15% reduction for aggregation	6 units	None	None		Site Plan Approved by P&Z	Submitted plans on 9/1/22 and will be reviewed at the P&Z on 10/27/22 with a DRG held on 10/17/22. Concerns with density at the site; pulled from 10/27/22 P&Z agenda. Density issues resolved 11/28/22, 6 units allowed. Approved at 12/15/22 P&Z. Expected to be on February TC agenda.
12/15/22 9100 Collins - Market Hall	Part of Surf Club complex - Office space for hotel staff, office/business center for hotel guests, market hall (café and market), underground parking and roof top tennis court	DRG - 10/17/22 P&Z - 12/15/22		no residential	None				Approved by P&Z at 12/15/22 meeting. Expected to go to February TC.
8/29/22 200 96th Street	Surf Harbor, LLC. Proposed 3 story Office Building with at grade parking garage. Application for new construction of a 3-story office bldg, including parking garage at grade and roof deck (15,790 SF of office space)	DRG - TBD P&Z - TBD TC - TBD On-hold as office is not an allowable use under the Comp Plan. Project would need ability to use the Parking Trust Fund			Will require Zoning Change				Application, plans and check submitted for 3 story Office Building. Proposed plans require possible Land Use Plan Amendment and rezoning. Site will need access to the Parking Trust Fund to comply with parking requirements. Discussions underway to determine needed activities in order to process application. Lawyers discussed plans with Mayor, Commissioner and Town Staff. Aim to seek Zoning change.



## Project Detail Sheet

### Downtown Walkability Improvements



#### Current Project Phase

The project is in the design procurement phase. The Downtown Walkability Study was completed in September 2022.

#### Project Contact Information

Department	Planning
Director	Judith Frankel
Engineer of Record	Marlin Engineering, Inc.
Architect of Record	N/A

#### Funding

<i>Total Study Cost</i>	\$50,000
<i>Design and Implementation strategy cost*</i>	\$120,000

*\* Approved by Resolution at Dec. 13th Town Commission meeting*

#### Scope

The 2 blocks of Harding Avenue from 94<sup>th</sup> Street to 96<sup>th</sup> Street provide the entrance to the Town for those arriving from the north. It is also the commercial hub for residents and is visited by vehicles, pedestrians and bicyclists. The corridor carries through traffic traveling south along busy A1A. An evaluation of the feasibility of providing wider sidewalks in this section of Harding Avenue to support safety, provide a more walkable experience for shoppers and slow vehicle speeds has been conducted. Marlin Engineering presented findings to the Town Commission in September 2022. The second phase will be designing and procurement for the alternative chosen by the Commission.

#### Project Timeline

	<u>Phase Start</u>	<u>Phase End</u>
<i>Notice to Proceed</i>	<i>January 2022</i>	<i>January 1, 2022</i>
<i>Planning Study</i>	<i>January 2022</i>	<i>September 2022</i>
<i>Design Phase *</i>	<i>December 2022</i>	<i>July 2023</i>
<i>Permitting and Implementation*</i>	<i>May 2023</i>	<i>September 2023</i>
<i>Results review and planning*</i>	<i>July 2023</i>	<i>September 2023</i>

*\*Estimates assume direction and funds are provided early in FY 2023 Qtr. 1*

#### Project Update

The Study included a literature review, data collection, existing conditions analysis, public outreach and 3 alternatives. Video cameras monitored pedestrian, bicyclists and vehicles in the downtown during peak season. Parking occupancy counts were collected for weekday and weekend conditions. Surveys collected from 162 public and 18 businesses. At the November, 2022 Town Commission meeting, Alternative 1 was chosen from three improvement alternatives that were presented. Alternative 1 installs aesthetically designed crosswalks and parklets along Harding Avenue. Funds for design and implementation strategy were approved by Resolution No. 2022-2956 at the December 13, 2022 Town Commission Meeting. Initial meeting with the Downtown Vision Advisory Committee (DVAC) is scheduled for January 17th, 2023.



## Hawthorne Tot Lot Upgrades

### Picture



### Current Project Phase

Awaiting Commission approval to expend funds

### Project Contact Information

Department	Parks and Recreation
Director	Tim Milian
Engineer of Record	N/A
Architect of Record	N/A

### Funding

Total Budgeted	\$555,000
Budget Approval Date	August 9, 2022

Commission Authorization to Expend Date	November 15, 2022
---	-------------------

### Scope

Town staff was tasked to complete multiple upgrades to the Hawthorne Tot Lot Park. Those upgrades include; New surfacing(poured in rubber), more shade structures, new playground equipment and outdoor exercise equipment with ADA accessibility. A site survey and arborist assessment was required to complete the upgrades. In order to be able to install root barriers around each tree inside the Park, extensive pruning will be required. Root Barriers will be installed 10 ft. around each tree. The root barriers will ensure the roots don't cause damage to the new poured in rubber surface. Surveillance will also be install around the Park.

### Project Timeline

	<u>Phase Start</u>	<u>Phase End</u>
Procurement	August 2022	November 2022
Site Survey	August 2022	September 2022
Arborist Assessment	September 2022	September 2022
Construction (est.)	December 2022	April 2023

### Project Update

KCI completed the site survey on September 9, 2022. Brightview Landscaping completed the arborist assessment on September 29, 2022. Received all final proposals from Gametime (equipment, etc.), Brightview (landscaping), and Streamline (security cameras) to complete this project. The item was approved by Commission during the November 15th meeting. All Purchase orders have been sent to the contractors. Bi-weekly meetings will be taking place with all contractors to ensure proper coordination.

Baseline schedule for Hawthorne Tot Lot Upgrade

Task	Activity	2022				2023												2024											
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Hawthorne Tot Lot Upgrade																												
2																													
3																													
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20																													

Notes:

- Projected
- Completed



## 96th Street Park

### Picture



### Current Project Phase

Construction contract review phase

### Project Contact Information

Department	Public Works
Director	Hector Gomez
Architect of Record	Savino Miller Design
Project Management	300 Engineering
General Contractor	Lunacon Construction

### Funding

Total Budgeted*	\$3,271,928
Budget Approval Date	September 28, 2022
* - Budget amendment to fund remaining balance was approved November 2022.	

Commission Authorization to Expend Date	November 15 2022
---	------------------

### Scope

The Town has finalized the design of 96<sup>th</sup> Street Park and is currently finalizing the permits required to commence the construction phase. RFP 2022-05 was advertised with bids received and evaluated.

The project is a full park re-development with a 2-story multi-use structure, an artificial turf field, and play ground area. A kayak launch component has also been incorporated.

### Project Timeline

Procurement and Selection  
 Permitting  
 Construction (est.)  
 Commissioning (est.)

### Phase Start

August 2022  
 March 2022  
 January 2023  
 January 2024

### Phase End

November 2022  
 January 2023  
 January 2024  
 February 2024

### Project Update

Notice to Proceed issued to Lunacon for January 2023. A revised schedule will be provided.



## Implementation Schedule

The Schedule Milestones' assumed dates are shown below, based on the proposed Implementation Schedule.

<i>MILESTONE</i>	<i>PROJECTED DATE/S</i>	<i>REMARKS</i>
<i>Contract Award</i>	21 Dec-22	-
<i>Pre-Construction Coordination Meeting</i>	28 Dec-22	Projected 7 Calendar days after Contract Award to Kick-Off Project Expectations and Start of Submittal Preparations & Submissions.
<i>Notice to Proceed</i>	04 Jan-23	Projected 7 days after the Pre-Construction Meeting.
<i>Permits &amp; Licenses Acquisition</i>	04-17 Jan-23	Within 14 Calendar Days from NTP Issuance.
<i>Start of Construction &amp; Site Mobilization</i>	18 Jan-23	Projected a day after receiving the building permits.
<i>Substantial Completion</i>	14 Dec-23	345 Calendar Days from NTP Issuance.
<i>Punchout Period</i>	15 Dec-23 to 03 Jan-24	20 Calendar Days after Substantial Completion.
<i>Final Completion</i>	03 Jan-24	365 Calendar Days from NTP Issuance.









## Tennis and Recreation Center Project

### Picture



### Current Project Phase

Design and Engineering

### Project Contact Information

Department	Public Works
Director	Hector Gomez
Engineer of Record*	The Corradino Group
Architect of Record*	William Lane Architect

### Funding

<i>Total Budgeted</i>	\$2,045,000
<i>Budget Approval Date</i>	September 28, 2022
<i>Commission Authorization to Expend Date</i>	November 2022 Commission Meeting

\* - Additional funding will be required at a later date.

### Scope

Design and build a 2-story Tennis and Recreation Center facility where the current Tennis center is located. The project is to include a roof level pickleball courts, community gymnasium with equipment, office space and flex space for community programming.

### Project Timeline

*Design Team Procurement*  
*Design and Engineering (est.)*  
*Construction Procurement (est.)*  
*Construction (est.)*

### Phase Start

*September 2022*  
*December 2022*  
*October 2023*  
*March 2024*

### Phase End

*November 2022*  
*December 2023*  
*February 2024*  
*March 2025*

### Project Update

Corradino Group contract executed and the initial project design meeting will be held for January 2023.



## Town-wide Traffic Study

### Picture



### Current Project Phase

Planning Phase

### Project Contact Information

Department	Public Works
Director	Hector Gomez
Engineer of Record	The Corradino Group
Architect of Record	N/A
Project Management	The Corradino Group

### Funding

<i>Total Budgeted</i>	\$204,500
<i>Budget Approval Date</i>	FY22 Budget Amd. No. 7
<i>Commission Authorization to Expend Date</i>	July 12 2022

### Scope

An objective of the Town Commission and Town Administration is to increase traffic calming throughout the Town and increase pedestrian safety. The previous Town-wide traffic study was performed in 2012 and it warranted various safety features to be installed. For example, the majority of the speed control traffic bumps and traffic roundabouts were a result of recommendations from the 2012 traffic study. It is recommended to update the traffic study every ten years in order to capture new conditions as a result of changes in population growth and development. The Corradino Group has previously provided traffic engineering services to the Town and was retained for negotiations in order to provide a scope of services for a Town-wide traffic study.

### Project Timeline

	<u>Phase Start</u>	<u>Phase End</u>
<i>Traffic Data Collection</i>	<i>September 2022</i>	<i>November 2022</i>
<i>Traffic Operation Analysis</i>	<i>December 2022</i>	<i>January 2023</i>
<i>Traffic Calming Analysis</i>	<i>December 2022</i>	<i>October 2023</i>
<i>Safety Review</i>	<i>December 2022</i>	<i>October 2023</i>
<i>Traffic Calming Improvement Plan</i>	<i>March 2023</i>	<i>November 2023</i>
<i>Community Outreach Meeting</i>	<i>October 2023</i>	<i>November 2023</i>

### Project Update

During September 2022, the first set of traffic data collection occurred with a second set to occur for other areas in 2023. Currently, consultant is obtaining crash report data records for all agencies. Consultant was brought in for a project update to be provided to the Town Commission in November 2022. Refer to the project schedule provided. Bay Drive & 96th Street exit will be closed when 96th St project starts.

