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CITY OF COVINGTON SPECIAL MEETING AGENDA CITY COUNCIL STUDY SESSION

Council Chambers – 16720 SE 271st Street, Suite 100, Covington

www.covingtonwa.gov

Tuesday, October 11, 2011 - 6:00 p.m.

****Please note meeting start time ****

GENERAL INFORMATION:

The study session is an informal meeting involving discussion between and among the City Council, Commission (if applicable) and city staff regarding policy issues. Study sessions may involve presentations, feedback, brainstorming, etc., regarding further work to be done by the staff on key policy matters.

CALL CITY COUNCIL STUDY SESSION TO ORDER

ROLL CALL

APPROVAL OF AGENDA

ITEM(S) FOR DISCUSSION

1. Code Enforcement 101 (Hart)

PUBLIC COMMENT *Persons addressing the Council shall state their name, address, and organization for the record. Speakers shall address comments to the City Council, not the audience or the staff. Public Comment shall be for the purpose of the Council receiving comment from the public and is not intended for conversation or debate. Public comments shall be limited to no more than four minutes per speaker. If additional time is needed a person may request that the Council place an item on a future agenda as time allows.*

ADJOURN

Any person requiring disability accommodation should contact the City of Covington at (253) 638-1110 a minimum of 24 hours in advance. For TDD relay service, please use the state's toll-free relay service (800) 833-6384 and ask the operator to dial (253) 638-1110.

***Note* A Regular Council meeting will immediately follow at approximately 7:00 pm**

Agenda Item 1

Covington City Council Study Session

Date: October 11, 2011

SUBJECT: PRESENTATION TO COUNCIL REGARDING CITY CODE ENFORCEMENT PROCESS

RECOMMENDED BY: Richard Hart, Community Development Director

ATTACHMENT(S):

1. Power point.

PREPARED BY: Robert Meyers, Building Official; Brian Bykonen Associate Planner; and Richard Hart, Community Development Director

EXPLANATION:

This is an overview of the code enforcement function for the city including historical data on types and numbers of complaints, standards for prioritizing complaints, and the process of seeking compliance and resolution of complaints within the Community Development Department. Included in the power point presentation is:

1. The city's code complaint process,
2. How code complaints are prioritized,
3. Historical data on the types and numbers of enforcement complaints, and
4. Current and future service levels and options.

ALTERNATIVES:

- 1.) Request additional information;
- 2.) Consideration of funding levels during the budget review process for resources devoted to the code enforcement function.

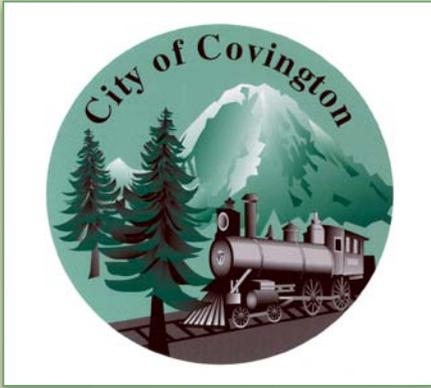
FISCAL IMPACT:

Only if acting on a potential decision card to increase hours devoted to the code enforcement function beyond the current half-time position of twenty (20) hours a week. .

CITY COUNCIL ACTION: ___Ordinance ___Resolution ___Motion X Other

No action required tonight as this is only for information purposes.

REVIEWED BY: City Manager; City Attorney, Finance Director.



ATTACHMENT 1

CODE ENFORCEMENT

OVERVIEW

COMPLAINT PROCESS

▶ CITIZEN ACTION REQUEST

- C.A.R. SUBMITTED BY PUBLIC OR STAFF
- COMPLAINT LOGGED AND ROUTED TO STAFF
- INVESTIGATION STARTED
 - PRIORITY DETERMINED
 - OWNER LOCATED
 - FIELD INVESTIGATION

COMPLIANCE PROCESS

- PRIORITY RANKING ASSIGNED TO CASE
- APPROPRIATE ENFORCEMENT ACTION IMPLEMENTED
 - VOLUNTARY COMPLIANCE (face to face, phone, email)
 - CORRECTION NOTICE (written)
 - NOTICE OF VIOLATION (written)
- MONITORING OF COMPLIANCE PROGRESS
- ADDITIONAL CORRECTIVE ACTION TAKEN OR CASE CLOSED

HIGH PRIORITY

CATEGORIZED BY HAZARD

1. FIRE AND LIFE SAFETY
2. IMMINENT DANGER
3. HARM TO ENVIRONMENT
4. HABITABLE STRUCTURES— UNSAFE CONDITIONS or CONSTRUCTION WITHOUT PERMITS



