

# CITY OF PALM COAST FY 2002 BUDGET

**DEPARTMENT**      **DEVELOPMENT SERVICES**  
**DIVISION**            Code Enforcement  
**PROJECT(S)**

## **PROGRAM MISSION**

Code Enforcement is responsible for enforcing a broad range of land use related ordinances to assure that a healthy and safe environment is maintained for the citizens of Palm Coast. Enforcement services are provided both in response to complaints and proactively. This division serves as support staff to the Code Enforcement Board and is responsible for assuring that all cases are heard in accordance with state and local laws. In addition, this division is responsible for administering the Fire Hazard Mitigation Program and the Occupational License Program.

## **PROGRAM ANALYSIS**

The Code Enforcement Division will continue its current level of operation throughout the next fiscal year. Between the reported violations and the City initiated violations approximately 390 new cases are investigated each month. Roughly 55% of these cases are officer initiated. Enforcement services are generally provided seven days a week through three full time and two part time officers. In addition, one full time officer is responsible for implementing the Fire Hazard Mitigation Ordinance.

At present one full time and one part time staff assistant positions track case disposition, enter data and assure due notice requirements are met. It is requested that the part time position be upgraded to a full time position. This is necessary to assure timely and accurate presentation of cases to the Code Enforcement Board and Fire Mitigation Board.

The Code Enforcement Board held its first meeting in November 2000, meeting once a month since that time. As a judicial review board, the Code Enforcement Board has the authority to levy fines of up to \$250 per day.

Presently, all data is entered into a single computer programmed with an AREV case tracking system purchased under the Flagler County license. This system is obsolete and is no longer serviced by its maker. A staff committee is investigating new programs. The Code Enforcement tracking system will be one component of an overall system for the Development Services Department and is covered under the Department's overall funding request. Four new computer systems (one for each full time Enforcement Officer) will be required to assure each officer has access to needed data.

## **OBJECTIVES**

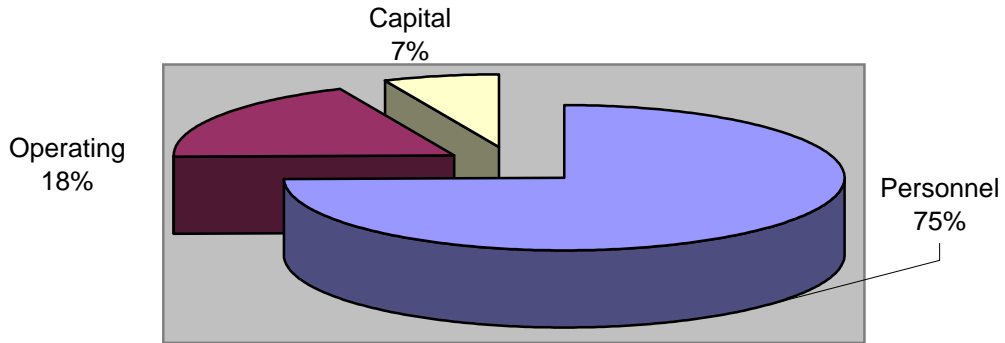
1. Respond to and pursue compliance on all reported and found ordinance violations.
2. Assure that all newly approved home occupations are operating in compliance with special exception.
3. Process all requests for new and renewal Occupational Licenses.
4. Inspect all initial requests for tree permits.
5. Schedule, coordinate and present all Code Enforcement Board hearings following legal requirements for case docketing and notification.
6. Determine and notify property owners of fire hazard and mitigation requirements.
7. Mitigate fire hazards in accordance with ordinance requirements.

