



14

OFFICE OF THE  
CITY MANAGER

CITY OF SACRAMENTO  
CALIFORNIA

CITY HALL  
ROOM 109  
915 I STREET  
SACRAMENTO, CA  
95814-2684

916-449-5704

June 18, 1987

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

SUBJECT: REPORT BACK - PLANNING AND DEVELOPMENT DEPARTMENT  
BUDGET

SUMMARY

At the May 26, 1987 Proposed Budget Hearing, the Budget and Finance Committee requested a report back from the Planning & Development Department identifying additional staffing needs. The attached reports were prepared by the Planning & Development Department without consideration of available funding. The reports are for information only. Funds are not available within current resources to add additional positions without reducing the budgets of other departments.

DISCUSSION

The attached reports from the Planning & Development Department identifies the need for 29.5 additional Full Time Equivalent (FTE) positions at a total cost of \$1.39 million. All but two of the positions identified in the attached reports were reviewed by the City Manager's Office and Budget Staff in preparing the 1987/88 Proposed Budget. The requests for these positions were analyzed and prioritized along with City-wide General Fund requests totalling over \$14 million and 200 FTE. The City Manager's Office recognizes the need for additional staff in Planning & Development Department, however lack of sufficient funds prohibited recommending

funding additional positions in the Planning & Development Department. To address the funding issue, the Finance Department is undertaking a fee study to insure that fee supported programs are paying for themselves. The fee study will also be used as the basis for identifying adjustments to existing fees to allow for staffing increases for the planning and inspection functions.

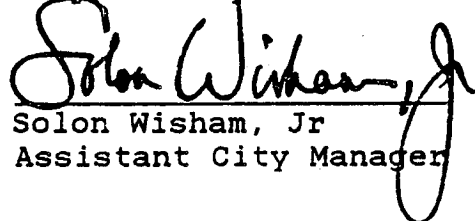
Additional staffing needs have been identified for the nuisance abatement program. This is a program that could consume unlimited resources. The City is currently spending over a million dollars annually on this program. This has resulted in an increased number of abatements. The attached staff report shows that the number of nuisances abated have increased from 2,300 in 1985 to a projected 4,800 in 1987. It also projected that in 1987 over 11,000 on street abandoned vehicles will be caused to be moved or towed. The backlog that the Division is currently experiencing is to a large extent a measure of the program's success in promoting community awareness. The nuisance abatement program is not fee supported. There are some funding offsets associated with this program such as parking citations, liens and weed abatement revenue. These sources of revenue total less than \$300,000 annually of which 2/3's is weed abatement. Absent any new funding sources, an increase in staffing is not recommended. Staff will be working to identify other funding sources such as pending State legislation on reimbursement for vehicle towing costs. In addition, staff will continue to look to further streamline internal processes.

#### RECOMMENDATIONS


The recommendations of the City Manager's Office are to:

- o Review additional staffing for the planning and inspection functions in the context of the Fee Study and recommend funding alternatives.
- o Review nuisance abatement staffing as new funding sources specific to the nuisance abatement programs become feasible.

Respectfully submitted

  
Solon Wisham, Jr  
Assistant City Manager

Recommendation Approved

  
Walter J. Sipe  
City Manager

June 23, 1987



DEPARTMENT OF  
PLANNING AND DEVELOPMENT

CITY OF SACRAMENTO  
CALIFORNIA

1231 I STREET  
SACRAMENTO, CA

ADMINISTRATION  
ROOM 300  
95814-2987  
916-449-5571

June 15, 1987

ECONOMIC DEVELOPMENT  
ROOM 300  
95814-2987  
916-449-1223

NUISANCE ABATEMENT  
ROOM 301  
95814-3982  
916-449-5948

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

SUBJECT: REPORTS BACK - PLANNING AND DEVELOPMENT DEPARTMENT BUDGET

SUMMARY

This report transmits the attached reports back on staffing for divisions within the Planning and Development Department. It provides the Budget and Finance Committee with information concerning the number of positions deemed by the Department staff to be essential to meet existing workload and to meet anticipated workloads for fiscal 1987-88. It does not, however, address funding.

