



TOWN OF SURFSIDE

Office of the Town Manager

MUNICIPAL BUILDING
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Town Manager Report

January 13, 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**

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

It is an honor to serve our community as Acting Town Manager. Town Administration continues to focus on delivering essential services efficiently, responsibly, and with the highest level of professionalism. Our priorities remain public safety, infrastructure, community programs, and sound fiscal stewardship to ensure a safe, vibrant, and resilient Town.

We remain committed to transparency, collaboration, and open communication, and we value the continued partnership of the Town Commission as we work to address community needs and advance thoughtful solutions.

I am pleased to report that the Town of Surfside is moving forward with the Request for Proposals (RFP) process. This action represents an important step in preserving these materials with the dignity, care, and respect they deserve, as they are intended for use in the Surfside Memorial Project. Staff will continue to coordinate all logistical and contractual requirements associated with the RFP and will provide updates as the process progresses. The Town remains committed to honoring the memory of the victims and supporting the community through thoughtful, deliberate, and respectful actions. Coordination with the Miami-Dade County Sheriff's Office remains ongoing.

The Town has received a **Live Local SB180 (Florida Senate Bill 180)** application for the former Post Office site. Town Administration is currently reviewing the application for completeness prior to initiating its administrative review and comment process.

Town Administration continues to work collaboratively with developers and stakeholders to advance infrastructure improvements and support long-term planning efforts. We are also actively reviewing internal processes to identify and address any areas requiring correction or improvement.

As we approach the upcoming elections, Town Administration remains committed to supporting a fair, transparent, and orderly process.

Thank you for your continued guidance and support.

Mario A. Diaz



TOWN CLERK

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 Alcala, **Records Technician/Assistant to Clerk**

PUBLIC RECORDS REQUESTS

2025	
<u>MONTH</u>	<u># Public Records Requests (PRR)</u>
January	81
February	107
March	100
April	150
May	81
June	84
July	92
August	102
September	88
October	91
November	56
December	64

DECEMBER 2025

<u>ACTIVITIES</u>	<u>AMOUNT</u>
Board Meetings Attended	6
Commission Meetings Attended	1
Public Notices Issued	13
Meetings Transcribed	7
RFP/RFQ Issued	1
Ordinances Published	1
Resolutions Published	7
Elections Conducted	0
Special Master Hearings Attended	1



HUMAN RESOURCES

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.

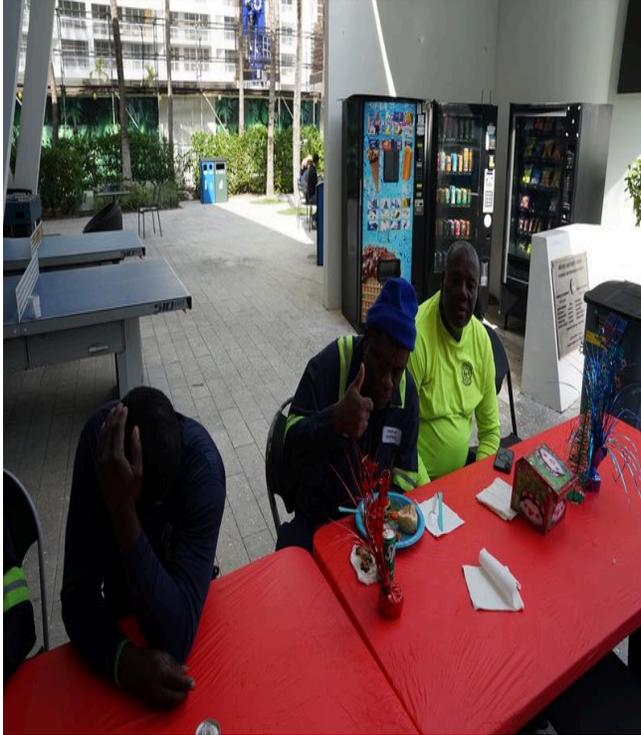
HR Team: Marisol Vargas, **HR Director**
Davina Bynoe, **HR Generalist**
Yolanda “Yoly” Menegazzo, (Consultant)

