



## Code Compliance Monthly Report for January, 2013

### Executive Summary

During the month of January 2013, there were 21 business days and 2 holidays. 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 9.3 days compared to an average of 13.5 days during 2012. The total number of documented and removed signs from the Right-of-Way (ROW) was 110\* in all Districts.

District 1=21 District 2=21 District 3=38 District 4=30

*\*The correct sign removal numbers for January 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

January expenses \$ 33,904.17

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

### Service Activities

#### Caseload Activity

	January 2013	January 2012
New Cases	39	134
Open Cases	21	21
Active Cases	60	155
Closed Cases	45	82

**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.

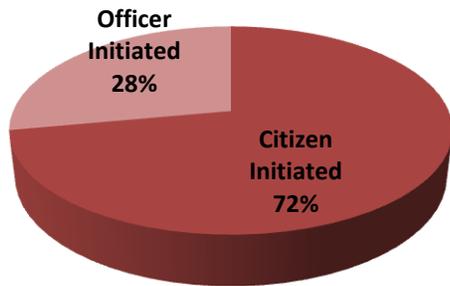
#### Inspection Activity

	January 2013	January 2012
Number of Inspections	112	229
Initial Inspections	41	134
Multiple Inspections	71	17
3 or more Inspections	4	0
No Violation Found	10	31
Dismissed	0	0

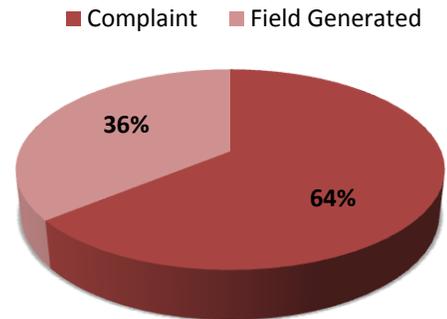
### Content Analysis

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 January 2013, code compliance staff spent 132.5 hours in the field, 458.5 hours in the office\*, and 113 hours in training/meetings averaging 5.6 inspections per officer per business day.

