

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20051437

1. ACTION REQUESTED/PURPOSE:

1) Approve two new code enforcement officer positions in the Code Enforcement Program for the Department of Community Development to provide for concentrated code enforcement service in the Charleston Park, Palmona Park and Page Park Neighborhood Districts and the Suncoast Neighborhood District. 2) Approve transfer of funds from Unincorporated MSTU in the amount of \$134,498 for salaries, vehicle maintenance and operating supplies.

2. WHAT ACTION ACCOMPLISHES:

Expands agreement with Human Services to improve neighborhood districts. Funds provided by Human Services Department.

3. MANAGEMENT RECOMMENDATION:

Approve.

4. Departmental Category: 4

CYB

5. Meeting Date:

11-01-2005

6. Agenda:

- Consent
- Administrative
- Appeals
- Public
- Walk-On

7. Requirement/Purpose: (specify)

- Statute
- Ordinance
- Admin. Code
- Other

8. Request Initiated:

Commissioner _____
 Department Community Development
 Division Development Services
 By: M. Stewart
Bob Stewart, Building Official

9. Background:

The Department of Human Services has requested additional Code Enforcement personnel to provide concentrated enforcement services in the Charleston Park, Palmona Park and Page Park Neighborhood Districts and the Suncoast Neighborhood District. Community Development will provide the two full time Code Enforcement Officers and will be reimbursed by Human Services pursuant to the Memorandum of Understanding, similar to the existing agreement for Pine Manor. These positions will be reimbursed with CDBG grant funds from Human Services; therefore, these positions will be designated temporary-grant funded positions. *PK*

Upon transfer, funds will be available in: LC5241115500.501210/504110/504030/504410. (Community Development/Code Enforcement/Unincorporated MSTU/Salaries/Telecommunications/Motor pool charges/Parking Rental)

Attachments: Request for Transfer Form, Memorandums of Understanding

10. Review for Scheduling:

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services			County Manager/P.W. Director
					Analyst	Risk	Grants	
<i>M. Stewart</i>		<i>10/6/05</i>		<i>[Signature]</i>	<i>10/6/05</i>	<i>10/6/05</i>	<i>10/6/05</i>	<i>[Signature]</i>

11. Commission Action:

- Approved
- Deferred
- Denied
- Other

RECEIVED BY
 COUNTY ADMIN: *113*
10-5-05
4pm
 COUNTY ADMIN
 FORWARDED TO: *PK*
10/6/05
4:45 PM

Rec. by CoAtty
 Date: *10/5/05*
 Time: *5:00pm*
 Forwarded To:
Adm. [Signature]
10/5/05



LEE COUNTY RECEIVED

05 SEP 15 PM 2:03

CODE ENFORCEMENT/LICENSING
COUNTY CITY ANNEX BUILDING

Memo: From the Department of Human Services

To: Rick Roberts, Chief Code Enforcement Officer
From: Joe Grubbs, Senior Planner *JG*
Date: 9/14/2005
Subject: Memorandum of Understanding for Concentrated Code Enforcement
(FY 2005-2006)

Attached is an original signed Memorandum of Understanding (MOU) for concentrated code enforcement in the Charleston Park (.4 FTE), Palmona Park (.4 FTE), and Page Park (.2 FTE) Neighborhood Districts. The memorandum reflects the following costs, which you provided on August 29, 2005:

- \$61,081 for salary and benefits (1 FTE code enforcement officer)
- \$480 for telecommunications costs
- \$5,268 for vehicle lease and operating expense
- \$420 for parking costs

Total: \$67,249

Please proceed to implement the agreement. I will request an account string for the project for the October 1, 2005 – September 30, 2006 period.

Please let me know if you have questions, or if you would like additional information.

Attachment

C: Karen B. Hawes, Director, Department of Human Services
Mary Gibbs, Director, Department of Community Development
Roger Mercado, Jr., Program Manager, Department of Human Services
Barbara Hollis, Fiscal Manager, Department of Human Services
Nettie Roundtree, Chairperson, Charleston Park NDC
Seymour Roche, Chairperson, Page Park NDC
Donna Litten, Chairperson, Palmona Park NDC

**MEMORANDUM OF UNDERSTANDING
BETWEEN
LEE COUNTY DEPARTMENT OF HUMAN SERVICES
AND THE
LEE COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT
FOR
CONCENTRATED CODE ENFORCEMENT PROGRAM
FOR THE CHARLESTON PARK, PALMONA PARK AND PAGE PARK
NEIGHBORHOOD DISTRICTS
(FY 2005-2006)**

This Memorandum of Understanding defines the Scope of Services to be performed by the Department of Community Development, hereafter to be known as the Provider, the staffing to be provided, the program budget, and the responsibilities of the Department of Human Services, hereafter to be known as the Monitor.