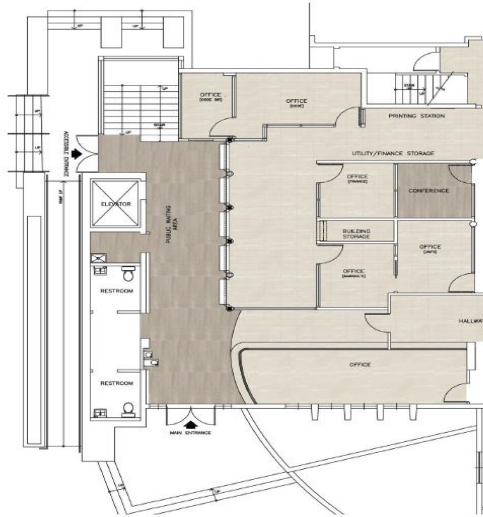
MONTHS FROM NTP																
Task	Task Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Traffic Data Collection			**												
2	Traffic Data Collection- Supplemental					**										
3	Traffic Operational Analysis														**	
4	Traffic Calming Analysis											**				
5	Safety Review														**	
6	Traffic Calming Improvement Plan															**
7	Community Outreach Meeting														**	
8	Traffic Study Technical Memorandum															**

\* Purchase Order was issued on 08/05/2022. NTP month one is September 2022 when the traffic data collection commenced.



## FRONT LOBBY/OFFICES RENOVATION

### Picture



FLOOR FINISH PLAN-RENDERED

### Current Project Phase

Construction Phase

### Project Contact Information

Department	Building
Director	Jim McGuinness
Engineer of Record	ALFREDO CARBONEL, P.E.
Architect of Record	ALFREDO CARBONEL, P.E.
Contractor	RMB General Contractors, Inc.

### Funding

Total Budgeted	\$298,471
Budget Approval Date	June 14, 2022
Commission Authorization to Expend Date	June 14, 2022

### Scope

Redesign, demolish and reconstruct/renovate front offices and lobby area with a new open design to create a warm, modern and welcoming Customer Service Experience and Positive Work Environment.

### Project Timeline

FLOOR PLAN DESIGN  
 CONSTRUCTION PLANS  
 CONTRACTOR SELECTION  
 PRICING/CONTRACT NEGOT.  
 COMPLETE DEMOLITION/TEMP WALL  
 INSTALL ROUGH FRAMING  
 ELECTRICAL/MECHANICAL ROUGH  
 FLOOR TILE/DRY WALL INSTALLATION  
 FINAL TRADE/BUILDING INSPECTIONS  
 REMOVE TEMP WALL /INSTALL LOBBY TILE  
 PROJECT COMPLETION

### Phase Start

October 2021  
 January 2022  
 April 2022  
 July 2022  
 July 2022  
 July 2022  
 October 2022  
 October 2022  
 October 2022  
 November 2022  
 November 2022

### Phase End

December 2021  
 March 2022  
 June 2022  
 September 2022  
 September 2022  
 September 2022  
 December 2022  
 December 2022  
 December 2022  
 December 2022  
 January 2023

### Project Update

As of 11-22-2022: New design wall construction, including electrical and data runs, is completed and the first coat of finish paint has been applied. The floor tile installation is completed in the interior offices. The temporary wall has been removed in preparation for the next step which is installation of lobby floor tile. This work and rolling door installation is complete as of this writing. The project will then proceed with glass partition (walls and office doors) installation to be installed upon arrival January 2023.



## 91<sup>st</sup> Street - "Surfside Boulevard" Beautification Project

### Picture



### Current Project Phase

Scoping Phase

### Project Contact Information

Department	Public Works
Director	Hector Gomez
Engineer of Record	TBD
Architect of Record	TBD
Project Management	TBD

### Funding

Total Budgeted	\$1,050,000
Budget Approval Date	September 28, 2022
Commission Authorization to Expend Date	Tentative for January 2023 Commission Meeting

### Scope

Through various sources, the Town has obtained funds with the intent to beautify the current 91<sup>st</sup> Street also known as Surfside Boulevard. The project beautification scope of services is to be determined but will follow after major utilities project occur in the area.

### Project Timeline

Procuring of Engineering (est.)  
 Plan and Study  
 Engineering & Design (est.)  
 Permitting (est.)  
 Grant Agreement and Funding

### Phase Start

December 2022  
 February 2023  
 October 2023  
 November 2023  
 December 2022

### Phase End

January 2023  
 October 2023  
 November 2023  
 January 2024  
 February 2024

### Project Update

Town is coordinating an additional funding source from Village of Indian Creek. Town is pending coordination with 91<sup>st</sup> Street between Harding Avenue and Collins Avenue design to define scope of services prior to procurement of engineering firm.

Town Commission approved the \$250,000 state grant at the November 2022 Commission meeting.





# Town-Wide Utilities Undergrounding Project

## Picture

**TOWN OF SURFSIDE**  
**UNDERGROUNDING OF UTILITIES**  
**PHASE 1 - UTILITY COORDINATION PLANS**

CITY PROJECT NO. FY 21-00473  
 KCI PROJECT NO. 482021474.00  
 DECEMBER 07, 2021

TOWN OFFICIALS	
COMMISSIONER	TRIA PULL
MANAGER	CHARLES FOTIC
PLANNING DIRECTOR	ELIANE B. BOURGEOIS
DEPUTY MANAGER	BILLY VEASDADE

LIST OF SHEETS	
COVER SHEET / INDEX	
GENERAL LAYOUT MAP PLANS	
ELECTRICAL AND COMMUNICATIONS PLANS	
STREET LIGHTING PLANS	

**LOCATION MAP**  
NO SCALE

THE INTENT OF THESE DRAWINGS IS TO INDICATE THE PROJECT'S UTILITY COORDINATION PLAN IN CONFORMANCE WITH THE TOWN'S UTILITY COORDINATION PLAN. THESE DRAWINGS ARE NOT TO BE USED FOR CONSTRUCTION. ANY CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE TOWN'S UTILITY COORDINATION PLAN. THESE DRAWINGS ARE NOT TO BE USED FOR CONSTRUCTION. ANY CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE TOWN'S UTILITY COORDINATION PLAN.

**PREPARED BY:**  
**ENGINEERS | PLANNERS | SCIENTISTS**  
**CONSTRUCTION MANAGERS**  
 6000 St. Andrews Avenue • Fort Lauderdale, FL 33309  
 954.576.1818 • www.kci.com

**PUBLIC WORKS DEPARTMENT**  
 8280 HAVENING AVE.  
 SURFSIDE, FL 33556  
 Phone: (904) 961-4880

**811**  
 Know what's below.  
 Call before you dig.

PRELIMINARY  
NOT FOR

## Current Project Phase

Engineering and Design Phase

## Project Contact Information

Department	Public Works
Director	Hector Gomez
Engineer of Record	KCI Technologies
Architect of Record	N/A
Project Management	HPF Associates

## Funding

Total Budgeted*	\$37,178,512
Budget Approval Date**	Varies

Commission Authorization to Expend Date: Various agreements have been approved to date

\* - Budget figure is based on Surfside Executive Summary estimate

\*\* - Various agreements have been approved to date.

## Scope

The project consists of the undergrounding all current above ground utilities throughout Town. These utilities include electrical mains, feeders, communications and residential drop connections. The project debt issuance was approved through voter referendum during the 2022 General Elections. The Town has executed various agreements with different providers in order to perform the design phase of the project. The project is under the project management of HPF Associates.

During November 2022 General Town Commission meeting, the Town provided various street lighting fixture options. Town Commission requested that the Town bring back 7 additional options.

## Project Timeline

Design Phase (Phase II)  
 Procurement (est.)  
 Construction Phase I (est.)

## Phase Start

May 2022  
 May 2023  
 January 2024

## Phase End

September 2023  
 December 2023  
 TBD

## Project Update

Refer to attached project summary executive estimate for total cost. Design phase is expected to be completed for September 2023. Debt issuance is required in order to commence project. Decorative street poles were incorporated into design per December 2022 Commission decision. Street design options will be a discussion item at February 2023 Commission meeting.



## Utilities Undergrounding Baseline Schedule

Task	Activity	2022				2023												2024												
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
1	Preliminary utilities Design Contract: AT&T																													
2	AT&T Commission Approval for Preliminary Utilities Design																													
3	Utility provider Design Input: FPL, Hot Wite, AT&T BREEZELINE																													
4	Street Lighting (Initial Presentation, Short List, Mock Ups, Final Approval)																													
5	Construction Documents by Engineer of Record																													
6	Legal Documents for RFQ (TBD - Schedule based on two-months estimated)																													
7	Benchmark - Ready for RFQ Advertisement																													
8	Construction Schedule (TBD)																													
9																														
10																														
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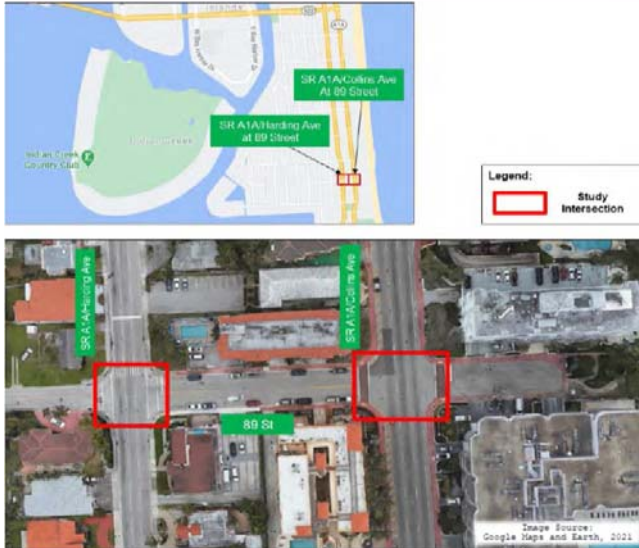
**Notes:**

- Projected
- Completed



**Florida Department of Transportation (FDOT) Crosswalk Projects**

**Picture**



**Current Project Phase**

State funding allocation

**Project Contact Information**

Department	Public Works
Director	Hector Gomez
Engineer of Record	Alvarez Engineers
Architect of Record	FDOT
Project Management	FDOT

**Funding**

Total Budgeted*	\$0 (Town)
Budget Approval Date	NA
Commission Authorization to Expend Date	NA

\*Project will be funded and managed by FDOT.

**Scope**

The Town requested Florida Department of Transportation to perform a study of three critical intersections along the Harding Avenue and Collins Avenue corridor in order to analyze the need for development of safe pedestrian crossing infrastructure; specifically at the intersections of 89 Street and 90 Street. The State performed a warrant study and concluded that a pedestrian crosswalk is required. The warrant study was submitted for budget appropriations which is pending. This project is a sole FDOT project of which the Town is actively following. FDOT has commissioned Alvarez Engineers for the design phase.

