TOWN OF SURFSIDE

Office of the Town Manager
MUNICIPAL BUILDING
9293 HARDING AVENUE
SURFSIDE, FLORIDA 33154-3009
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Town Manager Report

October 13, 2026

Prepared by: Sandra N. McCready
Acting Town Manager

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TOWN CLERK

The mission of the Town Clerk's Office is to ensure effective functioning of the Town's governance process while concurrently maintaining quality customer service to members of the public, Town Commission and Town staff by utilizing the best possible technological solutions to provide accessible information including access to the Town's official records, archives, and the Town Commission agenda.

Team: Sandra N. McCready**, Town Clerk**
Genesis Guevara**, Deputy Town Clerk**
Angie Alcala**, Records Technician/Assistant to Clerk**

PUBLIC RECORDS REQUESTS

2025
1,096

2026	
MONTH	**# Public Records Requests (PRR)**
January	77
February	104
March	425
April	613
May	109
June	142
July	103
August	138
September	124

SEPTEMBER 2026

ACTIVITIES	AMOUNT
Board Meetings Attended	5
Commission Meetings Attended	5
Public Notices Issued	27
Meetings Transcribed	8
RFP/RFQ Issued	0
Ordinances Published	0
Resolutions Published	20
Elections Conducted	0
Special Master Hearings Attended	1

HUMAN RESOURCES

The Human Resources Office provides effective human resources management by developing and implementing policies/procedures, programs and services to attract, develop, motivate and retain a diverse workforce while embracing diversity and inclusiveness as a core value. The Human Resources element of the Executive Department is responsible for personnel matters such as recruitment, compensation, employee relations, benefits and labor relations.

HR Team: Marisol Vargas, **HR Director**
Yolanda Menegazzo, **HR (Consultant)**

The following are the current vacancies within the Town:

OPEN POSITIONS – SEPTEMBER
Town Planner
Finance Director
Utility Billing & Revenue Administrator
Accountant
Chief of Police
Certified Police Officer
Communications Operator
Division Manager – Water & Wastewater

BUILDING DEPARTMENT

The Building Services Department provides a full range of services to the residents and commercial property developers of the Town with the aim of ensuring that all buildings and other regulated structures do not pose injury and/or death hazards in any reasonably predictable environment (sunshine to hurricane). In addition to reducing risks to life, the Department seeks to minimize risk to property. Reducing hazards through compliance with State of Florida Building Code and appropriate Federal agencies ensures that insurance discounts are received, and code-compliant buildings are completed.

Team:	Manuel "Manny" Salazar **– Building Official** Rony Jean, **Supervisor – Permits** Randy Courtois, Administrative Support Sofia Valdes, Permit Tech I Julia Rajkumar, Permit Tech I Naylin Clara Castillo, Permit Tech I
Building/Roofing:	Ulises Fernandez
Building/Structural:	Ricardo "Rick" Aller
Electrical:	Candelario Martinez
Mechanical:	Jan Perez
Plumbing:	Roberto Conde
Structural/Multi-Family:	Adolfo Gonzalez
Planning/Zoning:	Scarlet Hammons, The Corradino Group

ACTIVITY	MONTHLY AMOUNT
Building Permits Issued	166
Inspections Performed	386
TCO/CO/CC Issued	5
Gross Revenue Generated	**$3,187,628.36 (FY2026)**

CODE COMPLIANCE DIVISION

The Code Compliance Division's mission is to fairly and consistently enforce the Town of Surfside Code of Ordinances. The Division strives to promote and protect the health, safety, welfare, and quality of life for residents and businesses of the Town of Surfside.

Team: Carmen Santos-Alborna, **Code Compliance Director**
Emmanuel Santana, **Code Officer**

SEPTEMBER 2026

ACTIVITY	MONTHLY AMOUNT
OPENED SEPTEMBER 2026	58
CLOSED SEPTEMBER 2026	70
CASES SCHEDULED FOR HEARING BEFORE SPECIAL MAGISTRATE	9
INSPECTIONS	57

MONTH	# CASES / FEES COLLECTED	FEES COLLECTED
JANUARY	6	$4,801.05
FEBRUARY	10	$20,301.05
MARCH	7	$6,926.05
APRIL	14	$16,931.37
MAY	9	$111,225.34
JUNE	8	$8,850.00
July	4	$10,275.00
August	2	$1,825.00
September	6	$11,301.02
YEAR TO DATE (YTD) FEES COLLECTED – FY2026: $192,435.88		

Information as of September 23, 2026

PARKS & RECREATION

We Make Memories

The Town of Surfside Parks & Recreation Department is where the fun happens. Where Surfside's families learn to swim, brush up on their tennis skills, meet new friends and get to know their neighbors.

Mission Statement: Provide recreational and leisure opportunities to build a strong sense of community while increasing the social, cultural, and physical well-being of the residents and to be innovative in the programming needs of the community.

Team: Rodolfo Perez, **Director**
Carlos Malvarez, **Assistant Director**
Jorge Galdo Jr., **Manager**

STAFF DIRECTORY
5 Coordinators/Supervisors/CSR
21 Lifeguards / **8** Recreation Leaders / **4** Custodians/Maintenance

Aquatics	**Recreation**
Marianella Luces – Aquatics Supervisor	Matthew Hudson – Asst. to Director
Tanya Friedman – FT Lifeguard	Matthew Castrorao – Coordinator
Barbara Vasallo – FT Lifeguard	Alexander Villeda – Coordinator
Leoner Reus – FT Lifeguard	Shawn Walker – CSR
Flor Hernandez – FT Lifeguard	Carlos Vina – Maintenance Worker II
Nicolas Chaban – FT Lifeguard	Lucas Feinstein – Recreation Leader II
Carlos Agon – PT Lifeguard	Ian Dolan – Recreation Leader II
Ileana Garcia – PT Lifeguard	Kerline Fertil – FT Custodian
Ilan Luckow – PT Lifeguard	Pierre Prophete – FT Custodian
Raidel Orama – PT Lifeguard	Jesus Garcia Ramirez – FT Custodian
Jack O'Malley – PT Lifeguard	Marckenly Metayer – FT Recreation Leader I
Alejandro Zamora – PT Lifeguard	Carolina Paz – PT Recreation Leader I
Daniel Cantero – PT Lifeguard	Maya Chabanon – PT Recreation Leader I
Rodney Napoles – PT Lifeguard	Jorge Almaguer – PT Recreation Leader I
Mauro Perez – PT Lifeguard	Vacant – PT Recreation Leader I
Pablo Estrada – PT Lifeguard	
Miguel Navarro – PT Lifeguard	
Leilani Bernales – PT Lifeguard	Corymar Lavado – PT Lifeguard
Alejandra Aranguren – PT Lifeguard	Yenys Fiallo – PT Lifeguard

Facilities Overview: Parks & Recreation oversees the following facilities:

- **Tennis Center/Pickleball:** Open from 7 a.m. – 10 p.m. daily. Operates by reservation only. Programming hours are in place and have been adjusted to optimize availability.
- **Aquatic Facility:** The pool continues to operate with lap swimming registration required during all operating hours. Pool hours are adjusted monthly to maximize daylight. For October, the pool is open from 7:00 a.m. to 7:00 p.m.
- **Beach Lifeguard Tower:** Operational from 10:30 a.m. to 6:30 p.m. in October.
- **96th Street Park:** Now open daily from 8:00 a.m. to 9:00 p.m.
- **Kayak Launch & Playground:** Open daily from 8:00 a.m. to sunset.
- **Hawthorne Tot Lot:** Open daily from 8:00 a.m. to sunset
- **Paws Up Dog Park:** Open daily from 8:00 a.m. to sunset
- **Flamingo Garden Park:** Open daily from 8:00 a.m. to sunset

***Beach Chair Service*:** The daily Beach Chair Service is operated by Beach Time Max in alignment with the Beach Lifeguard Tower hours (10:30 a.m. to 6:30 p.m. in October). This service is available exclusively to Surfside residents. Residents must check in at the Community Center front desk. Each household is eligible for 2 chairs and 1 umbrella per day.

