



Town of Surfside
Office of the Town Manager
Weekly Overview

January 9, 2023



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Below is a weekly overview of key administration activities per department for the week of January 9, 2023:

Building Department

- The Building Department has cleared out 3 large storage units of all permits and plans going back as far as 1935. These historical documents are now in the hands of GRM Document Management, Inc., who is tasked with storing and scanning these important documents. This result is an immediate savings of \$25,470.00 annually and sets the stage for future online web-based digital document access.
- The front lobby offices are expected to be completed the week of January 17th.

Town Clerk's Office

- Beginning the Charter Review Board process (Meeting 01/18)
- Tourist Board Meeting
- Special and Regular Town Commission meetings (1/10)

Code Compliance Department

- Performing yearly exterior and common areas inspections to multifamily buildings.
- Preparing for Special Master Hearing (1/18)

Finance Department

- Continue closing of FY2022 accounting records in preparation for ongoing financial statement audit process with external auditors.
- Working with FDEM in submission of additional information/documentation on CTS incident to obtain reimbursement on expenditures approved by FEMA. Some payments already received.

Human Resources Department

- Interviews were conducted for the roles of Communications Operator, CDL and Heavy Equipment Operator, and Parking Enforcement Officer.



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- Offered employment to Communication Operator, Maintenance Worker II - Water and Sewer and Recreation Leader II candidates.

Parks and Recreation Department

- Conducted the 1st design meeting for Tennis Center Building. Bi-weekly meetings will be scheduled moving forward.
- Monday, January 9th – First day of Winter Program session.
 - Soccer program will take place at Normandy Park due to the anticipated construction of the 96th St Park set to begin January 17th.
- Thursday, January 12th – Meeting with Gametime and Brightview regarding the Hawthorne Tot Lot Project

Planning Department: The activities listed below are in addition to regular zoning reviews of permit applications, review of Planning and Zoning Board applications, zoning discussions with potential applicants and coordinating with Code Compliance.

- Development Order preparation meeting with the team for 303 Surfside Blvd.
- Development Order preparation meeting with the team for 9100 Collins Avenue.
- Work with consultant on Seawall height study

Police Department

- The Surfside Under the Stars event is January 7, 2023 from 6:00 p.m. – 9:00 p.m. on 93rd Street between Collins and Harding Avenue. The Police Department will be assisting the Tourist Board with traffic control, the street closure and pedestrian safety from 1:00 p.m. to 10:00 p.m.
- The Calvary Chapel Miami is hosting the annual Law Enforcement Appreciation luncheon on January 9, 2023 at 12:00 p.m. at the Calvary Chapel in Miami. Interim Chief John Healy, Captain Antonio Marciante and Sergeant Marian Cruz will be attending this event.
- The Mesivta Yeshiva Elementary in Miami Beach is hosting their annual Career Week January 9th to January 13th, 2023. The Surfside Police Department will participate once again with a law enforcement presentation and police equipment demonstration from Officer Andres Mendoza on January 9, 2023.



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Public Works Department

- Finalize internal lobby items for commissioning lobby open next week.
- Commence manhole rehabilitation project.
- Continued deployment of Eyes on Water.

Tourism & Communications Department

- The Tourist Board is holding the first-ever 'World Beats' themed Surfside Under the Stars event on Saturday at 6 p.m. The new series mirrors Third Thursdays and offers visitors and residents a fun alfresco experience on the first Saturday of the month, January through April.
- The Tourist Board will be holding their January meeting on Monday, January 9. On the agenda are new event proposals as well as a discussion on a potential special events manager position.
- Tourism and Communications is finalizing design elements for the Town Hall lobby project and will help message information on the ribbon cutting once a date has been set.