**Project Timeline**

Warrant Study (FDOT)  
 State Level Appropriations - (est.)  
 Procurement (FDOT) - TBD  
 Construction (FDOT) - TBD

**Phase Start**

Finalized  
 December 2022  
 TBD  
 TBD

**Phase End**

Finalized  
 December 2022  
 TBD  
 TBD

**Project Update**

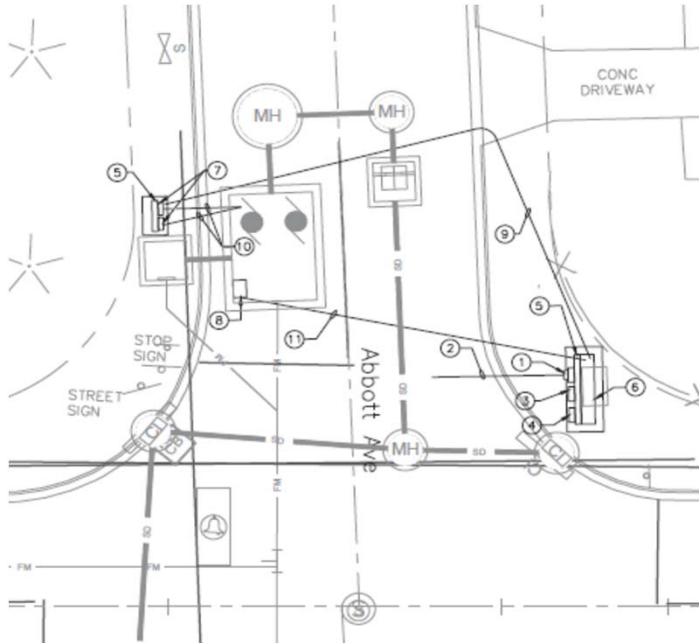
The Town was advised by FDOT that funding allocation update will be provided in December 2022. Refer to the attached warrant studies performed.





## Abbott Avenue Drainage Improvements

### Picture



### Current Project Phase

Design and Permitting Phase

### Project Contact Information

Department	Public Works
Director	Hector Gomez
Engineer of Record	Keith Engineering
Architect of Record	NA
Project Management	NA

### Funding

Total Budgeted*	\$3,850,000
Budget Approval Date	September 28, 2022
Commission Authorization to Expend Date	TBD - Administration will seek authorization to expend upon awarding work to contractor

\* - Construction and CEI budget

### Scope

The project is currently in its design and permitting phase. The construction will entail the addition of two new pump stations with respective force main in order to alleviate flooding on Abbott Avenue from 90<sup>th</sup> Street to 94<sup>th</sup> Street.

### Project Timeline

Engineering and Design  
 Permitting  
 Procurement (est.)  
 NTP for Construction (est.)  
 Construction (est.)

### Phase Start

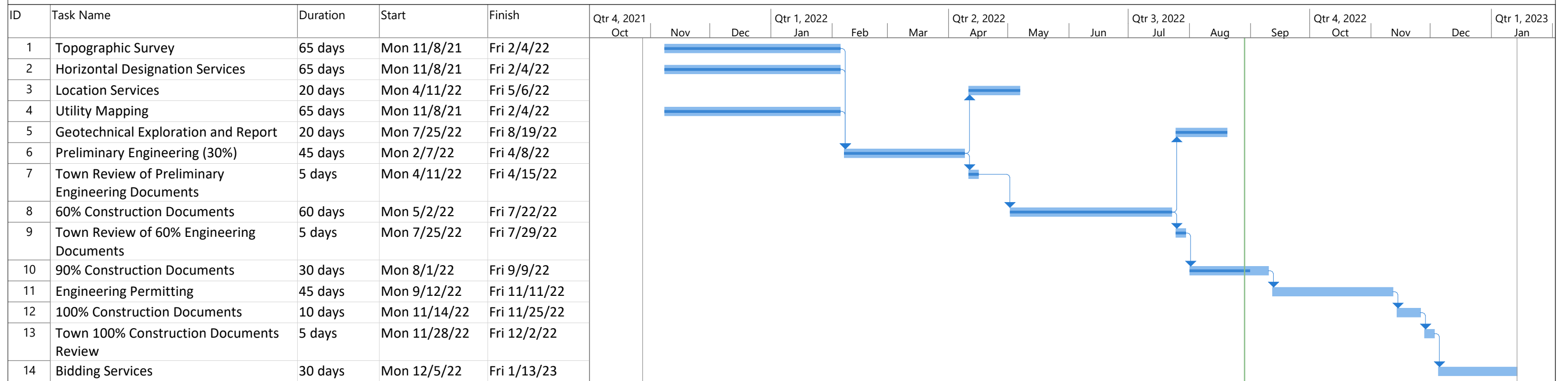
March 2022  
 August 2022  
 March 2023  
 July 2023  
 July 2023

### Phase End

December 2022  
 January 2023  
 June 2023  
 NA  
 May 2024

### Project Update

Keith Engineering submitted for permitting and documents are being reviewed by respective agencies. A bid package composition meeting is being scheduled. Refer to engineering schedule provided.



Project: 11494.01 - Abbott Ave Date: Mon 8/29/22	Task	[Blue Bar]	Project Summary	[Grey Bar]	Manual Task	[Teal Bar]	Start-only	[C]	Deadline	[Green Arrow]
	Split	[Dotted Bar]	Inactive Task	[White Bar]	Duration-only	[Light Teal Bar]	Finish-only	[J]	Progress	[Blue Bar]
	Milestone	[Diamond]	Inactive Milestone	[Light Grey Bar]	Manual Summary Rollup	[Dark Teal Bar]	External Tasks	[Grey Bar]	Manual Progress	[Teal Bar]
	Summary	[Thick Grey Bar]	Inactive Summary	[Thin Grey Bar]	Manual Summary	[Thick Teal Bar]	External Milestone	[Diamond]		



## Town Drainage Improvement and Flood Hazard Mitigation Plan

### Picture

**TOWN OF SURFSIDE  
DRAINAGE IMPROVEMENT &  
FLOOD HAZARD MITIGATION  
TOWN HALL**

Join the Department of Public Works along with the engineering team during our next Town Hall to discuss flooding and stormwater drainage improvements. Public feedback will be solicited!

**Thursday, October 27, 2022  
6:30 PM  
Hybrid Meeting**

**ADDRESS**  
9301 Collins Ave, Fishbowl Room,  
Surfside, FL 33154

**ZOOM**  
Meeting ID: 830 8298 9107  
Passcode: 274109

*Surfside*  
FLORIDA

### Current Project Phase

Planning Phase (information gap alignment and modeling)

### Project Contact Information

Department	Public Works
Director	Hector Gomez
Engineer of Record	Kimley Horn
Architect of Record	N/A
Project Management	Kimley Horn

### Funding

<i>Total Budgeted</i>	\$255,000
<i>Budget Approval Date</i>	September 23, 2021
<i>Commission Authorization to Expend Date</i>	June 14, 2022 Commission Meeting

### Scope

The stormwater master plan, which is partially grant funded, will create a comprehensive Town infrastructure planning document geared towards understanding Town localized flooding issues and provide a project bank of projects for the Town to implement as part of the Capital Improvement Plan.

### Project Timeline

*Data Collection and Analysis*

*Stormwater Model*

*Adaptation Strategy*

*Master Plan*

### Phase Start

*July 2022*

*November 2022*

*March 2023*

*May 2023*

### Phase End

*November 2022*

*February 2023*

*May 2023*

*August 2023*

### Project Update

Refer to engineer schedule provided for deliverables.

	2022												2023																																												
	July	August				September				October				November				December				January				February				March				April				May				June				July				August							
	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	6	13	20	27	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21
<b>Task 1.0 Collect, Review, and Analyze Current Mapping Data</b>																																																									
<b>1.1</b>	<b>Project Administration</b>																																																								
1.1.1	Project Kickoff Meeting																																																								
1.1.2	Progress Meetings																																																								
1.1.3	Town Council Meetings (TBD)																																																								
<b>1.2</b>	<b>Policy Planning And Public Coordination</b>																																																								
<b>1.3</b>	<b>Data Collection and Documentation</b>																																																								
1.3.1	Initial Data Collection and Review																																																								
1.3.2	Preliminary Data Gaps Map																																																								
1.3.3	Field Visits (4 weeks field time)																																																								
<b>1.4</b>	<b>Model Recommendations And Analysis</b>																																																								
1.4.1	Analysis and Technical Memorandum																																																								
1.4.2	Project DEM																																																								
<b>Task 2.0 Produce a Stormwater Model</b>																																																									
<b>2.1</b>	<b>Existing Conditions Model</b>																																																								
2.1.1	Model Development																																																								
2.1.2	Design Storm Model Runs																																																								
<b>Task 3.0 Develop the Adaptation Strategy</b>																																																									
<b>3.1</b>	<b>Alternatives Analysis</b>																																																								
3.1.1	Needs Assessment																																																								
3.1.2	Alternatives Analysis																																																								
3.1.3	Design Storm Model Runs																																																								
<b>3.2</b>	<b>Future Conditions Analysis</b>																																																								
3.2.1	Baseline Future Conditions Model																																																								
3.2.2	Improvements Future Conditions Models																																																								
<b>Task 4.0 Stormwater Master Plan</b>																																																									
4.1	Alternatives Selection																																																								
4.2	Preliminary Opinion of Probable Costs																																																								
4.3	Capital Improvement Plan																																																								
4.4	Final Technical Memo																																																								



## Collins Avenue Water Main Design and Permitting

### Picture



### Current Project Phase

Engineering and Design Phase

### Project Contact Information

Department	Public Works
Director	Hector Gomez
Engineer of Record	Nova Consulting
Architect of Record	N/A
Project Management	Nova Consulting

### Funding

<i>Total Budgeted</i>	\$340,206
<i>Budget Approval Date</i>	September 28, 2022
<i>Commission Authorization to Expend Date</i>	August 9, 2022

### Scope

The current undersized water main on Collins Avenue is past its use life and requires upsizing with replacement. The Town sought and obtained a grant for design services for the project. The water main currently services all the facilities along the Collins Avenue corridor.