Vending Machines Stats: (Includes Community Center and 96th St. Park):

# Ice Creams Sold	# of Beverages Sold	# of Snacks Sold
JANUARY 2026		
432	120	536
FEBRUARY 2026		
447	147	513
MARCH 2026		
512	165	602
APRIL 2026		
607	123	542
MAY 2026		
550	191	629
JUNE 2026		
548	295	529
JULY 2026		
404	145	365
AUGUST 2026		
618	144	443
SEPTEMBER 2026		
190	120	240

***Town School (Ruth K. Broad Bay Harbor K-8) Bus*:**

Surfside Shuttle Bus Daily Counts		
Date	**Number of Kids (AM)**	**Number of Kids (PM)**
1st	**24**	**39**
2nd	**29**	**45**
3rd	**27**	**42**
4th	**28**	**43**
5th	**NO SCHOOL**	**NO SCHOOL**
6th	**NO SCHOOL**	**NO SCHOOL**
7th	**HOLIDAY**	**HOLIDAY**
8th	**29**	**44**
9th	**26**	**33**
10th	**27**	**43**
11th	**23**	**36**
12th	**NO SCHOOL**	**NO SCHOOL**
13th	**NO SCHOOL**	**NO SCHOOL**
14th	**27**	**37**
15th	**36**	**35**
16th	**23**	**31**
17th	**32**	**42**
18th	**36**	**36**
19th	**NO SCHOOL**	**NO SCHOOL**
20th	**NO SCHOOL**	**NO SCHOOL**
21st	**NO SCHOOL**	**NO SCHOOL**
22nd	**30**	**34**
23rd	**32**	**34**
24th	**36**	**40**
25th	**29**	**45**
26th	**NO SCHOOL**	**NO SCHOOL**
27th	**NO SCHOOL**	**NO SCHOOL**
28th	**33**	**38**
29th	**33**	**42**
30th	**32**	**36**

Parks & Recreation Enhancements

Basketball Court Resurfacing
We successfully resurfaced the basketball courts, providing a fresh, smooth, and durable playing surface while improving their appearance and safety. This project helped prepare the courts for the new fiscal year and upcoming programming, ensuring they are ready for continued community use and activities.

Tennis Court Lighting
We successfully repaired the lighting at the tennis courts, improving visibility and safety for evening use. This enhancement supports continued recreational programming and ensures the courts are ready for community activities.

Earth Networks
Earth Networks technicians visited the Community Center to troubleshoot the system and successfully repaired the horn. They then serviced the park and replaced a non-functioning transponder, restoring both sites to full operation and ensuring the systems are functioning properly.

Community Center Pool Tile Project
The pool tile replacement project is still in progress. The vendor has informed the Town that the tiles are currently in transit and, due to delays, are expected to arrive later this month. Once the tiles arrive, the replacement work will begin. The project is anticipated to be completed by October 2026.

A message from the Parks & Recreation Director…

We're excited to share that the Town Commission approved additional funding for Adult and Senior Programs as part of the FY27 budget!

Recent Events and Activities

Nia Dance Workshop
Our NIA Dance Workshop was a great success! Participants enjoyed an energizing blend of dance, martial arts, and mindfulness in a fun and welcoming atmosphere. Everyone left feeling refreshed, empowered, and inspired.

Senior Bunch Brunch
September Senior Brunch was held on **Friday, September 25, 2026**, from 11:00 a.m. to 1:00 p.m. Seniors enjoyed a delicious buffet-style meal, great conversation, and exciting rounds of Bingo in a fun and welcoming atmosphere. The event also featured the Miami-Dade Fire Department, who joined us to engage with our seniors and share valuable information with the community. The event provided an opportunity for seniors to relax, connect with friends, and enjoy good food and fellowship within the community.

Upcoming Events and Activities

Under the Stars Movie Night
Get ready for the **1st Movie Night of our Under the Stars series!** Join us on **Saturday, October 10th**, at **96th Street Park** for an evening of family, friends, and fun under the stars. Our first movie of the series will be *The Nightmare Before Christmas*! Enjoy the movie outdoors in a welcoming community atmosphere, along with **complimentary popcorn and refreshments**. Bring your family and friends and join us for a fun night of entertainment and community! We look forward to seeing you there!

October Senior Trip
The **October Senior Trip** is scheduled for **Wednesday, October 14th, 2026, from 11:00 a.m. to 5:30 p.m.** This month, seniors will enjoy a special outing to see ***Jekyll & Hyde* at the Actors' Playhouse.** Participants will experience the thrill of live theater, enjoy great company, and spend a relaxing day out immersed in an engaging and suspenseful performance. From the intrigue of the storyline to the excitement of the stage, this trip promises to be a memorable and enjoyable experience for all. Don't miss this captivating day at the theater!

October Senior Brunch
The **October Senior Brunch** is scheduled for **Friday, October 16th, 2026, from 11:00 a.m. – 1:00 p.m.** The event will feature a buffet-style meal and a Special guest speaker for participants to enjoy.

Spooky Spooktacular
Our annual **Halloween Event** will take place on **Friday, October 23rd, 2026, from 6:00 p.m. – 9:00 p.m.** at the **96th Street Park**. This signature event is open exclusively to Surfside residents and hotel guests, featuring entertainment, games, a maze, and much more. It's one of the most anticipated community gatherings of the year, offering families a fun and festive Halloween celebration.

Under the Stars Movie Night
Parks and Recreation is excited to announce the **Second Movie in our "Under the Stars" series** at the 96th Street Park. The featured film**, *Space Jam***, is scheduled for **Saturday, November 7th, 2026, at 7:30 p.m.** Residents and hotel guests are invited to enjoy this family-friendly evening under the stars. Popcorn and Refreshments will be provided.

Veterans Day Ceremony
The Town of Surfside will host its annual **Veterans Day Ceremony** on **Wednesday, November 11th, 2026, at 10:00 a.m.** at **Veterans Park** (8750 Collins Avenue). This meaningful event honors and recognizes the bravery and service of all veterans, bringing the community together in remembrance and gratitude.

November Senior Brunch
The **November Senior Brunch** is scheduled for **Friday, November 13th, 2026, from 11:00 a.m. – 1:00 p.m.** The event will feature a buffet-style meal and a few fun rounds of bingo for participants to enjoy.

COMMUNICATIONS DEPARTMENT

The Communications Department's mission is to build strong connections between Surfside residents, elected officials, and the broader community through strategic communication and innovative marketing initiatives. Its objective is to enhance the quality of life in Surfside by providing timely, informative content that educates, engages and empowers residents. As the primary bridge between Town Administration and its citizens, the department ensures transparency, accessibility, and unity within our community, promoting active civic engagement and celebrating Surfside's unique heritage. Through innovative partnerships and implementing forward-thinking strategies, the department strives to position Surfside as a model of effective governance and vibrant community participation.

Team: Cindy Reyes Arboleda, **Communications Director**

In ***September 2026***, the Communications Department advanced the Town of Surfside's mission through strategic public information campaigns, community engagement, public safety education, municipal leadership communications, regional partnerships, resident services and emergency preparedness outreach. Through coordinated communications across digital platforms, print publications, social media and community outreach, the Department strengthened public awareness while supporting key Town priorities, including public safety, hurricane preparedness, infrastructure and water safety, community policing, regional collaboration, youth and senior programming, customer service and quality of life.

Town Manager's Office:

- Produced and distributed the October 2026 edition of the Surfside Gazette, overseeing editorial planning, story development, copy editing, photography, graphic design, advertising coordination, proofreading and final production.
- Produced a video recognizing the Town's custodial team for their dedication to maintaining Surfside's public spaces, facilities and beaches, highlighting their important role in providing excellent service to the community.
- Promoted the Town's HR Hospitality Mindset Training, highlighting the Town's commitment to customer service, excellence and creating positive experiences for residents and visitors.
- Supported communications highlighting municipal leadership participation in regional meetings and partnerships focused on public safety, emergency preparedness, infrastructure, traffic operations and coastal resilience.
- Produced a Town video featuring hurricane preparedness messaging from Town leadership and the Surfside Police Department as hurricane season approached its peak.

Police Department:

- Promoted the Surfside Police Department's Police Awards Ceremony, recognizing officers and staff for their dedication, service and commitment to public safety.
- Promoted the Florida Licensing on Wheels mobile office, providing residents with information about convenient access to driver license and identification services at Town Hall.
- Highlighted the second multi-agency High Holidays Safety and Security Meeting with neighboring law enforcement agencies, emphasizing preparedness, coordination and community safety.
- Promoted community policing initiatives, including the upcoming Coffee with the First Responders event with Surfside Police and Miami-Dade Fire Rescue.
- Produced a pedestrian and micromobility safety video regarding the proper use of the Surfside walking path and designated areas for bicycles, scooters and e-bikes.
- Promoted National Police Women's Day, recognizing the women serving in sworn, dispatch and administrative roles within the Surfside Police Department.
- Highlighted Surfside Police participation in the annual Mystic Force Foundation Caravan supporting childhood cancer awareness.
- Highlighted regional law enforcement collaboration through the Barrier Island and Coastal Mayors and Chiefs Breakfast.

Parks & Recreation Department:

- Promoted fall soccer and tennis programming, encouraging youth participation in recreational activities focused on fitness, teamwork and skill development.
- Promoted senior programming and community engagement through the Town's senior brunch, including participation by Miami-Dade Fire Rescue, the Surfside Police Department and Mayor Shlomo Danzinger.
- Highlighted the Commission's approval of a full calendar year of Parks and Recreation programs, activities and events for the Town's senior community.
- Promoted upcoming community events and seasonal programming through the Town's website, social media, e-newsletters and other communication channels.