MODERATE PRIORITY

CATEGORIZED BY MAGNITUDE

1. **DEBRIS, REFUSE AND SANITATION – MODERATE**
2. **ANIMAL RELATED – MODERATE**
3. **NON-HABITABLE STRUCTURES – UNSAFE CONDITIONS or CONSTRUCTION WITHOUT PERMITS**



LOW PRIORITY

CATEGORIZED BY TYPE

1. VEGETATION
2. VEHICLE RELATED
3. DEBRIS, REFUSE AND SANITATION – MINOR
4. ANIMAL RELATED – MINOR



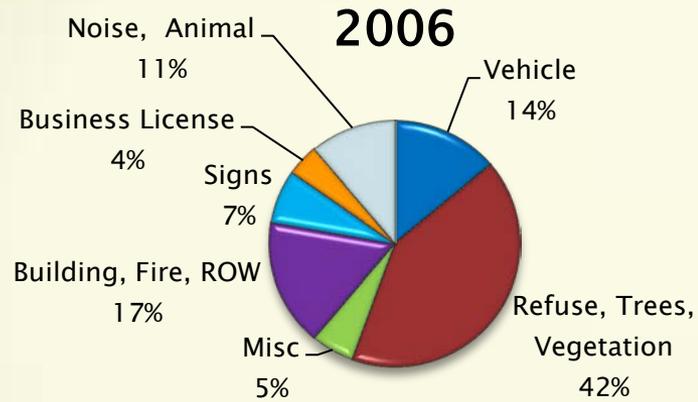
ENFORCEMENT STATISTICS

	2006 *	2007	2008	2009	2010	2011 **
Vehicle	10	15	11	8	15	11
Refuse, Trees, Vegetation	30	45	26	36	31	30
Misc.	4	7	3	5	8	10
Building, Fire, ROW	12	20	25	45	26	22
Signs	5	6	4	7	6	8
Business License	3	8	5	7	7	3
Noise, Animal	8	14	6	11	10	9
Totals	72	115	80	119	103	93

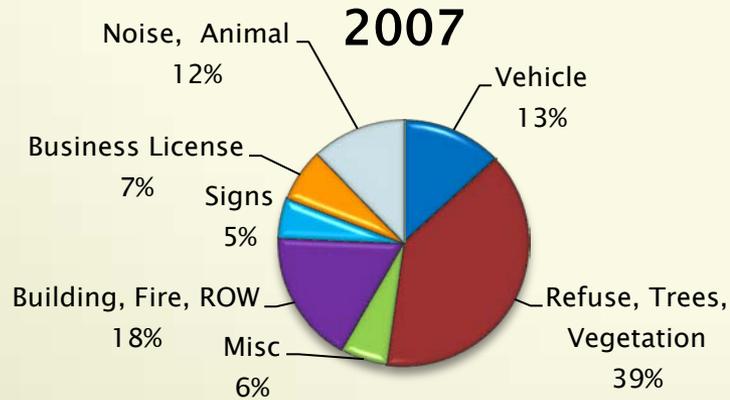
* 2006 data is only for a 6 month period.

