



## **TOWN OF SURFSIDE**

Office of the Town Manager

MUNICIPAL BUILDING  
9293 HARDING AVENUE  
SURFSIDE, FLORIDA 33154-3009  
Telephone (305) 861-4863

# **Town Manager Report**

February 10, 2026

Prepared by: Mario A. Diaz  
Acting Town Manager

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## **TOWN MANAGER**

**Team: Mario A. Díaz, Acting Town Manager**  
**Ana M. Gonzalez, Executive Assistant**

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### ***From the Desk of the Acting Town Manager.....***

As we begin the new year, I would like to highlight key operational updates and priorities for the month of January. The start of 2026 provided an opportunity to assess progress, align departmental objectives, and continue delivering core municipal services with a focus on fiscal responsibility, transparency, and efficiency.

During the month, staff prioritized public safety operations, infrastructure maintenance, and responsive service delivery. Several community concerns were raised and addressed promptly, coordination with partner agencies continued on safety and operational matters, and staff evaluated enhancements to traffic control, signage, and neighborhood conditions to improve overall safety and compliance.

The Town received a strong response to the Request for Proposals (RFP) for the Surfside Memorial Project, and the evaluation process is underway. In addition, staff secured a location within the Town for the storage of Champlain Towers debris at no additional cost to the Town, mitigating future expenses while maintaining appropriate custodial oversight.

From a financial perspective, the Town remains in a stable position. Expenditures continue to be monitored closely, and resources are being managed in alignment with Commission-approved priorities.

I would like to acknowledge Town staff for their professionalism and responsiveness, particularly in matters requiring timely coordination and interdepartmental collaboration. Staff remains focused on implementing Commission direction and advancing the Town's operational and strategic objectives.

As we move further into 2026, the organization will continue to emphasize public safety, operational efficiency, and strategic planning. I look forward to working with the Town Commission to advance the Town's goals in the months ahead.

*Mario A. Díaz*



## TOWN CLERK

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The mission of the Town Clerk's Office is to ensure effective functioning of the Town's governance process while concurrently maintaining quality customer service to members of the public, Town Commission and Town staff by utilizing the best possible technological solutions to provide accessible information including access to the Town's official records, archives, and the Town Commission agenda.

**Team:** Sandra N. McCreedy, **Clerk**  
 Genesis Guevara, **Deputy Clerk**  
 Angie Alcalá, **Records Technician/Assistant to Clerk**

### PUBLIC RECORDS REQUESTS

<b>2025</b>
1,096

2026	
<u>MONTH</u>	<u># Public Records Requests (PRR)</u>
January	77

<u>JANUARY 2026</u>	
<u>ACTIVITIES</u>	<u>AMOUNT</u>
Board Meetings Attended	9
Commission Meetings Attended	1
Public Notices Issued	14
Meetings Transcribed	6
RFP/RFQ Issued	2
Ordinances Published	2
Resolutions Published	9
Elections Conducted	0
Special Master Hearings Attended	1



## HUMAN RESOURCES

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The Human Resources Office provides effective human resources management by developing and implementing policies/procedures, programs and services to attract, develop, motivate and retain a diverse workforce while embracing diversity and inclusiveness as a core value. The Human Resources element of the Executive Department is responsible for personnel matters such as recruitment, compensation, employee relations, benefits and labor relations.

**HR Team:** Marisol Vargas, **HR Director**  
Davina Bynoe, **HR Generalist**  
Yolanda “Yoly” Menegazzo, (Consultant)

<b>OPEN POSITIONS - DECEMBER</b>
Executive Assistant to the Town Attorney
Accountant
Parking Enforcement Officer
Maintenance Worker I
Certified Police Officer

*Supplemental Attachment “B”* .....HR Monthly Report by LagomHR



## BUILDING DEPARTMENT

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The Building Services Department provides a full range of services to the residents and commercial property developers of the Town with the aim of ensuring that all buildings and other regulated structures do not pose injury and/or death hazards in any reasonably predictable environment (sunshine to hurricane). In addition to reducing risks to life, the Department seeks to minimize risk to property. Reducing hazards through compliance with State of Florida Building Code and appropriate Federal agencies ensures that insurance discounts are received, and code-compliant buildings are completed.

**Team:** Manuel “Manny” Salazar – **Building Official**  
 Rony Jean, **Supervisor – Permits**  
 Randy Courtois, Administrative Support  
 Sofia Valdes, Permit Tech I  
 Karen Gutierrez, Permit Tech II  
 Julia Rajkumar, Permit Tech I

**Building/Roofing:** Ulises Fernandez  
**Building/Structural:** Ricardo “Rick” Aller  
**Electrical:** Candelario Martinez  
**Mechanical:** Jan Perez  
**Plumbing:** Roberto Conde  
**Structural/Multi-Family:** Chrome Engineering  
**Planning/Zoning:** Scarlet Hammons, The Corradino Group

ACTIVITY	AMOUNT
Building Permits Issued	115
Inspections Performed	340
TCO/CO/CC Issued	4
Gross Revenue Generated	\$1,678,367.42



## NEW MULTI-FAMILY DEVELOPMENTS

These approved developments are expected to deliver a high-quality environment, regarding livability, visual interest, identity and sense of place.

All new building construction must conform to the development standards of the zoning districts in which they are located. These projects go beyond the basic requirements of the Town's Zoning Code and deliver character and compatibility without changing existing setbacks or height limitations or regulations. These developments are expected to be in harmony with their surroundings and demonstrate a high standard of quality.

<u>PROJECT / RESOS</u>	<u>ADDRESS</u>	<u>DEVELOPERS / PROJECT MANAGER</u>	<u>STATUS</u>	<u>Proffers</u>	<u>Taxable Value</u>
DAMAC 2023-Z-3209	8777 Collins Avenue	Jeffery Rossely 305-407-4898 <a href="mailto:info@damacmiami.com">info@damacmiami.com</a> <a href="http://www.damacmiami.com">www.damacmiami.com</a>	Foundation Est June 2025	\$2,500,000 6/25/25 – <b>Receipt of \$1M</b>	\$1.6B FY2028
Seaway 2018-2489 2021-2782 2024-Z-3246	9133-9149 Collins Avenue	Tom Evans 571-206-2377 <a href="mailto:tom@fortpartners.com">tom@fortpartners.com</a> <a href="http://www.theseaway.com">www.theseaway.com</a>	TCO	\$250,000	\$550M FY2026
Hillcrest 2022-2870	9165 Collins Avenue	Kaushik Padala 786-449-5400 <a href="mailto:kpadala@jmaf.net">kpadala@jmaf.net</a> Tom McKerchie 786-390-0076 <a href="mailto:tmckerchie@jmaf.net">tmckerchie@jmaf.net</a> <a href="http://www.hillcrestsurfside.com">www.hillcrestsurfside.com</a>	Under Construction	\$180,000	\$377M FY2028
Surf House 2019-2661 2022-2895	8995 Collins Avenue	Houman Hadad 786-238-9899 <a href="mailto:houman@fortpartners.com">houman@fortpartners.com</a> Nick Hernandez 305-542-2718 <a href="mailto:nicolas@fortpartners.com">nicolas@fortpartners.com</a> <a href="http://www.surfhousesurfside.com">www.surfhousesurfside.com</a>	Foundation Ongoing	\$686,050	\$359M FY2028
Kushner Development 2024-Z-3255 2024-Z-3338 2024-Z-3339	9300 Collins Avenue	Rafael Schwartz 9300 Collins Ave. Owner LLC	Groundbreaking May 14, 2025	\$5,900,000 <b>8/4/2025 - \$400K Proffer Received</b>	\$100M FY2028
Ocean House 2022-Z-2955	9309-9317 Collins Avenue	Walter Brailly 786-205-6712 <a href="mailto:wbrailly@moss.com">wbrailly@moss.com</a> <a href="http://www.oceanhouserresidences.com">www.oceanhouserresidences.com</a>	Under Construction	\$380,000 6/26/25 – <b>Trellis Donation Completed \$200K</b>	\$275M FY2028

<u>PROJECT / RESOS</u>	<u>ADDRESS</u>	<u>DEVELOPERS / PROJECT MANAGER</u>	<u>STATUS</u>	<u>Proffers</u>	<u>Taxable Value</u>
303 Surfside 2023-2971 2018-2527	303 Surfside Blvd 9116 Harding Ave	Nelson Fernandez 303 Surfside Blvd LLC	Pre-Construction <i>(Seagrape Tree Donation Completed)</i>	\$70,000 6/30/25 – <b>Seagrape to Dune \$10K</b>	\$24M FY2028
Surf Row 2025-Z-3397 2022-Z-2954 2015-Z-2344	8809 Harding Avenue	Carli Koschel, Esq. 8800 Collins Owner LLC	Approved by Town Commission – May 13, 2025 <b>Groundbreaking</b> November 12, 2025 Pre-Construction	\$200,000 \$450,000	\$59M FY2028
La Linda Surfside 2023-Z-3236	8851-8873 Harding Avenue	Vanessa Madrid Pampa Sunbelt 19 LLC	Pre-Construction	\$31,525.87	<b>TBD</b>



## CODE COMPLIANCE DIVISION

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The Code Compliance Division's mission is to fairly and consistently enforce the Town of Surfside Code of Ordinances. The Division strives to promote and protect the health, safety, welfare, and quality of life for residents and businesses of the Town of Surfside.

