

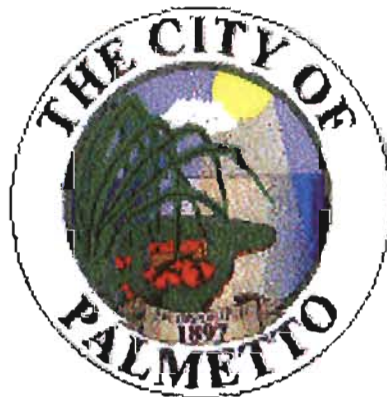
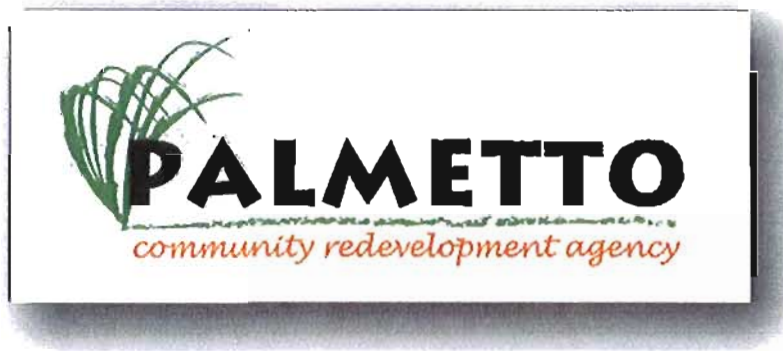
TAB

B

Community Redevelopment Agency

Code Enforcement CRA Sub Plan

Palmetto, Florida



William Stollo, Code Enforcement Director
2/8/10

Contents

Vision/Mission.....	3
Goals and Objectives/Guiding Principles.....	4
Department Overview.....	5
Budget.....	6
Key Statistics.....	7
Code Enforcement Process.....	9
Code Enforcement Board.....	10
Summary.....	10
Commissioners and Staff Members.....	11

Overview:

The City of Palmetto Code Enforcement Department recognizes the value of setting goals, developing priorities for our objectives, and the ability to measure departmental effectiveness. The Code Enforcement Department Strategic Plan is, therefore submitted. It is our intention, through writing this plan, to bring clarity and a greater unification to the Department and to communicate to others who we are and what we plan to accomplish.

Vision:

A community where all residential and commercial properties are maintained in a fashion that emphasizes an aesthetically pleasing city, that encourages community pride, preserves neighborhood integrity, protects the public health and well being, and maintains property values.

Mission:

To conduct a comprehensive code enforcement effort that fosters voluntary compliance, effects prompt correction of noted violations, and that is consistent, fair and equitable in its application.

To achieve our Mission, the Code Enforcement Department performs field inspections on a proactive and reactive basis for site, utility, landscaping, and public nuisances. This department utilizes the International Property Maintenance Code, City of Palmetto Code of Ordinances, and the City of Palmetto Land Development Regulations, to improve the aesthetics and enhance the environment and character of the City with concentrated efforts of the City's entry corridors.

Goals and Objectives:

The Code Enforcement Department’s goal is to improve the quality of life through quality of services for all Palmetto residents using swift legal due process and enforcement actions utilizing applications of an aggressive, proactive and reactive program dealing with technical and in-depth health, safety and welfare organizations, and the general public who may need the department’s services.