OPEN POSITIONS - DECEMBER
Accountant
Parking Enforcement Officer
Maintenance Worker I
Certified Police Officer

Supplemental Attachment “B”HR Monthly Report by LagomHR

“Holiday Luncheon 2025”







BUILDING DEPARTMENT

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	110
Inspections Performed	284
TCO/CO/CC Issued	0
Gross Revenue Generated	\$1,578,343.94



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 info@damacmiami.com www.damacmiami.com	Foundation Est June 2025	\$2,500,000 6/25/25 – Receipt of \$1M	\$1.6B FY2028
Seaway 2018-2489 2021-2782 2024-Z-3246	9133-9149 Collins Avenue	Tom Evans 571-206-2377 tom@fortpartners.com www.theseaway.com	TCO	\$250,000	\$550M FY2026
Hillcrest 2022-2870	9165 Collins Avenue	Kaushik Padala 786-449-5400 kpadala@jmaf.net Tom McKerchie 786-390-0076 tmckerchie@jmaf.net www.hillcrestsurfside.com	Under Construction	\$180,000	\$377M FY2028
Surf House 2019-2661 2022-2895	8995 Collins Avenue	Houman Hadad 786-238-9899 houman@fortpartners.com Nick Hernandez 305-542-2718 nicolas@fortpartners.com www.surfhousesurfside.com	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 8/4/2025 - \$400K Proffer Received	\$100M FY2028
Ocean House 2022-Z-2955	9309-9317 Collins Avenue	Walter Brailly 786-205-6712 wbrailly@moss.com www.oceanhouserresidences.com	Under Construction	\$380,000 6/26/25 – Trellis Donation Completed \$200K	\$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 – Seagrape to Dune \$10K	\$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 Groundbreaking 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	TBD



CODE COMPLIANCE DIVISION

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**

DECEMBER 2025

STATUS	AMOUNT
OPENED NOVEMBER 2025	152
CASES SCHEDULED FOR HEARING BEFORE SPECIAL MAGISTRATE	8
POST HEARING	4
RECORDED LIENS	68
TOTAL	232

Inspections: 165

MONTH	# CASES	FEES COLLECTED
JANUARY	28	\$43,364.34
FEBRUARY	15	\$10,492.37
MARCH	18	\$14,555.66
APRIL	5	\$3,000.81
MAY	15	\$9,352.50
JUNE	10	\$147,700.26
JULY	10	\$16,145.00
AUGUST	7	\$7,776.07
SEPTEMBER	7	\$8,170.79
OCTOBER	6	\$7,887.10
NOVEMBER	7	\$4,375.00
DECEMBER	10	\$25,701.05

YTD FEES COLLECTED – FY2026: \$37,963.15



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

Aquatics	Recreation
Marianella Luces – 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	Vacant – 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
Vacant – PT Lifeguard	Bryan Raffa – PT Recreation Leader I
Vacant – PT Lifeguard	Kevin Marcell – PT Recreation Leader I
Vacant – PT Lifeguard	Vacant – 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 January, the pool is open from 7:00 a.m. to 6:00 p.m.
- **Beach Lifeguard Tower:** Operational from 9:00 a.m. to 5:00 p.m. in January.
- **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 January). 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.

Surfside Shuttle Bus November Daily Counts		
Date	Number of Kids (AM)	Number of Kids (PM)
1st	40	41
2nd	41	41
3rd	36	41
4th	40	40
5th	37	39
6th	WEEKEND	WEEKEND
7th	WEEKEND	WEEKEND
8th	35	41
9th	40	40
10th	40	40
11th	37	41
12th	41	38
13th	WEEKEND	WEEKEND
14th	WEEKEND	WEEKEND
15th	40	38
16th	41	41
17th	41	37
18th	41	42
19th	40	41
20th	WEEKEND	WEEKEND
21st	WEEKEND	WEEKEND
22nd	WINTER BREAK	WINTER BREAK
23rd	WINTER BREAK	WINTER BREAK
24th	WINTER BREAK	WINTER BREAK
25th	WINTER BREAK	WINTER BREAK
26th	WINTER BREAK	WINTER BREAK
27th	WINTER BREAK	WINTER BREAK
28th	WINTER BREAK	WINTER BREAK
29th	WINTER BREAK	WINTER BREAK
30th	WINTER BREAK	WINTER BREAK

