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## Annual Report for Code Enforcement 2015

### Narrative:

As the Code Enforcement Officer, I am responsible for a wide range of assignments, generated by citizen complaint or request, Department Head direction and proactive patrol. I also conduct bi-annual inspections on all multi-family (3 or more) rental units within the City Limits.

Below, I have broken down the types of complaints typically investigated throughout the year. Along with the complaints, I follow a schedule of Rental Housing Inspections that had been set up by the prior Code Enforcement Officers, which consist of approximately 1300 units, broken down in half, every other year. A cost of \$20.00 per unit to be inspected, generates approximately \$13,000.00 collected by the City annually.

Along with complaint investigation of Code and Ordinance Violations, I also assist in overseeing all of the Festival Events, making sure of Code and Ordinance compliance during such events.

During the Spring and Fall leaf pick up as well as the snow season, I continually assist the Streets Department Supervisor with issues pertaining to residents following the pickup schedule, as well as complying with snow removal restrictions and requirements.

I also assist the Parking Enforcement with parking violations and issues, as well as the DDA with the Downtown area.

I work hand in hand with the City Police regarding general non criminal issues that may alleviate the unnecessary involvement of Law Enforcement, promoting a better rapport and working relationship with the Residents of the City.

I also work with and assist Traverse City Fire, with fire Code Violations, mainly pertaining to Rental Housing.

As a rule, I will respond personally to a complaint, and attempt to meet with the complainant. After obtaining all pertinent information, I will then investigate and meet personally with the alleged violator, and attempt to obtain compliance, and issue a verbal warning. If unable to make personal contact, a letter of request and warning will be sent. If compliance is not met within a reasonable time, then a Citation will be issued for the Violation.

So far, for the last 1 ½ years as the Code Enforcement Officer, I have only had to issue a few citations for non-compliance. Personal requests and warnings have sufficed, resulting in full compliance.

Metrics:

<b>COMPLAINTS for 2015</b>	<b>TOTALS</b>
Lawns	100
Sign Violations	70
Sidewalk Café Inspections	64
Brush/ Streets Dept.	54
Parking violations	70
Neighbor Disputes	56
Street Performer inspections/compl.	20
Chickens	6
Trash/garbage/junk	82
Smoking Violation	0
Dilapidated Homes/buildings	6
Food Trucks/Vendors	20
Noise	10
Health/Safety	28
News Racks	1
DDA issues/complaints	13
Miscellaneous Compl.	87
Rental Housing Insp.	545
Snow Complaints	53
Citations	5
<b>TOTALS</b>	<b>Compl. (740) R.H.I. (545)</b>

Respectfully submitted,

Michael Trombley  
Code Enforcement Officer