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

2016 - 2017 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
- License multi-family and lodging establishments

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 500 citizen complaints and violations annually
- Initiate approximately 600 annual code violations through Operation Clean Sweep
- Inspect 10% of multi-family and lodging units

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 4,100 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 50 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
- Participate in Citywide Block Party

Activity Measurement:

- Issue six "Yard of the Month" awards monthly
- Conduct a fall and spring clean-up event annually
- Attend [at least] one neighborhood association meeting or function monthly
- Coordinate "Operation Clean Sweep" annually

Meets City Council's Premier Statements:
Cedar Hill is Clean.
Cedar Hill is Safe.

EXPENDITURES	ACTUAL		ACTUAL		BUDGET		EST.		FISCAL YEAR 2016-2017					
	FYE 14		FYE 15		FYE 16		FYE 16		CONTINUED		GROWTH			PROPOSED
Personnel	$	563,084	$	570,297	$	661,205	$	622,028	$	697,333	$	-	$	697,333
Supplies		11,021		12,106		16,110		23,105		15,570		-		15,570
Maintenance		7,797		9,947		6,950		6,548		7,700		-		7,700
Services		125,479		93,634		149,025		119,411		141,905		-		141,905
Utilities		4,086		3,265		3,770		3,388		3,570		-		3,570
Lease/Rentals		-		-		5,165		3,806		5,075		-		5,075
Sundry		14,773		17,900		25,720		21,452		19,120		-		19,120
TOTAL Dept. Budget	**$**	**726,240**	**$**	**707,149**	**$**	**867,945**	**$**	**799,738**	**$**	**890,273**	**$**	**-**	**$**	**890,273**

STAFFING	ACTUAL	ACTUAL	BUDGET	EST.	FISCAL YEAR 2016-2017		
	FYE 14	FYE 15	FYE 16	FYE 16	CONTINUED	GROWTH	PROPOSED
Building Official	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Neighborhood/							
Code Services Manager	0.00	1.00	1.00	1.00	1.00	0.00	1.00
Senior Building Inspector	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Building Inspector	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Senior Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00	0.00	1.00
Code Enforcement Supervisor	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Code Enforcement Officer	2.00	2.00	3.00	3.00	3.00	0.00	3.00
Permit Technician/Exec. Secretary	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Permit Technician	1.00	1.00	1.00	1.00	0.00	0.00	0.00
TOTAL Department Staff	**8.00**	**8.00**	**9.00**	**9.00**	**9.00**	**0.00**	**9.00**

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED

N/A

PROGRAMS:	PRIORITY	COST	FUNDED
Code/Building Software	1	$ 236,270	Yes*

Funded via One-Time Funds.

Proposed Program Descriptions

Code Enforcement Department

Program One (1): Development Services Software

Program Cost: $61,035
Tax Rate Impact: $0.0020
Included in City Manager's Budget: Yes (One-Time Funds)

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. This software will allow for the tracking and editing of submittals to the planning department and allow the potential developers to track the status of their application through that process. The Code Enforcement officers will have access to information pertaining to a particular parcel when determining if a code violation is present. The Building Inspection Department will have the ability to determine if a particular parcel has outstanding violations and be able to assist the code officers in gaining compliance. The Fire Department will be able to issue permit and result inspection performed while allowing all departments and permit holders to view the progress and status of their permits and inspections.

This program will benefit multiple departments and provide premier customer service. Below are the departments that would benefits along with the number of users:

- ✓ Code – 10 Users
- ✓ Planning – 4 Users
- ✓ Fire – 3 Users
- ✓ Public Works - 6 Users

*There is a small increase in the annual fee.
These costs do **not include equipment such as IPads, tablets or printers. These will be purchased by the departments as needed.

Finance Department's Comments:
A) This Program is eligible for the Equipment Lease Fund. The budgeted cost of the software is $236,270 with a lease term of $61,035 per year for 5 years.
B) This Program is available via One-Time Funds.
C) This Program would require an annual support cost of $85,491 per year.

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
  - o Going Green Initiative
  - o Customer Service Initiative

CODE ENFORCEMENT

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	29,266				
Ford Ranger Pickup X-Cab (CE-9743) - RS		2006	47,143				
Ford Ranger Pickup (CE-5721) - SN		2003	88,880				
Ford Ranger Pickup (CE-5449)	X	2002	57,463	Totaled - Not Replaced			
Ford 1/2 ton X-cab (CE-9875) - AL		2001	38,732				
Ford Ranger Pickup (CE-2667) - New insp		2001	60,288				
Ford 1/2 ton (CE-6820) - TM		2016	2,809				
Digital Camera (SN) Nikon		2009					
Digital Camera (GL) Nikon		2009					
Digital Camera (RS) Nikon		2013					
Digital Camera (TM) Nikon		2012					

CEDAR HILL

WHERE OPPORTUNITIES GROW NATURALLY