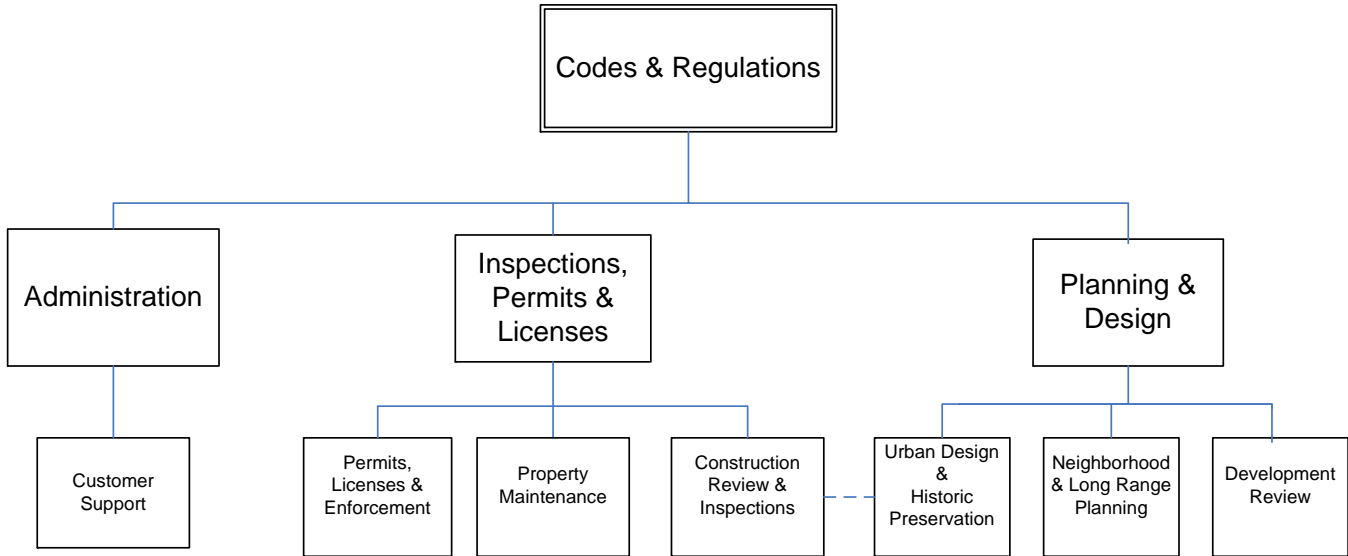




Codes & Regulations



CODES & REGULATIONS

Mission

Promote and ensure quality and sustainable land use, construction, community design and on-going property maintenance to support continued economic growth and physical development, ensuring prosperity, health and safety, and the general welfare of all of the citizens and visitors in our community. All team members will consistently provide quality service to our customers in the most prompt, responsive, efficient, thorough and professional manner possible, while always ensuring all projects/programs under our jurisdiction meet the applicable laws/regulations of our community.

Vision

A safe, sustainable, well-planned & code-compliant, diversified community. We can accomplish our vision by being the most proactive, seamless, transparent and integrated department possible utilizing technology, training and teamwork to reduce costs and improve customer service.

Programs and Services

Finance and Administration:

Supports the department by preparing and monitoring budget, accounting and purchasing activities; managing and monitoring contracts with outside vendors; ensuring all accounts payable and receivable are current and accurate; performing human resource and payroll activities and performing regular audits of department functions/activities to ensure full compliance with all Metro laws and general accounting, performance and auditing practices.

Customer and Support Services:

Supports department's operations by providing all operational and clerical support including answering and routing all calls for service; processing and issuing licenses and permits relating to construction and building use; receiving and distributing all mail; maintaining, archiving and retrieving departmental records; administering the public nuisance and noise ordinances; and monitoring all requests for service received via MetroCall to ensure prompt and quality response.

Supports department's operations by providing support for all IT applications and users (both internal and external) through application development and software/hardware maintenance.

