



Town of Surfside
Office of the Town Manager
Weekly Overview

September 16, 2024



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Below is a weekly overview of key administration activities per department for this week.

Building Department

- Permits issued: 24
- Inspections performed: 32
- Valuation of Permits issued: \$4,830,840.58
- Total Plan Reviews Performed: 71

Town Clerk's Office

- [Town calendar](#)

Code Compliance Department

- Refer to the attached report

Capital Improvement Projects

Abbott Avenue Drainage

- Ric Man contract was executed and NTP was issued for September 1st
- FDEP has awarded the Town with additional finding of \$3,000,000
- Groundbreaking was held on September 10th at 4:00 pm

Traffic Calming & Walkability

- MOU approved at the May Town Commission meeting
- The Traffic Study that was completed and sent to County for permitting – County had multiple comments to be addressed.



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96th Street Park

Construction is 95% complete with a targeted substantial completion in mid-September. Targeted substantial completion will allow for all areas on the park to be accessible except for the upper floor until the rail for the west staircase is installed. The rail will be installed in October 2024 due to long manufacture lead time. The building is 90% completed awaiting the west stair rails and final inspections. The exterior is pending basketball court painting, concrete to sidewalk, final landscaping and coquina installation. Contractor is working on pending items. Final completion to be completed by mid-October 2024.

Finance Department

- Finalized budget for FY2025 and presentation to the Town Commission
- Closed out FY2024 and researched Tyler on closing steps in system
- Reviewed Town's pension records to research various employees calculations that are pending
- Worked with Bank to update access
- Reviewed utility accounts receivables for aging and collections
- Reviewed outstanding encumbrances to see what can be closed in anticipation of FYE
- Reviewed staff workloads and processes
- Analyzed changes in Town's tax base
- Reviewed proffers/developer's agreements after receipt of payments
- Reviewed Town-wide trial balance in anticipate of closing FY24
- Reviewed issues regarding payroll coding in the Tyler system
- Reviewed Pension issues with actuary, 401 plans, town-approved documents

Human Resources Department

- Wellness Fair
- Insurance renewal – initial steps cont.
- FMIT – reporting/adjuster's questions etc.



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- Accepting resumes for: Accountant, Controller, Building Official, Lifeguard (Seasonal), Certified Police Officer, Building Permit Technician I, and Recreation Leader II

Parks and Recreation Department

- After Care Program – Monday - Friday, 1:50 pm – 6:00 pm
- Parks and Recreation Committee meeting – Monday – 5:30 pm
- 96th St Park construction meeting – Wednesday – 10:30 am at 96th St Park
- Fall I programs are underway – Daily

Planning Department

- Preparation of Planning and Zoning Board project applications
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants and coordinating with Code Compliance

Police Department

- The Police Department has been setting a presentation for commission for the suggested software and hardware upgrades for parking enforcement and parking permits
- The Command Staff has met with Coastal Chiefs in preparation for, October 7, 2024, anniversary of the attack on Israel. We have all agreed there is a need to staff up high visibility detail.
- The Police Department will be meeting with Enterprise leasing and preparing a presentation to commission for the possibility of moving fleet needs to leasing of police vehicles
- The Police Department is working with Parks and Recreation staff to prepare for Halloween 2024. The police officers will also be assisting with a Trunk or Treat event.
- The Police Command Staff will be speaking with a vendor for a steel legal Police golf cart with emergency equipment for a possible donation from a resident, after commission approval



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- The Police Department's next Coffee with a Cop will be hosted at Grand Beach Hotel, which will be hosted on, September 19, 2024, at 10 a.m.

Public Works Department

- Utilities continued installation of cellular meters
- Hardpack leveling

Tourism & Communications Department

- Tourism and Communications worked the Summer Sundays World Beats event on Sept. 8
- Tourism and Communications led the Resort Tax Board meeting held on Sept. 9
- The new monument sign approved by the Resort Tax Board and Town Commission last year has finally been installed at 88th Street and Collins Avenue
- Tourism and Communications is looking into additional holiday lighting options
- Tourism and Communications developed a form for the Town's upcoming school shuttle pilot program and is also developing related promotional content
- Tourism and Communications worked on the agreement drafts for the additional Summer Sundays events and SURF FOOD FEST



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Code Compliance Weekly Report September 9 to September 15, 2024

