

# City of Copperas Cove



## ANNUAL REPORT 2022

### Code and Health Compliance

914 S. Main Street Suite A  
Copperas Cove, Texas 76522

Tel: 254.542.8966

[www.copperascovetx.gov/code\\_compliance](http://www.copperascovetx.gov/code_compliance)

# TABLE OF CONTENTS

INTRODUCTION _____	1
FINANCIAL SUMMARY _____	2
ORGIZATIONAL CHART _____	3
BUDGET _____	4
CODE VIOLATIONS _____	5
ENFORCEMENT ACTIVITY _____	6
CITATIONS ISSUED _____	7
FOOD SANITATION _____	8

# INTRODUCTION

It is with great pleasure we present the Code and Health Compliance Annual Report. This report serves to provide information and statistical data on the functions and efforts of the Code and Health Compliance Department. It is our objective to promote health and public safety through education as mentioned in our Mission Statement.

All Code Compliance Officers are trained and have received state certifications in code enforcement and health inspections. Our officers also maintain a high expectation of professionalism to meet the needs of the citizens of Copperas Cove. Their duties include responding to complaints received from citizens and other agencies relating to alleged violations of Federal, State, and City laws. Although our Department is proactive in seeking out violations, we consider the City's residents and business owners an important resource in terms of reporting violations.

Highlights for 2022 included;

- The newest Code Compliance Officer obtained their level two certification.
- All three Code Compliance Officers received volunteer awards by KCCB for their contribution and participation in Eco Harvest.
- Performed trash abatement of 140 pounds of abandoned junk and litter by Hwy 190.
- Code Compliance Officers continued to provide individual instruction on code violations during "ride alongs" with Patrol Officers of the Copperas Cove Police Department.

Through the commitment and teamwork of the Code Compliance Department, code violations were addressed effectively throughout the year. Officers were able to conduct all required annual health inspections.

The support of City Council, City Administration, and our citizens continue to be invaluable to our success. We thank you for your continued support and look forward to serving the citizens of this great community.

*Code & Health Compliance Team*

# DEPARTMENT ORGANIZATION

The Code & Health Compliance Department consists of three full-time employees; one Code Compliance Supervisor and two Code Compliance Officers. Code & Health Compliance operates under the responsibility of the Police Department and is managed by the Deputy Police Chief of Uniform Services.



Brandy Varner  
Code Compliance  
Supervisor



Missy Alber  
Code Compliance  
Officer II



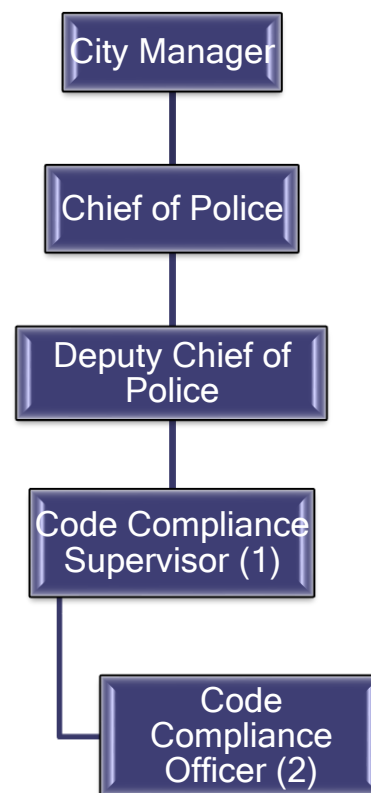
Floyd Stevenson  
Code Compliance  
Officer II

# ORGANIZATIONAL CHART

Code Compliance Officers work schedules that vary throughout the weekdays and weekend depending on the needs of the City. The Code Compliance Office located at 914 South Main Street Suite A is open Monday through Friday from 8:00am to 5:00pm. Citizens are welcome to ask questions or make complaints by calling the office at 254-542-8966, by email, through website [www.copperascovetx.gov/code\\_compliance](http://www.copperascovetx.gov/code_compliance) , or by walk-in.

