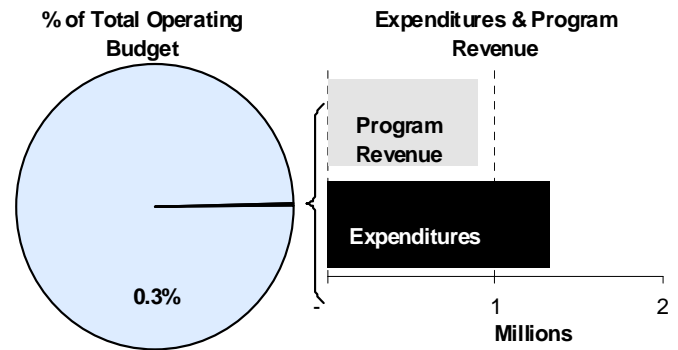
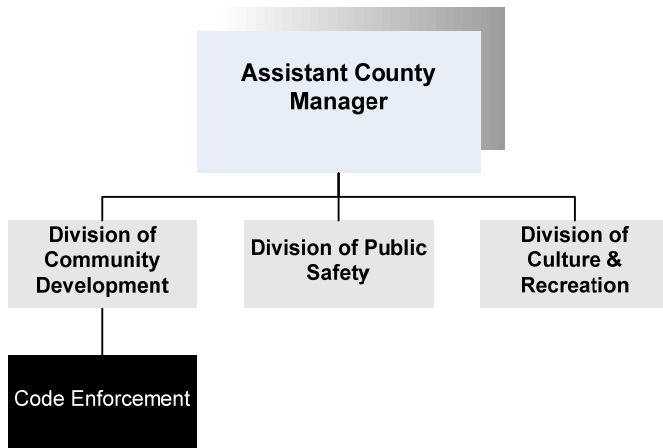




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**Mission:**

- Ensure a safe living, working and recreational environment for the residents and citizens of Sedgwick County by creating partnerships with the public to ensure the enforcement of building, construction, zoning, subdivision, nuisance and environmental regulations.



**Program Information**

Code Enforcement supports all citizens, building contractors, trade contractors, realtors, wastewater contractors, well installers and properties in floodplain areas by enforcing resolutions put forth by the Sedgwick County Commissioners. The Department inspects new construction, remodels, wastewater, and wells for contractors and citizens to make sure the structures meet the adopted codes. Code Enforcement follows up on complaints regarding nuisance and zoning to assure the property is in compliance with the Unified Zoning Code as well as advising citizens of the steps to have a property rezoned. The services of Code Enforcement are provided for unincorporated Sedgwick County and are contracted to support 12 smaller communities within Sedgwick County.

Resolutions and codes guiding the delivery of community services by Code Enforcement include:

- Commercial Building Code
- Residential Building Code & Amendments
- Manufactured Homes Resolution
- Manufactured Housing Code & Amendments

- Rental Housing Code
- Property Title Transfer Inspection Code
- Electrical Code
- Mechanical Code
- Plumbing Code
- Sanitary Advisory Board
- Sanitary Code
- Sanitary Service
- Water Well Advisory Board
- Domestic Water Well Code
- Service Drive Code
- Sign Codes
- Nuisance
- Nuisance Abatement
- Conservation and Protection of Farmland
- Floodplain Management
- Wastewater
- Wastewater Advisory Board

In 1986 the Federal Emergency Management Agency (FEMA) mapped the areas in Sedgwick County that were prone to flooding. These areas are commonly known as the 100-year floodplain, which indicates that every year there is a one percent chance of flooding in



these areas. FEMA completed a map modification and Sedgwick County adopted the new floodplain maps and joined the National Flood Insurance Program (NFIP) in February 2007. By joining the NFIP, residents of Sedgwick County are able to purchase flood insurance. Traditional homeowner’s insurance policies do not cover damages resulting from flooding.

Code Enforcement works in tandem with multiple agencies to carry out its mission and accomplish its goals, including the Kansas Department of Health and Environment, the Sedgwick County Public Works and Environmental Resources Departments, the Wichita Area Builders Association, the Federal Emergency Management Agency, the State of Kansas Floodplain Managers Association and the Heart of America Chapter of the International Code Council.

**Department Sustainability Initiatives**

The Department assigns each inspector a quadrant of Sedgwick County to inspect. By doing this the Department reduces the number of miles driven per inspector, which saves on travel time and expenses. In addition, Code Enforcement provides a “One-Stop-Shop” location for citizens to obtain the proper permits needed for construction projects. Permits for building construction, wastewater, floodplain, mortgage inspection, and water wells can now be picked up from the Code Enforcement office at 1144 S. Seneca.

In early 2006, Code Enforcement took over supervision of duties for the Animal Control Department, effectively placing all enforcement of County codes under one department. The Animal Control budget can be referenced within the Health and Welfare section of this document.

