



Town of Surfside
Office of the Town Manager
Weekly Overview

January 30, 2023



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Below is a weekly overview of key administration activities per department for the week of January 30, 2023:

Building Department

- In order to expedite structural building review and approval, the Building Department will be hiring a part time Structural Plans Examiner for in house digital plan reviews. This individual will be licensed Structural Professional Engineer (P.E.) dedicated to structural plans review only and not tasked with any other structural design responsibilities. This will result in a significantly reduced turnaround time for structural building reviews and improved service levels to our customers.
- After a successful grand opening and ribbon cutting dedication ceremony on Monday January 23rd, the Building Department is now fully operational in our new front lobby offices. This first in 25 year renovation has been completed much to the delight of our customers and employees who have found the new customer service and work spaces to be a very inviting, professional and functional upgrade. A graphic beach design has been added to the rolling windows to highlight and accent our beautiful oceanfront community.

Town Clerk's Office

- [Town calendar](#)

Code Compliance Department

- Continue with the yearly multifamily exterior and common areas inspections

Finance Department

- Pension, Financial & Single (i.e. for State/Federal funding received) audit ongoing.
- Transportation Trust (CITT Quarterly Reporting)
- Annual Certification for State Revolving Loan (W&S)

Human Resources Department

- Conducting / coordinating background checks for several positions



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- Accepting applications for Lifeguards, Recreation Leader I, Assistant Building Official, Custodian and Police Officer
- New hire orientations

Parks and Recreation Department

- Final review of YMCA Agreement for camps and afterschool
- Construction Zoom Meeting for Hawthorne Park
- Meeting with Bal Harbor P&R Director about joint programming with the Town of Surfside

Planning Department:

- Planning and Zoning Board and Town Commission Joint meeting on Tuesday January 31st at 5:30 pm. Preparation of information and discussion for the meeting.
- Review Planning and Zoning decisions with applicants and provide final zoning approvals
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants and coordinating with Code Compliance.

Police Department

- The Surfside Police Department will host a community blood drive on January 29, 2023 from 11:00 a.m. – 4:30 p.m. in the Town Hall municipal parking lot.
- The Surfside Under the Stars event is February 4, 2023 from 6:00 p.m. – 9:00 p.m. on 93rd Street between Collins and Harding Avenue. The Police Department will assist with traffic control, street closures and pedestrian safety from 1:00 p.m. to 10:00 p.m.

Public Works Department

- Re-striping of new paved surface on 96th Street. MOT and off-duty approved under existing Town of Surfside PW permit. Hard notifications delivered to residents.
- Delayed Resurfacing on 9201 Collins Ave intersection; permit extension required to perform work; expected to be completed in February 2023
- Delayed Directional Boring 96th Street between 300 blk and 400 blk. Mastec reviewing locates belonging to outside agencies.



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Tourism & Communications Department

- The Department is working on an interactive calendar for Town residents to sync with personal calendars
- Tourism and Communications will be working on blogs for two new Town business to feature this month: Shrent and TYO Sushi.
- Tourism and Communications will be holding the second *Surfside Under the Stars* event of the season this coming Saturday, *Taste of Surfside*