



TOWN OF SURFSIDE

Office of the Town Manager

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

Town Manager Report

September 9, 2025

Prepared by: Mark Blumstein
Town Manager

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Supplemental Attachment.....	HR Assessment by LagomHR
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TOWN MANAGER

Team: Mark Blumstein, **Town Manager**

Ana M. Gonzalez, **Executive Assistant**

Stay tuned for the next episode – “Mondays with the Manager”



Please find below the **August 2025** Highlights.

1. **Surfside Welcomes Maranata School Bus Service – 2025 / 2026**
2. **Implementation of TNR (Trap, Neuter, Release) Program**
3. **Abbott Avenue Stormwater Project Update – Change of Contractor**
4. **Sidewalk Sandblasting Project – Ongoing**
5. **Surfside New Crosswalks – Ongoing**
6. **Flamingo Garden – Butterfly Park Project – Planting by NaMa Native Landscapes**
7. **Senior Wellness Initiative – Programs free of charge to our Senior Town Residents**
8. **96th Street Park – Repainting of the Basketball Court**



9. **Traffic Calming** construction on Abbott Avenue between 89th & 90th Streets



10. **Surfside Welcomes its new Finance Director Sandra Siefken – September 2025**



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. McCready, **Clerk**
Genesis Guevara, **Deputy Clerk**
Angie Alcala, **Records Technician/Assistant to Town Clerk**

PUBLIC RECORDS REQUESTS

<u>YEAR</u>	<u># Public Records Requests (PRR)</u>
2020	77
2021	227
2022	157
2023	913
2024	974
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

AUGUST 2025

<u>ACTIVITIES</u>	<u>AMOUNT</u>
Board Meetings Attended	6
Commission Meetings Attended	4
Public Notices Issued	18
Meetings Transcribed	9
RFP/RFQ Issued	0
Ordinances Published	2
Resolutions Published	17
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: Yolanda “Yoly” Menegazzo, **Director** (Consultant)
Marisol Vargas, **Generalist**

OPEN POSITIONS
Certified Police Officer
Community Service Aide
Parking Enforcement Officer
Parks & Recreation Custodian F/T
Lifeguard F/T
Seasonal Lifeguard P/T
Recreation Leader I F/T
Building Permit Technician I

HR Assessment by LagomHR (See Supplemental Attachment at the end of Report)



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 Clerk Julia Rajkumar, Temp Clerk
Building/Roofing:	Ulises Fernandez
Building/Structural:	Ricardo “Rick” Aller
Electrical:	Candelario Martinez
Mechanical:	Jan Perez
Plumbing:	Roberto Conde
Structural/Multi-Family:	Chrome Engineering
Flood Review:	Erica Valdes
Planning/Zoning:	Scarlet Hammons, The Corradino Group

ACTIVITY	AMOUNT
Building Permits Issued	95
Inspections Performed	178
TCO/CO/CC Issued	0
Net Revenue Generated	\$4,998,417.62



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 2020-2870	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	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.oceanhousereresidences.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	\$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**

AUGUST 2025

STATUS	AMOUNT
OPENED AUGUST 2025	148
CASES SCHEDULED FOR HEARING BEFORE SPECIAL MAGISTRATE	9
POST HEARING	7
RECORDED LIENS	68
TOTAL	232

Inspections: 151

<u>MONTH</u>	<u># CASES</u>	<u>FEES COLLECTED</u>
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

YTD FEES COLLECTED - FY24/25: \$329,382.90



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: Adrian Hernandez, **Director**
Vacant, Assistant Director

STAFF DIRECTORY

5 Coordinators/Supervisors/CSR

16 Lifeguards / **9** Recreation Leaders / **4** Custodians/Maintenance

Aquatics	Recreation
Marianella Luces–Aquatics Supervisor	Carlos Malvarez – Supervisor
Anibal Modica – Head Lifeguard	Virginia Agramonte – Asst to Director
Tanya Friedman – FT Lifeguard	Jorge Galdo JR – Coordinator
Barbara Vasallo – FT Lifeguard	Shawn Walker - CSR
Fidel Martinez – FT Lifeguard	Carlos Vina – Maintenance Worker II
Leoner Reus – FT Lifeguard	Matthew Castrorao – Recreation Leader II
Flor Hernandez – FT Lifeguard	Alexander Villeda - Recreation Leader II
Carlos Agon – PT Lifeguard	Lucas Feinstein - Recreation Leader II
Lena Hernandez - PT Lifeguard	Kerline Fertil – FT Custodian
Enzo Rodriguez - PT Lifeguard	Pierre Prophete – FT Custodian
Fernando L. Pons – PT Lifeguard	Vacant – FT Custodian
Miguel Navarro – Seasonal Lifeguard	Vacant – FT Recreation Leader I
Pablo Estrada – Seasonal Lifeguard	Carolina Paz – Recreation Leader I
Ilan Luckzkow – Seasonal Lifeguard	Jorge Almaguer – Recreation Leader I
Raidel Orama – Seasonal Lifeguard	Addel Aguilar – Recreation Leader I
Miguel Navarro – Seasonal Lifeguard	Bryan Raffa – Recreation Leader I
Jack O'Malley– Seasonal Lifeguard	Kevin Marcel – FT Recreation Leader I
4 PT lifeguard - Vacant	

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 September, the pool is open from 7:00 a.m. to 7:30 p.m.
- **Beach Lifeguard Tower:** Operational from 10:30 a.m. to 7:00 p.m. in August.
- **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.

