

City of Sikeston


TENTATIVE AGENDA

COUNCIL COMMUNITY OUTREACH MEETING
SIKESTON PUBLIC LIBRARY
221 N. KINGSHIGHWAY

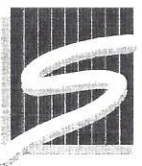
Thursday, February 18, 2016
5:30 P.M.

- I. CALL TO ORDER
- II. RECORD OF ATTENDANCE
- III. OPENING PRAYER
- IV. ITEMS OF BUSINESS
 - A. Code Enforcement 101
 - B. Other Items As May Be Determined During the Course of the Meeting
- V. ADJOURNMENT

Dated this 12th day of January 2016


Carroll Couch, City Clerk

The City of Sikeston complies with ADA guidelines. Notify Linda Lowes at 471-2512 (TDD Available) to notify the City of any reasonable accommodation needed to participate in the City Council's Meeting.



Introduction to Code Enforcement

February 18, 2016

Purpose of Code Enforcement

- Code enforcement's purpose is to improve the safety, health and welfare of all citizens living within local governmental jurisdictions. Municipalities have the authority to impose administrative fines when a code violation persists. While every governing body has its own procedures for noncompliance, it is common to issue notices of violation to the property owner. If there is no cooperation within a given time frame, either abatement processes commence or fines are imposed.

(City of Wauchula, Florida Website)

Purpose of Code Enforcement

Within the City of Sikeston,
Code Enforcement:

- Promotes Safety
- Promotes Quality of Life
- Protects Property Values

Areas of Focus

- Building Permits & Plan Reviews
- Building Inspections
 - Construction Inspections
 - Rental Property Inspections
 - Business License Inspections
 - Stormwater Management Inspections
- Property Maintenance (Tall Grass, Derelict Vehicles, Junk & Trash)
- Condemnation of Houses
- Animal Control
- Planning & Zoning Issues
- Board of Adjustment Issues
- Floodplain Management Permits

Building Inspection

New Construction, Additions & Alterations of Residential, Commercial and Industrial Property

- Construction Documents Submitted
 - Must Adhere to International Building Code (2012)
 - May Require Plans Prepared by Licensed Engineer/Architect
- Plan Review
 - May Require Modifications to Plans or Additional Information Submitted
 - May Require Action by Planning and Zoning or Board of Adjustments
 - May Require Additional Review by Board of Municipal Utilities
 - May Require Additional Review by Fire Marshall
 - May Require Additional Review by Stormwater Coordinator and/or Consulting Engineers (Allgeier Martin)
- Building Permit Issued

Building Inspection

New Construction, Additions & Alterations

- Once Construction Begins, CE Staff make routine inspections at milestones:
 - Prior to Concrete Being Poured
 - Firewall Inspections (Multi-Family)
 - Prior to Drywall Installed (Cover-Up Inspection)
 - Final Inspection
 - Other Inspections As Needed
- Local Utilities (i.e. BMU, Liberty Utilities) Coordinate with CE Staff through the use of different 'Tags' that are issued (Now streamlined through the use of electronic media via smartphones/tablets)

Building Inspection

New Construction, Additions & Alterations

- In 2015, the following permits were issued:
 - Residential (New Construction) – 27
 - Residential (Additions & Alterations) – 34
 - Duplex Residential (New Construction) – 3
 - Multi-Family Residential (New Construction) – 0
 - Commercial (New Construction & Additions/Alterations) – 35(Total Cost of Construction Value of \$41,953,485)
- In 2015, Code Enforcement staff conducted 936 inspections related to the permits listed above.

Building Inspection

Rental Property Inspections

- There are 2,870 rental units within the City of Sikeston that we have on file. These units are owned by 529 different rental property owners or landlords. (Based on 2015 Projections)
- Rental Properties are to be inspected on a bi-annual basis and when new tenants move into a property.
- Tenancy Inspections consist of a 'drive-by' exterior inspection only. Failure of the exterior inspection will result in an interior inspection being conducted, also.
- All rental units are to receive an exterior and interior inspection on a two year cycle.
- In 2015, Code Enforcement staff conducted 585 inspections of rental property units.

