



Memorandum

Meeting Details: August 26, 2026 – 4:00 p.m. - BOC Workshop Meeting
Prepared For: Hon. Mayor and Board of Commissioners
Staff Contact: Marci Forbes (Community Development & City Managers Office)
Subject: Code Enforcement – General Overview

Background & Discussion

Code enforcement actions are governed by Chapter 162, Florida Statutes and local ordinances, as well as constitutional due process requirements. Enforcement actions require notice procedures, compliance opportunities, hearing scheduling, and legal review before penalties, liens, or abatement actions may occur. As a result, many enforcement matters involve extended timelines before final resolution can legally occur. See attached workflow example.

Code enforcement is intended first and foremost to achieve voluntary compliance with City codes. When voluntary compliance does not occur, however, the City must have a clear and consistent process for escalating cases and using the enforcement tools available to it.

The current code enforcement staff include a Code Compliance Supervisor and two Permit & Code Compliance Specialists along with two community policing officers from the PCSO. City staff, along with the PCSO, are continually reviewing current code enforcement practices in response to ongoing concerns regarding open cases, consistency of enforcement, property maintenance issues, and the City's ability to bring violations into compliance in a timely manner.

Experience has identified several areas where the City's current process could be strengthened. Some of these issues are operational and can be addressed administratively, while others may require changes to City Code ordinance which are currently still hindered by SB 180 which will expire October 1, 2027. In the meantime, codes can be updated internally with the intent to pass readily soon after that date.

Summary

Staff continue to prioritize voluntary compliance whenever possible while pursuing formal enforcement action when necessary to protect public health, safety, welfare, neighborhood stability, and the City's continued compliance with state and federal requirements.

The goal is not simply to increase enforcement activity or issue more citations. The goal is to establish a predictable process that encourages voluntary compliance, addresses significant violations promptly, and provides a reasonable but effective escalation process when property owners do not comply.

Staff will continue to strengthen the Code Enforcement program around three basic principles: **consistency, timely escalation, and compliance.**

1. **Establishing and Documenting standard enforcement procedures and timelines** for common types of violations, including when cases advance from initial notice to formal enforcement. The city

does not currently have any documented procedures beyond the guidelines within our existing code of ordinances. Current staff is addressing this by creating workflows such that all current and future staff will have better understanding of the process. This activity will also help outline clear processes for the PCSO and city staff, such that the community stakeholders know who to contact and what to expect of the process.

2. **Review and prioritize existing open cases**, with particular attention to long-standing cases, repeat violations, life-safety concerns, and properties having a significant neighborhood impact.
3. **Establish clear escalation criteria** so cases that remain unresolved do not remain indefinitely at the same enforcement stage. Additionally, we are creating clear workflows for assigning responsibility and follow through based on cases which go to the PCSO versus those handled by city staff.
4. **Improve case tracking and documentation** to ensure inspection results, communications, deadlines, notices, and enforcement actions are consistently recorded. This has already begun through better use of the permitting software, MGO, for creating and tracking code cases with greater detail.
5. **Continued use of existing code provisions and enforcement tools** to identify provisions that may be unclear, difficult to enforce, or insufficient to address recurring problems.
6. **Bring Code changes back to the Board** where additional authority or policy direction is needed. This will begin in the months leading up to the October 1, 2027 deadline.

Fiscal Impact

Will be based on staff time allocation for enforcement and consultant time, if necessary, to assist with code updates.

Attachments/Corresponding Documents

Code Compliance Standard Enforcement Workflow