BACKGROUND

On Tuesday, May 26, 1987, the Budget and Finance Committee reviewed the Planning and Development Department's budget on a division-by-division basis. During that discussion, Committee members requested reports back on staffing for Planning Division, Building Inspections Division, Nuisance Abatement Division, and the Multiple-Family Housing Inspection Program.

My direction to each division paraphrased what I understood as Committee direction, that is to identify those positions which are necessary to handle the existing level of service. Also, identify the positions which would be additionally required to catch up backlogs and to maintain both existing and anticipated increases in volume of work.

The attached reports are submitted as informational items. Our request for positions in priority order was submitted to the Budget Division and reviewed by them in depth during the preparation of the 1987-88 proposed budget. A copy of that prioritized list is attached. The list reflects the department's priorities on a service-by-service basis and includes the number of positions related to each service item. Not included in that list but reflected in the Planning Division narrative are an Environmental Planner related to the Toxic Substance Commission recommendation on the General Plan DEIR and a Typist Clerk. The Budget Division recognized and acknowledged the need for additional positions. They were unable to identify funding sources sufficient to finance the additional positions.

#### WORKLOAD

The increased volume of activity in Planning and Building Inspections attests to the growth which is being experienced in our City and which appears destined to continue. The increases in Nuisance Abatement cases supports the Council decision to form, staff, and fund that division two years ago. The success of the service has received well-deserved notoriety which in turn has generated more awareness and business resulting in the current backlog.

These "backlogs" can more appropriately be seen in a more positive fashion as the effect of growth and positive development in our community.

#### POSITIONS

Should additional funding become available during the year, we have attached our original prioritized requests for positions within the Planning and Development Department. Until such funding becomes available, the committee should review each Division's need with the awareness that the department output is directly related to staff available for assignment. By maintaining a consistent level of service, we are not always able to cope with the volume of service or vice versa. It becomes a problem of quantity or quality.

#### SPACE NEEDS

As staffing increases, the ability to house staff decreases. If all positions were granted this year, it would require more space than is currently occupied.

page 3 -- Reports back - Planning and Development

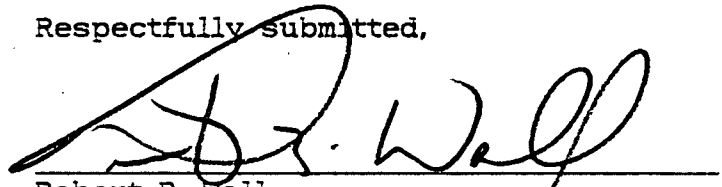
RECAP

The reports back transmitted by this document represent an aggregate of 29.5 positions for a total cost of \$1,385,988.

RECOMMENDATION

It is recommended that the Budget and Finance Committee review the attached Division reports as information items.

Respectfully submitted,



Robert B. Wall  
Acting Director of  
Planning and Development

JWK:RBW:om  
attachment.

TRANSMITTAL TO COMMITTEE:

