



**BALTIMORE CITY COUNCIL
HOUSING & ECONOMIC DEVELOPMENT
COMMITTEE**

Mission Statement

The Housing & Economic Development Committee is dedicated to fostering equitable growth and opportunity across Baltimore while addressing historic injustices, such as redlining and other discriminatory policies. Our goals include eliminating vacant properties, ensuring affordable housing, promoting sustainable development, and driving economic growth, job creation, and community revitalization through equitable policies and targeted strategies. By utilizing transparent governance, collaboration, and innovative solutions, we strive to enhance the quality of life for all residents.

**The Honorable
James Torrence
CHAIR**

PUBLIC HEARING

12/16/2025

5:15 PM

CLARENCE "DU" BURNS COUNCIL CHAMBERS

Bill: LO25-0034

Title: Code Enforcement & Inspector

Accountability

CITY COUNCIL COMMITTEES

BUDGET AND APPROPRIATIONS (BA)

Danielle McCray - Chair
Isaac "Yitzy" Schleifer – Vice Chair
Sharon Green Middleton
Paris Gray
Antonio Glover
Staff: Paroma Nandi (410-396-0271)

PUBLIC SAFETY (PS)

Mark Conway - Chair
Zac Blanchard – Vice Chair
Danielle McCray
Isaac "Yitzy" Schleifer
Paris Gray
Phylicia Porter
Antonio Glover
Staff: Ethan Navarre (410-396-1266)

HOUSING AND ECONOMIC DEVELOPMENT (HCD)

James Torrence – Chair
Odette Ramos – Vice Chair
Zac Blanchard
Jermaine Jones
Antonio Glover
Staff: Anthony Leva (410-396-1091)

PUBLIC HEALTH AND ENVIRONMENT (PHE)

Phylicia Porter - Chair
Mark Conway - Vice Chair
Mark Parker
Ryan Dorsey
James Torrence
John Bullock
Odette Ramos
Staff: Marguerite Currin (443-984-3485)

LABOR AND WORKFORCE (LW)

Jermaine Jones – Chair
James Torrence – Vice Chair
Danielle McCray
Ryan Dorsey
Phylicia Porter
Staff: Juliane Jemmott (410-396-1268)

LAND USE AND TRANSPORTATION

Ryan Dorsey – Chair
Sharon Green Middleton – Vice Chair
Mark Parker
Paris Gray
John Bullock
Phylicia Porter
Zac Blanchard
Staff: Anthony Leva (410-396-1091)

EDUCATION, YOUTH AND OLDER ADULT (EYOA)

John Bullock – Chair
Mark Parker – Vice Chair
Sharon Green Middleton
James Torrence
Zac Blanchard
Jermaine Jones
Odette Ramos
Staff: Juliane Jemmott (410-396-1268)

LEGISLATIVE INVESTIGATIONS (LI)

Isaac "Yitzy" Schleifer - Chair
Antonio Glover – Vice Chair
Ryan Dorsey
Sharon Green Middleton
Paris Gray
Staff: Ethan Navarre (410-396-1266)



Meeting: Legislative Oversight Hearing

Committee: Housing & Economic Development

Bill # LO25-0034

Title: Code Enforcement & Inspector Accountability

Purpose: For the purpose of calling relevant City Agencies and Representatives, as well as 3rd party stakeholders, to review and conduct oversight on the Code Enforcement process in the City of Baltimore. This will include accountability of Code Inspectors, the consistency with which the code is enforced, hearing about working conditions, staffing constraints, and other concerns.

REPORTING AGENCIES

Agency	Report
Department of Housing & Community Development	

BACKGROUND

The Department of Housing & Community Development (DHCD) is responsible for the enforcement of the City’s housing, building, and related codes. Previously, DHCD also included the Zoning Administrator, who is responsible for making sure that construction activity complied with the Zoning Code. This function has recently been transferred to the Zoning Department.

Code Enforcement in Baltimore City

Operations

DHCD’s website lists 9 different code enforcement offices around the city and gives examples of things that the officers will enforce throughout the city, including:¹

1. Lawn Maintenance
 - a. Includes the maintenance of outdoor spaces like yards and alleys so that grass, & weeds don’t exceed 4”.
2. Exterior Sanitary Maintenance
 - a. Includes keeping sidewalks, alleys, gutters, and other areas free of trash, construction materials, animal waste, etc....

¹ DHCD website

3. Bulk Trash
 - a. Includes making sure that large items are disposed of properly – i.e. appliances, furniture, etc....
4. Pest Control
 - a. Includes keeping exterior property free from animal or pest infestation.
5. Trash Collection
 - a. Includes the proper disposal of trash and storage between collection days.
6. Dumping
 - a. Includes enforcing accountability for those who dump garbage illegally.
7. Snow & Ice Removal
 - a. Includes the requirement that snow and ice be cleared promptly (within 6 hours of stoppage) from sidewalks.

Review of submitted 311 data shows that from the start of the 2026 fiscal year to present, 07/01/2025 - 12/11/2025, there were over 40,000 submitted requests which DHCD would respond to under code enforcement. The most commonly submitted SR is HCD-Sanitation Property, with over 20,000 submissions during this time period. The next most common include:

- ECC- Escalation – 4,655
- HCD- Vacant Building – 3941
- HCD -Maintenance Structure – 2445
- HCD -Trees & Shrubs - 1792

311 Data

While code enforcement requests exist in all Council Districts across the city, Districts 9, 7, & 13 were each over 4,000 requests. Some requests did not have a council district included in the data. Some request do not have an outcome listed, though some of these request are noted as being closed, closed(transferred), or closed (duplicate) The data allows a neighborhood to be specified, and in the available 311 data, the most common communities listed are:²

- Belair-Edison
 - 1198 requests
 - 199 currently with no outcome listed
 - 16 as open
- Sandtown-Winchester
 - 811 requests
 - 16 currently with no outcome listed
 - 5 listed as open

² Open Baltimore 311 Data

- Broadway East
 - 765 requests
 - 24 currently with no outcome listed
 - 1 listed as new
 - 17 as open
 - 1 as open (duplicate)
- Coldstream Homestead Montebello
 - 691 requests
 - 225 currently with no outcome listed
 - 10 listed as open
- Central Park Heights
 - 698 requests
 - 13 currently with no outcome listed
 - 4 requests listed as open

As of 12/11/25, most requests have received some follow-up, and most have been completed. Of the 40,303 requests compiled, approximately 88% (over 35,000) had been listed as 'work complete'.

