

# *Memorandum*

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**TO:** Toni Taber  
City Clerk

**FROM:** Diane Buchanan

**SUBJECT: RESPONSE TO REQUEST FOR  
CIVIL SERVICE COMMISSION  
APPLICANT CODE REVIEW**

**DATE:** December 1, 2017

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The Code Enforcement Division has completed their review of the list of Civil Service Commission applicants for any code violations, per your staff's email of November 27, 2017. Code Enforcement staff conducted a thorough search of our records, by applicant name and address, to determine whether any complaints had been reported involving any property that the applicants own or was otherwise involved and found no code violations.

Should you have any questions or if I can be of further assistance, please do not hesitate to contact me.

Diane Buchanan, Deputy Director  
Planning, Building and Code Enforcement

