Why we need a property maintenance program
DCD Organizational Structure (2019)

11 Positions Filled
6 Positions Vacant but Authorized
1 Position Filled, Part-Time, Seasonal

Director
- Housing Programs Manager
  - Housing Rehab Inspector
  - Housing Loan Originator
- Neighborhood Support Manager
  - Neighborhood Specialist
  - PMCI III
- Associate Planner
  - Community Development Specialist
- Office Manager
  - Grant System Specialist
  - Secretary II
  - Clerk Typist
Property Maintenance Code Inspectors (PMCI’s) performed over 10,902 inspections on potential and confirmed violations during the year. The breakdown of those inspections is as follows:

- 57% - Grass/Weeds
- 21% - Trash/Junk Accumulation
- 3% - Board-Up (Securing Structures)
- 8% - Property Maintenance (Structures)
- 8% - Junk Autos
- 1% - Structures Unfit for Habitation
- 2% - Other (Dead trees, snow, open excavation, etc.)
Property Maintenance Activity Summary
City of Lima - 2019

- Unfit for Habitation: 1%
- Other: 2%
- Weeds: 32%
- Board Up: 3%
- Junk Auto: 8%
- Specified Parcel: 25%
- Trash: 21%
- Property Maintenance: 8%
## Inspections/Properties

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Inspections</th>
<th># of Properties</th>
<th>Weeds</th>
<th>Trash</th>
<th>Board-Up</th>
<th>Property Maintenance</th>
<th>Junk Auto/Parking</th>
<th>Unfit for Habitation</th>
<th>Specified Parcels</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>9,110</td>
<td>2,413</td>
<td>29%</td>
<td>23%</td>
<td>7%</td>
<td>4%</td>
<td>7%</td>
<td>1%</td>
<td>29%</td>
</tr>
<tr>
<td>2016</td>
<td>9,160</td>
<td>2,400</td>
<td>31%</td>
<td>19%</td>
<td>6%</td>
<td>5%</td>
<td>8%</td>
<td>2%</td>
<td>29%</td>
</tr>
<tr>
<td>2017</td>
<td>10,982</td>
<td>2,696</td>
<td>30%</td>
<td>24%</td>
<td>6%</td>
<td>4%</td>
<td>6%</td>
<td>3%</td>
<td>27%</td>
</tr>
<tr>
<td>2018</td>
<td>10,397</td>
<td>2,813</td>
<td>33%</td>
<td>20%</td>
<td>4%</td>
<td>6%</td>
<td>8%</td>
<td>2%</td>
<td>27%</td>
</tr>
<tr>
<td>2019</td>
<td>10,654</td>
<td>2,263</td>
<td>32%</td>
<td>21%</td>
<td>3%</td>
<td>8%</td>
<td>8%</td>
<td>2%</td>
<td>26%</td>
</tr>
</tbody>
</table>
2019 Work Orders
(Does not include specified parcel weeds)

Violations Cited: 4,103
Violations Remediated by Contractors: 914
Work Orders Issued: 775

(22% of violations were remediated by contractors.)

<table>
<thead>
<tr>
<th>Work Order Types</th>
<th>Number Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Up</td>
<td>37</td>
</tr>
<tr>
<td>Board Up and Trash</td>
<td>33</td>
</tr>
<tr>
<td>Board Up, Trash, and Weeds</td>
<td>7</td>
</tr>
<tr>
<td>Trash</td>
<td>249</td>
</tr>
<tr>
<td>Trash and Weeds</td>
<td>86</td>
</tr>
<tr>
<td>Weeds</td>
<td>357</td>
</tr>
<tr>
<td>Board Up and Weeds</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Violations Remedied from Work Orders</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Up</td>
<td>83</td>
</tr>
<tr>
<td>Trash</td>
<td>375</td>
</tr>
<tr>
<td>Weeds</td>
<td>456</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>914</strong></td>
</tr>
</tbody>
</table>
PMCI’s manage the Specified Parcel Maintenance Program during the year. There are approximately 450 vacant/abandoned parcels currently in this program.