## MISSION STATEMENT

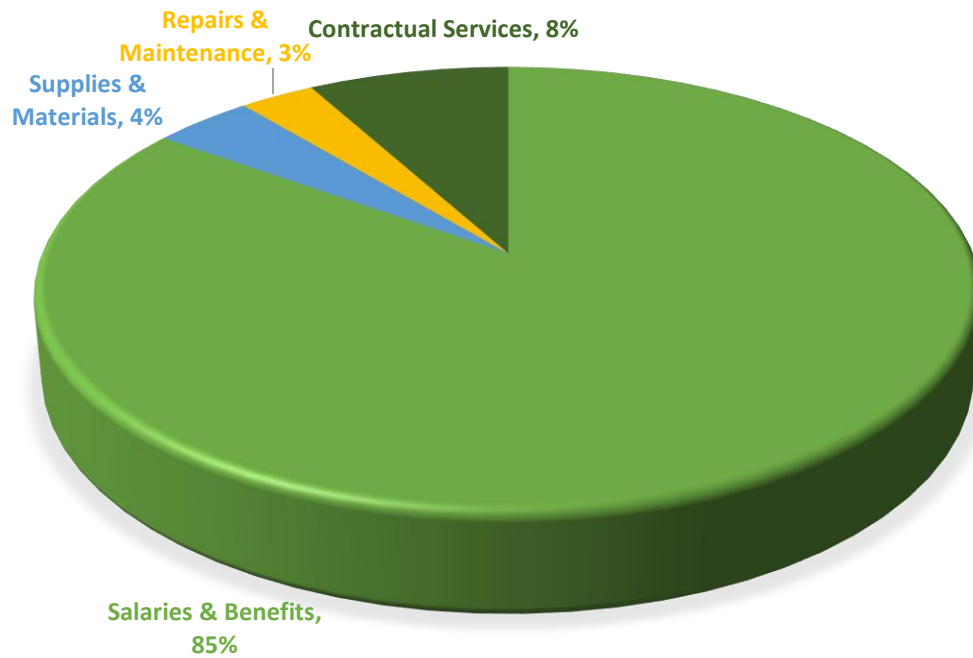
*WORKING IN PARTNERSHIP WITH THE  
CITIZENS OF OUR CITY TO IMPROVE  
THE HEALTH AND SAFETY OF OUR  
COMMUNITY, BY RAISING PUBLIC  
AWARENESS OF CITY CODES AND  
ENCOURAGING VOLUNTARY  
COMPLIANCE.*



**Code  
Compliance**

# BUDGET

Budget Expenses	FY 2020-21	FY 2021-22
Salaries & Benefits	153,358	159,282
Supplies & Materials	6,572	7,611
Repairs & Maintenance	4,900	4,900
Contractual Services	14,749	16,695
Designated Expenses	0	0
Capital Outlay	0	0



# CODE VIOLATIONS

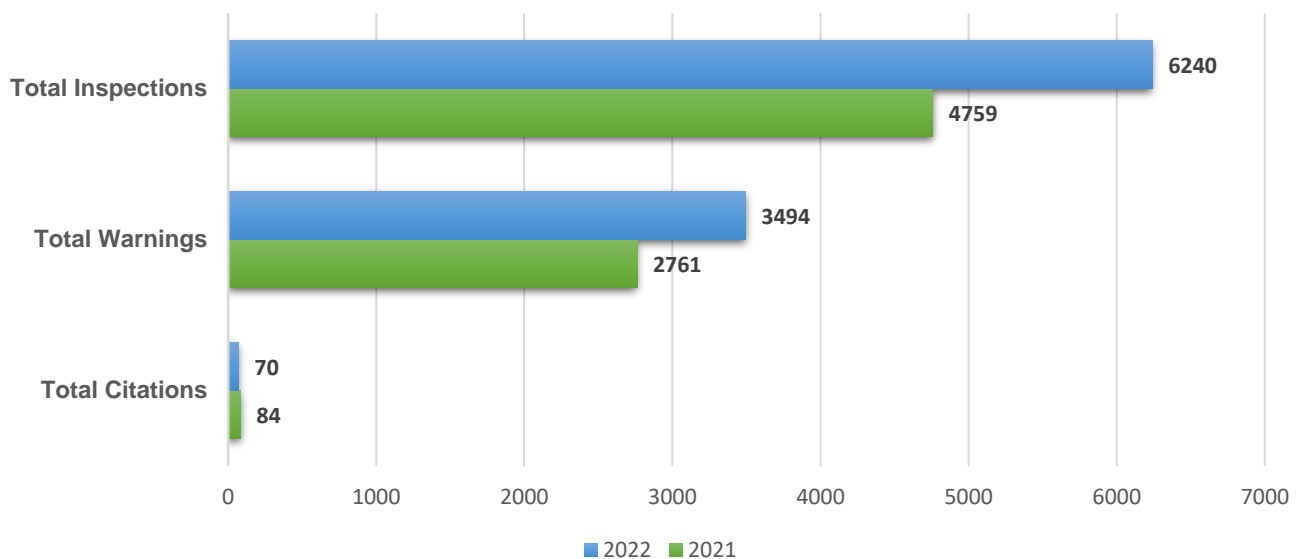
The Code & Health Compliance Department responds to complaints received from citizens and other agencies relating to alleged violations of state and local laws. Our three Code Compliance Officers provide services to 18 square miles within the incorporated city limits of Copperas Cove. These officers are professionally trained to meet the needs of the citizens and provide these services. It is the goal of Code Compliance to address complaints within 48 hours of receipt.

