



Timeline for overgrown grass and weeds and board ups:

1. A verbal and/or written warning is given to the owner, or a door hanger is left on the property where the violation exists if the owner is not available.
2. The Code Enforcement Officer (CEO) periodically inspects the property prior to the scheduling of an administrative hearing to see if violations still exist.
3. A hearing date is scheduled after the initiation of the case if the owner does not bring the property into compliance. (If the owner cures the violation prior to the hearing date, the case is closed).
4. The owner and all interested parties are provided notice in the manner specified by Section 21-19-11.
5. Prior to hearing, the CEO inspects the property to determine if the violation has been cured.
6. A recommendation on whether the property should be adjudicated to be a menace to public health safety and welfare is announced by the hearing officer at the hearing.
7. A Resolution is submitted to City Council to adjudicate the subject property as a menace to public health, safety and welfare based on the hearing officer's recommendation.
8. The owner and all interested parties are notified of the council's action by mail in a letter which is also posted on the property.
9. 10 days after the posting of the determination letter, the property is re-inspected by a Code Enforcement Officer to determine if the violation still exists or if the case should be closed.
10. The cost estimate is prepared.
11. For parcels under the \$5000 threshold, the work to cure violations is awarded to a contractor from the rotation list. For properties over \$5000, the work is awarded to the contractor with the lowest and best quote. An agenda item is submitted to City Council requesting the Mayor to execute a contract between the City of Jackson and the approved contractor.
12. Contracts are drafted.
13. Notices to Proceed are issued to the contractor.
14. The contractor performs necessary work to cure the violation(s).
15. The contractor is compensated for work performed.
16. A Resolution is submitted to the Council recommending the adjudication of costs and penalties for the work performed using the contract labor

Timeline for burned or dilapidate structures:



1. An initial inspection is completed by the Code Enforcement Officer (CEO).
2. The property title is researched by the Community Improvement's clerical staff.
3. A case number is generated by the clerical staff.
4. An Environment Review Request and a Request for Cultural Resource Assessment is completed by the clerical staff and submitted to a representative from Housing and Urban Development. (This step is only required CDBG funds)
5. A hearing date is set and notice of the hearing is provided pursuant to Section 21-19-11.)
6. A CEO re-inspects the property and posts the hearing notice on the property.
7. The case is presented to a hearing officer who recommends whether the subject property constitutes a menace to public health, safety, and welfare and should be demolished.
8. A resolution is prepared and presented to the City Council based on the hearing officer's recommendation.
9. A determination letter is mailed to the owner advising of the action taken by the Jackson City Council.
10. A CEO re-inspects the property and posts the determination letter mailed, advising of the Council's action.
11. Asbestos samples are taken by the CEO and sent to the laboratory for asbestos testing.
12. A cost estimate is prepared for the structure.
13. If the cost to cure the violation(s) exceeds \$5000, quotes are solicited, and the project is awarded to the contractor with the lowest and best quote. If the cost is less than \$5000, the project is awarded to a contractor from the rotation list.
14. An agenda item is prepared recommending the award of the contract.
15. The contract is drafted if council authorizes the contract.
16. A Notice to Proceed (NTP) is issued.
17. The utility company is notified to inform them to disconnect utilities because the property is being demolished.
18. Pursuant to the contract, the contractor has 30 days to demolish the structure.
19. The CEO inspects the contractor's work.
20. The contractor submits a request for payment.
21. A Resolution is submitted to the Jackson City Council recommending the assessment of costs and penalties.

**As the Office of Housing and Urban Development does not consider the rotation list to be a competitive process, projects awarded from the rotation list are not subject to CDBG reimbursement.*