TOWN OF MIAMI LAKES, FLORIDA
AGENDA
Regular Council Meeting

May 20, 2025
6:30 PM
Government Center
6601 Main Street Miami Lakes, FL33014

Video stream of meetings can be viewed here:

https://pub-miamilakes.escribemeetings.com

Pages

1. **PROCLAMATIONS, RECOGNITIONS AND AWARDS (This shall take place prior to the meeting)**

2. **CALL TO ORDER**

3. **MOMENT OF SILENCE**

4. **PLEDGE OF ALLEGIANCE**

5. **ORDER OF BUSINESS (DEFERRALS/ADDITIONS/DELETIONS)**

6. **PUBLIC COMMENTS**

   Please be advised that this public meeting is open to the public and will be held in Town Hall Government Center, 6601 Main Street, Miami Lakes, FL 33014. Public Meetings will be held at the physical meeting location stated above. For access to the meeting agendas please visit www.miamilakes-fl.gov/agenda. For Live video stream of meetings please visit www.miamilakes-fl.gov/agenda

   Public Comments will be accepted by the following means:

   - Members of the public may attend the meeting at the physical meeting location state above and deliver their public comments in person during the public comment portion of the agenda.
   - You can also submit a Pre-recorded Video for Public Comments, by visiting https://www.miamilakes-fl.gov/remotecomments. Videos submitted cannot exceed 3 minutes and should be submitted one day before the meeting.
   - A person wishing to participate in Remote Public Comments can either:

(1) Join the meeting via: https://www.miamilakes-fl.gov/remotecomments. You must have a working microphone and working web camera in order to participate in live remote public comments. If you wish to speak you must raise your hand by clicking on the **Reactions** icon and selecting **Raise Hand**. IT will allow each participant to speak one at a time as the Raise Hand icon appears. If you would like to show your live feed/video, please request it when unmuted to speak.

(2) Call in live during the meeting to listen to the meeting via phone and/or to participate in public comments. If you wish to speak, please raise your hand by **pressing *9**. This will show the Raise Hand icon on the screen and IT will allow each participant to speak one at a time as the Raise Hand icon appears.

You may call in to any of the following numbers:

+1 786-635-1003

+1 312-626-6799

+1 929-205-6099

+1 253-215-8782

+1 301-715-8592

+1 346-248-7799

+1 699-900-6833

PLEASE ENTER THE MEETING ID# WHEN PROMPTED: 666 475 152#

Public Comments will be heard at the beginning of each meeting and once all are heard, Public Comments will be closed. Each speaker will be afforded (3) minutes to speak.

All comments or questions from the attending public shall be directed to the mayor, in a courteous tone. To ensure the orderly conduct and efficiency of the meeting, public comments shall be limited to three (3) minutes maximum per person.

No clapping, applauding, heckling, verbal outburst in support of, or in opposition to a speaker or his/her remarks shall be permitted. Should a member of the attending audience become unruly or behave in any manner that disrupts the orderly and efficient conduct of the meeting, such person will be asked to leave the meeting. As a courtesy to others, all electronic devices must be set to silent mode to avoid disruption of the proceedings.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF

1990, PERSONS NEEDING SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THE MEETING SHOULD CALL TOWN HALL AT (305) 364-6100, BY 5 PM, NO LATER THAN (2) BUSINESS DAYS PRIOR TO THE MEETING FOR ASSISTANCE.

7. APPOINTMENTS

8. MANAGER'S REPORTS

a. Police Report (Major Gonzalez) 10

b. Public Works Infrastructure Report (Santos) 15

c. Request for Reallocation of Funds - Veterans Committee 18

d. Budget Calendar for FY25-26 (Hernandez/Pidermann) 33

9. ATTORNEY'S REPORT

10. COMMITTEE REPORTS

a. Cultural Affairs Committee Report 35

b. Special Needs Advisory Board 39

11. SPECIAL PRESENTATIONS

12. CONSENT CALENDAR

a. Approval of Minutes 46

Please see attached minutes for your review:

- April 15, 2025 Regular Council Meeting
- April 24, 2025 Quarterly STD Workshop
- April 29, 2025 Sunshine Meeting

b. Authorization to Award a Contract for RFP 2025-12 for Comprehensive Compensation Study (Marrero/Pidermann) 70

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AUTHORIZING THE TOWN MANAGER TO AWARD A CONTRACT TO EVERGREEN SOLUTIONS, LLC FOR THE COMPREHENSIVE COMPENSATION STUDY, PURSUANT TO REQUEST FOR PROPOSALS (RFP) NO. 2025-12, IN AN AMOUNT NOT TO EXCEED TWENTY-THREE THOUSAND FIVE HUNDRED DOLLARS AND 00/100 ($23,500.00); AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR

IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

c. Authorization to Negotiate with Miami Lakes Auto Mall for Fleet Replacement (Marrero/Santos) 212

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, ; AUTHORIZING WAIVER OF SOLICITATION PROCESS UNDER CHAPTER 2, ARTICLE V, DIVISION 2, SECTION 2-155(d); AND AUTHORIZING THE TOWN MANAGER TO NEGOTIATE WITH MIAMI LAKES AUTO MALL FOR A FLEET REPLACEMENT, IN AN AMOUNT NOT TO EXCEED BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE CONTRACT; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

d. Approval of Change Order No. 2 for Professional Engineering Services for Montrose Road Drainage Improvement Project (Santos) 218

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING CHANGE ORDER NO. 2 FOR PROFESSIONAL ENGINEERING SERVICES FOR THE MONTROSE ROAD DRAINAGE IMPROVEMENTS PROJECT UNDER EXISTING CONTRACT 2021-43; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE CONTRACT; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

e. Approval of Change Order No. 1 for Professional Engineering Services to Marlin Engineering for Fairway Dr Bike Lanes and Crosswalk Improvement (Santos) 227

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING CHANGE ORDER NO. 1 TO WORK ORDER NO. 2, WITH MARLIN ENGINEERING, INC., UNDER EXISTING CONTRACT 2021-43 FOR CIVIL ENGINEERING AND RELATED SERVICES, FOR THE FAIRWAY DRIVE BIKE LANES AND CROSSWALK IMPROVEMENTS PROJECT; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CHANGE ORDER; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE.

f. Approval of Work Order No. 4 for Professional Engineering Services for 241

West Lakes Gardens 3rd Addition Drainage Improvement Project (Santos)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING WORK ORDER NO. 4 UNDER CONTRACT 2021-43 WITH MARLIN ENGINEERING, INC. FOR PROFESSIONAL ENGINEERING SERVICES FOR THE WEST LAKES GARDENS THIRD ADDITION DRAINAGE IMPROVEMENT PROJECT; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE CONTRACT; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

g. Approval of Work Order No. 5 for Professional Engineering Services for Loch Lomond Phase II Drainage Improvement (Santos) 259

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING WORK ORDER NO. 5 FOR PROFESSIONAL ENGINEERING SERVICES TO KIMLEY-HORN AND ASSOCIATES, INC., FOR THE LOCH LOMOND PHASE II DRAINAGE IMPROVEMENTS PROJECT, IN AN AMOUNT NOT TO EXCEED SEVENTY THOUSAND SIX HUNDRED SEVEN DOLLARS AND 39/100 ($70,607.39), UNDER CONTRACT 2021-43 FOR CIVIL ENGINEERING AND RELATED SERVICES; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE CONTRACT; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

h. Royal Oaks STD ID Check Protocol (Bajdaun) 275

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING THE IMPLEMENTATION OF AN IDENTIFICATION (ID) REQUEST PROTOCOL FOR VISITORS AT THE ROYAL OAKS SECTION ONE AND ROYAL OAKS EAST SPECIAL TAXING DISTRICT (STD) GUARDHOUSES DURING NIGHTTIME HOURS; DIRECTING STAFF TO COORDINATE WITH THE TOWN'S SECURITY PROVIDER TO IMPLEMENT SAID PROTOCOL; PROVIDING FOR NOTICE TO RESIDENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

i. Authorization to Apply for the FDOT Public Transit Service Development Program Grant (Shock) 289

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AUTHORIZING THE TOWN MANAGER TO APPLY FOR, ACCEPT, AND IMPLEMENT A FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) PUBLIC TRANSIT SERVICE DEVELOPMENT PROGRAM GRANT FOR THE MIAMI LAKES FREEBEE PUBLIC TRANSIT SERVICE IMPROVEMENTS PROJECT IN AN AMOUNT NOT TO EXCEED TWO HUNDRED TEN THOUSAND DOLLARS ($210,000) PER YEAR FOR FISCAL YEARS 2027, 2028, AND 2029, TOTALING SIX HUNDRED THIRTY THOUSAND DOLLARS ($630,000); AUTHORIZING THE TOWN MANAGER TO EXECUTE THE GRANT AGREEMENT AND EXPEND BUDGETED FUNDS IN CONNECTION WITH THE PROJECT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

j. Authorization to Auction Retired Moover Buses (Marrero/Alonso) 295

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AUTHORIZING THE TOWN MANAGER TO AUCTION RETIRED TRANSIT MOOVER BUSES THROUGH AN ONLINE AUCTION PLATFORM IN ACCORDANCE WITH CHAPTER 2, ARTICLE V, DIVISION 2-162 OF THE TOWN CODE; AUTHORIZING THE EXECUTION OF NECESSARY DOCUMENTS TO FINALIZE THE SALE; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

k. Debris Site License Use Agreement Contract Approval (Bajdaun) 301

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AUTHORIZING THE TOWN MANAGER TO EXECUTE A LICENSE USE AGREEMENT WITH THE GRAHAM COMPANIES FOR TEMPORARY DEBRIS MANAGEMENT SITE IN ORDER TO SECURE LOCATION FOR THE PURPOSE OF RECEIVING, STORING, AND PROCESSING DEBRIS; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE AGREEMENT; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE LICENSE USE AGREEMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

13. ORDINANCES-FIRST READING

a. Modify Land Development Code to Include RM 30 District (Alonso) 311

AN ORDINANCE OF THE TOWN OF MIAMI LAKES, FLORIDA,

AMENDING ARTICLE IV, CREATING NEW DIVISION 6. – RM-30 MEDIUM LOW DENSITY RESIDENTIAL DISTRICT; RENUMBERING EXISTING DIVISONS 6 THRU 26 TO DIVISIONS 7 THRU 27; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR FINDINGS; PROVIDING FOR DIRECTION TO THE ADMINISTRATIVE OFFICIAL; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION OF SOME PORTIONS IN CODE; PROVIDING FOR EXCLUSION OF SOME PORTIONS FROM CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

b. Rezoning of GU to RU-1 (Alonso) 322

AN ORDINANCE OF THE TOWN OF MIAMI LAKES, FLORIDA; AMENDING THE OFFICIAL ZONING MAP TO REZONE A 7.7 +/- ACRES LOCATED ON THE EAST SIDE OF NW 74TH AVE BETWEEN NW 143RD ST AND NW 145TH STREET, AS MORE PARTICULARLY DESCRIBED AT EXHIBIT "A", FROM THE GU, GENERAL USE, TO THE RU-1, SINGLE FAMILY RESIDENTIAL DISTRICT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FINDINGS; PROVIDING FOR DIRECTION TO THE ADMINISTRATIVE OFFICIAL; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR EXCLUSION FROM CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

c. Non-Ad Valorem Special Assessments Rates for Security Guard and Lake Maintenance Special Taxing Districts (Bajdaun/Hernandez) 359

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA APPROVING, ADOPTING, A NON-AD VALOREM ASSESSMENT ROLL FOR SPECIAL TAXING DISTRICTS; APPROVING, ADOPTING AND RATIFYING SPECIAL ASSESSMENT DISTRICT RATES FOR SPECIAL TAXING DISTRICTS, INCLUDING BUT NOT LIMITED TO SECURITY GUARD AND MULTIPURPOSE MAINTENANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

d. Lobbyist Ordinance (Dieguez) 378

AN ORDINANCE OF THE TOWN OF MIAMI LAKES, FLORIDA, RELATING TO LOBBYING ACTIVITIES; PROVIDING FOR REGISTRATION AND DISCLOSURE REQUIREMENTS FOR LOBBYISTS; PROVIDING FOR PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

14. ORDINANCES- SECOND READING (PUBLIC HEARING)

a. Amending Chapter 13, Land Development Code, Creating Section 13-777.1 Online Sales Showrooms (Morera) 388

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AMENDING CHAPTER 13, “LAND DEVELOPMENT CODE”, AT ARTICLE VI, “SUPPLEMENTARY REGULATIONS”; CREATING SECTION 13-777.1 "ONLINE SALES SHOWROOMS"; PROVIDING FOR FINDINGS OF FACT, INTENT AND PURPOSE; PROVIDING FOR REGULATIONS; PROVIDING FOR PENALTIES; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION INTO THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

b. Commercial Vehicles (Alonso) 396

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA AMENDING CHAPTER 13, SECTION 13-1607, TITLED, COMMERCIAL AND RECREATIONAL VEHICLES, OF THE TOWN OF MIAMI LAKES CODE, PROVIDING FOR INCLUSION INTO THE CODE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

15. RESOLUTIONS

a. Triennial Renewal of Title VI (Alonso) 404

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, TO APPROVE THE UPDATED TITLE VI TRANSPORTATION PROGRAM PLAN; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE PLAN; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

16. NEW BUSINESS

a. Presentation of Updated Committee Rules and Roberts Rules Refresher (Herzberg) 430

b. Commemorative Plaque Designation for Hilario Candela (Fernandez) 431

c. Review of Backyard Maintenance Standards and Neighboring Property Guidelines (Cuadra Garcia) 432

d. Tree Maintenance Program (Sanchez) 433

e. State DOGE Task Force (Garcia) 437

f. Amend Town Code (Dieguez) 438

g. Special Taxing District Guardhouse Operations- Efficiency and Improvement (Herzberg) 439

h. Fence Setback for Homes on Corner Lots (Sanchez) 440

i. Historic Site Map & Zonta Points Interest Map (Dieguez) 441

j. Florida DOGE participation (Sanchez) 446

17. MAYOR AND COUNCILMEMBER REPORTS

18. ADJOURNMENT

This meeting is open to the public. A copy of this Agenda and the backup therefore, has been posted on the Town of Miami Lakes Website at miamilakes-fl.gov and is available at Town Hall, 6601 Main Street, Miami Lakes 33014.

Town of Miami Lakes
Memorandum

To: **Honorable Mayor and Councilmembers**

From: **Edward Pidermann, Town Manager**

Subject: **Monthly Status Report on Police Department**

Date: **May 20, 2025**

This oral report is intended to be informational. However, actions may result of this item.

Please see attached.

MIAMI DADE SHERIFF'S OFFICE

NIBRS COMPSTAT Targeted Crimes Year To Date - 74Y

Date Range: Jan 1, 2025 - Apr 30, 2025

095 - TOWN OF MIAMI LAKES

	LYTD 2024	YTD 2025	Difference	Percent Change
01 Homicide	0	0	0	/0
02 Forcible Sex Offenses	0	0	0	/0
03 Robbery	3	2	-1	-33.33%
03 Robbery Domestic	1	0	-1	-100.00%
04 Larceny (Over)	30	13	-17	-56.67%
05 Auto Theft	30	13	-17	-56.67%
06 Burglary Commercial	2	0	-2	-100.00%
07 Burglary Residential	3	0	-3	-100.00%
08 Aggravated Assault	4	0	-4	-100.00%
09 Aggravated Battery	3	1	-2	-66.67%
Total	**76**	**29**	**-47**	**-61.84%**

/0 - Indicates that Percent Change formula cannot be divided by zero

Incident Date Range: Jan 01, 2025 - Apr 30, 2025
Agency: TOWN OF MIAMI LAKES
Grids:
For Agricultural Patrol Section: Include
Exclude JAIL/PRISON cases: N
Exclude UNFOUNDED cases
Exclude AOA's

Report Written = 'Y'

CDW Package

Section 1 – COMPSTAT CRIMES

Crime	***Homicide*** *– (0 incidents YTD)*
Statistical Info	*0 as opposed to PYTD*
Trends	*N/A*
Action Taken	*Officers are directed to remain highly visible in their assigned areas*
Crime	***Robbery*** *– (2 incidents YTD)*
Statistical Info	*Down by 2 as opposed to PYTD*
Trends	*N/A*
Action Taken	*Officers are directed to remain highly visible in their assigned areas*
Crime	***Larceny*** *– (13 incidents YTD*
Statistical Info	*Down by 17 as opposed to PYTD*
Trends	*N/A*
Action Taken	*Officers are directed to remain highly visible in their assigned areas*
Crime	***Auto Theft*** *– (13 incidents YTD)*
Statistical Info	*Down by 17 as opposed to PYTD*
Trends	*N/A*
Action Taken	*Officers are directed to remain highly visible in their assigned areas*
Crime	***Burglary Commercial*** *– (0 incidents YTD)*
Statistical Info	*Down 2 as opposed to PYTD*
Trends	*N/A*
Action Taken	*Officers are directed to remain highly visible in their assigned areas*
Crime	***Burglary Residential*** *– (0 incidents YTD)*
Statistical Info	*Down 3 as opposed to PYTD*
Trends	*N/A*
Action Taken	*Officers are directed to remain highly visible in their assigned areas*
Crime	***Aggravated Assault*** *– (0 incidents YTD)*

Statistical Info	*Down by 4 as opposed to PYTD*
Trends	*N/A*
Action Taken	*Officers are directed to remain highly visible in their assigned areas*
Crime	***Aggravated Battery** – (1 incidents YTD)*
Statistical Info	*Down 2 as opposed to PYTD*
Trends	*N/A*
Action Taken	*Officers are directed to remain highly visible in their assigned areas*

Section 2 – SIGNIFICANT ARRESTS/ INCIDENTS / EVENTS

Day / Date / Time	
Location	

Town of Miami Lakes
Memorandum

To: **Honorable Mayor & Councilmembers**

From: **Edward Pidermann, Town Manager**

Subject: **Monthly Infrastructure Report**

Date: **April 15, 2025**

CAPITAL IMPROVEMENT PROJECTS

Roadway Projects (grant funded):

- **NW 154th Street & Palmetto Expressway Turn Lanes:** Project is in construction phase notice to proceed was issued for February 3, 2024. Contractor working on MOT Permit for Lane Closure with FDOT.
- **NW 59th Ave Extension:**
    - Public Works:
        - Design: Survey completed, pending Geotechnical consultant access.
    - Grants:
        - Preparing grant reimbursement request
- **NW 146th Street/GREEN 2.0:** Construction phase 100 % completed. Starting closeout phase.
- **Park West Pedestrian and Bicycle Improvement:** Design has been completed. Construction to begin FY 26.
- **Fairway Dr Bike Lanes and Crosswalk Improvements:** This project is in the design phase. Consultant is working on 60% design.

Stormwater Projects (grant funded):

- **NW 153rd Terrace Drainage Improvements (West Lakes Phase IV):** This project is in the construction phase. Construction start scheduled for June 2025.
- **Canal Bank Stabilization Phase III:** This project is in the closeout phase. Pending DERM permit's close out.
- **Loch Lomond Phase II:** Work Order for Design to be approved in the May RCM.
- **West Lakes Gardens Third Addition:** Work Order for Design to be approved in the May RCM.
- **Montrose Rd Drainage Improvements:** This project is currently in the design phase, consultant is working on 90% design.

Stormwater Bond Projects:

- **Loch Lomond Drainage Improvements:** This project is in the construction Phase. Construction is approximately 80% completed.
- **Francesca/Mary Drainage Improvements:** This project is in construction the Phase. Construction is approximately 70% completed.
- **Royal Oaks Eighth Addition Drainage Improvements:** This project is in the construction Phase. Construction is approximately 15% completed.

Genesis Oaks Gardens: This project is in the construction phase notice to proceed was issued for May 26th, 2025.

Stormwater ARPA Projects:

- **Sevilla Estates Phase I:** The project is currently in the Construction Phase and is approximately 5% complete.
- **Royal Oaks D, Second Addition Fifth Addition Drainage Improvements Project:** This project is in the construction phase. Construction is approximately 20% completed.
- **Florinda Estates Drainage Improvements Project:** This project is in the design phase. Consultant is approximately 95% complete.
- **Royal Gardens Estates Phase I Drainage Improvements Project:** This project is in the design phase. Consultant is approximately 95% complete.
- **Royal Oaks Third and Fourth Addition Drainage Improvements Project:** This project is in the Construction Phase. Construction is approximately 10% complete.

Facility Projects (grant funded):

- **Backup Generator at Roberto Alonso Community Center:** This project has begun pre-design activities. Consultant is working on closing the environmental assessment phase.

MAINTENANCE ACTIVITIES:

Completed: October 2024 - Present

- **Sidewalks:** 2,005 SY of replacement completed
- **Roadway Repairs:** 4,526 SY
- **Sidewalk Pressure Cleaning:** 15.3 miles
- **Streetlights:** 141 lights repaired
- **Drainage pipe:** 19,088 LF cleaned
- **Drainage structures:** 264 EA cleaned
- **Potholes:** 27 completed repairs
- **Street Signs: 25 repaired**

UNFUNDED ITEMS

Item No.	Description	Estimated Cost
	Capital Projects	
1	Paver crosswalks MLWS east of 67th Avenue	$65,000
2	NW 79th Ave milling and resurfacing from NW 155th St to NW 167th Terrace	$255,000
3	Streetlights improvements Town-wide	$3,208,000
4	Royal Oaks Park NW 166 Ter Exit	$113,000
5	NW 155th St parking improvements	$436,000
6	Sevilla Estates Phase II Drainage Improvements	$2,567,736
7	NW 79th Avenue Drainage Improvements	$1,985,537
	Sub-Total Capital	**$8,630,273**
	Non-Capital	
8	Facility Renewable Energy Feasibility Study	$40,000
9	Install new trash receptacles NW 170th St Pathway (12 each)	$14,000
10	Town wide Sidewalk Repairs	$700,000
11	New speed feedback radars (Each)	$5,000
12	Pavement condition assessment	$30,000
13	Town-wide pavement stripping	$539,000
14	Town-wide pavement repairs	$1,750,000
	Sub-Total Non-Capital	**$3,078,000**
	Grant Total	**$11,708,273**

Town of Miami Lakes
Memorandum

To: **Honorable Mayor and Councilmembers**

From: **Edward Pidermann, Town Manager**

Subject: **Reallocation of Funds for Two Donation Checks**

Date: **May 20, 2025**

Recommendation

The Veterans Committee is seeking approval from Town Council for a reallocation of funds for two donation checks.

The Veterans Committee motioned for a reallocation of $8,020.00 from their 5K line item to their Grants & Aids line item. This reallocation is for two donation checks to Fishing with America's Finest and American Legion Post-144.

Attached are the minutes and corresponding documents for the request.

MIAMI LAKES
Growing Beautifully

TOWN COMMITTEES
REQUEST FOR REALLOCATION OF FUNDS

- ❑ Cultural Affairs Committee
- ❑ Elderly Affairs Committee
- ❑ Economic Development
- ❑ Education Advisory Board
- ❑ Neighborhood Improvement
- ❑ Public Safety Committee
- ❑ Special Needs Advisory Board
- ❑ Youth Activities Task Force
- ■ Veterans Committee

Amount: $8,020.00 Date Approved by Committee: 5/1/2025

(Please attach committee meeting minutes approving the request.)

**Pursuant to the Town's Budget Ordinance, if the request exceeds $700 it must be presented and approved by the Town Council at a Council Meeting.*

Reason for Request: Donation checks to Fishing with America's Finest and American Legion Post 144

What line item are the funds currently allocated in? (*Line-item number and description*)
0017437-548158 5KRUN VETERANS 5K RUN

What line item are you requesting the funds be reallocated to? (*Line-item number and description*)
0017437-548158 GRANTS & AIDS

Chairperson: William Perez Date: 5/2/2025

FOR OFFICE USE ONLY:

❑Approved ❑Denied

Community Affairs Director: _____, Clarisell De Cardenas

Town Manager: _____, Edward Pidermann

Budget Officer: _____, Melissa Hernandez

Miami Lakes Veterans Committee May 1, 2025 Meeting Minutes

1. Call to Order: 6:38 pm

2. Roll Call (minimum of five (5) members required for Quorum):

3. Roster of Attendees:

William Perez, Chair	Present
Larry Borman, Vice Chair	Present
Edward Paez, Secretary	Present
Gary Cardenas	Absent
Judy Farcus Serra	Absent
Pedro Fiallo	Present
Nicole Ortiz	Present
Charles James	Absent

4. Pledge of Allegiance / Moment of Silence

5. Public Comments

    a. Z Williams from FIU – BIG (Business Innovation & Growth Accelerator) appeared via Zoom. She spoke about the program which is working with Veterans Florida to empower veteran and military spouse entrepreneurs in Florida by providing tailored training, expert support, and practical resources at no cost. In addition to no cost expert training and personalized one on one consulting, the FIU – BIG provides networking opportunities and access to the FIU's entrepreneurial ecosystem to veterans and their spouses. FIU – BIG can be contacted at business.fiu.edu/accelerator, fiubig@fiu.edu, and on social media at @fiu_big.

6. Order of Business (Deferrals, Additions, Deletions)[1]

    a. Item 8.g Golf Tournament was added to the agenda. Borman moved. Fiallo seconded.

    Motion passed unanimously. (This should have been listed as New Business but was

[1] The Meeting Agenda contained numerous errors. The most significant being the incorrect identifying of the Old Business items. Beginning with the "Veterans of Miami Lakes" line item which was identified again as Item 8b instead of Item 8d. This led to all the following line items as being misidentified. The Secretary attempts to correct this by identifying the line items with the correct line item and also by listing the incorrect line item in parenthesis. The Secretary had no hand in preparing the original Meeting Agenda but apologizes for not noticing this error at the meeting.

incorrectly identified as 8.e for the reasons listed in Footnote 1.)

7. Review and Adopt April 17, 2025 Veterans Committee Meeting Minutes.
    a. Fiallo moved for approval, Borman seconded. Motion passed unanimously.
8. Old Business
    a. Veterans Banner Eligibility
        i. Motion to change the application requirements to require only the submission of VA Service letter or VA ID card. Moved by Perez. Seconded by Fiallo. Motion passed unanimously.
        ii. Per Town Council, Veterans Banners must be limited to 100 banners. There are currently approximately 105 to 115 Veterans Banners. Motion to apply **current application standard** to all the banners in order to cull the number of banners to the required amount. If using the **current application standard** does not get the banners to the required amount, then remove the banners of those who are deceased. Moved by Perez. Seconded by Fiallo. Motion passed unanimously.
        iii. Motion to create a sub-committee to review all of Veterans Banners and apply the current application standard on May 7, 2025 at 6:30 pm. Moved by Perez. Seconded by Fiallo. Motion passed unanimously.
        iv. Motion to move to the Veterans Banner application deadline to March 1. Moved by Paez. Seconded by Perez. Motion passed unanimously.
    b. Approval of 2024 Reindeer Run Proceeds Disbursements
        i. Motion to reallocate $8020.00 to Grants/Aids. Moved by Perez. Seconded by Fiallo. Motion passed unanimously.
        ii. Motion to approved $8490.00 expenditure. Moved by Perez. Seconded by Fiallo. Motion passed unanimously.
    c. Judy Day Tree Planting Ceremony
        i. Motion to approve temporary sign for Judy Day and to allocate $100.00 for its

purchase. Moved by Perez. Seconded by Fiallo. Motion passed unanimously.

ii. Motion to approve honorarium for National Anthem Singer in the amount of $55 Visa gift card. Moved by Perez. Seconded by Fiallo. Motion passed unanimously.

d. Veterans of Miami Lakes sub site on Town Website

i. Motion to develop and inquire as to cost of site. Moved by Perez. Seconded by Fiallo. Motion passed unanimously.

e. Memorial Day

i. Motion to reallocate from Trees/Plaque to Memorial Day in the amount of $200.00. Moved by Perez. Seconded by Fiallo. Motion passed unanimously.

ii. Motion to approve honorarium for National Anthem Singer in the amount of $55 Visa gift card.

iii. Motion to approve honorarium for "Taps" player in the amount of $55 Visa gift card.

iv. Motion to approve honorarium for Guzman in the amount of $55 Visa gift card.

f. Veterans Family Scholarship Program

i. One family has already applied.

g. Golf Tournament

i. Further investigation is warranted prior to bringing the item to the Town Council for approval.

9. New Business

a. None

10. Schedule of Events

a. Judy Day – May 10, 2025, 10:00 am

b. Memorial Day – May 26, 2025, 9:00 am arrival

c. Patriot Day (supporting role) – September 11, 2025

d. Veterans Day – November 9, 2025

e. Reindeer Run – December 13, 2025 (tentatively)

11. Motion to Adjourn meeting by Perez. Seconded by Fiallo. Motion passed unanimously.

CHECK REQUEST FORM
MIAMI LAKES GENERAL FUND

2024-25 BUDGET

Date of Request:	**April 23, 2025**	**AMOUNT:**	**$500.00**
Name:	**Fishing with America's Finest**		
Address:	**2844 E ABIIACA CIRCLE**		
City, State, Zip:	**DAVIE, FLORIDA 33329**		
Telephone:	**(954) 822-1481**		
Purpose/Description:	Donation to Fishing with America's Finest on behalf of the Miami Lakes	Veterans Committee	
Prepared by:	**Isabela Creighton**	**Department: Communications**	

ACCOUNT #	**DESCRIPTION**	
0017437-548158	**Grants & Aids**	**$500.00**
	TOTALS	**$500.00**

FOR OFFICE USE ONLY:

Date Processed **Check Number**

Approved **Check Signed by:**

Department Head **Town Manager**

Print Name

PLEASE RETURN TO:

Veterans Committee Feb 6th, 2025 Meeting Agenda

Veterans Committee	Meeting Type: Committee
Date: 2/6//2025	Chairperson: Mr. William G. Perez
Time: 6:30 pm (1830 Hrs)	Vice Chair: Mr. Larry Borman
Location: TOML Committee Conf. Rm	Secretary: Mr. Chad Sorentino
TOML Liaison: Mr. Jonathan Gil	

1) Call to Order _____

2) Roll Call:

3) (**minimum of 6 members required for Quorum**)

	William Perez, Chair	
	Larry Borman, Vice Chair	
	Chad Sorentino, Sect	
	Gary Cardenas	
	Judy Farcus Serra	
	Pedro Fiallo	
	Nicole Ortiz	
	Ed Paez	
	Monique Martinez	
	William Knicekrbocker,	

4)

3) Pledge of Allegiance / Moment of Silence

4) Public Comments

5) Order of Business (Deferrals, Additions, Deletions)

6) Review & Adopt Minutes from Jan 2025 Veterans Committee meeting

7) Old Business

A. Reindeer Run 2024 After action:

1. **Proceeds of race and allocation**: 50% Veterans Monument town of Miami Lakes, 30% Veterans Families Scholarships town of Miami Lakes, 20% American Legion Post 144, Veteran relief fund.

2. Letter of Appreciation drafted: Recipients names need to be added, after that ready for signature. **Attachment A** is sample Letter.

B. QR code Markers for Veterans Park: Reached out to Girl Scout troop 902 see if they wish to assist.

1) Website design and location (Town)

2) Volunteer, (Boy/Girl Scout project) to assist in mapping out dedicated trees, and structures (who, and where, as well as collecting biographies to link to QR code).

8) New Business:

A. Arbor Day tree dedication ceremony: This year I recommend planting a tree in honor of Judy Farcus Serra

B. Fishing with America's Finest: April 5th, Motion: to donate $500.00 to support.

C. Veterans' Monument update: See **Attachment B**

9) Veterans Committee Schedule of Events for 2024

a) **Arbor Day: April 25th, 2024**
b) **Memorial Day : May 26th 2025**
c) **Patriot Day (supporting) Sept 11th, 2025**
d) **Veterans Day Nov 11th, 2025**
e) **Reindeer Run**

TOWN OF MIAMI LAKES | VETERANS COMMITTEE
REPORT TO COUNCIL | MARCH 2025

Mission Statement: The Veterans Committee is dedicated to proudly honoring our past, present, and future veterans. The Veterans Committee also provides the Town Council with recommendations and potential solutions regarding veterans' issues within the Town of Miami Lakes.

Membership Roster:

Name	Position	Appointed by
William Perez	Chair	Marilyn Ruano
Larry Borman	Vice Chair	Tony Fernandez
Chad Sorentino	Secretary	Bryan Morera
Gary Cardenas	Member	Manny Cid
Charles James	Member	
Nicole Ortiz	Member	Ray Garcia
Judy Farcus Serra	Member	Tony Fernandez
Monique Martinez	Member	Bryan Morera
Pedro Fiallo	Member	Josh Dieguez
Edward Paez	Member	Josh Dieguez

FY 2024-25 Budget:

Activity	Amount
Reindeer Run 5K	$37,600 (net estimate)
Memorial Day	Line item needs to be restored
Judy Tree Day/ awards and tree planting fund	$2,000.00
Grants and aid line item to re-establish	Record Scholarship money and American Legion money
Veterans Park Monument	Line item needs to be added

Initiatives & Events:

Veterans Park Monument: Development plans cost $36K, VC fundraising $28K
Veterans of Miami Lakes, website (Military Banners, and bios)
Fishing With America's Finest April 5th (50th Anniversary of Vietnam War) $500 donation.

Development of QR code/name markers for all trees and buildings dedicated on Veterans Park, GS troop 902 project.
$18,800 to Veterans Monument, $11,280 (Veterans Family Scholarships) $7,520 (Post 144 American Legion)

Future Project/Considerations:

QR code and development of websites that memorialize resident's military service. A nascent Historical Division for the town.

CHECK REQUEST FORM
MIAMI LAKES GENERAL FUND

2024-25 BUDGET

Date of Request:	**April 23, 2025**	**AMOUNT:**	**$7,520.00**
Name:	**American Legion Post 144-Miami Lakes Florida**		
Address:	**PO BOX 174158**		
City, State, Zip:	**HIALEAH, FLORIDA 33017**		
Telephone:	**(786) 942-5700**		
Purpose/Description:	Donation to the American Legion Post 144- Miami Lakes on behalf of the	Miami Lakes Veterans Committee	
Prepared by:	**Isabela Creighton**	**Department: Communications**	

ACCOUNT #	**DESCRIPTION**	
0017437-548158	**Grants & Aid**	**$7,520.00**
	TOTALS	**$7,520.00**

FOR OFFICE USE ONLY:

Date Processed **Check Number**

Approved **Check Signed by:**

Department Head **Town Manager**

Print Name

PLEASE RETURN TO:

Veterans Committee Mar 3rd, 2025 Meeting Agenda

Veterans Committee

Date: 3/03/2025

Time: 6:00 pm (1800 Hrs)

Location: TOML Committee Conf. Rm

TOML Liaison: Isabela Creighton

Meeting Type: Committee

Chairperson: Mr. William G. Perez

Vice Chair: Mr. Larry Borman

Secretary: Mr. Chad Sorentino

1) Call to Order _____

2) Roll Call:

3) (**minimum of 6 members required for Quorum**)

	William Perez, Chair	
	Larry Borman, Vice Chair	
	Chad Sorentino, Sect	
	Gary Cardenas	
	Judy Farcus Serra	
	Pedro Fiallo	
	Nicole Ortiz	
	Ed Paez	
	Monique Martinez	
	Charles James	

4)

4) Pledge of Allegiance / Moment of Silence

5) Public Comments

6) Order of Business (Deferrals, Additions, Deletions)

7) Review & Adopt Minutes from Feb 2025 Veterans Committee meeting

8) Old Business

a. Veterans Banner Eligibility: Motion to require reapplication every "X" years. Failure to do so leads to removal of Banner, (removed Banner will be archived in "Veterans of Miami Lakes" submenu site on Town Website.

b. Approval of Proceeds disbursement of the Reindeer Run: estimated at $37,600 (net): 50% of Veterans Monument ($18,800) 30% for Veteran's Family Scholarships ($11,280), 20% for American Legion Post 144 ($7,520.00).

c. VC Town Council report finalization:

i. Add Budget line: "Memorial Day," "Veterans Park Monument," "Veterans Family Scholarships," "American Legion Post 144." Motion to approve the adding of these budget items.

9) New Business:

a. Arbor Day tree planting ceremony: 10:00 am Mary Collins Center: need 50 Chairs, PA system, Flags (American Legion Post can provide) Coffee and pastries (American Legion will provide), invite dignitaries (Town Officials). Motion to approve event, approve costs for purchase of small sign (with name and QR code). Volunteers needed

i. Program: Sequence of Events

1. Welcoming Remarks:
2. National Anthem
3. Prayer
4. Introduction of Honoree
5. Honoree comments
6. Tree reveal and ceremonial planting

b. "Veterans of Miami Lakes" site on the Town website. Basically the photograph of every military banner, and if submitted a biography of the person on the banner. Motion to approve site develop and inquire town web developer as to cost of site.

c. Motion to approve, Veterans Day Parade Date (Nov 9th) Sunday.

9) Veterans Committee Schedule of Events for 2024

a) Arbor Day: April 19h, at 10:00 am, Mary Collins Center: 2024
b) Memorial Day: May 26th, 2025
c) Patriot Day (supporting) Sept 11th, 2025
d) Veterans Day Nov 11th, 2025
e) Reindeer Run

7. APPOINTMENTS:

Mayor Dieguez announced the following appointments:

Mr. Hector Rodriguez to the Economic Development Committee by Councilmember Alejandro Sanchez.

Mayor Dieguez explained that Former Vice Mayor Nelson Rodriguez's appointment to the Planning and Zoning Board requires a waiver. Vice Mayor Morera motioned to approve the waiver. Councilmember Fernandez seconded the motion, and the motion passed unanimously.

8. MANAGER'S REPORTS:

a. Police Report

Major Gonzalez presented the Police Report and answered questions posed by the Town Council.

b. Public Works Infrastructure Report

Public Works Director, Omar Santos presented the monthly infrastructure report and answered questions posed by the Town Council.

9. ATTORNEY'S REPORT:

The Town Attorney, Raul Gastesi presented the Attorney's Report and explained that they are working on the overhaul of the procurement ordinance with Town Staff.

10. COMMITTEE REPORTS:

A. Veterans Committee

Chairperson William Perez presented the committee report and explained that the net proceeds from last year's Reindeer Run was $37,600 dollars and gross proceeds were $53,000 dollars. He further explained that the Veterans Committee would like to request the restoration of the Memorial Day line item into their budget. He further explained that they would like to request the Grant and Aid line item into their budget. He explained that $18,800 dollars from the Reindeer Run will be going towards the Veteran Monument in Veteran's Park. He explained that the money donated to the American Legion Post goes directly to veteran families in need within the Town of Miami Lakes. He stated that the Veterans Committee is in the process of developing a website. He then answered questions posed by the Town Council.

11. SPECIAL PRESENTATIONS:

None.

Town of Miami Lakes
Memorandum

To: **Honorable Mayor and Councilmembers**

From: **Edward Pidermann, Town Manager**

Subject: **Budget Preparation Timeline**

Date: **May 20, 2025**

Recommendation

Approve the proposed budget hearing dates for FY2025-26.

Attachments:
FY2025-26 Budget Preparation Timeline

TOWN OF MIAMI LAKES FY2025-2026 COUNCIL BUDGET CALENDAR

MAY – *Budget Season Commences*

- Budget Office SUBMITS Budget request forms to Department heads.
- **20th** Regular Council Meeting – Present proposed budget calendar and proposed Budget Hearing Dates. **STD** Ordinance on **1st** Reading for Non-Ad Valorem assessments.

JUNE

- **1st** Property Appraiser releases the Preliminary Property Valuation & Roll Files for **STD.**
- **17th** Regular Council Meeting – **STD** Ordinance on **2ND** Reading for Non-Ad Valorem assessments.

JULY

- **1st TRIM** begins-Property Appraiser releases Certification of Taxable Value.
- **10th SUNSHINE-Working Budget Meeting (General Fund Preliminary Budget Only) (Time: TBD).**
- **15th** Regular Council Meeting - Submit Preliminary General Fund Budget to **set millage rate & budget hearing dates**.

AUGUST

- **22nd** Property Appraiser mails TRIM.
- **27th SUNSHINE–Working Budget Meeting (All Funds) (Time: TBD).**

SEPTEMBER

- **4th** Deadline to Publish FY2025-26 Proposed Budget for the Council agenda and website.
- **11th TML 1st Proposed Budget Hearing (Time: TBD).**
- **15th TRIM -** Submit advertisement to Newspaper to include Notice of Proposed Tax Increase OR Notice of Budget Hearing & Budget Summary.
- **16th** Regular Council Meeting.
- **22nd** Publication of Advertisement in the newspaper (Monday publication).
- **25th TML 2nd Proposed Budget Hearing (Final) (Time: TBD).**

OCTOBER

- **1st** FY 2025-26 Adopted Budget goes into effect.

Town of Miami Lakes
Memorandum

To: **Honorable Mayor and Councilmembers**

From: **Chairperson Felicia Salazar**

Subject: **Report to Council**

Date: **May 20, 2025**

Recommendation:

Please see attached the committee report for your review and consideration.

This report is intended to be oral however, actions may result.

TOWN OF MIAMI LAKES | CULTURAL AFFAIRS COMMITTEE
REPORT TO COUNCIL | MAY 2025

Mission Statement: "The mission of the Town of Miami Lakes Cultural Affairs Committee is to provide and promote cultural activities within the Town of Miami Lakes for the benefit and education of its citizens and those in the surrounding communities.".

Membership Roster:

Name	Position	Appointed by
Felicia Salazar	Chairperson	Bryan Morera
Elsa Reus	Vice Chairperson	Alex Sanchez (Cid)
Trinette Zarran	Secretary	Ray Garcia
Madelin Santana	Member	Bryan Morera
Barbara Ivelisse Torres	Member	Alex Sanchez (Cid)
Geraldine Amandola	Member	Steven Herzberg (Collazo)
Suzanne Crossland	Member	Steven Herzberg (Collazo)
Charles James	Member	Josh Dieguez
Jacqueline Lebeda	Member	Josh Dieguez
Justin Trujillo	Member	Angelo Cuadra Garcia (T. Fernandez)
OPEN	-	Angelo Cuadra Garcia
Zee Aleman	Member	Ray Garcia
Karla Acosta	Member	JC Fernandez (Ruano)
OPEN	-	JC Fernandez

FY 2024-25 Budget:

Activity	Amount
9/5/24 Book Talk w/ Marjan Kamali	$450.00
10/12/24 Hispanic Heritage Month	$3,000.00
12/7/24 Mrs. Claus Book Reading	$300.00
1/11/25 Concert in Park (Rescheduled)	$11,000.00
2/22/25 FMU Ambassador Chorale	$3,000.00
3/15/25 WOD Awards Ceremony	$3,500.00
5/10/25 Paint a Picture for Mom	$750.00

Initiatives & Events:

"Father's Day Fishing Tournament"- June 14, 2025
"Independence Day Concert Celebration" - July 4, 2025
"Music for America – Summer Strings Concert" – August 16, 2025
"Book Talk" – September 4, 2025

Future Project/Considerations:

"Main Street LIVE!" Jan. thru June Concerts – With Economic Development Committee, and Local Merchants. Cultural Center Collaboration Initiative – Public and/or Private Entities to establish a Cultural Center in Miami Lakes.

CAC - SEMI-ANNUAL MEMBERS MEETING ATTENDANCE LOG (OCT. 9, 2024 THRU APR. 9, 2025): FY 2024-2025

Name	OCT. 9 (STORM)	OCT. 15 (RESHD.)	NOV. 13	DEC. 11	JAN. 8	FEB. 6 Subcom.	FEB. 12	MAR. 12	APR. 9	MAY 14	JUN. 11	JUL. 9	AUG. 13	SEP. 10	
Acosta, Karla			X	X	X	X	X	X	X						
Aleman, Zee	N	N	X	√	X	X	√	√	X						
Amandola, Geraldine	O	O	√	√	√	√	√	√	√						
Crossland, Suzanne			√	√	√	X	√	√	√						
James, Charles	M	M	√	√	√	√	√	√	√						
Lebeda, Jacqueline	E	E	√	√	X	X	√	√	√						
Reus, Elsa	E	E	√	√	√	√	√	√	√						
Salazar, Felicia	T	T	√	√	√	√	√	√	√						
Santana, Madelin	I	I	√	√	√	X	√	√	√						
Torres, Barbara Ivelisse	N	N	X	X	√	√	√	X	X						
Trujillo, Justin	G	G	√	√	√	√	√	√	√						
Zarran, Trinette			X	X	√	X	EXC.	X	X						
		(NO QUORM.)													

NOTE: THIS CHART REPRESENTS THE CAC MEMBERS ROSTER AND THEIR ATTENDANCE FOR FY 2024-2025.

√ : MEMBER PRESENT

X : MEMBER NOT PRESENT

EXC: MEMBER EXCUSED FOR MEDICAL ISSUES and/or PROCEDURES

EXC.*: DEATH IN THE FAMILY

R: MEMBER RESIGNED

FROM 2025 01 TO 2025 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
73 COMMUNITY PROGRAMS							
0017307 CULTURAL AFFAIRS COMMITTEE							
0017307 366010 CONTRIBUTIONS & DONATIONS	0	-5,588	-5,588	-5,587.76	.00	-.24	100.0%
0017307 548151 BASEL CULTURAL AFFAIRS COMM	500	0	500	.00	.00	500.00	.0%
0017307 548151 BLACK CULTURAL AFFAIRS COMM	3,000	1,000	4,000	3,600.00	.00	400.00	90.0%
0017307 548151 BOOK BOOK READING	750	0	750	624.23	.00	125.77	83.2%
0017307 548151 COF CONCERT ON THE FAIRWAY	10,500	0	10,500	11,038.00	.00	-538.00	105.1%
0017307 548151 CON CONCERTS	5,000	0	5,000	.00	.00	5,000.00	.0%
0017307 548151 FOUR FOURTH OF JULY	11,000	5,000	16,000	.00	.00	16,000.00	.0%
0017307 548151 FT FISHING TOURNAMENT	500	0	500	.00	.00	500.00	.0%
0017307 548151 HISP CULTURAL AFFAIRS COMMI	3,000	588	3,588	3,126.70	.00	461.30	87.1%
0017307 548151 JUNET JUNETEENTH	1,000	-1,000	0	.00	.00	.00	.0%
0017307 548151 S FLI SPRING FLING(PAINT A	750	0	750	.00	.00	750.00	.0%
0017307 548151 WOMEN CULTURAL AFFAIRS COMM	3,500	0	3,500	3,073.90	.00	426.10	87.8%
TOTAL CULTURAL AFFAIRS COMMITTEE	39,500	0	39,500	15,875.07	.00	23,624.93	40.2%
TOTAL COMMUNITY PROGRAMS	39,500	0	39,500	15,875.07	.00	23,624.93	40.2%
TOTAL GENERAL FUND	39,500	0	39,500	15,875.07	.00	23,624.93	40.2%
TOTAL REVENUES	0	-5,588	-5,588	-5,587.76	.00	-.24	
TOTAL EXPENSES	39,500	5,588	45,088	21,462.83	.00	23,625.17	
GRAND TOTAL	39,500	0	39,500	15,875.07	.00	23,624.93	40.2%

Town of Miami Lakes
Memorandum

To: **Honorable Mayor and Councilmembers**

From: **Chairperson Vivian Levy**

Subject: **SNAB Presentation**

Date: **May 20, 2025**

Recommendation:

Please see attached a SNAB Presentation with Angels Reach and Angels Reah Special Needs Summer Program Proposal.

This report is intended to be oral however, actions may result.

Special Needs Advisory Board
Employment Inclusion Initiative

MISSION STATEMENT: To create a model town for inclusion by identifying specific Miami Lakes families with an interest in matters pertaining to individuals with special needs, connecting them to existing programs, services and events; and, serving the Town Council in an advisory capacity to identify unmet needs and assist with the discovery of possible solutions.

MEMBERSHIP

Name	Committee Position
Vivian Levy	Chair
Madelin Santana	Vice Chair
Kimberly Trelles	Secretary
Jesenia Orellana	Member
Clarimar Zeledon	Member
Ethan Rivero	Member
Open Seat	Open Seat

NOTE: Currently, there is one vacancy in the Special Needs Advisory Board

The Town of Miami Lakes currently offers a variety of recreational and educational programs to our youth. However, most of these programs are not equipped to serve children with autism, emotional or behavioral disorders, sensory processing disorders and developmental delays. Angels Reach Foundation is proposing to utilize one of the Town's recreational centers to provide an inclusive youth enrichment program to address these needs. Dorinda Luzardo, founder and director of Angels Reach Foundation will be in attendance to present her proposal and answer any questions.

Respectfully submitted to Council,

Special Needs Advisory Board

Angels Reach
FOUNDATION, INC.
SUPPORTS

MIAMI LAKES AS A MODEL TOWN FOR INCLUSION

1 Overview of Existing Youth Programming in Miami Lakes

The Town of Miami Lakes currently offers a variety of recreational and educational opportunities to youth, including:

- General afterschool programs focused on sports, arts & crafts, and academic enrichment
- Summer camps operated through the Miami Lakes Youth Center and local park facilities
- Teen initiatives, sports leagues, and town events promoting leadership and wellness

However, these programs are not equipped to serve children with:

- Autism Spectrum Disorder (ASD)
- Emotional or Behavioral Disorders (EBD)
- Sensory Processing Disorders or Developmental Delays

---

2 *Miami Lakes Youth Population & Unmet Needs*

Population Snapshot (Source: U.S. Census & CDC Data)

- ***Total population of Miami Lakes (2024 est.): 30,000***
- ***Children & adolescents (ages 3-17): ~6,600***
- ***Estimated children with Autism Spectrum Disorder: ~450***
- ***Estimated with Emotional/Behavioral Disorders: ~550***

Over 1,000 children in the Town require specialized afterschool and summer support.

Fewer than 3% of current programs offer comprehensive services tailored to this population.

Angels Reach -
Dedicated to
Creating a
"World Free From Labels (tm)"

www.AngelsReach.org

3 Proposed Solution: Inclusive Youth Enrichment Program by Angels Reach Foundation

Program Location Proposal: Miami Lakes Youth Center or available Town recreational site

Program Services:
• Afterschool Program (Monday–Friday, 2:30 PM – 6:00 PM)
• Summer Program (Monday–Friday, 8:00 AM – 2:30 PM, with aftercare options)

Target Group:
• Children and teens with Autism, EBD, and related diagnoses
• Siblings of enrolled children are welcomed to encourage family continuity and reduce parental burden

4 *Why Angels Reach Foundation*

Established: 2004 | Service Area: Miami-Dade and Broward Counties
Mission: Supporting children with developmental, emotional, and behavioral challenges through education, therapy, and inclusion

Proven Expertise:
• Over 20 years of providing multidisciplinary intervention (ABA, speech, OT, sensory integration)
• Partnered with schools, state agencies, and families to deliver customized support plans
• Trained clinical and educational staff, fully licensed and credentialed
• Successfully operated inclusive programs in multiple municipalities and charter settings
. Long time supporter of the Town of Miami Lakes, including having held commercial property in the Town for several years, and regular supporter of the Miami Lakes Chamber of Commerce along with other established Town organizations such as Gigi's Playhouse, ARC of South Florida, Kids Space, Little Angels HHA

5. *Program Distinction: Intensive & Comprehensive Model*

Standard Camp Program	Angels Reach Inclusive Model
General recreation	Targeted therapies, SEL, sensory activities
One-size-fits-all	Individualized behavior support plans
Untrained staff	Licensed therapists and trained aides
Limited supervision	1:3 to 1:5 staff-to-student ratios

Program Benefits:
• Supports social-emotional growth, behavior regulation, and academic reinforcement
• Improves family quality of life and economic participation
• Provides a safe, enriching, and truly inclusive environment

Cost-Efficient, Value-Aligned Partnership:

- Angels Reach Foundation proposes utilizing designated space at one of the Town's recreational centers, ensuring affordability and accessibility for participating families.

- In return, Angels Reach will contribute a percentage of each enrolled child's program fees directly to the Town of Miami Lakes Special Needs Advisory Board (SNAB) to support ongoing advocacy, services, and special initiatives for the neurodivergent population.

- This model enables the Town to expand inclusive services without incurring operational costs, while visibly strengthening its commitment to children with special needs, especially those whose needs are beyond what can be currently accommodated by local youth programs, and their families.

Benefits to the Town:

- No direct staffing or operations expenses for the Town
- Revenue-sharing mechanism strengthens the SNAB's sustainability
- Elevates the Town's leadership role in championing equity and inclusion
- Reduces community burden on emergency, educational, and health systems for youth with complex needs
- Boosts Town visibility as a supportive, neurodivergent-friendly municipality
- Encourages partnerships with additional nonprofits, funding sources, and donors
- Attracts families seeking inclusive community values

Contact:

Dorinda Luzardo
Angels Reach Foundation
Phone: (786) 395-1919
Email: dluzardo@angelsreach.org

Program Highlights:

- **Small Group Structure:**

Children are grouped by age, developmental level, and support needs to ensure comfort, engagement, and personalized attention.

- **Therapeutic Staffing:**

Each group is led by certified and Angels Reach trained professionals, including behavior therapists, special educators, and therapeutic support staff.

  - 1:1 to 1:3 staff-to-child ratio for children with significant behavioral or emotional needs
  - 1:4 to 1:5 ratio for higher-functioning children and mixed sibling groups
  - Whole-Child Approach: All activities are designed to address behavioral, social, emotional, and cognitive development in a structured, nurturing environment.

- **Enrichment Services Provided:**
  - Individualized therapeutic support (ABA, speech, sensory-motor integration, social-emotional learning)
  - Creative Arts & Emotional Expression: Art therapy, music & movement, podcasting, creative writing
  - Health & Wellness: Yoga, mindfulness training, no-heat healthy cooking, physical games
  - Academic Enrichment: Individual and small group literacy, math games, and science exploration
  - Community Engagement: Weekly field trips aligned with weekly camp themes to museums, nature parks, sensory-friendly venues, and civic spaces
  - Life Skills & Team Building: Collaborative challenges, functional tasks, and leadership development for teens

Sample Daily Schedule (Note 1:1 pull out therapy sessions will be carried out throughout the day with children as indicated in ap proved treatment plans:

Time	Activity Description
8:30 – 9:00 AM	Arrival & Sensory Regulation Stations (calming music, sensory tools, mindfulness)
9:00 – 9:30 AM	Morning Circle & Social-Emotional Learning (SEL) Activities
9:30 – 10:30 AM	Academic Enrichment & Communication Development (literacy, math games, speech work)
10:30 – 11:30 AM	Movement & Motor Skills (structured physical games, dance, or yoga)
11:30 – 12:00 PM	Mindfulness & Emotional Regulation (journaling, deep breathing, quiet zones)
12:00 – 12:30 PM	Lunch & Social Skills Coaching (family-style lunch with guided peer interaction)
12:30 – 1:30 PM	Thematic Project Time (STEM, podcasting, art therapy, sensory science)
1:30 – 2:30 PM	Creative Team-Building / Field Trip / Guest Presenter / Outdoor Recreation

Time	Activity Description
2:30 – 3:30 PM	Therapeutic Small Groups or Individual Sessions (ABA, speech, OT as needed)
3:30 – 4:30 PM	Healthy Snack & Wind-Down Activities (board games, music, sensory play, reading zones)
4:30 – 5:30 PM	Free Play, Creative Exploration, Peer Social Time, and Departure

Director's Bio:

Dorinda Luzardo has been recognized nationally as a dedicated leader and advocate in the special needs community, with a particular focus in the fields of education, clinical support, and comprehensive family and community services for youth with Autism and emotional/behavioral challenges. With a deep and personal commitment to fostering inclusive, effective, and sustainable solutions, Dorinda has worked for over 20 years as the Founder and Director of Angels Reach Foundation, and additionally as a double Masters level educator for another 20 years, developing programs that enhance access to innovative educational programs, uniquely effective integrated therapeutic interventions, and compassionate family-centered resources, all focused on the Foundation's mission to create a "World Free From Labels (tm)."

Her passionate dedication to serving the neurodivergent community was born out of the very personal experience with one of her own children, who having overcome the predicted life limitations of an Autism diagnosis, continues to point the way for the Foundation to advocate for youth and young adults with such often unrecognized talents and abilities. As a strategist and innovator in the field, Dorinda has contributed to policy discussions, curriculum development, and service expansions that prioritize individualized learning, emotional well-being, and community capacity building. Dorinda continues to oversee both foundation-housed and community-based inclusive clinically intensive micro-school programs, as well as integrative clinical ABA programming within private schools and in local communities, and regularly presents to local and international professionals and families about effective methods to support and integrate individuals with Autism. Angels Reach Foundation also facilitates the development of effective Autism support programs internationally through often complimentary training and development projects.

Angels Reach
FOUNDATION, INC.

MINUTES
Regular Council Meeting
April 15, 2025
6:30 p.m.
Government Center
6601 Main Street
Miami Lakes, Florida 33014

1. PROCLAMATIONS, RECOGNITIONS AND AWARDS:

Mayor Dieguez invited Mental Health Task Force Committee Members, William Perez and Marly Hernandez to come forward and talk about the committee hosting their first Fall Festival. It was explained that the committee decided to donate half of the proceeds from the festival to The Miami Lakes Girl Scout Troop 902. Mr. William Perez invited the members of Girl Scout Troop 902 to come forward and explained that the service projects focus is on helping veterans. Mr. William Perez then presented the check of $1,847 dollars to members of Girl Scout Troop 902.

2. CALL TO ORDER:

The Town Clerk, Gina M. Inguanzo, called the roll at 6:30pm. Councilmember Juan Carlos Fernandez, Councilmember Garcia, Councilmember Steven Herzberg, Councilmember Sanchez, Vice Mayor Morera and Mayor Dieguez were present. Councilmember Cuadra Garcia joined the meeting at 6:37 pm.

3. MOMENT OF SILENCE:

Vice Mayor Morera led the prayer.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Mayor Joshua Dieguez.

5. ORDER OF BUSINESS (DEFERRALS/ADDITIONS/DELETIONS):

Vice Mayor Morera motioned to discuss item 14A after Public Comments. Mayor Dieguez motioned to discuss item 16C concurrently with item 14A. Councilmember Herzberg motioned to discuss items 16G and 16J concurrently with item 16F. Vice Mayor Morera motioned to discuss item 10A concurrently with item 16D. Councilmember Fernandez motioned to approve the new order of business. Councilmember Sanchez seconded the motion. The motion passed unanimously.

6. PUBLIC COMMENTS: (Youtube 24:24)

(Phonetic spelling of each speaker's name will be used throughout the minutes unless correct spelling is known.)

The Town Clerk, Gina M. Inguanzo, read the instructions of proper decorum that are to be respected and followed during public meetings.

Ms. Bonnie Cintron came before the Town Council to participate in Public Comments. She stated that the Town Council should contact FPL to place the powerlines in Lake Patricia and Lake Katherine underground. She stated that something must be done to coordinate with the Opa Locka Airport Air Traffic Control. She explained that the current flight path puts many residential areas in great danger. She also explained a possible solution for traffic congestion that would need to be approved by both the Hialeah and the Miami Lakes Council. She also stated that Miami Lakes residents have the responsibility and the obligation to abide by the Town Code.

Mr. Dave Oliver came before the Town Council to participate in Public Comments. He explained that the Miami Lakes Optimist Park needs certain improvements. He urged the Town Council to support the proposed improvements.

Mr. Nathan Padilla came before the Town Council to participate in Public Comments. He stated that at last month's Regular Council Meeting, he presented his proposal to redevelop some of the tennis courts at Miami Lakes Optimist Park into dedicated pickleball courts. He explained that currently, the park has four full-sized tennis courts available with two of them having pickleball nets installed. He further explained that due to high demand, individuals are having to wait an hour to play one game of pickleball. He urged the Town Council to consider the overwhelming support from Miami Lakes residents and the benefits that this redevelopment would bring.

Mr. Daniel Gonzalez came before the Town Council to participate in Public Comments. He explained that pickleball has helped him find a community here in Miami Lakes. He stated that the pickleball courts in Miami Lakes Optimist Park cannot keep up with the high demand of individuals coming from not only Miami Lakes, but Hialeah and PSN as well. He urged the Town Council to consider the overwhelming support from Miami Lakes residents and the benefits that this redevelopment would bring.

Mr. Bob Jones came before the Town Council to participate in Public Comments. He thanked the Town Council and those who maintain Optimist Park for providing residents with well-groomed fields to play Geezer ball every Monday and Wednesday morning. He explained that playing Geezer ball at Miami Lakes Optimist Park has granted him the opportunity to build community and create long lasting memories.

Mr. Kenneth Perez came before the Town Council to participate in Public Comments. He explained that pickleball is not just a sport but a community. He urged the Town Council to consider the overwhelming support from Miami Lakes residents and the benefits that this redevelopment would bring.

Mr. Jim Hamilton came before the Town Council to participate in Public Comments. He stated that he is in support of the return of the money that had been transferred in 2023 and moved back into the park budget at the last Regular Council Meeting. He explained that this money should be utilized to fund the improvements to Optimist Park. He further explained that if approved, this would provide $1.7 million dollars towards the Miami Lakes Optimist Park redevelopment plans. He stated that the Optimist Club is dedicated and committed to making this plan work.

Mr. Carlos Fernandez Guzman came before the Town Council to participate in Public Comments. He stated that Miami Lakes Optimist Park is an economic engine and the seed capital for youth development. He explained that the park is a human resource engine for the community. He stated that he is here in support of the return of the money that had been transferred in 2023 and moved back into the park budget at the last Regular Council Meeting. He urged the Town Council to look at the redevelopment of the park not as a cost, but as an investment to the Town and it's residents.

Mr. Steve Jean Ree came before the Town Council to participate in Public Comments. He explained that pickleball has helped him find a community here in Miami Lakes. He urged the Town Council to consider the overwhelming support from Miami Lakes residents and the benefits that this redevelopment would bring.

Ms. Lily Azel came before the Town Council to participate in Public Comments. She stated that she is the USA Pickleball Ambassador for Miami-Dade County. She explained that pickleball has had unprecedented growth. She stated that pickleball has 16 million new players from ages 6 to over 65. She urged the Town Council to consider the overwhelming support from Miami Lakes residents and the benefits that this redevelopment would bring.

Ms. Kimberly Trelles came before the Town Council to participate in Public Comments. She explained that her online business, the Trelles Cottage, sells Miami Lakes inspired gifts. She urged the Town Council to support Item 13A, regarding online sales showrooms as it would allow small businesses to continue growing and connecting with the community. She explained that her business gives back to the community through The De Moya Foundation. She explained that The De Moya Foundation helps individuals with special needs find a fulfilling career. She thanked the Town Council for their consideration of these items.

Mr. Carlos Andres came before the Town Council to participate in Public Comments. He explained that he represents the Public Safety Committee. He further explained that he would like to ask for the Town Council's support in having the Town Hall lit up blue for Law Enforcement Awareness month. He stated that on May 14th, Major Gonzalez will be the guest speaker at the Miami Lakes Chamber of Commerce Luncheon. He stated that on May 15th, the committee will be hosting their coffee with a cop event at Einstein Bagels. He explained that they are working on a paella lunch for both the Sheriff's Office and Fire Department on May 22nd.

Mr. Marcos Guiterrez came before the Town Council to participate in Public Comments. He stated that he is in support of funding the improvements to Optimist Park. He urged the Town Council to consider the overwhelming support from Miami Lakes residents and the benefits that these improvements would bring.

Ms. Vivian Levy came before the Town Council to participate in Public Comments. She stated that she is in support of item 13A.

Ms. Irene Guiterrez came before the Town Council to participate in Public Comments. She stated that she is in support of the motion from Councilmember Fernandez, Councilmember Herzberg and Councilmember Sanchez. She thanked the Town Council for their efforts in mitigating traffic and prioritizing the safety of the residents.

Ms. Lydia Hernandez came before the Town Council to participate in Public Comments. She stated that she is in support of item 16J. She urged the Town Council to take the initiative to implement the request for driver's licenses at the Royal Oaks Guard Gate.

Ms. Denise Perez came before the Town Council to participate in Public Comments. She stated that she is in support of item 16J. She urged the Town Council to take the initiative to implement the request for driver's licenses at the Royal Oaks Guard Gate.

Ms. Isabela Diaz came before the Town Council to participate in Public Comments. She stated that she is in support of item 16J. She urged the Town Council to take the initiative in finding a solution for the Bob Graham traffic issue.

Mr. Eddy J. Sedeno came before the Town Council to participate in Public Comments. He stated that he is in support of item 13A. He explained that this item would allow small businesses to continue growing and connecting with the community.

Mr. Josiah Berg came before the Town Council to participate in Public Comments. He stated that he is here in support of the return of the money that had been transferred in 2023 and moved back into the park budget at the last Regular Council Meeting. He urged the Town Council to look at the redevelopment of the park not as a cost but as an investment for the Town and its residents.

Town Clerk Gina M. Inguanzo stated for the record that the Office of the Clerk received written Public Comments by email regarding the Miami Lakes Optimist Park Budget.

There being no further public comments, public comments were closed.

7. APPOINTMENTS:

Mayor Dieguez announced the following appointments:

Mr. Omar Sepulveda to the Elderly Affairs Committee by Mayor Dieguez.

8. MANAGER'S REPORTS:

A. Police Report (Major Gonzalez)

Major Gonzalez presented the Police Report and answered questions posed by the Town Council.

B. Public Works Infrastructure Report (Santos)

The Public Works Director, Omar Santos, presented the monthly infrastructure report and answered questions posed by the Town Council.

C. Foreclosing of Non-Homestead Properties with Code Enforcement Liens (Angel, Pidermann)

Town Manager Pidermann presented the report and stated that this report is a joint team item between him and the Town Attorney. He explained that the genesis of this initiative is to improve the quality and effectiveness of Code Enforcement. Staff identified 124 properties that had code enforcement liens, and they were warned, they were cited, and they had an opportunity to go before the Special Magistrate, but they opted to do nothing about this. Town Manager Pidermann explained that staff sent these property owners a notice and advised them that if they do not bring their property into compliance, and clean the lien, the Town will take measures of foreclosing on their property. He stated that of the 124 properties, 54 of those were cured and 70 are still outstanding.

Town Manager Pidermann asked the Town Council for directions on administrative measures. He specifically asked the Town Council to give approval to the Town Attorney/Town staff to do a full legal assessment, to do a complete analysis, to do a title search and make sure that these properties are still in the same state as they were when they were included on the list. Town Manager Pidermann explained that once the full assessment is completed, Town staff will send them a 15-day letter with a copy of the foreclosure, stating that they have 15 days to come in and make this right, otherwise the Town Attorney will move forward with the filing of the lawsuit to foreclose on their property. He emphasized that these are either commercial, industrial or non-homesteaded residential properties and he asked the Town Council for directions to move forward. Town Attorney, Raul Gastesi, echoed the sentiments and explanation given by Town Manager Pidermann.

Town Manager Pidermann reminded the Town Council that the Town Council had approved a modification to the lien reduction schedule, which applied to everyone with an outstanding lien -homesteaded property or not- until the end of July to come in and modify and comply and bring the property into compliance and request their fine reduction under the current formula. Town Manager Pidermann then explained that the Town adopted an ordinance establishing August 1st as the deadline for property owners to reduce or resolve their outstanding liens. He emphasized that after August 1st, the opportunity to request lien reductions will no longer be available for these cases. He stated that the Town does not want to be property owners – he emphasized that what he wants is for these homes to comply and be reflective of Miami Lakes.

After all the explanation given, Councilmember Fernandez made a motion to this effect, approving the Town Attorney/Town Staff moving forward with the explanation provided by Town Manager Pidermann. The motion was seconded by Councilmember Herzberg. Councilmember Herzberg then made an amendment to the motion and stated that he would like the Town Staff and Town Attorney to proceed with their due diligence, sending the 15 day notice, to draft the complaint, but to come to the Town Council before the filing, -to give an opportunity for the Town Council to look one more time at those properties and

determine if the Town should start filing foreclosure actions. Councilmember Sanchez seconded the amendment to the motion. On this note, Mayor Dieguez suggested that perhaps a list of all the homes that the Town intends to move forward with the foreclosure be added to a list via the Attorney's Report. Councilmember Herzberg agreed with the friendly amendment to his amendment. The amendment passed; all were in favor.

Vice Mayor Morera asked the Town Attorney if this administrative work of them leading to the foreclosure of homes is covered under the contract that the Town has with the Gastesi Law Firm contract or if this is something that would be billed hourly, like litigation? Town Attorney Gastesi replied that this is going to be billed hourly, like litigation. The Town Attorney explained that if they invest in a home that later shows that they can't proceed with the foreclosure, the Town Attorney's will only bill the Town for the costs. Also, it was stated that the Town is moving to recover Attorney's Fees and costs. The main motion, as amended, passed unanimously.

D. Tax Collector Legal Action (Pidermann)

Town Manager Pidermann presented the report and stated that this item was included in the agenda, prior to receiving a letter from the Tax Collector's Office. Town Manager Pidermann explained that he believes the Tax Collector is not acquiescing to the fact that he is not able to charge this commission to municipalities, that he just claims that it's for financial reasons that he does not necessarily need the municipal contribution to fund his office. Town Manager Pidermann then stated that if the position of the Tax Collector were to change, whether this fiscal year or in subsequent years, that he would like for Town Staff to have direction to move forward with the legal steps necessary to enforce the state statute as well as the Attorney General's opinion. Town Attorney Gastesi echoed the sentiments of the Town Manager and stated that if the Tax Collector changes his mind, he wants to be ready to move forward with legal steps.

Town Manager Pidermann answered questions posed by Town Staff and stated that he would like to ask the Town Attorney, if "special taxing districts" qualify as "special assessment districts".

Vice Mayor Morera made a motion to approve the Town Manager's recommendation regarding moving forward with legal steps. Councilmember Sanchez seconded the motion. The motion passed unanimously.

9. ATTORNEY'S REPORT:

None.

10. COMMITTEE REPORTS:

A. Special Needs Advisory Board Report

Chairperson Vivian Levy presented the report. Chair Levy stated that she recommends the Town to partner with the de Moya Foundation to provide employment opportunities to

individuals with unique abilities. She explained that the de Moya Foundation is dedicated to empowering individuals with disabilities by providing employment opportunities and support. She further explained that by collaborating with the foundation, the Town can demonstrate leadership in fostering an inclusive community and contribute to the economic independence of individuals with unique abilities. She invited Mr. George de Moya from The de Moya Foundation to come forward and describe the program.

Mr. George de Moya explained that the Foundation was founded nine years ago by his mother. He further explained that many young adults with autism, developmental disabilities, cerebral palsy etc., can find a job on their own, but cannot find long term employment. He explained that the de Moya Foundation provides job coaching for the first three full weeks of employment, 20 hours a week. He further explained that the Foundation provides education-based training and disability sensitivity training to all the coworkers who are at the company. He stated that the foundation has partnered with 85 companies throughout Miami-Dade County.

Vice Mayor Morera motioned to partner with the de Moya Foundation to host a special needs job interview and skills seminar at Town Hall which would equip those with special needs with the skills and confidence that they need to land a job and to then excel in that job. Councilmember Garcia seconded the motion. The motion passed unanimously.

Vice Mayor Morera motioned to work with Town Staff to create a platform in the Town's website where employers can advertise job openings suitable for those with intellectual and developmental disabilities and where our residents with special needs can publish their resumes, bios, and skill sets so that employers who are looking to hire can find them. Mayor Dieguez seconded the motion. The motion passed unanimously.

11. SPECIAL PRESENTATIONS:

A. Presentation of the Annual Comprehensive Report for the Fiscal YR 2023-2024 (Grant)

Chief Financial Officer Kay Grant presented the report and explained that Florida Statute requires municipalities to complete an independent audit and submit a comprehensive financial report to the state within nine months following the end of the fiscal year. She further explained that this report reflects the Town's ongoing transparency, accountability, and the responsible stewardship of public funds. She thanked the Town Manager and Town Staff for their hard work and assistance with the audit. She stated that for the ninth consecutive year the audit resulted in zero findings. She also stated that for the twelfth consecutive year the Town was awarded the certificate of achievement for excellence in financial reporting by the Government Finance Officers Association. She then invited Mr. Jerry Donates, who is part of the independent auditor's team at GEMRT, to come forward and explain the major parts of the report.

Auditor Jerry Donates presented the Annual Comprehensive report for the Fiscal Year 2023 to 2024 and explained that the opinion in the report is an unmodified opinion. He stated that there were no material weaknesses or significant deficiencies found within the report. He explained that the auditors did not encounter any difficulties in completing their procedures and analysis. He stated that as of September 30th, 2024, the unassigned fund

balance was approximately 5.5 million dollars. He thanked Chief Financial Officer Kay Grant for facilitating the work between the independent auditors and Town Staff.

Mayor Dieguez motioned to approve the Annual Comprehensive Financial Report for the Fiscal Year 2023-2024. Councilmember Garcia seconded the motion. The motion passed unanimously.

12. CONSENT CALENDAR:

Councilmember Herzberg moved to approve the Consent Calendar. The motion was seconded by Councilmember Fernandez. The motion passed 7-0.

A. Approval of Minutes

April 15, 2025 Regular Council Meeting

The minutes were approved in the Consent Calendar.

B. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, REQUESTING THE MIAMI-DADE COUNTY SCHOOL BOARD TO RENAME THE MIAMI LAKES K-8 CENTER IN HONOR OF PERLA TABARES HANTMAN, IN RECOGNITION OF HER LEGACY AND SERVICE TO THE COMMUNITY AND SCHOOL SYSTEM; PROVIDING FOR AN EFFECTIVE DATE.

This item was approved in the Consent Calendar.

C. A RESOLUTION OF THE TOWN OF MIAMI LAKES, FLORIDA, PURSUANT TO TOWN CODE ARTICLE XII, DIVISION 2, CO-DESIGNATING FAIRWAY DRIVE AS DR. RUTH SCHOBEL DRIVE; PROVIDING FOR INSTRUCTIONS TO TOWN MANAGER; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

This item was approved in the Consent Calendar.

D. A RESOLUTION OF THE TOWN OF MIAMI LAKES, FLORIDA, PURSUANT TO TOWN CODE ARTICLE XII, DIVISION 2, CO-DESIGNATING N.W. 142nd STREET, JEFFREY D. PENNISTON STREET; PROVIDING FOR INSTRUCTIONS TO TOWN MANAGER; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

This item was approved in the Consent Calendar.

E. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, RENAMING THE NEIGHBORHOOD SERVICES DISTRICTS (“NSD”) TO SPECIAL TAXING DISTRICTS (“STD”) FOR TWO (2) LAKE MAINTENANCE AND FOUR (4) SECURITY SERVICE DISTRICTS WITHIN THE TOWN; AND PROVIDING FOR AN EFFECTIVE DATE.

This item was approved in the Consent Calendar.

F. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA AMENDING THE COMMITTEE RULES, REGULATIONS AND PROCEDURES REGARDING ATTENDANCE AND OTHER RELATED MATTERS; PROVIDING FOR ADOPTION AND IMPLEMENTATION OF SUCH RULES; PROVIDING FOR A FISCAL IMPACT OF MINIMUM COSTS; AND PROVIDING AN EFFECTIVE DATE.

This item was approved in the Consent Calendar.

G. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AUTHORIZING THE TOWN MANAGER TO AWARD A CONTRACT FOR ITB 2025-08 REFUSE AND RECYCLING SERVICES FOR TOWN FACILITIES TO GREAT WASTE AND RECYCLING SERVICES, LLC, IN AN AMOUNT NOT TO EXCEED SEVENTY THREE THOUSAND, THREE HUNDRED EIGHTY SEVEN DOLLARS AND 99/100 ($73,387.99) FOR A PERIOD OF THREE (3) YEARS WITH TWO (2) ONE-YEAR OPTIONS TO RENEW; AND PROVIDING FOR AN EFFECTIVE DATE.

This item was approved in the Consent Calendar.

H. A RESOLUTION OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING THE AWARDING OF A CONTRACT FOR A TOWN FIREWORK DISPLAY TO LIGHT F/X PRO FOR A THREE (3) YEAR PERIOD WITH TWO (2) ONE-YEAR OPTIONS TO RENEW; AUTHORIZING THE TOWN MANAGER TO TAKE ALL ACTIONS NECESSARY TO IMPLEMENT THE TERMS AND CONDITIONS OF THIS ORDINANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

This item was approved in the Consent Calendar.

I. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AUTHORIZING THE TOWN MANAGER TO ENTER INTO A CONTRACT WITH CONCORD TECHNOLOGIES, INC. FOR THE K9 COVE SWALE IMPROVEMENTS PROJECT IN AN AMOUNT OF TWENTY-ONE THOUSAND NINE HUNDRED DOLLARS AND 00/100 ($21,900.00) AND APPROVING A PROJECT CONTINGENCY OF TWO THOUSAND ONE HUNDRED AND NINETY DOLLARS AND 00/100 ($2,190.00), APPROXIMATELY TEN PERCENT (10%) OF THE CONTRACT AMOUNT; AND PROVIDING FOR AN EFFECTIVE DATE.

This item was approved in the Consent Calendar.

J. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING THE AWARD OF A CONTRACT WITH SCHINDLER FOR ELEVATOR MAINTENANCE AT TOWN HALL, IN AN AMOUNT NOT TO EXCEED BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE CONTRACT; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED

FUNDS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

This item was approved in the Consent Calendar.

K. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING REQUEST TO WAIVE COMPETITIVE SOLICITATION REQUIREMENTS FOR FEDERAL LOBBYING SERVICES AGREEMENT; AUTHORIZING THE APPROVAL OF A FEDERAL LOBBYING SERVICES AGREEMENT BETWEEN THE TOWN OF MIAMI LAKES AND THE NCGA; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE CONTRACT; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

This item was approved in the Consent Calendar.

L. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, TERMINATING GUARD GATE SERVICES WITH SFM SECURITY SERVICES FOR ROYAL OAKS EAST AND ROYAL OAKS SECTION ONE SPECIAL TAXING DISTRICTS; PROVIDING FOR AUTHORITY OF TOWN OFFICIALS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR EXPENDITURE OF BUDGETED FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE.

This item was approved in the Consent Calendar.

M. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AUTHORIZING THE TOWN MANAGER TO APPLY FOR AND EXECUTE A COMMUNITY AESTHETIC FEATURE AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE INSTALLATION OF A LOCAL IDENTIFICATION MARKER ALONG THE OFF-RAMP OF STATE ROAD 826 AT NW 154TH STREET; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

This item was approved in the Consent Calendar.

N. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AUTHORIZING A WORK ORDER, PURSUANT TO CONTRACT 2021-43 FOR CIVIL ENGINEERING AND RELATED SERVICES, WITH EXP U.S. SERVICES, INC., FOR PROFESSIONAL ENGINEERING SERVICES FOR MIAMI LAKES G.R.E.E.N. SOUTH AND MIAMI LAKES G.R.E.E.N. NORTH; FOR AN AMOUNT NOT TO EXCEED TWO HUNDRED NINETY-ONE THOUSAND, THREE HUNDRED SIXTY-ONE DOLLARS AND 20/100 ($291,361.20), MODIFYING THE BUDGET APPROVED BY ORDINANCE 23-318; PROVIDING FOR AUTHORITY OF TOWN OFFICIALS; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE.

This item was approved in the Consent Calendar.

O. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AUTHORIZING A WORK ORDER, PURSUANT TO CONTRACT 2021-43 FOR CIVIL ENGINEERING AND RELATED SERVICES, WITH EXP, U.S. SERVICES, INC. ("EXP") FOR PROFESSIONAL ENGINEERING SERVICES FOR AN AMOUNT OF FIFTY THOUSAND DOLLARS AND 00/100 ($50,000.00) NOT TO EXCEED BUDGETED FUNDS; PROVIDING FOR AUTHORITY OF TOWN OFFICIALS; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR ROUNDING; AND PROVIDING FOR AN EFFECTIVE DATE.

This item was approved in the Consent Calendar.

13. ORDINANCE- FIRST READING:

A. AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AMENDING CHAPTER 13, “LAND DEVELOPMENT CODE”, AT ARTICLE VI, “SUPPLEMENTARY REGULATIONS”; CREATING SECTION 13-777.1 "ONLINE SALES SHOWROOMS"; PROVIDING FOR FINDINGS OF FACT, INTENT AND PURPOSE; PROVIDING FOR REGULATIONS; PROVIDING FOR PENALTIES; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION INTO THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney Raul Gastesi read the title of the ordinance into the record.

Vice Mayor Morera presented the item. He explained that he met with Principal Town Planner, Ms. Susana Alonso and Building Department Director, Mr. Danny Angel and they came up with the framework which creates the online sales showroom/modified retail and inputs it into the business, commercial and industrial master use list.

Deputy Town Attorney Cobiella clarified that on page 661, in the Commercial and Retail Activities row, whenever it shows an “A”, it should be a “C” because it is an Accessory Conditional use.

Vice Mayor Morera motioned to adopt the ordinance in first reading and the motion was seconded by Councilmember Fernandez.

The Principal Town Planner, Susana Alonso, answered questions posed by the Town Council. She explained that there are no retail sales on the floor, no signage outside and that you visit with an appointment. She explained that it’s meant to be used by someone through personal knowledge. Mayor Dieguez stated that he recommends this to be marked as a conditional use.

The Town Clerk called the roll and the motion adopting the ordinance in first reading passed 7-0.

14. ORDINANCE IN SECOND READING:

A. AN ORDINANCE OF THE TOWN OF MIAMI LAKES, FLORIDA, AMENDING THE TOWN'S FISCAL YEAR 2024-2025 BUDGET ESTABLISHED BY ORDINANCE NO. 24-330; PROVIDING FOR EXPENDITURE OF FUNDS; PROVIDING FOR AMENDMENTS; PROVIDING FOR CONFLICTS; AUTHORIZING THE TOWN MANAGER TO TAKE ALL ACTION NECESSARY TO IMPLEMENT THE TERMS AND CONDITIONS OF THIS ORDINANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney Raul Gastesi read the title of the ordinance in second reading into the record.

Mayor Dieguez opened the public hearing for public comments, there being no public comments the public hearing was closed.

Town Manager Pidermann presented the item and recapped that this is the same item Town Council saw last month at the March RCM and stated that there were a couple of grants added since then and the receipt of those grants are being recognized. Mr. Pidermann added that on the third page of the memo, the order of the line items in response to a motion that was made at last month's Regular Council Meeting, the Mini Park Capitol Program (Phase 2 & 3) has been moved to #6 on the Administrative and Council Initiatives list and he also mentioned that the Professional Services Studies have been compressed under one title.

Vice Mayor Morera motioned to adopt the amended budget and Councilmember Herzberg seconded.