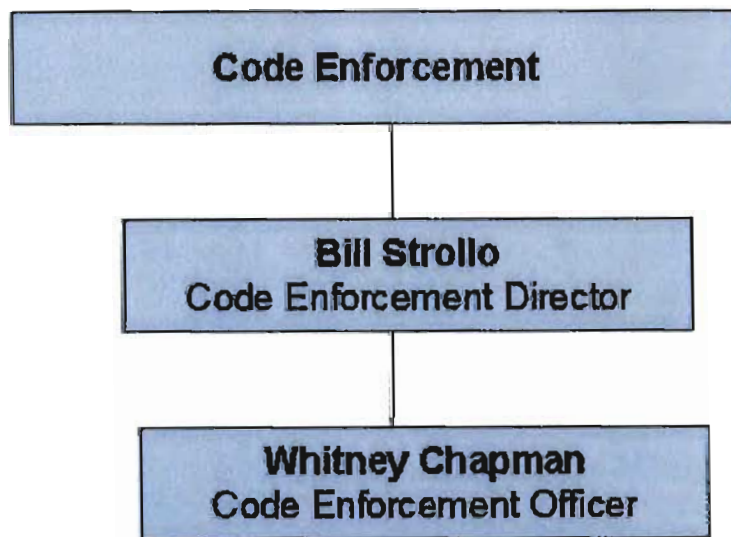
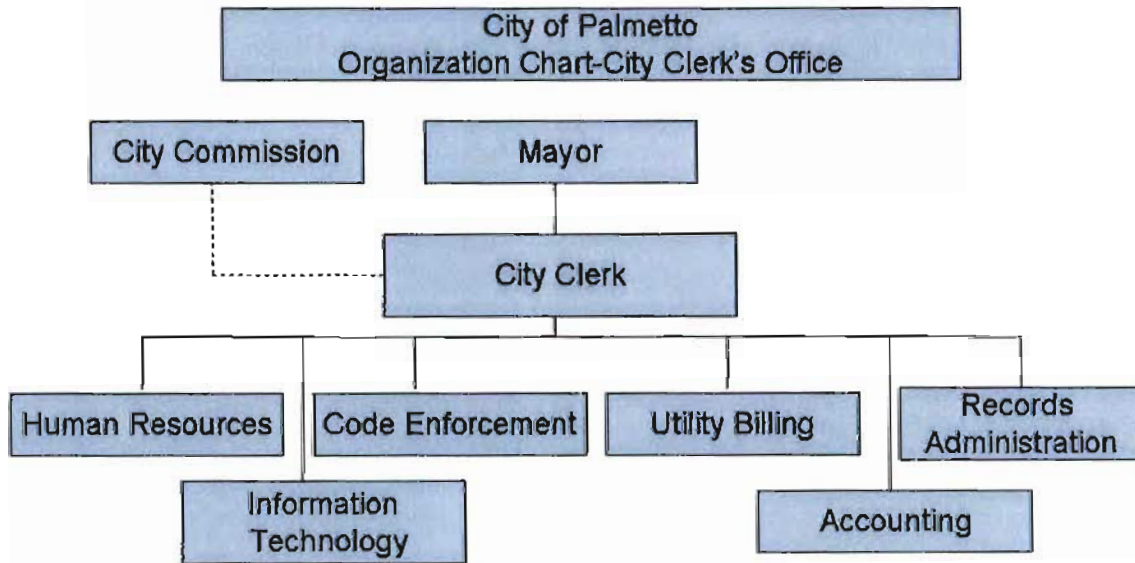
Values and Guiding Principles:

Code Enforcement’s guiding principles build upon the City’s goal of cultivating a hometown family-oriented community. The City’s core organizational values are as follows:

Values	Guiding Principles
Customer Service	We are committed to providing professional and courteous service to our residents and employees
Respect	We value the opinions of our residents and employees
Accountability	We will maintain a high level of integrity
Teamwork	We recognize that we are stronger together than apart and will share knowledge, resources responsibilities and recognition.
Empowerment	We take ownership in accomplishing the City’s organizational goals
Excellence	We are experts in our field and continuously strive to improve our skills and service we provide.

Department Overview:

The City of Palmetto Code Enforcement Department is managed by the City Clerk’s Office under the supervision of the City Clerk. Currently, there are two code enforcement officers who are responsible for enforcing all code enforcement activities throughout the City. Within the past year, the Code Enforcement department purchased new software with the assistance of CRA to improve the overall effectiveness and efficiency of code enforcement case management. The new software is being used to isolate and identify code enforcement trends inside and outside of the CRA district. Ultimately, this new tool will help measure the success of code enforcement programs and the impact it is having to removing slum and blight within all areas of the City including the CRA. The organization chart of the City Clerk’s Office and Code Enforcement is listed below.