** 2011 data is only for an 8 month period.

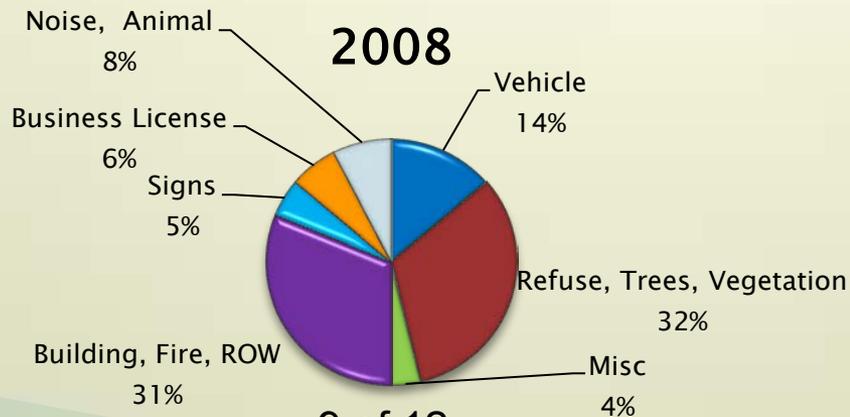
2006 Total Cases 72



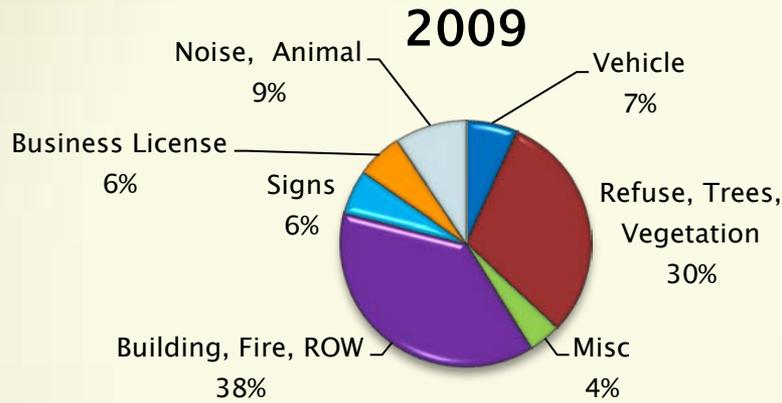
2007 Total Cases 115



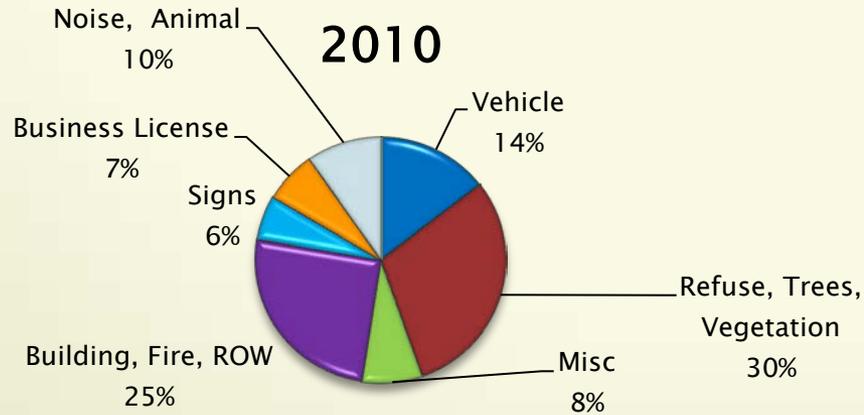
2008 Total Cases 80



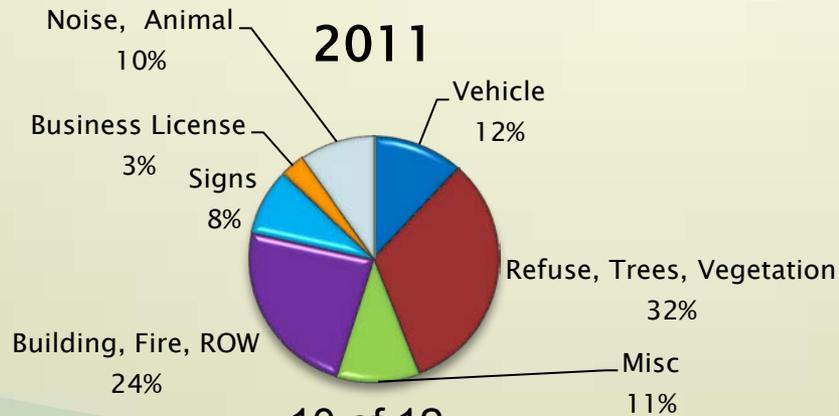
2009 Total Cases 119



2010 Total Cases 103



2011 Total Cases 93



CURRENT LEVEL OF SERVICE

- ▶ **HALF-TIME** (20 HOURS PER WEEK)
 - MORE CASES OPENED THAN CLOSED
 - RESPONSE TO CITIZENS AS TIME ALLOWS
 - ADDITIONAL COVERAGE FROM SUPERVISOR AND DIRECTOR
 - LIMITED PREVENTATIVE ACTIONS

LEVEL OF SERVICE OPTIONS

- ▶ **PART-TIME** (21-39 HOURS PER WEEK)
 - MAINTAIN A MODERATE NUMBER OF OPEN CASES
 - INCREASED ABILITY TO RESPOND
 - LIMITED COVERAGE FROM SUPERVISOR AND DIRECTOR
 - SOME ABILITY TO WORK ON PREVENTION

- ▶ **FULL-TIME** (40 HOURS PER WEEK)
 - MAINTAIN LOWER NUMBER OF OPEN CASES
 - ABILITY TO RESPOND WITHIN MOST EXPECTATIONS
 - LITTLE COVERAGE FROM SUPERVISOR AND DIRECTOR
 - ABILITY TO MAINTAIN LONG-TERM PREVENTION PROGRAMS