



Town of Surfside
Office of the Town Manager
Weekly Overview

August 21, 2023



Town of Surfside

Office of the Town Manager
Weekly Overview

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

Town Clerk's Office

- [Town calendar](#)

Code Compliance Department

- Prepare final orders from last week's Code Hearing
- Field patrols

Finance Department

- 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

- Retiree insurance renewals; Open enrollment/renewal process with carriers
- New hire orientation – Building Permit Technician I
- Backgrounds successfully completed for: Code Compliance Officer (anticipated start date within 2 weeks), Communications Operator (starts 8/21/23)
- CDL and Heavy Equipment Operator and Community Service Aide – Tourism interviews
- Conducting/coordinating background checks for Community Service Aide – Tourism and Parking Enforcement Officer
- Level 2 AHCA screening for Parks and Recreation instructors
- Accepting resumes for CDL and Heavy Equipment Operator, Community Service Aide – Tourism, Maintenance Worker II – W&S, and Communications Operator



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Parks and Recreation Department

- After Care – Ongoing daily (1:50 p.m. – 6:00 p.m.)
- Parks and Recreation Committee meeting
- 96th St Park LEED meeting

Planning Department

- Ongoing review of 8777 Collins Avenue proposed site plan in cooperation with Marlin Engineering
- Preparation of Planning and Zoning reports and presentations for August 31, 2023
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants and coordinating with Code Compliance

Police Department

- A memorial service for Florida Department of Law Enforcement's (FDLE) fallen hero Special Agent Jose Perez will be held on August 21, 2023 at 4:00 p.m. at FDLE's Miami Regional Operations Center. Sergeant Alejandro Lorente will represent the Surfside Police Department as a member of a multijurisdictional Honor Guard Team participating in the ceremony.
- Captain Jay Matelis will attend the Crisis Intervention Coordinator meeting at Mount Sinai Hospital on August 22, 2023 from 10:00 a.m. - 12:00 p.m.
- A Surf-Bal-Bay Multi-Agency Traffic Enforcement focusing on School Speed Zones will be held on August 24, 2023 from 7:30 a.m. to 8:45 a.m. in Bay Harbor Islands. Officers will be posted along the 1000 and 1100 blocks of 96th Street enforcing the posted school speed zones. The Surfside Police Department will be participating in the initiative.
- The midnight shift police officers will assist the Miami-Dade Homeless Trust with their semi-annual count/survey on August 24, 2023

Public Works Department

- Public works began a pedestrian safety and traffic calming project
 - 92nd Street and Bay Drive
 - 94th Street and Abbott Avenue
 - 95th Street and Byron Avenue



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- 93rd Street and Bay Drive
- Sewer back up was repaired on Collins Avenue
- Several buried meter boxes were located and set to grade
- Water backflow preventer for downtown restaurant was repaired after hours
- Replaced broken wheel stops in Town parking lot

Tourism & Communications Department

- Tourism and Communications worked on the production of the September 2023 Gazette
- Tourism and Communications finalized the flyer and advertised the Condo Safety Summit
- Tourism and Communications worked with the Town Manager and Attorney on the strategy of communication for Ballot Questions
- Tourism and Communications sent out the survey to downtown business owners on behalf of the Tourist Board
- Tourism and Communications worked on the Surfside Letters Monument design



Town of Surfside
Code Compliance Division

Week from August 21 to August 27, 2023

Case #	Case Date	Property Address	Property Owner	Nature of Complaint	Proactive VS Reactive	Notification Type
231123	8/21/2023	9516 Bay Dr	Sharon Hakmon; Avital Adar	Noise	PD Report	Courtesy Notice
231124	8/22/2023	8809 Harding Ave	8800 Collins Owner Llc	Graffiti	P	Courtesy Notice
231125	8/22/2023	9048 Dickens Ave	Surfside FI Acquisitions LLC	Overgrown	P	Courtesy Notice
231126	8/22/2023	9033 Dickens Ave	Fanny & Eli Tourgeman	Overgrown	P	Courtesy Notice
231127	8/22/2023	9008 Abbott Ave	Soraya-Batista Garcia &H Mario	Overgrown	P	Courtesy Notice
231128	8/22/2023	424 90 St	Miguel Zamek, et all.	Overgrown	P	Courtesy Notice
231129	8/22/2023	9208 Byron Ave	Mofid Alyazji Vanessa Nathalia Cura Manzur	Overgrown	P	Courtesy Notice
231130	8/22/2023	9341 Byron Ave	Jorge E Gomez &W Aloima	Overgrown	P	Courtesy Notice
231131	8/22/2023	8839 Dickens Ave	Sixto Gonzalez & W Ana	Overgrown	P	Courtesy Notice
231132	8/22/2023	8842 Dickens Ave	Daniel Barouk & Liba Levin	Construction Fence in Disrepair	P	Courtesy Notice
231133	8/22/2023	8858 Dickens Ave	Paul & Tamsin Glasgow	Construction Fence in Disrepair	P	Courtesy Notice
231134	8/23/2023	9156 Collins Ave 203	Joanne Caballero	Poss. Work without Permit	R	N/A
231135	8/23/2023	303 Surfside Blvd	303 Surfside Blvd LLC	Failure to Maintain Vacant lot	P	Civil Violation Notice
231136	8/23/2023	9116 Harding Ave	303 Surfside Blvd LLC	Failure to Maintain Vacant lot	P	Civil Violation Notice
231137	8/24/2023	600 Surfside Blvd	Eric Stupel	Green Screening on the side of the property	P	Courtesy Notice
231138	8/25/2023	9165 Byron Ave	Ilya Minkin	Overgrown grass	P	Courtesy Notice
231139	8/25/2023	8942 Byron Ave	Peg 90 LLC	Overgrown grass	P	Courtesy Notice
231140	8/25/2023	9308 Carlyle Ave	Aron Pinson	Silt fence in disrepair	P	Verbal Warning
231141	8/25/2023	9564 Carlyle Ave	9564 Ps LLC	Portable Storage Containers	P	Courtesy Notice
231142	8/25/2023	8712 Byron Ave	Jag Byron LLC	Fence installed w/o permit	R	Civil Violation Notice
231143	8/25/2023	Property North Of 8712 Byron Av	Jag Byron LLC	Fence installed w/o permit	R	N/A