



Town of Surfside
Office of the Town Manager
Weekly Overview

December 18, 2023



Town of Surfside

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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

- Review/discussion regarding pay and classification of 10 job classifications (salary data/internal equity) with consultant cont.
- Interviews – Detective (internal), Communications Operator and Certified Police Officer
- New Hire Orientation - Certified Police Officer, Customer Service Representative (Parks and Rec), and Recreation Leader I
- Accepting resumes for: Capital Improvement Projects Director, Communications Operator, Certified Police Officer, Recreation Leader, Deputy Town Clerk

Parks and Recreation Department

- Monday 12/18 – 5:30 p.m. – Parks and Rec Committee meeting



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- Tuesday 12/19 – 9:30 a.m. - Jam with Jaime – Hawthorne Tot Lot
- Wednesday 12/20 – Senior Trip (Frost Museum of Science)
- Friday 12/22 – Kids Day Off, 8:00 a.m. – 6:00 p.m.

Planning Department

- Development of ordinance for stormwater management and retaining walls
- Landscape Permit application development and coordination with Building Department
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants and coordinating with Code Compliance

Police Department

- The Police Department coordinated for the Parks and Recreation Teen Scene Program a Marine Patrol class on December 21, 2023 from 5:30 p.m. to 6:30 p.m. at the Indian Creek Police Department. Bal Harbour and Indian Creek Police Departments will conduct the class.
- The Police Department will host a community blood drive on December 21, 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

- Utilities responded to a sewer back up on Harding
- Coordinate directional bore for the 96th St Park
- Utilities installed irrigation meters at several residential properties

Tourism & Communications Department

- Tourism and Communications successfully launched the new website
- Tourism and Communications worked on Visit Surfside December 2023 Newsletter
- Tourism and Communications is working on finalizing the agreement with ACT Productions for the Art Street Festival



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Building Department

- The Building Department is proud to announce the achievement of the International Code Congress Certified Permit Technician designation by Rony Jean, our Permitting Building Permit Supervisor. Other permitting team members will soon follow Rony's example. This achievement is a first for the Town of Surfside and symbolizes a continuing effort by members of the Building Department to raise the levels of professionalism to our customers by continually improving our levels of expertise.



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Code Compliance Weekly Report December 11 to December 17, 2023

Case #	Case Date	Property Address	Property Owner	Nature of Complaint	Proactive VS Reactive	Notification Type
231555	12/11/2023	9149 Collins Ave	Seaway Condo Acquisition LLC	Construction noise prior to 8:00 AM/plumbing company entering property to clean portable toilets	P	Courtesy Notice
231556	12/11/2023	8855 Collins Ave	Champlain Towers East Condo	Complaint of A/C in disrepair in common areas of the building	R	Complaint Investigation
231557	12/11/2023	95 St./Harding Ave. Planter		Campaign sign on public property	P	Signs removed
231558	12/11/2023	9156 Emerson Ave	9156 Emerson Ave LLC	No address number on construction fence, overgrown, No contact info on fence	P	Courtesy Notice
231559	12/11/2023	Public Beach		Service dog/leashed	P	N/A
231560	12/11/2023	Public Beach		Service dog/leashed	P	N/A
231561	12/11/2023	95 St./Next To Parking Lot		Campaign signs placed in hedges (public property)	P	Signs removed
231562	12/11/2023	600 88 St	Kort Properties LLC	Construction fence placed on curb	R	Complaint Investigation
231563	12/11/2023	Harding Ave. between 94 & 95 Street		Event posters plastered on light poles	P	Signs removed
231564	12/12/2023	9488 Byron Ave	Ezequiel Singer & Sabrina Kantt	Unsecured construction site	P	Civil Violation Notice
231565	12/12/2023	9418 Collins Ave	Beach House Hotel LLC	Missing letter in the word Collins on sign at entrance to hotel	P	Courtesy Notice
231566	12/12/2023	9273 Collins Ave	Manatee Condo Assn.	Damaged columns in parking lot	R	Courtesy Notice
231567	12/12/2023	9415 Harding Ave	Harbour Grill	Failure to maintain grease trap interceptor	R	Civil Violation Notice
231568	12/12/2023	95 St./Collins Ave.		Campaign sign placed on ROW	P	Signs removed
231569	12/13/2023	424 90 St	Miguel Zamek Le et all	Overgrown	P	Courtesy Notice
231570	12/13/2023	95 St./Harding Ave. Parking Lot For USPS		Campaign sign on public property	R	Signs removed
231571	12/13/2023	425 88 St	Gladys Diaz	Overgrown	P	Courtesy Notice



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231572	12/13/2023	8959 Abbott Ave	William Eric Joseph; Gillian Siegal	Overflowing construction dumpster/No address number	P	Courtesy Notice
231573	12/13/2023	8842 Dickens Ave	Daniel Barouk & Liba Levin	Unsecured construction site/No address number visible from the street	P	Courtesy Notice
231574	12/13/2023	301 92 St	Karl Gruen Mariya Gruen	Cement wall on front porch requires pressure cleaning/repainting	P	Courtesy Notice
231575	12/13/2023	95 St./Collins Ave. Parking Lot North		Campaign sign on public property	P	Signs removed
231576	12/13/2023	95 St./Alleyway Behind Chai Grille		Campaign sign on public property	P	Signs removed
231577	12/13/2023	9300 Collins Ave	9300 Collins Owner LLC	Wind screen and fence in disrepair	P	Courtesy Notice
231578	12/14/2023	900 89 St	Andrew E Feldman & W Lisa B	Unsecured construction gate and wind screen in disrepair	P	Courtesy Notice
231579	12/14/2023	501 95 St	Yaakov Pollak Miriam Pollak	Construction gate wide open and wind screens in disrepair	P	Courtesy Notice
231580	12/14/2023	250 95 Street	Florida Postal Holdings	Flag in disrepair	R	Courtesy Notice
231581	12/14/2023	8835 Emerson Ave	8835 Emerson Surfside LLC	Gate and wind screens in disrepair	R	Courtesy Notice
231582	12/15/2023	9480 Harding Ave	Harding Properties LLC	Derelict vehicle - motorcycle in alley	P	Courtesy Notice
231583	12/15/2023	8835 Froude Ave	KSA 8835 LLC	Windscreens are in disrepair	P	Courtesy Notice
231584	12/16/2023	Loose Dog Running Through Neighborhood		Loose dog running through neighborhood	PD Dispatch	Complaint Investigation
231585	12/16/2023	8819 Garland Ave	Phillip Hazard & Ana Ma. De Los Reyes	Broken gate	P	Courtesy Notice
231586	12/16/2023	9540 Bay Dr	Waterview Holding LLC	Construction gate left open	P	Courtesy Notice



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Spotlight on P&R: Winter Wonderland

