

RESOLUTION NO. 99- III

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY AUTHORIZING THE COUNTY ADMINISTRATOR TO APPOINT TRAINED CITIZENS AS ST. JOHNS COUNTY CODE INFORMATIONAL VOLUNTEER OFFICERS WITH AUTHORITY TO CARRY OUT ASSIGNED INFORMATIONAL ACTIVITIES RELATED TO CODE ENFORCEMENT IN ST. JOHNS COUNTY AND THE PONTE VEDRA DISTRICT; AND SETTING STANDARDS AND POLICIES RELATION THERETO.

WHEREAS, the Board of Commissioners has requested an enhanced and effective code enforcement program in St. Johns County, and

WHEREAS, informing citizens on code regulations requires extensive public contact and communications, and

WHEREAS, certain residents of St. Johns County have offered to render volunteer services in these areas as Code Informational Officers of the County; and

WHEREAS, the code informational and enforcement function entails substantial responsibility and liability on the part of the County.

NOW THEREFORE:

1. The County Administrator may appoint volunteer citizens as St. Johns County Code Informational Officers, providing that the following criteria are met.
 - a. Said volunteers must agree in writing to be bound by and to follow all applicable laws, ordinances, rules and directives of County supervisors designated by the County Administrator who shall include, but not be limited to, and the Supervisor of Code Enforcement.
 - b. Said volunteers shall serve at the pleasure of the St. Johns County Administrator.
 - c. Said volunteers shall attend training sessions as required by Florida law, County ordinance or resolution, and as otherwise required by the County Administrator or the Supervisor of Code Enforcement.
 - d. Said volunteers shall wear appropriate uniform apparel and/or insignia of authority and shall have in his or her immediate possession appropriate documentary identification of appointment while performing as a Code Informational Officer, in contact with the public.
 - e. Said volunteers shall provide information concerning code requirements to residential and business occupancies as provided by the County Administration, or Supervisor of Code Enforcement.

- f. Said volunteers shall refer all questions regarding compliance of building plans with Ponte Vedra Zoning District Regulations to the Ponte Vedra Plans Review Advisor in the Planning Department.
 - g. Said volunteers shall comply with all St. Johns County policies and regulations relating to volunteers, Sections 162.21 and 162.22, Florida Statutes, and all other applicable County Resolution, Ordinances and State and Federal laws.
 - h. Said volunteers shall provide pamphlets, brochures and other written materials necessary to explain alleged violations to respondents. Written reports of all action must be submitted to the Supervisor of Code Enforcement as indicated on forms provided to the Code Informational Officers.
2. The actual appointment of a particular Code Informational Officer shall be in writing and shall occur only after such person has received sufficient training as determined by the County Administrator and the Supervisor of Code Enforcement.
 3. Said volunteer Code Informational Officers shall not be compensated for work hours but shall receive reimbursement for authorized official business mileage outside their work area and materials necessary for performance of assigned duties if such materials are not available from standard County supply sources, and prior approval of expenditure is obtained from the County Administrator or Supervisor of Code Enforcement.
 4. All duties and actions of the Code Informational Officers appointed pursuant to this Resolution shall be performed in accordance with standard County enforcements policies applicable to St. Johns County, and any special Zoning District of the County.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, State of Florida, this 27 day of July, 1999.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA

By: Marc Jacalone
Its. Chair - Marc Jacalone

ATTEST: CHERYL STRICKLAND

By: Cheryl Strickland
Deputy Clerk