



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

Office of the Mayor

300 6th Street

605-394-4110

E-mail: mayorsoffice@rcgov.org

July 9, 2018

Rapid City Common Council
300 Sixth Street
Rapid City, SD 57701

Re: Code Enforcement Priority Sector Approach

Dear Council Members:

Earlier this year I requested our Community Development Director to examine the Code Enforcement Division's standard operating procedures to determine if a more efficient way of performing day-to-day operations with limited staff resources existed. As a result, Ken Young and his team advised of a new approach with an emphasis on proactive patrolling of the central community and complaint based response to the outer regions of the community would result in a more productive use of Code Enforcement's resources.

Upon reviewing Mr. Young's memo, sector approach summary, and visual depiction of the sector and priority breakdowns, I too believe this new approach is worth pursuing. As a result, Code Enforcement will be making this operational adjustment beginning on August 1, 2018.

I am attaching all of these items for your review as well, and I welcome any follow-up questions you might have. Please do not hesitate to contact me or Mr. Young regarding this operational modification.

Sincerely,

Steve Allender, Mayor
Rapid City, South Dakota



EQUAL HOUSING
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER



CITY OF RAPID CITY

300 Sixth Street
Rapid City, South Dakota 57701-5035

Community Development Department

Ken R. Young
Community Development Director
ken.young@rcgov.org

Phone: 605-394-4120
Fax: 605-394-6636
Website: www.rcgov.org

MEMORANDUM

TO: Mayor Allender and City Council

FROM: Ken R. Young, Community Development Director

DATE: July 9, 2018

RE: Proposed New Approach for Code Enforcement activities

Responding to the Mayor's request to look at the current program and potential improvements for Code Enforcement activities, a new approach has been devised. Rather than attempting to enforce code concerns equally throughout the community with limited staff resources, it is proposed that a focus be placed on the central community with a proactive approach, and that surrounding areas be handled mostly on a complaint basis.

Attached are Code Enforcement documents that reflect this new approach, including a map of the new focus/priority areas, a summary of the new proposed approach, and a proposed mailing to be sent to those in priority areas.

Let me know if there are any questions.



EQUAL HOUSING
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

Code Enforcement Priority Sector Approach

Purpose:

To create proactive priority areas within Rapid City, starting with the Original Town of Rapid City and extending to the City limits.

Priority Area 1:

This area will consist of the Original town of Rapid City. A large portion of this area is business district and may not have the common code violations that are normally enforced. However, proactive enforcement will still occur in the area and community mailings will still be sent out on an as needed basis. Priority area 1 does have a section on the southern edge that is zoned residential. This area will receive community mailings and proactive inspections will take place.

Priority Area 2:

This area will consist of a one mile perimeter surrounding Priority area 1. This one mile buffer zone will be split into three sections; north, south and west. This is largely a residentially zoned area and will receive community mailings. Each neighborhood will receive community mailings, however they will be mailed out on a delayed schedule. Proactive inspections in this area will include nuisance violations and grass and weed violations.

Priority Area 3:

This area will encompass the rest of the City not included in the other priority area. Priority area 3 will be inspected on strictly a complaint basis. This will allow for more concentrated efforts on the higher priority areas. This area will also be split into three sections following the pattern of Priority area 2.

Community Mailings:

These proactive mailings will consist of a letter to each property owner of a targeted area. The letter will include information regarding common code violations, Code Enforcements procedure on addressing these violations, and potential abatement actions if violations are not corrected. The letter will be strictly informational. Specific properties in violation will receive additional notice.

Getting the Word Out:

It will be beneficial to this proactive inspection approach to inform citizens of the common code violations that occur. There are several methods that can be used to disseminate, including social media, City news feed, public service announcements, and private news outlets.

Code Enforcement Procedure:

A property found to be in violation of a nuisance ordinance or grass ordinance will receive a notice describing such violation. A case will be created in the TrakIt computer system and notice shall be sent to the property owner recorded with the County Equalization Office. In a case where the property is assumed a rental, a notice may be sent to the tenant. The notice will identify the violation(s) and give a date on when corrective action needs to be completed. The time allotted for corrective action is determined per ordinance. Once time has expired a re-inspection will occur. Depending on the outcome of the re-inspection, the file may be closed with compliance or an abatement may take place. If an abatement occurs, a bill will be sent to the property owner recorded with the County Equalization Office.

Temporary Employees:

In the event funding is secured for temporary employees, they would have a limited scope of work. Their efforts would be concentrated primarily on the main arteries leading to the City core. They would mainly be inspecting for grass and weed violations.

Attached is the proposed Priority Area map of Rapid City and informational letter.

