



Town of Surfside
Office of the Town Manager
Weekly Overview

October 2, 2023



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Below is a weekly overview of key administration activities per department for this week.

Town Clerk's Office

- [Town calendar](#)

Code Compliance Department

- Daily inspections

Finance Department

- State of Florida – Department of Financial Services Annual Financial Reports (AFR) filing
- Year-end closing of fiscal year 2023
- Completion and reporting of Pension, Financial & Federal Single audit to various regulatory agencies
- FEMA/CTS ongoing filing and reporting
- CITT Audit for the previous four (4) fiscal years ongoing
- Budget preparation FY 2024 ongoing

Human Resources Department

- Unemployment hearing – re: Idialis Chaparro Mendez
- Received and discussed EEOC charge of discrimination based on disability Title I of the ADA. Case transferred to FLC; awaiting attorney assignment to provide assistance/facts for Town's statement.
- Interviews conducted – Public Works Coordinator
- Updates to payroll and life insurance regarding salary changes due to collective bargaining agreements/merit increases
- Orientation for Refuse Collector. Scheduled to start Monday October 2, 2023.
- Conducting background for Communications Operator, Recreation Leader I (PT), Community Service Aide - Tourism, and Communications Operator



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Parks and Recreation Department

- After Care – Ongoing daily (1:50 p.m. – 6:00 p.m.)
- Fall I Programs in session – Ongoing daily
- 96th Street Park Construction update meeting – Friday 10/6/23 (10:30 a.m. – 11:30 a.m.)

Planning Department

- Prepare and review the Design Guidelines Draft
- Meet with several new Planning and Zoning Board applicants
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants and coordinating with Code Compliance

Police Department

- The Police Department has increased police presence with enhanced patrols and assigned details for high visibility during the High Holidays which began on Friday evening, September 15, 2023 and will conclude on October 8, 2023. In addition, Bal Harbour and Bay Harbor Islands Police Departments have designated officers to further augment patrols in the area.
- The Surfside Farmers Market returns October 1, 2023 with a new venue and hours of operation. The festivities will now be located at the 96th Street beach entrance and the hard pack from 9:30 a.m. to 3:30 p.m. The Police Department will assist with traffic control during set up and breakdown, security during the event, and ensuring pedestrian safety from 7:00 a.m. to 5:00 p.m.
- Assistant Chief Antonio Marciante and Station Dog Mike will participate in a K9 for Warriors Station Dog Program presentation at the Miami-Dade County Association of Chiefs of Police Executive Board Meeting on October 4, 2023 at 12:00 p.m. The Director of the Station Dog Program for K-9 for Warriors, Greg Wells, will be the guest speaker.

Public Works Department

- Public works made repairs to the lifeguard tower. They installed new windows/doors and made interior and exterior repairs.



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- Utilities patched asphalt on Collins and Harding Avenue
- Utilities continued installation of cellular meters

Tourism & Communications Department

- Tourism and Communications worked on the expanded video for the Nov. 7 ballot questions which features more b-roll and a variety of voiceovers
- Tourism and Communications worked on several media responses for Channel 10 and the Washington Post
- Tourism and Communications held a meeting with the Police Department and Bal Harbour to discuss the new Farmers Market location
- Tourism and Communications stopped by the relocated Farmers Market to take a look at the operation and take a few photos with Vice Mayor Rose and Board Member David Karp

Building Department

- Building Official Jim McGuinness and Building Department Administrative Supervisor Marisol Vargas met with ISO auditor to undergo a credential audit of the Building Department. The purpose of this audit is to obtain a performance level in credentials, building code administration, plan reviews and field inspections, taken every three years, to gain a rating in what is known as the BCEGS: Building Code Effectiveness Grading Schedule. Results of the ISO survey/audit should be available in about 60 days.