



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

December 27, 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

- 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/update job descriptions regarding Parks and Rec positions
- Interviews – Communications Operator and Certified Police Officer
- Accepting resumes for: Capital Improvement Projects Director, Communications Operator, Certified Police Officer, Deputy Clerk, Custodian and Recreation Leader

## Parks and Recreation Department

- Tuesday 12/26 – First Day of Winter Camp

## Planning Department

- Prepare reports for January Planning and Zoning Board meeting



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- Review of 9300 Collins, 9133 Collins and 9341 Bay Drive applications prior to Town Commission agenda
- Zoning Reviews of Building Department Permits, zoning discussions with potential applicants and coordinating with Code Compliance

### Police Department

- The Surfside Farmers Market is December 24, 2023 at the 96<sup>th</sup> Street Beach Entrance and the Hard Pack from 9:30 a.m. to 3:30 p.m. The Police Department will assist with traffic control during set up and breakdown, security during the event, and ensuring pedestrian safety from 7:00 a.m. to 5:00 p.m.
- A Swearing In Ceremony will be held on December 28, 2023 in the Commission Chambers at 3:00 p.m. for Chief of Police Antonio Marciante
- The monthly Coffee with the Cops is December 28, 2023 at 10:00 a.m. at Starbucks

### Public Works Department

- Public Works (PW) removed several hanging wires throughout the Town
- Public Work inspected all stop signs throughout the Town and ordered the signs. As soon as the signs are received, PW will replace them.
- Public Works repaired the hardpacks and walking paths from 87<sup>th</sup> Street to 91<sup>st</sup> Street

### Tourism & Communications Department

- Tourism and Communications sent all the details required to prepare the upcoming Tourist Board contracts to the Town Attorney
- Tourism and Communications worked on the agenda items for the Jan. 8 Tourist Board meeting
- Tourism and Communications wrote articles and prepared the layout for the January Gazette which was sent to print
- Tourism and Communications prepared a flyer for the Chief of Police Swearing In Ceremony
- Tourism and Communications assisted the Town Manager and Planner with graphics for various projects



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## Code Compliance Weekly Report December 18 to December 22, 2023

Case #	Case Date	Property Address	Property Owner	Nature of Complaint	Proactive VS Reactive	Notification Type
231589	12/18/2023	9273 Carlyle Ave.	Richard I Baker & W Sara	Artificial Grass Installed Without Permit	P	Courtesy Notice
231587	12/18/2023	8925 Collins Ave 12 D	Dora Lopez	Str W/O Registration	P	Courtesy Notice
231588	12/18/2023	9225 Collins Ave 1402	Pedro G Hernandez &W Haifa C	Str W/O Registration	P	Courtesy Notice
231590	12/18/2023	8867 Emerson Ave	Conrad Ogniewicz	Work Without Permit	R	Complaint Investigation
231591	12/18/2023	1420 Biscaya Dr	Peter D Haytaian Amanda R Haytaian	Maintenance Of Site	R	Courtesy Notice
231592	12/18/2023	9281 Carlyle Ave.	Janet A Spector	Yard Sale Without Approval, Selling New Items	P	Verbal Warning
231593	12/18/2023	9425 Harding Ave.	9425-27 Harding Ave. Inc. And (Tenant) Tzfasman Jewelers	Balloon Display On Sidewalk	P	Verbal Warning
231594	12/18/2023	9308 Caryle Ave.	Aron Pinson	Construction Sign Posted On Property After Permit Has Been Closed.	P	Verbal Warning
231595	12/18/2023	Public Beach		Dog On The Beach/Leashed	P	Verbal Warning
231596	12/19/2023	90 St./Froude Ave. S.E. Corner		Snipe Sign "Pressure Cleaning"	P	N/A
231597	12/19/2023	9273 Collins Ave. Unit #511	Nohum Labokowski	Construction Noise	R	Complaint Investigation
231598	12/19/2023	8966 Collins Ave.	8966 Collins Ave Condo C/O Tiger Business Forms Inc R.A.	Concrete Reparation At Entrance Of Parking Garage To Prepare For Repainting Of Building	P	Civil Violation Notice
231599	12/19/2023	9200 Block Of Byron Ave.		Loose Dog	R	Complaint Investigation
231600	12/20/2023	8867 Hawthorne Ave.	Leslie E Schiff	Construction Activity With Noise, Cement Trucks, Prior To 8:00 Am.	P	Civil Violation Notice
231601	12/20/2023	9553 Harding Ave.	9553 Harding Investment Llc	Dirty Entranceway	P	Courtesy Notice
231602	12/21/2023	Vacant Lot East Of 700 88 St.	Julian Johnston	No Washout Station	P	Civil Violation Notice
231603	12/21/2023	8821 Froude Ave	Ksa 8821 Llc	Broken Fence, Detached Screening, Garden Debris, Construction Debris, And Litter	P	Civil Violation Notice
231604	12/21/2023	724 90 St	Francisco Mallmann Melissa Contreras Mallmann	Construction Noise On Fed Holiday	R	Courtesy Notice
231605	12/22/2023	8826 Froude Ave	Albert Eskenazi Viviana Eskenazi	Construction Debris In Plain View	R	Complaint Investigation



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## *Spotlight on PW*

### *Removing hanging wires*



### *Repair of the hardpack & walking path*





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*Spotlight on P&R: Senior Field Trip to the Frost Museum of Science*