Public Works & Infrastructure:

- Promoted the addition of a new solid waste truck to the Town's Public Works fleet, highlighting continued investment in municipal services and operational efficiency.
- Provided timely public information regarding King Tide conditions and potential coastal flooding, encouraging residents and visitors to use caution near waterfront areas.
- Shared information regarding the temporary change in Miami-Dade County's water treatment chlorination method from Sept. 28 through Oct. 11.
- Continued proactive resident communications regarding infrastructure, public works and service-related updates through the Town's website, social media, e-newsletters, alerts and the Surfside Gazette.

Town Clerk's Office:

- Supported civic engagement communications surrounding the Nov. 3 Miami-Dade County General Election and continued providing residents with information supporting participation in municipal and community affairs.
- Led Town communications and public information related to Town commission meetings.

Throughout ***September 2026***, the Communications Department remained committed to informing, engaging and connecting the Surfside community through strategic communications that reflected the Town's values of service excellence, transparency, public safety, collaboration, civic engagement and community pride. The Department continued to support municipal leadership, public safety initiatives, regional partnerships, emergency preparedness, resident services and programs that strengthen the connection between the Town and the residents, businesses and visitors it serves.

TOURISM DEPARTMENT

Surfside is one of only three municipalities in Miami-Dade County currently eligible by Florida State Law to impose a Resort Tax of four percent (4%) on accommodations and two percent (2%) on food and beverage sales as a source of revenue. Miami Beach and Bal Harbour are the other two municipalities with the same capability. This unique revenue-generating opportunity is also defined in the Town's Charter in Sec. 69-A (Resort Tax).

The Tourist Resort Tax Fund is a special revenue fund within the budget of the Town of Surfside. This means that the funds, like all special revenue funds, are collected from specific sources and dedicated to specific allowable uses.

The Resort Tax Board Members, appointed by the Town's Commission, oversee the legal and appropriate use of these funds through the Tourism Director and the operations of the Tourist Bureau.

The Tourist Bureau is responsible for promoting the Town's dining, shopping, lodging, recreation and beach to visitors nationally, internationally, and within the State of Florida. Attracting visitors from within the State of Florida, the nation, and internationally, including from Latin America, Canada, United Kingdom, and Israel.

Team: Frank Trigueros, **Tourism Director**

Azucar! Concert Celebrates Hispanic Heritage Month – This year, the Resort Tax Board is hosting a new event on Oct. 11, the final weekend of Hispanic Heritage Month, the Azucar! Concert celebrating Celia Cruz and other great Latin artists. Spearheaded by Board Chair Eli Tourgeman, the concert will be organized by local event producer Beachside Events. Tourgeman, who has served on the commission and multiple Town boards for decades, was elected the Town's First Hispanic Mayor in 1990.

Surfside Farmers Market Begins New Season – The Surfside Farmers Market returned for a new season in October, bringing a lively weekend atmosphere back to the beach. Sponsored by the Resort Tax Board, the market offers residents and visitors a chance to shop for fresh items, specialty foods, artisanal goods and more while enjoying the beautiful surroundings of Surfside. The market is held on Saturday and Sunday from 9:30 a.m. to 3:30 p.m. on the Surfside side of the 96th Street Beach entrance through May.



Board Hosts Successful Clean for Cones Event – On Sunday, Sept. 20, the Tourist Board held the second edition of Clean for Cones – a beach cleanup event that rewards participants with FREE Coldstone Creamery ice cream. Families, adults, Surfsiders and visitors all participated in the sustainability-focused event at the 96th Street. Board liaison, Commissioner David Weingot and Acting Town Manager Sandra N. McCready, were in attendance in addition to other members of the Board including Fred Landsman and Judy Martinez. Together with @plasticfisherman, our community came together to help keep Surfside's shoreline clean collecting 171 lbs. of trash while enjoying a complimentary sweet treat.



Message from the Tourism Director…

Outstanding Payments, Resort Tax Collection – Surfside's Tourism Director is currently working with the Finance Department, Code Compliance and the Acting Town Manager to review and collect outstanding payments from a series of Town businesses. The goal is to ensure that all the establishments with missing payments settle their balances or agree to a structured payment plan.

ACTIVITY	AMOUNT
Food & Beverage Tax	$1,396,607.28
Hotel Tax	$5,271,600.11
Interest Earnings	$305,956.79
Registration Fees	$4,150.00
Gross Revenue Generated	**$6,978,314.18 (FY2026)**

Video Campaign Boosts @VisitSurfside social media following – Visit Surfside's *It's a Surfside Thing* video campaign continues to perform successfully. Videos released over the past month include *Sharing a Table*, highlighting the Town's vibrant kosher dining scene, and *Living in Paradise*, which spotlights why Surfside is a great community to reside in and visit. The *Paradise* video has far exceeded the performance of its predecessors, generating over 1.7 million views to date. Since its launch on July 2, the videos have helped @VisitSurfside Instagram account grow from 11,700 followers to 15,600 followers, a net gain of 33.3% achieved in three months.



POLICE

The Surfside Police Department has adopted a proactive policing philosophy and embraces its approach to developing community partnerships and problem-solving. Our employees are extremely proud of our tradition and are committed to public service and to ensuring the safety of our residents and visitors. We are dedicated to providing quality police service to our residents, businesses and tourists.

Team: Jose "Jay" Matelis, **Interim Chief of Police**
Diana Leon, **Lieutenant**

STAFF: 5 Sergeants / **2** Detectives / **19** Officers / **4** Communications Operators
4 Parking Officers / **3** CSAs / **2** Admins / 1 Reserve Officer

Rory Alberto – Sergeant	Lesmes Ruiz – Officer
Frank Colonna – Sergeant	Donovan Saffo – Officer
Marian Cruz – Sergeant	Micah Smith – Officer
Alejandro Lorente – Sergeant	Jose Valino – Officer
Julio Torres – Sergeant	Samuel Villegas – Officer
Ronald Donoso – Detective	Ana Chamorro – Communications Operator
Kemuel Gambirazio – Detective	Jose Dardon – Communications Operator
Loxley Arch, III – Officer	Stephanie Kamer – Communications Operator
Lovenson Beaubien - Officer	Susie Sperbeck – Communications Operator
Tammy Campbell – Officer	Christian Acosta – Parking Officer
Bobby Gabriel – Officer	Josue Castro – Parking Officer
John Gentile – Officer	Alexander Orduno – Parking Officer
Rafael Gomez, Jr. – Officer	William Perez – Parking Officer
Dianna Hernandez – Officer	Isabelle Dourbecker – CSA
Ariel Lage – Officer	Felix Fermin – CSA
Craig Lovelette – Officer	Donald Laurent – CSA
Bryant Luke – Officer	Kimberlee Blecha – Executive Assistant
Joseph Matthews – Officer	Teresa Fernandez – Admin Aide
Sharon Perez-Rivera – Officer	
Ruben Ravelo – Officer	
Joshua Rosario – Officer Jose Pacheco – Reserve Officer	

Recruitment Efforts – The Town of Surfside is conducting a national search for its next Chief of Police. The position will remain open until filled, and interested candidates can find full details on the posting through the Town's Human Resources Department. Additionally, we are recruiting for a Communications Operator and Certified Police Officers; those interested are encouraged to reach out to Human Resources for more information.

A message from Interim Chief Jose “Jay” Matelis to our Surfside Family:

Our department remains committed to providing the highest level of professional, responsive, and community-focused police service. Every day, our officers and professional staff work together to keep our community safe, build strong relationships with our residents and businesses, and uphold the trust placed in us.



"The smallest act of kindness is worth more than the grandest intention."

— Oscar Wilde

Mobile DMV Event: The Surfside Police Department is proud to partner with Florida Licensing on Wheels to bring essential DMV services right to our community. On Tuesday, October 20th, from 10:00 a.m. – 2:00 p.m., the Florida Licensing on Wheels mobile office will be stationed at Town Hall, ready to assist residents with a variety of needs, including:

- Renewing driver's licenses
- Updating your address
- Replacing a lost ID

This is a convenient opportunity to take care of important DMV business without the trip to a traditional office. Registration is required. For more information or to reserve your spot, please contact Sgt. Lorente at alorente@townofsurfsidefl.gov.

We look forward to seeing you there!



Honoring Our Own: Surfside Police Department Celebrates Its Finest: Some of the most important work our officers and community members do happens quietly in the moments before a call becomes an emergency. The Surfside Police Department recently recognized its officers and civilians at our Department Awards Ceremony. Led by Interim Chief of Police Jay Matelis, the ceremony brought together Mayor Shlomo Danzinger, Vice Mayor Dayana Benmergui, Commissioner Gerardo Vildostegui, and Commissioner David Weingot, all there to personally thank and recognize this year's honorees for their dedication, service, and unwavering commitment to keeping Surfside safe.

