



Executive Briefing Memo

Date: October 16, 2008

Department/Division/Project: Department of Community Development - Code Enforcement & Permitting

Division Overview:

Code Enforcement is responsible for enforcing the Virginia Property Maintenance Code and certain City Ordinances relating to environmental conditions. Through this enforcement process the division strives to ensure all buildings and the land they sit on meet minimum safety requirements for both the occupants and the general public.

Permitting Services, through a permitting, plan review and inspections process ensures that all buildings and their associated site work are built in accordance with the Uniform Statewide Building Code and its referenced standards as well as certain City of Richmond ordinances. The issues involved in this program range from structural capacity of buildings, fire protection systems, sanitary facilities and electrical safety to handicapped accessibility, energy conservation and storm water control.

Current Operations:

Code Enforcement is staffed by 42 positions and Permitting is staffed by 55.

Managers Responsible for Data Reported:

Art Dahlberg

Pat Murphy

Janet Currie

Presentation by Department of Community Development (DCD) Staff

The Building Commissioner will present performance measures and results for FY 08 and FY 09 through September. Updates will be provided on:

- code enforcement activity
- development of an RFP for a new computer application
- relocation of the department
- progress in reducing the number of vacant properties
- main corridor enforcement

Issues for Discussion:

Through the first quarter of FY 09, both Code Enforcement and Permitting are meeting all performance targets. Items of special interest include:

- For the first quarter of FY 09, 96.3% of construction inspections were completed on time, compared to 82.3% in FY 08.
- Vacant properties are being inspected every 90 days and the number of vacant properties has been reduced by 59% from the peak of 3,400 in the spring of 2007.

Both Code Enforcement and Permitting are sufficiently stabilized to recommend removing them from the RichmondWorks meeting rotation. RichmondWorks staff will monitor results on a monthly basis and reinsert the agency into the meeting cycle if issues arise.

Questions/Follow-up Issues