

# POLICE DEPARTMENT - NEIGHBORHOOD 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>2004 Actual</u></b>	<b><u>2005 Actual</u></b>	<b><u>2006 (Est.)</u></b>	<b><u>2007 (Est.)</u></b>
Emergency Orders to Repair	606	874	900	900
Emergency Orders to Demolish	55	173	50	50
Boardings	366	455	300	300
Demolitions - Hearing Affirmed	31	107	100	70

**POLICE DEPARTMENT - CODE ENFORCEMENT**  
**Dept # 010-030-NCED**  
**2007 BUDGET COMPARISON**

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>\$ INCREASE</u>	<u>% CHANGE</u>
	<u>ACTUAL</u>	<u>APPROVED</u>	<u>SUBMITTED</u>	<u>(DECREASE)</u>	<u>FROM 2006 APPR</u>
		<u>THRU 06/30/06</u>		<u>TO 2007</u>	<u>TO 2007</u>
4111 WAGES-REG	\$ 648,490	\$ 862,659	\$ 1,018,746	\$ 156,088	
4115 PARTTIME	19,869	31,997	31,997	-	
4121 VACATION PAY	-	-	3,000	3,000	
<b>TOTAL WAGES</b>	<b>\$ 668,359</b>	<b>\$ 894,655</b>	<b>\$ 1,053,743</b>	<b>\$ 159,088</b>	<b>17.78%</b>
4131 PERF	32,425	48,918	66,154	17,236	
4132 FICA	49,388	68,041	80,973	12,932	
4134 GROUP HEALTH INS	123,695	204,100	211,735	7,635	
4136 UNEMPLOYMENT	348	532	1,058	526	
4137 WORKERS COMP	10,188	10,648	8,972	(1,676)	
4138 CLOTHING ALLOWANCE	-	-	7,800	7,800	
413A PERF/FRINGE	19,454	26,683	31,754	5,071	
413R RETIREE INSURANCE	14,004	15,700	8,500	(7,200)	
<b>TOTAL 4100</b>	<b>\$ 917,861</b>	<b>\$ 1,269,277</b>	<b>\$ 1,470,689</b>	<b>\$ 201,412</b>	<b>15.87%</b>
4214 SAFETY ITEMS	\$ 148	\$ 125	\$ 125	\$ -	
4219 OTHR OFFC SUPPL	12,047	12,000	13,500	1,500	
4231 GASOLINE	13,627	16,200	23,490	7,290	
4299 OTHER MTLs	1,357	2,455	2,455	-	
429C CLOTHING	-	3,190	319	(2,871)	
<b>TOTAL 4200</b>	<b>\$ 27,179</b>	<b>\$ 33,970</b>	<b>\$ 39,889</b>	<b>\$ 5,919</b>	<b>17.42%</b>
4311 LEGAL SRVCS	\$ 119	\$ -	\$ -	\$ -	
4312 MEDICAL SERVICES	-	-	-	-	
4314 CONSULT SRVCS	-	-	25,000	25,000	
431E RANDOM DRUG SCREEN	-	-	1,362	1,362	
431K SEMINAR FEES	-	2,678	3,060	382	
4322 POSTAGE	21,820	26,000	29,000	3,000	
4323 TELEPHONE	8,024	8,160	14,972	6,812	
4324 TRAVEL	-	2,004	1,361	(643)	
4326 MILEAGE	4,717	4,000	10,000	6,000	
432C CELL PHONE	720	1,176	1,792	616	
432L LONG DISTANCE	207	240	300	60	
4331 PRINTING	5,854	10,846	13,000	2,154	
4332 PUB LEGAL	1,551	2,150	2,235	85	
4341 PROPERTY INSUR	-	414	427	13	
4342 LIABILITY INSUR	888	7,680	8,196	516	
4343 OFCL/CRIME BOND	118	122	132	10	
4344 OTHER CASUALTY INSUR	-	148	71	(77)	
4345 AUTO INSUR	1,243	1,464	1,134	(330)	
4361 BOARD UPS	65,503	65,000	50,000	(15,000)	
4363 CONT OTH REP	616	1,800	1,800	-	
4364 WEEDS	229,694	300,000	300,000	-	
4365 JANITORIAL SRVCS	2,363	924	-	(924)	
4369 CLEAN UPS	130,481	125,000	145,000	20,000	
436N GARAGE NON-TARGET	2,274	1,500	2,400	900	
436T GARAGE TARGET	17,502	16,152	12,048	(4,104)	
4371 BLDG RENT	68,784	73,027	80,782	7,755	
4374 OTHR EQ RENT	2,617	2,616	2,616	-	
4377 CC BLD PKG	115	140	160	20	
4391 SUBS & DUES	2,224	2,741	2,741	-	
4399 OTHR SRVCS	7,966	3,426	30,136	26,710	
439B MASTER LEASE	9,510	17,344	43,190	25,846	
<b>TOTAL 4300</b>	<b>\$ 584,910</b>	<b>\$ 676,752</b>	<b>\$ 782,915</b>	<b>\$ 106,163</b>	<b>15.69%</b>
4443 PUR OFFC EQP	\$ 2,458	\$ -	\$ 12,573	\$ 12,573	
4445 PUR COMPUTER	1,020	-	-	-	
4451 PUR FURNITURE	-	3,160	850	(2,310)	
<b>TOTAL 4400</b>	<b>\$ 3,478</b>	<b>\$ 3,160</b>	<b>\$ 13,423</b>	<b>\$ 10,263</b>	<b>324.78% **</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,533,428</b>	<b>\$ 1,983,159</b>	<b>\$ 2,306,916</b>	<b>\$ 323,756</b>	<b>16.33%</b>