Vending Machines Stats: (Includes Community Center and 96th St. Park):

JUNE 2025			
# of Ice Creams Sold	# of Beverages Sold	# of Snacks Sold	Total Revenue to Town
556	597	618	\$901.28
JULY 2025			
432	576	534	\$800.63
AUGUST 2025			
512	313	221	\$620.57
SEPTEMBER 2025			
371	298	227	\$462.07
OCTOBER 2025			
352	402	412	\$585.33
NOVEMBER 2025			
535	362	107	\$536.34
DECEMBER 2025			
295	153	419	\$691.03

Events & Activities:

Recent Events & Activities Recap

- Under the Stars Movie Night**
 The Parks and Recreation Department’s Under the Stars Movie Night, held on **Saturday, December 6, 2025**, at 96th Street Park, was a wonderful success. Residents and hotel guests gathered for a festive, family-friendly evening under the stars while enjoying the **movie Elio**. With popcorn and refreshments provided, the event fostered a warm and welcoming atmosphere and brought the community together for a truly memorable night of entertainment. **# of Attendants: 65.**
- December Senior Brunch**
 Our December Senior Brunch, held on **Friday, December 12, 2025**, was a wonderful celebration filled with holiday spirit and great company. Seniors enjoyed a delicious buffet-style meal, festive décor, and several fun rounds of bingo. The event brought everyone together for a joyful afternoon of laughter, connection, and seasonal cheer. **# of Attendants: 30.**
- Winter Wonderland**
 Surfside’s Annual Winter Wonderland celebration on **Sunday, December 14, 2025**, was truly magical. Held at 96th Street Park, the event welcomed Surfside residents and hotel guests for a festive morning packed with holiday-themed activities, cheerful entertainment, and winter treats. Families enjoyed a lively atmosphere that captured the joy and excitement of the holiday season. **# of Attendants: 1,100.**

- **December Senior Trip**
The December Senior Trip on **Wednesday, December 17, 2025**, was a memorable day for all participants. Seniors traveled to **Bayside Marketplace in Downtown Miami**, where they explored shops, enjoyed waterfront dining, and took in the vibrant scenery. The highlight of the trip was a scenic boat tour through Millionaire's Row, offering breathtaking views of luxurious homes, historic landmarks, and the Miami skyline. **# of Attendants: 20.**
- **Soccer Winter Camp**
Winter Camp, held from **December 22, 2025, through January 2, 2026**, was a great success. Campers enjoyed fun-filled days with engaging activities, games, and social interaction in a safe and energetic environment at 96th Street Park. The program provided families with a reliable and enriching option during winter break, making it a positive experience for both campers and parents alike. **# of Attendants: 11.**

Upcoming Events & Activities

- **January Senior Brunch**
The January brunch is scheduled to take place **Friday, January 9, 2026, from 11 a.m. – 1 p.m.** The event will feature a guest speaker.
- **Under the Stars Movie Night**
Parks and Recreation is excited to announce our next movie in the series at the 96th St. Park. "The **Garfield Movie**" is scheduled for **Saturday, January 10th, 2026, at 7:00 p.m.**
- **January Senior Trip**
This year's January Senior Trip will take seniors to the **vibrant Wynwood Walls** on **Wednesday, January 21st, from 11:00 a.m. to 4:00 p.m.** Participants will enjoy a private guided tour of the world-famous outdoor art museum, learning about the artists and the history behind Wynwood's iconic murals. Following the tour, seniors will have time to explore the neighborhood and enjoy lunch at one of the many nearby restaurants, making for a fun, cultural, and relaxing day out.
- **Family Fun Day Event**
Our **22nd Annual Family Fun Day** event is scheduled for **Sunday, January 25th, 2026, from 1:00 p.m. – 4:00 p.m.** at our 96th Street Park. This event is for Surfside Residents and Hotel Guests only.