Beach Chair Service: The daily Beach Chair Service is operated through Beach Time Max in alignment with the Beach Lifeguard Tower hours (10:30 a.m. to 7:00 p.m. in September). 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's school bus service has restarted for the new school calendar year with a new provider, Maranata Transportation Services. The bus features air conditioning and has a seating capacity of 66, ensuring a safe and comfortable ride for students. For August, the average daily numbers for the shuttle were 38 in the morning pick-up time and 41 in the afternoon drop-off time.

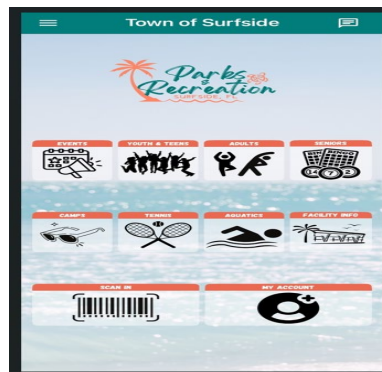
Kayak Key Fob: Surfside residents are reminded that access to the kayak gate at 96th Street Park requires a secure Key Fob. This system works just like the Community Center ID process—simply scan your fob at the gate to unlock it and start your kayak adventure.

Key Fobs are available exclusively to Surfside residents 18 years and older. To obtain your fob, please visit the Community Center front desk with proof of residency.

Parks and Recreation App: The Parks and Recreation app is now live and ready for use! This app provides patrons with an easy and accessible way to check in at the Community Center, scan the entrance at the kayak launch, and sign up for programs and activities—all from the convenience of their mobile device.

We are also preparing to launch additional features that will make the app and WebTrac even more valuable for residents. Soon, residents will be able to renew their Surfside ID directly through the app and website. New residents, including owners, renters, and even short-term renters, will also be able to complete the ID registration process electronically.

In addition, a new reservation system will be introduced, allowing residents to book lap lanes at the pool and tennis courts seamlessly through the app and website.



For information on how to download and use the app, please contact the Parks and Recreation Department.

Community Center Fence Replacement: We are pleased to announce that the Community Center fence will be fully replaced. Work is scheduled to begin in September and will be completed in phases to minimize disruption to programs and facility access.

96th Street Park Enhancements

- **Kayak/Paddleboard Kiosk:** The installation of the rental kiosk at 96th Street Park has been completed and is fully operational. The service, provided by PADL, has been a welcome addition to the Town, offering residents and visitors convenient access to water-based recreation. In addition to the paddleboards, the kiosk is now stocked with kayaks, all available for use.

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

Events & Activities

- **Monthly Beach Clean-ups:** Our monthly beach cleanups are still going strong, and we're so grateful for the amazing volunteers who show up to help protect our shoreline. Each month, the community comes together to make a real impact, keeping our beaches beautiful and safe for both people and wildlife. Join us for the next one and be a part of the positive change
- **NIA Dance Workshop: *A Fantastic Success!***
Our NIA Dance Workshop on August 24th was an incredible experience, bringing together participants of all levels for a unique blend of dance, martial arts, and mindfulness. The powerful atmosphere created energized both body and mind, leaving everyone feeling uplifted and inspired.

Upcoming Events & Activities

- **Under the Stars Movie Night:** Parks and Recreation is thrilled to announce the return of our Under the Stars Movie Night series! The first film of this year's series will be "Moana," showing on Friday, September 6th at 8:00 p.m. at 96th Street Park. Join us for a magical evening under the night sky as we bring the community together for this family-favorite adventure!



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**

In August 2025, the Communications Director 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 Director 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 September 2025 issue of the Surfside Gazette, delivered to resident mailboxes before the start of the month. This issue featured coverage on:

- New school bus service with Maranata.
- Retirement tributes for longtime Public Works employee Silace Petitcar.
- Launch of the Town's new TNR (Trap, Neuter, Release) program to help manage the outdoor cat population.
- Highlight of the Youth Council's new cohort of student leaders.
- Fresh beautification projects, speed tables, and traffic circles across the Residential District.
- Public safety reminders and upcoming community events.

Full-cycle production of "Mondays with the Manager" video features, including:

- Undergrounding of utilities workshop announcement.
- Residential parking rules and enforcement reminders.
- Downtown District sidewalk sandblasting updates.
- Seagrape tree plantings to improve beach hardback shade.
- Flamingo Garden Park's Florida native landscaping project.

Promoted U.S. Senator Rick Scott's staff visit to Surfside to provide residents direct assistance with federal agencies.

Captured and produced multimedia content highlighting Town milestones and employee achievements, including retirement recognitions for Silace Petitcar (25 years of service) and Jean Cerene (33 years of service).

Police Department:

Created branded communications and visual materials supporting outreach and community relations, including:

- Promotion of the Florida Licensing on Wheels (FLOW) mobile unit at Town Hall.
- Coverage of the multi-agency Regional Hurricane Preparedness Meeting hosted by Surfside PD with neighboring jurisdictions.
- Highlight of an appreciation luncheon organized by a Surfside resident to thank the Police Department for their service.

Parks & Recreation Department

Maintained real-time resident communication during FPL and phone service outages outside regular business hours, ensuring continuity of operations.

Produced content highlighting facility and program updates, including:

- Updated beach tower operating hours for the remainder of 2025.
- Freshly painted basketball courts at 96th Street Park, including reopening schedule.
- Installation of new tennis windscreens to improve play conditions.
- Dance Fusion Workshop promoting active living and resident engagement.
- Ongoing maintenance content spotlighting staff dedication to keeping Town parks safe, clean, and welcoming.
- Promoted the upcoming Back-to-School Movie Night rescheduled for September 6.

Public Works & Infrastructure

- Developed and shared recycling education campaigns with clear guidelines on accepted and prohibited materials. Began designing household educational materials to strengthen Town-wide sustainability efforts.

