



Town of Surfside
Office of the Town Manager
Weekly Overview

September 23, 2024



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

Building Department

- Permits issued: 16
- Inspections performed: 48
- Valuation of Permits issued: \$70,295.00
- Total Plan Reviews Performed: 42

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

Coquina is 97% completed. Basketball striping was done but layout is incorrect and will have to be re-done, the design consultant submitted the wrong layout. Contractor landscape sub to complete and correct landscape issues is still outstanding. Contractor proposing installing an alternate stair rail until correct stair rail is obtained.

Finance Department

- Solid Waste Assessments and roll certified to the Property Appraiser's office
- Business Tax Receipts for FY2025 are being received and processed
- Contractually required EOY leave time payouts processed
- Staffing workloads discussed and issues identified
- Information return penalties identified and evaluated. Refunds contemplated
- Budget modifications worked on after 1st budget hearing
- Credit Card authorization changes processed with vendor
- Pension issues worked on
- Payroll outsourcing evaluation with Police and UKG
- Closing issues worked on with software vendor
- Delinquent resort taxes reported to Code Enforcement for further action

Human Resources Department

- Wellness Fair
- Insurance renewal – initial steps cont.
- FMIT – reporting/adjuster's questions etc.
- Accepting resumes for: Accountant, Controller, Building Official, Lifeguard (Seasonal), Certified Police Officer, Building Permit Technician I, and Recreation Leader II



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Parks and Recreation Department

- Aftercare program daily – 1:50 pm – 6 pm
- Fall I programs are underway – Daily
- Registration for fall II programs for residents – Monday 9 am

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 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 street legal Police golf cart with emergency equipment for a possible donation from a resident, after commission approval

Public Works Department

- Utilities continued installation of cellular meters
- Hardpack leveling



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Tourism & Communications Department

- Tourism and Communications is finalizing the October Gazette
- Tourism and Communications worked on multiple videos with the Police Department including pet safety, the school bus Pilot Program, and the 95th Street Gate Arm Pilot Program
- Tourism and Communications Director worked the Community Relations Board Meeting
- Tourism and Communications worked on additional proposals for Christmas decorations



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Code Compliance Weekly Report September 16 to September 22, 2024

Case #	Case Date	Property Address	Nature of Complaint	Proactive VS Reactive	Type of Notification
241257	9/16/2024	9132 Dickens Ave.	Dumpster left in the middle of street while exchange, obstructing street	P	Civil Violation Notice
241258	9/16/2024	9488 Byron Ave.	Address number not visible from the street	P	Courtesy Notice
241259	9/16/2024	9132 Dickens Ave.	No wash rock station	P	Courtesy Notice
241260	9/16/2024	500 93 St.	Shed in side yard	P	Courtesy Notice
241261	9/16/2024	8827 Hawthorne Ave.	Shed in side yard	P	Courtesy Notice
241262	9/16/2024	8851 Hawthorne Ave.	Driveway installation w/o a permit	P	Civil Violation Notice
241263	9/16/2024	Public Beach	Dogs on the beach/leashed	P	Verbal Warning
241264	9/16/2024	94 St./Harding Ave.	Snipe sign	P	Not Applicable
241265	9/17/2024	8816 Collins Ave.	Roof leaks	R	Civil Violation Notice
241266	9/17/2024	9453 Harding Ave.	Dirty facade/area where wall sign was mounted requires patchwork and repainting	P	Courtesy Notice
241267	9/17/2024	9457 Harding Ave	Dirty facade where previous wall sign was mounted and dirty trim/requires pressure cleaning	P	Courtesy Notice
241268	9/17/2024	9553 Harding Ave.	Stone balcony above Lucky Cigar is molded/discolored	P	Courtesy Notice
241269	9/17/2024	301 88 St.	Overgrown, dead palm fronds, litter, hedges encroaching on sidewalk, gutter buddy laying in driveway	P	Courtesy Notice
241270	9/17/2024	9332 Bay Dr.	No wash rock station	P	Courtesy Notice
241271	9/17/2024	9224 Bay Dr.	No wash rock station, dirt being tracked onto street	P	Courtesy Notice
241272	9/18/2024	9341 Carlyle Ave.	Tile replacement on front porch	P	Civil Violation Notice
241273	9/18/2024	96 St./Harding Ave.	Snipe sign belonging to ATT on sidewalk	P	Not Applicable
241274	9/18/2024	9569 Harding Ave.	Promotional sign belonging to ATT placed on tree in front of business	P	Courtesy Notice
241275	9/18/2024	Public Beach	Dog on the beach	P	Verbal Warning
241276	9/18/2024	Public Beach	Dog on the beach	P	Verbal Warning
241277	9/18/2024	Public Beach	Dog on the beach	P	Verbal Warning
241278	9/18/2024	Public Beach	Dog on the beach	P	Verbal Warning
241279	9/18/2024	9540 Collins Ave.	Signs placed on sidewalk	P	Courtesy Notice
241280	9/18/2024	9556 Abbott Ave.	Portable toilet in plain view	P	Courtesy Notice



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241281	9/18/2024	524 94 St.	No emergency contact sign	P	Courtesy Notice
241282	9/18/2024	9156 Bay Dr.	Unsecured lot	P	Courtesy Notice
241283	9/18/2024	9156 Harding Ave.	Complaint of construction debris falling from scaffolding at 9156 Harding Ave.	PD dispatch	Complaint Investigation
241284	9/18/2024	9033 Harding Ave.	Overgrown	P	Courtesy Notice
241285	9/18/2024	524 94 St.	Unsecured construction site	P	Courtesy Notice
241286	9/18/2024	Vicinity of Emerson Between 93St & 92St	Campaign circular distribution	P	Verbal Warning
241287	9/19/2024	8874 Abbott Ave.	New hedges installed in ROW	P	Civil Violation Notice
241288	9/19/2024	8935 Froude Ave.	No emergency contact info on fence	P	Courtesy Notice
241289	9/19/2024	9017 Harding Ave.	Non-registered Comm Vehicle	R	Courtesy Notice
241290	9/19/2024	9301 Byron Ave.	Overgrown hedges blocking portion of stop sign	P	Courtesy Notice
241291	9/20/2024	Vicinity of 93St & Harding Ave.	Snipe sign	P	Not Applicable
241292	9/20/2024	9165 Harding Ave.	Dog barking incessantly	R	Courtesy Notice
241293	9/20/2024	9324 Byron Ave.	Overgrown	P	Courtesy Notice
241294	9/20/2024	Vicinity Of 94 St And Collins Ave.	Snipe sign	P	Not Applicable
241295	9/21/2024	9133 Harding Ave.	Overgrown	P	Courtesy Notice
241296	9/21/2024	500 94 St.	Use of jackhammer	PD	Complaint Investigation
241297	9/21/2024	9445 Harding Ave.	Uneven paint in facade	P	Courtesy Notice
241298	9/21/2024	424 89 St.	Trash cans out on Saturday	R	Courtesy Notice
241299	9/21/2024	Surfside Beach	Dog on the beach	P	Verbal Warning
241300	9/21/2024	524 94 St.	Landscapers on Saturday	P	Courtesy Notice
241301	9/21/2024	Surfside Beach	Dog on the beach	P	Verbal Warning
241302	9/21/2024	Surfside Beach	Dog on the beach	PD dispatch	Verbal Warning
241303	9/21/2024	9381 Carlyle Ave.	Landscapers on Saturday	P	Courtesy Notice