




MEMORANDUM

To: Honorable Mayor, Vice Mayor & Commissioners
From: Hector Gomez, Town Manager 
Date: August 8th 2023
Subject: Commission Chambers Integrated Technologies Project Update

The Town's IT Department has procured commission chambers integrated technologies upgrades which were budgeted for fiscal year 2024. Exhibit A – "Project Schedule" presents the project schedule with durations for the project. The contractor performing the work is AVI-SPL South Florida.

Work will interrupt only one scheduled meeting which is a Code Compliance Hearing. Notifications will be provided accordingly.

If you have any questions, please feel free to contact the Town Manager's Office.

Task Name	Status	Start Date	End Date	Duration	Oct				Nov					
					Oct 2	Oct 9	Oct 16	Oct 23	Oct 30	Nov 6	Nov 13	Nov 20	Nov	
1 Project Start / End	Scheduled													
2 Town of Surfside		10/11/23	10/26/23	12d										
3 Council Chambers	Scheduled	10/11/23	10/26/23	12d										
4 Cable Pulls	Scheduled	10/11/23	10/13/23	3d										
5 Equipment Installation / Termination	Scheduled	10/16/23	10/24/23	7d										
6 Commissioning / Programming	Scheduled	10/16/23	10/24/23	7d										
7 Training / Turn Over to Customer	Scheduled	10/25/23	10/26/23	2d										
8														
9														
10														
11														
12														
13														
14														