Council District	Number of Requests
9	5556
7	4411
13	4052
12	3886
6	3119
10	2695
8	2599
1	2518
14	2312
4	2177
2	1826
3	1767
11	1562
5	1400
Grand Total	39880

Frequency of Outcome of SR Request	Total
Work completed	35528
SR assessed, and no cause for action was determined	424
Work could not be completed	192
Work referred to another agency (NOT BY SR TRANSFER)	59
Your issue has been reviewed and is considered closed	1
Grand Total	36204

Staffing

At a recent hearing of the Land Use & Transportation Committee, Housing Commissioner Alice Kennedy noted that DHCD was on track for full employment in inspectors³. At the hearing, she listed that number as 71-72 active inspectors. The FY26 budget book notes:⁴

- 49 Housing Inspectors
- 16 Senior Housing Inspectors
- 6 Assistant Superintendents for Housing Inspections
- 2 Superintendents for Housing Inspections

The department lists several goals for performance measures, including⁵:

- 85% of Service Requests (SR) closed on time
 - The budget book does not note what on time is for any specific SR. Different requests have different service times in 311, including:⁶
 - Trash or Weeds - 10 calendar days
 - Rodents – 15 calendar days
 - Illegal Dumping – 5 calendar days
- 190,000 property maintenance code enforcement inspections
- 75% of vacates of illegal occupants in vacant buildings within 7 days

Budget information

Service 745 Housing Code Enforcement has a budget of \$10,191,004 for FY26, which is less than the FY25 budget of \$15,222,780. This change is a result of the transfer of funding for Code Enforcement Administrative, Demolition, and Investigation Sections to Service 751 (\$5,124,437 transferred from Service 745 to Service 751 for these activities).⁷

Service 745 supports 97 positions and uses \$276,524 in federal funding to support 3 Housing Inspector positions.

Service 751 is Building Code Permitting, Inspections, & Compliance. This service formerly contained the Zoning Administrator, who has been transferred to the Planning Department. The service processes permit applications, conducts building inspections, oversees demolitions, issues all notices and citations, and ensures legal compliance to hold violators accountable⁸

³ Land Use & Transportation Committee Notes 12/01/25

⁴ FY 26 Agency Detail Vol I

⁵ FY 26 Agency Detail Vol I

⁶ 311 App

⁷ FY26 Agency Detail Vol I

⁸ FY26 Agency Detail Vol I

In FY26, Service 751 supports 121 positions with a budget of \$14,057,527.

ADDITIONAL INFORMATION

Fiscal Note:

Information Source(s):

- DHCD Website Code Enforcement (<https://dhcd.baltimorecity.gov/ce/code-enforcement>)
- FY26 Adopted Budget Summary (pg 170)
- FY26 Agency Detail Volume I (see attached pages)
- Baltimore City Council Land Use & Transportation Committee Hearing Notes 12/01/25
- Open Baltimore 311 Data (311 Customer Service Request Report)

Analysis by: Tony Leva

Direct Inquiries to: Anthony.Leva@BaltimoreCity.Gov

Phone: 443-369-1091

Analysis Date:12/9/2025

Baltimore City Council



Housing & Economic Development Committee

Bill: LO25-0034

**Title: Code Enforcement & Inspector
Accountability**

Agency Reports



Brandon M. Scott
Mayor

L025-0034

Code Enforcement & Inspector Accountability

PREPARED BY
Department of Housing and Community Development

December 16, 2025

Introduction and Overview



Introduction

One of the Department of Housing and Community Development (DHCD)'s central pillars is ensuring safe conditions through code enforcement.

Code Enforcement decisions are community focused, data driven, and based on national best practices.

These efforts differ and are split between two different divisions within the agency to be discussed today:

- **Property Maintenance Code Enforcement**
- **DHCD's Special Investigations Unit**



Overview

Property Maintenance Code Enforcement makes up the Code Enforcement and Emergency Operations Division. They conduct over 145,000 inspections each year and monitor all vacant buildings and parcels in the city.

The Special Investigations Unit (SIU) is within the Permits and Litigation Division. SIU is responsible for over 20 distinct functions, such as, but not limited to, Illegal Dumping and Environmental Inspections, Social Club Task Force, Vendor Enforcement, and Zoning Inspections. SIU collaborates with multiple city agencies in their efforts to curb illegal and nuisance behavior and provide positive outcomes for all residents and neighborhoods in the city.

Today we will discuss within the context of these two divisions:

- Enforcement Process
- Inspector Accountability
- Enforcement Consistency
- Working Conditions
- Staffing and Resource Constraints



Notice vs. Citation

Violation Notice

- Document issued to the property owner or responsible party when a violation is identified.
- Requires a reinspection.
- No fine is issued at this stage.
- Failure to correct violations may result in further action, including failure to abate citations and litigation.

Citation

- Formal enforcement document issued to the property owner or responsible party.
- Imposes a monetary fine.
- Citations can be contested through the Environmental Control Board.