COMMUNICATIONS DEPARTMENT

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 December 2025, 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 January 2026 Surfside Gazette ahead of the new year, providing residents with essential Town updates, Commission highlights, public safety information, Parks and Recreation programming, schedules and community events to help residents start 2026 informed and engaged.
- Coordinated Gazette content to reflect key winter initiatives, neighborhood highlights and ongoing Town services, reinforcing the Gazette as a trusted, comprehensive resource for residents.
- Documented and promoted Surfside's participation in the Miami-Dade County League of Cities (MDCLC) 13th Annual Best Practices Conference. Vice Mayor Tina Paul, Commissioner Gerardo Vildostegui, Acting Town Manager Mario A. Díaz and Town Clerk Sandra N. McCready

joined municipal leaders from across the county to engage in discussions on resilience, cybersecurity, mental health resources, ethics and innovation in local government.

- Produced and released the Town's official holiday video, *Surfside Season's Splendor*, extending holiday greetings to residents, businesses and visitors while reinforcing community connection, gratitude and Town pride.
- Produced and promoted a sustainability-focused video highlighting the expansion of the Native Garden at 92nd Street and Bay Drive. With support from a Viva Florida grant, new coontie and native plantings were installed to support the Atala butterfly and local pollinators, highlighting the Town's commitment to environmental stewardship and resilient landscaping.

Police Department:

- Coordinated and disseminated extensive public safety communications in advance of New Year's Eve, including a comprehensive traffic alert detailing United States Secret Service-related Road closures, truck restrictions, temporary traffic patterns, Town facility closures and waste collection suspensions for Wednesday, Dec. 31.
- Promoted the annual Shred-A-Thon, a multi-agency event offering residents secure document shredding and electronics recycling.
- Promoted and documented *Hot Cocoa with the Cops*, a community engagement event that provided residents, business owners and visitors an opportunity to meet the Chief of Police and command staff, ask questions and share feedback in a relaxed, welcoming setting.
- Coordinated messaging for *Remembering Arya: Gun Safety Forum*, a community forum hosted by the Youth Council and Surfside Police Department and cosponsored by the Community Relations Board. The event focused on remembrance, gun safety education, community dialogue and the announcement of the Arya Gray Higher Education Scholarship.
- Documented and promoted holiday traffic enforcement details aimed at increasing awareness of safe driving practices during peak seasonal traffic.
- Produced and shared a holiday safety reminder video addressing home security, package theft prevention and situational awareness.

- Promoted and documented community outreach initiatives including *Shop with a Cop*, during which the Surfside Police Department and the Chief Press Foundation donated toys and gifts to families in need, spreading holiday cheer and reinforcing community trust.
- Issued a public safety message expressing solidarity with those affected by the tragic events in Sydney, Australia, while reassuring the community of increased patrols and no known local threats.

Parks & Recreation Department:

- Produced three instructional and promotional videos introducing and explaining the Surfside Parks and Recreation mobile app. Content included an overview of app features, resident registration, lap lane reservations and step-by-step cancellation instructions, enhancing accessibility and ease of use for residents.
- Promoted *Winter Wonderland*: the signature holiday event at 96th Street Park featuring ice skating and family-friendly activities.
- Documented and promoted *Movie Under the Stars* at 96th Street Park, highlighting strong attendance by residents and visitors and reinforcing the Town's commitment to free, family-oriented programming.
- Promoted upcoming Parks and Recreation programming, including the Winter Soccer Camp for children ages 4-12, winter break activities and ongoing recreational opportunities.
- Highlighted a free Teen Yoga and Meditation workshop attended by nearly 20 participants, emphasizing the Town's focus on youth wellness, mental health and accessible mindfulness programming.
- Continued amplifying Parks and Recreation programming, registration deadlines and community engagement opportunities through coordinated digital outreach.

Public Works & Infrastructure:

- Maintained consistent and timely dissemination of emergency notifications and traffic alerts related to road closures, nighttime construction and operational impacts, utilizing email campaigns and Nextdoor for maximum clarity and reach.

