

# MEMORANDUM

## Gainesville Code Enforcement Board

**TO:** Mayor and City Commission  
**FROM:** Gainesville Code Enforcement Board  
**SUBJECT:** LANDLORD PERMIT RENEWAL PROCESS

**DATE:** July 24, 2000  
ADVISORY BOARDS  
AND COMMITTEES

Recommendation: The Gainesville Code Enforcement Board recommends to the City Commission that it consider a change in the landlord permit ordinance to change the date the payment is due.

At its July 12, 2000 meeting, the Gainesville Code Enforcement Board discussed the process for landlord permit renewals. The Board seems to see a disproportionate number of cases of violations of landlord permits and wondered if there were problems with the process that might improve compliance. We discussed reasons for the violations and possible corrections to the system which might help. Our discussion identified two possible issues: the form which is used for the renewal notice and the date the renewals are sent out and the fees due.

We understand the form is an administrative decision so that change in the ordinance is not necessary to make corrections but we would recommend that a directive be sent to review the form with special focus on clarifying the amount due and penalties for late payment.

The second issue was the possibility that heightened activity that occurs around the holiday causes the notice to be misplaced or overlooked. We suggest that fewer penalties might be assessed if the renewals were issued January 1 with a deadline for payment of January 31 rather than the December 1 and 31 dates currently being used.

We appreciate your consideration of these issues.

Approved and  
Submitted by:

  
Richard W. Pohlman, Chair

RP:sw