

**HOUSING SUBCOMMITTEE
MINUTES
December 4, 2009**

Members Present: David Schiavone
Tony Marconi

Staff Present: Larry Mulligan, Mayor
Judy Gilleland, City Manager
Doug Adkins, Director of Community Revitalization
Teresa Jones, Secretary

David Schiavone called the meeting to order.

Tony Marconi moved to approve the October 2, 2009. Motion passed.

Monthly Housing Report

Doug Adkins reviewed the Revolving Loan Fund. A summary was distributed showing the month to date, year to date, number of applications received, approved and denied along with loans in default and what we're doing with each one. We are no longer doing deferred loans and we have suspended the rehab program. We are considering revising this program to incorporate sidewalks, curbs and gutters along with a tree program. Councilman Schiavone cautioned that we have in past assessed property owners for these items. Mr. Adkins stated property owners would have the option to be assessed, do the work themselves with an approved contractor, or, if they qualify, receive a low or no interest loan. This program would coincide with street repaving. As we get into NSP rehabs, these properties will also have sidewalks, curbs and gutters replaced when needed.

Councilman Marconi asked what happens with the properties that are in the foreclosure process. Mr. Adkins stated if we get the property back it will either be demolished or rehabbed depending on how it fits in with our master plan. Properties would not be sold to investors as we do not want to continue putting these properties in rentals.

Mayor Mulligan asked if we have an average of a dollar amount that is in default. We can get that information and add it to the report.

On the second page, the VIP program helps families bring their home into compliance. These repairs cost less than \$1,000. The program has spent \$33,648 so far. Painting had been the main focus of the program; however, with the weather changing, we are now shifting our focus to gutters, downspouts and other repairs not impacted by weather.

People Working Cooperatively (PWC) has helped 91 families at a cost of \$165,000 year-to-date.

The Down Payment Assistance Program has helped 40 families with \$40,000 remaining for the program year. First Time Homebuyer classes have had 157 people attend year-to-date.

The City is in the process of purchasing two properties for NSP. The offers have been accepted.

Properties scheduled for demolition with NSP money will be completed by the end of January 2010.

Mayor Mulligan asked if any money is going to be freed up for demolitions from the NSP money. Mr. Adkins said there are no allowances for changes in NSP. The money has to be used as we initially requested. However, the City did ask for a waiver in its NSP2 application for demolitions.

The third page of the report listed NSP demolitions that have been done or are in process. On the back is a list of properties that could be demolished if NSP2 monies are awarded.

The last document reviewed was the Monthly Building Permit Data. The City Manager suggested we start submitting this report to council in their packets.

Frequency and need of the subcommittee meetings was discussed. The City Manager feels it's nice to have a committee get into the details of what is happening. The meetings could change to possibly quarterly. Should we receive NSP2 the meetings may need to continue more frequently.

Code Enforcement Update

The current system being used is outdated. Inspectors currently go into the field, write down all the information and then someone else types it into a DOS based system. City staff has found a new software program that will allow the inspectors to take laptops into the field, enter the information onsite and all documents, pictures, etc. will be together in one file. In addition, they will be able to flag it for follow-up and it will automatically be placed on their schedule.

The money for this project has been budgeted in 2010 and we hope to get the software in place and start training in January and February.

There is also an option to allow citizens to submit complaints and check the follow-up status.

Councilman Marconi left the meeting at 8:45 due to an emergency.

Commercial Code Enforcement

We need a dedicated method to perform commercial code enforcement. Currently Pete Lindsey is working 20 hours per week on code enforcement and the other 20 hours is dedicated to zoning enforcement. However, whenever employees in Planning are off, Pete has to cover the office and, therefore, does not get out in the field. In trying to get this program running, the Community Revitalization Department did budget money for a part time commercial code enforcement inspector.

Prior to this we never really had a dedicated program for commercial code enforcement. These were only dealt with if they were really bad or a complaint was received. Our current code enforcement inspectors do not have the time to include commercial properties especially while continuing to work on the 2,300 residential code enforcement letters that were sent out in the spring.

With commercial properties that are barely making it financially, how strictly do we want to enforce the codes? The City Manager responded that commercial areas are particularly important to the image of the city because that is what people see. They are more significant to the appearance of Middletown than a house in a small neighborhood. The gas station across the street on Verity took involvement from Code Enforcement, the Law Department and the City Manager to get compliance.

There are no low interest loans available for commercial property code enforcement assistance from the City.