The Department of Code Enforcement has in place three resolutions that regulate domestic water wells, wastewater systems and a provision for property title transfers. These resolutions provide for the

community’s environmental safety. The provisions of the domestic water well code regulate and control the development, maintenance and use of water supplies in Sedgwick County. The property title transfer inspection codes are for the purpose of regulating and controlling the maintenance of water wells and onsite wastewater systems by requiring inspections of such wells and onsite wastewater systems when title to property is transferred. Both the domestic well water code and the property title transfer inspection code are intended to protect public health and prevent contamination and pollution of water resources in the County.

**Department Accomplishments**

**Alignment with County Values**

- **Accountability -**  
Code Enforcement requires daily logs that include location, type of inspection, number of inspections, miles driven, number of phone calls received, revenue received, permits issued, founded complaints and complaints resolved
- **Commitment -**  
Code Enforcement is committed to the enforcement of adopted codes and regulations that insure public safety and provide a safe living, working and recreational environment for our community
- **Honesty and Open Communication -**  
The Department believes in open and honest dialog with their customers to educate and assist them in achieving success with land use within unincorporated Sedgwick County

**Goals & Initiatives**

- **Perform 90% of inspections within 24 hours and 100% of inspections within 48 hours of receiving notification**
- **Increase permitting opportunity by establishing a one-stop shop for building, wastewater, floodplain and sign permits**

The staff of Code Enforcement attends continuing education opportunities to stay current with their certifications. The wastewater staff provides educational training to wastewater installers, realtors and community officials. Code Enforcement also assisted the Health Department in drafting swimming pool, hot tub and spa regulations. The regulations benefit the public by reducing the potential for communicable diseases transferred through water.

**Budget Adjustments**

Changes to the Code Enforcement 2012 budget reflect a one percent decrease in expenditures and a 17.6 percent decline in revenues

based on 2011 revised budget figures. Expenditures increased by one percent in the General Fund and decreased by 26 percent in grant supported funds. General Fund savings from the elimination of an Environmental Inspector position were offset by an increase in contractual expenditures. Revenues declined by 17.6 percent due to decreased funding from a state grant and the completion of two large projects in Bel Aire and Mulvane.

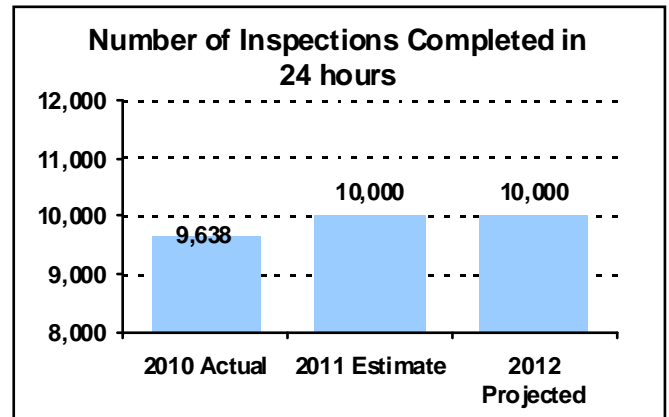


**PERFORMANCE MEASURE HIGHLIGHTS**

The following chart illustrates the Key Performance Indicator (KPI) of Code Enforcement.

**Number of inspections completed in 24 hours -**

- This measure reflects the Department’s commitment to meet the time constraints of citizens and contractors and insure that the codes are being met.



Department Performance Measures	2010 Actual	2011 Est.	2012 Proj.
<b>Goal: Perform 90% of inspections within 24 hours and 100% of inspections within 48 hours of receiving notification</b>			
Number of inspections completed in 24 hours (KPI)	9,638	10,000	10,000
Land use complaints	1,350	1,350	1,350
Percentage of buildings requiring 2 <sup>nd</sup> inspection	1.81%	2.00%	2.00%
Inspections per inspector	1,606	1,850	1,850
<b>Goal: Increase permitting opportunity by establishing a one-stop shop for building, wastewater, floodplain and sign permits</b>			
Permits issued	2,399	2,300	2,300
Plan review	92	85	85

**Significant Adjustments From Previous Budget Year**

	<b>Expenditures</b>	<b>Revenue</b>	<b>FTEs</b>
• Elimination of Environmental Inspector position and other personnel expenditure reductions	(57,419)		1.00
• Increase in contractals including mileage and contract services	58,625		
• Reduction in revenue from intergovernmental sources due to decreased funding of LEPP grant		(19,895)	
• Reduction in revenue from charges for service due to completion of two projects in Bel Aire and Mulvane		(153,969)	
<b>Total</b>	<b>1,206</b>	<b>(173,864)</b>	<b>1.00</b>

