



Town of Surfside
Office of the Town Manager
Weekly Overview

January 22, 2024



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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

- Present code cases to the Special Magistrate
- Prepare and mail Final Orders
- Refer to the attached report

Finance Department

- Annual Comprehensive Financial Report Audit FY 2023 ongoing
- Annual Employee Pension Audit FY 2023 ongoing
- GASB 75 Post-Retirement Benefit actuarial audit FY 2023 ongoing
- CITT Quarterly Filing
- CITT 5 Year Plan Compliance Reporting Filing
- W-2/1099's Annual Preparation
- IRS Payroll 941 Quarterly Filing
- IRS Payroll 945 Annual Filing
- Social Security Annual Filing
- FEMA/CTS ongoing filing and reporting

Human Resources Department

- Scheduled interviews for Deputy Clerk position; prepared interview questions
- Review and updated a couple of job descriptions
- Conducting background for: Certified Police Officer (2 candidates) and Recreation Leader I cont.
- Supervision in Government training preparation/coordination cont.



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- Accepting resumes for: Capital Improvement Projects Director, Communications Operator, Certified Police Officer, Deputy Clerk, Custodian and Recreation Leader (PT)

Parks and Recreation Department

- After Care – Monday – Friday, 1:50 a.m. – 6:00 p.m.
- Spring Session Registration opens – Monday – 9:00 a.m.
- Parks and Recreation Committee meeting – Monday – 5:30 p.m.

Planning Department

- Review of 303 Surfside Blvd. and 8851 Harding Avenue permitting plans
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants and coordinating with Code Compliance

Police Department

- The monthly Coffee with the Cops is January 25, 2024 at 10:00 a.m. at Starbucks
- The Surfside Farmers Market is January 28, 2024 at the 96th Street Beach Entrance and the Hard Pack from 9:30 a.m. to 3:30 p.m. The Police Department will assist with traffic control during set up and breakdown, security during the event, and ensuring pedestrian safety from 7:00 a.m. to 5:00 p.m.

Public Works Department

- Water & Sewer continued with the cellular meter installations
- Public Works completed conduit installation for 96th Street Park power
- Sewer and Water responded to sewer back up over the weekend

Tourism & Communications Department

- Tourism and Communications created collateral for the Mayor's Emergency Webinar on January 22



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- Tourism and Communications researched vendors to acquire new Turtlewalk sculptures that could potentially be presented as gifts
- Tourism and Communications supported the Ruth K. Broad donation visit
- Tourism and Communications hosted the first Third Thursdays event of 2024 - Classic Rock

Building Department

- The property encompassing the entire south end of the 8800 block of Collins Avenue has been sold and the proposed development formerly known as Surf Row Residences has been cancelled. The Building Official and Town Planner are working with the new property owners and their developer to guide them on the project to achieve preliminary compliance with the Town's Land Development Code, the 2023 Florida Building Code and FEMA/NFIP rules and regulations.
- The Building Department and Planning Department are cross training our Customer Service Representative to guide customers and applicants on permits that primarily involve Planning. Additionally, this new alliance is developing a Landscaping Permit for use with and to ensure future new development's compliance with our Town Landscape Code.



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Code Compliance Weekly Report January 15 to January 21, 2024

Case #	Case Date	Property Address	Property Owner	Nature of Complaint	Proactive VS Reactive	Notification Type
240076	1/17/2024		Corner Of 95 St And Collins Ave	Company sign removed	P	Not Applicable
240068	1/17/2024	Maximo V Wullich	Adjacent Vacant Land To 9324 Abbott Ave	Overgrown grass/weeds	P	Courtesy Notice
240069	1/17/2024	Jordan & Michelle Wachtel	9524 Carlyle Ave	Water and dirt being pumped into storm drains	PW Dept	Civil Violation Ticket
240070	1/17/2024	Liberty Pools LLC	9524 Carlyle Ave	Water and dirt being pumped into storm drains	PW Dept	Civil Violation Ticket
240071	1/17/2024	Kosh Restaurant	9477 Harding Ave	Furniture stored on public property	P	Courtesy Notice
240072	1/18/2024	Brian S Campbell Trsbrian S Campbell 2021 Irrevocable Tr	8850 Garland Ave	Overgrown grass on south side of house	R	Courtesy Notice
240073	1/18/2024	Michael C Sabin &W Charlotta	8830 Garland Ave	Fallen palm fronds, dead leaves, fallen coconuts	P	Courtesy Notice
240074	1/18/2024	Eduardo Blanco Rebecca Blanco	9195 Collins Ave 601	Short-Term Rental w/o Registration	P	Courtesy Notice
240075	1/18/2024	Gerard Chenevert &W Nurys	9372 Abbott Ave	2 jet skis in front yard	P	Courtesy Notice
240077	1/18/2024		Beach	Dog on beach	P	Verbal Warning
240078	1/18/2024	Mirage Condo Association	8925 Collins Avenue	Loud garage fan	R	Complaint Investigation
240079	1/19/2024	Jasmin 94 LC	9453 Harding Ave	Bollard post in disrepair	P	Courtesy Notice
240080	1/19/2024	Julian Johnston	Vacant Lot East Of 700 88 St.	Unsecured Construction Site	P	Civil Violation Notice
240081	1/19/2024	The Grove Market	9467 Harding Ave	Overflowing dumpsters , Cardboard boxes are not being broken down before disposal	R	Civil Violation Notice
240091	1/19/2024	Tzfasman Jewelers	9425 Harding Ave	"A" Frame sign on sidewalk	P	Verbal Warning
240082	1/20/2024	The Grove Market	9467 Harding Ave	Take-out containers, pallets, and bread trays stored in alley.	R	Civil Violation Notice
240083	1/20/2024	Donald J. Kahn Le Rem David Joseph Kahn	9538 Harding Ave	Non-approved window screening and paint on area above windows.	P	Courtesy Notice
240084	1/20/2024	Karo Five LLC	9448 Abbott Ave	Truck pouring concrete on a Saturday	P	Courtesy Notice
240085	1/20/2024	Jonathan Greenblatt Sarit Itenberg	9332 Carlyle Ave	Landscaping work on weekend	P	Verbal Warning
240086	1/20/2024	Rita Regev	9364 Harding Ave.	Construction work on Saturday	P	Courtesy Notice
240087	1/21/2024	Champlain Towers North Condo	8877 Collins Ave	Construction work on Fed Holiday	P	Civil Violation Notice
240088	1/21/2024		Public Beach	Dog on the beach/leashed	P	Verbal Warning
240089	1/21/2024	Vivi Tahasiut Beton LLC	9148 Dickens Ave.	Overgrown grass/weeds	P	Courtesy Notice
240090	1/21/2024	KOO LULU	9559 Harding Ave.	Temporary banner	P	Courtesy Notice



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Spotlight on PW: New inventory: skid-steer loader





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Spotlight on PW: Public Works completed conduit installation for 96th Street Park power





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Spotlight on P&R: Senior Field Trip





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Spotlight on Communications Department: Third Thursday Block Party