**Team:** Carmen Santos-Alborna, **Director**  
 Kimberly Ruvin, **Code Officer**  
 Emmanuel Santana, **Code Officer**

### JANUARY 2026

<b>STATUS</b>	<b>AMOUNT</b>
OPENED JANUARY 2026	114
CASES SCHEDULED FOR HEARING BEFORE SPECIAL MAGISTRATE	12
POST HEARING	6
RECORDED LIENS	69
<b>TOTAL</b>	<b>201</b>

**Inspections: 114**

<b><u>MONTH</u></b>	<b><u># CASES</u></b>	<b><u>FEES COLLECTED</u></b>
JANUARY	5	\$4,801.05

<b>YTD FEES COLLECTED – FY2026: \$42,764.20</b>
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## PARKS & RECREATION

### ***We Make Memories***

The Town of Surfside Parks & Recreation Department is where the fun happens. Where Surfside's families learn to swim, brush up on their tennis skills, meet new friends and get to know their neighbors.

### ***Mission Statement***

Provide recreational and leisure opportunities to build a strong sense of community while increasing the social, cultural, and physical well-being of the residents and to be innovative in the programming needs of the community.

**Team:** Rodolfo Perez, **Director**  
 Carlos Malvarez, **Manager**

### **STAFF DIRECTORY**

**4** Coordinators/Supervisors/CSR

**15** Lifeguards / **8** Recreation Leaders / **4** Custodians/Maintenance

<b>Aquatics</b>	<b>Recreation</b>
Marianella Lucas – Aquatics Supervisor	Virginia Agramonte – Asst. to Director
Anibal Modica – Head Lifeguard	Jorge Galdo Jr. – Coordinator
Tanya Friedman – FT Lifeguard	Matthew Castrorao – Coordinator
Barbara Vasallo – FT Lifeguard	Alexander Villeda – Coordinator
Leoner Reus – FT Lifeguard	Shawn Walker – CSR
Flor Hernandez – FT Lifeguard	Carlos Vina – Maintenance Worker II
Nicolas Chaban – FT Lifeguard	Lucas Feinstein – Recreation Leader II
Carlos Agon – PT Lifeguard	Kerline Fertil – FT Custodian
Ileana Garcia – PT Lifeguard	Pierre Prophete – FT Custodian
Enzo Rodriguez – PT Lifeguard	Jesus Garcia Ramirez – FT Custodian
Pablo Estrada – PT Lifeguard	<b>Vacant</b> – FT Recreation Leader I
Ilan Luckow – PT Lifeguard	Carolina Paz – PT Recreation Leader I
Raidel Orama – PT Lifeguard	Maya Chabanon – PT Recreation Leader I
Jack O'Malley – PT Lifeguard	Jorge Almaguer – PT Recreation Leader I
Nicolas Galtieri – PT Lifeguard	Addel Aguilar – PT Recreation Leader I
<b>Vacant</b> – PT Lifeguard	Bryan Raffa – PT Recreation Leader I
<b>Vacant</b> – PT Lifeguard	Kevin Marcell – PT Recreation Leader I
<b>Vacant</b> – PT Lifeguard	<b>Vacant</b> – PT Recreation Leader I

## ***Facilities Overview***

Parks & Recreation oversees the following facilities:

- Community Center & Aquatic Facility
- 96th Street Park
- Kayak Launch
- Tennis Center
- Beach Lifeguard Tower
- Beach Chair Service
- Hawthorne Tot Lot
- Paws Up Dog Park

## ***Facility Updates***

- **Tennis Center/Pickleball:** Open from 7 am – 10 pm daily. Operates by reservation only. Programming hours are in place and have been adjusted to optimize availability.
- **Aquatic Facility:** The pool continues to operate with lap swimming registration required during all operating hours. Pool hours are adjusted monthly to maximize daylight. For February, the pool is open from 7:00 a.m. to 6:30 p.m.
- **Beach Lifeguard Tower:** Operational from 9:00 a.m. to 5:00 p.m. in February.
- **96th Street Park:** Now open daily from 8:00 a.m. to 9:00 p.m.
- **Kayak Launch & Playground:** Open daily from 8:00 a.m. to sunset.
- **Hawthorne Tot Lot:** Open daily from 8:00 a.m. to sunset
- **Paws Up Dog Park:** Open daily from 8:00 a.m. to sunset

***Beach Chair Service:*** The daily Beach Chair Service is operated by Beach Time Max in alignment with the Beach Lifeguard Tower hours (9:00 a.m. to 5:00 p.m. in February). This service is available exclusively to Surfside residents. Residents must check in at the Community Center front desk. Each household is eligible for 2 chairs and 1 umbrella per day.

**Town School (Ruth K. Broad Bay Harbor K-8) Shuttle:** The Town is currently working with the Shuttle Bus provider to implement a GPS-based rider tracking system that allows parents to view the bus location in real time and receive notifications.

<b>Surfside Shuttle Bus January Daily Counts</b>		
<b>Date</b>	<b>Number of Kids (AM)</b>	<b>Number of Kids (PM)</b>
1st	<b>WINTER BREAK</b>	<b>WINTER BREAK</b>
2nd	<b>WINTER BREAK</b>	<b>WINTER BREAK</b>
3rd	<b>WINTER BREAK</b>	<b>WINTER BREAK</b>
4th	<b>WINTER BREAK</b>	<b>WINTER BREAK</b>
5th	<b>40</b>	<b>40</b>
6th	<b>38</b>	<b>38</b>
7th	<b>40</b>	<b>40</b>
8th	<b>38</b>	<b>38</b>
9th	<b>27</b>	<b>40</b>
10th	<b>WEEKEND</b>	<b>WEEKEND</b>
11th	<b>WEEKEND</b>	<b>WEEKEND</b>
12th	<b>40</b>	<b>38</b>
13th	<b>41</b>	<b>41</b>
14th	<b>41</b>	<b>37</b>
15th	<b>41</b>	<b>42</b>
16th	<b>NO SCHOOL</b>	<b>NO SCHOOL</b>
17th	<b>WEEKEND</b>	<b>WEEKEND</b>
18th	<b>WEEKEND</b>	<b>WEEKEND</b>
19th	<b>NO SCHOOL</b>	<b>NO SCHOOL</b>
20th	<b>40</b>	<b>41</b>
21st	<b>41</b>	<b>41</b>
22nd	<b>36</b>	<b>41</b>
23rd	<b>40</b>	<b>40</b>
24th	<b>WEEKEND</b>	<b>WEEKEND</b>
25th	<b>WEEKEND</b>	<b>WEEKEND</b>
26th	<b>41</b>	<b>40</b>
27th	<b>35</b>	<b>38</b>
28th	<b>38</b>	<b>40</b>
29th	<b>40</b>	<b>40</b>
30th	<b>40</b>	<b>40</b>
31st	<b>WEEKEND</b>	<b>WEEKEND</b>

