



**Town of Surfside**  
Office of the Town Manager  
Weekly Overview

September 18, 2023



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

## Town Clerk's Office

- [Town calendar](#)

## Code Compliance Department

- Present ten cases in front of the Special Magistrate
- Draft Special Master Final Orders
- Field Inspections
- Training of 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

- Sergeant's exam Communications with vendor and applicable Town staff
- Insurance renewal and staff related assistance  
Interviews – Communication Operator.
- Employment Offer and Background – Refuse Collector
- Accepting resumes for Community Service Aide – Tourism, Public Works Coordinator, Recreation Leader I (PT), Certified Police Officer 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 – Monday, September 18 @ 5:30 p.m.
- LV/UNICEF 5K race – Sunday, September 24 @ 8:00 a.m. race start time

## Planning Department

- Preparation for Quasi-Judicial Town Commission meeting on 9/27
- Review of 8851 Harding Avenue in preparation for Planning and Zoning 9/28
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants and coordinating with Code Compliance

## Police Department

- The Mystic Force Foundation in conjunction with the North Miami Police Department will host the 6<sup>th</sup> Annual Gold Ribbon Parade on September 16, 2023. The parade, led by the North Miami Police Department, will depart from Nicklaus Children's Hospital at 10:00 a.m. and conclude at the North Miami Police Department. Over 100 gold ribbon adorned vehicles from police agencies across Miami-Dade and Broward counties, specialty vehicles and superheroes will join forces to show support of our littlest heroes battling Childhood Cancer. Officer Loxley Arch will participate in this momentous event.
- All around the world, Louis Vuitton employees will run and walk for a worthy cause, to raise funds to support children by providing them the resources they need to go back to school and to raise awareness of the challenges these children face daily. Louis Vuitton/UNICEF 5K Run will take place behind the Surfside Community Center on September 24, 2023 beginning at 8:00 a.m. Three police officers will be working the event as race security and presence.

## Public Works Department

- Public works continued with pedestrian safety and traffic calming project
  - 95<sup>th</sup> St & Bryon Ave Crosswalk Painting and Sign Installation



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- Responded to Sewer Back-up at 9156 Collins Ave
- Utilities continued installation of cellular meters

### Tourism & Communications Department

- Tourism and Communications sent out the September 2023 Visit Surfside newsletter highlighting recent events and local businesses
- Tourism and Communications continued the cleaning up process for the new website and met with CGA to identify a launch timeline. The new site is scheduled for launch the week of Oct. 16.
- Tourism and Communications finalized the initial design layout for the 98 Points of Light publication
- Tourism and Communications worked the International Coastal Cleanup Day Plastic Fishing Festival on Sept. 17 which was very successful. Attendance was strong and there was also media coverage from Channel 7 WSVN. <https://wsvn.com/news/local/miami-dade/participants-at-plastic-fishing-festival-in-surfside-turn-beach-litter-into-art/>

### Building Department

- The Building Department, with assistance from our Communications Team, is developing a public educational campaign to inform our customers of our new OTC (Over-The-Counter/Straight Changeout Permits) for the following OTC permits: Straight Changeout for HVAC; Straight Changeout for Electrical Panel and Straight Changeout for Water Heaters.
- The Building Department, with assistance from our Communications Team, is developing a public educational campaign to inform our customers of the procedures under which to protect property and then how to acquire the proper Emergency Repair Permits. This information will also address after the fact permits.



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*Snapshot of Parks & Recreation Community Programming*



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*Snapshot of Parks & Recreation Community Programming*



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*96<sup>th</sup> Street Park Progress as of 9/18/2023*



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*96<sup>th</sup> Street Park Progress as of 9/18/2023*



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## Code Compliance Weekly Report Week from September 11 to September 17

Case #	Case Date	Property Address	Property Owner	Nature of Complaint	Proactive VS Reactive	Notification Type
231162	9/11/2023	500 93 St	500 93rd Surfside LLC	Construction Materials delivered on a Saturday	PD Report	Courtesy Notice
231163	9/11/2023	9156 Collins Ave 105	Sylvio Landell	Barking Dog	PD Report	Courtesy Notice
231164	9/11/2023	8821 Froude Ave	KSA 8821 LLC	Unsecured Construction Site	PD Report	Courtesy Notice
231165	9/11/2023	8834 Abbott Ave	Surfside Bungalow LLC	Loud Music	PD report	Courtesy Notice
231166	9/11/2023	9115 Byron Ave	Nestor R Reyes &W Mariela	Overgrown Grass	P	Courtesy Notice
231167	9/11/2023	9205 Byron Ave	Tiferet Avner Inc.	Overgrown Grass	P	Courtesy Notice
231168	9/11/2023	9441 Carlyle Ave	9441 Carlyle LLC	Overgrown Grass	P	Courtesy Notice
231169	9/11/2023	8911 Carlyle Ave	Gordon Braun & Marian Braun	Missing House Number, Overgrown Grass	P	Courtesy Notice
231170	9/11/2023	Vacant Lot (9332 Abbott Ave)	Maximo V Wullich	Overgrown Grass	P	Courtesy Notice
231171	9/12/2023	624 90 St	Jennifer D Dray & H Simon P	Broken Fence	P	Courtesy Notice
231172	9/12/2023	9032 Abbott Ave	Milan Poidl Silvia Melgar Poidl	Bee hive on property	R	Courtesy Notice
231173	9/12/2023	600 90 St	Jared Freedman & Current Occupant	Overgrown Grass, Broken Fence	P	Civil Violation Notice
231174	9/12/2023	501 95 St	Yaakov Pollak Miriam Pollak	Overgrown Grass	P	Courtesy Notice
231175	9/12/2023	8858 Byron Ave	Luis A Chait &W Magaly	Overgrown Grass	P	Courtesy Notice
231176	9/12/2023	1385 Biscaya Dr	Anton Diego & Ashley Litwin	Litter	P	Courtesy Notice
231177	9/13/2023	9032 Garland Ave	Liudmyla Rybinkina & Zachary John Kwarta	Construction work/noise on a Sunday	PD Report	Courtesy Notice
231178	9/13/2023	9080 Collins Ave	Sc West Parking LLC	Installation of surveillance camera w/o permit	R	Civil Violation Notice
231179	9/14/2023	9148 Dickens Ave	Vivi Tahasiut Beton LLC	Overgrown Grass on Swale	P	Courtesy Notice
231180	9/14/2023	900 Surfside Blvd	Adriana Cohen	Overgrown Grass	P	Courtesy Notice
231181	9/14/2023	9072 Froude Ave	9072 Froude LLC	Overgrown Grass	P	Courtesy Notice
231182	9/15/2023	9565 Carlyle Ave	21 Lenox Rd LLC	Sign blocked by hedges	P	Courtesy Notice
231183	9/15/2023	Right Of Way		Poster signs on poles	P	N/A
231184	9/15/2023	8844 Abbott Ave	8844 Abbott Avenue LLC	New hedges on ROW, new driveway and no house number	P	Courtesy Notice
231185	9/15/2023	9551 Harding Ave	9553 Harding Investment LLC	Litter/ Debris	P	Courtesy Notice