

# POLICE DEPARTMENT - CODE ENFORCEMENT

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## **Mission Statement**

We exist to provide enforcement of Minimum Housing Standards, with a commitment to integrity and excellence in customer service. We believe that this will enhance health and safety, property values, and quality of life for the citizens of Fort Wayne.

## **Goals and Objectives**

The goals of the Department of Neighborhood Code Enforcement are to assist in making the City of Fort Wayne, one of the safest cities of its size. This can be accomplished by eliminating unsafe structures, securing vacant structures and cleaning-up blighted areas. We are also committed to ensuring safe housing for the citizens of this community.

We believe that NCE is Community Oriented Policing at its best, and that a proactive approach is the most effective way of producing results. We further believe the diligent work in this field will have a direct correlation with the reduction of crime.

<b><u>Indicators</u></b>	<b><u>2003 Actual</u></b>	<b><u>2004 Actual</u></b>	<b><u>2005 (Est.)</u></b>	<b><u>2006 (Est.)</u></b>
Emergency Orders to Repair	485	606	850	900
Emergency Orders to Demolish	71	55	75	50
Boardings	295	366	400	300
Demolitions - Hearing Affirmed	52	31	100	100

**POLICE DEPARTMENT - CODE ENFORCEMENT**  
**Dept # 010-030-NCED**  
**2006 BUDGET COMPARISON**

	2004	2005	2006	\$ INCREASE	% CHANGE
	ACTUAL	APPROVED	SUBMITTED	(DECREASE)	FROM 2005 APPR
		THRU 7/31/05		FROM 2005 APPR	TO 2006
				TO 2006	TO 2006
4111 WAGES-REG	\$ 687,248	\$ 669,805	\$ 860,159	\$ 190,354	28.42%
4115 PARTTIME	-	22,088	31,997	9,909	44.86%
4121 VACATION PAY	-	2,500	2,500	-	0.00%
<b>TOTAL WAGES</b>	<b>\$ 687,248</b>	<b>\$ 694,393</b>	<b>\$ 894,655</b>	<b>\$ 200,262</b>	<b>28.84%</b>
4131 PERF	37,697	33,615	48,918	15,303	45.52%
4132 FICA	49,649	52,739	68,041	15,302	29.01%
4134 GROUP HEALTH INS	121,392	123,690	204,100	80,410	65.01%
4136 UNEMPLOYMENT	360	345	532	187	54.24%
4137 WORKERS COMP	10,188	10,188	10,648	460	4.52%
413A PERF/FRINGE	20,563	20,169	26,683	6,514	32.30%
413R RETIREE INSURANCE	19,500	14,000	15,700	1,700	12.14%
<b>TOTAL 4100</b>	<b>\$ 946,597</b>	<b>\$ 949,139</b>	<b>\$ 1,269,277</b>	<b>\$ 320,138</b>	<b>33.73%</b>
4214 SAFETY ITEMS	\$ 32	\$ 125	\$ 125	-	0.00%
4219 OTHR OFFC SUPPL	10,021	12,000	12,000	-	0.00%
4231 GASOLINE	11,546	10,800	16,200	5,400	50.00%
4299 OTHER MTLs	846	2,455	2,455	-	0.00%
429C CLOTHING	1,877	500	3,190	2,690	538.04%
<b>TOTAL 4200</b>	<b>\$ 24,322</b>	<b>\$ 25,880</b>	<b>\$ 33,970</b>	<b>\$ 8,090</b>	<b>31.26%</b>
4311 LEGAL SRVCS	\$ 5,150	\$ 8,400	\$ -	\$ (8,400)	-100.00%
431K SEMINAR FEES	-	1,330	2,678	1,348	101.35%
4322 POSTAGE	13,779	17,424	26,000	8,576	49.22%
4323 TELEPHONE	4,686	6,960	8,160	1,200	17.24%
4324 TRAVEL	-	1,000	2,004	1,004	100.40%
4326 MILEAGE	21	3,120	4,000	880	28.21%
432C CELL PHONE	745	840	1,176	336	40.00%
432L LONG DISTANCE	146	240	240	-	0.00%
4331 PRINTING	5,103	9,112	10,846	1,734	19.03%
4332 PUB LEGAL	927	1,325	2,150	825	62.26%
4341 PROPERTY INSUR	-	-	414	414	100.00%
4342 LIABILITY INSUR	888	883	7,680	6,797	769.76%
4343 OFCL/CRIME BOND	214	118	122	4	3.39%
4344 OTHER CASUALTY INSUR	-	-	148	148	100.00%
4345 AUTO INSUR	1,264	1,241	1,464	223	17.97%
4351 ELECTRICITY	1,600	4,120	4,245	125	3.03%
4361 BOARD UPS	62,609	65,000	65,000	-	0.00%
4363 CONT OTH REP	805	1,200	1,800	600	50.00%
4364 WEEDS	187,422	175,000	300,000	125,000	71.43%
4365 JANITORIAL SRVCS	2,934	2,496	924	(1,572)	-62.98%
4369 CLEAN UPS	78,533	115,000	125,000	10,000	8.70%
436A MAINT AGRMT	2,175	2,400	-	(2,400)	-100.00%
436N GARAGE NON-TARGET	1,910	1,000	1,500	500	50.00%
436T GARAGE TARGET	18,252	15,290	16,152	862	5.64%
4371 BLDG RENT	67,679	68,782	68,782	-	0.00%
4374 OTHR EQ RENT	4,086	5,448	2,616	(2,832)	-51.98%
4377 CC BLD PKG	-	270	140	(130)	-48.15%
4391 SUBS & DUES	923	1,429	2,741	1,312	91.86%
4399 OTHR SRVCS	859	600	3,426	2,826	471.00%
439B MASTER LEASE	9,102	6,625	17,344	10,719	161.80%
<b>TOTAL 4300</b>	<b>\$ 471,812</b>	<b>\$ 516,652</b>	<b>\$ 676,752</b>	<b>\$ 160,099</b>	<b>30.99%</b>
4443 PUR OFFC EQP	\$ 3,626	\$ 3,800	\$ -	\$ (3,800)	-100.00%
4445 PUR COMPUTER	500	4,307	-	(4,307)	-100.00%
4451 PUR FURNITURE	-	-	3,160	3,160	100.00%
<b>TOTAL 4400</b>	<b>\$ 4,126</b>	<b>\$ 8,107</b>	<b>\$ 3,160</b>	<b>\$ (4,947)</b>	<b>-61.02%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,446,857</b>	<b>\$ 1,499,778</b>	<b>\$ 1,983,159</b>	<b>\$ 483,381</b>	<b>32.23%</b>

