

# MEMORANDUM

**Date:** July 11, 2008  
**To:** Steven T. Thompson  
City Manager  
**From:** Steve Olmsted *SKO*  
Community Development Director  
**Subject:** **FY 2009 Budget Request**  
**Additional Code Compliance Officer**

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Following review of the work load and personnel needs of the Code Compliance Division of the Community Development Department, I would like to request that you and City Council consider approval of one additional code compliance officer.

Currently, the Code Compliance Division consists of two employees. A summary of code compliance activity for the past three years indicates a growing volume of code violations and Code Enforcement Board case load. Information is provided for your consideration as follows:

## Code Compliance Activity

<u>Year</u>	<u>Code Violations</u>	<u>Code Enforcement Board Cases</u>
FY 2004:	3,150	
FY 2005:	2,928	
FY 2006:	5,131	37
FY 2007:	5,207	56
FY 2008:	5,000*	110*

\* Projected through end of current fiscal year

In addition to providing additional patrols and bringing a larger volume of code violations into compliance with the City's Code of Ordinances, it is expected that an additional code compliance officer would be helpful in addressing new code initiatives relative to dogs, boat docks, neglected properties, and short term rental housing. Other benefits to hiring an additional code compliance officer would include extended personnel coverage during the early evening and weekend hours.

A summary of anticipated costs and revenues indicates that the net cost to the City of Marco Island in hiring an additional code compliance officer would be approximately \$52,000 in the first year. Note, however, that the required vehicle expense incurred in the first year would not require replacement for 6 to 8 years from the date of purchase. Amortizing the cost of the required vehicle over a

period of 8 years yields an amortized vehicle cost of \$3,125 per year. This results in a revised amortized net cost of \$30,125 projected for FY 2009.

**Estimated Expenses**

**Personal Services**

Wages/Benefits/FICA Taxes/Retirement:           \$72,000

**Operating Expenses**

Office Supplies/Fuel/Uniforms/Postage/Etc.       \$15,000

**Capital Outlay**

Vehicle   \$25,000  
**Total**   **\$112,000**

**Estimated Revenues**

**Code Enforcement Fines**

Fines   \$60,000  
**Total**   **\$60,000**

**Net Cost**

Expenses   \$112,000  
Revenues   \$60,000  
**Net Total**   **\$52,000**

The Community Development Department is aware of the budgetary challenges facing the City of Marco Island and remains committed to cross training Building Inspections Division staff as necessary to maximize existing efficiencies within the Building Inspections Division, and as necessary to provide additional coverage within the Code Compliance Division. This is a short term solution, however, as trends and expectations suggest that code enforcement activities will continue to increase. Eventually, building permit activity will also increase following this current down trend, in which case the capacity of building inspectors to provide temporary relief in areas of code enforcement will become more restricted.

Thank you for your consideration of this request. If you have questions or require additional information, please advise.

C/     Bill Harrison, Finance Director  
       Eric Wardle, Code Compliance Supervisor

Mr. Steve Thompson  
City Manager  
Marco Island, FL. 34145

7-13-08

Re: Code Enforcement

Dear Steve:

Approximately 18 months ago, the Code Enforcement Board requested our Chair to write a letter to the City Manager supporting the approval of one additional person to the Code Enforcement Department.

This decision was based on the number of cases and violations being reviewed every year and the need to properly answer all complaints on a timely basis. Today the need is even greater than what it was at the time the letter was written.

On the fiscal year ending on September 2007 there were 4329 cases covering 5207 violations, and 56 cases came into the Code Enforcement Board and fines in the amount of \$108,347.75 were collected. So far this year we have approximately 3,000 cases and we have already collected \$105,218.90 with 3 more months to go on this fiscal year.

Every survey MICA does, it shows whether true or not, that the public doesn't seem to think we are doing a very good job enforcing the rules and regulations on the Island. We are about to embark on two new initiatives that will require additional manpower if they are to be handled properly; 1) the dimension extension of boat docks protruding into the public waterways and, 2) new rental property regulations. City Council expects enforcement by making sure no boats are stored beyond the limits, and eliminating nuisance and complaint violations on the rental properties. We will fail in these two areas if we are not able to dedicate the manpower to enforce these regulations; and in my mind there is no question our reputation will suffer for our inability to serve the public as we should. Asking other City employees to pitch in as Code enforcement will not yield the results needed to achieve the stated goals in these new regulations; unless they are permanently transferred into the Code Enforcement group.

We are in the process of generating a budget for our new fiscal year, and I would like to respectfully ask you to consider adding a new position in the Code Enforcement group effective this October 1<sup>st</sup>, 2008. There is no question in my mind this new position will pay for itself in more ways than the obvious increased of revenues. Thank you in advance for your consideration.

Warm regards,

Jose Granda  
Chairman, Code Enforcement Board