



Town of Surfside
Office of the Town Manager
Weekly Overview

August 28, 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

- Field inspections
- Prepare Notices to Appear for September' Code Compliance Hearing

Finance Department

- State of Florida – Department of Financial Services Annual Financial Reports (AFR) filing
- 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 cont.; Open enrollment/renewal process cont.
- New hire orientation – Communications Operator started 8/21/23
- PAFs for upcoming fiscal year COLA/Merit adjustments
- Conducting/coordinating background checks for CDL and Heavy Equipment Operator, Community Service Aide – Tourism, Certified Police Officer and Parking Enforcement Officer
- Level 2 AHCA screening for Parks and Recreation instructors
- Accepting resumes for 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

- Preparation of Planning and Zoning reports and presentations for August 31st Special Planning and Zoning Meeting (4 ordinances; 3 applications) and regular Planning and Zoning Board meeting (3 new SFH and 1 Quasi-Judicial application)
- Review of Town Commission September agenda items
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants and coordinating with Code Compliance

Police Department

- The Greater Miami Jewish Federation will host a Community High Holiday Security Training on August 31, 2023 from 8:30 a.m.-11:00 a.m. Captain Jay Matelis will attend and present a short overview of Stop the Bleed and the use of tourniquets.
- Chief John Healy will attend the Swearing In Ceremony for the Miami Beach Police Chief Wayne Jones on August 31, 2023 at 10:00 a.m. at the Miami Beach Police Department
- The monthly Coffee with the Cops is August 31, 2023 at 10:00 a.m. at Starbucks

Public Works Department

- Public works continued with pedestrian safety and traffic calming project:
 - 92nd Street and Bay Drive
- Utilities continued installation of cellular meters



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- Public Works received new street sweeper. Staff training for equipment has commenced.

Tourism & Communications Department

- Tourism and Communications worked on finalizing the September Gazette
- Tourism and Communications sent out the Tourist Board's business enhancement survey and comprehensive updates as requested by the Chair
- Tourism and Communications met with the Town Manager regarding the new website and held a follow up call with CGA to discuss changes. Staff also met with Utilities and Parking to discuss improvements to their corresponding sections
- Tourism and Communications finalized the flyer for the September Condo Forum at the Grand Beach Hotel
- Tourism and Communications created a series of maps for the Undergrounding Program Management Proposal
- Tourism and Communications worked on the September Gazette spread for the November ballot questions. The team also created a dedicated landing page for the Town website, which will be launched early September.

Building Department

- The number of building permits available on our CSS portal continues to grow. For more information please visit us online at our Town website CSS portal page.
- Cindy Alvarez, our new addition to our Building Department Permitting Team, has already passed all her required FEMA courses and is registering to take the online study course in preparation for the ICC Certified Permit Certification Exam
- Business has been brisk at the front Building Department counter this month: The Building Department expects significantly higher numbers in permits, inspections and revenue compared to previous months.



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