Vice Mayor Morera mentioned that he appreciates that the Town Manager combined the three studies- the Compensation Study, the Impact Fee Study and the Renewable Energy Feasibility Study- into one single line item. He then mentioned that at the Sunshine Meeting, the three studies were discussed, and he stated that he would like to motion to amend line item #18. Vice Mayor Morera motioned to reduce the $130,000 line item and reduce it to $65,000, and then apply any remaining balance from this reduction, plus any other changes made by Town Council, to trimming any trees that have not been trimmed in the last three years and thereafter, to sidewalk repairs. Councilmember Herzberg seconded the motion.

After further discussion on Vice Mayor Morera's amendment, Councilmember Herzberg made a friendly amendment and motioned for the savings from line item #18, to be put into a contingency reserve -a contingency reserve not meant just for the three studies but meant for the Town Council to come back and review later where the best place to put that money is. The amended motion was seconded by Vice Mayor Morera, and it passed 7-0.

Councilmember Cuadra Garcia then motioned to table the budget amendment, for the Town Council get together and have another Sunshine Meeting to discuss the 28 items and for the budget amendment to be tabled until the next Regular Council Meeting. The motion died due to lack of a second.

After further discussion, the Town Clerk called the roll and Vice Mayor Morera's motion to reduce the $130,000 to $65,000 as amended, passed 6-1; Councilmember Cuadra Garcia voted in opposition.

Councilmember Cuadra Garcia motioned to zero out the funding line item #1, the 25th Town Anniversary $25,000. The motion died due to lack of a second.

Councilmember Cuadra Garcia moved to reduce line item #3, for the Litter Crew Reinstated Enhanced Service $68,640, to be reduced to half of its allocated amount. The motion died due to lack of a second.

Councilmember Herzberg made a motion to remove line item #26, Curbing of 170th Trail Park $40,000 and this amount to be put into the contingency reserve. Councilmember Garcia seconded the motion. After further discussion the motion passed 6-1; Councilmember Fernandez voted in opposition.

Councilmember Herzberg motioned to eliminate line item #23, Town Hall Window Tinting $5,000, and to put this amount of money into the contingency reserve. Vice Mayor Morera seconded the motion. Public Works Director, Mr. Omar Santos provided further details on the request for line item #23. After some discussion, the motion passed 7-0.

Councilmember Garcia and Town Manager Pidermann discussed the timeline for a plan to add police officer service aids. Then, Councilmember Garcia motioned to amend line item #22, Town Hall Exterior LED Lighting $5,900 be removed and added to the contingency reserve. The motion died due to lack of a second.

Councilmember Sanchez motioned to allocate $1,000 from the contingency reserve to supplement food for Town Staff, for the balance of the Fiscal Year. Vice Mayor Morera seconded the motion. After further discussion the motion passed 7-0.

Councilmember Cuadra Garcia requested further details regarding line item #7, Parks Reinstate MLOP Mulch ($3,705) and line item #12. Parks Reinstate ROP Mulch ($4,160) and how we arrived at that price, what kind of mulch etc. After feedback provided by the Parks & Recreation Director, Mr. Jeremy Bajdaun and Town Manager Pidermann, Councilmember Cuadra Garcia then motioned to eliminate line item #7 & #12. Councilmember Garcia seconded the motion for discussion. The Town Clerk called the roll, and the motion failed 1-5; Councilmember Fernandez, Councilmember Garcia, Councilmember Herzberg, Councilmember Sanchez and Mayor Dieguez voted in opposition and Vice Mayor Morera was absent.

Councilmember Cuadra Garcia requested more information regarding line item #8, Parks Reinstate MLOP Top Dressing $18,197. The Parks and Recreation Director, Mr. Bajdaun provided feedback. Councilmember Cuadra Garcia then motioned to reduce line item #8 in half and Councilmember Garcia seconded the motion for discussion. The Parks and Recreation Director, Mr. Bajdaun, answered questions posed by the Town Council. The Town Clerk called the roll, and the motion failed 1-6; Councilmember Fernandez, Councilmember Garcia, Councilmember Herzberg, Councilmember Sanchez, Vice Mayor Morera and Mayor Dieguez voted in opposition.

Councilmember Cuadra Garcia then motioned to reduce line item #16 Park ROP Resod Field 2 $80,000, in half. The motion died due to lack of a second.

Vice Mayor Morera then moved to call the question, to end debate. The Town Clerk called the roll, and the motion passed unanimously 7-0.
Then, the Town Clerk called the roll on the main motion, as amended, and the motion to approve the ordinance in second reading, adopting Item 14A, as amended, passed 6-1; Councilmember Cuadra Garcia voted in opposition.

15. RESOLUTIONS:

A. CHILDREN'S PARADISE LEARNING CENTER, COND 2024-0088 ZONING DISTRICT BU-1A

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, PURSUANT TO SUBSECTION 13-305(f)(1) OF THE TOWN OF MIAMI LAKES LAND DEVELOPMENT CODE; PERTAINING TO A REQUEST IN ACCORDANCE WITH SECTION 13-303 OF THE TOWN OF MIAMI LAKES LAND DEVELOPMENT CODE FOR A CONDITIONAL USE; ALL BEING SUBMITTED FOR THE PROPERTY LOCATED AT 15520 NW 77th Ct,, AS PROVIDED AT EXHIBIT "A", MIAMI LAKES, FLORIDA, FOLIO NO. 32-2015-006-0010; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FINDINGS; PROVIDING FOR APPEAL; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney Raul Gastesi read the Quasi-Judicial Public Hearings Instructions for Item 15A and 15B into the record.

The Town Clerk Inguanzo swore in all the individuals that were to provide testimony.

The Town Clerk stated for the record that the elected officials provided all the ex-parte communications for both items, Item 15A and Item 15B.

Principal Town Planner, Ms. Susana Alonso presented the item and explained that the Applicant is requesting Conditional Use Approval to operate an Educational Facility for kids up to 2nd grade. She explained that the applicant needs to upgrade their facility, and they need to do a change of use. She stated that Town Staff recommends approval as it meets all the conditions of conditional use at this point.

Attorney Yaneris Figueroa, the Applicant, spoke on behalf of the applicant, Jonaiky Miranda and presented their case.

Mayor Dieguez opened the public hearing to public comments, there being none, public comments were closed. Attorney Yaneris Figueroa answered questions posed by the Town Council.

Mayor Dieguez closed the public hearing and Vice Mayor Morera motioned to approve the conditions of 15A and the motion was seconded by Councilmember Sanchez. The motion passed unanimously 7-0.

B. TGC 6685 EAGLE'S NEST, LLC PLAT2024-0374 ZONING DISTRICT TC

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING A REQUEST IN ACCORDANCE WITH SUBSECTION 13-308(F)(2) OF THE LAND DEVELOPMENT CODE FOR A WAIVER OF PLAT TITLED "TGC WELLS" FOR THE PROPERTY LOCATED AT 15615 LUDLAM RD, MIAMI LAKES, FLORIDA, IN THE TC ZONING DISTRICT; PROVIDING FINDINGS; PROVIDING FOR APPROVAL; PROVIDING FOR CONDITIONS; PROVIDING FOR

VIOLATION OF CONDITIONS; PROVIDING FOR APPEAL; AND PROVIDING FOR AN EFFECTIVE DATE.

Principal Town Planner, Ms. Susana Alonso presented the item and stated this is a plat application. She explained that the applicants are seeking to clean up some prior easements that they had on the property to prepare in the future considering different developments for the property. She recommended that the Town Council approve the application for a Final Plat titled TGC Wells, as submitted for approval to the Town Council.

Applicant Mark Johnson came before the Town Council to present his case. Mayor Dieguez opened the public hearing to public comments and there being no public comments, public comments were closed. Mr. Mark Johnson answered questions posed by the Town Council and Principal Town Planner Alonso gave a final remark.

Councilmember Garcia motioned to approve the item and seconded by Councilmember Herzberg. The motion passed unanimously 7-0.

16. NEW BUSINESS ITEMS:

A. No left Turn on SB NW 79 Avenue (Sanchez)

Councilmember Sanchez presented the item, and he spoke about the traffic issues created at the Bob Graham Educational Center – the gridlock created at the intersection that goes into the northern loop used for pickup at the school. He explained that the gridlock occurs in the Royal Oaks area, when the cars are coming out of the Royal Oaks and trying to turn into the school, causing congestion and people trying to get out of Royal Oaks on 79th Avenue are not being able to exit due to the traffic congestion. Councilmember Sanchez stated that in order to facilitate continuous movement of traffic, in addition to preventing cars from staging inside of Royal Oaks, he proposed for cars to be allowed to continue traveling and have an expedited way of getting out of the Royal Oaks area -without having the impediment of traffic into the school. He motioned for placing a No Left Turn on the Southbound side of NW 79th Avenue and the entrance into BGEC, to help reduce the traffic flow. The motion was seconded by Vice Mayor Morera.

Vice Mayor Morera then proposed an amendment to the motion, and explained that for a period of time, to include it as a trial period, he would like for the cones to be placed in the middle of the street, lining parallel with the middle of the street so that it blocks cars from making a left. He mentioned that if no calamity is caused, then we could proceed with the No Left Turn on 79th Avenue, as proposed by Councilmember Sanchez. He emphasized that he would like to test the theory before investing the money in making it happen. Councilmember Sanchez stated that the cone experiment was done in the past.

Major Gonzalez answered questions posed by the Town Council. He stated that the Police Department could start implementing the recommendation provided by the Vice Mayor, starting next school year, and he emphasized that a Police Office would be stationed there. He also stated that the Town Council does not need to put the sign up because the Police Officer placed in the afternoon in the area, will be able to enforce it.

B. HOA Approvals in the Building Permit Process (Herzberg)

Councilmember Herzberg presented the item regarding the Town's current building permit application, which includes affidavits from the property owner, acknowledging awareness of applicable HOA and ACC deed restrictions. He then stated that it is of common knowledge that people lie on these affidavits because they are not obtaining HOA approval.

Councilmember Herzberg stated that the current approach should be revised to promote transparency and reduce conflict, but he emphasized that the Town should not police HOA covenants and that the Town Staff should not require HOA approval as part of the permitting process. Councilmember Herzberg then stated as his motion, that he would like to work with Town Staff and create some type of violation -code or civil citation- for those cases that someone knowingly lies in the affidavit. The motion was seconded by Vice Mayor Morera. After some discussion, the motion passed 7-0.

C. Review of Proposed Budget Amendment (Cuadra Garcia)

This item was discussed during the discussion of Item 14A.

D. Special Needs Job Interview and Skills Seminar and Job Directory (Morera)

This item was discussed concurrently with Item 10A.

E. No U-turn during specific times (Sanchez)

Councilmember Sanchez explained that in Miami Lakes Drive, at the entrance of the Golf Course, there is a No U-turn which is enforced 24 hours per day. He stated that he would like to modify it and for it to be in effect during peak hours of traffic. He stated that 77th Avenue is home to many health facilities and when people leave the urgent care facilities in that area, they have to make a right turn only lane on Miami Lakes Drive and if you live in the west side of town, you need to make a right turn and drive down further, to then make a left turn to return home. Councilmember Sanchez then motioned that he would like to modify the current No U-turn sign, for it to be a No U-turn only during peak hours. The motion was seconded by Vice Mayor Morera. There was no discussion, and the motion passed 7-0.

F. Review and Discussion of STD Guardhouses Protocols and After-Hours Procedures (Fernandez-Herzberg)

Councilmember Garcia motioned to waive section 7.2 of the Special Rules of Order. The motion was seconded by Councilmember Sanchez and all were in favor.

Items 16F, 16G and 16J were combined during the New Order of Business section of the agenda, to be discussed jointly.

Councilmember Herzberg initiated the discussion of Item 16F, and stated that in Loch Lomond, security guards check driver's license 24/7. He stated that he would like to discuss whether the Town Council should just grant the Town Manager the right to determine and implement procedures regarding the gate guards and if we proceed with the licensing checks at nighttime, we will need a baseline of how to go forward with it, and to make sure that residents are made aware. Councilmember Herzberg also stated that he is looking forward to the scheduled STD Workshop.

Councilmember Fernandez thanked Councilmember Herzberg for providing the City of Coral Gables Ordinance, which permits security guards to ask about their general destination during overnight hours. He explained that the intention is for the guards to have a conversation with the drivers. Councilmember Fernandez then made a motion requesting the gate guards from the hours of 11:00 p.m. to 6:00 a.m. The motion was seconded by Councilmember Sanchez.

During discussion of the item, the Deputy Town Attorney answered questions posed by the Town Council. He specifically provided legal advice regarding the public nature of the streets.

After further discussion, Councilmember Herzberg amended the motion to have the two remaining STD guardhouses (MLS1 and Royal Oaks) that do not currently check driver's license at nighttime, during non-peak hours, to check drivers, along with some guidelines like giving residents notice about this, and to discuss with Town Staff. Vice Mayor Morera seconded the amendment. After further discussion Mayor Dieguez shared his opposition to the amendment for the time being because he would like to hear from the 2 remaining STD guardhouses; however, Mayor Dieguez agreed with Councilmember Herzberg's idea to wait for the STD workshop to take place and gather input from the other HOA's and then possibly implement at the next Regular Council Meeting. The amendment passed 6-1; Mayor Dieguez voted in opposition. The Town Clerk called the roll, and the amended motion passed 6-1. Then, the Town Clerk called the roll on the main motion, as amended, and the motion passed 6-1; Mayor Dieguez voted in opposition.

Councilmember Cuadra Garcia spoke about Item 16G and stated that sleeping security guards during their line of duty is irresponsible, unprofessional and this behavior needs to stop. He stated that this is a public safety issue. A representative from SFM Security Services spoke on behalf of the security services rendered to the town, he stated that several actions have been taken to control misbehaviors and answered questions posed by the Town Council. He stated that check points have been installed specially to be monitored between 11:00 p.m. and 5:00 a.m., camera monitoring at all guardhouses, radio checks and he mentioned that the officer in question that is pictured in the attachment provided by Councilmember Cuadra Garcia, has been removed.

G. Negligent Security Guards (Cuadra Garcia)

This item was combined during the New Order of Business, to be discussed jointly with Item 16F and 16J.

H. Miami Lakes Connect App (Morera)

Vice Mayor Morera stated that the Town has been committed to improving the use of technology to enhance transparency and effective communication with residents and businesses. In that spirit, he stated that he would like to foster a discussion with his colleagues to make certain improvements to the Miami Lakes Connect App. He stated that the App is fine and working as it should but that he thinks it could work a little better.

He then motioned for the Town Council to approve his recommendations proffered in the NBI Memo be approved and the motion was seconded by Councilmember Sanchez. There was no discussion, and the motion passed 7-0.

I. Medians Expansions on NW 77th Avenue and 154 Street (Sanchez)

Councilmember Sanchez explained that coming out of 77th Avenue and Miami Lakes Drive, as a right turn only, there are a lot of drivers that ignore the right turn only sign and end up making a left. He explained that inspired by Coral Gables, when there is a right turn only, the median comes out enough to where cars are. He explained he proposes to add the current median a longer section of pavers as is and he made reference to an image that he attached to his NBI. The genesis of this item is to force drivers to make a right turn onto Miami Lakes Drive, in accordance with the right turn only sign. The motion was for Town Staff to come back with recommendations and budget costs, including a triangular traffic island option. The explanation of this item was his motion, and Mayor Dieguez seconded the motion.

Mayor Dieguez asked if the triangular traffic island possibility was addressed. Councilmember Sanchez stated that sometimes, pork chops are easily bypassed. He then added that he would like to work with the Public Works Director to find proper solutions for drivers not to make that left turn. The motion passed 7-0.

.

J. Requesting Driver's Licenses When Entering STD Gates of Royal Oaks (Fernandez)

This item was combined during the New Order of Business, to be discussed jointly with Item 16F and 16J.

17. MAYOR AND COUNCILMEMBER REPORTS

A. Update on Rock Mining Blasting Matters (Herzberg)

Councilmember Herzberg presented the report and stated that he will bring forth alternative options in either the June or July Regular Council Meeting based on the outcome of the legislation.

18. ADJOURNMENT:

There being no further business to come before the Town Council, the meeting was adjourned at 10:36 pm.

Approved this 20th of May 2025.

_____

Joshua Dieguez, Mayor

Attest:

_____

Gina M. Inguanzo, Town Clerk

MINUTES
Quarterly STD Workshop
"Special Taxing District"
April 24, 2025
6:30 PM
Government Center
6601 Main Street
Miami Lakes, Florida 33014

1. Call to Order:

The meeting began at 6:37 p.m.

The following Elected Officials were present: Mayor Joshua Dieguez, Vice Mayor Bryan Morera, Councilmember Juan Carlos Fernandez, Councilmember Angelo Cuadra Garcia and Councilmember Steven Herzberg.

The following Town Staff members were present: Town Manager Edward Pidermann, Town Clerk Gina M. Inguanzo, Deputy Town Clerk Alexis P. Martinez, Budget Officer Melissa Hernandez and Special Projects Manager John Yanes.

2. Public Comments:

(Phonetically spelling of each speaker's name will be used throughout the minutes unless correct spelling is known)

Mayor Dieguez opened public comments and Town Clerk Gina M. Inguanzo read the public comments instructions.

Mr. Alex Ariano requested that the guards be switched back from level two to level one and expressed his opposition for the sign on the corner of 154th and perimeter road stating bicycles can have the entire lane if they want to, requesting they should be in a single file.

Ms. Esperanza "Hope" Reynolds spoke about monthly STD (Special Taxing Districts) fees, mail outs and feedback on Royal Oaks Section One overnight driver license checks proposal.

Mr. Boris Foster spoke on the LPR (License Plate Reader) cameras being removed from the district's budget to townwide, administrative costs concern and had no opposition with the gate guards.

Ms. Irene Guiterrez spoke about mail outs, GRS (Royal Oaks HOA Management) email notifications and positive LPR implementation feedback.

Mr. Homero Cruz spoke about his opposition to abolishing the previous NSD Advisory committees, raising fees, the intent for Royal Oaks Special Taxing Districts and driver license checks and his desire to put it to a vote, for the residents to decide.

Mr. Abel Fernandez spoke about Royal Oaks HOA, incurring costs by sending emails, supporting mails outs, security services expenses on the budget, future property tax collection from Palma Del Lago, LPR camera reimbursements, bidding process, security guard gate level one and level two and he also asked the Town Council to respect Councilmember Cuadra Garcia.

SFM Gate Guard Services Operations Manager, Mr. Jorge Gonzalez, provided an explanation to address the difference between level one and level two security guards.

Mr. Manny Lopez spoke about having no intentions to bid on a contract in the Town of Miami Lakes, having bilingual security guards, putting bids out for other companies to bid, STD (Special Taxing District) contract for Royal Oaks, adding a module to the 168th entrance to utilize clickers and he also spoke about driver's license checks.

Ms. Lydia Hernandez spoke about driver's license checks at guard gates in Royal Oaks and previous drainage improvements.

Mr. Patrick Kunkel spoke about the Loch Lomond guard house renovation.

3. Item Discussed:

Mayor Dieguez stated the purpose of the workshop is to prepare the budgets and gather public input prior to the coming before the Town Council in the May Regular Council Meeting.

Budget Officer Melissa Hernandez presented the preliminary budget and stated that what will be presented to the Town Council in May will be available on the Town's website a week prior to them discussing it. Special Parks Manager J.P. Yanes provided additional information and feedback throughout the presentation.

Budget Officer Hernandez provided feedback on administrative fees and answered questions posed by the Town Council and presented the budget for Miami Lakes Section One. Mayor Dieguez highlighted his request to find out how much Section One had to dip into their 10% reserve to make up for the increase in the security guard.

Councilmember Herzberg requested to know the difference in pay between level one and level two security guards, requested an updated quote to have automatic gate guard poles and emphasized having screen monitors to notify residents at the guard gates. He mentioned that having screen monitors would be cheaper than sending out mail outs and requested quotes from Town Staff, to move forward with that.

Vice Mayor Morera suggested putting up an a-frame, a couple days before notifying the start of implementing driver license checks. In reference to Loch Lomond guard house renovation, he mentioned that the town must make a petition at this point because more than 10% of Loch Lomond has submitted a letter of intent according to the Special Taxing Districts ordinance that was passed recently.

Town Clerk Inguanzo stated the point of the mailers is to get the word out to the community, to make sure that residents are informed about the meetings and she stated that the Town Clerk's Office posts publications in the Miami Laker, as well as posting in the Town Website nearly a month before these meetings.

4. Adjournment:

This meeting was adjourned at 8:43 p.m.

Approved this 20th day May 2025.

_____

Joshua Dieguez, Mayor

Attest:

_____

Gina M. Inguanzo, Town Clerk

MINUTES
Sunshine Meeting
Between Mayor Dieguez and Councilmember Cuadra Garcia
to Discuss Neighborhood Issues
April 29, 2025
10:30 PM
Government Center
6601 Main Street
Miami Lakes, Florida 33014

1. **Call to Order:**

The meeting began at 10:36 am.

The following elected officials were present: Mayor Joshua Dieguez (Via Conference Phone), Councilmembers Juan Carlos Fernandez (Via Phone), Councilmember Angelo Cuadra Garcia, Councilmember Steven Herzberg and Councilmember Alex Sanchez.

The following Town staff members were present: Town Manager Edward Pidermann, Deputy Town Clerk Alexis P. Martinez, Major Jose Gonzalez, Lieutenant Eddy Ulloa and Mayor's Assistant Joshua Villorin.

2. **Public Comments:**

A resident of the Town provided a summary of issues with a concerning neighbor, who was not present, and spoke about previous complaints, reports made and photos and videos. Town Manager Pidermann went over the past code violations of said neighbor and Councilmember Cuadra Garcia expressed his previous interactions with the same neighbor.

3. **Item Discussed:**

Mayor Dieguez opened the meeting and Councilmember Cuadra Garcia discussed neighborhood issues, complaints and the concerns regarding an illegal business being ran out of a home within the Town.

The resident answered questions posed by Councilmember Sanchez and Councilmember Herzberg gave additional remarks.

Major Gonzalez provided feedback on previous reports concerning the residents and neighbors involved and gave recommendations on how to handle future neighborhood disputes. Mayor Dieguez and Town Manager Pidermann advised the resident to contact local authorities and report any issues that may arise with the neighbor in the future.

Lieutenant Ulloa provided further information regarding law enforcement regulations and protocol.

Town Manager Pidermann stated that he will be following up with the Code Enforcement Department.

4. Adjournment:

This meeting was adjourned at 11:36 p.m.

Approved this 20th day May 2025.

_____

Joshua Dieguez, Mayor

Attest:

_____

Gina M. Inguanzo, Town Clerk

Town of Miami Lakes
Memorandum

To: **Honorable Mayor & Councilmembers**

From: **Edward Pidermann, Town Manager**

Subject: **Request for Authorization to Award a Contract for RFP No. 2024-12 Comprehensive Compensation Study**

Date: **May 20, 2025**

Recommendation:

It is recommended that the Town Council authorizes the Town Manager to award a contract to Evergreen Solutions, LLC ("Evergreen") for the Comprehensive Compensation Study in an amount not to exceed Twenty Three Thousand five-Hundred dollars and XX/00 ($23,500).

Background

The Town issued Request for Proposal ("RFP") 2025-12 for Comprehensive Compensation Study on April 3, 2025. The RFP was advertised in the Community Newspapers, posted to DemandStar, Public Purchase, and posted in the Government Center Lobby.

To be eligible for award, Proposers must:

1. Be licensed to conduct business in the State of Florida.
2. Possess a minimum of three (3) years' experience performing comprehensive compensation studies for at least one (1) small to mid-size, 50 employees or more, Florida municipal, public and/or governmental agencies under its current business name and ownership; and
3. Provide a minimum of three (3) verifiable client references from municipal governments and/or government agencies, demonstrating completion of at least one (1) contract of similar size, scope, and complexity.

4. Demonstrate that at least three (3) recommended compensation systems recommended by the firm have been successfully implemented and maintained in other municipalities/government agencies.

On the date of the proposal deadline, May 6, 2025, we received four (4) proposals from the following Proposers:

1. Evergreen Solutions, LLC ("Evergreen")
2. Gallagher Benefit Services, Inc. ("Gallager")
3. MGT Impact Solutions, LLC. ("MGT")
4. Rehmann Robson LLC. ("Rehmann")

An Evaluation Committee was appointed, comprised of the following members:

1. Shaun S. Gelvez, Assistant Director, Human Resources, City of North Miami Beach
2. Dr. Tony Lopez, Deputy Town Manager, Town of Miami Lakes
3. Cynthia Alejo, Human Resources Specialists, Town of Miami Lakes

Procurement performed a due diligence review of the proposals for responsiveness and found that the review of each proposal did not reveal any material defects in the proposals or in the Proposers' qualifications, with the exception of two (2) firms that submitted incomplete client reference information. Each Proposer has been in business for more than three (3) years and demonstrated relevant experience with studies of similar scope for municipal governments. However, two of the Proposers submitted incomplete client reference information: Gallagher did not submit any of the required CLI Town-issued client reference forms but did provide client references in a separate format, and Evergreen submitted only two of the three required client reference letters forms. Despite these deficiencies, Procurement did not find any additional issues indicating that any of the Proposers would be incapable of performing the Services.

The Evaluation Committee was provided with the proposals and met on May 9, 2025 to evaluate and rank same. Procurement brought the client reference issue to the Evaluation Committee's attention during the committee meeting, and they reviewed the available reference information. In accordance with the evaluation criteria, the committee agreed to not award the maximum allowable points in the References section to these two Proposers due to the missing or incomplete submissions.

At the conclusion of this meeting, the Evaluation Committee moved to establish the following ranking:

1. Evergreen Solutions, LLC ("Evergreen") – 287 pts.
2. Gallagher Benefit Services, Inc. ("Gallager") – 184.92 pts.
3. MGT Impact Solutions, LLC. ("MGT") – 264.32 pts.
4. Rehmann Robson LLC. ("Rehmann") – 205.02

The evaluation committee found that Evergreen's comprehensive, data-driven approach to analyzing compensation structures, job classifications, and market competitiveness impressive.

Evergreen's team proposed that working with the Town brings decades of combined experience, appropriate certifications, and works closely with client staff to ensure the final recommendations are practical, equitable, and aligned with each organization's strategic goals and financial realities. The work plan presented was thorough, well planned out task by task, and aligned with the Town's needs for the study. Although, Evergreen did not have the required three (3) client references as required by the RFP (only two provided), certain committee members had first-hand experience with the firm in the past and found them to be positive.

Evergreen is a nationally recognized management consulting firm that specializes in public sector, human resources and organizational development. With a primary focus on state and local governments, as well as school districts and higher education institutions, Evergreen has successfully completed hundreds of compensation and classification studies across the United States. Since its foundation in the State of Florida in 2004, Evergreen Solutions, LLC has successfully conducted more than 1,500 classification and/or compensation studies across the state. Some of their more recent projects with a similar scope include work for the Town of Davie, Town of Jupiter, City of North Miami Beach, City of Doral, City of Sunny Isles Beach, City of Coral Gables, and the City of Plantation, among others.

Based on the Evaluation Committee's recommendation, it is recommended that the Town Council authorizes the Town Manager to award a contract to Evergreen Solutions, LLC in an amount not to exceed $23,500 for the comprehensive compensation study aimed at evaluating the Town's current compensation practices.

Attachments:
Resolution
Exhibit A – Evergreen Solutions, LLC

RESOLUTION NO. 25-____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AUTHORIZING THE TOWN MANAGER TO AWARD A CONTRACT TO EVERGREEN SOLUTIONS, LLC FOR THE COMPREHENSIVE COMPENSATION STUDY, PURSUANT TO REQUEST FOR PROPOSALS (RFP) NO. 2025-12, IN AN AMOUNT NOT TO EXCEED TWENTY-THREE THOUSAND FIVE HUNDRED DOLLARS AND 00/100 ($23,500.00); AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on April 3, 2025, the Town of Miami Lakes (the "Town") issued Request for Proposals ("RFP") No. 2025-12 for a Comprehensive Compensation Study; and

WHEREAS, the purpose of the study is to evaluate and improve the Town's current compensation practices to ensure market competitiveness, internal equity, and alignment with strategic goals; and

WHEREAS, the RFP was publicly advertised and distributed in accordance with Town procurement policies through Community Newspapers, DemandStar, Public Purchase, and posted in the Government Center Lobby; and

WHEREAS, the Town received four (4) proposals by the deadline of May 6, 2025, from Evergreen Solutions, LLC; Gallagher Benefit Services, Inc.; MGT Impact Solutions, LLC; and Rehmann Robson LLC; and

WHEREAS, an Evaluation Committee comprised of qualified public sector professionals conducted a comprehensive evaluation of the submitted proposals based on the criteria set forth in the RFP; and

WHEREAS, Evergreen Solutions LLC received the highest overall ranking and was deemed by the Evaluation Committee to have submitted the most comprehensive proposal, with a proven track record of successful similar projects, and demonstrated an in-depth understanding of the Town's objectives; and

WHEREAS, although Evergreen did not submit all three required client reference forms—two were provided, the Evaluation Committee considered the firm's extensive relevant experience and direct knowledge of its past performance to support their recommendation; and

WHEREAS, the Town Manager concurs with the Evaluation Committee's recommendation and recommends awarding the contract to Evergreen Solutions, LLC in an amount not to exceed Twenty-Three Thousand Five Hundred Dollars and 00/100 ($23,500.00); and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

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

Section 2. Authorization of Town Manager. The Town Council hereby authorizes the Town Manager to award and execute a contract with Evergreen Solutions, LLC, for the Comprehensive Compensation Study, pursuant to RFP No. 2025-12, in an amount not to exceed Twenty-Three Thousand Five Hundred Dollars and 00/100 ($23,500.00).

Section 3. Authorization of Funding. The Town Manager is authorized to expend budgeted funds for this purpose and to take all necessary steps to implement the terms and conditions of the contract.

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

THIS SPACE INTENTIONALLY LEFT BLANK

Passed and adopted this _____ day of _____, 2025.

The foregoing resolution was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Joshua Dieguez	_____
Vice Mayor Bryan Morera	_____
Councilmember Juan Carlos Fernandez	_____
Councilmember Angelo Cuadra Garcia	_____
Councilmember Ray Garcia	_____
Councilmember Steven Herzberg	_____
Councilmember Alex Sanchez	_____

_____
Joshua Dieguez
MAYOR

Attest:

_____
Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

_____
Lorenzo Cobiella
Gastesi, Lopez, Mestre, and Cobiella. PLLC
TOWN ATTORNEY

EXHIBIT A

Agreement
between the
Town of Miami Lakes
and
Evergreen Solutions, LLC
for
Authorization to Award a Contract for the
Comprehensive Compensation Study

Professional Services Agreement for

Comprehensive Compensation Study

2025-12

The Town of Miami Lakes Council:

Mayor Joshua Dieguez
Vice Mayor Bryan Morera
Councilmember Juan Carlos Fernandez
Councilmember Angelo Cuadra Garcia
Councilmember Ray Garcia
Councilmember Steven Herzberg
Councilmember Alex Sanchez

Edward Pidermann, Town Manager
The Town of Miami Lakes
6601 Main Street
Miami Lakes, Florida 33014

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THIS AGREEMENT made this _____ day of _____ in the year **2025** ("Agreement") by and between the Town of Miami Lakes, Florida, hereinafter called the "Town," and _____, hereinafter called the "Contractor," having a principal office at _____.

RECITALS

WHEREAS the Town of Miami Lakes issued RFP 2025-12 for a Comprehensive Compensation Study on _____; and

WHEREAS, Contractor submitted its Proposal in response to the RFP by the proposal deadline; and

WHEREAS, the Contractor's Proposal was selected as the highest-ranked proposal by an Evaluation Committee charged with reviewing and ranking all responsive proposals received in response to the RFP; and

WHEREAS, the Town has requested the Contractor to provide a Comprehensive Compensation Study Service ("Services"); and

WHEREAS, the Contractor has the necessary expertise to provide the requested Services and has agreed to provide said Services.

WITNESSETH, that the Town and the Contractor, for the considerations herein set forth, agree as follows:

SECTION A. GENERAL TERMS & CONDITIONS

A1. Definitions

a. ***Agreement*** means this instrument, as may be amended from time to time, all change orders, directives, payments, and other such documents issued under or in connection with this instrument.

b. ***Additional Services*** means any work/services defined as such in this Agreement, secured in compliance with Florida Statutes and Town Code.

c. ***Attachments*** means the Attachments to this Agreement which are expressly incorporated by reference and made a part of this Agreement as if set forth in full.

d. ***Basic Services*** means the services that are expressly stated in the scope of work/services, or those services so closely related in character as to be reasonably inferred to be included within the scope of work/services.

e. ***Change Order*** means a written document ordering a change in the Agreement price or time, or a material change in the Services to be rendered.

f. ***Contractor*** means the person, firm, entity, or corporation, which has entered into the Agreement to provide Services to the Town.

g. ***Cure*** means remedial action taken by the Contractor to correct Service, performance, deliverables, or other contractual requirements that are not in compliance with the Agreement.

h. ***Cure Period*** means the period of time in which the Contractor is required to remedy deficiencies in the Services or compliance with the Agreement after receipt of a Notice to Cure from the Town identifying such deficiencies.

i. ***Days*** means calendar days unless specifically stated otherwise.

j. ***Errors*** means Services or work product prepared by the Contractor that are not correct or are incomplete, which results in the need for revision or re-issuance of the Services performed or developed based on the Services provided for under this Agreement.

k. ***Project Manager*** means the Town's designee who will manage and monitor the Services to be performed under this Agreement.

l. ***Scope of Service(s)/Work*** means the activities, tasks, objectives, deliverables, and completion of work provided for under this Agreement.

m. ***Services or Work*** mean all necessary and inferable labor, material, equipment, and services, whether or not specifically stated, required by the Agreement to provide the Scope of Service(s)/Work.

n. ***Town Council*** means the legislative body of the Town of Miami Lakes.

o. ***Town Manager*** means the duly appointed chief administrative officer of the Town of Miami Lakes or designee.

p. ***Town or Owner*** means the Town of Miami Lakes, Florida, a Florida municipal corporation, the public agency which is a party hereto and for which this Agreement is to be performed. In all respects hereunder, Town's performance is pursuant to Town's position as the owner of a Project. In the event the Town exercises its regulatory authority as a governmental body, the exercise of such regulatory authority and the enforcement of any rules, regulations, codes, laws and ordinances will be deemed to have occurred pursuant to Town's authority as a governmental body and will not be attributable in any manner to Town, as the owner, as a party to this Agreement. For purposes of this Agreement, "Town" without modification means the Town Manager.

q. ***Work Order*** means a document approved and issued by the Town authorizing the performance of Additional Services to be provided by the Contractor.

r. ***Work Order Proposal*** means a document prepared by the Contractor, at the request of the Town for Services to be provided by the Contractor.

A2. General

A2.01. Authority of the Town's Program Manager

The Town Manager hereby authorizes the Program Manager to determine all questions of any nature whatsoever arising out of, under or in connection with, or in any way relating to the providing of the Programs in accordance with the Agreement. The Program Manager shall have authority to act on behalf of the Town to the extent provided by the Contract, unless otherwise modified in writing by the Town.

All interpretations and recommendations of the Program Manager shall be consistent with the intent of the Agreement. All interpretations of the Agreement shall be issued by the Town's Procurement Manager, which shall be binding upon the Contractor.

A2.02. Standard of Care

Contractor is solely responsible for the technical accuracy and quality of its Services. Contractor must perform due diligence, in accordance with best industry practices, performing the Services under this Agreement. Contractor will be responsible for the professional quality, technical accuracy and coordination of all reports, and other documents furnished by the Contractor under this Agreement. Contractor must, without additional compensation, correct or revise any errors, omissions, or deficiencies in its reports, documents, or other Services.

A2.03. Subcontractors

Contractor is not permitted to subcontract any of the Services under this Contract without the prior written consent of the Town Manager or designee.

In the event subcontracting is permitted, Contractor is solely responsible for all acts and omissions of its Subcontractors. Nothing in the Contract Documents creates any contractual relationship between any Subcontractor and the Town. Contractor is responsible for the timely payment of its Subcontractors and suppliers as required by Florida Statute Chapter 218.735. Failure to comply with these payment requirements will place the Contractor in default of the Contract.

Contractor must not employ any subcontractor against whom Town may have a reasonable objection.

Contractor must utilize the Subcontractors identified in their Proposal submission. The replacement, addition, or deletion of any Subcontractor(s) will be subject to the prior written approval of the Town Manager or designee.

A2.04. Taxes

Contractor shall pay all applicable sales, consumer, use, and other taxes required by law. Contractor is responsible for reviewing the pertinent state statutes involving state taxes and complying with all requirements.

A2.05. Change Orders

The Town reserves the right to order changes which may result in additions to or reductions in the Agreement and which are within the general scope of the Agreement and all such changes shall be authorized only by a Change Order approved in advance and issued in accordance with provisions of the Town and the Agreement.

Any changes to the Agreement must be contained in a written document, executed by both parties. However, under circumstances determined necessary by Town, Change Orders may be issued unilaterally by Town.

A2.06. Work Orders

When the Town Manager has determined to utilize Contractor for additional services or for services in connection with a specific project, the Town Manager will request in writing, a Work Order Proposal from the Contractor based on the proposed Scope of Services provided to the Contractor in writing by the Town Manager. The Contractor, the Town Manager, and others, if appropriate, may have preliminary meetings, if warranted, to further define the Scope of Services

and to resolve any questions. The Contractor will then prepare a Work Order Proposal following the format provided by or acceptable to the Town, indicating the proposed Scope of Services, total time for performance, time for performance of each task, phase or deliverable, staffing including proposed hours per individual and/or classification, proposed fees, Subcontractors, and deliverable items and/or documents. The Town, at its sole discretion may provide the Contractor with a standardized Work Order Proposal Form to be used for all requests.

The Town Manager may accept the Work Order Proposal as submitted, reject the Work Order Proposal, or negotiate revisions to the Work Order Proposal. Upon successful conclusion of negotiations, the Contractor may be required to submit a revised final Work Order Proposal. If negotiations cannot be successfully completed, the Town Manager may terminate negotiations and may request a Work Order Proposal from another consultant under contract with the Town or secure such services through other means available to the Town. Upon approval of the Work Order Proposal the Town Manger will issue a written Work Order assigning the Project to the Contractor.

It is understood that a Work Order or Notice to Proceed may be issued under this Agreement at the sole discretion of the Town Manager and that the Contractor has no expectation, entitlement, right to or privilege to receive a Work Order and/or Notice to Proceed for any additional service or project. The Town reserves, at all times, the right to perform any or all Professional Services in-house, or with other private professional firms, or to discontinue or withdraw any or all projects or tasks or to exercise any other choice allowed by law.

This Agreement does not confer on the Contractor any particular, exclusive or special rights to any additional service required by the Town. Outside of this Agreement, the Contractor may submit proposals and/or qualifications for any professional services, which the Contractor is qualified to perform, in response to any public solicitation issued by Town.

A2.07. Deletion or Modification of Services

The Town may during the term of the Agreement make modifications to the Services being provided. If the Contractor and the Town agree on modifications or revisions to any Services such changes shall be made through the execution of a change order executed by both parties.

A2.08. Independent Contractor

The Contractor is engaged as an independent business and agrees to perform Work as an independent contractor. In accordance with the status of an independent contractor, the Contractor covenants and agrees that the Contractor will conduct business in a manner consistent with that status, that the Contractor will not claim to be an officer or employee of the Town for any right or privilege applicable to an officer or employee of the Town, including, but not limited to: worker's compensation coverage; unemployment insurance benefits; social security coverage; retirement membership, or credit.

A2.09. Defense of Claims

Should any claim be made, or any legal action brought in any way relating to the Work under the Agreement, the Contractor shall diligently render to the Town any and all assistance which the Town may require of the Contractor.

A2.10. Coordination of Work

The Contractor shall perform all Services in a manner that will minimize disruption to Town's normal operations. Necessary disruptions should occur after normal Town working hours. Where

this is not possible Services shall be scheduled and coordinated in advance with the Program Manager.

A2.11. Contract Extension

The Town reserves the right to require Contractor to extend the contract past the then-current term, including any exercised options to renew, for a period of up to ninety (90) days in the event that a subsequent contract has not yet been awarded. Additional extensions beyond the initial 90 days may occur as-needed by the Town and as mutually agreed upon by the Town and the Contractor.

A2.12. Invoicing

Contractor shall provide the Town with an invoice once per month for the Work performed in the prior month. At a minimum the invoice must contain the following information:

- Name and address of the Contractor
- Purchase Order number
- Contract number
- Date of invoice
- Invoice number (Invoice numbers cannot be repeated)
- Name and Type of Services,
- List of participants.
- Timeframe covered by the invoice
- Total Value of invoice

Failure to include the above information will delay payment. Payments will not be made based on statements of accounts.

The Town will take action to pay, reject or make partial payment on an invoice in accordance with the Florida Local Government Prompt Payment Act. No payments shall be due or payable for Work not performed or materials not furnished or where the Work has not been accepted by the Town. If there is a dispute with regard to an invoice, the Town will pay the amount not in dispute and reject the remainder that is in dispute.

A3. Performance

A3.01. Performance and Delegation

The Services to be performed hereunder must be performed by the Contractor or Contractor's own staff, unless otherwise provided in this Agreement, or approved, in writing by the Town Manager. Said approval will not be construed as constituting an agreement between the Town and said other person or firm and the Town assumes no liability or responsibility for any subcontractor.

A3.02. Removal of Unsatisfactory Personnel

The Project Manager or Town Manager may make written request to Contractor for the prompt removal and replacement of any personnel employed or retained by the Contractor to provide and perform Services pursuant to the requirements of this Agreement. The Contractor must respond to the Town within seven (7) calendar days of receipt of such request with either the removal and replacement of such personnel or written justification as to why that may not occur. All decisions involving personnel will be made by the Town. Such request will solely relate to said

employees working under this Agreement and not as employees of the Contractor or subcontractor.

A3.03. Contractor Key Staff

The parties acknowledge that Contractor was selected by the Town, in part, on the basis of qualifications of particular staff identified in Contractor's response to Town's solicitation, hereinafter referred to as "Key Staff". Contractor must ensure that Key Staff are available for Services hereunder as long as said Key Staff are in Contractor's employ. Contractor must obtain prior written acceptance of Project Manager to change Key Staff. Contractor must provide the Project Manager with such information, as may be necessary, to determine the suitability of proposed new Key Staff personnel. The Project Manager will act reasonably in evaluating Key Staff qualifications. Such acceptance will not constitute any responsibility or liability for the individual's ability to perform.

A3.04. Time for Performance

The Contractor agrees to start all Services hereunder upon execution of the Agreement and complete each, task within the time stipulated in the Agreement. Time is of the essence with respect to performance of this Agreement.

A reasonable extension of the time for completion of various tasks may be granted by the Town Manager should there be a delay on the part of the Town in fulfilling its obligations under this Agreement as stated herein. Such extension of time shall not be cause for any claim by the Contractor for extra compensation.

A3.05. Method of Performing the Services

The apparent silence of the Agreement as to any detail, or the apparent omission from them of a detailed description concerning any Services to performed, shall be regarded as meaning that only the best general practice is to prevail and that only material and workmanship of the best quality is to be used, and interpretation of the Agreement shall be made upon that basis.

A3.06. Protection of Property, Utilities, and the Public

The Contractor shall protect public and private property from damage or loss arising in connection with the providing the Services and take all necessary precautions to prevent accidents and injuries to persons or property on or near the Work.

The Contractor shall be completely responsible for, and shall replace and make good all loss, injury, or damage to any property of the Town or private property, which may be caused by Contractor.

A3.07. Labor Materials, Equipment, and Sales

Contractor shall provide for all labor, materials equipment, supplies, consumables, transportation, and other incidental items necessary to provide the Services. The Town at its sole discretion may have purchase equipment or materials to be used under this Agreement, such as hardware, software, and similar items or have the Contractor purchase the equipment on behalf of the Town.

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A4. Default

A4.01. General

If Contractor fails to comply with any term or condition of this Agreement, or fails to perform any of its obligations hereunder, then Contractor will be in default. Upon the occurrence of a default hereunder the Town, in addition to all remedies available to it by law, may immediately, upon written notice to Contractor, terminate this Agreement whereupon all payments, advances, or other compensation paid by the Town to Contractor while Contractor was in default must be immediately returned to the Town. Contractor understands and agrees that termination of this Agreement under this section does not release Contractor from any obligation accruing prior to the effective date of termination. The Town, at its sole discretion, may allow the Contractor a specified time to correct a default.

A4.02. Conditions of Default

A finding of default and subsequent termination for cause may include, without limitation, any of the following:

(i) Contractor fails to obtain or maintain the required insurance.

(ii) Contractor fails to comply, in a substantial or material sense, with any of its duties under this Agreement, with any terms or conditions set forth in this Agreement or in any agreement it has with the Town, beyond the specified period allowed to cure such default.

(iii) Contractor fails to commence the Services within the time provided or contemplated herein or fails to complete the Services in a timely manner as required by this Agreement.

A4.03. Time to Cure Default; Force Majeure

Town through the Town Manager will provide written notice to Contractor as to a finding of default, and Contractor must take all necessary action to cure said default within time stipulated in said notice, after which time the Town may terminate the Agreement. The Town, at its sole discretion, may allow additional days to perform any required cure if Contractor provides written justification deemed reasonably sufficient.

Should any such failure on the part of Contractor be due to a condition of Force Majeure as the term is interpreted under Florida Law, then the Town may allow an extension of time reasonably commensurate with the cause of such failure to perform or cure.

A5. Termination of Agreement

A5.01. Town's Right to Terminate

The Town Manager has the right to terminate this Agreement for any reason or no reason, upon thirty (30) days' written notice. Upon termination of this Agreement, documents, analysis, materials, and/or reports, including all electronic copies related to Services authorized under this Agreement, whether finished or not, must be turned over to the Town. The Contractor will be paid for the Services performed and accepted, provided that said documentation is turned over to the Project Manager or Town Manager within ten (10) business days of termination.

A5.02. Contractor's Right to Terminate

The Contractor shall have the right to terminate this Agreement, in writing, following breach by the Town, if the breach of the Agreement has not been corrected within thirty (30) days from the

date of the Town's receipt of a written statement from Contractor specifying its breach of its duties under this Agreement.

A5.03. Termination Due to Undisclosed Lobbyist or Agent

Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

For the breach or violation of this provision, the Town has the right to terminate this Agreement without liability and, at its sole discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

A5.04. Fraud & Misrepresentation

The Town may terminate this Agreement with any person, individual, corporation, entity, or affiliate that attempts to meet its contractual obligations with the Town through fraud, misrepresentation, conflicts of interest, or material misstatement. Such person, individual, corporation, entity, or affiliate shall be responsible for all direct or indirect costs associated with termination or cancellation.

A5.05. Funds Availability

Funding for this Agreement is contingent on the availability of funds and the Agreement is subject to amendment or termination due to lack of funds, reduction of funds and/or change in regulations, upon thirty (30) days' notice.

A6. Documents and Records

A6.01. Ownership of Documents

All documents, analysis, materials, computer files, and reports prepared or obtained under this Agreement, as well as all data collected, including all electronic digital copies, will be considered works made for hire and are the property of the Town, without any restriction or limitation on their use. Upon expiration or termination of the Agreement the Contractor must turn over all records, documents and data, whether used or not used, including electronic data as required under Florida Statute 119.0701(d). Contractor is to keep copies of all such records, documents, or data for its records. However, this Article will continue in full force and effect after the expiration or termination of this Agreement.

A6.02. Delivery upon Request or Cancellation

Failure of the Contractor to promptly deliver all such documents in the possession of the Contractor, both hard copy and digital, to the Town Manager within ten (10) days of cancellation, or within ten (10) days of request by the Town Manager, will be just cause for the Town Manager to withhold payment of any fees due Contractor until Contractor delivers all such documents. Contractor will have no recourse from these requirements.

A6.03. Nondisclosure

To the extent allowed by law, Contractor agrees not to divulge, furnish, or make available to any third person, firm, or organization any information or documentation related to this Agreement,

without Town Manager's prior written consent, or unless incident to the proper performance of the Contractor's obligations hereunder, or in the course of judicial or legislative proceedings where such information has been properly subpoenaed, any non-public information concerning the services to be rendered by Contractor hereunder, and Contractor must require all of its employees, agents and Subcontractors comply with the provisions of this paragraph. Contractor will be entitled to limited use of the information and documents related to this Agreement, which will be used for the sole purpose of marketing to generate new business clients.

A6.04. Access to and Review of Records

Town shall have the right to inspect and copy, at Town's expense, the books and records and accounts of Contractor which relate in any way to the Agreement. The Contractor agrees to maintain an accounting system that provides for accounting records that are supported with adequate documentation and adequate procedures for determining allowable costs.

A6.05. Maintenance of Records

Contractor will keep adequate records and supporting documentation, which concern or reflect its Services hereunder. Records subject to the provisions of Public Record Law, Florida Statutes Chapter 119, must be kept in accordance with statute. Otherwise, the records and documentation will be retained by Contractor for a minimum of three (3) years from the date of termination of this Agreement or the date the Project is completed, whichever is later. Town, or any duly authorized agents or representatives of Town, has the right to audit, inspect, and copy all such records and documentation as often as they deem necessary during the period of this Agreement and during the three (3) year period noted above; provided, however such activity will be conducted only during normal business hours. The Contractor agrees to furnish copies of any records necessary, in the opinion of the Town Manager, to approve any requests for payment by the Contractor.

Contractor shall also comply with the following requirements of the Florida Public Records Law including:

(i) Contractor must keep and maintain all public records required by the Town in order to perform services under this Agreement.

(ii) Upon request from the Town's custodian of public records, Contractor shall provide the Town with a copy of the requested public records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

(iii) 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 term and following completion of the contract if the Contractor does not transfer the records to the Town.

(iv) Upon completion of the contract, Contractor shall transfer, at no cost, to the Town all public records in the possession of the Contractor or keep and maintain public records required by the Town to perform the service under this contract. If the Contractor transfers all public records to the Town upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored

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electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology systems of the Town.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE TOWN'S CUSTODIAN OF PUBLIC RECORDS VIA PHONE (305) 364-6100 x 1138; EMAIL CLERK@MIAMILAKES-FL.GOV; OR MAIL AT TOWN OF MIAMI LAKES, 6601 MAIN STREET, MIAMI LAKES, FL 33014.

A7. Insurance

The Contractor must not start Services under this Agreement until the Contractor has obtained all insurance required hereunder and the Town Manager has approved such insurance. Should the Contractor not maintain the insurance coverage required in this Agreement, the Town may cancel this Agreement or, at its sole discretion, must purchase such coverage and charge the Contractor for such coverage purchased.

All deductibles or self-insured retentions must be declared to and be approved by the Town Manager. The Contractor shall be responsible for the payment of any deductible or self-insured retentions in the event of any claim.

A7.01. Companies Providing Coverage

All insurance policies must be issued by companies authorized to do business under the laws of the State of Florida and satisfactory to the Town Manager. All companies must have a Florida resident agent and be rated at least A(X), as per A.M. Best Company's Key Rating Guide, latest edition.

A7.02. Verification of Insurance Coverage

The Contractor must furnish certificates of insurance to the Town Manager for review and approval prior to the execution of this Agreement. The Certificates must clearly indicate that the Contractor has obtained insurance of the type, amount and classification required by these provisions, in excess of any pending claims at the time of award to the Contractor. Contractor must maintain coverage with equal or better rating as identified herein for the term of this Agreement. Contractor must provide written notice to the Town Manager of any material change, cancellation or notice of non-renewal of the insurance within thirty (30) days of the change. Contractor must furnish a copy of the insurance policy or policies upon request of the Town Manager within ten (10) days of written request.

A7.03. Forms of Coverage

A7.03-1. Commercial General Liability

This insurance shall be written in comprehensive form and shall protect the Contractor and the Town against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission to act of the Contractor or any of its agents, employees, or subcontractors. The limit of liability shall not be less than $500,000.00 per occurrence, combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a primary and non-contributory basis and with a coverage form no more restrictive

than the latest edition of the Commercial General Liability Policy, without restrictive endorsements, as filed by the Insurance Services Office, and must include: (1) Premises and/or Operations; (2) Independent contractors and Products and/or completed Operations; (3) Broad Form Property Damage, Personal Injury and a Contractual Liability Endorsement, including any hold harmless and/or indemnification agreement.

A7.03-2. Comprehensive Automobile & Vehicle Liability Insurance

This insurance shall be written in comprehensive form and shall protect the Contractor and the Town against claims for injuries to members of the public and/or damages to property of others arising from the Contractor's use of motor vehicles or any other equipment and shall cover operation with respect to onsite and offsite operations and insurance coverage shall extend to any motor vehicles or other equipment irrespective of whether the same is owned, non-owned, or hired. The limit of liability shall not be less than $500,000.00 per occurrence, combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive that the latest edition of the Business Automobile Liability Policy, without restrictive endorsement, as filed by the Insurance Services Office.

A7.03-3. Workers' Compensation Insurance

Coverage to apply for all employees for statutory limits as required by the State of Florida's Statutory Workers' Compensation Law and all applicable Federal laws. The policy(ies) must include Employer's Liability with minimum limits of $500,000.00 each accident and a waiver of subrogation. Should the Contractor be exempt from Florida's Worker's Compensation insurance requirement the Contractor must provide documentation from the State of Florida evidencing such exemption.

A7.04. Modifications to Coverage

The Town Manager reserves the right to require modifications, increases, or changes in the required insurance requirements, coverage, deductibles, or other insurance obligations by providing a thirty (30) day written notice to the Contractor. Contractor must comply with such requests unless the insurance coverage is not then readily available in the national market and may request additional consideration from Town accompanied by justification.

A7.05. Certificate of Insurance

Contractor shall provide the Town Manager or designee with Certificates of Insurance for all required policies within fourteen (14) days of notification of an award by the Town. The Certificates of Insurance shall not only name the types of policy(ies) provided, but also shall refer specifically to this Contract and shall state that such insurance is as required by this Contract. The Town reserves the right to require the Contractor to provide a certified copy of such policies, upon written request by the Town. Each policy certificate shall be endorsed with a provision that not less than thirty (30) calendar days' written notice shall be provided to the Town before any policy or coverage is cancelled, restricted, or a material change is made. Acceptance of the Certificate(s) is subject to approval of the Town Manager or designee.

A7.06. Additional Insured

The Town is to be specifically included as an Additional Insured for the liability of the Town resulting from operations performed by or on behalf of Contractor in performance of this Contract. Contractor's insurance, including that applicable to the Town as an Additional Insured, shall apply on a primary basis and any other insurance maintained by the Town shall be in excess

of and shall not contribute to Contractor's insurance. For Services provided at Royal Oaks Park and Miami Lakes Optimist Park the Miami-Dade County Public School System shall also be named as an additional insured. Contractor's insurance shall contain a severability of interest provision providing that, except with respect to the total limits of liability, the insurance shall apply to each Insured or Additional Insured in the same manner as if separate policies had been issued to each.

A8. Contract Disputes & Mediation

A8.01. Claims

Any claim shall be made by written notice by Contractor to the Town Manager or designee and to within ten (10) business days of the commencement of the event giving rise to the claim and stating the general nature and cause of the claim. Thereafter, within ten (10) days of the termination of the event giving rise to the claim, written notice of the extent of the claim with supporting information and documentation shall be provided unless the Town's Procurement Manager, unless said individual allows additional time for submission. The written notice must be accompanied by Contractor's written notarized statement that any adjustment(s) claimed is the entire adjustment to which the Contractor has reason to believe it is entitled as a result of the occurrence of said event. All claims and disputes shall be determined in accordance with the Agreement. It is expressly and specifically agreed that any and all claims for changes to the Contract shall be waived if not submitted in strict accordance with the requirements of this Article.

Delays may include, but not be limited to, acts or neglect by any separate contractor employed by own, fires, floods, labor disputes beyond the control of the Contractor, epidemics, abnormal weather conditions (if applicable), or acts of God.

Contractor shall not be entitled to an compensation of any kind from the Town for direct, indirect, consequential, impact or other costs, expenses or damages from any cause whatsoever, whether such delay, disruption, interference or hindrance be reasonable or unreasonable, foreseeable or unforeseeable, or avoidable or unavoidable; provided, however, that this provision shall not preclude recovery of damages by Contractor for actual delays due solely to fraud, bad faith or active interference on the part of Town.

Failure of Contractor to comply with this Article as to any particular event of claim shall be deemed conclusively to constitute a waiver of any and all claims resulting from that particular event.

A8.02. Resolution of Disputes

Contractor understands and agrees that all disputes between it and the Town based upon an alleged violation of the terms of this Agreement by the Town will be submitted for resolution in the following manner.

The initial step will be for the Contractor to notify the Procurement Manager in writing of the dispute. Contractor must, within five (5) calendar days of the initial notification, submit all supporting documentation to the Procurement Manager. Failure to submit such notification and documentation will constitute a waiver of protest by the Contractor. Upon receipt of said documentation the Procurement Manager will review the issues relating to the dispute and issue a written finding.

Should the Contractor and the Procurement Manager fail to resolve the dispute the Contractor may submit an appeal of the Procurement Manager's finding in writing within five (5) calendar days to the Town Manager. Failure to submit such an appeal of the written finding shall constitute

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acceptance of the finding by the Contractor. Upon receipt of said notification the Town Manager will review the issues relative to the dispute and issue a written finding.

Appeal to the Town Manager for his/her resolution is required prior to Contractor being entitled to seek judicial relief in connection therewith. Should the amount of compensation require approval or disapproval by the Town Council, Contractor will not be entitled to seek judicial relief unless:

i. it has first received the Town Manager's written decision, approved by the Town Council if applicable, or

ii. a period of sixty (60) calendar days has expired after submitting to the Town Manager a detailed statement of the dispute, accompanied by all supporting documentation, or a period of ninety (90) calendar days has expired where the Town Manager's decision is subject to Town Council approval; or

iii. Town has waived compliance with the procedure set forth in this section by written instrument(s) signed by the Town Manager.

A8.03. Mediation – Waiver of Jury Trial

In an effort to engage in a cooperative effort to resolve conflict which may arise during the course of the Agreement, the parties to this Agreement agree all disputes between them will be submitted to non-binding mediation prior to the initiation of litigation, unless otherwise agreed in writing by the parties. A certified Mediator, who the parties find mutually acceptable, will conduct any Mediation Proceedings in Miami-Dade County, State of Florida. The parties will split the costs of a certified mediator on a 50/50 basis. The Contractor agrees to include such similar contract provisions with all Subcontractors and/or independent contractors and/or contractors retained for the project(s), thereby providing for non-binding mediation as the primary mechanism for dispute resolution.

In an effort to expedite the conclusion of any litigation, the parties voluntarily waive their right to jury trial or to file permissive counterclaims in any action arising under this Agreement.

A8.04. Continuing the Services

Contractor shall continue to provide the Services during all disputes or disagreements with Town. No Services shall be delayed or postponed pending resolution of any disputes or disagreements.

A8.05. Stop Work Order

The Town may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the Services due to any conflict or potential conflict with Town operational requirements, storm related events, or other similar circumstances. The Town, where possible, will make every effort to provide at minimum of forty-eight (48) hours of advanced notice.

A8.06. Set-offs, Withholding, & Deductions

The Town may set-off, deduct or withhold from any payment due the Contractor, such sums as may be specifically allowed in the Contract or by applicable law including, without limitation, the following:

1. Any amount of any claim by a third party;
2. Any Liquidated Damages, and/or;
3. Any unpaid legally enforceable debt owed by the Contractor to the Town.

The Town will notify the Contractor in writing of any such withholdings.

Any withholding, which is ultimately held to have been wrongful, will be paid to the Contractor in accordance with the Local Government Prompt Payment Act

A8.07. Time in Which to Bring Action Against the Town

In the event the Contractor may be deemed to have a cause of action against the Town, no action shall lie or be maintained by the Contractor against the Town upon any claim arising out of or based upon the Agreement by reason of any act or omission or requirement of the Town or its agents, unless such action shall be commenced within six (6) months after the date of issuance of a final payment under the Agreement, or if the Agreement is terminated under the provisions of the Agreement unless such action is commenced within six (6) months after the date of such termination by the Town.

A9. Miscellaneous

A9.01. Indemnification

The Contractor will hold harmless, defend, and indemnify the Town, its officials, and employees from any and all claims, losses and causes of actions which may arise out of the performance of this Agreement as a result of any act of negligence or negligent omission, recklessness, or intentionally wrongful conduct of the Contractor or its employees, agents, or subcontractors. The Contractor will pay all claims and losses of any nature whatsoever in connection therewith in the name of the Town when applicable, and will pay all costs, including without limitation reasonable attorney's and appellate attorney's fees, and judgments which may issue thereon. The Contractor's obligation under this paragraph will not be limited in any way by the agreed upon the Agreement value, or the Contractor's limit of, or lack of, sufficient insurance protection and applies to the full extent that it is caused by the negligence, act, omission, recklessness or intentional wrongful conduct of the Contractors, its agents, servants, or representatives.

The Contractor's obligation to indemnify the Town shall survive the expiration or termination of this Agreement.

The Town has provided specific consideration for the indemnification of $10.00 from the sums due to the Contractor under this Agreement.

A9.02. Entire Agreement

This Agreement, as it may be amended from time to time, represents the entire and integrated Agreement between the Town and the Contractor and supersedes all prior negotiations, representations, or agreements, written or oral. This Agreement may not be amended, changed, modified, or otherwise altered in any respect, at any time after the execution hereof, except by a written document executed with the same formality and equal dignity herewith. Waiver by either party of a breach of any provision of this Agreement will not be deemed to be a waiver of any other breach of any provision of this Agreement.

A9.03. Severability

In the event any provision of the Agreement is determined by a Court of competent jurisdiction to be illegal or unenforceable, then such unenforceable or unlawful provision shall be excised from this Agreement, and the remainder of the Agreement shall continue in full force and effect. Notwithstanding the foregoing, if the result of the deletion of such provision will materially and adversely affect the rights of either party, such party may elect, at its option, to terminate the

Agreement in its entirety. An election to terminate the Agreement based upon this provision shall be made within seven (7) calendar days after the finding by the court becomes final.

A9.04. Nonexclusive Agreement

Contractor Services under this Agreement are to be provided on a nonexclusive basis and the Town, at its sole discretion and right, may engage other firms to perform the same or similar Service, provided, however, that the Town will first notify the Contractor that the Town has engaged such similar Service and that the duties performed or Service provided, to the extent they may conflict between the Contractor and those other firms engaged, are delineated by the Project Manager so that the Contractor and those similarly engaged are clear as to their responsibilities and obligations.

A9.05. Successors and Assigns

The performance of this Agreement must not be transferred, pledged, sold, delegated, or assigned, in whole or in part, by the Contractor without the written consent of the Town Council or Town Manager, as applicable. It is understood that a sale of the majority of the stock or partnership shares of the Contractor, a merger or bulk sale, or an assignment for the benefit of creditors will each be deemed transactions that would constitute an assignment or sale here under requiring prior Town approval.

The Contractor's services are unique in nature and any transference without the prior written approval of the Town will be cause for the Town to terminate this Agreement. The Contractor will have no recourse from such cancellation. The Town may require bonding, other security, certified financial statements and tax returns from any proposed Assignee and the execution of an Assignment/ Assumption Agreement in a form satisfactory to the Town as a condition precedent to considering approval of an assignment.

The Contractor's services are unique in nature and any transference without the prior written approval of the Town will be cause for the Town to terminate this Agreement. The Contractor will have no recourse from such cancellation. The Town may require bonding, other security, certified financial statements and tax returns from any proposed Assignee and the execution of an Assignment/ Assumption Agreement in a form satisfactory to the Town as a condition precedent to considering approval of an assignment.

A9.06. No Waiver

Town and Contractor agree that each requirement, duty, and obligation set forth in the Agreement is substantial and important to the formation of the Agreement and, therefore, is a material term hereof. The Town's failure to enforce any provision of the Agreement shall not be deemed a waiver of such provision or modification of the Agreement. A waiver of any breach of a provision of the Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of the Agreement.

A9.07. Applicable Law and Venue

This Agreement will be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any suit or action brought by any party concerning this Agreement, or arising out of this Agreement, must be brought in Miami-Dade County, Florida. Each party will bear its own attorney's fees except in actions arising out of Contractor's duties to indemnify the Town where Contractor must pay the Town's reasonable attorney's fees.

A9.08. Notices

Whenever either party desires to give notice unto the other, such notice must be in writing, sent by registered United States mail, return receipt requested, addressed to the party for whom it is intended and at the place last specified; and the place for giving of notice will remain such until it has been changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notice:

For Town of Miami Lakes:

Edward Pidermann
Town Manager
6601 Main Street
Miami Lakes, Florida 33014
pidermanne@miamilakes-fl.gov

For Contractor:

Jeffrey Ling
Evergreen Solutions, LLC
2528 Barrington Circle, Unit# 201
Tallahassee, Florida 32308
jeff@consultevergreen.com

With a copy to:
Rosa M. Marrero
Procurement Manager
At the same address as above
marreror@miamilakes-fl.gov

A9.09. Interpretation

The language of this Agreement has been agreed to by both parties to express their mutual intent and no rule of strict construction will be applied against either party hereto. The headings contained in this Agreement are for reference purposes only and will not affect in any way the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein," "hereof," "hereunder," and "hereinafter" refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a Section or Article of this Agreement, such reference is to the Section or Article as a whole, including all of the subsections of such Section, unless the reference is made to a particular subsection or subparagraph of such Section or Article.

A9.10. Joint Preparation

Preparation of this Agreement has been a joint effort of the Town and Contractor and the resulting document will not, solely as a matter of judicial construction, be construed more severely against one of the parties than any other.

A9.11. Priority of Provisions

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of this Agreement, the term, statement, requirement, or provision contained in this Agreement will prevail over any document incorporated by reference and be given effect.

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A9.12. Compliance with Laws

Contractor must comply with all applicable laws, codes, ordinances, rules, regulations, and resolutions, and all applicable guidelines and standards in performing its duties, responsibilities, and obligations related to this Agreement. This includes the Contractor maintaining in good standing all required licenses, certificates, and permits as required to perform the Services.

A9.12-1. Non-Discrimination

Town warrants and represents that it does not and will not engage in discriminatory practices and that there must be no discrimination in connection with Contractor's performance under this Agreement on account of race, color, sex, religion, age, handicap, marital status, or national origin. Contractor further covenants that no otherwise qualified individual will, solely by reason of his/her race, color, sex, religion, age, handicap, marital status, or national origin, be excluded from participation in, be denied services, or be subject to discrimination under any provision of this Agreement.

A9.12-2. ADA Compliance

Contractor must affirmatively comply with all applicable provisions of the Americans with Disabilities Act ("ADA") in the course of providing any work, labor, or services funded by the Town, including Titles I & II of the ADA (regarding nondiscrimination on the basis of disability) and all applicable regulations, guidelines, and standards. Additionally, the Contractor must take affirmative steps to insure nondiscrimination in employment of disabled persons.

A9.13. No Partnership

Contractor is an independent contractor. This Agreement does not create a joint venture, partnership, or other business enterprise between the parties. The Contractor has no authority to bind the Town to any promise, debt, default, or undertaking of the Contractor.

A9.14. Discretion of Town Manager

Any matter not expressly provided for herein dealing with the Town or decisions of the Town will be within the exercise of the reasonable professional discretion of the Town Manager.

A9.15. Contingency Clause

Funding for this Agreement is contingent on the availability of funds and continued authorization for the services and the Agreement is subject to amendment or termination due to lack of funds, reduction of funds, or change in regulations, upon thirty (30) days' notice. The Contractor shall be entitled to discontinue Services, which may include uncompleted hearings, without any recourse by the Town if the funding is not available to pay for Services not yet begun. In any event, the Town acknowledges that it will pay for Services performed that have been properly authorized by the Project Manager.

A9.16. Third-Party Beneficiary

Contractor and the Town agree that it is not intended that any provision of this Agreement establishes a third-party beneficiary giving or allowing any claim or right of action whatsoever by any third-party under this Agreement.

A9.17. No Estoppel

Neither the Town's review, approval, or acceptance of, or payment for Services performed under this Agreement will be construed to operate as a waiver of any rights under this Agreement of

any cause of action arising out of the performance of this Agreement, and the Contractor will be and remain liable to the Town in accordance with applicable laws for all damages to the Town caused by the Contractor's negligent performance of any of the Services under this Agreement. The rights and remedies provided for under this Agreement are in addition to any other rights and remedies provided by law.

A9.18. Force Majeure

The Town and Contractor will be excused from the performance of their respective obligations under the Contract when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of equipment, or service from a public utility needed for their performance, provided that:

a. The non-performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;
b. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;
c. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and
d. The non-performing party uses its best efforts to remedy its inability to perform.

Notwithstanding the above, performance shall not be excused under this Article for a period in excess of two (2) months, provided that in extenuating circumstances, the Town may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure.

The following circumstances shall not constitute Force Majeure:

a. Economic hardship
b. Inclement weather except as permitted by Florida law

A9.19. Town May Avail Itself of All Remedies

The Town may avail itself of each and every remedy stated in the Agreement or existing at law or in equity. The exercise or the beginning of the exercise, of one remedy shall not be deemed a waiver of the right to exercise, at the same time or thereafter, of any other remedy.

END OF SECTION

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SECTION B. SPECIAL TERMS & CONDITIONS

B1. Scope of Service

The Town wishes to retain the services of a competent, experienced, and qualified "firm" (the "consultant") for a compensation and classification study of employees of government entities within the state of Florida of similar size and operational responsibilities comparable to the Town. The consultant is to provide a comprehensive study with data driven recommendations that include, but not limited to, ensures fair and equitable compensation/classification relationships within the organization, considers compensation/classification to current and projected future external market conditions and other municipal/governmental agencies of similar size and scope, addresses wage or compensation inequality, and presents an organization-wide, a professional, consistent, and objective program to attract, engage, reward, and retain quality employees. The project duration should not exceed ninety (90) calendar days from the date of the signed agreement.

B1.01. Project Description

The Town is seeking a classification and compensation review of all positions. Under the existing compensation system, each position is assigned to a range. As set forth in greater detail below, the classification and compensation study will include:

- an overall evaluation of the Town's current structure, actual salaries and benefits, including but not limited to, health and retirement compared with that of other relevant competitors.
- Recommendations for a reward and retention program for quality employees
- a recommended restructuring (if necessary) of the Town's compensation structure for all classifications.
- recommendations for implementing proposed changes.

B1.02. Required Tasks and Deliverables

- Assess the Town's current compensation structure, and work with the Town to develop a compensation philosophy.
- Review the methodology and any evaluation tools, i.e. survey instrument, with Town staff to be used in the evaluation with the Town's prior to data collection.
- Recommend appropriate comparable organizations to participate in the study, to include other municipal/government agencies and competitors in the Town's local labor market of similar size and providing similar services. Determine where the Town's compensation package ranks with respect to appropriate labor markets.
- Obtain data from benchmark organizations across South Florida.
- Consolidate findings in a clear objective summary and provide details regarding agencies and positions surveyed.
-

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- Recommend a pay and position classification system, including but not limited to, a comprehensive pay range system with detailed minimum, midpoint, and maximum salary ranges that can be utilized by Town staff after completion of the project. Group positions based upon duties performed, knowledge, skills, and abilities for the position. Recommend where each position should be positioned within the recommended structure.
- Resolve any inconsistencies in data collection and be prepared to discuss the particulars of any data presented. Provide appropriate adjustments to account for cost-of-living variations in Miami Dade and Broward counties, Florida.
- During the project, the company will meet and make informal presentations of findings as necessary with Town administration
- Reported data will include, but not limited to:

  1. Data supporting final recommendations.

  2. Relevant data on the participating organizations (type, geographic area, budget size, number of employees).

  3. Relevant salary data from participating organizations (comparison to the Town's job duties, education, and experience; grade ranges; incumbent actual salary; annual incentives/increases).

  4. Comparison of benefits (flex time; telecommuting/remote work; one time merit payments/bonus plans; tuition reimbursement; paid time off to include pto, holidays, paid parental leave, etc.

  5. An analysis of the financial impact of the implementation of the recommended pay plan, working with the Town to gain the greatest benefit regarding retention and recruitment with the lowest possible financial impact on the Town's budget.
- Conduct a pay compression analysis for all positions that addresses the issue of internal pay equity and provide a detailed written recommendation for addressing any pay equity issues identified along with the fiscal impact associated with the recommendation.
- Prepare implementation strategy and cost analysis for any compensation recommendations to include options for immediate implementation and a plan with phases that minimizes impact to the fiscal budget.
- Present findings to the Town Council at a public meeting.

Acceptance of deliverables will be performed by the Town's human resources administrator. The deliverables furnished shall be of a quality acceptable to the Town, including that all deliverables presented to the Town are neat in appearance, well-organized, procedurally, technically, and grammatically correct. The Town reserves the right to reject any product that does not meet these standards, or to request offer or change the format if it does not meet the Town's needs.

B2. Term

This Contract shall be effective upon execution by both parties and shall continue for a term of ninety (90) calendar days with the ability to extend to a period as determined by the Town, not

to exceed one (1) year. In the event the Town exercises such right, all terms and conditions, and requirements of the Agreement, including all costs, shall remain the same as specified in the Agreement and apply during the renewal period(s).

B3. Additional Services

A Work Order must be issued for any Additional Services performed under the Agreement. Work Orders may be issued based on cost per task, hourly rates, unit costs, or time and materials depending on the type of Work to be performed. The hourly rates contained in the Agreement shall be used for basis for determining the cost for any Additional Services. Where an hourly rate is not included in the Agreement, new hourly rates will be negotiated to the mutual satisfaction of both parties and added to the Agreement for any future Additional Service requests.

Upon identifying Additional Services to be performed on an as-needed basis, the Program Manager will notify the Contractor of the required Additional Services. This notification will include the following:

- A Work Order for Work to be performed based on pre-established pricing.
- A request for a Work Order Proposal for review by the Program Manager

B4. Compensation

For services rendered, the Town shall pay the amounts identified in accordance with the Price Proposal attached hereto as Exhibit "A" – Consultant shall be compensated a flat rate lump sum in the amount of $23,500.00

Contractor shall deliver an invoice to the Town no more often than once a month detailing services completed and the amount to do Contractor under this Agreement. Fees shall be paid in arrears each month pursuant to Contractors' invoice which shall be based upon the percentage of work completed for each tasks invoiced.

SIGNATURE PAGE FOLLOWS

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IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

WITNESS/ATTEST	**Evergreen Solutions, LLC**
_____	
Signature	Signature
Print Name, Title	Print Name, Title of Authorized Officer or Official
ATTEST:	(Corporate Seal)
Firm's Secretary (Affirm Firm's Seal, if available)	
ATTEST:	**Town of Miami Lakes**, a municipal corporation of the State of Florida
Gina M. Inguanzo, Town Clerk	Edward Pidermann, Town Manager
	APPROVED AS TO LEGAL FORM AND CORRECTNESS: _____ Lorenzo Cobiella, Deputy Town Attorney

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CERTIFICATE OF AUTHORITY

I HEREBY CERTIFY that at a meeting of the Board of Directors of _____, a corporation organized and existing under the laws of the State of _____, held on the ___day of _____, _____, a resolution was duly passed and adopted authorizing (Name)_____as (Title)_____of the corporation to execute agreements on behalf of the corporation and providing that his/her execution thereof, attested by the secretary of the corporation, shall be the official act and deed of the corporation.

I further certify that said resolution remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this ____, day of _____, 20____.

Secretary: _____

Print: _____

NOTARIZATION

STATE OF _____)

) SS:

COUNTY OF _____)

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

_____

SIGNATURE OF NOTARY PUBLIC

STATE OF FLORIDA

_____

PRINTED, STAMPED OR TYPED

NAME OF NOTARY PUBLIC

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EXHIBIT A – FEE SCHEDULE

FEE SCHEDULE

Item	Description	Unit	Est. Quantity	Rate	Total
1	Compensation Study per RFP Specifications	EA	1	$	$
2	Conduct a pay compression analysis for all positions that addresses the issue of internal equity and provide a detailed written recommendation for addressing any equity issues identified along with the fiscal impact associated with the recommendation.	EA	1	$	$
3	Comparison of limited specified benefits (flex time; telecommuting/remote work; one time merit payments/bonus plans; tuition reimbursement; paid time off to include PTO, holidays, paid parental leave, etc.	EA	1	$	$
				Total	$

EXHIBIT B – CONTRACTOR'S PROPOSAL

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A Price Proposal to Conduct a Comprehensive Compensation Study for the Town of Miami Lakes, FL

RFP #2025-12

ORIGINAL

Evergreen Solutions, LLC

May 6, 2025

Price Proposal

Evergreen Solutions, LLC is pleased to present our proposed price to conduct a Comprehensive Compensation Study for the Town of Miami Lakes. We are committed to providing the highest quality consulting services to our client partners for a reasonable price. Our firm is fortunate that our overhead is minimal and our prices are reasonable so we can pass that cost savings on to our clients.

Our total, not-to-exceed, fixed price to complete all tasks identified in our detailed work plan in **Section 5** of our proposal is attached on **"Form PP - Price Proposal"**. Our price is all inclusive, and includes travel cost (meals and lodging), transportation, fringe benefits, indirect cost (overhead), clerical support, and all other out-of-pocket fees. Our price includes two onsite visits to the Town to perform the requested work as most of the work can be conducted virtually.

Note: Any work outside of the scope of work would be billed at $150 per hour or would be negotiated with the Town depending on the type of work requested.

Our preferred payment schedule for all tasks is as follows:

- 25% - upon completion of Tasks 1 – 2
- 25% - upon completion of Tasks 3 – 4
- 25% - upon completion of Tasks 5 – 6
- 15% - upon completion of Tasks 7 – 8
- 10% - upon completion of Tasks 9 – 11

Note: All invoices are due within 30 days of receipt or the project may be delayed in moving to the next deliverable identified in the detailed work plan for the project.

We are willing to negotiate the time, scope, and price of the basic tasks, or any other options that the Town of Miami Lakes wishes to identify.

MIAMI LAKES
Growing Beautifully

RFP2025-12
Form PP (Price Proposal)
COMPREHENSIVE COMPENSATION STUDY

The Proposer declares that it has fully reviewed the requirements of the RFP and informed itself fully of the Scope of Work and all other conditions and circumstances pertaining to the work to be performed; and that this Proposal is submitted voluntarily and willingly.

The Proposer had determined based on its business and professional expertise that it can perform the wok in accordance with the requirements of the RFP and the Contract.

The Proposer agrees, if its Proposal is accepted, to timely execute a contract with the Town, pursuant to the terms and conditions of the RFP and the Agreement attached thereto, at the prices and rates listed below.

The prices stated below include **ALL** costs to complete the Services requested under the RFP and Contract.

Proposer shall state its price for providing the required Services as stated in the RFP and in accordance with the Agreement terms and conditions. The Town expects the Proposer to provide Basic Services under a fixed monthly retainer and additional services will be negotiated on an as needed basis.

	LUMP SUM
COMPREHENSIVE COMPENSATION STUDY	$ 23,500

By signing below Proposer certifies that the information contained in its Price Proposal includes all costs for the Project. The Town at its sole discretion may negotiation with the elements of the Fee with the Proposer.

Proposer's Name: Evergreen Solutions, LLC

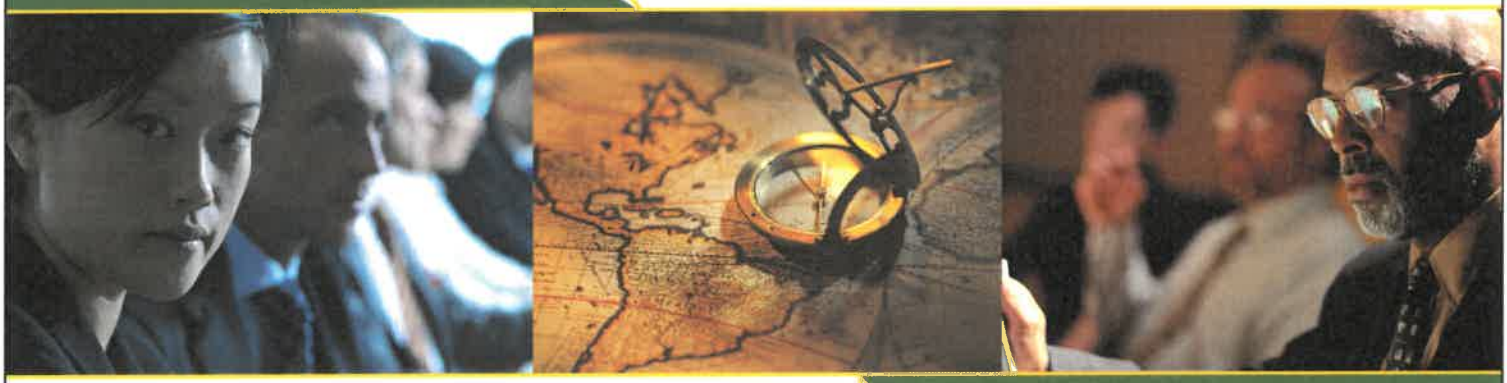
By: _____ 5/1/25
Signature of Authorized Officer — Date

Jeffrey Ling, PhD — President
Printed Name — Title

A Technical Proposal to Conduct a Comprehensive Compensation Study for the Town of Miami Lakes, FL

RFP #2025-12

ORIGINAL



Evergreen Solutions, LLC

May 6, 2025

A Technical Proposal to Conduct a Comprehensive Compensation Study for the Town of Miami Lakes, FL

RFP#2025-12

Submitted to:

Edward Pidermann, Town Manager
The Town of Miami Lakes
6601 Main Street
Miami Lakes, Florida 33014

Submitted by:

Evergreen Solutions, LLC
2528 Barrington Circle, Unit 201
Tallahassee, Florida 32308
(850) 383-0111 (ph) / (850) 383-1511 (fax)

May 6, 2025

Evergreen Solutions, LLC
2528 Barrington Circle • Unit #201 • Tallahassee, Florida 32308
850.383.0111 • fax 850.383.1511

May 1, 2025

Edward Pidermann, Town Manager
The Town of Miami Lakes
6601 Main Street
Miami Lakes, Florida 33014

Dear Mr. Piedermann:

Evergreen Solutions, LLC is pleased to submit a proposal to conduct a Comprehensive Compensation Study for the Town of Miami Lakes. Our response is based on our review of your Request for Proposal (RFP #2025-12), our understanding of the Florida labor market, our experience working with hundreds of local governments and other public sector organizations, and our knowledge of best practices in local government human resources management. **Evergreen is well qualified to provide the services being requested by the Town of Miami Lakes as we have conducted more than 1,500 similar studies throughout the country.**

Evergreen was formed in 2004 in Florida to provide an alternative to traditional consulting practices. We provide an innovative and effective option by focusing on clients needing partners and not simply another service provider. Evergreen is licensed to transact business in the State of Florida (#L04000073478).

