

FYE2022 BUDGET ACTIVITY NARRATIVE

FUND: 525 Sanitation	DEPARTMENT: 15 Waste Mgmt-Sanitation	ACTIVITY: 5125 Code Enforcement
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DEPARTMENT/ACTIVITY DESCRIPTION:
 The Code Enforcement Division was established in March of 1999. Supervision of this division was transferred from Waste Management (Sanitation) to the City Attorney's Office in January 2016.
 The primary responsibilities of this division are to enforce compliance with the International Property Maintenance Code (IPMC) as amended and other city ordinances, post notices, electronically file citations, and attend arraignments and court proceedings. Code Enforcement responsibilities also include working with neighborhood associations, landlords and tenants. Code Enforcement Officers shall establish and maintain an adequate record-keeping system of all complaints, and complete follow-up and resolution of complaints and court proceedings.

DEPARTMENT/ACTIVITY OBJECTIVES:
 Investigate, post notice, issue citations and follow-up on violations and complaints of the IPMC and the Zoning Ordinances.
 Educate the general public as to the local ordinances to ensure compliance.
 Work closely with neighborhood associations, landlords and tenants regarding compliance of properties.
 Manage court ordered and administrative clean-ups to ensure they are done in an orderly and legal fashion.

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2019	CERTIFIED FYE2020	CERTIFIED FYE2021	PROPOSED FYE2022 *	PUBLISHED FYE2022	CERTIFIED FYE2022
City Attorney	0.3	0.3	0.3	0.3	0.3	
Code Enforcement Officer	2.475	2.475	2.95	2.95	2.95	
Code Enforcement Foreman	1	1	1	1	1	
Clerk I	1	1	1	1	1	
TOTAL FULL-TIME EQUIVALENT POSITIONS	4.775	4.775	5.25	5.25	5.25	0

* AT CURRENT FYE21 STAFFING LEVEL