Continued consistent distribution of construction and traffic alerts via eblast and social media, including updates on speed tables installation, downtown sandblasting, and Collins Avenue closures.

Town Clerk's Office

- Development of the March 2026 Town election webpage, including improved visual design and collateral materials to make voter information more accessible.
- Content and assets developing for the November 4, 2025, Surfside Special Election.

Digital Strategy, Social Media & Brand Stewardship

- Achieved a major milestone of 2,500 Instagram followers organically, a result of the Communications Department's director strategy. This growth reflects increased resident trust in the Town's digital platforms as reliable, interactive, and engaging sources of information.
- Ensured consistent branding and messaging across social media, eblasts, video content, and the Town website, strengthening transparency and civic engagement.
- Tailored campaign tone and visuals to encourage participation in workshops, events, and Town initiatives while balancing accessibility with polished design.



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**

Summer Sundays Series Close – The Resort Tax Board's main event series for the summer season, Summer Sundays, will end on Sept. 14 with "Kites and Bites." The event will include live music, and fresh food and drinks for verified Town hotel guests and Surfside residents. Bring your own kite or grab one on-site and join the fun.

Museum Tours, Symphony on the Beach – Tourism staff recently organized a curated tour of the Jewish Museum of Florida (JMOF). A tour of the Bass Museum of Art in Miami Beach is being planned for late September or early October. Both tours are part of the annual partnership benefits with the Town which allow visitors and residents complimentary year-round access. In an effort to continue expanding cultural offerings, staff will present a proposal for a Symphony on the Beach concert this Fall/Winter.

Signature Event Ideas – Staff is currently researching new, "signature" event ideas for a flagship event to be introduced next fiscal year. The goal is to create an approachable, but elevated event experience that would be attractive enough for visitors to travel to, and that it accurately showcases Surfside's natural assets as well as its unique businesses and hotels. Multiple ideas will be presented before the Resort Tax Board at the October 6th meeting.

New Turtle Statues – The 2 new turtle statues designed by New World School of the Arts (NWSA) students have been painted. The location of the new turtles will be recommended by the Board barring any objection from the Town Commission.

Updated Trash Receptacles on the Beach – The Tourism Office took the lead in contacting Miami-Dade County to request replacements for several deteriorating trash receptacles on the beach. Many of the existing bins are heavily corroded and damaged—some even have sharp, jagged edges that could pose a hazard to beachgoers. County officials assured staff that new receptacles have recently been purchased and that those in poor condition along Surfside’s beach will be assessed and replaced as necessary.

Tourism Bureau Relocates – The Tourist Bureau has once again reopened at its original location, the Surfside Community Center. Tourism Director Frank Trigueros is working from that office where he can better assist any wondering tourists with potential inquiries. New branding and signage are being added to the exterior door.

ACTIVITY	AMOUNT
Food & Beverage Tax	\$753,310.33
Hotel Tax	\$2,428,920.01
Interest Earnings	\$122,947.70
Registration Fees	\$10,296.53
Miscellaneous Revenues	\$994.92
Gross Revenue Generated	\$3,316,469.49 (Year to Date)



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 provide quality police service to our residents, businesses and tourists.

Team: Charles R. Press, **Chief of Police**
 Enrique "Henry" Doce, **Deputy Chief of Police**
 Jose "Jay" Matelis, **Major**

STAFF: 6 Sergeants / 2 Detectives / 19 Officers / 4 Dispatchers / 2 CSA / 3 Admin / 3 Parking / 1 Accreditation Manager

Kimberlee Blecha – Executive Asst.	
Rory Alberto – Sergeant	Craig Lovelette – Officer
Loxley Arch III – Officer	Bryant Luke – Officer
Tammy Campbell – Officer	Joseph Matthews – Officer
Ana Chamorro – Dispatcher	Ruben Ravelo – Officer
Frank Colonna – Sergeant	Joshua Rosario – Officer
Marian Cruz – Sergeant	Lesmes Ruiz – Officer
Jose Dardon – Dispatcher	Donovan Saffo – Officer
Ronald Donoso – Detective	Maria Sierra – Dispatcher
Felix Fermin – CSA	Jill Smith – Accreditation Manager
Bobby Gabriel – Officer	Michah Smith – Officer
Kemuel Gambirazio – Detective	Susie Sperbeck – Dispatcher
John Gentile – Officer	Julio Torres – Sergeant
Diana Hernandez – Officer	Jose Valino – Officer
Alberto Knight – Officer	Samuel Villegas – Officer
Ariel Lage – Officer	Sharon Perez, – Officer
Donald Laurent – CSA	Rafael Gomez, Jr. – Officer
Diana Leon – Sergeant	PARKING (3)
Alejandro Lorente – Sergeant	Christian Acosta – Parking Officer
Stephanie Kamer – Admin Aide	Josue Castro – Parking Officer
Teresa Fernandez – Admin Aide	William Perez – Parking Officer

Parking Enforcement – Parking officers are continuing to enforce violations such as parking within 30 feet of a stop sign, illegally parking in restricted areas, vehicles parked facing the wrong way and other miscellaneous violations. Digital residential parking permits will be available soon for residents and will allow them to register their respective guests. For the time being, residents can use their issued residential parking permits that are set to expire on 9/30/25, past the expiration date while the digital residential parking portal is being implemented. This program is set to roll out in mid to late September. PayByPhone signs are being installed in the residential area. Parking is free for residents and their guests. Visitors who frequent the beach or a hotel in Town will have to pay for parking at a rate of \$5.00 per hour. The maximum to park in the residential area is 1 hour.

Recruitment Efforts – The Police Department is actively recruiting new officers.

