SUBJECT:

CODE ENFORCEMENT UPDATE

SOURCE:

FIRE DEPARTMENT

COMMENT:

First Quarter 2013 Report

At the direction of Council, this quarterly report is prepared to relay information concerning activities and Code Enforcement issues addressed during the first quarter of 2013.

During this quarter, City staff members have endeavored to improve inter-departmental coordination of the Code Enforcement process, including receipt of complaints, documentation, and recording to present a comprehensive quarterly report to Council of Code Enforcement activities. Additionally, staff has reviewed and streamlined the complaint process for the public, developing a more user-friendly system.

Included in this report is a comprehensive record of Code Enforcement activities from each department and a flow chart depicting the streamlined complaint procedure.

RECOMMENDATION:

Information Only

ATTACHMENTS:

Code Enforcement Activity January - March 2013

General Complaint Process Flowchart

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Report No II - 2

CODE ENFORCEMENT ACTIVITY FROM JANUARY 1, 2013 TO MARCH 31, 2013

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General Complaint Process Flowchart

Complaint can be received by any City Department Complaint routed to Building Division for evaluation and recording Complaint assigned to Department having primary responsibility Complaint resolution attempted by Department having primary responsibility Complaint resolved Complaint not resolved, referred to Code Enforcement