\*\* Percentage high due to the fact that 4400's in 2006 were covered with lease dollars.

**Police Department - Code Enforcement 2007-2011 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				
			2007	2008	2009	2010	2011
1a.	Computer Replacement	PT	-	4,295	6,872	1,718	2,577
1b.	Mobile Computing Devices	LE	100,000				
2	Printer Replacement	PT	6,087	822	822	-	-
3	Vehicle Replacement	LE	43,500	43,500	-	-	-
	Aboite annexation	LE	14,500	-	-	-	-
4	Office Furniture	PT	850	600	600	2,350	-
5	Other Equipment (Digital Cameras)	PT	3,632	3,632	3,632	3,632	3,632
	Aboite annexation	PT	454	-	-	-	-
6	Fax Machine	PT	500	-	-	-	-
7	Radios	PT	-	-	-	-	-
	Aboite annexation	PT	1,900	-	-	-	-
8	Demolitions	CEDIT	400,000	380,000	380,000	380,000	380,000
<b>TOTAL</b>			<b>571,423</b>	<b>432,849</b>	<b>391,926</b>	<b>387,700</b>	<b>386,209</b>

- 1 Computers are being replaced according to City guidelines.
  - a. 2007 - (3) 2003 replacements
  - b. 2007 - (14) mobile computing devices
  - a. 2008 - (5) 2004 replacements
  - a. 2009 - (8) 2005 replacements
  - a. 2010 - (2) 2006 replacements
  - a. 2011 - (3) 2007 replacements
- 2 Printers are being replaced according to a 4 year schedule
  - 2007 - (3) 1997 replacements, (2) 1999 replacements, (2) 2000 replacements, (1) 2001 replacement, (3) 2002 replacements,
  - 2008 - (2) 2004 replacements
  - 2009 - (2) 2005 replacements
- 3 Vehicle Replacement
  - 2007 - '98 Malibu, 66,614 miles (#18028), '98 Malibu, 70,807 miles (#18030), '98 Malibu 88,048 #18031
  - 2007 - New for Aboite annexation
  - 2008 - '99 Lumina, 57,640 miles (#19022), '99 Lumina 70,876 miles (#19023), '99 Lumina, 57,857 miles (#19024)
- 4 Office Furniture - shared by 27 people
  - 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)
  - 2007 - (8) digital camera replacements
  - 2007 - (1) new digital camera - Aboite annexation
  - 2008 - (8) digital camera replacements
  - 2009 - (8) digital camera replacements
  - 2010 - (8) digital camera replacements
  - 2011 - (8) digital camera replacements
- 6 Fax Machine
  - 2007 - replace
- 7 Radios
  - 2007 - (1) new due to Aboite annexation
- 8 Demolitions-Loss of funds from CDBG Block Grant. Funds available from Block Grant are specified for low income areas. Funds would be used to demo other areas in City and replace loss Demo funds.