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

Press On!



“Wisdom is knowing the right path to take. Integrity is taking it.”

— M.H. McKee

Pilot Program: We did a preliminary run of distributing Crime Opportunity Notices to properties in the neighborhood. Officers on patrol were on the lookout for openly visible items that could attract the attention of would-be thieves. Notices were left on the doors of these homes advising the owners of the concerns and to better secure their property to avoid potential theft. These notices not only serve as a helpful alert to citizens but also a reminder that our police are carefully observing their streets every day.

Events Held:

Surfside Resident Hosts Homemade Luncheon to Thank Police Department

August 15, 2025



Surfside resident Cheryl Hodowud prepared a homemade luncheon on Friday, August 15, to recognize the efforts of the Surfside Police Department and thank officers for their dedicated service to the community.

The appreciation event brought together Town leaders and community members, including Chief of Police Press, Deputy Chief Doce, Major Matelis, former Mayor Paul Novack, and Father Foltyn of St. Joseph's Catholic Church.

"This luncheon is a reminder of how much our community values its police officers," said Chief Press. "We are grateful to Cheryl and to all residents who continue to support us in keeping Surfside safe."

"It was indeed a privilege for me to do a little something to thank our outstanding Surfside police officers who always go above and beyond when it comes to protecting our residents," said Hodowud. "It is not just a job to them, but rather a true vocation. We extend our deep and heartfelt gratitude to you. Thank you from the bottom of our hearts for accepting the call to protect and serve."

Regional Agencies Convene in Surfside for Hurricane Preparation Meeting

August 6, 2025



The Town of Surfside Police Department hosted a regional hurricane preparedness meeting on Wednesday, uniting public safety leaders from neighboring municipalities to strengthen coordination ahead of peak storm season.

Participating agencies included the Town of Golden Beach, City of Miami Beach, Miami-Dade County, Town of Bay Harbor Islands, City of North Miami, City of Sunny Isles Beach, and the Village of Bal Harbour. The discussion focused on enhancing interagency communication, reviewing response protocols, and identifying shared resources in the event of a major storm.

“Hurricane readiness is a shared responsibility, and today’s meeting demonstrates our commitment to keeping our communities safe through proactive planning and regional collaboration,” said Surfside Police Chief Press.

Upcoming Events:

Pizza with the Police: This popular, ongoing event is a great opportunity to meet your local officers, ask questions, and discuss community concerns—all while enjoying a slice of pizza. Pizza with the Police is held every other month. Please join us at the next event – day, time, and location to be announced soon.

Coffee with the Cops – We are also hosting Coffee with the Cops. It's another opportunity to speak with the Chief about Town safety concerns and enjoy some coffee and treats while having a friendly chat. Please join us at the next event – day, time, and location to be announced soon.



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**
 Frantza Duval, **Assistant Director**
 Felix Alvarez, **Operations Manager**

STAFF DIRECTORY

13 Solid Waste
8 Facilities/Maintenance
3 Water & Sewer

Solid Waste	Facilities and Maintenance
<i>Derick Scott – Supervisor</i>	<i>Josvani Iglesias – Supervisor</i>
Jose Acevedo – Coordinator	Tamara Capote – General Service Worker
Jean Cerene – Refuse Collector	Carlos Duarte – Maintenance
Martinez Saintilmond – Refuse Collector	Gustavo Gonzalez – Maintenance
Pierre Desamour – Refuse Collector	Derick Scott – Maintenance Worker
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	<i>Wayne Taylor, Jr. – Supervisor</i>
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 August 31, 2025

ACTIVITY	VOLUME	COST
Garbage Collected	389.09 TN	\$33,808.04
Recycling Collected	23.03 TN	\$2,313.13
Bulk Pick Ups	128.88 TN	\$11,131.02
Sewer Backups	0	Internal
Water Leaks	0	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: Christopher Wallace, **Director**
Andria Meiri, Budget Officer
Manuel "Manny" Carta, Accountant
Cindy Alvarez, A/P and Payroll Specialist
Damaris "Didi" Montes de Oca, Customer Service Representative

Robert Half Personnel:

- Olga Gonzalez
- Katherine Rivera
- Alberto Rivera

Attachment "A": **Budget Report Group Summary for Fiscal Year 2025 for the period ending August 31, 2025**
Revenue and Expenses

NOTES:

1. Revenues depicted in the attachment are subject to accounting adjustments to the period when earned.
2. Expenses depicted in the attachment are subject to year-end accounting adjustments, including but not limited to non-cash transactions such as depreciation and bond principal payments.



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

The following is a list of the Town's active grants:

NAME OF GRANT	FUNDER	\$ AWARDED
Resilient Florida Grant Program - Abbott Avenue Stormwater Improvements	FDEP	\$2,000,000.00
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

State Appropriations Request - Transforming and Reformulating the Surfside Downtown Alleyway	FDOC	\$750,000.00
Florida Wildflower Grant - Flamingo Garden Park	Dade Chapter of Florida Native Plant Society	\$3,000.00

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
Safe Streets for All – Comprehensive Safety Action Plan	DOT	\$250,000.00



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 "B"

<u>PROJECTS</u>
96 Street Park
Townwide Utilities Undergrounding¹
Surfside Memorial
Abbott Avenue Drainage
Collins Avenue Water Main
Dune Restoration
Townwide Vulnerability Assessment