Property Maintenance Code Enforcement



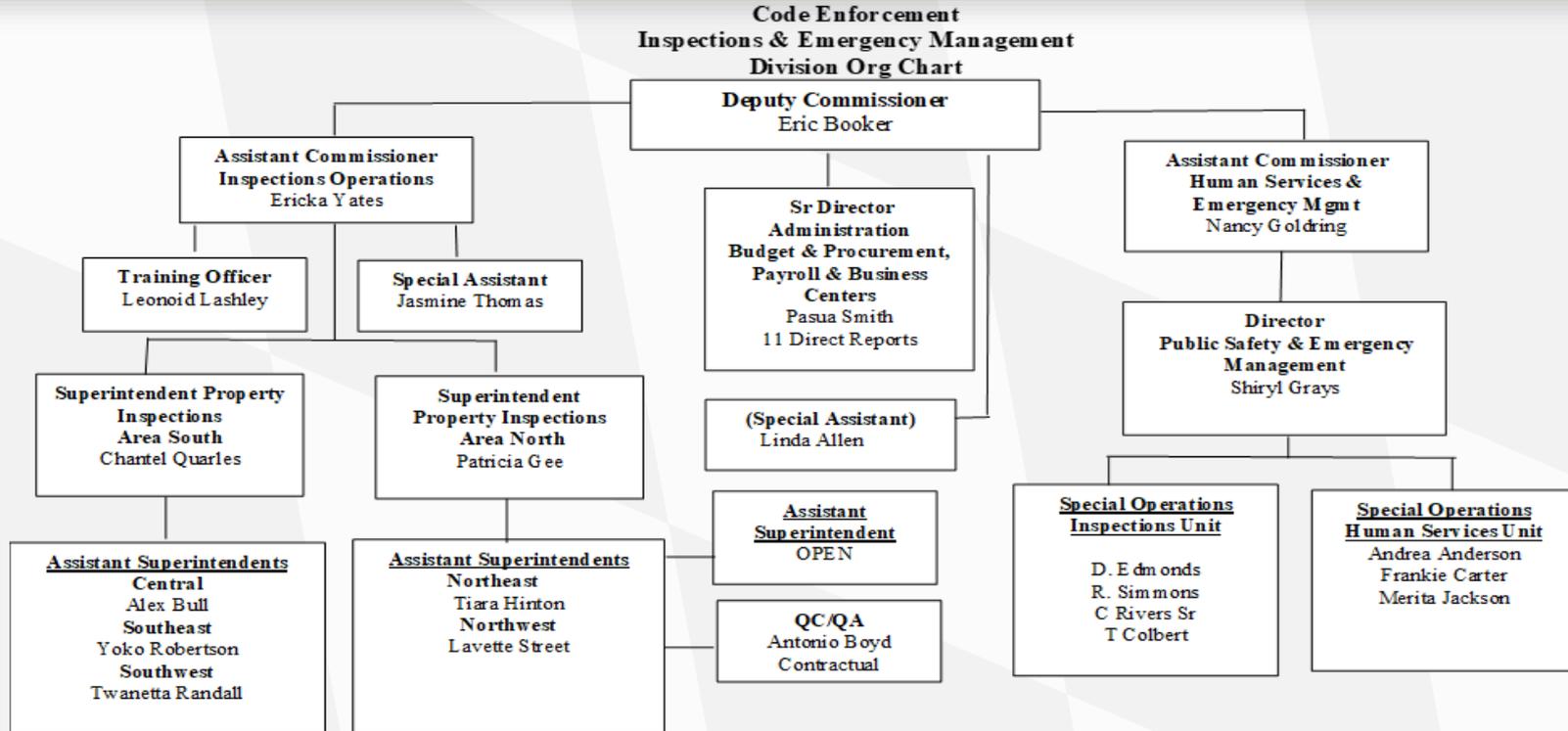
Brandon M. Scott
Mayor

Property Maintenance Code Enforcement

The Property Maintenance Division enforces the Building Fire and Related Codes of Baltimore City to ensure safe buildings, habitable housing, and decent neighborhoods while providing prompt and courteous service to those citizens and clients that desire the same.



Property Maintenance Code Enforcement Organizational Chart



Property Maintenance Code Enforcement Districts



Property Maintenance Code Enforcement Overview

Property Maintenance - conducts property maintenance inspections, responds to 311 service requests, and issues notices/citations to enforce compliance.

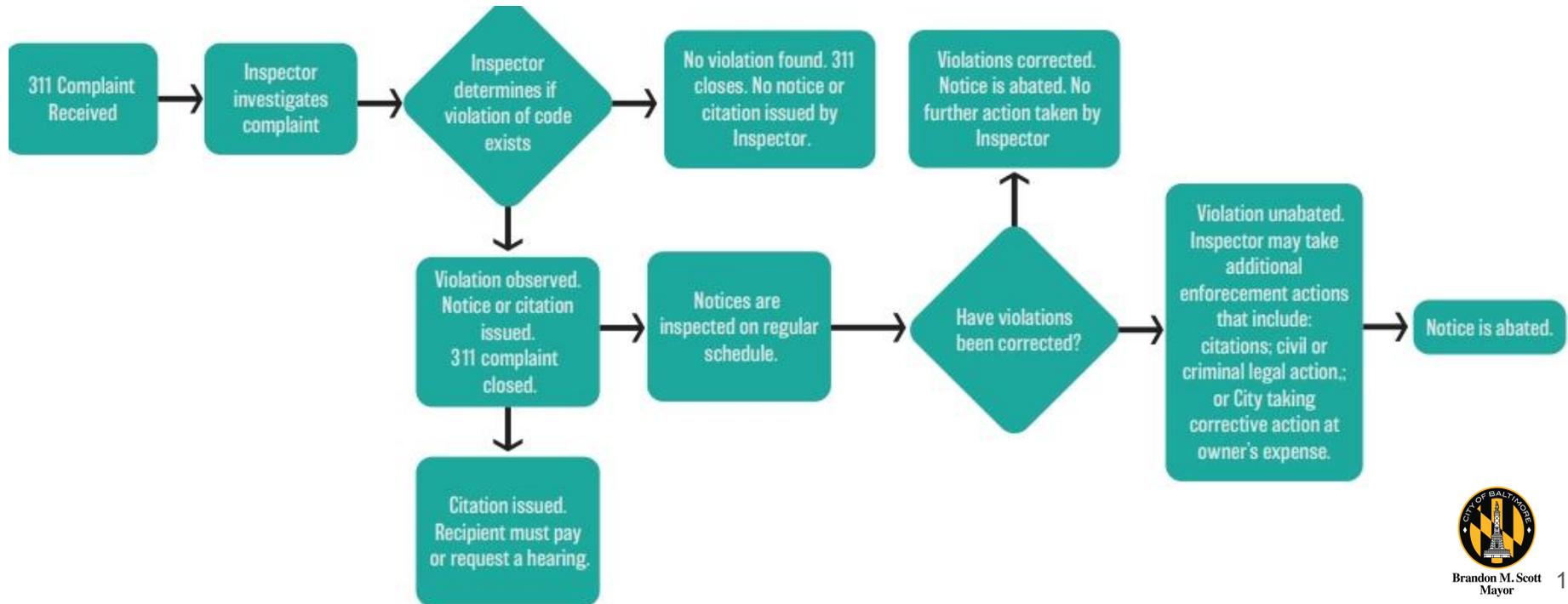
Sanitation – a subset of property maintenance code enforcement that focuses on sanitation violations only.

Special Operations - primarily engages in coordinating the removal of occupants of illegally occupied dwellings that have been identified as meeting the criteria for a vacant structure.

Rent Escrow – handles the inspections of all tenant cases that have been filed with the court, informing judge's decisions.



Property Maintenance Code Enforcement Process



Property Maintenance Code Enforcement Workload (1/2)

Conduct Inspections - Perform comprehensive inspections of residential and commercial properties for both interior and exterior code violations.

Respond to Complaints & 311 Requests - Investigate complaints and service requests submitted by residents, property owners, and other stakeholders.

Research Properties - Review property records, ownership information, and historical data to support investigations and enforcement actions.

Identify & Document Code Violations - Observe, verify, and thoroughly document any violations, including photographs, notes, and formal reports.

Issue Notices and Citations - Our legal and financial tools to ensure compliance.



Property Maintenance Code Enforcement Workload (2/2)

Re-inspections - Conduct follow-up inspections to verify corrective actions for outstanding notices and ensure full compliance.