**Vending Machines Stats: (Includes Community Center and 96<sup>th</sup> St. Park):**

<b>JUNE – DECEMBER 2025</b>	<b>TOTAL REVENUE COLLECTED</b>
	<b>\$4,597.25</b>

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**Events & Activities:**

**Recent Events & Activities Recap**

**January Senior Brunch**

- Our January Senior Brunch, held on Friday, January 9th, 2026, was a delightful way to kick off the new year with great food and even better company. Seniors enjoyed a delicious buffet-style meal, cheerful winter décor, and an informative presentation from a guest speaker who shared details about the new doctor's office he recently opened in Surfside. The event brought everyone together for a warm and welcoming afternoon filled with learning, connection, and community spirit. # of Attendants: **35**

- **Under the Stars Movie Night**

The Parks and Recreation Department's Under the Stars Movie Night, held on Saturday, January 10<sup>th</sup>, 2026, at 96th Street Park, was a great success. Residents and hotel guests came together for a fun, family-friendly evening under the stars while enjoying a screening of *The Garfield Movie*. With popcorn and refreshments provided, the event created a warm and welcoming atmosphere and brought the community together for a memorable night of entertainment. # of Attendants: **82**

- **January Senior Trip**

The January Senior Trip took seniors to the vibrant Wynwood Walls on Wednesday, January 21<sup>st</sup>, from 11:00 a.m. to 4:00 p.m., and it was an unforgettable experience. Participants enjoyed a private guided tour of the world-famous outdoor art museum, where they learned about the artists and the rich history behind Wynwood's iconic murals. After the tour, seniors had time to explore the neighborhood and enjoy lunch at nearby restaurants. The trip was filled with great conversation, beautiful artwork, and plenty of laughter, making it a fun, cultural, and relaxing day that everyone truly enjoyed. # of Attendants: **19**

- **22nd Annual Family Fun Day**

The Town of Surfside 22nd Annual Family Fun Day, held on Sunday, January 25th, from 1:00 p.m. to 4:00 p.m. at 96th Street Park, was an incredible success. The event welcomed Surfside residents and hotel guests for an afternoon filled with fun, laughter, and community spirit. With games, activities, entertainment, and attractions for all ages, families enjoyed spending quality time together in a lively and festive atmosphere. # of Attendants: **1065**

- **February Senior Brunch**

Our February Senior Brunch, held on Friday, February 6th, 2026, was a delightful way for seniors to celebrate friendship, community, and love. Attendees enjoyed a delicious buffet-style meal, cheerful Valentine's Day décor, and several fun rounds of bingo. The event created a warm and welcoming atmosphere and provided a lovely afternoon filled with laughter, connection, and community spirit. # of Attendants: **32**

- **Under the Stars Movie Night**

The Parks and Recreation Department's Under the Stars Movie Night, held on Saturday, February 7th, 2026, at 96th Street Park, was a fantastic success. Residents and hotel guests gathered for a fun, family-friendly evening under the stars while enjoying the movie Zootopia. With popcorn and refreshments provided, the event created a warm and welcoming atmosphere and brought the community together for a memorable night of entertainment. # of Attendants: **72**

## **Upcoming Events & Activities**

- **Sweetheart Dance**

Our annual Sweetheart Dance will be held on Friday, February 13<sup>th</sup>, from 7:00 p.m. – 9:00 p.m. at 96th Street Park. This special evening is for Surfside Residents and Hotel Guests only and promises a night full of music, dancing, and Valentine's Day fun. Join us to celebrate friendship, community, and the joy of the season in a festive and welcoming atmosphere.

- **February Senior Trip**

This February, our Senior Trip will take participants to enjoy the acclaimed Broadway-style play *Dear Evan Hansen* on Wednesday, February 18<sup>th</sup>, from 11:00 a.m. to 5:30 p.m. Before the show, seniors will enjoy a light brunch and social time together, providing a chance to connect and start the day on a cheerful note. They will then experience an unforgettable performance filled with music, emotion, and storytelling.

- **18th Annual 5K Beach Run/Walk**

Get ready for the 18th Annual 5K Beach Run/Walk on Sunday, February 22<sup>nd</sup>, at 8:00 a.m. Participants will enjoy a scenic route along the beautiful beach, perfect weather, and a lively, energetic atmosphere. After the run or walk, everyone can enjoy a healthy breakfast and share stories of their experience. Join us for a fun and active day that's perfect for runners, walkers, and beach lovers alike!

- **Under the Stars Movie Night**

Parks and Recreation is excited to announce our next movie date in the series at the 96th St. Park. The movie is scheduled for Saturday, March 7<sup>th</sup>, 2026, at 7:00 p.m. Stay tuned for more details on what movie will be playing for this memorable outing!

- **March Senior Brunch**

Our March Senior Brunch is scheduled for Friday, March 13<sup>th</sup>, 2026, from 11:00 a.m. to 1:00 p.m. Seniors will enjoy a delicious buffet-style meal, cheerful spring décor, and fun rounds of Bingo. Join us for a warm and welcoming afternoon filled with laughter, connection, and community spirit!

- **March Senior Trip**

The Senior Trip for March is scheduled for Wednesday, March 18<sup>th</sup>, 2026, from 11:00 a.m. to 4:30 p.m. Seniors will enjoy a fun and engaging day filled with new experiences, opportunities to connect with friends, and a chance to explore exciting destinations. Stay tuned for more details on the location and activities planned for this memorable outing!

- **Spring Camp**

Spring Camp is scheduled for Monday, March 23<sup>rd</sup>, through Saturday, March 27<sup>th</sup>, 2026, at 96th Street Park. Children will enjoy a week full of fun activities, games, arts and crafts, and opportunities to make new friends. Registration is now open through the YMCA website—secure your child’s spot for a memorable and exciting week!

- **Splash into Spring**

Our annual Splash into Spring event is scheduled for Saturday, March 28<sup>th</sup>, 2026, from 10:00 a.m. to 12:00 p.m. at the Community Center pool. This fun-filled morning is open to Surfside Residents and Hotel Guests only and promises exciting water activities, games, and a chance to welcome the season with family and friends.

- **Spring Egg Hunt**

Our annual Spring Egg Hunt is scheduled for Sunday, March 29<sup>th</sup>, 2026, from 10:00 a.m. to 12:00 p.m. at our newly renovated 96th Street Park. This fun and festive event is open to Surfside Residents and Hotel Guests only and promises exciting egg-hunting adventures, seasonal activities, and a wonderful morning of family fun.



## COMMUNICATIONS DEPARTMENT

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The Communications Department's mission is to build strong connections between Surfside residents, elected officials, and the broader community through strategic communication and innovative marketing initiatives. Its objective is to enhance the quality of life in Surfside by providing timely, informative content that educates, engages and empowers residents. As the primary bridge between Town Administration and its citizens, the department ensures transparency, accessibility, and unity within our community, promoting active civic engagement and celebrating Surfside's unique heritage. Through innovative partnerships and implementing forward-thinking strategies, the department strives to position Surfside as a model of effective governance and vibrant community participation.

**Team:** Cindy Reyes Arboleda, **Director**  
Ian Dolan, **Administrative Support**

In January 2026, the Communications Department continued to serve as the creative and strategic engine of the Town of Surfside, supporting every department with clear, consistent, and engaging messaging. From major video productions and civic outreach to daily content management and cross-departmental collaboration, the Department ensured all initiatives were elevated, accessible, and aligned with the Town's core values of transparency, service, and community pride.

### **Town Manager's Office:**

- Produced and distributed the February 2026 Surfside Gazette, providing residents with timely and comprehensive information including March 17 municipal election details, Commission and leadership messages, public safety updates, Parks and Recreation programming, and upcoming February events, reinforcing the Gazette as the Town's primary resident information resource.
- Coordinated Gazette content to support civic engagement and voter education ahead of the March municipal election, ensuring residents were informed on ballot questions, key deadlines and participation opportunities.
- Directed election-related messaging in partnership with the Miami-Dade County Supervisor of Elections, including original election education videos featuring Supervisor Alina Garcia. A first-of-its-kind collaboration among Miami-Dade municipalities.