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

CLASSIFICATION TITLE	EXEMPT GRID/ UNION														
		99	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	
NCE Administrator	J	1	1	1	1	1	1	0	0	0	0	0	0	0	
Case Systems Manager	I	1	1	1	1	1	1	0	0	0	0	0	0	0	
Customer Relations Manager	G	0	0	0	1	1	1	1	1	1	1	1	1	1	
Legal Assistant	B	1	1	1	1	1	1	1	1	1	1	1	1	1	
Administrative Assistant	A	0	0	0	0	1	1	1	1	1	1	1	1	1	
Team Leader	IAM	0	0	0	0.9	1	1	0	0	0	0	0	0	0	
Enforcement Officer	IAM	10.8	10.8	10.8	9.9	11	6	6	6	10.33	12	12	12	12	
Case System Specialist	IAM	1	1	1	1	1	1	1	1	1	1	1	1	1	
Enfor/Special Projects - Sec 8	IAM	2	3	3	3	3	1.68	2.68	2.68	3.57	4	4	4	4	
NCE/Special Projects Coord.	IAM	1	2	2	2	2	2	2	2	1	1	1	1	1	
Enfor-Serv Specialist Dispatch	IAM	1	1	1	1	1	1	1	1	2	2	2	2	2	
AV Clerk/Hearing Specialist	IAM	0	0	0	0	1	1	1	1	1	1	1	1	1	
Staff Accountant Supervisor	F	0	0	0	0	0	0	1	1	1	1	1	1	1	
Enforcement Manager		1	1	1	0	0	0	0	0	0	0	0	0	0	
ABVH Inspec/Weed Coord.	IAM	0.8	0	0	0	0	0	0	0	0	0	0	0	0	
Section 8 Coordinator/Title Search	IAM	1	0	0	0	0	0	0	0	0	0	0	0	0	
Field Supervisor	F	0	0	0	0	0	0	2	2	2	2	2	2	2	
<b>SUBTOTAL</b>		<b>21.6</b>	<b>21.8</b>	<b>21.8</b>	<b>21.8</b>	<b>25</b>	<b>18.68</b>	<b>19.68</b>	<b>19.68</b>	<b>24.9</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	

**ABANDONED VEHICLE:**

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

<b>TOTAL NCED &amp; ABVH:</b>		<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>25</b>	<b>18.68</b>	<b>19.68</b>	<b>19.68</b>	<b>24.9</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>
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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 Case Systems/Section 8 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
- N. FY 06 Moved 1/3 of 5 officers and 1.32 Case Systems/Section 8 Specialist from CDBG Program back to Civil City hired (1) Case Systems/Section 8 Specialist, Promote (1) Code Officer to Field Supervisor, Hire (1) Field Supervisor
- N. FY07 hire (1) new Code Enforcement Officer, Moved 1/3 of 5 officers, and 1.32 Case Systems Specialist from CDBG Program back to Civil City
- O. FY 08 Moved 1/3 of 5 Officers, and 1.32 Case Systems Specialist from CDBG Program back to Civil City