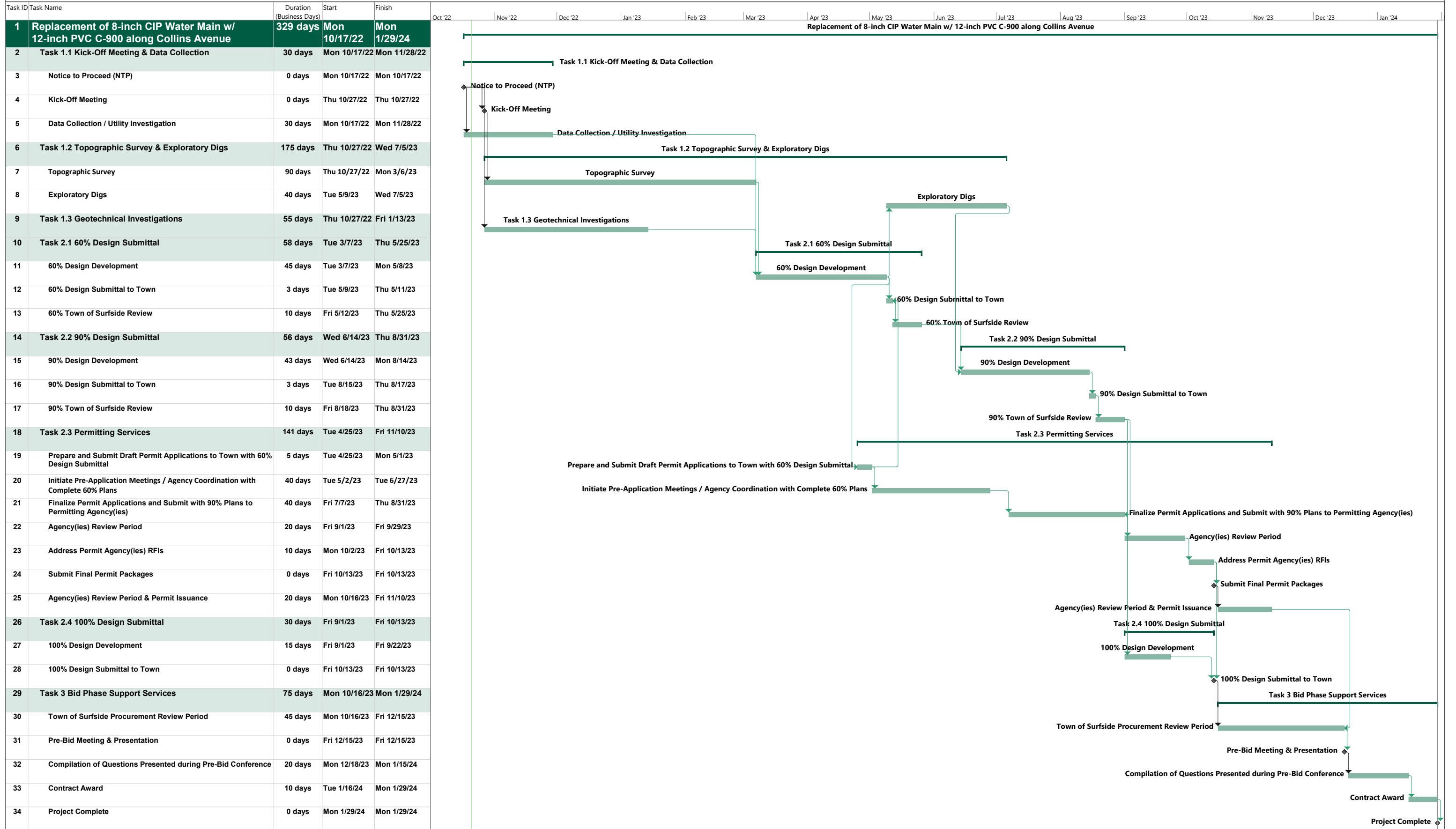
### Project Timeline

	<u>Phase Start</u>	<u>Phase End</u>
<i>Survey and Geotechnical</i>	<i>November 2022</i>	<i>July 2023</i>
<i>60% Design</i>	<i>March 2023</i>	<i>May 2023</i>
<i>90% Design</i>	<i>June 2023</i>	<i>September 2023</i>
<i>Permitting</i>	<i>April 2023</i>	<i>November 2023</i>
<i>Procurement Phase (est.)</i>	<i>TBD</i>	<i>TBD</i>
<i>Constuction (est) - TBD</i>	<i>TBD</i>	<i>TBD</i>

### Project Update

The Town provided Nova Consulting a Purchase Order to commence work during October 2022. The purchase order and funding is only up to the procurement phase of the project. No construction funding has been allocated at this time. Construction phase can't be estimated until construction funding is secured. Nova Consulting commenced survey and is verifying field conditions scope of work.

Town of Surfside: Public Works Division - Replacement of Approximately 5,920 LF of Existing 8-inch CIP Water Main with 12-inch PVC C-900 Pipe along Collins Avenue



Project: Replacement of 8-inch CIP w/ 12-inch PVC C-900 along Collins Avenue  
Date: Fri 10/21/22

Task Split Milestone Summary





## Water Activity Pool (Tot Lot) Water Play Structure

### Picture



### Current Project Phase

Apparatus has been ordered. Waiting on delivery of item.

### Project Contact Information

Department	Parks and Recreation
Director	Tim Milian
Engineer of Record	N/A
Architect of Record	N/A

### Funding

<i>Total Budgeted</i>	\$12,500
<i>Budget Approval Date</i>	September 28, 2022
<i>Commission Authorization to Expend Date</i>	N/A

### Scope

The current water tot lot structure (Sand Dollar) has extensive wear and tear. The structure has been repaired multiple times over the past 2 years due to safety reasons. Due to the material of the structure and high exposure to direct sunlight and chemicals, it deteriorates at a rapid pace. Staff will be purchasing new water structure that requires minimal maintenance, has a longer lifespan and is safe for all patrons using the pool.

### Project Timeline

*Procurement*

*Construction/Installation (est.)*

### Phase Start

*October 2022*

*March 2023*

### Phase End

*November 2022*

*March 2023*

### Project Update

No procurement required for this project. Purchase order has been issued and was provided to the vendor. The estimated arrival date is 4 weeks. Still awaiting delivery of the item. P&R will hire a company to install the structure during the pool maintenance week in March when the pool is closed.

Baselijne schedule for Water Tot Lot Structure

T a s k	Activity	2022				2023												2024											
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Water Tot Lot Structure																												
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20																													

Notes:

- Projected
- Completed





## A/C Replacement Units - Community Center

### Picture



### Current Project Phase

Procurement phase

### Project Contact Information

Department	Parks and Recreation
Director	Tim Milian
Engineer of Record	N/A
Architect of Record	N/A

### Funding

Total Budgeted	\$140,000
Budget Approval Date	September 28, 2022
Commission Authorization to Expend Date	Tentative February 14th, 2023

### Scope

The current AC units at the Community Center has a lifespan of over 10 years. The units are heavily corroded and has extensive wear and tear. The units often breaks down resulting high repair costs. The Town will be procuring new units for the entire community center including the concession stand, lifeguard office, fish bowl, and shark tank. These new units will meet EPA regulations. The cost includes: new Trane condensers with coal coatings, climate changing AHU with SS Drain pan, Coil casing, energy recovery ventilators, new aluminum I-beams to help prevent dirt and debris from corroding the units.

### Project Timeline

*Procurement*

*Notice to Proceed and Kick off (est.)*

*Construction/Replacement (est.)*

### Phase Start

*October 2022*

*February 2023*

*March 2023*

### Phase End

*December 2022*

*February 2023*

*May 2023*

### Project Update

Awaiting one additional vendor proposal. Parks Department working with Town Attorney to draft contract.



## Dog Park Enhancements

### Picture



### Current Project Phase

Construction/Replacement Phase

### Project Contact Information

Department	Parks and Recreation
Director	Tim Milian
Engineer of Record	N/A
Architect of Record	N/A

### Funding

Total Budgeted	\$10,500
Budget Approval Date	September 28, 2022
Commission Authorization to Expend Date	N/A

### Scope

The Dog Park is being used to full capacity and we are usually faced with safety concerns due to the sod being uneven and having a lot of holes. There current equipment at the park is very old and has extreme wear and tear. It has been over 10 years since the Dog Park has been enhanced. The new enhancements will provide patrons with new dog amenities, benches, trash receptacles and new sod.

### Project Timeline

	<u>Phase Start</u>	<u>Phase End</u>
Procurement	<i>October 2022</i>	<i>October 2022</i>
Notice to Proceed and Kick off	<i>October 2022</i>	<i>October 2022</i>
Construction/Replacement	<i>October 2022</i>	<i>December 2022</i>

### Project Update

All Items have been received and staff will be working on installation/upgrades during the month of December



## Dune Resiliency and Beautification Upgrade

### Picture



### Current Project Phase

Scoping Phase

### Project Contact Information

Department	Public Works
Director	Hector Gomez
Engineer of Record	TBD
Architect of Record	TBD
Project Management	TBD

### Funding

Total Budgeted	\$72,000
Budget Approval Date	September 28, 2022
Commission Authorization to Expend Date	TBD

### Scope

The Commission tasked Town administration to promote both dune beautification and resiliency improvements. Town administration is seeking engineering and design services in order to meet the objective in a manner that is Florida Friendly and promotes the natural plant diversity of the dunes.

### Project Timeline

	Phase Start	Phase End
Procuring of Engineering	December 2022	January 2023
Plan and Study (est.)	February 2023	October 2023
Design (est.)	October 2023	November 2023
Permitting (est.)	November 2023	January 2024
Grant Agreement and Grant Funding (est.)	December 2022	February 2024
Construction (est.)	March 2024	December 2024

### Project Update

Town is engaging with one of the pool engineering firms (Kimley Horn) to develop a scope of services for this task. Town obtained approval for Florida Department of Environmental Protection (FDEP) grant funding and will soon engage in grant agreement process. More detail on project timeline and budget will be known as the grant agreement process progresses.



## Dune Resiliency & Beautification Upgrade Baseline Schedule

Task	Activity	2022				2023												2024											
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Procuring of Engineering Services				█	█																							
2	Plan and Study (Estimated)						█	█	█	█	█	█	█	█	█														
3	Design (Estimated)														█	█													
4	Permitting (Estimated)															█	█	█											
5	Grant Agreement and Grant Funding (Estimated)				█	█	█	█	█	█	█	█	█	█	█	█	█	█											
6	Construction (Estimated)																												
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**Notes:**  
 - Projected  
 - Completed





## Town-Wide Manhole Rehabilitation Project

### Picture



### Current Project Phase

Construction Phase

### Project Contact Information

Department	Public Works
Director	Hector Gomez
Engineer of Record	300 Engineering
Architect of Record	N/A

### Funding

<i>Total Budgeted</i>	\$250,000
<i>Budget Approval Date</i>	September 28, 2022
<i>Commission Authorization to Expend Date</i>	October 12, 2022

### Scope

Manhole structures are susceptible to aging and deteriorating, threatening the integrity of the entire sanitary system. This can lead to water infiltration which then needs to be processed and treated with the process costing the Town beyond what is budgeted and expected. 300 Engineering, through the Sanitary Sewer Evaluation Survey Smoke Testing Project, has identified 64 manholes within the Town which require rehabilitation. 300 Engineering will perform the Construction Administration, Inspection (CA&I) and reporting services for quality control monitoring during the Sewer Manholes Rehabilitation course of construction. Atlantic Pipe Services, LLC will be the contractor performing the work and will be contracted using a piggyback contract from St Johns County, Florida.

