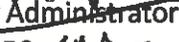




Memorandum

To: Honorable Chairman and Members of the Board of County Commissioners

Through: Robert LaSala, County Administrator 
Maureen Freaney, Assistant County Administrator  (MS)
Larry Goldman, Bureau Director, BDRS 

From:  Todd Myers, Code Enforcement Division Director

SUBJECT: Code Enforcement Presentation

Date: January 26, 2012

We are pleased to have the opportunity to present the Board of County Commissioners with an overview of the Code Enforcement Division operations.

The presentation will focus on:

- Enforcement legal requirements and due process
- Providing details of current Code Enforcement policies and programs
- Current Division challenges and recommendations

In addition to the slide presentation, some supplemental documents have been prepared that contain more detailed information for the Board's reference.

Pinellas
County



**Code Enforcement
Workshop
January 26, 2012**

Pinellas County Code Enforcement's mission is working to preserve the quality and value of public and private property and maintaining a high standard of living by eliminating conditions that threaten the health, safety, and general welfare of the public.

Our goal is to achieve compliance with various County Ordinances not simply enforcement.

- Reduce neighborhood blight
- Mitigation of unsafe properties
- Reduce clutter, junk
- Preserve property values
- Maintain a desirable place to live

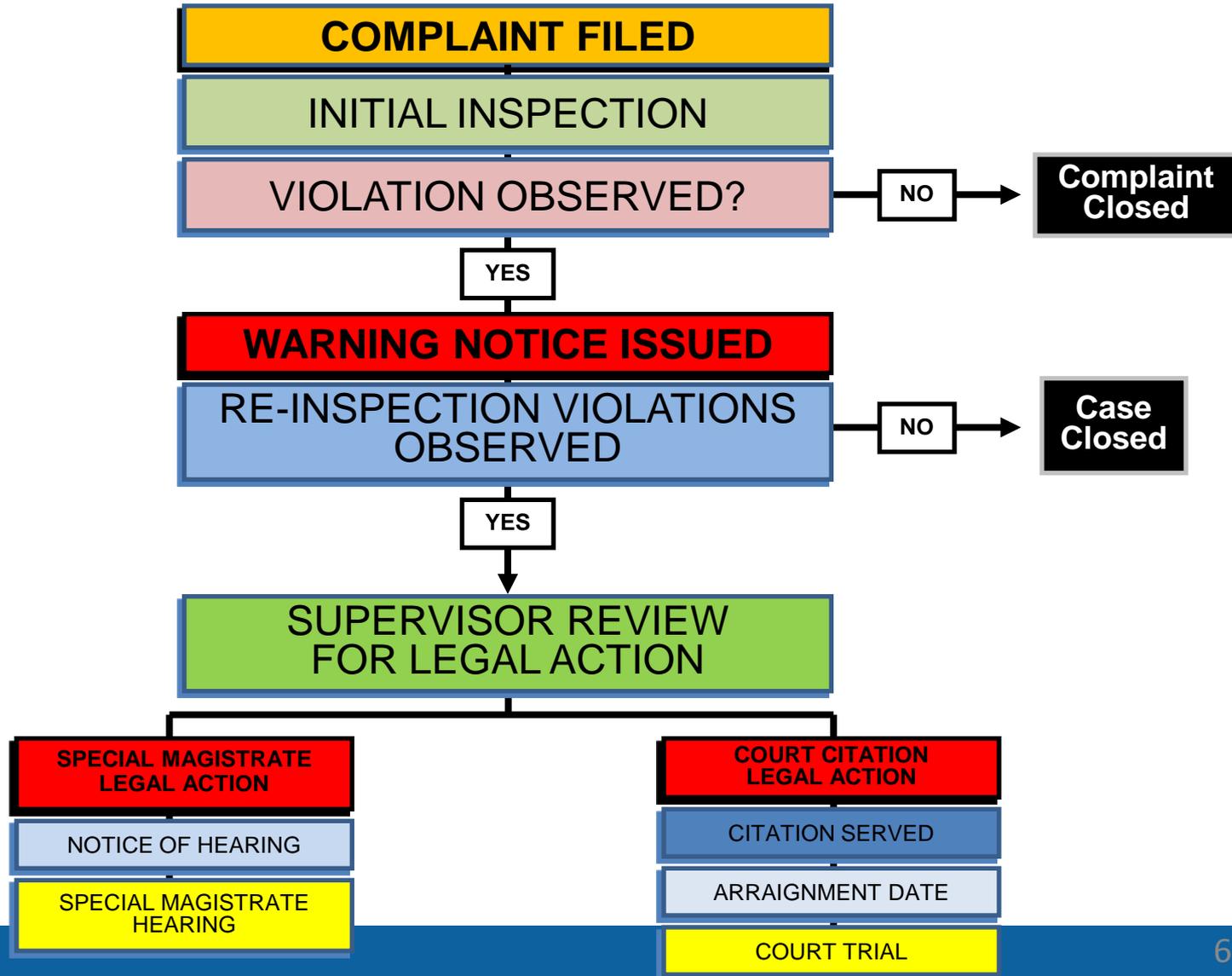
Foundation For Code Enforcement

Florida State Statutes Chapter 162

- Provides local jurisdiction with authority to establish Ordinances and Enforcement procedures.
- Provides basic Enforcement requirements
 - Issuance of warning notice
 - Reasonable time to correct

- Hearing Requirements
 - Proper notice
 - Opportunity for the Citizen to be heard
 - Provide due process
- Allows assessment of Fines and Costs after hearing
- Establishes Fine structure based upon jurisdiction population
- Copy of order placed in official records becomes lien upon any real or personal property
- Methods of Notice
- Appeal Procedure

Code Enforcement Steps

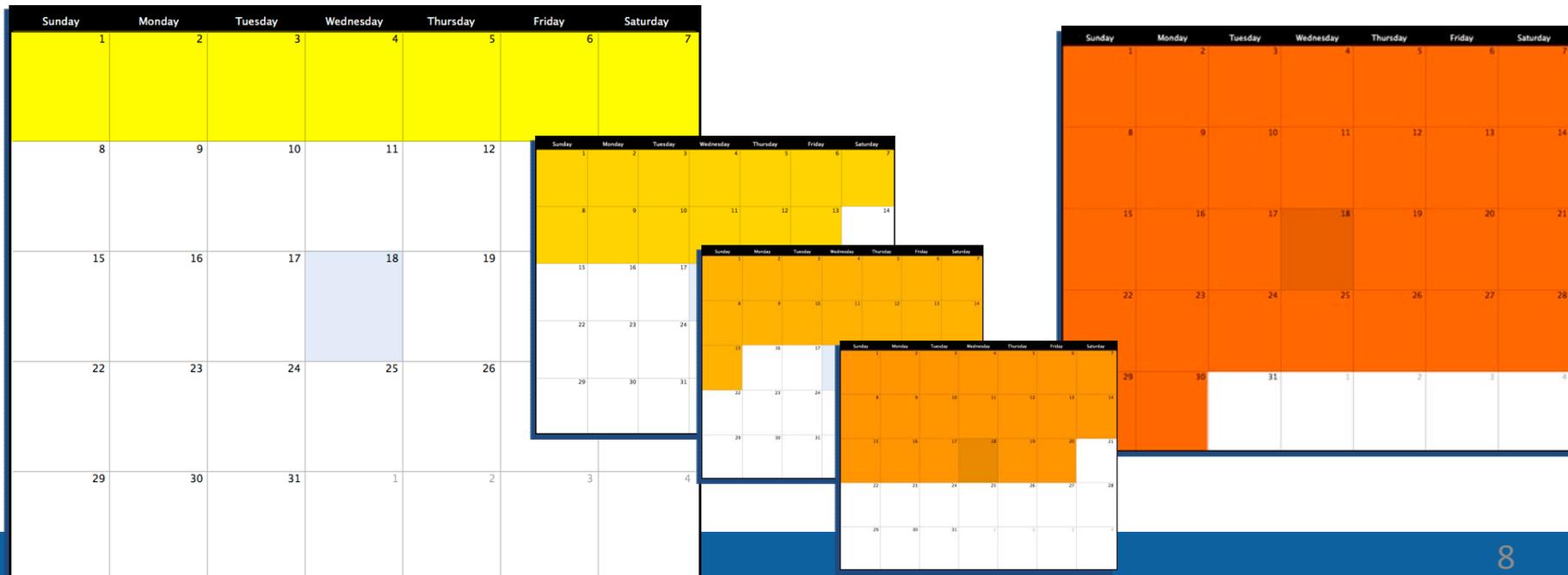


Complaints Filed

- Complaints received daily via Phone, Fax, and Email 60% of complaints are anonymous
 - Acceptance of anonymous complaints started at the direction of the BCC mid year FY 01/02
 - Prior to FY 01/02 policy change anonymous complaints were accepted on a situational basis which made up 10% of the total complaints received