¹ Pending Special Election on November 4, 2025



Town of Surfside, Florida

Budget Report

Group Summary

For Fiscal: 2024-2025 Period Ending: 08/31/2025

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
Revenue	25,128,996.00	25,128,996.00	574,585.30	23,640,849.35	-1,488,146.65	5.92%
Expense	24,860,065.00	25,209,639.02	970,924.17	13,601,397.30	11,608,241.72	46.05%
Fund: 001 - GENERAL FUND Surplus (Deficit):	268,931.00	-80,643.02	-396,338.87	10,039,452.05	10,120,095.07	12,549.25%
Fund: 102 - TOURISM FUND						
Revenue	5,492,557.00	5,540,823.00	1,739.90	3,316,469.49	-2,224,353.51	40.14%
Expense	4,790,775.00	4,839,041.00	245,821.92	3,296,029.02	1,543,011.98	31.89%
Fund: 102 - TOURISM FUND Surplus (Deficit):	701,782.00	701,782.00	-244,082.02	20,440.47	-681,341.53	97.09%
Fund: 105 - POLICE FORFEITURE FUND						
Revenue	55,943.00	55,943.00	0.00	0.00	-55,943.00	100.00%
Expense	41,243.00	41,243.00	0.00	22,086.33	19,156.67	46.45%
Fund: 105 - POLICE FORFEITURE FUND Surplus (Deficit):	14,700.00	14,700.00	0.00	-22,086.33	-36,786.33	250.25%
Fund: 107 - TRANSPORTATION SURTAX FUND						
Revenue	310,183.00	465,952.00	0.00	99,101.00	-366,851.00	78.73%
Expense	310,183.00	465,952.00	19,126.45	135,994.56	329,957.44	70.81%
Fund: 107 - TRANSPORTATION SURTAX FUND Surplus (Deficit):	0.00	0.00	-19,126.45	-36,893.56	-36,893.56	0.00%
Fund: 150 - BUILDING FUND						
Revenue	1,388,167.00	1,428,567.00	1,472,989.22	6,044,573.83	4,616,006.83	323.12%
Expense	1,361,231.00	1,567,385.89	50,357.26	1,046,156.21	521,229.68	33.25%
Fund: 150 - BUILDING FUND Surplus (Deficit):	26,936.00	-138,818.89	1,422,631.96	4,998,417.62	5,137,236.51	3,700.68%
Fund: 301 - CAPITAL PROJECTS FUND						
Revenue	769,200.00	6,216,037.00	0.00	769,200.00	-5,446,837.00	87.63%
Expense	3,740,000.00	10,144,432.02	2,600.00	1,261,203.32	8,883,228.70	87.57%
Fund: 301 - CAPITAL PROJECTS FUND Surplus (Deficit):	-2,970,800.00	-3,928,395.02	-2,600.00	-492,003.32	3,436,391.70	87.48%
Fund: 401 - WATER & SEWER FUND						
Revenue	4,462,651.00	4,462,651.00	754,002.45	3,840,744.08	-621,906.92	13.94%
Expense	4,462,651.00	4,593,561.98	96,930.51	3,456,603.67	1,136,958.31	24.75%
Fund: 401 - WATER & SEWER FUND Surplus (Deficit):	0.00	-130,910.98	657,071.94	384,140.41	515,051.39	393.44%
Fund: 402 - MUNICIPAL PARKING FUND						
Revenue	2,174,719.00	3,774,719.00	2,322.43	2,137,099.23	-1,637,619.77	43.38%
Expense	2,174,719.00	3,774,719.00	41,991.48	2,191,770.79	1,582,948.21	41.94%
Fund: 402 - MUNICIPAL PARKING FUND Surplus (Deficit):	0.00	0.00	-39,669.05	-54,671.56	-54,671.56	0.00%
Fund: 403 - SOLID WASTE FUND						
Revenue	2,078,911.00	2,078,911.00	1,285.00	1,497,553.19	-581,357.81	27.96%
Expense	2,075,561.00	2,075,561.00	148,266.10	1,472,765.30	602,795.70	29.04%
Fund: 403 - SOLID WASTE FUND Surplus (Deficit):	3,350.00	3,350.00	-146,981.10	24,787.89	21,437.89	-639.94%
Fund: 404 - STORMWATER UTILITY FUND						
Revenue	3,962,151.00	3,962,151.00	141,174.98	855,701.73	-3,106,449.27	78.40%
Expense	3,961,151.00	13,027,200.21	48,856.70	3,229,962.04	9,797,238.17	75.21%
Fund: 404 - STORMWATER UTILITY FUND Surplus (Deficit):	1,000.00	-9,065,049.21	92,318.28	-2,374,260.31	6,690,788.90	73.81%
Fund: 501 - FLEET MANAGEMENT FUND						
Revenue	1,633,870.00	1,633,870.00	0.00	570,352.82	-1,063,517.18	65.09%
Expense	1,630,870.00	1,630,870.00	41,925.85	480,035.34	1,150,834.66	70.57%
Fund: 501 - FLEET MANAGEMENT FUND Surplus (Deficit):	3,000.00	3,000.00	-41,925.85	90,317.48	87,317.48	-2,910.58%
Report Surplus (Deficit):	-1,951,101.00	-12,620,985.12	1,281,298.84	12,577,640.84	25,198,625.96	199.66%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - GENERAL FUND	268,931.00	-80,643.02	-396,338.87	10,039,452.05	10,120,095.07
102 - TOURISM FUND	701,782.00	701,782.00	-244,082.02	20,440.47	-681,341.53
105 - POLICE FORFEITURE FUND	14,700.00	14,700.00	0.00	-22,086.33	-36,786.33
107 - TRANSPORTATION SURTAX F	0.00	0.00	-19,126.45	-36,893.56	-36,893.56
150 - BUILDING FUND	26,936.00	-138,818.89	1,422,631.96	4,998,417.62	5,137,236.51
301 - CAPITAL PROJECTS FUND	-2,970,800.00	-3,928,395.02	-2,600.00	-492,003.32	3,436,391.70
401 - WATER & SEWER FUND	0.00	-130,910.98	657,071.94	384,140.41	515,051.39
402 - MUNICIPAL PARKING FUND	0.00	0.00	-39,669.05	-54,671.56	-54,671.56
403 - SOLID WASTE FUND	3,350.00	3,350.00	-146,981.10	24,787.89	21,437.89
404 - STORMWATER UTILITY FUND	1,000.00	-9,065,049.21	92,318.28	-2,374,260.31	6,690,788.90
501 - FLEET MANAGEMENT FUND	3,000.00	3,000.00	-41,925.85	90,317.48	87,317.48
Report Surplus (Deficit):	-1,951,101.00	-12,620,985.12	1,281,298.84	12,577,640.84	25,198,625.96

