

James D. Kalb, Mayor
728 Second Street
Portsmouth, OH 45662
Phone 740 354-8807
Fax 740 354-8809

MEMO

To: Don Walden, Health Dept., Chris Murphy, Public Service, Mark Malone, Probation Department, Chief Horner, Police Department
From: Mayor Kalb
Date: 07-03-06
Re: New code enforcement policy

I am implementing a new policy regarding code enforcement in an effort to improve all conditions of our streets and alleys.

Beginning July 10, 2006 there will be a minimum of three code violations written per weekday (15 per week). Those violations will include, but not be limited to, weeds, trash, junk vehicles, unsanitary conditions, etc. This will be in addition to all reported complaints.

Code enforcement officers will answer and document all violations reported plus the three additional non-reported violations in the following manner:

1. Violations identified and reported to offenders.
2. Violations will be compiled during the week and copied to the Mayor's office by the following Tuesday.
3. When the time period has elapsed for correction of the violation by the offender, the Code Enforcement Officer will notify the proper department for abatement of the nuisance, if not abated by the offender. This action will be copied to the Mayor's office as "Nuisance Abated by Owner" or "Sent to _____ department for abatement."

4. When an abatement is completed by a city department, that department will notify the Code Enforcement Officer and the Mayor's office of completion. At that time the cost of abatement will be accessed to the property owner through proper documentation. This should be the final step of abatement and copies sent to the Mayor's office when completed. Repeat offenders should be treated as such and cited as repeat offenders.

I am implementing this procedure to better utilize the "court workers" that are being made available to improve the appearance of our city and to be assured that abatement cost are being properly accessed. I am researching the legalities of adding abatement charges to water bills, which I hope will not only expedite payment, but be much less paperwork than listing on property taxes.

Thank you for your anticipated cooperation and assistance in cleaning up the City of Portsmouth.

Mayor James D. Kalb

Cc: Honorable Members of Council