



Diane N. Tradd
Assistant City Manager/DPD Director

R. Eric Slagle
Director of Development Services

Shaun Shanahan
Building Commissioner

MEMORANDUM

TO: Kevin J. Murphy, City Manager
Diane Tradd, Assistant City Manager/DPD Director
Sue LeMay, Chief Assessor

FROM: R. Eric Slagle, Director of Development Services

SUBJECT: UPDATE TO MOTION OF 10/17/17 BY COUNCILOR LEAHY
REQUEST CITY MANAGER HAVE PROPER DEPARTMENT PROVIDE AN
UPDATE REGARDING PROPERTY AT 29 FROTHINGHAM STREET

This memorandum provides an update regarding the status of the property located at 29 Frothingham Street, as well as the assessment process that led to it being assessed as a three-family.

The property has been the subject of multiple unscheduled inspections this winter by the Building Commissioner to ensure that it remains in compliance, including evening inspections to check for occupancy. The property has passed each inspection.

With respect to the assessment process in general, the past practice of the Assessor's Office was to note use changes to properties, and at the end of an annual inspection cycle, report those use changes to the Building Commissioner for follow-up. This meant that, in rare cases, an assessment would change, and months would go by before Development Services was notified. As a result of this situation bringing this to light, the City Manager has instructed the departments to exchange assessment change information at the time the assessment is made, rather than wait for the end of the cycle. The Assessor's Office and Development Services have implemented the City Manager's directive, and now the Building Commissioner receives reports of changes in assessed uses at the time of the Assessor's Office inspection. As has been the process all along, Development Services then conducts an investigation of the use change.

With respect to Frothingham Street, Development Services has been monitoring this property since the complaints, and will continue to work to make sure the property remains in compliance with the relevant ordinances.

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1/25/2018