Budget:

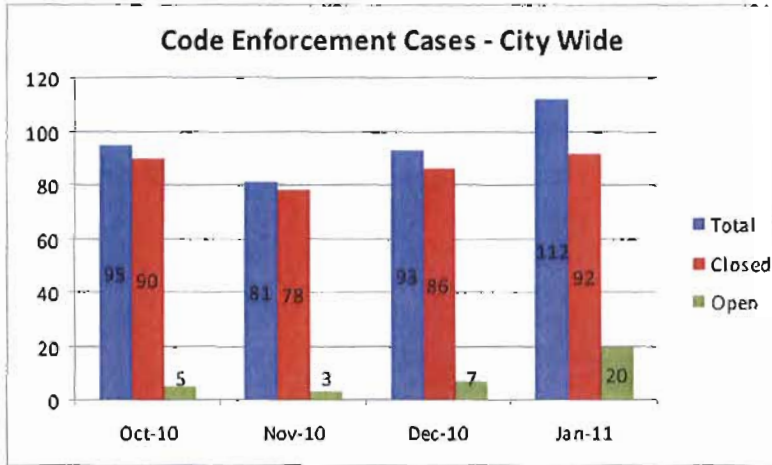
The total budget for code enforcement activities in FY 2011 is \$153,114 and is highlighted in green. The CRA currently funds \$33,838 which is approximately 24% of the salary and benefits (Director and Officer) and 22% of the overall Code Enforcement budget. This funding is used to help offset specific code enforcement activities within the CRA district which is consistent with the adopted CRA plan.

ACCOUNT DESCRIPTION	ACTUAL 2009	REVISED BUDGET 2010	ESTIMATED ACTUAL 2010	ADOPTED BUDGET 2011	% CHANGE OF BUDGET
CODE ENFORCEMENT					
PROGRAM REVENUES					
CRA Reimbursement - Code Enforcement	78,065	80,546	80,546	33,838	-57.99%
TOTAL PROGRAM REVENUES	78,065	80,546	80,546	33,838	-57.99%
EXPENSES					
Regular Salaries	99,226	98,434	98,740	98,433	0.00%
Overtime	-	-	-	-	0.00%
FICA Taxes	7,559	7,530	7,552	7,530	0.00%
Retirement General Employee	18,088	25,803	20,392	23,102	-10.47%
Health and Dental Insurance	8,728	6,588	6,533	6,809	3.35%
Health Insurance - Dependent Subsidy	12	1,386	1,627	1,637	0.00%
Life Insurance & EAP	2	385	347	383	0.00%
Workers' Compensation	3,999	2,468	1,889	1,678	-32.01%
PERSONNEL EXPENSES	137,614	142,594	137,088	139,572	-2.12%
Attorney Fees - Code Enforcement Board	2,328	3,000	2,128	3,000	0.00%
Building Demolition	-	5,455	-	-	-100.00%
Travel and Per Diem	1,026	901	901	1,000	10.99%
Communications	633	962	962	1,416	47.19%
Insurance	3,087	2,700	2,357	2,691	-0.33%
Repair & Maintenance - Utility	583	753	350	1,000	32.80%
Printing/Binding	25	500	500	-	-100.00%
Office Supplies	108	49	49	100	104.08%
Fuel and Lubricants	1,820	2,328	2,149	2,400	3.09%
Operating Expenses	688	1,044	1,040	800	-23.37%
Safety Program Expense	-	106	56	50	-52.83%
Small Tools/Equipment	-	616	616	100	-83.77%
Uniform Purchases and Cleaning	278	166	166	210	26.51%
Technical/Training	1,295	630	630	775	23.02%
OPERATING EXPENSES	11,771	19,210	11,914	13,542	-29.51%
CAPITAL EQUIPMENT PURCHASES					
Principal - Lease	5,583	2,898	1,456	-	-100.00%
Interest Expense - Lease	297	45	15	-	-100.00%
DEBT SERVICE	5,880	2,943	1,471	-	-100.00%
TOTAL EXPENSES	153,265	164,747	150,465	153,114	-7.86%
NET EXPENSES	77,200	84,201	69,919	110,276	41.66%

Key Statistics:

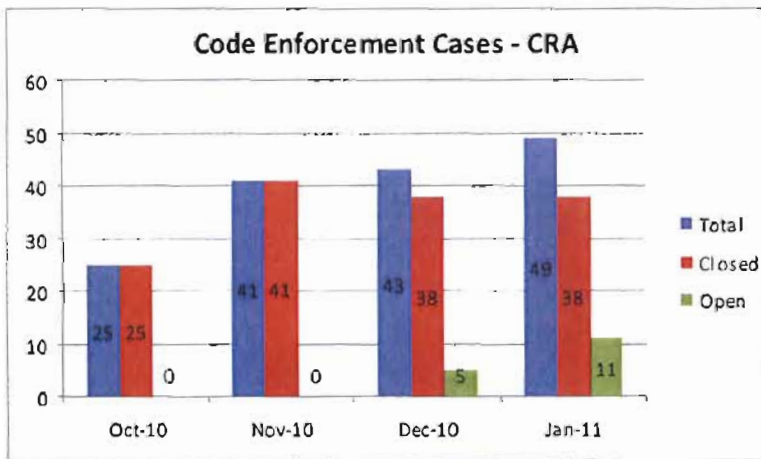
The following charts represent the volume and types of code enforcement cases within the City of Palmetto during the first four months of FY 2011.

