



Town of Surfside
Office of the Town Manager
Weekly Overview

January 23, 2023



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Below is a weekly overview of key administration activities per department for the week of January 23, 2023:

Building Department

- The Building Department had a grand opening of the renovated Front Office on January 23, 2023.
- The Building Department has gone live with the Customer Self Service (CSS) Online Portal with limited online permitting of minor projects: driveways, fences and HVAC changeouts. Currently, the Department is working on adding pool & commercial (residential) flooring to the CSS portal for February 2023.

Town Clerk's Office

- [Town calendar](#)

Code Compliance Department

- Continues performing yearly exterior and common areas inspections to multifamily buildings
- Process and deliver of Special Master Orders
- Increase downtown and beach patrols due to Yeshiva week

Finance Department

- Pension & Financial audit ongoing.
- Annual IRS filings (i.e. W-2's, 1099's, etc.)

Human Resources Department

- Conducting/coordinating background checks for several positions.
- Accepting applications for Lifeguards, Recreation Leader, Assistant Building Official and Police Officer.
- New hire orientations



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Parks and Recreation Department

- Monday, January 23rd – Kids day off/Tennis Center Building design meeting with William Lane/Parks and Recreation Committee meeting
- Thursday, January 26th – Bi-weekly Hawthorne Tot Lot meeting

Planning Department:

- Planning and Zoning Board meeting on Thursday January 26th at 6pm. Preparation of applications and discussion items for the meeting.
- Working with Marlin on Downtown Walkability plan and timeline.
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants and coordinating with Code Compliance.

Police Department

- A Human Trafficking Forum will be held on January 25, 2023 from 2:00 p.m. to 4:00 p.m. at the Christine E. Lynn Rehabilitation Center in Miami. Detective Diana Leon and Detective Ariol Lage will attend the seminar.
- The monthly Coffee with the Cops is January 26, 2023 at 10:00 a.m. at Starbucks.

Public Works Department

- Bay Drive closed to public; local access only; one-way-exit closure at 96th street
- 89th Street end at Irving/Hawthorn; new Curb and Gutter at Pump station entrance; Road on town property; new splitter island/traffic calming mechanism
- Darold Howell will be joining the W&S Utilities Division as a Maintenance Worker II. Darold previously worked for Sunny Isles Public Works as a Maintenance Lead.

Tourism & Communications Department

- Tourism and Communications held a terrific Third Thursdays 'Tropical Island Vibes' kickoff event. Hundreds of attendees came out to enjoy the night's Caribbean festivities, activities and food
- Tourism and Communications continues working on designs for the frosting of the Town Hall lobby spaces