Public Assistance & Education - Provide guidance to residents, tenants, and property owners regarding code requirements, remediation steps, and best practices.

Investigate Illegal Occupancy - Identify and assess unauthorized occupants in vacant properties.

Interagency Coordination - Work collaboratively with other city departments and partner agencies to support joint investigations and enforcement initiatives.

Legal Proceedings - Prepare case files and provide testimony or support for Housing, Rent Court, and Environmental hearings or other legal processes.



Property Maintenance Code Enforcement Inspector Accountability

- The property maintenance division has a series of standard operating procedures that guide both the inspector and the management teams.
- These SOPs include areas such as daily sign-in & out, work completion, equipment responsibility, photographic documentation, inspector appearance, vacates, and rent escrow operations.
- All inspections are documented in CHIP (the agency's inspection software system) and verified by the work checkers for final approval.



Property Maintenance Code Enforcement Consistency

- The Inspection Division is on Baltimore's streets daily responding to more than 60,000 resident service requests (311s) on an annual basis.
- In addition to daily field activity, the division issued 26,987 citations in CY2024 and 34,760 YTD CY2025.
- We aim to inspect all vacant properties at least four times per year, with some inspections occurring more frequently based on risk or activity levels.
- In FY25, the division issued over 8,500 Failure to Abate (FTA) citations on properties with Vacant Building Notices (VBNs).
- In FY26 the division has issued 3,539 FTA citations on VBNs, year-to-date.
- This reflects our continued efforts to ensure compliance and address persistent violations with the divisional tools that we have.



Property Maintenance Code Enforcement Consistency

- The [Baltimore Vacants Reinvestment Council Dashboard](#) is an example of one publicly facing source of information around code enforcement activity as it relates to the number of Vacant Building Notices (VBN) that have been issued a Failure to Abate citation (FTA).
- The dashboard showcases the City and State's vacants revitalization's goals, strategies, and processes through real time tracking of key metrics.
- Users can explore progress within DHCD's priority areas and citywide.
- The code enforcement portion of the dashboard tracks our progress on VBNs that have received and FTA, while allowing users to filter by neighborhoods, priority geographies and council district.



Property Maintenance Code Enforcement Consistency

Filters

Hold Ctrl to Select Multiple Options

Neighborhood

All

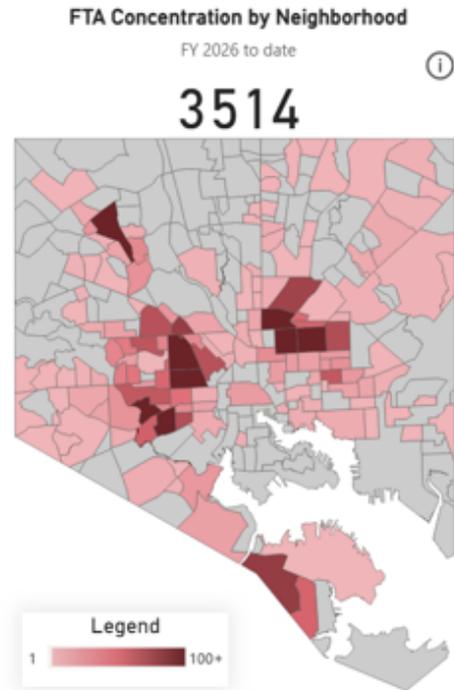
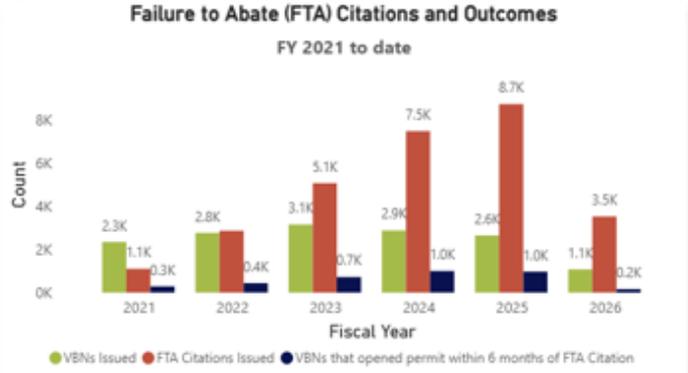
Priority Geographies

All

Council District

All

Clear all filters



Current VBNs that have been issued FTA Citations

8,840

12,287

FY26 Rehabbed VBNs

FY26 to date

633

Current VBNs that have been issued FTA Citations

Neighborhood	VBN Count	VBNs w/ FTA	VBNs w/ Open Permits
Abell	9	3	3
Allendale	74	62	13
Arcadia	7	7	2
Arlington	103	78	13
Ashburton	9	5	2
Auchentoroly-Parkwood	108	54	27
Total	12,287	8,840	1,831



Property Maintenance Code

Enforcement Working Conditions

- We operate three office locations (Northeast, Northwest, and Downtown). The Department of General Services is responsible for maintaining all facilities across these sites.
- External work conditions vary significantly by neighborhood; some areas present more complex safety challenges than others. Workers in these environments may encounter situations that escalate into confrontation, including verbal harassment, threats, and physical assault.
- DHCD maintains close working relationships with BPD, BCFD, Sheriff's Office, and other enforcement agencies that we reach out to for situations that require further security.
- DHCD utilizes EAP resources for staff who experience threatening and/or traumatic incidents in the field.
- Inspectors and managers attend Heat and Cold safety awareness trainings.
- Field and practical training is provided by our onsite trainer during onboarding. In-service and refresher trainings are also provided for all inspectors by a trainer or through a workday online training.



Property Maintenance Code Enforcement Staffing and Resource Constraints

- The city is divided into 64 territories, which are grouped into five inspection districts (Northeast, Northwest, Southwest, Southeast and Central).
- We currently have a total of 51 inspectors covering all of Baltimore City. (5 Sanitation Enforcement Inspectors, 33 Housing Inspectors, and 13 Senior Housing Inspectors).
- Code Enforcement works diligently with HR to fill vacant positions.
- Field work occurs in challenging environments.
- The inspector does more than observe, take pictures and document.
- Inspectors must possess a sense of situational awareness for each neighborhood.
- Traumatic situations may arise while inspections are occurring.