  
\_\_\_\_\_  
Jack R. Crist, Deputy City Manager

BUDGET AUGMENTATION

<u>PRIORITY</u>	<u>DESCRIPTION</u>	<u>FTE</u>
1	Data Processing Program Expansion	1.0*
2	Computer Assisted Mapping/ Zoning Maps	- *
3	Additional Field Inspections Staffing	3.0
4	Permit Research Program For Realtors	1.0
5	Sign Program Expansion	1.0
6	Residential Plan Check Staffing	1.0
7	Fiscal and Contract Staffing	1.0
8	Annexation Program Staffing	1.0
9	Improved Graphics Capabilities	1.0
10	Current Planning Staffing	1.0
11	Nuisance Abatement Expansion	3.0
12	Clerical Support for Housing	0.5
13	Minority Business Development Program	1.0
14	Commercial Plan Check Requirements	1.0
15	Computer Assisted Transportation Model	-
16	Increase Commercial Plan Check Public Hours	2.0
17	Downtown Nuisance Abatement	1.0
18	Parking Enforcement Expansion	2.0
19	Multi-family Inspection Program	5.0
20	Parking Enforcement Supervision	1.0
21	Nuisance Program Supervision	1.0
22	Roofing Inspection Program	1.0
23	Pest Control Repair Program	1.0
24	AC/Heating Repair Program	1.0
25	Electrical Engineer For Commercial Plan Check	1.0
26	13th and I Pool Car Parking	-
27	E-Mail	-
28	Nuisance Abatement Radios	-
		---
	TOTAL AUGMENTATION	32.5

\* May change with further evaluation



DEPARTMENT OF  
PLANNING AND DEVELOPMENT

CITY OF SACRAMENTO  
CALIFORNIA

1231 I STREET  
SACRAMENTO, CA

June 15, 1987

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

ADMINISTRATION  
ROOM 300  
95814-2987  
916-449-5571

ECONOMIC DEVELOPMENT  
ROOM 300  
95814-2987  
916-449-1223

NUISANCE ABATEMENT  
ROOM 301  
95814-3982  
916-449-5948

SUBJECT: FISCAL AND CONTRACT STAFFING - ADMINISTRATION

SUMMARY

This report back is in response to the request to identify staffing needs for existing and anticipated increased workload in 1987-88, and is submitted for information purposes.

The activities of the Planning and Development Department have increased significantly over the last three (3) years. In that time, there has been no increase in administrative and fiscal staffing. One additional position for fiscal and contract administration is identified at a cost of \$43,739.

BACKGROUND INFORMATION

As the activities of the Planning and Development Department have expanded, the administrative and fiscal workload has increased without a concomitant increase in staffing. Since the Department was created, in October, 1983, the workload in all divisions has increased dramatically. We have established the Economic Development Program, the Nuisance Abatement Division, the Parking Enforcement Program, the Weed Abatement Program, Plumber's Certificate Program, and the Design Review of Residential Structure Program. Purchasing activity has increased by 85 per cent and contract administration activity has increased by 500 per cent.

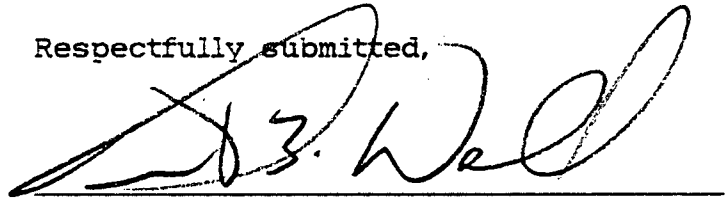
page 2 -- Fiscal and Contract Staffing - Administration

The position for fiscal and contract administration was recognized as a need but not included due to lack of available funding. The lack of this position could result in delays in processing fiscal documents and executing contracts. To add this position would require an appropriation of \$43,739, which includes \$11,637 for one-time equipment and furniture costs.

RECOMMENDATION

This report is for Committee information.

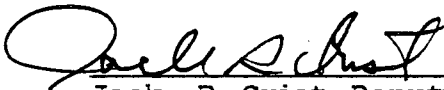
Respectfully submitted,

A handwritten signature in cursive script, appearing to read "R.B. Wall", written over a horizontal line.

Robert B. Wall,  
Acting Director of  
Planning and Development

RBW:JWK:om

TRANSMITTAL TO COMMITTEE:

A handwritten signature in cursive script, appearing to read "Jack R. Crist", written over a horizontal line.

