

# CODE ENFORCEMENT

## MISSION STATEMENT:

The mission of the Code Enforcement Department is to protect and maintain public health and enhance property value by enforcing adopted codes.

## CORE FUNCTIONS:

- 1) **Enforce Property Maintenance Codes** - Encourage voluntary compliance of City codes
- 2) **Impose Building Codes** - Ensure compliance of City building codes
- 3) **Issue Building Permits** - Review building plans for compliance with City codes
- 4) **Promote Community Aesthetics** - Encourage citizens to keep their properties violation free

## 2015 - 2016 WORK PLAN

### CORE FUNCTION: #1 Enforce Property Maintenance Codes

#### Action:

- Respond to citizen complaints and violations
- Initiate code violations
- Patrol neighborhood areas for violations
- Utilize "Access Cedar Hill" for Code Enforcement

#### Activity Measurement:

- Respond to complaints within two business days
- Patrol each neighborhood weekly – initiating code violations
- Initiate approximately 5,500 annual code violation cases
- Respond to approximately 700 citizen complaints and violations annually
- Initiate approximately 850 annual code violations through Operation Clean Sweep

#### Meets City Council's Premier Statements:

Cedar Hill is Clean.

Cedar Hill is Safe.

## **CORE FUNCTION: #2 Impose Building Codes**

### **Action:**

- Perform building inspections (same day if called in before 6:30 am)

### **Activity Measurement:**

- Inspect 100% of all inspections on date requested within one business day
- Perform 5,200 building inspections annually

### **Meets City Council's Premier Statements:**

Cedar Hill is Safe.

Cedar Hill is Clean.

## **CORE FUNCTION: #3 Issue Building Permits**

### **Action:**

- Issue Single-Family Building Permits
- Issue Commercial Plan Review Comments and Permits
- Issue Plumbing, Electrical, Mechanical, Storage Building and Irrigation Permits on a walk-in basis

### **Activity Measurement:**

- Review Single-Family Building Permits within three business days of receipt
- Review all commercial building plans within five days of receipt
- Issue 106 Single-Family Building Permits annually
- Issue 50 Commercial Plan Review Comments and Permits annually
- Issue 900 Plumbing, Electrical, Mechanical, Storage Building, Fence and Irrigation Permits on a walk-in basis annually

### **Meets City Council's Premier Statements:**

Cedar Hill is Safe.

Cedar Hill is Clean.

## **CORE FUNCTION: #4 Promote Community Aesthetics**

### **Action:**

- Award "Yard of the Month" gift certificates
- Hold spring and fall clean up events for citizens
- Coordinate household hazardous waste events for citizens
- Coordinate E-Waste recycle and paper shredding events
- Participate in Citywide Block Party

### **Activity Measurement:**

- Issue six "Yard of the Month" awards monthly
- Conduct a fall and spring clean-up event annually
- Facilitate two household hazardous waste events annually
- Attend [at least] one neighborhood association meeting or function monthly
- Conduct two E-Waste Recycle and Paper Shredding events annually
- Coordinate "Operation Clean Sweep" annually

### **Meets City Council's Premier Statements:**

Cedar Hill is Clean.

Cedar Hill is Safe.

**SUMMARY - CODE ENFORCEMENT**

EXPENDITURES	ACTUAL FY 13	ACTUAL FY 14	BUDGET FY 15	EST. FY 15	FISCAL YEAR 2015-2016		
					CONTINUED	GROWTH	PROPOSED
Personnel	\$ 537,330	\$ 563,084	\$ 586,550	\$ 587,555	\$ 606,045	\$ 659,715	\$ 661,205
Supplies	12,605	11,021	13,960	11,860	13,860	15,860	16,110
Maintenance	10,211	7,797	6,950	7,200	6,950	6,950	6,950
Services	99,141	125,480	137,905	114,905	149,025	149,525	149,025
Utilities	3,417	4,087	3,445	3,520	3,720	66,350	3,770
Lease/Rentals	-	-	-	-	-	-	5,165
Sundry	14,673	14,774	25,155	17,505	24,505	26,505	25,720
<b>TOTAL Dept. Budget</b>	<b>\$ 677,377</b>	<b>\$ 726,243</b>	<b>\$ 773,965</b>	<b>\$ 742,545</b>	<b>\$ 804,105</b>	<b>\$ 924,905</b>	<b>\$ 867,945</b>

STAFFING	ACTUAL FY 13	ACTUAL FY 14	BUDGET FY 15	EST. FY 15	FISCAL YEAR 2015-2016		
					CONTINUED	GROWTH	PROPOSED
Building Official	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Neighborhood/							
Code Services Manager	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Building Inspector	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00	1.00	1.00	1.00	1.00
Senior Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00	1.00	2.00
Code Enforcement Supervisor	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Code Enforcement Officer	2.00	2.00	2.00	2.00	2.00	3.00	2.00
Permit Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>TOTAL Department Staff</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>	<b>9.00</b>

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
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N/A

PROGRAMS:	PRIORITY	COST	FUNDED
Code Enforcement Officer	1	\$ 63,840	Yes
Code/Building Software	2	\$ 56,960	No

## **Proposed Program Descriptions**

### **Code Enforcement Department**

#### **Program One (1): Code Enforcement Officer**

**Program Cost: \$63,840**

**Tax Rate Impact: \$0.0022**

**Included in City Manager's Budget: Yes**

#### **Program Description:**

Currently, the department has three code enforcement officers to enforce public nuisance and zoning violations throughout the City. The department divides the City into three districts. Each district contains approximately 5,000 single family homes. The code enforcement officers patrol the City every day for code violations.