As a national firm, Evergreen Solutions continues to grow, and our territory now includes clients in 47 states. In the State of Florida, Evergreen has conducted more than 200 compensation and/or classification related studies for local governments and other public sector organizations. The following includes only a sample of some of the local government clients we have worked with in providing work similar in scope to the services being requested: Town of Davie; Town of Palm Beach; Town of Lake Park; Town of Jupiter; Town of Cutler Bay; Town of Longboat Key; Town of Lake Hamilton; Town of Lady Lake; Town of Orange Park; City of Miami Beach; City of North Miami Beach; City of South Miami; City of Doral; City of Sunny Isles Beach; City of Coral Gables; City of Homestead; City of Key West; City of Largo; City of Marathon; City of Miramar; City of Temple Terrace; City of Sunrise; City of Parkland; City of Tamarac; City of Hollywood; City of Plantation; City of Delray Beach; City of Boca Raton; City of Palm Beach Gardens; City of Bunnell; City of Bushnell; City of Zephyrhills; City of Groveland; City of Alachua; City of Kissimmee; City of St. Cloud; City of Clermont; City of Winter Park; City of Orlando; City of Deltona; City of St. Petersburg; City of Dunedin; City of Clearwater; City of New Port Richey; City of Palm Bay; City of Fort Myers; City of Cape Coral; City of Punta Gorda; City of Sarasota; City of Sebring; City of Bartow; City of Coral Springs; City of Dania Beach; City of Cooper City; City of Naples; City of Melbourne; City of West Melbourne; City of Jacksonville Beach; City of Jacksonville; City of New Smyrna Beach; City of North Port; City of Daytona Beach; City of Daytona Beach Shores; City of Orange City; City of Venice; City of Gainesville; City of High Springs; City of Green Cove Springs; City of Holmes Beach; City of Holy Hill; City of Cocoa; City of Indian Harbour Beach; City of Maitland; City of Lake City; City of Ocala; City of Plant City; City of Wildwood; City of Destin; City of Panama City; City of Panama City Beach; City of Fort Walton Beach; City of Pensacola; City of Apalachicola; City of Sopchoppy; Miami-Dade County; Monroe County; Palm Beach County; Collier County; Highlands County; Sarasota County; Pinellas County; Hillsborough County; Marion County; Manatee County; Martin County; Orange County; Flagler County; Lake County; Alachua County; Hernando County; Osceola County; Citrus County; Brevard County; Seminole County; Sumter County; Charlotte County; DeSoto County; Hardee County; Bay County; Santa Rosa County; Okaloosa County; Walton County; Gadsden County; Gulf County; Leon County; Wakulla County; Franklin County; Miami Shores Village; Village of North Palm Beach; Village of Pinecrest; Village of Islamorada; and many others. A detailed description of the

services provided to some of these clients as they relate to the services being requested can be found in **Section 3** of our proposal.

Evergreen Solutions is able to fully comprehend the challenges and goals of the Town of Miami Lakes because of our vast understanding of local government human resources, and the fact that we possess the necessary experience and qualifications. Our team has significant expertise in conducting comprehensive compensation studies for local governments and other public sector organizations, as evidenced in **Section 3** of our proposal. Detailed resumes are available upon request.

Some of the human resource services Evergreen Solutions has focused on include: comprehensive compensation studies; classification studies; salary and benefits surveys; performance management studies; recruitment, hiring, and retention studies; workload analyses; HR department reviews; organizational assessments; strategic and workforce planning; and staffing studies. Through our experiences in conducting this wide range of projects, we have gained the knowledge of every aspect of the management and operations involved in local government human resources management. As a result, our team understands how critical a classification and compensation system is to the overall operation of a proficient and progressive Town. We have developed helpful methods and tools that assist clients in implementing and maintaining our study recommendations.

Evergreen's approach to conducting a comprehensive compensation study draws not only from extensive human resources work with local government clients, but also from direct feedback of our past clients. Some of the key facets of our approach as identified in **Section 5** of our response includes:

- Major emphasis is placed on communication as the key to a successful study as well as its implementation. Our Team understands that compensation by its very nature creates anxiety in staff and managers alike. In order to ensure a successful study process and "buy-in" at implementation, administrators, department directors, and employees need be involved in every step of the process. Our communication plan is a critical component of any study and to ensure our clients are informed of statuses or potential challenges, we provide continuous communication through the use of regular meetings and written progress reports.

- Our methodology utilizes the latest technology in order to reduce the cost to our client partners and enhance wider participation by offering of our tools in an electronic format. In essence, every step of the process can be completed on the Web. Further, our web-based ***JobForce Manager*** tool allows our client partners to facilitate implementation and eases the ongoing maintenance of the compensation system.

- We understand that one size does not fit all. Some consultants provide the same overall solution to every client. We take great pride in providing a variety of alternatives that allow our client partners to select the solution that best meets their business and human capital needs.

As President of Evergreen Solutions, I am authorized to commit our firm contractually to this engagement. We have read your terms and conditions and believe we can successfully work within your requirements.

We appreciate this opportunity and commit to you our best effort if selected for this engagement. If you have any questions, please feel free to call me at (850) 383-0111 or via email at jeff@consultevergreen.com.

Sincerely,

Jeffrey Ling, PhD, President
Evergreen Solutions, LLC

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COST PROPOSAL SUBMITTED UNDER SEPARATE COVER

Section 1.0
Company Declaration

1.0 Company Declaration

As required in the Request for Proposal, we have attached Form CPD – Company Declaration.

Section 2.0
Proposal Narrative

MIAMI LAKES
Growing Beautifully

Company Profile and Declaration

Solicitation Name: Comprehensive Compensation Study

Solicitation Number: RFP NO. 2025-12

Submitted By: Evergreen Solutions, LLC
(Respondent Firms' Legal Name)

(Respondent D/B/A Name, if used for this Project)

Jeffrey Ling, PhD, President
(Name and Title of Officer Signing the Submittal for the Respondent)

(Contact Name, if different from Officer)

2528 Barrington Circle, Unit 201
(Street Address)

Tallahassee, Florida 32308
(City/State/Zip Code)

Jeffreconsultevergreen.com 850-383-0111
(Email Address) (Phone Number)

Declaration

I, Jeffrey Ling, PhD hereby declare that I am the
Print Name

President of Evergreen Solutions, LLC,
Title Name of Company

the ("Respondent") submitting the Company Profile and Declaration, and that I am duly authorized to sign this Company Profile and Declaration on behalf of the above-named company; and that all information in this Company Profile and Declaration and other information and documents submitted in response to this RFP are, to the best of my knowledge, true, accurate, and complete as of the submission date.

MIAMI LAKES
Growing Beautifully

The Respondent further certifies as follows:

1. This Company Profile and Declaration is submitted as part of the Respondent's submittal ("Submittal") in response to the above stated RFP issued by the Town of Miami Lakes;
2. Respondent has carefully examined all the documents contained in the RFP and understands all instructions, requirements, specifications, terms and conditions, and hereby offers and proposes to furnish the products and/or services described herein at the prices, fees and/or rates quoted in the Respondent's Submittal, and in accordance with the requirements, specifications, terms and conditions, and any other requirements of the RFP Documents;
3. This Submittal is a valid and irrevocable offer that will not be revoked and shall remain open for the Town's acceptance for a minimum of 120 days from the date Submittals are due to the Town, to allow for evaluation, selection, negotiation, and any unforeseen delays, and Respondent acknowledges that if its Submittal is accepted, Respondent is bound by all statements, representations, warranties, and guarantees made in its Submittal, including but not limited to, representation to price, fees, and/or rates, performance and financial terms;
4. Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the requirements under this RFP;
5. Respondent certifies that it meets the minimum qualification requirements set forth in the RFP.
6. Respondent is in full compliance with all applicable Federal, State, and local lows, rules, regulations and ordinances governing its business practices;
7. All statements, information and representations prepared and submitted in response to the RFP are current, complete, true, and accurate. Respondent acknowledges that the Town will rely on such statements, information, and representations in selecting a Respondent, and hereby grants the Town permission to contact any persons identify in this RFP to independently verify the information provided in the Submittal;
8. Submission of a Submittal indicates the Respondent's acceptance of the evaluation criteria and technique and the Respondent's recognition that some subjective judgments may be made by the Town as part of the evaluation process;
9. No attempt has or will be made by the Respondent to induce any other person or firm to not submit a response to this RFP;
10. No personnel currently employed by the Town participated, directly or indirectly, in any activities related to the preparation of the Respondent's Submittal;
11. Respondent has had no contact with Town personnel regarding the RFP, the Project or evaluation of Submittals in response to this RFP. If contact has occurred, except as permitted under the Cone of Silence, so state and include a statement identifying in detail the nature and extent of such contacts and personnel involved;
12. The pricing, rates or fees proposed by the Respondent have been arrived at independently, without consultation, communication, or agreement, for the purpose of restriction of competition, as to any other Respondent or competitor; and unless otherwise required by law,

MIAMI LAKES
Growing Beautifully

the prices quoted have not been disclosed by the Respondent prior to submission of the Submittal, either directly or indirectly, to any other Respondent or competitor;

13. Respondent has reviewed a copy of the Contract, included as an Exhibit to the RFP; and
14. Respondent is not currently disqualified, de-listed or debarred from doing business with any public entity, including federal, state, county or local public entities, or if so, Respondent has provided a detailed explanation of such disqualification, de-listing or debarment, including the reasons and timeframe.

This declaration was executed in Leon County, State of Florida on 5/1 2025.

Signature

Jeffrey Ling, PhD
Print Name

Subscribed and sworn to before me this 1 day of May, 2025.

Jacqueline Barnes
Signature

Jacqueline Barnes
Print Name

Notary Public State of Florida
Jacqueline Barnes
My Commission HH 418038
Expires 10/23/2027

(Notary Seal/Stamp)

2.0 Proposal Narrative

Evergreen Solutions, LLC is a national, multidisciplinary, public sector management consulting company, which specializes in working with public sector organizations, including hundreds of local governments, across the nation. We provide a unique approach, rather than the "consulting as usual" method, by partnering with our clients to find innovative, real-world solutions to public management.

Evergreen was formed in 2004 in the State of Florida to provide a modern, practical alternative to the typical consulting options. Evergreen is made up of management and human resource professionals as well as strategic partners who came together to form an innovative alternative that places clients and their needs before any individual, model, or corporate goal.

Evergreen's philosophy is based on an understanding that there is not a "one size that fits all" solution to compensation management. Our approach is built on working collaboratively with all parties to make sound, implementation-focused recommendations.

Evergreen employs 25 full- and four part-time staff who provide a variety of human resources consulting work. Evergreen is located in Tallahassee, Florida with additional offices in Orlando, Tampa, and Fort Lauderdale. Evergreen is licensed to transact business in the State of Florida (#L04000073478).

Our main focus is on people, management, and technology. This focus allows our team to provide a broad variety of services, including, but not limited to: compensation and classification studies; salary and benefits surveys; performance appraisal reviews; workload analyses; staffing studies; disparity studies; training assessments; and strategic planning.

We invite you to browse our Web site at **www.ConsultEvergreen.com** or visit us on Facebook at www.facebook.com or LinkedIn at www.linkedin.com for more information about our services, staff, and past experience.

We believe that what sets Evergreen apart from other traditional consulting firms is the fact that:

- our experts have served on both sides of the desk so we understand external influences on local government clients;
- our Team has held senior leadership roles on similar studies with local government clients in many states, including many in the State of Florida;
- our study recommendations have been implemented by many local government clients throughout the country;
- we have knowledge of and experience with local government operations;
- we possess real world methodology that is an industry standard; and
- we have tested tools for knowledge transfer.

Section 3.0
Qualifications of the Proposer

3.0 Qualifications of the Proposer

Evergreen Solutions is well qualified to conduct a Comprehensive Compensation Study for the Town of Miami Lakes as we have conducted more than 1,500 similar studies for local governments and other public sector organizations throughout the country, including more than 200 within the State of Florida. In this section, we provide our qualifications; and a list of similar studies we have performed or are currently under contract to perform; and the qualifications of our proposed project team. **Note:** We have attached Form CQQ, Form CRL, and a copy of our Florida license.

3.1 Qualifications

Collectively, the members of the Evergreen Solutions Team have:

- extensive experience in conducting comprehensive compensation studies for local governments and other public sector organizations throughout the country, including more than 200 in the State of Florida;
- comprehensive experience in all components vital to the successful completion of this engagement;
- knowledge of relevant Florida statutes and regulations as well as federal regulations;
- objectivity and flexibility due to the fact that we have no vested interests; and
- specialized analytical tools that we bring to this engagement.

Clients nationwide have been successfully implementing recommendations from our team of professional consultants for decades. Evergreen has contracted with public sector, quasi-governmental, and non-profit organizations in 47 states throughout the country, the majority of which have been located in the State of Florida.

Exhibit 3-1 includes a list of some of the local governments and other public sector organizations in the State of Florida that Evergreen has worked with, or is currently on contract to work with, in providing work similar in scope to the services being requested. **Note:** Evergreen has also worked with many school districts and institutions of higher education in Florida that are not listed in the exhibit.

Exhibit 3-1: Florida HR Experience

Alachua County
Alachua County Sheriff's Office
Appraiser's Office
Brevard County Property
Brevard County Tax Collector
Appraiser's Office
Monroe County Property
Appraiser's Office
Bay County
Bay County Sheriff's Office
Brevard County
CareerSource Pinellas
CareerSource Northeast Florida
Charlotte County
Citrus County
City of Alachua
City of Bartow
City of Brooksville
City of Boca Raton
City of Bunnell
City of Bushnell
City of Cape Coral
City of Clermont
City of Clearwater
City of Coral Gables
City of Coral Springs
City of Dania Beach
City of Daytona Beach
City of Daytona Beach Shores
City of Delray Beach
City of Deltona
City of Destin
City of Doral
City of Dunedin
City of Fort Myers
City of Fort Walton Beach
City of Green Cove Springs
City of Groveland
City of Hallandale Beach
City of High Springs
City of Holly Hill
City of Hollywood
City of Holmes Beach
City of Key West
City of Jacksonville
City of Jacksonville Beach
City of Kissimmee
City of Lake City
City of Largo
City of Maitland
City of Marathon
City of Melbourne
City of Miramar
City of New Smyrna Beach
City of Maitland
City of Marathon
City of Melbourne
City of Miramar
City of New Smyrna Beach
City of North Lauderdale
City of North Miami
City of North Miami Beach
City of North Port
City of Ocala
City of Oldsmar
City of Orange City
City of Orlando
City of Palm Bay
City of Palm Beach Gardens
City of Panama City
City of Panama City Beach
City of Parkland
City of Pensacola
City of Plant City
City of Plantation
City of Punta Gorda
City of Sarasota
City of Sebring
City of St. Petersburg
City of Sunny Isles Beach
City of Tallahassee
City of Tamarac
City of Temple Terrace
City of Titusville
City of Venice
City of West Melbourne
City of Wildwood
City of Winter Park
City of Sunrise
City of Zephyrhills
Clay County Sheriff's Office
Collier County Sheriff's Office
DeSoto County
Escambia County
Flagler County
Flagler County Sheriff's Office
Flagler County Tax Collector
Florida Sheriff's Association
Florida Association of Counties
FL Association of Clerks/
Comptrollers
Florida Keys Aqueduct Authority
Florida League of Cities
Florida Telecommunications Relay, Inc.
FL Public Human
Ft. Pierce Utilities Authority
Gadsden County Property
Gulf County
Hardee County
Health Care District of Palm Beach County
Hernando County
Hillsborough Area Transit Authority
Highlands County
Highlands County Clerk of Circuit Court
Hillsborough County
Hillsborough County Clerk of
Court/Comptrollers
Indian River County Property
Appraiser Office
Keys Energy Services
Kissimmee Utility Authority
Lake County
Lake Apopka Gas District
Lake County Sheriff's Office
Leon County
Leon County Clerk of Circuit Court
Leon County Sheriff's Office
Loxahatchee River District
Manatee County Clerk's Office
Manatee County Sheriff's Office
Monroe County Sheriff's Office
Manatee County
Martin County
Miami-Dade County
Miami Shores Village
Monroe County
Nassau County Sheriff's Office
NW FL Beaches International Airport
Orlando-Orange County
Expressway Authority
Osceola County
Okaloosa County
Okaloosa County Sheriff's Office
Okaloosa Gas District
Orange County
Orange County Library System
Palm Beach County
Palm Beach County Tax Collector
Pasco County
Pasco County Sheriff's Office
Board of Bar Examiners
Pinellas County
Pinellas Housing Authority
Santa Rosa County
Sarasota Bay Estuary Program
Sarasota County
Sarasota-Manatee County Airport
Seminole County
St. Johns River Water
Management District
Southwest Florida Water
South Florida Water Management District
Solid Waste Authority of Palm Beach County
Suwannee County
The Florida Bar
Toho Water Authority
Tampa Bay Water
Peace River Manasota Reg.
Water Supply Auth.
Management District
Town of Cutler Bay
Town of Davie
Town of Jupiter
Town of Lade Lake
Town of Lake Park
Town of Lake Hamilton
Town of Longboat Key
Town of Medley
Town of Palm Beach
Town of Ponce Inlet
Town of Ocean Ridge
Town of Orange Park
Utilities Commission of New Smyrna Beach
Village of North Palm Beach
Village of Pinecrest
Volusia County Sheriff's Office
Wakulla County
Walton County Sheriff's Office
Resource Association
Workinet Pinellas
Association for Institutional Research
More than 25 education clients

3.2 Select Relevant Florida Experience

Because Evergreen has conducted more than 1,500 classification and/or compensation studies throughout the country, we include in this section only a sample of some of our similar more recent local government work in the State of Florida.

Compensation and Classification Study
Town of Davie

Evergreen Solutions was engaged with the Town of Davie to conduct a Compensation and Classification Study. Evergreen conducted a comparison analysis of all employees within the Town and analyzed the job tasks for each position surveyed by best match and benchmark pay ranges to local public sector markets. Evergreen conducted a review of job classifications for appropriate internal equity and identify functional overlap and efficiencies in departmental structures and relationships. Evergreen further conducted a job task analysis/job

audit of all employee positions to verify and validate information from existing job descriptions and conduct personal interviews with employees, supervisors, and directors, as needed. Evergreen identified and designated all high-risk and/or safety-sensitive classifications and included the appropriate pre-employment screening requirements as mandated by federal, state and local statutes.

Evergreen reviewed existing salaries to determine proper placement within proposed classifications, and recommended appropriate "equity adjustments" as needed. Evergreen determined if classifications were correctly placed in organizational hierarchy and reviewed whether individual positions were classified correctly. In the end, Evergreen provided the Town a recommended classification and compensation structure and a system for maintaining the recommended structure.

Classification, Compensation, and Benefits Study
Town of Jupiter

Evergreen Solutions was retained by the Town of Jupiter to conduct a classification, compensation, and benefits study of its workforce. Evergreen's consultants reviewed the effectiveness of the Town's current salary and benefits plan as it related to the market competitiveness for attracting and retaining quality employees. Evergreen conducted a job analysis for ensuring proper classification and internal equity. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity in the current system.

Compensation Study
Town of Lady Lake

The Town of Lady Lake hired Evergreen Solutions to conduct a Compensation Study. Evergreen's consultants reviewed and evaluated the Town's compensation policies and procedures and made an assessment of the current conditions. Further, Evergreen worked with the Town to identify peer organizations to use as targets for a survey of salary and benefits. A Final Report was generated, documenting the previous steps of the study, and presented to the Town Commission. Recommendations were made for continued administration of the new compensation system, and training and guidance was provided to the Human Resources Department staff.

Compensation and Classification Study
City of Miami Beach

Evergreen Solutions is retained by the City of Miami Beach to conduct a Compensation and Classification Study for 600 benchmark jobs that were identified by the City Human Resources Department. Evergreen worked with the City to identify comparable cities and public sector organizations in South Florida to review the effectiveness of the City's current salary plan as it related to market competitiveness for attracting and retaining quality employees. The study was conducted in two phases. Phase 1 consisted of 300 positions (i.e., classifications) and Phase 2 also consisted of 300 positions. Therefore, only those employees that were covered by the 300 positions were included in each phase of the study. **Note:** This project is nearing completion.

Compensation Study
City of North Miami Beach

Evergreen Solutions was retained by the City of North Miami Beach to conduct a compensation study. Evergreen consultants reviewed pay ranges in the public and private sector to determine the appropriate pay levels for all included jobs (up to 60 benchmarks). Recommendations were provided to improve the fairness and equity within the City. Evergreen provided City staff with the necessary training and materials so that an understanding of the methodology— and how to implement, administer, and maintain the recommended compensation system—was accomplished. **Note:** Evergreen was again hired in 2021 to conduct a Compensation and Classification Study.

Pay and Classification Study
City of Doral

Evergreen Solutions was engaged with the City of Doral to conduct a Pay and Classification Study. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. In addition, salaries were analyzed in the public and private sector to determine the appropriate salary for all included jobs. Recommendations were provided to improve the fairness and equity in the current classification and compensation system. **Note:** Evergreen was previously hired to conduct a Compensation, Classification, and Value Engineering Study.

Classification and Compensation Study
City of Sunny Isles Beach

Evergreen Solutions was retained by the City of Sunny Isles Beach to conduct a classification and compensation study for all its employees. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs and recommendations were provided to improve the fairness and equity in the current system. **Note:** Evergreen was again hired in 2024 to conduct a pay plan update.

Classification and Compensation Study
City of Coral Gables

Evergreen Solutions was retained by the City of Coral Gables to conduct a Classification and Compensation Study. Evergreen's consultants conducted a job analysis in order to determine the appropriate classification structure for the City and to update job descriptions. Evergreen also conducted a salary survey for the purpose of ensuring that the City's pay plan was competitive in the market for retaining and recruiting a talented workforce.

Compensation and Benefits Study
City of Homestead

Evergreen Solutions was engaged with the City of Homestead to conduct a Compensation and Benefits Study. Evergreen conducted an analysis of pay and leave benefits including holidays, sick leave, administrative leave, and vacation against the market. **Note:** Evergreen was hired in 2025 to conduct a Compensation Plan update.

Compensation Study
City of Key West

Evergreen Solutions was engaged with the City of Key West to conduct a compensation study. The purpose and intent of the study was to compare and contrast the City's current salary structure and levels with those of key competing employers. The primary goals of this study was to determine the City's competitive position within the marketplace in terms of its overall compensation package and to identify any weaknesses within the components of the City's existing compensation package that might negatively impact the organization's ability to attract and retain talented employees. **Note:** Evergreen was again hired in 2021 and 2023 to conduct a Compensation Plan Update. In addition, Evergreen conducted a Performance Evaluation Study in 2021.

Employee Compensation Consultant Services
City of Coral Springs

Evergreen Solutions was engaged with the City of Coral Springs to provide employee compensation consultant services. The purpose and intent of the study was to compare and contrast the City's current salary structure and levels with those of key competing employers and to determine the City's competitive position within the marketplace. Evergreen analyzed each position within the City by conducting interviews and evaluating position descriptions and duties. Evergreen also interviewed department heads and assessed classifications within positions to determine whether classifications need to be revised. Based on the review, Evergreen recommended pay and classification strategies for the City in order to attract and retain talented employees. **Note:** Evergreen Solutions was again hired in 2021 by the City of Coral Springs to conduct a market salary survey.

Benchmark Compensation Study
City of Plantation

Evergreen Solutions was retained by the City of Plantation to conduct a Benchmark Compensation Study and develop a city-wide compensation plan for the City, taking into account internal and external equity. Evergreen developed recommendations and guidelines for the continued administration and maintenance of the compensation structure, including recommendations and guidelines related to how employees will move through the pay structure/system as a result of transfers, promotions, demotions and employees whose base pay is at the maximum of their pay range in their positions; including proposal for the proper mix of pay, how often to adjust pay scales and survey the market, and how to keep the system fair and competitive over time. **Note:** Evergreen was again hired in 2021 to conduct a Job Classification and Compensation Study and in 2023 to conduct a Compensation Plan Update.

Job Classification and Compensation Study
City of Sunrise

Evergreen Solutions was engaged with the City of Sunrise to conduct a Job Classification and Compensation Study of its 1,200 employees. The City is at the geographic center of the tri-county metropolitan area comprised of Miami-Dade, Broward and Palm Beach Counties and has a reputation for strong financial management, aggressive economic development, outstanding police and fire rescue services, leadership on regional issues, and support for its public schools.

Evergreen conducted a comprehensive evaluation of the City's current classification structure and related policies and practices as well as a comparative analysis of position classifications to determine relative work within the organization and for the establishment of appropriate pay grades. Evergreen worked with the City to identify the proposed labor market and benchmark classes and public and private agencies/markets that were similarly situated to the City to include in the salary survey. A comprehensive total compensation and benefits

survey was distributed to comparable peers that not only assessed job titles but also accounted for actual corresponding job duties and responsibilities.

Evergreen further conducted interviews with employees in single position classifications, a representative sample of employees in multiple position classifications, and appropriate management personnel in order to validate the information pertaining to job duties. Information was obtained from employees through the distribution of a job assessment tool Evergreen used the information obtained from the JAT to perform a job analysis to verify and validate information with existing job descriptions to determine if classifications were correctly allocated in an organizational hierarchy.

In the end, Evergreen summarized the methodology, techniques, and data used to develop the proposed compensation and classification plan and provided recommendations for a classification and compensation structure that reflected the City's overall classification and compensation strategies. Evergreen further recommended pay grades, grade pricing and salary ranges for all existing and proposed classifications.

Salary Survey
City of Hallandale Beach

Evergreen Solutions was retained by the City of Hallandale Beach to conduct a Classification and Compensation Study. Evergreen's consultants performed the following tasks: conducted a job-task analysis/job audit of all employee positions to verify and validate information from existing job descriptions; conducted personal interviews with employees, supervisors, and directors; determined whether classifications were correctly placed in organizational hierarch; reviewed job descriptions to ensure compliance with federal and state laws including proper designation of classifications as "exempt" vs. "non-exempt"; conducted a comprehensive survey of job classifications to include salary ranges and actual salaries to ensure compensation was equitable and competitive relative to internal factors and external markets; and provided recommendations on how to update the City's classification and compensation plan.

Compensation, Classification, and Benefits Study
City of Palm Beach Gardens

The City of Palm Beach Gardens entered into a contract with Evergreen to conduct a comprehensive Compensation and Classification Study to assess the city's internal and external equity. The City had established track record of regular studies of this nature and seeks up-to-date competitive salary and benefits information from both the private and public sector. A salary survey of peer organizations in the local and regional market, to include benefits and total compensation, was conducted to ascertain the City's relative market position. The City maintained the objective of being among the compensation leaders in Palm Beach County, and regular evaluation of this kind was essential in achieving this progressive goal.

The study included a complete classification analysis using Evergreen Solutions' Job Assessment Tool job valuation methodology in addition to a statistical assessment of current conditions. The study concluded with a series of findings and recommendations in a written report that was designed to identify and recommend resolution of any inequities in the system and, if necessary, update the existing classification structure. The City had gone through a considerable reduction in force, which had caused many responsibilities to be shuffled.

Compensation Study
City of Boca Raton

Evergreen was hired by City of Boca Raton to conduct a Compensation Study for its workforce of 1,550 employees. Evergreen will conduct a comprehensive market-based survey and analysis of the City's current salary ranges and employee compensation. Evergreen will also produce a pay plan for the City, develop strategic positioning recommendations and opportunities, and provide options to address salary progression and compression considering internal and external equity to ensure competitiveness within the market. Evergreen will prepare implementation strategies and a cost analysis for the pay plan and compensation recommendations.

Compensation Study
City of Hollywood

The City Hollywood retained Evergreen to conduct a compensation study of all non-represented employees and then again for AFSCME employees (i.e., approximately 66 Professional and Supervisory employees in 38 different job classifications). A job-task analysis/job audit was conducted to determine whether classifications were correctly placed in the organizational hierarchy and whether individual job positions were classified correctly. Evergreen reviewed job descriptions using the Job Assessment Tool job valuation methodology and conducted a statistical assessment of current conditions to ensure compliance with federal and state laws including proper designation of classifications as "exempt" vs. "non-exempt".

Evergreen conducted a comprehensive survey to ensure that the City of Hollywood's compensation plan was equitable and competitive in its total compensation package relative to internal factors and external markets (The City's goal was to be in the top 25% in salary). Evergreen's consultants reviewed existing salaries to determine proper placement within proposed classifications, and recommend appropriate "equity adjustments" as needed, based upon the results of the salary survey and the recommended pay plan.

Evergreen concluded the study with recommendations designed to alleviate any strains on the current compensation and classification system. Evergreen further recommended procedures, policies, and methods to maintain an on-going Classification & Compensations Plan that was performance based, fair and competitive. In addition, Evergreen's consultants developed policies and procedures for developing and maintaining a career track/progression/ retention program and reviewed existing performance appraisal system in order to make recommendations to integrate the performance appraisal system with new Classification & Compensation Plan.

Job Classification and Compensation Study
City of Melbourne

Evergreen Solutions was retained by the City of Melbourne to conduct a Job Classification and Compensation Study. Evergreen reviewed the City's salary and benefit structure and assist in updating information on essential job functions, responsibilities, required knowledge, skills and abilities, and physical demands of each position. Evergreen examined all job descriptions to include a review of position FLSA designations; essential functions; minimum qualifications, license requirements, working conditions, etc.., provided recommended updates and/or changes, established criterion for the selection of survey participants with City staff members, prepared a survey to send to the participants, and prepared recommendations based on the results.

Evergreen addressed compression/equity issues between pay grades and classifications and established an equitable classification methodology and salary ranges to provide for the recruitment and retention of qualified staff as well as the equitable relationships of one job to another within the organization. Recommendations were provided to classify/reclassify positions as appropriate. In addition, a recommendation was made for a new compensation plan that is fair and equitable in order to attract, motivate, and retain a quality workforce. Evergreen provided three (3) separate proposed pay plan structures based on salary scales that are 90%, 100% and 110% of the surveyed labor market.

Classification and Compensation Study
City of West Melbourne

Evergreen Solutions was retained by the City of West Melbourne to conduct a Classification and Compensation Study. The objectives of the study were to: conduct and implement a total compensation structure to include benefits for the City's workforce to provide both internal and external equity; establish a classification system that accurately describes the duties, knowledge, skills, abilities and minimum qualifications required for each job class; revise job descriptions based on the job analysis; and develop a maintenance program for the recommended changes to the classification and compensation plan.

Evergreen conducted a wage and benefit survey among competing jurisdictions as well as public and private organizations to determine competitive wages in the appropriate labor market(s). We also compared the collective bargaining agreement for police to selected peer organizations. Using the survey results, Evergreen assigned each job to a pay grade with a view toward achieving proper internal relationships among classes and making salary ranges competitive with relevant markets with consideration of the budgetary impact to the City. **Note:** Evergreen was again hired in 2022 to conduct a similar study.

Compensation Study
City of Indian Harbour Beach

Evergreen Solutions was engaged with the City of Indian Harbour Beach to conduct a Compensation Study of 38 positions with 15 peer organizations in order to determine the appropriate market position for the City. **Note:** Evergreen was again hired in 2023 to conduct a Compensation Study for the City.

Classification and Compensation Study
City of Cocoa

Evergreen Solutions was hired by the City of Cocoa, located in Brevard County, to conduct a Classification and Compensation Study for its 444 employees. Evergreen's consultants performed a comprehensive survey of the City's job classifications, pay structures and benefits and provided recommendations to the City for implementation of the proposed changes in order for the City to maintain internal and external equity.

The City's objectives for the study were: to attract and retain qualified workers who will be paid an equitable salary and benefit package; provide fair salaries for all workers of the City; and provide a salary structure that enables the City to maintain a competitive position with other cities and companies within the same geographic area.

Compensation and Benefits Study
City of New Smyrna Beach

Evergreen was hired by the City of New Smyrna Beach to conduct a Compensation and Benefits Study. Evergreen will perform the following tasks: conduct a comprehensive evaluation of the City's job classifications/titles as they relate to all city positions and provide recommendations to classify/reclassify positions as appropriate; provide recommendations for job descriptions to uniformly reflect the distinguishing characteristics; evaluate current job description template and recommend template format, content and/or revisions; review existing pay practices and policies and provide recommendations based upon analysis of external market competitiveness and internal equity; develop and recommend an implementation plan for adoption of the proposed classification plan and salary adjustments; and develop guidelines to assist the city staff with determining the starting pay for new employees. **Note:** Evergreen previously conducted a Classification and Compensation Study in 2021.

Compensation and Classification Study and Staffing Analysis
City of Dayton Beach Shores

Evergreen Solutions was retained by the City of Daytona Beach Shores to conduct a Compensation and Classification Study that included a staffing analysis and the development of a Performance Appraisal System. Evergreen's consultants assessed the conditions within the City's current compensation and classification systems and provided a summary. The Job Assessment Tool (JAT) and Management Issues Tool (MIT) was used to build a projected classification plan and develop preliminary recommendations. Evergreen prepared and conducted a customized market salary survey and provided an external assessment summary, as well as a staffing analysis. Comparison data from a representative group of comparable targets were included in the analysis. A final report was developed, outlining the methodology and results of the study, including all market research and recommendations. Recommendations were also developed for future Compensation Administration and updating and creating new job descriptions.

Compensation Study
City of Flagler Beach

Evergreen Solutions was retained by the City of Flagler Beach to conduct a Compensation Study. Evergreen conducted a salary survey to determine the City's competitiveness in the market.

Compensation Study
City of Bunnell

Evergreen Solutions was again engaged with the City of Bunnell to conduct a Compensation Study. Evergreen's consultants compared the City to what other local jurisdictions were doing as it related to salary ranges, steps within ranges, and range spreads and made recommendations that will improve the City's position in the market and its ability to recruit and retain qualified employees. **Note:** Evergreen previously conducted a Classification and Compensation Study for the City in 2007.

Pay and Classification Study
City of Jacksonville Beach

Evergreen was retained by the City of Jacksonville to conduct a Pay and Classification Study. Evergreen evaluated the current system, collected and reviewed current environment data, and evaluated and built the projected classification plan. Evergreen Identified a list of market survey benchmarks and conduct a market survey. Evergreen provided the City with the external assessment summary, developed strategic positioning recommendations, and developed and submitted draft and final reports and recommendations for compensation administration. **Note:** Evergreen was again hired in 2025 to conduct a Pay and Classification Study.

Compensation Study
City of Jacksonville

Evergreen Solutions was retained by the City of Jacksonville to conduct a Compensation Study for Forensic Pathologists. Evergreen conducted a market salary and benefits survey with 25 peer organizations in order to produce a pay plan(s) for the positions of District Chief Medical Examiner and Associate Medical Examiner that best met the needs of the City from an external equity standpoint. In conducting the market salary and benefits survey, Evergreen examined the following:

- base salary, bonuses, incentive, etc.;
- health, dental, vision, and life benefits;
- accrued time off;
- holidays;
- retirement plan options;
- estimated future adjustments due to cost-of-living increases, general wage adjustments, or for any other reason;
- minimum requirements of the positions; and
- cost of living analysis as compared to Jacksonville.

Evergreen provided a final report for the City of Jacksonville's Leadership that included recommendations for employee salary adjustments.

Salary Survey and Job Analysis on Selected Positions
City of Kissimmee

Evergreen Solutions was hired last year by the City of Kissimmee to conduct a Salary Survey as well as a Job Analysis on selected positions (i.e., Police and Fire). The intent of the study was to compare and contrast the City's current salary structure and levels with those of key competing employers so that a determination could be made regarding the City's competitive position within the marketplace. **Note:** Evergreen previously conducted a Salary, Benefits, and Classification Study for the City. In addition, Evergreen was recently hired to conduct a comprehensive Classification and Compensation Study.

Note: Evergreen was hired again in 2023 to conduct a Classification and Compensation Plan Update.

Compensation Analysis
City of Orange City

Evergreen Solutions was engaged with the City of Orange City to conduct a Compensation Analysis. Evergreen's consultants estimated the City's market position, refined pay plan, and slotted incumbents based on data that was collected from the region.

Compensation Consulting Services
City of Orlando

Evergreen was retained by the City of Orlando to provide compensation consulting services. Evergreen analyzed the current labor market trends in the Orlando metro area, including the pay increases being offered by Disney between 2019 and 2020; collected information from public entities in the Orlando metro area regarding how they were responding to turnover and talent shortages; examined best practices on implementing wage floors to address local market changes; proposed several alternatives to the City to address local market changes, especially those related to the increase in the minimum wage to $15 per hour by some private organizations; worked with the City HR staff to model and cost different implementation scenarios; and provided a short summary of the analysis and recommendations.

Classification / Compensation Study
City of Orlando

Evergreen was again hired in 2024 to conduct both a Classification and Compensation Study of its total workforce (i.e., 4,500 employees). Evergreen has already completed the compensation study and provided recommendations on how the City can be more competitive in the market. Evergreen is currently completing a classification study to determine whether the City's more than 50 classifications are internal equitable and properly classified. **Note:** This project is nearing completion.

Note: Evergreen has worked with the City on more than five occasions providing a variety of human resource consulting, including compensation and classification studies for various employee groups.

Salary and Benefits Survey
City of St. Cloud

Evergreen Solutions was retained in 2014 by the City of St. Cloud to conduct a Salary and Benefits Survey. Evergreen's consultants reviewed the effectiveness of the City's current salary and benefits plan as it related to the market competitiveness for attracting and retaining quality employees. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs and recommendations were provided to improve the fairness and equity in the current system.
Note: Evergreen was previously hired to conduct a Compensation and Classification Study for the City.

Classification, Compensation and Other Related Services Study
City of Maitland

Evergreen Solutions was retained by the City of Maitland to conduct a comprehensive evaluation of their compensation and classification plans and practices. Employees participated in the project by attending focus groups, participating in interviews, and completing Job Assessment Tool surveys to determine the accuracy and equity of the classification plan. In addition, pay ranges were analyzed in the public and private sector to determine the competitiveness of the City's pay plan for all included jobs. Recommendations were provided to improve the accuracy, fairness and equity of the overall plan.

Classification and Compensation Study
City of Winter Park

Evergreen Solutions assisted the City of Winter Park's Human Resources Department with conducting a comprehensive classification and compensation study for all full-time employees. The project centered on providing the City with a revised system that was characterized by internal and external equity. To ensure internal equity, Evergreen utilized its Job Assessment Tool (JAT) and Management Issues Tool (MIT) to properly classify work performed and highlight issues to be addressed by management. Employees at all levels were also provided a forum to voice concerns with the current system through focus groups. Evergreen also selected benchmarks and peer organizations to survey for wages in comparison to the market. This information was combined with the job analysis to provide a comprehensive solution. The recommended solutions were costed out and presented to the City for review.

Salary Survey
City of Temple Terrace

Evergreen Solutions was retained by the City of Temple Terrace to conduct a Salary Survey. Benchmark positions were selected and compared against market peers to determine equitable pay for City employees. Evergreen's recommendations improved the competitiveness of the City and helped prepare it for future recruitment challenges.

Classification and Compensation Job Classification Analysis
City of St. Petersburg

Evergreen Solutions was retained by the City of St. Petersburg to conduct a Job Classification Analysis in order to update and produce approximately 648 legally-compliant job descriptions that would include 6 – 8 core competencies each. Evergreen's consultants: analyzed all city job descriptions, both full-time and part-time positions, and determined the core competencies for each classification; and revised classifications and competencies that formed the foundation of the City's recruitment, learning management, performance management, and succession planning programs.

Evergreen met with HR staff and department heads to discuss roles, competency model options, and project processes and adjusted the competency survey that was used in conjunction with the Job Assessment Tool (JAT) that was administered to a representative sample of the City's 3,150 full- and part-time staff. Evergreen reviewed the work performed by each classification and scored and reviewed supervisory comments for any anomalies or discrepancies discovered. Evergreen created task inventory and job families based on JAT responses and organizational charts and identified the degree of overlap in tasks between jobs in similar job families. From this, Evergreen identified root factors in each task grouping and linked to any underlying behavioral factors.

Classification and Compensation Study
City of Clearwater

Evergreen Solutions was retained by the City of Clearwater to conduct a Classification and Compensation Study. Evergreen's consultants reviewed and evaluated the existing classification/compensation system and benefits structures; developed a new methodology for pay structures and guidelines to address internal equity and external competitiveness (a salary survey or market study of benchmark jobs against comparable positions in other governments and relevant industries); and prepared updated pay plan schedules.

Classification and Compensation Services
City of Dunedin

Evergreen Solutions was engaged with the City of Dunedin to provide and Classification and Compensation Services. Evergreen analyzed each position within the City by conducting interviews; evaluating employee position descriptions and duties; interviewing department heads; assessing classifications within positions; and making FLSA determinations. Evergreen presented a proposed classification structure to City management, including a cost analysis for positions that would require adjustments. Evergreen also conducted a comprehensive survey of public and private labor market comparable designed to include salary ranges, and actual salaries to ensure that the City's compensation was equitable and competitive relative to internal factors and external markets.

Classification and Compensation Study
City of Sarasota

Evergreen Solutions was retained by the City of Sarasota to conduct a classification and compensation analysis of its workforce. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. In addition, pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity in the current system.

Compensation and Classification Study
City of North Port

Evergreen Solutions was retained by the City of North Port to conduct a Compensation and Classification Study by performing a market study to assess the City's existing compensation and classification plan. The goals for the study were to: assess the current compensation and classification structure; identify and address internal compensation inequities and recommend adjustments to job titles to better fit assigned duties where necessary; review job families/hierarchies throughout the organization; support a market-driven compensation plan and system that is designed to incentivize, recognize and retain its employees; recommend changes to pay plan and classification structure; review the total compensation package (salary plus benefits); recommend how to implement tools and techniques to support an ongoing reclassification process that will enable the organization to maintain its competitive place in the market; and provide findings and recommendations in a comprehensive report.

Classification and Compensation Study
City of Fort Myers

Evergreen Solutions was hired the City of Ft. Myers to conduct a Classification and Compensation Study for all employee groups (i.e., Police Union – Sworn only; Fire Union and General Union and Non-bargaining). The study will include comprehensive classification analysis using Evergreen Solutions' Job Assessment Tool job valuation methodology in addition to a statistical assessment of current conditions. An evaluation of external equity including a salary survey of competing organizations will also be conducted. The project will conclude with a series of findings and recommendations designed to identify and recommend resolution of any inequities in the system and, if necessary, redesign the existing system in place for the City. **Note:** Evergreen was again hired in 2020 to conduct a Compensation Study for the City as well as a Staffing Study of the Police Department.

Compensation and Classification Study
City of Deltona

Evergreen Solutions was hired by the City of Deltona to conduct a Compensation and Classification Study including all non-sworn positions and provide recommendations for implementation of a revised pay plan. The study included all non-sworn employees and classifications in the City. As part of the study, the Evergreen Solutions Team conducted orientations, focus groups, and interviews with employees and collected Job Assessment Tools (JATs) from employees. Evergreen Solutions consultants conducted a comprehensive salary survey of local and regional employers to assess the market competitiveness of the City. A detailed plan was developed to provide the City with specific steps to implement

an equitable and competitive compensation plan. Finally, revised class descriptions were developed using information obtained during the JAT process, and training was provided to City staff to maintain the recommended compensation and classification system.

Classification and Compensation Study
City of Lake City

Evergreen Solutions was retained by the City of Lake City to conduct a Classification and Compensation Study. Evergreen's consultants reviewed the City's current classification and compensation plan and identified and recommended a consistent and competitive market position that the City could strive to maintain based on a salary survey results from peer organizations. Evergreen recommended an appropriate salary range for each position in the City based on a review and analysis of the classification plan, the compensation survey results, internal relationships, and external and internal equity. Evergreen further provided recommendations for the ongoing internal administration and maintenance of the proposed compensation and classification plan. **Note:** Evergreen also completed a second study in 2019 by updating the City's Compensation Plan.

Comprehensive Classification and Compensation Study
City of Panama City Beach

Evergreen Solutions was hired by the City of Panama City Beach to conduct a Comprehensive Classification and Compensation Study by reviewing job descriptions, position classification schedules, pay plans, and compensation programs for approximately 255 non-union City employees. Evergreen presented a methodology that accurately and fairly measured compensable factors, allowed proper and equitable cross comparisons of compensable factors for classes, and minimized the appearance of possible prejudices on the part of the City administration.

In the end, Evergreen provided written procedures for maintaining pay plans, reviewed general practices, and made recommendations for improvements to the current classification and compensation structure based upon the results of the market and benefit survey and the classification analysis. Further, Evergreen designed and recommended an implementation plan for the updated compensation strategy with the lowest impact to both the minimum and maximum points of the updated pay plan and the greatest gain to positions that fell outside of the updated and designated range. Evergreen also recommended administrative procedures to maintain fairness and competitiveness of the position classification and compensation plan after implementation and recommended final pay schedules with projected costs based on a range of alternative implementation plans.

Compensation Study
City of Panama City Beach

Evergreen Solutions was hired in 2023 by the City of Panama City Beach to conduct a Compensation Study. Evergreen collected relevant data; identified up to 15 targets and 30 classifications for a market salary survey; developed and conducted a salary survey and analyzed results; reviewed up to 10 job descriptions for possible reclassification; provided recommendations for updates/changes to the pay plan, including implementation options, based on market survey results; and prepared and deliver a draft and final report. **Note:** Evergreen previously conducted a Classification and Compensation Study for the City. Evergreen was hired again in 2025 to conduct a compensation plan update.

Comprehensive Classification and Compensation Study
City of Panama City

Evergreen was retained by the City of Panama City to conduct a Comprehensive Classification and Compensation Study for 545 non-union positions/employees, including approximately 79 firefighters, 92 police officers, and 5 elected officials in 190 job classifications. Employees participated in focus groups, interviews, and a job analysis to determine the best classifications for the work performed. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Evergreen reviewed the City's current performance evaluation system, tools and procedures, and made recommendations for necessary changes to the system. Recommendations were also provided to improve fairness and equity of all jobs within the City. Select City staff were provided the necessary training and materials so that an understanding of the methodology and how to implement, administer, and maintain the recommended total classification and compensation system were accomplished. Evergreen made recommendations regarding enhancements to the City's current performance evaluation system and provided the City with a performance evaluation tool. **Note:** Evergreen was again hired by the City of Panama City to conduct a salary survey update.

Pay and Classification Study
City of Fort Walton Beach

Evergreen Solutions was hired by the City of Fort Walton Beach to conduct a Pay and Classification Study for its 320 employees. Evergreen conducted a job-task analysis/job audit of all employee positions to verify and validate information from existing job descriptions and conducted personal interviews with employees, supervisors, and directors to determine whether classifications were correctly placed in organizational hierarchy and if individual positions were classified correctly.

Evergreen conducted a comprehensive survey of public and private labor market comparables designed to include salary ranges, actual salaries, and benefits information to ensure the City of Fort Walton Beach's compensation was equitable and competitive in its total compensation package relative to internal factors and external markets. Evergreen conducted a comparison of existing benefits with market data and comment.

Evergreen recommended and implemented a classification system that could be utilized by City staff at the conclusion of the project. To accomplish this Evergreen's consultants: grouped positions based upon duties performed, knowledge, skills and abilities for the position; conducted and analysis that addressed the issue of internal equity; recommended the assignment of each classification to a pay grade; reviewed current job descriptions and revised/updated as necessary; reviewed the City's current assignment of exempt versus non-exempt status as it related to the FLSA and made appropriate recommendations with justification; and provided appropriate adjustments to account for regional cost of living variations. **Note:** Evergreen was again hired in 2022 to conduct a Compensation Study.

Compensation Survey
Miami-Dade County

Evergreen Solutions was retained by Miami-Dade County to conduct a Compensation Survey. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs and recommendations will be provided to improve the fairness and equity in the current system.

Compensation and Classification Study Services
Monroe County

Evergreen was retained by Monroe County to conduct a Compensation and Classification Study for 265 non-union employees in 178 classifications as well as 124 union employees in 46 classifications who are represented by the Teamsters bargaining unit. Employees participated in focus groups, interviews, and a job analysis to determine the best classifications for the work performed. Evergreen's consultants compared the County's positions to other similar positions within other County departments to determine the relative value of each position to every other position in the County. Comparisons were made with regard to the actual work being performed and based on the current job description. In addition, positions were compared to other similar positions in other private and public sector organizations throughout the Florida Keys and South Florida. Characteristics such as size of the organization, geographic proximity, economic and budget characteristics, and other appropriate demographic data were taken into consideration when making comparisons. Evergreen's consultants analyzed

pay ranges in the public and private sector to determine the appropriate pay and benefit levels for all included jobs.

Recommendations were provided to improve fairness and equity of all jobs within the County. Select County staff were provided the necessary training and materials so that an understanding of the methodology and how to implement, administer, and maintain the recommended total classification and compensation system could be accomplished.

Note: Evergreen was again hired by Monroe County in September of 2016 to implement a minimum Living Wage of $31,200 year/$15.00 an hour (This included a determination of issues that arose with supervisory duties or compression of positions; what needed to be done to fix those issues; cost for County implementation with variable options; and publication of analysis). Evergreen also completed a compensation plan update for the County in 2023. In addition, Evergreen conducted a salary survey of one position for the County in 2025.

Classification and Compensation Study
Palm Beach County

Evergreen Solutions was retained by Palm Beach County to conduct a Classification and Compensation Study in order to update the current classification and compensation structure. Evergreen performed the following tasks: conducted a job analysis across the County to ensure job descriptions matched the duties performed by the employee; provided an analysis of all positions— assigning an appropriate salary grade to ensure fairness and equity—and included recommendations for all positions that were found to be above or below the assigned salary grade; and conducted a market compensation analysis of salaries and wages of like or similar jobs of comparable Florida public organizations with similar position and organizational characteristics.

Employee Classification and Compensation Study
Collier County

Evergreen Solutions was engaged with Collier County to conduct an Employee Classification and Compensation Study. The primary objective of the Study was to develop and implement a new compensation system to ensure that the County competitively recruited new employees, retained a current high-performing work force, and motivated employee work performance. It was the vision of the Collier County Manager to provide a classification and compensation plan that was flexible while being compliant with all Federal and state laws and ordinances. The new plan allowed the County to attract highly qualified candidates for job openings, and, once employed, provide compensation adjustments based on

knowledge, skills, abilities or other defined parameters throughout their career to match or lead the external market. Adjustments were in the form of career progression/certification pay, step pay, or pay for performance components, including spot or discretionary bonuses. In the end, Evergreen's consultants recommended a new pay plan and classification structure based upon the study results.

Compensation and Classification Study
DeSoto County

Evergreen Solutions was engaged with DeSoto County to conduct a Compensation and Classification Study. Evergreen reviewed existing classification plans, conducted a job analysis, performed a salary study, prepared pay plan option schedules, and reviewed and revised job descriptions.

Classification and Compensation Study
Charlotte County

Evergreen Solutions was retained by Charlotte County to conduct a classification and compensation study for approximately 900 full-time and part-time employees in 250 classification specifications. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. A review of all current classification specifications and job descriptions was made to ensure consistency, compliance with current industry best practices as to form, and compliance with applicable provisions of the Fair Labor Standards Act (FLSA), ADA, PERC (Florida Statute 447.203), and other applicable State and federal laws.

A salary survey was conducted within the appropriate public and private job markets to determine current market pay grade assignment and salary structure commensurate with the job assignment. Evergreen offered criteria for a candidate's or an employee's placement within corresponding zones of the pay range. Recommendations were made for resolving pay compression issues that had been created due to 5 – 6 years of wage freezes compounded by ever-increasing market competitiveness. **Note:** Prior to this study, Evergreen was hired by the County to conduct a Market Salary Survey.

Salary Study
Highlands County

Evergreen Solutions was retained by Highlands County to conduct a Salary Study for its workforce. The primary goal of the study was to ensure that the County maintained a sound process that provided a classification and pay structure that was fair, equitable, and systematic with a compensation plan that was comparable with other governmental jurisdictions as well as the private sector. The County desired a pay program that was fair, equitable, and competitive with both public and private employers in the surrounding geographic market area from which the County recruited, and was supportive of the County's compensation philosophy to be competitive with area markets in order to attract, motivate, and retain quality employees.

Evergreen's consultants evaluated current pay grades (i.e., number of pay grades, including additions, deletions, and/or consolidations) and recommended a strategy for improvements. Evergreen further developed a classification system that facilitated ongoing compensation analysis and reporting and was based on similarly-situated employees, similar skills, qualifications, responsibilities, and pay, using job family groupings and EEO job categories that comported with EEOC guidelines for government employers. Evergreen reviewed position titles (including supervisory/management) and recommended a titling structure which defined consistent levels of responsibility across the County.

Classification and Compensation Study
Hardee County

Evergreen Solutions was engaged with Hardee County to conduct a Compensation and Classification Study. Evergreen reviewed existing classification plans, conducted a job analysis, performed a custom salary study, prepared pay plan option schedules, and reviewed and revised select job descriptions.

Compensation Study
Sarasota County

Evergreen Solutions was retained by Sarasota County to conduct a Compensation Study. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity in the current system. **Note:** Evergreen was again hired in 2023 to conduct a Compensation Study Update.

Classification and Compensation Study
Pinellas County

Evergreen Solutions was retained by Pinellas County to conduct a comprehensive classification and compensation study that included recommendations and suggestions for an implementation and maintenance process that would effectively provide the County with the resources and expertise to further enhance its classification and compensation program. A comprehensive job classification and pay study hadn't been conducted since 2004 so the County believed it was important to invest in a study that would look at both internal and external equity.

The objective of the study was be to have a credible classification and compensation plan that: allows positions performing similar work with similar levels of complexity, responsibility, and knowledge, skills and abilities to be classified appropriately; identifies salaries for assigned duties; outlines promotional opportunities and possible compensation growth; identifies pay differential between individual classifications; and identifies relevant labor markets.

Compensation, Classification, and Performance Management Study
Manatee County

Evergreen Solutions was hired by Manatee County to assist with a county-wide Compensation and Classification Study. At the time of the study, Manatee County was a growing county with a population of over 300,000 located on the southwestern coast of FL between Pinellas and Sarasota Counties. An appointed County Administrator oversaw 16 departments, with approximately 2,900 employees within approximately 600 classifications and 58 pay ranges/grades.

The study included all employees that serve in capacities for the Board of County Commissioners. As part of the review, orientation sessions, focus groups, and interviews were conducted in throughout the county. All employees were asked to complete the Job Assessment Tool (JAT) and job analysis was conducted with the results in order to create a classification plan. A salary survey was issued to local and regional employers to assess competitiveness. Based on the classification and compensation findings, a new pay plan as well as policies and procedures were recommended to the County. Evergreen Solutions helped the County attain their goal of maintaining a sound process providing a classification and pay structure that is fair, equitable, and systematic with a compensation plan comparable with other governmental jurisdictions and the private sector. In addition, Evergreen reviewed the performance management system in place within the County, and provided recommendations for improvement.

Note: Evergreen completed a market survey and compensation analysis update in 2012 and also conducted a Compensation and Classification study of the Information Technology Services Department in 2014.

Compensation Study
Hillsborough County

Evergreen Solutions was hired in 2022 to conduct a Compensation Study on select positions to determine the County's market position as it related to those positions.

Salary and Benefits Review
Hernando County

Evergreen Solutions was retained by Hernando County to conduct a Salary and Benefits Review of its workforce. Evergreen's consultants reviewed the effectiveness of the County's current salary and benefits plan as it related to the market competitiveness for attracting and retaining quality employees. To accomplish this, Evergreen conducted a comprehensive survey of public and private labor market comparables designed to include salary ranges, pay grade factoring system, actual salaries, and benefits (retirement plans, health and dental insurance) information to ensure the County's compensation was equitable and competitive in its total compensation package relative to internal factors and external markets for substantially similar classifications.

Evergreen also conducted a job-task analysis/job audit of all 766 employee positions to verify and validate information from existing job descriptions. Personal interviews with employees, supervisors, and directors were conducted to determine whether classifications were correctly placed in organizational hierarchy and whether individual positions were classified correctly. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs and recommendations were provided to improve the fairness and equity in the current system.

Employee Compensation and Classification Study
Indian River County

Evergreen Solutions was retained by Indian River County to conduct an Employee Compensation and Classification Study. The objectives of the study were to:

- perform an audit and analysis of position classifications and determine appropriate classifications and job titles;
- determine FLSA status of exempt or non-exempt for each classification;

- analyze the organizational structure to determine hierarchal structure, realign positions consistent with the market, and identify career ladders;
- provide updated job descriptions for each classification;
- develop a competitive pay plan (administrative, exempt, non-union, Teamsters, and IAFF) and placement of each classification within the pay plan that will support recruitment and retention;
- provide implementation options based on budgetary factors;
- develop compensation and pay administration strategy necessary to maintain a competitive pay plan;
- identify possible disparate wage or organizational compensation concerns and recommended corrective actions;
- provide a job analysis tool to be used when evaluating new positions to be placed in the pay and classification plan;
- provide a performance evaluation tool to assess job performance; and
- provide requested services and deliverables that comply with any and all federal, state and local laws and regulations.

Compensation Study
Osceola County

Evergreen Solutions was retained by Osceola County to review its compensation system and structure for areas of improvement. The Evergreen team examined current pay plan's organization, market responsiveness, and adaptability. A detailed report was prepared to that summarized findings and recommendations for improvement.

Compensation and Benefits Study
Seminole County

Evergreen Solutions was hired by Seminole County to assist with a county-wide Compensation and Benefits Study. The study included employees who served in various capacities for the Board of County Commissioners. As part of the review, orientation sessions, focus groups, and interviews were conducted throughout the county. All employees were asked to complete the Job Assessment Tool (JAT) and job analysis was conducted with the results in order to create a classification plan. A salary survey was issued to local and regional employers to assess competitiveness. Based on the classification and compensation findings, a new pay plan as well as policies and procedures were recommended to the County. **Note:** Evergreen also conducted two other studies for Seminole County (i.e., Compensation and Classification Study and a Performance Evaluation Study).

Compensation Study
Orange County

Evergreen Solutions was retained by Orange County to conduct a Compensation Study for non-represented staff. Evergreen's consultants conducted a salary survey to determine the County's market position and prepared a final report with cost analysis for implementation of all recommendations.

Compensation Management Services
Flagler County

Evergreen Solutions was hired by Flagler County to provide Compensation Management services. Evergreen Solutions performed the following:

- conducted a salary and benefits survey of coastal county peers;
- collected secondary data on the private sector for those classifications that were more impacted by private industry;
- analyzed benefits and quality of life data to estimate total compensation for County classifications;
- developed a new pay plan based on market findings and slotted all included classifications;
- recommended several methods for placing classifications into the new pay plan and estimated the associated cost;

- ensured that the adopted pay plan and placement methodology supported a three-level method of employee increases;
- developed an implementation strategy for enacting the recommended changes to the pay grades and placement;
- provided a written report summarizing the findings and recommendations; and
- developed and provided training for a new performance evaluation system.

Note: Evergreen was previously hired by the County to conduct a Job Classification and Pay Study in 2016.

Compensation Market Salary Survey
Sumter County

Evergreen Solutions was retained by Sumter County to conduct a comprehensive market salary study designed to ascertain the external equity of its compensation plan. The County wanted Evergreen to evaluate its competitiveness with not only the public sector, but the private sector as well. Evergreen employed a methodology that included data from both of these critical markets and took into account the importance of total compensation, including salaries, benefits, and supplements, and provide recommendations for improvements as needed. In addition, Evergreen evaluated the County's classifications to determine whether a functional combination of positions was possible or appropriate, and made administrative recommendations that were designed to assist the County in maintaining the system over time.

Compensation Study
Lake County

Evergreen Solutions was retained by Lake County to conduct and furnish a comprehensive compensation survey for Lake County government itself, and for select positions at Lake Emergency Medical Services, Inc. Evergreen made recommendations for improvements and modifications to the current compensation and overall pay structure, including number of pay grades, and appropriate pay ranges (minimum, maximum, percentage between grades, etc.). The recommendations also included appropriate salary ranges and midpoints for each job classification and recommendation for ranges that lagged, matched, or led the relevant labor market. Evergreen surveyed the relevant labor market for merit pay practices being used and recommended pay administration practices to include consideration of merit pay, alternative reward strategies, including non-monetary rewards and cost savings/efficiency incentives as may be suitable.

Compensation and Classification Study
Alachua County

Evergreen Solutions was engaged with Alachua County to conduct a Compensation and Classification Study of jobs under the Board of County Commissioners, the Sheriff, Tax Collector, Property Appraiser, Supervisor of Elections, and the Library District. Specifically, the County desired the following services to be performed by Evergreen:

- develop and administer a job analysis questionnaire for the purpose of having employees state their job duties and qualifications including education, experience, licenses and certificates; working conditions (physical and environmental) and all other pertinent information;
- prepare and present to the Board of County Commissioners a report documenting the results of the job analysis by classification and recommendations concerning a classification structure and pay adjustments;
- allocate each employee with regard to the new classification structure;
- identify benchmark classifications to be used to determine appropriate markets for salary survey purposes, as well as to determine the position of the county with regard to salaries for comparable jobs in appropriate markets;
- administer a salary survey for the purpose of recommending appropriate salaries based on external (market) and internal (equity) considerations;
- recommend a salary structure, including the number of pay grades, and pay ranges;
- recommend salaries for each classification, as well as recommended salaries for each employee;
- provide a classification maintenance plan;
- provide guidelines and procedures for administering the resulting classification plan to include the following: Initial placement in the salary range and means for movement through the range; and
- train HR and departmental staff on the methodology and maintenance of the recommended classification and pay plan.

Classification and Compensation Study Analysis
Suwannee County

Evergreen was hired by Suwannee County to conduct a Classification and Compensation Study Analysis. Evergreen will perform the following tasks: provide a comprehensive evaluation of every job in the County; establish appropriate benchmarking standard and conduct salary surveys; analyze and recommend changes to the present compensation structure to meet market analysis; update job descriptions; recommend and identify a consistent and competitive market position; conduct a compression analysis to include any recommendations for implementation; and conduct a training program for the Human Resources staff.

Pay and Classification Study
Bay County

Evergreen Solutions was engaged with Bay County in 2015 to conduct a Pay and Classification study. A job analysis was conducted using existing job descriptions to determine the best classifications for the work performed. In addition, a salary survey was conducted in the public sector to determine the appropriate pay ranges for 30 benchmarked positions. Recommendations were provided to improve the fairness and equity in the current classification and compensation system. **Note:** Evergreen also previously performed a Pay and Classification Study for the County.

Pay and Classification Study
Gulf County

Evergreen Solutions was engaged with Gulf County to conduct a Pay and Classification Study for its workforce. Evergreen analyzed each position within the County by conducting interviews; evaluating employee position descriptions and duties; interviewing department heads; and assessing classifications within positions. In addition, Evergreen reviewed current job descriptions, focusing on the purpose, job scope, essential duties and responsibilities, education/training requirements, physical job requirements, and working conditions, and determined FLSA status (exempt/non-exempt) for positions under federal regulations. Based on this review, Evergreen presented a proposed classification structure to County management, including a cost analysis for positions that required adjustments.

Evergreen also conducted a comprehensive survey of public and private labor market comparables designed to include salary ranges, and actual salaries to ensure that Gulf County's compensation was equitable and competitive in its total compensation package relative to internal factors and external markets.

Compensation Study
Santa Rosa County

Evergreen Solutions was retained by Santa Rosa County to conduct a Comprehensive Compensation Study. Evergreen performed the following tasks: established criteria for the selection of survey participants; conducted salary survey prepare an analysis based on the results; established equitable salary ranges to provide for the recruitment and retention of qualified staff, equitable relationships of one job to another within the organization, and addressed compression/equity issues between pay grades and classifications; evaluated existing compensation policies and proposed any recommended changes; and prepared and delivered the final report to the County Commission. **Note:** Evergreen was hired again in 2022 to conduct a Compensation Study for the County.

Compensation and Classification Analysis
Village of Pinecrest

Evergreen Solutions was hired by the Village of Pinecrest to conduct Classification Reviews and compensation market analysis utilizing Job Assessment Tool responses and salary survey processes. Evergreen Solutions consultants conducted on-site orientation sessions and focus group meetings where employees were informed of the content of the JAT and coordinated with Village representatives to conduct the JAT in a timely manner. The Village also contributed to a list of benchmark classifications and targeted peer organizations for the external market analysis. At the conclusion of the study the Village was presented with revised and formatted Job Descriptions which reflect up-to-date job tasks and requirements as well as recommendations and implementation strategies for addressing internal and external equity. Each classification was also reviewed for FLSA compliance.

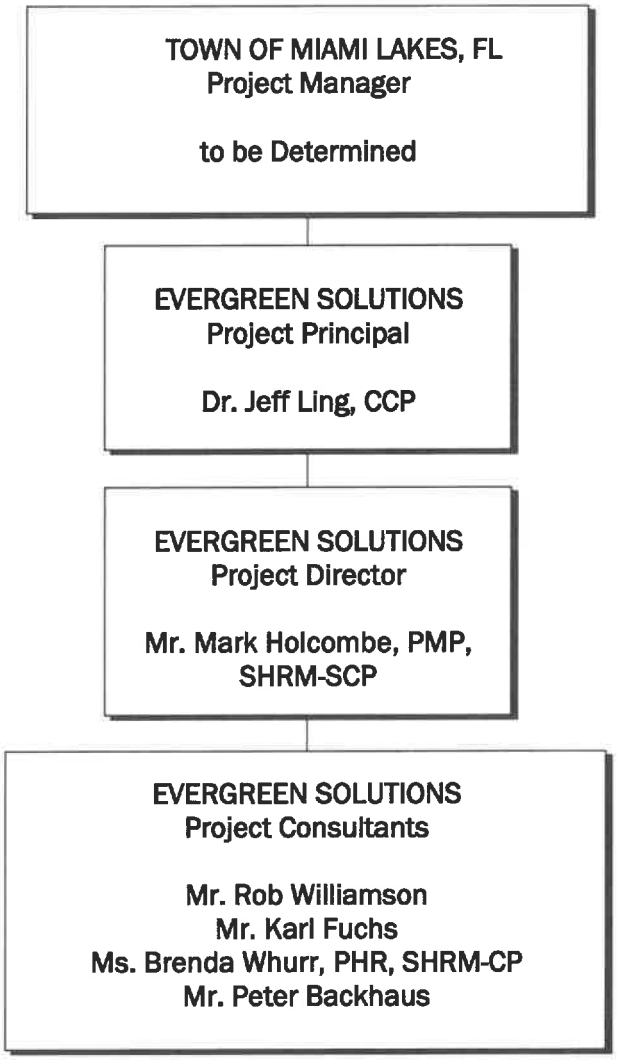
Compensation Study
Village of North Palm Beach

Evergreen Solutions was retained to conduct a compensation study for the Village of North Palm Beach. The study included evaluating private and public labor market, and making recommendations to improve competitiveness in alignment with the Village's strategic goals. Evergreen's recommendations improved the competitiveness of the Village and helped prepare it for future recruitment challenges.

3.3 Proposed Project Team

Exhibit 3-2 Proposed Project Management Organization and Personnel Assignments

Exhibit 3-2 reflects our proposed project management and personnel assignments. The structure has been designed to clearly define the roles and responsibilities of each part of the Comprehsnieve Compensation Study so that there will be no confusion as to who is responsible for any aspect of this engagement with the Town of Miami Lakes.



Town of Miami Lakes Project Manager. With each project engagement, we work with the client to identify one specific point of contact to serve as a Project Manager. The Town's Project Manager will be our reference point throughout the engagement. We will take project direction, leadership, and guidance from the Town's Project Manager and all project deliverables will be filtered through the Town's Project Manager throughout the duration of the project.

Evergreen Solutions' Project Principal. Our Project Principal will have ultimate accountability for the success of this project. Evergreen Solutions' Project Principal is always a senior leader in our firm, typically the President. The Project Principal will have contractual authority over the contract and will be our top level of project responsibility.

Evergreen Solutions' Project Director. Evergreen Solutions designates a Project Director for each HR consulting project. The Project Director will work with the Project Principal regarding the scheduling of the project with the Town. The Project Director will have the most frequent contact with the Town and will assign project activities to the Project Consultants, and will ensure that deliverables are met within specified timelines.

Evergreen Solutions' Project Consultants. Our Project Consultants are a team of consultants who have worked together on numerous projects, and who will provide consulting and analytical work on all project activities. The Project Consultants will review pay plans, conduct orientation sessions and focus groups, administer the Job Assessment Tool (JAT) and Management Issues Tool (MIT), conduct a salary and benefits survey, review and revise job descriptions, and prepare draft and final reports.

Consultant Team Members must be thoroughly knowledgeable in the portion of the project they are responsible for, as well as have expertise in the issues that are unique to each individual client. Our firm is proposing an exceptional team of consultants who have worked together on many similar projects. We always make sure each project is sufficiently staffed to handle any additional tasks or unforeseen issues that may arise during the course of the study. The combination of our individual knowledge and skills form a superior team who will be able to competently perform all of the pieces of the Comprehensive Compensation Study for the Town of Miami Lakes.

Key Personnel

The following paragraphs provide each team member's qualifications and experience related to his/her role in this engagement.

Project Principal
Dr. Jeff Ling, CCP

Dr. Jeff Ling is the President of Evergreen Solutions who has been with the firm since its inception in 2004. He is a Certified Compensation Professional (CCP) who has more than 25 years consulting experience in the following areas: human resources; performance improvement; process analysis; strategic planning; statistical analysis; research methodology; data management; surveys and polling; technology analysis; change management; and risk analysis.

Dr. Ling has planned, organized, and managed studies on human resources assessment, survey analysis, government efficiency, technology planning, information utilization, public opinion, market expansion, and privatization. Each of these studies dealt with summarizing major alternatives for decision makers and providing viable recommendations. He has consulting experience in public sector Evaluation, research management, efficiency analysis, survey analysis, statistical modeling, and technology planning.

Dr. Ling has worked with a multitude of clients in the capacity of Project Principal. He has worked on hundreds of engagements across the nation and includes work in state and local governments, school districts, institutions of higher education, quasi-governmental agencies, and private industry.

Dr. Ling has been instrumental in creating, reviewing, and evaluating the methodology employed by Evergreen Solutions on all human resource engagements. His background and skill set make him uniquely qualified for

assessing organizational critical needs and strategy. He is also an expert in policy development and long-term planning.

A sample of the types of studies Dr. Ling has been involved with include:

- **Classification/Classification Studies**– He developed the methodology and techniques for organizations to employ for successful data collection and implementation based on internal and external equity needs. **Note: He has served as Project Principal for more than 1,500 Classification and/or Compensation studies for public sector clients, including over 200 in the State of Florida.**

- **Performance Evaluation** – He has provided the framework for many organizations transitioning into goal-based performance evaluation systems or fully functional merit-based pay structures. He understands the importance of a well stratified, objective based review process and has been instrumental in assisting a number of large organizations transition from traditional systems into merit-based pay structures with minimal transitional costs and interruption.

- **Market Research** – He provided the basis for which market research was collected, analyzed, and review. He ensured that data collection procedures and methods were statistically reliable using his knowledge of statistics and overall market research.

- **Policy Development** – He has a thorough and firm understanding of policy development and has assisted many clients with implementing tailored policies and practices that reflect best practices.

Dr. Ling holds a Doctorate's Degree from Florida State University in Political Science and has taught courses addressing research methodology, statistical analysis, technological innovations, and political economy at various universities.

Project Consultant Mr. Mark Holcombe, PMP, SHRM-SCP

Mr. Mark Holcombe has more than ten years of management and consulting experience and is recognized as a certified Project Management Professional (PMP) and a SHRM Senior Certified Professional (SHRM-SCP). He has been at Evergreen Solutions more than seven years, during which time he has been promoted through the organization and has led Evergreen's largest local government practice for the past two years. His academic foundation in micro and macroeconomics, combined with his experience leading a business before joining Evergreen, has given him significant experience in leading teams, modeling and controlling costs, and working to provide a product that meets the needs of all stakeholders. This experience has been instrumental in ensuring that his team is able to translate complex and comprehensive data into actionable insights for his clients.

At Evergreen, Mr. Holcombe's emphasis has been in compensation and classification studies of varying size and scope. He has led projects with cities and counties, colleges and universities, K-12 school districts, transportation organizations, and statewide government organizations. Some of his principal areas of expertise are:

- Refining client compensation and classification systems, ensuring alignment with HR best practices and meeting specific client needs.
- Leading initiatives focusing on market competitiveness for large and complex public sector clients.
- Constructing reports and visuals to share complex findings in an approachable way.
- Crafting complex cost models to facilitate accurate budgetary projections for clients.
- In-depth assessment of market data, synthesizing information from a variety of sources to provide comprehensive compensation insights.
- Redesigning classification systems to modernize and streamline titling conventions for entire organizations or within job families.
- Conducting reviews centered around gender and racial equity in compensation systems, ensuring their adherence to local, state, and federal laws and regulations.

Because Mr. Holcombe has directed more than 200 projects since coming to Evergreen, we have included only a some of the public sector projects in the State of Florida that he has directed or has been involved with include: a Compensation Study for the City of Miami Springs, FL; a Compensation Study for the City of North Miami, FL; a Pay and Classification Study for the City of Jacksonville Beach, FL; a Compensation Study for the South Walton Fire District, FL; a Compensation Study for Manatee County, FL; a Classification and Compensation Study Analysis for Suwannee County, FL; a Classification and Compensation Study for the Hillsborough County Clerk of Court and Comptroller, FL; a Compensation Study for the Flagler County Tax Collector, FL; a Compensation Study for the Manatee County Clerk of the Circuit Court and Comptroller, FL; a Compensation Study for the Highlands County Clerk of Court and Comptroller, FL; a Compensation Study for Highlands County, FL; a Classification and Compensation Study for DeSoto County, FL; a Compensation Study for the City of Boca Raton, FL; a Classification and Compensation Study for the City of North Miami Beach, FL; a Compensation Study for the City of New Port Richey, FL; a Compensation and Classification Study for the Town of Davie, FL; a Classification and Compensation Study for the Early Learning Coalition, FL; a Classification and Compensation Study for Palm Beach County, FL; a Classification and Compensation Study for the Leon County Sheriff's Office, FL; a Classification and Compensation Study for the Manatee County Sheriff's Office, FL; a Classification and Compensation Study for the Broward County Sheriff's Office, FL; a Compensation Study for the City of Key West, FL; a Compensation and Benefits Study for the City of New Smyrna Beach, FL; a Performance Evaluation Study for the City of Key West, FL; a Classification and Compensation Study for Okaloosa County, FL; a Classification and Compensation Study for the Wakulla County Board of County Commissioners, FL; a Classification and Compensation Study for Franklin County, FL; a Pay and Classification Study for Jefferson County, FL; a Compensation Plan Update for the Florida Sheriff's Association; a Classification and Compensation Study for the Monroe County Sheriff's Office, FL; a Compensation Study for Northwest FL Beaches International Airport, FL; a Compensation Study for Brevard County, FL; a Salary Survey for the City of Sopchoppy, FL; a Classification and Compensation Study for the City of Apalachicola, FL; a Compensation Study for the City of Fort Myers, FL; a

Strategic Plan for the Leon County Clerk of the Court and Comptroller, FL; a Classification and Compensation Study for the Leon County Clerk of the Court and Comptroller, FL; a Classification and Compensation Study for the Town of Hilliard, FL; a Review of Compensation for the Fire Department for Sarasota County, FL; a Staffing Study for the Fort Myers Police Department, FL; a Classification and Compensation Study for Pinellas County, FL; and a Compensation Study for the City of Zephyrhills, FL.

Mr. Holcombe holds a Bachelor's Degree with a dual major in Economics and Criminology from Florida State University. He is a certified Project Management Professional (PMP) and holds a SHRM-SCP certification.

Project Consultant Mr. Rob Williamson

Mr. Rob Williamson is a Project Manager with Evergreen. He brings more than 20 years of proven leadership experience serving both private and public sector clients. His diverse leadership includes time as a business owner, County Commissioner, CEO of a mid-sized water and wastewater treatment utility, Executive Director of a three-member regional water utility provider, and most recently, Manager of the Florida Association of Counties' 23-county insurance trust.

During his career, Mr. Williamson has served on boards of directors for more than two dozen public, private, civic and charitable organizations. This includes time as Chairman of the Santa Rosa County Board of County Commissioners, RESTORE Council, Tourist Development Council, Florida/Alabama Transportation Planning Organization and as a member of the Florida Gulf Consortium, Florida Association of Counties Executive Board, Leadership Santa Rosa, and the Institute for County Government to name a few. He is also a member of the Florida Rural Water Association. He was a Keynote speaker for the Florida American Water Works Association for its Fall Conference Opening General Session in 2023.

Mr. Williamson helps organizations create new strategic pathways to solve complex problems. His areas of focus include policy development, strategic planning, change management, government services, transportation planning, master planning, tourism, RESTORE Act implementation and leadership development.

A sample of some of the public sector projects in the State of Florida that Mr. Williamson has directed or been involved with include: a Compensation Study for the City of Holmes Beach, FL; a Classification and Compensation Study for the City of South Miami, FL; a Classification and Compensation Study for the City of Palm Beach Gardens, FL; a Staffing Study for the City of Naples, FL; a Compensation Study for the City of Okeechobee, FL; a Compensation Study for the City of Palmetto, FL; a Comprehensive Compensation Study for Keys Energy Services, FL; a Compensation Study for the Indian River County Property Appraiser's Office, FL; an Employee Classification and Compensation Survey for the Okeechobee Utility Authority, FL; a Classification and Compensation Study for DeSoto County, FL; a Compensation Study for the Lake Apopka Natural Gas District, FL; a Classification and Pay Plan Study for Peace River Manasota River Water Supply Authority, FL; a Human Resources Compensation Study for the Florida Municipal Power Agency, FL; a Comprehensive Classification and

Compensation Study for Citrus County, FL; a Classification and Compensation Study for the City of Apalachicola, FL; a Compensation Study for the Miami Shores Village, FL; a Compensation Study for the City of Naples, FL; a Compensation Study for the City of New Port Richey, FL; a Classification and Compensation Study for the City of Wildwood, FL; a Classification and Compensation Study for the City of Brooksville, FL; a Classification and Compensation Study for the City of Oldsmar, FL; a Classification and Pay Plan Study for the City of Panama City Beach, FL; a Compensation Study for the City of Panama City Beach, FL; a Classification and Compensation Study for the City of Boynton Beach, FL; a Compensation Study for the Florida Bar, FL; a Compensation Study for the City of Bradenton, FL; a Classification and Compensation Study for the Town of Lake Hamilton, FL; a Compensation Study for the City of Plantation, FL; a Classification and Compensation Study for the City of Kissimmee, FL; a Compensation Study for Washington County, FL; a Fire Services Study for Washington County, FL; a Classification and Compensation Study for the Manatee County Sheriff's Office, FL; a Compensation Study for the Marion County Property Appraiser, FL; a Compensation Study for the Charlotte County Property Appraiser Office, FL; a Compensation Study for Lake Apopka Natural Gas District , FL; and a Compensation Study for the Town of Oakland, FL.

Mr. Williamson has certifications from the Cambridge Leadership Institute and the Kenan-Flagler Business School Leadership Institute and possesses a Bachelor of Science Degree in Sociology from Florida State University.

Project Consultant
Mr. Karl Fuchs

Mr. Karl Fuchs serves as a Senior Consultant at Evergreen Solutions. He has over 25 years of distinguished experience, specializing in public sector human resources, organizational design, and performance management. He excels in collaborating with clients to deliver targeted and impactful solutions utilizing his extensive knowledge of human resources best practices, employment law, and regulatory compliance.

Before joining Evergreen, Mr. Fuchs held the position of Human Resources Director for a local government. In that role, he implemented innovative recruiting strategies that effectively reduced time to hire, enhanced employee retention through targeted incentives and streamlined legacy processes which expedited personnel actions. He also effectively engaged in labor relations with collective bargaining units. As a retired veteran of the Marine Corps, he has an extensive background in leading diverse teams and is a recognized authority in assessing organizational climate. His prior experience with the military as a Manpower, Plans, and Operations Analyst is marked by his ability to conduct thorough staffing analyses and operationalize organizational design.

A sample of some of the public sector projects that Mr. Fuchs has been involved with include: a Pay and Classification Study for the City of Jacksonville Beach, FL; a Compensation Study for Highlands County Clerk of the Circuit Court and Comptroller, FL; a Classification and Compensation Study for the Town of Ft Myers Beach, FL; a Classification and Compensation Study for the City of South Miami, FL; a Classification and Compensation Study for DeSoto County, FL; a Compensation Study for the City of Okeechobee, FL; a Compensation Study for the City of Palmetto, FL; a Compensation Study for the City of Naples, FL; a Compensation Study for Manatee County, FL; a Classification and Compensation

Study for Okaloosa County, FL; Compensation Consulting Services for Pasco County, FL; a Compensation and Classification Study for Jefferson County, FL; a Classification and Compensation Study for Franklin County, FL; a Compensation Study for Sarasota County, FL; a Human Resources Compensation Study for the Florida Municipal Power Agency, FL; a Compensation and Benefits Study for the City of New Smyrna Beach, FL; a Compensation and Classification Study for the City of Clearwater, FL; a Compensation Study for the City of Okeechobee, FL; a Compensation Study for the City of New Port Richey, FL; a Classification Study for the City of Orlando, FL; a Compensation Study for the City of Doral, FL; a Compensation Study for the Town of Oakland, FL; a Pay Plan, Classification and Compensation Study for Okaloosa Gas District, FL; a Custom Salary Survey and Analysis for St. Johns River Water Management District, FL; a Compensation Study for South Walton Fire District, FL; a Classification and Compensation Study for the Broward County Sheriff's Office, FL; a Classification and Compensation Study for the City of South Fulton, GA; a Salary Survey for the City of Garden City, GA; a Comprehensive Position Classification and Compensation-Benefits Study and Analysis for the City of Kennesaw, GA; a Classification and Compensation Study for City of Atlanta, GA; a Classification and Compensation Study for the City of East Point, GA; a Classification and Compensation Study for the City of Thomasville, GA; a Classification and Compensation Study and Analysis for the City of Lawrenceville, GA; a Classification and Compensation Study for the Henry County Water Authority, GA; a Classification and Compensation Study for the City of Mauldin, SC; a Classification and Compensation Study for Richland County, SC; a Compensation Study for the City of Isle Palms, SC; a Compensation and Classification Study for Greenwood County, SC; Classification and Compensation Study for Jackson County, NC; a Classification and Compensation Study for Onslow County, NC; a Classification and Compensation Study for the Town of Huntersville, NC; a Compensation and Classification Study for the Town of Wendell, NC; a Classification and Compensation Study for Garrett County, MD; a Classification and Compensation Study for the City of Falls Church, VA; Consulting Services for a Compensation Program Transition for the City of Newport News, VA; a Classification and Compensation Plan for the City of Petersburg, VA; a Compensation Study for the City of Baltimore, MD; a Classification and Total Compensation Study for the Town of Plainville, CT; a Total Compensation Study for Genesee County, MI; a Classification and Compensation Study for the City of Cleveland, TN; a Compensation Study for Sedgwick County, KS; a Compensation Study for the City of Fulton, MO; a Compensation and Benefits Study for the City of Fair Oaks Ranch, TX; a Classification and Compensation Study and Analysis for Taylor County, TX; a Classification and Compensation Study for Burnet County, TX; a Classification and Compensation Study and Analysis for Matagorda County, TX; a Comprehensive Classification, Compensation, and Staffing Analysis Study for the City of Odessa, TX; a Classification and Compensation Study for the City of Del Rio, TX; a Compensation and Classification Study for the City of Denton, TX; Salary Survey Consultant Services for Brazoria County, TX; a Classification and Compensation Study for the City of Albuquerque, NM; a Classification and Compensation Study/ Gender Pay Equity Analysis for the City of Santa Fe, NM; a Classification and Compensation Study for the City of Yucaipa, CA; a Classification and Compensation Study for the City of Fresno, CA; a Comprehensive Classification and Compensation Study for the City of Camarillo, CA; a Compensation Review for Mariposa County, CA; a Classification and Compensation Study for Inyo County, CA; and a Professional Technical and Expert Services for the City of Portland, OR.