Congratulations to our honorees:

Officer of the Year

- Officer Tammy Campbell – 2024
- Officer Ariol Lage – 2025

Officer of the Month, January 2024

- Officer Loxley Arch
- Officer Tammy Campbell
- Sergeant Marian Cruz
- Officer John Gentile
- Officer Ariol Lage
- Officer Lesmes Ruiz

Officer of the Quarter

- Officer Micah Smith – First Quarter 2025
- Officer Ariol Lage – Third Quarter 2025
- Officer Bobby Gabriel – Fourth Quarter 2025

Civilian of the Quarter

- Cristhian Acosta – First Quarter 2025
- Felix Fermin – First Quarter 2025
- Donald Laurent – First Quarter 2025
- William Perez – First Quarter 2025
- Stephanie Kamer – Second Quarter 2025

To every honoree: thank you for setting the standard. And to every member of the Surfside Police Department, sworn and civilian alike, thank you for the work you do, seen and unseen, to take care of this community we all call home.



Barrier Island Coastal Mayors & Chiefs Breakfast: On September 18th, municipal leaders and law enforcement officials from several coastal communities, including Surfside, Bal Harbour, Sunny Isles Beach, and Golden Beach, gathered for the Barrier Island Coastal Mayors & Chiefs Breakfast. Surfside Mayor Shlomo Danzinger and Interim Chief of Police Jay Matelis attended the meeting, which focused on regional collaboration and public safety.

The meeting provided an opportunity for neighboring communities to discuss shared challenges and identify ways to strengthen cooperation. Key topics included coordinated traffic operations and the potential for a smart-mobility pilot program along the Barrier Island corridor, which serves as a connected roadway system for the participating communities.

Officials also discussed continuing regional marine-patrol partnerships, maintaining public-safety resources such as license plate readers, and increased visibility from the Miami-Dade Sheriff's Office within the coastal communities. Emergency preparedness and coastal resilience were also emphasized. Participating municipalities agreed to identify equipment and emergency resources that could be shared during an emergency, helping communities support one another and avoid unnecessary duplication of resources.

The meeting highlighted the importance of regional partnerships in addressing issues that extend beyond individual municipal boundaries. Continued collaboration among the Barrier Island communities will help strengthen public safety, emergency preparedness, transportation coordination, and resource sharing throughout the region.





Upcoming Event:

Coffee with the First Responders: We are excited to be hosting a special Coffee with the First Responders meeting next month. Please join us on Thursday, October 15th from 10:00 AM to 12:00 PM at Four Seasons Hotel at the Surf Club, located at 9011 Collins Avenue.

This is a great opportunity to speak with the Interim Chief and other first responders about Surfside safety concerns while enjoying coffee and treats in a friendly, relaxed setting.



PUBLIC WORKS

The Public Works Department provides for the effective management and maintenance of the Town's roadways, infrastructure systems, and buildings as well as the management and supervision of the solid waste collection operation and the storm water, water/sewer utilities. The Department also responds to and assists other Town departments in emergencies and instances of severe weather preparation and recovery.

Team: Andre Eugent, **Director**
Lys Desir, Jr., **Operations Manager**

STAFF DIRECTORY

14 Solid Waste
8 Facilities/Maintenance
3 Water & Sewer

SOLID WASTE	FACILITIES AND MAINTENANCE
Derick Scott – Manager	***Josvani Iglesias – Manager***
Jose Acevedo – Beach Patrol	Chiquita Tuff – Coordinator
Martinez Saintilmond – Refuse Collector	Carlos Duarte – General Service Worker
Pierre Desamour – Refuse Collector	Gustavo Gonzalez – Maintenance
Donovan Johnson – Refuse Collector	Idael Suarez – Maintenance
Claude Jean – Refuse Collector	Iran Gonzalez– Maintenance
Harold Jean Baptiste – Refuse Collector	Jose Nodarse – Mechanic
Harry Saintil – Refuse Collector	Guillermo Osorio – CDL Heavy Eqpt.
Esdianis Puente – Refuse Collector	**WATER & SEWER**
Sanel Cazeau – Refuse Collector	
Mitch Michel – Truck Driver	Water & Sewer Manager - Vacant
Albert Noel – Truck Driver	Ainesworth Turner – Maintenance
Bernardo Cordova – Truck Driver	Rigoberto Chaviano – Maintenance
Anivin Asse – Refuse Collector	Jimmy McCray – Maintenance

*** Services through September 30, 2026**

SOLID WASTE

ACTIVITY	VOLUME	COST
Garbage Collected	411.14 TN	$53,966.23
Recycling Collected	31.77 TN	$4,170.13
Bulk Pick Ups	141.25 TN	$19,797.94

WATER & SEWER

ACTIVITY	QUANTITY	QUANTITY TO DATE	COST	TOTAL COST TO DATE	TOTAL TO DATE
Sewer Backups	0	0		Internal	0
Water Leaks	0	0		Internal	3
Drain Cleaning	0	0		Internal/ Contractor	500
Hydrant Flushing	0	0		Internal	45
Asphalt Repair	-	4		Internal	0
Residential Service Orders	-	-		Internal	6
Commercial Service Orders	-	-		Internal	2
Hard Pack Maintenance	0	3		Internal	2
Hard Pack Levelling	-	-		Internal	12
Wastewater Pumping Station Inspections	-	-		Internal	30
Damaged Utility Box or Cover	-	-		Internal	2
Compliance Samples	-	-		Internal/ Lab	9
In- House Utility Locations	-	-		Internal	79
Meter Installations	0	0		Internal	3
Water Distribution Residual Collected	70	70		Internal	36
Sewer Repairs	1	1		Internal	0
Storm Water Repairs	-	-			2

FACILITIES & MAINTENANCE

ACTIVITY	QUANTITY TO REPAIR	QUANTITY TO DATE	COST RESPONSIBILITY	TOTAL COST TO DATE
Sidewalk and Curb Repair	22 linear ft.	22 linear ft.	Internal	$79.91
TOWN HALL BUILDING				
Deep Carpet Cleaning	1	1	Internal	-
Flooring Polishing	1	1	Internal	$92.75
Painting	1	1	Internal	$21.15
Interior Light Repairs/Replacement	2	2	Internal	----
Exterior Light Repairs/Replacement	2	2	Internal	$109.97

PUBLIC LIGHTING				
Streetlights	1	1	FPL/Miami Dade County	---
Parking Lot Lights	0	0	N/A	----
Beach Entrance Lights	36	36	Internal	$178.92
Downtown Lights	2	2	N/A	----
Christmas Lights	10	10	Internal	$186.75
OTHER MAINTENANCE ACTIVITIES				
Sign Replacement	0	0	Miami Dade County	----
Flag Replacement	4	4	Internal	----
Bus Stop Pressure Washing	4	4	Internal	----
Town Hall Sidewalk Pressure Washing	1	1	Internal	----
Downtown Sidewalk Pressure Washing conducted on a recurring schedule every **3 to 4 weeks** ***Thank you, Facilities, Team!***				
Town Hall Windows and Doors Pressure Washing (1st and 2nd Floors)	1	1	Internal	----
Downtown Garbage Can Pressure Washing	1	1	Internal	$2,189.80
Parking Lot Concrete Fence Repairs	0	0	Internal	----

FINANCE

The Finance Department provides for the effective, lawful, and efficient management of the Town's financial matters. The Department manages and maintains the Town's financial records in conformity with generally accepted accounting principles and in compliance with State and Federal laws. The Department develops and runs effective, efficient financial planning and reporting, and supports the operating departments in achieving their program objectives.

Team: Duane Mathis, **Consultant**
Andrew S. Fierman, **Consultant**
Robert Correa, Consultant
Amanda Vega, Consultant
Nicholas Guzman, Consultant
Andria Meiri, Budget Officer
Manuel "Manny" Carta, Comptroller
Damaris "Didi" Montes de Oca, Customer Service Representative
Tamara Capote, Accounting Clerk
Maria J. Sommariva, Accountant

FIERMAN ACCOUNTANTS & ADVISORS

MEMORANDUM

TO:	Sandra McCready, Acting Town Manager, Town of Surfside
FROM:	Fierman Accountants & Advisors, Acting Finance Director, Finance Department Support and Audit Preparedness Consultants
DATE:	October 5, 2026
SUBJECT:	**Status Update Regarding Acting Finance Director Services, Finance Department Support Services, Audit Preparedness Services, and Financial Close and Reporting Process**

Executive Summary

Pursuant to our engagement with the Town of Surfside, Fierman Accountants & Advisors is providing this status update as of October 5, 2026, regarding Acting Finance Director services, Finance Department support services, audit preparedness services, and the Town's financial close and reporting process. Two appendices are attached: **Appendix A**, the Year-End Close and Audit Preparedness Status Report and Plan, and **Appendix B**, a summary of the Finance Department's staffing, vacancies, and needs.