In 2007 the department added a third Code Enforcement Officer to work Tuesday – Saturday to assist with the increased housing stock and weekend coverage. The additional Code Enforcement Officer has allowed the department to do the following additional programs/activities:

- ✓ Property maintenance issues (painting, roofing, broken windows, rotted wood)
- ✓ Signs – Special event sign permits and illegally placed signs in the right-of-way
- ✓ Operation Clean Sweep
- ✓ Garage Sale Ordinance (monitor garage sales and sign placement)
- ✓ Saturday inspections
- ✓ Environmental complaints (grease traps, oil in the street, water restrictions)
- ✓ E-Waste/Paper Shredding Events
- ✓ Neighborhood meetings/Crime Watch meetings
- ✓ Participation in Citywide events (Block Party, Country Day)

This program will fund a full-time Code Enforcement Officer. This position will enable the Code Enforcement Department to expand their services provided to the citizens to include Multi-Family Licensing Program. If a multifamily licensing program is implemented, it could generate approximately of \$26,000 of revenue (annually) to assist with the cost of this position.

#### **Finance Department's Comments:**

This program includes a vehicle in the Equipment Lease Fund. The budgeted cost of the vehicle is \$20,000, with a lease cost of \$5,167 per year for 5 years.

**If this program is not funded:**

The Code Enforcement Department will not be able to increase services such as a Multi-Family Licensing Program.

**This program reflects City Council's Premier Statement:**

- Cedar Hill is Clean
- Cedar Hill is Safe

## Program Two (2): Building Inspection/Code Enforcement Software

**Program Cost: \$56,960**

**Tax Rate Impact: \$0.0019**

**Included in City Manager's Budget: No**

### **Program Description:**

This program will fund the purchase of software that will enable developers, contractors, and citizens to submit applications electronically via the web. The software will also enable the staff to review applications, track changes, and manage documents. Implementation of this system would reduce paper, printing costs, and allow for collaboration from any location without the need for travel.

The ultimate benefit would be to Cedar Hill citizens, by increased efficiency in plan review and receiving results of inspections online or by electronic mail. The process of plan submittals would be easier and faster. A faster and easier application process could encourage development and this would result in an increase in tax base.

Presently, the Code Enforcement Department accepts and distributes paper permit applications which are time-consuming for staff and prospective developers/contractors. Many times, contractors may delay a project due to the time associated with printing and transporting revisions to plans. Time savings can quickly translate to saving money for the city and our customers, as well as, deliver excellent customer service.

The electronic permit software would:

- ✓ Allow applicants to submit documents via a website 24 hours a day/7 days a week;
- ✓ Allow contractors to submit and obtain a permit without review by incorporating software application to help identify these applications;
- ✓ Decrease the amount of paper and eliminate the time to distribute and process paper documents;
- ✓ Increase accuracy of submittals by incorporating software applications to help identify inconsistencies;
- ✓ Increase accuracy of contractor state licensing requirements by incorporating software applications to help identify expired state licenses;
- ✓ Decrease staff time updating and giving inspection results to contractors;
- ✓ Decrease staff time of entering and issuing permits that do not require plan review;
- ✓ Decrease the amount of paper – to preserve the environment.

There are many software companies that specialize in permit software. The cost associated with implementing software can be split with several departments:

Planning Department, Fire Department and Code Enforcement Department. Below is an example of how the costs could be split among the departments.

Code – 8 users

Planning – 3 users

Fire – 2 users

**One time set up: \$147,300**

Code - \$90,648

Planning - \$33,992

Fire - \$22,660

**Annual Fee: \$73,172**

Code - \$45,029

Planning - \$16,885

Fire - \$11,258

**First year total costs include set up fee and first annual fee**

Code - \$135,677

Planning - \$50,877

Fire - \$33,918

\*These costs do not include equipment such as IPad, tablet or printer. These will be purchased by the departments as needed.

**Finance Department's Comments:**

This program is eligible for the Equipment Lease Fund. The budgeted cost of the software is \$220,000 with a lease term of \$56,960 per year for 5 years.

**If this program is not funded:**

Staff will continue to spend time processing permit applications and contractor registrations instead of using that time for walk-ins and phone calls. Additionally, contractors will continue to incur travel and printing costs associated with submitting permit applications and contractor registrations to the City.

**This program reflects City Council's Premier Statement:**

- Cedar Hill has a Strong and Diverse Economy
  - Going Green Initiative
  - Customer Service Initiative

## CODE ENFORCEMENT

## CURRENT VEHICLES &amp; EQUIPMENT:

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
<b>VEHICLES</b>							
Ford 1/2 ton Pickup (CE-1483) - GL		2013	11,350				
Ford Ranger Pickup X-Cab (CE-9743) - TM		2006	40,586				
Ford Ranger Pickup (CE-5721) - AL		2003	83,381				
Ford Ranger Pickup (CE-5449) - SN		2002	57,463				
Ford 1/2 ton X-cab (CE-9875) - RS		2001	34,156				
Ford Ranger Pickup (CE-2667) - X		2001	59,622				
Digital Camera (SN)Nikon		2009					
Digital Camera (GL) Nikon		2009					
Digital Camera (RS) Nikon		2013					
Digital Camera (TM) Nikon		2012					

