



Town of Surfside
Office of the Town Manager
Weekly Overview

May 15, 2023



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Below is a weekly overview of key administration activities per department for the week of May 15, 2023:

Building Department

- The Building Department, in response to the growing demand for building inspections which in the past year exceeded 1,500 inspections, has hired a part time Building Inspector to perform building inspections 3 days per week
- The Building Department is completing the work flows and field sets this week for the remaining 21 permit types to be made available on our Customer Self Service Online Permitting Portal

Town Clerk's Office

- [Town calendar](#)

Code Compliance Department

- Prepare cases for Special Magistrate

Finance Department

- Annual SLFRF Reporting – ARPA Grant
- Pension, Financial & Single (i.e. for State/Federal funding received) audit ongoing
- CITT Quarterly Reporting
- Payroll 941's Quarterly Reporting
- FEMA/CTS Drawdown Filing

Human Resources Department

- Conducted interviews for Community Service Aide – Tourism, Communications Operator, Certified Police Officer, CDL and Heavy Equipment Operator, Seasonal Lifeguard.
- Conducting/coordinating background checks for Lifeguard (PT / Seasonal), and Parking Enforcement Officer, Certified Police Officer and Community Service Aide - Tourism cont.
- Attended Veterans Career Fair



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- Accepting resumes for Building Permit Technicians I, II, III, CDL and Heavy Equipment Operator, Community Service Aide – Tourism, Code Compliance Officer FT, Communications Operator, Certified Police Officer, Maintenance Worker II – Water & Sewer, Assistant Building Official, and Lifeguard (PT) and Seasonal, FT lifeguard

Parks and Recreation Department

- Park and Recreation Committee Meeting & Community Outreach for Tennis Recreation Center Design (5/15/23 @ 5:30pm).
- YMCA Summer Camp Meet and Greet – Thursday, May 18, 2023, 5:30 p.m.
- Hawthorne Tot Lot Re-Opening Ceremony and Plaque Unveiling – Sunday, May 21, 2023, 12:00 p.m.

Planning Department

- Downtown Improvements Discussion with ULI team and work with Marlin on design conceptualls
- Review Planning and Zoning Board applications for May 24th meeting (6 expected application, including 2 new homes)
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants and coordinating with Code Compliance
- Preparing walkability items for DVAC meeting

Police Department

- Officer John Gentile and Communications Supervisor Susie Sperbeck will participate in the FDLE mandatory Zoom training eAgent Cliepnt Administrator (ECM) for eAgent 2.0 on May 17, 2023 from 9:00 a.m. to 11:00 a.m.
- Chief John Healy will participate in the webinar *Responding to Life, Death and Personal Injury Emergencies Police and Fire* on May 17, 2023 from 10:00 a.m. to 12:00 p.m. presented by Florida Power and Light (FPL). This webinar will provide critical information for Police and Fire Calls to FPL.
- The Town of Surfside's Third Thursday event is May 18, 2023 from 6:00 p.m. to 9:00 p.m. on 93rd Street between Collins and Harding Avenue. Three police officers/or parking enforcement officers will assist with the street closures and pedestrian safety from 2:00 p.m. to 11:00 p.m.

Public Works Department

- Road maintenance (street lightingreporting)
 - Streetlights reported to County and FPL



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- 20 total from 87th Terrace to 96th Street
- 90th St to 96th St Eastside (All lights) Reported to County via Email
- 87 Terrace Behind Tennis Court/north side of curb (FPL)
- 88th Street in front of Tennis center (FPL)
- 8777 Collins Both sides (County)

Tourism & Communications Department

- Tourism and Communications launched the new Town social media accounts, @surfsideflorida Instagram, @TownofSurfside Facebook and @surfsidepolice Twitter. Several posts from various departments were uploaded throughout the week.
- Tourism and Communications created designs for street pole banners and an event program for the second annual Remembrance Event
- Tourism and Communications has reached out to the Miami Herald to try and secure photos of the collapse victims for the Remembrance Event
- Tourism and Communications created a blog to highlight local businesses for Mother's Day
- Tourism and Communications held a call with vendor Hueman Prints, legal and the Town Manager to coordinate the selling of the official Surfside, Florida T-shirt through the Tourist Board