

City of Dunnellon
Agenda Summary Form

Meeting Date: May 4, 2022

1. Responsible Department: Community Development/City Clerk
2. Presenter: Georgina Cid/Mandy Odom
3. Recommended Action: Consider request to fund Certified Code Enforcement Officer position

Subject: Code Enforcement

Summary Explanation & Background:

At the direction of Council, staff has prepared an analysis in an effort to provide proactive code enforcement by increasing efforts to identify violations and enforce the existing Code. Currently, the City employs one part-time code enforcement officer (approximately 15 hours per week) who primarily responds to complaints. In addition, many of the Codes are in need of review and revision to provide staff and the public better clarity.

In order to provide the most effective and efficient code enforcement, staff recommends hiring a certified code enforcement officer. This position would not only provide proactive enforcement, but would also be responsible for identifying outdated, ambiguous and conflicting areas of the Code and proposing revisions to the Community Development Manager. It is imperative that the City Codes be clear and concise in order for the public to understand them and staff to enforce them.

Code Enforcement is specialized technical work in the enforcement of zoning, building permits and other land use codes. Work involves referring to zoning information, conducting field inspections for code compliance, issuing citations, referring to zoning maps and plats, researching property legal information and testifying at hearings relating to violations or citations. A fully certified code enforcement officer would be the most effective at fulfilling these duties.

Collection of salary data reveals the following hourly rates: City of Eagle Lake \$18.82; Mary Esther \$20.86; Belle Glade \$18.17; St. Augustine Beach \$19.96; Temple Terrace \$22.89; Port Richey \$17.50 - \$19.50; Green Cove Springs \$20.02 - \$32.03; Marion County Level I \$16.64 - \$25.62, Level II \$18.30 - \$28.26, Level III \$20.19 - \$31.19. The average in Florida is \$17.00 - \$22.00.

Proposed pay range: \$17.00 - \$24.00 (35,360 – 49,920)

Current Annual Budget for part time Code Enforcement: \$15,000 (no benefits)

New Budget needed for full time Code Enforcement @ \$17/hr: \$52,398 (includes benefits)

New Budget needed for part time Code Enforcement (24 hwp) @ \$18/hr: \$25,491 (no benefits)

Procurement Method: Employment Advertising

Fiscal Information: Estimated FY2022 Budget impact: FT \$17,466 PT \$8,497

Attorney Review: n/a