



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

December 11, 2023



# Town of Surfside

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Weekly Overview

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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

- Present Code cases before the Special Magistrate
- Refer to the attached report

## Finance Department

- Year-end closing of FY 2023
- FEMA/CTS ongoing filing and reporting
- Federal and State Asset Forfeiture Annual Report Filing
- Workers' Comp Audit Ongoing
- FY 2023 Annual Financial Statement Audit Ongoing
- FY 2023 Annual Pension Audit Ongoing

## Human Resources Department

- Review/discussion regarding pay and classification of 10 job classifications (salary data / internal equity) with consultant
- Interviews – Capital Improvement Projects Director
- Administrative Policy – Sick Leave Conversion and Bonus Day
- New Hire orientation – Recreation Leader I
- Accepting resumes for: Capital Improvement Projects Director, Communications Operator, Certified Police Officer and Recreation Leader

## Parks and Recreation Department

- Monday 12/11 – First day of non-resident registration for winter programs



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- Thursday 12/14 – 9:00 a.m. & 3:00 p.m. – On site tour of the 96<sup>th</sup> St Park
- Friday 12/15 –Senior Brunch Bunch

### Planning Department

- Town Commission meeting with discussion on stormwater management and retaining walls
- Bluebeam Revu Training for plans review
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants and coordinating with Code Compliance

### Police Department

- Station Dog Officer Mike will be celebrating his sixth birthday on December 11, 2023 surrounding by everyone who loves him. The birthday party will be held at 2:00 p.m. in the Police Training Room and also via Zoom for residents to participate in the celebration.
- Officer Samuel Villegas will be sworn in as Surfside's newest Police Officer on December 11, 2023 at 3:00 p.m. in the Commission Chambers. We welcome Officer Villegas to our Surfside family.
- The 3<sup>rd</sup> Annual Miami Beach Senior High Wellness Day will be held on December 13, 2023 from 7:30 a.m. to 2:30 p.m. onsite at the high school. The diverse and numerous events of the day will focus on the importance of mental and physical well-being. Sergeant Diana Leon and Officer Mike will participate in the event.
- A Menorah Lighting ceremony held by the Shul of Bal Harbour will be held on December 13, 2023 from 4:30 p.m. to 7:30 p.m. in the 200 block of 93<sup>rd</sup> Street. The Police Department will assist with traffic control during set up and breakdown, security during the event, and ensuring pedestrian safety.

### Public Works Department

- Utilities responded to a sewer back up on 89th Harding Avenue
- Public Works removed parking meters as a part of the Downtown Walkability Project
- Utilities conducted re-reads for the upcoming utility billing cycle



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### **Tourism & Communications Department**

- Tourism and Communications worked on Officer Mike's 6<sup>th</sup> Birthday Celebration
- Tourism and Communications created flyers for Commissioner Meischeid's upcoming condo webinar and Third Thursdays 2024
- Tourism and Communications is working on a Gazette spread, flyer and ballot box branding for the Traffic and Walkability Survey
- Tourism and Communications prepared the new website for launch this week

### **Building Department**

- The IT & Building Department are finalizing the set-up of new iPads for Field Inspectors for entry of inspection results from the field. These results (Pass/Fail/Partial Pass etc.) will be immediately communicated to the contractor of record and also be visible on our online Customer Self Service Portal in real time. Our Field Inspectors will also have access to digital copies of the permit plans and Town emails via their new iPads. This will result in a streamlining of our inspection services to more efficiently serve our customer's needs.



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## Code Compliance Weekly Report December 4 to December 10, 2023

