

AGENDA	Monday, January 30, 2012	
Informational Meeting	4:00 PM at Carnegie Town Hall	
Sioux Falls City Council	235 West Tenth Street	

1. Call To Order

2. Staff Report

A. Sue Roust, Interim City Clerk

3. Public Services Committee

A. Report on meeting held Tuesday, January 17, 2012

4. City Council Open Discussion

5. Presentations

A. Internal Audit Report: Neighborhood Redevelopment 11-12 by Rich Oksol, Lead Internal Auditor

B. Update for the Development Review Committee by Ron Bell, Chief Building Official; and Mike Cooper, Director of Planning and Building Services

6. Adjournment

The City Council may include such other business as may come before this body.

Date: 2012-01-30  
SIRE Meeting ID: 1647  
Meeting Type: Informational Meeting

YouTube:<https://youtu.be/uxS6tM9prSg>  
Agenda Item: Not Assigned  
Item ID: 61537

The following document(s) are public records obtained from the  
City of Sioux Falls.

# Neighborhood Redevelopment November 2011



**Internal Audit  
City of Sioux Falls, South Dakota**

## NEIGHBORHOOD REDEVELOPMENT AUDIT

### *Internal Audit City of Sioux Falls, SD*

#### **Highlights of report 11-12**

#### **Why Internal Audit did this report**

The City's Internal Audit division continues to look for opportunities to improve City operations. Internal Audit reviews City departments and programs on a rotating basis. In recent years, the City of Sioux Falls has made a concerted effort to identify neighborhoods in decline and take action to reverse this decline. In 2009, the City Council formally adopted a neighborhood redevelopment plan for the Pettigrew Heights neighborhood in central Sioux Falls. This is the first internal audit of the Neighborhood Redevelopment plan.

#### **What Internal Audit recommends**

Internal Audit reports often result in recommendations to improve management controls or improve operations. We did not have any recommendations as a result of this audit.

#### **What Internal Audit Found**

Pettigrew Heights is a 60 block area of about a square mile in central Sioux Falls. For the last five years the City of Sioux Falls has made the Pettigrew Heights neighborhood a focus of efforts to arrest neighborhood decline and blight. This effort has involved numerous City departments and community non-profit organizations. Funding for these efforts has come from local tax dollars, state and federal grants and loans and grants from area financial institutions. A neighborhood association formed this year in Pettigrew Heights. The purpose of the association is to involve residents in identifying and solving neighborhood issues of crime and blight.

The desired outcomes of this plan will require time to achieve. Patience and persistence are necessary for success. The neighborhood would benefit greatly when the residents take more of a leadership role in improving their neighborhood and the City takes more the role of resource provider. An example of successful neighborhood redevelopment is the Whittier neighborhood in Sioux Falls. The residents of Whittier have taken ownership of their neighborhood and significant improvements have been made.

#### **Acknowledgement**

We appreciate the courtesy and assistance provided to us by City of Sioux Falls managers and staff.

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## **INTRODUCTION**

The City of Sioux Falls has been involved in neighborhood revitalization efforts for many years. Using local tax dollars as well as state and federal funds, many blight properties in core neighborhoods such as Whittier have been removed or rehabilitate under a variety of programs typically administered by the City's Community Development office.

In response to increased crime and blight in the neighborhood along 11<sup>th</sup> street in central Sioux Falls<sup>1</sup>, the City used a multi-department effort to crackdown on crime and code violations in the summer of 2006. These efforts have continued and in 2009 a neighborhood redevelopment plan for this neighborhood was adopted by the City Council via resolution 125-09. Some of the anticipated outcomes of this plan include overall neighborhood growth, a decrease in crime, a decrease in code violations and an increase in the neighborhood quality of life.

## **AUTHORIZATION**

This audit was included in Internal Audit's 2011 Annual Audit Plan. The City Council approved the Plan by resolution in December 2010. The Internal Audit division operates under the authority of an Internal Audit Charter adopted by City Council resolution 104-06.

## **STATEMENT OF INDEPENDENCE**

Internal Audit is administratively and operationally independent of the programs and departments it audits, both in appearance and in fact. The Lead Internal Auditor is accountable to an Audit Committee appointed by the City Council per City ordinance 120-05.