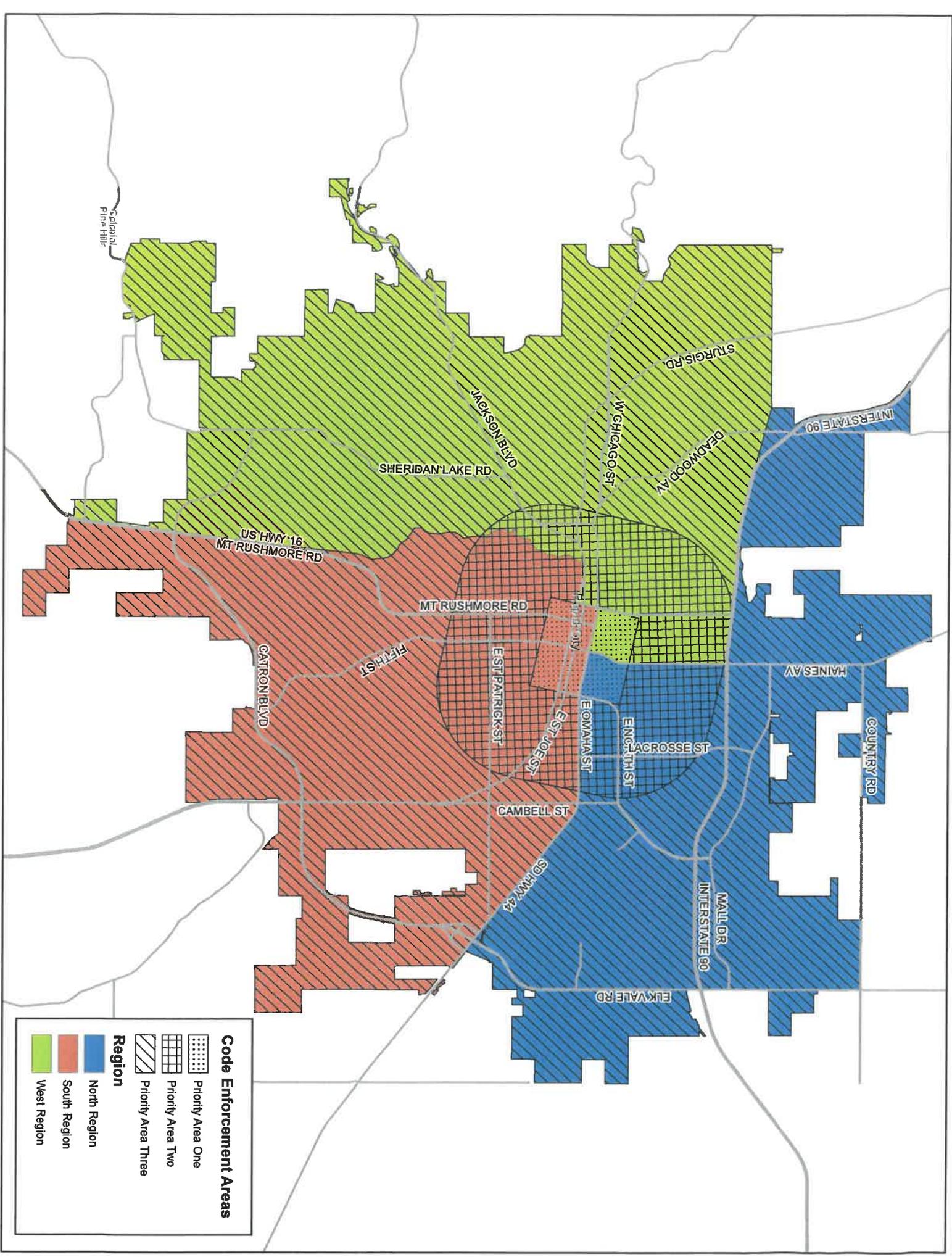
Code Enforcement Procedure:

A property found to be in violation of a nuisance ordinance or grass ordinance will receive a notice describing such violation. A case will be created in the TrakIt computer system and notice shall be sent to the property owner recorded with the County Equalization Office. In a case where the property is assumed a rental, a notice may be sent to the tenant. The notice will identify the violation(s) and give a date on when corrective action needs to be completed. The time allotted for corrective action is determined per ordinance. Once time has expired a re-inspection will occur. Depending on the outcome of the re-inspection, the file may be closed with compliance or an abatement may take place. If an abatement occurs, a bill will be sent to the property owner recorded with the County Equalization Office.

Temporary Employees:

In the event funding is secured for temporary employees, they would have a limited scope of work. Their efforts would be concentrated primarily on the main arteries leading to the City core. They would mainly be inspecting for grass and weed violations.

Attached is the proposed Priority Area map of Rapid City and informational letter.



Code Enforcement Areas

-  Priority Area One
-  Priority Area Two
-  Priority Area Three

Region

-  North Region
-  South Region
-  West Region