Property Maintenance Code Enforcement Staffing

Housing Code Enforcement

Superintendent of Housing Inspections	2
Asst. Supt. Of Housing Inspections	6 (1 vacant)
Housing Inspector Senior	16 (3 vacant)
Housing Inspector	41 (8 vacant)
Grant Service Specialist (GSS) Housing Inspector	1 (vacant)
Office Support Specialist (OSS) II	3
Office Support Specialist III	8
Sanitation Enforcement Inspector*	9 (4 vacant)
Training Officer	1

The following positions are currently in the offer/pre-employment process:

- 4 Sanitation Inspectors
- 1 GSS Housing Inspector
- 1 Housing Inspector Senior
- 4 Housing Inspectors

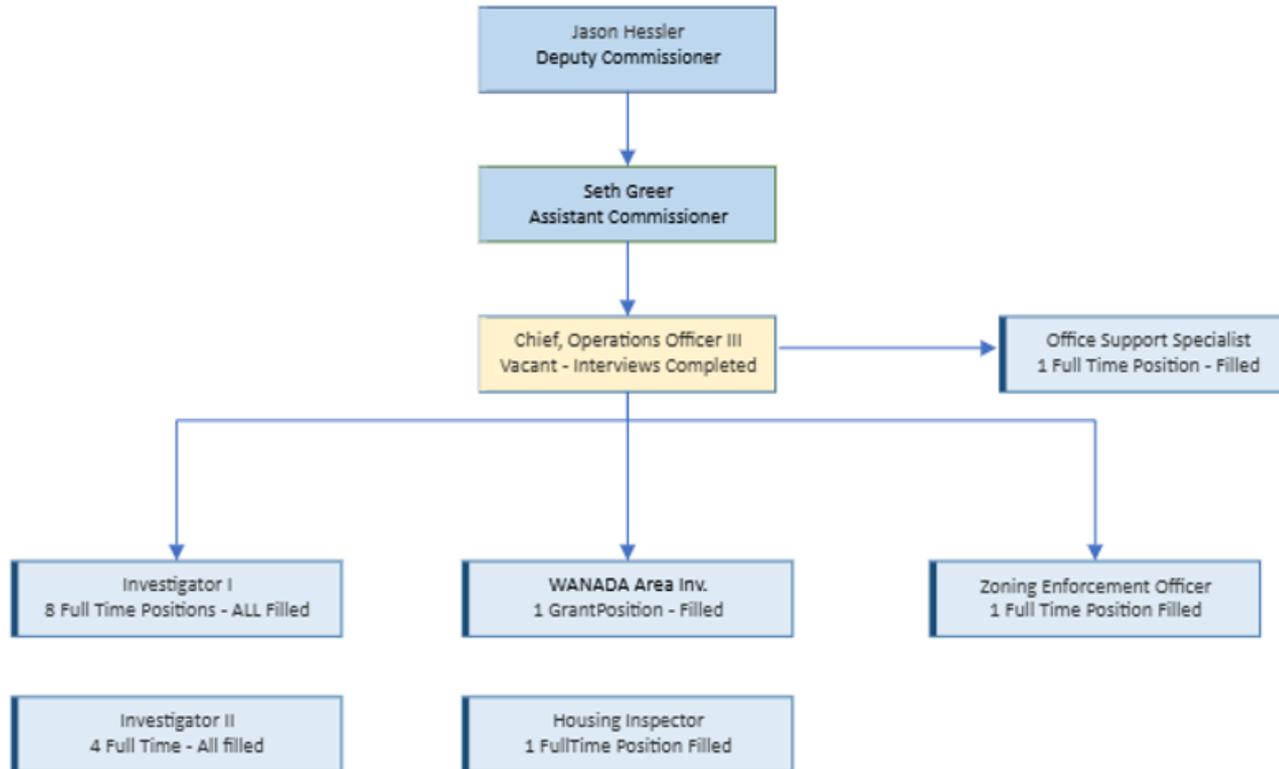
*DHCD is in the process of reclassifying 9 Housing Inspector positions to Sanitation Enforcement Inspector positions. Currently these staff are hired as Community Aides



Special Investigations Unit (SIU)



SIU Organizational Chart



SIU Areas of Responsibility (1/2)

- Illegal Dumping and Environmental Inspections (SRs & Cameras)
- Hazardous Waste Investigations
- Civil Service of Process throughout the State
- Criminal Summons Service in Baltimore City
- Skip Trace Inspections
- Zoning Inspections
- Urban Renewal Violation investigations
- Property Registration Enforcement
- Rental Licensing Enforcement
- Short-term Rental Licensing Enforcement



SIU Areas of Responsibility (2/2)

- Title Searches for planned demolitions and stabilizations
- Homestead Tax Credit Enforcement
- Social Club Task Force
- Multi-agency Inspection Task Force
- Vendor Enforcement (Assist BPD & DOF)
- Hoarding Cases
- Illegal Sign SRs
- Campaign Sign SRs
- Coordinate with BGE on theft of energy cases
- Investigate complaints for exterior lighting violations (15-505)



SIU Enforcement of Violations

Actions We Take

- Citations
- Criminal Charges and Penalties
- Work Orders to Clean
- Monitor (cameras)

Special Investigation Unit

The Special Investigation Unit (SIU) is a team of trained investigators dedicated to combating illegal dumping in Baltimore City. SIU responds to complaints called into 311 for dumping and conducts daily proactive inspections of known dumping spots. SIU also deploys surveillance cameras throughout the City to catch illegal dumpers in the act.

SIU is a unit within DHCD's Code Enforcement Legal Section. Together they work to criminally prosecute illegal dumpers, seize vehicles used in dumping, and issue environmental citations.

What can you do?

If you witness illegal dumping of trash in progress, call 911, then make a report to 311.

If you did not witness the dumping, you can still report illegal dumping by calling 311.



Illegal Dumping



DUMPING IS A CRIME!

Call 311 to report illegal dumping!

Department of Housing
& Community Development
Permits and Code Enforcement
Special Investigation Unit (SIU)
417 E. Fayette St, Suite 361
Baltimore, MD 21202

DHCD.BaltimoreCity.gov

 BALTIMORE CITY
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

What is Illegal Dumping?

Illegal dumping is the disposal of waste on public or private property without the knowledge or consent of the property owner. This includes littering along streets and alleys.

Illegal Dumping impacts everyone in Baltimore.

- **Health Risks**
- **Fire Hazard**
- **Flooding**
- **Decrease in Quality of Life**
- **Cost of Cleanup**

Illegal Dumping could cost you!

- **Up to \$50,000 in fines**
- **Up to 5 years imprisonment**
- **Forfeiture of your vehicle**
- **Points on your Driver's License**
- **Loss of city held license/permit**
- **Loss of city contracts**
- **Court ordered community service**
- **Restitution for cleanup costs**



Brandon M. Scott
Mayor

Illegal Dumping Camera Placement

Cameras are one tool to catch illegal dumping activity; however, they do not work in all locations.

Locations are reviewed for both placement and removal of cameras.