- Promoted and documented the Town’s receipt of \$200,000 in federal funding through the U.S. Department of Transportation’s Safe Streets and Roads for All (SS4A) program to develop a Comprehensive Safety Action Plan, highlighting Surfside’s proactive approach to roadway safety, pedestrian mobility and data-driven planning.
- Promoted intergovernmental collaboration and quality-of-life investments, including the presentation of \$25,000 in funding from Miami-Dade County Commissioner Micky Steinberg to support improvements at Paws Up Dog Park.
- Advanced resident engagement initiatives by promoting a Town website redesign survey, inviting community feedback to improve accessibility, navigation and the overall digital user experience.

**Police Department:**

- Recognized and promoted National Law Enforcement Appreciation Day, honoring the professionalism, service and dedication of the Surfside Police Department.
- Highlighted community-oriented policing efforts, including personalized assistance provided to residents transitioning to the Town’s new digital parking permit system, reinforcing accessibility and resident support.
- Shared officer spotlight features recognizing long-serving members of the Surfside Police Department, including milestone career achievements, commendations and contributions to public safety and community trust.
- Highlighted community meetings between Surfside Police leadership and residential buildings to address safety considerations and upcoming area events, reinforcing transparent dialogue and proactive engagement.
- Issued a public safety alert addressing scooter safety concerns, outlining unsafe behaviors, potential enforcement actions and the Department’s commitment to reducing risk and preventing serious injuries.
- Promoted upcoming Florida Licensing on Wheels (FLOW) services at Town Hall, Feb. 18, 2026, expanding resident access to driver’s license and motorist services.

### **Parks & Recreation Department:**

- Promoted and documented *Movie Under the Stars* at 96th Street Park, reinforcing the Town's commitment to free, family-friendly outdoor programming.
- Promoted Teacher Planning Day Camps in partnership with the YMCA, providing working families with reliable childcare and enrichment options during school closures.
- Highlighted ongoing wellness, arts and enrichment programming, including free weekly art classes at the Surfside Community Center.
- Promoted and documented *Family Fun Day* at 96th Street Park, capturing strong attendance, community participation and the involvement of Town leadership.
- Promoted upcoming seasonal programming, including Spring Break Camp offerings, ensuring residents were informed well in advance of registration deadlines.
- Issued a call for local artists to participate in the restoration of the Town's iconic holiday Santa, supporting public art, tradition and community creativity.

### **Public Works & Infrastructure:**

- Maintained consistent dissemination of emergency notifications, traffic alerts and operational updates related to roadway activity, construction impacts and infrastructure operations through email campaigns and Nextdoor.
- Promoted Surfside's recognition as a Tree City USA for the ninth consecutive year, highlighting the Town's long-standing commitment to environmental stewardship, urban forestry and sustainable planning.

### **Town Clerk's Office:**

- Conducted outreach for the 2026 municipal election cycle, including promotion of candidate qualifying periods, election resources and voter education materials.
- Directed election-related messaging in partnership with the Miami-Dade County Supervisor of Elections, including original election education videos featuring Supervisor Alina Garcia. A first-of-its-kind collaboration among Miami-Dade municipalities.
- Continued reinforcing civic engagement, transparency and voter awareness through clear, accessible public information campaigns.

## **Digital Strategy, Social Media & Brand Stewardship:**

- Delivered high-volume, resident-focused digital communications strategy supporting public safety, civic engagement, Town services and community programming.
- Distributed [21 e-blast campaigns](#), posted 53 NextDoor alerts, and published 46 Instagram/Facebook posts during January.
- Facilitated responsive digital service coordination through SeeClickFix, supporting the completion of seven resident service requests.
- Continued strengthening organic engagement and reinforcing the Town's digital presence as a reliable, timely source of information for residents, businesses and visitors. The Town's [Instagram following](#) grew to 3,000.



## **TOURISM DEPARTMENT**

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Surfside is one of only three municipalities in Miami-Dade County currently eligible by Florida State Law to impose a Resort Tax of four percent (4%) on accommodations and two percent (2%) on food and beverage sales as a source of revenue. Miami Beach and Bal Harbour are the other two municipalities with the same capability. This unique revenue-generating opportunity is also defined in the Town's Charter in Sec. 69-A.

Resort Tax. The Tourist Resort Tax Fund is a special revenue fund within the budget of the Town of Surfside. This means that the funds, like all special revenue funds, are collected from specific sources and dedicated to specific allowable uses. The Resort Tax Board Members, appointed by the Town's Commission, oversee the legal and appropriate use of these funds through the Tourism Director and the operations of the Tourist Bureau. The Tourist Bureau is responsible for promoting the Town's dining, shopping, lodging, recreation and beach to visitors nationally, internationally, and within the State of Florida. Attracting visitors from within the State of Florida, the nation, and internationally, including from Latin America, Canada, United Kingdom, and Israel.

**Team:** Frank Trigueros, **Director**

**Snow Moon Soiree Event a Success Despite Record Cold** – On Jan. 31 and Feb. 1, the Resort Tax Board presented "Snow Moon Soiree" a two-day event designed to showcase the best of signature Surfside. The event included the creation of a beautiful, professional sand sculpture prominently displayed at 93<sup>rd</sup> Street Beach. Despite facing the coldest temperatures in more than 15 years, the event still turned-out hundreds of residents and visitors who gathered to enjoy the evening White Party featuring Grammy-Nominee Elsten Torres, fire dancers and complimentary food and drink, as well as a range of activities on Sunday including sand sculpting workshop, live mermaids, Zumba, a Garden BBQ, beach yoga and surfing.

**Events Continue with Third Thursday Series, Film Screenings, Walking Tours** – The annual Third Thursday block parties are underway once again; February will be themed “A Night in the Mediterranean” and feature food, entertainment and décor from Israel, Turkey and Greece. For film buffs, the Resort Tax Board will present two film showings: “Nonna” on Feb. 22 and “One Life” on March 15. On April 12, the Board will host a screening with the Miami Jewish Film Festival (MJFF). Lastly, the popular Historical Walking Tours with Dr. Paul George from HistoryMiami will resume on Saturday, Feb. 14. Residents can register on the Town website.

**Placement of 2 New Turtle Sculptures Designed by Students from New World School of the Arts (NWSA)** – The Resort Tax Board requests authorization from the Town Commission for the placement of two new five-foot fiberglass sea turtle statues designed by students from New World School of the Arts as part of a Board initiative. The Board recommends locating the statues on the north side of the 92nd Street beach entrance, on the grassy area. Please refer to the visuals included in the Tourism Department’s report.

ACTIVITY	AMOUNT
Food & Beverage Tax	\$413,843.56
Hotel Tax	\$1,507,332.02
Interest Earnings	0
Registration Fees	\$2,700.00
Gross Revenue Generated	<b>\$1,923,875.58 (FY2025-2026)</b>



**Location:**  
**92<sup>nd</sup> Street Beach Entrance**





**Location:**  
**92<sup>nd</sup> Street Beach Entrance**





**Location:**  
**92<sup>nd</sup> Street Beach Entrance**





Designs by students of New World School of the Arts  
(NWSA) through Resort Tax Board Contest

**Front**



**Back**



Designs by students of New World School of the Arts  
(NWSA) through Resort Tax Board Contest

**Front**



**Back**



## POLICE

The Surfside Police Department has adopted a proactive policing philosophy and embraces its approach to developing community partnerships and problem-solving. Our employees are extremely proud of our tradition and are committed to public service and to ensuring the safety of our residents and visitors. We are dedicated to providing quality police service to our residents, businesses and tourists.