Jack R. Crist, Deputy City Manager





DEPARTMENT OF  
PLANNING AND DEVELOPMENT

CITY OF SACRAMENTO  
CALIFORNIA

1231 I STREET  
SACRAMENTO, CA

ADMINISTRATION  
ROOM 300  
95814-2987  
916-449-5571

ECONOMIC DEVELOPMENT  
ROOM 300  
95814-2987  
916-449-1223

NUISANCE ABATEMENT  
ROOM 301  
95814-3982  
916-449-5948

June 15, 1987

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

SUBJECT: PLANNING DIVISION WORKLOAD

SUMMARY

This report back is in response to the request to identify staffing needs for existing workload and anticipated increased workload in 1987-88. It is submitted for informational purposes.

This report identifies 7.0 positions at a cost of \$284,749 to staff the Division's existing and anticipated workload.

BACKGROUND INFORMATION

During the Planning Division's Budget Hearing, the Budget and Finance Committee requested information on the Division's ability to meet workload demands with the proposed budgetary resources. Listed below are the areas within the Planning Division that could experience service deficiencies with existing staffing.

It should be recognized that the growth reflected in Planning and Building Inspection workloads is reflective of the high level of development in the community and our attractiveness as a desirable growth area in California.

### APPLICATION PROCESSING

The Current Planning Unit is designed to provide a service level of five-week processing standard. Based on the mix and complexity of applications, we are staffed to handle about 425 applications a year. During 1986, the Division received 465 applications. Use of overtime handled the additional workload but cost in service time. One additional planner position at a cost of \$40,774 would be required to meet existing workload requirements without either developing an application backlog.

In addition to existing workload, North and South Natomas Community Plans provide for Planned Unit Developments in most of the areas in the City available for development. The adoption of these community plans, as well as the Urban Design Plan and the General Plan Update is bound to significantly increase the number and complexity of applications received by Planning. Without being able to predict the increase, we can only anticipate that at least one additional planner at a cost of \$40,774 would be required in the Current Planning Section to assist with the anticipated workload demands.

An additional planner (\$40,774) is also needed in the Environmental Planning Section to facilitate the processing of the environmental clearances required from the above workload and to handle the increasing volume of EIR's this Section is being asked to review from other agencies.

### ADVANCE PLANNING

Increased building activity and City growth has generated interest by many neighborhoods in specialized "impact" studies and City Council interest in new or revised ordinances. The proposed Planning Division work program allocates staff in projects mandated by law and directed by Council. There are a greater number of projects than staff time available to complete. The Alhambra Corridor Study, 32nd and L Study, East Sacramento Neighborhood Setback and Height Study and the South Sacramento Special Planning Area Study are examples of neighborhood generated studies not included in the proposed work program. Ordinance development and Ordinance Revisions that have been requested and as yet are not included in the work program are the Mobile Home Ordinance, Heliport-Helipad Ordinance, Alcoholic Beverage Control Ordinance and the Off-Street Parking Ordinance. Two additional Planners would be necessary to complete most of these assignments at a cost of \$81,548.

GRAPHICS SUPPORT

The Division and the Department currently rely on one graphics person to handle all drafting and graphic illustration work. Because the department has only one graphics position, it has been forced to forego a lot of illustration work which is necessary to support plans, studies and ordinance implementation or take work outside at very high rates. Ofttimes an illustration of the desired result will eliminate the need for substantial written and verbal explanation. The addition of a second graphics position would fill a support role for the entire department and reduce the need to take design work out to contract. The cost of this position would be \$49,145.

CLERICAL SUPPORT

Any increase in professional or technical staff generates additional workload for clerical support. If the activities discussed in this report were to be staffed, it would require the addition of a Typist Clerk II position, at a cost of \$31,734.

