



Town of Surfside
Office of the Town Manager
Weekly Overview

May 8, 2023



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Below is a weekly overview of key administration activities per department for the week of May 8, 2023:

Building Department

- The Building Department has issued a Temporary Certificate of Occupancy to the Blue Green Building, now referred to as Solara, located at 8801 Collins Ave. The completely restored and renovated building will now be operated as a timeshare.
- The Building Department now has 59 active permit types online and available for customer and contractor use via our new Customer Self Service Portal

Town Clerk's Office

- [Town calendar](#)

Code Compliance Department

- Conduct interviews (Code Compliance Officer)
- 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.
- Advertised for FT lifeguard
- Conducting/coordinating background checks for Lifeguard (PT/Seasonal), and Parking Enforcement Officer



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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

- Tennis Recreation Center Design and Review Meeting (Monday 5/8/23) for P&R Committee Meeting & Community Outreach (5/15/23 5:30pm).
- 96th Street Construction progress meeting on Wednesday 5/10
- Follow up preparation for Hawthorne Tot Lot Re-Opening Ceremony on 5/21/23
- Follow up with Vendor on replacement of defective piece of Beach Fitness equipment and date for shipment

Planning Department

- Prepare for Town Commission meeting on 5/9/23 (4 first reading ordinance and 2 second reading) and Special Town Commission meeting on 5/10/23
- Review new Planning and Zoning Board applications for May 24th meeting (5 expected application, including 2 new homes)
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants and coordinating with Code Compliance

Police Department

- The FLOW (Florida Licensing on Wheels) is May 9, 2023 from 10:00 a.m. to 2:00 p.m. in the Commission Chambers.
- The Police Department will host a community blood drive on May 10, 2023 from 11:00 a.m. – 4:30 p.m. in the Town Hall municipal parking lot

Public Works Department

- Delineators Installed at the Tot Lot Entry Walkway
- Sidewalks repainted (yellow)
- Construction sign removed and relocated to Town Hall storage
- Damaged banner removed from light pole at 9500 Collins
- Stop sign replaced at 89th Street and Emerson Avenue
- Town Hall frontage/Main entry overhang power washed



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- Community Center sign power washed
- Water Temp Sensor on Chiller replaced (Saturday work order)
- Beach chair ramp regraded
- Beach/hardpack repairs and grading

Tourism & Communications Department

- Tourism and Communications held the final Surfside Under the Stars event of the season, Pedaltopia, on Sunday, May 7. The team handed out branded towels to encourage registrations for the Town's new social media accounts and 888-777 text alerts
- Tourism and Communications created materials for the Tennis Center Recreation building public input meeting on May 15
- Tourism and Communications finalized the social media accounts Standard Operating Procedures (SOP) document and sent out instructions to all team members
- Tourism and Communications created the Save the Date for the 2nd Surfside Remembrance Event on June 24
- Tourism and Communications updated the event quote from vendor Diamonette and created an event layout mockup with all confirmed details to date



**Town of Surfside
Code Compliance Division
Week from May 1 to May 7**

Case #	Case Date	Property Address	Property Owner	Nature of Complaint	Proactive VS Reactive	Notification Type
230728	5/2/2023	8777 Collins Ave	East Oceanside Development	Detached Fence Screening	P	Verbal Warning
230729	5/3/2023	9208 Bay Dr	9208 Bay Drive LLC	Noise (delivering trees) Prior To 8:00 am	P	Civil Violation Notice
230730	5/3/2023	9205 Byron Ave	Tiferet Avner Inc.	Ovegrown	P	Courtesy Notice
230731	5/3/2023	9550 Harding Ave	9544 Corporation	Mounted Wall Signs Without a Permit	P	Civil Violation Notice
230732	5/5/2023	9032 Froude Ave	Randy Rose LLC	Boxes Not Broken Down On Row	P	Courtesy Notice
230733	5/5/2023	8855 Collins Ave	Champlain Towers East Condo	2 Moving Trucks Blocking A Lane Without Off-Duty Police	P	Referred to distpatch
230734	5/5/2023	9309 Dickens Ave	Kenneth Arnold &W Cheryl	Mulch On Right Of Way	P	Courtesy Notice
230735	5/5/2023	8835 Froude Ave	8835 Froude LLC	Ovegrown/Heavy Vegetation/Litter/Broken Tiles On Porch	P	Courtesy Notice
230736	5/5/2023	9117 Emerson Ave	Encn LLC	Ovegrown	P	Courtesy Notice
230737	5/5/2023	9156 Emerson Ave	Sara Ann Gillett et all	Ovegrown	P	Courtesy Notice
230738	5/5/2023	9408 Byron Ave	Steven Schraga	Driveway w/o permit	P	Civil Violation Notice