

AGENDA

CITY OF FORT SMITH PROPERTY OWNERS APPEAL BOARD

**MONDAY, JULY 10, 2023 ~ 11:00 A.M.
BLUE LION
101 NORTH 2ND STREET
ROOM B**

CALL TO ORDER

ROLL CALL

- Megan Raynor (Chair)
- Bobbie Woodard-Andrews
- Jack Swink
- Justin Sparrow
- Karen Lewis

STATEMENT OF QUALIFICATIONS AND INTRODUCTION OF CITY STAFF

APPROVE MINUTES OF THE JUNE 12, 2023 MEETING

ITEMS OF BUSINESS

1. Select chairperson for July 2023 – July 2024
2. Schedule appeal hearings for two (2) evenings in September
3. Review delinquent liens/properties included in 2023 appeal process
4. Inspections report from Neighborhood Services regarding cleanup (yards) and property maintenance code (structures)

OTHER BUSINESS

ADJOURN

MEMORANDUM

To: Property Owners Appeal Board

From: Sherri Gard, City Clerk

Date: July 7, 2023

Re: Selection of Chairperson

As you know, a chairperson must be selected annually. The chairperson serves a one (1) year term, i.e. July 15 to July 14.

Megan Raynor was appointed as chairperson on July 11, 2022, and below is a historical list of those serving as chair of the Property Owners Appeal Board:

July 2022 – July 2023	Megan Raynor	July 2008 - July 2009	Karen Lewis
July 2021 – July 2022	Megan Raynor	July 2007 - July 2008	Karen Lewis
Sept. 2020 – July 2021	Megan Raynor	July 2006 - July 2007	Karen Lewis
July 2020 - July 2020	Karen Lewis	July 2005 - July 2006	Randy Hall
July 2019 - July 2020	Karen Lewis	July 2004 - July 2005	Dolores Chitwood
July 2018 - July 2019	Karen Lewis	July 2003 - July 2004	Dolores Chitwood
July 2017 - July 2018	Karen Lewis	July 2002 - July 2003	Dolores Chitwood
July 2016 - July 2017	Karen Lewis	July 2001 - July 2002	Dolores Chitwood
July 2015 - July 2016	Karen Lewis	July 2000 - July 2001	Dolores Chitwood
July 2014 - July 2015	Karen Lewis	July 1999 - July 2000	Chuck Bettis
July 2013 - July 2014	Karen Lewis	July 1998 - July 1999	Ken Pevehouse
July 2012 - July 2015	Karen Lewis	July 1997 - July 1998	Ken Pevehouse
July 2011 - July 2012	Karen Lewis		
July 2010 - July 2011	Karen Lewis		
July 2009 - July 2010	Karen Lewis		

BLUE LION

Staff and/or Venue Availability as of 7/7/2023

~ September 2023 ~						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 CITY OFFICES CLOSED "LABOR DAY"	5 City of Fort Smith Board of Directors Regular Meeting	6	7	8	9
10	11	12 City of Fort Smith Board of Directors Study Session	13	14 REQUIRED STAFF NOT AVAILABLE	15 REQUIRED STAFF NOT AVAILABLE	16
17	18	19 City of Fort Smith Board of Directors Regular Meeting	20	21	22	23
24	25	26 City of Fort Smith Board of Directors Study Session	27	28	29	30

MEMORANDUM

To: Property Owners Appeal Board

From: Sherri Gard, City Clerk

Date: July 7, 2023

Re: Delinquent Liens / Properties for 2023 Appeal Process

The list of delinquent liens as of June 30, 2023 is currently being reviewed by City Clerk staff. The preliminary list of liens to be included in the 2023 appeal process will be distributed at the annual planning meeting on Monday, July 10, 2023.



MEMORANDUM

Neighborhood Code Enforcement June 2023 Report

To: Jimmie Deer, Director of Building Services
 From: Shawn Gard, Property Maintenance Supervisor
 Date: July 5, 2023
 Subject: Neighborhood Services Division

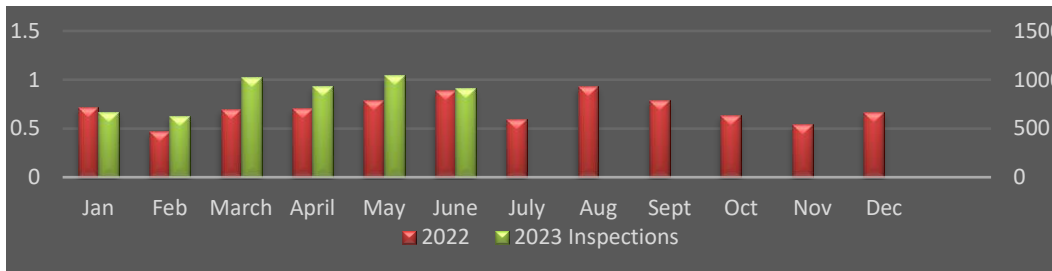
The charts below represent the progress of Neighborhood Services Division for the previous year 2022 and yearend to date for comparison purposes.