For a camera to be beneficial, the following criteria must be met:

1. Persistent vehicular illegal dumping
2. Area with low to normal traffic
3. Ability to install on a City owned pole or property

Where possible, DHCD also works to address environmental issues to prevent illegal dumping. Examples include, installing concrete barriers at access points, increasing lighting, and tree trimming.



SIU Service Request Timelines

SIU 311 Service Request Types

SLA

HCD-Illegal Dumping

5 days

HCD-Illegal Signs on Public Property

15 days

HCD-Illegal Campaign Signs on Private Property

3 days

HCD-Rental License/Registration (New)

20 days

HCD-Zoning Investigation

15 days



SIU Enforcement Process

Enforcement of illegal dumping stems from:

- The City's 311 system, where SIU responded to over 20,000 311 complaints in CY2024
- Proactive enforcement through illegal dumping surveillance cameras.

Enforcement steps for illegal dumping typically include:

- The issuance of citations and/or violation notices
- Criminal charges when sufficient evidence is found to hold a violator accountable.

Enforcement of zoning issues, illegal signage (bandit and campaign signs) also stems from:

- The City's 311 system (over 1,000 SRs in 2024)
- Collaboration with other departments within DHCD, as well as with other City agencies.

Enforcement steps for zoning issues, illegal signage (bandit and campaign signs) include:

- The issuance of citations and/or violation notices, or
- Civil cases (injunction) filed to ask District Court to compel compliance.



SIU Inspector Accountability

- SIU has a series of standard operating procedures (SOPs) that are the guideline for both the investigators and the management team.
- These SOPs include areas such as conducting 311 illegal dumping investigations, completing skip-tracing investigations, equipment responsibility, surveillance camera procedures, issuing citations and/or violation notices.
- All 311 investigations are documented in the 311 system with findings, and any transfers or next steps (i.e. DPW cleaning) are processed via 311.
- All zoning inspections, citations, and violation notices are documented in CHIP and verified by the work checkers for final approval.
- Photos are taken of the completed investigations and uploaded into 311 or CHIP as appropriate.



SIU Inspector Working Conditions

- External work conditions vary significantly by neighborhood, with some areas present more complex safety challenges than others. Workers in these environments may encounter situations that escalate into confrontation, including verbal harassment, threats, and physical assault.
- SIU maintains a close working relationships with BPD, BCFD, Sheriff's Office, and other enforcement agencies that we reach out to for situations that require further security.
- DHCD utilizes EAP resources for staff who experience threatening and/or traumatic incidents in the field.
- SIU investigators and managers attend Heat and Cold awareness trainings, where investigators are provided with proper information and techniques to stay safe in those conditions, and what steps to take if conditions worsen.
- Field and Practical training is provided by our senior investigators. In-service and refresh training is also provided for all investigators by trainer or workday online training.



SIU Staffing

Special Investigation Unit (SIU) 17 Total Positions – 16 currently filled

Director of Special Investigation	1 (Position vacant)
Office Support Specialist III	1
Code Enforcement Investigator I	8
Code Enforcement Investigator II	4
Zoning Enforcement Officer	1
Housing Inspector	1
Grant Specialist II (WNADA Investigator)	1



SIU Staffing and Resource Constraints

- We currently have a total of 15 investigators/inspectors covering all of Baltimore City for multiple duties.
- Investigators are required to open and dig through trash bags during illegal dumping investigations, sift through discarded home items, climb ladders to remove illegal signage and maintain surveillance cameras.
- This field work occurs in challenging environments - weather, condition of items, and location.
- Investigators do more than observe, take pictures and document.
- Inspectors must possess a sense of situational awareness for each neighborhoods.
- Traumatic situations may arise while inspections are occurring.



THANK YOU!



Brandon M. Scott
Mayor

Baltimore City Council



Housing & Economic Development Committee

Bill:LO25-0034

**Title: Code Enforcement & Inspector
Accountability**

Additional Materials

Service 745: Housing Code Enforcement

This service is responsible for ensuring compliance with Baltimore's housing and property maintenance codes. The goal of this service is to maintain safe, clean and attractive neighborhoods throughout Baltimore. Activities performed by this service include housing inspections across the entire city and issuing the appropriate violations and citations, including vacant building notices, when properties are not in compliance with the codes.

Fund Name	Fiscal 2024 Actual		Fiscal 2025 Budget		Fiscal 2026 Budget	
	Dollars	Positions	Dollars	Positions	Dollars	Positions
General	13,369,683	162	14,922,780	149	9,799,480	93
Federal	0	0	0	0	276,524	3
Special	0		300,000	0	115,000	1
Total	13,369,683	162	15,222,780	149	10,191,004	97

Performance Measures

Type	Measure	Fiscal 2021	Fiscal 2022	Fiscal 2023	Fiscal 2024		Fiscal 2025	Fiscal 2026
		Actual	Actual	Actual	Target	Actual	Target	Target
Efficiency	% of service requests closed on time	98%	98%	91%	85%	87%	85%	85%
Output	# of property maintenance code enforcement inspections	228,307	190,593	149,662	190,000	148,711	190,000	190,000
Outcome	% of vacates of illegal occupants in vacant buildings within 7 days	N/A	N/A	N/A	N/A	85%	75%	75%

Major Operating Budget Items

The Recommended Budget reflects:

- Transferring funding for Code Enforcement Administrative, Demolition, and Investigation Sections to Service 751: Building Code Permitting, Inspections and Compliance, including 56 positions. This action was net neutral to the overall budget.
- Transferring one Housing Inspector position to Casino Local Impact Funds. The budget also reflects transferring 1 Office Support Specialist II position to Service 747: Register and License Properties and Contractor and 1 Office Support Specialist III to Service 752: Community Outreach Service.
- \$277,000 in federal funds to support 3 Housing Inspector positions that were moved from the General Fund.