The majority of the 3564 investigated code violations in 2022 were generated by Code Compliance Officers through proactive enforcement. Proactive enforcement entails a regular patrol of all streets and alleyways within the City. In most cases, a written warning is generated giving a ten-day time period for a violation to be corrected. An attempt to serve the warning in person is always made to provide an opportunity to educate the citizen. In many cases, the violator is unaware of the City ordinance and a higher degree of success is achieved when getting to interact with a citizen. Some violations require a citation to be issued immediately in gaining compliance.

If contact cannot be established with a violator, the warning is posted at the location and a violation letter is sent to the property owner on record or any person having care or control over the property. These letters are sent within one to two business days.

In some instances, and at the discretion of the officer, some violations are managed with a verbal warning

## Result of Violations



# ENFORCEMENT ACTIVITY

Alleyway Maintenance	18
All-Weather Surface Required	325
Basketball Goals	71
Bulk Trash	144
Brush Collection	28
Building Permit Required	38
Fence Maintenance	32
Fluid Spills	7
Health Code	27
High Grass	1082
Home Occupations Code	12
Illicit Discharge	34
International Property Code	30
Junk Appliances	24
Junk Vehicles	105
Junk Vehicle Parts	88
Premise Identification	11
Right of Way	85
Rodent Harborage	25
Sewage	9
Sidewalk/Street Obstruction	176
Signs	14
Stagnant Water	9
Stop Work Order	43
Swimming Pools	7
Trash Can-Early/Late	243
Trash/Rubbish/Debris	186
Unsanitary Matter	9
Unsecured Structure	6
Visual Obstructions	7
Water Connections	31
Yard Waste	20

## Most Common Violations

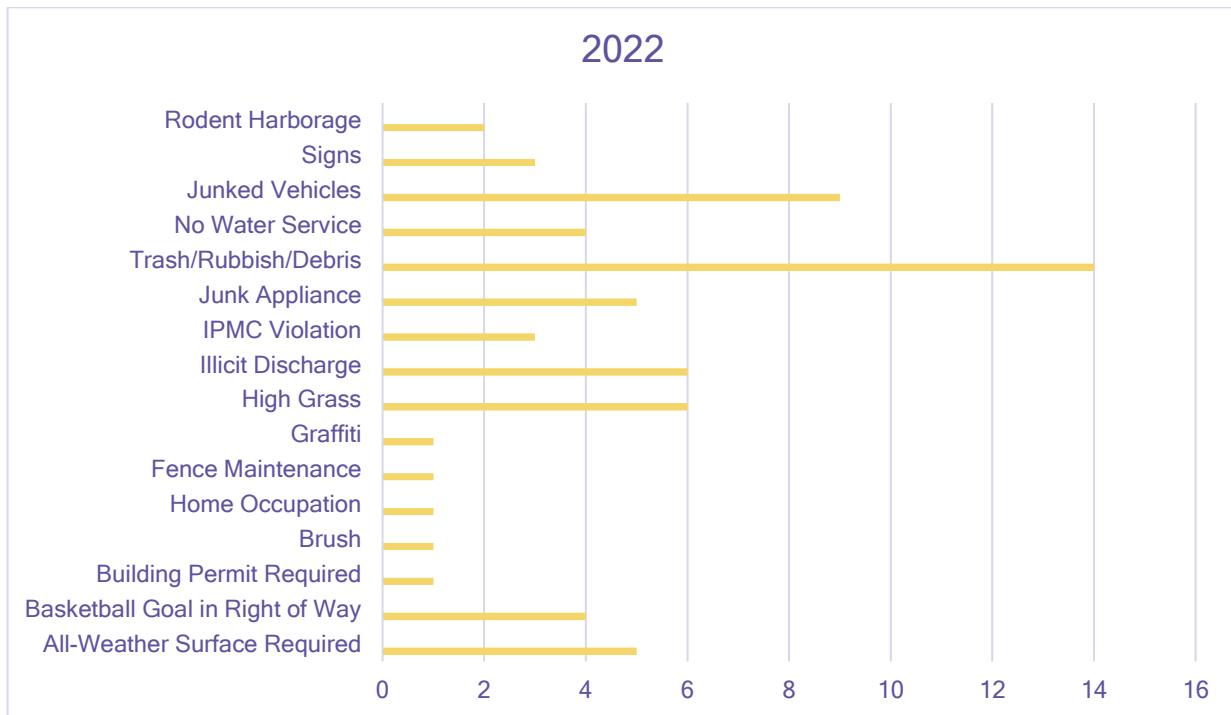
1. High Grass
2. All-weather Surface
3. Trashcans
4. Trash/Rubbish/Debris