Warning Notice Issued

- Standard time frames for compliance are used based upon the type of violations.
(7, 13, 15, 20 or 30 calendar days)



Court Citations

- Processing of citations, filing and collection of fines is done by the courts
- Court citations impose a fine on the individual cited.
- A typical citation takes about 60 days to make it thru the system to get a verdict

Special Magistrate

- All paperwork, filing and handling of cases is done by county staff
- Magistrate fines become a lien against any real or personal property of the parties in violation
- Once a magistrate lien has been in place for 90 days, foreclosure becomes an option for any non-homesteaded property

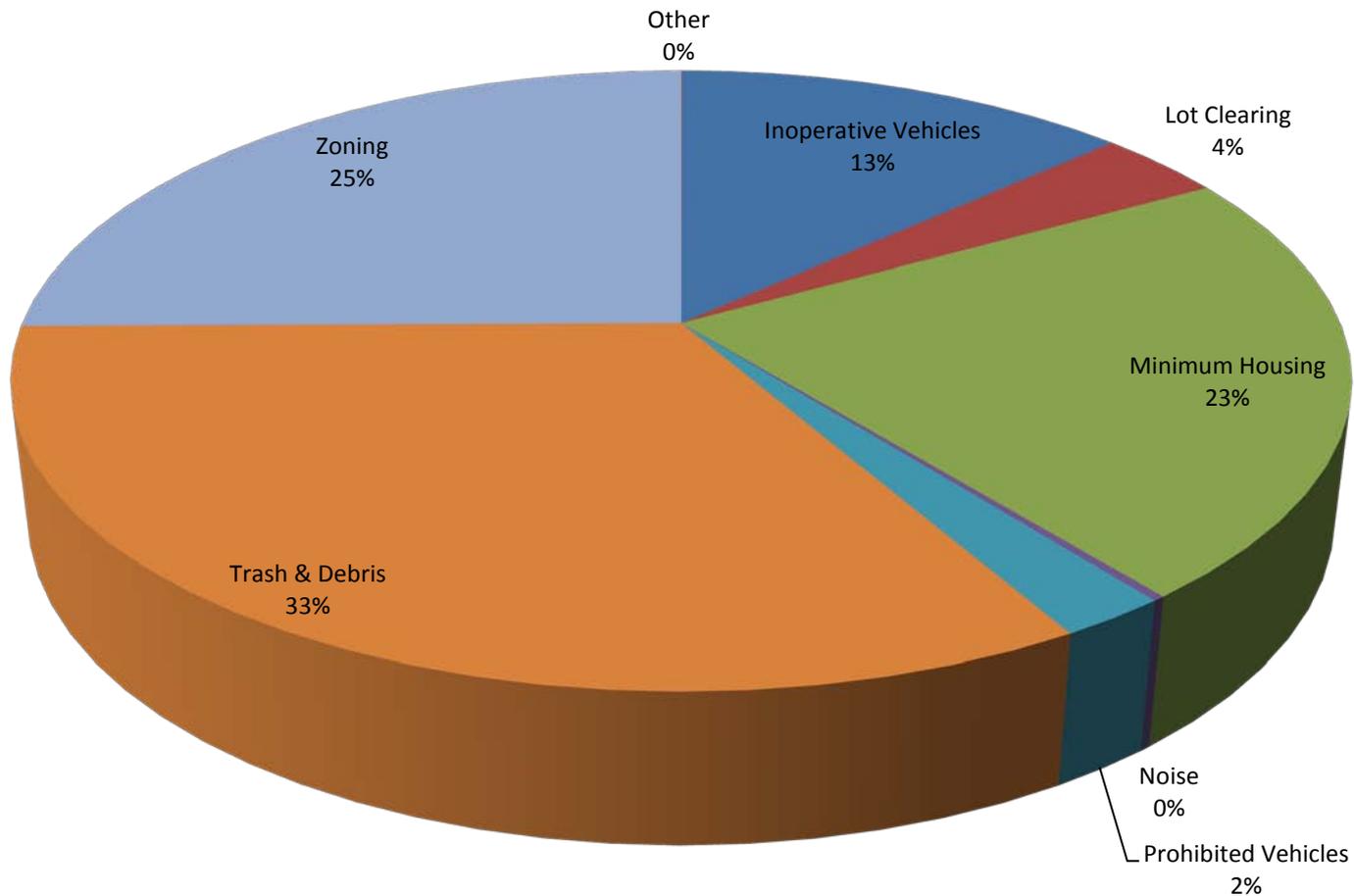
Pinellas County Ordinances

- Chapter 1 General Provisions
- Chapter 2 Special Magistrate
- Chapter 22 Minimum Housing
- Chapter 58 Inoperative Vehicles
Trash and Debris
Lot Clearing
Noise
- Chapter 122 Prohibited Vehicles
- Chapter 138 Land Development - Zoning

