



**Town of Surfside**  
Office of the Town Manager  
Weekly Overview

March 25, 2024



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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

- Code Compliance will be presenting 13 cases before the Special Magistrate at the March 27, 2024 Special Master Hearing
- Refer to the attached report

## Finance Department

- Annual Comprehensive Financial Report Audit FY 2023 ongoing
- Annual Employee Pension Audit FY 2023 ongoing
- CITT 5 Year Plan Compliance Reporting Filing
- Florida PA CTS ongoing review
- ACA Compliance Tax Reporting

## Human Resources Department

- Fiscal Year 2025 HR budget description, goals, and objectives etc.
- EEOC complaint re: age, national origin, and retaliation (former P&R employee) – cont.
- Insurance Broker Services RFP – reviewing draft RFP.
- AFCSME – re-elections on April 11, 2024
- Accepting resumes for: Assistant Chief of Police, Communications Operator, Certified Police Officer, and Recreation Leader (PT).



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## Parks and Recreation Department

- Spring Camp - Daily 8 am - 6 pm
- Spring Mini Session Registration for Residents starts Monday at 9:00 a.m.
- Senior Trip (*The Lehman Trilogy*) – Wednesday, 3/27
- Set up an agreement with Miami Shores to allow Town Residents to use their pool while our heater is down

## Planning Department

- FY 25 Budget review and meeting for Planning Department
- Collaboration on Design Guidelines draft with Marlin Engineering
- 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 March 28, 2024, at 10:00 a.m. at Starbucks
- The North Miami Police Department will host a Multi-Agency Traffic DUI Checkpoint and Saturation Detail on March 29, 2024, from 6:30 p.m. to 1:00 a.m. Officer Bobby Gabriel will participate in this event.

## Public Works Department

- Utilities continued installation of cellular meters
- Utilities responded to a sewer back up at 9064 Collins Avenue

## Tourism & Communications Department

- Tourism and Communications sent out Election Day results and updated the website and social media channels
- Tourism and Communications worked the Reception and Swearing In Ceremony
- Tourism and Communications worked the Third Thursdays Latin event on March 21
- Tourism and Communications finalized the April 2024 Gazette



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## Building Department

- Permits issued: 37
- Inspections performed: 71
- Valuation of Permits issued: \$1,298,817.28.
- Total Plan Reviews Performed: 66



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## Code Compliance Weekly Report March 18 to March 24, 2024

Case #	Case Date	Property Address	Property Owner	Nature of Complaint	Proactive VS Reactive	Type of Notification
240362	3/18/2024	9234 Bay Dr	9234 Bay LLC	Deliveries And Construction Noise On Saturday (Recurring Issue)	PD report	Civil Violation Notice
240363	3/18/2024	9425 Byron Ave	Alfonso Arambula Michele Ann Arambula	Overgrown Palm Fronds Ecroching On Row	P	Courtesy Notice
240364	3/18/2024	325 Surfside Blvd	Alexia Bredous (Dog Owner)	Loose Dog	R	Courtesy Notice
240365	3/19/2024	9241 Emerson Ave	Ronen Michael	Ovg Lawn	P	Courtesy Notice
240366	3/18/2024	9172 Carlyle Ave	Laurie Wilkins	Gate Installed Without A Permit	P	Civil Violation Notice
240367	3/19/2024	8877 Collins Ave	Champlain Towers North Condo	Yearly Inspection	P	Courtesy Notice
240368	3/20/2024	9348 Carlyle Ave	Dinah Vogel Shneur Shapira	Roofing Work Commencing Before 8 Am	R	Complaint Investigation
240369	3/20/2024	9201 Collins Ave	The Waverly At Surfside Beach Condominium Association, Inc.	Yearly Inspection	P	Courtesy Notice
240370	3/20/2024	9172 Collins Ave	The Waverly At Surfside Beach Condominium Association, Inc.	Yearly Inspection	P	Courtesy Notice
240371	3/20/2024	228 89 St	Casa De Jesus Inc	Posts Securing Canvas Shade Installed Without A Permit	P	Civil Violation Notice
240372	3/20/2024	8950 Dickens Ave	Jacobo Kligman &W , Michelle M Pina / Granados Landscaping	Leaf Blower Educational Campaign	P	Educational Campaign
240373	3/21/2024	8728 Byron Ave	Michel Pery Sabine Pery	Palm Fronds Encroaching Onto Neighboring Property Creating A Hazard	R	Civil Violation Notice
240374	3/21/2024	800 Surfside Blvd	Karyn Begin Brooks / Valle Landscaping Corp	Leaf Blower Educational Campaign	P	Educational Campaign
240375	3/22/2024	501 95 St	Yaakov Pollak Miriam Pollak	No Active Building Permits , Needs Decorative Fence	P	Civil Violation Notice
240376	3/22/2024	9509 Byron Ave	Shmiel A Grunblatt	Loud Pool Pump	R	Complaint Investigation
240377	3/22/2024	1452 Biscaya Dr	Biscaya Drive Investment LLC	Unsecured Construction Site And No Visible Street Number	P	Courtesy Notice
240378	3/23/2024	9309 Abbott Ave	Abraham Fried Sarah Fried	Construction Noise On Saturday	PD Dispatch	Complaint Investigation
240379	3/23/2024	600 88 St	Kort Properties LLC	Unsecured Construction Site, And Litter On Outside Of Construction Fence	P	Courtesy Notice

Code staff participated in a webinar RE: Marine Turtle Lighting.



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FLORIDA

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## *Spotlight on Communications: Swearing In Ceremony*