Building Inspection

Business License Inspections

- Prior to a Business License being issued by City Hall, an inspection of the premises of the business must be conducted.
- The purpose of this inspection is to ensure a safe environment for potential customers of the business.
- This inspection would include determination if smoke/fire alarms, and proper exit lighting are in place. It might also include looking for unsafe electrical issues.
- In 2015, Code Enforcement staff conducted 148 business license inspections related to 65 businesses.

Building Inspection

Stormwater Management Inspections

- As a part of our Operating Permit with the Missouri Department of Natural Resources, the City of Sikeston must ensure that construction projects are following Best Management Practices (BMPs) to limit the introduction of soil, sediment and contaminants into our stormwater system.
- CE Staff will make routine inspections of construction sites to make sure these BMPs are being followed (i.e. proper use of silt fencing)

Property Maintenance

Goals in Property Maintenance:

- To determine and address any conditions deemed detrimental to the health, safety and welfare of residents.
- To discover and abate public nuisances.

Property Maintenance

Primary Areas addressed with Property Maintenance:

- Tall Grass/Weeds
- Junk and Trash
- Derelict Vehicles
- Structural and/or Cosmetic Issues with Structures
- Condemnation/Demolition of Structures (When so severe it threatens the safety and welfare of local residents)

Property Maintenance

Process for Addressing Property Maintenance

See attached FLOW CHART

Property Maintenance

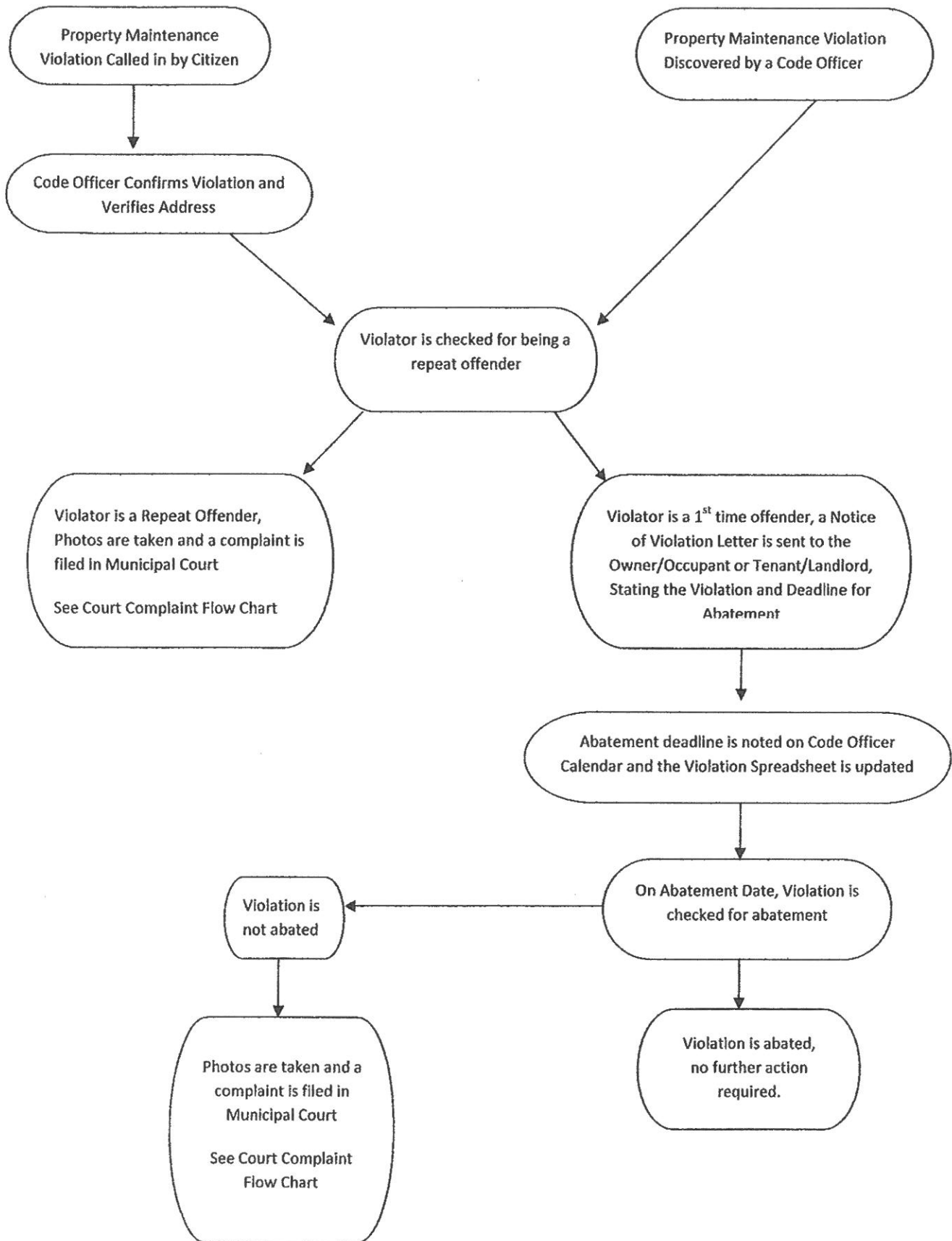
2015 Statistics on Property Maintenance:

- Property Maintenance Issues Investigated – 1,154
 - As a result of a citizen complaint – 24
 - Identified by CE Staff – 1,130
- Property Maintenance Issues By Type:
 - Junk and Trash – 584
 - Tall Grass 363
 - Derelict Vehicles – 207
- Action Taken:
 - # of Notice of Violation Letters Mailed – 1,142
 - # of Cases Taken to Court – 87
 - # of Cases Fined in Court – 49

Municipal Ordinance # 5943

Property Maintenance Regulations

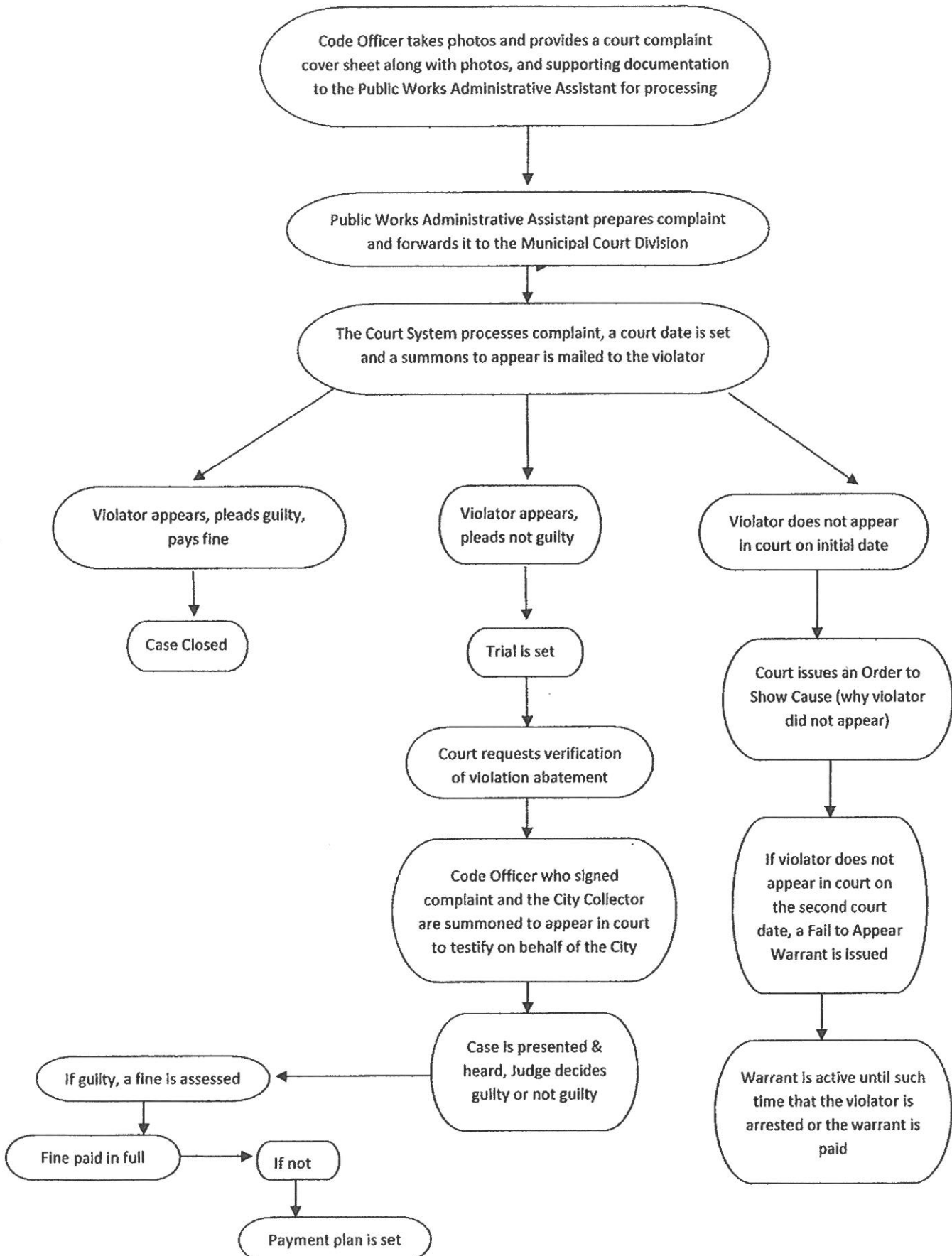
Derelict Vehicles, Junk & Trash, Tall Grass



Municipal Ordinance # 5943 Property Maintenance Regulations

Derelict Vehicles, Junk & Trash, Tall Grass

Court Complaint Process



Property Maintenance

Condemnation of Houses

- Sometimes houses are in such a state of disrepair that it is in the public's interest to condemn these structures.
- If issues are not abated, a public hearing administered by the City Manager is held.
- The City Manager has the authority to order the repair or demolition of the property.
- In several cases, the property is demolished by the city when it has been deemed a threat to the health, safety and welfare of local residents.
- In 2015, the city demolished 8 houses as a result of this process.
- In 2016, we plan to demolish an additional 17 houses utilizing Community Development Block Grant (CDBG) funding.

Animal Control

Code Enforcement is also responsible for the control of at-large and dangerous animals within the city limits.

- In 2014, we responded to 1,318 calls for assistance related to animals.
- In 2015, we responded to 1,082 calls for assistance related to animals. We recorded 967 hours dedicated in responding to these calls.

Planning & Zoning

- The city works with businesses and developers on the construction of new facilities to ensure that the new developments comply with the various zoning that has been designated. It is an effort to maintain some element of order as to the placement of various types of residences, businesses, and industries in town, so we do not have industries next to single family houses.
- CE Staff work with applicants in preparing items for P&Z. These may include:
 - Dedicating New Subdivisions
 - Dedicating/Abandoning Streets and/or Rights of Way
 - Requests for Rezoning
 - Subdividing Property or Revising Legal Descriptions
- In 2015, CE staff assisted with 14 P&Z agenda items.

Board of Adjustments

- The city works with residents and developers on the consideration of issues that do not comply with adopted policies and codes through the Board of Adjustments.
- CE Staff work with applicants in preparing items for the Board of Adjustments. These may include:
 - Variances related to Flood Plain Permits
 - Variances related to building setbacks
 - Variances related to Height
 - Conditional Uses of Property
- In 2015, CE staff assisted with 8 B of A agenda items.