**Team:** Charles R. Press, **Chief of Police**  
 Jose “Jay” Matelis, **Major**  
 Diana Leon, **Lieutenant**

**STAFF: 5 Sergeants / 2 Detectives / 20 Officers / 4 Dispatchers / 3 CSAs / 3 Admins / 4 Parking / 1 Accreditation Manager**

Rory Alberto – Sergeant	Joshua Rosario – Officer
Frank Colonna – Sergeant	Lesmes Ruiz – Officer
Marian Cruz – Sergeant	Donovan Saffo – Officer
Alejandro Lorente – Sergeant	Micah Smith – Officer
Julio Torres – Sergeant	Jose Valino – Officer
Ronald Donoso – Detective	Samuel Villegas – Officer
Kemuel Gambirazio – Detective	Christian Acosta – Parking Officer
Loxley Arch, III – Officer	Josue Castro – Parking Officer
Lovenson Beaubien – Officer (Trainee)	Alexander Orduno – Parking Officer
Tammy Campbell – Officer	William Perez – Parking Officer
Bobby Gabriel – Officer	Ana Chamorro – Dispatcher
John Gentile – Officer	Jose Dardon – Dispatcher
Rafael Gomez, Jr. – Officer	Maria Sierra – Dispatcher
Dianna Hernandez – Officer	Susie Sperbeck – Dispatcher
Alberto Knight – Officer	Isabelle Dourbecker – CSA
Ariel Lage – Officer	Felix Fermin – CSA
Craig Lovelette – Officer	Donald Laurent – CSA
Bryant Luke – Officer	Kimberlee Blecha – Executive Assistant
Joseph Matthews – Officer	Teresa Fernandez – Admin Aide
Sharon Perez-Rivera – Officer	Stephanie Kamer – Admin Aide
Ruben Ravelo – Officer	Jill Smith – Accreditation Manager

**Recruitment Efforts** – The department is in the process of onboarding a new officer in training and is still actively looking to grow the force. In mid-December, Surfside PD spoke at Miami Dade College North Campus’ School of Justice as part of its recruitment efforts. Certified officers and those currently in the academy are encouraged to reach out to our Human Resources team.

**A message from** Chief Charles “Chuck” Press to our Surfside Family:

**Press On!**



*“I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.”*

*— Maya Angelou*

## National Law Enforcement Appreciation Day

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On January 9th, we observed Law Enforcement Appreciation Day which honors the dedication, service, and sacrifice of law enforcement officers across the nation. This annual event serves as an opportunity for communities to recognize the unwavering commitment of those who work tirelessly to protect and serve. The Town of Surfside proudly extends its sincere appreciation to the men and women of our department for their continued dedication to keeping our community safe. Through their professionalism, integrity, and selfless service, our officers help foster a sense of security and trust that makes Surfside a special place to live, work, and visit. We thank all the members of the Surfside Police Department for their courage, compassion, and commitment—today and every day.



## Surfside Police Address Scooter Safety Concerns

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The Surfside Police Department is raising concerns about unsafe scooter use across the Town, including riding against traffic, ignoring signals, and operating in pedestrian areas.

Riding a motorized scooter can be an efficient way to get around Surfside; however, it is essential to understand the rules of the road and prioritize safety.

### KEY SAFETY TIPS:

- Wear a helmet! This is required by law for all riders under 16 years of age.
- **Stay alert!** Watch for pedestrians, cars, and road hazards.
- Share the road! Stop at all stop signs and intersections. Yield to pedestrians (especially in crosswalks).
- Use hand signals for turns and lane changes.
- When riding at night, use lights and wear reflective gear.
- **DRIVERS:** Remain alert, obey the speed limit, and look out for potential riders.



Parents, talk to your kids about these rules and help build safe habits.

For more safety tips, visit our website: [Townofsurfsidefl.gov](http://Townofsurfsidefl.gov)

## Honoring Our Finest

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For the month of January, we shined the spotlight on Officer Ruiz!!!

He is currently assigned as a patrol officer on the day shift. Officer Ruiz has been in law enforcement for over 22 years and has spent 20 of those years with the Surfside Police Department. Throughout his career, Officer Ruiz has worked in several specialized units, including Field Training Officer, Honor Guard, and a multi-agency street enforcement team. He has also stepped up as an acting supervisor on numerous occasions. In recognition of his dedication and professionalism, he has been named Officer of the Month several times during his career. In his free time, Officer Ruiz enjoys practicing Jiu-Jitsu and has been committed to it for over 12 years.

Thank you, Officer Ruiz, for the dedicated service you have provided to our Town and Community.





## PUBLIC WORKS

The Public Works Department provides for the effective management and maintenance of the Town's roadways, infrastructure systems, and buildings as well as the management and supervision of the solid waste collection operation and the storm water, water/sewer utilities. The Department also responds to and assists other Town departments in emergencies and instances of severe weather preparation and recovery.

**Team:** Andre Eugent, **Director**  
 Lys Desir, Jr., **Operations Manager**  
 Matthew Hudson, **Public Works Coordinator**

### STAFF DIRECTORY

**13** Solid Waste  
**6** Facilities/Maintenance  
**3** Water & Sewer

SOLID WASTE	FACILITIES AND MAINTENANCE
<b>Derick Scott – Manager</b>	<b>Josvani Iglesias – Manager</b>
Jose Acevedo – Coordinator	Carlos Duarte – General Service Worker
Martinez Saintilmond – Refuse Collector	Gustavo Gonzalez – Maintenance
Pierre Desamour – Refuse Collector	Idael Suarez – Maintenance
Donovan Johnson – Refuse Collector	Jose Nodarse – Mechanic
Claude Jean – Refuse Collector	Guillermo Osorio – CDL Heavy Eqpt.
Harold Jean Baptiste – Refuse Collector	<b>WATER &amp; SEWER</b>
Harry Saintil – Refuse Collector	Wayne Taylor, Jr. - Maintenance
Esdyani Puentes – Refuse Collector	Rigoberto Chaviano – Maintenance
Sanel Cazeau – Refuse Collector	Jimmy McCray - Maintenance
Mitch Michel – Truck Driver	
Albert Noel – Truck Driver	
Bernardo Cordova – Truck Driver	

\* Services through January 31, 2026

ACTIVITY	VOLUME	COST
Garbage Collected	541.18TN	\$49,009.26
Recycling Collected	27.48 TN	\$3,234.39
Bulk Pick Ups	96.26 TN	\$8,717.30
Sewer Backups	2	Internal
Water Leaks	0	Internal



## FINANCE

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The Finance Department provides for the effective, lawful, and efficient management of the Town's financial matters. The Department manages and maintains the Town's financial records in conformity with generally accepted accounting principles and in compliance with State and Federal laws. The Department develops and runs effective, efficient financial planning and reporting, and supports the operating departments in achieving their program objectives.

**Team:** Sandra Siefken, **Director**  
Christopher Wallace, **Consultant**  
Andria Meiri, Budget Officer  
Manuel "Manny" Carta, Comptroller  
Katherine Rivera, Accountant  
Damaris "Didi" Montes de Oca, Customer Service Representative  
Tamara Capote, Accounting Clerk  
Maria J. Sommariva, Accountant

During January 2026, the Finance Department continued to provide fiscal oversight and financial support to Town operations. Staff completed month-end financial reporting and conducted budget-to-actual reviews to ensure expenditures remained within approved appropriations. Revenues, including property taxes, resort taxes, and utility taxes, tracked consistent with budget expectations for this point in the fiscal year.

Operating, personnel, and contractual expenditures remained within budgeted levels. The department processed accounts payable, payroll, and accounts receivable in a timely manner while maintaining internal controls and compliance with applicable accounting standards.

Finance staff also supported Town departments through ongoing budget monitoring, audit coordination, and capital project tracking.



## GRANT ADMINISTRATOR

A Grant Administrator is responsible for managing the full life cycle of grants in alignment with the priorities established by the Town Commission and leadership. This includes pre-award activities such as supporting the identification of funding opportunities based on strategic direction, assisting departments in developing project scopes, preparing and submitting grant applications, and ensuring proposals meet eligibility and compliance criteria. Once awarded, the post-award responsibilities include monitoring project progress, tracking expenditures, managing grant compliance, coordinating with departments and funding agencies, and submitting timely financial and performance reports. The Grant Administrator serves as the central point of contact for all grant-related matters, ensuring accountability, transparency, and effective use of funds across the Town of Surfside.