The following graph represents total code enforcement cases opened during the first four months of FY 2011.



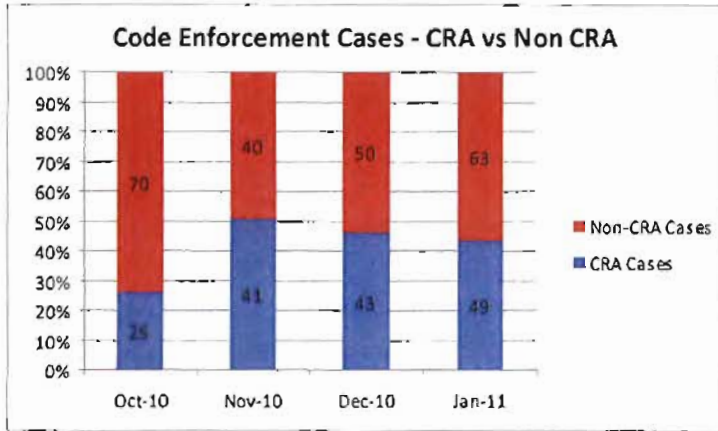
City Wide			
Month	Total	Closed	Open
Oct-10	95	90	5
Nov-10	81	78	3
Dec-10	93	86	7
Jan-11	112	92	20

The following graph represents total code enforcement cases within the CRA district during the first four months of FY 2011.

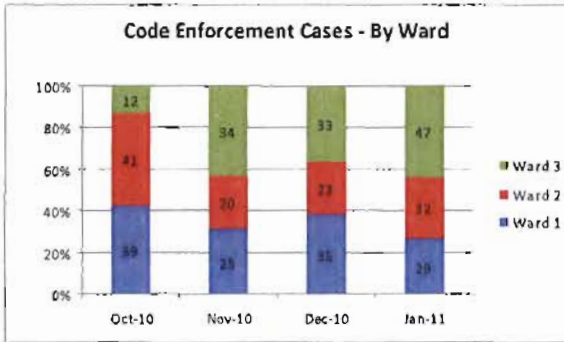


CRA			
Month	Total	Closed	Open
Oct-10	25	25	0
Nov-10	41	41	0
Dec-10	43	38	5
Jan-11	49	38	11

During the first four months of FY 2011, on average, 41% of all code enforcement cases opened was in the CRA.



Month	CRA Cases	Non-CRA Cases	% In CRA
Oct-10	25	70	26%
Nov-10	41	40	51%
Dec-10	43	50	46%
Jan-11	49	63	44%



The number of code enforcement cases opened during FY 2011 is somewhat evenly distributed. However, Ward 1 and Ward 3 have slightly more cases opened during the first four months of the year.

The following chart reflects the percentage of code enforcement cases that are initiated proactively by our code enforcement officers or as a result of a complaint. During the first four months of FY 2011, 56% of all code enforcement cases opened was self initiated by our code enforcement officers. The remaining 44% was a result of complaints from a variety of sources.

Officer	Unknown	Unknown %	Self-Initiated	Self-Initiated %	Complaint	Complaint %	Off for Service	Off for Service %	Mayor/Commission	Mayor/Commission %	Police Co-op	Police Co-op %	Title Company	Title Company %	Total
Chapman, Whitney	0	0%	107	64.5%	32	19.3%	16	9.6%	4	2.4%	0	0%	7	4.2%	166
Strollo, Bill	0	0%	107	49.8%	28	13%	34	15.8%	8	3.7%	6	2.8%	32	14.9%	215
Totals	0	0%	214	56.2%	60	15.7%	50	13.1%	12	3.1%	6	1.6%	39	10.2%	381

CODE ENFORCEMENT PROCESS:

The Code Enforcement Department of the City of Palmetto focuses on quality of life issues that affect our residents. By professionally addressing nuisance issues, noise complaints, abandoned property and vehicle problems, property maintenance standards, and health and safety issues, the Code Enforcement Department endeavors to ensure the safety and well-being of all of the residents and businesses in the Palmetto Community.

