



Town of Surfside
Office of the Town Manager
Weekly Overview

October 30, 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](#)
- Access Ballot Questions information [here](#)

Code Compliance Department

- Refer to attached Code Report

Finance Department

- State of Florida – Department of Financial Services Annual Financial Reports (AFR) filing
- Year-end closing of FY 2023
- FEMA/CTS ongoing filing and reporting
- CITT Audit for the previous four (4) fiscal years ongoing
- FL Dept of Financial Svcs – Annual Public Depositor Report Filing
- Federal and State Asset Forfeiture Annual Report Filing
- CITT Quarterly Filing
- Workers' Comp Audit

Human Resources Department

- Communication with attorney conducting investigation
- Insurance 101 presentations
- Interviews conducted – Customer Service Representative – Building
- Conducting background for Public Works Coordinator, Certified Police Officer, Communications Operator, Community Service Aide - Tourism, and Communications Operator



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Parks and Recreation Department

- After Care – Ongoing daily (1:50 p.m. – 6:00 p.m.)
- Tree trimming scheduled at Community Center – Monday
- Refurbishment of our shaded canopy at the tot lot pool – Monday - Thursday
- Final preparation for Veterans Day Ceremony

Planning Department

- Review of development applications for 2 new site plan proposals
- Review of several applications for Planning and Zoning Board in November
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants and coordinating with Code Compliance

Police Department

- Surfside Police officers will be stationed throughout the residential neighborhood on Halloween, October 31, 2023 handing out candy to the trick-or-treaters.

Public Works Department

- Public Works continued with the bollard installation on the hardpack
- Public Works installed a traffic sign on 93rd St & Abbott Ave. The sign has been damaged and a replacement is being scheduled.
- Utilities responded to a sewer backup on 88th St & Collins Ave

Tourism & Communications Department

- Tourism and Communications made arrangements for the installation of the Election and Veterans Day street pole banners on Collins and Harding Avenues



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- Tourism and Communications worked on the November Gazette and made updates to the Shomron page on the Town website
- Tourism and Communications created collateral for the Nov. 6 Community Virtual Safety Roundtable which has been added to the Town website, NextDoor, Instagram/Facebook and the weekly digest.
- Tourism and Communications held a call with CGA to discuss implementing the Town Manager's feedback for the new website
- Tourism and Communications prepared a standalone Special Election eblast for deployment leading up to the election

Building Department

- Town staff has have made several important updates during the maintenance period of the CSS portal:
 - enhanced the system's language for improved clarity,
 - technology partners at Tyler Technologies have conducted backend updates to ensure that only Surfside addresses are retrieved by the mapping system
- Realigned some backend permit categories to enhance the user experience on the front end.

Overall, the maintenance is nearly complete, and the site not only looks great but also incorporates some valuable minor improvements.



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Code Compliance Weekly Report October 22 to October 29, 2023

Case #	Case Date	Property Address	Property Owner	Nature of Complaint	Proactive VS Reactive	Notification Type
231339	10/23/2023	9008 Froude Ave	Ha Hai Ta Hoang Ngan Nguyen	Loud Music	PD report	Courtesy Notice
231340	10/24/2023	9491 Harding Ave	9491 Harding Ave Buildings LLC	Temporary banner placed on 2nd floor of 260 95 St. building	P	Courtesy Notice
231341	10/24/2023	9477 Harding Ave	Kosh Restaurant	Grease tank has leaked oil from tank to alleyway	P	Courtesy Notice
231342	10/24/2023	9232 Dickens Ave	Cynthia Herrmann Calloway & Christopher Callaway	Boxes left on ROW not broken down	P	Courtesy Notice
231343	10/24/2023	9009 Byron Ave	Cecilia M Escobar	Overgrown	P	Courtesy Notice
231344	10/25/2023	8851 Hawthorne Ave	8851 Hawthorne Ave. LLC	Unsecured gates on temp fence	P	Courtesy Notice
231345	10/25/2023	8951 Abbott Ave	Concepcion M Pazos & Karla M Pazos	Car parked on unpaved portion of property	P	Courtesy Notice
231346	10/25/2023	8900 Collins Ave. Street Parking		White truck parked on public street with "For Sale" sign.	P	N/A
231347	10/25/2023	9040 Abbott Ave	Dov Chalom Koskas & Sophie Dana Koskas	Excessive Landscaping Debris	P	Courtesy Notice
231348	10/26/2023	501 95 St	Yaakov Pollak Miriam Pollak	Construction Fence in disrepair	P	Courtesy Notice
231349	10/26/2023	9525 Byron Ave	Sara Medalie	Overgrown Tree	R	Courtesy Notice
231350	10/27/2023	825 90 St	Levi & Miriam Boymelgreen	Vegetation blocking Stop sign	P	Courtesy Notice
231351	10/27/2023	9341 Byron Ave	Jorge E Gomez & W Aloima	Overgrown lawn	P	Courtesy Notice
231352	10/27/2023	8835 Emerson Ave	8835 Emerson Surfside Llc	Overgrown on swale	P	Courtesy Notice
231353	10/29/2023	1116 88 St	Stephen Schott	Commercial car cleaners using pressure washer on a Sunday	PD	Courtesy Notice
231354	10/29/2023	89 St./Froude Ave.		Snipe sign (Open House)	P	Verbal Warning
231355	10/29/2023	88 St./Harding Ave & Collins Ave		Posters affixed to light poles.	P	N/A
231356	10/29/2023	9165 Collins Ave	Hillcrest-By-The-Sea Associates Inc.	Windscreens in disrepair	P	Courtesy Notice
231357	10/29/2023	900 89 St	Andrew E Feldman & W Lisa B	Unsecured construction site/fence surrounding pool under construction is missing gate.	P	Courtesy Notice



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Spotlight on Parks & Recreation: Spooky Spooktacular





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Spotlight on Farmer's Market