Progress to date. Significant progress was made this period. The Town's bank reconciliations are now complete through December 31, 2025; the fiscal year 2025 accounts have been reconciled and adjusted in most major areas; and all audit planning documents were delivered to the Town's external auditors, CBIZ, ahead of the October 5, 2026 milestone. Our coordination with CBIZ and with Foster & Foster, the Town's pension plan administrator, has continued throughout the month, and all parties have agreed to the audit timeline.

What remains. The remaining work is narrow and well defined: finalizing the capital asset roll-forward, posting the final debt and compensated absences entries, and completing the pension-related adjustments, which depend on information from the pension plan administrator and actuary. We remain on target to deliver the fully adjusted trial balance, supporting schedules, and audit fieldwork requests to CBIZ by October 19, 2026.

Additional support. Following the recent resignation of the Town's Utility Billing/Revenue Administrator, our team has added temporary support to the Finance Department to help sustain daily operations, including payroll, accounts payable, and cash receipts and related reconciliations. Appendix B describes the functions affected and our observations on the department's staffing needs.

Status at a Glance

Workstream	Status	Update
Bank reconciliations	**Complete through 12/31/2025**	Reconciled through December 31, 2025; January–September 2026 in progress.
FY 2025 reconciliations and adjustments	**Substantially complete**	Cash, receivables, prepaids, payables, accruals, unearned revenue, revenues and expenditures, SEFA, and interfund schedules complete. Capital assets, debt, and compensated absences are being finalized.
Audit planning documents	**Complete**	All planning items delivered to CBIZ ahead of the October 5 milestone.
Pension reporting (GASB 67/68)	**Awaiting third party**	Actuarial valuations in process; pension trial balance pending completion by the plan administrator.
Adjusted trial balance to CBIZ	**On target**	Due October 19, 2026.
Finance Department support	**Expanded**	Additional support added following the Utility Billing/Revenue Administrator's resignation (see Appendix B).
FEMA PW 8 and PW 11	**Awaiting FEMA**	Materials submitted to FEMA by FDEM; no action required of the Town at this time.
ARPA reporting	**Complete**	Required reporting completed and submitted.
Rate study	**In process**	Initial results reviewed; follow-up information being compiled; Commission presentation by Raftelis targeted for November pending approval of Town Management
Municipal Parking Fund	**Scheduled**	Review to follow the audit kickoff, at the Town's request.

Finance Department Operations and Additional Support

Throughout September, our team continued to oversee and support the Town's day-to-day finance department operations and to assist other Town departments as needs arose. We remained actively engaged in accounts payable several days each week and in payroll, reviewing supporting documentation and approving vendor disbursements to confirm that payments are properly supported, accurately recorded, and processed in a timely manner. We also continued to assist with daily reconciliations while bringing the Town's bank reconciliations current.

With the resignation of the Utility Billing/Revenue Administrator, whose responsibilities included utility billing, accounts payable, cash receipt end-of-day processing, and credit card reconciliations, our team has expanded its support in the areas affected. Our staff has been trained in payroll and in cash receipts and credit card reconciliations, and we continue to support accounts payable processing. Appendix B provides a summary of the department's current staffing, the effect of the recent vacancy, and our recommended department structure.

Financial Close and Bank Reconciliations

The Town's bank reconciliations through fiscal year-end September 30, 2025 were completed previously, and this month the reconciliations were completed through December 31, 2025. The related post-year-end adjustments have been identified and will be posted once the audit deliverables are submitted. Our team is now working through January 2026 to September 2026 for the Town's various bank accounts, which brings the Town closer to being fully current and supports the identification of any adjustments needed.

In parallel, the fiscal year 2025 accounts have been reconciled and adjusted for cash, accounts receivable, prepaid items, accounts payable, accrued payroll and expenses, unearned revenue, and revenues and expenditures. The areas that remain open are described in Appendix A. We continue to hold regular meetings with the audit team to confirm that we remain aligned on scope, expectations, and progress.

Audit Preparedness and Timeline

We have assigned a dedicated team and maintain a structured plan for audit readiness. All planning-phase documentation requested by CBIZ had been uploaded as of October 2, 2026, ahead of the October 5, 2026 milestone, including items originally designated for Town staff, such as collective bargaining agreements, compliance documentation, and investment support. We have notified CBIZ that all planning requests are complete and ready for the planning kickoff, have provided our availability for a kickoff meeting, and are awaiting their response. The Schedule of Expenditures of Federal and State Awards (SEFA), the single audit determination, and the due to/due from and transfer schedules have also been completed and submitted to the auditors.

We have remained in regular contact with Foster & Foster, the Town's pension plan administrator, to coordinate the pension plan audit. All requested pension-related information has been submitted and the actuarial valuations are in process. This week we are working on providing one additional pension-related item that Foster & Foster requested the Town to research that they need to complete the pension trial balance, which will in turn allow us to complete the GASB 68 adjustments.

The timeline agreed to with CBIZ is as follows:

Date	Milestone	Status
October 5, 2026	Complete and deliver all planning-phase audit items.	**Met; delivered early**
October 19, 2026	Provide fully adjusted trial balance, supporting schedules, and audit fieldwork requests.	**On target**
January 31, 2027	Targeted completion and final issuance of the audit.	**Targeted; dependent in part on pension related matters timing**

Timely receipt of the pension related information is the primary outside dependency. We ask for the Town's assistance in escalating if a response is not received in time to support the October 19 deliverable.

FEMA Project Worksheets PW 8, PW 11, and PW 15

Following up on previous requests from Josh Webster at the Florida Division of Emergency Management (FDEM) regarding compliance items for PW 8 and PW 11, the Town compiled and submitted the required items, and Mr. Webster confirmed receipt of these materials on July 29, 2026. Mr. Webster has since advised that all requested documentation has been provided and that he has submitted the Town's materials to FEMA for review. He is awaiting FEMA's response, and nothing further is required of the Town at this time. There have been no further updates; we will continue to monitor this matter closely and will notify the Town promptly upon receiving any update. As previously reported, PW 15 was approved for payment, and the Town's closeout signature was completed in a prior update period.

ARPA Reporting

The Town's required ARPA reporting has been completed, reviewed, and submitted in accordance with federal guidelines, and no further action is required on this item at this time.

Rate Study

Our team worked closely with Town staff to respond to the information requests submitted by Raftelis, submitting a detailed response to Matthew Ori on July 23, 2026 and supplemental data following his follow-up questions of July 29, 2026. On August 21, 2026, Raftelis advised that its initial results were complete and requested a call to review the findings. The Finance and Public Works departments met with Raftelis on Monday, August 31, 2026, to discuss the initial results; Raftelis requested additional information, which the Town provided. Raftelis has since submitted a few follow-up questions, which Town staff are coordinating across departments to answer so that Raftelis can complete the draft study. The draft will then be reviewed with Town management, with a goal of presenting it to the Commission in November pending Town Management approval.

Municipal Parking Fund

As previously reported, the Town's review and evaluation of the Municipal Parking Fund will proceed following the audit kickoff, anticipated in late October or early November, and at the Town's request.

Priorities Going Forward

- Deliver the fully adjusted trial balance, supporting schedules, and fieldwork requests to CBIZ by October 19, 2026.
- Complete the capital asset roll-forward and post the final debt and compensated absences entries.
- Provide the outstanding pension item to Foster & Foster, follow up on the trial balance, and post the GASB 68 entries upon receipt.
- Continue the January–September 2026 bank reconciliations, and post the October–December 2025 adjustments once audit deliverables are submitted.
- Continue supporting accounts payable, payroll, cash receipts and reconciliations, and day-to-day finance department operations while vacancies remain.
- Respond to Raftelis' follow-up questions through completion of the draft rate study.
- Continue monitoring FEMA's review of PW 8 and PW 11 and follow up with Mr. Webster as needed.
- Begin the Municipal Parking Fund review following the audit kickoff, at the Town's request.

- Continue coordinating with CBIZ and Foster & Foster to deliver fieldwork items per the agreed target dates.

We would be glad to discuss this update or the attached appendices at your convenience.

Fierman Accountants & Advisors

APPENDIX A

Town of Surfside

Year-End Close and Audit Preparedness — Status Report and Plan

Fiscal Year Ended September 30, 2025

Prepared for Sandra McCready, Acting Town Manager | October 5, 2026

Summary

Substantial progress has been made in preparing the Town's fiscal year 2025 records for audit. Our team has reconciled and adjusted cash, accounts receivable, prepaid items, accounts payable, accrued expenses, accrued payroll, unearned revenue, revenues, and expenditures; completed the Schedule of Expenditures of Federal and State Awards (SEFA), the single audit determination, and the interfund schedules; and delivered all audit planning documents to the auditors. Bank reconciliations are complete through December 31, 2025.

