



**Town of Surfside**  
Office of the Town Manager  
Weekly Overview

April 22, 2024



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

## **Building Department**

- Permits issued: 41
- Inspections performed: 46
- Valuation of Permits issued: \$1,236,905.20
- Total Plan Reviews Performed: 52

## **Town Clerk's Office**

- [Town calendar](#)

## **Capital Improvement Projects**

### ***96<sup>th</sup> Street Perk***

- Contractor working on recovery plan to complete project by July 1, 2024
- Evaluating LEED certification for the park

### ***Abbott Avenue Drainage***

- ITB posted April 15, 2024
- Bid opening & evaluation May 17, 2024

### ***Traffic Calming & Walkability***

- MOU schedule for Commission approval April 30, 2024

## **Finance Department**

- Annual Comprehensive Financial Report Audit FY 2023 ongoing
- Annual Employee Pension Audit FY 2023 ongoing



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- CITT Quarterly Compliance Reporting
- Florida PA CTS ongoing review
- FY 2024 Proposed Budget Preparation ongoing
- ACA Compliance Tax Reporting

## Human Resources Department

- New hire orientations for – Assistant Chief of Police, Capital Improvement Projects Director, Chief of Police and Town Attorney
- Accepting resumes for: Town Planner, Finance Manager, Building Official, Lifeguard (Seasonal), Communications Operator, Certified Police Officer, and Recreation Leader (PT)

## Parks and Recreation Department

- Sunday, 4/21 Earth Day at the Community Center
- New Variable Frequency Device (VFD) installation completed inside the Community Center pool pump room. VFD is designed to regulate the flow of water through the filtration system for consistent pressure and as a safety valve in case the pump shuts down, it turns the system off.
- Senior Trip *GoldCoast Railroad*
- Summer Camp info with YMCA is out along with dates for registration
- Bi-weekly construction meeting for 96th Street, 4/23 @10 a.m.

## Planning Department

- Preparation of Planning and Zoning Board project applications
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants and coordinating with Code Compliance



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## Police Department

- The Bay Harbor Islands Police Department hosted a Bicycle Safety Rodeo on April 21, 2024 at the Bay Harbor Islands Police Department beginning at 9:00 a.m. Personnel from the Surfside Police Department along with Bal Harbour and Indian Creek Police Departments will participate in the event.
- The South Florida Police Leadership Academy is hosting Leadership for a Lifetime-How the Past Prepares us for the Future training course in Bal Harbour April 22, 2024 from 10:00 a.m. to 3:00 p.m. Sergeants Marian Cruz, Diana Leon and Jay Matelis, Officer John Gentile and Parking Manager Elinor Joseph will attend the training.
- The monthly Coffee with the Cops is April 25, 2024 at 10:00 a.m. at Starbucks.
- The Surfside Farmers Market is every Sunday at the 96<sup>th</sup> 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.

## Public Works Department

- Utility Re-read
- Fuel pump repair

## Tourism & Communications Department

- Tourism and Communications attended the Residence Inn Surfside ribbon cutting ceremony
- Tourism and Communications worked the Third Thursdays Karaoke event
- Tourism and Communications worked the Plastic Fishing Earth Day event
- Tourism and Communications added Assistant Chief of Police Holbrook to the Town website



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## Spotlight on Communications Department: Plastic Fisherman





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