

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

Dir. 

Approp./ Funded n/a

CM 

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

Department	Fire	Comm. Dev.	Public Works	Finance	Parks	Police	Admin. Serv.	Current	Q1	YTD	Q1	YTD

Complaints Received

Dept. Assigned	39	12	45	1	2	12	0	111	111		
Voluntary Compliance	32	3	21	0	1	11	0	68	68		
Notice of Violation issued	19							19	19		
Administrative Citations issued	1							1	1		

Weed Abatement

Weed Abatement Properties Noticed	1135							1135	1135	1083	1083
Completed by Owner	0										
Assigned to Contractor	0										
Pending	1135							1135	1135	1083	1083
Total Properties Complete	0										

Business License Inspections

Business Operating Without License	36							36	36		
Voluntary Compliance	34							34	34		
Pending	2							2	2		

Itinerant Vendor Inspections

Voluntary Compliance	5							5	5		
Pending	0							0	0		

Charitable Car Wash Inspections

Voluntary Compliance	1							1	1		
Pending	1							1	1		

Building Permit Inspections

Building Permit Violations	2							2	2		
Voluntary Compliance	1							1	1		
Pending	1							1	1		

Notice of Violation and Administrative Citations by Type

Notice of Violation	Issued	Resolved	Pending
Business License	12	11	1
Building Code	2	1	1
Zoning Outdoor Retail Sales	1	1	
Zoning Keeping of Animals	3	3	
Boat Storage	1	1	
Administrative Citation			
Development Code Violation	1		1

General Complaint Process Flowchart

