



Town of Surfside
Office of the Town Manager
Weekly Overview

February 5, 2024



Town of Surfside

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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

- Send letters to multifamily buildings re: annual inspections
- 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 5 Year Plan Compliance Reporting Filing
- IRS Payroll 941 Quarterly Filing
- IRS Payroll 945 Annual Filing
- Social Security Annual Filing
- Annual Federal UEID/Cage Code renewal
- FEMA/CTS ongoing filing and reporting

Human Resources Department

- The Town of Surfside is hosting *Supervision in Government* training for Town staff and other neighboring municipalities' staff
- Risk management related requests/follow-up
- Review/update job descriptions (ongoing)
- Accepting resumes for: Accountant (PT), Capital Improvement Projects Director, Communications Operator, Certified Police Officer, Deputy Clerk, Custodian and Recreation Leader (PT).



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Parks and Recreation Department

- After Care – Monday – Friday, 1:50 a.m. – 6:00 p.m.
- Spring Session – first day of Non-Res registration – Monday – 9am
- Sweetheart Dance – Friday – 7pm – 9pm

Planning Department

- Drafting and review of Design Guidelines and Downtown Walkability
- Continued Zoning training with Lauren Felder from Building Department
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants and coordinating with Code Compliance

Police Department

- The Police Department will host a community blood drive on February 7, 2024 from 10:00 a.m. – 5:00 p.m. in the Town Hall municipal parking lot.
- Police Department personnel will attend a mandatory meeting held by the Miami-Dade County Office of Emergency Management on February 8, 2024 at 2:00 p.m. at the Miami-Dade EOC. The purpose of this meeting is to discuss the development of family assistance centers.
- The Surfside Farmers Market is every Sunday 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

- PW crew assessed and cleaned the damage after yesterday's brief storm
- Coordinated 96th Street Park sidewalk extension project
- Utilities leveled the hard-pack and walking paths
- Water & Sewer conducted utility locates for the week



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Tourism & Communications Department

- Tourism and Communications worked the first *Surfstreet Saturdays* event of the series on February 3
- Tourism and Communications sent a post storm alert on Sunday, February 4
- Tourism and Communications is working on an FDOT video for the Town Manager and visual assets for a 92nd Street mini park

Building Department

- Town staff has made significant backend configuration changes to the Energov CSS online building and permitting system with guidance from our Energov consultant.



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Code Compliance Weekly Report January 29 to February 4, 2024

