

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION DESIGNATING A CODE COMPLIANCE OFFICER AND SPECIFYING THE DUTIES OF THE POSITION**

WHEREAS, the City Council of the City of Rollingwood wishes to designate one of its licensed peace officers as the Code Compliance Officer, to assist the City in the enforcement of its ordinances regarding building permits, zoning code requirements, and related ordinances impacting the public, and

WHEREAS, the designation of such position would permit a more orderly and regular inspection of properties within the city with respect to these specific code requirements, allow such officer to develop expertise with respect to such requirements and expectations, and would permit such officer to build relationships within the community and with contractors performing work within the community, and thereby develop uniform and consistent expectations and enforcement of such city ordinances;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROLLINGWOOD, THAT:**

**Section 1.** The City Administrator, in consultation with the Chief of Police, shall designate one of the licensed police officers employed by the City as the city's Code Compliance Officer, and shall advise the Council of the designation.

**Section 2.** Such officer shall have the following responsibilities:

a. Conduct a bi-weekly review of all active building sites and inspect such properties for violation of city code requirements, including those requirements found in Section 101-245 through 101-254 of the city Code of Ordinances;

b. Patrol the City to identify and evaluate problem areas and/or other nuisance ordinance violations, and determine proper method to resolve violations;

c. Seek voluntary compliance with all such requirements, and failing voluntary compliance, issue such citations as may be necessary in the event voluntary compliance is not secured or as necessary in the event of repeated violations, as permitted by ordinance;

d. Receive and respond to citizen complaints and reports from other agencies with regard to alleged violations of City zoning and related municipal codes and ordinances, interview complainants and witnesses; and conduct investigations; and issue notices of violation and/or citations, as may be appropriate or necessary;

e. Prepare evidence in support of citations or other legal actions, appear in court and provide testimony in court proceedings, as necessary; and

f. Maintain documentation and case files on all investigations, inspections, enforcement actions, and related activities including preparation of periodic reports and recommendations as needed or requested by the City Council.

**Section 3.** The designated officer shall be identified on the city website, with appropriate information so as to inform the public as to the duties of the officer, along with contact information, and related forms for reporting complaints and/or violations.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Rollingwood on this the \_\_\_ day of August 2022.

CITY OF ROLLINGWOOD

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Gavin Massingill, Mayor

ATTEST:

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Ashley Wayman, City Secretary