FINANCIAL INFORMATION

Recognizing the funding difficulties of the City, the following costs are provided for information purposes should funds become available. The budgetary requirement for the activities detailed in this report are summarized below:

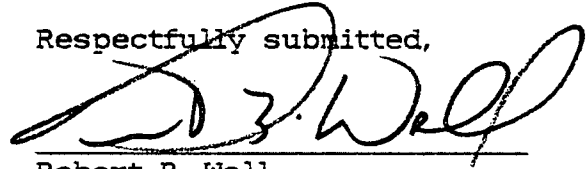
<u>Program</u>	<u>Additional Staffing</u>	<u>1987-88 Cost</u>
Application Processing	3.0	122,322
Advance Planning Studies	2.0	81,548
Graphics Support	1.0	49,145
Clerical Support	<u>1.0</u>	<u>31,734</u>
Total	7.0	\$284,749

Of this total, \$44,315 would be expended on equipment and other initial start-up costs.

RECOMMENDATION

This report has been prepared for Committee information.

Respectfully submitted,



Robert B. Wall,  
Acting Director of  
Planning and Development

JWK:RBW:om

TRANSMITTAL TO COMMITTEE:

  
\_\_\_\_\_  
Jack R. Crist, Deputy City Manager



DEPARTMENT OF  
PLANNING AND DEVELOPMENT

CITY OF SACRAMENTO  
CALIFORNIA

1231 I STREET  
SACRAMENTO, CA

ADMINISTRATION  
ROOM 300  
95814-2987  
916-449-5571

June 15, 1987

ECONOMIC DEVELOPMENT  
ROOM 300  
95814-2987  
916-449-1223

Budget and Finance Committee  
Sacramento, California

NUISANCE ABATEMENT  
ROOM 301  
95814-3982  
916-449-5948

Honorable Members in Session:

SUBJECT: Building Inspection Division Staffing Requirements

SUMMARY

This report back is in response to the request to identify staffing needs for existing and anticipated increased workload in 1987-88, and is submitted for informational purposes. This report identifies an additional 8.5 FTE positions to staff the Division's existing and anticipated workload.

BACKGROUND

During the past two to three years, this City has experienced a continuing growth in development. This growth has manifest itself in the workloads of Planning and Building Inspections. A favorable economy has increased construction to a point that has impacted the efficient administration of health and safety inspections via the Uniform Building Codes.

The City Manager's budget proposal provided for the addition of three (3) building inspectors to assist in Field Inspection activities. Department policy provides for hiring into specific disciplines (building, electrical, plumbing) and while working new staff in their respective fields, train them in the other disciplines. This "combination" training improves efficiency of residential inspections even though slowing the full impact of additional positions until completion of training. This should be considered when adding new inspector positions.

### FIELD INSPECTIONS

An unfortunate aspect of delayed inspection service is the practice of construction performed by contractors and building owners without benefit of the necessary building permits and the related health and safety inspections. Due to the high level of service demand performed by staff, we have not been available to provide the proactive enforcement needed to police this "illegal" building activity. This contributes to substandard construction and results in a substantial revenue loss to the City. The addition of three (3) more building inspector positions would provide a more effective level of enforcement. The cost of these three (3) positions would be \$168,441.

### RESIDENTIAL PLAN CHECKING

One of our busiest units in the past six months has been Residential Plan Checking. In addition to the City's continuing growth, we have more recently added more favorable interest rates. The desirability of growth in the City necessitates a concurrent growth in service staff. During the spring of this year, two factors created an acute workload delay. Those factors were the implementation of State school impaction fees and City water development fees. Because of a flood of plan submittals to avoid these fees, our processing time for residential plans expanded from seventeen (17) days in 1985 to 35 days in Spring of 1987. With the passing of these deadlines the 35-day processing time should diminish during this summer; however, additional staffing will be required to maintain a prompt processing turnaround. One additional Building Technician would cost of \$43,735.

