



Town of Surfside
Office of the Town Manager
Weekly Overview

September 4, 2023



Town of Surfside

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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

- Preparing and delivering Notices to Appear for the September Code Hearing
- Training new Code Officer

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

- New hire orientation – CDL and Heavy Equipment Operator started 8/28/23
- Completed backgrounds for CSA - Tourism, Parking Enforcement Officer and Code Compliance Officer. All expected to start on 9/5/23
- Sergeant's exam Communications with vendor
- 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.)
- Tuesday, September 5 - Start of Fall Session I programs
- Thursday, September 7 - LV/UNICEF 5 K run - final meeting before the run
- Pending revised estimate from Corradino group for the Tennis Center

Planning Department

- Attendance at Florida APA annual conference in Jacksonville, FL [2023 Florida Planning Conference | Jacksonville | Roots & Rivers](#)
- Review of 8851 Harding Avenue
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants remotely

Police Department

- Chief John Healy, Assistant Chief Antonio Marciante and Captain Jay Matelis will attend a meeting on September 7, 2023 with representatives from the Parks and Recreation Department to finalize the logistics for the Louis Vuitton/UNICEF 5K World Run that will take place in Surfside on September 24, 2023
- The Police Department will host a community blood drive on September 10, 2023 from 11:00 a.m. – 4:30 p.m. from 11:00 a.m. – 4:30 p.m. in the Town Hall municipal parking lot.

Public Works Department

- Public works continued with pedestrian safety and traffic calming project
 - 92nd Street and Bay Drive
- Hydrant Flow Test at Fire Department's requested locations
- Vac Truck Cleaning of Catch Basins



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Tourism & Communications Department

- Tourism and Communications finalized the September Gazette and Ballot Questions summary spread
- Tourism and Communications created a communications plan and landing page for the November 7 Ballot Questions
- Tourism and Communications conducted in person follow-ups for the business district survey and did a walkthrough of evening lighting
- Tourism and Communications released the September Tourist Board meeting agenda

Building Department

- CSS permit process payment and application fully online
- Working on streamlining various straight changeout permits for over the counter same day issuance



Town of Surfside
Code Compliance Division

Week from August 28 to September 3, 2023

Case #	Case Date	Property Address	Property Owner	Nature of Complaint	Proactive VS Reactive	Notification Type
231144	8/28/2023	9000 Abbott Ave	9000 Abbott Surfside LLC	Construction site maintenance	R	Civil Violation Notice
231145	8/29/2023	700 88 St	700 88 St Llc, C/O Julian Johnston	Construction work on weekend	PD report	Courtesy Notice
231146	8/30/2023	9264 Bay Dr	David Krieger & Bella Tendler Krieger	Late construction work	PD report	Courtesy Notice
231147	8/30/2023	9455 Harding Ave	Kfg Investments LLC	Exterior wall tiles fell down	P	Courtesy Notice
231148	8/30/2023	9564 Carlyle Ave	9564 Carlyle LLC	Portable Storage Containers	P	Courtesy Notice