**Team:** Kristina Brown, **Grant Administrator**  
 Email: [progrant@townofsurfsidefl.gov](mailto:progrant@townofsurfsidefl.gov)

NAME OF GRANT	FUNDER	\$ AWARDED
Resilient Florida Grant Program - Abbott Avenue Stormwater Improvements	FDEP	\$5,000,000.00
Resilient Florida Grant Program - Collins Avenue Water Main Replacement Design	FDEP	\$217,731.00
State Appropriations Project Request - Surfside Boulevard Improvements	FDOT	\$250,000.00
Public Transit Service Development Grant Program – Freebee On-Demand (Yr 1)	FDOT	\$120,898.00
State Appropriation's Request - Surfside Memorial Design and Construction	FDOS	\$1,000,000.00
Resilient Florida Grant Program - Vulnerability Assessment and Adaptation Plan	FDEP	\$300,000.00
Beach Management Grant Program - Coastal Dunes Rehabilitation	FDEP	\$1,220,683.50
General County Funds - Surfside Memorial	MDC	\$250,000.00

<b>NAME OF GRANT</b>	<b>FUNDER</b>	<b>\$ AWARDED</b>
State Appropriations Request - Transforming and Reformulating the Surfside Downtown Alleyway	FDOC	\$750,000.00
Viva Florida Grant – Flamingo Garden Park	Florida Wildflower Foundation	\$3,000.00
Safe Streets for All – Comprehensive Safety Action Plan	DOT	\$200,000.00
District 4 Capital Improvement Grant - Paws Up Park and Community Recreation Improvement Project	Miami-Dade County - Commissioner Steinberg	\$25,000.00
<b>TOTAL \$ AWARDED</b>	<b>\$9,337,312.50</b>	

**Grant applications submitted pending determination:**

<b>NAME OF GRANT</b>	<b>FUNDER</b>	<b>\$ APPLIED FOR</b>
Public Transit Service Development Grant Program – Freebee On-Demand (Yr 2)	FDOT	\$126,329.00
Public Transit Service Development Grant Program – Freebee On-Demand (Yr 3)	FDOT	\$135,713.00
Resilient Florida Grant Program - Surfside Stormwater Outfall Resilience Project	FDEP	\$650,000.00
Resilient Florida Grant Program - Surfside Lift Station 1 Resilience and Capacity Upgrade Project	FDEP	\$1,000,000.00
Biscayne Bay Water Quality Improvement Grant Program - Surfside Lift Station 1 Resilience and Water Quality Improvement Project	FDEP	\$1,000,000.00
Local Government Cybersecurity Grant Program – Town Cybersecurity Software Request	FLDS	\$0.00 (Software Only)
State Appropriations Request – Hawthorne Avenue Drainage Improvements	State TBD	\$650,000.00
State Appropriations Request – Byron Avenue Sanitary Sewer Improvements	State TBD	\$750,000.00
State Appropriations Request – Surfside Safe Streets	State TBD	\$700,000.00



## CAPITAL IMPROVEMENT PROJECTS

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The Town's Capital Improvement Projects Services provides for the effective management and maintenance of the Town's capital improvement projects as well as the management and supervision of these projects.

Improving our community's quality of life for generations to come is a priority for all Town residents. Several Projects are currently underway to make the Town of Surfside safer, more enjoyable, and more resilient long-term.

**Team:** Andre Eugent, **Director**

*Attachment "A"*

<b><u>PROJECTS</u></b>
<b>96 Street Park</b>
<b>Townwide Utilities Undergrounding</b>
<b>Surfside Memorial</b>
<b>Abbott Avenue Drainage</b>
<b>Collins Avenue Water Main</b>
<b>Dune Restoration</b>
<b>Townwide Vulnerability Assessment</b>

## 96<sup>th</sup> Street Park

**Scope:**

The project is a full park re-development with a 2-story multi-use structure, natural grass field, and playground area. A kayak launch component has also been incorporated.

**Phase:** Construction Closeout

**Status:** The Town's retained construction counsel and staff met with Lunacon and entered into a settlement agreement.

Finance			
		Construction Closeout	Amount Paid to Date
Contract Amount		\$7,243,838.63	\$6,881,647
	Balance	362,191.94	

## Townwide Utilities Undergrounding

**Scope:**

The project consists of the undergrounding of all current above ground utilities throughout Town. These utilities include electrical mains, feeders, communications and residential drop connections.

**Phase:** Design

**Status Update:**

During the November 2025 election, voters did not approve the Town's request to obtain a bond to fund this project. As a result, the project has been halted in its entirety, including all design work for Areas 1 and 2, as well as the planned construction of Area 3.

DESIGN PHASE UNDERGROUNDING				CONSTRUCTION PHASE		
	Area 1	Area 2		Area 3		
% Complete	0	100	100	0		
Contract Amount	Amount Paid	Balance		Contract Amount	Amount Paid	Balance
2,431,400	1,412,373	1,019,027		TBD	0	N/A

## Surfside Memorial

**Scope:**

The Town is seeking to create the Surfside Memorial to honor and remember the lives lost in the tragic event that occurred on June 24, 2021, when the CTS Building collapsed. The Surfside Memorial will serve as a permanent remembrance of the immense loss suffered by the Surfside community and will offer a place for families, friends, and visitors to reflect, understand the truth of that day, and find solace through the peace and serenity conveyed through this site.

**Phase:** Design

**Status:** The town coordinated with MDSO and collected all selected debris that will be used as part of this project and stored in the open space at the Tennis Center. Keith team has submitted the design for permitting to regulatory agencies for approval. The town issued a Request for Proposal (RFP) and evaluated the submitted proposal for suitable contractors to bid on the project. The evaluation committee selected 4 qualified contractors that are now eligible to bid on the ITB. The ITB was issued on January 27<sup>th</sup> with bid opening on February 24<sup>th</sup>, 2026.

**Project Schedule:**

- **Detailed Design Milestones:**
  - 30% Design – **July 2025**
  - 60% Design – **August 2025**
  - 90% Design – **September 2025**
  - Final Design – **November 2025**
  
- **Site Plan, Permitting & Opinion of Probable Cost:**
  - **November 2025**
  
- **Contractor Bidding & Award:**
  - **March 2026**
  
- **Construction Start:**
  - **Q1 2026**

SURFSIDE MEMORIAL PROJECT			
DESIGN	STATUS		
% 100 Completed	Permitting		

Contract Amount	Amount Paid	Balance
590,000	398,298.24	205,987.50

## Abbott Avenue Drainage

**Scope:**

The construction will entail the addition of two new pump stations with respective force mains to alleviate flooding on Abbott Avenue from 90th Street to 94th Street.

**Phase:** Construction

**Status:** The Town has secured a construction litigation lawyer to handle the settlement with Ric Man International regarding this project.

FG Construction has begun work on 91<sup>st</sup> Street between Harding and Abbott Avenue, with all DERM and FDEP permits approved.

In parallel, the Town continues discussions with Ric-Man International regarding their claim for outstanding payments. FG Construction has installed two of the three structures at pump station # 1 pump structure and is in the process of installing the third.

<b>ABBOTT AENUE DRAINIAGE - FG Construction</b>			
<b>Contract Amount</b>	<b>Amount Paid</b>	<b>Balance</b>	
\$8,481,234.01	\$0	\$8,481,234	

## Collins Avenue Water Main

**Scope:**

Pursuant to Town Resolution 2022-2907 passed and adopted unanimously on August 9, 2022, Nova Consulting was selected to design this project to replace the current, undersized water main on Collins Avenue. The existing water main is past its useful life and requires up-sizing and replacement. The Town sought and obtained a grant for design services for the project. The water main currently services all the facilities along the Collins Avenue corridor.

**Phase:** Design

**Status:** Nova Consultants has submitted the **100% design package** to both the **Town** and **FDEP** for review and approval. Nova is also continuing its **permitting efforts with other governing agencies** to ensure the project progresses as planned.

The **Capital Improvement Program (CIP) team** is actively exploring **alternative grant funding opportunities** to support the project's implementation.

Construction is currently **anticipated to begin in the fourth quarter of 2026**.

COLLINS AVENUE WATERMAIN IMPROVEMENT			
DESIGN	STATUS		
% 100 Completed	Permitting		

Contract Amount	Amount Paid	Balance
340,456	259,457.27	80,998.73

## Dune Restoration

**Scope:**

The Commission tasked Town administration to promote both dune beautification and resiliency improvements. Kimley-Horn was tasked to design the required resiliency improvements and beautification of the Town’s dunes.