Change Table - General Fund

Changes or adjustments	Amount
Fiscal 2025 Adopted Budget	14,922,780
Changes without service impacts	
Increase in employee compensation and benefits	495,330
Change in IRA and Reclass Adjustments	(13,668)
Increase in active employee health benefit costs	118,674
Change in pension contributions	(11,885)
Change in allocation for workers' compensation expense	(30,534)
Decrease to contractual services expenses	(4,071)
Change in Municipal Telephone Exchange	(970)
Adjustment to utilities	(347)
Adjustment to city fleet costs	10,223
Adjustment to city building rental expenses	20,638
Increase in operating supplies and equipment	19,718
Decrease to computer hardware and software replacement contributions	(98,840)
Transfer 1 Office Support Specialist III position to Service 752: Community Outreach Services	(49,139)
Transfer 1 Office Support Specialist II position to Service 747: Register and License Properties and Contractors	(68,628)
Transfer 1 Housing Inspector position to Casino Fund	(109,520)
Transfer 3 (2 Housing Inspector Senior and 1 Housing Inspector) positions to Federal Funds.	(275,842)
Transfer funding for Code Enforcement Administrative, Demolition, and Investigation Sections to Service 751: Building Code Permitting, Inspections and Compliance.	(5,124,437)
Fiscal 2026 Recommended Budget	9,799,480

Service 745 Budget: Expenditures

Object	Actual	Budget	
	Fiscal 2024	Fiscal 2025	Fiscal 2026
0 Transfers	0	(429,147)	3,992
1 Salaries	8,142,779	9,276,416	6,072,940
2 Other Personnel Costs	3,602,276	4,151,747	2,733,710
3 Contractual Services	771,749	1,530,610	1,093,169
4 Materials and Supplies	140,852	205,277	113,464
5 Equipment - \$4,999 or less	177,613	291,273	64,313
6 Equipment - \$5,000 and over	61,150	0	0
7 Grants, Subsidies and Contributions	473,265	196,603	109,416
Total	13,369,683	15,222,780	10,191,004

Activity	Actual	Budget	
	Fiscal 2024	Fiscal 2025	Fiscal 2026
Casino Support Housing Code Enforcement	0	300,000	115,000
Housing Code Demolition Contracts	0	18,076	0
Housing Code Enforcement Administration	526,317	422,200	0
Housing Code Enforcement Legal	2,696,949	2,901,826	0
Housing Code Notice Production Constituent Services	394,835	432,945	0
Housing Code Property Maintenance Code Enforcement	8,122,011	9,678,347	10,076,004
Housing Code Special Investigations	1,629,572	1,611,408	0
Housing Code Whole Block Demolition	0	(142,023)	0
Total	13,369,683	15,222,780	10,191,004

Service 745 Budget: Salaries and Wages for Permanent Full-Time Funded Positions

Civilian Positions	Fiscal 2025 Budget		Fiscal 2026 Budget		Changes	
	Count	Amount	Count	Amount	Count	Amount
General Fund						
00086 - Operations Officer II (Non-civil)	1	90,745	1	98,232	0	7,487
00087 - Operations Officer III (Non-civil)	2	186,931	0	0	(2)	(186,931)
00089 - Operations Officer V (Non-civil)	2	224,402	0	0	(2)	(224,402)
00090 - Operations Manager I (Non-civil)	3	367,128	2	240,556	(1)	(126,572)
00093 - Operations Director I	2	351,713	1	183,813	(1)	(167,900)
10083 - Executive Assistant	2	128,728	1	78,728	(1)	(50,000)
10203 - Assistant Counsel, Code Enforcement	11	1,036,635	0	0	(11)	(1,036,635)
31109 - Operations Officer I	1	81,380	1	71,745	0	(9,635)
31172 - Management Support Technician	1	69,401	0	0	(1)	(69,401)
33212 - Office Support Specialist II	6	220,727	3	123,568	(3)	(97,159)
33213 - Office Support Specialist III	13	608,741	8	454,023	(5)	(154,718)
33232 - Secretary II	2	94,682	0	0	(2)	(94,682)
33672 - Training Officer	1	78,072	1	78,845	0	773
42132 - Housing Inspector	51	2,885,911	49	3,005,113	(2)	119,202
42133 - Housing Inspector Senior	18	1,229,022	16	1,137,541	(2)	(91,481)
42134 - Assistant Superintendent, Housing Inspections	6	463,812	6	504,932	0	41,120
42165 - Superintendent of Housing Inspections	2	173,827	2	191,448	0	17,621
42262 - Construction Building Inspector II	1	76,808	0	0	(1)	(76,808)
42931 - Code Enforcement Investigator I	9	514,067	0	0	(9)	(514,067)
42933 - Code Enforcement Investigator II	4	307,231	0	0	(4)	(307,231)
74195 - Historic Preservation Officer	1	85,577	0	0	(1)	(85,577)
81385 - Ombudsman	2	152,517	2	154,028	0	1,511
84241 - Paralegal	8	563,643	0	0	(8)	(563,643)
Fund Total	149	9,991,700	93	6,322,572	(56)	(3,669,128)
Federal Fund						
42132 - Housing Inspector	0	0	2	109,372	2	109,372
42133 - Housing Inspector Senior	0	0	1	73,287	1	73,287
Fund Total	0	0	3	182,659	3	182,659
Special Revenue						
42133 - Housing Inspector Senior	0	0	1	75,422	1	75,422
Fund Total	0	0	1	75,422	1	75,422
Civilian Position Total						
Civilian Position Total	149	9,991,700	97	6,580,653	(52)	(3,411,047)

Service 751: Building Code Permitting, Inspections and Compliance

This service processes permit applications, conducts building inspections, oversees demolitions, issues all notices and citations and legal compliance to hold violators accountable. The goals of this service are to ensure the safety and integrity of new construction and alterations through monitoring construction activity, and to ensure compliance with all building and housing codes through legal action. Activities performed by this service include conducting plan review meetings with applicants, serve as a portal for all other agencies for plans review, and issuing permits, mailing notices and citations, taking legal action against nuisance properties and receivership of vacant properties.

Fund Name	Fiscal 2024 Actual		Fiscal 2025 Budget		Fiscal 2026 Budget	
	Dollars	Positions	Dollars	Positions	Dollars	Positions
General	7,072,817	75	8,683,443	72	13,781,541	119
Federal	0	0	0	0	275,986	2
Total	7,072,817	75	8,683,443	72	14,057,527	121

Performance Measures

Type	Measure	Fiscal 2021	Fiscal 2022	Fiscal 2023	Fiscal 2024	Fiscal 2025	Fiscal 2026	
		Actual	Actual	Actual	Target	Actual	Target	Target
Output	# of inspections completed	N/A	N/A	N/A	N/A	73,261	75,000	75,000
Output	Total # of permits issued	36,398	40,793	40,615	38,940	41,923	40,000	40,500
Outcome	Total # of Vacant Building Notices	15,375	14,781	13,998	13,199	13,366	12,199	11,800
Output	# of demolitions and stabilizations started	N/A	N/A	N/A	N/A	400	475	515
Efficiency	% of inspections completed on time	N/A	N/A	N/A	N/A	98%	98%	98%

Major Operating Budget Items

The Recommended Budget reflects:

- Transferring the Office of the Zoning Administrator from this service within HCD to a newly established service in Planning. The Recommended Budget transfers \$602,000 and 6 positions to Planning as part of this move.
- Fully funding annual subscription costs for the City's newly launched permitting system, Accela. The Recommended Budget includes \$557,000 for annual subscription costs for this software.
- An overall increase of 49 positions within the service. Of these positions, 48 are being transferred from elsewhere in the agency. One position is newly created as part of the Fiscal 2026 budget. The newly created position will serve as a Training Officer focused on the City's permitting process and software.
- Transferring four activities from Service 745: House Code Enforcement. This includes Building Code Administration, Building Code Legal Compliance, Building Code Notice Production, and Housing Special Investigations.