2010 Policy Decisions – There will need to be policy decisions made in 2010. We spent most of 2009 shaking hands and trying to work with people to get their properties brought into code compliance. We have done a lot of good this year and have not taken anyone to court. However, in 2010 we will have to start reviewing those that may not have the money to make the necessary repairs and possibly the houses should not be repaired anyway and should be demolished. We basically have three options: 1) take no action; 2) force action; or 3) pay for it out of our pockets. To continue making progress on revitalization we can't leave these properties alone indefinitely. Potential problems include widows, retired couples, disabled residents, etc. that are just barely making it in this economy. However, once we start entering this information into the new software, we can't just let a property sit for months. Landlord based properties will be different than owner/occupied properties. All the tools are in place to start strict enforcement, but at what time do we implement all of the tools available and how do we balance the City's overall needs against the needs of the individual homeowner?

Mayor Mulligan asked if there would be target areas. Mr. Adkins responded at this time we are working city-wide but as we start into specific areas with NSP it will become more focused.

NSP2 was originally to be released in November. HUD has moved notifications of awards back to December.

Middletown is now number 55 on the Forbes list of communities that are revitalizing.

As this was Councilman Schiavone's last meeting, he wanted to thank Mayor Mulligan for being involved in the meetings; he thanked both Council persons Scott Jones and Marconi for their hard work on the committee; and appreciates the time everyone has committed.

Meeting adjourned at 9:00 AM.

Demolitions

YTD Demolished Properties = 33

Address	Status	Date Posted	Appeal (Y/N)	Bid	Historical Society	Date Bid Awarded	Project Finish Date	Funds Used			End Planned Use
								CDBG	NSP	Other	
1709 Flemming (garage)	Complete	1/1/2009	Owner request	\$1,675.00	n/a	1/3/2009	1/20/2009	\$1,675.00			Owner Occupied Res
625 Garfield	Complete	10/15/2008	Yes	\$8,285.00	Rec'd	12/10/2008	1/8/2009	\$8,285.00			Green Space
3210 Seneca	Complete	10/23/2008	Yes	\$4,990.50	Rec'd	12/23/2008	3/16/2009	\$4,990.50			
1010 Yankee	Complete	10/23/2008	N	\$7,065.00	Rec'd	1/28/2009	3/16/2009	\$7,065.00			Sell to church
723 10th	Complete	3/18/2009	N	\$4,959.00	Rec'd	TBA	7/14/2009	\$4,959.00			Unknown
232 Park	Complete	8/18/2009	N	\$8,364.00	Rec'd	9/9/2009	10/2/2009	\$8,364.00			
214 Young	Complete	4/14/2009	N	\$7,200.00	Rec'd	5/13/2009	7/27/2009	\$7,200.00			Unknown
2115 Sherman Ave	Complete	5/7/2009	N	\$9,982.00	Rec'd	6/1/2009	6/30/2009	\$9,982.00			Fire Escrow
607 Malvern	Completed by Owner	4/6/2009	N		n/a	n/a	7/15/2009				Completed by owner
707 Clark St	Complete	3/27/2009	N	\$6,875.00	Rec'd	4/20/2009	5/15/2009	\$6,875.00			Fire Escrow
506 Charles	Complete	3/24/2009	N		Rec'd	TBA					Fire Escrow
215 Baltimore	Complete	4/14/2009	Yes	\$7,780.00	Rec'd	10/15/2009	10/21/2009	\$7,780.00			
527 Baltimore	Complete	5/18/2009	Not upheld	\$7,250.00	Rec'd	8/12/2009	9/1/2009	\$7,250.00			
1120 Garfield	Complete	4/16/2009	Not upheld	\$5,350.00	Rec'd	8/6/2009	8/26/2009	\$5,350.00			
1903 Casper	Complete	6/8/2009	N	\$6,994.00	Rec'd	8/6/2009	8/13/2009	\$6,994.00			
520 Garfield	Appealed	7/23/2009	Yes		Rec'd	TBA					
403 Baltimore	Complete	7/17/2009	N	\$7,130.00	Rec'd	8/26/2009	9/2/2009	\$7,130.00			
306 Charles	Appealed					TBA					
1117 Young	Complete	7/17/2009	N	\$6,984.00	Rec'd	8/26/2009	9/15/2009	\$6,984.00			
624 Moore	Complete	7/9/2009	N	\$7,800.00	Rec'd	8/6/2009	9/10/2009	\$7,800.00			
1317 Woodlawn	Complete	7/8/2009	N	\$8,891.00	Rec'd	8/6/2009	8/21/2009	\$8,891.00			
3008 Omaha	Completed by Owner	7/8/2009	Yes		Rec'd	TBA	7/30/2009			\$4,875.00	Owner demo'd
1810 Columbia	Complete	6/17/2009	N	\$7,300.00	Rec'd	8/12/2009	9/3/2009	\$7,300.00			
830 Sixteenth	Complete	6/9/2009	N	\$9,740.00	Rec'd	8/12/2009	9/1/2009	\$9,740.00			
1425 Oxford State Rd	Complete	7/14/2009	N	\$4,998.00	Rec'd	8/12/2009	9/3/2009	\$4,998.00			
417 Garfield	Completed by Ins Co	n/a	n/a				4/30/2009				Privately demo'd by Ins co
2603 Poe	Completed by Owner						4/4/2009				Demo'd by owner
814 Fifteenth	Complete	City owned	n/a	\$6,124.00	Rec'd	9/2/2009	9/10/2009	\$6,124.00			
1509 Forest	Awarded to Contractor	10/23/2009	N	\$5,390.00	Rec'd	11/20/2009	12/11/2009	\$5,390.00			
1508 Taylor	Complete	Dollar Home	n/a	\$5,998.00	Rec'd	10/19/2009	11/4/2009	\$5,998.00			
2011 Linden	Complete	Dollar Home	n/a	\$4,385.00	Rec'd	10/19/2009	10/26/2009	\$4,385.00			Selling to neighbor
2106 Pearl	Complete	Dollar Home	n/a	\$3,994.00	Rec'd	10/19/2009	11/3/2009	\$3,994.00			Selling to neighbor
2007 Pearl	Complete	Dollar Home	n/a	\$3,994.00	Rec'd	10/19/2009	11/3/2009	\$3,994.00			
2100 Grand	Complete	Dollar Home	n/a	\$5,852.00	Rec'd	10/19/2009	10/28/2009	\$5,852.00			
115 Crawford	Complete	Dollar Home	n/a	\$6,124.00	Rec'd	10/19/2009	10/22/2009	\$6,124.00			
2810 Verity	Appealed	9/15/2009	N								
715-Seventh	In Process	11/17/2009									
1901 Fernwood	Appealed	9/23/2009	N								
1504 Penfield	Appealed	9/30/2009									
1909 Henry	Complete	9/21/2009	N	\$5,450.00	Rec'd	10/29/2009	11/19/2009	\$5,450.00			
2302 Woodlawn	Awarded to Contractor	9/24/2009	N								
3401 Manchester	Appealed	9/28/2009									
522 Baltimore	In Process	9/24/2009									
1721 Sheffield	Complete	9/22/2009	N	\$4,987.00	Rec'd	11/13/2009	11/19/2009	\$4,987.00			
604 Yankee	Waiting on historical	11/4/2009	N								Decided to City for Redev

