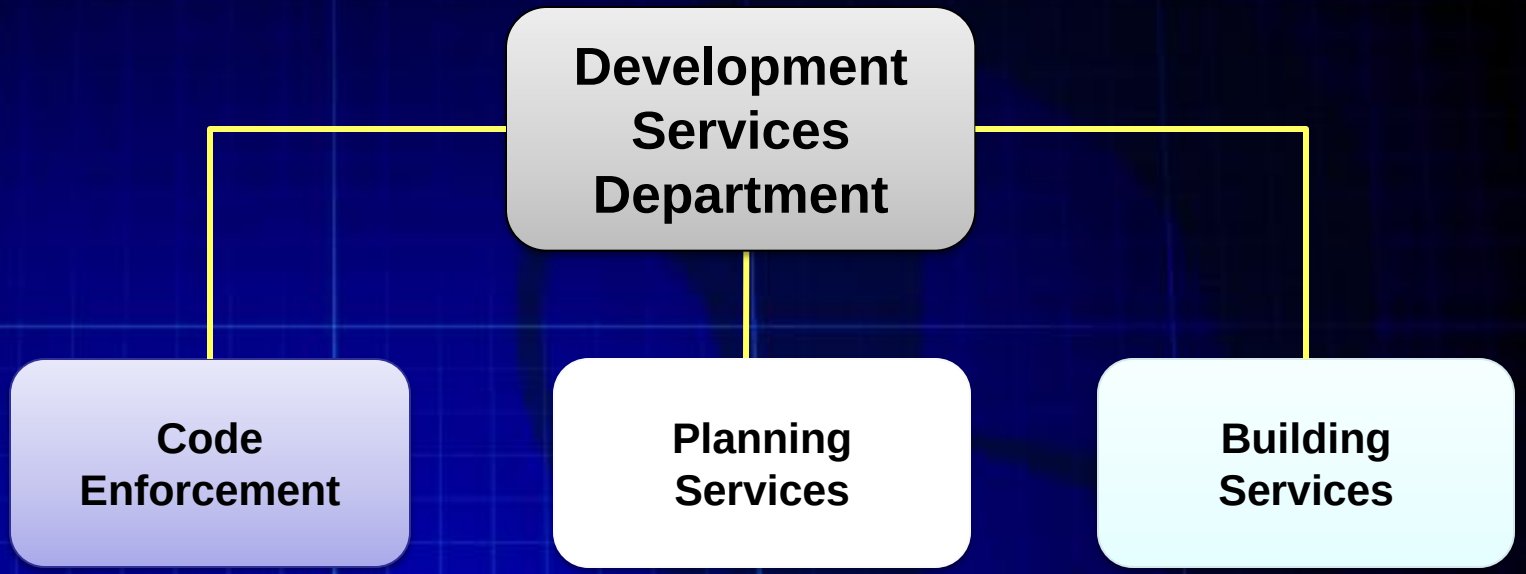
City of Bryan
Code Enforcement Division

City Council Workshop Meeting
April 10, 2012

City of Bryan



1st floor Bryan Municipal Office Building
300 S. Texas Avenue
(979) 209-5544
codeenforcementweb@bryantx.gov or
www.helpbryan.com

Code Enforcement Division

- 3 Code Enforcement Officers
  - Sharon Hauke (1996)
  - Dawn Kaatz (1996)
  - Sandra Willis (2004)
  - VACANCY (since 1/2011)






- 1 Community Improvement Specialist
  - Joseph "Jerry" Fagan (2009)
  - 50% of work with Building Services doing inspections



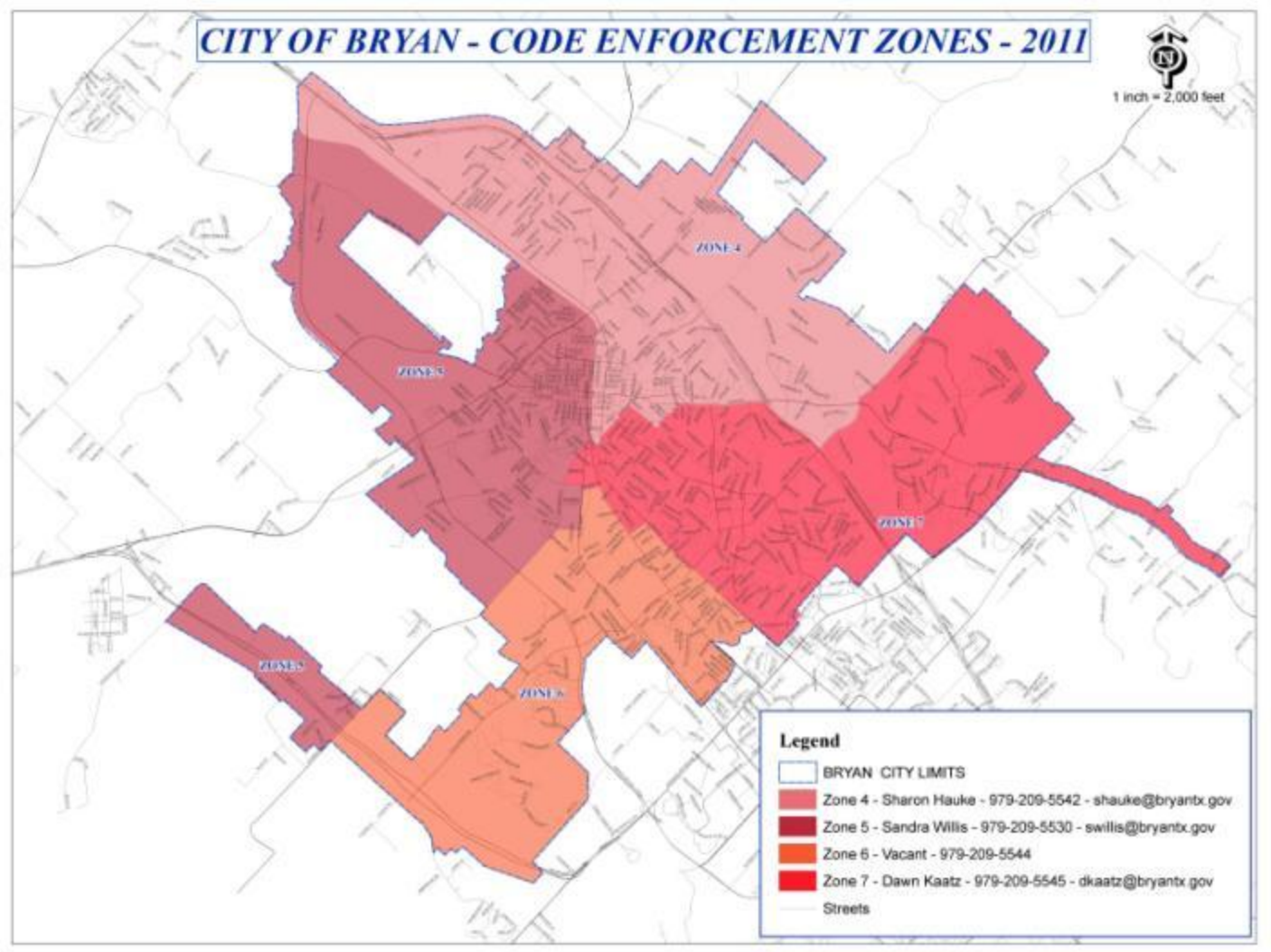
- 1 Administrative Assistant
  - Charmaine McKinzie (2003)



Qualifications

- Code Enforcement Officers are registered with the State of Texas' Department of Health Services
  - complete week-long training course
  - pass written examination
  - minimum 1 year work experience
  - registration is valid for 2 years
- Since 2002, continuing education (CE) is mandatory
  - 12 CE hours required every 24 months

Where we work



City of Bryan

44 sq. miles

4 Zones

22,000+ properties

3.5 Code Enforcement professionals

What we deal with

- nuisance violations:
  - open / outside storage
  - overgrown lots / property (esp. March – November)
  - debris / trash / scrap
- junk vehicles
- dilapidated buildings/dangerous structures
- parking violations
- zoning violations
- building code violations (e.g., working without permits) / "post-development review"
- sign ordinance violations

Enforcement Priorities

- for pro-active enforcement
- per Planning and Zoning Commission direction (April 2011):
  1. junk cars (on streets and private property)
  2. trash/open storage (in yards and public view)
  3. weeds and grass
  4. dangerous/abandoned buildings
  5. inappropriate parking (e.g., in yards)
  6. building setbacks
- complaints remain priority

Keeping the Community Safe

- City Departments involved in code enforcement
  - Code Enforcement
  - Police Department / Neighborhood Enforcement Team (NET)
  - Fire Department
  - Building Services
  - Environmental Compliance/Public Works
  - Legal Department / Municipal Prosecutor
  - Municipal Court
- successful enforcement requires a team approach

Open / Outside Storage, Trash and Debris

- items stored outside of a building for more than 24 hours that are not meant for outdoor use, i.e. that are not weather resistant
- exception: materials for resident's personal use (e.g., firewood, gardening materials)







Overgrown Lot / Property

- properties with weeds and grass in excess of 12 inches in height are considered overgrown
- if property owner does not respond to request to mow, we utilize mowing contract
- property owner is billed for mowing/lot clearing
- lien is filed if not paid within 30 days



Junk Vehicles

- expired license or registration and
- wrecked, dismantled, or inoperable







Dilapidated and Dangerous Buildings





- structures in disrepair and considered unfit for occupancy
- Building and Standards Commission (5 members/2 alternates)

Dilapidated and Dangerous Buildings









Building and Standards Commission

- it takes at least 2 months of work to get a case scheduled for the Building and Standards Commission
  1. initial notice to BCAD property owner
  2. title search ($)
  3. requesting search warrants
  4. search warrant inspections
  5. preparation of inspection surveys
  6. newspaper publication/County Clerk office publication ($)
  7. certified meeting notices mailing ($)
  8. staff report/packet preparation
  9. hold meeting
  10. follow-up notices and publication ($)
  11. follow-up inspection to verify demo and debris removal
  12. Request asbestos survey (if applicable, $$$)
  13. request demolition seizure warrant (if applicable)
  14. coordinate demolition with City contractor (if applicable, $$$$$, if asbestos found, then $$$$$$$)
  15. mail demo invoice to property owner (if applicable)
  16. record lien (if applicable, $)

Building and Standards Commission

- 2010: 1 property was considered by the Commission
- 2011: 79 properties were considered by the Commission
- over 60% of the structures that have been ordered demolished have been removed
- if the owner does not comply, City will demolish and bill property owner, place lien on property
- demolition budget:
  - FY08: $104,000
  - FY09: $90,000
  - FY10: $40,000
  - FY11 : $40,000
  - FY12: $40,000

Building and Standards Commission

- during FY12, the City of Bryan demolished 4 homes at a total cost of $18,893.98
- demolition budget funds are also used to pay for certified letters, newspaper notices, title reports, securing structures, asbestos surveys and removal of imminently dangerous structures
- Code Enforcement activity has led to the demolition of 59 substandard structures since September 2011 alone (4 by City contractor; the rest by property owners/responsible parties)
- City staff has identified at least 85 structures that will be scheduled for Commission consideration in coming months

Building and Standards Commission

- FY12 demolition budget balance as of 4/3/12: $ 8,400
- currently one more City contractor demolition scheduled (est. cost $4,800), leaving about $3,600 for rest of FY12
- 24 structures that have been ordered demolished through February 2012 remain standing (some since June 2011)
- City contractor removal of these 24 structures is estimated to cost $122,650
- another 26 structures that are located in 2 mobile home parks are not included in this calculation (appeal pending)
- without additional funds in the demolition budget, substantial work towards the removal of substandard structures will have to be suspended until at least October 1

Manufactured Home Inspection Initiative

- P&Z Plan of Work item for many years
- report in November 2007
- stepped up inspection and enforcement
- dilapidated homes that are not being removed are scheduled for Building and Standards Commission consideration
- positive feedback / cooperation from some owners







Identifying Code Violations

1. Reactive (complaint-driven)
   - phone calls, emails, letters, Help Bryan Service requests (can be anonymous)
   - through Council members or Executive Management
   - goal: investigate within 2 working days (same day common)
   - FY2010: 19% of cases
   - FY2011: 33% of cases

2. Proactive
   - Code Enforcement Officers
   - other city departments involved in community policing
   - other city staff
   - FY2010: 81% of cases
   - FY2011: 67% of cases

By the Numbers

2011:

- 2,484 cases (821 citizen complaints = 33%)
- 3 new cases/day per Code Enforcement Officer
- 5,287 inspections (6/day per Code Enforcement Officer)
- 32 citations

2011 cases by type of violation:

- 1,466 nuisance (59%)
- 231 building code (9%)
- 316 junk vehicles (13%)
- 247 parking (11%)
- 197 zoning (8%)

Philosophy

- provide customer service that is prompt and responsive
- build positive relationships
- educate
- work towards achieving voluntary compliance
- develop reasonable compliance schedules
- inspire public confidence and trust
- legal action should be last resort

THE GOAL IS COMPLIANCE

Current Projects

- OneSolution software implementation
- establish patrol routes to help assure properties are inspected on a regular basis
- technology upgrades to expedite inspection/enforcement
- continue/step up public education plan on common violations, e.g., new PSAs, educational material, a “Neighborhood Advocate” program
- investigate flex/shift schedule to allow for coverage in evening hours and on more weekends hours when citizens can be reached at home

Council Direction

- staffing
- demolition funding

Code Enforcement

Thank you!

Martin Zimmermann, AICP
Planning Administrator/
Code Enforcement Coordinator
mzimmermann@bryantx.gov
(979) 209-5030