- Communicated updates regarding the 93 Ocean House Beach Restoration Project, a shoreline restoration effort between 88th and 96th streets in partnership with the Florida Department of Environmental Protection. Shared project timelines, noting weather-related extensions through Jan. 9, 2026, scheduled work hours and holiday pauses on Dec. 25 and Jan. 1.

Town Clerk's Office:

- Promoted the Clean Campaign Class held Dec. 4, providing residents and prospective candidates with essential information on election law, fundraising rules, reporting requirements and ethical standards.
- Began outreach for the 2026 election cycle, including promotion of election-related resources, save-the-date materials and upcoming candidate debates.
- Continued reinforcing civic engagement and transparency through election education initiatives and public information campaigns.

Digital Strategy, Social Media & Brand Stewardship:

- Delivered high-volume, high-impact communications during the holiday season, balancing public safety alerts, community programming and celebratory content.
- Managed daily content creation and coordination across platforms to ensure accessibility, clarity and resident-focused messaging.
- Distributed [25 e-blast campaigns](#), posted 55 Nextdoor alerts, and published 44 Instagram/Facebook posts.
- 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 nearly 3,000, reaching a milestone of half of the Surfside population.



TOURISM DEPARTMENT

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**

Third Thursdays "Cruising the Globe" Opens with "A Night in the Americas" – The Resort Tax Board is excited to present the 2026 Third Thursdays series under the theme, "Cruising the Globe." Produced in partnership with Surfside vendor The Wavey Group, this year's series promises to be the best yet, piggybacking of the success of last year's standalone event, "A Night in Italy." The opening event, scheduled for Thursday, Jan. 15, will feature "A Night in the Americas," and include highlights from iconic countries like Argentina, Brazil, Mexico and Peru. Guests will dance to the infectious beats of Brazilian samba, be serenaded by Mexican mariachis, savor authentic Peruvian cuisine and embrace the passion of Argentina "futbol" fans.

Snow Moon Soiree Signature Event to Showcase the Best of Surfside – The Resort Tax Board has approved a new two-day special event designed to attract hotel visitors and showcase the Town's oceanfront lifestyle and scenic offerings. The event aims to highlight the very best of Surfside through an immersive weekend experience featuring activities for all ages.

Scheduled for January 21 and February 1 at the Community Center and 93rd Street beach, Snow Moon will feature professional sand sculptures, live mermaids, fire dancers, a garden barbecue, wellness classes and demonstrations, as well as an adults-only white party.

The addition of this event to the annual lineup reflects the Board’s vision to deliver Surfside’s most elevated event to date—one that appeals to hotel guests and potential sponsors while establishing Snow Moon as a signature weekend for the Town.

Visitor Guide Redesign – This month, Visit Surfside will release a refreshed Visitor Guide in both digital and print formats. The updated Guide highlights Surfside’s hotels, rich history, parks, beaches, business district, and robust calendar of special events. It will also include QR codes linking to business listings, helping visitors easily discover the Town’s unique mom-and-pop shops and local restaurants.

Beachside Film Screenings – Following the success of last year’s inaugural beachside film screenings, the Resort Tax Board will once again bring movies back to the sand this season. Visitors and residents can enjoy three magical evenings under the stars, with two screenings presented in partnership with the Miami Film Festival (MFF) and one in collaboration with the Miami Jewish Film Festival (MJFF). Tentative dates for this year’s Beachside Film Series are February 22, March 15, and April 12. Bring your blankets, sit back, and experience cinema with the ocean as your backdrop.

ACTIVITY	AMOUNT
Food & Beverage Tax	\$228,145.44
Hotel Tax	\$1,050,514.14
Interest Earnings	n/a
Registration Fees	\$1,300.00
Gross Revenue Generated	\$1,279,959.58 (FY2026)



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 cannot do all the good that the world needs.
But the world needs all the good that I can do.”*

— Jana Stanfield

Interdepartmental Holiday Traffic Enforcement

The Surfside Police Department and several local police agencies hosted a holiday traffic enforcement detail on Wednesday, December 3rd to help keep our community safe during this busy travel season. The goal was to raise awareness about the dangers of careless and distracted driving, and to encourage motorists to make safe, responsible choices behind the wheel. Through proactive enforcement and community engagement, officers worked to reduce traffic violations and promote safer roadways for residents and visitors alike. We would like to extend a special thank you to the Florida Department of Transportation (FDOT) and our fellow local law enforcement agencies for their assistance and continued partnership in keeping our roads safe.