Three areas remain open: **capital assets** (final roll-forward nearly complete), **debt and compensated absences** (final entries in process), and **pension reporting under GASB 67 and GASB 68** (awaiting third-party information). The deadline to submit the fully adjusted trial balance and fieldwork items to the auditors is October 19, 2026, and we remain on track to meet it.

This report summarizes the work completed, the remaining audit-preparation items, our plan to complete them, and key deadlines.

1. Progress to Date

The following areas are complete and ready for audit:

Area	Status	Work performed
Bank reconciliations	**Complete**	All accounts reconciled through 9/30/2025 with all fiscal-year adjustments posted. Reconciliations also brought current through 12/31/2025; post-year-end adjustments have been identified and are ready for posting.
Cash	**Complete**	Reconciled and adjusted to support the trial balance.
Accounts receivable	**Complete**	Balances analyzed, supported, and adjusted.
Prepaid items	**Complete**	Analyzed and adjusted.
Accounts payable	**Complete**	Reconciled to subsidiary reports and adjusted.
Accrued payroll and accrued expenses	**Complete**	Analyzed, supported, and adjusted.
Deferred / unearned revenue	**Complete**	Analyzed and adjusted.
Revenues and expenditures	**Complete**	Reviewed and adjusted.
SEFA and single audit determination	**Complete**	Completed and submitted to the auditors.

Area	Status	Work performed
Due to / due from and transfers in / out	**Complete**	Completed and submitted to the auditors.
Audit planning (PBC) documents	**Complete**	Planning requests gathered and uploaded to the auditor portal

2. Remaining Items

Area	Status	Notes
Capital assets	**In process; nearly complete**	Final roll-forward is nearly complete. Remaining information is being recorded in the system so that final system reports can be agreed to the roll-forward.
Debt and compensated absences	**Entries in process**	Supporting schedules have been prepared. Final review and posting of the related entries are under way.
Pension reporting (GASB 67 / GASB 68)	**Awaiting third party**	GASB 68 report obtained. Completion of the pension trial balance by the plan administrator is pending, and the Town is addressing the administrator's questions so that it can be completed. Actuarial valuations are in process.

3. Plan to Complete

1. **Capital assets:** complete the roll-forward, correct additions, and post adjusting entries.
2. **Debt and compensated absences:** complete final review, post the final entries, and update the roll-forward.
3. **Pension reporting:** provide the outstanding pension item to Foster & Foster this week so the pension trial balance can be completed; continue following up on the actuarial valuation; and post the pension entries immediately upon receipt.
4. **Fully adjusted trial balance:** finalize and deliver the trial balance, supporting schedules, and fieldwork requests to CBIZ by October 19, 2026.
5. **Bank reconciliations:** continue reconciliations for January through September 2026, and post the October–December 2025 adjustments once audit deliverables are submitted.

We continue to have a dedicated team focused on the Town to keep these items on schedule. Responsibility for remaining items previously designated to Town staff has shifted to our team.

4. Key Deadlines

Date	Deliverable	Status
October 5, 2026	Planning-phase audit items delivered	**Met; submitted early**
October 19, 2026	Fully adjusted trial balance, supporting schedules, and fieldwork requests	**On track under the updated plan; actuarial report expected shortly**
January 31, 2027	Target completion and issuance of the audit	**Dependent in part on actuary timing**

Timely receipt of the pension trial balance and other reuqests is the primary outside dependency. We ask for the Town's assistance in escalating if a response is not received in time to support the October 19 deliverable.

5. Observations and Recommendations

The Finance Department's current staffing structure does not provide sufficient capacity to manage both daily operations and year-end financial reporting and audit responsibilities. Existing staff are frequently redirected to front-counter and operational tasks, limiting their ability to focus on core accounting and financial reporting functions. Appendix B provides additional detail. We recommend that the Town consider the following:

- Adding an accounting position responsible for routine reconciliations, including bank accounts and subsidiary ledgers, with appropriate review by senior finance staff.
- Allowing the Controller to focus on higher-level responsibilities, including financial reporting, grant management, capital asset accounting, and audit preparation.
- Evaluating staffing levels within the department. Before its recent vacancy, the Utility Billing/Revenue Administrator position was performing responsibilities typically assigned to three separate positions: a Payroll Specialist, an Accounts Payable Specialist, and a Utility Billing Specialist. Additional specialist-level support should be considered to reduce operational risk and improve efficiency.
- Filling the Finance Director position to provide overall leadership, oversight, and accountability for key financial reporting deadlines.
- Implementing a documented year-end close calendar with clearly assigned responsibilities to promote consistency and continuity despite staff turnover.

APPENDIX B

Town of Surfside

Finance Department — Staffing, Vacancies and Needs

Supplement to Appendix A, Observations and Recommendations

Prepared for Sandra McCready, Acting Town Manager | October 5, 2026

Purpose

This appendix supplements the Observations and Recommendations section of the Year-End Close and Audit Preparedness Status Report (Appendix A). It summarizes the Finance Department's current staffing, the effect of the recent vacancies, and the positions the department needs to meet its operational, reporting, and audit responsibilities. It draws on the draft Town Manager Assessment Report provided to our team in late May 2026, updated for changes since that report.

1. The Department's Responsibilities

The Finance Department safeguards public funds, executes the Commission-adopted budget, and provides financial reporting, payroll, accounts payable, revenue collection, utility billing, business tax receipts, and customer service. It is both a financial oversight function and an operational service center, and it carries statutory obligations including:

- Budget adoption and TRIM requirements (§§166.241 and 200.065, F.S.).
- Annual Financial Report and annual audit filing (§§218.32 and 218.39, F.S.).
- Investment policy compliance (§218.415, F.S.) and Prompt Payment Act compliance (§§218.70–218.80, F.S.).
- Public records, procurement, and Town Charter financial administration requirements.

2. How the Department Reached This Point

Over the past year, the department has been rebuilt while continuing daily operations. Under the prior Finance Director, the department spent eight months cleaning ERP data, drafting Standard Operating Procedures, moving departments off paper and manual spreadsheets, catching up FY 2024 bank reconciliations, and completing the FY 2024 audit, before the Director's resignation in May 2026. Four trained employees separated during that period.

At the time of the Town's FY 2024 audit response to CBIZ, the Finance Department was fully staffed. The FY 2025 audit is now being completed with multiple vacancies and interim leadership, and Fierman Accountants & Advisors has provided audit preparation services, acting Finance Director services, and department support since late May 2026.

3. Current Staffing

Position	Status	Current situation
Finance Director	**Vacant; interim coverage**	The Finance Director resigned in May 2026. Fierman Accountants & Advisors has provided acting Finance Director services since late May at the Town's request. Permanent recruitment is needed.
Budget Officer	**Filled (remote)**	14 years of service; the staff member with primary working knowledge of the budget cycle. In the final year of DROP, so a succession plan is needed.
Controller	**Interim**	Serving in an interim capacity. Frequently redirected to front-counter and operational duties, limiting time available for reconciliations, reporting, and audit preparation.
Utility Billing / Revenue Administrator	**Vacant; recently resigned**	Oversaw utility billing, accounts payable, cash receipt end-of-day processing, and credit card reconciliations, and was cross-training in payroll — work typically performed by three separate specialist positions.
Accountant (Payroll)	**Vacant**	Payroll processing was previously performed by the Finance Director and then absorbed by remaining staff, most recently the Utility Billing/Revenue Administrator.
Accountant (Accounts Payable)	**Vacant**	Coverage absorbed by remaining staff. Fierman Accountants & Advisors has provided interim support in this and various other areas at the Town's request.
Accountant	**Vacant**	No dedicated coverage within the department; reconciliation and month-end support is currently provided by Fierman Accountants & Advisors.
Accounting Clerk	**Filled**	Records revenue transactions and processes check deposits and Business Tax Receipts; cross-training in payroll.
Customer Service Representative	**Filled**	9 years of service. Cashier, lien searches, and a key holder of institutional knowledge.

4. Effect of the Recent Resignation

The resignation of the Utility Billing/Revenue Administrator removes the one position that was covering several core daily functions. Without replacement coverage, the following functions are at risk of falling behind:

Function	Exposure	Current coverage
Payroll	Timely and accurate payroll processing and deductions.	Fierman Accountants & Advisors staff trained.
Accounts payable	Vendor payments within Prompt Payment Act timeframes.	Currently covered with support from Fierman Accountants & Advisors.
Utility billing	Billing cycles, customer adjustments, and resident inquiries.	No other staff currently trained.
Cash receipts and reconciliations	End-of-day processing and credit card reconciliations that feed the bank reconciliations.	Fierman Accountants & Advisors staff trained.

These functions also affect segregation of duties: with fewer people, the same individuals end up preparing, processing, and reviewing transactions.

5. Why Staffing Matters for the Audit

The FY 2024 audit reported three material weaknesses and two significant deficiencies that carry forward into FY 2025 testing. Each depends on having enough trained staff to perform and review the work. The findings most closely related to staffing are summarized below.