Regular property maintenance is the responsibility of all property owners in the City. To this end, Code Enforcement proactively enforces the Palmetto Property Maintenance Code. Approximately sixty percent (60%) of the code enforcement cases are self-initiated; forty percent (40%) are complaint driven. In all instances, the property owner is given the opportunity to correct the violation.

Initial efforts to achieve compliance involve verbal or written directives to the property owners or tenants outlining the violations and establishing a time frame for remediation. At this initial stage, referral to the CRA Residential Rehabilitation Program or the CRA Commercial Storefront Grant Program are vital where the property owner desires to resolve the violations but lacks the means to effectively bring the property into compliance.

More formal action for unresolved code violation issues includes the issuance of either a Notice of Nuisance or Notice of Violation. During this period of increased foreclosures, Notices of Nuisance have been regularly issued to compel the maintenance of unoccupied buildings, and to quickly bring them into compliance through the property owner or through City contracted services.

Notices of Violation are issued to owners who do not respond to initial efforts to achieve compliance. Once issued, the owner is expected to remediate their code violations within the established time frame or the matter will be referred to the Code Enforcement Board. Less than 1.5% of all code enforcement cases are referred to the Code Enforcement Board for resolution. All fines and administrative costs imposed by the Board are filed as liens against the property owner.

On structures condemned by the City of Palmetto Building Department, a Notice of Violation is first issued notifying the owner that they have ten days to secure a permit to repair or demolish the structure; repairs or demolition must be completed within thirty days of the issuance of the permit. An Order of Condemnation and Demolition Notice is issued if the owner fails to respond to the Notice of Violation. This Order notifies the owner that they have fifteen days to secure a permit to demolish the structure or the City would resolve the violations and lien the property. CRA funding for demolitions is crucial for protecting the integrity of the neighborhood and maintaining the value of surrounding properties.

Code Enforcement Board:

Pursuant to section 2-83 of City code, the Mayor shall appoint a Code Enforcement Board (CEB) consisting of seven (7) members to exercise the authority and powers set forth in the City Code. The Mayor may also appoint two alternates to serve in the absence of a respective CEB member. The CEB has the power to:

- Adopt rules for the conduct of hearings
- Subpoena alleged violators, witness and evidence the hearings and such subpoenas may be served by the City police or sheriff
- Take all testimony under oath
- Issue orders having the force of law to command whatever steps are necessary to bring a violation of the city's codes and ordinances into compliance

The code enforcement board is one of the tools used to bring properties into compliance if voluntary compliance of the affected property cannot be achieved. Cases brought before the board may result in assessments or fines being levied against the property owners with the overall goal of eliminating the nuisance and bringing the property into compliance.

Summary:

The Code Enforcement Department works hard to ensure quality of life is maintained so our residents can enjoy our beautiful City. In order to achieve our goals and fulfill our mission, it is important that we look for ways to remove slum and blight throughout the City and encourage community redevelopment whenever possible. In order to achieve this objective, the Code Enforcement Department relies on several tools and programs such as the international property maintenance code, City ordinances and building codes. In addition, other programs such as residential rehabilitation and storefront grant programs which are funded by the CRA play a key role in the success of redevelopment within the CRA. During the coming months, Code Enforcement will continue to focus on gathering information and reports to better manage the success of all code enforcement activities. The new software program provides a good platform towards achieving this goal and we will continue to improve our reporting and analysis.

Palmetto Community Redevelopment Agency

Mayor Shirley Groover Bryant, Presiding Officer

Board of Commissioners:

Tamara Cornwell, Chair

Tambra Varnadore, Vice Chair

Mary Lancaster

Brian Williams

Alan Zirkelbach

Advisory Board Members:

Sia Mollanazar, Chair

Betty Ann Price, Vice Chair

Nick Costides

Macarthur Sellars

Charles Smith

Legal:

Mark Barnebey

Scott Rudacille

Staff:

Jim Freeman, City Clerk

William Strollo, Code Enforcement Director

Whitney Chapman, Code Enforcement Officer