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 contractor has been contacted to provide a list of subcontractors involved in the 96th Street Park project. The Town is currently awaiting a meeting with Lunacon to proceed with project closeout. This meeting is pending resolution of outstanding items, including an agreement on liquidated damages and approval of submitted change order requests.

Finance

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

Townwide Utilities Undergrounding¹

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:

Kimley-Horn has completed the design for **Area 3**, and the Town has received the **Guaranteed Maximum Price (GMP)** from Whiting-Turner to carry out the construction phase. The GMP came in just under **\$14 million**, not including utility provider costs.

Kimley-Horn has provided an estimated total cost of just under **\$80 million** for all three phases of the project. The Town Commission has voted to take the full project cost to a **public referendum in November**, which will determine the project's future.

Area 3 includes the **Alleyway Project**, which is associated with a grant that may be at risk if the project does not proceed.

Area 2 design is approximately **60% complete**, with ongoing data gathering that includes surveying and analysis of utility records.

Publix has not yet signed the required easement agreement. The Town is actively engaging with them to clarify and resolve any outstanding concerns.

	Design Phase Area 3 & 2	Design	Project Management	Paid Design to Date	Paid PM to date
FINANCE					
Contract Amount		2,431,400.00	290,700	\$1,153,756.00	\$153,102.00
BALANCE				1,277,644.00	137,598

¹ Pending Special Election on November 4, 2025

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: KEITH has completed and submitted the **90% design plans** to the Town for review, ahead of schedule. A meeting was held between the Town and KEITH to review the plans and address potential conflicts, incorporating feedback from both the **Memorial Committee members** and the Town's **preliminary plan review**.

Coordination is ongoing with **FDOT** to address **pre-application permitting requirements**, and KEITH continues to work closely with the **Town Manager's Working Group** and **Planning & Zoning (P&Z)** to ensure the design aligns with project goals and regulatory expectations.

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:**
 - **January 2026**
- **Construction Start:**
 - **Q1 2026**

Finance		Design	State Grant
Contract Amount		\$345,500.00	\$1,000,000
PAID TO DATE		\$ 345,500.00	
BALANCE		\$0.00	
Change Order 2		\$85,000	
Paid to Date		\$64,427.89	
Balance		20,572.11	

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 issued a **Notice to Proceed** to **FG Construction** to continue work on the **stormwater drainage project**, following the **termination of Ric Man International**. The termination occurred after both parties were unable to reach an agreement regarding a recent change order.

The Town has secured the necessary **FDEP permit** for the updated design, allowing FG to proceed with **drilling the sixth and final drainage well**. This well will be constructed to the revised design depth to achieve a **discharge capacity of 500 gallons per minute (gpm)**. After completion, the previous five wells will be adjusted to meet the same 500 gpm performance standard.

FG Construction is scheduled to **begin drilling the new well the week of September 15, 2025**. They are currently awaiting a **modified DERM permit** to reflect the change in contractor, which is required before trenching operations can begin.

FG's survey team will be mobilized to the field to stake out various components of the project. The project is now targeted for **completion in April 2026**.

Meanwhile, the Town remains in **ongoing discussions with Ric Man International** regarding their claim for outstanding payments.

Finance		
FG Contract Amount	\$8,481,234.01	

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.

Although the Town submitted a request for **state appropriation funds**, the request was **vetoed by the Governor**. In response, 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 2025**.

Finance			
		Balance	Amount paid to Date
Contract Amount	\$ 340,455.76	\$83,989.09	\$256,466.67

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: A Request for Quote (RFQ) was issued in July 2025 to solicit qualified contractors for the construction of the project. Bid opening took place in August, and the Town received two bids, with a \$2 million difference between them. The lowest bidder submitted a proposal that closely aligned with the Opinion of Probable Cost (OPC) prepared by Kimley-Horn.

The Town intends to present the lowest bidder to the Town Commission for contract award at the October 2025 Commission meeting.

While key permits from both the Florida Department of Environmental Protection (FDEP) and the U.S. Army Corps of Engineers have been issued, the Town is seeking clarification from FDEP regarding the approved compaction method and its potential impact on the proposed walking path.

Construction is scheduled to begin in November 2025, following the end of turtle nesting season.

Finance			
Contract Amount	141,215.00	Amount Paid to Date	132,765
Invoice #	Payment	Balance	
	127,440	13,775.00	
2	3,125	10,650.00	
3	2,200	8,450.00	

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.

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.