Change Table - General Fund

Changes or adjustments	Amount
Fiscal 2025 Adopted Budget	8,683,443
Changes with service impacts	
Create 1 Operations Officer III position (mid-year creation)	145,260
Create 1 Training Officer position	119,920
Fund 1 Construction Building Inspector I, 1 Construction Electrical Inspector I, and 1 Office Support Specialist II positions	186,472
Changes without service impacts	
Increase in employee compensation and benefits	588,258
Change in IRA and Reclass Adjustments	(435,808)
Increase in active employee health benefit costs	272,063
Change in pension contributions	(51,827)
Change in allocation for workers' compensation expense	(8,228)
Decrease to contractual services expenses	(10,284)
Change in Municipal Telephone Exchange	130
Adjustment to city fleet costs	31,077
Increase in operating supplies and equipment	22,111
Decrease to computer hardware and software replacement contributions	(124,511)
Transfer funding for Code Enforcement Administrative, Demolition, and Investigation Sections from Service 745: Housing Code Enforcement	5,124,437
Transfer 1 Operations Officers I position from Service 749	105,074
Increase funding for permitting system software costs (Accela)	66,397
Eliminate funding for subcontractor payments	(27,566)
Transfer 2 Assistant Counsel positions to federal grant funds	(302,447)
Transfer Building and Zoning Plans Enforcement to Department of Planning	(602,429)
Fiscal 2026 Recommended Budget	13,781,541

Service 751 Budget: Expenditures

Object	Actual	Budget	
	Fiscal 2024	Fiscal 2025	Fiscal 2026
0 Transfers	0	0	(729,147)
1 Salaries	4,523,791	5,032,437	8,699,112
2 Other Personnel Costs	1,922,139	2,031,921	3,776,262
3 Contractual Services	437,406	1,281,691	1,793,600
4 Materials and Supplies	29,383	80,768	190,875
5 Equipment - \$4,999 or less	52,666	141,603	161,601
7 Grants, Subsidies and Contributions	107,431	115,023	165,224
Total	7,072,817	8,683,443	14,057,527

Activity	Actual	Budget	
	Fiscal 2024	Fiscal 2025	Fiscal 2026
Building Code Inspections	4,021,232	4,334,726	4,609,296
Building Code Legal Compliance	0	0	2,577,590
Building Code Notice Production	0	0	411,145
Building Demolition Inspections	250,312	336,919	210,079
Building and Zoning Plans Enforcement (HCD)	604,409	744,053	0
Housing Code Enforcement Administration	0	0	781,636
Housing Special Investigations	0	0	1,899,342
Permit Processing	837,950	1,783,808	1,841,383
Plans Examining	1,358,914	1,483,937	1,727,056
Total	7,072,817	8,683,443	14,057,527

Service 751 Budget: Salaries and Wages for Permanent Full-Time Funded Positions

Civilian Positions	Fiscal 2025 Budget		Fiscal 2026 Budget		Changes	
	Count	Amount	Count	Amount	Count	Amount
General Fund						
00087 - Operations Officer III (Non-civil)	0	0	3	293,766	3	293,766
00089 - Operations Officer V (Non-civil)	0	0	2	225,901	2	225,901
00090 - Operations Manager I (Non-civil)	2	279,953	3	407,612	1	127,659
00093 - Operations Director I	0	0	1	171,383	1	171,383
10063 - Special Assistant	2	133,925	2	133,735	0	(190)
10083 - Executive Assistant	0	0	1	78,795	1	78,795
10203 - Assistant Counsel, Code Enforcement	0	0	9	964,317	9	964,317
31109 - Operations Officer I	1	94,504	2	165,149	1	70,645
31110 - Operations Officer II	1	88,622	0	0	(1)	(88,622)
33212 - Office Support Specialist II	3	122,130	5	197,321	2	75,191
33213 - Office Support Specialist III	0	0	4	217,046	4	217,046
33232 - Secretary II	2	85,309	4	211,303	2	125,994
33294 - Permits and Records Technician I	6	267,731	6	266,896	0	(835)
33295 - Permits and Records Technician II	2	104,573	2	97,992	0	(6,581)
33672 - Training Officer	0	0	1	99,188	1	99,188
42115 - Superintendent of Building Inspections	1	91,078	1	89,576	0	(1,502)
42156 - Superintendent of Mechanical and Electrical Inspection	1	91,078	1	91,981	0	903
42261 - Construction Building Inspector I	9	609,126	10	639,917	1	30,791
42262 - Construction Building Inspector II	10	723,513	11	871,946	1	148,433
42271 - Construction Electrical Inspector I	5	344,633	6	402,686	1	58,053
42272 - Construction Electrical Inspector II	2	153,616	2	173,434	0	19,818
42281 - Construction Mechanical Inspector I	7	458,259	7	473,835	0	15,576
42282 - Construction Mechanical Inspector	3	235,740	3	223,497	0	(12,243)
42612 - Zoning Examiner I	2	91,014	0	0	(2)	(91,014)
42613 - Zoning Examiner II	1	61,014	0	0	(1)	(61,014)
42617 - Zoning Enforcement Officer	1	83,484	1	90,445	0	6,961
42618 - Zoning Administrator	1	118,164	0	0	(1)	(118,164)
42931 - Code Enforcement Investigator I	0	0	9	587,340	9	587,340
42933 - Code Enforcement Investigator II	0	0	4	321,689	4	321,689
72111 - Engineer I	4	307,542	5	429,973	1	122,431
72113 - Engineer II	4	355,981	4	354,073	0	(1,908)
72115 - Engineer Supervisor	1	106,547	1	107,602	0	1,055
72712 - Engineering Associate II	1	67,498	0	0	(1)	(67,498)
74195 - Historic Preservation Officer	0	0	1	86,425	1	86,425
84241 - Paralegal	0	0	8	571,473	8	571,473
Fund Total	72	5,075,034	119	9,046,296	47	3,971,262
Federal Fund						
10203 - Assistant Counsel, Code Enforcement	0	0	2	219,832	2	219,832
Fund Total	0	0	2	219,832	2	219,832
Civilian Position Total						
Civilian Position Total	72	5,075,034	121	9,266,128	49	4,191,094