



Town of Surfside
Office of the Town Manager
Weekly Overview

January 17, 2023



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Below is a weekly overview of key administration activities per department for the week of January 17, 2023:

Building Department

- The Building Department had a soft opening of the renovated Front Office, specifically for permit technicians and the Building Department Supervisor, of our new front offices on Tuesday January 17, 2023.
- The Building Department has gone live with our Customer Self Service Online Portal with limited online permitting of minor projects: Driveways, Fences and HVAC Changeouts. Additional permit types will be added to the CSS Portal menu every month for customer/contractor service and convenience.

Town Clerk's Office

- Beginning the Charter Review Board process (Meeting 01/18)

Code Compliance Department

- Performing yearly exterior and common areas inspections to multifamily buildings.

Finance Department

- Continue closing of FY2022 accounting records in preparation for ongoing financial statement audit process with external auditors.
- Working with FDEM in submission of additional information/documentation on CTS incident to obtain reimbursement on expenditures approved by FEMA. Some payments already received.

Human Resources Department

- Interviews were conducted for the roles of Communications Operator, CDL and Heavy Equipment Operator, and Parking Enforcement Officer.
- Offered employment to Communication Operator, Maintenance Worker II - Water and Sewer and Recreation Leader II candidates.



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Parks and Recreation Department

- Commencement of the 96th St Park Construction Tuesday, January 17th
- Soccer program will take place at Normandy Park due to the construction of the 96th St Park set that begun on January 17th

Planning Department:

- Complete application reviews (7 applications) and finalize agenda (6 discussion items and 1 ordinance) ahead of Planning and Zoning meeting on January 26th; Communicate with Planning and Zoning Applicants to advise of agenda and staff reviews
- Zoning Reviews of Building Department Permits and discussions with applicants.

Police Department

- The Police Department will host a Multi-Agency Traffic Detail on January 18, 2023 from 8:00 a.m. to 1:00 p.m. Law enforcement will be stationed Townwide primarily focusing on aggressive driving, distracted driving, red-light running, speeding, seatbelt use, move-over law compliance, bike/pedestrian safety compliance and general traffic safety. Bal Harbour and Bay Harbor Islands Police Departments will be participating in this event along with Sergeant Jay Matelis and Officers Loxley Arch and Jose Valino. In addition, Parking Enforcement Officers will enforce double parking in the business district.
- The Town of Surfside's Third Thursday event will take place January 19, 2023 from 6:00 p.m. to 9:00 p.m. at 9500 Collins Avenue (200 block of 95th Street). 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

- 95th Street to close to local traffic Friday 1/20/23. Park signage to be installed. Planter boxes to be staged at the park for 96th Street exit and additional closures by 1/19/2023.



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Tourism & Communications Department

- Tourism and Communications held a well-attended (300+) edition of Music on the Beach, Steel Drums, on Sunday, January 15th.
- Visit Surfside and the Tourist Board will host the first Third Thursdays event of the season on Thursday, January 19th with a 'Tropical Vibes' theme.
- Visit Surfside and the Tourist Board will host the first Historical Walking tour of the Season on Sunday, January 22nd with HistoryMiami Museum's Dr. Paul George. The new route walks participants through the business district and leads down to the location of the Ke turtle sculpture.
- Communications team launched a dedicated site dedicated to updates and traffic changes surrounding the 96th Street Park construction project
- Communications team is assisting with aesthetic designs and program details for the Grand Opening of the Town Hall remodeling project.