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**Programs and Services
(continued)**

Permits, Licenses and Enforcement:

Performs regulatory licensing, permitting and enforcement activities related to: alcoholic beverages, adult entertainment, amusement devices, armed and unarmed security guards and agencies, charitable solicitation, dance halls, escort services, ground transportation (which includes taxis, limos and small charter buses), horse-drawn carriages, massage facilities, off-site automobile sales, pyrotechnics, pawn brokers, solicitors, special events, and vendors; ensures compliance with all local, state and federal laws prior to the issuance or renewal of any license or permit; performs records management and retrieval for permits and licenses; and processes all citations related to these activities including sending notices of violations and hearings; coordinating, documenting and holding administrative hearings to adjudicate these citations and violations; and processing the results of those hearings through orders.

Provides citizens the opportunity to appeal violation notices or citations issued by our department and other departments utilizing the Code Enforcement Board.

Property Maintenance:

Ensures the maintenance and proper use of commercial and residential buildings/properties by inspecting; issuing violation notices/citations; assessing fines or initiating court action for violations discovered and/or not corrected; and by abating illegal, unsafe, unhealthy and dangerous structures through our demolition program.

Construction Review and Inspections:

Reviews submitted construction/development plans, both design and site for compliance with the Kentucky Building and Residential Codes, Land Development Code and other applicable local ordinances; approves and issues permits for approved construction plans; and provides technical assistance to design professionals, contractors, the general public and other government agencies.

Monitors and inspects all new or additions/upgrades/replacements of structural, electrical, fire detection/protection and heating, ventilation and air conditioning (HVAC) systems, and provides field technical assistance to design professionals, contractors, the general public and other government agencies on these systems.

Development Review:

Ensures compliance with applicable planning and zoning regulations and planning studies by providing information on land use and newly created parcels; by reviewing development plans for subdivisions, rezonings, variances, community facility reviews, parking waivers, detailed development plans, street and alley closures, record plats; and by issuing overlay and historic preservation reviews and permits.

**Programs and
Services
(continued)****Neighborhood and Long-range Planning:**

Ensures quality growth and development within the Metro area by developing and providing neighborhood, corridor, and small area plans, land use plans and regulations, special district regulations, and environmental standards; by performing appropriate demographic and land use history research; and, by making recommendations for revisions to the Land Development Code.

Urban Design & Historic Preservation:

Supports commercial, institutional, and residential developments by providing urban design and community improvement planning services and managing historic preservation resources.

Metro Development Center:

Provides operational support for all agencies (Codes & Regulations, Public Works and Assets, Metropolitan Sewer District, Louisville Water Company, Air Pollution Control District, and Public Health & Wellness) located within the Development Center to ensure a streamlined, coordinated multi-agency review, and permitting and licensing support for all development activities occurring or planned within our community.

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Goals & Indicators

- Ensure public health and safety through enforcement of the Kentucky Building and Residential and the Jefferson County Land Development Codes.
- Ensure public health and safety meet current land use, building, electrical and mechanical codes.
- Ensure that Metro citizens have sanitary and safe living conditions in their buildings, homes and neighborhoods by enforcing the Property Maintenance and Land Development Codes.
- Ensure that local, state and federal laws are being followed in regards to: the sale and consumption of alcoholic beverages; provision of public transportation, adult entertainment, vending and special event services.
- Provide excellent customer service to all of our customers, both external and internal.
- Ensure that the Code Enforcement Board processes all appeals of violation notices and citations in a timely and efficient manner.
- Complete development review of all cases within the established timeframes, and provide professional planning, urban design and preservation expertise and technical support for development review bodies, developers, and citizens.
- Facilitate the development and implementation of neighborhood, corridor, or small area plans to ensure quality, sustainable growth.
- Continue to expand the use of technology and its applications to enhance customer service for internal and external customers.
- Continue to develop and offer outreach programs to citizens and customers to ensure that their knowledge of property maintenance, land use and planning processes, development, construction and licensing and permitting laws/regulations and processes and enforcement programs is as current and complete as possible.
- Continue to manage historic preservation resources.