2025 Leadership Exchange

Chief Charles Press had the honor of attending and speaking at the 2025 Leadership Exchange hosted by the National Forum for Black Public Administrators. He joined other Chiefs from law enforcement agencies in Florida to discuss important topics in law enforcement such as departments embracing community outreach and policing as part of their mission. In addition, providing true transparency regarding police misconduct and working with community leaders to provide real time information. It was an informative event that was enjoyed by all attendees.



Gun Safety Program - 96th Street Park

Surfside Police had the honor of attending a remembrance for Surfside resident, Arya Gray, who tragically lost her life due to gun violence. The gathering served as a time for the community to come together in remembrance, reflection, and support for Arya's family and loved ones. The event also included a Safety Forum, where Chief Press and Ms. Hilary Feldman spoke about the importance of gun safety, community awareness, and proactive steps that can be taken to help prevent gun violence. These meaningful discussions reinforced the need for continued education, open dialogue, and collective responsibility in keeping our community safe. Surfside Police remain committed to working alongside residents, community leaders, and partner organizations to promote safety, prevent violence, and honor the lives impacted by senseless acts of violence.



Hot Cocoa with the Cops

On Tuesday morning, December 16th police officers and residents came together to enjoy the warmth and sweetness of the season at the Residence Inn by Marriott. Chief Press greeted community members with a smile as he shared festive treats, tasty snacks, and important safety tips. The event provided a wonderful opportunity for residents to connect with officers in a relaxed and welcoming setting, fostering positive relationships and open conversation. It also provided the attendees a “get to know you” moment with Acting Town Manager, Mario Diaz. Surfside Police appreciate the continued support of our community and remain committed to keeping residents informed, engaged, and safe throughout the holiday season and beyond.



Shop with a Cop

The Surfside Police Department, along with The Chief Press Foundation, proudly donated toys and gifts to 30 families from a shelter for women in recovery. In addition, each woman received a \$75 gift card to Walmart, allowing them the opportunity to purchase presents for their loved ones during the holiday season. The joy felt by the recipients was palpable, and smiles were shared by everyone involved. Through our Shop with a Cop event, we were honored to help make the holidays brighter and bring a sense of hope, support, and community to those we serve.



Honoring our Finest

As we closed out 2025, we were proud to recognize Officer Matthews as our Officer of the Month for December. Officer Matthews recently celebrated 20 years of dedicated service with the Surfside Police Department. He currently serves as a patrol officer on the day shift. Throughout his career, he has held several key roles within the department, including Detective in the Criminal Investigations Unit and Administrative Officer. During his tenure, Officer Matthews has received numerous commendations. He was named Officer of the Year in 2021 for his service during the Champlain Towers collapse and was recognized as Miami-Dade County Officer of the Month in 2020 for his role in assisting at a traffic crash involving an infant. Coming from a family with a strong law enforcement tradition, Officer Matthews is proud to continue that legacy. After two decades of service in Surfside, he considers the town his home. We thank Officer Matthews for his continued dedication and commitment to serving our 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**

STAFF DIRECTORY

13 Solid Waste
6 Facilities/Maintenance
3 Water & Sewer

SOLID WASTE	FACILITIES AND MAINTENANCE
<i>Derick Scott – Manager</i>	<i>Josvani Iglesias – Manager</i>
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	WATER & SEWER
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	

ACTIVITY	VOLUME	COST
Garbage Collected	461.39 TN	\$4,1788.09
Recycling Collected	31.52 TN	\$3,709.90
Bulk Pick Ups	116.74 TN	\$10,573.14
Sewer Backups	2	Internal
Water Leaks	1	Internal



FINANCE

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

Robert Half Personnel:

- Alberto Erviti



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

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

NAME OF GRANT	FUNDER	\$ AWARDED
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
TOTAL \$ AWARDED		\$9,312,312.50

Grant applications submitted pending determination:

NAME OF GRANT	FUNDER	\$ APPLIED FOR
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

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"

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

96th 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 has retained a construction law firm to handle the Lunacon settlement. A final warranty walkthrough was conducted with Town staff and Lunacon, and a list of items requiring correction by Lunacon has been created.

