

# MIAMI BEACH

## COMMITTEE MEMORANDUM

TO: Public Safety and Neighborhood Quality of Life Committee Members

FROM: Eric Carpenter, City Manager

DATE: December 2, 2024

TITLE: DISCUSS THE CREATION OF CODE COMPLIANCE AREA CAPTAIN POSITIONS FOR SOUTH BEACH, MID BEACH, AND NORTH BEACH

### **RECOMMENDATION**

The Administration recommends amending the current Code Compliance Administrator Job Description to include Single Point of Contact (SPOC), community engagement, and attendance at neighborhood, homeowner association, business, and community meetings.

### **BACKGROUND/HISTORY**

At the May 15, 2024 Commission Meeting at the request of Commissioner Alex Fernandez and co-sponsor Joseph Magazine, the Mayor and City Commission approved a dual referral to the Public Safety and Neighborhood Quality of Life Committee (PSNQLC) and the Finance and Economic Resiliency Committee (FERC) to discuss the creation of Code Compliance Area Captain positions for South Beach, Mid Beach, and North Beach.

On October 16, 2024, the Code Compliance Administrator job description amendments were presented to the Personnel Board. Because the Code Compliance Administrator is a classified, union position, the union requested additional time to review. The next Personnel Board hearing is scheduled for December 10, 2024.

This agenda item was deferred at the June 5, 2024 PSNQLC meeting at the request of the sponsor and discussed at the July 10, 2024 PSNQLC meeting. Two further deferrals occurred on October 23, 2024 and November 13, 2024 at PSNQLC.

### **ANALYSIS**

The Code Compliance Department currently employs Code Compliance Administrators (CCA) who are strategically assigned to zones like South Beach, Mid Beach, and North Beach, catering to the specific challenges and needs of each area. In addition to these CCAs, there are also assigned Code Compliance Officers who work within their designated zones, allowing for a more targeted approach to addressing area-specific concerns and ensuring effective enforcement of codes and regulations. This zoning system enables the Department to provide focused attention and resources to each neighborhood, enhancing the quality of service and compliance efforts in the community.

The Code Compliance Department acknowledges there is an opportunity to create greater awareness of district specific supervisors, aligning their role more closely with the concept of a SPOC for neighborhoods and attendance at community meetings.

## **FISCAL IMPACT STATEMENT**

This initiative will be implemented with existing staff; no additional fiscal impact or the need to add Full-Time Equivalents (FTEs).

The CCA designation is a classified union position and impact bargaining may be required.

## **Does this Ordinance require a Business Impact Estimate?** (FOR ORDINANCES ONLY)

The Business Impact Estimate (BIE) was published on .

See BIE at: <https://www.miamibeachfl.gov/city-hall/city-clerk/meeting-notice/>

## **FINANCIAL INFORMATION**

### **CONCLUSION**

At the July 10, 2024 PSNQLC meeting, item was discussed. The current job description for CCAs does not include the concept of SPOC, community engagement, and attendance at community meetings (i.e., neighborhood, homeowner association, and business). Code Compliance and Human Resources met with the City of Miami Beach Personnel Board on October 16, 2024, to review amending the CCA job description to specifically include these additional essential duties. Personnel Board review is pending.

Staff will be present to discuss and provide updated information regarding the revision of CCA job description.

### **Applicable Area**

Citywide

### **Is this a "Residents Right to Know" item, pursuant to City Code Section 2-17?**

Yes

### **Is this item related to a G.O. Bond Project?**

No

### **Was this Agenda Item initially requested by a lobbyist which, as defined in Code Sec. 2-481, includes a principal engaged in lobbying?** No

If so, specify the name of lobbyist(s) and principal(s):

### **Department**

Code Compliance

### **Sponsor(s)**

Commissioner Alex Fernandez

### **Co-sponsor(s)**

Commissioner Joseph Magazine

**Condensed Title**

Creation of Code Compliance Area Captain Positions