



# Consideration of an Ordinance and Compliance Program Pertaining to the Regulation of Vacant Buildings and Lots

City Council Meeting  
February 13, 2024

Lou Kirk  
Assistant Chief Building Official,  
Planning and Economic Development

# Executive Summary

- Amends Titles 9 and 18 of the City Code
- Presented as a three-year program
- Proposes new staffing (net zero cost)
- Proposes annual registration fee
- Aligns with City Council Goals/Priorities No. 4 and No. 5

# Background

- City Attorney initiated in 2017
- Delayed by fires and pandemic
- Replenished staffing resources in 2022 allowed completion of the ordinance
- Community outreach, participation and input
  - 7/12/23 - Downtown Area Association (DAO) Subcommittee meeting
  - 7/31/23 - Economic Development Subcommittee meeting
  - 8/2/23 - Joint DAO, Railroad Square Association and Board of Realtors meeting

# Analysis

- Estimated 2,800 properties subject to ordinance
- Unmaintained properties diminish property values, increase resource demands, elevate crime and public health risks
- Ordinance is a Preventive Measure
  - Halts/Reverses blight proliferation
  - Establishes clear/equitable expectations
  - Safeguards health and safety, preserves aesthetics, fosters community pride

# Analysis (continued)

- Purpose-built for neglected properties
- Fosters responsible ownership
- Enforcement builds upon historic code requirements
- Rigorous education-based standards
- Incentivizes proactive maintenance/  
exempts proactive owners

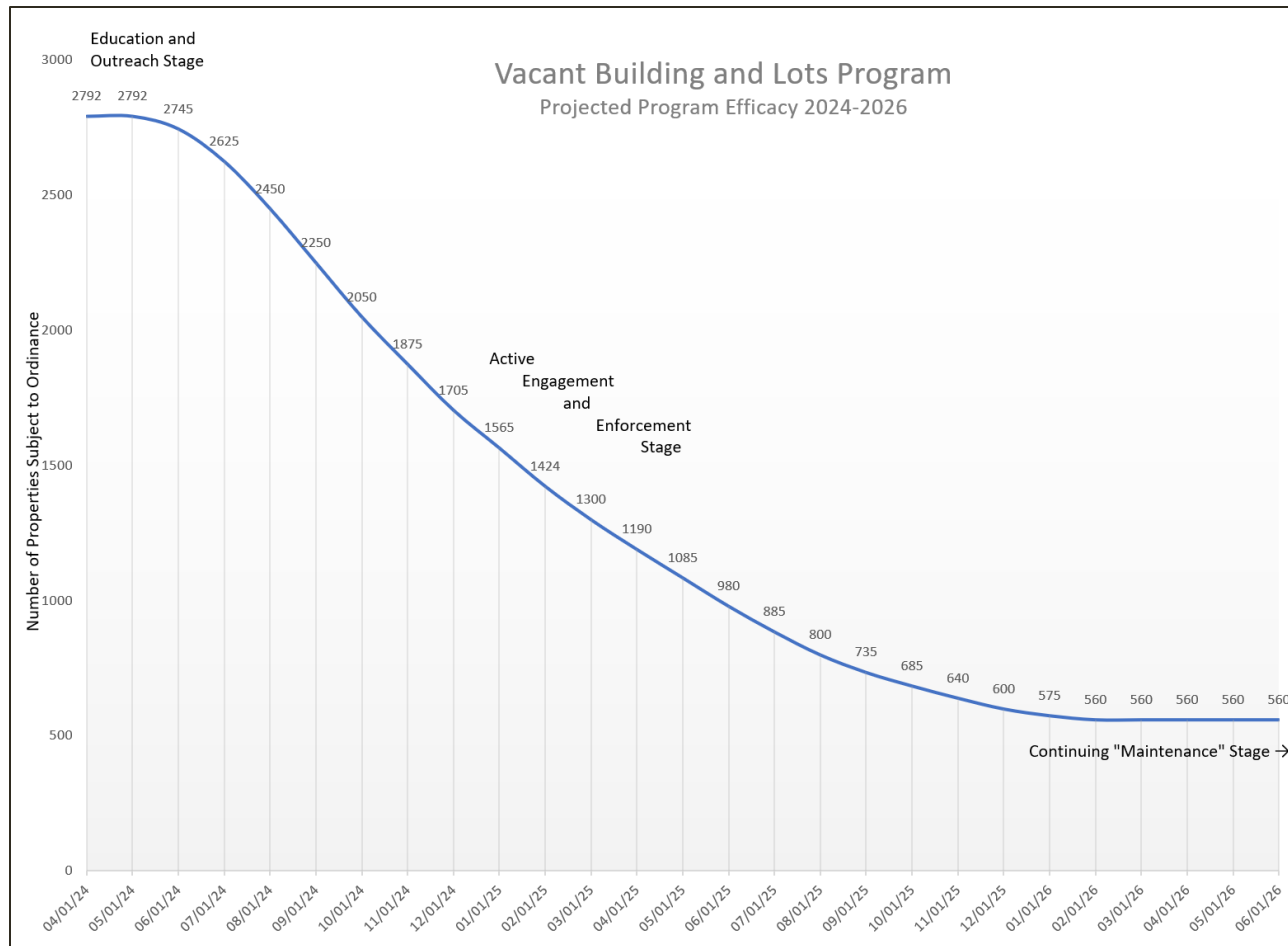
# Analysis (continued)