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 Area 1 as well as the planned construction of Area 3.

DESIGN PHASE UNDERGROUNDING			CONSTRUCTION PHASE		
	Area 1	Area 2	Area 3		
% Complete	0	93	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 is coordinating with MDSO to collect the debris that will be used in the construction of the Memorial. The Town is actively looking for storage lots that can be used to store the debris once received from MDSO. Keith team has submitted the design for permitting to regulatory agencies for approval. The Town has issued a Request for Proposal (RFP) to evaluate and suitable contractors to bid on the project.

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	344,745	245,255

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 91st 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. Ric-Man has released critical materials that are required for the construction of Pump Stations No. 1 and No. 2, with some materials already delivered on site and others to be delivered the week of January 5, 2026.

Project Schedule:

- **Construction Milestones:**
 - NTP – **September 2025**
 - Substantial Completion – **September 2026**
 - Completion – **October 2026**

ABBOTT AENUE DRAINIAGE - FG Construction			
Contract Amount	Amount Paid	Balance	
\$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.

Procurement is currently **anticipated to begin in the first quarter of 2026.**

COLLINS AVENUE WATERMAIN IMPROVEMENT			
DESIGN	STATUS		
% 100 Completed	Permitting		

Contract Amount	Amount Paid	Balance
340,456	257,962	82,494

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 rejected the bids submitted by the contractors and is in the process of reissuing the ITB. The revised design now 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 submitted the **Emergency Operations Center (EOC) Adaptation Plan Feasibility Report** and the **Final Vulnerability Assessment Report** to the **Florida Department of Environmental Protection (FDEP)** for review and approval. The town is currently waiting on FDEP’s approval.

Following FDEP approval, the 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.

VULNERABILITY ASSESSMENT			
STUDY	STATUS		
% 100 Completed	Permitting		

Contract Amount	Amount Paid	Balance
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 meetingcalls.

- **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.



MEMORANDUM

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

From: Mario Diaz, Acting Town Manager

Date: January 2026

Subject: Parks and Recreation App Update and Usage Review

At the most recent Commission meeting, the Parks and Recreation mobile application was discussed, including several questions and concerns raised following its implementation on November 1, 2025.

The application was implemented to enhance safety and security for all residents while also improving access to program registration and facility reservations. Since implementation, any complaints or technical issues have been addressed directly by the Parks and Recreation Department. As residents have become more familiar with the application, usage reports indicate steady improvement and increased adoption.

Reservation data reflects this trend. In November 2024, the Town recorded 825 pool reservations; this increased to 923 reservations in November 2025. Similarly, December pool reservations rose from 858 in 2024 to 943 in December 2025.

Prior to implementing the current application, the Town utilized the Skedda reservation system. That platform allowed residents or guests to create fake or duplicate accounts, which resulted in non-residents gaining access to Town facilities. Additionally, Skedda permitted double bookings, creating scheduling conflicts and administrative challenges for staff. These limitations raised concerns related to facility security, resident-only access, and efficient reservation management.

One of the primary concerns raised regarding the current application involved the lack of a voice-over accessibility feature, which directly impacted one resident. Following communication with the software provider, Vermont Systems, staff was informed that this feature is included in the vendor's development roadmap and is expected to be completed prior to April 2026.

The Parks and Recreation Department is requesting approval to continue using the Recreation application in its current form. The application remains an important tool for

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promoting resident safety and security, ensuring appropriate access to Town facilities, and efficiently managing program registrations and reservations.

Reviewed by:

Prepared by: RP