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<sup>1</sup> This neighborhood was officially designated as the Pettigrew Heights neighborhood in February 2008.

## **DETAILED RESULTS**

### **TIMELINE OF SIGNIFICANT CITY EFFORTS IN PETTIGREW HEIGHTS**

#### **July 2006**

Phase I of Mayor Munson's neighborhood conservation area begins. An internal strategic review and implementation plan was coordinated with multiple departments including Planning/Building Services, Health, Fire Rescue, Police, City Attorney, Parks/Recreation (forestry division) and Public Works.

#### **September 2006**

Phase II involved the expansion of Phase I. Code enforcement activities are expanded in Pettigrew Heights and law enforcement patrols are increased.

#### **Fall 2006**

Phase III included the establishment of a Pettigrew Heights Conservation Area Committee to identify redevelopment goals and priorities.

#### **Spring 2007**

Project N.I.C.E. and K.E.E.P. are conducted in the neighborhood; these projects involve multiple City departments to help clean up the neighborhood.

#### **May 2007**

City Council approved the establishment of the Neighborhood Tax Abatement Program for commercial and commercial residential properties within the neighborhood.

#### **Fall 2007**

Naming Subcommittee of the Neighborhood Conservation Area Committee solicits public input for new name of neighborhood.

#### **February 2008**

Based upon recommendation from Subcommittee, the City Council approves the naming of the Conservation Area to "Pettigrew Heights" and defines the official boundaries via resolution 16-08.

CitiBank offers line of credit of \$5 million for neighborhood redevelopment efforts.

**May 2008**

Request for Proposal (08-0038) issued by City for redevelopment of real property at 11<sup>th</sup> and Duluth.<sup>2</sup>

**September 2008**

City purchases 11 properties at 11<sup>th</sup> and Duluth.

**Fall 2008**

City Planning staff coordinate and tabulate a neighborhood needs assessment survey.

**May 2009**

Citi Foundation provided a \$40,000 grant to establish Pettigrew Heights Housing Resource Center (HRC.) HRC partnerships include Sioux Empire Housing Partnership, Volunteers of America-Dakotas and the City of Sioux Falls. The HRC was established to meet the needs of the neighborhood by providing residents with accessibility to information regarding housing programs, financing programs and education for developers, homeowners, landlords and renters. The HRC addressed neighborhood informational needs at a one-stop location-Bowden Youth Center- at 430 W. 11<sup>th</sup> Street. The doors opened in May 2009 with eight community volunteers staffing the office.

**December 2009**

City Council approves the Pettigrew Heights Neighborhood Redevelopment Plan via resolution 125-09. The Pettigrew Neighborhood Committee wrote the plan in coordination with City and numerous non-profit organizations.

**October 2010**

Pettigrew Heights Limited Partnership (St Joseph Catholic Housing) offers to purchase from the City the 11 properties at 11<sup>th</sup> & Duluth for the purpose of redevelopment (housing for low-income elderly.)

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<sup>2</sup> See pages 9-10 of this report for details of this project.



**December 2010**

City Council accepts the offer. The offer is \$450,000 and is authorized by ordinance 80-10.

**April 2011**

Project K.E.E.P. conducted in Pettigrew Heights. This is a clean-up event involving multiple City departments.

**August 2011**

City Council approves acceptance of \$500,000 loan from SD Housing Development Authority's FLEX program via ordinance 70-11. Purpose of these funds is for rental rehabilitation efforts in the core incentive area beginning with Pettigrew Heights.

**June 2011**

Although the Pettigrew Heights Housing Resource Center (HRC) has closed its doors, it continues addressing neighborhood informational needs via neighborhood meetings, events and association gatherings. During the center's two year operational time period, there were a total of 161 office contacts made by neighborhood residents in which 21 community volunteers served.

**Fall 2011**

Responding to residents' requests, City conducts increased code enforcement activities in neighborhood. Follow-up is in progress.

**EFFORTS BY OTHER  
ORGANIZATIONS TO REDEVELOP  
AND REVITALIZE PETTIGREW  
HEIGHTS**

**St Joseph Catholic Housing Inc**

69 new units for elderly affordable housing at 11<sup>th</sup> and Duluth are under construction.