Finance	Grant Funded \$300,000	
		Paid to Date
Contract Amount	300,000.00	279,500

Invoice #	Payment	Balance
28476971	6,000	294,000.00
29164953	14,000	280,000.00
29447539	16,000	264,000.00
30140904	21,000	243,000.00
29909430	24,000	219,000.00
30449532	22,500	196,500.00
30751450	28,500	168,000.00
31063007	33,000	135,000.00
31381490	18,000	117,000.00
31705135	51,000	66,000.00
32123671	33,000	33,000.00
32501424	12,500	20,500.00

[illegible]



2025

Human Resources Assessment

Presented To: Mark Blumstein, Town Manager

Presented by: Yolanda Menegazzo, LagomHR Inc.



www.lagomhr.net



yolanda@lagomhr.net

Human Resources Automation

Tyler Technologies

PROS: ERP system for public sector organizations.

CONS: HR features are limited. More of a data housing, with manual processes to be completed by Finance team.

UKG

PROS: Fully automated HR solution. Employee self-service features. API integrations. Superior timekeeping & payroll features for automating HR/payroll processes.

CONS: Slow response time for customer service needs after implementation.

Current HR/Payroll System

New HR/Payroll System



tyler
technologies



Our purpose is people

Recruitment & Selection Process

Recruitment

Job Requisitions

- Current - email approval.
- UKG - system workflow.

Job Postings

- Current - posted on Town website & GovernmentJobs.com Applications received through email & individual databases. All applications received by HR. Quick Turnaround time for lower level positions to be filled. Slower process for senior level roles due to high turnover reputation.
- UKG - 1 database to post. 1 location to review, retrieve, and track applications. Applications will be seen & reviewed by Hiring Manager. Will also post on multiple sites.

****Recommendation: Perform I-9 Audit during UKG implementation due to recent immigration changes.**

Pre-Employment

Offer Letters

- Current - email & wet signature.
- UKG - system workflow for Manager & applicant.

Background Checks

- Current - Sent to outside company Pat Franklin Investigations. Average background cost \$100-\$150. Very comprehensive report. Good pricing & turnaround time. No recommended changes.

Drug Screens

- Current - Mount Sinai \$50. Good service & turnaround time.
- ****Recommend to engage a mobile drug screen service for after hours vehicle accidents that do not require the officer or employee being sent in for medical treatment.****

Onboarding Process

Database Entry

- Current - Manually enter all new hires. Manually complete paperwork on start date as a new hire.
- UKG - System workflow & self-service completed before start date.

Employee Files

- Current - All files are physically put together and organized.
- UKG - Electronic file is automatically created with uploads of additional documents as needed. I9 & E-Verify automated.
- ****Recommendation:** Primary responsibility of new HR/Risk Management Clerk is to scan all personnel files into UKG. Project timeline - 30-60 days. Additional 30 days to scan confidential/medical files.



New Hire Orientation

- Current - Done one-on-one in person for each new hire morning of start date.
- ****Recommendation:** Pre-recorded orientation video on UKG to be completed before start date as part of the mandatory onboarding checklist. Significantly reduces HR time spent with new hires.

Orientation Video Topics:

- About the Town
- Intro from Town Manager
- Introduction of each department by Dept Head
- HR covers important HR policies such as EEO, complaints, attire, & benefits
- Finance covers payroll basics.

Option 2: Conduct in-person Group New Hire Orientation once per month

Timesheets Administration

- Currently manual timesheets for PD.
- Civilian timesheets are on a timeclock.
- Deputy Chief takes 2 days to review timesheets and enter into Tyler. Specifically 5 employees done by Payroll Administrator manually.
- Payroll Administrator then reviews each entry during payroll processing.
- PD Bid Shifts - currently manual through call-in system.
- UKG will eliminate entire timesheet manual process from 2 days to 2-4 hours.

WEEKLY TIMESHEET

Employee _____ Pay Period Ending _____

Department _____

Day	Start Time	Meal Time	End Time	Regular Hrs	Overtime Hrs
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					



Human Resources Department

Analysis of Department Org Chart & Staff



Office Structure

Supportive workspace: The Human Resources office is private, quiet, and has a welcoming environment. It is ideal for confidential conversations, housing confidential HR records, and has 2 workspaces/offices for the 2 budgeted positions.

****Recommendation:** Hire a Human Resources / Risk Management Clerk to primarily handle 1) processing of risk management claims, 2) public records requests, 3) scanning of all HR files into UKG system.

****Recommendation:** Repair the EMERGENCY BUTTON in HR office. Currently not working. Important safety feature.



HR Director Assessment

Strengths:

- Creates a welcoming environment for employees.
- Discreet on sensitive employee topics.
- Strong process orientation.
- Thorough documentation.
- Promoted from within & long Town tenure, creating an excellent working relationship with staff.

Areas for Growth Recommendations:

- ****Obtain SHRM-CP Certification \$595 (non-member) + \$1,330 books**
- ****Obtain Risk Management Practitioner (RMP) Certification - 5 courses \$199/each**
- ****Cross-training on payroll processing basics**



Health Benefits Administration

Current Insurance Broker

Higginbotham Insurance & Financial Services, Inc.

- Offers Policy Comparison & Market Analysis
- Offers Guidance & Customer Service Support
- Offers Compliance Support

1094/1095 Compliance

Outsourced to Benefitscape

- \$3,100 annual reporting fee. Good price.
- Replaced by UKG for 2026 plan year report.
- HR notified of future service cancellation.

Enrollment Process & EPI Integration

- Employee Navigator: current online benefits administration & enrollment portal. Provided as a value-added benefit thru Higginbotham.
- Employee deductions are manually entered into Tyler. Manual deductions eliminated with UKG implementation.
- Employee Navigator direct carrier feeds.

Feedback

- Excellent negotiation for 15% renewal given a 114% medical loss ratio for 2025 plan year.
- Very good customer service & professional team.
- Did not immediately quote other insurance carriers for 2025-2026 renewal.
- Colonial: individual rates vs. cheaper group rates.

