

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

2012 - 2013 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 5,200 code violation cases annually
- Respond to approximately 750 citizen complaints and violations annually

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 98% 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/issue 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 45 Commercial Plan Review Comments and Permits annually
- Issue 510 Plumbing, Electrical, Mechanical, Storage Building 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 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 10-11	BUDGET FY 11-12	ESTIMATED FY 11-12	BUDGET FY 12-13
Personnel	\$ 564,007	\$ 583,150	\$ 533,515	\$ 541,660
Supplies	11,412	13,385	14,885	13,385
Maintenance	5,533	6,050	6,050	6,050
Services	96,101	164,055	182,415	175,795
Utilities	3,274	4,250	4,070	4,070
Leases / Rentals	1,145	-	-	-
Sundry	14,404	17,735	19,450	17,550
TOTAL Department Budget	\$ 695,876	\$ 788,625	\$ 760,385	\$ 758,510

STAFFING	ACTUAL FY 10-11	BUDGET FY 11-12	ESTIMATED FY 11-12	BUDGET FY 12-13
Building Official	1.00	1.00	1.00	1.00
Code Enforcement Supervisor	1.00	1.00	1.00	1.00
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
TOTAL Department Staff	9.00	9.00	9.00	9.00

PERFORMANCE INDICATORS	ACTUAL FY 10-11	BUDGET FY 11-12	ESTIMATED FY 11-12	BUDGET FY 12-13
Complaints responded to within two business days	97%	97%	95%	97%
Inspections performed 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.