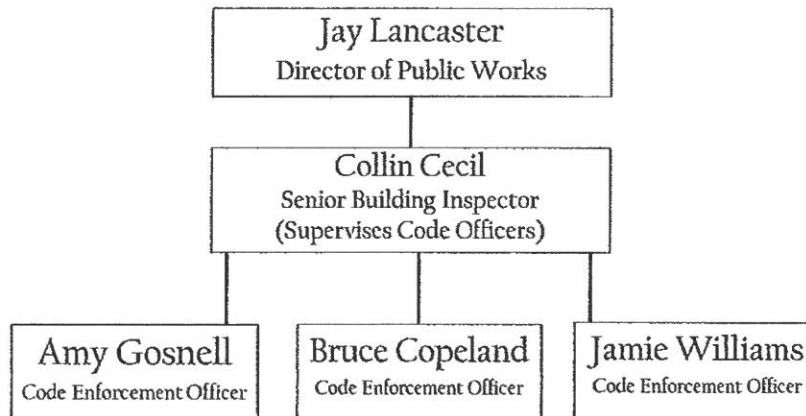
Sign Permitting

- The city works with businesses on the development of signage. This includes:
 - Ensuring signs meet proper wind loading and foundation requirements
 - Ensuring signs do not negatively affect sight distance for traveling public
 - Ensuring signs do not encroach on setback, easements or adjacent property lines
- In 2015, CE staff assisted with 17 sign permits.

Floodplain Administration

- The Senior Building Inspector has the responsibility of assisting in the administration of flood plain related issues within the City of Sikeston.
- These issues may include:
 - Managing and Reviewing Map Revisions from FEMA and its contractors
 - Managing Requests for Letters of Map Amendment (LOMA) by residents
 - Serving as a liaison with the State Emergency Management Agency on NFIP issues.

Organizational Chart



Summary

In the criticism of Code Enforcement, some will ask,
“What does Code Enforcement do?”

I hope that this summary helps to educate people on
the many ways that our Code Enforcement staff
serve our community.

There is more to do than we have to time to
accomplish. And often, it is a thankless job riddled
with daily attacks from the public they serve.

Areas to Improve

- Attitude – “Be Nice” – We are here to serve the public.
- Assistance of DPS on Emergency Animal Calls
- Identification/Assignment of Property Maintenance Violations
- Communication

Areas of Consideration

- Priorities?
- Is Sign Code Adequate?
- Does Rental Ordinance Need to Be Reviewed?

QUESTIONS?

Jay Lancaster
Director of Public Works

Cell: 573-620-0411

Email: jlancaster@sikeston.org

PROCESS FOR PROPERTY MAINTENANCE VIOLATIONS

NOTICE OF VIOLATION

Discovery of Violation(s)

- Violation noticed, document address of violation.
- The type of violation (i.e. tall grass, junk & trash, unlicensed vehicle, etc.)
- Location on property of the violation (i.e. front yard, back yard, etc.)

Determine if property is Rental or Owner Occupied

- In MUNIS Property Master, look up address of violation
- Click yellow folder to the right of owner number, if address that appears is the same as the address on the initial look up screen and as the violation address, the property is owner occupied.
 - If Owner Occupied, note owners name and send a Notice of Violation letter to the owner.
- If addresses are different, the property is most likely Rental Property and tenant must be verified.
 - To verify tenant, on your Home Screen locate and open the Icon CEISLET, then open the folder Tenancy Applications
 - Locate and open .pdf file titled with address of violation, verify current Head of Household on Tenancy Application.
 - Contact Board of Municipal Utilities to confirm/verify utility hook up and name at the address of violation.
 - Make note of the name of person determined by this process.

