

# 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

## 2013 - 2014 WORK PLAN

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

#### Action:

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

#### Activity Measurement:

- Respond to approximately 1,200 annual complaints within two business days
- Initiate approximately 6,000 annual code violation cases
- **Initiate approximately 500 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 approximately 3,900 inspections annually (100% of the time) within one business day

**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 100 Single-Family Building Permits annually
- Issue 50 Commercial Plan Review Comments and Permits annually
- Issue 680 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:**

Cedar Hill is Clean.

Cedar Hill is Safe.

**SUMMARY  
CODE ENFORCEMENT**

<b>EXPENDITURES</b>	<b>ACTUAL FY 11-12</b>	<b>BUDGET FY 12-13</b>	<b>ESTIMATED FY 12-13</b>	<b>BUDGET FY 13-14</b>
Personnel	\$ 533,223	\$ 541,660	\$ 540,550	\$ 544,680
Supplies	13,119	13,385	12,310	14,210
Maintenance	5,720	6,050	8,500	5,750
Services	107,841	175,795	165,795	176,045
Utilities	3,866	4,070	4,220	4,220
Sundry	18,776	17,550	17,550	17,655
<b>TOTAL Department Budget</b>	<b>\$ 682,545</b>	<b>\$ 758,510</b>	<b>\$ 748,925</b>	<b>\$ 762,560</b>

<b>STAFFING</b>	<b>ACTUAL FY 11-12</b>	<b>BUDGET FY 12-13</b>	<b>ESTIMATED FY 12-13</b>	<b>BUDGET FY 13-14</b>
Building Official	1.00	1.00	1.00	1.00
Neighborhood and Code Services Manager	0.00	0.00	0.00	1.00
Code Enforcement Supervisor	1.00	1.00	1.00	0.00
Senior Building Inspector	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00	2.00
Senior Code Enforcement Officer	1.00	1.00	1.00	1.00
Code Enforcement Officer	2.00	2.00	2.00	2.00
Permit Technician	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>9.00</b>

<b>PERFORMANCE INDICATORS</b>	<b>ACTUAL FY 11-12</b>	<b>BUDGET FY 12-13</b>	<b>ESTIMATED FY 12-13</b>	<b>BUDGET FY 13-14</b>
Complaints responded to within two business days	97%	97%	95%	97%
Inspections performed on on same day*	99%	99%	95%	99%
Building Permits issued within five business days	95%	95%	90%	95%

\*If reported by 6:00 a.m.