**CITY OF PALM COAST  
FY 2002 BUDGET**

<b>EXPENDITURES</b>	<b>Revised Budget 2001</b>	<b>Actual Budget 2001</b>	<b>Requested Budget 2002</b>	<b>Recommended Budget 2002</b>	<b>Adopted Budget 2002</b>
Salary & Wages	\$ 161,333	\$ 157,467	\$ 263,541	\$ 263,541	\$ 236,481
Car Allowance	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Overtime		\$ 303			
FICA Taxes	\$ 10,767	\$ 10,086	\$ 16,340	\$ 16,340	\$ 14,662
Medicare	\$ 1,076	\$ 1,638	\$ 3,821	\$ 3,821	\$ 3,429
Retirement	\$ 14,101	\$ 11,477	\$ 19,519	\$ 19,519	\$ 17,526
Health Insurance	\$ 20,315	\$ 17,284	\$ 32,294	\$ 32,294	\$ 42,513
Dental Insurance		\$ 19			
125 Benefit	\$ 1,879	\$ 2,690	\$ -	\$ -	\$ -
Life Insurance	\$ 770	\$ 701	\$ -	\$ 1,145	\$ 586
Disability	\$ -	\$ 73	\$ 1,145	\$ 1,214	\$ 1,242
Worker's Comp	\$ 19,394	\$ 18,676	\$ 1,214	\$ 36,065	\$ 25,478
<b>Personnel</b>	<b>\$ 230,834</b>	<b>\$ 221,614</b>	<b>\$ 339,074</b>	<b>\$ 375,139</b>	<b>\$ 343,117</b>
Professional Serv.	\$ -	\$ -	\$ 36,065	\$ -	
Other Contractual	\$ 1,178	\$ 624	\$ 24,950	\$ 24,950	\$ 24,950
Travel	\$ 600	\$ 122	\$ 900	\$ 900	\$ 900
Employee Train.	\$ -	\$ 323	\$ -	\$ -	\$ -
Communications	\$ 3,600	\$ 3,741	\$ 6,250	\$ 6,250	\$ 6,250
Fleet Replacement	\$ -	\$ -	\$ 7,666	\$ 7,031	\$ 7,031
Insurance	\$ 7,000	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ -		\$ 3,108	\$ 3,108	
Auto Insurance	\$ -	\$ -	\$ 4,025	\$ 4,025	\$ 1,191
Repair/Maintenance	\$ 992	\$ 1,365	\$ 5,000	\$ -	\$ -
Fleet Maintenance	\$ -	\$ -	\$ -	\$ 9,219	\$ 9,077
Printing/Binding	\$ 2,500	\$ 1,541	\$ 5,000	\$ 5,000	\$ 5,000
Office Supplies	\$ 750	\$ 533	\$ 1,800	\$ 1,800	\$ 1,800
Postage	\$ -	\$ 1,249	\$ 7,800	\$ 7,800	\$ 7,800
Operating Supplies	\$ 2,447	\$ 1,847	\$ 6,435	\$ 6,435	\$ 6,435
Fuel Allocaiton	\$ 6,000	\$ 5,346	\$ 9,060	\$ 9,060	\$ 9,060
Books/Subscript.	\$ 650	\$ 120	\$ 5,100	\$ 5,100	\$ 5,100
<b>Operating</b>	<b>\$ 25,717</b>	<b>\$ 16,811</b>	<b>\$ 123,159</b>	<b>\$ 90,678</b>	<b>\$ 84,594</b>
Machinery/Equip	\$ -	\$ 12,719	\$ 31,014	\$ 31,014	\$ 31,014
<b>Capital</b>	<b>\$ -</b>	<b>\$ 12,719</b>	<b>\$ 31,014</b>	<b>\$ 31,014</b>	<b>\$ 31,014</b>
<b>TOTAL</b>	<b>\$ 256,551</b>	<b>\$ 251,144</b>	<b>\$ 493,247</b>	<b>\$ 496,831</b>	<b>\$ 458,725</b>

<b>REVENUES</b>	<b>Revised Budget 2001</b>	<b>Actual Budget 2001</b>	<b>Requested Budget 2002</b>	<b>Recommended Budget 2002</b>	<b>Adopted Budget 2002</b>
General Fund	\$ 256,511	\$ 247,344	\$ 318,247	\$ 321,831	\$ 283,725
Code Fines	\$ -	\$ 3,800	\$ 5,000	\$ 5,000	\$ 5,000
Occupational Licen	\$ -	\$ -	\$ 170,000	\$ 170,000	\$ 170,000
<b>TOTAL</b>	<b>\$ 256,511</b>	<b>\$ 251,144</b>	<b>\$ 493,247</b>	<b>\$ 496,831</b>	<b>\$ 458,725</b>

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<b>PERSONNEL</b>	<b>Revised Budget 2001</b>	<b>Actual Budget 2001</b>	<b>Requested Budget 2002</b>	<b>Recommended Budget 2002</b>	<b>Adopted Budget 2002</b>
Salary	1	1	1	1	1
Hourly FT	5	5	7	7	7
Hourly PT	3	3	2	2	2
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>

<b>PROGRAM INDICATORS</b>	<b>2001 Actual</b>	<b>2002 Projected</b>
Number of new violations responded to and processed.	3756	3500
Home Occupation approvals monitored.	85	180
Number of new and renewal Occupational Licenses issued.	1800	1850
Tree permit inspections conducted.	250	480
Hearings conducted by the Code Enforcement Board.		
Fire Hazard Notifications sent.	60	900
Fire Hazard Mitigations conducted.	20	400