Finding	Subject	Relevance to staffing
MW2024-001	Internal controls over financial close and reporting (19 audit adjustments totaling ~$6.2M)	Corrective measures (closing checklist, secondary review, approval workflows) depend on having staff to perform and review them.
MW2024-002	Bank reconciliations not completed timely	Reconciliations require a dedicated accountant with Controller review to stay current.
MW2024-003	Utility rates not updated in the billing system	Utility billing oversight is now vacant following the recent resignation.
SD2024-001	FY 2024 audited financial statements filed late with the Auditor General	Timely FY 2025 completion depends on sustained staffing through the audit.

6. Recommended Department Structure

Based on our observations, the department needs the following positions to handle both daily operations and year-end reporting and audit responsibilities:

Recommended position	Primary responsibilities	Current coverage
Finance Director (permanent)	Leadership, oversight, and accountability for financial reporting, audit, and statutory deadlines.	Currently covered by Fierman Accountants & Advisors.
Controller	Financial reporting, grant accounting, capital assets, month-end and year-end close, audit preparation, and review of reconciliations.	Interim; substantial support from Fierman Accountants & Advisors through audit preparation services.
Accountant(s)	Bank and subsidiary-ledger reconciliations and month-end entries, reviewed by the Controller.	Currently covered by Fierman Accountants & Advisors.
Payroll Specialist	Payroll processing, benefit deductions, and payroll reconciliations.	Vacant; Fierman Accountants & Advisors staff trained.
Accounts Payable Specialist	Invoice processing and vendor payments within Prompt Payment Act timeframes.	Currently covered by Fierman Accountants & Advisors.
Utility Billing Specialist	Utility billing, customer adjustments, and collections.	Vacant following the recent resignation.
Accounting Clerk / Customer Service	Cashiering, deposits, Business Tax Receipts, and customer service (existing positions).	Filled.
Budget Officer	Budget cycle and TRIM compliance, with a documented backup and succession plan.	Filled; succession plan recommended.

We also recommend a documented year-end close calendar with assigned responsibilities, continued cross-training across cashiering, utility billing, accounts payable, and payroll, and completion of the department's SOP library so that knowledge carries over through staff turnover.

TOWN OF SURFSIDE, FLORIDA
MONTHLY BUDGET TO ACTUAL SUMMARY
FISCAL YEAR 2026
As of August 31, 2026
92% OF YEAR EXPIRED (BENCHMARK)

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10/13/2026

GOVERNMENTAL FUNDS	ACTUAL		ANNUAL BUDGET	% BUDGET
GENERAL FUND - 001				
REVENUE	$ 25,795,270		$36,823,518	70%
EXPENDITURES	24,505,061		$36,823,518	67%
Net Change in Fund Balance	$ 1,290,209			
Fund Balance-September 30, 2025 (Unaudited)	24,750,146	**A**		
Fund Balance-August 31, 2026 (Reserves)	$ 26,040,355	**B**		
TOURIST RESORT FUND - 102				
REVENUE	$ 6,211,596		$6,028,050	103%
EXPENDITURES	4,630,437		$6,028,050	77%
Net Change in Fund Balance	$ 1,581,159			
Fund Balance-September 30, 2025 (Unaudited)	10,312,216	**C**		
Fund Balance-August 31, 2026 (Reserves)	$ 11,893,375	**D**		
POLICE FORFEITURE FUND - 105				
REVENUE	$ -		$44,943	0%
EXPENDITURES	$ 767		$44,943	2%
Net Change in Fund Balance	$ (767)			
Fund Balance-September 30, 2025 (Unaudited)	84,111			
Fund Balance-August 31, 2026 (Reserves)	$ 83,344			
TRANSPORTATION SURTAX FUND - 107				
REVENUE	$ 267,325		$854,814	31%
EXPENDITURES	$ 409,517		$854,814	48%
Net Change in Fund Balance	$ (142,192)			
Fund Balance-September 30, 2025 (Unaudited)	822,751			
Fund Balance-August 31, 2026 (Reserves)	$ 680,559			
BUILDING FUND - 150				
REVENUE	$ 3,119,159		$2,467,194	126%
EXPENDITURES	2,022,190		$2,467,194	82%
Net Change in Fund Balance	$ 1,096,969			
Fund Balance-September 30, 2025 (Unaudited)	10,002,212			
Fund Balance-August 31, 2026 (Reserves)	$ 11,099,181			
CAPITAL PROJECTS FUND - 301				
REVENUE	$ 7,163,518		$11,070,428	65%
EXPENDITURES	5,360,512		$11,070,428	48%
Net Change in Fund Balance	$ 1,803,006			
Fund Balance-September 30, 2025 (Unaudited)	9,772,220			
Fund Balance-August 31, 2026 (Reserves)	$ 11,575,226			

NOTES:

1) Many revenues for August 2026 are received in subsequent months (timing difference) and are recorded on a cash basis in the month received.

2) Expenditures include payments and encumbrances. An encumbrance is a reservation of a budget appropriation to ensure that there is sufficient funding available to pay for a specific obligation.

A The total fund balance of $24,750,146 includes $9,471,789 committed for operations & maintenance, hurricane/natural disaster, budget stabilization and capital, and $686,050 restricted for infrastructure. The balance of $14,592,307 is unassigned fund balance (reserves).

B Includes $10,559,239 committed for operations & maintenance, hurricane/natural disaster, budget stabilization, and capital, and $686,050 restricted for infrastructure. The balance of $14,795,066 is unassigned fund balance (reserves).

C The total fund balance of $10,312,216 includes $1,101,519 committed for hurricane/natural disaster, budget stabilization, and capital. The balance of $9,210,697 is unassigned fund balance (reserves).

D Includes $1,138,593 committed for hurricane/natural disaster, budget stabilization, and capital. The balance of $10,754,782 is unassigned fund balance (reserves).

PROPRIETARY FUNDS	ACTUAL	ANNUAL BUDGET	% BUDGET
WATER & SEWER FUND - 401			
REVENUE	$ 4,149,306	$11,938,686	35%
EXPENDITURES	4,176,563	$11,938,686	35%
Change in Net Position	$ (27,257)		
Unrestricted Net Position-September 30, 2025 (Unaudited)	(326,119)		
Unrestricted Net Position-August 31, 2026 (Reserves)	$ (353,376)		
MUNICIPAL PARKING FUND - 402			
REVENUE	$ 2,167,188	$2,237,450	97%
EXPENDITURES	1,030,010	$2,237,450	46%
Change in Net Position	$ 1,137,178		
Unrestricted Net Position-September 30, 2025 (Unaudited)	4,644,469		
Unrestricted Net Position-August 31, 2026 (Reserves)	$ 5,781,647		
SOLID WASTE FUND - 403			
REVENUE	$ 2,177,512	$2,178,755	100%
EXPENDITURES	2,093,715	$2,178,755	96%
Change in Net Position	$ 83,797		
Unrestricted Net Position-September 30, 2025 (Unaudited)	193,899		
Unrestricted Net Position-August 31, 2026 (Reserves)	$ 277,696		
STORMWATER FUND - 404			
REVENUE	$ 893,091	$4,266,793	21%
EXPENDITURES	9,994,544	$4,266,793	234%
Change in Net Position	$ (9,101,453)		
Unrestricted Net Position-September 30, 2025 (Unaudited)	4,021,044		
Unrestricted Net Position-August 31, 2026 (Reserves)	$ (5,080,409) E		
FLEET MANAGEMENT FUND - 501			
REVENUE	$ 1,095,058	$1,783,432	61%
EXPENDITURES	1,714,438	$1,783,432	96%
Change in Net Position	$ (619,380)		
Unrestricted Net Position-September 30, 2025 (Unaudited)	1,765,508		
Unrestricted Net Position-August 31, 2026 (Reserves)	$ 1,146,128		

E The Town expects to receive grant reimbursement of $5 million from the Florida Department of Environmental Protection-Resilient Florida Grant Program Award No. 22SRP55 upon the completion of the Abbott Avenue Stormwater infrastucture improvement project.

Andria Meiri, Budget Officer

Sandra N. McCready, ActingTown Manager

GRANT ADMINISTRATOR

A Grant Administrator is responsible for managing the full life cycle of grants in alignment with the priorities established by the Town Commission and leadership. This includes pre-award activities such as supporting the identification of funding opportunities based on strategic direction, assisting departments in developing project scopes, preparing and submitting grant applications, and ensuring proposals meet eligibility and compliance criteria. Once awarded, the post-award responsibilities include monitoring project progress, tracking expenditures, managing grant compliance, coordinating with departments and funding agencies, and submitting timely financial and performance reports. The Grant Administrator serves as the central point of contact for all grant-related matters, ensuring accountability, transparency, and effective use of funds across the Town of Surfside.