- Economic Revitalization
  - Preserves/improves property values
  - Enhances attractiveness to businesses and residents, encouraging growth
- Community Well-being, Social Cohesion
  - Positive effects on safety, health, and the economic landscape
  - Encourages resident engagement
  - Promotes a vibrant and resilient society

# Analysis (continued)

- Commencement in fourth quarter 2024
  - Staffing/Recruitment dependent
  - Initial focus on education/outreach
- Active engagement FY24-25
- Models project increased compliance and registration over time
  - Reflects known statistical tendencies in Code Enforcement case compliance

# Analysis (continued)



- Program Synopsis
- Stable “Maintenance” Stage

# Analysis (continued)

- Staffing needs based upon
  - Known estimates of properties
  - Likely compliance patterns
  - Resource demand per property
- Dynamic inspection system
  - Optimizes resource demands
  - Balances inspections across program lifetime
- No impact to existing staff

# FISCAL IMPACT

- Net-zero cost impact once established
- Estimate of revenue phases based upon \$1,040 annual registration fee:

	<div><div>Continuing Maintenance and Enforcement</div><div>Continuing Maintenance and Enforcement</div><div>Active Engagement and Enforcement</div><div>Education and Outreach</div><div>Start (Last Quarter FY 23-24)</div></div>				
Fiscal Year	23-24		24-25	25-26	26-27
Lots reviewed for Compliance	0%	2%	25%	50%	75%
Projected New Registrations	0%	3%	27%	7%	Minimum
Projected Renewals	0%	0%	13%	20%	20%
Total Projected New Registrations and Renewals	0%	3%	40%	27%	20%
Projected Unregistered	100%	95%	35%	20%	10%
Projected Revenue Offset - New Registrations	\$0	\$87K	\$784K	\$203K	Minimum
Projected Revenue Offset - Renewals	\$0	\$0	\$377K	\$581K	\$581K
Total Projected Revenue	\$0	\$87K	\$1.2M	\$784K	\$581K

# FISCAL IMPACT (continued)

- Conservative revenue models
- Stable “maintenance” phase
  - Properties unable/unwilling to comply
  - New noncompliant
  - Previously compliant returning to noncompliant
- Program reassessment/recommendations

# FISCAL IMPACT (continued)

- Addition of limited term essential staffing
  - 1.0 FTE Code Enforcement Officer
  - 2.0 FTE HCS Technicians
- Expenditures cover salaries, benefits, services, equipment, supplies, and vehicles

	FY 23/24 (last quarter only)	FY 24/25	FY 25/26	FY 26/27
	Salary, 70% benefits, services & supplies			
Code Enforcement Officer	\$48,824	\$189,062	\$198,265	\$207,928
Housing & Community Services Technician	\$38,912	\$147,429	\$154,550	\$162,028
Housing & Community Services Technician	\$38,912	\$147,429	\$154,550	\$162,028
<b>Total salary, benefits, services &amp; supplies</b>	<b>\$126,648</b>	<b>\$483,920</b>	<b>\$507,365</b>	<b>\$531,984</b>
<b>Three motor pool vehicles</b>				
Ongoing costs:	\$7,500	\$32,400	\$34,992	\$37,791
<b>TOTAL EXPENDITURES</b>	<b>\$134,148</b>	<b>\$516,320</b>	<b>\$542,357</b>	<b>\$569,775</b>

# FISCAL IMPACT (continued)

- Net-zero program once established
  - Expenditures forecast not to exceed projected revenues
  - Full cost recovery via registration fees
- Funding through General Fund until established
- Projected to be entirely self-sustaining by third quarter of FY2024/2025

# NEXT STEPS

- Council approval of Ordinance and Resolution needed to move forward with program
- Initiate/Complete hiring process
- Procure equipment, supplies and vehicles
- Commence outreach and engagement activities
- Regular progress reporting and evaluation

# RECOMMENDATIONS

- Staff recommends that the City Council adopt the proposed Ordinance and Resolution
- Staff recommends that the City Council authorize an initial General Fund allocation of \$134,148 for fiscal year 2023/2024, or as determined to be necessary, prior to the program reaching self-sufficiency
- Staff recommends that the City Council set an annual registration fee of \$1,040.00

QUESTIONS?