**Home builders Association of the Sioux  
Empire/Care Foundation**

An Annual Repair Affair Day is held using volunteer labor and material donated by SEHBA/Care Foundation to help elderly and disabled home owners with needed repairs. Many of the homes repaired are in the Pettigrew Heights neighborhood.

**Habitat for Humanity**

The Brush with Kindness Day uses volunteer labor and donated materials to help low-income homeowners maintain the exteriors of their homes. Home in Pettigrew Heights have benefitted from this program.

**Sioux Falls Seminary**

Summit House was established at 12<sup>th</sup> and Summit in 2008. The purpose is to provide affordable housing to seminary students who, in turn, spend at least five hours weekly reaching out to residents. A tool lending library for neighbors was established at Summit House.

**Pettigrew Heights Neighborhood Outreach**

In 2006, a husband/wife missionary team purchased a home in the neighborhood and opened their home to residents (especially children) as a safe place for fellowship and fun. They partner with neighborhood churches including First Christian, First United Methodist, Olive Drive, Crosswalk Community and Hope Community to identify and help meet community needs.

**Volunteers of America-Dakotas**

The VOA operates the Bowden Youth Center at 430 West 11<sup>th</sup> Street. The Center is a safe place for youth in crisis or just needing help. Shelter and meals are offered to homeless or runaway children. Educational and recreational activities are provided.

**Sioux Empire Housing Partnership**

The SEHP formed in 1997 with the goal of preserving, improving and increasing the affordable housing stock in Sioux Falls. The Menlo project in Pettigrew Heights began in 2007 and was completed in 2008. The project is a multi-family unit of five condos at 10<sup>th</sup> and Menlo.

**Pettigrew Heights Association**

In 2011, a neighborhood association formed to organize residents for the purpose of overall neighborhood improvement. The Association maintains a website, meets regularly and is beginning to partner with the City, non-profits and faith-based organizations.

**First Premier Bank**

A community garden was established at approximately 15<sup>th</sup> and Spring. It includes about 30 garden plots. This was done in cooperation with the City, the County Extension Service, Minnehaha County Master Gardeners and many volunteers.

**South Dakota Multi-Housing Association**

Classes are offered regularly to general public and rental owners and managers on topics such as improving tenant relations and city ordinances related to code enforcement.

**PROGRAMS ADMINISTERED BY  
CITY'S COMMUNITY DEVELOPMENT  
OFFICE**

Community Development (CD) is organized into three divisions: Public Parking, Affordable Housing and Economic Development. Many activities administered by CD are related to neighborhood redevelopment and revitalization. They are funded in whole or in part by the Community Development Block Grant (CDBG) program or the Home Investment partnerships (HOME) program.

CD programs do not target specific neighborhoods for redevelopment; however, because of the nature of the programs and the income restrictions, most of their projects are in the core areas such as Pettigrew and Whittier.

Example of a program administered by CD:

**Single-Family Housing Rehabilitation**

No-interest deferred payment and low-interest repayment loans are provided to maintain homes in a decent, safe and sanitary condition. An eligible household must own and occupy the property and have an income at or below 80% of the median family income. In 2010, 76 projects were underway and \$652,000 CDBG funds were expended.

A program administered by other entities:

**Neighborhood Revitalization**

Federal and City of Sioux Falls funds are provided to the Sioux Falls Housing Corporation for acquisition of homes contributing to neighborhood deterioration. After acquisition, the homes are either razed with a new house constructed on the site, or rehabilitated. Each completed home is sold to a household whose income is at or below 80% of the median family income. In 2010, 17 properties were in the program.

## **11<sup>TH</sup> AND DULUTH PROJECT**

The 11<sup>th</sup> and Duluth project was an effort by the City of Sioux Falls to remove blighted properties and promote redevelopment of adjacent properties in the neighborhood.

**What was purchased and how much was paid?**

The City purchased 11 adjacent properties in the vicinity of 11<sup>th</sup> Street and Duluth Avenue. The City paid a total of \$905,260 for these properties. The appraised value of these properties was \$932,000 according to the appraiser hired by the City. The properties were acquired in September 2008.

**Who were the sellers?**

The sellers were G. Berry (two properties), T. Namanny (one), B. Shumaker (one) and R. Holland (seven properties.)

**Who purchased the property from the City?**

The City issued an RFP (08-0038) to solicit offers to purchase and develop this group of properties. The City received one proposal from St Joseph Catholic Housing Inc. They offered \$450,000 to purchase the properties from the City and redevelop the area. The City accepted the offer in October 2010.<sup>3</sup> The City Council passed ordinance 80-10 on 12/13/2010 to authorize the sale of this real estate.

**How did the City fund this project?**

The City of Sioux Falls used their line of credit with CitiBank (see page five of this report) to fund this project. Total drawdown from the line of credit was \$1,034,260. This amount included the \$905,260 paid for the 11 properties plus appraisal cost, an environmental study, securing of structures and asbestos remediation, closing costs and legal fees.

Total payback to CitiBank for the line of credit was \$1,137,463. Sources of the payback included the \$450,000 received from St Joseph, a \$150,000 Citi Foundation/CitiBank grant and approximately \$500,000 from the Urban Conservation fund. The City's Urban Conservation fund received a transfer of money from the second penny sales tax as authorized by ordinance 162-07.

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<sup>3</sup> Agreement 10-3373

## **CURRENT STATUS OF REDEVELOPMENT PLAN AND REMAINING SIGNIFICANT STEPS AND ACTIONS**

There is no specific start and end date for the Pettigrew Heights redevelopment plan although a formal plan was adopted in December 2009. However, the following represents some current efforts by the City and the status of these efforts:

### **Rental rehabilitation loan program**

The City secured funding from the SD Housing and Redevelopment Authority (\$500,000, zero interest for 20 years.) This funding was accepted by ordinance in September of this year. Once the State completes the paperwork, the funds will be administered by Community Development for rental property owners to rehabilitate their properties in the core incentive neighborhoods which include Pettigrew Heights.

### **Residential tax abatement program**

This program will promote improvements to residential housing structures within Pettigrew Heights. The program is currently being researched by Community Development staff. An ordinance will be presented to the City Council sometime in 2012 after discussion with the Fiscal Committee and Minnehaha County.

### **Code enforcement follow-up**

The City completed a survey in October to identify code violations. A follow-up with property owners is being done in November to ensure that violations are corrected.

### **Continue looking for opportunities to clear/redevelop blighted properties**

The City has access to a \$5 million line of credit for the purpose of neighborhood revitalization. The City used approximately \$1 million of this for the 11<sup>th</sup> and Duluth project.

### **Neighborhood Watch Association**

The newly-formed Pettigrew Heights Association has expressed an interest in forming a neighborhood watch association. The City can provide assistance similar to what was done in the Whittier neighborhood and other neighborhoods.

**Light survey**

A survey is planned for this fall to identify areas of the neighborhood where more street lighting would be desirable. This would help reduce criminal activity.

**Expand community garden program**

Gardens exist at Lowell Elementary school and at 15<sup>th</sup> and Spring. A next step is to establish a community garden at the former Lincoln School site at 9<sup>th</sup> and Grange. A neighborhood meeting was held on October 4<sup>th</sup> and 21 people attended. The City will provide a water source for this garden.

**Continued partnering with non-profits and other stakeholders**

City staff continues to be a major part of the Pettigrew Heights Neighborhood Conservation Area Committee. The Committee meets bi-monthly and last met in October of this year.

**FUNDING SOURCES FOR  
PETTIGREW REDEVELOPMENT**

In general, funding for neighborhood redevelopment efforts comes in the form of grants, loans and lines of credit. These grants, loans and lines of credit come primarily from the United States Department of Housing and Urban Development (HUD), Wells Fargo, CitiBank/Citi Foundation and the South Dakota Housing Development Authority.

Examples include:

**2008: Line of credit**

The City of Sioux Falls received this line of credit from CitiBank and used \$1 million for the 11<sup>th</sup> and Duluth project (pages 9-10 of this report.) This was paid back and the City has access to \$5 million for the purpose of neighborhood redevelopment.

**2008: Grant from CitiBank/Citi Foundation**

The City received \$150,000 and used it for the 11<sup>th</sup> and Duluth project.

**2008: Interest free loan**

The SD Housing Development Authority authorized \$500,000 in FLEX funds for the purpose of funding a program of low interest loans to rehabilitate rental housing.

**2009: Neighborhood Stabilization Program funds**

The Sioux Falls Housing Corporation used \$365,000 in NSP funds from HUD to develop affordable housing at 505 S. Duluth Avenue. The project was completed in 2010.

**2011: NSP funds**

Community Development and Sioux Falls Housing obtained \$700,000 in NSP funds for the purpose of renovating the property at 322 S. Duluth Avenue into affordable housing.

**REDEVELOPMENT PLAN  
EXPENDITURES AND  
ACTIVITIES PROPER AND  
APPROPRIATE**

Based upon our review of reports, financial records and interviews with staff and management, we concluded that Pettigrew Heights' redevelopment expenditures and activities were proper and appropriate. Nothing came to our attention that would indicate improper expenditures. All expenditures in the Urban Conservation fund (fund 276) were directly related to the purchase of the 11 properties at 11<sup>th</sup> and Duluth. The grant from CitiBank was properly recorded in the fund. All activities by various City departments associated with Pettigrew Heights appear to be directly related to the accomplishment of the stated outcomes of the Neighborhood Redevelopment plan adopted by the City Council in 2009.



**SOME ANTICIPATED  
OUTCOMES BEING ACHIEVED;  
OTHERS ARE IN PROGRESS**

The Pettigrew Heights Redevelopment Plan adopted by resolution 125-09 in December 2009 included a number of anticipated outcomes. The plan is less than two years old and the anticipated outcomes are in the nature of long-term goals; therefore, it would be fair to state that the anticipated outcomes are still in progress.

Some of the anticipated outcomes are:

**Increase in affordable housing**

Affordable housing in Pettigrew Heights appears to be increasing. Numerous projects to achieve this outcome are either completed or in progress. For example, the building at 322 S. Duluth should be renovated and completed by the fall of 2012. The building was purchased by Affordable Housing Solutions and will provide 11 units. Another building owned by Affordable Housing at 505 S. Duluth was completed in 2010 with the goal of providing a permanent housing option for the working poor. The 11<sup>th</sup> and Duluth project detailed earlier in this report will be completed in 2012 and will provide 69 units for residents 55 or older and of limited income.

**Decrease in code enforcement complaints**

There has not been a decrease in code enforcement complaints. This summer, neighborhood residents asked the City to do more enforcement of code violations. The City has been responsive to this request. A recently completed survey turned up nearly 300 potential violations. Many of these violations were quickly corrected by property owners upon notice by the City. Follow-up efforts are underway. The City will continue to use education and outreach efforts to ensure greater compliance in the neighborhood with city codes.

**Increase in owner-occupied housing**

The goal is to reduce the percentage of rental housing in the neighborhood. Presently, about 67% of the housing is rental property. The goal is to reduce this to 60% over time. Existing programs and new programs should help achieve this goal.

**Decrease in crime statistics**

It is not possible to determine with any certainty if there is less crime in the neighborhood. The trend in police service calls is inconclusive. For example, in May 2009 there were 389 calls for service in Pettigrew Heights. In May 2010 there were 324 calls. In May 2011 there were 364 calls. There is variance in the pattern of service calls over time; some of this is weather related. The increase in service calls in the spring and summer of 2011 is likely attributable to more patrolling of the neighborhood by the Police department. There are more foot patrols of the neighborhood and the bicycle patrols have been expanded into this neighborhood. Three things that could, over time, reduce crime in Pettigrew Heights include:

- Forming a neighborhood watch association.
- Increasing alley lighting and removing hiding places (overgrown vegetation) for criminal activity.
- Reducing binge drinking.

**Increase in neighborhood quality of life**

We concluded that this outcome is in progress. The City has made great efforts in partnership with neighborhood residents, various non-profit groups and other stakeholders to improve the quality of life. **Much work is left to do.**

## **APPENDIX**

### **OBJECTIVES**

The objectives of this audit were to:

1. Determine the program's history and significant events to date.
2. Determine the current status and remaining steps/actions to complete the program.
3. Determine the program's funding sources and current status of funding.
4. Determine if program expenditures and activities were proper and appropriate.
5. Determine if anticipated outcomes are being achieved.

### **SCOPE**

The scope of this audit focused on the redevelopment efforts in Pettigrew Heights. A formal plan was adopted by the City Council resolution 125-09 in December 2009.

### **METHODOLOGY**

We interviewed staff and management of Community Development, Planning/Building Services and Police departments. We observed a meeting of the Pettigrew Heights Neighborhood Conservation Area Committee, reviewed minutes and recordings of City Council meetings and reviewed documents, media reports and City of Sioux Falls financial records.

### **DISTRIBUTION OF REPORT**

This report is intended for the information and use of the Mayor and City Council, management and others within the City of Sioux Falls. However, the report is a matter of public record and its distribution is not limited.

### **PERFORMED BY**

Rich Oksol, CPA, CGAP performed this audit.

Date: 2012-01-30  
SIRE Meeting ID: 1647  
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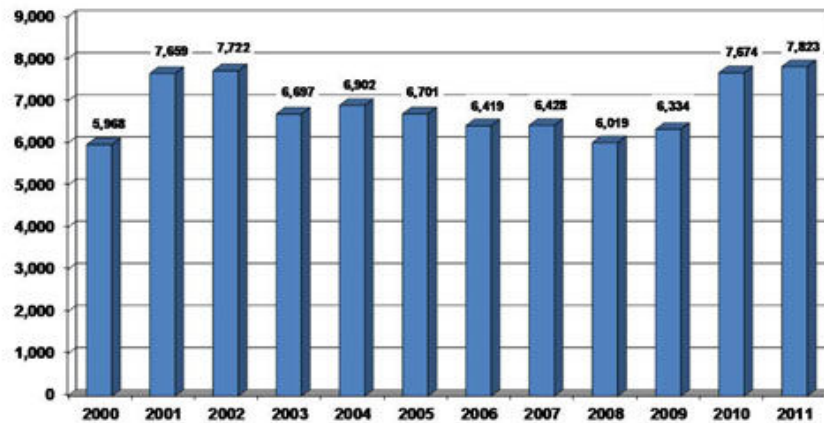
YouTube:<https://youtu.be/uxS6tM9prSg>  
Agenda Item: Not Assigned  
Item ID: 61538

The following document(s) are public records obtained from the  
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## Development Review Update

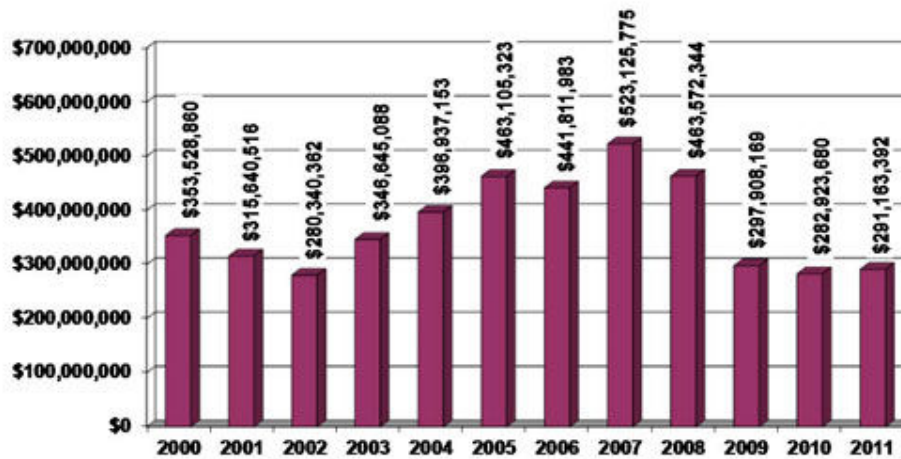
- 1. Building Permits Issued:** A record number of building permits totaling 7,823 were issued in the City of Sioux Falls in 2011. The previous record was 7,722 building permits issued in 2002. The number of building permits issued in 2011 is a 2 percent increase in the number of building permits that were issued in 2010.

### Total Building Permits Issued, 2000 to 2011



- 2. Total Construction Valuation.** Since the economic downturn, the yearly construction valuation for the city of Sioux Falls has remained steady, below the \$300 million level. The City of Sioux Falls had a total construction value \$291,163,392 in 2011, a 2.9% increase in the 2010 construction valuation, which was \$282,923,680.

### Total Construction Valuation, 2000 to 2011



- 3. Building Code Enforcement.** Continue to apply the following national model codes which define the minimum life safety standards for the building, mechanical, fuel gas, electrical, property maintenance and plumbing inspection divisions of Building Services:

2009 International Building Code

2009 International Residential Code

2009 International Existing Building Code

2009 International Mechanical Code

2009 International Fuel Gas Code

2011 National Electrical Code

2009 International Property Maintenance Code

2009 Uniform Plumbing Code

- 4. I-Code adoption.** Review the national model code changes and develop ordinances for the adoption of the following national model I-Codes:

2012 International Building Code

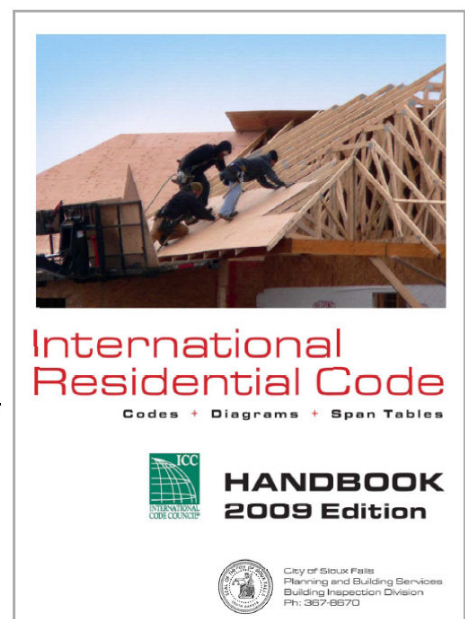
2012 International Residential Code

2012 International Existing Building Code

2012 International Mechanical and Fuel Gas Codes

2012 International Property Maintenance Code

- 5. Residential contractor's handbook.** Make the modifications necessary to the "Residential Contractors Handbook". To assure that the necessary information is available to licensed contractors, a condition of the renewal of their licensure is to not only document the applicable code requirements related to light frame construction, this document highlights new changes which are in the updated pending adoption of the 2012 IRC. The handbook is then presented to the licensed residential contractor continuing education of approximately 600 licensed contractors.



**6. Licenses.** Renew the licenses and registrations for:

- Residential Contractors
- Mechanical contractors
- Master mechanics
- Inactive master mechanics
- Refrigeration contractors
- Fireplace contractors
- Plumbing contractors
- Inactive master plumbers
- Landscape irrigation contractors
- Journeymen plumbers
- Apprentice plumbers
- Electrical contractors
- Class B electrical contractors
- Fire alarm contractors
- Sign wiring contractors
- Annual maintenance electrical contractors
- Journeyman electricians
- Apprentice electricians
- Inactive electrical, class B, fire alarm contractors

**7. Boards.** Building Services provides staff services to the following Boards:

- Building Board of Appeals
- Electrical Board of Appeals and Examiners
- Mechanical Board of Appeals and Examiners
- Plumbing Board of Appeals and Examiners
- Property Maintenance Board of Appeals

**8. Property maintenance.** Monitor the day to day operation of the issuance of letters and Notice and Orders issued by the Housing Inspection division to assure that minimum property maintenance ordinances are effectively utilized and enforced. Assure that foreclosed and abandoned structures are maintained secured. Additionally review the status of those structures that have structural dilapidation or have a cessation of work to conform with an issued Notice and

Order to accommodate the due process necessary to require the razing of the nuisance property.

**Grass and weed ordinance.** Submit to Council a revised ordinance to accommodate the changes in enforcement of duties for the abatement of grass and weeds from the Parks Department to the Housing division of Building Services. Final the document with input from the Parks and Attorneys office and submit for first and second readings prior to the spring growing season.

**Rental registrations.** Maintain and update rental housing registrations.

**Vacant buildings.** Maintain and update vacant building registrations.

9. **Scanning.** Continue in the electronic scanning of building plans to convert into the electronic filing of such plans for both the SIRE and the ENERGOV systems. Incorporate a process to accommodate the scanning of the existing legal files, again to incorporate into the proposed software packages.

**SIRE.** Facilitate and review the processes necessary to administer and utilize the SIRE Software system. Review and incorporate the existing plan review processes and systems as it relates to the software package. Once established, provide public education of the processes necessary for implementation of the system.

**ENERGOV.** Facilitate and review the processes necessary to administer and utilize the ENERGOV software systems. Incorporate the existing systems into the software as it relates to permit issuance, inspection and enforcement both at the counter and in the field. Provide for adequate review and education for staff prior to implementation of the software package.