- A. **Purpose:** The concentrated code enforcement program is intended to reduce the decline of the neighborhood and will be coordinated with public improvements, affordable housing activities and other services provided within the three Neighborhood Districts. The result of these activities will be to stabilize the neighborhood, improve the visual and physical appearance of the area and reduce the opportunities for crime by removing potential hiding places used to conceal criminal activities.
- B. **Scope of Services:** The following code enforcement services will be provided by the Department of Community Development above the County's current core service level. Additionally, the present code enforcement officer will supervise and direct the neighborhood enforcement program.

The following are the code enforcement services that will be provided.

- Proactive approach to lot mowing ordinance, street by street checks of the area to assure compliance, citing violations and educational program to assure long term compliance.
- Proactive approach to obtain compliance with County ordinances, which would be a street by street check of the neighborhood, to identify and issue citations for inoperable vehicles, trash, garbage, junk appliances, litter etc. Education programs to inform property owner/tenants to achieve long-term compliance would also be provided.
- Proactive approach to obtaining compliance with the zoning regulations, which would include but not limited to citing violations for illegal business, number of persons living in a residence, illegal apartments etc. Education program to assure long-term compliance.

- Proactive approach citing building code violations, construction without obtaining permits, maintenance violations, abandoned buildings etc. Education program to assure long-term compliance.
- Work closely with the Lee County Sheriff's Office to exchange information, identify problem areas, and work on long-term solutions.
- Dedicate 40% of service time in the Charleston Park Neighborhood District, 40% in the Palmona Park Neighborhood District, and 20% in the Page Park Neighborhood District. (Note: These allocations may be amended, as needed.)

C. **Program Budget:** The following items shall be funded with HUD CDBG funds:

1. Personnel. One full-time code enforcement officer and support staff for 40 hours a week through the period ending September 30, 2006 (includes salary, overtime, benefits, payroll taxes, costs for full time code enforcement officer, clerical and legal support, supplies and office space). For a not to exceed amount of \$61,080.72 (includes 10% contingency funds).
2. Telecommunications. Estimated cost \$480.00 (includes 10% contingency funds).
3. Transportation. Cost for vehicle lease, vehicle operation and parking for a full time code enforcement officer through the period ending September 30, 2006. Estimated cost \$5,688 (includes 10% contingency funds).
4. The balance of the HUD CDBG funds budgeted for the full-time code enforcement officer and/or vehicle shall be returned to the Monitor if unused. Vehicle expense shall include reimbursement expenses to the Code Enforcement Officer based on a per-mile cost basis in lieu of leasing a vehicle if this alternative is desired.
5. Total CDBG funds budgeted for FY 05-06: \$67,248.72 (includes 10% contingency funds).

D. **Program Records and Reports:** The Provider shall adhere to HUD CDBG regulations, 24 CFR Part 570, in the implementation of this program. In addition the Provider shall:

1. Meet with and report to the neighborhood improvement associations in each Neighborhood District at their regularly scheduled monthly meetings. The purpose of this meeting and reporting activity will be to establish and maintain coordination and involvement with the residents of the neighborhoods and their efforts to revitalize and stabilize their respective Neighborhood Districts.
2. Provide to the Monitor a copy of the monthly report submitted to the improvement associations. The purpose is to document compliance with

Paragraph B. Scope Of Services and the provision of the activities and code enforcement services set forth therein.

- E. **Term and Termination Clause:** This Memorandum of Understanding shall be in effect until September 30, 2006. The Memorandum of Understanding is subject to the availability of HUD CDBG funding. However, the Provider or the Monitor may terminate the Memorandum of Understanding without cause upon thirty (30) days written notice.

It is also agreed that in the event HUD CDBG funds to finance the Concentrated Code Enforcement Program for the three designated Neighborhood Districts become unavailable the obligations of each party hereunder may be terminated upon no less than twenty-four (24) hours written notice.


IN AGREEMENT WHEREOF, each party to this Memorandum of Understanding has caused it to be executed on the date indicated below, the last date of which shall be the effective date.

Department of Community Development

Department of Human Services



Mary Gibbs, Director



Karen E. Hawes, Director

9/27/05

Date Approved

9/27/05

Date Approved