### Project Timeline

	<u>Phase Start</u>	<u>Phase End</u>
<i>Procurement</i>	<i>October 2022</i>	<i>November 2022</i>
<i>Notice to Proceed &amp; Kick off</i>	<i>November 2022</i>	<i>November 2022</i>
<i>Construction</i>	<i>December 2022</i>	<i>February 2023</i>
<i>Submittal to DERM-RER</i>	<i>March 2023</i>	<i>March 2023</i>

### Project Update

300 Engineering has composed all the evaluations needed for the contractor to start performance of work. Town Administration received funding expenditure approval for engineering and construction services from Town Commission during October 2022 Commission meeting. Work is scheduled to start during January 2023.

**Manhole Rehabilitation  
Baseline Schedule**

T a s k	Activity	2022				2023												2024											
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Procurement of Engineering firm																												
2	Notice to Proceed & Kick off meeting																												
3	Construction (Manhole rehabilitation)																												
4	Submittal to DERM-RER																												
5																													
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**Notes:**  - Projected  
 - Completed



## **TOWN OF SURFSIDE**

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

**TO: Mayor and Town Commission**

**FROM: Lillian M. Arango and Tony Recio, Town Attorney  
Weiss Serota Helfman Cole & Bierman, P.L.**

**CC: Hector Gomez, Acting Town Manager**

**DATE: December 30, 2022**

**SUBJECT: Office of the Town Attorney Report for January 10, 2023 Regular  
Commission Meeting**

---

**This Firm attended/prepared and/or rendered advice for the following Commission meetings and workshops, public meetings and workshops, and Board and Committee meetings during the past month:**

December 5, 2022 – Tourist Board Meeting

December 13, 2022 – Special Town Commission Meeting

December 13, 2022 – Regular Town Commission Meeting

December 15, 2022 – Planning and Zoning Board Meeting

Members of the firm assisted with the agendas and drafted the resolutions and ordinances where necessary for the above noted meetings, in addition to drafting or assisting with the preparation of a number of the communications and reviewing, revising and, as appropriate, negotiating the legal requirements of the relative agreements and supporting documents.

Various members of the Firm have and continue to assist the Town in the aftermath of the CTS Collapse, including ongoing causation investigations at the CTS Site and off-site facilities, and interaction with KCE Engineering (Allyn Kilsheimer) and NIST representatives.

### **Commission Support:**

Attorneys of the firm have continued to work with the Mayor and members of the Town Commission to provide Ethics training and opinions, including Sunshine Law and Public Records, and address concerns and research specific issues and policy initiatives, and are always available, either in the office or by phone or email. We appreciate your support as we commence our sixth year of service and work in implementing the elected Mayor and Town Commission's policy directives.

### **Staff Support:**

Members of the Firm continue to assist the Town administration and staff, as well assist boards and committees, with application review, contract and agreement review; preparation of ordinances as directed by the Commission; procurement and purchasing, various solicitations for Town services and providers (RFQs and RFPs) and agreements; IT related agreements; Parks & Recreation Department contracts and services; Tourist Board purchases and agreements; Code enforcement and interpretation, and attendance at Special Master Hearings upon request; beach furniture operator permits and administration; ethics issues and complaints; police matters and agreements, forfeiture, public records and complaints; building permit and enforcement issues; public records and media requests; litigation representation and support, subpoenas, oversight and case management; Town Code interpretation and application; labor, employment and pension matters; assistance with implementation of the AFSCME Florida Council 79 for Town civilian employees; EEOC complaints, and employee complaints of discrimination; resident ethics complaints and inquiries; various procurements and service provider contracts for Town Departments, including Contract for Construction for Town Hall front office remodeling, RFP and resulting award of Agreements for Disaster Debris Monitoring Services and Debris Removal Services, and procurement and contracts associated with design and construction at 96<sup>th</sup> Street Park; Beach Furniture Services at Community Center; Zoning Code issues and ordinances; and implementation of utilities undergrounding project.

### **Key Issues and Action Items:**

The workload has been diverse and has included specific issue support to every department. Key issues and action items since the Commission's election have included:

- Resolution Certifying and Declaring Results of the Surfside General and Special Municipal Elections Held On March 15, 2022 for Election of Mayor and Four (4) Town Commissioners and Five Referendum/Ballot Questions



- Resolution Selecting and Approving the Quote from CDW Government, LLC for the Purchase of Thirty-Seven (37) Fully-Integrated Police Mobile Laptop Computers In an Amount Not to Exceed \$113,309.17
- Ordinance Amending Section 90-47. - "Yards, Generally Allowable Projections", Specifically Sub-Section 90-47.1 to Restrict Projections for Certain Architectural Elements and to Prohibit Combining Allowed Encroachments
- Resolution Approving Purchase and Installation of Video Surveillance and Recording Camera System Equipment for Town Hall from Streamline Voice & Data Inc.
- Resolution Amending Resolution No. 2021-2827 to Revise the Fiscal Year 2022 Police Forfeiture Fund Expenditures
- Resolution Amending Resolution No. 2021-2827 to Revise the Fiscal Year 2022 Police Forfeiture Fund Expenditures
- Resolution Approving the Fifth Amendment to the Agreement with Limousines of South Florida, Inc. for Municipal Bus Services
- Resolution Adopting Proclamation Honoring the Importance of Trees for Surfside's Community Environment and Encouraging the Planting of Trees; Proclaiming April 29, 2022, in Surfside As "Arbor Day"
- Resolution Approving an Appeal of Application of Zoning In Progress to Rooftop Amenities; Approving a Site Plan Application to Permit the Development of Property Located at 9165 Collins Avenue, Surfside, Florida, for a Multifamily Residential Development Consisting of 14 Dwelling Units and 32 Parking Spaces Subject to Conditions
- Resolution Approving a First Amendment to Employment Agreement between Town of Surfside and Town Manager, Andrew Hyatt; First Amendment to Employment Agreement
- Resolution Approving a First Amendment to Professional Services Agreement with HPF Associates, Inc. for Project Management Support Services for Phase II of the Undergrounding of Utilities Project; First Amendment to Professional Services Agreement
- Resolution Approving Budget Amendment No. 5 for the Fiscal Year 2022 Budget
- Resolution Approving a Project Agreement with KCI Technologies, Inc. for Undergrounding of Utilities - Phase II Pursuant to the Continuing Services Agreement for Professional Engineering Services
- Resolution Abolishing the Downtown Vision Advisory Committee; Establishing a Downtown Visioning Taskforce; Adopting a Charter and Organizational Structure for the Taskforce
- Resolution Approving Amendment No. 5 to the Memorandum of Understanding Between the Town of Surfside, City of Miami Beach, North Bay Village, Town of Bay Harbor Islands, Bal Harbour Village, and Miami Beach Chamber Education Foundation, Inc. to Fund a Nurse Enhancement Initiative for School Year 2022/2023 for Ruth K. Broad Bay Harbor K-8 Center
- Resolution Abolishing the Town of Surfside Budget Advisory Committee
- Resolution Approving an Engagement Letter with Marcum LLLP for Financial Auditing Services for Fiscal Year Ending September 30, 2022
- Resolution Approving an Interlocal Agreement Between Miami-Dade County and Co-Permitees Named in the National Pollutant Discharge Elimination System

Permit No.FIs000003 for Pollution Identification and Control Services in Municipal Separate Storm Sewer Systems (MS4S)

- Ordinance Amending the Town Code by Amending Section 90-2. - “Definitions” to Amend the Definition of “Story” and to Create A Definition of “Nonhabitable Understory;” Creating a New Section 90-49.5. – “Nonhabitable Understory” to Regulate Nonhabitable Understories in Low-Rise Residential
- Contract for Construction – Building Department/First Floor Interior Remodeling
- RFP Disaster Debris Removal and Agreement
- Contract with Badger Meter for Water Encoder Meters
- Agreement with AA Musicians LLC for Jazz Events
- Resolution and Contract of Construction for Town Hall first floor renovations
- Resolution and Title VI Program Plan for the Town Regarding Town’s Transit Services Funding
- Resolution Adopting the Town’s Fund Balance Policy
- Resolution Approving Binding Costs Estimates with Florida Power & Light Company and Underground Facilities Conversion Agreements for undergrounding electric facilities conversion
- Resolution and Agreement with GRM Information Management for document storage, handling, scanning and digitization services for the Building Department
- Resolution and Revised Surfside Social Media Policy
- Resolution Authorizing Award and Agreement for Engineering Services to Kimley-Horn & Associates for Engineering Services Related to the CDBG-MIT Town-wide Drainage Improvements and Flood Hazard Mitigation Plan
- Resolution Authorizing Award and Agreement for Disaster Debris Monitoring Services to Whitt O’Brien per RFP No. 2022-01
- Resolution and Second Amendment to Limited Revocable License Agreement with Wavey Acai Bowls LLC for Surfside’s Farmer’s Market
- Resolution Approving Budget Amendment No. 6 for FY 2022 Budget
- Ordinance Amending Section 54-78 of Town Code “Prohibited Noises” relating to Permitted Hours of Operation for Personal and Resident Landscaping Equipment
- Ordinance Amending Section 90-57 of the Town Code “Marine Structures” to Amend Regulations for Construction of Docks, Piers and Moorings on Waterfront Lots to Modify Allowable Dock Projections into Waterways
- Ordinance Amending Section 90-47 of the Town Code “Yards, Generally Allowable Projections” to Clarify Allowances for Projections into Required Setbacks
- Resolution Commemorating and Humoring Victims, Family and Friends, First Responders and Search and Rescue Teams to the Champlain Towers South Collapse, and Declaring June 24<sup>th</sup> “Surfside Champlain Towers South Remembrance Day”
- Resolution in Support of the Establishment of a New High School to Service Surfside and Neighboring Communities
- Resolution Approving a Memorandum of Understanding between Surfside, Bal Harbour, and Bay Harbor Islands, to Fund a School Resource Officer School Year 2022/2023 for Ruth K. Broad Bay Harbor K-8 Center
- Resolution and Agreement Awarded to DRC Emergency Services, LLC for Disaster Debris Removal Services Pursuant to RFP No. 2022-03