Case #	Case Date	Property Address	Nature of Complaint	Proactive VS Reactive	Type of Notification
241216	9/9/2024	9024 Abbott Ave.	Large banner promoting lender on site	R	Courtesy Notice
241217	9/9/2024	9264 Abbott Ave.	Sign on construction site does not meet code requirements	P	Courtesy Notice
241218	9/9/2024	Public Beach	Service dog on the beach/leashed	P	Verbal Warning
241219	9/9/2024	9449 Collins Ave.	Wood slats on beach furniture shed in disrepair	P	Courtesy Notice
241220	9/9/2024	Public Beach	Dog on the beach/leashed	P	Verbal Warning
241221	9/9/2024	8777 Collins Ave.	Pumps running after 6:00 PM	R	Courtesy Notice
241222	9/10/2024	608 88 St.	Overgrown	P	Courtesy Notice
241223	9/10/2024	524 94 St.	Overgrown	P	Courtesy Notice
241224	9/10/2024	9432 Byron Ave.	Fence installed w/o a permit	P	Civil Violation Notice
241225	9/10/2024	9117 Carlyle Ave.	Paint can discarded on ROW	P	Courtesy Notice
241226	9/10/2024	9117 Carlyle Ave.	Address numbers too small, not visible from the street	P	Courtesy Notice
241227	9/10/2024	9009 Byron Ave.	Snipe sign on construction site	P	Courtesy Notice
241228	9/10/2024	8800 Block/Collins Ave. Sidewalk	Snipe sticker placed on public property/vandalism	P	Not Applicable
241229	9/11/2024	8851 Hawthorne Ave.	Portable toilet in plain view	P	Courtesy Notice
241230	9/11/2024	Surfside Blvd/Bay Drive	Commercial vehicle idling, awaiting entrance onto Indian Creek	P	Verbal Warning
241231	9/11/2024	1385 Biscaya Dr./Vicinity Of	Fallen power line	P	Not Applicable
241232	9/11/2024	9125 Dickens Ave.	Overgrown	P	Courtesy Notice
241233	9/11/2024	9125 Dickens Ave.	Miscellaneous items stored in plain view in front yard	P	Courtesy Notice
241234	9/11/2024	Vicinity Of Harding And 95 St	Snipe sticker placed on street light post	P	Not Applicable
241235	9/11/2024	9481 Abbott Ave	Overgrown hedges	P	Courtesy Notice
241236	9/11/2024	9457 Abbott Ave	Overgrown hedges and palm fronds	P	Courtesy Notice



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Case #	Case Date	Property Address	Nature of Complaint	Proactive VS Reactive	Type of Notification
241237	9/12/2024	9248 Emerson Ave	No visible street number	P	Courtesy Notice
241238	9/12/2024	800 92 St	Use of gas leaf blower by hired landscaper	P	Civil Violation Ticket
241239	9/13/2024	8851 Hawthorne Ave.	mud residue in storm drain	P	Civil Violation Ticket
241240	9/13/2024	Surfside Beach	Dog on the beach	P	Not Applicable
241241	9/13/2024	1292 Biscaya Dr	Gas leaf blower warning	P	Verbal Warning
241242	9/13/2024	9480 Bay Dr	Overgrown	P	Courtesy Notice
241243	9/13/2024	324 Surfside Blvd	Grass clippings not removed, left by storm water	P	Civil Violation Notice
241244	9/14/2024	9016 Dickens Ave	Carport installed w/o a permit	P	Courtesy Notice
241245	9/14/2024	8959 Dickens Ave	Carport installed w/o a permit	P	Courtesy Notice
241246	9/14/2024	9417 Bay Dr	Car parked on grass	P	Verbal Warning
241247	9/14/2024	9417 Bay Dr	Window install on Saturday	P	Verbal Warning
241248	9/14/2024	9417 Bay Dr	Window install without a permit	P	Verbal Warning (awaiting conf. on permit)
241249	9/14/2024	1277 Biscaya Dr	Use of mini excavator on weekend	P	Verbal Warning
241250	9/14/2024	8900 Harding Ave.	Overgrown hedges	P	Civil Violation Notice
241251	9/15/2024	500 94 St.	Trash bags left on row/not placed in receptacles	P	Courtesy Notice
241252	9/15/2024	809 Surfside Blvd.	Overgrown	P	Courtesy Notice
241253	9/15/2024	Public Beach	Dog on the beach/leashed	P	Verbal Warning
241254	9/15/2024	Public Beach	Abandoned beach furniture	P	Not Applicable
241255	9/15/2024	9441 Harding Ave./Vicinity Of	Snipe sign on tree	P	Not Applicable
241256	9/15/2024	Public Beach	Misc items hung on ropes near dunes on beach path	P	Verbal Warning