Environmental Code Violations

	2022				2023			
	Property Inspections	Warnings Issued	Follow-Up Inspections	Contractor Abatement	Property Inspections	Warnings Issued	Follow-Up Inspections	Contractor Abatement
Jan	715	686	443	5	669	652	379	7
Feb	474	459	515	12	629	638	611	17
March	695	673	805	24	1027	1007	962	41
April	707	676	580	28	930	893	855	14
May	793	701	738	59	1048	1006	1170	88
June	895	833	872	105	909	849	1141	69
July	597	566	835	62				
Aug	933	881	1024	79				
Sept	791	740	876	70				
Oct	636	610	735	42				
Nov	542	533	866	43				
Dec	369	302	364	10				
Totals	8,147	7,660	8,653	539	5,212	5,018	5,118	236
	Total Inspections				Total Inspections			
	16,800				10,330			

The chart above is representative of the following violations: inoperable vehicles, graffiti, overgrowth, trash/debris, blind corners, indoor furniture, appliances, and dead limbs.

Environmental Comparison Charts



Parking Ordinances

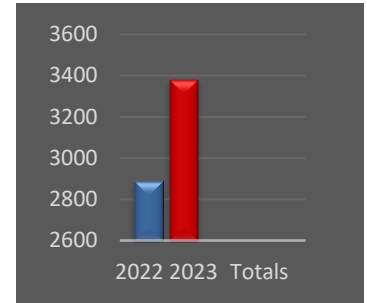
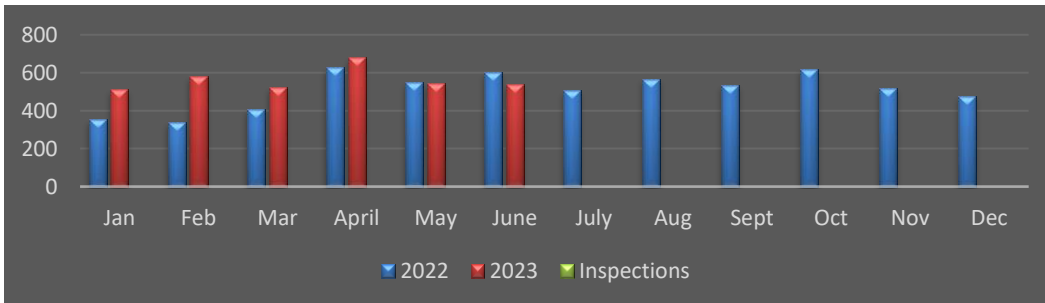
Year	Commercial Vehicles		RV/Utility		Inoperable Vehicle		General Parking	
	2022	2023	2022	2023	2022	2023	2022	2023
June	15	8	16	19	65	45	17	27
Year To Date	87	50	109	150	195	297	157	115

Property Maintenance Code Enforcement

	2022					2023				
	New	Active	Inspections	Cleared	Court	New	Active	Inspections	Cleared	Court
January	20	330	354	26	15	12	418	513	9	25
February	40	344	340	26	14	27	427	580	18	29
March	26	363	408	7	12	26	432	522	21	25
April	44	393	628	14	20	21	276	681	239	18
May	13	384	551	22	28	25	284	542	17	17
June	26	396	605	14	16	23	292	540	15	23
July	15	397	506	14	16					
August	15	398	568	14	15					
September	27	402	534	23	19					
October	19	400	619	21	8					
November	20	408	519	12	22					
December	17	415	478	10	22					
Year To Date	255	415	6,110	203	207	113	292	3,378	319	137

The chart above is representative of the following violations but not limited to: Exterior: Roof damage, siding, windows, painting, accessory structures, fences, doors, porches, and unsecured structures. Interior: Mold, sanitary conditions, plumbing, electrical, mechanical and infestation of insects and rodents.

Property Maintenance Comparison Charts



Environmental Court Hearings

Month	2022			2023		
	Court Cases	Court Fines	Compliance	Court Cases	Court Fines	Compliance
January	21	2,035.00	3	30	4,695.00	4
February	20	2,445.00	2	30	3,750.00	1
March	15	1,915.00	1	36	4,835.00	5
April	32	4,010.00	4	21	2,165.00	1
May	37	2,185.00	5	39	4,135.00	7
June	25	1,850.00	4	43	4,190.00	8
July	24	2,380.00	3			
August	27	1,760.00	4			
September	23	4,025.00	5			
October	20	2,625.00	6			
November	24	1000.00	4			
December	41	4815.00	6			
Year Total	307	31,045	47	160	23,770.00	26