**Police Department - Code Enforcement 2006-2010 Capital Improvement Program**

<b>FUNDING SOURCE CODE:</b>	GRP-Grant Pending	PT-Property Tax
CC-Cumulative Capital Fund	LE-Lease	RB-Revenue Bond
CDBG-Community Development Block Grant	InfraBd-Infrastructure Bond	ST-State Source
CEDIT-Co. Economic Development Income Tax	LRS-Local Roads & Streets	SU-Sewer Utility
CO-County Source	MISC-Miscellaneous	SWU-Stormwater Utility
FED-Federal Source	MVH-Motor Vehicle Highway	TIF-Tax Increment Financing
GOB-General Obligation Bond	PCBF-Park Cumulative Bldg. Fund	UF-User Fee
GRA-Grant Approved	PS-Private Source	WU-Water Utility

Item #	Project Title & Description	Funding Source	Expenditure				
			2006	2007	2008	2009	2010
1	Computer Replacement	LE	838	2,514	5,028	4,190	1,676
2	Printer Replacement	LE	6,088	-	822	822	-
3	Vehicle Replacement	LE	60,000	45,000	45,000	-	-
4	Office Furniture	PT	-	850	600	600	2,350
	Southwest extended annexation	PT	3,160	-	-	-	-
5	Other Equipment (Digital Cameras)	LE	2,724	3,178	3,178	3,178	3,178
	Southwest extended annexation	LE	454	-	-	-	-
6	Fax Machine	LE	500	-	-	-	-
7	Radios	PT	-	-	-	-	-
	Southwest extended annexation	LE	5,445	-	-	-	-
<b>TOTAL</b>			<b>79,209</b>	<b>51,542</b>	<b>54,628</b>	<b>8,790</b>	<b>7,204</b>

- 1 Computers are being replaced according to a 4 year schedule  
 2006 - (1) 2002 replacement  
 2007 - (3) 2003 replacements  
 2008 - (6) 2004 replacements  
 2009 - (5) 2005 replacements  
 2010 - (2) 2006 replacements
- 2 Printers are being replaced according to a 4 year schedule  
 2006 - (3) 1997 replacements, (2) 1999 replacements,  
 (2) 2000 replacements, (1) 2001 replacement,  
 (2) 2002 replacements  
 2007 - no replacements  
 2008 - (2) 2004 replacements  
 2009 - (2) 2005 replacements
- 3 Vehicle Replacement  
 2006 - '97 Lumina, 88,220 miles (#17025), '97 Lumina, 70,155 miles (#17027), '98 Malibu, 98,459 miles (#18029), '98 Malibu, 77,851 miles (#18031)  
 2007 - '98 Malibu, 58,623 miles (#18028), '98 Malibu, 64,409 miles (#18030), '99 Lumina, 61,481 miles (#19023)  
 2008 - '2000 Lumina, 50,425 miles (#10020), '66 Lumina, 56,423 miles (#19022), '99 Lumina, 45,381 miles (#19024)
- 4 Office Furniture - shared by 25 people  
 2006 - replace (9) chairs, (2) file cabinets  
 2006 - new due to annexation (3) desks, (3) chairs, (2) file cabinets  
 2007 - replace (3) chairs, (2) file cabinets  
 2008 - replace (3) file cabinets  
 2009 - replace (3) file cabinets  
 2010 - replace (13) chairs, 2 file cabinets
- 5 Other Equipment (Digital Cameras)  
 2006 - (6) digital camera replacements, (1) new due to annexation  
 2007 - (7) digital camera replacements  
 2008 - (7) digital camera replacements  
 2009 - (7) digital camera replacements  
 2010 - (7) digital camera replacements
- 6 Fax Machine  
 2006 - replace
- 7 Radios  
 2006 - (3) new due to annexation

