



Town of Surfside
Office of the Town Manager
Weekly Overview

October 14, 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: 18
- Valuation of Permits issued: \$587,008.00
- Total Plan Reviews Performed: 46

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.
- 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 walkthrough was conducted on 10/01/2024. Contractor was provided with punch list of items from all consultants in preparation for final completion on October 18, 2024. Contractor continues to work on the multipurpose field to get it to the standard for the town to accept as completed and safe for kids to play on. Lead time for the west stair rail remains end of October.

Finance Department

- Business Tax Receipts for FY2025 continue to be received and processed
- Information return penalties identified and evaluated. Discussions continue.
- End of Year processes began
- Credit Card authorization changes in progress/review
- Pension information provided to plan administrator
- Closing issues continue to be worked on with software vendor
- Initiating new fiscal year
- Evaluations undertaken

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
- Meeting with PADL to discuss kayak rental at park – Monday, 10:00 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 coordinating with Parks and Recreation over Halloween event staffing
- The Police Department is working with Enterprise Fleet leasing regarding police vehicle leasing
- The Police Department is 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.
- The Police Department will be hosting DHSMV FLO event for residents on October 24, 2024
- The Police Department is conducting Hi Holy days enhanced staffing during the Jewish Holidays
- The Police Department is currently recruiting Police Officers, Parking Enforcement and Administrative Aides

Public Works Department

- Utility Re-Reads



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Tourism & Communications Department

- Tourism and Communications sent out various alerts pertaining to Hurricane Milton
- Tourism and Communications released the October Resort Tax Board agenda
- Tourism and Communications Director worked the Pizza & Palm Fronds event on Oct. 13



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Code Compliance Weekly Report October 7 to October 13, 2024

Case #	Case Date	Property Address	Nature of Complaint	Proactive VS Reactive	Type of Notification
241375	10/7/2024	8909 Irving Ave	Stop sign blocked	P	Courtesy Notice
241376	10/7/2024	9064 Carlyle Ave	Trash discarded on ROW w/o being placed in bins/boxes not flattened.	P	Courtesy Notice
241377	10/7/2024	9184 Froude Ave	Overgrown vegetation encroaching on public right of way	P	Courtesy Notice
241378	10/7/2024	8851 Harding Ave	Litter	P	Courtesy Notice
241379	10/8/2024	8925 Dickens Ave.	Work w/o Permit	R	Courtesy Notice
241380	10/8/2024	9157 Dickens Ave.	Fabric on awning and carport is torn/tattered	P	Courtesy Notice
241381	10/8/2024	9140 Collins Ave	Oven stored in parking garage	R	Courtesy Notice
241382	10/8/2024	8818 Hawthorne Ave.	POD without a permit	P	Courtesy Notice
241383	10/8/2024	400 93 St.	Commercial landscaper using a gas powered leaf blower	R	Civil Violation Ticket
241384	10/8/2024	9240 Dickens Ave.	Overgrown	P	Courtesy Notice
241385	10/11/2024	8900 Harding Ave	Short Term Rental w/o registration	PD report	Civil Violation Notice
241386	10/11/2024	500 93 St.	Temporary structure erected blocking visibility on intersection	R	Verbal Warning
241387	10/11/2024	9064 Bay Dr	Portable storage unit without permit	P	Courtesy Notice
241388	10/11/2024	524 89 St	Windscreens and Construction fence are in disrepair	P	Courtesy Notice
241389	10/11/2024	9165 Collins Ave	Construction Noise	R	Complaint Investigation
241390	10/11/2024	1452 Biscaya Dr	construction gate is in disrepair	P	Courtesy Notice
241391	10/12/2024	Vicinity Of Abbott And 9000 Block	FPL hired contractor - to cut trees in area	P	Verbal Warning
241392	10/13/2024	9117 Emerson Ave.	Overgrown	P	Courtesy Notice
241393	10/13/2024	9073 Emerson Ave	Overgrown	P	Courtesy Notice
241394	10/13/2024	9559 Harding Ave	Temporary window sign too large	P	Verbal Warning