Mr. Fuchs holds a Juris Master in Employment Law and HR Risk Management from Florida State University, College of Law, and a Bachelor of Arts in Business Administration, Management from Saint Leo University. He is currently expanding his expertise by completing a Master of Public Administration at the University of North Carolina at Chapel Hill, School of Government.

Project Consultant Ms. Brenda Whurr, PHR, SHRM-CP

Ms. Brenda Whurr, PHR, SHRM-CP, is a Senior Consultant with Evergreen who has more than 15 years of human resource management experience. As a former HR Director in both Florida and North Carolina, she led an HR team with onboarding, payroll processing and day-to-day employee issues; administered leave and workers' compensation; worked with leadership on recruiting strategies and employee relations issues; coordinated open enrollment and other benefits programs; implemented policies and procedures to assist in the transformation of a small company approach to a larger, multi-location company; transitioned the HR Department into a paperless document storage system; developed and implemented a recruiting program; and led initiatives for a Wellness Program and Family Fun Day to increase employee engagement.

A sample of some of the public sector projects that Ms. Whurr has been involved with include: a Compensation Study for the City of Holmes Beach, FL; a Classification and Compensation Study for the City of Wildwood, FL; a Classification and Compensation Study for the City of South Miami, FL; a Classification and Compensation Study for the City of Palm Beach Gardens, FL; a Compensation Study for the City of Okeechobee, FL; Classification and Compensation Study for the City of Boynton Beach, FL; a Compensation Study for the City of Naples, FL; a Classification and Compensation Study for DeSoto County, FL; a Comprehensive Classification and Compensation Study for Citrus County, FL; a Compensation Study for the City of New Port Richey, FL; a Classification and Pay Plan Study for the City of Panama City Beach, FL; a Classification and Compensation Study for the City of Oldsmar, FL; a Classification and Compensation Study for the City of Kissimmee, FL; a Classification Study for Cherokee County, GA; a Classification and Compensation Study for the Henry County Water Authority, GA; a Compensation Study for Spalding County, GA; a Classification and Compensation Study for the City of Atlanta, GA; a Classification and Compensation Study for the City of Jackson, GA; a Compensation Study for the City of Duluth, GA; a Compensation Study for Cherokee County, GA; a Classification and Compensation Study for the City of Johns Creek, GA; a Classification and Compensation Study for the City of Jackson, GA; a Classification and Compensation Study and Analysis for the City of Lawrenceville, GA; a Classification and Compensation Study for the City of Hampton, GA; a Classification and Compensation Study for the City of Vienna, GA; a Classification and Compensation Study for the City of Madison, AL; a Compensation and Benefits Study for the City of Mobile, AL; a Classification and Compensation Study for the City of Moline, IL; a Compensation and Classification Study for the City of Minneapolis Department of Public Works, MN; a Total Compensation Study for Genesee County, MI; a Compensation Study for the City of White House, TN; a Compensation Study for the City of Morristown, TN; a Job Classification and Compensation Study for the Town of Wethersfield, CT; a Classification and Total Compensation Study for the Town of Plainville, CT; a Classification and Total Compensation Review for the City of Manchester, NH; a Compensation Study for the City of Portsmouth, NH; a Classification and Compensation Study for Culpeper County, VA; a Classification and Compensation

Study for Ashe County, NC; a Classification and Compensation Study for the Town of Huntersville, NC; a Classification and Compensation Study for the City of Burlington, NC; an Employee Compensation and Classification Study for the City of Greenwood, SC; a Classification and Compensation Study for the City of Southport, NC; a Classification and Compensation Study for Onslow County, NC; a Compensation and Classification Study for the Town of Wendell, NC; Classification and Compensation Study Services for Dillon County, SC; a Compensation and Classification Study for Greenwood County, SC; a Wage and Compensation Study for Folly Beach, SC; a Classification and Compensation Study and Analysis for Darlington County, SC; a Compensation Study for the City of Aransas Pass, TX; a Classification and Compensation Study for the City of Del Rio, TX; a Classification and Compensation Study for Blanco County, TX; and a Classification and Compensation Study for the Town of Addison, TX.

Ms. Whurr has a Bachelor's of Science in Management Information Systems and possesses a Professional Human Resources certification (PHR) as well as a certification as a professional with SHRM.

Project Consultant
Mr. Peter Backhaus

Mr. Peter Backhaus is a Senior Consultant with Evergreen who specializes in salary benchmarking, pay plan design, and public safety markets. He focuses on delivering strategic compensation solutions tailored to meet the unique needs of each client. He has also assisted clients in developing innovative strategies and implementing best practices in classification and compensation. He has worked with a diverse range of clients across various areas of the public sector, including public utilities, public safety units, specialized service districts, transportation authorities, and general local governments.

Mr. Backhaus began his career working in sales through various markets. He quickly transitioned into a role with Verizon's most prominent partner as an account manager, focusing on business relationships and growth. Most prominently in his sales path, he joined a startup as the sales manager to lead a team through client growth and retention, while also developing outbound strategy for adopting new verticals for the company. With the startup, projected targets were exceeded, and several notable clients were guided to successful business paths. He strongly values the relationships developed with his clients and communication through all modes of life.

A sample of some of the public sector projects that Mr. Backhaus has been involved with include: a Classification and Compensation Study for DeSoto County, FL; a Compensation Study for the City of Bradenton, FL; a Classification and Compensation Study for Boynton Beach, FL; a Pay and Classification Study for the City of Jacksonville Beach, FL; a Comprehensive Classification and Compensation Study for Citrus County, FL; a Compensation Study for the Lake Apopka Natural Gas District, FL; a Classification and Compensation Study for the City of Apalachicola, FL; a Compensation Study for the City of New Port Richey, FL; a Compensation Study for the City of Zephyrhills, FL a Compensation Study for the Marion County Property Appraiser, FL; a Classification and Compensation Study for Okaloosa County, FL; a Classification and Compensation Study for Franklin County, FL; a Classification and Compensation Study for the Manatee County Sheriff's Office, FL; a Compensation Study for the City of Flagler Beach, FL; a Classification and Compensation Study for the Broward County Sheriff's Office, FL; a Classification and Compensation Study for Barrow County, GA; a Classification and Compensation Study for the City of Jackson, GA; a

Classification and Compensation Study for the City of Calhoun, GA; a Classification and Compensation Study for the City of South Fulton, GA; a Classification and Compensation Study for the City of Hampton, GA; a Classification and Compensation Study and Analysis for Columbus Consolidated Government, GA; a Compensation Study for Cherokee County, GA; a Classification and Compensation Study for the City of Jackson, GA; a Classification and Compensation Study for the City of Sylvester, GA; a Classification and Compensation Study for the City of Rome, GA; a Classification and Compensation Study for the City of Eastpoint, GA; a Classification and Compensation Study for the City of Vienna, GA; a Compensation Study for the City of Duluth, GA; a Classification and Compensation Study for the City of Johns Creek, GA; a Classification and Compensation Study for the City of Auburn, AL; a Compensation and Benefits Study for the City of Mobile, AL; a Classification and Compensation Study for Culpeper County, VA; an HR Market Study for Botetourt County, VA; a Compensation and Classification Study for Mecklenburg County, VA; a Compensation Study for the Town of Central, SC; an Employee Compensation and Classification Study for the City of Greenwood, SC; a Classification and Compensation Study and Analysis for Darlington County, SC; a Compensation Study for the City of Jefferson, MO; an Employee Classification and Compensation Study for the City of St. Louis, MO; a Classification and Benefits Study for the City of St. Peters, MO; a Compensation Study and Analysis for McLean County, IL; a Classification and Compensation Study for the City of Moline, IL; a Classification and Compensation Study for Dare County, NC; a Compensation Study for City of Aransas Pass, TX; a Classification and Compensation Study for Blanco County, TX; a Classification and Compensation Study for the City of Beaumont, TX; a Compensation Study for the City of Buda, TX; a Compensation and Benefits Study for the City of Portland, TX; a Classification and Compensation Study for Waller County, TX; a Classification and Compensation Study for the City of Kingsville, TX; Compensation Benchmarking and Structure Analysis for the City of Seguin, TX; a Compensation and Classification Study for the City of Denton, TX; a Classification and Compensation Study for the City of Albuquerque, NM; a Classification and Compensation Study for the City of Fresno, CA; a Classification and Compensation Study for Inyo County, CA; a Classification and Compensation Study for the City of Sacramento, CA; a Compensation Study for the City of Bend, OR; and a Professional Technical and Expert Services for the City of Portland, OR.

Mr. Backhaus has a Bachelor's of Science in Economics with Minors in Sociology and Communication.

Note: A team of experienced analytical and clerical support staff will contribute to this study, as needed.

MIAMI LAKES
Growing Beautifully

Company Qualification Questionnaire

Some responses may require the inclusion of separate attachments. Separate attachments should be as concise as possible, while including the requested information. In no event should the total page count of all attachments to this Form exceed five (5) pages. Some Information may not be applicable, in such instances insert "N/A".

1. How many years has your company been in business under its current name and ownership?
   20

   a. Professional Licenses/Certifications (include name and license #)* — Issuance Date

   State of Florida License #L04000073478 — 1/9/25

   (*include active certifications of small or disadvantage business & name of certifying entity)

2. Type of Company: ☐ Individual ☐ Partnership ☐ Corporation ☑ LLC ☐ Other

   If other, please describe the type of company: _____

   a. FEIN/EIN Number: 20-1833438

   b. Dept. of Business Professional Regulation Category (DBPR): _____

      i. Date Licensed by DBPR: _____

      ii. License Number: _____

   c. Date registered to conduct business in the State of Florida: 2004

      i. Date filed: 1/9/25

      ii. Document Number: #L04000073478

   d. Primary Office Location: Tallahassee, Florida

   e. What is your primary business? Human Resource Consulting
      (This answer should be specific)

MIAMI LAKES
Growing Beautifully

f. Name of Qualifier, license number, and relationship to company:

g. Names of previous Qualifiers during the past five (5) years including, license numbers, relationship to company and years as qualifier for the company:

N/A

h. Name and Licenses of any prior companies

Name of Company	License Name & No.	Issuance Date
N/A		

3. Company Ownership

a. Identify all owners or partners of the company:

Name	Title	% of ownership
Jeffrey Ling, PhD	President	33%
L-Systems		67%

b. Is any owner identified above an owner in another company? ☐ Yes ☑ No

If yes, identify the name of the owner, other company names, and % ownership

MIAMI LAKES
Growing Beautifully

c. Identify all individuals authorized to sign for the company, indicating the level of their authority (check applicable boxes and for other provide specific levels of authority)

Name	Title	Signatory Authority: All	Cost	No-Cost	Other
Jeffrey Ling, PhD.	President	☑	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐

Explanation for Other: _____

4. Employee Information

a. Total No. of Employees: 25

b. Total No. of Managerial/Admin. Employees: 8

c. Number of Trades Personnel and total number per classification:
(Apprentices must be listed separately for each classification)

_____

_____

_____

5. Employer Modification Rating: _____

6. Insurance & Bond Information:

a. Insurance Carrier name & address:

HUB International Limited
1117 Thomasville Road
Tallahassee, FL 32303

MIAMI LAKES
Growing Beautifully

b. Insurance Contact Name, telephone, & e-mail:

Emily Redmon (850) 702-0292, emily.redmon@hub international.com

c. Insurance Experience Modification Rating (EMR): _____
(if no EMR rating please explain why)

d. Number of Insurance Claims paid out in last 5 years & value: _____

7. Have any lawsuits been file against your company in the past 5 years? ☐ Yes ☑ No

   If yes, in a separate attachment, identify each lawsuit and its current disposition. For each lawsuit provide its case number, venue, the year the suit was filed, the basis for the claim or judgment, its current disposition and, if applicable, the settlement unless the value of the settlement is covered by a written confidentiality agreement.

8. To the best of your knowledge, is your company or any officers of your company currently under investigation by any law enforcement agency or public entity. ☐ Yes ☑ No

   If yes, in a separate attachment, provide details including the identity of the officer and the nature of the investigation.

9. Have any Key Staff or Principals (including stockholders with over 10% ownership) of the company been convicted by a Federal, State, County or Municipal Court of or do any Key Staff or Principals have any pending violations of law, other than traffic violations? ☐ Yes ☑ No

   If yes, in a separate attachment, provide an explanation of any convictions or pending action including the name of the Key Staff member or Principal involved and the nature of the offense.

10. Has your company been assessed liquidated damages or defaulted on a project in the past five (5) years? ☐ Yes ☑ No

    If yes, in a separate attachment provide an explanation including the name of the project, the circumstances of default or assessed damages, and the ultimate disposition of the issue.

11. Has the Proposer or any of its principals failed to qualify as a responsible proposer, refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last five (5) years? ☐ Yes ☑ No

    If yes, in a separate attachment provide an explanation including the year, the name of the awarding agency, and the circumstances leading to default.

12. Has the proposer or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership? ☐ Yes ☑ No

MIAMI LAKES
Growing Beautifully

If yes, in a separate attachment provide the date, court jurisdiction, action taken, and any other explanation deemed necessary.

13. In a separate attachment, provide a list of all desk reviews of field reviews performed by Federal or State agencies within the past five (5) years including information on the result of each review, the review's current status, and whether any disciplinary action has been taken against the Proposer as a result of these reviews.

14. In the space below, describe any other experience, not covered by any of the stated submittal requirements of the RFP, related to the Services to be performed under the Contract that Proposer believes is unique to its organization and would benefit the Town.

By signing below, Proposer certifies that the information contained herein is complete and accurate to the best of Proposer's knowledge.

By: _____ 5/1/25
Signature of Authorized Officer — Date

Jeffrey Ling, PhD
Printed Name

EVERSOL-01 EREDMON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/28/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Hub International Florida
1117 Thomasville Road
Tallahassee, FL 32303

CONTACT NAME:
PHONE (A/C, No, Ext): (850) 386-1111 FAX (A/C, No): (850) 385-9827
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Cincinnati Indemnity Company	23280
INSURER B : Hartford Casualty Insurance Company	29424
INSURER C : Twin City Fire Insurance Company	29459
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Evergreen Solutions, LLC
2528 Barrington Circle Unit 201
Tallahassee, FL 32308

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR			ENP0586601	8/17/2024	8/17/2025	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO			EBA0586601	8/17/2024	8/17/2025	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB / X OCCUR						EACH OCCURRENCE	$ 2,000,000
	EXCESS LIAB / CLAIMS-MADE			ENP0586601	8/17/2024	8/17/2025	AGGREGATE	$ 2,000,000
	DED X RETENTION $ 0							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N	N / A		21WECAB8IM0	10/24/2024	10/24/2025	E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	E&O/Professional			21 PG 0567622-24	8/17/2024	8/17/2025	Per Claim	3,000,000
C	E&O / Professional			21 PG 0567622-24	8/17/2024	8/17/2025	Aggregate	3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

The Town of Miami Lakes
6601 Main Street
Miami Lakes, FL 33014

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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MIAMI LAKES
Growing Beautifully

CLIENT REFERENCE LETTER

To Whom It May Concern,

Subject: Reference Letter for Bid No. _____

Name of Bidder: Evergreen Solutions

The above-referenced contractor is submitting a bid solicitation that has been issued by the Town. We require that the Bidder provide written references with their Bid submission and by providing you with this document the Contractor requests that you provide the following reference information. We would appreciate you providing the information requested below as well as any other information your feel is pertinent:

Name of Project: City of South Miami Classification and Compensation Study

Name of Project Owner: City of South Miami

Scope of work: Comprehensive classification and compensation study

Value of Project: $_____ Is construction ongoing? ☐ Yes ☒ No

Value of Construction: $_____ If no, was construction completed on time? ☐ Yes ☐ No

Delivery Method: ☐ Design-Bid-Build ☐ CM ☐ Risk ☐ Design-Build ☐ Other: _____

Was Construction completed within budget? ☒ Yes ☐ No

Did the Contractor contribute to any delay(s) or increased cost? ☐ Yes ☒ No

Causes for Delays or Cost Increases: ☐ Design ☐ Contractor ☐ Owner ☐ Regulatory ☐ N/A

Management of Subcontractors: ☐ Above expectations ☐ Average ☐ Below expectations

Project Safety Management: ☐ Above expectations ☐ Average ☐ Below expectations

Was the Contractor responsive to the Project Owner? ☒ Yes ☐ No

Was the Contractor timely with reviews and submittals? ☒ Yes ☐ No

Number of Change Orders: _____ Were any Contractor driven? ☐ Yes ☐ No

Would you enter into a contract with the Contractor again in the future? ☒ Yes ☐ No

If no to any of the above, please provide details below. Provide any other comment you feel appropriate.

_____

_____

Thank you for your assistance in helping us in evaluating our bid solicitation.

Name of individual completing this form: Samantha Fraga-Lopez Date: 4/28/2025

Signature: Samantha Fraga-Lopez Digitally signed by Samantha Fraga-Lopez DN: CN=Samantha Fraga-Lopez, E=sfraga-lopez@southmiamifl.gov, C=US Reason: I am the author of this document Location: Date: 2025.04.28 09:34:35-04'00' Foxit PDF Editor Version: 2024.4.1 Title: Deputy City Manager

Telephone: 305-668-2515 E-mail: sfraga-lopez@southmiamifl.gov

Sincerely,

Rosa M. Marrero - Procurement Manager

MIAMI LAKES
Growing Beautifully

CLIENT REFERENCE LETTER

To Whom It May Concern,

Subject: Reference Letter for Bid No. _____

Name of Bidder: Evergreen Solutions

The above-referenced contractor is submitting a bid solicitation that has been issued by the Town. We require that the Bidder provide written references with their Bid submission and by providing you with this document the Contractor requests that you provide the following reference information. We would appreciate you providing the information requested below as well as any other information your feel is pertinent:

Name of Project: Classification and Compensation Study

Name of Project Owner: City of Hallandale Beach

Scope of work: Classification & Compensation Study

Value of Project: $_____ Is construction ongoing? ☐ Yes ☐ No

Value of Construction: $_____ If no, was construction completed on time? ☐ Yes ☐ No

Delivery Method: ☐ Design-Bid-Build ☐ CM ☐ Risk ☐ Design-Build ☐ Other: _____

Was Construction completed within budget? ☐ Yes ☐ No

Did the Contractor contribute to any delay(s) or increased cost? ☐ Yes ☐ No

Causes for Delays or Cost Increases: ☐ Design ☐ Contractor ☐ Owner ☐ Regulatory ☐ N/A

Management of Subcontractors: ☐ Above expectations ☐ Average ☐ Below expectations

Project Safety Management: ☐ Above expectations ☐ Average ☐ Below expectations

Was the Contractor responsive to the Project Owner? ☑ Yes ☐ No

Was the Contractor timely with reviews and submittals? ☑ Yes ☐ No

Number of Change Orders: _____ Were any Contractor driven? ☐ Yes ☐ No

Would you enter into a contract with the Contractor again in the future? ☐ Yes ☐ No

If no to any of the above, please provide details below. Provide any other comment you feel appropriate.

Awesome experience. Highly recommended

Thank you for your assistance in helping us in evaluating our bid solicitation.

Name of individual completing this form: Kierra Ward Date: 04/30/2025

Signature: _____ Title: Asst HR Director

Telephone: 954 457-1349 E-mail: kward@cohb.org

Sincerely,

Rosa M. Marrero - Procurement Manager

Request for Qualifications
Qualifications of Proposer's Team (Key Staff)

Key Personnel

Only include personnel who will play a key role in the Work. Do not include personnel for positions such as Intern or Associate level staff, and other similar support personnel. As stipulated in the RFP a 1 page resume is to be included for each of the key personnel. For Miscellaneous Services Agreements the Project Manager will be the lead point of contact for the Town.

Name	Role	Name of Firm	License No.	Years Experience	Years with Firm	Certifications
Mr. Mark Holcombe	Project Manager	Evergreen Solutions, LLC	#L04000073478	10	7	PMP, SHRM-SCP
Mr. Rob Williamson	Project Consultant	Evergreen Solutions, LLC	#L04000073478	25	4	
Mr. Karl Fuchs	Project Consultant	Evergreen Solutions, LLC	#L04000073478	25	3	
Ms. Brenda Whurr	Project Consultant	Evergreen Solutions, LLC	#L04000073478	15	3	PHR, SHRM_CP
Mr. Peter Backhaus	Project Consultant	Evergreen Solutions, LLC	#L04000073478	5	3	

Summary resumes for each team member listed above is included in Section 3 of our proposal.

State of Florida
Department of State

I certify from the records of this office that EVERGREEN SOLUTIONS, LLC is a limited liability company organized under the laws of the State of Florida, filed on October 8, 2004.

The document number of this limited liability company is L04000073478.

I further certify that said limited liability company has paid all fees due this office through December 31, 2025, that its most recent annual report was filed on January 9, 2025, and that its status is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Ninth day of January, 2025

Secretary of State

Tracking Number: 8823703674CC

To authenticate this certificate,visit the following site,enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication

Section 4.0
Forms

4.0 Forms

As required in the Request for Proposal, we have attached the following forms:

- Form AK – Anti-Kickback Affidavit
- Form PEC – Public Entity Crime Affidavit
- Form NCA – Non-Collusive Affidavit
- Form COI – Conflict of Interest Affidavit
- Form PR – Public Relations Affidavit
- Form PRA – Public Records Affidavit
- Form LPA – Limitation on Political Activity Affidavit
- Form CE – Contract Execution Form

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA }
Leon } SS:
COUNTY OF ~~MIAMI-DADE~~ }

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the Town of Miami Lakes, its elected officials, and Evergreen Solutions LLC ~~or its~~ design consultants, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

By: _____

Title: President

BEFORE ME, the undersigned authority, personally appeared Jeffrey Ling, PhD ~~to me~~ well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that Jeffrey Ling, PhD executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 1 day of May, 25.

My Commission Expires: 10/23/27

_____
Notary Public State of Florida at Large

Notary Public State of Florida
Jacqueline Barnes
My Commission HH 418038
Expires 10/23/2027

Form AK

SWORN STATEMENT ON PUBLIC ENTITY CRIMES

SECTION 287.133(3)(a), FLORIDA STATUTES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Town of Miami Lakes

by Jeffrey Ling, PhD, President
[print individual's name and title]

for Evergreen Solutions, LLC
[print name of entity submitting sworn statement]

whose business address is

2528 Barrington Circle, Unit 201
Tallahassee, Florida 32308

and (if applicable) its Federal Employer Identification Number (FEIN) is 20-1833438

(If the entity has no FEIN, include the Social Security Number of the individual

signing this sworn statement: Jeffrey Ling, PhD,

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)9g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or the United States, including, but not limited to, any bid or contract for goods and services to be provided to any public entity or an agency or political subdivision of any other state or of the United States involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction or a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand than an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

a. A predecessor or successor of a person convicted of a public entity crime; or

b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime.

The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who

has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an entity.

6. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. **[Indicate which statement applies.]**

☑ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, not any affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ This entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **[attach a copy of the final order]**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO

UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

BEFORE ME, the undersigned authority, personally appeared Jeffrey Ling to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that Jeffrey Ling executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 1 day of May, 2025

My Commission Expires: 10/23/27

Jacqueline Bernes

Notary Public State of Florida at Large

Notary Public State of Florida
Jacqueline Bernes
My Commission HH 418038
Expires 10/23/2027

Form PEC

NON-COLLUSIVE AFFIDAVIT

State of Florida }
} SS:
County of Leon }

Jeffrey Ling, PhD being first duly sworn, deposes and says that:

a) He/she is the President, (Owner, Partner, Officer, Representative or Agent) of Evergreen Solutions, LLC, the Bidder that has submitted the attached Proposal;

b) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

c) Such Proposal is genuine and is not collusive or a sham Proposal;

d) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from proposing in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the attached Proposal or of any other Bidder, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;

e)Price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Witness

By:

Jeffrey Ling, PhD
(Printed Name)

President
(Title)

BEFORE ME, the undersigned authority, personally appeared Jeffrey Ling to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that Jeffrey Ling executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 1 day of May, 25.

My Commission Expires: 10/23/27

Notary Public State of Florida at Large

Notary Public State of Florida
Jacqueline Barnes
My Commission HH 418038
Expires 10/23/2027

Form NCA

CONFLICT OF INTEREST AFFIDAVIT

State of Florida }
} SS:
County of Leon }

Jeffrey Ling, PhD being first duly sworn, deposes and says that he/she is the (Owner, Partner, Officer, Representative or Agent) of Evergreen Solutions, LLC, the Proposer that has submitted the attached Proposal and certifies the following;

Proposer certifies by submitting its Proposal that no elected official, committee member, or employee of the Town has a financial interest directly or indirectly in this Proposal or any compensation to be paid under or through the award of a contract, and that no Town employee, nor any elected or appointed official (including Town committee members) of the Town, nor any spouse, parent or child of such employee or elected or appointed official of the Town, may be a partner, officer, director or employee of Proposer, and further, that no such Town employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Proposer. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Proposer. Any contract award containing an exception to these restrictions must be expressly approved by the Town Council. Further, Proposer recognizes that with respect to this solicitation, if any Proposer violates or is a party to a violation of the ethics ordinances or rules of the Town, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to Town, or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Proposer may be disqualified from furnishing the goods or services for which the Proposal is submitted and may be further disqualified from submitting any future bids or proposals for goods or services to the Town. The terms "Proposer" as used herein, includes any person or entity making a bid or proposal to the Town to provide goods or services.

Proposer further certifies that the price or prices quoted in the Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Witness

By: _____

Jeffrey Ling, PhD
(Printed Name)

President
(Title)

BEFORE ME, the undersigned authority, personally appeared Jeffrey Ling, PhD to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that Jeffrey Ling, PhD executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 1 day of May, 25.

My Commission Expires: 10/23/27

Notary Public State of Florida at Large

Form COI

Notary Public State of Florida
Jacqueline Barnes
My Commission HH 418038
Expires 10/23/2027

MIAMI LAKES
Growing Beautifully

PUBLIC RELATIONS AFFIDAVIT

Bidder's Name: Evergreen Solutions, LLC Solicitation No.: 2025-12.

By executing this affidavit, Proposer discloses any personal or business relationship or past experience with any current Town employee or elected representative of the Town.

Proposer shall disclose to the Town:

a) Any direct or indirect personal interests in a vendor held by any employee or elected representative of the Town.

N/A

Last name First name Relationship

Last name First name Relationship

Last name First name Relationship

b) Any family relationships with any employee or elected representative of the Town.

N/A

Last name First name Relationship

Last name First name Relationship

Last name First name Relationship

Authorized Signature

5/1/25
Date:

Jeffrey Ling, PhD
Print Name

President
Title:

COMPLIANCE WITH PUBLIC RECORDS LAW

The Town of Miami Lakes shall comply with the Public Records Law as provided by Chapter 119, Florida Statutes, and all applicable amendments. Applicants must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected by separate envelope, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a response authorizes release of your firm's credit data to the Town of Miami Lakes.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their submittal/proposal package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the Town in a separate envelope marked "EXEMPT FROM PUBLIC RECORDS LAW". Failure to identify protected material via a separately marked envelopment will cause the Town to release this information in accordance with the Public Records Law despite any markings on individual pages of your submittal/proposal.

(a) CONTRACTOR acknowledges TOWN'S obligations under Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statues, to release public records to members of the public upon request. CONTRACTOR acknowledges that TOWN is required to comply with Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, in the handling of the materials created under this Agreement and that said statute controls over the terms of this Agreement.

(b) CONTRACTOR specifically acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by TOWN in order to perform the services required under this Agreement;
2. Provide the public with access to public records on the same terms and conditions that TOWN would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and
4. Meet all requirements for retaining public records and transfer, at no cost to the TOWN, all public records in possession of CONTRACTOR upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to TOWN in a format that is compatible with the information technology system of TOWN.

(c) Failure to comply with this Section shall be deemed a material breach of this Contract for which TOWN may terminate this Agreement immediately upon written notice to CONTRACTOR.

By submitting a response to this solicitation, the company agrees to defend the Town in the event we are forced to litigate the public records status of the company's documents.

Company Name: Evergreen Solutions, LLC

Authorized representative (print): Jeffrey Ling, PhD

Authorized representative (signature): _____ Date: 5/1/25

POLITICAL ACTIVITY AFFIDAVIT

State of Florida }
} SS:
County of Leon }

Jeffrey Ling, PhD being first duly sworn, deposes and says that he/she is the (Owner, Partner, Officer, Representative or Agent) of Evergreen Solutions, LLC the Proposer(s) that has submitted the attached Proposal and certifies the following;

Proposer(s) certifies by submitting its Proposal that if selected to provide Lobbying Services on behalf of the Town of Miami Lakes ("Town") that the owner, employees or any representatives of the Proposer **will not** participate or be involved in any political activities related to the election of any individual running for a political office in the or advocate or express their personal opinions on any issues affecting the Town. The limitation on involvement in political activities in the Town includes but is not limited to:

- Campaigning on behalf of or against any candidate or slate of candidates seeking, or currently holding an elected office in the Town
- Expressing opinions, written or oral, about, in support of, or against any candidate, or slate of candidates seeking, or currently holding an elected office in the Town.
- Advocate or expound any personal opinions in favor of or against any issues affecting the Town.
- Contribute money, directly or indirectly, to any candidates or slate of candidates seeking, or currently holding an elected office in the Town.
- Seek, offer, or request political contributions for any candidate or slate of candidates seeking or currently holding an elected office in the Town.
- Provide any direct, indirect, or in-kind goods or services to any candidate seeking or currently holding an elected office in Town. This includes any political action committees, independent groups or individuals supporting, or against any candidate or slate of candidates current an elected office holder.
- Organize, attend or participate in political fundraising functions, or other similar activities for any candidate or slate of candidates seeking or currently holding an elected office in the Town.
- May not directly or indirectly promote or seek donations or funding for any candidate or slate of candidates seeking or currently holding an elected office in the Town.
- Organize, participate in, or attend political rallies, or meetings related to any candidate or slate of candidates seeking or currently holding an elected office in the Town.
- Use their authority or influence to participate or interfere with an election in the Town.
- Distribute campaign material on behalf of any candidates or slate of

candidates for an elected office in the Town.

- Circulate nominating or recall petitions for any candidate seeking or currently holding an elected office in the Town.
- Advocate to have any individual appointed to or removed from any Town Committee

Further, Proposer(s) recognizes that with respect to this solicitation, if any Proposer(s) violates or is a party to a violation of any of the requirements of this Affidavit that its contract with the Town may be terminated for default and that the Proposer(s) may be further disqualified from submitting any future bids or proposals for services to the Town. The terms "Proposer" as used herein, include any person or entity making a Proposal herein to the Town to provide services to Town.

Where the Proposer is comprised of a Team as defined in the RFP the Affidavit must be submitted for each company comprising the Team.

Signed, sealed and delivered in the presence of:

Witness

Witness

By: _____

Jeffrey Ling, PhD
(Printed Name)

President
(Title)

BEFORE ME, the undersigned authority, personally appeared Jeffrey Ling, PhD to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that Jeffrey Ling, PhD executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 1 day of May, 25.

My Commission Expires: 10/23/25

Jacqueline Barnes
Notary Public State of Florida at Large

Notary Public State of Florida
Jacqueline Barnes
My Commission HH 418038
Expires 10/23/2027

Form LPA

CONTRACT EXECUTION FORM

This Contract _____ made this ___ day of _____ in the year ____ in an amount not to exceed $_____ by and between the Town of Miami Lakes, Florida, hereinafter called the "Town," and Evergreen Solutions, LLC hereinafter called the "Contractor."

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

Attest:

By: _____
Gina Inguanzo, Town Clerk

TOWN OF MIAMI LAKES

By: _____
Edward Pidermann, Town Manager

Legal Sufficiency:

By: _____
Raul Gastesi, Town Attorney

Date: _____

Signed, sealed and witnessed in the presence of:

By: _____

CONTRACTOR

Evergreen Solutions, LLC
(Contractor's Name)

By: _____

Name: Jeffrey Ling, PhD

Title: President

Date: 5/1/25

(*) In the event that the Contractor is a corporation, there shall be attached the original of the corporate resolution in the form contained in this Section, of the board of the corporation, authorizing the officer who signs the Contract to do so in its behalf.

CORPORATE RESOLUTION

WHEREAS, _____, Inc. desires to enter into a contract with the Town of Miami Lakes for the purpose of performing the work described in the contract to which this resolution is attached; and

WHEREAS, the Board of Directors at a duly held corporate meeting has considered the matter in accordance with the By-Laws of the corporation;

Now, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS that the _____,
(type title of officer)

_____, is hereby authorized
(type name of officer)

and instructed to enter into a contract, in the name and on behalf of this corporation, with the Town of Miami Lakes upon the terms contained in the proposed contract to which this resolution is attached and to execute the corresponding performance bond.

DATED this _____ day of _____, 20_____.

_____
Corporate Secretary

(Corporate Seal)

Evergreen is not a corporation

MIAMI LAKES
Growing Beautifully

PROPOSER'S AFFIDAVIT

By executing this affidavit, Proposer discloses any personal or business relationship or past experience with any current Town employee or elected representative of the Town.

Proposer shall disclose to the Town:

a) Any direct or indirect personal interests in a vendor held by any employee or elected representative of the Town.

N/A

Last name	First name	Relationship

b) Any family relationships with any employee or elected representative of the Town.

N/A

Last name	First name	Relationship

Authorized Signature

5/1/25
Date

MIAMI LAKES
Growing Beautifully

ADDENDUM ACKNOWLEDGEMENT FORM

Solicitation No.: 2025-12

Listed below are the dates of issue for each Addendum received in connection with this Solicitation:

Addendum No. 1, Dated 5/6/25
Addendum No._____, Dated _____
Addendum No._____, Dated _____
Addendum No._____, Dated _____
Addendum No._____, Dated _____
Addendum No._____, Dated _____
Addendum No._____, Dated _____
Addendum No._____, Dated _____
Addendum No._____, Dated _____
Addendum No._____, Dated _____

☐ No Addendum issued for this Solicitation

Firm's Name: Evergreen Solutions, LLC

Authorized Representative's Name: Jeffrey Ling, PhD

Title: President

Authorized Signature: _____

MIAMI LAKES
Growing Beautifully

RFP 2025-12
Comprehensive Compensation Study
Addendum #1

Due Date: 11:00 AM EST, May 6, 2025

This addendum is incorporated into and made a part of the Request for Proposals ("RFP"). The following may include clarifications, revisions, additions, deletions, or answers to questions received relative to the RFP, which take precedence over the RFP documents. Underlined word(s) indicate additions. Deletions are indicated by strikethrough.

Question:

1. How many distinct job classifications are expected to be included in the scope of the study?
   Response: We expect about 55 positions to be surveyed.

2. Will employee participation be part of the process (e.g., completion of job questionnaires or similar input)?
   Response: Yes.

3. Does the Town anticipate the development of new or revised class descriptions as part of the engagement?
   Response: Possibly

4. Should the consultant conduct an FLSA analysis for each job classification?
   Response: FLSA analysis won't be needed.

5. Considering I own and am the sole consultant for my consulting company and before submitting a response, I would appreciate your feedback on whether my experience and situation would be an option for your project needs.
   Response: Please see Sec. A2 for minimum requirements and B2 for independent contractors.

6. What was the date of the last study completed? Was it of the same scope as the current request? Did it include updated job descriptions?
   Response: No formal study has been previous completed.

7. Was the study completed internally or with the assistance of an outside firm? Who was the outside firm if one was used?
   Response: No formal study completed.

8. How many unique job titles are covered in the study?
   Response: If referencing a previous study, no formal study completed. For this proposed study, it is estimated Approximately 55 unique positions.

MIAMI LAKES
Growing Beautifully

9. Can you advise us on the anticipated start date of the project?
   Response: Please refer to Sec. B1

10. When do you need to have your results for the study?
    Response: Please refer to Sec. B2

Acknowledgement:

Jeffrey Ling
Name of Signatory

President
Title

4/24/25
Date

Signature

Evergreen Solutions
Name of Bidder

Section 5.0
Work Plan

5.0 Work Plan

In this section, we provide our approach and methodology for conducting the Comprehensive Compensation Study for the Town of Miami Lakes; a detailed work plan— identifying the tasks, activities, and milestones necessary to accomplish the deliverables in the scope of services of the Request for Proposal; and our proposed timeline.

5.1 Approach and Methodology

Evergreen Solutions is uniquely qualified to conduct a Comprehensive Compensation Study for the Town of Miami Lakes as our team includes recognized experts in local government human resources management and understands that there is not a "one size fits all" solution to compensation management. Our approach is built on working collaboratively with all parties to make sound, implementation-focused recommendations. Specifically, we have developed a methodology that:

- focuses on market competitiveness;
- is based on the organization's compensation philosophy;
- recognizes that compensation is comprised of more than just base pay levels;
- reflects changes in recent compensation strategies;
- designs custom solutions that take into account the diversity of needs present in the organization and allows you to select the components and options that best meet your overall needs; and
- produces a structure that improves the organization's ability to recruit, reward, motivate, and retain talent in a competitive environment that includes both public and private sector employers.

We will work closely with the Town's designated Project Manager, Town Administration, and the Human Resources Department throughout the process to ensure constant communication of issues, concerns, and potential outcomes. We work closely with your staff to gain a solid understanding of your current operational realities, challenges, and desired outcomes. Moreover, Evergreen will work with you to balance your need to meet your performance goals while carefully managing your resources.

Compensation management has undergone significant transformation in the private sector and over time public sector organizations have mirrored these changes. While compensation once centered on the separate administration of base pay and core benefits, a shift has occurred that has transformed compensation management.

Progressive organizations now recognize that to effectively recruit, reward, motivate, and retain employees, compensation management requires strategic thinking and planning. Compensation management must support an organization's overall strategic direction. To accomplish this, effective organizations design a compensation philosophy that details where an organization wants to be in relation to the market in key areas. These key areas include cash compensation, benefits, and work/life balance. Compensation is thus a reflection of the organization's philosophy.

Evergreen realizes that we will need to tailor our approach to fit the operating, fiscal, and competitive needs of the organization. Recommendations must always reflect competitive needs while supporting the organization's overall mission.

Listed below is an overview of the typically recommended approach that Evergreen takes when conducting a study of this nature.

Kick Off Meeting

Evergreen begins each engagement by meeting with our client's leadership team. Frequently, this initial meeting will accomplish several goals, including:

- finalizing the project work plan;
- identifying milestone and deliverable dates;
- gaining insight into the management structure and approach;
- collecting classification, compensation, and benefits data;
- identifying additional data needs; and
- developing preliminary schedules for subsequent tasks.

At this time, we will also request a copy of the employee database that reflects current classification and compensation data.

Communication Plan

Communication is a critical component of a Comprehensive Compensation Study. Communicating with employees directly and early in the process builds support for the process and the accompanying outcomes. As part of our communication plan, we meet first with key project staff to fully understand the nature and scope of the project. The results of these meetings are then communicated to employees during the project outreach through employee orientation sessions, focus groups, and interviews. Regular updates are provided to the client's Project Manager and can be posted on the client's intranet site, if available and desired. Additionally, the communication plan for the distribution of the end product, particularly how the results will be distributed to employees, is also critical.

Employee Orientation and Focus Groups

Based on client feedback and a review of best practices, we have designed an orientation curriculum that provides employees insight into the process as well as provides a forum for answering questions and soliciting participation. Following the orientation sessions, we begin the focus group process. Focus groups are used to gain detailed insight into employee perceptions, concerns, and issues. The protocol for the sessions is provided to your project team in advance and refined to meet your needs.

We have found that employee orientation sessions and focus groups are critical venues for building employee participation and buy-in. Since they take place at the outset of the project, they are a critical introduction to the project and the question-and-answer formats allow employees to become engaged in the process. During these sessions, Evergreen's consultants can also help to manage expectations since some employees may have unrealistic expectations based on anecdotal information.

Department Head Interviews

Evergreen staff conduct one-on-one interviews with department directors (in addition to any other employees the client determines is necessary) to identify challenges for consideration. These interviews will allow our staff to add details to our understanding of the organization and its needs. They also allow our consultants the opportunity to better understand the organizational structure of each department as well as the unique recruiting and retention issues that may be present in each department. Frequently, department directors and senior management serve as invaluable resources in explaining how internal equity relationships have evolved over time and explaining the nuances between the differences in jobs.

Job Assessment Tool and Management Issue Tool

Another important activity undertaken at this time is the distribution of Evergreen's Job Assessment Tool© (JAT). These questionnaires are central components of the job evaluation process. The JAT asks a series of questions regarding an employee's job that captures the nature of the job and how it interacts with work within the organization.

The JAT contains questions that ask about each of the following areas:

- scope of duties;
- complexity of work;
- supervision received and exercised;
- physical requirements;
- financial responsibilities;
- analytical/mental requirements;
- knowledge and skills required for the job; and
- level of responsibility/reporting relationships.

Evergreen will contact the client's Project Manager should there be a need to clarify question responses or issues with information collected from the JAT. Due to budgetary constraints faced by many of our clients, we have designed the JAT as a web-based tool so that data can be collected electronically. If requested, we can also provide a paper-based version of the tool.

Exhibit 5-1 below depicts a screenshot of the JAT home screen showing the levels of access for a Supervisor. Supervisors have access to their own surveys in addition to the ability to review and approve the surveys of their direct reports. The supervisor review process ensures validation of the JAT data collected from employees and prevents comments made by employees from being taken out of context.

Exhibit 5-1
Supervisor's JAT Home Screen

Source: Evergreen Solutions, 2024

Exhibit 5-2 illustrates how Evergreen uses the JAT to collect functional details of employee's jobs. Seeking to understand how employees summarize their responsibilities in their own words allows our analysis to expand beyond what may be conveyed in a traditional job description. An informal survey of municipal employees revealed that 90 percent felt that the job descriptions held on file with their employers were inaccurate or incomplete representations of their duties. Understanding this, Evergreen designed the JAT to fill in those gaps to ensure that the entirety of an employee's job is analyzed within the context of the study.

Exhibit 5-2
Job Description and Responsibilities

Basic Information

Job Introduction

Briefly provide an overview of your job, including a description of the purpose of your job and the type of work you do. This may be the same as the introduction to your current job description, but it does not need to be.

Supervisory Responsibilities

Please indicate below the number of people you supervise directly and/or indirectly. Direct supervision is the management or supervision of employees who report work to you and who you evaluate without assistance. Indirect supervision is the management or oversight of employees who report to you through another supervisor who reports directly to you. Please do not include subcontractors.

Directly [ ]

Indirectly [ ]

Type of Work

Please select the level that best describes the type of work you perform.

- ○ Clerical/Manual - Perform a variety of office and administrative support duties OR unskilled, labor-intensive tasks.
- ○ Laborer/Trade-Based Occupations - Performs work necessitating repetitive operations with their hands, physical skill and energy.
- ○ Technical/Paraprofessional - Performs tasks requiring a solid understanding of basic algebra and statistics OR use of heavy equipment.
- ○ Administrator - Performs tasks directly related to the management or general business operations. Exercises discretion and judgment with matters of significance.
- ○ Managerial/Professional - Performs tasks requiring advanced knowledge, which is predominantly intellectual in nature, OR tasks related to the control or administration of part of the organization
- ○ Executive/Advanced Professional - Performs tasks related to managing the organization, or managing a department OR perform work requiring highly advanced knowledge.

Education and Experience

Please select the level that best describes how much education and experience a new-hire should be required to have for your position.

Recommended Minimum Education for a New Hire

Choose One

Recommended Minimum Experience for a New Hire

Choose One

Licenses and Certifications

Please list any licenses, certifications, or professional designations you believe should be required or preferred for your position.

Required

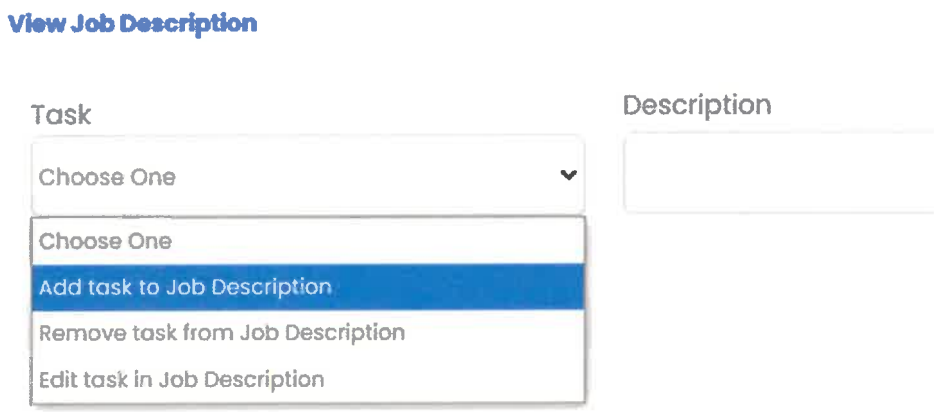
Preferred

Submit

Source: Evergreen Solutions, 2024

Exhibit 5-3 shows a similar page in which employees are asked to list the Essential Functions of their job using their current job description as a starting point (if available). These are the tasks and activities that define the classification and make it unique. Gathering information such as this allows Evergreen to assess the validity of the present classification structure and identify classifications or individuals within classifications that need to be restructured or reclassified.

Exhibit 5-3
Job Functions



Source: Evergreen Solutions, 2024

In addition to the JAT, Evergreen will also distribute our Management Issues Tool (MIT). The MIT is distributed to supervisors and managers and is used to collect specific information from supervisors and managers related to such issues as recruitment and retention problems, classification issues, pay equity issues, problems with titles, and other related issues. Each MIT will be logged and a specific response will be provided. The MIT process is designed to allow supervisors and managers to give direct input into the process and they serve as "red flags" to Evergreen staff during the analysis portion of the project.

Preliminary Assessment

As a starting point for analysis, Evergreen's project consultants review the client's database in comparison to the pay plan and information collected from the JATs to produce a preliminary assessment. The preliminary assessment summarizes the strengths and weaknesses of your human resource management system. The compensation analysis focuses on the number of pay grades, range widths, percentage differences between grades, step plans versus open range plans, and the expected time to reach full job competency. The overall analysis focuses on structure, movement, and equity (internal) as well as specific concerns such as turnover, longevity, compression, and range anomalies. The issues we identify in the assessment become core considerations in creating the potential solutions later in the process.

Job Evaluation

The next step in the process is to review responses to the JATs and identify any possible misclassifications. Once the review of the JATs has been completed, Evergreen's consultants will evaluate all jobs on each of the compensatory factors, score each position, and determine if there is any need for further investigation of specific positions. If serious discrepancies exist, Evergreen's

consultants will work directly with the Client Project Manager to resolve any issues.

Once work has been properly classified, changes in the current classification system rankings can be recommended. Our goal is to produce a classification system that reflects the internal equity relationships suggested by the JAT scoring conducted earlier.

Compensation

Our approach to compensation analysis is based on the belief that compensation should be organization-specific, fair, equitable, and directly tied to strategic goals. To ensure that all these criteria are met, we will conduct an extensive analysis on the relevant labor market, the internal structure and inter-relatedness of jobs within the organization, and the relative worth of jobs within the organization vis-à-vis the compensation philosophy.

The most traditional component of a total compensation program is base pay (fixed pay). However, inclusion of benefits in total compensation strategy is not a new concept. Provision of benefits was originally a recruitment tool, though over time the provision of core benefits has become an expectation. Research shows that public sector organizations commonly use superior benefits packages as a way to offset structural disadvantages in base pay. The purpose of the survey is to collect information for comparison to current offerings, and making recommendations for change consistent with the parameters of the organization's compensation philosophy.

Market Salary and Benefits Survey

A key component of assessing compensation is to consider market position, which is sometimes referred to as external equity or competitiveness. Evergreen's consultants wait until well into the classification analysis to design the market survey to ensure that jobs are understood, anomalies in classification characteristics are documented, and sufficient input has been received. The market survey will obtain standard range information related to minimum, midpoint, and maximum salaries. Data collection will focus on the public sector, but will include information from the private sector where applicable. Further, we will look to include any employers to whom the organization has recently lost employees.

In addition, a benefits survey will also be administered in tandem with the market survey. Special consideration can be given to select highly competitive, market-driven positions if necessary.

Benchmarks

One of the most important components of the external assessment is in the selection and utilization of benchmark positions for the labor market survey. We will work with the client to identify the appropriate number of benchmark positions to best suit the client's needs in the labor market survey. Based on our experience, we have found that it is simply not practical to survey all positions within the organization—the resulting surveys become too cumbersome for labor market peers to complete, and the response rate on the whole suffers. We ensure, through multiple checks and balances, that the benchmark positions chosen will represent a broad spectrum of positions across the organization, from all job families, pay levels, and functional areas.

Targets

To conduct an external labor market assessment, we work with the client to identify the most appropriate targets to survey. Evergreen selects peer organizations based on the local labor competition, regional markets, and class-specific markets. Peer organizations should be those organizations that compete with the client for labor in at least one job family. An appropriate mix of peers in the public and private sectors will be included in the survey, and if necessary, augmented with published secondary data sources.

Typically, Evergreen waits until the outreach process has been completed to identify the complete list of market peers. This is because we often will uncover specific information during the focus group and interview sessions that identifies potentially critical survey targets. Ideally, we would like to work with the client after the outreach has been concluded to identify the final list of potential market peers.

An important factor of our methodology is that the client has the final approval of all aspects of the study. We will not proceed with the analysis unless the client is completely comfortable with the survey targets chosen. Often, there are different factors impacting an organization, such as proximity to a major metropolitan area, technology corridor, or specific market (i.e., military base), that have a direct effect on its ability to recruit and retain employees in specific positions. These factors have to be taken into account when selecting survey targets. Once the targets are selected and approved, the survey instrument is developed and sent to the client for final approval. Subsequent to client approval, the survey is then distributed to the targets in both paper and electronic formats.

Evergreen uses a four-fold method of communicating with respondents. Our staff notifies the target group that the survey is being sent or made available, confirms receipt, and encourages participation. Once the data are received, they are cleaned, validated, and summarized. A separate report is issued that shows the results of the salary survey.

Unifying the Solution

After determining the appropriate division of work and market position, the compensation structure can be created. There is not a single, perfect solution for every client partner. The nuances and unique characteristics of each client necessitate a customized solution to best meet the organization's needs.

The Evergreen Team has considerable experience in developing multiple solutions and working with client partners to determine the one that best meets their needs. Our analytical team uses a variety of tools to produce various potential solutions: regression analysis, market thresholds, and other human resource models. Several major options are presented to the client's team before the implementation plan is created.

It is at this stage in the process that we typically meet with the client to identify the direction of the final solution. We will present to the client a draft report for review and comment. We typically ask the client to examine the draft solution objectively and provide insights and recommendations on the direction of the report. When this process is completed, Evergreen's consultants will proceed with the final solution. The solution also contains information regarding fiscal impact and implementation.

Compensation Administration Guidelines

In order for clients to maintain the recommended compensation system, Evergreen develops compensation administration guidelines for use by the client after completion of the study. The guidelines will include recommendations on installation and continuing administration of the system. The team first conducts a review of current practices and procedures then assesses their effectiveness, compliance with legal guidelines, and applicability to the recommended system.

Once this review and assessment are complete, revisions to the current practices and/or new guidelines can be recommended, as needed. At a minimum, the recommendations will address areas such as:

- how employees will move through the pay structure/system as a result of transfers, promotions, or demotions;
- how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
- the proper mix of pay and benefits;
- how often to adjust pay scales and survey the market;
- timing of implementation; and
- how to keep the system fair and competitive over time.

System Maintenance

Our goal is to produce recommendations that are effective and that can be maintained by our clients. We are strongly committed to providing transparent and replicable solutions. In essence, when we complete our core assignment, our goal is that our client's staff can maintain and update the system on their own. We are readily available to provide assistance, but our goal is to give our clients all the tools and training that are needed. Towards this end we will provide the Human Resources Department with all necessary tools and training to maintain the system over time.

Based on client needs and industry best practices, Evergreen has developed a compensation and classification maintenance tool to assist our clients with implementing, managing, and updating the solutions: ***JobForce Manager***. This tool allows our clients to estimate future pay plan changes, update market information, make determinations on reclassifications, and create new jobs. By automating these tasks, ***JobForce Manager*** allows our clients to not only streamline, but also increase the fairness and transparency of regular compensation and classifications tasks after solution implementation.

Exhibit 5-4 displays the interface from ***JobForce Manager*** for determining a positions pay grade; additional features include a job scoring tabulation sheet, market survey results database and summary report, pay plan report, and employee salary calculators for modeling fiscal impacts of compensation changes at the employee level. All data and reports are downloadable and printable, so they can be provided to key decision makers.

Exhibit 5-4
***JobForce Manager* Tool**

Department	Class Title ▲	JAT Score	JAT Projected Grade Min	JAT Projected Grade	JAT Projected Grade Max	Market Midpoint	Market Projected Grade	Pay Plan (Select)	Grade (Select)	Assigned Min	Assigned Mid	Assigned Max
Finance	Accounting Manager	525.0	E06	E07	E08	$93,351.97	E09	Exempt	E10	$75,599.66	$96,389.57	$117,179.48
Finance	Accounts Payable Clerk	300.0	NE05	NE06	NE08			Non-Exempt	NE07	$29,169.65	$34,214.08	$39,258.50
Finance	Accounts Payable Supervisor	443.8	NE15	NE17	NE18	$72,318.33	NE22	Non-Exempt	NE18	$49,889.99	$58,517.68	$67,145.36
Parks & Recreation	Adaptive Recreation Specialist	400.0	NE12	NE13	NE15			Non-Exempt	NE16	$45,251.70	$53,077.26	$60,902.83
Community Development	Addressing Coordinator	337.5	NE08	NE09	NE10			Non-Exempt	NE18	$49,889.99	$58,517.68	$67,145.36
City Manager's Office	Administrative Assistant	268.8	NE03	NE04	NE05	$45,432.78	NE13	Non-Exempt	NE12	$37,228.69	$43,666.79	$50,104.90
Community Development	Administrative Assistant	268.8	NE03	NE04	NE05	$45,432.78	NE13	Non-Exempt	NE12	$37,228.69	$43,666.79	$50,104.90
Engineering	Administrative Assistant	268.8	NE03	NE04	NE05	$45,432.78	NE13	Non-Exempt	NE12	$37,228.69	$43,666.79	$50,104.90
Legal	Administrative Assistant	268.8	NE03	NE04	NE05	$45,432.78	NE13	Non-Exempt	NE12	$37,228.69	$43,666.79	$50,104.90
Police	Administrative Assistant	268.8	NE03	NE04	NE05	$45,432.78	NE13	Non-Exempt	NE12	$37,228.69	$43,666.79	$50,104.90
Public Works	Administrative Assistant	268.8	NE03	NE04	NE05	$45,432.78	NE13	Non-Exempt	NE12	$37,228.69	$43,666.79	$50,104.90
Public Works	Administrative Assistant	268.8	NE03	NE04	NE05	$45,432.78	NE13	Non-Exempt	NE12	$37,228.69	$43,666.79	$50,104.90
Legal	Administrative Assistant-Pt	275.0	NE03	NE05	NE06			Non-Exempt	NE12	$37,228.69	$43,666.79	$50,104.90
Police	Animal Control	287.5	NE11	NE13	NE14	$43,229.82	NE13	Non-	NE14	$41,044.63	$48,142.64	$55,240.65

Source: Evergreen Solutions, 2024

5.2 Detailed Work Plan

The detailed work plan that Evergreen proposes to use to conduct the Comprehensive Compensation Study for the Town of Miami Lakes is provided in this section. Evergreen understands that the Town currently has approximately 80 employees in 55 unique classifications that will be included in the study.

Our work plan consists of the following 11 work tasks:

- Task 1: Project Initiation
- Task 2: Evaluate the Current System

- Task 3: Collect and Review Current Environment Data
- Task 4: Evaluate and Build Projected Classification Plan
- Task 5: Identify List of Market Survey Benchmarks and Approved List of Targets
- Task 6: Conduct Market Salary and Benefits Survey and Provide External Assessment Summary
- Task 7: Develop Strategic Positioning Recommendations
- Task 8: Conduct Solution Analysis
- Task 9: Develop and Submit Draft and Final Reports
- Task 10: Develop Recommendations for Compensation Administration
- Task 11: Provide Revised Class Descriptions

Task 1.0
Project Initiation

TASK GOALS

- Finalize the project plan with the Town.
- Gather all pertinent data.
- Finalize any remaining contractual negotiations.
- Establish an agreeable final timeline for all project milestones and deliverables.

TASK ACTIVITIES

1.1 Discuss with the Town's Project Manager and Town Administrator, and any other key personnel the following objectives:

- the classification and pay plan study process;
- understand mission and current compensation philosophy;
- review our proposed methodology, approach, and project work plan to identify any necessary revisions;
- reach agreement on a schedule for the project including all assignments and project milestones/deliverables; and
- establish an agreeable communication schedule.

1.2 Identify potential challenges and opportunities for the study. Discuss the strategic direction of the Town and some of the short- and long-term priorities. This activity serves as the basis for assessing where the Town is going and what type of pay plan will reinforce current and future goals.

1.3 Obtain relevant materials from the Town, including:

- any previous projects, research, evaluations, or other studies that may be relevant to this project;
- organizational charts for the departments and divisions, along with related responsibility descriptions;
- current position and classification descriptions, salary schedule(s), benefits plans, and classification system; and

1.4 Review and edit the project work plan and submit a timeline for the completion of each project task.

1.5 Provide progress reports to the Town's Project Manager throughout the study.

KEY PROJECT MILESTONES

- Comprehensive project management plan
- Comprehensive database of Town staff

Task 2.0 Evaluate the Current System

TASK GOALS

- Conduct a comprehensive preliminary evaluation of the existing compensation plan(s) for the Town.
- Develop a compensation philosophy.

TASK ACTIVITIES

2.1 Obtain the existing pay structure and compensation philosophy (if any). Review the existing pay structure and look for potential problems and issues to be resolved.

2.2 Identify the strengths and weaknesses of the current pay plan(s) for the Town. Identify any pay compression issues and discuss possible solutions with the Town's Project Manager.

2.3 Work with the Town's Project Manager to develop a compensation philosophy of where the Town desires to be in the market.

2.4 Complete an assessment of current conditions that details the pros and cons of the current system, taking into consideration compensation and benefits, as well as highlights areas for potential improvement in the final adopted solution.

KEY PROJECT MILESTONES

- Review of existing compensation plan(s)
- Assessment of current conditions

Task 3.0
Collect and Review Current Environment Data

TASK GOALS

- Conduct statistical and anecdotal research into the current environment within the Town.
- Guide subsequent analytical tasks.

TASK ACTIVITIES

3.1 Schedule and conduct employee orientation sessions to describe the scope of work and methodology.

3.2 Interview department directors to obtain relevant information and statistical data on specific compensation issues and policies. Obtain insight into perceived current compensation system strengths and weaknesses.

3.3 Hold focus groups with a sample of employees to obtain additional relevant information and statistical data on specific compensation issues and policies.

3.4 Work with the Town's Project Manager and Human Resources staff to administer the JATs and MITs to employees. Our staff utilizes a web-based tool for data collection, but we can provide paper copies as well as those for classifications without computers or Internet access. We will seek approval from the Town's Project Manager before distribution of the JAT/MIT questionnaire.

3.5 Review any data provided by the Town that may provide additional relevant insight.

KEY PROJECT MILESTONES

- Department director interviews
- Employee focus groups and orientation sessions
- JAT/MIT distribution

Task 4.0
Evaluate and Build Projected Classification Plan

TASK GOALS

- Identify the classification of existing positions utilizing the approved method for job evaluation.
- Characterize internal equity relationships within the Town.

TASK ACTIVITIES

4.1 Ensure that all draft class specifications for the Town are provided to Evergreen by the Town's Project Manager.

4.2 Review the work performed by each classification and score based on job evaluation. Include an evaluation of supervisory comments.

4.3 Review job evaluation scores and identify the classification of positions.

4.4 Schedule and conduct additional follow-up with employees for jobs where uncertainty exists over data obtained from job evaluation.

4.5 Develop preliminary recommendations for the classification structure and discuss with the Town's Project Manager. The classification system designed at this point would be based solely on internal equity relationships and would be guided by the job evaluation scores for each classification. Essentially, a structure of classifications would be established, and classifications with similar scoring would be grouped and spacing between jobs would be determined.

4.6 Review recommendations with the Town's Project Manager.

KEY PROJECT MILESTONES

- Job evaluation scores by class
- Recommended classification changes
- Preliminary job structure based on internal equity

Task 5.0 Identify List of Market Survey Benchmarks and Approved List of Targets

TASK GOALS

- Identify positions to benchmark for the market salary and benefits survey.
- Identify and develop a comprehensive list of targets for conducting a successful external labor market salary and benefits assessment.

TASK ACTIVITIES

5.1 Identify the classifications that will be used as benchmarks for the market salary and benefits survey. **Note:** Evergreen will work with the Town's Project Manager to identify the Town's 55 classifications to use as benchmarks for the market salary and benefits survey.

5.2 Finalize the list of positions with the Town's Project Manager.

5.3 Develop a preliminary list of organizations for the external labor market survey of salary and benefits, placing a comparative emphasis on characteristics such as:

- size of the organization;

- geographic proximity to the Miami Lakes area;
- economic and budget characteristics; and
- other demographic data.

5.4 Review and finalize with the Town's Project Manager up to 20 peer organizations that will be included in the market salary and benefits survey.

5.5 Develop a system for use of secondary data including potential sources and weighting of secondary data, if necessary.

5.6 Review survey methodology with the Town's Project Manager and refine survey methodology prior to distribution of surveys.

5.7 After approval of survey methodology, develop contact list of peer organizations and notify peers of impending surveys.

KEY PROJECT MILESTONES

- Initial list of survey peers
- Survey methodology
- Final list of survey organizations and contacts

Task 6.0 Conduct Market Salary and Benefits Survey and Provide External Assessment Summary

TASK GOALS

- Conduct the external labor market salary survey.
- Conduct a benefits survey.
- Provide a summary of the market salary and benefits survey results to the Town's Project Manager.

TASK ACTIVITIES

6.1 Prepare a customized external labor market salary survey for the Town's Project Manager's approval. Discuss questions and categories for the market survey.

6.2 Develop a listing of the current benefits provided by the Town for comparisons with peer organizations, including but not limited to flex time; one time merit payments/bonus plans; tuition reimbursement; paid time off to include annual leave, sick time, holiday leave, etc.

6.3 Using the list of Town provided benefits and major benefits offerings not provided by the Town develop a list of benefits to include in the external labor market survey.

6.4 Prepare benefits survey to be included with salary survey developed in **Task 6.1**.

6.5 Contact the targets for electronic completion of the survey. Provide paper copies by fax, if requested.

6.6 Conduct necessary follow-up through e-mails, faxes, and phone calls.

6.7 Collect and enter survey results into Evergreen's electronic data analysis tools.

6.8 Validate all data submitted.

6.9 Develop summary report of external labor market salary and benefits assessment results.

6.10 Submit summary report of external labor market salary and benefits assessment results to the Town's Project Manager.

KEY PROJECT MILESTONES

- Market survey instrument
- Benefits survey instrument
- Summary report of external labor market salary and benefits assessment results

Task 7.0
Develop Strategic Positioning Recommendations

TASK GOALS

- Determine the Town's compensation philosophy.
- Develop a plan for all employees, providing issue areas and preliminary recommendations for strategic improvement.

TASK ACTIVITIES

7.1 Identify the accepted compensation philosophy and accompanying thresholds.

7.2 Using the market salary survey data collected in **Task 6.0,** and the classification data reviewed in **Task 4.0**, recommend the appropriate salary structure/ranges (s) for the Town's positions.

7.3 Recommend a reward and retention program for quality employees.

7.4 Produce a revised or new pay scale(s) that best meets the needs of the Town from an internal and external equity standpoint.

KEY PROJECT MILESTONES

- Proposed compensation strategic direction, taking into account internal and external equity
- Plan for addressing unique, highly competitive positions

Task 8.0
Conduct Solution Analysis

TASK GOALS

- Conduct analysis comparing job evaluation values.
- Survey results for the benchmark positions.
- Produce several possible solutions for implementation.

TASK ACTIVITIES

8.1 Conduct regression analysis or other appropriate techniques to properly slot each classification into the proposed pay plan for the Town.

8.2 Place all classifications into pay grades based on **Task Activity 8.1**. Sort alphabetically by job class title, in descending order by range, and by old class title and new class specifications.

8.3 Create implementation solutions for consideration that take into account the current position of the Town as well as the findings from the classification and compensation analysis. Identify and prepare a range of compensation policy alternatives.

8.4 Discuss with the Town's Project Manager potential solutions.

8.5 Determine the best solution to meet the needs of the Town in the short-term and long-term.

8.6 Document the accepted solution.

KEY PROJECT MILESTONES

- Initial regression analysis
- Potential solutions
- Documented final solution

Task 9.0
Develop and Submit Draft and Final Reports

TASK GOALS

- Develop and submit a draft and Final Report of the Comprehensive Compensation Study for the Town of Miami Lakes.
- Present the Final Report.

TASK ACTIVITIES

9.1 Produce a comprehensive draft report that captures the results of each previous step, including a complete listing of the allocation of job classes to salary range requirements. Provide the Town's Project Manager with a draft final report for review that will include all costs associated with recommendations as well as implementation strategies.

9.2 Make edits and submit necessary copies of the Final Report to the Town's Project Manager.

9.3 Present the Final Report to the Town Council.

9.4 Develop a communication plan for sharing study results with employees.

9.5 Develop a plan for maintaining recommendations over time.

KEY PROJECT MILESTONES

- Draft and final reports
- Final presentation
- Communication plan
- Implementation and maintenance database

Task 10.0 Develop Recommendations for Compensation Administration

TASK GOALS

- Develop recommendations for continued administration by Town staff to sustain the recommended compensation and classification system.
- Conduct training.

TASK ACTIVITIES

10.1 Develop recommendations and guidelines for continued administration and maintenance of the classification and compensation system by Town staff including recommendations and guidelines related to:

- how employees will move through the pay structure/system as a result of transfers, promotions, or demotions;
- how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
- the proper mix of pay and benefits;
- how often to adjust pay scales and survey the market;
- the timing of implementation; and
- how to keep the system fair and competitive over time.

10.2 Present recommendations to the Town's Project Manager for review.

10.3 Finalize recommendations.

10.4 Provide training and instructional tools to the Human Resources Department staff to ensure that staff can conduct individual salary

audits/adjustments consistent with study methods until the next formal study is conducted using Evergreen's ***JobForce Manager*** tool that will enable Human Resources staff to estimate future pay plan changes, update market information, make determinations on reclassifications, and create new jobs – allowing for streamlining, and an increase in fairness and transparency of regular compensation and classification tasks after solution implementation.

KEY PROJECT MILESTONES

- Recommendations for compensation administration
- Training on Evergreen's ***JobForce Manager*** tool

Task 11.0
Provide Revised Class Descriptions

TASK GOALS

- Update existing class descriptions.
- Create new class descriptions for only those classifications recommended by Evergreen as a result of the job evaluation process.
- Provide final version of all class descriptions/specifications in electronic format (i.e., MS Word).

TASK ACTIVITIES

11.1 Assess current class descriptions for form, content, validity, and ADA, FLSA, EEO compliance, etc.

11.2 Discuss any necessary changes to the class description format with the Town's Project Manager.

11.3 Update classification descriptions based on data gathered from the job evaluation process.

11.4 Create new class descriptions only for those classifications recommended by Evergreen as a result of the job evaluation process.

11.5 Recommend a systematic, regular process for reviewing class descriptions.

KEY PROJECT MILESTONES

- Updated class descriptions
- New class descriptions, as needed
- Recommendations for regular review of class descriptions

5.3 Proposed Timeline

Evergreen possesses the ability, staff, skills, and tools to conduct a Comprehensive Compensation Study for the Town of Miami Lakes in approximately four months of the project start date and execution of a contract. Our proposed project timeline is based on a tentative start date of June 1, 2025, and a completion date of September 31, 2025.

Our proposed timeline, as identified in **Exhibit 5-5**, can be modified in any way to best meet the needs of the Town of Miami Lakes

Exhibit 5-5
Proposed Timeline

PROJECT TASKS	2025			
	JUN	JUL	AUG	SEPT
1.0: Project Initiation				
2.0: Evaluate the Current System				
3.0: Collect and Review Current Environment Data				
4.0: Evaluate and Build Projected Classification Plan				
5.0: Identify List of Market Survey Benchmarks and Approved List of Targets				
6.0: Conduct Market Salary and Benefits Survey and Provide External Assessment Summary				
7.0: Develop Strategic Positioning Recommendations				
8.0: Conduct Solution Analysis				
9.0: Develop and Submit Draft and Final Reports				
10.0: Develop Recommendations for Compensation Administration				
11.0: Provide Updated Class Descriptions				

Town of Miami Lakes
Memorandum

To: **Honorable Mayor & Councilmembers**

From: **Edward Pidermann, Town Manager**

Subject: **Authorization to Negotiate with Miami Lakes Auto Mall for Fleet Replacement**

Date: **May 20, 2025**

Recommendation:

It is recommended that the Town Council authorize a waiver of the solicitation process under Chapter 2, Article V, Division 2, Section 2-155(d) of the Town Code ("Replacement") and authorize the Town Manager and/or their designee to negotiate and finalize an agreement with Miami Lakes Auto Mall ("Dealership) for Fleet Replacement.

Background:

During the February 18, 2025 regular council meeting Councilmember ("CM") Herzberg presented new business item ("NBI") 14a proposing to direct the Town Manager to investigate the cost and feasibility of a fleet renewal program for the Town's administrative and public service vehicles. The NBI further explained that the current fleet is outdated and likely among the most run-down in Miami-Dade county.

CM Herzberg added that while he supports fiscal responsibility, avoiding vehicle replacement altogether is also irresponsible. The NBI directed to evaluate potential costs and explore options for gradually modernizing the Town's fleet in a cost-effective manner, ensuring that both employees and residents benefit from improved resources.

Town staff researched replacement costs for the vehicles listed below. Cost information from State contracts, National contracts, and private dealers was collected and analyzed to determine the most cost-effective option. Staff considered gas, electric, and hybrid vehicles during the analysis.

Department	Vehicle Make/Model	Year
Public Works - Director Truck	Toyota Tacoma	2013
Public Works - VacTruck Operator	Ford Crown Victoria	2007
Public Works - Inspector Truck - 003	Chevrolet Silverado 1500 Class	2007
Public Works - General Services Truck	Ford Expedition	2008
Parks & Recreation - Truck - 001	Chevrolet Silverado 1500 Class	2007
Parks & Recreation - Truck - 002	Chevrolet Silverado 1500 Class	2007

During the April 15, 2025 regular council meeting the Town Council approved the ordinance in second reading amending the Town's FY 2024-2025 budget. This amendment included an allocation of $16,484 to fund Phase 1 of the fleet replacement. Phase 1 consists of replacing the Public Works Inspector Truck – 003, the Parks & Recreation Truck – 001, and the Public Works Vac Truck Operator Crown Victoria.

Based on the available budget for phase 1 it is recommended that that the Town Council authorize a waiver of the solicitation process under Chapter 2, Article V, Division 2, Section 2-155(d) of the Town Code for the Fleet Replacement ("Replacement") and authorize the Town Manager and/or their designee to negotiate and finalize into a lease/purchase agreement with Miami Lakes Auto Mall. The final pricing and agreement terms and conditions will be brought back to Council for final approval.

- Miami Lakes Auto Mall – Proposal

MAKE/MODEL*	FUEL ECONOMY/ RANGE**	Annual Fuel Cost**	PURCHASE PRICE	Florida Sheriffs Contract			Miami Lakes Automall	Sourcewell Contract	MDC Contract
				C-EL 24 MO, 10K miles	C-EL 36 MO, 10K miles	O-EL 60 MO, 10K miles	Lease 39 MO, 10K miles	Lease 36 MO, 10K miles	Monthly Rental
2025 Chevrolet Silverado 1500 2WD Red Cab 140" Work Truck (or similar)	19 combined mpg	$ 2,500.00	$ 37,645.00	$ 1,194.16	$ 932.99	$ 723.94	$ 670.00		$ 1,060.49
2025 Chevrolet Silverado 1500 2WD Double Cab 147" Work Truck (or similar)	19 combined mpg	$ 2,500.00	$ 40,945.00						$ 1,060.49
Ford F-150 Super Crew CAB Pick up 4WD 145" WB XL 5.5' BED	19 combined mpg	$ 2,500.00	$ 55,090.00					$ 1,328.79	
2025 Chevrolet Silverado 1500 EV E4wd Crew Cab Std Range Work Truck	70 combined MPGe	$ 1,100.00	$ 57,577.00	$ 1,852.80	$1,455.52	$1,120.48	$ 899.00		
2025 Ford F-150 Lighting Super Crew Cab Pick Up 4WD 145" wb prof. 5.5' Bed	70 combined MPGe	$ 1,100.00	$ 48,540.00					$ 1,146.17	
2025 Ford Maverick XL AWD (Hybrid)	25 combined mpg	$ 1,900.00	$ 29,769.00					$ 674.29	
2025 Chevrolet Colorado	20 combined mpg	$ 2,350.00	$ 33,595.00				$ 495.00		
2025 Ford Ranger XL 2WD Super Crew 5' Bed	23 mpg combined	$ 2,050.00	$ 32,808.00					$ 758.15	
2025 Ford Ranger XL 2WD Super Crew 5' Bed	23 mpg combined	$ 2,050.00	$ 34,575.00	$ 852.73	$ 711.91	$ 609.94			

NOTE:
* Vehicle specs. purchase price may vary per dealer/contract.
- Electric vehicles will require an the installation of charging infrastructure which is estimated to cost between $20k - $30k.
** Estimates from: https://www.fueleconomy.gov

RESOLUTION NO. 25-____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA,; AUTHORIZING WAIVER OF SOLICITATION PROCESS UNDER CHAPTER 2, ARTICLE V, DIVISION 2, SECTION 2-155(d); AND AUTHORIZING THE TOWN MANAGER TO NEGOTIATE WITH MIAMI LAKES AUTO MALL FOR A FLEET REPLACEMENT AND BRING AN AGREEMENT WITH THE FINAL TERMS AND PRICING FOR TOWN COUNCIL CONSIDERATION;;; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 2, Article V, Division 2, Section 2-155(d) of the Town of Miami Lakes (the "Town") Code of Ordinances provides that the Town Manager may request authorization from the Town Council to waive the requirements of Chapter 2, Article V, Division 2, Section 2-155(d) where the Town Manager has made a written recommendation where, based on specific circumstances, it is not practical to comply with the requirements of this Section for a specific solicitation; and

WHEREAS, the Town Manager has made a written recommendation that based on specific circumstances it is not practical to comply with the requirements of Chapter 2, Article V, Division 2, Section 2-155(d) of the Town's Code of Ordinances to negotiate with Miami Lakes Auto Mall for the replacement of Town vehicles; and

WHEREAS, the safety of Town employees and residents is of the utmost importance to the Town; and

WHEREAS, replacing the Public Works' Director Truck, VacTruck Operator,/Inspector Truck - 003, General Services Truck, and the Parks and Recreation's Trucks - 001 and 002 would help ensure road safety as replacing these vehicles is a proactive investment in safety, reducing the risk associated with mechanical failure and minimizing potential hazards; and

WHEREAS, the Town Council on April 15, 2025 amended the Town's 2024-2025 Fiscal Year budget to include an allocation of $16,484 to fund Phase I: the replacement of the Public Works Inspector Truck - 003, the Parks & Recreation Truck - 001, and the Public Works Vac Truck Operator Crown Victoria; and

WHEREAS, it is in the Town's best interest to authorize a waiver of the solicitation process under Chapter 2, Article V, Division 2, Section 2-155(d) of the Town Code for the Fleet Replacement and to authorize the Town Manager and/or their designee to negotiate and finalize into a lease/purchase agreement with Miami Lakes Auto Mall in order to increase efficiency and ensure swift attention to the matter;

WHEREAS, the final pricing and agreement terms of the contract between the Town and Miami Lakes Auto Mall will be brought before the Town Council for final approval; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

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

Section 2. **Waiver of Competitive Bidding.** The Town Council hereby waives the requirements of Chapter 2, Article V, Division 2, Section 2-155(d) of the Town of Miami Lakes Code of Ordinances.

Section 4. **Authorization of Town Officials.** The Town Manager, his designee and the Town Attorney are authorized to take all steps necessary to negotiate the terms and conditions of the Contract for the Town Council's final approval. The Town Manager is hereby granted the

authority to negotiate the terms and conditions of a contract between the Town and Miami Lakes Auto Mall for Phase I of the Town's Fleet Replacement.

Section 7. **Effective Date**. This Resolution shall take effect immediately upon adoption.

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Passed and adopted this _____ day of _____, 2025.

The foregoing resolution was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Joshua Dieguez _____

Vice Mayor Bryan Morera _____

Councilmember Juan Carlos Fernandez _____

Councilmember Angelo Cuadra Garcia _____

Councilmember Ray Garcia _____

Councilmember Steven Herzberg _____

Councilmember Alex Sanchez _____

_____
Joshua Dieguez
MAYOR

Attest:

_____
Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

_____
Lorenzo Cobiella
Gastesi, Lopez, and Mestre. PLLC
TOWN ATTORNEY

Town of Miami Lakes
Memorandum

To: **Honorable Mayor & Councilmembers**

From: **Edward Pidermann, Town Manager**

Subject: **Approval of Change Order No. 2 for Professional Engineering Services for Montrose Road Drainage Improvements Project**

Date: **May 20, 2025**

Recommendations

It is recommended that the Town Council authorize the Town Manager to execute a change order with CALTRAN Engineering Group, Inc. ("CALTRAN") for professional engineering services, in an amount not to exceed $13,845.91 under existing Contract 2021-43 for Civil Engineering and Related Services dated September 26, 2022. This work order will be funded by the Stormwater Utility Fund.

Background

On November 1, 2022, the Town Council passed Resolution No. 2022-1873 setting forth legislative priorities for fiscal year 2023-2024; authorizing the Town Manager or his designee to pursue funding for legislative priorities; authorizing the Town Manager to execute any agreement in furtherance of advancing legislative priorities; authorizing the Town Manager to expend budgeted funds.

The selected priorities included the Montrose Drainage Improvements Project at an estimated project cost of $742,000. The Town requested $593,600 from the state, the remaining cost was to be covered by the Town as a twenty percent match, for a total amount of One Hundred Forty-Eight Thousand Four Hundred Dollars and 00/100 ($148,400.00). The twenty percent match will be funded using American Rescue Plan grant funds.

On September 2023, the Town Manager executed grant agreement LPA0581 with the State of Florida Department of Environmental Protection for $593,600 for project management, and construction tasks.

The twenty percent (20%) match, or One Hundred Forty-Eight Thousand Four Hundred Dollars and 00/100 ($148,400.00) are funded by the Stormwater Utility Fund.

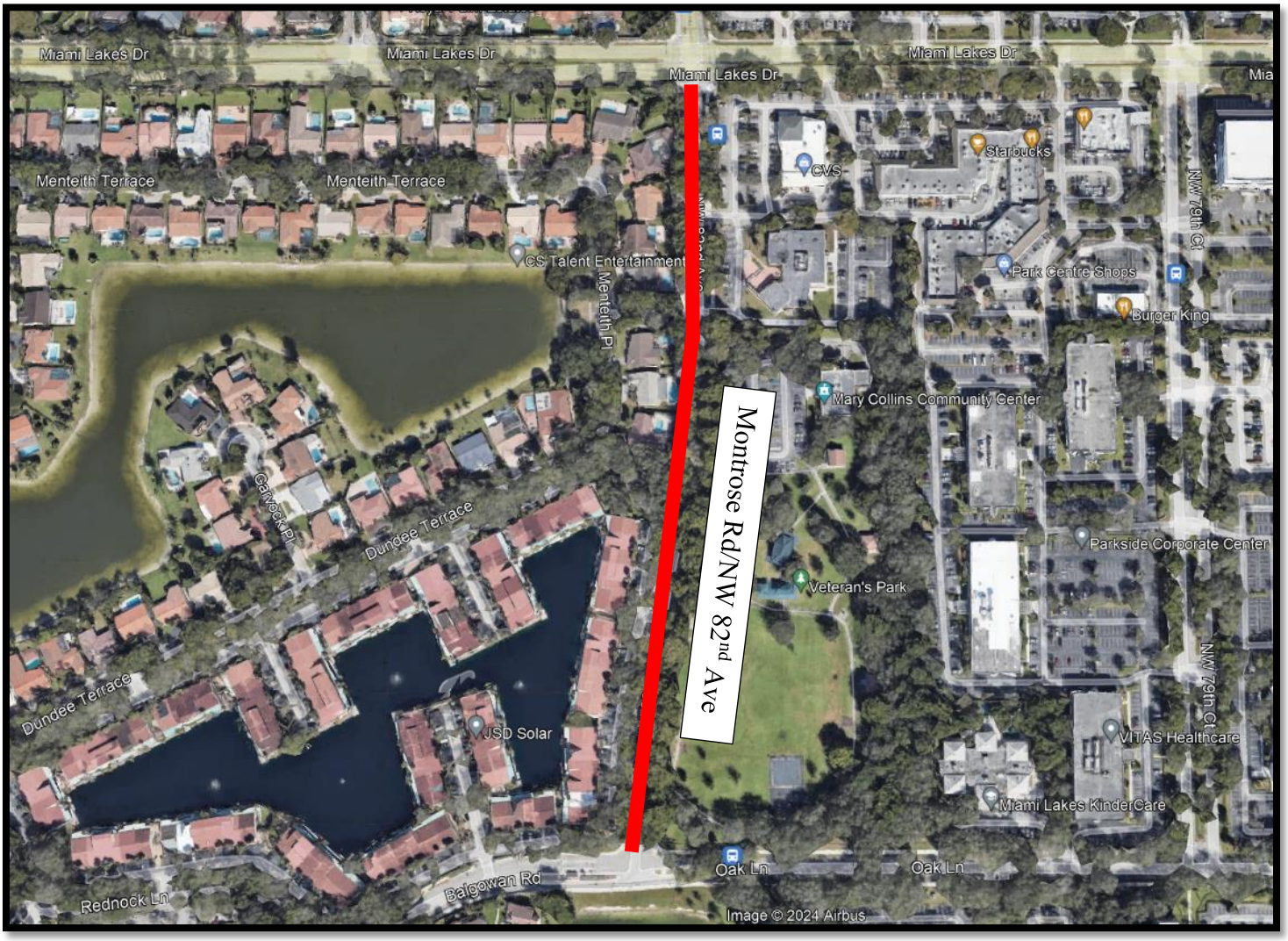
On June 11, 2024, the Town Council passed Resolution No. 24-1997 authorizing the Town Manager to execute a work order, pursuant to contract 2021-43 for civil engineering and related services, with Caltran Engineering Group, Inc., for professional engineering services for Montrose Road Drainage Improvements project.