Codes & Regulations

Budget Summary

	Prior Year Actual 2007-2008	Original Budget 2008-2009	Revised Budget 2008-2009	Mayor's Recommended 2009-2010	Council Approved 2009-2010
General Fund Appropriation	8,390,200	9,002,900	9,034,100	9,183,000	9,183,000
Agency Receipts	1,043,600	1,039,700	1,039,700	770,900	770,900
Federal Grants	1,780,700	1,940,200	1,944,000	1,940,200	1,940,200
State Grants	8,500	0	0	0	0
Total Revenue:	11,223,000	11,982,800	12,017,800	11,894,100	11,894,100
Personal Services	9,231,500	9,689,600	9,513,500	9,796,600	9,796,600
Contractual Services	1,241,200	1,452,000	1,429,300	1,363,300	1,363,300
Supplies	77,100	107,400	80,000	79,000	79,000
Equipment/Capital Outlay	48,700	70,200	61,200	66,000	66,000
Interdepartment Charges	739,100	663,600	663,300	589,200	589,200
Restricted & Other Proj Exp	0	0	270,500	0	0
Total Expenditure:	11,337,600	11,982,800	12,017,800	11,894,100	11,894,100
Expenditures By Activity					
Inspections, Permits, & Licenses	8,390,400	9,026,100	8,919,100	8,774,700	8,774,700
Planning & Design Services	2,947,200	2,956,700	3,098,700	3,119,400	3,119,400
Total Expenditure:	11,337,600	11,982,800	12,017,800	11,894,100	11,894,100

Codes & Regulations	Position Detail	
	Mayor's Recommended FY2009-2010	Council Approved FY2009-2010
Position Allocation (in Full-time Equivalents)		
Sworn	7	7
Full-time	168	168
Part-time	0	0
Seasonal/Other	18	18
Total Positions	193	193

Position Title

Administrative Assistant	4	4
Administrative Clerk	12	12
Administrative Coordinator	3	3
Administrative Specialist	3	3
Administrative Supervisor II	1	1
Architect & Urban Design Supervisor	1	1
Architect, Project	1	1
Architect, Registered	1	1
Assistant Director	2	2
Associate Planner	4	4
Board Member	18	18
Building Inspection Supervisor	1	1
Building Inspector I	4	4
Building Inspector II	8	8
Building Inspector III	6	6
Building Inspector Trainee	10	10
Business Manager I	2	2
Business Specialist	1	1
Code Enforcement Officer I	23	23
Code Enforcement Officer II	11	11
Code Enforcement Supervisor	4	4
Director	2	2
Electrical Inspection Supervisor	1	1
Electrical Inspector I	11	11
Electrical Inspector II	1	1
Executive Administrator	1	1
Executive Assistant	2	2
Historic Preservation Officer	1	1
Historic Preservation Specialist	2	2
HVAC Inspection Supervisor	1	1
Information Systems Analyst	1	1
Information Systems Specialist	1	1
Information Systems Supervisor	1	1
Landscape Architect	1	1
Licenses & Permits Investigations Supervisor	1	1
Licenses & Permits Investigator I	4	4
Licenses & Permits Investigator II	2	2
Management Assistant	6	6
Payroll Specialist	1	1
Permit/License Assistant	6	6

Codes & Regulations	Position Detail	
	Mayor's Recommended FY2009-2010	Council Approved FY2009-2010
Permit/License Coordinator	1	1
Permit/License Supervisor	2	2
Plan Review Supervisor	1	1
Planner I	3	3
Planner II	7	7
Planning & Design Coordinator	3	3
Planning & Design Supervisor	4	4
Planning and Design Manager	1	1
Planning Technician	4	4
Public Information Specialist	1	1