**STAFFING LEVELS  
BUDGETED  
NEIGHBORHOOD CODE ENFORCEMENT/COMBINED BUDGETS**

CLASSIFICATION TITLE	EXEMPT GRID/ UNION														
		98	99	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	
NCE Administrator	J	1	1	1	1	1	1	1	0	0	0	0	0	0	
Case Systems Manager	I	1	1	1	1	1	1	1	0	0	0	0	0	0	K
Customer Relations Manager *	G	0	0	0	0	1	1	1	1	1	1	1	1	1	E
Legal Assistant *	B	1	1	1	1	1	1	1	1	1	1	1	1	1	
Administrative Assistant *	A	0	0	0	0	0	1	1	1	1	1	1	1	1	H
Team Leader	IAM	0	0	0	0	0.9	1	1	0	0	0	0	0	0	G
Enforcement Officer	IAM	10	10.8	10.8	10.8	9.9	11	6	6	6	6	6	6	6	A/C/G/I/J
Case System Specialist	IAM	1	1	1	1	1	1	1	1	1	1	1	1	1	
Enfor/Special Projects - Sec 108	IAM	2	2	3	3	3	3	1.68	2.68	2.68	2.68	2.68	2.68	2.68	D/F/J
NCE/Special Projects Coord.	IAM	1	1	2	2	2	2	2	2	2	2	2	2	2	
Enfor-Serv Specialist Dispatch	IAM	1	1	1	1	1	1	1	1	1	1	1	1	1	
AV Clerk/Hearing Specialist	IAM	0	0	0	0	0	1	1	1	1	1	1	1	1	
Staff Accountant/Office Supervisor*	F*	0	0	0	0	0	0	0	1	1	1	1	1	1	K
Enforcement Manager		1	1	1	1	0	0	0	0	0	0	0	0	0	
ABVH Inspec/Weed Coord.	IAM	1	0.8	0	0	0	0	0	0	0	0	0	0	0	B
Section 8 Coordinator/Title Search Supervisor	IAM	1	1	0	0	0	0	0	0	0	0	0	0	0	D
	F*	0	0	0	0	0	0	0	2	2	2	2	2	2	
<b>SUBTOTAL</b>		21	21.6	21.8	21.8	21.8	25	18.68	19.68	19.68	19.68	19.68	19.68	19.68	

**ABANDONED VEHICLE:**

CLASSIFICATION TITLE	EXEMPT GRID/ UNION														
		98	99	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	
ABVH Cost Recovery Clerk	IAM	1	1	1	1	1	0	0	0	0	0	0	0	0	
ABVH Inspec/Weed Coord	IAM	0	0.2	0	0	0	0	0	0	0	0	0	0	0	B
ABVH Officer	IAM	2	0	0	0	0	0	0	0	0	0	0	0	0	C
Team Leader	IAM	0	0	0	0	0.1	0	0	0	0	0	0	0	0	G
Enforcement Officers	IAM	0	1.2	1.2	1.2	1.1	0	0	0	0	0	0	0	0	A/C/G
<b>SUBTOTAL</b>		3	2.4	2.2	2.2	2.2	0	0	0	0	0	0	0	0	

<b>TOTAL NCED &amp; ABVH:</b>		24	24	24	24	24	25	18.68	19.68	19.68	19.68	19.68	19.68	19.68
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**\* Reflects Grid and Salary Ordinance changes**

- A. FY99 Enforcement Officers salaries were split 90% Neighborhood Code and 10% Abandoned Vehicle.
- B. FY99 ABVH Inspector/Weed Coord salaries were split 80% Neighborhood Code and 20% Abandoned Vehicles.
- C. FY99 (2) positions from Abandoned Vehicles (ABVH Coordinator IAM - 8) were shifted to Neighborhood Code as an Enforcement Officer (IAM-11)
- D. FY00 (1) Section 8 Coordinator/Title Specialist and (2) Case System Specialist have title and labor grade changes to Case System/Section 8 Specialist.
- E. FY01 Eliminated the Enforcement Manager and added a Community Relations Specialist.
- F. FY02 added (1) Enforcement Records/Section 8 for increase workload in the Department
- G. FY02 changes (1) Code Enforcement Officer to (1) Team Leader
- H. FY03 added (1) Administrative Assistant for collections and support to Administrator
- I/J. FY04 Moved 5 officers and 1.32 Enforc/Spec. Projects from Civil City to a CDBG Program.  
This is offset with Planning personnel moved to Civil City.
- K. FY05 Reorganized job responsibilities and deleted a Case Manager position and added a Staff Accountant**
- L. FY05 Changed Staff Accountant title to Staff Accountant/Office Supervisor
- M. FY05 Promote Team Leader to Supervisor, promote (1) Code Enforcement Officer to a supervisor, hire (1) new Code Enforcement Officer, hire (1) Case Systems/Section 8 Specialist