During the design process the engineer of record ("EOR") was unable to acquire existing utility data for certain locations within Montrose Rd, see marked up plans in Exhibit A. Due to this the EOR is requesting authorization to proceed with underground utility test holes to determine the exact location of the unidentified utilities. This work will facilitate the drainage design and construction as it will allow the EOR to place the proposed drainage pipe at the correct elevation.

Town Staff and CALTRAN negotiated the scope of work and fee for design services for the stormwater improvement project:

1. Montrose Road Drainage Improvements – Change Order No. 2 for $13,845.91

Therefore, Town Staff recommends approval of the change order to CALTRAN for professional engineering services for the stormwater project listed above.



Attachments
Resolution
Exhibit A (Work Order Proposal)

RESOLUTION NO. 25-____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING CHANGE ORDER NO. 2 FOR PROFESSIONAL ENGINEERING SERVICES FOR THE MONTROSE ROAD DRAINAGE IMPROVEMENTS PROJECT UNDER EXISTING CONTRACT 2021-43; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE CONTRACT; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on November 1, 2022, the Town Council passed Resolution No. 2022-1873 authorizing the Town Manager to pursue funding for legislative priorities and to execute any agreement in furtherance of advancing legislative priorities; and

WHEREAS, Resolution No. 2022-1873 memorialized the legislative priorities for the 2023-2024 fiscal year and among the priorities listed was the Montrose Drainage Improvements Project ("Project") estimated to cost $742,000; and

WHEREAS, in September of 2023, the Town Manager executed grant agreement LPA0581 with the State of Florida Department of Environmental Protection for $593,600 for project management and construction tasks to complete the Project; and

WHEREAS, the remaining cost to complete the Project would be funded through a twenty (20) percent match by the Town's Stormwater Utility Fund for a total of $148,400; and

WHEREAS, on June 11, 2024, the Town passed Resolution No. 24-1997 authorizing the Town Manager to execute a work order with Caltran Engineering Group, Inc. ("CALTRAN"), for professional engineering services required for the Montrose Road Damage Drainage Improvements Project; and

WHEREAS, the Engineer on Record for the Project is requesting authorization to proceed with underground utility test holes to determine the exact location of the unidentified utilities to facilitate the drainage and construction needed for the efficient and accurate completion of the Project; and

WHEREAS, the Town and CALTRAN propose an agreement for $13,845.91 for the work and design services to be rendered by CALTRAN; and

WHEREAS, the completion of the Montrose Road Drainage Improvements Project would help prevent water buildup and reduce the frequency of flooding and severity of flooding thereby protecting homes, roads, and town infrastructure; and

WHEREAS, it is in the interest of the Town to authorize the execution of Change Order No. 2 for professional engineering services for the Montrose Road Drainage Improvement Project under existing Contract 2021-43 for Civil Engineering and Related Services;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

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

Section 3. Approval of the Change Order. The Town Council hereby approves the execution of Change Order No. 2 with CALTRAN in substantially the same form as attached hereto as Exhibit "A" for professional engineering services.

Section 4. Authorization of Town Officials. The Town Manager, his designee and the Town Attorney are authorized to take all steps necessary to implement the terms and conditions of the Change Order.

Section 5. **Authorization of Fund Expenditure.** The Town Manager is authorized to expend budgeted funds to implement the terms and conditions of this Resolution and the Change Order.

Section 6. **Execution of the Contract.** The Town Manager is authorized to execute the change order for professional engineering services, and to execute any extension and/or amendments to the Change Order, subject to approval as to form and legality by the Town Attorney.

Section 7. **Effective Date**. This Resolution shall take effect immediately upon adoption.

THIS SPACE INTENTIONALLY LEFT BLANK

Passed and adopted this _____ day of _____, 2025.

The foregoing resolution was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Joshua Dieguez	_____
Vice Mayor Bryan Morera	_____
Councilmember Juan Carlos Fernandez	_____
Councilmember Angelo Cuadra Garcia	_____
Councilmember Ray Garcia	_____
Councilmember Steven Herzberg	_____
Councilmember Alex Sanchez	_____

_____
Joshua Dieguez
MAYOR

Attest:

_____
Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

_____
Lorenzo Cobiella
Gastesi, Lopez, Mestre, and Cobiella. PLLC
TOWN ATTORNEY

EXHIBIT A

Work Order Proposal
Miami Lakes Montrose Utility Test Hole

May 8th, 2025

Omar Santos Baez, P.E
Public Works Engineer
Town of Miami Lakes
6601 Main Street, Suite 208
Miami Lakes, FL 33014

RE: Montrose Road Drainage Improvements – Civil Engineering and Related Services Contract RFQ 2021-43 : Request Change Order (RCO)/Additional Services to Work Order No. 2

Dear Mr. Merantus,

CALTRAN Engineering Group, Inc. ("Consultant") proposes to provide the services identified below for the project entitled "Montrose Road Drainage Improvements" pursuant to the Professional Service Agreement with the Town of Miami Lakes ("Town") for Contact Number, Civil Engineering and Related Services, dated March 29, 2022.

As part of the request of Change Order, CALTRAN proposes to provide the following additional services:

- Coordinate underground utilities test holes at 9 locations for Level A quality locates
- Coordinate utilities test scanning at 8 locations for Level B quality locates.
- Attend up to two (2) meetings as necessary regarding the additional services
- Document submittal findings

Based on the above tasks, CALTRAN can complete the study for a lump sum cost of **$13,845.91.**

Should you have any questions concerning this estimate, please feel free to contact me at (786) 456-7700.

I look forward to working with you on this project.

Sincerely,

Juan S. Calderon, P.E., P.T.O.E.

This is to certify that your organization representative has accepted the scope of work and cost described herein

Authorized Client Signature Date

Name (Print) Title

ESTIMATE OF WORK EFFORT AND COST - Town of Miami Lakes

Name of Project:	Miami Lakes NW 82 Ave from NW 154 St to Oaks Lane	Consultant Name:	CALTRAN: Supplemental Survey and Percolation Test
County:	Miami-Dade	Consultant No.:	
FPN:	0	Date:	5/8/2025
FAP No.:	1/0/1900	Estimator:	JC

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Director of Design	QA/QC Manager	Traffic/Project Engineer	Engineer Intern	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		$220.45	$194.99	$113.37	$109.02	$0.00	$0.00	$0.00	$0.00			
27. Survey (Field & Office Support)	85	8	8	16	16	0	0	0	0	48	$6,882	$143.37
Total Staff Cost		$1,763.60	$1,559.92	$1,813.92	$1,744.32	$0.00	$0.00	$0.00	$0.00		**$6,881.76**	**$143.37**

Check = $6,881.76

SALARY RELATED COSTS:					$6,881.76
SUBTOTAL ESTIMATED FEE:					**$6,881.70**
Sub Consultant Fee	MGVera				**$6,964.21**
Optional Services					$0.00
GRAND TOTAL ESTIMATED FEE:					**$13,845.91**

Town of Miami Lakes
Memorandum

To: **Honorable Mayor & Councilmembers**

From: **Edward Pidermann, Town Manager**

Subject: **Approval of Change Order No. 1 for Professional Engineering Services to Marlin Engineering, Inc. for Fairway Dr Bike Lanes and Crosswalk Improvements Project**

Date: **May 20, 2025**

Recommendation:

It is recommended that the Town Council authorize the Town Manager approve Change Order No. 1 to Marlin Engineering, Inc. ("Marlin") work order no. 2 for professional engineering services, in an amount not to exceed $42,924.28 under existing Contract 2021-43 for Civil Engineering and Related Services. This work order is funded by project contingency funds.

Background:

On February 5th, 2019, the Town Council adopted Resolution No. 19-1595 authorizing the Town Manager to apply for and accept Transportation Alternatives Grant Program through Florida Department of Transporation (FDOT); authorizing the Town Manager to take all necessary steps to implement the terms and conditions of the Transporation Alternatives Grant Program; authorizing the Town Manager to expend budgeted funds.

A key feature of Town of Miami Lakes ("Town") is its paved bike trails, and preservation and expansion of these trails are an essential component of theTown of Miami Lakes Strategic Plan. An important project in furtherance of this goal is the Miami Lakes Fairway Drive Bike Lanes and Crosswalks Improvements Project which will create a bike route through Fairway Drive from Miami Lakes Drive to Miami Lakeway North.

On April 11th, 2023, the Town Council adopted Resolution No. 23-1900 authorizing the Town Manager to take all steps necessary to implement Work Order No. 2, with Marlin Engineering, Inc. for the Miami Lakes Fairway Drive Bike Lanes And Crosswalks Improvements project.

During the 60% design submittal review, the FDOT reviewer noted potential tree impacts within the critical root zone. The reviewer informed the Town of the potential impacts related to proceeding with the proposed on-road bike lanes along Fairway Drive and recommended that the Town consult with a Landscape Architect (LA). After consulting with the LA proposed to reduce impacts to the trees, one was using Silva Cells along the disturbed root areas. It was initially thought that the Silva cell option was in the process of being accepted, but on February 7, 2025 the Town was notified that the FDOT environmental team did not consider the Silva Cell installation to

be a feasible solution. Due to this response, the Town proposes to proceed with a second option which was to relocate the bicycle facility off road by creating a shared-use-path. This option will require additional funding as detailed in Exhibit A.

It is recommended that the Town Council authorize the Town Manager approve Change Order No. 1 to Marlin Engineering, Inc. ("Marlin") work order no. 2 for professional engineering services, in an amount not to exceed $42,924.28

Attachments:

Resolution
Exhibit A (Work Order Proposal)

Fairway Dr Bike Lanes and Crosswalk Improvements Project Location Map

RESOLUTION NO. 25-_____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING CHANGE ORDER NO. 1 TO WORK ORDER NO. 2, WITH MARLIN ENGINEERING, INC., UNDER EXISTING CONTRACT 2021-43 FOR CIVIL ENGINEERING AND RELATED SERVICES, FOR THE FAIRWAY DRIVE BIKE LANES AND CROSSWALK IMPROVEMENTS PROJECT; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CHANGE ORDER; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on February 5, 2019, the Town Council of the Town of Miami Lakes (the "Town") adopted Resolution No. 19-1595, authorizing the Town Manager to apply for and accept funds from the Florida Department of Transportation ("FDOT") through the Transportation Alternatives Grant Program for the Fairway Drive Bike Lanes and Crosswalk Improvements Project ("Project"); and allowing the Town Manager to take all necessary steps to implement the terms of the grant; and

WHEREAS, the Town's Strategic Plan identifies the preservation and expansion of the Town's bike trail system as a priority; and

WHEREAS, the Miami Lakes Fairway Drive Bike Lanes and Crosswalks Improvements Project, which will create a bike route through Fairway Drive to Miami Lakeway North, is a primary goal part of the Town of Miami Lakes Strategic Plan; and

WHEREAS, on April 11, 2023, the Town Council adopted Resolution No. 23-1900, authorizing the Town Manager to implement Work Order No. 2 under Contract 2021-43 with Marlin Engineering, Inc. ("Marlin") for professional engineering services related to the Project; and

WHEREAS, during FDOT's 60% design review, potential adverse impacts to trees along Fairway Drive were identified, necessitating consultation with a Landscape Architect and reconsideration of the proposed design; and

WHEREAS, after FDOT determined that the initially proposed mitigation measure using Silva Cells was not a feasible solution, the Town opted to proceed with an alternative design involving an off-road shared-use path to minimize tree impacts; and

WHEREAS, this design change requires additional engineering services, resulting in the proposed Change Order No. 1 in an amount not to exceed Forty-Two Thousand Nine Hundred Twenty-Four Dollars and 28/100 ($42,924.28), as detailed in Exhibit A; and

WHEREAS, funding for the proposed change is available through the project contingency budget; and

WHEREAS, the Town Council desires to authorize the Town Manager to execute Change Order No. 1 with Marlin under Contract 2021-43.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

SECTION 1. Recitals. The foregoing recitals are true and correct and are incorporated herein by this reference.

SECTION 2. Town Council Approval of Change Order. The Town Council hereby approves Change Order No. 1 to Work Order No. 2 with Marlin Engineering, Inc., under Contract 2021-43, in an amount not to exceed Forty-Two Thousand Nine Hundred Twenty-Four Dollars and 28/100 ($42,924.28) for the Fairway Drive Bike Lanes and Crosswalk Improvements Project.

SECTION 3. Authorization of Town Manager. The Town Council hereby authorizes the Town Manager to take all necessary steps to execute Change Order No. 1 and implement the terms and conditions of this Resolution.

SECTION 4. Authorization to Expend Budgeted Funds. The Town Manager is authorized to expend budgeted funds to implement the terms and conditions of professional engineering services contract with Marlin.

SECTION 5. Effective Date. This Resolution shall be effective upon execution.

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Resolution No._____

Passed and adopted this _____ day of _____, 2025.

The foregoing resolution was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Joshua Dieguez _____

Vice Mayor Bryan Morera _____

Councilmember Juan Carlos Fernandez _____

Councilmember Angelo Cuadra Garcia _____

Councilmember Ray Garcia _____

Councilmember Steven Herzberg _____

Councilmember Alex Sanchez _____

_____
Joshua Dieguez
MAYOR

Attest:

_____
Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

_____
Lorenzo Cobiella
Gastesi, Lopez, Mestre, and Cobiella. PLLC
TOWN ATTORNEY

EXHIBIT A

MARLIN Engineering, Inc.
3363 W Commercial Blvd, Suite 115
Fort Lauderdale, FL 33309

Consultant Project Proposal

April 16, 2025

Dear Mr. Omar Santos:

Marlin Engineering, Inc proposes to provide the services identified below for the project entitled "Miami Lakes Fairway Drive Bike Lanes and Crosswalks Improvements" pursuant to the Professional Service Agreement 2021-43 provided by the Town of Miami Lakes for Civil Engineering services, dated 3/2/2022.

I. General

This supplemental service involves modifying the original scope of work. Initially, the project aimed to provide bike lanes using proposed shoulders and crosswalk improvements. It has now been revised to include a 10-foot-wide shared-use path (SUP) along the south side of the corridor, as well as enhanced pedestrian and bicycle safety infrastructure and crosswalk upgrades on Fairway Drive, from Miami Lakes Drive to Miami Lakeway North. The proposed project will include milling and resurfacing and pavement restoration of the roadway and the replacement of existing signing and pavement markings. The proposed improvements shall be in accordance with the American with Disabilities Act (ADA).

The project is a Local Agency Program (LAP) project in collaboration with the Florida Department of Transportation (FDOT). It will follow the LAP funding and agency obligations including the environmental and NEPA process which requires environmental assessment and the plans shall follow the FDOT submittal, reviews, and deadlines (60% Plans, 90 % Plans, and 100 % Plans).

Scope of Work

The scope of work outlines the effort required for the production of the construction documents for the entire project.

Task 1 – Pre-Design Services and Testing

1) Geotechnical Services- Completed under the original scope of work.
2) Survey- Completed under the original scope of work.
3) Traffic Analysis- Completed with the original scope of work.
4) Utilities

- Coordinate with utility owners for facilities within project limits.
- Copies of the survey will be forwarded to each utility company known to operate in the vicinity of the Project Area. Each utility company will be requested to return one redline survey, identifying the horizontal and vertical location of their facilities. This information will be incorporated into the design upon receipt from the utility companies.

Deliverables under this task include:

- Digitally signed and sealed site survey – already submitted with original scope.
- Digitally signed and sealed Geotechnical report – already submitted with original scope.
- Digitally signed and sealed Traffic Report – already submitted with original scope.

Task 2 – Conceptual Design Plans

Concept typical section will be developed for the implementation of a 10-foot-wide shared use path (SUP) along the south side of the corridor and crosswalk improvements on Fairway Drive from Miami Lakes Drive to Miami Lakeway North for the Town's approval.

A conceptual plan establishing horizontal geometry for the primary roadway features including roadway, and the SUP shall be prepared using an aerial overlay. No master plan will be provided.

Deliverables for this Task will include:

- Conceptual Design Plans Package (11"x 17")
- Conceptual Plans will be submitted to the Town for review.

Task 3 – 60% Plans Production which will include the following activities:

a) Horizontal/Vertical Geometry Design – Establish the master design file for the horizontal and vertical geometry, drainage structure features, and utilities (including conflict location identification and adjustments).
b) Drainage Analysis – There will be additional impervious areas. Analysis and plans are included in this proposal.
c) Traffic Control Analysis and Plans - Develop general notes and phasing details and plans for Maintenance of Traffic.
d) Signing and Pavement Markings – Establish the master design file for signing and pavement markings.
e) Signalization – Adjustments to the existing ped crossing flashers and design of new ped crossing flashers.
f) Calculation of quantities – Calculate quantities of construction items and tabulate.
g) Construction cost estimate – Prepare a construction cost estimate.
h) Quality Control and Peer Review – Perform quality control and peer review of contract documents. If requested by the Town of Miami Lakes, a copy of the marked-up set of plans and/or specifications will be provided showing the consultant's QC review on each scheduled deliverable. The submittals shall include the name of the consultant staff that performed the QC review for each component.
i) Utility Coordination – Coordinate with utility owners for facilities within project limits.
j) Prepare a complete contract set of plans including
    1. Key Sheet
    2. Typical Section
    3. Tabulation of Quantities
    4. General Notes
    5. Plan Sheets (roadway and drainage)

6. Traffic Control Notes/Phasing Sheet
7. Storm Water Pollution Prevention Plan (SWPPP)
8. Signing and Pavement Marking Sheets
9. Signal Plans (Flashers)
10. Special Detail Sheets – Drainage, ADA Ramps, guidesign

Deliverables for this Task will include:

- 60% Construction Plans Package (11”x 17”)
- 60% Engineer’s Construction Estimate
- 60% of Plans will be submitted to the Town, FDOT, and MDC for review.

Task 4 – 90% Plans Production which will include the following activities;

a) Incorporate comments from the previous submittal and Finalize Construction Plans.
b) Calculation of quantities – Calculate quantities of construction items and tabulate.
c) Construction cost estimate – Prepare a construction cost estimate.
d) Quality Control and Peer Review – Perform quality control and peer review of contract documents. If requested by the Town of Miami Lakes, a copy of the marked-up set of plans and/or specifications will be provided showing the consultant’s QC review on each scheduled deliverable. The submittals shall include the name of the consultant staff that performed the QC review for each component.
e) Utility Coordination – Coordinate with utility owners for facilities within project limits.
f) Prepare a complete contract set of plans including

1. Key Sheet
2. Typical Section
3. Tabulation of Quantities
4. General Notes
5. Plan Sheets
6. Traffic Control Notes/Phasing Sheet
7. Storm Water Pollution Prevention Plan (SWPPP)
8. Signing and Pavement Marking Sheets
9. Signal Plans (Flashers)
10. Special Detail Sheets – Drainage and ADA Ramps

Deliverables for this Task will include:

- 90% Construction Plans Package (11”x 17”)
- 90% Engineer’s Construction Estimate
- 90% of Plans will be submitted to the Town, FDOT, and MDC for review.

Tasks 5 through 13 are included in the original scope and fee:

- **Task 5 –** 100 % Construction Plans Production
- **Task 6 –** Permitting/ Documentation
- **Task 7** – Local Agency Program (LAP) and NEPA Documentation
- **Task 8 –** Florida Bonneted Bat (FBB) Roost Survey and Letter Report
- **Task 9 –** Tree Inventory and Tree Permitting (Optional Services)
- **Task 10-** Tree Disposition Plans (Optional Services)
- **Task 11-** Tree Mitigation Plans (Optional Services)
- **Task 12 –** Bidding Assistance
- **Task 13** – Post Design

2 Subconsultants

The following Subconsultants will assist in the performance of the Services under the Agreement.

Subconsultant's Name	Specialty of Expertise
None	

3 Schedule of Work – Time for Performance

Consultant will submit the deliverables and perform the services as stated in the table below:

Schedule of Deliverables			
Task, Sub-Task or Activity ID #	**Major Task, Sub-Task Activity, or Deliverable**	**Duration** (specify weeks)	**Delivery** (cumulative weeks)
1	Pre-Design Services, Survey and Testing	N/A	Delivered
2	Conceptual Design Plans Submittal	7 weeks	NTP+7
	Review by the Town	5 weeks	NTP+12
3	60% Plans Submittal	8 weeks	NTP+20
	Review by the Town, FDOT and MDC	5 weeks	NTP+25
4	90% Plans Submittal	4 weeks	NTP+29
	Review by the Town, FDOT and MDC	4 weeks	NTP+33
5,6,7,8	100% Plans and Permits, LAP Documentation	4 weeks	NTP+37
	Review by Town-Production Complete	4 weeks	NTP+41
9	Tree Inventory and Tree Permitting **(Optional Services)**	TBD	TBD
11	Tree Mitigation Plans **(Optional Services)**	TBD	TBD
12	Bidding Assistance	TBD	TBD
13	Post Design	TBD	TBD

4 Compensation

Consultant shall perform the Work detailed in this Proposal for a total not to exceed $ 42,924.28. The Consultant will be paid based on the fee basis as shown in the table below. The Town shall not be liable

for any fee, cost, expense or reimbursable expense or other compensation beyond this amount unless approved in a supplemental Work Order. The fee may include an allowance for Reimbursable Expenses required in connection with the Work, in an amount not to exceed that stated in the table below. Reimbursable Expenses will be used and compensated for in accordance with the Agreement and must conform to the limitations of Florida Statutes § 112.061.

The following is a summary of the method and amount of compensation to be paid for each Task or Activity as identified in Section IV above.

Schedule of Deliverables			
Task, Sub-Task or Activity ID #	**Major Task, Sub-Task Activity, or Deliverable**	**Fee Amount**	**Fee Basis**
1.1	Geotechnical Investigation	N/A	N/A
1.2	Surveying	N/A	N/A
1.3	Traffic Analysis	N/A	N/A
1.4	Utility Coordination	$ 3,004.11	fixed fee
All Tasks	Coordination Meetings	$ 1,359.39	fixed fee
1,2, 3	Field Reviews	$ 1,225.26	fixed fee
2	Conceptual Design Plans	$ 5.083.11	fixed fee
3	60% Plans Production	$ 20,911.51	fixed fee
4	90% Plans Production	$ 11,341.90	fixed fee
	Subtotal – Professional Fees	$ 42,924.28	
	TOTAL	$ 42,924.28	

The fee for Tasks 5 through 13 is included in the original scope of work.

5 Exclusions from Basic Services

The following optional services are not included in the Basic Services to be performed under this Work Order:

- Tree Inventory and Tree Permitting.
- Tree Disposition Plans.
- Tree Mitigation Plans.

6 Town Furnished Documents & Data

The following information or documents are to be provided by the Town, if available: As-built information including survey and geotechnical information.

7 Additional Services

The Town may include an allowance account under the approved Work Order for Additional Services that may be requested by the Town, which will be used at the sole discretion of the Town.

Marlin Engineering, Inc

_____
Signature

Aycel Freda, P.E. / Director Business Development
Name/Title

4/16/2025
Date

Town of Miami Lakes*

Dept. Approval: _____ _____
Signature Name/Title

Procurement: _____ _____
Signature Procurement Manager

Town Manager: _____ _____
Signature Town Manager

Work Order No.: _____
(Assigned by the Town upon approval, if applicable)

*The Town may at its sole discretion approve this Work Order Proposal by signing below of the Town may issue a separate Work Order for the Services.

TOWN OF MIAMI LAKES

Consultant Fee Proposal Worksheet

Consultant Name: Marlin Engineering, Inc.
Contract No.: 2021-43
Date: 4/16/2025
Work Order No:

Project: Miami Lakes Fairway Dr
Project No.:
Description: Shared Use Path (SUP) and crosswalks improvements_SA#1

	STAFF CLASSIFICATION																
Job Classification / Assigned Staff / Approved Rate	Project Manager Aycel Freda, PE Rate: $209.15		Chief Engineer Rafael Lagos, PE Rate: $243.98		Project Engineer Yenny Soca Rate: $159.50		Senior Designer Yanin Anton Rate: $129.69		Rate:		Rate:		CEI Inspector Miguel Torres Rate: $ 95.70		Staff Hours By Task	Salary Cost By Task	Average Rate Per Task
Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task			
1 Task 1- Pre-Design Services & Testing																	
2 Coordination Meetings	3	$627	3	$732											6	$1,359	$226.57
3 Field Reviews	2	$418	2	$488	2	$319									6	$1,225	$204.21
4 Task 1.4- Utility Coordination	3	$627	5	$1,220	4	$638	4	$519							16	$3,004	$187.76
5 Task 2- Development of Conceptual Design Plan	3	$627	6	$1,464	9	$1,436	12	$1,556							30	$5,083	$169.44
6 Task 3 – 60% Plans Production/Rwy Analysis	2	$418	6	$1,464	10	$1,595	14	$1,816							32	$5,293	$165.40
7 Drainage Analysis	1	$209	5	$1,220	8	$1,276	14	$1,816							28	$4,521	$161.45
9 Signing & Pavement Markings	1	$209	4	$976	6	$957	8	$1,038							19	$3,180	$167.35
10 Signal-Adjust exist. ped crossing & New Design	1	$209	3	$732	6	$957	6	$778							16	$2,676	$167.26
11 Erosion & Sediment Control Analysis					2	$319									2	$319	$159.50
12 Construction Quantities & Cost Estimate	2	$418	8	$1,952	16	$2,552									26	$4,922	$189.31
13 Task 4 – 90% Plans Production/Rwy Analysis	1	$209	4	$976	5	$798									10	$1,983	$198.26
14 Drainage Analysis	1	$209	4	$976	5	$798									10	$1,983	$198.26
15 Signing & Pavement Markings	1	$209	4	$976	5	$798									10	$1,983	$198.26
16 Signal-Adjust exist. ped crossing & New Design	1	$209	4	$976	3	$479									8	$1,664	$207.95
17 Erosion & Sediment Control Analysis	1	$209	4	$976	3	$479									8	$1,664	$207.95
18 Construction Quantities & Cost Estimate	1	$209	5	$1,220	4	$638									10	$2,067	$206.71
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
Total Staff Hours	24		67		88		58								237		
Total Staff Cost		$5,019.60		$16,346.66		$14,036.00		$7,522.02								**$42,924.28**	**$181.12**
Total % of Work by Position	10.1%		28.3%		37.1%		24.5%										

Note: Fee for the Principal(s) of the firm are not to be included above as the multiplier is not applicable to their hours. The fee is to be shown below and entered as a separa

Estimate of Principal's Fee
___ Total hours _____ / hour = $ - ___

1 - SUBTOTAL ESTIMATED FEE:	**multiplier 1.00**	**$42,924.28**
Survey Fee	Marlin Engineering Survey	
Geotechnical Field/Lab	Geosol	
Enviromental	Smart-Sciences	
Traffic Analysis	Marlin Traffic Engineering	
Landscape	Curtis & Rogers	
2 - SUBTOTAL ESTIMATED FEE:		**$42,924.28**
Landscape_ Curtis & Rogers	Optional services	
Tree Permit_Smart Scie	Optional Services	
3 - SUBTOTAL ESTIMATED FEE:		**$42,924.28**
Additional Services (Allowance)		
Reimbursables (Allowance)		
GRAND TOTAL ESTIMATED FEE:		**$42,924.28**

Notes:
1. This sheet is to be used by Prime Consultant to calculate the Grand Total Fee and one is to be used for each Subconsultant
2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden
3. Where applicable the basis for work activity descriptions shall be the FICE/FDOT Standard Scope and Staff Hour Estimation Handbook.
4. Enter the multiplier value in the field after the word "multiplier" Maximum of 2 decimal points.

Town of Miami Lakes
Memorandum

To: **Honorable Mayor & Councilmembers**

From: **Edward Pidermann, Town Manager**

Subject: **Approval of Work Order No. 4 for Professional Engineering Services for West Lakes Gardens Third Addition Drainage Improvement Project**

Date: **May 20, 2025**

Recommendations

It is recommended that the Town Council authorize the Town Manager to execute a work order with Marlin Engineering, Inc. ("MARLIN") for professional engineering services, in an amount not to exceed $65,827.42 under existing Contract 2021-43 for Civil Engineering and Related Services dated May 23, 2022. This work order will be funded by a State of Florida Department of Environmental Protection Grant.

Background

On November 14, 2023, the Town Council passed Resolution No. 2023-1961 ammending three legislative priorities under Stormwater/ Water Infrastrcuture Projects for fiscal year 2024-2025; authorizing the Town Manager or his designee to pursue funding for legislative priorities; authorizing the Town Manager to execute any agreement in furtherance of advancing legislative priorities; authorizing the Town Manager to expend budgeted funds.

On January 21, 2025 the Town Manager executed grant agreement L0074 with the State of Florida Department of Environmental Protection for $250,000.00 for design, bidding and contractor selection, project management and construction tasks.

Town Staff and MARLIN negotiated the scope of work and fee for design services for the stormwater improvement project:

1. West Lakes Gardens Third Addition Drainage Improvement – Work Order No. 04 for $65,827.42

Therefore, Town Staff recommends approval of the work order to MARLIN for professional engineering services for the stormwater project listed above.

West Lakes Gardens Third Addition Drainage Improvement Project Location

Attachments
Resolution
Exhibit A (Work Order Proposal)

RESOLUTION NO. 25-____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING WORK ORDER NO. 4 UNDER CONTRACT 2021-43 WITH MARLIN ENGINEERING, INC. FOR PROFESSIONAL ENGINEERING SERVICES FOR THE WEST LAKES GARDENS THIRD ADDITION DRAINAGE IMPROVEMENT PROJECT; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE CONTRACT; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on February 22, 2022, the Town of Miami Lakes (the "Town") entered into Contract 2021-43 for Civil Engineering and Related Services with Marlin Engineering, Inc. ("MARLIN"); and

WHEREAS, on November 14, 2023, the Town Council passed Resolution No. 2023-1961, amending the Town's legislative priorities to include Stormwater and Water Infrastructure Projects for Fiscal Year 2024-2025, and authorizing the Town Manager to pursue funding and execute agreements in furtherance of those priorities; and

WHEREAS, on January 21, 2025, the Town Manager executed Grant Agreement L0074 with the State of Florida Department of Environmental Protection, securing Two Hundred Fifty Thousand Dollars and 00/100 ($250,000.00) in funding for design, bidding and contractor selection, project management, and construction tasks related to stormwater infrastructure improvements; and

WHEREAS, Town Staff has negotiated a scope of work and fee with MARLIN for the West Lakes Gardens Third Addition Drainage Improvement Project ("Work Order No. 4") in the amount of Sixty-Five Thousand Eight Hundred Twenty-Seven dollars and 42/100 ($65,827.42); and

WHEREAS, the funding for this Work Order is provided by the aforementioned State of Florida Department of Environmental Protection grant; and

WHEREAS, the Town Council desires to authorize the Town Manager to execute Work Order No. 4 under Contract 2021-43 with MARLIN for professional engineering services for the West Lakes Gardens Third Addition Drainage Improvement Project; and

WHEREAS, it is in the interest of the Town to authorize the execution of Work Order No. 4 under existing Contract 2021-43 for Civil Engineering and Related Services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

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

Section 2. Approval of Work Order. The Town Council hereby approves Work Order No. 4 with Marlin Engineering, Inc., under Contract 2021-43, in an amount not to exceed Sixty-Five Thousand Eight Hundred Twenty-Seven dollars and 42/100 ($65,827.42) for professional engineering services related to the West Lakes Gardens Third Addition Drainage Improvement Project.

Section 3. **Town Manager Authority.** The Town Council hereby authorizes the Town Manager to execute Work Order No. 4 and to take all necessary steps to implement the terms and conditions of the work order and to expend budgeted funds in accordance with the grant agreement, subject to approval as to form and legality by the Town Attorney.

Section 4. **Authority to Expend Budgeted Funds.** The Town Manager is authorized to expend budgeted funds to implement the terms and conditions of professional engineering services with Marlin.

Section 5. **Effective Date**. This Resolution shall take effect immediately upon adoption.

THIS SPACE INTENTIONALLY LEFT BLANK

Passed and adopted this _____ day of _____, 2025.

The foregoing resolution was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Joshua Dieguez _____

Vice Mayor Bryan Morera _____

Councilmember Juan Carlos Fernandez _____

Councilmember Angelo Cuadra-Garcia _____

Councilmember Ray Garcia _____

Councilmember Steven Herzberg _____

Councilmember Alex Sanchez _____

_____
Joshua Dieguez
MAYOR

Attest:

_____
Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

_____
Lorenzo Cobiella
Gastesi, Lopez, and Mestre. PLLC
TOWN ATTORNEY

MARLIN Engineering, Inc.
3363 W Commercial Blvd, Suite 115
Fort Lauderdale, FL 33309

Consultant Work Order Proposal

Friday, March 21, 2025

Revision: Friday, March 21, 2025

Mrs. Anaily Padron, P.E.
Capital Improvements Project Manager
Town of Miami Lakes
6601 Main Street, Suite 208
Miami Lakes, FL 33014

RE: Project Name- West Lakes Gardens Third Addition Drainage Improvements–
Civil Engineering and Related Services Contract Number (Work Order No. TBD)

Dear Mrs. Padron:

Marlin Engineering, Inc ("Consultant") proposes to provide the services identified below for the project entitled "West Lakes Gardens Third Addition Drainage Improvements" (Work Order No. TBD), pursuant to the Professional Service Agreement with the Town of Miami Lakes ("Town") for 2021-43, Civil Engineering and Related Services, March 3rd, 2022.

I. General

The project will primarily consist of drainage improvements including the flood mitigation activities in the West Lakes Gardens community and consists of the design, permitting, construction, and inspection of the new drainage system, including new catch basins, manholes, drainage pipes, exfiltration trenches (French drains), milling and resurfacing of roadway, and signing and pavement markings on NW 150th Terrace from NW 92nd Avenue to NW 89th Avenue. Expected water-related benefits include improved drainage, reduced localized flooding, increased drainage capacity, improved stormwater management, eliminated standing rainwater, reduced probability of mosquito-transmitted diseases to the public, reduced impact to property and life, enhanced environmental protection to the general public, and improved transportation conditions. The scope of work outlines the effort required for the production of the construction documents for the entire project.

Fig. 1- Location Map/ Site Plan

II. Scope of Work

Task 1 – Project Initiation, Survey, Geotechnical, and Schematic Design

As part of this task, the Consultant shall obtain, review, and analyze survey and soil testing for the Project Area. The Consultant shall visit the site to collect data and note existing conditions. The survey and information collected during the site visit will be utilized to develop a schematic design plan. The schematic design plan will be presented to the Town identifying proposed drainage improvements and existing conditions. The schematic drainage design plan will be the basis for discussion with Town staff. The following plan sheets will be included in the schematic design plan:

1. Key Sheet – Project title, vicinity map, engineer of record, and other appropriate information.
2. Plan and Profile Sheets – Provide in an 11” x 17” format with a scale no smaller than 1” =40” horizontal. This plan set will include preliminary drainage layout and serve to depict general design intent.

As part of this task, copies of surveys will be forwarded to each utility company known to operate in the vicinity of the Project Area. Each utility company will be requested to return one redlined survey, identifying the horizontal and vertical location of their facilities.

Deliverables:

- Signed and sealed Site Survey
- Signed and sealed Geotechnical Report
- Schematic Design Plans

The survey and geotechnical information will be used as the basis of design under this Task. As part of this Task, the Consultant shall attend one (1) meeting with Town staff.

Task 2 – Design Development Plans

2.1 Drainage Analysis

The drainage analysis shall be completed for the Project Area based upon the geotechnical and survey information obtained in Task 1. During the analysis, the volume of stormwater runoff shall be calculated from the design storm and the capacity of the existing stormwater collection system shall be evaluated. The results of the above noted calculations along with the incorporation of budget constraints will be the basis for design of the proposed Stormwater system. The analysis shall consider the option of incorporating an outfall to the proposed improvements, if drainage easements are available. The drainage analysis shall consider the water quantity treatment performance goals for various events adopted in the latest version of the Stormwater Master Plan Update No. 3.

2.2 60% Design Development Plans

Utilizing the survey, soil testing results and schematic design plan developed in Task 1 above, the Consultant shall prepare preliminary 60% design plans for the construction of paving and drainage improvements within the Project Area. These Design Development Plans shall show the geometric layout on top of the base survey data. The basis for design will be the Miami-Dade County Public Works Manual and Florida Department of Transportation (the "FDOT") Standard Indexes where applicable. The Consultant is responsible to certify that all necessary arrangements for utility work on this project have been made and will not conflict with the physical construction of the proposed improvements.

The following plan sheets will be included in the Design Development Plans:

1. Key Sheet – Project title, vicinity map, engineer of record, and other appropriate information
2. General Notes Plan
3. Summary of Pay Items
4. Typical Sections
5. Plan and Profile Sheets – Provide in an 11" x 17" format with a scale no smaller than 1" =40" horizontal.
6. Construction and Drainage Details
7. Typical Signing and Pavement Marking Details
8. Storm Water Pollution Prevention Plans

Deliverables:

- 60% Design Plans
- 60% Opinion of Probable Cost (OPC)
- 60% Drainage Report

Task 3- Permitting

3.1 Coordination Meetings

The Consultant shall attend one (1) coordination meeting with representatives of Miami Dade County Department of Environmental Resources Management ("DERM") during the course of the design and permitting process. The intent of the meetings will be to review the proposed design and permitting requirements.

3.2 Permitting

The Consultant shall prepare and submit permit applications to DERM. The package will consist of the permit application form, pre-development and post-development runoff calculations, and the Design Development Plans. Prepare and respond to DERM Request for Additional Information (RAIs) including revisions necessary revisions to the application package. The Town will pay all permit fees directly.

Deliverables:

- Approved permits and/or Agency Approved Plans
- Updated Drainage Report

Task 4- Final Construction Plans

Upon receipt of comments from DERM, the Design Development Plans will be upgraded to Construction Plans incorporating the permitting agency comments.

Deliverables:

- Final signed and sealed Construction Plans
- Signed and sealed Drainage Report
- Final signed and sealed Specifications
- Final OPC

Task 5- Bidding Assistance

The Town may use a competitive bidding process to hire a contractor to construct the improvements described in the final construction plans and contract documents. Upon request, the Consultant shall consult with and advise the Town and act as its representative for the proposed improvements during the bidding process. This task is limited to attendance at a pre-bid meeting and issuance of addenda in response to contractor questions. Once bids are received, the Town may ask the Consultant to review the bids and prepare a bid tabulation sheet for use in making the recommended award.

Task 6- Limited Construction Phase Services

This task is to provide Limited Construction Phase Services by the Consultant during construction of the Project as needed or requested by the Town. This scope of services is based on the project being constructed in 300 calendar days. There are six separate limited construction phase services sub tasks regarding the Project. The tasks are as follows:

- **Meetings- (6)**
- **Periodic Site Visits (6)**
- **Shop Drawing Review (5)**
- **Contract Clarification (2)**
- **Review of Pay Application (5)**
- **Project Close Out (2)**

Meetings: The Consultant shall attend one (1) pre-construction meeting and bi-weekly progress meetings with the Town Project Manager and the Contractor to assess the project schedule and Contractor progress

for the duration of the construction process. This task includes 5 progress meetings. Meeting minutes will be provided by the Consultant.

Periodic Site Visits: The Consultant shall visit the site for a total of 6 site visits during construction to observe the progress and quality of the executed work of the Contractor and to determine if such work is proceeding in accordance with the contract documents for the construction of the improvements. The Consultant shall perform the observations in accordance with the standard of care of the profession at the time of service.

Shop Drawing Review: The Consultant shall review and approve (or take other appropriate action in respect of) Shop Drawings (as that term is defined in the General Conditions of each construction contract) and samples and other data that each Contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such review and approval, or other action, shall not extend to means, methods, sequences, techniques or procedures of construction, or safety precautions and programs incident hereto. The Consultant shall perform these reviews in accordance with the standard of care of the profession at the time of service.

The Consultant shall consult with and advise the Town as to the acceptability of substitute materials and equipment that are proposed by the Contractor.

Contract Clarifications: The Consultant shall issue the Town's instructions to the Contractor, as well as issue interpretations and clarifications of the plans and specifications in connection therewith and review change orders as required.

Review of Pay Application: Based on the Consultant's on-site observations and upon review of applications for payment and the accompanying data and schedules, the Consultant shall work with the Town to determine the amounts owing to Contractor(s) and recommend in writing payments to Contractor(s) in such amounts. Such recommendations of payment shall constitute a representation to the Town based on such observations and review that the work has progressed to the point indicated and that, to the best of the Consultant's knowledge, information, and belief, the quality of work is in accordance with the Contract Documents (subject to any qualifications stated in The Consultant's recommendations), and that payment of the amount recommended is due to Contractor(s).

Project Close Out: The Consultant shall review the Project with the Town to determine if the Project is substantially complete and conduct a final review to determine if the work has been completed in accordance with the Contract Documents. If the Contractor has fulfilled all of its obligations thereunder, the Consultant will recommend, in writing, final payment and give written notice to the Town and the Contractor(s) that the work is acceptable (subject to any conditions therein expressed).

The Consultant will review project record drawings prepared, provided, and certified by the Contractor. One set of reproducible "As-Built" drawings will be provided to the Town.

III. Subconsultants

The following Subconsultants will assist in the performance of the Services under the Agreement. Please refer to Appendices "B" and "C" for the Subconsultants' detailed cost proposals.

Subconsultant's Name	Specialty of Expertise
Geosol, Inc	Geotechnical Engineering

IV. Schedule of Work – Time for Performance

Consultant will submit the deliverable and perform the Services as stated in the table below:

Schedule of Deliverables			
Task, Sub-Task or Activity ID #	**Major Task, Sub-Task Activity, or Deliverable**	**Duration** (specify weeks or calendar days)	**Delivery** (cumulative weeks or calendar days)
1	Project Initiation, Survey, Geotechnical Services, and Schematic Design.	8 weeks	NTP + 8 weeks
2	Design Development Plans (60% Design)	8 weeks	NTP +16 weeks
3	Permitting	4 weeks	NTP +20 weeks
4	Final Construction Plans (100% Design)	8 weeks	NTP +28 weeks
5	Bidding Assistance	2 weeks	NTP +30 weeks
6	Limited Construction Phase Services	TBD calendar days	NTP + TBD weeks

Deliverables: At the completion of each task the Consultant will provide to the Town all files associated with each deliverable. These files include drawing files, H/H model and output files, ArcGIS files, and any other supporting documentation associated with each deliverable.

V. <u>Compensation</u>

Consultant shall perform the Work detailed in this Proposal for a total not to exceed Sixty-Five Thousand Eight Hundred Twenty-Seven Dollars and Forty-Two Cents ($65,827.42).). The Consultant will be paid based on a fixed fee basis. The Town shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount unless approved in a supplemental Work Order. Said fee includes an allowance for Reimbursable Expenses required in connection with the Work, which shall not exceed $0.00. Said Reimbursable Expenses shall be used in accordance with the Agreement Provisions and shall conform to the limitations of Florida Statutes § 112.061.

The following is a summary of the method and amount of compensation to be paid for each Task or Activity as identified in Section IV above.

Schedule of Deliverables			
Task, Sub-Task or Activity ID #	**Major Task, Sub-Task Activity, or Deliverable**	**Fee Amount**	**Fee Basis**
1	Project Initiation, Survey, Geotechnical Services, and Schematic Design.	$26,404.95	Lump Sum
2	Design Development Plans (60% Design)	$14,787.90	Lump Sum
3	Permitting	$ 4,634.52	Lump Sum

4	Final Construction Plans (100% Design)	$12,005.97	Lump Sum
5	Bidding Assistance	$ 3,088.20	Hourly, Not to exceed
6	Limited Construction Phase Services	$ 4,902.00	Hourly, Not to exceed
	TOTAL	$ 65,827.42	

*Note: Compensation should match the Task, Activities, and/or Deliverables identified.

VI. Additional Services

The Town may establish an allowance for additional services requested by the Town and for unforeseen circumstances, which shall be utilized at the sole discretion of the Town.

VII. Assumptions

This Scope of Services is based on the following assumptions: N/A

VIII. Project Manager

Consultant's Project Manager for this Work Order assignment will be Aycel Freda, P.E.

Submitted by:

Signature

Aycel A. Freda, P.E / Director Business Development

Name/Title

03/21/2025

Date

Town of Miami Lakes*

Dept. Approval: _____ _____

Signature Omar Santos Baez/Public Works Director

Procurement: _____ _____

Signature Nathalie Garcia/Procurement Manager

Town Manager:_____ _____

Signature Edward Pidermann

Work Order No.:_____

(Assigned by the Town upon approval, if applicable)
*The Town may at its sole discretion approve this Work Order Proposal by signing below of the Town may issue a separate Work Order for the Services.

TOWN OF MIAMI LAKES

Consultant Fee Proposal Worksheet

Consultant Name: Marlin Engineering
Contract No.: 2021-43
Date: 3/21/2025
Work Order No: TBD

Project: West Lakes Garden 3rd Addition. -
Project No.:
Description:

	STAFF CLASSIFICATION																
Job Classification	Project Manager		Chief Engineer		Senior Designer		Engineer Intern				Clerical		CEI Inspector		Staff Hours	Salary	Average
Assigned Staff	A. Freda		R. Lagos		Dalgis		Mirna				J.				By	Cost By	Rate Per
Approved Rate	Rate:	$209.15	Rate:	$243.98	Rate:	$129.69	Rate:	$106.00	Rate:		Rate:		Rate:				
Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Task	Task	Task
1 Schematic Design	1	$209	6	$1,464	12	$1,556	10	$1,060							29	$4,289	$147.91
2 Field reviews			6	$1,464	6	$778	6	$636							18	$2,878	$159.89
3 Utility Coordination	2	$418	6	$1,464	7	$908									15	$2,790	$186.00
4 Task 2- 60% Design Services																	
5 Roadway Analysis and plans	1	$209	4	$976	12	$1,556	10	$1,060							27	$3,801	$140.79
6 Drainage Analysis and plans	1	$209	8	$1,952	14	$1,816	16	$1,696							39	$5,673	$145.45
7 Signing and Pavement Markings Plans	1	$209	2	$488	6	$778	10	$1,060							19	$2,535	$133.43
9 Erosion and Sediment Control Analysis & Plans			1	$244	2	$259	4	$424							7	$927	$132.48
10 Construction Quantities & Cost Estimate	1	$209	2	$488	4	$519	6	$636							13	$1,852	$142.45
11																	
12 TASK 3: Permitting (DERM & SFWMD)	6	$1,255	10	$2,440	4	$519	4	$424							24	$4,637	$193.23
13																	
14 TASK -4 Final Construction Plans																	
15 Roadway Analysis and plans	2	$418	7	$1,708	10	$1,297	18	$1,908							37	$5,331	$144.08
16 Drainage Analysis and plans	1	$209	6	$1,464	6	$778	7	$742							20	$3,193	$159.66
17 Signing and Pavement Markings Plans	1	$209	2	$488	2	$259	$2	$212							7	$1,168	$166.93
18 Erosion and Sediment Control Analysis & Plans			1	$244			1	$106							2	$350	$174.99
19 Construction Quantities & Cost Estimate	1	$209	1	$244	3	$389	4	$424							9	$1,266	$140.69
20 Permitting Approval Documents	1	$209	2	$488											3	$697	$232.37
21																	
22 TASK 5: BIDDING ASSISTANCE																	
23 Bid Documents			10	$2,440	5	$648									15	$3,088	$205.88
24 TASK 6: LIMITED CONST. PHASE SERVICES																	
25 Post Design / Meetings / Const. Admin	2	$418	12	$2,928	12	$1,556									26	$4,902	$188.55
26																	
27																	
Total Staff Hours	21		86		105		98								310		
Total Staff Cost		$4,392.15		$20,982.28		$13,617.45		$10,388.00								**$49,379.88**	**$159.29**
Total % of Work by Position	6.8%		27.7%		33.9%		31.6%										

Note: Fee for the Principal(s) of the firm are not to be included above as the multiplier is not applicable to their hours. The fee is to be shown below and entered as a separa

Estimate of Principal's Fee
___ Total hours _____ / hour = $ -

1 - SUBTOTAL ESTIMATED FEE:	**multiplier 1.00**	**$49,379.88**
Survey Fee		$10,647.00
Geotechnical Field/Lab		$5,800.54
Subconsultant:		
Subconsultant:		
Principal's Fee		$ -
2 - SUBTOTAL ESTIMATED FEE:		**$65,827.42**
Geotechnical Field/Lab Testing:		
Survey Fee (or Survey Crew Fee):		
Other Misc. Fee:		
3 - SUBTOTAL ESTIMATED FEE:		**$65,827.42**
Additional Services (Allowance)		
Reimbursables (Allowance)		
GRAND TOTAL ESTIMATED FEE:		**$65,827.42**

Notes:
1. This sheet is to be used by Prime Consultant to calculate the Grand Total Fee and one is to be used for each Subconsultant
2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden
3. Where applicable the basis for work activity descriptions shall be the FICE/FDOT Standard Scope and Staff Hour Estimation Handbook.
4. Enter the multiplier value in the field after the word "multiplier" Maximum of 2 decimal points.

WEST LAKES GARDEN 3RD ADDITION
Town of Miami Lakes

Description	Chief Surveyor		Survey CADD		3-Man Crew		Total
	175.25		83.64		$165.01		
Research & calc base map			6				$501.84
Research H/V Control; Check Traverse & Bench run	1		6				$677.09
Recon Control; Complete traverse & Bench run					12		$1,980.12
Locate improvements (R/W line to R/W)			4		24		$4,294.80
Exist San & drain As-Builts					4		$660.04
Prepare survey & DTM	3		24				$2,533.11
Total:							**$10,647.00**
	4	0	40	0	40	0	

GEOSOL, INC.

FEE PROPOSAL FOR GEOTECHNICAL SERVICES
DRAINAGE IMPROVEMENTS- WEST LAKES GARDENS - 3RD ADD.
TOWN OF MIAMI LAKES, FLORIDA

GEOSOL PROPOSAL No. P-224213

DESCRIPTION	UNITS	# OF UNITS	UNIT RATE ($)	TOTAL $
1. FIELD INVESTIGATION				
Mobilization of Truck Mounted Drill Rig	day	2	$366.01	$732.02
Cones, Sign, Flags Baricades	each	2	$222.79	$445.58
Borehole Exfiltration Testing: 2 test at 15 feet for use in drainage evaluations and design	each	2	$521.66	$1,043.32
Asphalt Pavment Coring - 1 pavement core	each	1	$92.30	$92.30
Roadway Borings: 1 to 2 ft. @ Pav'nt Core location for Base & Stab. Check	feet	2	$11.50	$23.00
Grout Seal Boreholes	feet	32	$4.51	$144.32
SUB-TOTAL (FIELD EXPLORATION PROGRAM)				**$2,480.54**
2. LABORATORY TESTING				
Soil Corrosion Series (pH, Chloride, Sulfate, Resistivity)	each	1	$ 130.00	$130.00
SUB-TOTAL (LABORATORY TESTING PROGRAM)				**$130.00**
SUB-TOTAL (FIELD EXPLORATION + LABORATORY PROGRAMS)				**$2,610.54**
3. ENGINEERING, TECHNICAL SERVICES & REPORT PREPARATION (Refer to Attached Man-Hour Forecast)				
Senior Engineer	hour	4	$175.00	$700.00
Project Engineer	hour	13	$145.00	$1,885.00
Senior Engineering Technician	hour	7	$70.00	$490.00
CADD Technician	hour	1	$65.00	$65.00
Secretarial Clerical	hour	1	$50.00	$50.00
SUB-TOTAL (ENGINEERING SERVICES)				**$3,190.00**
TOTAL GEOTECHNICAL FEES FOR PROJECT				**$5,800.54**

Project Activity 30: Geotechnical

Estimator: Oracio Riccobono, P.E. (GEOSOL, Inc.)
Date: 12/10/2024

DRAINAGE IMPROVEMENTS - WEST LAKES GARDENS - 3RD ADD.
TOWN OF MIAMI LAKES, FLORIDA

Task No.	Task	Units	No of Units	Hours / Unit	Total Hours	Comments
			Roadway			
30.1	Document Collection and Review	LS	0	0	0	
30.2	Develop detailed boring location plan	LS	1	1	1	Project Engineer
30.3	Stake Borings/Utility Clearance	Boring	3	1	3	Sr. Eng. Technician; 2 borehole exfiltration testing at 15 feet for use in drainage evaluations and design, 1 pavement cores with 2-foot SPT boring at each coring location for Base & Stabilization measurements.
30.4	Coordinate and develop MOT plans for field investigation	EA	1	1	1	Project Engineer
30.5	Drilling Access Permits	Location	0	0	0	
30.6	Property Clearances	EA	0	0	0	
30.7	Groundwater Monitoring	EA	0	0	0	
30.8	LBR Sampling	EA	0	0	0	
30.9	Coordination of Field Work	100 lf of boring	0.32	1.6	1	Project Engineer
30.10	Soil and Rock Classification - Roadway	100 lf of boring	0.32	1.6	1	Project Engineer
30.11	Determine Design LBR	LS	0	0	0	
30.12	Tabulate all Laboratory Data	100 lf of boring	0.32	1.6	1	Project Engineer
30.13	Estimate Seasonal High Water Table	Boring	0	0	0	
30.14	Calculate Parameters for Water Retention Areas (Data Reduction)	EA	0	0	0	
30.15	Delineate limits of Unsuitable Material	Cross-section	0	0	0	
30.16	ASCII files for cross-sections	100 lf of boring	0	0	0	
30.17	Embankment settlement and Stability	Embankment Boring	0	0	0	
30.18	Stormwater Volume Recovery and/or Background Seepage Analysis	EA	0	0	0	
30.19	Geotechnical Recommendations	LS	1	1	1	Senior Engineer
30.20	Preliminary Roadway Report and Pavement Evaluation Report	LS	1	4	4	
30.21	Final Report	EA	1	3	3	Project Engineer
30.22	Auger boring drafting	100 lf boring	0.32	5	2	1 Hour for CADD Technician + 1 for Secretary
30.23	SPT boring drafting	100 lf boring	0	0	0	
	Roadway Geotechnical Subtotal				**18**	
			Structural			
30.24	Develop detailed boring location plan	LS	0	0	0	
30.25	Stake Borings/Utility Clearance	Boring	0	0	0	
30.26	Coordinate and develop MOT plans for field investigation	EA	0	0	0	
30.27	Drilling Access Permits	Location	0	0	0	
30.28	Property Clearances	EA	0	0	0	
30.29	Collection of corrosion samples	EA	0	0	0	
30.30	Coordination of Field Work	100 lf of boring	0	0	0	

Town of Miami Lakes
Memorandum

To: **Honorable Mayor & Councilmembers**

From: **Edward Pidermann, Town Manager**

Subject: **Approval of Work Order No. 5 for Professional Engineering Services for Loch Lomond Phase II Drainage Improvements Project**

Date: **May 20, 2025**

Recommendations

It is recommended that the Town Council authorize the Town Manager to execute a work order with Kimley-Horn and Associates, Inc. ("KHA") for professional engineering services, in an amount not to exceed $70,607.39 under existing Contract 2021-43 for Civil Engineering and Related Services dated May 23, 2022. This work order will be funded by a State of Florida Department of Environmental Protection Grant.

Background

On November 14, 2023, the Town Council passed Resolution No. 2023-1961 amending three legislative priorities under Stormwater/ Water Infrastructure Projects for fiscal year 2024-2025; authorizing the Town Manager or his designee to pursue funding for legislative priorities; authorizing the Town Manager to execute any agreement in furtherance of advancing legislative priorities; authorizing the Town Manager to expend budgeted funds.

On November 6, 2024, the Town Manager executed grant agreement L0073 with the State of Florida Department of Environmental Protection for $920,000.00 for design, bidding and contractor selection, project management and construction tasks.

Town Staff and KHA negotiated the scope of work and fee for design services for the stormwater improvement project:

1. Loch Lomond Phase II Drainage Improvements – Work Order No. 05 for $70,607.39

Therefore, Town Staff recommends approval of the work order to KHA for professional engineering services for the stormwater project listed above.

Loch Lomond Phase II Drainage Design Project Location

Attachments
Resolution
Exhibit A (Work Order Proposal)

RESOLUTION NO. 25-____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING WORK ORDER NO. 5 FOR PROFESSIONAL ENGINEERING SERVICES TO KIMLEY-HORN AND ASSOCIATES, INC., FOR THE LOCH LOMOND PHASE II DRAINAGE IMPROVEMENTS PROJECT, IN AN AMOUNT NOT TO EXCEED SEVENTY THOUSAND SIX HUNDRED SEVEN DOLLARS AND 39/100 ($70,607.39), UNDER CONTRACT 2021-43 FOR CIVIL ENGINEERING AND RELATED SERVICES; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE CONTRACT; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on November 14, 2023, the Town Council adopted Resolution No. 2023-1961, identifying legislative priorities for Stormwater/Water Infrastructure Projects for Fiscal Year 2024-2025 and authorizing the Town Manager to pursue funding opportunities and execute related agreements; and

WHEREAS, on November 6, 2024, the Town Manager executed Grant Agreement No. L0073 with the State of Florida Department of Environmental Protection in the amount of Nine Hundred Twenty Thousand Dollars and 00/100 ($920,000.00) for design, bidding, project management, and construction activities related to stormwater improvements; and

WHEREAS, Town Staff and Kimley-Horn and Associates, Inc. ("KHA") have negotiated a scope of work and fee for professional engineering design services for the Loch Lomond Phase II Drainage Improvements Project ("Work Order No. 5"), in the amount of Seventy Thousand Six Hundred-Seven dollars and 39/100 ($70,607.39); and

WHEREAS, the work to be performed under Work Order No. 5 will be funded by the Florida Department of Environmental Protection Grant; and

WHEREAS, the completion of Loch Lomond Phase II Drainage Improvements would help prevent water buildup and reduce the frequency of flooding and severity of flooding thereby protecting homes, roads, and town infrastructure; and

WHEREAS, the Town Council desires to authorize the Town Manager to execute Work Order No. 5 with KHA under the Town's existing Contract 2021-43 for Civil Engineering and Related Services dated May 23, 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

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

Section 2. Approval of Work Order with KHA. The Town Council hereby approves Work Order No. 5 with Kimley-Horn and Associates, Inc., for the Loch Lomond Phase II Drainage Improvements Project, in an amount not to exceed of Seventy Thousand Six Hundred-Seven dollars and 39/100 ($70,607.39), under Contract 2021-43.

Section 3. Authorization of Town Manager. The Town Manager and, or his delegate, are authorized to execute Work Order No. 5 with KHA for their professional engineering services and any other amendments, modifications, or other document necessary to effectuate the contract, subject to approval as to form and legality by the Town Attorney.

Section 4. **Authorization to Expend Budgeted Funds**. The Town Manager is authorized to expend budgeted funds to implement the terms and conditions of professional engineering services with KHA.

Section 5. **Effective Date**. This Resolution shall take effect immediately upon adoption.

THIS SPACE INTENTIONALLY LEFT BLANK

Passed and adopted this _____ day of _____, 2025.

The foregoing resolution was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Joshua Dieguez _____

Vice Mayor Bryan Morera _____

Councilmember Juan Carlos Fernandez _____

Councilmember Angelo Cuadra-Garcia _____

Councilmember Ray Garcia _____

Councilmember Steven Herzberg _____

Councilmember Alex Sanchez _____

_____
Joshua Dieguez
MAYOR

Attest:

_____
Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

_____
Lorenzo Cobiella
Gastesi, Lopez, and Mestre. PLLC
TOWN ATTORNEY

Consultant Work Order Proposal

Wednesday, December 18, 2024
Mrs. Anaily Padron, P.E.
Capital Improvements Project Manager
Town of Miami Lakes
6601 Main Street, Suite 208
Miami Lakes, FL 33014

RE: Loch Lomond Phase II Drainage Improvements – Civil Engineering and Related Services Contract Number (Work Order No. 5)

Dear Mrs. Padron:

Kimley-Horn and Associates, Inc. ("Consultant") proposes to provide the services identified below for the project entitled "Loch Lomond Phase II Drainage Improvements" (Work Order No. 5), pursuant to the Professional Service Agreement with the Town of Miami Lakes ("Town") for 2021-43, Continuing Civil Engineering Services for Miscellaneous Projects, dated May 23, 2022.

I. General

The Town is experiencing flooding on the west side of the Loch Lomond neighborhood area, which is bounded by Gleneagle Drive to the north, a lake to the east, Dornoch Round to the south, and South Prestwick Place to the west (Figure 1). As such, the Town would like for the Consultant to prepare a design and deliver construction plans to improve stormwater management and provide stormwater quality within this section of the Loch Lomond neighborhood. The professional services associated with this project includes design, permitting, bid document development, bidding assistance, and limited construction phase services. The proposed drainage improvements will consist of exfiltration trench, manholes, catch basins, piping, tree root pruning, and roadway and swale restoration. Roadway restoration for the project is to include milling and resurfacing of asphalt within the project area matching existing grades with the exception of correcting areas that have settled or are experiencing damage due to tree roots.

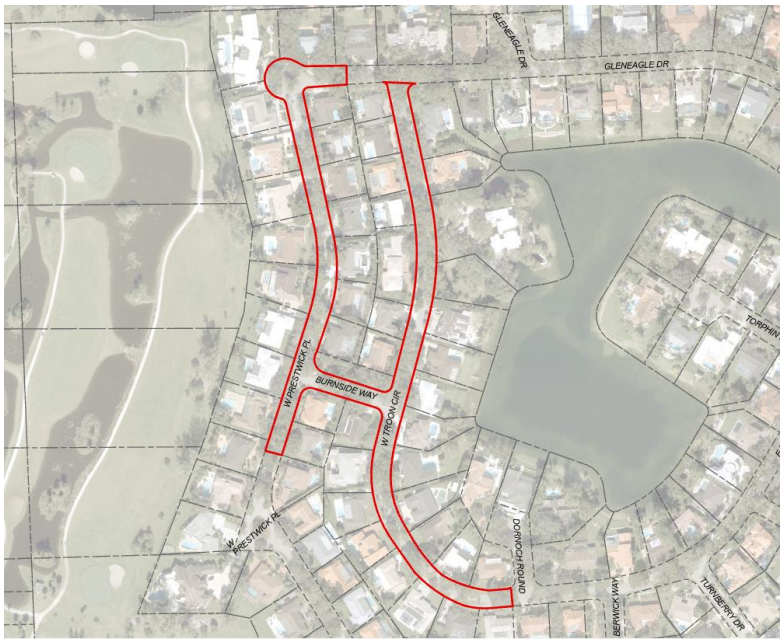

Figure 1-Project Area

II. Scope of Work

Task 1 - Project Initiation, Survey, and Schematic Design

As part of this task, Consultant shall obtain, review, and analyze survey for the project area. Consultant shall visit the site to collect data and note existing conditions. The survey and information collected during the site visit will be utilized to develop a schematic design plan. Consultant will prepare schematic plans for the paving and drainage improvements within the project area showing the horizontal geometric layout on top of the base survey data.

The schematic design plan will be presented to the Town identifying proposed drainage improvements and existing conditions. The schematic drainage design plan will be the basis for discussion with Town staff. The following plan sheets will be included in the schematic design plan:

1. Key Sheet – Project title, vicinity map, engineer of record, and other appropriate information.
2. Plan Sheets –This plan set will include preliminary drainage layout and serve to depict general design intent.

Plans will be created for 24”x34” format with plan view scales no smaller than 1”=40’. Plans will also be formatted so that they can be printed on 11”x17” format at a 50% scale.

As part of this task, copies of the survey will be forwarded to each utility company known to operate in the vicinity of the project area. Each utility company will be requested to return one redlined survey or as-builts, identifying the horizontal and vertical location of their facilities. This information will be incorporated into the schematic design plan upon receipt from the utility companies.

Survey and geotechnical information will be used as the basis of design under this Task. As part of this Task, Consultant shall attend one (1) meeting with Town staff.

Deliverables:

- Signed and sealed Site Survey
- Schematic Design Plans

Task 2 - Design Development Plans

2.1 - 60% Design Development Plans

After receiving schematic site plan approval from Town, Consultant will incorporate Town comments and prepare code minimum 60% Design Development Plans. The 60% design level plans will define piping size/length/locations/elevations, drainage structure locations/elevations, swale grading, exfiltration trench elevations. The 60% design will also include any re-routing of existing utilities for the placement of proposed drainage structures. No existing utility adjustments outside of lateral adjustments to accommodate proposed drainage structures is included. The basis for design will be the Miami-Dade County Public Works Manual and Florida Department of Transportation (the "FDOT") Standard Indexes where applicable.

The following plan sheets will be included in the 60% Design Development Plans:

1. Key Sheet – Project title, vicinity map, engineer of record, and other appropriate information
2. General Notes
3. Summary of Pay Items
4. Demolition and Erosion Control Plan and Details
5. Paving, Grading, and Drainage Plan, Profile, and Details
6. Signing and Pavement Marking Plan and Details

2.2 - Drainage Analysis

Consultant will prepare a drainage analysis for the project area based upon the geotechnical and survey information obtained in Task 1 using ICPR 4 and BMPTrains. During the analysis, the volume of stormwater runoff shall be calculated from the design storm and the capacity of the existing stormwater collection system shall be evaluated to determine the staging elevations for the 5-year, 24-hour storm and the 25-year, 72-hour storm events. The drainage analysis shall consider the water quantity performance goals for various events as well as water quality treatment volumetric and nutrient reduction goals adopted in the latest version of the Stormwater Master Plan Update No. 3. The drainage analysis will be summarized in a drainage report for review by Town staff as well as for permitting.

Deliverables:

- 60% Design Plans
- 60% Opinion of Probable Cost (OPC)
- Drainage Report

Task 3 - Permitting

3.1 - Coordination Meetings

Consultant shall attend one (1) coordination meeting with representatives of Miami Dade County Department of Environmental Resources Management ("DERM") during the course of the design and

permitting process. The intent of the meetings will be to review the proposed design and permitting requirements.

3.2 - Agency Coordination

It is assumed that the project will require a Class II permit from DERM and review by Miami-Dade County's Plan Review Section. Consultant shall prepare and submit permit applications to DERM and Miami-Dade Plan Review Section. The package will consist of the permit application form, Drainage Report, and the Design Development Plans. Consultant will respond to up to two (2) rounds of reasonable comments from each agency. The Town will pay all permit fees directly.

No other agency approvals are included in this scope of services other than those identified above. Consultant does not guarantee the issuance of permits or approvals. If permits are issued for this project, the conditions and expiration dates are the sole responsibility of the Town. Consultant is not responsible for extending time limited entitlements or permits. The Town shall provide all permit fees.

Task 4 - Bid Documents & Bidding Assistance

4.1 - Bid Documents

Consultant will incorporate comments received from agencies during permitting and prepare Issued for Bid (IFB) Plans. Consultant is also to provide an updated OPC based on the IFB Plans as well as a Bid Tabulation Form quantifying work for the project.

4.2 - Bidding Assistance

Consultant shall attend up to one (1) pre-bid meeting coordinated by the Town as well as respond to up to two (2) requests for additional information (RAI) and issue addenda to bid documents prepared by Consultant. All responses by Consultant will be approved by the Town prior to issuance.

4.3 - Issued for Construction Plans

Upon contractor selection and any plan addendums in response to bidding RAI's, Consultant will provide updated plans labeled as Issued for Construction (IFC) Plans. Consultant will also provide all design files in AutoCAD and ICPR format.

Deliverables:

- Bid Documents
    - Signed and sealed Bid Plans
    - Signed and sealed Drainage Report
    - OPC
    - Bid Tabulation Form
    - Permit Summary
    - Approved Permit Plans
- Final Design Package
    - Signed and sealed IFC Plans
    - Project AutoCAD files
    - Project ICPR files

Task 5 - Limited Construction Phase Services

This task is to provide limited construction phase services by Consultant during construction of the Project as needed or requested by the Town. This scope of services is based on the project being constructed in 90 calendar days. The tasks are as follows:

5.1 - Meetings

Consultant shall attend one (1) pre-construction meeting and bi-weekly progress meetings with the Town Project Manager and the contractor to assess the project schedule and contractor progress for the duration of the construction process. This task includes six (6) progress meetings.

5.2 - Periodic Site Visits

Consultant shall visit the site an average of once every two weeks for a total of six (6) site visits during construction to observe the progress and quality of the executed work of the contractor and to determine if such work is proceeding in accordance with the contract documents for the construction of the improvements. Consultant shall perform the observations in accordance with the standard of care of the profession at the time of service.

5.3 - Shop Drawing Review

Consultant shall review and approve (or take other appropriate action in respect of) Shop Drawings (as that term is defined in the General Conditions of each construction contract) and samples and other data that each contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such review and approval, or other action, shall not extend to means, methods, sequences, techniques or procedures of construction, or safety precautions and programs incident hereto. Consultant shall perform these reviews in accordance with the standard of care of the profession at the time of service.

Consultant shall consult with and advise the Town as to the acceptability of substitute materials and equipment that are proposed by the contractor.

5.4 - Contract Clarifications

Consultant shall issue the Town's instructions to the contractor, as well as issue interpretations and clarifications of the plans and specifications in connection therewith and review change orders as required.

5.5 - Project Close Out

Consultant shall review the Project with the Town to determine if the Project is substantially complete and conduct a final review to determine if the work has been completed in accordance with the Contract Documents. If the contractor has fulfilled all of its obligations thereunder, Consultant will recommend, in writing, final payment and give written notice to the Town and the contractor(s) that the work is acceptable (subject to any conditions therein expressed).

Consultant will review project record drawings prepared, provided, and certified by the contractor. One set of reproducible "As-Built" drawings will be provided to the Town.

III. Subconsultants

The following Subconsultants will assist in the performance of the Services under the Agreement. Please refer to Appendix "B" for the Subconsultants' detailed cost proposals.

Subconsultant's Name	Specialty of Expertise
Stoner and Associates	Surveying

IV. Schedule of Work – Time for Performance

Consultant will submit the deliverable and perform the Services as stated in the table below:

Schedule of Deliverables			
Task, Sub-Task or Activity ID #	Major Task, Sub-Task Activity, or Deliverable	Duration (specify weeks or calendar days)	Delivery (cumulative weeks or calendar days)
1	Project Initiation, Survey, and Schematic Design	49 calendar days	NTP + 7 weeks
2	Design Development Plans (60% Design)	35 calendar days	NTP + 12 weeks
3	Permitting	98 calendar days	NTP + 26 weeks
4	Bid Documents & Bidding Assistance	35 calendar days	NTP + 31 weeks
5	Limited Construction Phase Services	90 calendar days	NTP + 43 weeks

Deliverables: At the completion of each task Consultant will provide to the Town all files associated with each deliverable. These files include drawing files, H/H model and output files, ArcGIS files, and any other supporting documentation associated with each deliverable.

V. Compensation

Consultant shall perform the Work detailed in this Proposal for a total not to exceed amount of seventy thousand, six hundred and seven dollars and thirty-nine cents ($70,607.39). Consultant will be paid based on a fixed fee basis. The Town shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount unless approved in a supplemental Work Order. Said fee includes an allowance for Reimbursable Expenses required in connection with the Work, which shall not exceed $70,607.39. Said Reimbursable Expenses shall be used in accordance with the Agreement Provisions and shall conform to the limitations of Florida Statutes § 112.061.

The following is a summary of the method and amount of compensation to be paid for each Task or Activity as identified in Section IV above.

Schedule of Deliverables			
Task, Sub-Task or Activity ID #	Major Task, Sub-Task Activity, or Deliverable	Fee Amount	Fee Basis
1	Project Initiation, Survey, and Schematic Design	$28,357.40	Lump Sum
2	Design Development Plans (60% Design)	$15,583.44	Lump Sum
3	Permitting	$8,780.39	Lump Sum
4	Bid Documents & Bidding Assistance	$8,386.22	Lump Sum
5	Limited Construction Phase Services	$9,499.94	Hourly, Not to exceed
	TOTAL	$70,607.39	

*Note: Compensation should match the Task, Activities, and/or Deliverables identified.

VI. Additional Services

The Town may establish an allowance for additional services requested by the Town and for unforeseen circumstances, which shall be utilized at the sole discretion of the Town.

VII. Assumptions

This Scope of Services is based on the following assumptions:

- The project can be constructed as planned within the right-of-way.
- Additional sub-surface exploration will be done at an additional fee.
- No direct discharge to an adjacent water body is proposed.
- No additional documentation than what is proposed is required.
- Geotechnical information gathered from adjacent project areas is sufficient for this design. Should additional geotechnical exploration be needed, it can be done at an additional fee.
- A Class II permit from DERM, nor an ERP from SFWMD is required.
- Improvements are only to be done within Town right-of-way.
- No additional sidewalks are to be replaced unless impacted by installation of the proposed drainage system.
- No other agency approvals other than those identified above are required.
- No conflict structures nor permitting of conflict structures are needed.
- Adjustment to existing utility mains are not required.
- Client will use a competitive bidding process to award the contact to a qualified contractor to construct the improvements.
- Client will hire outside consultation for assistance with construction engineering and inspections.

VIII. Project Manager

Consultant's project manager for this work order assignment will be Tiffany Stanton, P.E.

I. Signatures

Submitted by:

_____
Signature

Stefano F. Viola, P.E./Vice President
Name/Title

December 18, 2024
Date

Town of Miami Lakes*

Dept. Approval: _____
Signature Omar Santos Baez/Public Works Director

Procurement: _____
Signature Nathalie Garcia/Procurement Manager

Town Manager: _____
Signature Edward Pidermann

Work Order No.:_____

(Assigned by the Town upon approval, if applicable)
*The Town may at its sole discretion approve this Work Order Proposal by signing below of the Town may issue a separate Work Order for the Services.

TOWN OF MIAMI LAKES

Consultant Fee Proposal Worksheet

Consultant Name: Kimley-Horn & Associates, Inc.
Contract No.: 2021-43
Date: 12/18/2024
Work Order No: 5

Project: Loch Lomond Drainage Improvements Phase 2
Project No.: No.
Description: Design, permitting, and construction phase services for drainage improvements of the Loch Lomond neighborhood.

Job Classification / Assigned Staff / Approved Rate	Principal Stefano Viola Rate: $79.31		Project Manager Tiffany Stanton Rate: $62.03		Senior Engineer Carlos Florian Rate: $68.97		Engineer Casey Cruzpino Rate: $39.67		Engineer Intern Eliana Beziner Rate: $36.22		Clerical Shanda Layne Rate: $25.85		Position Title 7 name Rate: rate		Staff Hours By Task	Salary Cost By Task	Average Rate Per Task
Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task			
1 Task 1- Project Initiation, Survey, Geotechnical																	
2 Utility Coordination			1	$62					4	$145					$5	$207	$41
3 Schematic Design Plans			6	$372	2	$138	10	$397	60	$2,173					$78	$3,080	$39
4 Site Visit									8	$290					$8	$290	$36
5																	
6 Task 2- 60% Design Development Plans																	
7 60% Design Development Plans			6	$372	2	$138	10	$397	60	$2,173					$78	$3,080	$39
8 Drainage Calculations and Reporting			2	$124	2	$138	28	$1,111							$32	$1,373	$43
9 Profiles			1	$62			2	$79	8	$290					$11	$431	$39
10 Construction Quantities & Cost Estimate			2	$124	1	$69	2	$79	6	$217					$11	$490	$45
11																	
12 Task 3- Permitting (Permitting Agencies Names)																	
13 Coordination Meetings			8	$496			4	$159							$12	$655	$55
14 Permitting			8	$496			40	$1,587	8	$290					$56	$2,373	$42
15																	
16 Task 4- Bid Documents & Bidding Assistance																	
17 Issued for Bid Plans			4	$248	2	$138	6	$238	20	$724					$32	$1,348	$42
18 Bid Tabulation Form			1	$62	1	$69	1	$40	4	$145					$7	$316	$45
19 Construction Quantities & Cost Estimate			1	$62	1	$69	2	$79	8	$290					$12	$500	$42
20 Bidding Assistance			2	$124			8	$317							$10	$441	$44
21 Issued for Construction Plans			1	$62			2	$79	4	$145					$7	$286	$41
22																	
23 Task 5- Limited Construction Phase Services																	
24 Meetings			12	$744			2	$79							$14	$824	$59
25 Periodic Site Visits							18	$714							$18	$714	$40
26 Shop Drawing Review			2	$124			6	$238	8	$290					$16	$652	$41
27 Contract Clarification			2	$124			12	$476							$14	$600	$43
28 Project Close Out			4	$248			6	$238							$10	$486	$49
Total Staff Hours			63		11		159		198						431		
Total Staff Cost				$3,907.89		$758.67		$6,307.53		$7,171.56						**$18,145.65**	**$42.10**
Total % of Work by Position			14.6%		2.6%		36.9%		45.9%								

Note: Fee for the Principal(s) of the firm are not to be included above as the multiplier is not applicable to their hours. The fee is to be shown below and entered as a separately

Estimate of Principal's Fee
Total hours $230.00 / hour = $ -

1 - SUBTOTAL ESTIMATED FEE:	**multiplier 2.90**	**$52,622.39**
Subconsultant:	Stoner and Associates, Inc.	$17,985.00
Subconsultant:	Sub 2	
Subconsultant:	Sub 3	
Subconsultant:	Sub 4	
Principal's Fee		
2 - SUBTOTAL ESTIMATED FEE:		**$70,607.39**
Geotechnical Field/Lab Testing:		
Survey Fee (or Survey Crew Fee):		
Other Misc. Fee:		
3 - SUBTOTAL ESTIMATED FEE:		**$70,607.39**
Additional Services (Allowance)		
Reimbursable (Allowance)		
GRAND TOTAL ESTIMATED FEE:		**$70,607.39**

Notes:
1. This sheet is to be used by Prime Consultant to calculate the Grand Total Fee and one is to be used for each Subconsultant
2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden
3. Where applicable the basis for work activity descriptions shall be the FICE/FDOT Standard Scope and Staff Hour Estimation Handbook.

Town of Miami Lakes: Revised 9/02/2021

Town of Miami Lakes
Memorandum

To: **Honorable Mayor & Councilmembers**

From: **Edward Pidermann, Town Manager**

Subject: **Visitor ID Request Protocol at Royal Oaks STD Guardhouses**

Date: **May 20th, 2025**

Recommendation:
It is recommended that the Town Council approve the implementation of a visitor ID request protocol at the Royal Oaks Section One and Royal Oaks East Special Taxing District (STD) guardhouses. Under this protocol, security guards will request identification from all visitors entering through the guard gate between the hours of 10:00 PM and 7:00 AM, 7 days a week, 365 days a year.

Upon approval, staff will coordinate with the Town's security provider, SFM Security Services, to implement the change and will notify residents at least 30 days in advance via multiple communication channels, including social media, mailout notices, and signage at the guardhouses. This update aligns with contractual authority, maintains legal access to public roads, and advances the Town's safety and security objectives.

Background:
On October 1, 2018, the Town of Miami Lakes assumed control of the Royal Oaks East and Royal Oaks Section One Special Taxing Districts (STDs) from Miami-Dade County following the adoption of Ordinance No. 18-231. This transfer provided the Town with administrative control over security services and related functions within these gated communities, all funded through non-ad valorem assessments.

On April 15, 2025, during the Regular Town Council Meeting, two (2) New Business Items were introduced that specifically addressed visitor identification procedures at guardhouses:

- Councilmember Steven Herzberg submitted a memo recommending that guards at STD-managed gates begin requesting visitor identification during overnight hours, with a 30-day public notice via mail, signs, and social media prior to implementation.

- Councilmember JC Fernandez submitted a companion memo proposing a waiver of the Special Rules of Order to immediately permit guards to request IDs during nighttime hours, citing community safety concerns.

Both memos were discussed by the Council, with general support for the concept of increased security through ID requests during higher-risk nighttime hours. However, rather than implement the policy immediately, the Council opted to continue the conversation during the upcoming Special Taxing District (STD) Quarterly Budget Workshop on April 24, 2025, to allow for further review and operational planning.

Further dialogue regarding the matter took place during the April 24, 2025, Quarterly STD Budget Workshop, where staff and Councilmembers continued discussions on how to standardize procedures across districts, ensure legal compliance, and improve safety through enhanced guardhouse protocols.

Precedent exists across Miami-Dade County, including within the City of Coral Gables, which manages several Special Taxing Districts where guards routinely request identification from visitors as part of their established security protocols. These cases demonstrate that visitor ID requests are both operationally feasible in similarly situated municipalities.

From a legal standpoint, the Town Attorney has reviewed the proposal and confirmed that it is legally permissible under both state law and the Miami-Dade County Code, provided public access is not denied. This opinion is consistent with:

- The Miami-Dade County Special Taxing District FAQ notes that while STDs cannot restrict public access to roads, guards may require vehicles to stop for logging.
- The Florida Attorney General's Opinion AGO 90-51 clarifies that while municipalities may not obstruct access to public roads, implementing operational procedures such as voluntary ID requests does not constitute a restriction if access is not denied.

This proposed policy follows those parameters—ensuring access is maintained while allowing for a respectful and non-restrictive request for identification that enhances accountability and security.