CITY OF MIDDLETOWN
DEPARTMENT OF COMMUNITY REVITALIZATION
Division of Building Inspection
November 2009

MONTHLY BUILDING PERMIT DATA

MONTHLY INFORMATION

Current Month: Permits Issued: 26 Valuation: \$596,876

Same Month Last Year: Permits Issued: 16 Valuation: \$6,677,795

YEAR TO DATE

Current Year to Date: Permits Issued: 464 Valuation: \$13,849,552

Previous Year to Date: Permits Issued: 252 Valuation: \$30,290,713

RESIDENTIAL

New Building Activity					Year to Date		
	Number of Buildings	Number of Units	Permits	Construction Value	Units	Permits	Value
One-Family	3	3	3	\$234,750	11	11	\$1,190,450
Multi-Family*	0	0	0	\$0	0	0	\$0
Total	3	3	3	\$234,750	11	11	\$1,190,450

Single Family

Existing Building Activity	Permits	Construction Value	Year to Date	
			Permits	Value
Additions, Alterations, Repairs	16	\$252,448	252	\$2,244,277
Garages, Accessory Building, Carports	2	\$23,088	35	\$203,239
Swimming Pools	0	\$0	28	\$103,054
Total	18	\$275,536	315	\$2,550,570

Multi-Family

Existing Building Activity	Permits	Construction Value	Year to Date	
			Permits	Value
Additions, Alterations, Repairs	1	\$76,590	30	\$211,772
Garages, Accessory Building, Carports	0	\$0	0	\$0
Swimming Pools	0	\$0	0	\$0
Total	1	\$76,590	30	\$211,772

**ACTIVITY REPORT
CITY OF MIDDLETOWN
DIVISION OF BUILDING INSPECTION
DEPARTMENT OF COMMUNITY REVITALIZATION
November 2009**

