



Pinellas County

Staff Report

File #: 21-1028A, **Version:** 1

Subject:

Reappointment of Special Magistrates for Code Enforcement.

Recommended Action:

Approval of the reappointment of three Code Enforcement Special Magistrates, for a length of term not to exceed three years.

- Reappoint three existing Special Magistrates for a new three-year term and confirm the use of the Special Magistrates for Code Enforcement functions.
- The current contracts were executed in April 2018 and expired in April 2021.
- The new contracts would run from 2021 to 2024.
- Funding for the contracts have been allocated in the Department's annual budget. The current rate is \$175.00 per hour for the remainder of Fiscal Year (FY) 2021 and will be increased to \$190.00 per hour in FY22.

Strategic Plan:

Ensure Public Health, Safety, and Welfare

2.1 Provide planning, coordination, prevention, and protective services to ensure a safe and secure community.

Summary:

Reappoint the Special Magistrates for a new three-year term and confirm the use of the Special Magistrates for Code Enforcement functions.

The existing contracts were executed in April 2018 and expired in April 2021.

The new contracts would run from 2021 to 2024.

Funding for the contracts have been allocated in the Department's annual budget.

Background Information:

In 2007, Pinellas County established, by ordinance, Code Enforcement by Special Magistrate. Over the subsequent years, several County departments have processed enforcement actions through the Special Magistrate program. Initial the program was operating with a few Special Magistrates that served on a rotational basis.

In August 2017, the Board of County Commissioners approved revisions to the ordinance implementing additional best management practices and refinements based on applicable law.

County staff then solicited applications for Code Enforcement Special Magistrates and evaluated the

resumes and applications of the candidates, based on the minimum qualifications established in the revised ordinance. The Board of County Commissioners selected four (4) Code Enforcement Special Magistrates (three magistrates and one alternate). These four Special Magistrates have served their initial three (3) year contract and are in good standing. Three of the four Special Magistrates are seeking another contract. The County wishes to reappoint these Special Magistrates to new three (3) year contracts.

The Pinellas County Code, Section 2-620 states, "Special Magistrates may be reappointed at the discretion of the board. There shall be no limit on the number of terms a person may serve as a special magistrate." As such, the request is for reappointment of three existing Special Magistrates. If reappointed, the County Administrator would execute the 2021 contracts as attached.

Per Section 2-62 (a) (1) the County Administrator has delegated authority to approve and execute contracts that do not exceed \$250,000 in a fiscal, contract, or calendar year.

Once the reappointments have been made, the Special Magistrates would work with the Special Magistrate administrative division of the Building & Development Review Services (BDRS) Department to create a schedule.

Fiscal Impact:

The department's FY21 budget includes a line item for Other Contractual Services, which has the means to address the full obligation of the contractual amount. For the remainder of FY21, the Special Magistrates are contracted at \$175.00 per hour. The anticipated rate for FY22 would be \$190.00 per hour and the FY22 budget request reflects the increase in hourly rate that equates to an additional \$1,680.00 per year for Code Enforcement's budget within the General Fund.

Staff Member Responsible:

Blake Lyon, Director of Building & Development Review Services

Partners:

N/A

Attachments:

Fuller Amended Contract (May 2021)
Signed Contract - Jeffery Fuller (2018)
Moore Amended Contract (May 2021)
Signed Contract - Lisa Moore (2018)
Mathieu Amended Contract (May 2021)
Signed Contract - Alt James Mathieu (2018)