Attachments:

- **Miami-Dade County STD FAQ**
- **Florida AGO 90-51**

RESOLUTION NO. 25-____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING THE IMPLEMENTATION OF AN IDENTIFICATION (ID) REQUEST PROTOCOL FOR VISITORS AT THE ROYAL OAKS SECTION ONE AND ROYAL OAKS EAST SPECIAL TAXING DISTRICT (STD) GUARDHOUSES DURING NIGHTTIME HOURS; DIRECTING STAFF TO COORDINATE WITH THE TOWN'S SECURITY PROVIDER TO IMPLEMENT SAID PROTOCOL; PROVIDING FOR NOTICE TO RESIDENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on October 1, 2018, the Town of Miami Lakes (the "Town") assumed administrative control of the Royal Oaks East and Royal Oaks Section One Special Taxing Districts ("STDs") pursuant to Ordinance No. 18-231; and

WHEREAS, the Town is responsible for managing security services within the STDs, funded through non-ad valorem assessments; and

WHEREAS, the Town has received consistent feedback from the public requesting enhanced security procedures during overnight hours; and

WHEREAS, during the April 15, 2025, Regular Town Council Meeting, Councilmembers Steven Herzberg and Juan Carlos Fernandez introduced proposals recommending the implementation of an ID request protocol for visitors entering through STD-managed guardhouses during overnight hours to enhance public safety; and

WHEREAS, the Town Council, during its April 24, 2025, Special Taxing District Quarterly Budget Workshop, discussed and received staff input regarding legal compliance, operational feasibility, and standardization of procedures for the proposed ID request policy; and

WHEREAS, the Town Attorney has reviewed the proposed policy and determined that it is legally permissible under state law and the Miami-Dade County Code, if access to public roads is not denied and the ID request remains voluntary and non-restrictive; and

WHEREAS, precedent for such procedures exists in other municipalities, such as the City of Coral Gables, where a visitor ID request protocol has been successfully implemented in Special Taxing Districts; and

WHEREAS, the Town Council finds that implementing this visitor ID request protocol is in the best interest of the health, safety, and welfare of the residents of the Royal Oaks STDs.

WHEREAS, the Town Council desires to implement a visitor ID request protocol between the hours of 10:00 PM and 7:00 AM, seven (7) days a week, 365 days a year, in a manner that promotes safety, accountability, and community confidence.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

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

Section 2. Authorization. The Town Council hereby approves the implementation of a visitor identification request protocol at the Royal Oaks Section One and Royal Oaks East Special Taxing District guardhouses, to be enforced between the hours of 10:00 PM and 7:00 AM daily.

Section 3. Implementation. Town staff is directed to coordinate with SFM Security Services, the Town's security provider, to implement this policy and ensure consistent, respectful, and legal ID request procedures by on-duty security guards.

Section 4. **Public Notice.** Town staff shall notify residents of the upcoming implementation at least thirty (30) days in advance through multiple communication methods, including social media, mailout notices, and prominently posted signage at the applicable guardhouses.

Section 5. **Severability.** If any section, clause, sentence, or phrase of this Resolution is held to be invalid or unconstitutional by a court of competent jurisdiction, the remainder of this Resolution shall remain in full force and effect.

Section 7. **Effective Date**. This Resolution shall take effect immediately upon adoption.

THIS SPACE INTENTIONALLY LEFT BLANK

Passed and adopted this _____ day of _____, 2025.

The foregoing resolution was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Joshua Dieguez	_____
Vice Mayor Bryan Morera	_____
Councilmember Juan Carlos Fernandez	_____
Councilmember Angelo Cuadra Garcia	_____
Councilmember Ray Garcia	_____
Councilmember Steven Herzberg	_____
Councilmember Alex Sanchez	_____

_____
Joshua Dieguez
MAYOR

Attest:

_____
Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

_____
Lorenzo Cobiella
Gastesi, Lopez, Mestre, and Cobiella. PLLC
TOWN ATTORNEY

EXHIBIT A

SPECIAL TAXING DISTRICTS

FREQUENTLY ASKED QUESTIONS

1. **What is a Special Taxing District?**
   A special taxing district is a specific area created to provide public improvements and special services through a non-ad valorem assessment. Types of services provided are: neighborhood street lighting, security guards, multipurpose landscaping and lake maintenance, and certain capital improvement projects.

2. **Under what legal provisions are these districts created by the County?**
   The Miami-Dade County Code provides authority under Chapter 18 and Chapter 28.

3. **Can a Municipality create and manage these districts?**
   Effective November 8, 2016, the Miami-Dade County Code was amended to include § 18-3.1 setting forth Municipal special taxing districts.

4. **Can a current Special Taxing District under Miami-Dade County be transferred to a Municipality?**
   Yes, § 18-3.1 of the Code sets forth the required process. Upon passage of a Resolution by the Municipal government stating the intent to take control of said district, the Special Taxing Districts Division will commence the process. For further assistance, contact the Special Taxing Districts Division.

5. **What is the process to create a resident petitioned Special Taxing District?**
   An official incorporated homeowner's association (HOA), for the area under consideration, or in the absence of the HOA, at least 10% of the area property owners, submit a letter of intent to Special Taxing Districts Division, 111 NW 1st Street, 15th Floor, Miami, Florida 33128. The letter must describe desired improvements, district boundaries and level of service.

6. **What does the process consist of?**

   I. The Petition

   The Special Taxing Districts Division prepares a petition package, based on the letter of intent. This petition will provide a description of the proposed improvements, as well as the range of assessments estimated for the project.

   For security guard districts, prior to the preparation of the petition package:

   - A traffic study by an independent consultant, and at the expense of the community, may be required in security guard districts involving street closures.
   - Department of Transportation and Public Works Traffic Engineering Division must review the implications of any street closure.
   - An indication by the appropriate City or County Fire/Rescue and Police Department that the delivery of emergency services will not be hampered or impeded by a road closure.

   For road improvement projects, full right-of-way dedication will be required prior to preparation of the petition package.

   Community volunteers then circulate the petition among all resident property owners. A maximum of four months is allowed for the collection of signatures. The petition, once returned to Miami-Dade County, is validated by the Special Taxing Districts staff. The homestead exemption for each property owner is verified as

an indication of residency. For new property owners who become proposed district residents after the filing date for homestead exemption may provide a notarized affidavit confirming their residency.

The petition must contain signatures of 50% or more of the resident property owners for the process to continue. The petition and the results of the validation are filed with the Clerk of the Board.

II. The Cost & Feasibility Study (for valid petition request)

The Special Taxing Districts staff prepares a report detailing improvements, cost estimate, assessment method, and district boundaries. The report is then filed with the County mayor who in turn files his written report and recommendations with the Clerk of the Board, and schedules a formal public hearing. Prior to the public hearing, all district property owners are invited by mail to an informational community meeting. Facts pertaining to the proposed special taxing district are presented to the district residents and questions by the community pertaining to the process and the proposed special taxing district are discussed.

III. District Creation

All property owners are invited to a Public Hearing regarding the creation of the proposed special taxing district. To which all property owners are invited by letter from the Clerk of the Board. Notices are published by the Clerk in a newspaper of general circulation and are also posted in five public places within the district. The Board of County Commissioners (Board) conducts a Public Hearing at which time residents or concerned citizens may speak on the proposed special taxing district. If the Board decides that the proposal should move forward, an ordinance creating the district is adopted. The assessment roll resolution is typically adopted at the same public hearing as the creation ordinance.

IV. District Ratification

Election is conducted by mailed ballot on an available election date set by the Miami-Dade Elections Department. All registered voters residing within district boundaries are eligible to vote. A majority vote of returned ballots in favor of the project is needed to ratify district creation.

V. Collection of Special Assessments

Those districts which are approved by the electorate are billed in advance for each tax year (January through December) and are included as an itemized portion of the annual combined tax bill.

VI. Implementation Phase

Final engineering of capital improvements, bidding (for capital improvements and/or service) and construction take place. The improvement would then be placed in service or the service would commence.

7. How long does it take to create and implement a Special Taxing District?

It varies, according to the amount of time to receive a valid petition, Board agenda calendar and timing for the election. For most districts the process takes several months up to one year. Security guard districts, because of traffic studies and delivery of emergency services issues, require a longer timeframe.

8. Why is my property included in a special taxing district?

Chapter 28 of the Miami-Dade County Code requires property owners to create a street lighting special taxing district for public roads when the land is platted for development. Often developers will also request the creation of multipurpose maintenance districts to address landscape and lake maintenance issues. At this point, there is a sole property owner, so the petition process is simplified and no election is needed as there is 100% consensus to create the district. However, there is a required disclosure to subsequent buyers of the developed properties at the time of purchase.

9. **Can residents request improvements or additional services to the districts?**
   For services beyond the original scope described in the ordinance creating the district, residents must follow the petition process as described above for an amendment to the ordinance.

   For services that are within the scope of the ordinance, the services or improvements would be subject to the financial condition of the district.

10. **Can an existing district be abolished?**
    Yes, residents who want their district abolished must follow the petition process, requesting that the district be abolished and services ceased.

11. **How is the cost of services calculated?**
    The calculation of each district property's special assessment is based upon the district specific assessment method and project cost (methods used are: front footage in street lighting, road and water projects; square footage in landscape maintenance districts; and units, generally parcels in security guard and lake maintenance districts). Project costs include prior year's expenses, any anticipated expenditures in the coming year and administrative costs.

12. **How is the assessment billed and collected?**
    Routine ongoing services such as lighting, landscape, and guard services are billed to residents through their annual property tax bill under the Non-ad Valorem assessment category. Special assessments are billed in advance for each tax year and are included as an itemized portion of the annual combined tax bill under the non-ad valorem section. They are payable at the time the real property tax bill is due.

13. **Is a lien placed on my property if I do not pay the special assessment?**
    Yes. Unpaid special assessments, similarly to unpaid ad valorem taxes, will cause a lien to be placed on your property and the certificate sold the following June.

14. **Do security guard districts restrict public access to the district area?**
    No. Public access to streets encompassed within a district is never prohibited. A requirement of Chapter 18 of the Miami-Dade County Code is that special taxing districts can only be created on public roads.

    All cars must come to a complete stop when they approach the guardhouse. Once the vehicle has stopped at the guard gate, the guard will register the tag number and description, and will then allow the car to enter the district. Visitors do not need to provide any information to the guard.

Where resident lanes exist with card control access, the residents drive through once the gate arm has been activated by their card.

15. **Who may you call for additional information?**
    Please feel free to contact Special Taxing Districts at (305) 375-5514 or via e-mail at STDP@miamidade.gov.

Access Statement:

To request materials in accessible format, sign language interpreters, and/or any accommodation to participate in any Miami-Dade Parks sponsored program or meeting, contact Mary Palacios, 305-755-7848 or Mary.Palacios@miamidade.gov at least 7 days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

Municipality/security gate across public road

Number: AGO 90-51

Date: September 28, 1995

Subject:
Municipality/security gate across public road

The Honorable George T. Woodmansee
Mayor, Town of Melbourne Village
535 Hammock Road
Melbourne Village, Florida 32904

Re: MUNICIPALITIES--TRAFFIC CONTROL--municipality prohibited from installing a security gate across a public road, thereby limiting access to road to residents and to those nonresidents who have purchased a remote control unit to open the gate. s. 316.006, F.S.

Dear Mayor Woodmansee:

You ask substantially the following question:

May the Town of Melbourne Village install a security gate on a public road limiting access to the road to residents and those nonresidents who have purchased a remote control unit?

In sum, I am of the opinion that:

A municipality is not authorized to install a security gate on a public road which limits access to the road to residents and those nonresidents who have purchased a remote control unit.

According to your letter, the automobile traffic through the Town of Melbourne Village has increased dramatically due to rapid growth in the area surrounding the town. A significant portion of this traffic is apparently caused by motorists seeking to bypass a congested intersection by driving through the town. You state that this additional traffic has affected the "safety, health and welfare and tranquility of the residents living on these neighborhood streets."

The town, in an effort to cut down on this traffic, is interested in installing a security gate on one of the city streets. The street in question has apparently been deeded to, and is being maintained by, the town.[1] Upon installation of the security gate, each town resident would be supplied with a key. Any person, resident or nonresident, would be able to purchase a remote control unit for operating the gate at cost. You state that emergency vehicles would have access by keying their microphones when approaching the gate.

Chapter 316, F.S., the Florida Uniform Traffic Control Law, was enacted to "make uniform traffic laws to apply throughout the state and its several counties and uniform traffic ordinances to apply in all municipalities."[2] The purpose of the act was to eliminate the "hodgepodge of ordinances which vary as to language and penalty," resulting in an inconvenience and hazard to

travelers.[3]

The provisions of Ch. 316, F.S., are to be "applicable and uniform throughout this state and in all political subdivisions and municipalities therein, and no local authority shall enact or enforce any ordinance on a matter covered by this chapter unless expressly authorized."[4] This office has previously stated that Ch. 316, F.S., operates to prohibit any local legislation on traffic control or the enforcement thereof under the police power of a municipality, except as may be expressly authorized by the Uniform Traffic Control Law.[5]

Section 316.006(2)(a), F.S., provides:

"Chartered municipalities shall have original jurisdiction over all streets and highways located within their boundaries, except state roads, and may place and maintain such traffic control devices *which conform to the manual and specifications of the Department of Transportation* upon all streets and highways under their original jurisdiction as they shall deem necessary to indicate and to carry out the provisions of this chapter or to regulate, warn, or guide traffic."[6] (e.s.)

"Street or highway" is defined for purposes of Ch. 316, F.S., to include:

"The entire width between the boundary lines of every way or place of whatever nature when any part thereof is open to the use of the public for purposes of vehicular traffic . . . ."[7]

In enacting Ch. 316, F.S., the Legislature recognized that there are conditions which require municipalities to pass certain traffic ordinances regulating municipal traffic that are not required to regulate the movement of traffic outside of municipalities. Section 316.008, F.S., expressly enumerates those areas within which a municipality may control certain traffic movement or parking on the streets and highways within their jurisdiction. Among those areas so enumerated are the power to restrict the use of the street, to regulate or prohibit the use of certain roadways by certain classes or kinds of traffic, to alter or establish speed limits within the provisions of the chapter.

Those areas susceptible of local regulation, however, do not, in my opinion, empower a municipality to install a security gate across a public street or highway. Such construction would appear to obstruct the free, convenient and normal use of the public road by impeding or restraining traffic on such road in a manner not authorized by Ch. 316, F.S.[8] From the information supplied to this office, it appears that the Department of Transportation and the State Attorney's Office have already advised the town that the installation of such a gate would be illegal.

Accordingly, I am of the opinion that a municipality is prohibited from enacting any local legislation to control or regulate traffic or from attempting to enforce such regulations except as may be expressly authorized by the Uniform Traffic Control Law. While a municipality has been authorized to regulate the use of certain streets within the municipality by a class or kind of traffic or to designate or restrict the use of its streets as prescribed by s. 316.008, F.S., it is not authorized to install a security gate on a public road which limits access to the road to residents and to those nonresidents who have purchased a remote control unit to open the gate.

Sincerely,

Robert A. Butterworth
Attorney General

RAB/tjw

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[1] *Cf.* AGO 79-14 (municipality may not lawfully expend public funds to repair or maintain privately owned roads or streets where the general public does not have a right to travel). *Cf.* s. 316.006(2)(b), F.S., authorizing a municipality to exercise jurisdiction over private roads under an agreement which provides for reimbursement for the actual costs of traffic control and enforcement and for liability insurance and indemnification.

[2] Section 316.002, F.S.

[3] *See* the preamble to Ch. 71-135, Laws of Florida, creating Ch. 316, F.S.

[4] Section 316.007, F.S. *See* s. 316.002, F.S., stating that it is unlawful for any local authority to pass or attempt to enforce any ordinance in conflict with the provisions of Ch. 316, F.S. *Cf.* s. 166.021(1), (3) and (4), F.S., which operates to prohibit a municipality from exercising any power for municipal purposes or enacting any municipal regulation when expressly prohibited by law or when the subject matter is expressly preempted to the state by general law.

[5] *See, e.g.,* AGO 80-80 stating that a municipality may not absolutely bar or prohibit the riding or driving of horses or horse-drawn vehicles on the public streets within the municipality.

[6] Section 316.006(2)(b), F.S., authorizes a municipality to exercise jurisdiction over any private road within its boundaries if the municipality and party owning or controlling such roads provide by written agreement for municipal traffic control jurisdiction over the roads provision for reimbursement of the actual costs of traffic control and enforcement and for liability insurance and indemnification by the party.

[7] Section 316.003(53), F.S.

[8] *See* s. 316.2045(1), F.S., providing that it is unlawful for any person or persons willfully to obstruct the free, convenient, and normal use of any public street, highway, or road by impeding, hindering, stifling, retarding, or restraining traffic or passage thereon. *And see* s. 861.01, F.S., which provides that whoever obstructs any public road by fencing across or into the same or willfully causes any other obstruction in or to such road or part thereof is guilty of a misdemeanor of the first degree.

TOWN OF MIAMI LAKES
MEMORANDUM

To: Honorable Mayor and Councilmembers

From: Edward Pidermann, Town Manager

Subject: Florida Department of Transportation (FDOT) Public Transit Service Development Program Grant for the Miami Lakes Freebee Public Transit Service Improvements Project

Date: May 20, 2025

Recommendation

It is recommended that the Town Council authorize the Town Manager to apply for a Florida Department of Transportation (FDOT) Public Transit Service Development Program Grant for the Miami Lakes Freebee Public Transit Service Improvements Project in an amount not to exceed $210,000 per year for FY2027, FY2028 and FY2029, totaling $630,000, and if funded, to authorize the Town Manager to accept grant funds, execute the grant agreement, take all necessary steps to implement the terms and conditions of the agreement, and to expend budgeted funds in connection with this Project. A Resolution by the Town Council is required at the time of the grant application submittal.

Background

The Public Transit Service Development Program was enacted by the Florida Legislature to provide initial funding for special projects, determining whether a new or innovative technique or measure can be used to improve or expand public transit services. Service Development Projects specifically include projects involving the use of new technologies; services, routes, or vehicle frequencies; the purchase of special transportation services; and other such techniques for increasing service to the riding public.

Consistent with the Town's Strategic Plan and the Town Council's directive, Town Staff facilitated a Transportation Summit to formulate comprehensive solutions to the Town's transportation challenges. The Transportation Summit included the participation of all relevant transportation agencies and identified several key strategies to improve transportation and the distribution of traffic flow in Miami Lakes. The findings of this summit led the Town to pursue on-demand transportation solutions and on November 7, 2017, the Town Council passed and adopted Resolution No. 17-1489, authorizing the Town Manager to execute the contract with Beefree (DBA Freebee) for on-demand transportation services. In January 2018, the Town officially launched the "Freebee" Ridesharing Program. Freebee is an eco-friendly and electric

ridesharing company that provides free on-demand transportation services for residents, businesses, and visitors in Miami Lakes.

In 2019, 2020, and 2021, the Town applied for and was successfully awarded the Public Transit Service Development Grant for the expansion of Freebee services through the addition of an XL ADA Compliant Shuttle, extended service hours, extended trip frequencies, and extended routes to accommodate peak hours on-demand response service to connect passengers to Regional Transit via the Palmetto Metrorail Station.

Currently, the Town's demand for Freebee exceeds the program's availability. The Town's Freebee schedule was designed to accommodate the previous Freebee GEM and XL Van Models which required large charging breaks throughout the day. Since we have transitioned to 4 Tesla X Models, which have increased battery and passenger capacity, we have adjusted the schedule to provide more vehicles on simultaneously throughout the day to meet peak demand as well as provide the palmetto shuttle service which has grown exponentially. Thus, the Town desires to apply for the Public Transit Service Development Program Grant to improve the reliability, efficiency, and capacity of Freebee services to the Miami Lakes ridesharing public by increasing the frequency of the vehicles and amount of vehicles that are active simultaneously during hours of operation.

The Public Transit Service Development Program Grants are subject to specified times of duration, but no more than three (3) years, and requires a 50/50 funding participation between FDOT and the awarded Agency. The Miami Lakes Freebee Public Transit Service Improvements Project estimated cost is $420,000 per year. If funded, the Grant will provide 50% of the total project cost for three years estimated at $210,000 per year in FY2027, FY2028 and FY2029. The 50% local match requirement is budgeted and will be provided through the People's Transportation Plan (PTP 20%) and sponsorship advertisement revenues.

The Miami Lakes Freebee Public Transit Service Improvements Project would enable the Town to expand its Freebee on-demand transportation services Townwide, thereby reducing traffic congestion, reducing carbon emissions, increasing the use of new technologies, increasing service routes and vehicle frequencies, and increasing transportation services to the growing Miami Lakes riding public through free, electric, and improved transportation services.

Attachments
Resolution

RESOLUTION NO. 25-____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AUTHORIZING THE TOWN MANAGER TO APPLY FOR, ACCEPT, AND IMPLEMENT A FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) PUBLIC TRANSIT SERVICE DEVELOPMENT PROGRAM GRANT FOR THE MIAMI LAKES FREEBEE PUBLIC TRANSIT SERVICE IMPROVEMENTS PROJECT IN AN AMOUNT NOT TO EXCEED TWO HUNDRED TEN THOUSAND DOLLARS ($210,000) PER YEAR FOR FISCAL YEARS 2027, 2028, AND 2029, TOTALING SIX HUNDRED THIRTY THOUSAND DOLLARS ($630,000); AUTHORIZING THE TOWN MANAGER TO EXECUTE THE GRANT AGREEMENT AND EXPEND BUDGETED FUNDS IN CONNECTION WITH THE PROJECT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Florida Department of Transportation (FDOT) offers Public Transit Service Development Program grants to provide initial funding for special and innovative public transit projects; and

WHEREAS, on November 7, 2017, the Town Council passed and adopted Resolution No. 17-1489, authorizing the Town Manager to execute the contract with Beefree (DBA Freebee) for on-demand transportation service; and

WHEREAS, the Town of Miami Lakes (the "Town") launched its Freebee Ridesharing Program in January of 2018 to provide eco-friendly, electric, and on-demand transportation services to residents, businesses, and visitors; and

WHEREAS, the Town has previously received Service Development Program grant funding from FDOT in 2019, 2020, and 2021 to expand and enhance the Freebee program; and

WHEREAS, the Town desires to further improve the efficiency, reliability, and capacity of the Freebee program by increasing the number of vehicles operating simultaneously

and increasing service frequency to meet growing public demand, including enhanced connectivity to regional transit; and

WHEREAS, Public Transit Service Development Program Grants are subject to specified times of duration, but no more than three (3) years, and requires a fifty-fifty (50/50) funding participation between FDOT and the awarded Agency.

WHEREAS, the proposed Miami Lakes Freebee Public Transit Service Improvements Project has an estimated cost of Four Hundred-Twenty Thousand Dollars 00/100 ($420,00.00) per year for a period of three years; and

WHEREAS, the Town seeks to apply for FDOT Public Transit Service Development Program grant funds in an amount not to exceed Two Hundred-Ten Thousand Dollars and 00/100 ($210,000.00) per year for Fiscal Years 2027, 2028, and 2029, totaling Six Hundred-Thirty Thousand Dollars and 00/100 ($630,000.00), with the required fifty percent (50%) local match funded through the People's Transportation Plan (PTP 20%) and sponsorship advertisement revenues; and

WHEREAS, the proposed improvements align with the Town's Strategic Plan, enhance public transportation, reduce carbon emissions, and address transportation challenges identified during the Town's Transportation Summit.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

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

Section 2. Authorization to Apply. The Town Council hereby authorizes the Town Manager to apply for a Florida Department of Transportation Public Transit Service

Development Program Grant in an amount not to exceed Two Hundred-Ten Thousand Dollars and 00/100 ($210,000.00) per year for Fiscal Years 2027, 2028, and 2029, totaling Six Hundred-Thirty Thousand Dollars and 00/100 ($630,000.00).

Section 3. **Authorization to Accept and Implement.** If awarded, the Town Council authorizes the Town Manager to accept the grant funds, execute the grant agreement and any necessary amendments, take all necessary steps to implement the terms and conditions of the agreement, and expend budgeted funds in connection with the Project.

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

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Passed and adopted this _____ day of _____, 2025.

The foregoing resolution was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Joshua Dieguez	_____
Vice Mayor Bryan Morera	_____
Councilmember Juan Carlos Fernandez	_____
Councilmember Angelo Cuadra Garcia	_____
Councilmember Ray Garcia	_____
Councilmember Steven Herzberg	_____
Councilmember Alex Sanchez	_____

_____
Joshua Dieguez
MAYOR

Attest:

_____
Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

_____
Lorenzo Cobiella
Gastesi, Lopez, Mestre, and Cobiella. PLLC
DEPUTY TOWN ATTORNEY

Town of Miami Lakes
Memorandum

To: **Honorable Mayor and Town Council**

From: **Edward Pidermann, Town Manager**

Subject: **Authorization to Auction Retired Moover Buses**

Date: **May 20, 2025**

Recommendation

It is recommended the Town Council authorize the Town Manager to auction the retired transit Moover buses using an auction website such as GovDeals.com, Bidera.com or a similar auction provider in accordance with Chapter 2, Article V, Division 2-162 of the Town Code.

Background

In 2019, the Town discontinued the Town administered transit bus "Moover" service and transitioned to full time, on demand transit option through and agreement with Freebee. Consequently, after their decommission, the vehicles have been idle and kept in storage through a 2014 interlocal agreement with the City of Hialeah. As consideration for housing our transit buses, the City of Hialeah charges the Town $8,000 annually.

During the past several years, various attempts have been made to transfer or sell the buses to other public entities. However, as the transit buses were purchased with federal funds (FTA) administered through the South Florida Regional Transportation Authority (SFRTA), and pursuant to an agreement restricting the use of the transit buses for certain public purposes, the Town's ability to legally dispose of the transit buses has been challenging.

On August 13, 2024, the Town Council authorized the Town Manager to transfer ownership of the buses to the City of North Miami Beach which had signaled its willingness to take ownership of the transit buses, with the consent of the South Florida Regional Transportation Authority. After inspections and further negotiations, the City of North Miami Beach informed the Town that they were no longer accepting transfer of the buses.

Recently, the Town Manager obtained written approval and guidance from the Federal Transportation Administration via SFRTA, that the vehicles may be disposed of via auction.

Accordingly, it is recommended that the Town Council authorize the Town Manager to auction the retired transit moover buses using an auction website such as GovDeals.com, Bidera.com or a similar auction provider in

accordance with Chapter 2, Article V, Division 2-162 of the Town Code and execute the necessary documents to finalize their sale and deposit the proceeds into the appropriate Town fund.

RESOLUTION NO. 25-____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AUTHORIZING THE TOWN MANAGER TO AUCTION RETIRED TRANSIT MOOVER BUSES THROUGH AN ONLINE AUCTION PLATFORM IN ACCORDANCE WITH CHAPTER 2, ARTICLE V, DIVISION 2-162 OF THE TOWN CODE; AUTHORIZING THE EXECUTION OF NECESSARY DOCUMENTS TO FINALIZE THE SALE; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in 2019, the Town of Miami Lakes ("Town") discontinued its Town-administered "Moover" transit bus service and transitioned to a full-time, on-demand transit system through an agreement with Freebee; and

WHEREAS, following the discontinuation of the "Moover" service, the retired transit buses have been stored under the terms of a 2014 interlocal agreement with the City of Hialeah, which charges the Town Eight Thousand Dollars and 00/100 ($8,000.00) annually for storage; and

WHEREAS, the transit buses, originally purchased with federal funds administered by the South Florida Regional Transportation Authority ("SFRTA"), have been subject to restrictions on transfer or disposal, limiting the Town's ability to repurpose or sell the buses; and

WHEREAS, on August 13, 2024, the Town Council authorized the transfer of the buses to the City of North Miami Beach, pending SFRTA approval; however, the City of North Miami Beach later declined to accept the buses; and

WHEREAS, the Town has recently received written authorization and guidance from the Federal Transit Administration, via SFRTA, permitting the Town to dispose of the vehicles through a public auction; and

WHEREAS, the Town Code, Chapter 2, Article V, Division 2-162, provides the process for the disposition of surplus property through public auction; and

WHEREAS, the Town Council desires to authorize the Town Manager to proceed with the auction of the retired transit buses via an online auction platform such as GovDeals.com, Bidera.com, or a similar service, and to execute any documents necessary to finalize the sale and deposit the proceeds into the appropriate Town fund.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

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

Section 2. Authorization. The Town Council hereby authorizes the Town Manager to auction the retired "Moover" transit buses through an online auction provider such as GovDeals.com, Bidera.com, or a similar platform, in accordance with Chapter 2, Article V, Division 2-162 of the Town Code.

Section 3. Execution of Documents. The Town Manager is authorized to execute any and all documents necessary to carry out the intent of this Resolution, including but not limited to documents required to finalize the sale of the transit buses and to deposit the proceeds into the appropriate Town fund, subject to approval as to form and legality by the Town Attorney.

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

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Passed and adopted this _____ day of _____, 2025.

The foregoing resolution was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Joshua Dieguez	_____
Vice Mayor Bryan Morera	_____
Councilmember Juan Carlos Fernandez	_____
Councilmember Angelo Cuadra Garcia	_____
Councilmember Ray Garcia	_____
Councilmember Steven Herzberg	_____
Councilmember Alex Sanchez	_____

_____
Joshua Dieguez
MAYOR

Attest:

_____
Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

_____
Lorenzo Cobiella
Gastesi, Lopez, Mestre, and Cobiella. PLLC
DEPUTY TOWN ATTORNEY

Town of Miami Lakes
Memorandum

To: **Honorable Mayor and Councilmembers**

From: **Edward Pidermann, Town Manager**

Subject: **Debris License Agreement with Graham Companies for Temporary Debris Management Site**

Date: **May 20, 2025**

Recommendation

It is recommended that the Town Council authorize the Town Manager to execute a License Use Agreement (LUA) with the Graham Companies to secure a location for the purpose of receiving, storing, and processing (including reduction by grinding and/or burning) debris resulting from a hurricane in connection with post-hurricane cleanup by the Town.

Background

The Federal Emergency Management Agency (FEMA) requires that the Town have a temporary disaster debris management site (DDMS) available in the event of a hurricane. The Town's original DDMS location, a Graham property, was under development and became unavailable to satisfy the need. A new site was later identified and utilized in coordination with FDOT in 2023 under temporary approval. The current agreement proposes a return to the previous temporary debris location behind the Senior Center near NW 78th Avenue and Oak Lane.

In 2014, the Town Council approved Resolution 2014-1167 granting authorization to the Town Manager to implement the terms and conditions for the debris license agreement. That agreement permitted the use of a Graham parcel along Commerce Way for a total of five (5) years. The final one-time renewal ended after the 2019 hurricane season. A subsequent License Use Agreement was executed in 2020. In 2023, an alternate site near NW 170th Street and I-75 was administratively approved under an FDOT LUA when the original site was no longer accessible due to site development.

The 2025 License Use Agreement reinstates use of the previously approved Graham property for a one year period and maintains the same provisions as past agreements (one year renewals up to 5 years upon approval of both parties), ensuring the Town is prepared with a designated debris site in the event of a declared emergency.

Exhibits

Exhibit A –License Use Agreement – TOML & TGC – Senior Center Location - 2025

RESOLUTION NO. 25-____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AUTHORIZING THE TOWN MANAGER TO EXECUTE A LICENSE USE AGREEMENT WITH THE GRAHAM COMPANIES FOR TEMPORARY DEBRIS MANAGEMENT SITE IN ORDER TO SECURE LOCATION FOR THE PURPOSE OF RECEIVING, STORING, AND PROCESSING DEBRIS; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE AGREEMENT; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE LICENSE USE AGREEMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Federal Emergency Management Agency ("FEMA") requires that the Town of Miami Lakes have a temporary disaster debris management site ("DDMS") available in the event of a hurricane; and

WHEREAS, the Town Council in 2014, approved Resolution 14-1167, allowing the Town Manager to enter into an agreement with the Graham Companies for a DDMS located behind the Senior Center near NW 78th Avenue and Oak Lane, in the event of a hurricane;

WHEREAS, the agreement between the Town and the Graham Companies for the debris management site expired in 2019 and in 2020 a new License Use Agreement was subsequently entered into; and

WHEREAS, in 2023, an alternate site near NW 170th Street was administratively approved under an Florida Department of Transportation ("FDOT") License Use Agreement ("LUA") when the previous site was no longer accessible due to site development; and

WHEREAS, the 2025 License Use Agreement would reinstate the use of the previously approved Graham property for a one (1) year period and maintains previously approved provisions allowing for one year renewals up to five (5) years upon approval of both parties; and

WHEREAS, the Town Council feels it is in the Town's best interest to execute a LUA with the Graham Companies at the previous site located behind the Senior Center near NW 78th Avenue and Oak Lane in order to comply with FEMA's DDMS requirement; and

WHEREAS, the authorization of the Town Manager to execute an LUA with the Graham Companies will ensure the Town is prepared with a designated debris site in the event of a declared emergency or natural disaster.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

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

Section 2. Execution of the Agreement. The Town Council hereby authorizes the Town Manager to execute a License Use Agreement with the Graham Companies to secure a location for the purpose of receiving, storing, and processing, including reduction by grinding and/or burning, debris resulting from a hurricane in connection with post-hurricane cleanup by the Town.

Section 3. Authority of Town Manager. The Town Manager is authorized to execute the License Use Agreement, and to execute any extension and/or amendments to the Agreement, subject to approval as to form and legality by the Town Attorney.

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

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Passed and adopted this _____ day of _____, 2025.

The foregoing resolution was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Joshua Dieguez _____

Vice Mayor Bryan Morera _____

Councilmember Juan Carlos Fernandez _____

Councilmember Angelo Cuadra Garcia _____

Councilmember Ray Garcia _____

Councilmember Steven Herzberg _____

Councilmember Alex Sanchez _____

_____
Joshua Dieguez
MAYOR

Attest:

_____
Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

_____
Lorenzo Cobiella
Gastesi, Lopez, Mestre, and Cobiella. PLLC
TOWN ATTORNEY

EXHIBIT A

License Use Agreement
TOML & TGC - Senior Center Location - 2025

MIAMI LAKES
Growing Beautifully

LICENSE USE AGREEMENT

This Debris License Agreement ("Agreement") is made and entered into as of _____ ___, 20___ ("Effective Date") by and between THE GRAHAM COMPANIES ("Graham") and the Town of Miami Lakes, a Florida municipal corporation ("Town").

RECITALS

A. Graham is the owner of numerous properties located within Miami Lakes, Miami-Dade County, Florida, including a certain 181,209.6 square foot lot of real property generally described as Folio #32-2022-068-0030, located south of Graham Dairy Lake (the "**Initial Property**"). (See attached.)

B. The Town has requested that, in the event of a hurricane, Graham permit the Town to temporarily use Graham's property for the purpose of receiving, storing, and processing (including reduction by grinding and/or burning) debris resulting from a hurricane, in connection with post-hurricane cleanup by the Town.

C. Graham has agreed that, in the event of a hurricane, **subject to the terms and conditions of this Agreement**, Graham will provide a limited license to the Town for the purpose of receiving, storing, and processing (including reduction by grinding and/or burning) debris resulting from a hurricane, in connection with post-hurricane cleanup by the Town.

NOW, THEREFORE, in consideration of TEN AND NO/100 DOLLARS ($10.00) and other valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. **Recitals**.

The foregoing recitals are true and correct and are incorporated herein by reference as if set forth at length.

2. **Limited License**.

Graham hereby agrees, subject to the terms and conditions of this Agreement, that for a period of one (1) year from the Effective Date (the "**Term**"), in the event of a hurricane, Graham will provide a limited license ("**License**") to the Town for the use of the Initial Property (or another

property made available to the Town by Graham, at Graham's discretion) for the purpose of receiving, storing, and processing (including reduction by grinding and/or burning) debris resulting from a hurricane, in connection with post-hurricane cleanup by the Town.

- The property made available to the Town for these purposes shall be referred to as the "**Licensed Property**."
- The License shall be made available to the Town without payment of a license fee.
- The License shall commence upon request by the Town to Graham following a hurricane.
- The License shall terminate upon the earlier of:
- The end of the Term, or
- Six (6) months from the commencement of such License.

The Term of this Agreement may be extended annually for up to five (5) years, upon mutual consent of both Graham and the Town.

Notwithstanding anything herein to the contrary, this Agreement shall not create any interest in any parcel of property owned by Graham, regardless of whether a limited License is provided under this Agreement.

3. **Use of Licensed Property Limited to the Town**.

The use of any License granted under this Agreement shall be for the exclusive benefit of the Town and only for activities related to hurricane cleanup.

The general public shall not be permitted to use the Licensed Property for any purpose whatsoever.

4. **Site Cleanup by Town**.

Before the expiration of any License granted under this Agreement, the Town shall clean the Licensed Property and restore it to the condition it was in prior to the hurricane.

- All debris, material, and vegetation shall be completely removed from the Licensed Property by the Town.
- If required by Graham, the Licensed Property shall be graded and seeded with surface-laid grass acceptable to Graham.

This cleanup obligation shall survive termination of this Agreement.

5. **Environmental Testing**.

Before using the Licensed Property, the Town shall conduct environmental testing as required by applicable law.

After cleanup of the Licensed Property, the Town, at its sole cost and expense, shall have environmental testing and environmental studies performed to Graham's satisfaction to ensure that the Licensed Property is free of environmental contamination or hazardous substances resulting from its use under this Agreement.

6. **Liability of Town**.

The Town agrees to indemnify and hold Graham harmless from and against any and all claims, liabilities, liens, costs, losses, damages, expenses, and demands, including reasonable attorneys' fees and costs at trial and appellate levels, arising out of or directly caused by the Town's use of the Licensed Property.

This includes, but is not limited to:

- Claims related to injury or death of persons
- Loss of or damage to property
- Third-party claims

The Town or its contractor shall maintain at least $2,000,000.00 in liability insurance, naming Graham as an additional insured, and shall provide proof of insurance to Graham prior to use of the License.

The Town shall be responsible for any deductible under said liability insurance.

With respect to the Town's liability, the Town waives sovereign immunity to the extent permitted by applicable law.

The Town shall also be responsible for any environmental contamination of the Licensed Property resulting from its use under this Agreement.

These provisions shall survive termination of this Agreement.

7. **Agricultural Exemption**.

The Initial Property and any other property made available under this Agreement are used for agricultural purposes and classified as agricultural property for real estate tax purposes.

Any License granted under this Agreement shall not impact the agricultural tax classification of the property.

The Town shall coordinate with Graham regarding the agricultural use of the property.

The Town shall indemnify Graham for any increase in real estate taxes resulting from the Town's use of a License under this Agreement.

8. **Nuisance/Compliance with Laws**.

The Town shall not engage in any activities on the Licensed Property that:

- Disrupt, impede, annoy, or infringe on Graham, Graham's tenants, their customers, employees, invitees, or any other individuals.
- The Town shall obtain all required approvals and permits for its use of the Licensed Property.
- The Town shall ensure that its activities comply with all applicable laws, rules, and regulations.

IN WITNESS WHEREOF, the undersigned have executed this Agreement on this ___ day of _____ 20__.

THE GRAHAM COMPANIES

a Florida corporation

By: _____

Print Name: _____

Witness: _____

THE TOWN OF MIAMI LAKES

By: _____

Print Name: _____

Attest: _____

(Tenant's Corporate Seal)

Town of Miami Lakes
Memorandum

To: **Honorable Mayor & Councilmembers**

From: **Edward Pidermann, Town Manager**

Subject: **Creating RM-30 Zoning designation.**

Date: **May 20, 2025**

Recommendation:

One of the defining characteristics of residential zoning designations is their allowed density which is measured in number of units per acre. At the moment, the Town's LDC contains multifamily residential districts with densities ranging from 13 units to the acre to 50 units to the acre. These different designations are further defined by other density modifiers such as height and Floor Area Ratio (FAR); the maximum height allowed in Multifamily Residential Districts is six (6) stories. Current Land Development Code (LDC) designations for areas with underlying Future Land Use Map (FLUM) with Medium High Density Residential, which allows for densities between 25 and 60 units per acre, are spaced out with regard to density as follows: RM-23 allows 23 units per acre, RM-36 allows 36 units per acre, and RM50 allows 50 units per acre. This distribution of densities leaves a significant gap between RM-23 and RM-36 both in densities and heights (four and six stories respectively).

Background:

Staff recommends approval of the attached ordinance creating a new Multifamily Zoning Designation RM-30 that allows 30 units to the acre, in a maximum four-story structure, with a Floor Area Ratio (FAR) of 0.85.

ORDINANCE NO. 25-

AN ORDINANCE OF THE TOWN OF MIAMI LAKES, FLORIDA, AMENDING ARTICLE IV, CREATING NEW DIVISION 6. – RM-30 MEDIUM LOW DENSITY RESIDENTIAL DISTRICT; RENUMBERING EXISTING DIVISONS 6 THRU 26 TO DIVISIONS 7 THRU 27; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR FINDINGS; PROVIDING FOR DIRECTION TO THE ADMINISTRATIVE OFFICIAL; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION OF SOME PORTIONS IN CODE; PROVIDING FOR EXCLUSION OF SOME PORTIONS FROM CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Policy 1.1.2 of the Town's Comprehensive Plan establishes Medium High Density (MHD) allowing for apartment buildings ranging from 25 to 60 dwelling units per acre; and

WHEREAS, Objective 1.2 of the Town's Comprehensive Plan states that the Town shall maintain an effective and efficient Land Development Code (LDC); and

WHEREAS, Policy 1.2.8 of the Town's Comprehensive Plan states that in preparing use, density and intensity standards the Town shall pay special attention to providing for the compatibility of adjacent uses; and

WHEREAS, the existing zoning districts of RM-23, Multifamily Residential and RM-36, High Density Residential District leave a significant gap in density options for residential zoning, and therefore it is necessary to create a new zoning district to efficiently and effectively implement the Comprehensive Plan and rezone lands to the new zoning district; and

WHEREAS, Subsection 13-306(b) provides that proposed amendments to the text of the LDC and to the Official Zoning Map be evaluated by the Administrative Official, the Local Planning Agency and the Town Council; and

WHEREAS, the Administrative Official has reviewed the proposed amendment to the Land Use Code and recommends approval, as set forth in the Staff Analysis and Recommendation dated _____, incorporated into this Ordinance by reference; and

WHEREAS, the Town's Planning and Zoning Board, as the Local Planning Agency, considered the proposed amendments at a duly advertised Public Hearing on _____, and found the proposed amendments consistent with the Comprehensive Plan, and voted to recommend approval; and

WHEREAS, after conducting a properly noticed public hearing, hearing public comments, and considering the recommendations of the Local Planning Agency, Town staff, and the public, the Town Council wishes to adopt the amendments to the text of the Town LDC attached hereto as **Exhibit "A**; and

WHEREAS, the proposed amendments will not be in conflict with the public interest, and are consistent and in harmony with the purpose and intent of the Comprehensive Plan; and

WHEREAS, the Town Council hereby finds and declares that adoption of this Ordinance is necessary, appropriate and advances the public interest.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

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

Section 2. **Findings.** Pursuant to Subsection 13-306(b) of the Town Code, the Town Council finds that the proposed amendments to the text of the Land Development Code, are consistent with the Town of Miami Lakes Comprehensive Plan and the criteria for evaluation of

an amendment to the text of the Land Development Code and to the Official Zoning Map found in Subsection 13-306(b) of the Town Code.

Section 3. **Adoption of Amendments to Town Code.** The Town Council hereby adopts the amendment to Article IV, attached as Exhibit **"A"**, hereto and are incorporated herein[1].

Section 4. **Direction to the Administrative Official.** Pursuant to Subsection 13-306(d), the Town Council hereby directs the Administrative Official to make the appropriate changes to the Land Development Code to implement the terms of this Ordinance.

Section 5. **Repeal of Conflicting Provisions.** All provisions of the Code of the Town of Miami Lakes that are in conflict with this Ordinance are hereby repealed.

Section 6. **Severability.** The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 7. **Inclusion in the Town Code.** It is the intention of the Town Council, and it is hereby ordained, that the provisions of Exhibit **"A"**, of this Ordinance shall become and be made part of the Town Code and that if necessary the sections of this Ordinance may be renumbered or re-lettered to accomplish such intentions; and that the word "Ordinance" shall be changed to "Article", "Division" or other appropriate word.

Section 9. **Effective date.** This Ordinance shall become effective immediately upon its adoption on second reading.

[1] Additions to the text are shown in underline and deletions from the text are shown in ~~strikethrough~~.

FIRST READING

The foregoing ordinance was moved by_____ who moved its adoption on first reading. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Joshua Dieguez _____

Vice Mayor Bryan Morera _____

Councilmember Juan Carlos Fernandez _____

Councilmember Angelo Cuadra Garcia _____

Councilmember Ray Garcia _____

Councilmember Steven Herzberg _____

Councilmember Alex Sanchez _____

Passed and adopted on first reading this ___ day of __ , 2025

THIS SPACE INTENTIONALLY LEFT BLANK

SECOND READING

The foregoing ordinance was moved by _____who moved its adoption on second reading. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Joshua Dieguez _____

Vice Mayor Bryan Morera _____

Councilmember Juan Carlos Fernandez _____

Councilmember Angelo Cuadra Garcia _____

Councilmember Ray Garcia _____

Councilmember Steven Herzberg _____

Councilmember Alex Sanchez _____

Passed and adopted on second reading this _____ day of _____, 2025

_____
Joshua Dieguez
MAYOR

Attest:

_____
Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

_____

Raul Gastesi, Jr.
Gastesi, Lopez and Mestre, PLLC
TOWN ATTORNEY

EXHIBIT A

DIVISION 6. RM-30 LOW MEDIUM DENSITY RESIDENTIAL DISTRICT

Sec. 13-501. Applicability.
The provisions of this division apply to the RM-30 Low Medium Density Residential District

Sec. 13-502. Permitted uses.
No land, body of water or structure shall be used, or permitted to be used and no structures shall be hereafter erected, constructed, moved or reconstructed, structurally altered or maintained for any purpose in a RM-30 District which is designed, arranged or intended to be used or occupied for any purpose, except for one of the following uses:
(1) Those uses permitted in the RU-1, RU-1A, RU-1B, RU-2 and RU-TH Districts subject only to the requirements, limitations and restrictions applicable therefore in said districts, including but not limited to, lot width, accessory uses, area, yard areas, height, density and lot coverage.
(2) Multiple-family apartment buildings.
(3) Community homes subject to Section 13-764.1.

Sec. 13-503. Conditional uses.

Conditional uses are as follows:
Educational and childcare facilities, nonpublic, as provided in this Code.

Sec. 13-504. Accessory uses.

The accessory uses in the RM-30 District are those uses customarily associated with multifamily residential buildings and are for use of the residents only such as, but not limited to, decks, swimming pools, spas, tennis courts, recreational amenities, ornamental features, storage structures, noncommercial boat piers or docks, accessory use solar energy systems, etc. Accessory uses shall be located on the same lot as the main use. Accessory use solar energy systems shall comply with Section 13-1702. In addition, the following accessory uses are permitted:
(1) Convenience retail facilities. Not more than one food and drug convenience retail service facility shall be permitted as an accessory use to an apartment use or apartment development, said facility not to exceed 1,000 square feet in a development having a minimum of 300 apartment units, provided that:
a. Such services relate to the needs of the inhabitants of the proposed complex;
b. Such services are not provided direct access from public roads;
c. Such services are not visible from public roads;
d. Detached signs and signs visible from public roads are not used;
e. Such services are designed as an integral part of the total design as determined by site plan review;

f. Such services are located in the principal structure or in a community service center structure.

An additional one square foot of retail area shall be permitted for each apartment unit above 300 units; provided, however, that the maximum square footage for such facilities shall not exceed 3,000 square feet.

Sec. 13-505. Development regulations.

(a) Lot width and lot area. The minimum lot width shall be 100 feet and the minimum lot area shall be 10,000 square feet.

(b) Lot coverage. The maximum area covered by all buildings shall not exceed 30 percent of the lot.

(c) Setbacks. The setbacks shall be as follows:

(1) Minimum setback from front property line shall be 25 feet.

(2) Minimum setback from interior side property line shall be 20 feet.

(3) Minimum setback from side street property line shall be 25 feet.

(4) Minimum setback from a rear property line shall be 25 feet.

(5) Minimum setback between buildings shall be 20 feet, except where doors, windows or other openings in the building wall of a living unit face a wall of the same building and/or a wall of another building with living units on the same site, then there shall be provided a minimum clear distance of not less than 30 feet. Said distance to be measured on a line projected at right angles at the opening to the opposite wall.

(6) Parking setbacks.

Front: 25 feet from front property line.

Street side: 15 feet from corner side street property lines.

Interior side: five feet from interior side property lines.

Rear: five feet from rear property lines.

(7) Accessory buildings.

a. Single-family, two-family, and townhouses. Accessory buildings shall conform to requirements in the respective districts.

b. All other uses. Accessory buildings shall not be permitted within the front yard or side street setback areas. Otherwise the location, setbacks, lot coverage, height, size, etc., shall be determined through the site plan review process.

(d) Height. No building or structure, or part thereof shall be erected or altered to a height exceeding four stories, and shall not exceed 50 feet.

(e) Floor area ratio. The floor area ratio shall not exceed 0.85.

(f) Density. The maximum number of dwelling units shall be determined on the basis of a total of 30 dwelling units per net acre.

(g) Minimum apartment unit size/average apartment unit size. The minimum apartment unit size shall be 600 square feet and the minimum average apartment unit size for an entire development shall be 800 square feet. The minimum size shall be measured from the outside of exterior walls to the centerline of interior partitions. Non-air-conditioned spaces such as balconies shall not be counted towards the required minimum unit size.

(h) Open space. On each lot there shall be provided landscaped open space equal to a minimum of 30 percent of the total lot area. Said open space shall be unencumbered with any structure or off-street parking or drive aisles, and shall be landscaped and well-maintained with

grass, trees and shrubbery, excepting only areas used as pedestrian walks and water bodies provided said water bodies do not count for more than 20 percent of the open space requirement.

(i) Landscaping. Landscaping and trees shall be provided in accordance with Chapter 18A, Landscape Ordinance (see Section 13-1).

Sec. 13-506. Site plan review.

All new construction or substantial remodeling shall comply with the site plan review criteria and procedures outlined in Section 13-304 before a building permit can be issued. In addition to the site plan review criteria specified in Section 13-304 the following design criteria shall be utilized in the site plan review process:

(1) *Purpose and intent.* The proposed development fulfills the objectives of this article.

(2) *Landscape.* Landscape shall be preserved in its natural state insofar as is practicable by minimizing tree removal. Landscape shall be used to shade and cool, direct wind movements, enhance architectural features, relate structure design to site, visually screen noncompatible uses and block noise generated by the major roadways and intense use areas.

(3) *Buffers.* Buffering elements in the form of architectural design and landscape design that provide a logical transition to adjoining existing or permitted uses shall be provided.

(4) *Scale*. Scale of proposed structures shall be compatible with surrounding proposed or existing uses or shall be made compatible by the use of buffering elements.

(5) *Circulation.* Pedestrian and auto circulation shall be separated insofar as is practicable, and all circulation systems shall adequately serve the needs of the development and be compatible and functional with circulation systems outside the development.

(6) *Energy consideration*. Site design methods to reduce energy consumption shall be encouraged. Every site conservation method may include siting of structures in relation to prevailing breezes and sun angles and use of landscape materials for shade and transpiration.

(7) *Parking areas.* Building wall extensions, planting, berms or other innovative methods shall be used as a means of minimizing the adverse effect of the visual impact of parking areas. This requirement is in addition to the requirements of the landscape regulations of the Town Code.

(8) *Open spaces.* Open spaces shall relate to any natural characteristics in such a way as to preserve and enhance their scenic and functional qualities to the fullest extent possible.

(9) *Graphics.* Graphics, as required, shall be designated as an integral part of the overall design of the project.

(10) *Art display.* Permanent interior and exterior art displays and water features should be encouraged in the overall design of the project.

(11) *Visual screening for decorative walls.* In an effort to prevent graffiti and vandalism, the following options shall be utilized for walls abutting zoned or dedicated rights-of-way:

a. *Wall with landscaping.* All concrete block stucco walls abutting rights-of-way shall be treated with anti-graffiti paint. The wall shall be set back two and one-half feet from the right-of-way line and the resulting setback area shall contain a continuous extensively landscaped buffer which must be maintained in a good healthy condition by the property owner, or where applicable, by the condominium, homeowners or similar association. Perimeter walls surrounding subdivisions shall be painted one consistent color scheme to be determined by the homeowners association and the Town. The landscape buffer shall contain one or more of the following planting materials:

1. *Shrubs.* Shrubs shall be a minimum of three feet in height when measured immediately after planting and shall be planted and maintained to form a continuous, unbroken, solid, visual screen within one year after time of planting.

2. *Hedges.* Hedges shall be a minimum of three feet in height when measured immediately after planting and shall be planted and maintained to form a continuous, unbroken, solid, visual screen within one year after time of planting.

3. *Vines.* Climbing vines shall be a minimum of 36 inches in height immediately after planting.

b. *Metal picket fence*. Where a metal picket fence abutting a zoned or dedicated right-of-way is constructed in lieu of a decorative wall, landscaping shall not be required.

(12) *Bikeways and bicycle parking facilities*. Where feasible all new and substantially redeveloped multifamily developments shall provide bikeways and on-site bicycle parking facilities.

TOWN OF MIAMILAKES
MEMORANDUM

To: Honorable Mayor and Town Council

From: Edward Pidermann, Town Manager

Subject: Rezoning of properties located on the east side of NW 74th Ave between NW 143rd St and NW 145th street

Date: May 20, 2025

Recommendation

Staff recommends approval of the ordinance amending the zoning of the area located on the east side of NW 74 Ave between NW 143 St and NW 145 St, as more particularly described at exhibit "A", from the GU, General Use, to the RU-1, Single Family Residential District.

Background

The area located immediately East of NW 74th Ave is divided into 10 separate properties bordering three streets: NW 143 Street, NW 144 Street, and NW 145 Street and has remained unzoned (General Use Zoning), unplatted and generally underdeveloped, with the exception of eight (8) single family homes that were built between the years of 1955 and 1991. The homes were built on lots that were unplatted, divided using meets-and-bounds descriptions, waivers of plat and variances as mechanisms for compliance with County requirements. In these actions, roads were dedicated, but any required road improvements, which were stipulated as conditions of approval of these permits and actions, were never carried out. As a result, the area is underimproved: The streets are un-paved, street lighting is non existing, and the properties are not served by county sewer systems. By the time of Town of Miami Lakes incorporation, in December 2000, the area remained with Comprehensive Plan (Future Land Use Map, FLUM) designation of Residential Low Density but with the original GU Zoning.

On February 20,2007, in an effort to begin to stabilize and normalize zoning for the area, the Town adopted Ordinance No. 07-91 approving modifications to 4-ZAB182-83, a prior County resolution that provided for the splitting of one of the parcels into two, and rezoning the two parcels abutting NW 144th St from GU (Interim District) to RU-1 (Single Family Residential). Part of the request approved via 07-91 relocated the boundary dividing the two tracts towards the East, reducing the size of Tract A to 15,018 sf and increasing size of Tract B to 20,486 sf. All other conditions of 4-ZAB182-83, including the condition to obtain the waiver of plat, and to improve the adjacent NW

144 St remained in effect. None of the conditions of approval were met, and therefore the rezoning action is considered null and void.

Since the time of incorporation until today, no permits for new construction have been issued in any of the 11 properties affected. It must be noted, however, that the existing structures are aging, and will be increasingly likely to require remodels and or rebuilds before long. In October 2023, one of the properties subject to the 2007 Council action was purchased and the new property owners have since attempted to obtain approvals for a new single-family home. To that effect, an application for rezoning of the two properties subject to the Ordinance 07-91 was put forth and considered in First reading on July 9, 2024.

In an effort to preempt and avoid further piecemeal action in this area, staff is requesting an overall rezoning of the entire GU District to RU1, to conform with adjacent RU1 zoning in Sabal Drive and Poinciana Court. This action would allow for more stable and predictable development patterns and allow for consistent regulations across the neighborhood, including provisions that would allow the approval of new residential building permits.

ORDINANCE NO. 25- ___

AN ORDINANCE OF THE TOWN OF MIAMI LAKES, FLORIDA; AMENDING THE OFFICIAL ZONING MAP TO REZONE A 7.7 +/- ACRES LOCATED ON THE EAST SIDE OF NW 74TH AVE BETWEEN NW 143RD ST AND NW 145TH STREET, AS MORE PARTICULARLY DESCRIBED AT EXHIBIT "A", FROM THE GU, GENERAL USE, TO THE RU-1, SINGLE FAMILY RESIDENTIAL DISTRICT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FINDINGS; PROVIDING FOR DIRECTION TO THE ADMINISTRATIVE OFFICIAL; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR EXCLUSION FROM CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Policy 1.1.2 of the Town's Comprehensive Plan establishes Low Density Residential as primarily single family between one and six dwelling units per gross acre; and

WHEREAS, Objective 1.2 of the Town's Comprehensive Plan states that the Town shall maintain an effective and efficient Land Development Code (LDC); and

WHEREAS, Policy 1.2.8 of the Town's Comprehensive Plan states that in preparing use, density and intensity standards the Town shall pay special attention to providing for the compatibility of adjacent uses; and

WHEREAS, pursuant to Section 13-306 of the Code of the Town of Miami Lakes, the Administrative Official has applied for an amendment to the Official Zoning Map from the GU, General Use District to the RU-1, Single Family Residential for approximately 7.7 acres of land legally described in Exhibit A and depicted on the map in Exhibit B, each of which is attached hereto and incorporated herein by reference; and

WHEREAS, Subsection 13-306(b) provides that proposed amendments to the text of the LDC and to the Official Zoning Map be evaluated by the Administrative Official, the Local Planning Agency and the Town Council; and

WHEREAS, the Administrative Official has reviewed the proposed amendment to the Official Zoning Map and recommends approval, as set forth in the Staff Analysis and Recommendation dated May 8, 2025, incorporated into this Ordinance by reference; and

WHEREAS, the Town's Planning and Zoning Board, as the Local Planning Agency, considered the proposed amendments at a duly advertised Public Hearing on _____, and found the proposed amendments consistent with the Comprehensive Plan, and voted 6-0 to recommend approval with a modification; and

WHEREAS, after conducting a properly noticed public hearing, hearing public comments, and considering the recommendations of the Local Planning Agency, Town staff, and the public, the Town Council wishes to adopt the proposed amendment to the Official Zoning Map for the lands legally described in **Exhibit "A"** and depicted on the map in **Exhibit "B"**; and

WHEREAS, the proposed amendments will not be in conflict with the public interest, and are consistent and in harmony with the purpose and intent of the Comprehensive Plan; and

WHEREAS, the Town Council hereby finds and declares that adoption of this Ordinance is necessary, appropriate and advances the public interest.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are true and correct and are incorporated herein by this reference.

Section 2. Findings. After considering Staff's report, both submitted in writing and presented orally, which is accepted as substantial competent evidence, testimony of the applicant, the public and all other experts that testified, the Town Council finds, pursuant to Subsection 13-306(b) of the Town Code, that the proposed amendment to the Official Zoning Map is consistent with the Town of Miami Lakes Comprehensive Plan and the criteria for evaluation of an amendment to the Official Zoning Map found in Subsection 13-306(b) of the Town Code as provided for in the Staff Recommendation and Analysis report.

Section 3. Approval of Rezoning. The Town Council hereby adopts the amendment to the Official Zoning Map of the Property legally described in Exhibit "A" and depicted in Exhibit "B", from the GU, General Use District to the RU-1, Single Family Residential.

Section 4. Direction to the Administrative Official. Pursuant to Subsection 13-306(d), the Town Council hereby directs the Administrative Official to make the appropriate changes to the Official Zoning Map to implement the terms of this Ordinance.

Section 5. Repeal of Conflicting Provisions. All provisions of the Code of the Town of

Miami Lakes that are in conflict with this Ordinance are hereby repealed.

Section 6. Severability. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 7. Exclusion from the Town Code. It is the intention of the Town Council, and it is hereby ordained that the provisions of this Ordinance shall be excluded from the Town Code.

Section 8. Final Order

This is a Final Order.

Section 9. Effective date. This Ordinance shall become effective immediately upon its adoption on second reading.

THIS SPACE INTENTIONALLY LEFT BLANK

FIRST READING

The foregoing ordinance was moved by _____ who moved its adoption on first reading. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Joshua Dieguez _____

Vice Mayor Bryan Morera _____

Councilmember Juan Carlos Fernandez _____

Councilmember Angelo Cuadra Garcia _____

Councilmember Ray Garcia _____

Councilmember Steven Herzberg _____

Councilmember Alex Sanchez _____

Passed and adopted on first reading this ___ day of ____ , 2025

THIS SPACE INTENTIONALLY LEFT BLANK

SECOND READING

The foregoing ordinance was moved by _____who moved its adoption on second reading. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Joshua Dieguez _____

Vice Mayor Bryan Morera _____

Councilmember Juan Carlos Fernandez _____

Councilmember Angelo Cuadra Garcia _____

Councilmember Ray Garcia _____

Councilmember Steven Herzberg _____

Councilmember Alex Sanchez _____

Passed and adopted on second reading this _____ day of _____, 2025

_____
Joshua Dieguez
MAYOR

Attest:

_____
Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

_____
Raul Gastesi, Jr.
Gastesi, Lopez and Mestre, PLLC
TOWN ATTORNEY

ATTACHMENT A

LEGAL DESCRIPTION

ATTACHMENT B

MAP

Department of Planning, Zoning and Code Compliance
6601 Main Street • Miami Lakes, Florida 33014
Office: (305) 364-6100 • Fax: (305) 558-8511
Website: www.miamilakes-fl.gov

Staff Analysis and Recommendation

To: **Honorable Mayor and Members of the Town Council**

From: **Ed Pidermann, Town Manager**

Subject: **Rezoning of properties located on the east side of NW 74th Ave between NW 143rd St and NW 145th street**

Date: **May 20, 2025**

A. BACKGROUND

The area located immediately East of NW 74th Ave is divided into 10 separate properties bordering three streets: NW 143 Street, NW 144 Street, and NW 145 Street and has remained unzoned (General Use Zoning), unplatted and generally underdeveloped, with the exception of eight (8) single family homes that were built between the years of 1955 and 1991. The homes were built on lots that were unplatted, divided using meets-and-bounds descriptions, waivers of plat and variances as mechanisms for compliance with County requirements. In these actions, roads were dedicated, but any required road improvements, which were stipulated as conditions of approval of these permits and actions, were never carried out. As a result the area is underimproved: The streets are unpaved, street lighting is non existing and the properties are not served by county sewer systems

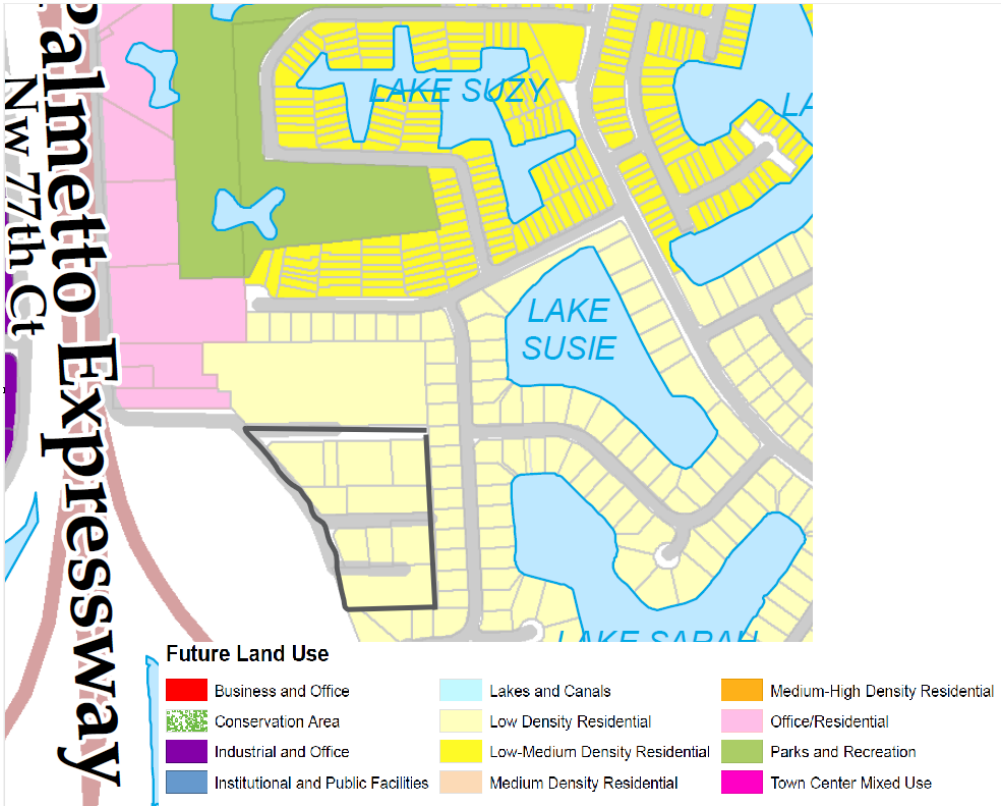
By the time of Town of Miami Lakes incorporation, in December 2000, the area remained with Comprehensive Plan (Future Land Use Map, FLUM) designation of Residential Low Density but with the original GU Zoning.

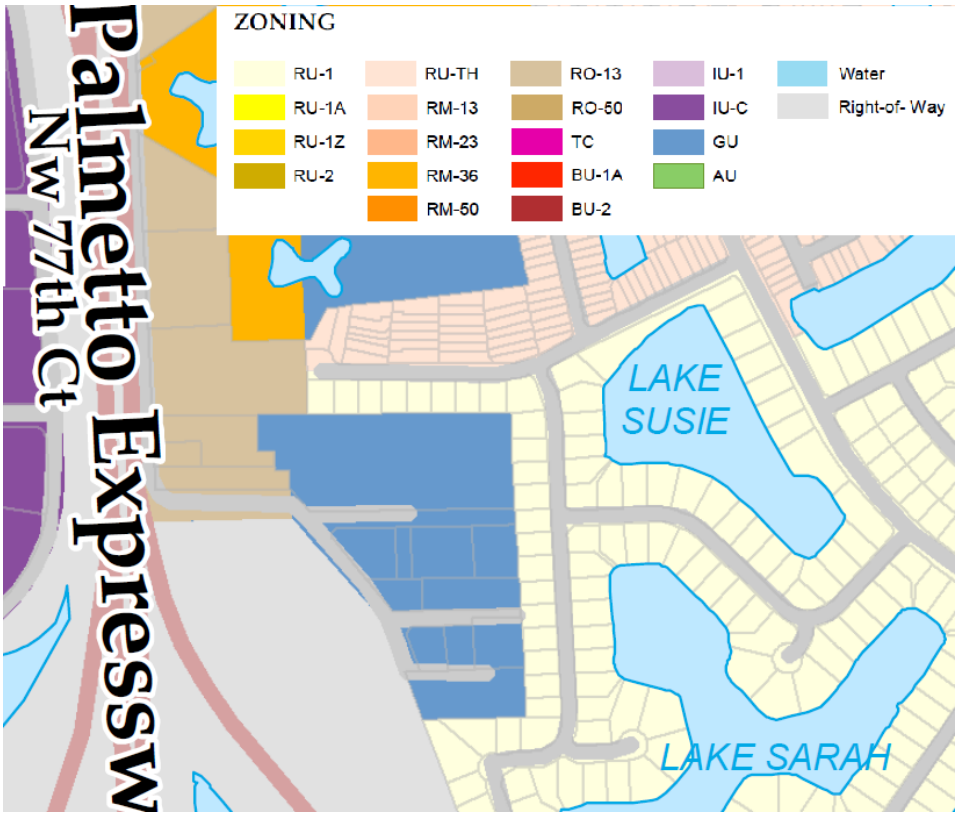
On February 20,2007, in an effort to begin to stabilize and normalize zoning for the area, the Town adopted Ordinance No. 07-91 approving modifications to 4-ZAB182-83, a prior County resolution that provided for the splitting of one of the parcels into two, and rezoning the two parcels abutting NW 144th St from GU (Interim District) to RU-1 (Single Family Residential). Part of the request approved via 07-91 relocated the boundary dividing the two tracts towards the East, reducing the size of Tract A to 15,018 sf and increasing size of Tract B to 20,486 sf. All other conditions of 4-ZAB182-83, including the condition to obtain the waiver of plat, and to improve the adjacent NW 144 St remained in effect. None of the conditions of approval were met, and therefore the rezoning action is considered null and void.

Since the time of incorporation until today, no permits for new construction have been issued in any of the 11 properties affected. It must be noted, however, that the existing structures are aging, and will be increasingly likely to require remodels and or rebuilds before long. In October 2023, one of the properties subject to the 2007 Council action was purchased and the new property owners have since attempted to obtain approvals for a new single-family home. To that effect, an application for rezoning of the two properties subject to the Ordinance 07-91 was put forth and considered in First reading on July 9, 2024.

In an effort to preempt and avoid further piecemeal action in this area, staff is requesting an overall rezoning of the entire GU District to RU1, to conform with adjacent RU1 zoning in Sabal Drive and Poinciana Court. This action would allow for more stable and predictable development patterns and allow for consistent regulations across the neighborhood, including provisions that would allow the approval of new residential building permits.

<u>Subject Properties</u>


Palmetto Expressway
Nw 77th Ct
LAKE SUZY
LAKE SUSIE
LAKE SARAH
Future Land Use
Business and Office
Conservation Area
Industrial and Office
Institutional and Public Facilities
Lakes and Canals
Low Density Residential
Low-Medium Density Residential
Medium Density Residential
Medium-High Density Residential
Office/Residential
Parks and Recreation
Town Center Mixed Use


Palmetto Expressw
Nw 77th Ct
ZONING
RU-1
RU-1A
RU-1Z
RU-2
RU-TH
RM-13
RM-23
RM-36
RM-50
RO-13
RO-50
TC
BU-1A
BU-2
IU-1
IU-C
GU
AU
Water
Right-of- Way
LAKE SUSIE
LAKE SARAH

B. STAFF RECOMMENDATION

Based on the analysis provided below and other factors contained in this report, Staff recommends approval of the ordinance amending the zoning of the area located on the east side of NW 74 Ave between NW 143 St and NW 145 St, as more particularly described at exhibit "A", from the GU, General Use, to the RU-1, Single Family Residential District.

C. ANALYSIS

The Land Development Code provides that all proposed amendments to the LDC shall be evaluated by the Administrative Official, the Local Planning Agency and the Town Council, and that, in evaluating the proposed amendment, the criteria in Subsection 13-306(b) shall be considered. All portions of this report are hereby incorporated into all portions of this analysis. The following is a staff analysis of the criteria as applied to this ordinance.

1. Whether the proposal is consistent with the Comprehensive Plan, including the adopted infrastructure minimum levels of service standards and the concurrency management program.

Analysis: It is the continuing objective the Comprehensive Development Master Plan to ensure a proper mix of permitted uses in a manner that minimizes impact and maximizes benefit to the community. This is particularly reflective of Objectives and policies as provided below:

Objective 1.1: COMPREHENSIVE PLAN AND FUTURE LAND USE MAP IMPLEMENTATION

Orderly and efficient growth and redevelopment of Miami Lakes within the vision established in the first Town Master Plan and reinforced through the community vision of today's residents by effectively implementing the adopted Comprehensive Plan, coordinating future land uses with topography, soil and other local environmental conditions, discouraging urban sprawl and ensuring the availability of public services and facilities at their respective level-of-service (LOS) standards.

Policy 1.1.2: The following future land use categories are contained in the Town's Future Land Use Map:

*Low Density (LD) - The residential densities allowed in this category shall range from a minimum of 1.0 to a maximum of 6.0 dwelling units per gross acre. This density category is generally characterized by single family housing, e.g., single family detached, cluster, zero lot-line and townhouses. It could include low-rise apartments with extensive surrounding open space or a mixture of housing types provided that the maximum gross density is not exceeded.

Objective 1.2: LAND DEVELOPMENT CODE

Maintain an effective and efficient Land Development Code (LDC), which implements the community vision underlying the goals, objectives and policies of adopted Comprehensive Plan, regulates the quality, scope and impacts of new development and redevelopment, coordinates future land uses with topography and soil conditions, and incorporates innovative land development techniques.

Policy 1.2.4: Develop a code enforcement system in the new Code that is proactive in ensuring that the high standards, which are the hallmark of Miami Lakes, are maintained, and the personnel are very responsive to resident and business owner inquiries. In addition, ensure that the system allows for the mitigation and/or correction of adverse nuisance impacts, such as noise, odor and/or dust, on residential neighborhoods caused by any existing commercial and industrial operations.

Policy 1.2.8: In preparing use, density and intensity standards for the new LDC, pay special attention to providing for the compatibility of adjacent uses.

The proposed amendment allows for development and improvements consistent and compatible with adjacent areas.

Finding: Complies

2. Whether the proposal is in conformance with all applicable requirements of this Code of Ordinances, including this chapter.

Analysis: The proposed ordinance conforms with the Town's LDC's. A review of the LDC's found no conflicts.

Finding: Complies.

3. Whether, and the extent to which, land use and development conditions have changed since the effective date of the existing regulations, and whether such changes support or work against the proposed change in land use policy.

Analysis: See Section "A", Background, and Criterion 1. The changes in ownership and advancing age of the existing structures of the area compel Town Staff to request a rezoning in order to stabilize the regulatory requirements of the area.

Finding: Complies.

4. Whether, and the extent to which, the proposal would result in any incompatible land uses, considering the type and location of uses involved, the impact on adjacent or neighboring properties, consistency with existing development, as well as compatibility with existing and proposed land use.

Analysis: See Section "A", Background, and Criteria 1 and 3. The rezoning to RU1 furthers the area's compatibility with surrounding single family neighborhoods.

Finding: Complies.

5. Whether, and the extent to which, the proposal would result in demands on transportation systems, public facilities and services, exceeding the capacity of such facilities and services, existing or programmed, including schools, transportation, water and wastewater services, solid waste disposal, drainage,

water supply, recreation, education, emergency services, and similar necessary facilities and services.

Analysis: See Section "A", Background, and Criteria 1, 3, and 4. The area has been lacking in infrastructure improvements. The streets are unpaved, street lighting is non existing and the properties are not served by county sewer systems.

*Finding: Does not c*omply.

6. **Whether, and the extent to which, the proposal would result in adverse impacts on the natural environment, including consideration of wetland protection, preservation of any groundwater aquifers, wildlife habitats, and vegetative communities.**

Analysis: See Section "A", Background, and Criteria 1, 3, 4, and 5. Implementation of the ordinance seeks to ensure that the natural environment is not negatively affected.

Finding: Complies.

7. **Whether, and the extent to which, the proposal would adversely affect the property values in the affected area, or adversely affect the general welfare.**

Analysis: See Section "A", Background, and Criteria 1, 3, 4, and 5. Implementation of the ordinance seeks to ensure property values are not negatively affected.

Finding: Complies.

8. **Whether the proposal would result in an orderly and compatible land use pattern. Any positive and negative effects on such pattern shall be identified.**

Analysis: See Section "A", Background, and Criteria 1, 3, 4, and 5. The very intent of the proposed ordinance is to ensure the orderly and compatible land use pattern of development.

Finding: Complies.

9. **Whether the proposal would be in conflict with the public interest, and whether it is in harmony with the purpose and intent of this chapter.**

Analysis: See Section "A", Background, and Criteria 1, 3, 4, 5, and 8. No portion of the proposed amendment is in conflict with the existing regulations of the LDC.

Finding: Complies.

10. **Other matters which the Local Planning Agency or the Town Council, in its legislative discretion, may deem appropriate.**

Analysis: See Summary Section and all portions of this analysis. The Local Planning Agency and the Town Council may consider other appropriate factors to determine whether the proposed zoning amendment is appropriate and consistent with the public

interest. The Analysis Section addressed the conditions suggested by the Planning and Zoning Board.

Finding: As determined by the Town Council.

PROPERTY APPRAISER OF MIAMI-DADE COUNTY

Summary Report

Generated On: 05/08/2025

PROPERTY INFORMATION	
Folio	32-2023-001-0473
Property Address	7450 NW 144 ST MIAMI LAKES, FL 33014-2502
Owner	JAVIER DE JESUS LAFFONT LE , EVA M LAFFONT LE , REM LAFFONT FAMILY TRUST
Mailing Address	7450 NW 144 ST MIAMI LAKES, FL 33014-2502
Primary Zone	8900 INTERIM-AWAIT SPECIFIC ZO
Primary Land Use	0101 RESIDENTIAL - SINGLE FAMILY : 1 UNIT
Beds / Baths /Half	4 / 5 / 0
Floors	2
Living Units	1
Actual Area	4,218 Sq.Ft
Living Area	3,438 Sq.Ft
Adjusted Area	3,499 Sq.Ft
Lot Size	17,729 Sq.Ft
Year Built	1983

ASSESSMENT INFORMATION			
Year	**2024**	**2023**	**2022**
Land Value	$338,198	$322,345	$258,933
Building Value	$427,578	$401,073	$404,134
Extra Feature Value	$38,675	$39,026	$39,375
Market Value	$804,451	$762,444	$702,442
Assessed Value	$425,651	$413,254	$401,218

TAXABLE VALUE INFORMATION			
Year	**2024**	**2023**	**2022**
COUNTY			
Exemption Value	$55,000	$55,000	$50,000
Taxable Value	$370,651	$358,254	$351,218
SCHOOL BOARD			
Exemption Value	$30,000	$30,000	$25,000
Taxable Value	$395,651	$383,254	$376,218
CITY			
Exemption Value	$55,000	$55,000	$50,000
Taxable Value	$370,651	$358,254	$351,218
REGIONAL			
Exemption Value	$55,000	$55,000	$50,000
Taxable Value	$370,651	$358,254	$351,218

BENEFITS INFORMATION				
Benefit	**Type**	**2024**	**2023**	**2022**
Save Our Homes Cap	Assessment Reduction	$378,800	$349,190	$301,224
Homestead	Exemption	$25,000	$25,000	$25,000
Second Homestead	Exemption	$25,000	$25,000	$25,000
Vet Disability	Exemption	$5,000	$5,000	

Note: Not all benefits are applicable to all Taxable Values (i.e. County, School Board, City, Regional).

SALES INFORMATION			
Previous Sale	**Price**	**OR Book-Page**	**Qualification Description**
12/20/2022	$100	33516-1961	Life Estate interest
11/01/2001	$290,000	20052-3260	Deeds that include more than one parcel
11/01/1993	$200,000	16183-3755	Sales which are qualified
05/01/1980	$55,000	10744-0320	Sales which are qualified

SHORT LEGAL DESCRIPTION
23 52 40 .4073 AC M/L
SUB OF PB 2-17
PORT OF N1/2 TR 46 DESC - BEG
170.12FTW OF NE COR TR 46
S165.12FT W188.13FT NWLY 175.62FT

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WELCO
7450
TOWN of MIAMI LAKES
NOTICE of PUBLIC HEARING

PROPERTY APPRAISER OF MIAMI-DADE COUNTY

Summary Report

Generated On: 05/08/2025

PROPERTY INFORMATION	
Folio	32-2023-001-0492
Property Address	7450 NW 145 ST MIAMI LAKES, FL 33014-2560
Owner	LUIS CARLOS BERNAL , LILIAM OSTOS
Mailing Address	7450 NW 145 ST MIAMI LAKES, FL 33014
Primary Zone	8900 INTERIM-AWAIT SPECIFIC ZO
Primary Land Use	0101 RESIDENTIAL - SINGLE FAMILY : 1 UNIT
Beds / Baths /Half	6 / 4 / 0
Floors	2
Living Units	1
Actual Area	5,276 Sq.Ft
Living Area	4,016 Sq.Ft
Adjusted Area	4,154 Sq.Ft
Lot Size	38,986 Sq.Ft
Year Built	1991

ASSESSMENT INFORMATION			
Year	**2024**	**2023**	**2022**
Land Value	$542,266	$516,847	$415,172
Building Value	$538,857	$505,230	$508,865
Extra Feature Value	$8,094	$8,199	$8,303
Market Value	$1,089,217	$1,030,276	$932,340
Assessed Value	$285,142	$276,837	$268,774

TAXABLE VALUE INFORMATION			
Year	**2024**	**2023**	**2022**
COUNTY			
Exemption Value	$50,000	$50,000	$50,000
Taxable Value	$235,142	$226,837	$218,774
SCHOOL BOARD			
Exemption Value	$25,000	$25,000	$25,000
Taxable Value	$260,142	$251,837	$243,774
CITY			
Exemption Value	$50,000	$50,000	$50,000
Taxable Value	$235,142	$226,837	$218,774
REGIONAL			
Exemption Value	$50,000	$50,000	$50,000
Taxable Value	$235,142	$226,837	$218,774

BENEFITS INFORMATION				
Benefit	**Type**	**2024**	**2023**	**2022**
Save Our Homes Cap	Assessment Reduction	$804,075	$753,439	$663,566
Homestead	Exemption	$25,000	$25,000	$25,000
Second Homestead	Exemption	$25,000	$25,000	$25,000

Note: Not all benefits are applicable to all Taxable Values (i.e. County, School Board, City, Regional).

SHORT LEGAL DESCRIPTION
23 52 40 .895 AC M/L
SUB OF PB 2-17
W199.86FT OF E382.75FT OF S167FT
OF N192FT OF TR-47
OR 14346-3996 1289 1

SALES INFORMATION			
Previous Sale	**Price**	**OR Book-Page**	**Qualification Description**
08/21/2024	$800,000	34382-0611	Qual by exam of deed
06/16/2008	$100	26606-2758	Sales which are disqualified as a result of examination of the deed
12/01/1989	$76,000	14346-3996	Sales which are qualified
03/01/1989	$0	14027-3077	Sales which are disqualified as a result of examination of the deed

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7450
TOWN of MIAMI LAKES
NOTICE of PUBLIC HEARING
Zoning amendment to rezone the 7.7 Acre area bounded to the North by NW 145 ST, to the West by NW 74 AVE, including all lands and properties fronting NW 144 ST and NW 143 ST from GU General Use Zoning to RU1 Single Family Zoning. Folio Numbers affected.
32-2023-001-0491
32-2023-001-0490
32-2023-001-0473
32-2023-001-0480
32-2023-001-0493
32-2023-001-0500
32-2023-001-0474
32-2023-001-0492
32-2023-001-0476
32-2023-001-0472
HEARING DATE:
Tuesday May 20th, at 6:30pm
Town Hall Chambers, 6601 Main Street,
Copies of all materials are available for public inspection during regular business hours at Town Hall, 6601 Main Street, Miami Lakes, Florida, 33014. Anyone needing additional information should contact the Office of the Town Clerk by calling (305) 364-6100.
YOU ARE NOT REQUIRED TO RESPOND TO THIS NOTICE. This public meeting will be held in person at the physical meeting location stated above. Members of the public are welcomed to attend the meeting. All persons interested may appear in person, by attorney or agent, by letter or by email at pz@miamilakes-fl.gov and express objection or approval. All documentation pertaining to this item(s) is on file in the Office of the Town Clerk located at 6601 Main Street, Miami Lakes, FL 33014.
In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Town Council of Miami Lakes with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.
In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodations to participate in the proceedings should call Town Hall at (305) 364-6100, no later than two (2) business days before the proceedings for assistance. Please be advised that two or more councilmembers may be in attendance of the above meeting.
For access to the meeting agenda please visit www.miamilakes-fl.gov/agenda
Live streamed meeting can be viewed here: https://www.miamilakes-fl.gov/meetings
To submit a pre-recorded video for Public Comments, please visit https://www.miamilakes-fl.gov/remotecomments You must have a working microphone and working web camera.