- Resolution Approving and Accepting a Matching Grant from the Florida Department of Environmental Protection for the Surfside Collins Avenue Water Main Replacement Design Phase Project
- Resolution and First Amendment to the Agreement with SFM Services, Inc. for Comprehensive Landscape Maintenance and Related Services
- Resolution Ratifying an Amendment to the Off-Street Variable Parking Rates and Time Limitation Schedule for Municipal Parking Lots
- Ordinance Amending Section 90-2 “Definitions” to Revise the Definition for “Lot Coverage” and Section 90-49 “Lot Standards” to Increase the Maximum Lot Coverage Allowed for Single-Story Homes that Do Not Exceed 22 Feet in Height to 50%
- Ordinance Amending Section 54-78(15) “Prohibited Noises,” and Section 66-7 “Disposal of Grass Cuttings and Hedge Trimmings” to Allow Operation of Landscaping Equipment and Other Noise-Producing Mechanical Devices During Permitted Hours
- Ordinance Amending Sections 90-90 and 90-95 of Article VIII, “Landscape Requirements” of Chapter 90 of the Town Code, to Increase Florida Friendly Landscaping in the Previous Areas of Single Family and Duplex Dwellings
- Ordinance Amending Section 90-67.3 Relating to the Location and Requirements for Ground-Level Mechanical Equipment and Creating Section 90-67.3 Relating to the Location and Requirements for Rooftop Mechanical Equipment, on Properties in the Single-Family H30A and H30B Zoning Districts
- Resolution Relating to Preliminary Solid Waste Assessments, Including Collection, Disposal and Recycling of Residential Solid Waste
- Resolution Approving and Adopting an Increase in Commercial Solid Waste Rates
- Resolution Authorizing Expenditure of Funds to K.C.E. Structural Engineers, P.C., for the Champlain Towers South Collapse Continued Engineering Analysis and Destructive Testing Investigation
- Resolution and Project Agreement with the Corradino Group for the Townwide Traffic Study
- Resolution Approving Budget Amendment No. 7 for FY 2022 Budget
- Resolution Approval and Project Agreement with Nova Consulting, Inc. for Collins Avenue Water Main Design Phase Project Contingent Fiscal Year 2023 Budget Approval
- Resolution Approval and Piggyback Agreement for Stand-By Disaster Cost Recover Services Competitively Awarded Pursuant to Miami-Dade County RFP No. 01488
- Resolution Approving Employee Health Benefits Contract Renewal for FY 2023
- Resolution Approving Budget Amendment No. 8 for FY 2022
- Beach Furniture Ordinance
- Resolution Adopting a Proposed Millage Rate of 4.2000 Mills for the Fiscal Year 2023, Greater than the Rolled Back Rate of 3.7102 Mills Computed Pursuant to State Law by 13.20%
- Resolution Adopting a Tentative Budget for the Fiscal Year Commencing October 1, 2022 and Ending September 30, 2023
- Resolution Approving and Adopting Multi-Year Water and Sewer Rates and Service Charges Effective October 1, 2022 for Fiscal Years 2023 to 2026

- Resolution Supporting the Designation and Renaming of State Road A1A/Collins Avenue Between 87<sup>th</sup> Terrace and 88<sup>th</sup> Street as “98 Points Of Light Way” to Honor and In Remembrance of the Victims of the Champlain Towers South Building Collapse
- Resolution Approving an Agreement with SimpleView, LLC for Website Consulting, Development, and Hosting Services for the Redesign and Relaunch of the Town’s “Visit Surfside” Visitor Website
- Resolution Supporting the Town’s Florida Department of Environmental Protection (FDEP) Grant Application for the Dune Restoration Project; Confirming the Town’s Ability to Fund and Support the Permitting, Design, Construction, and Monitoring of the Town’s Dune Restoration Project
- Resolution Approving and Supporting the Submission of Grant Applications for Town’s Priority Projects Between October 1, 2022, and September 30, 2023, Subject to and Pending Final Acceptance of Awarded Funds and Approval of Grant Agreements by the Town Commission
- Resolution Approving an Agreement With Beach Raker, LLC for Beach Cleaning and Maintenance Services in an Amount not to Exceed \$171,000 Annually Utilizing the Terms and Conditions of Village of Key Biscayne Contract No.2021-11-29
- Agreement with Beach Raker LLC for Beach Cleaning and Maintenance Services
- Resolution Approving Budget Amendment No. 9 for the Fiscal Year 2022 Budget
- Resolution Relating to Solid Waste Management Services, Including Collection, Disposal and Recycling of Residential Solid Waste; Reimposing Solid Waste Service Assessments Against Assessed Residential Property for The Fiscal Year Beginning October 1, 2022
- Ordinance Amending the Town Code of Ordinances by Amending Section 90-67 – “Emergency Power Generators” to Permit the Installation of Emergency Power Generators on the Rooftop of Residential Structures in the H30A and H30B Zoning Districts
- Resolution Providing for Ratification of the Collective Bargaining Agreement between AFSCME Florida Council 79, American Federation of State, County, and Municipal Employees, AFL-CIO and the Town of Surfside in effect from October 1, 2022 through September 30, 2025
- Resolution Adopting the Final Millage Rate For the Fiscal Year commencing October 1, 2022 and ending September 30, 2023
- Resolution Adopting A Final Budget for the Fiscal Year commencing October 1, 2022 and ending September 30, 2023
- Resolution Establishing A Sister City Relationship with the Region Of Shomron, Israel to Promote Educational, Informational, Cultural and Economic Exchanges
- Resolution Approving A Utility Work By Highway Contractor Agreement with the State of Florida Department Of Transportation (FDOT) for Utility Valve Adjustments to Town-Owned Utility Facilities on State Road A1A in Connection with FDOT Project No. 443899
- Resolution Approving and Authorizing Expenditure of Funds to AT&T for Quotation Development and Engineering Preparation Charges required in connection with Preparation of Special Construction Estimates for the Utilities Undergrounding Project

- Resolution Approving Budget Amendment No. 1 for FY 2023 Budget
- Resolution Approving an Agreement with Atlantic Pipe Services, LLC For Pipe and Manhole Lining, Renewal, And Rehabilitation Services Utilizing the Terms and Conditions of the St. Johns County, Florida, Contract No. 21-Mcc-Atl-13188
- Resolution Approving an Agreement with GM Sports Tennis, LLC for the Town's Youth Tennis Program
- Resolution Approving an Agreement with Alves Sports Group LLC for the Town's Youth Soccer Program
- Resolution Approving the Purchase of Printing and Mailing Services for the Town Gazette
- Resolution Approving a Project Agreement with 300 Engineering Group, P.A. for Manhole Rehabilitation Construction Administration and Inspection Services pursuant to the Continuing Services Agreement for Professional Engineering Services
- Resolution Approving and Authorizing the Purchase of Four (4) 2022 Ford F-150 Vehicles from Walker Ford Co Inc. for the Town's Public Works and Parks and Recreation Departments
- Resolution Approving and Authorizing the Purchase of Stormwater Pump Repair Services from the Florida Department of Transportation (FDOT) Approved Vendor Xylem Water Solutions USA, Inc.
- Resolution Approving the Appointment of Richard Gendler LLC as the Special Master for the Town and the Code Compliance Department
- Resolution Approving a Donation to the Pelican Harbor Seabird Station in Support and Sponsorship of Their Program
- Resolution Approving State Legislative Priorities for 2023
- Ordinance Amending Section 90-15 of Zoning Code to Modify Membership Qualification Requirements for Planning & Zoning Board
- Resolution Approving the Purchase of Portable Radios and Related Services from Motorola Solutions, Inc. for the Town's Police Department
- Resolution Approving and Authorizing the Expenditure of Funds in an Amount Not To Exceed \$40,000 to Engage Marlin Engineering for a Zoning Code and Design Guidelines Update
- Resolution Approving the Purchase of a Schwarze Industries Street Sweeper Model A4 Storm from Tampa Crane & Body Acquisition, LLC using Sourcewell Contract No. 093021-SWZ
- Resolution Approving and Authorizing the Purchase of Nine (9) 2023 Ford Police Interceptor Utility Vehicles, Together With (I) Emergency Lighting Equipment, (Ii) Graphics, (Iii) Radio Equipment, and (Iv) Radio Programming for Each Police Vehicle
- Resolution Approving and Accepting a Grant Award Agreement with the State of Florida Department of State, Division of Arts and Culture, for the Champlain Towers South Memorial
- Resolution Approving and Accepting a Matching Grant Agreement with the State of Florida Department of Environmental Protection (FDEP) for the Surfside Abbott Avenue Stormwater Improvements Project

- Resolution Approving the Purchase of Phase 2 Services From Kofile Technologies, Inc. for Preservation, Archival, and Digitization of Historical Town Documents
- Resolution Approving an Agreement with Beachside Events LLC for Third Thursdays Event Series Production Services
- Resolution Approving an Agreement with Beachside Events LLC for Music of the Beach Event Series Production Services
- Resolution Approving and Authorizing the Town Manager to enter into an Agreement with Playcore Wisconsin, Inc. D/B/A Gametime for Purchase and Installation of New Playground Equipment and Related Surfacing and Outdoor Fitness Equipment for Hawthorne Tot Lot Park
- Resolution Approving a Project Agreement with The Corradino Group, Inc. to Provide Building Design and Permitting Services for the Surfside Tennis Center Reconstruction Project
- Resolution Approving and Authorizing the Town Manager to Enter into an Agreement with Playcore Wisconsin, Inc. D/B/A Gametime for the Purchase and Installation of Outdoor Fitness Equipment at Town Beach Ends
- Resolution Approving an Agreement with Beach Time Max, LLC for Beach Furniture Service Operations at the Community Center
- Resolution Approving the Purchase and Expenditure of Turtle-Friendly Solar Powered Bollards from First Light Technologies LTD for Hardpack
- Resolution Selecting and Awarding a Contract for Construction to Lunacon Engineering Group, Corp. for Construction of 96th Street Park Pursuant to RFP No. 2022-05
- Resolution Approving a Project Agreement with 300 Engineering Group, P.A., Pursuant to the Continuing Services Agreement for 96th Street Park Construction Management and Owner Representation Services
- Resolution Approving Budget Amendment No. 2 for The Fiscal Year 2023 Budget

#### December 2022

- Resolution Approving and Authorizing the Expenditure of Funds in an Amount Not To Exceed \$120,000 to Engage Marlin Engineering, Inc. for Phase 2 of the Downtown Walkability and Design Study
- Resolution and License Agreement with the State of Florida Department of Transportation (FDOT) for Use of the Town Right-of-Way on 88<sup>th</sup> Street and Veterans Park in Connection with Crosswalk Improvements at the Intersection of 88<sup>th</sup> Street and State A1A Harding Avenue (FDOT Project No. 443899)
- Resolution Approving Budget Amendment No. 3 for The Fiscal Year 2023 Budget
- Resolution Approving and Authorizing the Pump Station Purchase from Barney's Pumps Inc. in an amount not to exceed \$26,507.00.