**Budget Summary by Category**

**Budget Summary by Fund**

Expenditures	2010	2011	2011	2012	% Chg.	Expenditures	2011	2012
	Actual	Adopted	Revised				Budget	Revised
Personnel	1,093,246	1,142,445	1,149,947	1,087,136	-5.5%	General Fund-110	1,253,207	1,259,223
Contractual Services	132,239	123,283	123,283	181,908	47.6%	Misc. Grants-279	90,246	65,938
Debt Service	-	-	-	-	-			
Commodities	32,445	58,523	58,523	56,117	-4.1%			
Capital Improvements	-	-	-	-	-			
Capital Equipment	-	-	-	-	-			
Interfund Transfers	8,568	-	11,700	-	-100.0%			
<b>Total Expenditures</b>	<b>1,266,499</b>	<b>1,324,251</b>	<b>1,343,453</b>	<b>1,325,161</b>	<b>-1.4%</b>	<b>Total Expenditures</b>	<b>1,343,453</b>	<b>1,325,161</b>
<b>Revenue</b>								
Taxes	-	-	-	-	-			
Intergovernmental	112,431	81,899	81,899	62,004	-24.3%			
Charges For Service	451,183	618,443	618,443	464,474	-24.9%			
Other Revenue	363,327	377,668	377,668	361,918	-4.2%			
<b>Total Revenue</b>	<b>926,941</b>	<b>1,078,010</b>	<b>1,078,010</b>	<b>888,396</b>	<b>-17.6%</b>			
<b>Full-Time Equivalents (FTEs)</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>16.00</b>	<b>-5.9%</b>			

**Budget Summary by Program**

Program	Fund	Expenditures				2012	% Chg.	Full-Time Equivalents (FTEs)		
		2010	2011	2011	2012			2011	2011	2012
		Actual	Adopted	Revised	Budget	'11-'12	Adopted	Revised	Budget	
Code & LEPP	Mult.	457,603	481,592	488,604	457,117	-6.4%	6.00	6.00	6.00	
Building Insp.	110	582,293	556,044	563,878	478,034	-15.2%	7.00	7.00	6.00	
Land Use	110	226,603	286,615	290,971	390,010	34.0%	4.00	4.00	4.00	
<b>Total</b>		<b>1,266,499</b>	<b>1,324,251</b>	<b>1,343,453</b>	<b>1,325,161</b>	<b>-1.4%</b>	<b>17.00</b>	<b>17.00</b>	<b>16.00</b>	



**Personnel Summary by Fund**

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)		
			2011 Adopted	2011 Revised	2012 Budget	2011 Adopted	2011 Revised	2012 Budget
Code Enforcement Director	110	B430	96,711	97,218	93,617	1.00	1.00	1.00
Assistant Codes Director	110	B326	67,288	68,923	66,370	1.00	1.00	1.00
Water Quality Specialist II	110	B324	60,679	62,160	59,858	1.00	1.00	1.00
Domestic Well Specialist	110	B323	-	-	56,524	-	-	1.00
Building Plan Examiner	110	B323	51,370	52,622	50,673	1.00	1.00	1.00
Senior Administrative Officer	110	B323	48,555	51,730	49,814	1.00	1.00	1.00
Combination Inspector	110	B322	140,396	142,888	95,892	3.00	3.00	2.00
Codes and Flood Plain Technician	110	B321	46,981	47,902	46,128	1.00	1.00	1.00
Building Inspector II	110	B220	75,656	76,603	73,765	2.00	2.00	2.00
Environmental Inspector	110	B220	40,314	32,919	-	1.00	1.00	-
Zoning Inspector	110	B219	38,474	39,044	37,598	1.00	1.00	1.00
Administrative Assistant	110	B218	40,038	40,815	39,304	1.00	1.00	1.00
Codes Specialist	110	B217	57,262	58,382	56,220	2.00	2.00	2.00
Domestic Well Specialist	279	B323	57,569	58,698	-	1.00	1.00	-
Environmental Inspector	279	B220	-	-	39,582	-	-	1.00
<b>Subtotal</b>					<b>765,345</b>	<b>17.00</b>	<b>17.00</b>	<b>16.00</b>
Add:								
Budgeted Personnel Savings (Turnover)					(4,523)			
Compensation Adjustments					-			
Overtime/On Call/Holiday Pay					1,129			
Benefits					325,185			
<b>Total Personnel Budget*</b>					<b>1,087,136</b>			

\* The 2011 personnel budget accommodates one additional payroll posting period. The budget is not reflective of an individual employee's annual salary due to the timing variance between the posting of payroll and the employee's receipt of compensation.



**• Code & Local Environmental Protection Plan**

Administrative staff issues permits for the unincorporated areas of the County, reviews permits issued for 10 cities within Sedgwick County, licenses contractors and building and trade companies, and furnishes zoning and subdivision information to citizens, realtors, appraisers, and contractors. Permit fees are also collected for the unincorporated area of Sedgwick County and the ten communities in which inspection services are provided.