PROPERTY APPRAISER OF MIAMI-DADE COUNTY

Summary Report

Generated On: 05/08/2025

PROPERTY INFORMATION	
Folio	32-2023-001-0476
Property Address	7455 NW 144 ST MIAMI LAKES, FL 33014-2501
Owner	LILIAM OSTOS
Mailing Address	7455 NW 144 ST MIAMI LAKES, FL 33014
Primary Zone	8900 INTERIM-AWAIT SPECIFIC ZO
Primary Land Use	0101 RESIDENTIAL - SINGLE FAMILY : 1 UNIT
Beds / Baths /Half	3 / 2 / 0
Floors	1
Living Units	1
Actual Area	2,209 Sq.Ft
Living Area	1,392 Sq.Ft
Adjusted Area	1,841 Sq.Ft
Lot Size	15,507 Sq.Ft
Year Built	Multiple (See Building Info.)

ASSESSMENT INFORMATION			
Year	**2024**	**2023**	**2022**
Land Value	$316,867	$302,014	$242,601
Building Value	$209,092	$194,824	$195,014
Extra Feature Value	$3,152	$3,157	$3,162
Market Value	$529,111	$499,995	$440,777
Assessed Value	$411,204	$399,228	$387,600

BENEFITS INFORMATION				
Benefit	**Type**	**2024**	**2023**	**2022**
Save Our Homes Cap	Assessment Reduction	$117,907	$100,767	$53,177
Homestead	Exemption	$25,000	$25,000	$25,000
Second Homestead	Exemption	$25,000	$25,000	$25,000

Note: Not all benefits are applicable to all Taxable Values (i.e. County, School Board, City, Regional).

TAXABLE VALUE INFORMATION			
Year	**2024**	**2023**	**2022**
COUNTY			
Exemption Value	$50,000	$50,000	$50,000
Taxable Value	$361,204	$349,228	$337,600
SCHOOL BOARD			
Exemption Value	$25,000	$25,000	$25,000
Taxable Value	$386,204	$374,228	$362,600
CITY			
Exemption Value	$50,000	$50,000	$50,000
Taxable Value	$361,204	$349,228	$337,600
REGIONAL			
Exemption Value	$50,000	$50,000	$50,000
Taxable Value	$361,204	$349,228	$337,600

SHORT LEGAL DESCRIPTION
23 52 40 .356 AC
SUB OF PB 2-17
BEG SE COR TR 47 N25FT W330FT TO
POB N113FT W180FT SELY146FT
E92.73FT TO POB

SALES INFORMATION			
Previous Sale	**Price**	**OR Book-Page**	**Qualification Description**
04/24/2020	$300,000	31946-1362	Financial inst or "In Lieu of Forclosure" stated
09/10/2019	$310,900	31606-3812	Federal, state or local government agency
12/01/1987	$0	13720-2248	Sales which are disqualified as a result of examination of the deed
10/01/1985	$82,500	12672-1417	Sales which are qualified

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7455
TOWN of MIAMI LAKES
NOTICE of PUBLIC HEARING
Zoning amendment to rezone the 7.7 Acre area bounded to the North by NW 145 ST, to the West by NW 74 AVE, including all lands and properties fronting NW 144 ST and NW 143 ST from GU, General Use Zoning to RU1 Single Family Zoning. Folio Numbers affected:
32-2023-001-0491
32-2023-001-0490
32-2023-001-0473
32-2023-001-0480
32-2023-001-0493
32-2023-001-0500
32-2023-001-0474
32-2023-001-0492
32-2023-001-0476
32-2023-001-0472
HEARING DATE: Tuesday May 20th, at 6:30pm
Town Hall Chambers, 6601 Main Street,
Copies of all materials are available for public inspection during regular business hours at Town Hall, 6601 Main Street, Miami Lakes, Florida, 33014. Anyone needing additional information should contact the Office of the Town Clerk by calling (305) 364-6100.
YOU ARE NOT REQUIRED TO RESPOND TO THIS NOTICE. This public meeting will be held in person at the physical meeting location stated above. Members of the public are welcomed to attend the meeting. All persons interested may appear in person, by attorney or agent, by letter or by email at pz@miamilakes-fl.gov and express objection or approval. All documentation pertaining to this item(s) is on file in the Office of the Town Clerk located at 6601 Main Street, Miami Lakes, FL 33014.
In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Town Council of Miami Lakes with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made; which record includes the testimony and evidence upon which the appeal is to be based.
In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodations to participate in the proceedings should call Town Hall at (305) 364-6100, no later than two (2) business days before the proceedings for assistance. Please be advised that two or more councilmembers may be in attendance of the above meeting.
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PROPERTY APPRAISER OF MIAMI-DADE COUNTY

Summary Report

Generated On: 05/08/2025

PROPERTY INFORMATION	
Folio	32-2023-001-0474
Property Address	0 , FL
Owner	PETER PHILIPPOU PANAYI , SOUFIANE NAJI
Mailing Address	1000 NW 7 STREET 603 MIAMI, FL 33136
Primary Zone	8900 INTERIM-AWAIT SPECIFIC ZO
Primary Land Use	0081 VACANT RESIDENTIAL : VACANT LAND
Beds / Baths /Half	0 / 0 / 0
Floors	0
Living Units	0
Actual Area	0 Sq.Ft
Living Area	0 Sq.Ft
Adjusted Area	0 Sq.Ft
Lot Size	17,772 Sq.Ft
Year Built	0

ASSESSMENT INFORMATION			
Year	**2024**	**2023**	**2022**
Land Value	$338,611	$322,739	$259,249
Building Value	$0	$0	$0
Extra Feature Value	$0	$0	$0
Market Value	$338,611	$322,739	$259,249
Assessed Value	$338,611	$194,805	$177,096

BENEFITS INFORMATION				
Benefit	**Type**	**2024**	**2023**	**2022**
Non-Homestead Cap	Assessment Reduction		$127,934	$82,153

Note: Not all benefits are applicable to all Taxable Values (i.e. County, School Board, City, Regional).

TAXABLE VALUE INFORMATION			
Year	**2024**	**2023**	**2022**
COUNTY			
Exemption Value	$0	$0	$0
Taxable Value	$338,611	$194,805	$177,096
SCHOOL BOARD			
Exemption Value	$0	$0	$0
Taxable Value	$338,611	$322,739	$259,249
CITY			
Exemption Value	$0	$0	$0
Taxable Value	$338,611	$194,805	$177,096
REGIONAL			
Exemption Value	$0	$0	$0
Taxable Value	$338,611	$194,805	$177,096

SHORT LEGAL DESCRIPTION
23 52 40 .4073 AC M/L
SUB OF PB 2-17
E107.36FT OF N1/2 OF TR 46 OF
FOL DESC BEG 170.12FTW OF NE COR
TR 46 S165.12FT W188.13FT

SALES INFORMATION			
Previous Sale	**Price**	**OR Book-Page**	**Qualification Description**
10/11/2023	$390,000	33950-1711	Qual by exam of deed
02/13/2015	$85,000	29509-3316	Qual by exam of deed
10/06/2014	$23,940	29349-2170	Corrective, tax or QCD; min consideration
10/18/2013	$70,000	28882-0319	Not exposed to open-market; atypical motivation

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TOWN of MIAMI LAKES
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32-2023-001-0491
32-2023-001-0490
32-2023-001-0473
32-2023-001-0480
32-2023-001-0493
32-2023-001-0506
32-2023-001-0474
32-2023-001-0497
32-2023-001-0476
32-2023-001-0472
HEARING DATE: Tuesday May 20th, at 6:30pm
Town Hall Chambers, 6601 Main Street,
Copies of all materials are available for public inspection during regular business hours at Town Hall, 6601 Main Street, Miami Lakes, Florida 33014. Anyone needing additional information should contact the Office of the Town Clerk by calling (305) 364-6100
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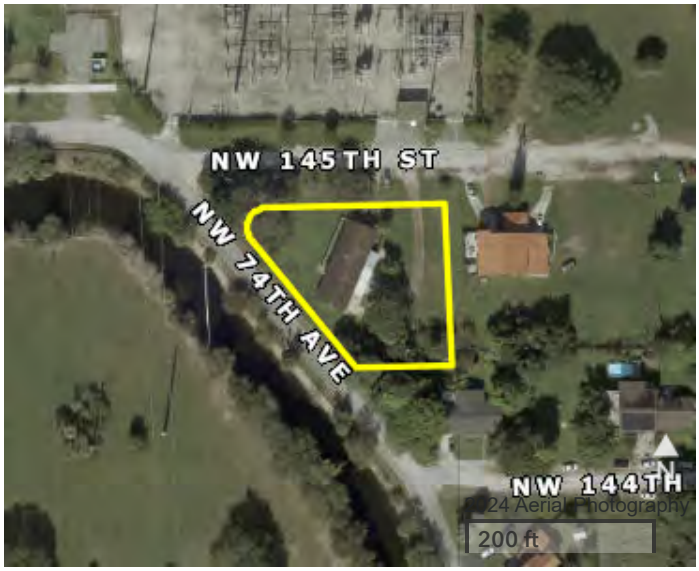
For access to the meeting agenda please visit www.miamilakes-fl.gov/agenda
Live/recorded meeting can be viewed here: https://www.miamilakes-fl.gov/meetings
To submit a pre-recorded video for Public Comments, please visit https://www.miamilakes-fl.gov/remotecomments You must have a working microphone and working web camera.

PROPERTY APPRAISER OF MIAMI-DADE COUNTY

Summary Report

Generated On: 05/08/2025

PROPERTY INFORMATION	
Folio	32-2023-001-0491
Property Address	7474 NW 145 ST MIAMI LAKES, FL 33014-2560
Owner	JESUS E GONZALEZ &W DIANA
Mailing Address	7351 SABAL DRIVE MIAMI LAKES, FL 33014-2522
Primary Zone	8900 INTERIM-AWAIT SPECIFIC ZO
Primary Land Use	0101 RESIDENTIAL - SINGLE FAMILY : 1 UNIT
Beds / Baths /Half	3 / 2 / 1
Floors	1
Living Units	1
Actual Area	2,684 Sq.Ft
Living Area	1,320 Sq.Ft
Adjusted Area	2,201 Sq.Ft
Lot Size	17,860 Sq.Ft
Year Built	1979



ASSESSMENT INFORMATION			
Year	**2024**	**2023**	**2022**
Land Value	$339,456	$323,544	$259,896
Building Value	$260,686	$244,586	$246,512
Extra Feature Value	$5,259	$5,321	$5,382
Market Value	$605,401	$573,451	$511,790
Assessed Value	$536,489	$487,718	$443,380

BENEFITS INFORMATION				
Benefit	**Type**	**2024**	**2023**	**2022**
Non-Homestead Cap	Assessment Reduction	$68,912	$85,733	$68,410

Note: Not all benefits are applicable to all Taxable Values (i.e. County, School Board, City, Regional).

TAXABLE VALUE INFORMATION			
Year	**2024**	**2023**	**2022**
COUNTY			
Exemption Value	$0	$0	$0
Taxable Value	$536,489	$487,718	$443,380
SCHOOL BOARD			
Exemption Value	$0	$0	$0
Taxable Value	$605,401	$573,451	$511,790
CITY			
Exemption Value	$0	$0	$0
Taxable Value	$536,489	$487,718	$443,380
REGIONAL			
Exemption Value	$0	$0	$0
Taxable Value	$536,489	$487,718	$443,380

SHORT LEGAL DESCRIPTION
23 52 40 .41 AC M/L
SUB OF PB 2-17
PORT OF E1/2 TR 47 DESC BEG
465FTW OF NE COR TR 47 W193.48FT
S 39 DEG E247.02FT E45.19FT

SALES INFORMATION			
Previous Sale	**Price**	**OR Book-Page**	**Qualification Description**
04/01/1997	$165,000	17625-3686	Deeds that include more than one parcel
09/01/1994	$130,000	16515-1505	Deeds that include more than one parcel
08/01/1994	$0	16506-1467	Sales which are disqualified as a result of examination of the deed
12/01/1986	$0	13131-4434	Sales which are disqualified as a result of examination of the deed

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7474

PROPERTY APPRAISER OF MIAMI-DADE COUNTY

Summary Report

Generated On: 05/08/2025

PROPERTY INFORMATION	
Folio	32-2023-001-0500
Property Address	7475 NW 144 ST MIAMI LAKES, FL 33014-2501
Owner	HECTOR M PALMERO
Mailing Address	7475 NW 144 ST MIAMI, FL 33014-2501
Primary Zone	8900 INTERIM-AWAIT SPECIFIC ZO
Primary Land Use	0101 RESIDENTIAL - SINGLE FAMILY : 1 UNIT
Beds / Baths /Half	5 / 3 / 0
Floors	2
Living Units	1
Actual Area	5,138 Sq.Ft
Living Area	3,225 Sq.Ft
Adjusted Area	3,573 Sq.Ft
Lot Size	33,977 Sq.Ft
Year Built	Multiple (See Building Info.)

ASSESSMENT INFORMATION			
Year	**2024**	**2023**	**2022**
Land Value	$494,179	$471,015	$378,356
Building Value	$446,062	$417,442	$419,668
Extra Feature Value	$2,750	$2,750	$2,750
Market Value	$942,991	$891,207	$800,774
Assessed Value	$277,860	$269,767	$261,910

TAXABLE VALUE INFORMATION			
Year	**2024**	**2023**	**2022**
COUNTY			
Exemption Value	$50,000	$50,000	$50,000
Taxable Value	$227,860	$219,767	$211,910
SCHOOL BOARD			
Exemption Value	$25,000	$25,000	$25,000
Taxable Value	$252,860	$244,767	$236,910
CITY			
Exemption Value	$50,000	$50,000	$50,000
Taxable Value	$227,860	$219,767	$211,910
REGIONAL			
Exemption Value	$50,000	$50,000	$50,000
Taxable Value	$227,860	$219,767	$211,910

BENEFITS INFORMATION				
Benefit	**Type**	**2024**	**2023**	**2022**
Save Our Homes Cap	Assessment Reduction	$665,131	$621,440	$538,864
Homestead	Exemption	$25,000	$25,000	$25,000
Second Homestead	Exemption	$25,000	$25,000	$25,000

Note: Not all benefits are applicable to all Taxable Values (i.e. County, School Board, City, Regional).

SALES INFORMATION			
Previous Sale	**Price**	**OR Book-Page**	**Qualification Description**
02/01/1986	$89,000	12812-0067	Sales which are qualified
04/01/1983	$75,200	11864-0938	Sales which are qualified

SHORT LEGAL DESCRIPTION
23 52 40 .780 AC M/L
SUB OF PB 2-17
S128.02FT OF E330FT TR 47 LESS
S25FT FOR R/W & NW 74 AVE LYG E &
ADJ CLOSED PER R-339-88

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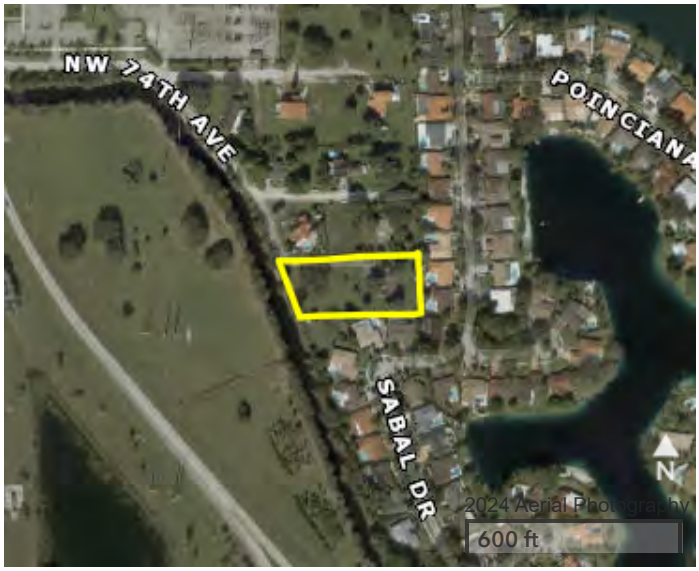
TOWN of MIAMI LAKES
NOTICE of PUBLIC HEARING

PROPERTY APPRAISER OF MIAMI-DADE COUNTY

Summary Report

Generated On: 05/08/2025

PROPERTY INFORMATION	
Folio	32-2023-001-0480
Property Address	14300 NW 77 AVE MIAMI LAKES, FL 33014-1534
Owner	LAKES INSURANCE HOLDINGS LLC
Mailing Address	7777 NW 146 ST MIAMI LAKES, FL 33016
Primary Zone	8900 INTERIM-AWAIT SPECIFIC ZO
Primary Land Use	0101 RESIDENTIAL - SINGLE FAMILY : 1 UNIT
Beds / Baths /Half	3 / 1 / 0
Floors	1
Living Units	1
Actual Area	2,230 Sq.Ft
Living Area	1,525 Sq.Ft
Adjusted Area	1,810 Sq.Ft
Lot Size	60,026 Sq.Ft
Year Built	Multiple (See Building Info.)



ASSESSMENT INFORMATION			
Year	**2024**	**2023**	**2022**
Land Value	$744,250	$709,363	$569,816
Building Value	$214,261	$200,169	$200,891
Extra Feature Value	$158	$160	$162
Market Value	$958,669	$909,692	$770,869
Assessed Value	$958,669	$430,997	$418,444

TAXABLE VALUE INFORMATION			
Year	**2024**	**2023**	**2022**
COUNTY			
Exemption Value	$0	$50,000	$50,000
Taxable Value	$958,669	$380,997	$368,444
SCHOOL BOARD			
Exemption Value	$0	$25,000	$25,000
Taxable Value	$958,669	$405,997	$393,444
CITY			
Exemption Value	$0	$50,000	$50,000
Taxable Value	$958,669	$380,997	$368,444
REGIONAL			
Exemption Value	$0	$50,000	$50,000
Taxable Value	$958,669	$380,997	$368,444

BENEFITS INFORMATION				
Benefit	**Type**	**2024**	**2023**	**2022**
Save Our Homes Cap	Assessment Reduction		$478,695	$352,425
Homestead	Exemption		$25,000	$25,000
Second Homestead	Exemption		$25,000	$25,000

Note: Not all benefits are applicable to all Taxable Values (i.e. County, School Board, City, Regional).

SALES INFORMATION			
Previous Sale	**Price**	**OR Book-Page**	**Qualification Description**
03/18/2024	$1,350,000	34250-4647	Qual by exam of deed
12/14/2023	$200,100	34011-3199	Federal, state or local government agency
08/01/2005	$750,000	23658-0093	Sales which are qualified

SHORT LEGAL DESCRIPTION
23 52 40 1.378 AC
SUB OF PB 2-17
BEG SE COR TR 46 N165.12FT
W390.18FT SELY175.61FT E336.36FT
PR ADD 14300 NW 77 AVE

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VATE
PERTY
NO
TRESPASSING
ATORS WILL
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TOWN of MIAMI LAKES
NOTICE of PUBLIC HEARING

PROPERTY APPRAISER OF MIAMI-DADE COUNTY

Summary Report

Generated On: 05/08/2025

PROPERTY INFORMATION	
Folio	32-2023-001-0472
Property Address	14340 NW 74 AVE MIAMI LAKES, FL 33014-2553
Owner	VIVIAN HOLT COMPROSKY
Mailing Address	14340 NW 74 AVE MIAMI LAKES, FL 33014-2553
Primary Zone	8900 INTERIM-AWAIT SPECIFIC ZO
Primary Land Use	0101 RESIDENTIAL - SINGLE FAMILY : 1 UNIT
Beds / Baths /Half	3 / 2 / 0
Floors	1
Living Units	1
Actual Area	1,862 Sq.Ft
Living Area	1,862 Sq.Ft
Adjusted Area	1,862 Sq.Ft
Lot Size	28,314 Sq.Ft
Year Built	1958

ASSESSMENT INFORMATION			
Year	**2024**	**2023**	**2022**
Land Value	$439,814	$419,198	$336,733
Building Value	$210,034	$195,510	$195,510
Extra Feature Value	$3,512	$3,534	$3,555
Market Value	$653,360	$618,242	$535,798
Assessed Value	$373,297	$362,425	$351,869

TAXABLE VALUE INFORMATION			
Year	**2024**	**2023**	**2022**
COUNTY			
Exemption Value	$50,000	$50,000	$50,000
Taxable Value	$323,297	$312,425	$301,869
SCHOOL BOARD			
Exemption Value	$25,000	$25,000	$25,000
Taxable Value	$348,297	$337,425	$326,869
CITY			
Exemption Value	$50,000	$50,000	$50,000
Taxable Value	$323,297	$312,425	$301,869
REGIONAL			
Exemption Value	$50,000	$50,000	$50,000
Taxable Value	$323,297	$312,425	$301,869

BENEFITS INFORMATION				
Benefit	**Type**	**2024**	**2023**	**2022**
Save Our Homes Cap	Assessment Reduction	$280,063	$255,817	$183,929
Homestead	Exemption	$25,000	$25,000	$25,000
Second Homestead	Exemption	$25,000	$25,000	$25,000

Note: Not all benefits are applicable to all Taxable Values (i.e. County, School Board, City, Regional).

SALES INFORMATION			
Previous Sale	**Price**	**OR Book-Page**	**Qualification Description**
10/01/2001	$0	20807-1433	Sales which are disqualified as a result of examination of the deed

SHORT LEGAL DESCRIPTION
23 52 40 .65 AC M/L
SUB OF PB 2-17
E170FT OF N1/2 OF TR 46
LOT SIZE IRREGULAR
F/A/U 30-2023-001-0472

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14340
14340

PROPERTY APPRAISER OF MIAMI-DADE COUNTY

Summary Report

Generated On: 05/08/2025

PROPERTY INFORMATION	
Folio	32-2023-001-0490
Property Address	14450 NW 74 AVE MIAMI LAKES, FL 33014-2551
Owner	GEORGINA ZULUETA LE , REM DIANA Z GONZALEZ TRS , ZULUETA LIVING TR , REM DAVID ZULUETA TRS
Mailing Address	14450 NW 74 AVE MIAMI LAKES, FL 33014
Primary Zone	8900 INTERIM-AWAIT SPECIFIC ZO
Primary Land Use	0101 RESIDENTIAL - SINGLE FAMILY : 1 UNIT
Beds / Baths /Half	5 / 2 / 0
Floors	2
Living Units	1
Actual Area	3,128 Sq.Ft
Living Area	2,826 Sq.Ft
Adjusted Area	2,746 Sq.Ft
Lot Size	30,492 Sq.Ft
Year Built	Multiple (See Building Info.)

ASSESSMENT INFORMATION			
Year	**2024**	**2023**	**2022**
Land Value	$460,723	$439,127	$352,741
Building Value	$331,875	$310,576	$312,226
Extra Feature Value	$2,583	$2,592	$2,600
Market Value	$795,181	$752,295	$667,567
Assessed Value	$185,320	$179,923	$174,683

TAXABLE VALUE INFORMATION			
Year	**2024**	**2023**	**2022**
COUNTY			
Exemption Value	$55,000	$55,000	$50,500
Taxable Value	$130,320	$124,923	$124,183
SCHOOL BOARD			
Exemption Value	$30,000	$30,000	$25,500
Taxable Value	$155,320	$149,923	$149,183
CITY			
Exemption Value	$55,000	$55,000	$50,500
Taxable Value	$130,320	$124,923	$124,183
REGIONAL			
Exemption Value	$55,000	$55,000	$50,500
Taxable Value	$130,320	$124,923	$124,183

BENEFITS INFORMATION				
Benefit	**Type**	**2024**	**2023**	**2022**
Save Our Homes Cap	Assessment Reduction	$609,861	$572,372	$492,884
Homestead	Exemption	$25,000	$25,000	$25,000
Second Homestead	Exemption	$25,000	$25,000	$25,000
Widow	Exemption	$5,000	$5,000	$500

Note: Not all benefits are applicable to all Taxable Values (i.e. County, School Board, City, Regional).

SALES INFORMATION			
Previous Sale	**Price**	**OR Book-Page**	**Qualification Description**
08/30/2021	$100	32731-0803	Life Estate interest
06/01/1984	$67,000	12203-3056	Sales which are qualified

SHORT LEGAL DESCRIPTION
23 52 40 .700 AC M/L
SUB OF PB 2-17
W157.89FT OF E182.89FT OF
S167FT OF N192FT OF TR-47
& NW 74 AVE LYG E & ADJ CLOSED

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PRIVATE
PROPERTY
NO TRESPASSING

TOWN of MIAMI LAKES
NOTICE of PUBLIC HEARING
Zoning amendment to rezone the 7.7 Acre area bounded to the North by NW 145 ST, to the West by NW 74 AVE, including all lands and properties fronting NW 144 ST and NW 143 ST from GU, General Use Zoning to RU1 Single Family Zoning. Folio Numbers affected:
32-2023-001-0491
32-2023-001-0490
32-2023-001-0478
32-2023-001-0480
32-2023-001-0493
32-2023-001-0500
32-2023-001-0474
32-2023-001-0492
32-2023-001-0476
32-2023-001-0472
HEARING DATE:
Tuesday May 20th, at 6:30pm
Town Hall Chambers, 6601 Main Street,
Lakes, Florida 33014. Anyone needing additional information should contact the Office of the Town Clerk by calling (305) 364-
6100.
YOU ARE NOT REQUIRED TO RESPOND TO THIS NOTICE ... case. Public meeting will be held in person at the physical meet-
ing location stated above. Members of the public are welcomed to attend the meeting. All persons interested may appear in person,
by attorney or agent, by letter or by email at publicmiamilakes-fl.gov and express objection or approval. All documentation pertain-
ing to this item(s) is on file in the Office of the Town Clerk located at 6601 Main Street, Miami Lakes, FL 33014.
In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Town
Council of Miami Lakes with respect to any matter considered at this meeting, such person will need to ensure that a verbatim
record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.
In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodations to participate in the
proceedings should call Town Hall at (305) 364-6100, no later than two (2) business days before the proceedings for assistance.
Please be advised that two or more council members may be in attendance of the above meeting.
For access to the meeting agenda please visit www.miamilakes-fl.gov/agenda
Live/streamed meeting can be viewed here: https://www.miamilakes-fl.gov/meetings
To submit a pre-recorded video for Public Comments, please visit https://www.miamilakes-fl.gov/remotecomments. You must
have a working microphone and working web camera.

PROPERTY APPRAISER OF MIAMI-DADE COUNTY

Summary Report

Generated On: 05/13/2025

PROPERTY INFORMATION	
Folio	32-2023-001-0493
Property Address	0 , FL
Owner	JESUS E GONZALEZ &W DIANA
Mailing Address	7351 SABAL DR MIAMI LAKES, FL 33014-2522
Primary Zone	8900 INTERIM-AWAIT SPECIFIC ZO
Primary Land Use	9981 ACREAGE NOT CLASSIFIED AG : VACANT LAND
Beds / Baths /Half	0 / 0 / 0
Floors	0
Living Units	0
Actual Area	0 Sq.Ft
Living Area	0 Sq.Ft
Adjusted Area	0 Sq.Ft
Lot Size	8,276 Sq.Ft
Year Built	0

ASSESSMENT INFORMATION			
Year	**2024**	**2023**	**2022**
Land Value	$247,450	$235,850	$189,454
Building Value	$0	$0	$0
Extra Feature Value	$0	$0	$0
Market Value	$247,450	$235,850	$189,454
Assessed Value	$87,084	$79,168	$71,971

TAXABLE VALUE INFORMATION			
Year	**2024**	**2023**	**2022**
COUNTY			
Exemption Value	$0	$0	$0
Taxable Value	$87,084	$79,168	$71,971
SCHOOL BOARD			
Exemption Value	$0	$0	$0
Taxable Value	$247,450	$235,850	$189,454
CITY			
Exemption Value	$0	$0	$0
Taxable Value	$87,084	$79,168	$71,971
REGIONAL			
Exemption Value	$0	$0	$0
Taxable Value	$87,084	$79,168	$71,971

BENEFITS INFORMATION				
Benefit	**Type**	**2024**	**2023**	**2022**
Non-Homestead Cap	Assessment Reduction	$160,366	$156,682	$117,483

Note: Not all benefits are applicable to all Taxable Values (i.e. County, School Board, City, Regional).

SHORT LEGAL DESCRIPTION
23 52 40 .19 AC
SUB OF PB 2-17
W49.96FT OF E432.71FT OF S167FT
OF N192FT OF TR-47
OR 17625-3686 0497 2 (2)

SALES INFORMATION			
Previous Sale	**Price**	**OR Book-Page**	**Qualification Description**
04/01/1997	$165,000	17625-3686	Deeds that include more than one parcel
09/01/1994	$130,000	16515-1505	Deeds that include more than one parcel

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NW 145TH ST
826
NW 74TH AVE
NW 144TH ST
NW 143RD ST
SR 826 RAMP
SR 826 EXP
ML Tax
Dist.-
(p-30)
SABAL DR

Town of Miami Lakes
Memorandum

To: **Honorable Mayor and Councilmembers**

From: **Edward Pidermann, Town Manager**

Subject: **Non-Ad Valorem Special Assessment Rates for Security Guard and Lake Maintenance Special Taxing Districts – Ordinance on First Reading**

Date: **May 20, 2025**

Recommendation

It is recommended that the Town Council approve the non-ad valorem special assessment rates proposed for Fiscal Year 2025-26 for security guard and lake maintenance areas listed in Exhibit A. Non-ad-valorem assessments for Special Taxing Districts ("STD") represent a cost-share assigned to a group of properties to pay all or part of the cost associated with a specific public service or improvement primarily benefiting those properties. All lots and parcels within the districts are unique due to their geographical boundaries, affected property owners, and levels of service.

The attached Ordinance relates to the rates for each STD. The Town of Miami Lakes ("Town") has determined that the services provided by these STDs will offer special benefits to properties within each district not exceeding amounts of special assessments to be levied. Therefore, it is hereby recommended that the proposed rates being assessed in Exhibit A be approved and adopted.

Background

In 2014, residents who were living within the six (6) STDs in the Town expressed interest in transferring these services from Miami-Dade County with the goal of receiving services provided directly by the Town. The Town Council approved the request to transfer the six (6) STDs by Ordinance on September 5, 2017, and subsequently, on January 21, 2018, a vote was conducted via mail-in ballot sent to those within the district boundaries. All six (6) districts received a majority vote ratifying the transfer to the Town effective October 1, 2018.

After the transfer, the Town began identifying contracts that could be piggybacked and services that could be provided by current Town contractors to prevent gaps in services. The Town executed change orders with current Town vendors for janitorial and landscape maintenance for four (4) STDs as these services were being provided "in-house" by Miami-Dade County. Furthermore, the Town piggybacked a lake maintenance services contract issued by Miami-Dade County that was issued in 2017 due to the competitive rates that were negotiated with the two (2) lake maintenance STDs.

In April 2019, the Town began meeting with each district to review current and proposed budgets for the following fiscal year along with obtaining recommendations for levels of service. This has since become the practice for checking whether each STD is on the right track or wrong track along with accounting for any future projects or enhancements.

Since 2019, the Town has procured two (2) security services vendors, one (1) lake maintenance provider, one (1) gate arm repairs and maintenance vendor, completed a guard house beautification project (to include LED lighting and landscaping), installed new guard gate systems to all security districts, installed license plate readers ("LPR") at three of the four security districts, upgraded five (5) guard house's access control systems, and completed guardhouse renovations that enhanced both the interior and exterior of four (4) guard houses.

On April 24, 2025, the Town Council held an STD workshop to discuss the level of service and preliminary budgets for FY 2025-26. The specific relevant information for each of the districts is outlined below:

1. **Miami Lakes Section One – Guard Gate District**
   Miami Lakes Section One will see a $10.00 reduction in the annual assessment rate for FY 2025–26, from $340.98 to $330.98, while maintaining guard service coverage 24 hours a day, 7 days a week (24/7) with one guard at an hourly rate of $23.43. The budget includes holiday coverage and reflects stable service costs, allowing for the reduced rate while preserving a 10% contingency reserve. Total projected expenditures are $312,125.

2. **Loch Lomond – Guard Gate District**
   Loch Lomond's annual assessment rate will remain unchanged at $2,669.00 for FY 2025–26, while maintaining 24/7 guard service coverage with two guards at an hourly rate of $23.43. The budget includes holiday coverage, vehicle patrol costs, and modest increases in administrative and operational expenses. A contingency reserve of 8% is maintained, slightly below the 10% threshold. Total projected expenditures are $519,071.

3. **Royal Oaks Section One – Guard Gate District**
   Royal Oaks Section One will see a $127.50 increase in the annual assessment rate for FY 2025–26, from $756.00 to $883.50, while maintaining 24-hour, 7-day (24/7) guard service coverage with two guards. The hourly rate will increase from $20.32 to $23.43, in accordance with the amended professional services agreement for security guard services for special taxing districts (Miami Lakes Section One) – Contract 2022–24, which also includes Royal Oaks Section One. This rate adjustment offsets rising service costs while maintaining a 5% contingency reserve. Total projected expenditures are $514,870.

4. **Royal Oaks East – Guard Gate District**
   Royal Oaks East will see a $34.00 increase in the annual assessment rate for FY 2025–26, from $825.89 to $859.89, while maintaining 24-hour, 7-day (24/7) guard service coverage with two guards. The district is included in the amended professional services agreement for security guard services for special taxing districts (Miami Lakes Section One) – Contract 2022–24 and will continue to benefit from a temporary hourly rate of $20.32 through September 30, 2025, before transitioning to the standard rate of $23.43. The increase in the assessment rate accounts for service cost adjustments while maintaining a 5% contingency reserve. Total projected expenditures are $510,191.

5. **Lake Patricia**
   Lake Patricia's annual assessment rate will remain unchanged at $231.46 for FY 2025–26. The preliminary budget supports continued lake maintenance and annual fish stocking. A contingency reserve amount of $5,012 is included and the total projected expenditures is $26,412.

6. **Lake Hilda**
   Lake Hilda's annual assessment rate will remain unchanged at $157.92 for FY 2025–26. The preliminary budget supports continued lake maintenance, and fish stocking. A contingency reserve of $14,555 is included and the total projected expenditures are $36,656.

Conclusion

Of the six active districts, two will experience assessment rate increases, one will see a reduction, and three will maintain their current rates.

- Miami Lakes Section One will see a reduction in its annual assessment rate due to stable service costs and maintains a 10% contingency reserve.
- Loch Lomond will maintain its current assessment rate while continuing 24/7 security coverage with two guards and a patrol vehicle, along with a contingency reserve of 8%.
- Royal Oaks Section One will see the largest assessment increase due to its formal inclusion in the amended professional services agreement for security guard services (contract 2022–24) and an upcoming hourly rate adjustment from $20.32 to $23.43.
- Royal Oaks East will experience a modest rate increase under the same amended agreement, with the hourly rate increase also taking effect after September 30, 2025.
- Lake Patricia and Lake Hilda will maintain their current assessment rates, with adequate funding to support ongoing lake maintenance, fish stocking, and contingency reserves aligned with Town policy.

Preliminary Assessments

The fiscal impact is only for those homeowners within the boundaries of the STDs. These funds will accrue from the special assessments paid by the property owners of folios within the active STDs. A summary table with the budgets for each district and the rate is provided below.

District Name	District Type	Number of Units	FY 24-25 Adopted Assessment Rate	FY 25-26 Preliminary Assessment Rate
Miami Lakes Section One	Security Guard	841	$340.98	$330.98
Loch Lomond	Security Guard	188	$2,669.00	$2,669.00
Royal Oaks Section One	Security Guard	589	$756.00	$883.50
Royal Oaks East	Security Guard	533.5	$825.89	$859.89
Lake Patricia	Lake Maintenance	72.5	$231.46	$231.46
Lake Hilda	Lake Maintenance	111	$157.92	$157.92

Timeline

Per Florida Statute, changes to folio and rate information must be submitted to the Property Appraiser's Office by July 10, 2025, to be included in the TRIM (Truth in Millage) notice. The TRIM notices will be mailed on August 22, 2025. Additional reductions to assessment rates may be up until September 15, 2025, at which point the final assessment roll will be locked and used to generate the tax bills.

STD Town Council Budget Workshop Items

Town staff has reviewed and provided cost estimates or savings projections for each of the items discussed during the April 24, 2025, Special Taxing District Town Council Budget Workshop. These items are detailed in Exhibit C – Special Taxing District (STD) Workshop Council Items & Initiatives. None of these items are included in the current assessment.

Exhibits

Exhibit A – FY2025-26 Assessment Rate
Exhibit B – FY2025-26 Preliminary STD Budget
Exhibit C - Special Taxing District (STD) Workshop Council Items & Initiatives

Roll Year	District Number	District Description	Rate
2025	1700	LOCH LOMOND	$ 2,669.00
2025	1701	MIAMI LAKES SECTION ONE	$ 330.98
2025	1702	ROYAL OAKS SECTION 1	$ 883.50
2025	1703	ROYAL OAKS EAST	$ 859.89
2025	1704	LAKE PATRICIA	$ 231.46
2025	1705	LAKE HILDA	$ 157.92

TOWN OF MIAMI LAKES
FY2025-2026 PRELIMINARY BUDGET
Detail by Line Item

ACCOUNT NUMBER	ACCOUNT NAME	FY2021-22 ACTUALS	FY2022-23 ACTUALS	FY2023-24 ACTUALS	FY2024-25 ADOPTED BUDGET	FY2024-25 AMENDED BUDGET	FY2024-25 YEAR-END PROJECTION	FY2025-26 PRELIMINARY BUDGET	FY2025-26 PRELIMINARY BUDGET COMMENTS
	SPECIAL TAXING DISTRICTS								
	MIAMI LAKES SECTION ONE - 1701								
	Number of Units	*841.00*	*841.00*	*841.00*	*841.00*			*841.00*	
	Assessment Rate per Unit	*$208.37*	*$340.98*	*$340.98*	*$340.98*			*$330.98*	Reduced assessment rate by $10.00
	Total Guard Service Hours	*8,496*	*8,496*	*8,496*	*8,496*			*8,496*	24 Hours 365 days minus 11 holidays.
	Total Holiday Hours	*264*	*264*	*264*	*264*			*264*	24 Hours for 11 holidays.
	Guard Hourly Rate	*$15.50*	*$22.10*	*$22.10*	*$23.43*			*$23.43*	
	Guard Holiday Hourly Rate	*$23.25*	*$33.15*	*$33.15*	*$35.15*			*$35.15*	
	REVENUES								
1111601-312415	SPECIAL ASSESMENT AT 100%	$166,263	$272,412	$278,342	$286,764	$286,764	$286,764	$278,354	
1111601-312415	5% ADJUSTMENT FOR DISCOUNTS & DELAYED PAYMENTS	$0	$0	$0	($14,338)	($14,338)	($14,338)	($13,918)	
1111601-329020	STD TRANSPONDERS	$2,800	$475	$695	$1,000	$1,000	$150	$500	
1111601-361100	INTEREST INCOME	$427	$402	$8,541	$0	$0	$0	$0	
1111601-361102	COUNTY & STATE INTEREST	$8	$1	$403	$0	$0	$331	$0	
1111601-369310	PROPERTY DAMAGE SETTLEMENT	$0	$0	$0	$0	$0	$0	$0	
1111601-370016	BUDGET CARRYFORWARD	$83,674	$3,449	$26,340	$31,492	$48,469	$48,469	$47,189	Projected carryforward balance.
	TOTAL REVENUES	**$253,664**	**$276,739**	**$314,321**	**$304,918**	**$321,895**	**$321,376**	**$312,125**	
	EXPENSES								
1111601-513011	MANAGEMENT & MONITORING (DIRECT COSTS)	$6,610	$6,610	$31,601	$32,824	$32,824	$32,824	$33,692	
1111601-513012	ADMINISTRATIVE OVERHEAD EXPENSES (INDIRECT COSTS)	$19,084	$19,093	$10,072	$10,575	$10,575	$10,394	$10,761	4.5% of total expense for administrative support for Miami Lakes Section One.
	OPERATING ADMINISTRATIVE COST SUBTOTAL	**$25,694**	**$25,703**	**$41,673**	**$43,399**	**$43,399**	**$43,218**	**$44,453**	
1111601-533002	SECURITY SERVICES - GUARD	$143,270	$196,408	$196,789	$199,061	$199,061	$206,982	$199,061	
1111601-533002	SECURITY GUARD HOLIDAY COST	$0	$0	$0	$9,280	$9,280	$0	$9,280	11 Holidays (24 Hours).
	OPERATING SECURITY COST SUBTOTAL	**$143,270**	**$196,408**	**$196,789**	**$208,341**	**$208,341**	**$206,982**	**$208,341**	
1111601-534010	JANITORIAL SERVICES	$1,540	$1,655	$1,820	$1,820	$1,820	$1,820	$1,820	Weekly services ($35).
1111601-541000	TELEPHONE SERVICES	$254	$241	$243	$288	$288	$225	$288	Monthly services ($24).
1111601-542000	FREIGHT & POSTAGE	$100	$0	$427	$572	$572	$272	$3,684	Mailouts for all residential notices at .73¢ per mailout at a minimum of 6 meetings.
1111601-543000	UTILITY SERVICES-ELECTRICITY	$1,246	$1,791	$1,830	$1,800	$1,800	$1,613	$1,800	Electric utility expense.
1111601-543020	UTILITY SERVICES-WATER & SEWER	$568	$1,013	$1,340	$900	$900	$1,376	$1,400	Water & Sewer utility expense.
1111601-545000	INSURANCE	$434	$434	$573	$597	$597	$597	$597	Property damage insurance covering physical structure of guard gate and guard house.
1111601-546000	REPAIR & MAINTENANCE	$2,466	$5,129	$2,977	$5,000	$5,000	$3,736	$6,000	Handymen($3,000), electrical services($2,000), and plumbing ($1,000).
1111601-546002	EXTERMINATOR SERVICES	$186	$219	$239	$240	$240	$262	$264	Monthly extermination services ($22).
1111601-546003	REPAIR & MAINTENACE-GROUNDS	$1,763	$2,908	$1,534	$6,000	$6,000	$6,000	$6,000	Quarterly flower change out & maintenance.
1111601-546021	GATE EQUIPMENT & REPAIRS	$9,328	$14,615	$6,865	$8,000	$8,000	$8,000	$8,000	Gate arm repairs and replacement.
1111601-547000	PRINTING & BINDING	$0	$0	$0	$100	$100	$0	$100	Ink, paper and envelops for mailouts.
1111601-548020	GENERAL ADVERTISEMENTS	$314	$282	$221	$350	$350	$87	$350	Legal notices to residents of public meetings based on a minimum of 6 meetings.
1111601-549311	TRANSPONDERS	$130	$0	$0	$1,000	$1,000	$0	$500	New transponders for residents.
1111601-555500	NON-CAPITAL OUTLAY	$0	$0	$827	$0	$0	$0	$0	-
	OPERATING COST SUBTOTAL	**$18,330**	**$28,287**	**$18,896**	**$26,667**	**$26,667**	**$23,988**	**$30,803**	
1111601-563000	CAPITAL OUTLAY-INFRASTRUCTURE	$40,772	$0	$0	$0	$0	$0	$0	-
1111601-564000	CAPITAL OUTLAY-MACHINERY & EQUIPMENT	$22,149	$0	$8,494	$0	$0	$0	$0	-
	CAPITAL OUTLAY SUBTOTAL	**$62,921**	**$0**	**$8,494**	**$0**	**$0**	**$0**	**$0**	
1111601-549002	CONTINGENCY RESERVE	**$0**	**$0**	**$0**	**$26,511**	**$43,488**	**$0**	**$28,528**	No more than 10% in reserves of the annual operating budget.
	TOTAL MIAMI LAKES SECTION ONE EXPENDITURES	**$250,215**	**$250,399**	**$265,852**	**$304,918**	**$321,895**	**$274,187**	**$312,125**	
	NET MIAMI LAKES SECTION ONE	**$3,449**	**$26,340**	**$48,469**	**$0**	**$0**	**$47,189**	**$0**	

TOWN OF MIAMI LAKES
FY2025-2026 PRELIMINARY BUDGET
Detail by Line Item

ACCOUNT NAME	FY2021-22 ACTUALS	FY2022-23 ACTUALS	FY2023-24 ACTUALS	FY2024-25 ADOPTED BUDGET	FY2024-25 AMENDED BUDGET	FY2024-25 YEAR-END PROJECTION	FY2025-26 PRELIMINARY BUDGET	FY2025-26 PRELIMINARY BUDGET COMMENTS
LOCH LOMOND - 1700								
Number of Units	*188.00*	*188.00*	*187.50*	*187.50*			*187.50*	
Assessment Rate per Unit	*$2,489.80*	*$2,489.80*	*$2,152.00*	*$2,669.00*			*$2,669.00*	
Total Guard Service Hours	*16,992*	*16,992*	*16,992*	*16,992*			*16,992*	24 Hours 365 days for 2 guards minus 11 holidays.
Total Vehicle Hours	*8,760*	*8,760*	*8,760*	*8,760*			*8,760*	24 Hours 365 days
Total Holiday Hours	*528*	*528*	*528*	*528*			*528*	24 Hours for 11 holidays for 2 guards.
Guard Hourly Rate	*$20.50*	*$20.50*	*$22.10*	*$23.43*			*$23.43*	
Guard Holiday Hourly Rate	*$30.75*	*$30.75*	*$33.15*	*$35.15*			*$35.15*	
Vehicle Hourly Rate	*$2.50*	*$2.50*	*$2.40*	*$2.40*			*$2.40*	
REVENUES								
SPECIAL ASSESMENT AT 100%	$444,296	$445,023	$395,549	$500,438	$500,438	$500,438	$500,438	
5% ADJUSTMENT FOR DISCOUNTS & DELAYED PAYMENTS	$0	$0	$0	($25,022)	($25,022)	($25,022)	($25,022)	
COVID19-CARES ACT	$492	$0	$0	$0	$0	$0	$0	
INTEREST INCOME	$297	$4,198	$7,497	$0	$0	$0	$0	
COUNTY & STATE INTEREST	$595	$440	$705	$0	$0	$638	$0	
PROPERTY DAMAGE SETTLEMENT	$0	$993	$0	$0	$0	$0	$0	
BUDGET CARRYFORWARD	$58,111	$73,489	$87,152	$26,440	$42,548	$42,548	$43,656	Projected carry forward balance.
TOTAL REVENUES	**$503,790**	**$524,142**	**$490,904**	**$501,856**	**$517,964**	**$518,602**	**$519,071**	
EXPENSES								
MANAGEMENT & MONITORING (DIRECT COSTS)	$6,610	$6,610	$7,293	$7,575	$7,575	$7,575	$7,775	
ADMINISTRATIVE OVERHEAD EXPENSES (INDIRECT COSTS)	$33,192	$33,633	$18,983	$20,261	$20,261	$20,126	$20,313	4.5% of total expense for administrative support for Loch Lomond.
OPERATING ADMINISTRATIVE COST SUBTOTAL	**$39,802**	**$40,243**	**$26,276**	**$27,836**	**$27,836**	**$27,701**	**$28,088**	
SECURITY SERVICES-GUARD	$382,680	$384,834	$411,517	$398,123	$398,123	$436,550	$398,123	
SECURITY GUARD HOLIDAY COST	$0	$0	$0	$18,559	$18,559	$0	$18,559	11 Holidays (24 Hours).
SECURITY SERVICES VEHICLE	$0	$0	$0	$21,024	$21,024	$0	$21,024	
OPERATING SECURITY COST SUBTOTAL	**$382,680**	**$384,834**	**$411,517**	**$437,706**	**$437,706**	**$436,550**	**$437,706**	
JANITORIAL SERVICES	$1,540	$1,655	$1,820	$1,820	$1,820	$1,820	$1,820	Weekly services ($35). New contract rate.
TELEPHONE SERVICES	$254	$241	$243	$300	$300	$225	$252	Monthly services ($21).
FREIGHT & POSTAGE	$0	$0	$253	$640	$640	$204	$821	Mailouts for all residential notices at .73¢ per mailout at a minimum of 6 meetings.
UTILITY SERVICES-ELECTRICITY	$1,121	$1,271	$1,188	$1,200	$1,200	$1,092	$1,200	Electric Utility Expense.
PROPERTY INSURANCE	$341	$341	$450	$469	$469	$469	$469	Property damage insurance covering physical structure of guard gate and guard
REPAIR & MAINTENANCE	$251	$1,576	$1,848	$2,050	$2,050	$1,036	$3,050	Handymen ($2,000), electrical services ($1,000), and annual fire extinguisher certification ($50).
EXTERMINATOR SERVICES	$186	$219	$239	$240	$240	$262	$264	Monthly extermination services ($22).
REPAIR & MAINTENACE-GROUNDS	$1,232	$2,457	$2,355	$3,000	$3,000	$3,000	$3,000	Quarterly flower change out & maintenance.
GATE EQUIPMENT & REPAIRS	$955	$3,936	$2,017	$2,500	$2,500	$2,500	$2,500	Gate arm replacement & repairs.
PRINTING & BINDING	$0	$0	$0	$100	$100	$0	$100	Ink, paper and envelops for mailouts.
GENERAL ADVERTISEMENTS	$439	$218	$151	$225	$225	$87	$225	Legal notices to residents of public meetings based on a minimum of 6 meetings.
GENERAL OPERATING COST SUBTOTAL	**$6,319**	**$11,914**	**$10,563**	**$12,544**	**$12,544**	**$10,695**	**$13,701**	
CAPITAL OUTLAY-MACHINERY & EQUIPMENT	$1,500	$0	$0	$0	$0	$0	$0	-
CAPITAL OUTLAY COST SUBTOTAL	**$1,500**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	
CONTINGENCY RESERVE	**$0**	**$0**	**$0**	**$23,770**	**$39,878**	**$0**	**$39,576**	No more than 10% in reserves of the annual operating budget. Currently at 8% of the total operating budget.
TOTAL LOCH LOMOND EXPENDITURES	**$430,302**	**$436,991**	**$448,356**	**$501,856**	**$517,964**	**$474,946**	**$519,071**	
NET LOCH LOMOND	**$73,489**	**$87,151**	**$42,548**	**$0**	**$0**	**$43,656**	**$0**	

TOWN OF MIAMI LAKES
FY2025-2026 PRELIMINARY BUDGET
Detail by Line Item

ACCOUNT NAME	FY2021-22 ACTUALS	FY2022-23 ACTUALS	FY2023-24 ACTUALS	FY2024-25 ADOPTED BUDGET	FY2024-25 AMENDED BUDGET	FY2024-25 YEAR-END PROJECTION	FY2025-26 PRELIMINARY BUDGET	FY2025-26 PRELIMINARY BUDGET COMMENTS
ROYAL OAKS SECTION ONE - 1702								
Number of Units	*589.00*	*589.00*	*589.00*	*589.00*			*589.00*	
Assessment Rate per Unit	*$706.89*	*$706.89*	*$746.07*	*$756.00*			*$883.50*	Increase assessment rate by an additional $127.50
Total Guard Service Hours	*16,992*	*16,992*	*16,992*	*16,992*			*16,992*	24 Hours 365 days for 2 guards minus 11 holidays.
Total Holiday Hours	*528*	*528*	*528*	*528*			*528*	24 Hours for 11 holidays for 2 guards.
Guard Hourly Rate	*$17.17*	*$17.43*	*$19.17*	*$20.32*			*$23.43*	Guard hourly rate increase by $3.11
Guard Holiday Hourly Rate	*$25.76*	*$26.15*	*$28.75*	*$30.48*			*$35.15*	Guard holiday hourly rate increase by $4.67
REVENUES								
SPECIAL ASSESMENT AT 100%	$398,171	$398,630	$427,728	$445,284	$445,284	$445,284	$520,382	
5% ADJUSTMENT FOR DISCOUNTS & DELAYED PAYMENTS	$0	$0	$0	($22,264)	($22,264)	($22,264)	($26,019)	
STD TRANSPONDERS	$1,050	$580	$800	$1,000	$1,000	$1,340	$1,000	
INTEREST INCOME	$410	$5,892	$10,630	$0	$0	$0	$0	
COUNTY & STATE INTEREST	$56	$69	$689	$0	$0	$527	$0	
PROPERTY DAMAGE SETTLEMENT	$239	$0	$0	$0	$0	$0	$0	
BUDGET CARRYFORWARD	$80,392	$106,060	$0	$42,223	$18,778	$18,778	$19,508	Projected carry forward balance.
REVENUE TOTAL	**$481,302**	**$511,231**	**$439,848**	**$466,243**	**$442,798**	**$443,665**	**$514,870**	
EXPENSES:								
MANAGEMENT & MONITORING (DIRECT COSTS)	$13,219	$13,219	$21,878	$22,725	$22,725	$22,725	$23,325	
ADMINISTRATIVE OVERHEAD EXPENSES (INDIRECT COSTS)	$28,361	$35,749	$17,168	$17,568	$17,568	$17,287	$20,111	4.5% of total expense for administrative support for Royal Oaks Section 1.
OPERATING ADMINISTRATIVE COST SUBTOTAL	**$41,580**	**$48,968**	**$39,046**	**$40,293**	**$40,293**	**$40,012**	**$43,436**	
SECURITY SERVICES	$298,302	$340,933	$332,994	$345,277	$345,277	$360,416	$398,123	
SECURITY GUARD HOLIDAY COST	$0	$0	$0	$16,093	$16,093		$18,559	11 Holidays (24 Hours).
OPERATING SECURITY COST SUBTOTAL	**$298,302**	**$340,933**	**$332,994**	**$361,370**	**$361,370**	**$360,416**	**$416,682**	
JANITORIAL SERVICES	$3,080	$3,309	$3,640	$3,640	$3,640	$3,605	$3,640	Weekly services per guard house ($35).
TELEPHONE SERVICES	$508	$483	$486	$504	$504	$451	$480	Monthly services for both guard house ($40).
FREIGHT & POSTAGE	$0	$0	$692	$2,003	$2,003	$136	$2,580	Mailouts for all residential notices at .73¢ per mailout at a minimum of 6 meetings.
UTILITY SERVICES-ELECTICITY	$2,980	$4,741	$3,561	$4,000	$4,000	$2,882	$3,800	Electric utility expense.
UTILITY SERVICES-WATER & SEWER	$338	$1,545	$333	$1,000	$1,000	$384	$800	Water & Sewer utility expense.
PROPERTY INSURANCE	$832	$833	$1,098	$1,144	$1,144	$1,144	$1,144	Property damage insurance covering physical structure of guard gate and guard
REPAIRS & MAINTENANCE	$4,875	$9,869	$8,197	$6,000	$6,000	$4,095	$5,000	Annual Pressure Cleaning ($1,000), Electrical Repairs ($1,000), Handymen($3,000).
EXTERMINATOR SERVICES	$372	$438	$477	$480	$480	$524	$528	Monthly exterminator service for both guard houses ($44).
REPAIR & MAINTENANCE-GROUNDS	$0	$190	$0	$0	$0	$0	$2,000	Quarterly flower change out & maintenance.
GATE EQUIPMENT & REPAIRS	$8,931	$13,828	$10,857	$9,000	$9,000	$9,000	$9,000	Gate arm replacement & repairs.
PRINTING & BINDING	$0	$0	$0	$100	$100	$182	$100	Ink, paper and envelops for mailouts.
GENERAL ADVERTISEMENTS	$202	$108	$85	$150	$150	$87	$150	Legal notices to residents of public meetings based on a minimum of 6 meetings.
TRANSPONDERS	$241	$892	$918	$1,000	$1,000	$1,241	$1,000	New transponders for residents.
COMPUTER SOFTWARE LICENSES	$13,000	$13,000	$12,250	$0	$0	$0	$0	-
OPERATING COST SUBTOTAL	**$35,360**	**$49,236**	**$42,595**	**$29,021**	**$29,021**	**$23,730**	**$30,222**	
CAPITAL OUTLAY-INFRASTRUCTURE	$0	$30,545	$6,435	$0	$0	$0	$0	
CAPITAL OUTLAY COST SUBTOTAL	**$0**	**$30,545**	**$6,435**	**$0**	**$0**	**$0**	**$0**	
CONTINGENCY RESERVE	**$0**	**$0**	**$0**	**$35,559**	**$12,114**	**$0**	**$24,531**	No more than 10% in reserves of the annual operating budget. Currently at 5% of the annual operating budget.
TOTAL ROYAL OAKS SECTION ONE EXPENDITURES	**$375,243**	**$469,681**	**$421,070**	**$466,243**	**$442,798**	**$424,157**	**$514,870**	
NET ROYAL OAKS SECTIONS ONE	**$106,060**	**$41,549**	**$18,778**	**$0**	**$0**	**$19,508**	**$0**	

TOWN OF MIAMI LAKES
FY2025-2026 PRELIMINARY BUDGET
Detail by Line Item

ACCOUNT NAME	FY2021-22 ACTUALS	FY2022-23 ACTUALS	FY2023-24 ACTUALS	FY2024-25 ADOPTED BUDGET	FY2024-25 AMENDED BUDGET	FY2024-25 YEAR-END PROJECTION	FY2025-26 PRELIMINARY BUDGET	FY2025-26 PRELIMINARY BUDGET COMMENTS
ROYAL OAKS EAST - 1703								
Number of Units	*533.50*	*533.50*	*533.50*	*533.50*			*533.50*	
Assessment Rate per Unit	*$706.89*	*$834.89*	*$825.89*	*$825.89*			*$859.89*	Increase assessment rate by an additional $34
Total Guard Service Hours	*16,992*	*16,992*	*16,992*	*16,992*			*16,992*	24 Hours 365 days for 2 guards minus 11 holidays.
Total Holiday Hours	*528*	*528*	*528*	*528*			*528*	24 Hours for 11 holidays for 2 guards.
Guard Hourly Rate	*$17.17*	*$17.43*	*$19.17*	*$20.32*			*$23.43*	Guard hourly rate increase by $3.11
Guard Holiday Hourly Rate	*$25.76*	*$26.15*	*$28.75*	*$30.48*			*$35.15*	Guard holiday hourly rate increase by $4.67
REVENUES								
SPECIAL ASSESMENT AT 100%	$360,459	$425,900	$429,320	$440,612	$440,612	$440,612	$458,751	
5% ADJUSTMENT FOR DISCOUNTS & DELAYED PAYMENTS	$0	$0	$0	($22,031)	($22,031)	($22,031)	($22,938)	
STD TRANSPONDERS	$210	$420	$1,750	$1,000	$1,000	$500	$1,000	Revenue for new transponders purchased.
INTEREST INCOME	$458	$3,953	$13,251	$0	$0	$0	$0	
COUNTY & STATE INTEREST	$86	$295	$653	$0	$0	$519	$0	
MISCELLANEOUS INCOME	$655	$0	$0	$0	$0	$0	$0	
PROPERTY DAMAGE SETTLEMENT	$0	$0	$0	$0	$0	$0	$0	
BUDGET CARRYFORWARD	$89,719	$71,542	$42,321	$49,687	$75,198	$75,198	$73,377	Projected carryforward balance.
TOTAL REVENUES	**$452,571**	**$502,109**	**$487,295**	**$469,268**	**$494,779**	**$494,798**	**$510,190**	
EXPENSES								
MANAGEMENT & MONITORING (DIRECT COSTS)	$13,219	$13,219	$20,257	$21,041	$21,041	$21,041	$21,598	
ADMINISTRATIVE OVERHEAD EXPENSES (INDIRECT COSTS)	$28,815	$34,974	$16,852	$17,425	$17,425	$17,241	$19,993	4.5% of total expense for administrative support for Royal Oaks East.
OPERATING ADMINISTRATIVE COST SUBTOTAL	**$42,034**	**$48,193**	**$37,109**	**$38,466**	**$38,466**	**$38,282**	**$41,591**	
SECURITY SERVICES	$300,060	$340,938	$335,587	$345,277	$345,277	$360,416	$398,123	
SECURITY GUARD HOLIDAY COST	$0	$0	$0	$16,093	$16,093		$18,559	11 Holidays (24 Hours)
OPERATING SECURITY COST SUBTOTAL	**$300,060**	**$340,938**	**$335,587**	**$361,370**	**$361,370**	**$360,416**	**$416,682**	
JANITORIAL SERVICES	$3,080	$3,309	$3,640	$3,640	$3,640	$3,605	$3,640	Weekly services per guard house ($35).
TELEPHONE SERVICES	$274	$483	$486	$504	$504	$451	$480	Monthly services for both guard house ($40).
FREIGHT & POSTAGE	$0	$0	$628	$2,003	$2,003	$682	$2,337	Mailouts for all residential notices at .73¢ per mailout at a minimum of 6 meetings.
UTILITY SERVICES-ELECTRICITY	$2,510	$3,464	$2,432	$2,000	$2,000	$2,105	$2,400	Electric utility expense.
UTILITY SERVICES-WATER & SEWER	$864	$952	$3,802	$1,000	$1,000	$629	$1,000	Water & Sewer utility expense.
PROPERTY INSURANCE	$706	$707	$932	$971	$971	$971	$971	Property damage insurance covering physical structure of guard gate and guard house.
REPAIRS & MAINTENANCE	$6,094	$6,669	$6,907	$6,000	$6,000	$4,248	$5,000	Annual Pressure Cleaning ($1,000), Electrical Repairs ($1,000), Handymen($3,000).
EXTERMINATOR SERVICES	$372	$438	$477	$480	$480	$524	$528	Monthly exterminator service for both guard houses ($44).
REPAIRS & MAINTENANCE-GROUNDS	$0	$181	$0	$0	$0	$0	$2,000	Quarterly flower change out & maintenance.
GATE EQUIPMENT & REPAIRS	$11,591	$10,077	$6,845	$8,000	$8,000	$8,000	$8,000	Gate arm replacement & repairs.
PRINTING & BINDING	$0	$0	$0	$100	$100	$182	$100	Ink, paper and envelops for mailouts.
GENERAL ADVERTISEMENTS	$202	$108	$85	$150	$150	$87	$150	Legal notices to residents of public meetings based on a minimum of 6 meetings.
TRANSPONDERS	$241	$892	$918	$1,000	$1,000	$1,241	$1,000	New transponders for residents.
COMPUTER SOFTWARE LICENSES	$13,000	$13,000	$12,250	$0	$0	$0	$0	-
OPERATING COST SUBTOTAL	**$38,935**	**$40,281**	**$39,401**	**$25,848**	**$25,848**	**$22,723**	**$27,606**	
CAPITAL OUTLAY-INFRASTRUCTURE	$0	$30,377	$0	$0	$0	$0	$0	-
CAPITAL OUTLAY-MACHINERY & EQUIPMENT	$0	$0	$0	$0	$0	$0	$0	-
CAPITAL OUTLAY COST SUBTOTAL	**$0**	**$30,377**	**$0**	**$0**	**$0**	**$0**	**$0**	Any request for capital improvements that exceed 10% of the annual operating
CONTINGENCY RESERVE	**$0**	**$0**	**$0**	**$43,584**	**$69,095**	**$0**	**$24,312**	No more than 10% in reserves of the annual operating budget. Currently at 5%of the operating budget.
TOTAL ROYAL OAKS EAST EXPENENDITURES	**$381,029**	**$459,788**	**$412,097**	**$469,268**	**$494,779**	**$421,421**	**$510,191**	
NET ROYAL OAKS EAST	**$71,542**	**$42,321**	**$75,198**	**$0**	**$0**	**$73,377**	**($0)**	

TOWN OF MIAMI LAKES
FY2025-2026 PRELIMINARY BUDGET
Detail by Line Item

ACCOUNT NAME	FY2021-22 ACTUALS	FY2022-23 ACTUALS	FY2023-24 ACTUALS	FY2024-25 ADOPTED BUDGET	FY2024-25 AMENDED BUDGET	FY2024-25 YEAR-END PROJECTION	FY2025-26 PRELIMINARY BUDGET	FY2025-26 PRELIMINARY BUDGET COMMENTS
LAKE PATRICIA - 1704								
Number of Units	*72.5*	*72.5*	*72.5*	*72.5*			*72.5*	
Assessment Rate per Unit	*$231.46*	*$231.46*	*$231.46*	*$231.46*			*$231.46*	
Bacterial Testing	*0*	*0*	*$0*	*$0*			*$0*	
Fish Stocking	*1,100*	*1,100*	*$1,100*	*$1,100*			*$1,100*	
Number of cycles	*24*	*24*	*24*	*24*			*24*	
Number of summer cycles	*4*	*4*	*4*	*4*			*4*	
REVENUES								
SPECIAL ASSESMENT AT 100%	$15,876	$15,449	$16,111	$16,781	$16,781	$16,781	$16,781	
5% ADJUSTMENT FOR DISCOUNTS & DELAYED PAYMENTS	$0	$0	$0	($839)	($839)	($839)	($839)	
INTEREST INCOME	$58	$718	$2,719	$0	$0	$0	$0	
COUNTY & STATE INTEREST	$0	$0	$25	$0	$0	$20	$0	
BUDGET CARRYFORWARD	$11,387	$13,658	$15,174	$10,309	$15,427	$15,427	$10,470	Projected carry forward balance.
TOTAL REVENUES	**$27,321**	**$29,825**	**$34,028**	**$26,251**	**$31,369**	**$31,389**	**$26,412**	
EXPENSES								
MANAGEMENT & MONITORING (DIRECT COSTS)	$0	$0	$1,755	$1,794	$1,794	$1,794	$1,871	
ADMINISTRATIVE OVERHEAD EXPENSES (INDIRECT COSTS)	$1,070	$1,148	$725	$821	$821	$824	$841	4.5% of total expense for administrative support for Lake Patricia.
OPERATING ADMINISTRATIVE COST SUBTOTAL	**$1,070**	**$1,148**	**$2,480**	**$2,615**	**$2,615**	**$2,618**	**$2,712**	
FREIGHT & POSTAGE	$0	$0	$86	$294	$294	$93	$318	Mailouts for all residential notices at .73¢ per mailout at a minimum of 6 meetings.
WATER TREATMENT SERVICE	$12,350	$13,410	$15,960	$17,700	$17,700	$18,120	$18,120	Annual contractual lake maintenance for 24 services ($12,960) summer cycle 4 services ($2,160) annual fish stocking ($1,500), and additional services ($1,500).
PRINTING & BINDING	$0	$0	$0	$100	$100	$0	$100	Ink, paper and envelops for mailouts.
GENERAL ADVERTISEMENTS	$243	$93	$75	$150	$150	$88	$150	Legal notices to residents of public meetings.
OPERATING COSTS SUBTOTAL	**$12,593**	**$13,503**	**$16,121**	**$18,244**	**$18,244**	**$18,301**	**$18,688**	
CONTINGENCY RESERVE	**$0**	**$0**	**$0**	**$5,392**	**$10,510**	**$0**	**$5,012**	
TOTAL LAKE PATRICIA EXPENDITURES	**$13,663**	**$14,651**	**$18,601**	**$26,251**	**$31,369**	**$20,919**	**$26,412**	
NET LAKE PATRICIA	**$13,658**	**$15,174**	**$15,427**	**$0**	**$0**	**$10,470**	**$0**	

TOWN OF MIAMI LAKES
FY2025-2026 PRELIMINARY BUDGET
Detail by Line Item

ACCOUNT NAME	FY2021-22 ACTUALS	FY2022-23 ACTUALS	FY2023-24 ACTUALS	FY2024-25 ADOPTED BUDGET	FY2024-25 AMENDED BUDGET	FY2024-25 YEAR-END PROJECTION	FY2025-26 PRELIMINARY BUDGET	FY2025-26 PRELIMINARY BUDGET COMMENTS
LAKE HILDA - 1705								
Number of Units	*111.00*	*111.00*	*111.00*	*111.00*			*111.00*	
Assessment Rate per Unit	*$157.92*	*$157.92*	*$157.92*	*$157.92*			*$157.92*	
Number of cycles	*24*	*24*	*24*	*24*			*24*	
Number of summer cycles	*4*	*4*	*4*	*4*			*4*	
REVENUES								
SPECIAL ASSESMENT AT 100%	$16,642	$16,626	$16,780	$17,529	$17,529	$17,529	$17,529	
5% ADJUSTMENT FOR DISCOUNTS & DELAYED PAYMENTS	$0	$0	$0	($876)	($876)	($876)	($876)	
INTEREST INCOME	$83	$1,016	$4,358	$0	$0	$0	$0	
COUNTY & STATE INTEREST	$5	$0	$25	$0	$0	$18	$0	
BUDGET CARRYFORWARD	$16,276	$19,386	$22,742	$18,124	$24,734	$24,734	$20,003	Projected carry forward balance.
TOTAL REVENUES	**$33,007**	**$37,029**	**$43,906**	**$34,777**	**$41,387**	**$41,405**	**$36,656**	
EXPENSES								
MANAGEMENT & MONITORING (DIRECT COSTS)	$0	$0	$2,632	$2,691	$2,691	$2,691	$2,806	
ADMINISTRATIVE OVERHEAD EXPENSES (INDIRECT COSTS)	$1,067	$1,119	$711	$809	$809	$806	$831	4.5% of total expense for administrative support for Lake Hilda.
OPERATING ADMINISTRATIVE COST SUBTOTAL	**$1,067**	**$1,119**	**$3,343**	**$3,500**	**$3,500**	**$3,497**	**$3,637**	
FREIGHT & POSTAGE	$0	$0	$129	$450	$450	$91	$486	Mailouts for all residential notices at .73¢ per mailout at a minimum of 6 meetings.
WATER TREATMENT SERVICE	$12,310	$13,074	$15,624	$17,280	$17,280	$17,728	$17,728	Annual contractual lake maintenance for 24 services ($12,624), summer cycle 4 services ($2,104) annual fish stocking ($1,500), and additional services ($1,500).
PRINTING & BINDING	$0	$0	$0	$100	$100	$0	$100	Ink, paper and envelops for mailouts.
GENERAL ADVERTISEMENTS	$243	$93	$75	$150	$150	$87	$150	Legal notices to residents of public meetings.
OPERATING COSTS SUBTOTAL	**$12,553**	**$13,167**	**$15,829**	**$17,980**	**$17,980**	**$17,905**	**$18,464**	
CONTINGENCY RESERVE	**$0**	**$0**	**$0**	**$13,297**	**$19,907**	**$0**	**$14,555**	
TOTAL LAKE HILDA EXPENDITURES	**$13,620**	**$14,287**	**$19,172**	**$34,777**	**$41,387**	**$21,402**	**$36,656**	
NET LAKE HILDA	**$19,387**	**$22,742**	**$24,734**	**$0**	**$0**	**$20,003**	**($0)**	

MIAMI LAKES
Growing Beautifully

April 2025 Special Taxing District (STD) Town Council Workshop Council Items & Initiatives

During the April 24, 2025, special taxing districts workshop the Town Council and the public discussed a variety of potential enhancements and cost-saving measures. As a result of the workshop, staff is providing potential cost saving measuresand costs of enhancements related to items discussed at the workshop for the Council to consider.

1. **Projected Savings by Downgrading to Security Guard Level I**
   All security guards assigned to the four Special Taxing Districts are currently classified as Level II under the existing contract with SFM Services. Based on SFM Services' billing rate proposal, downgrading from Level II to Level I guards at all guardhouses would yield an estimated annual savings of $73,824.48:

District	Total Annual Savings
Loch Lomond	$12,304.08
Miami Lakes Section One	$12,304.08
Royal Oaks Section One	$24,608.16
Royal Oaks East	$24,608.16
TOTAL	**$73,824.48**

2. **Capital Improvement Ballots**
   Two Staff explored options for conducting a straw ballot to gather resident input on capital improvement projects. After communicating with the Miami-Dade County Elections Department, it was determined that their mail-in ballot process is not feasible for Special Taxing Districts, as it is based on the number of registered voters, not property owners.

   Alternative methods more aligned with the structure of Special Taxing Districts include HOA-style voting platforms, which are commonly used in private communities. These systems allow for property-based voting and can include secure online participation, voter authentication, and optional mailed ballots for residents without internet access.

An estimate was received from a third-party HOA voting provider, totaling $2,500 for a fully managed election across all districts. Based on the number of units per district, the estimated cost distribution is as follows:

- Miami Lakes Section One: $800.00
- Loch Lomond: $200.00
- Royal Oaks Section One: $600.00
- Royal Oaks East: $600.00
- Lake Patricia: $100.00
- Lake Hilda: $200.00

3. **Speed Hump Installation at Guardhouse Lanes**

To standardize traffic calming across all four security STDs, the proposal Each speed hump is estimated at $400.00 for materials and $200.00 for installation, totaling $600.00 per unit. The complete project is estimated at $9,000.00.

The estimated cost of distribution by district is as follows:

- Miami Lakes Section One (3 speed humps): $1,800.00
- Loch Lomond (2 speed humps): $1,200.00
- Royal Oaks Section One (5 speed humps): $3,000.00
- Royal Oaks East (5 speed humps): $3000.00

4. **Infrared Photo Switch Systems for Visitor Gates**

A quote was obtained based on contract pricing for installing an infrared photo switch system to automate visitor gate openings at six (6) guardhouse locations. The total estimated installation cost is $5,597.40, or $932.90 per guardhouse, which includes equipment, labor, and installation accessories. The cost is distributed based on the number of guardhouses in each Special Taxing District:

- Miami Lakes Section One (1 guardhouse): $932.90
- Loch Lomond (1 guardhouse): $932.90
- Royal Oaks Section One (2 guardhouses): $1,865.80
- Royal Oaks East (2 guardhouses): $1,865.80

5. **Custom Windshield Stickers for Resident Identification**

Based on the updated quote for 5,000 weatherproof decals, the total estimated cost is $1,800.00, at a rate of $0.36 per sticker. The order includes additional stickers to account for replacements, future needs, or lost decals.

Sticker quantities and estimated costs by district are as follows:

- Royal Oaks Section One (589 units): 2,700 stickers
  - Estimated cost: $972.00
- Royal Oaks East (533.5 units): 2,300 stickers
  - Estimated cost: $828.00

This combined total of 5,000 stickers fits within the quoted order range and provides coverage for current needs plus extras. Stickers are intended for use on both vehicles per household, with an estimated two stickers per unit—one for each side of the windshield. Distribution can be coordinated annually or every 2–3 years alongside the budget letter mailout.

6. **Guardhouse Monitor Installations**

   To reduce reliance on print communication, the Town received estimated first-year and recurring annual costs to add digital monitors for resident notifications:

District	Guardhouse Locations	Number of Monitors (All Lanes)	Estimated Year 1 Cost	Estimated Annual Cost (per location)
Loch Lomond	15711 Turnberry Drive	2	$3,300.00	$600.00
Miami Lakes Section One	8281 Balgowan Road	4	$5,700.00	$600.00
Royal Oaks Section One	8206 NW 162nd St & 8211 NW 168th St	5	$6,900.00	$1,100.00
Royal Oaks East	16111 NW 79th Ave & 8111 NW 167th Ter	5	$6,876.03	$1,100.00

7. **Guardhouse Fixed Awning Installations**

An estimated cost was developed for the installation of fixed awnings at each guardhouse. The estimated cost is $1,500 per awning based on previously received quotes, with the projected cost by district as follows:

- Miami Lakes Section One (1 guardhouse): $1,500.00
- Loch Lomond (1 guardhouse): $1,500.00
- Royal Oaks Section One (2 guardhouses): $3,000.00
- Royal Oaks East (2 guardhouses): $3,000.00

8. **Loch Lomond Guardhouse Renovation Options**

Options on the scope of renovation desired, cost estimates for the Loch Lomond guardhouse are as follows:

- Full demolition & rebuild: $100,000 – $200,000
- Renovation (no bathroom): $15,000 – $25,000
- Renovation (with bathroom): $25,000 – $75,000

9. **Lake Aeration System Installations**

To enhance water quality and aesthetics in the lake maintenance STDs, the Town received the following installation quotes for aeration systems in January of 2024:

- Lake Patricia: $24,266.00
- Lake Hilda: $28,378.00

If funded through direct assessments, the impact per unit would be:

- Lake Patricia - increase of $168.00, raising the annual assessment from $231.46 to $399.46.
- Lake Hilda- increase of $330.00, raising the annual assessment from $157.92 to $487.92.

This rate adjustment is one-time and specific to FY 2025–26. Following the completion of the aeration system installations, the assessment rates for both districts would be reduced in subsequent fiscal years to reflect the return to standard operational and maintenance costs.

ORDINANCE NO. 25-____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA APPROVING, ADOPTING, A NON-AD VALOREM ASSESSMENT ROLL FOR SPECIAL TAXING DISTRICTS; APPROVING, ADOPTING AND RATIFYING SPECIAL ASSESSMENT DISTRICT RATES FOR SPECIAL TAXING DISTRICTS, INCLUDING BUT NOT LIMITED TO SECURITY GUARD AND MULTIPURPOSE MAINTENANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, as of October 1st, 2018, the Town of Miami Lakes (the "Town") operates special assessments for four security guard services; Loch Lomond Guard Gate District, Miami Lakes Section One, Royal Oaks East, and Royal Oaks Section One, and two lake maintenance districts: Lake Patricia and Lake Hilda (the "Neighborhood Service Districts"); and

WHEREAS, the Town has created advisory committees composed of members from the different Neighborhood Service Districts to aid the Town in the administration of the different Special Taxing Districts; and

WHEREAS, the Town has planned to hold public meetings with advisory committees to discuss Neighborhood Service Districts' Budgets for fiscal year 2025-2026 prior to the adoption of this Ordinance; and

WHEREAS, the Town Council, as the governing body of the Special Taxing District, has a responsibility to adopt a non-ad valorem assessment roll, and set a non-ad valorem rate for all Special Taxing District, pursuant to Florida Statute § 197.3632.

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

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

Section 2. **Adoption of Non-Ad Valorem Assessment Roll.** The non-ad valorem assessment roll attached hereto as Exhibit "A" is hereby adopted.

Section 3. **Adoption of Non-Ad Valorem Rate for Neighborhood Service Districts.** The non-ad valorem rate for the Town's Special Taxing Districts attached hereto as Exhibit "B," are hereby adopted.

Section 4. **Severability.** The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall remain in effect, it being the legislative intent that the Ordinance shall stand notwithstanding the invalidity of any part.

Section 5. **Effective Date**. That this Ordinance shall be effective immediately upon its adoption on second reading.

THIS SPACE INTENTIONALLY LEFT BLANK

FIRST READING

The foregoing Ordinance was offered by Councilmember_____ who moved its adoption on first reading. The motion was seconded by Councilmember _____ and upon being put to a vote, the vote was as follows:

Mayor Joshua Dieguez _____

Vice Mayor Bryan Morera _____

Councilmember Juan Carlos Fernandez _____

Councilmember Angelo Cuadra Garcia _____

Councilmember Ray Garcia _____

Councilmember Steven Herzberg _____

Councilmember Alex Sanchez _____

SECOND READING

The foregoing Ordinance was offered by Councilmember_____ who moved its adoption on first reading. The motion was seconded by Councilmember _____ and upon being put to a vote, the vote was as follows:

Mayor Josh Dieguez _____

Vice Mayor Bryan Morera _____

Councilmember Juan Carlos Fernandez _____

Councilmember Angelo Cuadra Garcia _____

Councilmember Ray Garcia _____

Councilmember Steven Herzberg _____

Councilmember Alex Sanchez _____

_____
JoshuaDieguez
MAYOR

Attest:

_____
Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

_____
Lorenzo Cobiella, Esq.
Gastesi, Lopez and Mestre, PLLC
DEPUTY TOWN ATTORNEY

TOWN OF MIAMI LAKES
MEMORANDUM

To: **Honorable Mayor & Councilmembers**

From: **Ed Pidermann, Town Manager**
Raul Gastesi, Town Attorney

Subject: **Lobbyist Ordinance**

Date: **May 20, 2025**

Recommendation

It is advised that the Town Council formally adopt the enclosed Ordinance updating the Town's Lobbyist policy, in order to more closely align with Miami-Dade County's Code of Ethics.

Background

Miami Dade County's Code of Ethics provides for standards that must be followed by all persons lobbying the County government and all thirty four (34) municipalities. From time to time, these policies have been amended. Municipalities are allowed to create policy that may be more stringent than those provided by the County Code. For over ten (10) years, the Town has been guided by its lobbying ordinance. The enclosed ordinance provides for those standards that are required by Miami-Dade County Code of Ethics, and where possible, provides for standards that are more stringent and aligned with the Town of Miami Lakes' oversight of lobbyist registration.

ORDINANCE NO. 2025-___

AN ORDINANCE OF THE TOWN OF MIAMI LAKES, FLORIDA, RELATING TO LOBBYING ACTIVITIES; PROVIDING FOR REGISTRATION AND DISCLOSURE REQUIREMENTS FOR LOBBYISTS; PROVIDING FOR PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Miami Lakes (the "Town") recognizes the right of individuals and entities to petition government and engage with public officials; and

WHEREAS, lobbying, when conducted transparently and ethically, plays an important role in the democratic process; and

WHEREAS, the Town Council seeks to ensure that the conduct of lobbyists and those who influence local government decisions is open and transparent to the public; and

WHEREAS, the Town Council finds that it is in the public interest to establish clear standards for lobbyist registration, disclosure, and conduct to prevent conflicts of interest and maintain public confidence in local governance.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA:

CHAPTER 14, LOBBYING AND CONSULTANT DISCLOSURE

ARTICLE I. IN GENERAL

Secs. 14-1—14-18. Reserved.

