

CHAPTER 19A

CODE ENFORCEMENT OFFICER

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19A.01 APPOINTMENT. The Code Enforcement Officer is to be hired by a majority vote of the Council, shall hold office at the pleasure of the Council and shall be subject to removal by majority vote of the Council.

(Ord. 795 – Oct. 07 Supp.)

19A.02 COMPENSATION. The Code Enforcement Officer shall receive such compensation as the Council shall from time to time determine by resolution, and payment shall be made biweekly from the treasury of the City in the manner provided for paying other officers and employees.

(Ord. 795 – Oct. 07 Supp.)

19A.03 DUTIES. The duties of the Code Enforcement Officer shall include, but not be limited to, the following:

1. As directed and in cooperation with the Police Chief, implements zoning enforcement to meet the requirements of the City, State and federal regulations.
2. Checks for possession of permits, and ensures inspections are completed as required. Investigates unlawful zoning or building activities, secures evidence of violations and initiates corrective action. Ensures permits have been issued for golf carts, dogs, chickens and any other permits required by the City. Implements and maintain a permit tracking system, providing to the City not less than monthly reports.
3. Aids in the issuance of permits as needed. Investigates unlawful zoning or building activities and secures evidence of violations and initiates corrective action.
4. Notifies and consults with the Police Chief, Public Works Director, and City Administrator regarding departmental projects, prioritizing work items, potential problems and needs.
5. Encourages and promotes public safety and compliance with safety rules, the use of safety equipment and safe procedures. Oversee the maintenance of safety related files. Develops appropriate training programs for City employees on a quarterly basis, and reports compliance to the Police Chief and City Administrator.

6. Facilitates meetings and prepares material for the Planning and Zoning Commission and the Board of Adjustments and acts as the liaison between both and the City Council. Attends all meetings and takes minutes.
7. Provides information and responds to inquiries from contractors, developers, property owners, staff and general public regarding compliance with City Code and permit regulations.
8. Maintains an OSHA log and records related to inspection activities and work assignments. Compiles information and prepares reports as required or requested.
9. Monitors and views the condition of municipal buildings on not less than an annual basis for safety concerns; reports concerns to department head for corrective action.
10. Ensures ADA requirements are met, and requesting such inspections as needed.
11. Makes recommendations to City Administration for zoning map maintenance and updates as needed.
12. Communicate and explain code requirements to the general public, businesses, and citizens in tactful, firm, and impartial manner. Prepares and issues notices of violations and remedy of corrections. Prepares documents under the guidance of the Police Chief and issues municipal infraction citations for non-compliance.
13. Enforces nuisance abatements of properties in violation by sending or serving notice to abate nuisances found or reported. Issues invoices to property owners for any City work (i.e., mowing, pulling weeds). Update lists of properties in violation to be provided to City Administration and the Chief of Police.
14. Oversees the implementation of the Land Use Development ordinance, ensure consistency with the ordinance, and recommends Comprehensive Plan updates to the City Council as necessary concerning the Comprehensive Plan.
15. Shall act as the City's campground manager for all campgrounds on City properties, subject to the supervision of City Administration.
16. Concerning the City's Police Department, the duties shall include, but not limited to, the following:
 - A. Operate department vehicles in a safe and legal manner.
 - B. Proactively patrol of streets to investigate and enforce City Code violations as they arise.

C. Run information, through dispatch or by MDT, to perform his duties as assigned for City Code of Ordinance violations and investigations into such violations.

D. Provides information to Mills County 911 Communications Center via radio or phone to notify it of officer initiated calls for service that he/she is currently engaged or will be engaged.

E. Cite or warn public for offenses related to City Code of Ordinance violations or and/or municipal infractions.

F. While on duty will proactively investigate, take calls for service, respond to, and or be dispatched to complaints from public for such things as, but not limited to, the following:

- (1) Nuisance complaints.
- (2) Animal control.
- (3) Animal bite reports.
- (4) Fireworks complaints.
- (5) Abandoned or nuisance properties.
- (6) City Code questions.
- (7) Inoperable, abandoned, and junk vehicles on public streets or private property.
- (8) Solicitor, peddlers, and door-to-door sales complaints.
- (9) Parking complaints and issues citations as warranted.
- (10) Signs or advertisement complaints.
- (11) Tall grass, weeds, or other worthless vegetation complaints.
- (12) Appliances, trash, litter, and animal waste complaints.
- (13) Upkeep of fences, swimming pools, and fences around swimming pools.
- (14) Investigation into dangerous buildings or structures.
- (15) Building permits and business occupancy information.

- (16) Traffic control, accidents, emergencies, and natural disasters.
- (17) Lost or found property.
- (18) Assist fire and rescue as needed.
- (19) Assist officers as needed/as requested.
- (20) Other duties as assigned.

17. To perform any and all other duties as assigned by the City Council or supervisor.

18. The Code Enforcement Officer's immediate supervisor is the Chief of Police or his/her designee.

(Section 19A.03 – Ord. 891 – Oct. 19 Supp.)

19A.04 IMMEDIATE SUPERVISOR. The immediate supervisor of the Code Enforcement Officer is the City Administrator.

(Ord. 795 – Oct. 07 Supp.)