- Resolution Incorporating Decorative Street Signs and Traffic Control Poles into the Town's Utility Undergrounding Project, and Selecting Design Option
- Resolution Approving Purchase of Supplementation Services from CiviPlus LLC for Codification of Town Ordinances in Municode

#### January 2023

- Resolution Approving and Authorizing the Purchase of Nine (9) 2023 Police Vehicles, Together with Emergency Lighting Equipment, Graphics, Radio Equipment and Radio Programming.
- Resolution Approving an Agreement and Addendum with Zambelli Fireworks Manufacturing Co. for Fourth of July Fireworks Display Services
- Ordinance Amending the Town of Surfside Code Of Ordinances by Amending Section 90.61.1(C) of Article V. – Design Standards of Chapter 90 of The Town Code of Ordinances, to Modify the Permitted Width of Curb Cuts

#### **Litigation:**

New or supplemental information is provided for the following cases:

*Solimar Condominium Association, Inc. v. Town of Surfside, Case No. 2019-025481-CA-01* in the Circuit Court 11<sup>th</sup> Judicial Circuit, Miami-Dade County, Florida. On September 18, 2019, the Town was served with a Complaint for Declaratory Judgment, Injunctive Relief, and Restitution in connection with the Town's implementation of its 1998 stormwater fee ordinance. The plaintiff contends that the method of calculating stormwater fees is not fair to condominium unit owners, who are charged 1.0 equivalent residential units ("ERU"), the same as a single family home. The Town moved for dismissal of the Complaint on March 12, 2020, which was denied. The Town then moved for summary judgment on October 27, 2020, which remains pending. The summary judgment motion was delayed due to the COVID pandemic, court availability for a hearing, and the plaintiff's desire to conduct expert witness discovery. The Town engaged its own expert witness to rebut the opinions of the plaintiff's expert. Expert discovery is completed. Mediation of the dispute occurred on December 6, 2021 with Retired Judge Joseph Farina, but with no result. An Executive Session with the Town Commission occurred on January 6, 2022 as part of the mediation process, but no agreement was reached. No further attempts to resolve the matter have occurred. The parties have stipulated to a set of undisputed facts to permit the action to resolve by summary judgment and agreed to a briefing schedule. On June 16, 2022, Solimar filed its cross motion for summary judgment and responded to the Town's summary judgment motion. On July 5, 2022, the Town responded to Solimar's motion for summary judgment and replied to Solimar's response to the Town's motion. Solimar replied to the Town's response on July 15, 2022, as provided in the Court's order. The summary judgment motions were heard by the Court at a hearing on October 7, 2022. At the Court's request, proposed orders were submitted by both parties within 15 days thereafter. For case management purposes, the case has been reset for Jury/Non-Jury Trial for the 3 week period commencing March 6, 2023. The parties are waiting on the Court's decision and ruling on the summary judgment motions.

Shannon Gallagher, Petitioner, vs. The Town Of Surfside and 9165 Surfside LLC, Respondents; Case No. 2022-000028-AP-01 in the Circuit Court 11<sup>th</sup> Judicial Circuit, Miami-Dade County, Florida. A Petition for Certiorari was filed on May 20, 2022 by Shannon Gallagher alleging failure to comply with provisions of Surfside's Zoning Ordinance and Town Charter and asking certiorari review of a quasi-judicial order by the Town Commission approving plans submitted by the Applicant, Fort Point Capital, to construct a 14-unit building at 9165 Collins Avenue (Hillcrest). Gallagher moved to amend the Petition on June 10, 2022, refiled on June 15, 2022. On June 27, 2022, the Town filed its Response in Opposition to Gallagher's Motion for Leave to File and Amend Petition and Appendix. On August 26, 2022, the Court issued its order granting Petitioner Gallagher's Motion to File an Amended Petition for Certiorari and Amended Appendix. Pursuant to the Court's Order, Petitioner shall have ten (10) days from the date of the Order or by September 6, 2022 to file a corrected amended petition and appendix, which shall not include items or arguments that are not included in the record below, and Respondents are directed to file an original of their responses to the amended petition for writ of certiorari with this Court within twenty (20) days of the date of filing of the amended petition and appendix and show cause why the amended petition should not be granted. Because Gallagher did not comply with the August 26, 2022 order, on September 12, 2022, the Town and Fort Point Capital jointly moved the Court for an order compelling Gallagher to file her corrected petition and appendix. On September 23, 2022, the Court issued an order granting the joint motion and directing Gallagher to file a corrected amended petition and appendix within 10 days, failing which, the parties shall proceed on the basis of the original petition and appendix. Gallagher's corrected amended petition and amended appendix is therefore due on October 3, 2022. The Town's response to the corrected amended petition, if filed on October 3, 2022, or to the original petition, was due on October 23, 2022. Gallagher timely filed an amended petition and amended appendix. The Town and Fort Point Capital have moved jointly for an extension of time to file responses to the amended petition to January 5, 2023.

Information on other pending litigation matters has or will be provided individually to members of the Town Commission, as needed or requested.

### **Special Matters:**

Continued monitoring of new case law and legislation from Federal, State and County, challenging local home rule authority and analysis of legislation proposed in the upcoming 2023 Florida Legislative Session. Matters which we will continue to work on and anticipate in the upcoming months include: continued efforts to inspect the CTS Site and Off-Site Facilities for investigations as to the cause of the collapse in connection with the CTS Building Collapse; CTS memorial site and 88<sup>th</sup> Street closure; public records requests and ethics complaints, inquiries and opinions; implementation of various policy directives from the Mayor and Town Commissioners; implementation of agreement for beach furniture services at the Community Center; Design and engineering for new tennis center, resident gym and rooftop pickle ball court; Hawthorne Tot Lot Park upgrades, new playground and fitness equipment and resurfacing; implementation and agreement for purchase and installation of new fitness equipment at beach street ends; contract for construction and administration of for 96<sup>th</sup> Street Park construction; implementation and



purchase of solar ballards lighting for hardpack; implementation and Interlocal Agreement with Miami-Dade County for residential street signs; continued review and monitoring of all Development Orders and approvals; police matters and mutual aid and other agreements; various procurements and service or provider agreements for Town improvements, equipment, facilities and programs, including purchase of police vehicles, radios and equipment; A/C Replacement at Community Center, Bus Shelters ADA Compliant, Dune Resiliency and Beautification, Collins Avenue Water Main Design and Permitting, Stormwater Masterplan, Transportation Masterplan; Commission Chambers Audio/Visual Upgrades; Tourist Board Programs and Events Vendors; Upgrades to Zoning Code Design Standards; Zoning Code ambiguities and revisions; Town Website Update; continued assistance with implementation of AFSCME Florida Council 79 Union for Town civilian employees; implementation, procurement and construction phase for Abbott Avenue Drainage Improvements, including grant funding; implementation and funding for Surfside Boulevard improvement; agreement and implementation of Computer Aided Dispatch software and related services; implementation of undergrounding of utilities project; implementation of walkability initiatives and traffic directives; grant funding and implementation of CTS Memorial Site; and upcoming Charter Review Board appointments and process.



**Town of Surfside  
Regular Town Commission Meeting  
January 10, 2023**

**DISCUSSION ITEM MEMORANDUM**

**Agenda #:** 9A.

**Date:** January 10, 2023

**From:** Hector Gomez, Acting Town Manager

**Subject:** **Town Manager Recruitment Process**

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**Suggested Action:** – The Town Administration recommends discussion on the Town Manager's recruitment process.

**Background/Analysis:** – The Town Administration would like to discuss the Town Manager recruitment process.

Historically, the Town has utilized two recruitment process:

- Engage with a professional recruitment firm (Recruitment Consultant). Historically, there has been a cost for this service between \$20k - \$25k.
- Perform search utilizing our Human Resources Department (In house).

The Town Commission shall discuss which process they desire.

In the event the Town Commission wishes to proceed with a professional recruitment firm the following steps must be considered:

**Job Description** – Review the job description. Is the current Town Manager job description (**attachment A**) acceptable or does the Town Commission wishes to make any changes?

**Salary Range** – Provide direction on the salary range to be included in the job posting. If a salary range is not provided, it will then be listed as depending on experience / qualifications (DOE/Q). At the request of the former Town Manager, the salary range for the Town Manager position was not included in the recent Compensation and Classification study. A recent survey (**attachment B**) of neighboring municipalities was conducted by our Human Resources Director on December 1, 2022.

In the event the Town Commission would like to Perform search utilizing our Human Resources Department (In house); below are the recommended steps for a successful process:

**Job Description** – Review the job description. Is the current Town Manager job description

(attachment A) acceptable or does the Town Commission wishes to make any changes?

**Salary Range** – Provide direction on the salary range to be included in the job posting. If a salary range is not provided, it will then be listed as depending on experience / qualifications (DOE/Q). At the request of the former Town Manager, the salary range for the Town Manager position was not included in the recent Compensation and Classification study. A recent survey (**attachment B**) of neighboring municipalities was conducted by our Human Resources Director on December 1, 2022.

**Job Posting** - Is the job posting ( **attachment C**) acceptable or does the Town Commission wishes to provide amendments? It is recommended that the Town Commission provides a closing date to receive resumes.

**Advertisement** – The proposed ad placement may include the following associations / publication / sites:

- o Florida City and County Management Association (FCCMA)
- o International City / County Management Association (ICMA)
- o Florida League of Cities
- o Miami-Dade City and County Management Association (MDCCMA)
- o Broward County City Manager's Association (BCCMA)
- o Palm Beach County City Management Association
- o New York State City / County Management Association (NYSCMA)
- o League of California Cities
- o Texas City Management Association
- o American Society for Public Administration (ASPA)
- o LinkedIn
- o Government Jobs
- o Town's website

Is the above list of placements acceptable?

**Review of Resumes** –The objective of this step is to identify the candidates that meet the minimum qualifications. The reviewer shall identify candidates who best reflect the qualities, characteristics, experience, and areas of expertise that were described in the advertisement. Does the Town Commission wish to receive all resumes or only those who meet the minimum qualifications?

**Determine Candidates to be Interviewed** – The objective for this step is to narrow the total number of qualified applicants to a smaller group who will then continue to the next step. The Town Commission shall discuss the number of candidates they wish to interview. In order to establish which candidates will proceed to interviews, each Elected Official shall provide five (5) candidates (or no more than 10), ranking them in order of choice. Each rank will have a number of points assigned (ie; your number one ranked will get 5 or 10 points, respectively). Please see sample form - Town Manager Recruitment Ranking Sheet to Short List (**attachment D**).

At the end of this process, the Human Resources Director (and/or Town Clerk, Town Attorney) will provide a Ranking Summary Sheet. The five (or no more than 10) candidates with the most points become the short list of candidates for interviews. Please see **attachment E**, from last Town Manager's search as a reference.

**Interview the Candidates** – Once the short list of candidates has been established, the Human Resources Director will inform the candidates who are selected to participate in the interview process.

The candidates shall be informed of the nature of the interview process. This includes informing them if the interviews will be in person (one-on-one round robin style), at a Commission meeting, or via zoom. Candidates shall also be provided with the date, time, number of other candidates who will be interviewed, whether there are any in-house candidates, and when a decision is expected to be made.

The Town Commission must provide their availability to interview the candidates. Interviews shall be limited to no more than one (1) hour per candidate. The Human Resources Director will provide sample acceptable and not acceptable interview questions to the Elected Officials. The Human Resources Director at the request of the Elected Officials, can provide sample questions.

In order to establish a top three (3) list, each Elected Official shall provide three (3) candidates from those interviewed, ranking them in order of choice. Each rank will have a number of points assigned (ie; your number one (1) ranked will get three (3) points. See attached Town Manager Ranking Sheet Top Three (3) Candidates (**attachment F**).

At the end of this process, the Human Resources Director (and/or Town Clerk, Town Attorney) will provide a Ranking Summary Sheet. This will identify the top three (3) candidates.

**Background Check** – The Human Resources Director conducts a background check of the top three (3) candidates. This will include criminal record check, credit check, driving record, education verification, review of employment file – evaluations / disciplinary actions etc. at former municipalities, and references. Elected Officials are informed of the findings.