Case #	Case Date	Property Address	Property Owner	Nature of Complaint	Proactive VS Reactive	Notification Type
231522	12/4/2023	9264 Dickens Ave	Ez Bh Bridge Holding LLC	Multiple construction signs on construction fence	P	Courtesy Notice
231523	12/4/2023	500 93 St	9280 Byron Surfside LLC	Bulk construction materials discarded on public right of way	P	Courtesy Notice
231524	12/4/2023	9500 Carlyle Ave	Nathaniel Haeems	Hedges obstructing fire hydrant	R	Courtesy Notice
231525	12/4/2023	8777 Collins Ave	East Oceanside Development	Windscreens missing/in disrepair	P	Courtesy Notice
231526	12/4/2023	9032 Emerson Ave	Azriel Wasserman & Chana Ainsworth	Portable storage unit placed on property without a permit	P	Courtesy Notice
231527	12/4/2023	9578 Harding Ave	CVS Pharmacy	Miscellaneous items stored at rear of property in a disorganized manner	P	Courtesy Notice
231528	12/5/2023	1399 Biscaya Dr	Boris & Jeanne Rosen	A-frame "No parking" sign place on curb	P	Courtesy Notice
231529	12/5/2023	1277 Biscaya Dr	Honey Brisket LLC	Blue "real estate" sign	P	Courtesy Notice
231530	12/5/2023	9156 Collins Ave 102	Gilda Perez	Complaint of dog barking incessantly	PD	Complaint Investigation
231532	12/5/2023	9205 Byron Ave	Tiferet Avner Inc.	Overgrown	P	Courtesy Notice
231533	12/5/2023	9592 Harding Ave	Amtrust Bank	Banner affixed at rear of Amtrust bank	P	Courtesy Notice
231535	12/5/2023	500 93 St	9280 Byron Surfside LLC	Debris on road, litter on ROW	P	Courtesy Notice
231536	12/5/2023	9524 Abbott Ave	Hot BH LC	Installation of chain link gate-REPEAT VIOLATION-	P	Civil Violation Notice
231537	12/6/2023	9100 Collins Ave	SC West Condominiums LLC	Unsecured construction site/no gate on Collins Ave. side of property to enclose site.	P	Courtesy Notice
231538	12/6/2023	9472 Byron Ave	9472 Byron LLC	Blue "Real estate sign"	P	Courtesy Notice
231539	12/6/2023	9356 Byron Ave	9356 Byron LLC	Blue "Real estate sign"	P	Courtesy Notice
231540	12/6/2023	9156 Collins Ave 104	Mareni Starre	Potential work without a permit/construction noise	R	Complaint Investigation
231541	12/6/2023	9569 Harding Ave	AT&T	A-frame sign on sidewalk	P	Courtesy Notice
231542	12/4/2023	9300 Collins Ave	9300 Collins Owner LLC	Ripped fence screening	P	Verbal Warning
231543	12/8/2023	Public property	The Shul Of Bal Harbour Inc.	Signs posted on poles	P	Courtesy Notice
231544	12/8/2023	8777 Collins Ave	East Oceanside Development	Noise from pump at night	P	Verbal Warning
231545	12/8/2023	9281 Byron Ave	A Weber Family Holdings LLC	Stormwater Violation	P	Civil Violation Ticket
231546	12/8/2023	500 93 St	9280 Byron Surfside LLC	Litter, construction site maintenance	P	Civil Violation Ticket
231547	12/10/2023	625 Surfside Blvd	Cindy Fitelson & Norman A Weintraub	Campaign sign	P	Verbal Warning
231548	12/10/2023	8926 Emerson Ave	Julian Galbraith Johnston	Undetermined underground plumbing work without a permit	P	Courtesy Notice
231549	12/10/2023	8926 Emerson Ave	Julian Galbraith Johnston	Overgrown/Construction materials stored on front lawn/large ditch without safety barrier/no address number/wooden gate discarded in front of property	P	Courtesy Notice
231550	12/10/2023	600 88 St	Kort Properties LLC	Gate in disrepair	P	Courtesy Notice
231551	12/10/2023	1020 88 St	Jared & Allison Margolis	Unsecured construction site/windscreens in disrepair	P	Courtesy Notice
231552	12/10/2023	Public property	The Shul Of Bal Harbour Inc.	Posters taped to light poles	P	Signs removed by Town
231553	12/10/2023	9056 Abbott Ave	Maria I Citrano	Carport missing awning	P	Courtesy Notice
231554	12/10/2023	8811 Carlyle Ave	Katherine Pazmino & Claudio Castellon	Artificial grass w/o permit	P	Courtesy Notice



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### *Spotlight on Public Works: Sewer back up on 89th Harding Avenue*





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## *Spotlight on P&R Programming*

