



Town of Surfside
Office of the Town Manager
Weekly Overview

October 7, 2024



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

Building Department

- Permits issued: 28
- Inspections performed: 50
- Valuation of Permits issued: \$2,306,822.75
- Total Plan Reviews Performed: 79

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
- Fall Session II – Non-resident registration commences

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 meeting with DANA Police Supply regarding police fleet emergency equipment management
- 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's next Coffee with a Cop will be hosted at the Marriot Residence Inn on, October 23, 2024
- 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

- Community Center vending machine area prep
- Utility Re-Reads



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Tourism & Communications Department

- Tourism and Communications made a last-minute change to the Gazette after the venue for the Spooktacular event was changed
- Tourism and Communications Director completed the registration and verification for the Shuttle Bus Pilot Program
- Tourism and Communications rescheduled the opening of the Farmers Market and Summer Sundays Fall Harvest events due to inclement weather
- Tourism and Communications met with the communications directors from Bal Harbour and Bay Harbor Islands to coordinate promotion for the upcoming Surf Bay Bal Community Night Out event
- Tourism and Communications Director and Town Manager Jankowski met with The Four Seasons Hotel at The Surf Club to discuss promotional opportunities and the 90th Town Anniversary event



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Code Compliance Weekly Report September 30 to October 6, 2024

Case #	Case Date	Property Address	Nature of Complaint	Proactive VS Reactive	Type of Notification
241350	9/30/2024	9432 Abbott Ave	Overgrown	P	Courtesy Notice
241351	9/30/2024	300 Surfside Blvd.	Hedges encroaching on sidewalk	P	Courtesy Notice
241352	9/30/2024	9057 Byron Ave	Industrial waste discarded on ROW	P	Civil Violation Notice
241353	9/30/2024	9348 Byron Ave	Boxes not broken down/left on ROW	P	Courtesy Notice
241354	9/30/2024	9040 Emerson Ave	Overgrown	P	Courtesy Notice
241355	10/1/2024	9241 Collins Ave.	Yearly exterior property maintenance inspection	P	Courtesy Notice
241356	10/1/2024	8867 Emerson Ave	Overgrown	P	Courtesy Notice
241357	10/1/2024	9225 Collins Ave.	Concrete on railings requires restoration/replacement on North side of building	P	Courtesy Notice
241358	10/1/2024	9165 Carlyle Ave.	Overgrown	P	Courtesy Notice
241359	10/1/2024	9499 Collins Ave	Failure to renew Beach Furniture Operations permit	P	Courtesy Notice
241360	10/2/2024	9309 Abbott Ave	Stucco coming over from neighbors construction	R	Verbal Warning
241361	10/2/2024	8846 Harding Ave	AC drain line cleaning	P	Not Applicable
241362	10/2/2024	8917 Froude Ave	Overgrown	P	Courtesy Notice
241363	10/2/2024	9141 Garland Ave	Portable storage unit w/o permit	P	Courtesy Notice
241364	10/4/2024	9449 Collins Ave	Storage sheds	R	Courtesy Notice
241365	10/4/2024	8801 Collins Ave	Shed storing beach furniture needs a permit	P	Courtesy Notice
241366	10/4/2024	9001-9111 Collins Ave	Sheds storing beach furniture need a permit	P	Courtesy Notice
241367	10/4/2024	9455 Collins Ave	Shed storing beach furniture needs a permit	P	Courtesy Notice
241368	10/4/2024	9499 Collins Ave	Shed storing beach furniture needs a permit	P	Courtesy Notice
241369	10/4/2024	9595 Collins Ave	Shed storing beach furniture needs a permit	P	Courtesy Notice
241370	10/6/2024	Ralph A Marquez	Overgrown	P	Courtesy Notice
241371	10/6/2024	9165 Carlyle Ave.	Front of house requires repainting where repairs were made	P	Courtesy Notice
241372	10/6/2024	9248 Carlyle Ave.	Overgrown	P	Courtesy Notice
241373	10/6/2024	Ralph A Marquez	Temporary fence has been disassembled and stored in plain view in front yard	P	Courtesy Notice
241374	10/6/2024	8927 Harding Ave	Generator running on trailer on a Sunday	P	Not Applicable