**Phase:** Construction

**Status:** The Town has reissued the ITB on January 9<sup>th</sup>, 2026, with bid opening scheduled for February 9<sup>th</sup> at 2:00 pm. The revised design includes the walking path for the section previously omitted, as that portion had already been constructed by a private developer and was not included in the original developer design. Construction is projected to commence in the first quarter of 2026.

DUNE RESTORATION			
DESIGN	STATUS		
% 100 Completed	Bidding		

Contract Amount	Amount Paid	Balance
TBD	0	0

## **Townwide Vulnerability Assessment**

**Scope:**

The Town of Surfside was awarded a grant for \$300,000.00 from the Florida Department of Environmental Protection to conduct a Vulnerability Assessment and an Adaptation Plan as well as the development of the Town Hall’s Emergency Operation Center EOC Adaptation Plan.

**Phase:** Study

**Status:** Kimley-Horn has received approval and acceptance from **Florida Department of Environmental Protection (FDEP)** for the **Emergency Operations Center (EOC) Adaptation Plan Feasibility Report** and the **Final Vulnerability Assessment Report**.

Town intends to **identify potential projects** outlined in the reports and **pursue grant funding** to support their implementation.

These efforts are part of the Town’s ongoing commitment to **resilience planning** and enhancing infrastructure to better withstand future climate and hazard impacts.

<b>VULNERABILITY ASSESSMENT</b>			
<b>STUDY</b>	<b>STATUS</b>		
% 100 Completed	Permitting		

<b>Contract Amount</b>	<b>Amount Paid</b>	<b>Balance</b>
300,000	300,000	0

# UKG Implementation – LagomHR’s Monthly Reports

Prepared by: Yolanda Menegazzo, CEO & HR Consultant

## June 2025 Monthly Report

- **UKG Overall Team Progress During Weekly Meetings:**
  - Provided access to Yolanda Menegazzo of the UKG system and added to weekly meeting calls.
  
- **Personally worked on & completed by Yolanda Menegazzo:**
  - Gained Access to emails on 06/16/2025.
  - Began to support in HR operations for employee relations matters & recruitment needs.
  - Began requesting documents & reports in order to conduct the HR Department Assessment.
  - Gained access to UKG system on 06/24 – not added to all UKG meetings until the end of June/early July.
  - Became aware that the UKG deadline for the uploaded Workplace Safety Manual was past due on 05/27 and again 06/03. Began working on updating it. Sent reminders to responsible parties.
  - Became aware that the UKG deadline for the Employee Import Spreadsheets were past due on 04/25, then 05/15, then 05/21, then 06/03. Sent reminders to responsible parties.
  - **MAJOR DELIVERABLE: Received the UKG Ready HR Requirements document and began reviewing and completing any missing information on the spreadsheet. Delivered on 06/24.**
  - Look into, per the Town Manager’s request, the payroll error on 06/27/2025 to understand why employees were not paid. Met with Chris Wallace and Cindy Alvarez. Provided briefing to Town Manager on the issue.

## July 2025 Monthly Report

- **UKG Overall Team Progress During Weekly Meetings:**
  - Trainings assigned to the internal Town team.
  - Dual maintenance required for new hires and terminations assigned to internal HR team for demographic data only.
  - During the weekly meetings, worked on reviewing company taxes, reviewed employee deduction codes, and corrected duplicates from old Tyler system.
  
- **Personally worked on & completed by Yolanda Menegazzo:**
  - Began to be included in all UKG meeting invites.
  - Attended weekly UKG Payroll, Time & Attendance, HR & Benefits, and Status Calls (average of 4 meetings per week).
  - Supported in HR operations for employee relations matters & recruitment efforts.
  - Received integrations forms to be completed for UKG integrations of current health insurance carriers.
  - **MAJOR DELIVERABLE: Took over the Employee Demographic Import from Finance and HR internal teams on 07/08. Gained access to Tyler. Pulled the data from Tyler and entered all data into the UKG import Excel file format. Completed by 07/11.**
  - Expressed concerns to Christopher Wallace about payroll specialist Cindy Alvarez not attending the UKG payroll meetings.
  - Assigned the bank Check Signature Form (signed by Town Manager). Assigned to review bank letter and account numbers not matching.
  - **MAJOR DELIVERABLE: Completed the reporting structure spreadsheet for all Town employees in order to set up the approval workflows for timecards, time off requests, personnel action forms, and performance reviews.**
  - Made corrections to imported employee demographic data imported from Tyler into UKG.
  - Supported Payroll team with a data extraction on employee phone listings from Tyler for hurricane preparedness efforts.
  - Completed Tyler data extraction of the following information: Employee Deductions, Employee Leave Balances, Employee Position Rates, and Employee W4 Withholdings. Uploaded into UKG.

## August 2025 Monthly Report

- **UKG Overall Team Progress During Weekly Meetings:**
  - Confirmed bank account data for direct debit payroll process
  - Reviewed more company taxes, deduction codes, and began to work on earnings codes setup. Added deductions for 401A plans.
  - All scheduled deductions, tax settings, and base compensation were successfully imported into the UKG system.
  
- **Personally worked on & completed by Yolanda Menegazzo:**
  - Attended weekly UKG Payroll, Time & Attendance, HR & Benefits, and Status Calls (average of 4 meetings per week)
  - Supported HR in the operations, employee relations, and union negotiations.
  - Provided UKG with list of health insurance vendors & carriers
  - **MAJOR DELIVERABLE: Worked on Direct Deposit employee import from Tyler to UKG – manual report created and completed as it was unable to be extracted in an easy format from Tyler.**
  - Corrected a group of direct deposit routing numbers that were missing a zero in the front of the number set.
  - Uploaded the completed and signed Check Signature form signed by Town Manager.
  - **MAJOR DELIVERABLE: Worked on 2025-2026 insurance benefits renewal. Received initial proposal. Negotiated with insurance broker and requested insurance broker go out to market for additional quotes. Provided final recommendation to Town Manager for consideration. Final recommendation included group rates for Colonial supplemental plans (savings employees money on their Colonial policies.)**
  - Assigned trainings to Cindy Alvarez & Marisol Vargas in UKG system with steps and screenshots.
  - Requested and participated in an in-person meeting with Chris Wallace and Cindy Alvarez regarding lack of participation from Cindy in UKG meetings for several months. Meeting occurred on 08/27. (email sent ccing Town Manager on 09/16 after continued lack of participation and engagement.)
  - **MAJOR DELIVERABLE: Submitted newly updated Safety Manual for Town of Surfside to Town Manager & uploaded new Safety Manual into UKG for implementation process and online acknowledgement for new hires.**
  - **MAJOR DELIVERABLE: Delivered HR Assessment Report to Town Manager.**

## September 2025 Monthly Report

- **UKG Overall Team Progress During Weekly Meetings:**
  - Worked on auto allowance and longevity scheduled earnings. Worked heavily on longevity pay being lump sum vs every pay period.
  - Submitted to UKG report on employees receiving state money and imported into compensation information.
  - Began a payroll only parallel for civilian employees.
  - Worked on extra duty coordinator pay for PD and extra duty details for police officers.
  - Added earnings codes for FMLA and Military Pay with compensation rules for each.
  - Updated sick leave, personal leave, and vacation leave accrual plans for AFSCME, FOP, and non-union employees.
  - Worked on the build out of the part time employee vacation accrual plan.
  - Prepared comp time and overtime settings.
  - Added direct deposit into employee profiles.
  - Briefly worked on payroll only parallel for paycheck 08/22.
  - Set up the police department shift differential calculations, schedules, and pay.
  - Worked on compensatory time set up in the compensation and timesheets.
  - Set up Kelly hours for 12 hour shifts.
  - Review drop downs for PD Special Events/Court/etc in the timesheet section.
  