FY 2011 Statistics

- Complaints Received 3,371
- Violation Cases Opened 5,119
- Inspections Performed 22,532
- Citations Issued 640
- Violations heard by Magistrate .. 175
- Average Response Time 7 Wrk. Days
- Average caseload per Officer ... 250

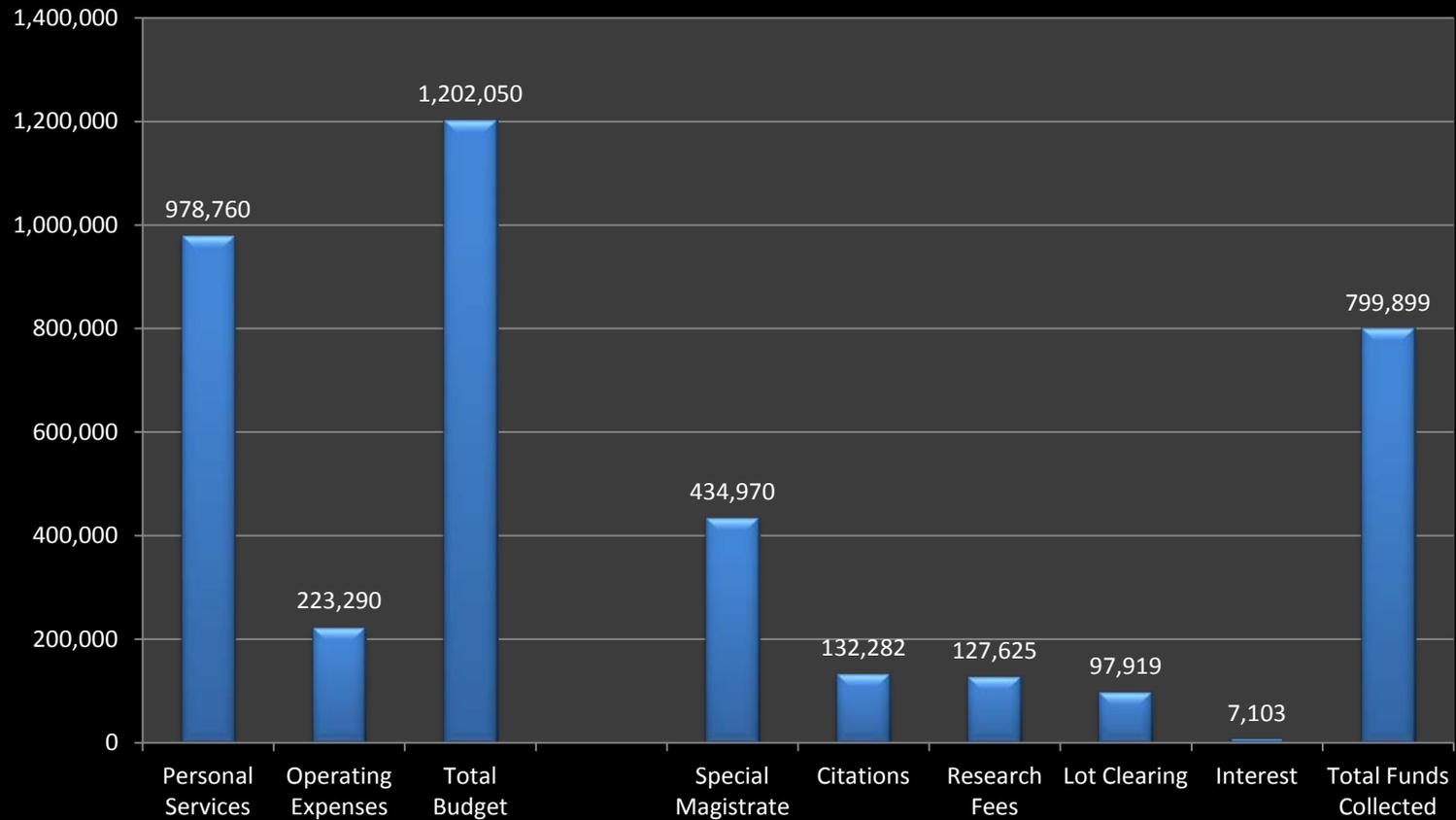
Violations by Type FY 2011



FY 2011 Statistics (cont.)