Activity - Administration	No.	This Month	No.	Last Month	No.	This YTD	No.	This Month Last Year	No.	Last YTD
Total Fees Collected		\$44,737.32		\$8,854.27		\$282,021.35		\$57,065.12		\$431,106.17
Building Division Permits/Fees	108	\$19,559.08	89	\$8,184.27	1347	\$183,664.48	85	\$24,316.12	1400	\$255,502.43
Collected for Other Depts.		\$25,178.24		\$670.00		\$98,356.87		\$32,749.00		\$175,603.74
Building Permits	26	\$5,141.00	28	\$3,063.00	464	\$67,836.00	16	\$12,172.00	254	\$88,902.00
Electric Permits	36	\$3,168.00	23	\$1,395.00	346	\$24,544.00	28	\$1,730.00	484	\$36,534.00
Miscellaneous Permits	13	\$2,105.00	10	\$586.00	73	\$6,117.00	6	\$456.00	44	\$10,975.00
Reinspection Fees	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Fire Protection	2	\$218.00	4	\$346.00	39	\$5,675.00	3	\$372.00	71	\$17,178.00
Sign Permits	1	\$184.00	5	\$254.00	44	\$3,312.00	1	\$88.00	37	\$3,058.00
HVAC Permits	7	\$515.00	11	\$720.00	115	\$12,455.00	12	\$810.00	253	\$23,362.00
Plumbing Permits	23	\$2,235.00	8	\$440.00	266	\$20,145.00	19	\$2,430.00	257	\$23,915.00
License	274	\$4,735.00	12	\$515.00	963	\$23,860.00	218	\$4,130.00	914	\$22,795.00
Plan Review	9	\$1,050.00	10	\$750.00	152	\$17,092.00	13	\$1,651.00	202	\$23,715.00
Bad Check Charge	0	\$0.00	1	\$25.00	4	\$50.00	0	\$0.00	2	\$50.00
Engineering	0	\$0.00	1	\$50.00	17	\$950.00	2	\$1,227.00	23	\$8,091.55
Zoning Fees	17	\$2,015.00	15	\$620.00	215	\$13,074.00	11	\$800.00	231	\$19,570.40
Water Services Fees	15	\$23,163.24	0	\$0.00	57	\$81,832.87	12	\$30,022.00	94	\$144,541.79
Tap Fees	0	\$0.00	0	\$0.00	2	\$2,500.00	2	\$700.00	5	\$3,400.00
Xerox/Miscellaneous	0	\$0.00	0	\$0.00	2	\$2.80	0	\$0.00	11	\$74.30
State Surcharge	27	\$208.08	25	\$90.27	786	\$2,836.52	29	\$477.12	1251	\$5,471.91

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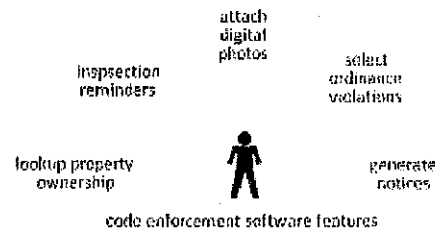


code enforcement software solutions



Citizenserve code enforcement software completely automates the process of opening cases, scheduling inspections, recording violations and coordinating resolutions. Property ownership, inspection results, photos, notices, violations and notes become an electronic record of each case. When your job takes you in the field, citizenserve is a fully mobile solution that gives you complete remote access to your code enforcement data.

Citizenserve code enforcement software increases efficiency giving your inspectors more time to spend out in the field with your citizens. Because the safety of your inspectors is a top priority, citizenserve provides you the ability to put an alert on a property or a person. This gives you the capability to flag potential dangerous situations so your inspectors are aware of the dangers before approaching a property. The property history feature gives you a historical view of everything that is currently happening or has happened in the past for any property. With mapping capabilities you will have the ability to view your cases, inspections or violations on a geographical map.



code enforcement software built just for you



inspectors

The citizenserve code enforcement inspection tracking features will provide your inspectors with everything needed to complete inspections in the field. Starting with the inspections due list, your inspectors will know what inspections are due on any given date. With the ability to sort and filter the inspection list, inspectors can choose which inspections are the highest priorities with complete mobile access from the field. Add unlimited notes and quickly attach digital photos directly to your cases and files. With citizenserve's code enforcement software inspection tracking your inspectors will have more time to spend out in the field with your citizens.



support staff

Your support staff will have everything they need with citizenserve code enforcement software. From quick file lookups to easy data entry and customizable reports. With automated document generation, your notices of violation or any other standard forms can be generated within seconds. With citizenserve's simple, user-friendly interface, your support staff will have more time to actually support your staff.

supervisors



Supervisors want complete access to data to create custom reports on an as needed basis. They also want to utilize the best tools possible to create an efficient citizen focused team. With citizenserve, supervisors will be able to do just that at price that fits into the annual budget. With activity escalations, staff and supervisors can be notified via email what activities are overdue, providing the opportunity to respond to those activities before they become problems. With citizenserve your supervisors will have exactly what is needed to create an efficient, productive team.



citizens

Your citizens want the ability to access government services after hours and on weekends. They also want the ability to quickly check on the status of their requests. With citizenserve's e-government online citizen access component you can provide these services through an e-government solution that is directly integrated into your own municipal website. You control what information will be made public on the site and what citizens can view it. With citizenserve your citizens can utilize e-government software to get the extra service they want without increasing your workload.

additional code enforcement software resources



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