### COMMERCIAL PLAN CHECKING

The Commercial Plan Check and Permit Counter is currently closed from 8:00 a.m. to 1:00 p.m. to provide plan checking staff the opportunity to check plans in the morning and assist the public in the afternoon. This policy is inconvenient to the public, creates disruptions to plan checking activity during the afternoons and is obviously not the level of service we wish to deliver. The growth in building activity has increased the number of active Plan Check reviews from 115 to 182 in a six (6) month period. The Telos Consulting Study of Commercial Plan Check spoke to the need for additional staffing specifically to handle the Public Counter. The addition of these two positions would cost

\$82,775 and allow the commercial counter to be open eight (8) hours a day and reduce disruptions to the other staff during plan checking activities.

In addition to counter staff, the department recognizes an additional need in Commercial Plan Check which requires specialized staff. The complexity of building projects has drastically increased during recent years. Life safety systems, especially for high-rise buildings, depend upon properly designed electrical systems to function safely. It is important that designed systems are thoroughly checked by City personnel. Recently adopted requirements, such as the Office Energy Requirements by the State Energy Commission and the City Personal Safety Ordinance are very technical in nature and can be more effectively checked for compliance by an Electrical Engineer. The addition of this position could also improve plan checking time for commercial and multiple family permits. The cost for this position would be \$42,830.

#### CLERICAL SUPPORT

As with any organization, the improvement of service results in greater demands for support staff. Building Inspection Division's support staff have three (3) identified needs; one for anticipated workload and two (2) for existing work. The anticipated workload described above will result in a need for 0.6 FTE Typist Clerk II at a cost of \$18,104.

With regard to existing service demands, the adoption of new state legislation in 1986 requires realtors involved in the sale of properties to declare if a building permit was obtained for additions or remodeling work to that structure. Our clerical staff must research the realtor requests for this information. As this additional task was not separately staffed, we have pulled resources away from other mandated activities. An additional 0.4 FTE Typist Clerk II is required to staff this activity at a cost of \$12,069.

The second aspect of existing work relates to the Housing and Dangerous Building Unit. In 1986, we received funding for one additional Housing Inspector. In the same year, the City Attorney's Office stopped preparing Housing and Dangerous Building lien cases. Those cases are now prepared by our clerical staff. This additional clerical workload has created delays in clerical processing of Housing and Dangerous Building cases. An additional 0.5 FTE Typist Clerk II at a cost of \$16,751 would meet that workload.

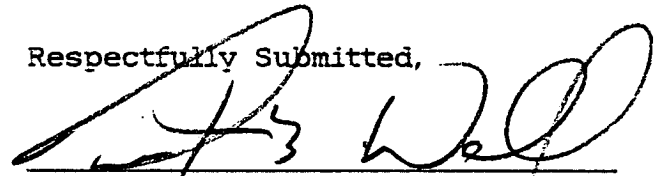
FINANCIAL INFORMATION

The cost to fund all of these additional activities during the 1987-88 fiscal year would be \$384,705 of which \$61,416 will be for one-time expenditures (equipment, vehicles, etc.).

RECOMMENDATIONS

This report has been prepared for Budget and Finance Committee information.

Respectfully Submitted,



Robert B. Wall,  
Acting Director of  
Planning and Development

RBW:JWK:om

TRANSMITTAL TO COMMITTEE:



Jack R. Crist, Deputy City Manager





DEPARTMENT OF  
PLANNING AND DEVELOPMENT

CITY OF SACRAMENTO  
CALIFORNIA

1231 I STREET  
SACRAMENTO, CA

ADMINISTRATION  
ROOM 300  
95814-2987  
916-449-5571

June 15, 1987

ECONOMIC DEVELOPMENT  
ROOM 300  
95814-2987  
916-449-1223

Budget and Finance Committee  
Sacramento, California

NUISANCE ABATEMENT  
ROOM 301  
95814-3982  
916-449-5948

Honorable Members in Session:

SUBJECT: Multiple-Family Housing Inspection Program

SUMMARY

On May 26, 1987, Budget and Finance Committee requested that staff evaluate the implementation of a Multiple-Family Housing Inspection Program. The implementation of this program during the 1987-88 fiscal year would, if implemented, require full-year funding of two (2) positions and one-half year funding of three (3) positions for a total cost of \$259,000. A fee would be proposed which, if adopted, would propose to offset cost with revenue.