**An abatement is performed at the City's expense when all other means of getting a violation corrected fails. The City provided 46 abatement services for properties in 2022 at a cost of \$3,817.**



# CITATIONS ISSUED

Voluntary compliance is the ultimate goal in resolving violations of State and local laws. Code Compliance Officers must resort to issuing citations in extreme cases of code violations or in cases when voluntary compliance cannot be achieved. In 2022, 48 citations (70 violations) were issued in these cases. The following chart reflects which violations were cited.



BEFORE



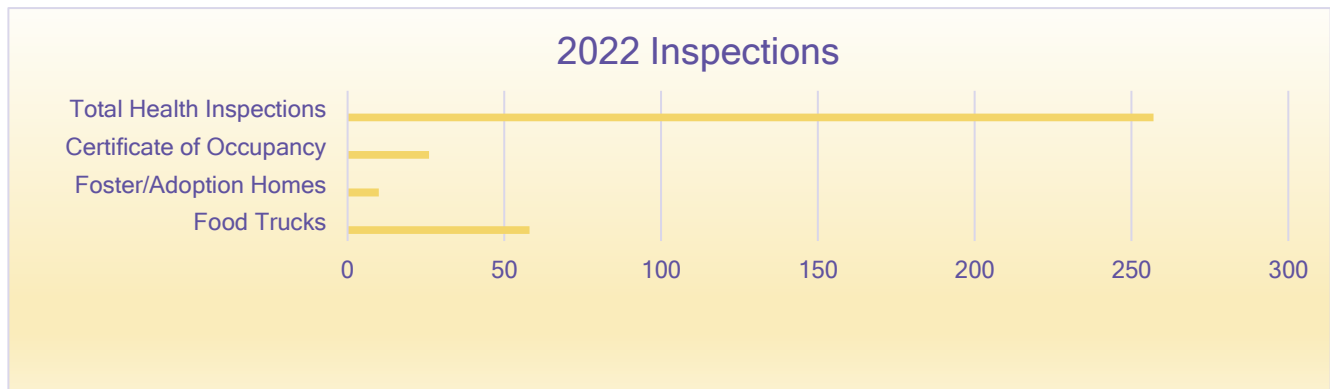
AFTER



# FOOD SANITATION

In accordance with Chapter 8, Article II of the Code of Ordinances, the Code & Health Compliance Department is tasked with handling the inspections of all food establishments, mobile food vendors, schools, and foster/adoption homes. The inspection sets forth a weighted point value for all requirements which is subtracted from 100 to determine an overall score.

When the rating score of the establishment is less than 70, the establishment shall initiate corrective action on all identified violations within forty-eight (48) hours. One or more re-inspections will be conducted at reasonable time intervals to assure correction. In the case of temporary food service establishments and mobile food vendors, all violations shall be corrected within twenty-four (24) hours. If violations are not corrected within twenty-four (24) hours, the establishment shall immediately cease food service operations until authorized to resume by the regulatory authority.



Any person working or employed as a food handler must obtain a certification. It is unlawful for any food handler to work in a food establishment after their certification has expired.

The Code & Health Department is responsible for the regulation and issuance of certifications for volunteer food handlers and food handlers. Certification for food handlers and volunteers are obtained through training conducted by the Code Compliance Officers.

In 2022, a total of 254 people obtained their food handler certification through Code Compliance staff.