- Budget
 - Personal Services \$ 978,760
 - Operating Expenses \$223,290
- TOTAL: \$1,202,050
- Funds Collected: \$799,899
 - Special Magistrate \$434,970
 - Citations \$132,282
 - Research Fees \$127,625
 - Lot Clearing \$97,919
 - Interest \$7,103

Budget vs Funds Collected



Code Enforcement Staffing

- 14 FTE'S
 - 7 Code Enforcement Officers
 - 2 Sr. Code Enforcement Officers
 - 1 Supervisor
 - 1 Complaint Desk Operator
 - 2 Clerical Support Staff
 - 1 Division Director

Challenges

- Volume of Complaints
 - 15 to 40 complaints received daily
 - All complaints prioritized
 - Average response time 7 working days
(High Priority)
 - Maximum response time 70 working days
(Low Priority)
 - Most complaints turn into multiple violations

Challenges

- Reinspection of violations observed
 - Reinspections are prioritized
 - Our reinspections occur on average 31 calendar days after the initial inspection
 - Individual Officer caseloads range from 118 to 538 active cases

Challenges

- Foreclosures
 - Abnormal amount of properties
 - Majority of the homes are vacant
 - Most lack basic maintenance
 - Banks typically only authorize some work
 - State of Florida foreclosure case average processing time is 757 days

PINELLAS COUNTY FORECLOSURES

	OCT	NOV	DEC	JAN	FEB	MAR	6 MONTH SUBTOTAL	APR	MAY	JUN	JUL	AUG	SEP	6 MONTH SUBTOTAL	YEAR TOTAL
2006-2007	403	398	369	506	469	494	2,639	513	479	557	650	642	662	3,503	6,142
2007-2008	899	894	773	963	1,016	1,035	5,580	1,134	1,118	1,112	1,086	999	1,295	6,744	12,324
2008-2009	1,390	969	1,198	1,263	1,284	1,420	7,524	1,407	1,275	1,236	1,365	1,142	1,215	7,640	15,164
2009-2010	1,239	1,120	1,487	1,128	1,383	1,118	7,475	1,118	860	1,025	806	989	1,040	5,838	13,313
2010-2011	658	383	438	421	390	424	2,714	448	439	535	544	545	588	3,099	5,813
2011-2012	720	687					1,407							0	1,407

Challenges

- Resources
 - Limited budget for mowing and debris removal \$30,000
 - Limited budget for securing of properties and demolition when appropriate \$10,000
 - Foreclosure option available on any code enforcement lien in place in excess of 90 days on non-homesteaded property

Challenges

- Distressed Properties
 - Currently 3 locations are demolition candidates at an estimated cost of \$40,000
 - We have 2 locations that could be demolished, but are better suited for foreclosure due to costs
 - 3 locations are coming thru the process at this time which could become foreclosure or demolition candidates

Challenges

- Limited staffing
 - Respond to citizen complaints only
 - Response times prolonged
 - Visible decline of areas where significant progress was made during proactive enforcement era

Officer Results

- Each Officer position added yields the following yearly averages
 - 2,500 Inspections conducted
 - 500 Violations cited
 - 350 Complaints answered
 - Response time reduced by 1 ½ days
 - Cost per Officer \$62,600 (Fully Loaded)
 - Approximately 95% of Officer cost offset by fees collected

Division Recommendations

- Increase budget for mowing and debris removal
 - Current amount budgeted - \$30,000
 - Increase budget item to - \$60,000
- Increase budget for securing and demolition
 - Current amount budgeted - \$10,000
 - Increase budget item to - \$100,000

Division Recommendations

- Authorization to utilize foreclosure as enforcement tool on Non-Homestead properties where warranted

Next Steps

- Updated and streamlined Housing Code to BCC for approval
- Budget amendment for line item increases
- Endorse staff effort to research a more integrated holistic approach to neighborhood property protection and vitality through “strong neighborhoods initiatives”