BACKGROUND INFORMATION

The Budget and Finance Committee has requested that the Planning and Development Department prepare a report to detail the possibility of establishing a Multi-Family Housing Inspection Program. The Program would require mandatory inspection for substandard living conditions in all apartment buildings and complexes (including residential hotels). Substandard living conditions rarely are found in newer rentals, therefore, the program might be limited to structures with more than three (3) living units that are over 10-years old. An appropriate standard might be yearly inspection of those units and more frequent inspections of buildings that have a history of substandard living conditions.

Current City Housing Code (Section 49.102) provides "minimum requirements for the protection of life, limb, health, property, safety and welfare of the general public and the owners and occupants of residential buildings." (Ordinance #3113, Section 1.)

Section 49.202 establishes a Chief Housing Inspector to be the principal assistant of the Director of Building Inspection in matters relating to the enforcement of the Housing Code. That position fell victim to reductions under Proposition 13 and has not since been reestablished.

At present, there is insufficient data to determine the universe of apartments with 4 or more units and residential hotels. Without that number, it is difficult to determine the appropriate staffing level for once-a-year inspections. What follows is our best estimate of the initial staffing level.

To implement this program would require full year employment of the Chief Housing Inspector and a Typist Clerk II. This staff could better define the Program, develop the necessary ordinances coordinate a fee study, develop the departmental fee resolutions and prepare operating procedures. The current Housing and Dangerous Building Program, the Resale Inspection Program, and the SHRA Support Program would also be combined under the proposed Chief Housing Inspector.

At this time, it is projected that three (3) Building Inspector II positions would be initially required to begin the inspections for this program. These positions would need to be funded for six (6) months and would, after training, begin conducting inspections in the spring of 1988. This staffing level would initiate program start-up. Ongoing staffing levels would be better defined as the program develops. Changes to staffing would then be addressed in the department's 1988-89 budget transmittal.

#### FINANCIAL INFORMATION

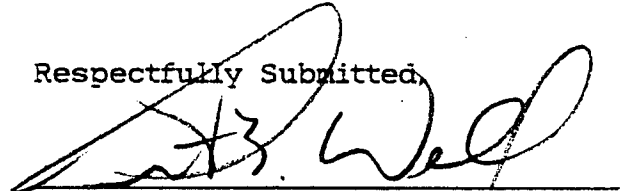
The implementation of this program as outlined would require \$97,000 for full year funding of the Chief Housing Inspector and Typist Clerk II positions and an additional \$162,000 to fund three (3) Building Inspector II positions for six (6) months. The total first year cost of \$259,000 includes \$78,000 in one-time costs that include expansion of office space and telephone systems plus vehicles, furniture, and equipment.

If established, the potential costs for this program should be reviewed in the development fee study. Establishment of fees for inspection and fees for pursuit and monitoring of corrections to substandard structures must be adopted if we expect to offset the cost of services to any degree. These costs could reasonably be expected to reflect an increase in legal costs related to the Program as well.

RECOMMENDATIONS

This report has been prepared for Budget and Finance Committee information.

