



VILLAGE OF BISCAYNE PARK
Village Commission Agenda Report

#Item 15.a.8

REGULAR MEETING

TO: Honorable Mayor & Members of the
Biscayne Park Village Commission

FROM: Sharon P. Ragoonan, Village Manager

DATE: February 8, 2017

TITLE: Village Manager Report: Code Compliance Monthly Report

Recommendation

The purpose of this memorandum is to provide the Mayor and Village Commission with an update on code compliance activities in the community.

Background

The statistics for the months of January and February 2017 will be reported at the March Commission meeting as efforts for the first part of January were focused on the new employee onboarding process and training.

The new Code Compliance Officer, Elizabeth Pinero, was introduced to the elected body and community at the January 10th, 2017 Village Commission meeting, and started employment on January 17, 2017. A two-week training was provided by the interim code officer, and ended on January 28, 2017. Code Compliance Officer Pinero can be contacted by phone at (305) 899-8000, email to code@biscayneparkfl.gov, or in-person during her normal patrols through the neighborhood.

Additionally, a resolution to accept a donated vehicle from the City of Sunny Isles Beach is slated for the February 8, 2017. This vehicle will replace the non-operational car assigned to the Code Compliance Division.

Upcoming Initiatives:

- Establish code violation priorities.
- Revise the Annual Landlord Permit notification and mail to property owners for 2016 and 2017 permit years.
- Development of educational and informational tools.
- Improve the Code Compliance Statistics report.
- Update survey data for driveway issues with Ordinance 2015-04
- Complete the survey for watercrafts, recreational vehicles, and trailers stored within the village in compliance, not in compliance and with a variance approval.

Resource Impact

The interviews for the part-time Administrative Clerk position is concluded, and the anticipated start date of the employee is February 13, 2017 contingent upon completing the medical background checks. With the addition of clerical support, the Code Compliance Officer will be more visible in the field, improve personal interaction with neighbors, and increase the rate of voluntary compliance.

Attachment

N/A

Prepared by: Elizabeth Pinero, Code Compliance Officer