

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

2014 - 2015 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 6,000 annual code violation cases
- Respond to approximately 800 citizen complaints and violations annually
- **Initiate approximately 600 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 3,100 building inspections annually

Meets City Council's Premier Statements:

Cedar Hill is Safe.

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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 50 Single-Family Building Permits annually
- Issue 50 Commercial Plan Review Comments and Permits annually
- Issue 1,125 Plumbing, Electrical, Mechanical, Storage Building, **Fence** and Irrigation Permits on a walk-in basis annually

Meets City Council's Premier Statements:

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CORE FUNCTION: #4 Promote Community Aesthetics

Action:

- Award "Yard of the Month" gift certificates
- Participate in "Keep Cedar Hill Beautiful" meetings and activities
- 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
- Coordinate "Keep Cedar Hill Beautiful" meetings (12) 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:

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Cedar Hill is Safe.

SUMMARY - CODE ENFORCEMENT

EXPENDITURES	ACTUAL FYE 12	ACTUAL FYE 13	EST. FYE 14	FISCAL YEAR 2014-2015		
				CONTINUED	GROWTH	PROPOSED
Personnel	\$ 533,223	\$ 537,330	\$ 560,890	\$ 586,550	\$ 586,550	\$ 586,550
Supplies	13,119	12,605	13,360	13,960	13,960	13,960
Maintenance	5,720	10,211	6,950	6,950	6,950	6,950
Services	107,841	99,141	178,165	137,905	137,905	137,905
Utilities	3,866	3,417	3,795	3,445	3,445	3,445
Sundry	18,776	14,673	17,655	25,155	25,155	25,155
TOTAL Dept. Budget	\$ 682,545	\$ 677,377	\$ 780,815	\$ 773,965	\$ 773,965	\$ 773,965

STAFFING	ACTUAL FYE 12	ACTUAL FYE 13	EST. FYE 14	FISCAL YEAR 2014-2015		
				CONTINUED	GROWTH	PROPOSED
Building Official	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
Building Inspector*	2.00	2.00	2.00	2.00	2.00	2.00
Senior Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00	1.00
Code Enforcement Supervisor Neighborhood/	1.00	1.00	0.00	0.00	0.00	0.00
Code Services Manager	0.00	0.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	2.00	2.00	2.00	2.00	2.00	2.00
Permit Technician	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL Department Staff	9.00	9.00	9.00	9.00	9.00	9.00

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
Pick-Up Truck	\$ 18,000	\$ 4,650	No

PROGRAMS:	PRIORITY	COST	FUNDED
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N/A

*A Building Inspector's position is one of the frozen positions.

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CURRENT VEHICLES & EQUIPMENT:

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
VEHICLES							
Ford 1/2 ton Pickup (CE-1483) - GL		2013	11,350				
Ford Ranger Pickup X-Cab (CE-9743) - TM		2006	34,355				
Ford Ranger Pickup (CE-5721)		2003	77,386				
Ford Ranger Pickup (CE-5449) - RS		2002	54,020				
Ford 1/2 ton X-cab (CE-9875) - MG		2001	28,702				
Ford Ranger Pickup (CE-2667) - AL		2001	56,789				
Ford Ranger Pickup (CE-4891)	X	2000	88,694	Pick-up Truck (One-Half Ton)	\$ 18,000	5 Years	No
Digital Camera (MG)Nikon		2009					
Digital Camera (GL) Nikon		2009					
Digital Camera (RS) Nikon		2013					
Digital Camera (TM) Nikon		2012					



CEDAR HILL
WHERE OPPORTUNITIES GROW NATURALLY