Notifying Owner or Tenant of violation

- Locate Notice of Violation letter template
 - Compose letter to individuals determined in the processes above.
 - Complete letter in a timely manner (no more than two days)
 - Include all pertinent information, date of letter, recipient, recipient's address
 - In paragraph two, include address of violation, description of violation (i.e. tall grass, junk & trash including what the items are, unlicensed vehicle including make, model, color, license number and expiration if available), location of violation on the property.
 - Paragraph three, include an abatement deadline (7-10 days from date of letter)
 - Closing of letter, issuing officer's name.
 - Create a Calendar Event with reminder notification in Microsoft Outlook Calendar, for the deadline for abatement

Saving of Letters

- Click *File/Save As/GDRIVE/PWORKS/PROPERTY_MAINTENANCE_ISSUES/STREET_NAME/NUMBER*
 - Create new folder for street/address if one does not exist.
 - Or Add to existing folder.

Mailing Notice of Violation

- Code Officer prepares letter and envelope and places in outgoing mail

Update PM Violation Spreadsheet

- Input required information on the spreadsheet located at *GDRIVE/PWORKS/2015_PROPERTY_MAINTENANCE_ISSUES/2015_PROPERTY_MAINT.xlsx*

Checking for Abatement

- The previously made Calendar Event will send a reminder to check for abatement of the violation(s)
- Confirm or disprove the violation(s) has been abated
 - If abated, update spreadsheet
 - If not abated, update the property maintenance spreadsheet, take numerous photographs to properly illustrate and depict the violation.
 - Sign complaint in Municipal Court per the following instructions

PROCESS FOR PROPERTY MAINTENANCE VIOLATIONS COURT COMPLAINT

INSTRUCTIONS FILING COURT COMPLAINTS FOR PROPERTY MAINTENANCE VIOLATIONS

Determine Number Of Offense

- After determining who the Court Complaint will be signed against, search for prior Court Complaints for the particular individual by opening the INCODE program, then open TOOLS, then open CONTROL CENTER. In the top left box next to Name, enter last name of individual, tab to next box and enter first name, then tab to third box to enter middle name or initial (if available).
 - Include the number of offenses including current complaint being signed.

Determine Who Complaint Will Be Signed Against

- For rental property the complaint will be signed against the tenant. If the property owner/property manager has been notified of the violation, a complaint can be signed against this person also.
- Determine if property is rental or owner occupied and highlight the appropriate selection at the top of the cover sheet.
- Highlight the responsible party.

Violation Location

- Include physical address of violation as well as map parcel number.

List violation description

- **Mark which code violation the complaint is being signed for.**
 - 500.670 Prohibited Maintenance, pertains to derelict vehicles. Include make, model, color and why it is derelict.
 - 500.730 Junk and Trash pertains, to any debris, rubbish, garbage or other items that make the exterior unsightly and unsanitary. Describe the items and include where the debris is located on the property.
 - 500.740 Weeds, pertains to any weed, grass or plant growth in excess of 10" in height. Include the height of the vegetation as well as the percent of the property the violation is covering.

- **Responsible party identifying information**
 - Utilizing the INCODE program, obtain date of birth, driver's license number and social security number (if available) for the person complaint is being signed against.
 - From INCODE, determine the number, date and types of previous offenses of the person the complaint is being signed against.

- **Supplemental Information**
 - Using a supplement template, provide supplemental information such as, but not limited to, how the person receiving the complaint was determined, why the complaint is being signed, etc. and include in the complaint packet
 - From MUNIS Property Master, print the owner information by clicking the MUNIS symbol at the upper left corner of the property master screen and select hard copy.
 - Include this information in the complaint packet.
 - If the address of the violation is a rental property, open the CEISLET program and search for the address in the Tenancy Application folder. Once located, print a copy and include it with the complaint packet.
 - If the address of the violation is rental property, open the CEISLET program, search for the name of the property owner in the Landlord Registration folder. Once located, print the sheet listing the address of the violation and include it with the complaint packet.
 - Print all photographs needed to properly show the violation and include them with the complaint packet.

- **Processing the Court Complaint**
 - Give the complaint packet containing all of the documents to the Public Works Administrative Assistant for processing.