**Making the Final Selection** – The selection of the Town Manager is decided by a Ballot to be submitted to the Town Clerk during a Commission Meeting. The Ballot will require that each Elected Official vote for two (2) candidates in order of choice (see **attachment G** - Ballot to Select Town Manager).

**Contract Negotiations** – The Mayor or designee, with the assistance of the Town Attorneys will negotiate an employment agreement with the top candidate. Should contract negotiations fail to materialize with the top candidate, the Mayor or designee and the Town Attorney may proceed to negotiate with the second ranked candidate, or the third ranked candidate, as needed.

**Budget Impact:** – If the Town Commission desires to engage with a professional recruitment firm (Headhunter), the cost for this service may be between \$20k - \$35k.



## **TOWN OF SURFSIDE TOWN MANAGER**

**DEPARTMENT: EXECUTIVE**

**EXEMPT**

### **GENERAL DESCRIPTION:**

Highly responsible administrative, professional and management work directing and coordinating all phases of the general municipal government. Work involves the supervision of all activities related to the Town in accordance with the policies determined by the Town Commission, Town Charter, and applicable laws and ordinances.

### **ESSENTIAL JOB FUNCTIONS:**

1. Directs and manages the overall effort of the Town government. Appoints department heads and acts as appointing authority for Town employees. Coordinates the efforts of the various departments under the Town governmental structure.
2. Administers through subordinate department heads such functions as public safety, planning, zoning, community development, maintenance of public streets and property, financial operations and budgets, recreational activities, inspection services, code compliance, water/sewer and storm water utilities operations, solid waste collection, parking and Clerk to the Town Commission related functions.
3. Prepares the annual Town Budget for submission to the Town Commission. Submits recommendations to the Town Commission for their discussion and approval concerning the efficient operation of the Town government. Prepares Town Commission agenda. Keeps the Town Commission informed of general Town operations and activities. Makes plans and recommends future programs of the Town Strategic Planning.
4. Maintains community respect through frequent public information in multiple formats and by keeping residents informed of Town progress and polices. Discusses problems and complaints concerning Town operations with the taxpayers or refers to appropriate official for action.
5. Directs the media relations activities.
6. Engages in complex contract negotiations, both labor and civil.
7. Participates on Non-Town committees.
8. Evaluates direct reports' performance and directs staff development activities.
9. Represents Town in local, state and federal relationships
10. Negotiates development agreements for all major new construction.
11. Develops and assists with the implementation of strategic initiatives to support the Town's goal of an efficient and accountable government and supports the core values of the organization.
12. Remains informed of cutting-edge technologies and advancements in municipal line service delivery programs.



13. Ensures that the Town operating departments work together in an effective manner that results in the delivery of quality services that are integrated and efficient.
14. Assists with the coordination of grants.
15. Identifies legislative priorities.
16. Supports community development.
17. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of laws and administrative policies governing municipal activities and operations of municipal government.
- Ability to delegate authority, responsibility and to mentor subordinate department heads and to maintain an effective organization.
- Ability to express oneself clearly orally and in writing.
- Ability to appear before groups of taxpayers and the Town Commission to present data and programs which enhance the continued efficient operation of the Town.
- Ability to provide strong relationships with key decision makers in the South Florida area and in Tallahassee
- Ability to build consensus with often disparate views on the Town Commission and the community.
- Ability to deal with confidential and sensitive matters
- Knowledge of construction process for major capital programs.
- Ability to negotiate with collective bargaining unit.
- Knowledge of Park and Recreation programs.
- Knowledge of beach restoration process.
- Working knowledge of website, social networking and electronic access to payment procedures and information retrieval.
- Working knowledge of debt management and analysis of feasibility for a variety of non-advalorem supported enterprise funds.
- Working knowledge of police supported community relations and community involvement programs.
- Strong history of working with tourism development related functions.
- Knowledge of and experience with sustainability programs.
- Knowledge of parking management functions.
- Knowledge of current social, political, economic trends and operating problems of municipal government.
- Experienced with pension investment programs.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Business Administration, Public Administration or a related field supplemented by course work in management. Extensive experience in a responsible administrative/management position in municipal government.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATONS OR REGISTRATIONS:**

None.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.
- Frequent site visits to projects under construction in Town.
- Travel to local and state meetings.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

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Revision History: 3/18/2008; 4/10/2012; 12/11/2012, 5/29/2020; 1/27/2021

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved

Town Manager's signature:  \_\_\_\_\_



**Town Manager Salary Survey - December 2022**

<b>Municipality</b>	<b>Salary Min</b>	<b>Salary Max</b>	<b>Current Salary</b>	<b>Comments</b>
<b>Aventura</b>			\$245,194.35	
<b>Bal Harbour</b>			\$325,000.00	
<b>Bay Harbor Islands</b>			\$265,000.00	
<b>Key Biscayne</b>			\$215,130.37	
<b>North Bay Village</b>			\$180,000.00	
<b>Sunny Isles Beach</b>			\$216,300.00	
<b>Surfside</b>			\$185,000.00	
<b>AVERAGE</b>			\$233,089.25	
<b>MEDIAN</b>			\$216,300.00	





# Now Hiring! Town Manager

## About the Town

The Town of Surfside (pop. nearly 6,000) is located on a South Florida East Coast barrier island, with Miami Beach to the south and the Village of Bal Harbour to the north. Surfside is a small, attractive, beachfront community of approximately one square mile. The Town employs 130 employees in the following departments / divisions: Police, Town Clerk, Parks and Recreation, Finance, Building, Planning, Code Compliance, Community Services / Public Communications, Human Resources, Parking Enforcement, Public Works, Solid Waste, and Water and Sewer. Fire and rescue services are provided by Miami-Dade Fire Rescue Department. The Town strives to ensure a safe and bright future for its residents by being responsive to the needs of its citizens, visitors, commerce and natural environment, while securing the integrity and quality of life in our family-oriented beach community.

## The Ideal Candidate

The ideal candidate must be motivated, experienced, and proactive individual who will not just focus on the day-to-day but who will look in the future and assist the Town in planning for a better tomorrow. A "hands on" orientation with a "can do" attitude is a must, as are diplomatic skills necessary to have a continuing and meaningful dialogue with Town residents and Commission members.

## The Budget

The Town has a fiscal year budget of \$42, 504, 153 with a general fund budget of \$18,223,012. The Town's taxable value for 2023 is \$3,651,048,630.

## Education and Experience

The ideal candidate must possess at least a Bachelor's degree in Business Administration, Public Administration, or related field supplemented by course work in management. Extensive experience in a responsible administrative / management position in municipal government is required. A comparable amount of training, education or experience can be substituted for the minimum qualifications.

## Salary

Competitive. \_\_\_\_\_ DOQ/E; Excellent benefits.



View the full job description here.

**Submit resume, salary history and cover letter to [hr@townofsurfsidefl.gov](mailto:hr@townofsurfsidefl.gov).**

*The Town of Surfside is an Equal Opportunity / Drug Free Workplace Employer. Veterans' preference will be awarded under applicable Florida Law. All resumes are subject to Florida Public Records Laws.*



## Town Manager Recruitment Ranking Sheet to Short List

Elected Official's Name: \_\_\_\_\_

The ranking scale as follows:

- Your number 1 choice = 5 points
- Your number 2 choice = 4 points
- Your number 3 choice = 3 points
- Your number 4 choice = 2 points
- Your number 5 choice = 1 point

Rank Number	Applicant's Name	Points
#1		5
#2		4
#3		3
#4		2
#5		1

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

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

### Town Manager Recruitment Ranking Summary

Ranked by Name Selection						
Candidate	Mayor Burkett	Vice Mayor Paul	Commissioner Kesl	Commissioner Salzhauer	Commissioner Velasquez	Total
Bennett, John	1	1		1	1	4
Booth, Edwin						0
Gleason, James		1	1	1		3
Guerra, Juan			1			1
Greene, Jason	1				1	2
Hampton, Natasha		1		1		2
Hawthorne, Stanley	1		1			2
Hyatt, Andrew	1	1	1	1	1	5
Lawrence, William		1	1	1		3





## Town Manager Recruitment Ranking Sheet

### Top Three (3) Candidates

\_\_\_\_\_, 2023

Elected Official's Name: \_\_\_\_\_

The ranking scale as follows:

Your number 1 choice = 3 points

Your number 2 choice = 2 points

Your number 3 choice = 1 points

Rank Number	Applicant's Name	Points
#1		3
#2		2
#3		1

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

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



## Ballot to Select the Town Manager

\_\_\_\_\_, 2023

Please place a check mark next to your top two choices to be your next Town Manager.

	Candidate	Select
1		
2		
3		
4		
5		

Submitted by:

\_\_\_\_\_  
Signature

Please place a check mark next to your name:

Danzinger     Rose     Landsman     Meischeid     Velasquez



**Town of Surfside  
Regular Town Commission Meeting  
January 10, 2023**

**DISCUSSION ITEM MEMORANDUM**

**Agenda #:** 9B.

**Date:** January 10, 2023

**From:** Hector Gomez, Acting Town Manager

**Subject:** Seawall Height Requirements

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**Suggested Action:** – It is recommended that the Town Commission direct Town Staff to prepare an Ordinance setting a minimum seawall height for new construction based on the results of their research.

**Background/Analysis:** – Seawalls are built to protect areas of human habitation along the coast against tides, waves and sea level rise. Although the publicly owned seawalls were improved recently, the majority of seawalls in Surfside are privately owned. Sections 90-60.2(2)c and 90-63.4 of the Zoning Code require a seawall height of "five feet above mean low water". (See Attachment A) At present, NOAA defines mean low water as .13 NAVD88. This means that the current minimum height for seawall is 5.13 NAVD88. The City of Miami Beach requires a seawall height of 5.7 NAVD88. New seawall permits have recently been approved in Surfside for 7.26 ft, 7.5 ft and 8.35 NAVD88.

Town Staff are working with a consultant to review seawall heights elsewhere in the region and determine a minimum height.

## Exhibit A - Zoning Code Sections

### Section 90-60.2(2)c

No permit shall be issued for the construction of a bulkhead, seawall or other shore protection work, unless the plans and specifications of the bulkhead, seawall or other shore protection work show that the bulkhead, seawall or other shore protection work is so located as not to extend outward beyond the Indian Creek bulkhead line as heretofore established, and shall show that the bulkhead, seawall or other shore protection work will be constructed of pre-cast concrete slab or reinforced concrete and shall have an elevation of not less than plus five feet above mean low water, U.S. Engineering Department Biscayne Bay Datum, and shall be of sufficient depth below mean low water to ensure the retention of all fill or soil on the landward side thereof, and of sufficient weight and strength to withstand hurricanes, windstorms and high tide waters and waves incident thereto.

### Section 90-63.4

The elevation of the top of all seawalls fronting on the waters of Biscayne Bay, Indian Creek and Point Lake shall be plus five feet above mean low water.