Duties also include monitoring the Local Environmental Protection Plan (LEPP) grant, which the County assumed 100 percent responsibility for in July of 2005 from the City of Wichita.

**Fund(s): General Fund 110/Misc. Grants 279**

	2010 Actual	2011 Adopted	2011 Revised	2012 Budget	% Chg. '11-'12
<b>Expenditures</b>					
Personnel	400,984	419,259	414,571	400,594	-3.4%
Contractual Services	36,800	20,710	20,710	17,824	-13.9%
Debt Service	-	-	-	-	
Commodities	19,819	41,623	41,623	38,699	-7.0%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	11,700	-	-100.0%
<b>Total Expenditures</b>	<b>457,603</b>	<b>481,592</b>	<b>488,604</b>	<b>457,117</b>	<b>-6.4%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	
Intergovernmental	112,431	81,899	81,899	62,004	-24.3%
Charges For Service	451,183	618,443	618,443	464,474	-24.9%
Other Revenue	363,302	377,668	377,668	361,892	-4.2%
<b>Total Revenue</b>	<b>926,916</b>	<b>1,078,010</b>	<b>1,078,010</b>	<b>888,370</b>	<b>-17.6%</b>
<b>Full-Time Equivalents (FTEs)</b>	6.00	6.00	6.00	6.00	0.0%

**Goal(s):**

- Increase customer service to homeowners and contractors
- Create additional reference materials for citizens
- Provide additional services to contractors and the public

**• Building Inspection**

The Building Inspection program inspects construction projects in the unincorporated area of Sedgwick County. This consists of building, electrical, plumbing and mechanical inspections during the construction phase of all building projects. This also includes the 10 communities with whom the County has contracts to perform inspection services. Commercial project plans are reviewed prior to construction. In addition to building inspections, this department has taken over the enforcement of the sanitary code. This involves review of soils and groundwater information for issuing private wastewater disposal system permits, subdivision reviews for private wastewater system approval, complaints, and consultations for existing wastewater systems. The County now has floodplain regulations adopted and FEMA issued a new map study in February 2007.

**Fund(s): General Fund 110**

42001-110

	2010 Actual	2011 Adopted	2011 Revised	2012 Budget	% Chg. '11-'12
<b>Expenditures</b>					
Personnel	506,904	473,302	481,136	407,943	-15.2%
Contractual Services	58,898	73,467	73,467	60,298	-17.9%
Debt Service	-	-	-	-	
Commodities	7,923	9,275	9,275	9,793	5.6%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	8,568	-	-	-	
<b>Total Expenditures</b>	<b>582,293</b>	<b>556,044</b>	<b>563,878</b>	<b>478,034</b>	<b>-15.2%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	-	-	-	-	
Other Revenue	-	-	-	-	
<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Full-Time Equivalents (FTEs)</b>	7.00	7.00	7.00	6.00	-14.3%

**Goal(s):**

- Reduce re-inspections of contractors' projects by enhancing inspection services
- Offer "one-stop" service for permits related to building construction and zoning requirements
- Reduce response time for inspections
- Provide increased customer service to contractors and public for private sewage system installations



• Land Use

Land Use is responsible for enforcement of the Wichita & Sedgwick County Unified Zoning Code Regulations and the Sedgwick County Nuisance Codes Resolution. Zoning regulations include the review and monitoring of conditional uses, home occupations, land use issues and compliance. Enforcement of the nuisance code resolution generally consists of responding to citizen complaints dealing with inoperable vehicles, trash, tall grass, salvage material, and open and abandoned structures.

Fund(s): General Fund 110

42002-110

	2010	2011	2011	2012	% Chg.
	Actual	Adopted	Revised	Budget	'11-'12
<b>Expenditures</b>					
Personnel	185,359	249,884	254,240	278,599	9.6%
Contractual Services	36,541	29,106	29,106	103,786	256.6%
Debt Service	-	-	-	-	
Commodities	4,703	7,625	7,625	7,625	0.0%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	-	-	-	-	
<b>Total Expenditures</b>	<b>226,603</b>	<b>286,615</b>	<b>290,971</b>	<b>390,010</b>	<b>34.0%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	
Intergovernmental	-	-	-	-	
Charges For Service	-	-	-	-	
Other Revenue	25	-	-	26	
<b>Total Revenue</b>	<b>25</b>	<b>-</b>	<b>-</b>	<b>26</b>	
<b>Full-Time Equivalents (FTEs)</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.0%</b>

Goal(s):

- Offer “one-stop” service for citizen complaints related to nuisance and zoning compliance
- Provide investigation of complaints within 48 hours
- Update website for access to code information by general public



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