Team: Kristina Brown, **Grant Administrator**

	FUNDER	$ AWARDED
Resilient Florida Grant Program - Abbott Avenue Stormwater Improvements	FDEP	$5,000,000.00
Resilient Florida Grant Program - Collins Avenue Water Main Replacement Design	FDEP	$217,731.00
State Appropriations Project Request - Surfside Boulevard Improvements	FDOT	$250,000.00
Public Transit Service Development Grant Program – Freebee On-Demand (Yr 1)	FDOT	$120,898.00
State Appropriation's Request - Surfside Memorial Design and Construction	FDOS	$1,000,000.00
Resilient Florida Grant Program - Vulnerability Assessment and Adaptation Plan	FDEP	$300,000.00
Beach Management Grant Program - Coastal Dunes Rehabilitation	FDEP	$1,220,683.50
General County Funds - Surfside Memorial	MDC	$250,000.00
State Appropriations Request - Transforming and Reformulating the Surfside Downtown Alleyway	FDOC	$750,000.00
Viva Florida Grant – Flamingo Garden Park	Florida Wildflower Foundation	$3,000.00

NAME OF GRANT	FUNDER	$ AWARDED
Safe Streets for All – Comprehensive Safety Action Plan	DOT	$200,000.00
District 4 Capital Improvement Grant - Paws Up Park and Community Recreation Improvement Project	Miami-Dade County - Commissioner Steinberg	$25,000.00
TOTAL $ AWARDED	**$9,337,312.50**	

Grant applications submitted pending determination:

NAME OF GRANT	FUNDER	$ APPLIED FOR
Waterways Assistance Program – Living Seawall Tiles	FIND	$70,000.00

CAPITAL IMPROVEMENT PROJECTS

The Town's Capital Improvement Projects Services provides for the effective management and maintenance of the Town's capital improvement projects as well as the management and supervision of these projects.

Improving our community's quality of life for generations to come is a priority for all Town residents. Several Projects are currently underway to make the Town of Surfside safer, more enjoyable, and more resilient long-term.

Team: Andre Eugent, **Director**

Attachment "**A**"

PROJECTS
Surfside Memorial
Abbott Avenue Drainage
Collins Avenue Water Main
Dune Restoration
Town Hall HVAC Installation

Surfside Memorial

Scope:

The Town is seeking to create the Surfside Memorial to honor and remember the lives lost in the tragic event that occurred on June 24, 2021, when the CTS Building collapsed. The Surfside Memorial will serve as a permanent remembrance of the immense loss suffered by the Surfside community and will offer a place for families, friends, and visitors to reflect, understand the truth of that day, and find solace through the peace and serenity conveyed through this site.

Phase: Permitting / Contract award

Status: The KEITH Team has completed the Subsurface Utility Exploration (SUE) to identify and locate underground utilities within the project area. The permit approval process is in its final stages. The Town's Legal and Procurement teams are working with the contractor, Shiff Construction, to finalize the language and execute the construction contract.

SURFSIDE MEMORIAL PROJECT	
CONSULTANT	KEITH & ASSOCIATES
CONTRACT AMOUNT DESIGN	$590,000
AMOUNT PAID TO DATE	$563,979.44
BALANCE	$41,181.25
DESIGN COMPLETE	100%
PERMITTING	ONGOING
CONTRACT EXECUTION	TBD
CONTRACTOR	SHIFF
CONSTRUCTION START DATE	TBD

October Schedule

- **Continue regulatory permitting approval efforts.**
- **Contract execution with Shiff Construction**
- **Issue NTP**

Abbott Avenue Drainage

Scope:

The construction will entail the addition of two new pump stations with respective force mains to alleviate flooding on Abbott Avenue from 90th Street to 94th Street.

Phase: Construction

Status: The contractor continues to install pressure pipe west along 92nd Street, utilizing moving Maintenance of Traffic (MOT) road closures at the intersections where work is underway.

FG has completed the installation of the 18-inch pressure pipe at the intersection of 92nd Street and Abbott Avenue. The contractor has less than 700 linear feet of 12-inch pressure pipe remaining to reach the outfall on 92nd Street. To maintain the project schedule and final completion date, the contractor will deploy a second crew to assist with the remaining pipe installation.

The contractor has also installed the electrical conduits to the pump stations and is awaiting installation of the electrical cabinets. The project remains on schedule for completion on November 23, 2026.

ABBOTT AVENUE DRAINAGE IMPROVEMENT	
CONTRACTOR	FG CONSTRUCTION
CONTRACT AMOUNT	$8,481,234.01
AMOUNT PAID TO DATE	$4,988,995.74
BALANCE	$3,492,238.27
PERCENT PAID TO DATE	59%
PERCENT WORK COMPLETE	65%
ORIGINAL COMPLETION DATE	08/27/2026
EXPECTED COMPLETION DATE	11/23/2026

October Schedule

Location – 92nd Street

- **Installation of Pressure pipe heading west to outfall**
- **Final Restoration of 92nd street intersection**
- **Raise well casing for well # 2**
- **Installation of 50 feet of pressure pipe to connect well # 2.**

Location – Abbott Avenue between 91st Street & 92nd Street and West on 92nd Street

- **Install Butterfly Valve**
- **Final Road Restoration of 91st Street**

Collins Avenue Water Main

Scope:

Pursuant to Town Resolution 2022-2907 passed and adopted unanimously on August 9, 2022, Nova Consulting was selected to design this project to replace the current, undersized water main on Collins Avenue. The existing water main is past its useful life and requires up-sizing and replacement. The Town sought and obtained a grant for design services for the project. The water main currently services all the facilities along the Collins Avenue corridor.

Phase: Design

Status: Nova Consultants has submitted the **100% design package** to both the **Town** and **FDEP** for review and approval. Nova is continuing its permitting efforts with other governing agencies to ensure the project progresses as planned. Miami-Dade County Fire Rescue has approved the plans. Nova has submitted plans to FDOH.

The **Capital Improvement Program (CIP) team** is actively exploring **alternative grant funding opportunities** to support the project's implementation.

COLLINS AVENUE WATER MAIN	
CONSULTANT	NOVA ENGINEERING
CONTRACT AMOUNT	$340,456.00
AMOUNT PAID TO DATE	$294,042.57
BALANCE	$46,413.19
PERCENT PAID	86.4%
STATUS	PERMITTING
CONSTRUCTION START DATE	TBD

October Schedule

- **Continue regulatory permitting approval efforts.**

Dune Restoration

Scope:

The Commission tasked Town Administration to promote both dune beautification and resiliency improvements. Kimley-Horn was tasked to design the required resiliency improvements and beautification of the Town's dunes.

Phase: Construction

Status: Dickerson Construction has completed the project and CIP along with the engineer of record Kimley Horn is doing final quality checks on the work.

DUNE RESTORATION AND BEAUTIFICATION	
CONTRACTOR	DICKERSON
CONTRACT AMOUNT	$2,549,630.60
AMOUNT PAID TO DATE	$1,967,200.00
BALANCE	$582,430.60
PERCENT PAID TO DATE	77%
PERCENT WORK COMPLETE	100%
CONSTRUCTION START DATE	May 11, 2026
SUBSTANTIAL COMPLETION DATE	September 1, 2026
EXPECTED COMPLETION DATE	September 30, 2026

October Schedule

- **Punch list items.**

Town Hall HVAC Installation

Scope:

The Town of Surfside was awarded a contract to FXP for the removal and installation of a new HVAC system for Town Hall.

Phase: Construction

Status: FXP has completed the mechanical drawings for HVAC. A collaboration meeting with the roofing contractor and the town was held on Wednesday September 30th to start the coordination of both jobs to avoid conflicts.

TOWN HALL HVAC REPLACEMENT	
CONTRACTOR	FXP
CONTRACT AMOUNT	$1,170,000.00
AMOUNT PAID TO DATE	$49,115.00
BALANCE	$1,120,885.00
PERCENT WORK COMPLETE	5%
PERCENT PAID COMPLETE	4%
ESTIMATED COMPLETION DATE	02/01/2027

October Schedule

- **Permit submission**
- **Install Mini split**
- **Installation of duct work**

Town Hall Roof Installation

Scope:

Removal and installation new Roofing system for Town Hall.

Phase: Construction

Status: Z Roofing has executed the contract and is prepared to begin the roof removal and installation. CIP has coordinated with the HVAC and Z Roofing contractors to ensure that both projects proceed concurrently and that the work is properly sequenced. During the coordination meeting, it was determined that, due to the nature and sequencing requirements of the HVAC work, the roofing schedule will need to be reanalyzed, and a revised completion date established.

TOWN HALL ROOFING REPLACEMENT	
CONTRACTOR	Z Roofing
CONTRACT AMOUNT	$320,810.00
AMOUNT PAID TO DATE	$0
BALANCE	$320,810.00
PERCENT WORK COMPLETE	0%

October Schedule

- **Permit submission**