

**IDENTIFICATION OF OPPORTUNITIES FOR EFFICIENCIES IN THE BUDGET
FY 10 AND FY 11 BUDGET
(BF004)**

Department:	Code Enforcement Department		
Program:	Cell Phone Termination		
Identified Savings from FY 10 and FY 11 Continuation Level Budget		FY10	FY11
Fund: 01-003-001	Total:	\$10,091.40	\$10,091.40
Number of Positions to be Cut (if any): 0			

DESCRIPTION (use additional pages, as necessary):

After the loss of the simplex radio system In 2004, the Code Enforcement Department implemented the use of Nextel radio/cell phones for inspectional staff as a communication tool. While this technology was incredibly useful for field staff, it was implemented primarily as a means of communication amongst staff both in the field and within the office, as the 800MHz radios were made available to the department the decision was made to terminate the Nextel service for all staff not equipped with a Blackberry device. The 800MHz radios allow for the necessary communication between department staff and eliminate the need for supplemental communication.

As the 800 mhz radios came on line during Fiscal Year 2009, cell phone service was terminated for each inspector. This is expected to be a cost savings during FY09 of approximately \$10,657.98. This efficiency is expected to continue through Fiscal years 2010 and 2011 in the amount of \$10,091.40.

Shifts costs to another department/agency: Yes No Explain:

Revenue impact: Yes No How much?

Recurring / One-time impact

Explain any service impact:

**IDENTIFICATION OF OPPORTUNITIES FOR EFFICIENCIES IN THE BUDGET
FY 10 AND FY 11 BUDGET
(BF004)**

Department:	Code Enforcement Department		
Program:	Recycle Case File Folders		
Identified Savings from FY 10 and FY 11 Continuation Level Budget		FY10	FY11
Fund: 01-003-001	Total:	\$2,600.00	\$2,600.00
Number of Positions to be Cut (if any): 0			

DESCRIPTION (use additional pages, as necessary):

During Fiscal Year 2008, the Code Enforcement Department began recycling its case file folders. As the department began purging Code Enforcement case files after they had exceeded their public records retention period, only the papers inside the files were destroyed. The file folders were retained to be recycled and used again.

During Fiscal Year 2008, before this process began, the department had expended an average of \$2,600.00 on file folders. The department experienced a cost savings during Fiscal Year 2009 of at least \$2,600.00 and this cost efficiency is expected to continue through Fiscal years 2010 and 2011.

Shifts costs to another department/agency: Yes No Explain:

Revenue impact: Yes No How much?

Recurring One-time impact

Explain any service impact:

**IDENTIFICATION OF OPPORTUNITIES FOR EFFICIENCIES IN THE BUDGET
FY 10 AND FY 11 BUDGET
(BF004)**

Department:	Code Enforcement Department		
Program:	Paperless Inspection Notification		
Identified Savings from FY 10 and FY 11 Continuation Level Budget		FY10	FY11
Fund: 01-003-001	Total:	\$2,174	\$2,174
Number of Positions to be Cut (if any): 0			

DESCRIPTION (use additional pages, as necessary):

Until recently Code Enforcement Investigators were made aware of required inspections by the daily printing of inspection forms for all cases where an inspection was due, whether this was a result of a new complaint or a required re-inspection for compliance. In fiscal year 2008 this equated to approximately 43,491 inspection sheets being printed and delivered to staff. In fiscal year 2009 the department moved toward an electronic delivery system which notifies Investigators of these required inspections. As field staff are now equipped with tablet computers and Verizon air cards notification of these inspections now occurs through the generation of daily reports which are delivered through the County's email system in the form of a PDF document. Investigators are directed to work from this digital document and most, if not all, of the investigator's entries are made directly into the Permits Plus software through Portal access in the field. This system eliminates the need for the printing of inspection sheets, and at an average cost of \$.05 per page this translates to an approximate savings of \$2,174 per year.

Shifts costs to another department/agency: Yes No Explain:
 Revenue impact: Yes No How much?
 Recurring One-time impact
 Explain any service impact:

**IDENTIFICATION OF OPPORTUNITIES FOR EFFICIENCIES IN THE BUDGET
FY 10 AND FY 11 BUDGET
(BF004)**

Department:	Code Enforcement Department		
Program:	Labeling of File Folders		
Identified Savings from FY 10 and FY 11 Continuation Level Budget		FY10	FY11
Fund: 01-003-001	Total:	\$1,600	\$1,600
Number of Positions to be Cut (if any): 0			

DESCRIPTION (use additional pages, as necessary):

Code Enforcement case files are sequentially numbered and pursuant to public records laws of the State of Florida a hard file must be created for each case where a piece of paper is produced. While Code Enforcement generated 16,676 unique cases in fiscal year 2008 many of these were closed prior to any document being produced because an inspection of the property found no violation to be cited. It is estimated that approximately 12,400 case files were created to store documentation.

Through February, 2009 these case files were labeled using a color coded label printed using a desktop printer. These labels are sold in packs of 250 for a cost of \$35.89 per pack. With the number of folders created, the department purchases an average of 49 packs per year for a total cost of \$1,782.

As a cost saving measure, and as a result of the County Administrator directive that no desktop printers are to be replaced, Code Enforcement has found an alternative method of generating these folder labels. As part of the department's internal inventory control, a bar code printer was purchased in FY07 to tag assets, this printer also has the ability to function as a label printer. The decision was made by the department Director to utilize to label making feature of this equipment to generate labels for the case file folders. The labels for this printer are purchased in bulk for \$165 per 15,000 labels. This printer also uses a thermal ribbon as opposed to conventional printer ink for additional cost effectiveness.

The switch to these inexpensive labels is estimated to result in an efficiency of approximately \$1,600 per year beginning in fiscal year 2010.

Shifts costs to another department/agency: Yes No Explain:

Revenue impact: Yes No How much?

Recurring One-time impact

Explain any service impact:

**IDENTIFICATION OF OPPORTUNITIES FOR EFFICIENCIES IN THE BUDGET
FY 10 AND FY 11 BUDGET
(BF004)**

Department:	Code Enforcement Department		
Program:	Community Service Workers		
Identified Savings from FY 10 and FY 11 Continuation Level Budget		FY10	FY11
Fund: 01-003-001	Total:	\$25,000	\$25,000
Number of Positions to be Cut (if any): 0			

DESCRIPTION (use additional pages, as necessary):

Through a partnership with the Hillsborough County Sheriff's Office, the Code Enforcement Department is in the process of the creation of a Memorandum of Understanding that will allow the department to utilize persons who have been sentenced by the Courts to community service to aid in the clean up of certain properties and right of ways.

Since 2004 the department has been funded \$50,000 annually for the Board of County Commission approved Property Improvement Program (PIP). This funding is used to correct violations which have a significant threat to the health and safety of Hillsborough County's residents. After a case has been heard by the Code Enforcement Special Magistrate, the Magistrate authorizes the County to make certain repairs pursuant to Chapter 162 Florida Statute. Once the department receives authorization an independent contractor is hired to make the authorized repairs.

Code Enforcement expects that a significant amount of the work that is normally done by a paid contractor will be able to be performed by those persons ordered community service. As a result the amount of funding necessary to perform the same amount of service can be expected to be reduced by as much as half through this inter departmental partnership.

Shifts costs to another department/agency: Yes No Explain:
 Revenue impact: Yes No How much?
 Recurring One-time impact
 Explain any service impact: