

Code Compliance Monthly Report for February, 2013

Activity

Cases Opened – There were 55 cases opened; 67% complaint based and 33% officer initiated.

Cases Closed – There were 34 cases closed by voluntary compliance.

Total Violations – There were 72 violations throughout all the districts.

Violations Abated – There were 31 violations abated with the issuance of a Courtesy Notice.

Aging Cases – There were 28 open cases carried over from prior months.

Right-Of-Way (ROW) Sign Removal – There were 34 signs removed from the public right-of-way.

Inquiries – There were 239 of inquiries and 25% routed through the call center.

Most Frequent Violations – The most frequent violations were Inoperable Vehicles, Stockpiling, and Temporary Signs.

Case Duration – Cases were closed on average within 12.67 days.

Compliance Rate – 62% with 100% voluntary compliance.

Executive Summary

During the month of February 2013, there were 19 business days and 1 holiday. Code Compliance staff was successful with the receipt and response to 100% of all concerns received by citizens within one day, and inspecting 100% of all concerns within 72 hours. Cases were open an average of 12.67 days compared to an average of 11 days during 2012. The total number of documented and removed signs from the R-O-W was 51* in all Districts.

District 1=9 District 2=7 District 3=27 District 4=8

** The correct sign removal numbers for February are listed above. The discrepancy was found during preparation of the quarterly KPM report.*

Budget

Code Compliance Services Budget for Calendar Year 2013 - \$ 406,850.00

February expenses \$ 33,904.17

Expenditures compared to monthly allocation equals 8.3% of total budget for calendar year 2013

Service Activities

Caseload Activity	February 2013	February 2012
New Cases	55	100
Cases open prior to this month	28	67
Active Cases	83	167
Closed Cases	34	114

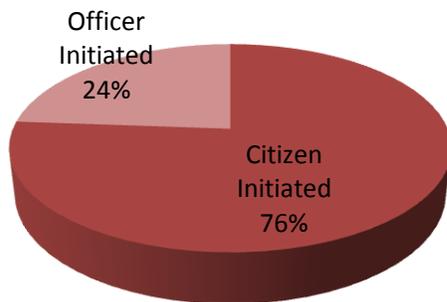
Note: *Through June 2012, a case was associated with one violation. Beginning July 2012, a case is associated with one parcel of land and could include multiple violations.*

Inspection Activity	February 2013	February 2012
Number of Inspections	119	264
Initial Inspections	54	101
Multiple Inspections	65	22
3 or more Inspections	6	n/a
No Violation Found	10	14
Dismissed	0	0

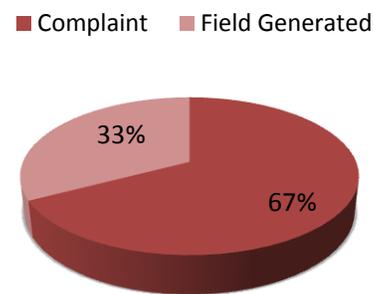
Content Analysis

Every concern received by a citizen is inspected for validity, and every citizen or business owner is given an opportunity to voluntarily comply with the provisions of the code. Most concerns require a minimum of two site visits. The first site visit is conducted to confirm or dispel a reported violation. The second visit is conducted to determine if the violation has been abated or further action is necessary. The goal of the program is to seek partnerships with residents and business owners to gain voluntary compliance, protect the health, safety, and welfare of the citizens, and improve the quality of life by aligning compliance techniques with industry best practices. In February 2013, code compliance staff spent 146.00 hours in the field, 433.75 hours in the office*, and 102.75 hours in training/meetings averaging 6.5 inspections per officer per business day.

Number of Inquiries (239)

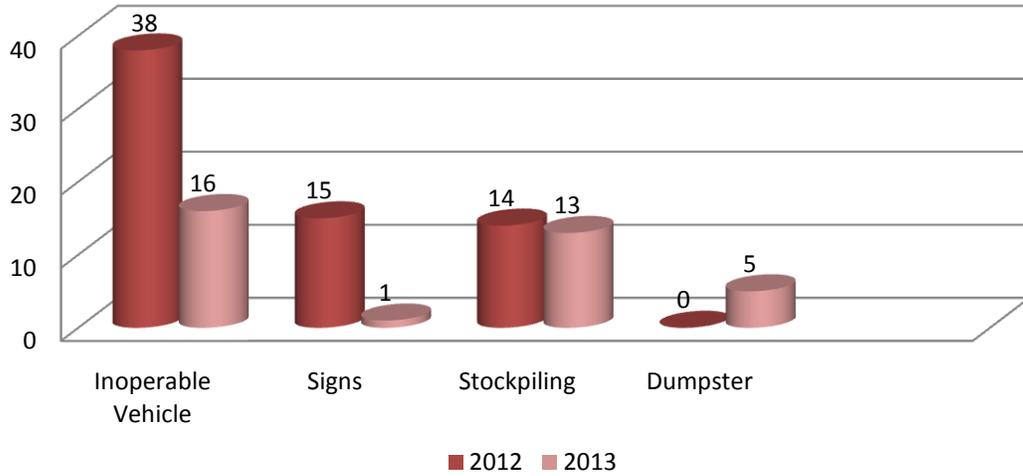


Number of New Cases (55)

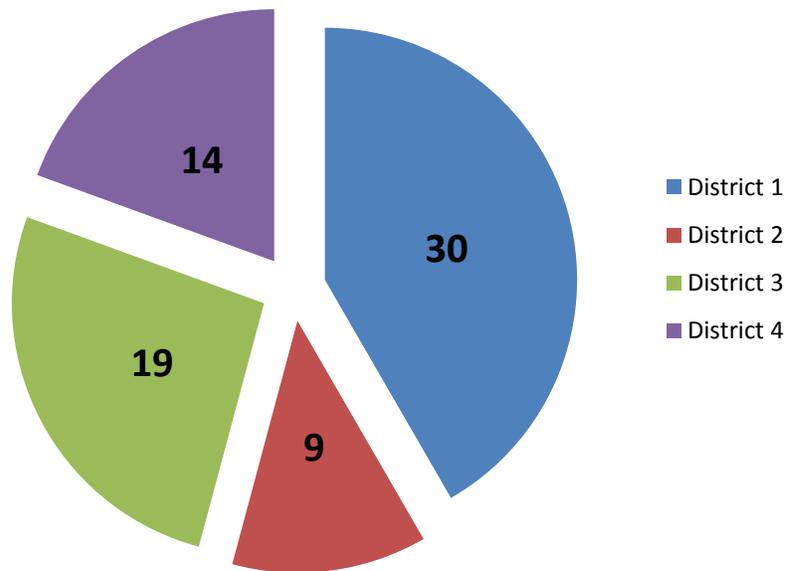


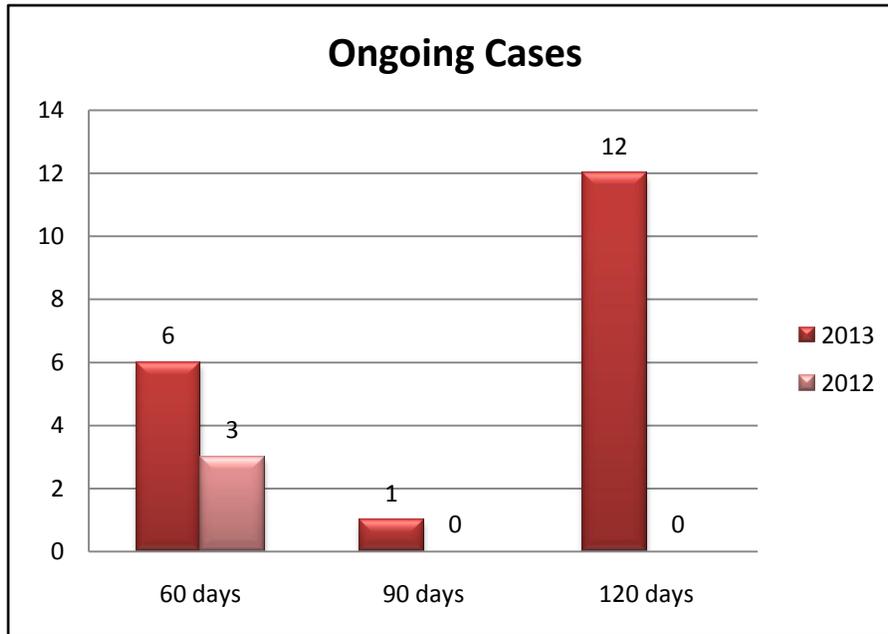
Compliance Method	February 2013 Notices Issued	February 2013 Violations Abated
Courtesy Notice	43	31
Notice and Demand	0	0
Summons and Complaints	0	0
Judicial Enforcement	0	0
Total	43	31

Most Frequent Violations for February 2013



Total Violations by District





Interagency Coordination, Meetings & Training

In February, Staff attended regularly scheduled meetings with City Staff, CH2M HILL Safety and staff meetings. Staff met with several outside agencies to create a dynamic agenda for the Colorado Association of Code Enforcement Officials (CACEO) Quarterly Training, the Division will be hosting on June 13, 2013. The training will bring Code Officials around the state to the City for a day of training. Staff also attended communication training provided by an outside vendor as well as the CACEO monthly Board meeting, and has been invited to participate on a variety of committees with City Departments on special projects.

Agency/Division Coordination

Arapahoe County Sherriff's Office	Training coordination	2
Department of Revenue	Training coordination	6
Westminster Police Department	Training coordination	1
Area Code Managers	Local coordination	2

Training/Special Projects

CH2M Hill	Safety Training	5.5
Meetings	City & CH2M HILL	42
CH2M Hill	Cartegraph PW Permit Module	4
CACEO	Board Meeting	8
CACEO	QT Host Planning	7
External Training	Communication Skills	8
Economic Development	Business Assistance Program	1
Frontline Advisory Committee	Customer Service	2
Code Materials	Brochures & Handouts	7
	GRAND TOTAL	95.5

*Includes 57 hours by Citizen Responder