Case #	Case Date	Property Address	Property Owner	Nature of Complaint	Proactive VS Reactive	Notification Type
240138	1/29/2024	9491 Harding Ave.	Say 770 LLC	Alleyway Litter, Boxes Not Broken Down, Garbage Bags Left Outside Of Bin, Litter Surrounding Trash Bin	P	Courtesy Notice
240139	1/29/2024	9471 Harding Ave.	Grove Kosher Market	Styrofoam Containers	P	Courtesy Notice
240140	1/29/2024	9471 Harding Ave.	JGrove Kosher Market	Litter, Boxes Not Broken Down, Overflowing Dumpsters	R	Civil Violation Ticket
240141	1/29/2024	9559 Harding Ave.	Koo Lulu	Temporary Window Signs	P	Courtesy Notice
240142	1/29/2024	9165 Abbott Ave	My 3 Kids LLC	Temporary Signs On Row	R	Courtesy Notice
240143	1/29/2024	9248 Emerson Ave	9248 Emerson Surfside LLC	Litter	P	Courtesy Notice
240144	1/30/2024	9449 Collins Ave	Beach House Hotel LLC	Litter And Overflowing Trash Containers	R	Courtesy Notice
240145	1/30/2024	8809 Harding Ave.	8800 Collins Owner LLC	Fence Is Missing A Panel On Harding Ave.	P	Courtesy Notice
240146	1/30/2024	500 93 St.	Roei R Gigi Sharon Gigi	Sprinklers Spraying On To Row	R	Verbal Warning
240147	1/30/2024	919 92 St.	Alexander Kamyshnikov & Irina Gorbunova	New Hedges Planted On Right Of Way	PW	Courtesy Notice
240148	1/30/2024	601 94 St.	Joseph & Sarah Rosanel	Work w/o Permit RE: Installation Of New A/C Units	Zoning Dept.	Civil Violation Notice
240149	1/30/2024	601 94 St.	Joseph & Sarah Rosanel	Work w/o Permit RE: Installation Of New Driveway	Zoning Dept.	Civil Violation Notice
240150	1/31/2024	8705 Carlyle Ave.	Michael Vinciguerra Janette Vinciguerra	Commercial Truck Idling Prior To 8 Am And Operation Of Construction Machinery Prior To 8 Am	P	Courtesy Notice
240151	1/31/2024	Public Beach		Dog On The Beach/Leashed	P	Verbal Warning
240152	1/31/2024	9001 Collins Ave.	Sc Hotel Property LLC	Landscapers Operating Loud Tools Prior To 8 Am	P	Courtesy Notice
240153	1/31/2024	9324 Abbott Ave	Piedad Uejbe	Overgrown Lawn	P	Courtesy Notice
240154	1/31/2024	701 92 St.	Bh Star 2 LLC	Overgrown Hedges, Obstructing Right Of Way	P	Courtesy Notice
240155	2/1/2024	9011 Collins Ave	Sc Hotel Property LLC	Noise	PD report	Courtesy Notice
240156	2/1/2024	9461 Harding Ave	Rita's Ice & Custard	Sign On Table	P	Verbal Warning
240157	2/1/2024	Vicinity of 9458 Harding		Signed Removed From Street Post	P	Not Applicable
240158	2/1/2024	9248 Abbott Ave	Alfredo Cadena		P	Courtesy Notice
240159	2/1/2024	600 88 St	Kort Properties LLC	Overgrown Grass On Outside Of Fence	P	Courtesy Notice
240160	2/3/2024	301 88 St	Puente Ag Investments Five LLC	Overgrown Lawn	P	Courtesy Notice
240161	2/3/2024	501 88 St	German Previsdomini &W Karina Tenenbaum	Crane Truck Making Noise On Saturday	P	Verbal Warning
240162	2/3/2024	Corner Of 89 St And Emerson		Removed sign from Pole	P	Not Applicable
240163	2/3/2024	9333 Carlyle Ave	Cynthia Grisell Borkoski	Dump Truck Making Noise On Saturday	P	Courtesy Notice
240164	2/3/2024	9233 Emerson Ave	Jeffrey Zaitz Heather Zaitz	Saw Being Used On Saturday By Hired Contractor	P	Courtesy Notice
240165	2/3/2024	9465 Bay Dr	Stephen Sugar &W Monica	Power Tools Used By Commercial Contractor On A Saturday	P	Courtesy Notice
240166	2/3/2024	Public Beach		Dog On The Beach	R	Verbal Warning
240167	2/3/2024	Public Beach		Dog On The Beach	P	Verbal Warning
240168	2/3/2024	Public Beach		Dog On The Beach	P	Verbal Warning
240169	2/3/2024	9033 Emerson Ave	Camilo Menasche Maria Alejandra Silva	Unsecured Construction Site	P	Courtesy Notice
240170	2/4/2024	9511 Collins Ave.	9500 Ocean Condominium Inc.	Possible Short Term Rental w/o Registration	R	Complaint Investigation
240171	2/4/2024	9540 Collins Ave.	The Shul Of Bal Harbour Inc.	Commercial Truck Blocking Lane To Unload Supplies For An Event/No Pw Permit Or Off Duty Officer	P	Verbal Warning
240172	2/4/2024	9577 Harding Ave.	Stowe Plaza LLC	Overflowing Dumpster	P	Courtesy Notice



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Spotlight on Communications: Surfstreet Saturdays





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Spotlight on P&R: Senior programming