**Recommendations:

- Requested broker to provide market analysis for all/other insurance carriers.
- Drop Colonial individual plans. Move employees to group plans. Employees may keep individual plans thru direct billing or move to less expensive group rates thru payroll deductions.
- Request Commission to approve Town Manager to enter into agreement & select carriers within the month of August to facilitate a faster & smoother enrollment process. Specifically, to ensure coverage is effective & insurance cards are delivered by 10/1.



Medical Insurance Rates & Contributions

Plan Name	Coverage Level	Monthly Premium	Renewal Increase	Employer Contribution
HSA	EE	\$650.39	15%	100% EE & 70% DEP
HSA	ES	\$1,561.44	15%	100% EE & 70% DEP
HSA	ECH	\$1,322.26	15%	100% EE & 70% DEP
HSA	FAM	\$2,063.77	15%	100% EE & 70% DEP
Open Access	EE	\$747.54	15%	89% EE
Open Access	ES	\$1,794.78	15%	89% EE & 57% DEP
Open Access	ECH	\$1,519.85	15%	89% EE & 56% DEP
Open Access	FAM	\$2,372.17	15%	89% EE & 63% DEP

Medical Insurance Key Points:

- HSA plan - 89 employees & Open Access - 15 employees.
- Dependent contribution - higher end compared to some cities.
- Pending final market analysis from Higginbotham. Original renewal 22.4%. Negotiated to 15%.
- 114% medical loss ratio.
- Cigna Level Funded Plan - good for reimbursements when plan does well.
- ****Recommendation: USE MORE WELLNESS DOLLARS! TAKE ADVANTAGE OF LEVEL FUNDED PLAN.**



Ancillary Insurance General Info & Analysis

Dental Insurance Key Points:

- Dental plans - 61 employees enrolled
- 2 Plans: DHMO & PPO
- DHMO Renewal 4.52% and PPO Renewal 9%
- Pending final market analysis from Higginbotham.
- ****Recommendation:** DHMO Plan is always a less expensive alternative. However, few dental specialists accept the plan. My recommendation is to drive enrollment to the PPO plan and possibly eliminate depending on enrollment numbers.

Vision Insurance Key Points:

- Vision plan - 74 employees enrolled
- Vision Plan Renewal 5%
- Pending final market analysis from Higginbotham.

All Lines of Coverage Offered to Town of Surfside Employees:

- Medical
- Dental
- Vision
- Short-Term Disability
- Long-Term Disability
- Life Insurance
- Flexible Spending Account (Fantastic benefit!)
- Supplemental Plans



Wellness Initiatives

Programs

****Recommendations:**

- **Monthly Wellness HR Newsletter “Inside Surfside”**
 - Topics such as EAP, mental health benefits, & more..
- **Annual Weight Loss Challenge**



Programs Continued

****Recommendations:**

- **Quarterly “Living Well Lunch & Learns”**
 - Topics such as auto-immune diseases, importance of annual screenings, skin cancer, diabetes, & more.
- **Quarterly Fitness Classes**
 - Self-defense, yoga, pilates, & zumba.
- **Bi-Annual Healthy Cooking Class**
 - Practical recipes healthy for the whole family.



HR Practices Analysis



Job Descriptions

- Job Descriptions have good format & very detailed.
- ****Recommendation:** All new hires & employees with job status change should sign new Job Descriptions.
- ****Recommendation:** Use UKG to have each employee sign electronic copy of Job Description.



Performance Evaluations

- UKG will replace all manual evaluation processes.
- ****Recommendation:** Directors 360 Degree Performance Evaluation
 - Gathers input from supervisors, peers, subordinates, and external stakeholders (e.g., council members, vendors)
 - Reveals blind spots that traditional top-down reviews may miss
 - Reduces bias from evaluating Manager

Workers Comp Analysis



- Recent Change for Risk Management GL & WC under HR Department function
- Workers Comp Renewal Rates Pending
- Current Workers Comp Annual Premium \$436,950
- MOD Rate: 1.35 (meaning 35% worse than the industry standard rate)
- 2024-2025 excellent claims year. MOD rate is based on previous 3-5 years history.
 - 2024-2025: 3 claims \$24k
 - 2023-2024: 13 claims \$64k
 - 2022-2023: 18 claims \$69k
 - 2021-2022: 29 claims \$1.4 M
 - 2020-2021: 10 claims \$92k
- SAFETY MANUAL UPDATED.
 - **Recommendation: Have all employees electronically sign during UKG implementation & future new hires.
 - **Recommendation: Schedule Monthly Safety Meetings, including take advantage of FMIT free trainings.

Employment Demographic Analysis

STATUS

80% FULL-TIME
14% PART-TIME
4% SEASONAL
1% PART-TIME
TEMPORARY

ETHNICITY

65% HISPANIC/LATINO
35% NON-HISPANIC

AVERAGE AGE

45

MALE VS. FEMALE

72% MALE
28% FEMALE

AVERAGE TENURE

8 YEARS

AVERAGE SALARY

\$66K



Compensation Analysis

Position	Current Exempt Status	Recommended Exempt Status
Assistant to Parks & Rec Director	Exempt	Non-Exempt
Administrative Aide	Exempt	Non-Exempt
Maintenance Supervisor PW	Exempt	Non-Exempt
Aquatic Supervisor	Exempt	Non-Exempt
Parks & Rec Supervisor	Exempt	Non-Exempt
Police Major	Non-Exempt	Exempt
Solid Waste Supervisor	Exempt	Non-Exempt
Maintenance Supervisor W&S	Exempt	Non-Exempt



TOWN OF SURFSIDE
LAGOMHR, INC.

**Thank You
For Investing
in your HR
Department**

