



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

September 30, 2024



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

## **Building Department**

- Permits issued: 20
- Inspections performed: 67
- Valuation of Permits issued: \$7,963,442.00
- Total Plan Reviews Performed: 35

## **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 1<sup>st</sup>
- FDEP has awarded the Town with additional finding of \$3,000,000
- Groundbreaking was held on September 10<sup>th</sup> at 4:00 pm.
- Estimated completion is October 2025. Lead time for HDPE is 120 days. Based on the schedule, it will not cause any delays.

### ***Traffic Calming & Walkability***

- MOU approved at the May Town Commission meeting



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- The Traffic Study that was completed and sent to County for permitting – County had multiple comments to be addressed.

## **96th Street Park**

Substantial completion scheduled for 10/01/2024. Contractor was provided a list of items from consultants as preliminary punch list. Contractor had sub-contractor for the multipurpose field working on the getting to the standard expected from the town. Lead time for the west stair rail remain end of October.

## **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.



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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**

- Aftercare program daily – 1:50 pm – 6 pm
- Fall I programs are underway – Daily
- 96<sup>th</sup> St Park Construction weekly progress meeting & substantial completion meeting – Tuesday, 10 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 is moving forward with the Civic Smart Parking upgrades for the Town Parking Lots and street parking on Collins and Harding avenues
- The Police Department is moving forward with the UKG payroll/HR software upgrades for the Town
- The Police Department's Community Enhancement Team will be conducting Basic life Support training for all the Four Seasons Staff on, October 7, 2024
- The Police Department will be conducting Active Shooter training inside of Town Hall facilities after 530pm commencing on, October 1, October 3, October 9, and October 14, 2024. There is no conflict with any commission meetings.

## **Public Works Department**

- Utilities continued installation of cellular meters



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- Hardpack leveling

### **Tourism & Communications Department**

- Tourism and Communications is confirming registrations for the Ruth K. Broad shuttle pilot program
- Tourism and Communications finalized the October 2024 Gazette
- Tourism and Communications held a call with the Miami Jewish Film Festival to discuss a possible Surfside screening
- Tourism and Communications produced creative for the Community Relations Board's Pizza and Palm



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## Code Compliance Weekly Report September 23 to September 29, 2024

Case #	Case Date	Property Address	Nature of Complaint	Proactive VS Reactive	Type of Notification
241304	9/23/2024	9125 Dickens Ave.	Paint cans discarded on ROW	P	Courtesy Notice
241305	9/24/2024	9449 Collins Ave.	Beach Furniture Operations- litter after closing	P	Courtesy Notice
241306	9/24/2024	9156 Emerson Ave.	Litter discarded on street	P	Courtesy Notice
241307	9/24/2024	94 St./Harding Ave.	Snipe sign	P	Not Applicable
241308	9/24/2024	94 St./Harding Ave.	Snipe signs	P	Not Applicable
241309	9/24/2024	9521 Harding Ave	Counter, flooring, possibly electrical work without a permit	P	Civil Violation Notice
241310	9/24/2024	(Tenant) Bakery"	Dog on the beach	P	Verbal Warning
241311	9/24/2024	Surfside Beach	Dog on the beach	P	Verbal Warning
241312	9/25/2024	Surfside Beach	Commercial truck idling prior to 8 AM	P	Verbal Warning
241313	9/25/2024	Surfside Blvd./Byron Ave.	Construction sign not in compliance	P	Verbal Warning
241314	9/25/2024	8935 Froude Ave	Pod without a permit	P	Courtesy Notice
241315	9/26/2024	9464 Bay Dr	Unsecured lot	P	Verbal Warning
241316	9/26/2024	1452 Biscaya Dr	Overgrown grass	P	Verbal Warning
241317	9/26/2024	1452 Biscaya Dr	Windscreen in disrepair	P	Courtesy Notice
241318	9/26/2024	9156 Emerson Ave	Overgrown grass	P	Courtesy Notice
241319	9/26/2024	9156 Emerson Ave	Windscreen in disrepair	P	Verbal Warning
241320	9/26/2024	1420 Biscaya Dr	Windscreens in disrepair	P	Verbal Warning
241321	9/26/2024	8801 Emerson Ave.	Water and sediment going into storm drain	P	Complaint Investigation
241322	9/26/2024	9040 Collins Ave	Palm tree with split trunk	P	Courtesy Notice
241323	9/27/2024	9149 Garland Ave	Unattended roll-off on ROW	P	Verbal Warning
241324	9/27/2024	Vicinity Of Dickens Ave And Surfside Blvd	Construction work before 8 am	R	Complaint Investigation
241325	9/27/2024	9024 Abbott	Truck idling delivering construction materials	R	Complaint Investigation
241326	9/27/2024	9024 Abbott	Basketball hoop knocked by wind on ROW	P	Courtesy Notice



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241327	9/27/2024	8927 Harding Ave	Trailer on property without a permit	R	Civil Violation Notice
241328	9/28/2024	Surfside Beach	Dog on the beach	P	Verbal Warning
241329	9/28/2024	Surfside Beach	Dog on the beach	P	Verbal Warning
241330	9/28/2024	Surfside Beach	Dog on the beach	P	Verbal Warning
241331	9/28/2024	Surfside Beach	Dog on the beach	P	Verbal Warning
241332	9/28/2024	9425 Harding Ave.	Facade where wall sign was mounted requires patchwork, pressure cleaning	P	Courtesy Notice
241333	9/28/2024	Surfside Beach	Dog on the beach/no leash	P	Verbal Warning
241334	9/28/2024	1452 Biscaya Dr	Wood slats on fence in disrepair	P	Courtesy Notice
241335	9/28/2024	9248 Emerson Ave.	Overgrown grass	P	Courtesy Notice
241336	9/28/2024	8809 Harding Ave.	Unsecured vacant lot	P	Courtesy Notice
241337	9/28/2024	8809 Harding Ave.	Graffiti on fence (88 Street)	P	Courtesy Notice
241338	9/28/2024	9117 Froude Ave.	Overgrown grass	P	Courtesy Notice
241339	9/29/2024	9300 Collins Ave.	Unsecured vacant building/open window.	P	Courtesy Notice
241340	9/29/2024	200 96 St.	OVG/Litter	P	Courtesy Notice
241341	9/29/2024	9081 Emerson Ave	Commercial vehicle delivering dumpster on a Sunday	P	Courtesy Notice
241342	9/29/2024	800 Surfside Blvd	Driveway on Surfside Blvd. side of property requires pressure cleaning	P	Courtesy Notice
241343	9/29/2024	501 95 St	Overgrown grass	P	Courtesy Notice
241344	9/29/2024	9401 Collins Ave	Graffiti on beach furniture shed	P	Courtesy Notice
241345	9/29/2024	9300 Collins Ave.	Windscreens in disrepair	P	Courtesy Notice
241346	9/29/2024	Surfside Beach	Dog on the beach	P	Verbal Warning
241347	9/29/2024	Surfside Beach	Dog on the beach	P	Verbal Warning
241348	9/29/2024	Surfside Beach	Dog on the beach	P	Verbal Warning
241349	9/29/2024	Surfside Beach	Service dog on the beach	P	Verbal Warning