- **Personally worked on & completed by Yolanda Menegazzo:**
  - Attended weekly UKG Payroll, Time & Attendance, HR & Benefits, and Status Calls (average of 4 meetings per week)
  - Created a special security profile for Kimberlee Blecha for the PD access in UKG.
  - **MAJOR DELIVERABLE: Conducted workplace investigation per Town Manager directive. Delivered final report on 09/26/2025.**
  - Identified a fraudulent direct deposit email request sent to PD Exec Asst. Educated involved staff on the dangers of these emails and flagged it to IT.
  - Sent email to Cindy Alvarez on 09/16 regarding lack of participation from payroll team in UKG meetings going back several months ccing Town Manager. Met with Town Manager on the issue, and Town Manager addressed Cindy on her absence from the implementation process.
  - Sent email to Marisol Vargas, and had a meeting with Marisol and Town Manager Blumstein regarding lack of participation from HR Director in UKG implementation process.
  - **MAJOR DELIVERABLE: Created and delivered a Risk Management Standard Operating Procedures Manual for workers compensation & general liability claims as well as trained HR Director on this area for future claims to be handled in-house by the HR Department.**

- **MAJOR DELIVERABLE: Conducted on-site presentations for Health Insurance Open Enrollment to employees and worked with health insurance broker to for education to employees on the changes with the plans, especially the Colonial group plans.**

## October 2025 Monthly Report

- **UKG Overall Team Progress During Weekly Meetings:**
  - Identified calculation differences between UKG and Tyler, causing minor differences in the FIT, SS, and MED taxes for employees in the pay comparison.
  - Reviewed and finalized the overtime calculation in Tyler & UKG, which incorporates longevity pay into the overtime calculation.
  - Began the General Ledger setup.
  - Reviewed Colonial plan name discrepancies.
  
- **Personally worked on & completed by Yolanda Menegazzo:**
  - Attended weekly UKG Payroll, Time & Attendance, HR & Benefits, and Status Calls (average of 4 meetings per week)
  - Conducted research on longevity pay to ensure compliance with overtime setup in UKG & Tyler.
  - Support the Town Attorney and Acting Town Manager in reviewing the request from former Town Manager Blumstein regarding termination final payout.
  - Requested from insurance broker and uploaded into UKG all summary plan descriptions for each and every health insurance plan offered to employees for benefit enrollment process and resources for employees.
  - Pulled Tyler company earnings codes & uploaded into UKG.
  - Worked on the Benefitscape renewal for 1 more year for the 1094/1095 forms requirements.
  - Scheduled demonstrations for PD to review Telestaff to determine if staying with Telestaff or UKG only.
  - Conducted a review and scheduled several meetings with the insurance broker to identify and correct discrepancies with the Colonial plan names being built out in UKG.

## November 2025 Monthly Report

- **UKG Overall Team Progress During Weekly Meetings:**
  - Continued to work on the weighted average overtime calculations.
  - Mapping of historical payrolls – this is necessary for the month of January & February before go live so we can enter all historical data and UKG can generate a W2 complete report at the end of the calendar year instead of having 2 W2 reports from Tyler and UKG.
  - Worked on Employee and Employer deduction codes and contributions.
  
- **Personally worked on & completed by Yolanda Menegazzo:**
  - Attended weekly UKG Payroll, Time & Attendance, HR & Benefits, and Status Calls (average of 4 meetings per week)
  - Extracted pay register data from Tyler and imported into UKG to conduct more side-by-side payroll comparisons.
  - Assisted to coordinate the presentation of the health insurance broker to the Commission in the November meeting.
  - Delivered executed contract to Benefitscape for the 1094/1095 reporting.
  - Assisted with Workers Compensation matters.
  - Support Town Attorney with Police contract for new hire being supported through the police academy.
  - Conducted assessment of current UKG progress, and provided written recommendation to Town Manager on new Go Live UKG date on 11/20. Approved the new Go Live date and now working based on that date.
  - Supported an FMLA employee relation matter as requested by the Town Manager.

## December 2025 Monthly Report

- **UKG Overall Team Progress During Weekly Meetings:**
  - Completed mapping for payroll history reports in preparation of January & February.
  - Conducted parallel testing for 11/14 payroll.
  - Updated Katherin's permission profile to view all payroll related tasks/features.
  - Began meeting with new Time & Attendance implementation specialist. Former UKG implementation specialist retired. Reviewing all data configured into the system to ensure it is accurate. Found minor errors, and made corrections.
  
- **Personally worked on & completed by Yolanda Menegazzo:**
  - Attended weekly UKG Payroll, Time & Attendance, HR & Benefits, and Status Calls (average of 4 meetings per week)
  - **MAJOR DELIVERABLE: Extracted base compensation data from Tyler system. Identified issue in Tyler that the base hourly rate does not automatically update the employee's annual salary. Conducted a review of the data, formatted it into the UKG file import spreadsheet. Imported the base compensation data for all employees with pay changes on 10/01.**
  - Identified 5 employees that SSN was incorrect. Employee demographic data should have been verified and reviewed by internal HR team. Not properly conducted. Yolanda conducting a new review of demographic data to find additional discrepancies before go live date.
  - Manually input the 5 employees base compensation rates that were not part of the mass upload.
  - Assigned trainings to Katherine Rivera, Manny Carta, and Davina Bynoe for payroll courses in UKG.
  - Sent email to Town Manager Mario Diaz on 12/16 regarding lack of participation and cooperation from internal HR Marisol Vargas in the UKG implementation missing or being late to 11 meetings in 2 months as well as inability to complete data validation tasks assigned to her by UKG implementation teams. Held meeting with Town Manager and HR team to ensure full cooperation and commitment to the process.
  - Sent email to HR Coordinator Davina Bynoe ccing Town Manager Mario Diaz on 12/30 regarding lack of participation and cooperation of the last 3 meetings, as she is covering for HR Director Marisol Vargas. Also sent email to PD team for another missed meeting in the time and attendance meetings to do final review for time rules and setup.

## January 2026 Monthly Report

- **UKG Overall Team Progress During Weekly Meetings:**
  - Internal HR team updated the demographic data, benefits plans, and benefit deductions for all employees. Identified discrepancies with benefit plan enrollment and notified the insurance broker for proper corrections as needed.
  - Worked on processing all terminations in UKG, fixing glitches on termination workflows, and re-processing terminations.
  - Discussed potential timeline changes based on current implementation progress.
  - Conducted a discussion on the accrual language in the Police CBA and established practices of the Town. Pending to receive feedback from Town Attorney on this matter.
  - Discussion and research on proper setup of 457 plans based on IRS regulations for maximum contributions. Made determination and finalized setup with UKG Payroll Implementation Representative.
  - Gathered timecard data for civilians and sworn employees to begin testing the build out of the UKG system.
  - Identified that long term disability and short term disability are not being updated because the salary is not being updated in Employee Navigator. Fixed now that it is in UKG.
  
- **Personally worked on & completed by Yolanda Menegazzo:**
  - Attended weekly UKG Payroll, Time & Attendance, HR & Benefits, and Status Calls (average of 4 meetings per week)
  - Added new weekly meetings for Telestaff implementation for Police Department
  - Notified the Telestaff team that Surfside PD would like to move forward with the Telestaff software for PD scheduling & time and attendance
  - Provided Extra Duty rates and configuration of pay to UKG Time & Attendance Implementation Representative to set up and test in the system
  - Obtained information from the insurance broker on specific questions from the UKG Benefits Implementation Representative on age banded rates changes
  - Provided a written step by step guide and quick notes for the internal HR team to complete the demographic data updates.
  - Provided UKG training content to the newest member of the HR team
  - Conducted an in-person training with the newest member of the HR team and HR Director allowing Mrs. Bynoe to get more familiar with the new system.
  - Supported the HR team in any questions and the process for the updating of demographic data.

- Tested the Short Term Disability and Long Term Disability calculations in the UKG system.
- Sent Telestaff the different rules for time & attendance such as minimum staffing, holidays, acting sergeant pay, special assignment pay, longevity pay, compensatory time, court pay, sick leave, bereavement leave, and vacation leave.
- Sent Time & Attendance Implementation Manager the AFSCME rules for call back pay, holidays, working out of classification, vacation leave, sick leave, bereavement leave, longevity, and pay ranges.
- Sent Time & Attendance Implementation Manager the non-union time & attendance rules.
- Handed off the ACA compliance to HR Director for completion and processing by outside company Benefitscape.
- Obtained Telestaff training links and shared with PD team.
- Created a spreadsheet for internal HR team to complete on Director's listed in employee's profiles for workflow approvals. Assigned the spreadsheet to HR to complete.
- Responded to a public records request for the most recent HR investigation.
- Conduct research on file feeds and insurance carriers to ensure they are active.