~~ARTICLE II. CONSULTANT DISCLOSURE~~

~~Sec. 14-19. Definitions.~~

~~The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

~~Consultant.~~

~~(1) The term "consultant" means an individual, corporation, partnership or business entity that has been retained, for financial compensation, which includes nonmonetary compensation of similar value, to assist or provide any professional services to an entity in seeking approval of an item from the Town Council or staff, or to obtain a contract with the Town.~~

~~**(2) The term "consultant" specifically excludes the following persons: any person who has been retained solely to provide mailing, delivery, copy and other reproduction services of bid items and related bid materials; any person retained solely to provide professional engineering services, as certified under F.S. ch. 471; any person retained solely to provide land surveying and mapping services, as certified under F.S. ch. 472; and any person retained solely to provide architectural services, as certified under F.S. ch. 481.**~~

~~**Entity means an individual, corporation, partnership or business entity that engages the services of a consultant, for financial compensation, which includes nonmonetary compensation of similar value, to assist or to provide any services to the entity in seeking approval of an item from the Town Council or staff, or to obtain a contract with the Town.**~~

~~**Sec. 14-20. Penalty.**~~

~~**A violation of this article or any resolution adopted pursuant to the ordinance from which this article is derived may be enforced pursuant to Section 8-10 and by issuance of a uniform civil violation notice, citation, summons or notice to appear in county court, or by filing an action in civil court for injunctive relief. This article is supplemental and nothing contained herein shall prohibit the Town from enforcing this article by any other lawful means.**~~

~~**Sec. 14-21. Registration.**~~

~~**(a) All entities shall register, on the prescribed Consultant Disclosure Form as provided by the Town Clerk, the name of any consultant and the capacity in which he has been retained by the said entity.**~~

~~**(b) Said form shall be filed by the entity with the Town Clerk within seven days of the Council meeting where the entity's item will be discussed or before the consultant performs services on behalf of the entity, whichever shall come first.**~~

~~**(c) It shall be unlawful for an entity to obtain services from a consultant on any item or contract requiring official Town action until said entity has properly registered the consultant with the Town pursuant to this section.**~~

~~**(d) The fee payable to the Town by the entity for registration of each consultant shall be as established by resolution. The registration fees required by this subsection shall be deposited with the Town Clerk and shall cover any and all consultants retained for said item or contract by the entity for the purposes described herein.**~~

~~**Sec. 14-22. Business prohibition.**~~

~~**If an entity is found in violation of Section 14-21, that entity shall not be permitted to conduct business with the Town for a period of two years following the violation.**~~

Section 14 – 1 Applicability.

Notwithstanding any provision in the Code of the Town, as amended, to the contrary, Section 2-11.1(s) of the Code of Ordinances of Miami-Dade County, Florida, as amended ("County Code"), shall be applicable in the Town.

Section 14 – 2 Penalty

Any person in violation of any provision of this article shall be subject to the penalty as provided in section 14 – 7.

Section 14 – 3 Definitions

The definitions used in Section 2-11.1(s) of the County Code shall be applicable to this article. References in Section 2-11.1 of the County Code to county personnel shall, therefore, be applicable to Town personnel who serve in comparable capacities to the county personnel referred to therein.

Section 14 - 4. Registration; ethics; fee; disclosure requirements; log of registered lobbyists; exemptions from payment of fee; failure to register.

A. A person may not lobby a Town official, a Town board/committee member, the Town manager, or Town staff, until such person has registered as a lobbyist with the Town clerk and submitted a certificate of completion of an ethics course provided by the Miami-Dade County Commission on Ethics Public Trust. Completion of the course prior to registration is required.

   Such registration shall be due within five business days of being retained as a lobbyist by a principal, prior to engaging in any type of lobbying activities, and shall be renewed on a yearly basis thereafter. The annual registration fee for each lobbyist shall be $525.00 as an initial registration fee, plus an additional fee of $105.00 for each principal represented for each issue lobbied on behalf of any one principal. The registration fees required by this section shall be deposited by the Town Clerk into a separate account and shall be expended for purposes of recording, transcription, administration, and/or any other associated costs incurred in maintaining these records for availability to the public. Any person who is required to pay the registration fee and who is unable to pay the registration fee

without imposing an undue burden on personal resources or on resources otherwise available to him or her shall, upon written certification of such inability given under oath to the Town clerk, be exempt from paying the registration fee. Regardless of the date of the initial registration, all lobbyists' registrations shall expire December 31 of each calendar year and shall be renewed on a calendar year basis.

B. Lobbyists shall be required to complete a refresher ethics course every two years. Each lobbyist who has completed a refresher ethics course shall submit to the Town clerk a certificate at the time of registration.

C. Within five business days of being retained as a lobbyist or before engaging in any lobbying activities, whichever comes first, every person required to register as a lobbyist shall:
    a. Register on forms prepared by the Town Clerk;
    b. Pay an initial registration fee of $525.00, plus an additional fee of $105.00 for each principal represented and for each issue the lobbyist has been retained to lobby on behalf of any one principal; and
    c. Disclose, under oath, the following information:
        i. Lobbyist's name and business address;
        ii. Name and business address of each principal represented;
        iii. The specific issue on which he or she has been retained to lobby; and
        iv. If the lobbyist represents a corporation, partnership or trust, the name and business address of the chief officer, partner or beneficiary of the corporation, partnership or trust and the names and addresses of all persons holding, directly or indirectly, at least five percent ownership interest in said corporation, partnership or trust. A separate registration form shall be filed by the lobbyist and an additional fee of $105.00 shall be paid for each principal represented and for each issue the lobbyist has been retained to lobby on behalf of any one principal. Such issue shall be described with as much detail as is practical, including, though not limited to: a specific description (where applicable) of a pending request for proposals, invitation to bid, ordinance, resolution, or a given item on the agenda. The Town clerk or the clerk's designee shall reject any registration statement which does not provide a clear description of the specific issue on which such lobbyist has been retained to lobby.
    d. Submit a certificate of completion of the ethics course as provided under subsection 2-654(b).

D. In addition, every registrant shall be required to state under oath the existence of any direct or indirect business association, partnership, or financial relationship with the mayor, any member of the Town council, any member of a Town board/committee, the Town manager, or a member of the Town staff before whom he or she lobbies or intends to lobby.
E. The Town clerk shall maintain a log, which shall be updated on a quarterly basis by April 15, July 15, October 15 and January 15 of each year, reflecting the lobbyist registrations filed in accordance with this section and shall be distributed to the mayor, the Town council, and the Town Manager.
F. The mayor, all members of the Town Council, all members of Town Boards/Committees, the Town Manager, and Town Staff shall be diligent to ascertain that people required to register pursuant to this section have complied, and if necessary, request a record of compliance from the Town Clerk. The mayor, members of the Town Council, of Town Boards/Council, the Town Manager, and Town Staff may not knowingly permit a person who is not registered pursuant to this section to lobby.
G. Each person who withdraws as a lobbyist for a particular principal shall file an appropriate notice of withdrawal concerning representation for that principal. There shall be no fee required for filing a notice of withdrawal.
H. The validity of any action or determination of the Town council or any other Town board or committee shall not be affected by the failure of any person to comply with the provisions of this section.
I. The following persons shall be required to register but will be exempt from paying the registration fee:
    a. A person who, pursuant to the terms of a collective bargaining agreement, has been designated and is so recognized by the Town as a representative of a collective bargaining unit composed of Town employees;
    b. Those persons identified in Section 2-11.1(s) of the County Code.
J. All registration forms shall be open to the public upon the filing thereof.

Section 14 – 5. Annual expenditures report

A lobbyist shall annually submit to the Town clerk's office a signed statement under oath, as provided herein, listing all lobbying expenditures and the sources from which funds for making lobbying expenditures have come. The lobbying expenditures shall include, but not be limited to meals, entertainment, travel, lodging, and gifts for public officers and employees for the preceding calendar year. Lobbying expenditures shall not include the lobbyist's own personal expenses for lodging, meals, travel, salary, and office expenses. Such statement of expenditures for the preceding calendar year, entitled "Annual Expenditures Report" shall be due on January 15th of each year. Such statement shall be rendered on the form provided by the Town Clerk's office and shall be open to public

inspection. If the lobbyist had no expenditures in the preceding calendar year, then he or she shall not be required to submit an annual expenditures report.

Section 14 – 6. Advisory opinions

A. A lobbyist, when in doubt about the applicability and interpretation of this article in a particular context, shall submit in writing the facts for an advisory opinion by the Town attorney. The Town attorney shall render advisory opinions to any lobbyist who seeks advice as to whether the facts in a particular case would constitute a violation of this section. All advisory opinions of the Town attorney shall be numbered, dated and furnished to the Town Clerk's office and shall be open to public inspection.

B. The Town Clerk's office shall keep all advisory opinions of the Town attorney relating to lobbyists and lobbying activities, as well as a current list of registered lobbyists and their respective reports required under this article, all of which shall be open for public inspection.

Section 14 – 7. Penalties for violations

A. Any lobbyist who fails to file the annual expenditures report by the January 15 deadline each calendar year shall be subject to a fine of $50.00 per day for reports filed after the due date.
B. Upon verification of a lobbyist's failure to file the annual expenditures report, the Town clerk shall notify the lobbyist by certified mail that the annual expenditures report must be filed within five business days following receipt of the notice. The name of any lobbyist who fails to comply with said requirement shall be automatically removed from the list of active lobbyists. Should said person wish to re-register as a lobbyist, he or she shall submit a new registration form accompanied by a $525.00 registration fee plus any and all outstanding fines accrued prior to re-registration.
C. The Town Clerk shall submit a report to the Town Council as to those lobbyists who have failed to comply with registration and/or the annual filing requirement of this section.

Section 14 – 8 Contingency fees

No person shall retain or employ a lobbyist for compensation based on a contingency fee, and no person shall accept any such employment or render any service for compensation based on a contingency fee.

Section 14 – 9 Severability

If any section or provision of this ordinance is declared invalid, the remainder shall not be affected.

Section 14 – 10 Inclusion in Town Code

This ordinance shall be included in the Town Code of Ordinances.

Section 14 – 11. Effective Date

This ordinance shall take effect immediately upon adoption.

Section 14 – 12 Business prohibition.

If an entity is found in violation of Section 14-21, that entity shall not be permitted to conduct business with the Town for a period of two years following the violation.

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FIRST READING

The foregoing ordinance was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Joshua Dieguez	_____
Vice Mayor Bryan Morera	_____
Councilmember Juan Carlos Fernandez	_____
Councilmember Angelo Cuadra Garcia	_____
Councilmember Ray Garcia	_____
Councilmember Steven Herzberg	_____
Councilmember Alex Sanchez	_____

THIS SPACE INTENTIONALLY LEFT BLANK

SECOND READING

The foregoing ordinance was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Joshua Dieguez _____

Vice Mayor Bryan Morera _____

Councilmember Juan Carlos Fernandez _____

Councilmember Angelo Cuadra Garcia _____

Councilmember Ray Garcia _____

Councilmember Steven Herzberg _____

Councilmember Alex Sanchez _____

Passed and adopted on second reading this _____ day of _____, 2025

_____

Joshua Dieguez
MAYOR

Attest:

_____

Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

_____

Lorenzo Cobiella
Gastesi, Lopez, Mestre, and Cobiella. PLLC
TOWN ATTORNEY

Town of Miami Lakes
Memorandum

To: **Honorable Chair and Members of the Local Planning Agency**

From: **Susana Alonso, AICP, Principal Planner**

Subject: **Online Sales Showroom Ordinance**

Date: **May 20, 2025**

Recommendation:

Town Staff recommends the approval of the proposed ordinance, which establishes a set of guidelines for the use and operation of Online Sales Showrooms within the Town, in alignment with our zoning objectives.

Background:

Since its incorporation, the Town of Miami Lakes has not had specific regulations governing Online Sales Showrooms. While the Town has periodically adopted additional regulations for various uses, there has been no established framework to govern Online Sales Showrooms until now.

The rise in online retail and e-commerce has led to a new type of business model, referred to as "online sales showrooms," where businesses operate primarily through online platforms but utilize physical locations for product display, marketing, and limited customer interaction

The Town Council has directed the Town attorney to review the LDC and propose amendments to regulate online sales showrooms in a manner consistent with the Town's zoning goals, ensuring that such businesses comply with the Town's overall vision for business operations while accommodating the evolving nature of commerce.

This Ordinance addresses the immediate need to regulate online sales showrooms, ensuring they align with the Town's land use policies and the appropriate zoning standards. The attached ordinance represents an adaptation of the existing regulations governing Spas within the Town, along with an amendment to the current Business, Commercial, and Industrial Use Master List.

On May 13, 2025, the Planning and Zoning Board heard the item in its current form and voted to recommend approval of the ordinance as written.

Attachment: Ordinance

ORDINANCE 25 - _____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AMENDING CHAPTER 13, "LAND DEVELOPMENT CODE", AT ARTICLE VI, "SUPPLEMENTARY REGULATIONS"; CREATING SECTION 13-777.1 "ONLINE SALES SHOWROOMS"; PROVIDING FOR FINDINGS OF FACT, INTENT AND PURPOSE; PROVIDING FOR REGULATIONS; PROVIDING FOR PENALTIES; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION INTO THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE. (Morera)

WHEREAS, in 2008, the Town of Miami Lakes (the "Town") adopted a Land Development Code (the "LDC") in order to provide for uniform standards throughout the Town's distinct zoning areas; and

WHEREAS, among the items covered in the LDC are regulations regarding the operation of businesses, including the use of physical locations for commercial purposes; and

WHEREAS, the rise of online retail and e-commerce has led to a new type of business model, referred to as "online sales showrooms," where businesses operate primarily through online platforms but utilize physical locations for product display, marketing, and limited customer interaction; and

WHEREAS, the Town Council recognizes the need to address the unique characteristics of online sales showrooms, including the potential impact on local zoning regulations, signage, and parking requirements; and

WHEREAS, the Town Council has directed the Town attorney to review the LDC and propose amendments to regulate online sales showrooms in a manner consistent with the Town's zoning goals, ensuring that such businesses comply with the Town's overall vision for business operations while accommodating the evolving nature of commerce; and

WHEREAS, this Ordinance addresses the immediate need to regulate online sales showrooms, ensuring they align with the Town's land use policies and the appropriate zoning standards;

WHEREAS, on April 15th, 2025, the Town Council passed the proposed Ordinance in First Reading; and

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

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

Section 2. Adoption of Amendments to Chapter 13, Article IX of the Town Code. The Town Council approves and adopts the Amendments to Chapter 13, Article IX of the Town Code as provided herein to specifically address the regulation of online sales showrooms.

Section 3. Repeal of Conflicting Provisions. All provisions of the Code of the Town of Miami Lakes that are in conflict with this Ordinance are hereby repealed.

Section 4. Severability. The provisions of this Ordinance are declared to be severable, and if any section, sentence, clause, or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance, which shall remain in effect. It is the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 5. Inclusion in the Town Code. It is the intention of the Town Council, and it is hereby ordained, that the provisions of this Ordinance shall become and be made part of the Town Code, and that if necessary, the sections of this Ordinance may be renumbered or re-lettered to accomplish such intention; and that the word "Ordinance" shall be changed to "Article," "Division," or another appropriate word.

Section 6. Effective Date. This Ordinance shall be effective immediately upon its adoption on second reading.

FIRST READING

The foregoing ordinance was moved by Vice Mayor Morera who moved its adoption on first reading. The motion was seconded by Councilmember Fernandez and upon being put to a vote, the vote was as follows:

Mayor Josh Dieguez	Yes
Vice Mayor Bryan Morera	Yes
Councilmember Juan Carlos Fernandez	Yes
Councilmember Angelo Cuadra Garcia	Yes
Councilmember Ray Garcia	Yes
Councilmember Steven Herzberg	Yes
Councilmember Alex Sanchez	Yes

Passed and adopted on first reading this 15th day of April, 2025

THIS SPACE INTENTIONALLY LEFT BLANK

SECOND READING

The foregoing ordinance was moved by _____who moved its adoption on second reading. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Josh Dieguez _____

Vice Mayor Bryan Morera _____

Councilmember Juan Carlos Fernandez _____

Councilmember Angelo Cuadra Garcia _____

Councilmember Ray Garcia _____

Councilmember Steven Herzberg _____

Councilmember Alex Sanchez _____

Passed and adopted on second reading this _____ day of _____, 2025

_____
Josh Dieguez
MAYOR

Attest:

_____
Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

_____
Raul Gastesi, Jr.
Gastesi, Lopez and Mestre, PLLC
TOWN ATTORNEY

Sec. 13-748. Business, Commercial and Industrial Use Master List.

Use	RO-13	RO-50	BU-1A	BU-2	IU-1	IU-C	TC	*Add'l Regs
Office, executive office and medical office	P	P	P	P	P	P	P	§ 13-792, § 13-793, § 13-799.2
Commercial and retail activities.	A*	A*	P	P	A*	A*	P	§ 13-777, § 13-777.1
Manufacture, assembly, processing or packaging of any article or matter, or the storage of relatively large quantities of such article or matter					P*	P*		§ 13-794, § 13-759, § 13-781
Storage Yard including vehicle, boat, junk yard, or construction equipment					C	C		§ 13-759, § 13-781
Places of assembly, including religious or cultural centers, auditoriums theaters, lodges, circus, convention hall and similar uses			C	C	C	C	C	§ 13-784
Personal services, including cosmetic, acupuncture, beauty salons, massage parlors, and barber shops and similar uses	P*	P*	P	P	P*	P*	P	§ 13-790, § 13-799.8
Mortuary or Funeral home			C	C	C	C		
Restaurants, bars, and establishments serving food and/or liquor	A	A	P	P	P	P	P	§ 13-771, § 13-772, § 13-776, § 13-782, § 13-783, § 13-799.8
Billiard, pool room, bowling, arcade and similar indoor entertainment			P	P			P	§ 13-782, § 13-783, § 13-759, § 13-799.8
Schools and Educational institutions, including k-12, college and university			C	C	C	C	C	§ 13-785
Daycare, adult daycare, day camps and aftercare			C	C	C	C	C	
Dance, music, martial arts, Yoga tutoring and other similar uses for the instruction of 10 or more individuals at once			C	C			C	
Auto, boat, truck repair					P	P		
Gas and service station, with or without convenience store		P	P	P	P	P	P	§ 13-756, § 13-757
Power plants, substations and energy or utility facilities		C	C	C	C	C		§ 13-780
Airport, Airplane crop dusting field, heliport or landing field			C	C	C	C		
All applications by State, County and municipal entities and agencies			C	C	C	C	C	

Barbeque stands or barbeque pits provided that establishments using wood burning for cooking are permitted as a conditional use			C		C	C	C	
Brewery			A*	A*	P	P	A*	§ 13-796
Call center						C	C	§ 13-787
Dog kennel, dog day care			C*	C*	C*	C*		§ 13-789
Drugstores, pharmacies and pain management centers			C*	C*			C*	§ 13-791, § 13-1610
Garbage and waste dumps			C	C	C	C		§ 13-799.4
Golf course, driving range, Baseball Batting Cages, Miscellaneous Sports facilities, fields and incidental uses			C	C	C	C		
Health and exercise clubs	A	A	P	P			P	
Hospitals (not animal hospital)	C*	C*			C*	C*		§ 13-765, § 13-795
Hotels, motels and apartment hotels	P	P			P*	P*	P	§ 13-766, § 13-761, § 13-768, § 13-758
Lake excavation			C	C	C	C		
Motion picture, television and radio production studios						P	P	
Night Clubs, Cabarets and other entertainment establishments	A*	A*		C*		C*	C*	§ 13-758, § 13-770, § 13-782, § 13-783, § 13-799.8
Nursing homes, assisted living facilities (ALF), Memory Care and Long Term Acute Care Facilities and institutions for disabled individuals.	C*	C*	C	C	C	C	C	§ 13-764, § 13-764.1, § 13-795
Parking lots and storage of vehicles as a main use (not accessory)—	C	C	C	C	C	C	C	§ 13-755
Pistol, rifle, skeet, archery ranges and accessory munition, firearm, and equipment sales.			C	C	C	C		§ 13-759, § 13-781
Residential uses	P*	P*	P*	P*	A*	A*	P*	§ 13-775
Self-service storage facility					P*	P*		§ 13-786
Single-family residences	P*	P*						§ 13-775
Sleep testing centers for medical observation or other medical observation facilities (including overnight)					C	C	C	
Solar energy systems, accessory use	P*	P*	P*	P*	P*	P*	P*	§ 13-1702
Solar energy systems, primary use						P*		§ 13-1702
Testing laboratory or plant			C	C	C	C		§ 13-799.7
Veterinarian, animal hospital and pet emergency			P*	P*	P*	P*	P*	§ 13-789
All other uses not specifically listed in this table shall be considered to be non-	C	C	C		C	C	C	

permitted uses unless expressly granted by the Town as a Conditional Use								

* * * * *

Sec. 13-777.1. – Online Sales Showroom/ Modified Retail

(a) Any request for an online sales showroom use in the RO Districts shall be processed as a minor conditional use, regardless of the size of the proposed establishment. The applicant shall be required to request renewal of the minor conditional use on an annual basis.

(b) An online sales showroom in the RO Districts shall be permitted only where its entrance is interior to an office building and shall not be permitted to have signage or other advertising on the exterior of the building.

(c) Online sales showrooms in the RO Districts shall occupy in the aggregate no more than 15 percent of the total square footage of the office building in which it is located.

(d) As part of the minor conditional use process, the Administrative Official may impose conditions upon the operation of the use, including but not limited to hours of operation, the extent to which retail sales and storage of products will be allowed on-site, and whether the showroom may accept walk-in customers (without appointment).

Town of Miami Lakes
Memorandum

To: **Honorable Chair and Members of the Local Planning Agency**

From: **Susana Alonso, AICP, Principal Planner**

Subject: **Commercial Vehicles**

Date: **May 20, 2025**

Recommendation

It is recommended that the Town Council approve the proposed revisions to Section 13-1607, titled Commercial and Recreational Vehicles, as they provide a fairer, clearer, and more enforceable framework for regulating commercial vehicles in residential areas. These changes will help maintain the Town's commitment to high residential standards while addressing the practical needs of residents.

Background

At the May 14th Council meeting, Vice Mayor Fernandez raised concerns regarding the enforcement of the current ordinance regulating commercial vehicles in residential areas. The concerns centered around the lack of uniform enforcement and the need to refine the definition of commercial vehicles for greater clarity and fairness. A motion was passed to convene a working group, consisting of the Building Director, the Legal Department, and the Vice Mayor, to revise the ordinance to ensure it is fairer to residents and can be enforced more consistently.

A few months after the new business item was approved, the Vice Mayor met with the working group to review the ordinance. During this review, it became clear that one of the main issues with the existing ordinance was the categorization of commercial vehicles. The current definitions, which rely on factors such as vehicle size and height, have resulted in inconsistent enforcement, making it difficult to apply the rules uniformly. To resolve this, the revised ordinance restores the more detailed and precise definitions from Ordinance 08-102. Under these definitions, a commercial vehicle is any vehicle that displays logos, lettering, or markings identifying it as associated with a commercial enterprise. Additionally, vehicles designed to carry commercial tools, supplies, or equipment, as well as those manufactured for commercial purposes (e.g., tow trucks), are clearly defined as commercial vehicles.

Furthermore, the existing ordinance strictly prohibited commercial vehicles from being parked in residential areas unless they were fully enclosed in a garage. This restriction, however, has proven too stringent for residents who own smaller commercial vehicles, such as pickup trucks or vans used for work, but do not have sufficient garage space. In response, the revised ordinance now allows commercial vehicles to be parked in

residential driveways, provided they are fully covered with a vehicle-specific cover that is kept in good condition. While the revised ordinance maintains the existing penalty framework, the clearer definitions are expected to streamline enforcement and ensure greater consistency. The working group emphasized the importance of applying the ordinance fairly, with enforcement officers now having more objective standards to follow.

By adopting the proposed revisions, the Town Council can address the enforcement inconsistencies while providing residents with reasonable flexibility. The updated ordinance will offer a clearer, fairer, and more enforceable framework for regulating commercial vehicles in residential areas, thus maintaining the Town's commitment to high residential standards.

On May 13, 2025 the Planning and Zoning Board heard the item in its current form and voted to recommend approval with the following recommendation that the language regarding the type of cover required be strengthened to exclude makeshift, homemade covers or tarps.

ORDINANCE NO. 25-____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA AMENDING CHAPTER 13, SECTION 13-1607, TITLED, COMMERCIAL AND RECREATIONAL VEHICLES, OF THE TOWN OF MIAMI LAKES CODE, PROVIDING FOR INCLUSION INTO THE CODE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Miami Lakes (the "Town") Council has provided direction to Town Staff and the Town Attorney to prepare legislation that will amend established definitions regarding what can be considered a commercial vehicle; and

WHEREAS, the instant legislation reforms the definition of commercial vehicles; and

WHEREAS, the Town Council finds that this Ordinance is in the Town's best interest.

WHEREAS, on October 29th, 2024, the Town Council passed the proposed Ordinance in First Reading; and

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

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

Section 2. Adoption of Ordinance The Ordinance included herein and detailed herein is adopted.

Section 3. Providing for Codification. The Town Clerk shall ensure that this Ordinance is codified and incorporated into the Town Code.

Section 4. **Severability.** The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall remain in effect, it being the legislative intent that the Ordinance shall stand notwithstanding the invalidity of any part.

Section 5. **Effective Date.** That this Ordinance shall be effective immediately upon its adoption on second reading.

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FIRST READING

The foregoing Ordinance was offered by Vice Mayor Fernandez who moved its adoption on first reading. The motion was seconded by Councilmember Garcia and upon being put to a vote, the vote was as follows:

Mayor Manny Cid	Yes
Vice Mayor Tony Fernandez	Yes
Councilmember Luis E. Collazo	Yes
Councilmember Josh Dieguez	Yes
Councilmember Ray Garcia	Yes
Councilmember Bryan Morera	Absent
Councilmember Marilyn Ruano	Yes

Passed and adopted on second reading this 29th day of October, 2024

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SECOND READING

The foregoing ordinance was moved by _____who moved its adoption on second reading. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Josh Dieguez _____

Vice Mayor Bryan Morera _____

Councilmember Juan Carlos Fernandez _____

Councilmember Angelo Cuadra Garcia _____

Councilmember Ray Garcia _ _____

Councilmember Steven Herzberg _____

Councilmember Alex Sanchez _____

Passed and adopted on second reading this _____ day of _____, 2025

_____
Josh Dieguez
MAYOR

Attest:

_____
Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

_____
Raul Gastesi, Jr.
Gastesi, Lopez and Mestre, PLLC
TOWN ATTORNEY

All additions to the code are underlined and deletions are ~~stricken.~~ All additions between first and second reading are double underlined, and deletions between first and second reading are ~~double stricken.~~

Sec. 13-1607. Commercial and recreational vehicles.

(a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Commercial vehicles are hereby defined and categorized as follows for the purpose of this section:

Commercial Vehicle means any vehicle which displays, whether temporarily or permanently, any lettering, logo, or other markings which identify the vehicle as belonging to or used for any commercial purpose; and/or any vehicle on which is visible and is designed to carry cargo, supplies, merchandise, machinery, tools, equipment, racks, or other items of a commercial nature; any vehicle manufactured and commonly used as a work or commercial vehicle, including tow trucks; or any vehicle for hire such as but not limited to buses, jitneys, limousines or taxi cabs.

~~*Category 1.* A vehicle that is a taxicab, a limousine under 20 feet in length or any passenger vehicle, truck or van with a maximum height of eight feet from the ground marked with a sign, letters, identification numbers or emblem advertising or associating it in any way with a commercial enterprise other than those which identify the vehicle maker or dealer. A sport utility vehicle marked with a sign, letters, identification numbers or emblem advertising or associating it in any way with a commercial enterprise, other than those which identify the vehicle maker or dealer, shall be considered as a Category 1 vehicle. For purposes of this section, a passenger vehicle bearing an emblem or lettering of a government entity shall also be considered as a Category 1 vehicle.~~
~~*Category 2.* A vehicle eight feet or less in height that displays externally stored or mounted equipment, either in a fixed or temporary manner, including, but not limited to, food vending equipment, ladders, paint cans, lawn care equipment or fixtures and brackets necessary to carry such items. Trailers or utility trailers less than 20 feet in length which are either enclosed or unenclosed shall also be included as Category 2 vehicles.~~
~~*Category 3.* A vehicle, other than a recreational vehicle as defined in this section, exceeding 20 feet in length or more than eight feet in height from the ground including, but not limited to, tow trucks, dump trucks, construction or earth moving vehicles or equipment and semi-tractors and trailers.~~

Off-road vehicle means any vehicle that is used off the roads or highways for recreational purposes and that is not registered and licensed for highway use in the State. Off-road vehicles include all-terrain vehicles (ATVs). Golf carts registered with the Town are exempt from parking restrictions.

Recreational vehicle means a vehicle which provides sleeping and other facilities for short periods of time, while traveling or vacationing, designed to be towed behind a motor vehicle,

placed on a vehicle or self-propelled, and includes such vehicles as travel trailers, camper trailers, pick-up coaches, motorized campers, motorized homes or other similar vehicles.

(b) In order to maintain the high standards of the Town with respect to residential appearance, commercial trucks or other commercial vehicles, off-road vehicles, campers, recreational vehicles, motor homes, house trailers, boat trailers and trailers of every other description as defined herein, whether operable or inoperable, shall not be permitted to be parked or to be stored at any place on any lot, common area or right-of-way within any residentially zoned area in the Town unless they are stored fully inside a garage with the garage door fully closed, and for commercial vehicles, parked on driveway with vehicle fully covered with cover designed specifically for vehicles in good condition. ~~In addition, Category 1 vehicles, off-road vehicles, campers, recreational vehicles, motor homes, house trailers, boat trailers and trailers of every other description as defined herein, whether operable or inoperable shall not be permitted to be parked within any right-of-way which abuts either a residential district or a Government Facility that contains a park, a public playground, a public library, a fire station, a police station, or any other public use building. In addition, Category 1 vehicles shall not be parked overnight in any right-of-way within the Town Center.~~ These prohibitions shall not apply to temporary parking of trucks and commercial vehicles during the performance of commercial services to nearby residences, businesses or public facilities and to the loading and unloading, for no more than 24 hours, of recreational vehicles.

(c) ~~Category 2 and 3 vehicles shall not be permitted to be parked within any right-of-way located outside of industrial districts. This prohibition of parking shall not apply to temporary parking of any category of commercial vehicle during the performance of commercial services to nearby facilities of any designation.~~

(d) All commercial vehicles may only be parked in any legal parking space within private property located in office, commercial or industrial districts, including those properties used as residential properties that are located within office, commercial or industrial districts.

(e) Marked and unmarked law enforcement and local government "take home" passenger vehicles may be permitted to be parked in driveways or legal parking spaces.

(f) Violations of these provisions are punishable as follows:

a. Any violation of this section is punishable by a civil fine of $500.00.

b. Whoever opposes, obstructs or resists an enforcement officer in the discharge of duties as provided in this section, upon conviction, shall be guilty of a misdemeanor of the second degree and shall be subject to punishment as provided by law.

Town of Miami Lakes
Memorandum

To: **Honorable Mayor & Councilmembers**

From: **Edward Pidermann, Town Manager**

Subject: **Update of the Town of Miami Lakes Title VI Plan**

Date: **May 20, 2025**

Recommendation:

It is recommended that the Town Council approve the proposed update to the Title VI Plan for the Town of Miami Lakes as required by Federal law.

Background:

Since 2013, the Town receives federal grant funds for public transportation. As sub-recipients of federal funds from the Federal Transit Administration (FTA), the Town must comply with the requirements of Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin in programs and activities receiving Federal financial assistance. Hence, on October 8th, 2013 the Town passed Resolution 13-1148, adopting the Town of Miami Lakes Title VI Transportation Plan to meet the FTA requirements. Since then, the plan has been updated periodically.

Under FTA's Title VI Circular, 4702.1B "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," municipalities who are sub-recipients of federal funds must update and approve (by governing body) their Title VI Plan every three years. Therefore, to remain in compliance with the FTA requirements, the Town of Miami Lakes Title VI Plan has been updated to the standards set in FTA's Title VI Circular, 4702.1B.

The Town's Title VI Plan is included as an Exhibit to the Resolution.

Attachments:
Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, TO APPROVE THE UPDATED TITLE VI TRANSPORTATION PROGRAM PLAN; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE PLAN; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Miami Lakes (the "Town") receives Federal funds from the Federal Transit Administration (FTA); and

WHEREAS, the Town must comply with Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin in programs and activities receiving Federal financial assistance; and

WHEREAS, on October 8, 2013, the Town passed Resolution 13-1148 adopting the Town of Miami Lakes Title VI Transportation Program Plan to meet FTA requirements; and

WHEREAS, on December 5, 2017, the Town passed Resolution 17-1496 updating the Town of Miami Lakes Title VI Transportation Program Plan; and

WHEREAS, on March 8, 2022, the Town passed Resolution 22-1813 updating the Town of Miami Lakes Title VI Transportation Program Plan; and

WHEREAS, Municipalities who receive funds subject to Title VI, must renew their plans every three (3) years;

WHEREAS, the updated Title VI Transportation Program Plan is included as an exhibit; and

WHEREAS, the Town Council approves the plan.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

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

Section 2. Approval of the Plan. The Town Council hereby approves the updated Title VI Transportation Program Plan for Miami Lakes Transit services for submittal to the Federal Transit Administration.

Section 3. Authorization of Town Officials. The Town Manager and/or his designee and the Town Attorney are authorized to take all steps necessary to comply with the terms and conditions of the updated Title VI Transportation Program Plan.

Section 4. Execution of the Contract. The Town Manager is authorized to execute the terms and conditions of the updated Title VI Transportation Program Plan for submittal to the South Florida Regional Transportation Authority in order to comply with Title VI funding guidelines.

Section 5. Effective Date. This Resolution shall take effect immediately upon adoption.

Passed and adopted this _____ day of _____, 2025.

The foregoing resolution was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Josh Dieguez _____

Vice Mayor Bryan Morera _____

Councilmember Angelo Cuadra Garcia _____

Councilmember Juan Carlos Fernandez _____

Councilmember Ray Garcia _____

Councilmember Steven Herzberg _____

Councilmember Alex Sanchez _____

_____

Josh Dieguez
MAYOR

Attest:

_____

Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

_____

Lorenzo Cobiella
Gastesi, Lopez, and Mestre, PLLC
DEPUTY TOWN ATTORNEY

Town of Miami Lakes

Title VI Program Plan

6601 Main Street • Miami Lakes, Florida, 33016
(305) 364-6100 • www.miamilakes-fl.gov

Miami Lakes

Title VI Program Plan

Plan Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, national origin, sex, age, disability, religion, and family status in programs, services and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, national origin, sex, age, disability, religion, and family status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or service receiving Federal financial assistance" (42 U.S.C. Section 2000d).

The Town of Miami Lakes is committed to ensuring that no person is excluded from participation in, or denied the benefits of all of its programs, services and activities on the basis of race, color, national origin, sex, age, disability, religion, and family status as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B and FHWA regulations 23 CFR 200.

This Plan was developed to guide the Town of Miami Lakes in its administration and management of Title VI-related programs.

Title VI Coordinator Contact information
Gina Inguanzo
Town of Miami Lakes
6601 Main Street
Miami Lakes, FL 33014
305-364-6100

Title VI Information Dissemination Procedure

Title VI information posters shall be prominently and publicly displayed on all programs, services or activities. The name and contact information of the Title VI coordinator is available on the Town's website, at www.miamilakes-fl.gov. Additional information relating to the Town's nondiscrimination obligation can be obtained from the Miami Lakes Title VI Coordinator.

Subcontracts and Vendors

The Town of Miami Lakes is responsible for ensuring that contractors and subcontractors are in compliance with Title VI requirements. Contractors may not discriminate in the selection and retention of any subcontractors. Subcontractors may not discriminate in the selection and retention of any lower tier subcontractors. The Town, contractors, and subcontractors may not discriminate in any activity in connection with federally-assisted projects. Contractors and subcontractors are not required to prepare or submit a Title VI/Nondiscrimination Plan.

All subcontractors and vendors who receive payments from The Town of Miami Lakes where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Record Keeping

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgements of receipt from the vendor indicating the receipt of the Title VI Plan, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

Title VI Complaint Procedures

How to file a Title VI Complaint?

The complainant may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination (Appendix C). The complaint should include the following information:

Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
Other information that you deem significant

The Title VI Complaint Form (see Appendix C) may be used to submit the complaint information. The complaint may be filed in writing to the Town of Miami Lakes at the following address:

Town of Miami Lakes
6601 Main Street
Miami Lakes, FL 33014

NOTE: The Town of Miami Lakes encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. Complaint must be mailed to the Title VI Coordinator no later than 180 days from the alleged date of discrimination.

What happens to the complaint once is it submitted?
All complaints alleging discrimination based on race, color, national origin, sex, age, disability, religion, and family status in a service or benefit provided by the Town of Miami Lakes will be directly addressed by the Title IV Coordinator who shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, the Town of Miami Lakes shall make every effort to address all complaints in an expeditious and thorough manner.

A letter of acknowledging receipt of complaint will be mailed within seven days (Appendix B). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

How will the complainant be notified of the outcome of the complaint?
The Town of Miami Lakes will send a final written response letter (see Appendix D) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix E), the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from the Town of Miami Lakes, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

Once sufficient information for investigating the complaint is received by the Town of Miami Lakes, a written response will be drafted subject to review by the Town Attorney. If appropriate, the Town Attorney may administratively close the complaint. In this case, the Town of Miami Lakes will notify the complainant of the action as soon as possible.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

For Transit Complaints:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

For ALL Other Complaints:

Florida Department of Transportation
Equal Opportunity Office
ATTN: Title VI Complain Processing
605 Suwannee Street MS 65
Tallahassee, FL 32399

English Proficiency (LEP) Guidance:

Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal-aid recipients to take reasonable steps to ensure meaningful access to programs, services and activities by those who do not speak English proficiently. To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

• The number or proportion of LEP persons eligible to be served or likely to be encountered by the City/County's programs, services or activities;
• The frequency with which LEP individuals come in contact with these programs, services or activities;
• The nature and importance of the program, service, or activity to people's lives and;
• The resources available to the City/County and the likely costs of the LEP services.

1. Using census data, the Agency has determined that LEP individuals speaking English less than well represent approximately 32.30% of the community. The Agency realizes that such statistical data can become outdated or inaccurate. Therefore, the Agency contacted local law enforcement, social services agencies and the school board to validate the proportion of LEP served by those entities. Spanish was reported to be the prevalent LEP language with an estimate of 32.30% eligible to be served. 5
2. The Agency has received requests for translation or interpretation of its programs, services or activities into Spanish or other language(s). In addition, Agency sponsored community outreach, or public events are attended by

significant numbers of LEP individual speakers. Thus, the Agency estimates its contact with LEP individuals to be Moderate.

3. The Agency believes that transportation is of critical importance to its public, as access to health care, emergency services, employment, and other essentials would be difficult or impossible without reliable transportation systems. In that spirit, the agency defines as essential any document that advises the public of how to access nondiscrimination and public involvement policies, as well as those that impact public safety, health and welfare and emergency services. A full list of translated documents is available on the Agency website or by contacting the Agency Title VI/Nondiscrimination Coordinator.

4. The Agency is fortunate to house within/near its jurisdiction one or more institutions of higher education which have extensive language resources. Further, the Agency maintains cordial relationships with faith based and/or community organizations that offer competent language services at low or no cost to the Agency. Finally, the Agency employs a number of proficient Spanish speakers that are able to interpret and/or provide translation services. The analysis of these factors suggests that LEP services are required at this time.

At a minimum, the Agency commits to:

• Maintain a list of employees who competently speak the LEP language(s) and who are willing to provide translation and/or interpretation services.
• Distribute this list to staff that regularly has contact with the public.
• Provide public notification in the LEP language of the availability of language assistance, free of charge.

In addition, the Agency:

1. Has a bilingual website in Spanish and English.
2. Has Spanish Speaking Staff at all events and Town Meetings.
3. Has a good relationship with St. Thomas University who may be called upon for translation service. Will continue to encourage bi-lingual services.
4. Has bilingual drivers who operate transit services on behalf of the Town.
5. Will educate our staff, contractors, and vendors on the Title VI Policy and LEP responsibilities and procedures.

The Agency understands that its community characteristics change and that the four factor analysis may reveal the need for more or more varied LEP services in the future. As such, it will at least triennially examine its LEP plan to ensure that it remains reflective of the community's needs Persons requiring special language services should contact the Agency's Title VI/Nondiscrimination Coordinator.

Gina Inguanzo
Town of Miami Lakes
6601 Main Street Miami Lakes, FL 33014
305-364-6100

Public Participation Element

As an agency receiving federal financial assistance, we have made the following community outreach efforts:

The Town of Miami Lakes continuously seeks innovative methods to engage the public in its planning and decision-making processes, as well as its marketing and outreach activities. Recent outreach initiatives have included:

- Engaging the business community in marketing and promotional efforts for all services and programs.
- Advertising Miami Lakes services and programs in the Town's local paper, "The Miami Laker", and inviting public inquiries.

Resolutions adopted by the Town to apply for and utilize Federal and State grant funding have been posted on the public hearing/meeting agenda web page and were subject to public notice and comment procedures.

The Town of Miami Lakes and its records are available to the public and the Town welcomes their input.

The Town's Title VI Complaint Procedure is available to the public 24 hours/7days a week via our website www.miamilakes-fl.gov.

The Town of Miami Lakes

TITLE VI REQUIREMENTS FOR SERVICE PROVIDERS

Service Standards

The Town of Miami Lakes is not a fixed route service provider. Therefore, Chapter 10.0 does not apply.

The Miami Lakes On-Demand Transportation Service provides point to point ADA accessible transportation within the Town of Miami Lakes with average wait times between 10 to 20 minutes.

- ### On-Demand Transportation load for each mode

The Town of Miami Lakes is not a fixed route service provider. Therefore, Chapter 10.0 does not apply. Currently, the Town has four on-demand transportation Tesla X Models, and one ADA accessible vehicle, 2014 Dodge Grand Caravan, is available upon request. Each of these vehicles are owned and operated by the Town's contracted vendor Freebee.

- ### On time performance for each mode

The Miami Lakes On-Demand Transportation Service typically has no significant issues with on time performance. Through additional route analysis and development, the Town plans to add vehicles to reduce wait times and improve overall performance of the service. The Miami Lakes On-Demand Transportation Service provides point to point transportation within the Town of Miami Lakes with average wait times between 10 to 20 minutes.

- ### Service availability for each mode

The Miami Lakes On-Demand Transportation Service is available 5 days a week and on Sundays with the exception of holidays, when the Town's office is closed. Service is available Monday through Thursday from 6:00 a.m.-7:00 p.m. Friday 6:00 am to 10:00 pm, Saturday from 9:00 am to 9:00 pm and Sunday 10:00 am to 2:00 pm. Service to the Palmetto Metro rail Station is available on weekdays from 6:00 am to 9:00 am and from 4:00 pm to 6:30 pm.

Service Policies

- ### Transit Amenities

Through an Interlocal Agreement with Miami-Dade County the Town has the expanded the availability of transit stop amenities, which includes the usage of Miami-Dade County Metrobus benches and shelters. This allows passengers to wait for various modes of transit at one stop.

Vehicle Assignment

The Miami Lakes Fleet currently consists of four vehicles which are provided through a contractual lease from the Town's transit vendor who owns and operates the on-demand transportation services on the Town's behalf. The make and model of the shuttles are as follows:

Make: Tesla
Model: X
ADA Accessible: no

Make: Dodge
Model: Grand Caravan
ADA Accessible: yes

These shuttles operate as an on-demand transportation service throughout the Town.

APPENDIX

Appendix A

Notifying the Public of Rights Under Title VI

The Town of Miami Lakes

- The Town of Miami Lakes operates its programs and services without regard to race, color, national origin, sex, age, disability, religion, and family status in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Town of Miami Lakes.

- For more information on the Town of Miami Lakes' civil rights program, and the procedures to file a complaint, contact 305-364-6100; email InguanzoG@miamilakes-fl.gov; or visit Town Hall at 6601 Main Street, Miami Lakes, FL 33014. For more information, visit www.miamilakes-fl.gov.

- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5thFloor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

- If you require information in Spanish, contact 305-364-6100.
    - Si usted requiere información en español por favor llamar 305-364-6100.

Appendix B

Title VI Complaint Procedures

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color, national origin, sex, age, disability, religion, and family status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Any person who believes he or she has been discriminated against on the basis of race, color, national origin, sex, age, disability, religion, and family status by the Town of Miami Lakes (herein referred to as "Miami Lakes") may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. Miami Lakes investigates complaints received no more than 180 days after the alleged incident. The Town or its designated Title VI Coordinator will process complaints that are complete.

Once the complaint is received, the Title VI Coordinator will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

The Town has 60 days to investigate the complaint. If more information is needed to resolve the case, the Town's Title VI Coordinator may contact the complainant. The complainant will have 10 business days from the date of the letter to send the requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the Title VI Coordinator can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the case is investigated he/she will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.

If the complainant wishes to appeal the decision, he/she has 10 business days after the date of the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

APPENDIX C

Title VI Complaint Form

If you feel you have been discriminated against in the use of any Miami Lakes service, please provide the following information in order to assist us in processing your complaint and send it to:

Gina Inguanzo
Title VI Coordinator
Town of Miami Lakes
6601 Main Street
Miami Lakes, FL 33014

Please print clearly:

Name:
_____
Address:
_____
City, State, Zip Code:
_____

Telephone Number: _____ (home) _____ (cell) _____ (message)

Person discriminated against:
_____

Address of person discriminated against:
_____

City, State, Zip Code:
_____

Please indicate why you believe the discrimination occurred:

_____ race or color
_____ national origin
_____ income
_____ sex
_____ age
_____ disability
_____ religion
_____ family status
_____ other

What was the date of the alleged discrimination?

_____

Where did the alleged discrimination take place?

_____

Please describe the circumstances as you saw it:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Please list any and all witnesses' names and phone numbers:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Please attach any documents you have which support the allegation. Then date and sign this form and send to the Title VI Coordinator at:

Town of Miami Lakes
6601 Main Street
Miami Lakes, FL 33014

_____
Your signature

_____
Print your name

_____
Date

Appendix C1

Letter Acknowledging Receipt of Complaint

Today's Date

Complainant's Name
Complainant's Address

Dear (Mr/Ms):

This letter is to acknowledge receipt of your complaint against the Town of Miami Lakes alleging _____
_____.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning 305-364-6100, or write to me at this address.

Sincerely,

Gina Inguanzo
Title VI Coordinator
Town of Miami Lakes
6601 Main Street
Miami Lakes, FL 33014

Appendix C2

Letter Notifying Complainant that the Complaint Is Substantiated

Today's Date

Complainant's Name
Complainant's Address

Dear (Mr/Ms):

The matter referenced in your letter of _____ (date) against the Town of Miami Lakes alleging Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for bringing this important matter to our attention. You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,
Gina Inguanzo
Title VI Coordinator
Town of Miami Lakes
6601 Main Street
Miami Lakes, FL 33014

Appendix C3

Letter Notifying Complainant that the Complaint Is Not Substantiated

Today's Date

Complainant Name
Complainant Address

Dear (Mr/Ms)

The matter referenced in your complaint of _____ (date) against the Town of Miami Lakes alleging _____ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964 had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, national origin, sex, age, disability, religion, and family status in any program receiving federal financial assistance.

The Town Attorney has analyzed the materials and facts pertaining to your case for evidence of the city's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to 1) appeal within seven calendar days of receipt of this final written decision from the Town, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration at

Federal Transit Administration
Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,
Gina Inguanzo
Title VI Coordinator
Town of Miami Lakes
6601 Main Street
Miami Lakes, FL 33014

Appendix D

List of Title VI Investigations, Complaints, and Lawsuits

The Town of Miami Lakes does not have any investigations, complaints, or lawsuits to disclose at this time. Any future disclosures will be listed under this appendix in the Title VI Program Plan.

	Date of Complaint (Month, Date, Year)	Complaint (include basis of complaint; race, color, national origin, sex, age, disability, religion, and family status etc.)	Status of Complaint	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

Appendix E

Employee Annual Education Form

Title VI Policy

No person shall, on the grounds of race, color, national origin, sex, age, disability, religion, and family status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of the Town of Miami Lakes and its contractors are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to contact;

Gina Inguanzo
Title VI Coordinator Town of Miami Lakes
6601 Main Street
Miami Lakes, FL 33014

In all dealings with citizens, use courtesy titles (i.e. Mr., Mrs., Ms., or Miss) to respectfully address them without regard to race, color, national origin, sex, age, disability, religion, and family status.

Appendix F

Transit Planning and Advisory Bodies

The Town does not have a transit-related committee or board, therefore this requirement does not apply (reference FTA Circular 4702.1B, Chapter III, Paragraph 10 and FHWA Regulation 23 CFR 200.9(b)(4). If any such advisory bodies are established in the future, this plan will be amended to depict minority representation on such advisory bodies, and to describe the efforts made to encourage participation of minorities on such advisory bodies.

Appendix G

Acknowledgement of Receipt of Title VI Plan

I hereby acknowledge the receipt of the Town of Miami Lakes Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits of its programs and services on the basis of race, color, national origin, sex, age, disability, religion, and family status as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B, and as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992.

_____
Employee signature

_____
Print your name

_____
Date

Town of Miami Lakes
Memorandum

To: **Honorable Mayor and Councilmembers**

From: **Honorable Councilmember Steven Herzberg**

Subject: **Presentation of Updated Committee Rules and Roberts Rules Refresher**

Date: **May 20, 2025**

Recommendation:

I would like to bring forward a proposal to ensure all of our Town committees receive a clear presentation on the recently updated committee rules, along with a brief refresher on Roberts Rules of Order. As the heart of community engagement, our committees deserve the tools and guidance necessary to run their meetings properly, fairly, and in compliance with Florida law. This effort is not just about enforcement—it's about supporting our volunteers and helping them be successful.

To that end, I propose that Councilmembers, along with the assistance of staff and the Town Attorney, take the lead in presenting these materials directly to each committee.

Between the seven of us on the dais, I believe we have enough combined experience to deliver this effectively. If we divide the workload, we could reasonably meet with all committees within the next 1-2 months. This initiative would demonstrate our shared commitment to transparency, consistency, and empowering residents who choose to serve.

Fiscal Impact: N/A
Funding Source for Implementation: N/A
Timeline for Implementation: TBD

Guiding Principles: 2, 3, 4
Goals: G9
Objectives: O2

Town of Miami Lakes
Memorandum

To: **Honorable Mayor and Councilmembers**

From: **Honorable Councilmember Juan Carlos Fernandez**

Subject: **Commemorative Plaque Designation for Hilario Candela**

Date: **May 20, 2025**

Recommendation:

I would like the Council to support an item where the Cultural Affairs Committee and the Ward Law Group (I have met with their representative and Felicia Salazar-and they are on-board) design a plaque to commemorate the life of Hilario Candela. The plaque will be affixed to the building at 6701 Miami Lakes Drive.

Mr. Hilario Candela was an award-winning architect best known for designing the Miami Marine Stadium. During his career, he garnered awards and distinctions from all over the world. Mr. Candela designed the building at 6701 Miami Lakes Drive.

Fiscal Impact: TBD
Funding Source for Implementation:TBD
Timeline for Implementation: TBD

Guiding Principles: 3, 14
Goals: G2
Objectives: 04

Town of Miami Lakes
Memorandum

To: **Honorable Mayor and Councilmembers**

From: **Honorable Councilmember Angelo Cuadra Garcia**

Subject: **Review of Backyard Maintenance Standards and Neighboring Property Guidelines**

Date: **May 20, 2025**

Recommendation:

The Town of Miami Lakes is committed to preserving the beauty and quality of our community, ensuring that both front and backyards reflect our shared standards of upkeep. In this regard, I respectfully request Town Staff to look into what the existing regulations governing backyard maintenance are. This review should provide comprehensive guidelines for residents. Additionally, I ask that specific provisions be outlined to address potential concerns between neighbors, particularly those related to tree and leaf management, as well as measures to mitigate fire hazards. Your attention to this matter will help uphold the town's aesthetic and safety standards.

Fiscal Impact: TBD
Funding Source for Implementation: TBD
Timeline for Implementation: TBD

Guiding Principles: 1, 2, 4, 14
Goals: G8
Objectives: 02

Town of Miami Lakes
Memorandum

To: **Honorable Mayor and Councilmembers**

From: **Honorable Councilmember Alex Sanchez**

Subject: **Tree Maintenance Program**

Date: **May 20, 2025**

Recommendation:

The Town currently offers a Black Olive Tree Replacement Program where a resident may request to have a Black Olive tree removed and replaced with an Oak tree with an approximate cost range of $1,200 to $2,175 and must be approved by the Parks & Recreation Department.

What I am proposing is a similar program for residents to be able to trim trees that are encroaching over their property lines, for example over their driveway and cars, with an approved town vendor as long as the trimming is not detrimental to the life of the tree. The resident applying for the request to trim would pay the fee based on the estimate provided by the town vendor directly to the Town of Miami Lakes Parks & Recreation Department before the trimming occurs.

Currently, our residents are not permitted to trim trees on their swales and if the trimming does occur without Town consent, the resident incurs a fine.

Fiscal Impact: none (staff time)
Funding Source for Implementation: TBD
Timeline for Implementation: TBD
Guiding Principles: 1, 2, 3, 4, 5, 7, 14
Goals: G2
Objectives: O3

Parks & Recreation Department

Black Olive Tree Replacement Program

Expedited Program Criteria and Requirements

A constituent may be moved up the tree removal list by opting for the Expedited Program. This program allows a constituent to speed up the removal and replacement process if the tree(s) is in fair condition.

A. Requests
   1. Constituent must fill out and sign an Expedited Tree Removal Application, to be submitted to the Community and Leisure Services Department.
   2. The Expedited Tree Removal Application is available at the end of this document or at the Town of Miami Lakes Community & Leisure Services Departmental office.

B. Payment of Fee
   1. A non-refundable application fee of $50 must be submitted at the time of application.
   2. Constituent will also be responsible for the costs associated with the removal of the tree(s) to include the following:
      a. Downing of the tree
      b. Disposal of the tree debris
      c. Removal of the stump
      d. Adding any required soil and grass seed to the old tree site

3. Constituent will also be responsible for the costs associated with the replacement of lost canopy of the tree(s). The cost is based on the DBH (diameter breast height) and canopy spread of the tree(s). This cost will be determined by the Department and it includes the following:
    a. Planting of a new tree adjacent to the old tree site. Should this not be possible due to the proximity to other existing trees or hardscape, or due to site distance problems, the replacement tree will be planted at another site on Town property.
4. Once a final cost estimate is determined, residents will have 30 days to issue payment if they choose to continue with the removal and replacement.
5. The final cost will be made out in a form of a check payable to the Town of Miami Lakes Community & Leisure Services Department. Please refer to the table below for approximate costs for removal and replacement

Black Olive Removal and Replacement Approximate Cost
(Based on replanting with 14-16' Florida Live Oak)

DESCRIPTION	**Price**
Tree Size @DBH- Under 18"	$1,200
Tree Size @DBH- Over 18" to 24"	$1,550
Tree Size @DBH- Over 24" to 30"	$1,975
Tree Size @DBH- Over 30" to 36"	$2,175

C. Procedure for Tree Removal
1. The tree(s) removal process shall be within (4) weeks once payment has been received into the Town's funds.
2. The replanting process shall be within (4) weeks from the date the tree has been removed.

Black Olive Expedited Removal Program

APPLICATION

Tree Permitting Program
6601 Main Street
Miami Lakes, Florida 33014
T (305) 364-6100 F (305) 558-9461

MIAMI LAKES
Growing Beautifully

FOR DEPARTMENTAL USE ONLY	Updated 10/11
Date Received:	Application Number:
Received By:	Application Fee (other fees may be applicable):

Application must be filled out in its entirety. Please indicate N/A for non-applicable fields.

Applicant Information:	Site Location and Description where the proposed activity Exists or will occur:
Name: _____	
Address: _____	Address/Location:
ZIP Code:	_____
Phone #: _____ Fax #: _____	_____
Email: _____	

Work Description:

Number of Tree(s) to be removed: _____

Location of the tree(s) stated above: _____

Reason for request: _____

Attachments (check all that apply): (e.g. site sketch, plans etc.):

Photographs Arborist Assessment Tree Survey Other

IMPORTANT NOTICE TO APPLICANT:

The written consent of the Applicant is required for all applications to be considered complete. Your application WILL NOT BE PROCESSED unless the Application consent portion of the application is completed below. You have the obligation to apprise the Department of any changes to information provided in this application.

Application is hereby made for the Town of Miami Lakes black olive tree expedited program to authorize the activities described herein. I agree to or affirm the following:

- I am familiar with the information contained in this application, and
- I agree to the program criteria, its requirements, and am responsible for all applicable fees, and
- I am authorizing the Town to process the application and authorize representatives of the Town of Miami Lakes for the purpose of making the preliminary analyses of the site

Signature of Applicant _____ Print Applicant's Name _____ Date _____

Town of Miami Lakes
Memorandum

To: **Honorable Mayor & Councilmembers**

From: **Honorable Councilmember Ray Garcia**

Subject: **State DOGE Task Force**

Date: **May 20, 2025**

Recommendation:

Gov. Ron DeSantis announced the creation of the Florida DOGE task force in February in order to "further eliminate waste within state government, save taxpayers money, and ensure accountability in Florida."

Since then, a few municipalities have requested that the State DOGE task force work with them to help find efficiencies to save taxpayer money. I am asking our Town Manager to reach out to the state and start the process to review our budget and processes and procedures on procurement. This is in line with our Town's already existing unprecedented transparency and show that we hold every penny of taxpayer money in trusted to us seriously.

Fiscal Impact: TBD
Funding Source for Implementation: TBD
Timeline for Implementation: TBD

Guiding Principles: 1,2,3,4,14
Goals: G9
Objectives:

Town of Miami Lakes
Memorandum

To: **Honorable Councilmembers**

From: **Honorable Mayor Joshua Dieguez**

Subject: **Amend Town Code**

Date: **May 20, 2025**

Recommendation:

I move to direct Town Staff to amend the Town Code and permit limited alcohol sales for beer and wine at certain Town events such as the State of the Town, Town Incorporation Anniversary celebrations, and the Fourth of July.

Fiscal Impact: TBD
Funding Source for Implementation: TBD
Timeline for Implementation: TBD

Guiding Principles: 2,3,4,14
Goals:
Objectives:

Town of Miami Lakes
Memorandum

To: **Honorable Mayor and Councilmembers**

From: **Honorable Councilmember Steven Herzberg**

Subject: **Special Taxing District Guardhouse Operations – Efficiency and Improvement**

Date: **May 20, 2025**

Recommendation:

As we enter budget season for our Special Taxing Districts (STDs), I would like to bring forward a discussion to formally establish our priorities for guardhouse-related improvements and potential cost-saving measures. While many of these items were discussed during our recent STD workshop, I believe it is important that we, as a Council, clearly identify which initiatives we want to move forward with to allow staff proper guidance and sufficient time to develop and present options.

This includes operational upgrades such as enabling automatic gate mode when a guard is temporarily unavailable, instead of defaulting to a raised gate arm. I'd also like to revisit the current live-stream-only camera systems and evaluate the feasibility of adding short-term recording and playback functionality to improve post-incident response.

Other items discussed at the workshop include the installation of digital message boards at guardhouses and a review of service levels and cost structures for different types of levels of guards. These enhancements have the potential to improve service while delivering long-term savings to our residents.

Fiscal Impact: TBD
Funding Source for Implementation: TBD
Timeline for Implementation: TBD

Guiding Principles: 1, 2, 4
Goals: G2
Objectives: O3, O5

Town of Miami Lakes
Memorandum

To: **Honorable Mayor and Councilmembers**

From: **Honorable Councilmember Alex Sanchez**

Subject: **Fence setback for homes on corner lots**

Date: **May 20, 2025**

Recommendation:

Based 13-1509, homes on corner lots have a setback of at least 15 feet from the property line which does not allow for a fence to be placed between a home and the end of the property line for most homes east of the Palmetto Expressway and can lead to a lack of privacy for homes that have windows facing the street.

I propose amending the Code to allow for fences to be placed up to 5 feet from the home to allow for privacy to the homes. If approved, I will work with Town Staff on the new Code to be brought forward at a future meeting for its first reading.

Fiscal Impact: None (staff time)
Funding Source for Implementation: TBD
Timeline for Implementation: TBD

Guiding Principles: 1, 2, 3, 4, 14
Goals: G2
Objectives:

Town of Miami Lakes
Memorandum

To: **Honorable Councilmembers**

From: **Honorable Mayor Joshua Dieguez**

Subject: **Historic Site Map & Points of Interest Map**

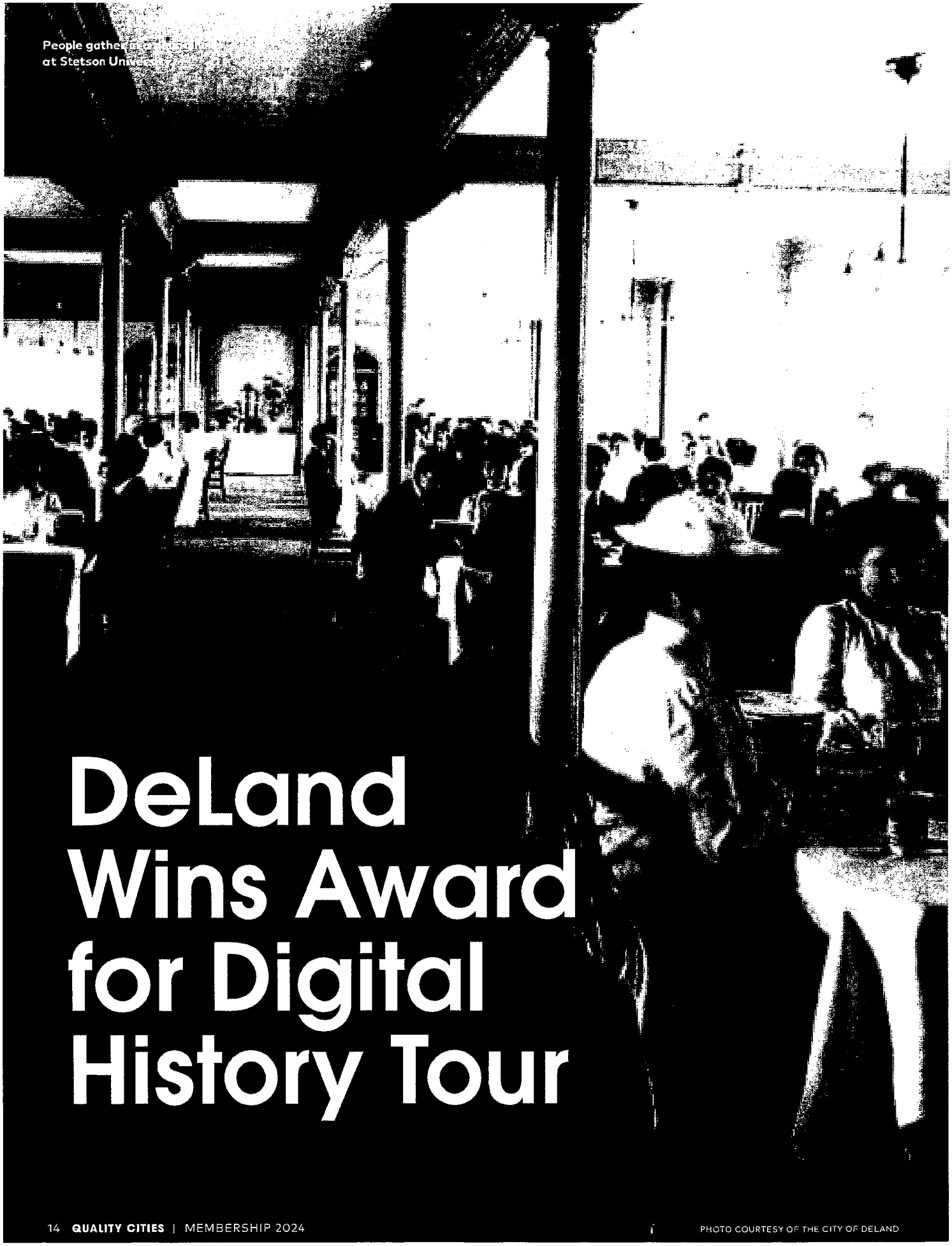
Date: **May 20, 2025**

Recommendation:

I move to direct Town Staff to use low cost to free tools available on Google to develop a historic site map and Zonta Points of Interest map similar to the map described in the attached article.

Fiscal Impact: TBD
Funding Source for Implementation: TBD
Timeline for Implementation: TBD

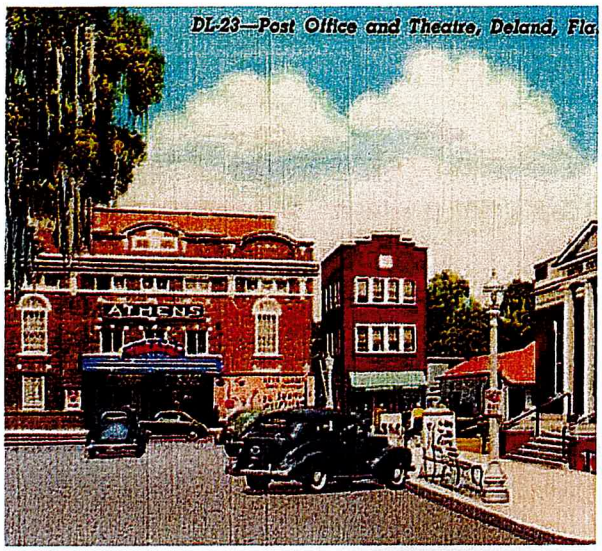
Guiding Principles: 1,2,3,4,14
Goals: G9i
Objectives:



People gather [illegible] at Stetson Univ[illegible]

DeLand Wins Award for Digital History Tour

PHOTO COURTESY OF THE CITY OF DELAND



◂ Postcard looks west on Indiana Avenue toward the historic Athens Theatre, with the post office on the right.

▸ The Kilkoff House, built in 1878, is one of the oldest homes in the DeLand area.

By Chris Graham
City of DeLand

The **City of DeLand**, like other cities across Florida, has seen monumental growth in the past decade. As the City has grown, the public has become increasingly concerned about growth, development and maintaining the City's small-town charm.

DeLand has a rich heritage. It was founded in 1876 and incorporated as a city six years later. DeLand is home to three nationally registered historic districts. Preserving the City's history is so important that it is a guiding principle in the City's strategic plan.

As the City was revising its strategic plan, it conducted a survey. The survey asked residents whether they agreed with preserving DeLand's sense of community, which included the City's historical assets; 89% of respondents agreed.

The Planning Department asked the City's Public Information Officer to craft a campaign to help raise awareness of the City's historical assets and remind residents that much of the City's rich history remains. The City targeted May, which is National Historic Preservation Month, to launch the campaign.

PLANNING TO CELEBRATE HISTORICAL ASSETS

The City's research looked at how other communities celebrate historical assets. One way that caught the City leaders' interest was to create a history tour. Historical societies often offer these tours for a charge. City leaders considered that many of the City's historical assets are within a mile or so radius of each other. The tour option made the most sense because the City was presenting this initiative not only to residents, who value the City's history and activities associated with it, but to visitors. The most cost-effective way to do this tour was to create a map on Google Maps. Not only was such a map free, but

PHOTOS COURTESY OF CITY OF DELAND

▲ Poster highlights many sites included on the historic tour.

Cities Can Replicate Digital Tours to Show Appreciation For History

The digital history tour created by the **City of DeLand** could easily be replicated by other municipalities, particularly ones facing radical growth and residents who are concerned about maintaining their city's historical significance.

The comprehensive digital history tour was done at no cost to the City other than staff time, which was minimal.

Not only does the tour provide an educational resource for residents, but it can be used by out-of-towners who want to visit significant historical and cultural sites. A digital history tour map can be repurposed in future years if a city wishes to add more sites.

people using the map could navigate to each site using their phone.

The City's strategy was to use traditional and digital media to reach the target audience. Tactics included a news release to traditional media outlets, posters in areas with high foot traffic and social media posts on the City's platforms.

IMPLEMENTATION OF HISTORY TOUR

The City's Community Information team began working with the Planning Department to identify places of significance and gather background on those locations. Twenty-two sites were identified, as well as four historic districts.

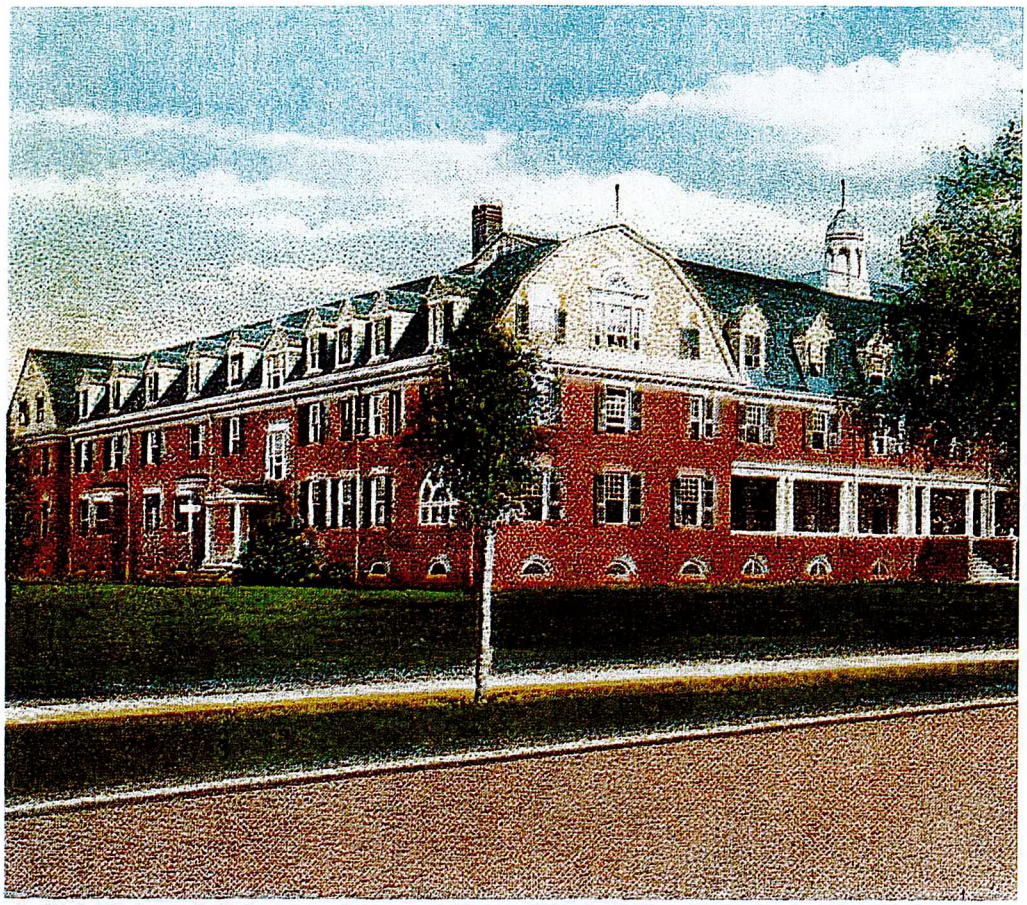
The City adopted an official slogan for the campaign, "Remembering our past, preserving our future," that was printed on some of the literature.

The City leaders decided to create two maps. The first one allowed people to navigate site-to-site via Google Maps and move at their own pace. The other version was created through Google Earth, which allowed users to view each site via their computer or mobile device. Each location had a brief description of the site's history.

Graphics were created for social media. The graphics featured AI artistic renderings of each site; identified the site, its historic architecture, the year built and a short background; and directed people to the digital historic tour map. A news release was sent to regional media outlets.

Throughout May, social media posts were made via Facebook and Instagram that highlighted sites on the

IMAGE COURTESY OF THE CITY OF DELAND



◂ Chaudoin Hall, Girls Dormitory, Stetson University.

digital history tour. The City also printed flyers with a QR code that linked passers-by downtown to the digital historic tour map.

The City received 5,000 views on the digital historic tour map in May. That number has since climbed to nearly 8,000 views. Twenty-four posts were made on the City's Facebook page, which reached 206,766 people.

The campaign generated many positive responses from the community. Some reflected on their childhood being spent in some of the featured locations.

For its efforts, the City has been awarded the Florida Municipal Achievement Award for Public Engagement.

Chris Graham is the Community Information Manager for the City of DeLand. QC

City of DeLand Wins Florida Municipal Achievement Award

The **City of DeLand** recently received the **Florida League of Cities** Florida Municipal Achievement Award for Public Engagement. The award focuses on a city program that builds a more vital, participative community. The program must develop civic awareness, increase education and knowledge of local government functions or promote active participation among residents, businesses and visitors.

PHOTO COURTESY OF THE CITY OF DELAND

Town of Miami Lakes
Memorandum

To: **Honorable Mayor and Councilmembers**

From: **Honorable Councilmember Alex Sanchez**

Subject: **Florida DOGE participation**

Date: **May 20, 2025**

Recommendation:

During our visit to Tallahassee for Dade Days, I was approached by Jason Puwalski from the Florida Department of Government Efficiency (DOGE) to ask is Miami Lakes would be interested in participating in the program.

Since our last meeting, Mr. Puwalski emailed me information on the program and is requesting a resolution from Miami Lakes if we approve a collaboration with DOGE.

Attached are all the documents with information he provided for our review and decision.

Fiscal Impact: TBD
Funding Source for Implementation: TBD
Timeline for Implementation: TBD

Guiding Principles: 3, 4, 10, 12, 14
Goals: G9
Objectives:

STATE OF FLORIDA
Office of the Governor
THE CAPITOL
TALLAHASSEE, FLORIDA 32399-0001
www.flgov.com
850-717-9418

RON DESANTIS
GOVERNOR

May 1, 2025

Dear Local/County Official,

The Executive Office of the Governor appreciates your statement of support for the Florida DOGE effort established by Executive Order 25-44. We have been encouraged by the widespread outpouring of support, not only from the people of Florida, but from public officials and governmental entities at all levels.

The goal of the Florida DOGE is to help deliver to Florida's citizens the good government to which all Americans should be entitled, by promoting efficiency, effectiveness, and financial responsibility while reducing unnecessary and inappropriate spending. Our success will promote confidence in our government and Florida's continued prosperity.

As you know from our March 18, 2025 letter, the EOG DOGE team has begun its efforts by reviewing publicly available information as well as the responses to that letter regarding instances of financial emergency or distress. In your responses, or in calls, letters, and resolutions of support, many of you have asked how your jurisdiction can help achieve our goals or requested that we assist you in identifying local efficiency opportunities.

One important way that you can help is to assist us in better understanding the programs, budgets, and spending in your entity by providing us with additional information to supplement that which is publicly available. We have identified several types of information that you should be able to readily retrieve and provide to us as a starting point as we work together. In addition, we have set up a private, secure, and convenient system through which you can upload the requested information, as explained below.

You are encouraged to provide your responses to all the requests below as soon as possible, and it will have the most usefulness to us if we receive it by Friday, May 16:

1. Budget and spending reports at a line-item level of detail for each department for FY 23-24 and FY 24-25;
2. Position descriptions and salaries (or salary ranges) for each employee (names and other personally-identifiable information can be withheld) for FY 23-24 and FY 24-25;
3. All contracts with total costs, deliverables, spending amounts, and whether the contract was awarded competitively or non-competitively for FY 23-24 and FY 24-25;
4. All grants made to each recipient, and subrecipients where applicable, with descriptions and purposes for FY 23-24 and FY 24-25;
5. Service delivery metrics and performance for all departments;
6. Hours worked by department, and projects and tasks completed in FY 23-24 and FY 24-25

To make use of our secure portal for data transmission, we ask that you identify a single point of contact to the EOG DOGE team at **EOGDOGE@laspbs.state.fl.us** by Monday, May 5. This contact will be the single individual to whom we provide the access and authority to upload the requested materials through the portal.

We will provide further instructions to that individual on how to access the portal and upload responsive materials.

If there are categories of information for which you cannot provide a response, please send us an email identifying that information and describing the reason why it is unavailable. We will try to work with you to identify alternatives. And, of course, if you have any questions, please contact us via email at any time at **EOGDOGE@laspbs.state.fl.us**.

As the United States begins to celebrate the 250th anniversary of the American Revolution, we have the opportunity to help sustain the success and prosperity of our State and country in the centuries ahead. We thank you for your energy, enthusiasm, and support.

Sincerely,
Eric Soskin
Department of Government Efficiency
Executive Office of the Governor

[DATE]

Eric Soskin
Department of Government Efficiency
Executive Office of the Governor
The Capitol
Tallahassee, FL 32399-0001

RE: Cooperation with the Florida DOGE Task Force

Dear Mr. Soskin,

Please allow this letter to serve as an acknowledgment and receipt of your correspondence dated [DATE], requesting information related to county operations pursuant to Executive Order 25-44. _____ County has received your letter and has begun collecting the relevant information. We will make every effort to deliver the information to you no later than Friday, May 2, 2025, as you have requested.

Additionally, _____ County's single point of contact for DOGE-related requests will be _____ _____. S/he can be reached via email at _____ and by telephone at _____.

Please do not hesitate to reach out should you have any questions as we work to compile the information you have requested. Otherwise, we appreciate the Governor's focus on fiscal responsibility and look forward to assisting however we can.

Thank you for your time and attention. We look forward to working with you and the Florida DOGE Task Force.

Sincerely,

3. **Support Resolution for Executive Office of the Governor for the Department of Governmental Efficiency Team**
   Recommendation: Board approve the attached resolution to actively participate in a comprehensive review conducted by the EOG DOGE Team to identify and eliminate unnecessary and inappropriate spending.

	Bay County Board of County Commissioners **Agenda Item Summary**

Support Resolution for Executive Office of the Governor for the Department of Governmental Efficiency Team

DEPARTMENT MAKING REQUEST/NAME:	**MEETING DATE:**
County Manager's Office Robert J. Majka, County Manager	April 01, 2025

REQUESTED MOTION/ACTION:
Board approve the attached resolution to actively participate in a comprehensive review conducted by the EOG DOGE Team to identify and eliminate unnecessary and inappropriate spending.

AGENDA	**BUDGETED ITEM?** No BUDGET ACTION:
Consent Agenda	FINANCIAL IMPACT SUMMARY STATEMENT:

BACKGROUND:

Governor DeSantis signed Executive Order 25-44 Ensuring Government Efficiency on February 24, 2025. The Executive Order establishes within the Office of Policy and Budget in the Executive Office of the Governor a Department of Governmental Efficiency Team (EOG DOGE Team). The EOG DOGE Team is responsible for assisting local governments in identifying unnecessary spending, eliminating waste, and saving taxpayers money. Resolution attached **(Exhibit 1)**.

ATTACHMENTS:

Description	Type

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA, SUPPORTING GOVERNMENT EFFORTS IN IDENTIFYING UNNECESSARY SPENDING, CREATING EFFICIENTCIES AND SAVING TAX PAYER DOLLARS

WHEREAS, on February 24, 2025, Governor DeSantis signed Executive Order 25-44, Ensuring Government Efficiency;

WHEREAS, the Executive Order establishes within the Office of Policy and Budget in the Executive Office of the Governor a Department of Governmental Efficiency Team ("EOG DOGE Team");

WHEREAS, the EOG DOGE Team is responsible for assisting local governments in identifying unnecessary spending, eliminating waste, and saving taxpayers money; and

WHEREAS, to best serve the people of Florida, local governments should in partnership and assistance of EOG DOGE actively participate in a comprehensive review conducted jointly by the EOG DOGE Team and local government to identify and eliminate unnecessary and inappropriate spending,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA:

Section 1. The Bay County Board of County Commissioners (Board) supports efforts identifying unnecessary spending, creating efficiencies, and saving taxpayer dollars.

Section 2. In a good faith effort to facilitate the mission of the EOG DOGE Team, the Board will collaborate with the EOG DOGE Team to conduct a comprehensive review of the County's budget and operations.

Section 3. Through this partnership, the Board will grant the EOG DOGE Team access to the necessary records and any physical premises to review documents and data which may assist the County in identifying efficiencies.

Section 4. The Board supports identifying and working to eliminate unnecessary spending, unnecessary programs, mis-aligned grants, and redundant contracts within the County, including those which may be inconsistent with the regulations of this State.

Section 5. The Board will work in good faith with the EOG DOGE Team to recommend administrative or policy reforms to promote efficiency and maximize productivity within local government.

Section 6. The Board directs the County Manager and County Staff to be available and support EOG DOGE Team requests and to provide any necessary access and requested information to the EOG DOGE Team.

Section 7. The Board appoints the County Manager to serve as the point of contact for all EOG DOGE Team-related inquiries.

PASSED AND ADOPTED in its regular session on the 4th day of April, 2025.

Seal

BOARD OF COUNTY COMMISSIONERS
BAY COUNTY, FLORIDA

_____
Douglas Moore, Chairman

ATTEST:

_____
Bill Kinsaul, Clerk

APPROVED AS TO FORM:

_____
Office of County Attorney

Frequently Asked Questions

Document Portal

- Should this folder be empty?
  - Yes. This is the secure portal counties and municipalities will use to upload documents regarding requests for information sent by Florida DOGE.
- Which file formats will be accepted in the portal?
  - The portal will accept all standard file types (Word, Excel, PDF, .txt, .csv); no image files (jpg, png, tff, etc) unless they are embedded in one of the previous files types.

Budget and spending reports

- For what period of time are these requested?
  - FY 23-24 and FY 24-25 (current year).

Position descriptions and salaries for each employee

- Should this be provided for current employees at the time of the response or does this require position and salary range for all city/county positions, though not currently filled?
  - All city/county positions.

Contracts

- Are copies of contracts to be provided or a list of contracts with that includes the required information?
  - Copies of contracts Actual contract documents; PII can be redacted.
- For what period of time should these contracts be provided? Is the request only for contracts that are currently open?
  - All contracts for FY 23-24 and FY 24-25 (current year).

Grants

- Is the requirement for a list of grants that were made by the city/county?
  - Made and received by the city/county.
- Can you provide a definition of "grant"?
  - Federal and State; anything for which money was received by or given by the city/county for a specific purpose.
- For what period of time should these be provided?
  - FY 23-24 and FY 24-25 (current year).

Performance metrics

- Are these metrics for a specified period of time?
  - FY 23-24 and FY 24-25 (current year).

Hours, Projects, and Tasks

- For what period of time should this information be provided? Would this be provided on a fiscal year or calendar year basis?
    - FY 23-24 and FY 24-25 (current year).
- How should hours for exempt employees be provided if the city/county does not track hours for these salaried employees?
    - If the city/county has a calculation for what they expect from a salaried employee, that should be used; for example, if salaried employees are calculated based on 40 hours, or if there is an expectation that salaried employees "flex" up to an additional 5%; whatever the city/county uses to calculate required salaried FTE should be used.

Constitutional Officers

- Should constitutional officers provide the same information?
    - Florida DOGE welcomes the participation of constitutional officers. Constitutional officers should provide the same information as municipalities and Boards of County Commissioners.
- How can constitutional officers get involved?
    - Constitutional officers are welcome to cooperate with their Board of County Commissioners. Constitutional officers wishing to reach out to Florida DOGE directly should do so via email at **EOGDOGE@laspbs.state.fl.us.**