



Town of Surfside
Office of the Town Manager
Weekly Overview

November 27, 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

- Refer to the attached report

Finance Department

- Year-end closing of FY 2023
- FEMA/CTS ongoing filing and reporting
- Federal and State Asset Forfeiture Annual Report Filing
- Workers' Comp Audit Ongoing
- FY 2023 Annual Financial Statement Audit Ongoing
- FY 2023 Annual Pension Audit Ongoing

Human Resources Department

- Communication with attorney conducting investigation
- Review/discussion regarding pay and classification of 10 job classifications (salary data / internal equity) with consultant
- Conference with FLC Labor Attorney regarding EEOC position statement re: Theo Valles
- Conducting background for Recreation Leader I (part time) and Certified Police Officer
- Accepting resumes for: Capital Improvement Projects Director, Communications Operator, and Recreation Leader I

Parks and Recreation Department

- Parks and Recreation Committee meeting, Monday, 11/27 @ 5:30 p.m., Manny Crawford conference room
- 96th Street Park Construction meeting, Tuesday, 11/28 @ 10:30 a.m., 96th St Park



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Planning Department

- November 30th Planning and Zoning Board meeting preparation
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants and coordinating with Code Compliance
- Several meeting with new P&Z applicants, cost recovery invoicing and walkability project updates

Police Department

- The monthly Coffee with the Cops is November 30, 2023 at 10:00 a.m. at Starbucks

Public Works Department

- Solid Waste continues with clean-up efforts post storm
- Utilities continued installation of cellular meters
- Plants have been installed at the Butterfly Park

Tourism & Communications Department

- Tourism and Communications finalized the flyer for the Condo Q&A event coming up in December
- Tourism and Communications sent the December Gazette to print
- Tourism and Communications is preparing the January Tourist Board meeting agenda

Building Department

- Town staff is working on enhancing the user experience on the front end of the online Customer Self-Service (CSS) portal



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Code Compliance Weekly Report November 20 to November 26, 2023

Case #	Case Date	Property Address	Property Owner	Nature of Complaint	Proactive VS Reactive	Notification Type
231468	11/20/2023	9009 Froude Ave	Norah Cataldi	Overgrown Lawn/low hanging tree	P	Courtesy Notice
231469	11/20/2023	725 92 St	Jonathan Strauss Danielle Kassin	Paint can left on right of way	P	Courtesy Notice
231470	11/20/2023	9141 Emerson Ave	Mikhail Yusufov et all	Paint can left on right of way	P	Courtesy Notice
231471	11/21/2023	9125 Dickens Ave	Federal Immigration And Document Management LLC	Dog at large	PD referral	Courtesy Notice
231472	11/21/2023	300 Surfside Blvd	300 Surfside LLC	Overgrown Lawn/litter	P	Courtesy Notice
231473	11/21/2023	Public Beach		Dog on the beach/unleashed	P	Verbal Warning
231474	11/21/2023	501 95 St	Yaakov Pollak Miriam Pollak	Windscreens in disrepair	P	Courtesy Notice
231475	11/21/2023	9538 Harding Ave	Donald J Kahn & Tenant Lemel Medical Spa	(Lemel) wall sign light in disrepair. Letter "M" does not illuminate.	P	Courtesy Notice
231476	11/22/2023	8951 Hawthorne Ave	John Schamy Summer Elyse Schamy	Landscaping Noise (saw) on Saturday	P	Courtesy Notice
231477	11/24/2023	9040-9048 Collins Ave	9040 LLC	Mold, Water Damage on roof and walls, holes in wall, no hot water	R	Courtesy Notice
231478	11/26/2023	8942 Hawthorne Ave	Pablo Golfari & Jessica Maharbiz	Constuction prior to 8:00 AM	P	Courtesy Notice
231479	11/26/2023	9224 Collins Ave	Reesa Schwartz Greenstein et all	Construction on a Sunday	P	Courtesy Notice
231480	11/26/2023	8858 Harding Ave	Benjamin Polat Romina Krigun	Construction on a Sunday	PD referral	Complaint Investigation
231481	11/26/2023	Public Beach		Dog on the beach/unleashed	P	Verbal Warning
231482	11/26/2023	Public Beach		Dog on the beach/unleashed	P	Verbal Warning
231483	11/26/2023	9065 Abbott Ave	Marina Kazartseva	Hedges fallen over onto right of way	P	Courtesy Notice
231484	11/26/2023	8843 Abbott Ave	Juan Felipe Garcia	Unsecured site/Gate open and unlocked	P	Verbal Warning
231485	11/26/2023	9149 Abbott Ave	Marc Imberman &W Kathy Imberman	Construction material stored in plain view	P	Courtesy Notice



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Spotlight on the 92 Street and Bay Drive Pocket Park