**Number of Inquiries (204)**

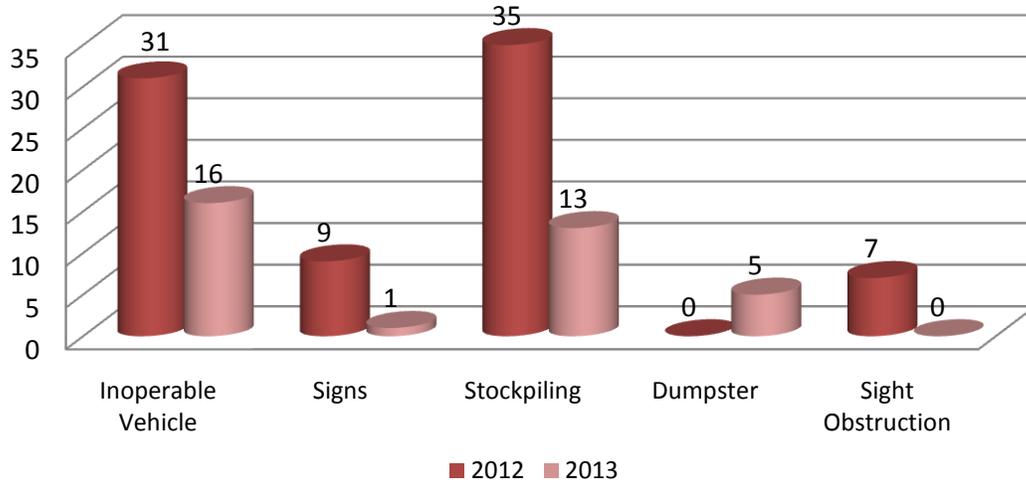


**Number of New Cases (39)**

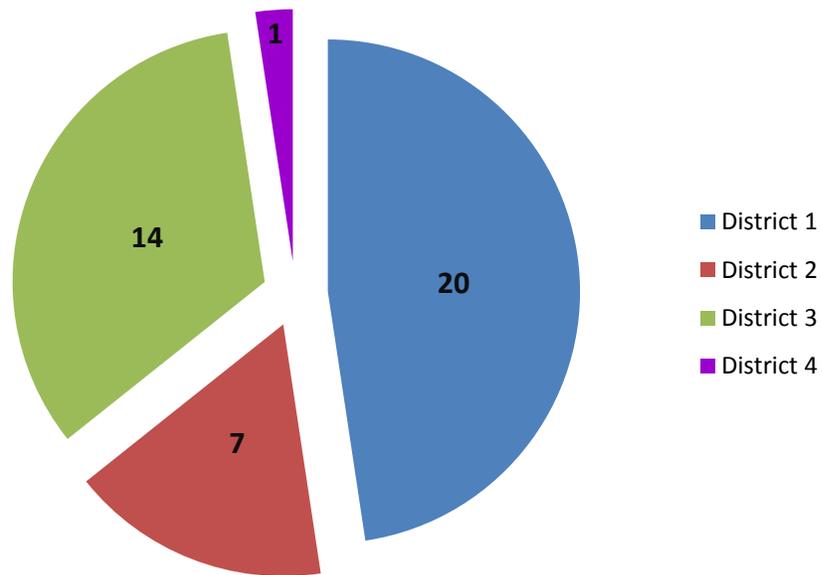


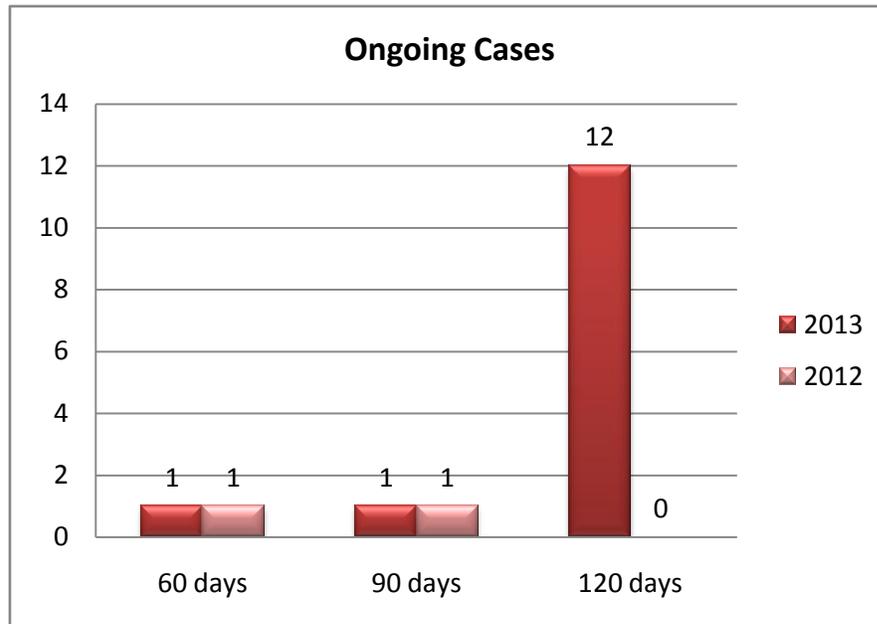
Compliance Method	January 2013 Notices Issued	January 2013 Violations Abated
Courtesy Notice	26	24
Notice and Demand	0	0
Summons and Complaints	0	0
Judicial Enforcement	0	0
<b>Total</b>	<b>26</b>	<b>24</b>

### Most Frequent Violations for January 2013



### Total Violations by District





### Interagency Coordination, Meetings & Training

In January, Staff attended regularly scheduled meetings with City staff, CH2M Safety and staff meetings. Additionally the team attended the quarterly Agency Coordination meeting, met with Antelope HOA for a windshield tour, received communication training provided by an outside vendor and attended Colorado Association of Code Enforcement Officials (CACEO) monthly Board meeting. Staff met with local businesses to gather information, share ideas and discuss common goals. Staff also coordinated with various departments on special projects.

#### Agency/Division Coordination

City/SEMSWA/County	Quarterly Agency Coordination meeting	4.5
Antelope HOA Board	Windshield tour	6
First Class Tow	Junk Vehicle Tows	1
Wal-Mart GM	Shopping cart recovery	5

#### Training/Special Projects

CH2M Hill	Safety Training	8.5
Meetings	City & CH2M HILL	31
CACEO	Board Meeting	8
External Training	Communication Skills	24
Cost to Serve Analysis	Data Extraction	3.75
Communications Department	Snow Hero Program Briefing	2
Code web page	Update web pages	5
<b>GRAND TOTAL</b>		<b>94.25</b>

\*Includes 72 hours by Citizen Responder