In 2019, specified parcels were mowed 6 times.

Other duties for PMCI’s include working City Wide Pride, neighborhood presentations, supervisory and administrative duties. They are also responsible for following violation enforcement through court action if necessary.
Property Maintenance 2019

• The Property Maintenance program expenditures for 2019 were approximately $428,754.

• This cost includes contractor costs of $235,673 for mowing, trash clean-up, tire disposal, securing buildings, and vehicle code enforcement, as well as $193,081 for salaries and supplies.
## 2019 Invoices

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Parcels Invoiced</td>
<td>1,882</td>
</tr>
<tr>
<td>Civil Penalties Invoiced ($350)</td>
<td>$279,699.27</td>
</tr>
<tr>
<td>Administrative Fees Invoiced ($205)</td>
<td>$131,789.73</td>
</tr>
<tr>
<td>Reduced Civil Penalties Invoiced ($50)</td>
<td>$58,000.00</td>
</tr>
<tr>
<td>Contractor Costs Invoiced</td>
<td>$224,437.25</td>
</tr>
<tr>
<td><strong>Total Dollars Invoiced</strong></td>
<td><strong>$693,926.25</strong></td>
</tr>
<tr>
<td>Civil Penalties Paid in Office ($350)</td>
<td>$12,389.50</td>
</tr>
<tr>
<td>Administrative Fees Paid in Office ($205)</td>
<td>$6,341.14</td>
</tr>
<tr>
<td>Reduced Civil Penalties Paid in Office ($50)</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Contractor Costs Paid in Office</td>
<td>$11,895.24</td>
</tr>
<tr>
<td><strong>Total Fees Paid in Office</strong></td>
<td><strong>$50,625.88</strong></td>
</tr>
<tr>
<td>Tax Assessments Placed</td>
<td>$665,457.36</td>
</tr>
<tr>
<td><strong>Total Tax Collections Received</strong></td>
<td><strong>$230,311.00</strong></td>
</tr>
</tbody>
</table>
How complaints are handled
Trash/Weeds/Board-up Violations

- ALL unpaid contractor costs, civil penalties, administrative fees and reduced civil penalties are reviewed and either:
  - Referred for collections activity;
  - Assessed to property taxes (30 days after invoiced.)

### Process:

1. **Complaint Received**
   - **Inspection**
     - Is there a violation?
     - Yes
       - Send Notice of Violation
       - Work order issued. Contractor remedies violation
         - Send Invoice for Contractor Costs, $350 Civil Penalty & $205 Administrative Fee
     - No
       - No. (Owner Complied)
         - Send Invoice for $50 Reduced Penalty
       - No. (Unfounded)
         - Reinspection
           - Does the violation still exist?
           - Yes
             - Send Invoice for Contractor Costs, $350 Civil Penalty & $205 Administrative Fee
           - No
             - (Unfounded)
               - (Process may begin with proactive enforcement by PMCI.)

Note: Meetings/conversations with owners/tenants may occur throughout the process, and extensions may be granted.

- Junk Accumulation
- Weeds
- Board-Up
- Etc.
How complaints are handled
Exterior/Interior Structural Violations (PM)

Complaint Received

Inspection
Is there a violation?

Yes

Send Notice of Violation

Send Invoice for $350 Civil Penalty

Reinspection
Does the violation still exist?

Yes

Send invoice for $75 Reinspection Fee

No. (Close case.)

No. (Owner Complied)

Send Invoice for $50 Reduced Penalty

No. (Unfounded)

Foundation Walls
Roofs/Drainage
Windows/Doors
Interior Surfaces
Handrails/Guardrails
Plumbing Fixtures
Smoke Detectors
Electrical Systems
Etc.

Note: Meetings/conversations with owners/tenants may occur throughout the process, and extensions may be granted.

- ALL unpaid civil penalties and reinspection fees are reviewed and either:
  - Referred for collections activity; or,
  - Assessed to property taxes (30 days after invoiced.)

- $75 reinspection fees continue upon each inspection until violation has been corrected.