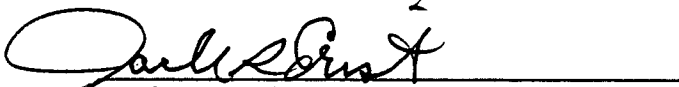
Respectfully Submitted,



Robert B. Wall  
Acting Director of  
Planning and Development

JWK:RBW:om

TRANSMITTAL TO COMMITTEE:



---

Jack R. Crist,  
Deputy City Manager



DEPARTMENT OF  
PLANNING AND DEVELOPMENT

CITY OF SACRAMENTO  
CALIFORNIA

1231 I STREET  
SACRAMENTO, CA

ADMINISTRATION  
ROOM 300  
95814-2987  
916-449-5571

ECONOMIC DEVELOPMENT  
ROOM 300  
95814-2987  
916-449-1223

NUISANCE ABATEMENT  
ROOM 301  
95814-3982  
916-449-5948

June 15, 1987

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

SUBJECT: Nuisance Abatement Staffing Requirements

SUMMARY:

The City Manager's budget proposal provided for one additional Nuisance Abatement Officer to assist with the City Sign Enforcement Program. Other additional budgetary needs were not recommended for funding due to the limitations on the general fund.

This report back is in response to the request to identify staffing needs for existing workload and anticipated increased workload in 1987-88. It is submitted for informational purposes. Staff has identified an increase of 8.0 positions at a cost of \$413,795 to meet these demands.

BACKGROUND:

During the 1982-83 fiscal year, Nuisance Abatement (then Code Enforcement) was part of Building Inspections and had three (3) offices as total staff. They were responsible for enforcement of zoning, nuisance and sign ordinances. Later that year, a separate unit was created and two (2) additional officers, a senior position and a clerk were added.

page 2--Nuisance Abatement Staffing Requirements

This staffing continued until 1985 when the Budget and Finance and Transportation and Community Development Committees reviewed the consolidation of Nuisance Abatement functions and on January 6, 1986, transferred in two (2) positions for Weed Abatement, two (2) positions for Litter Control, a division manager, a clerk, and three (3) positions for a new Parking Enforcement Program. With these nine (9) additional positions began a year of cross training, procedure writing, ordinance and process streamlining and a public education program.

During 1986-87, Council expanded the Parking Enforcement staff to four (4) permanent positions, bringing total staff to twenty (20).

With each addition of staff (82-3, 85-6, and 86-7), the budget and service responsibilities have increased. Staff are currently responsible for enforcement of the following City and State Codes:

City Code--Chapter 3	Signs, permits and enforcement;
Chapter 7	Auctions and other sales including street and sidewalk vending;
Chapter 9	Building Code, fences and swimming pools;
Chapter 19	Garbage, rubbish, weeds and waste matter;
Chapter 25	Motor vehicles and traffic related to stopping, standing and parking on street;
Chapter 44	Trailer camps and public camps;
Chapter 61	Nuisance Code.

Other Codes enforced include sections of the Comprehensive Zoning Ordinance, California Vehicle Code, and littering sections of the California Penal Code.

Our proposed 1987-88 budget envisions twenty-one (21) staff members at a total budget of 1.2 million dollars. Exhibits 1 and 2 (attached) reflect the overwhelming increases in workload generated in the past two years. The 1985 mandates of proactive enforcement and the public awareness and community involvement are almost self cancelling. As public awareness expands, the complaints grow to a level which requires reactive enforcement full time to try and keep up with demand.

The following provides information by service function of the staffing needs determined by the Department to efficiently handle the increased demand and return to proactive enforcement.

OBJECTIVES:

Two major objectives originally established for the Nuisance Abatement Division, were to initiate both an on-going proactive code enforcement program and a public awareness and community involvement program.

page 3--Nuisance Abatement Staffing Requirements

The Nuisance Abatement Division did initiate a proactive program early in 1986, with visible results in many parts of the City. Simultaneously, Nuisance Abatement initiated a vigorous campaign to increase public awareness of this new division and its services.

A City brochure was designed and printed describing various City codes. Information was distributed to City departments, and County and State agencies. Nuisance Abatement staff worked with the Sacramento Housing and Redevelopment Agency staff and attended many Project Area Committee, Target Area Committee, and Redevelopment Area Committee meetings in the neighborhoods explaining the City's program. Nuisance Abatement staff also attended many City Council community meetings, approximately 40 thus far this year. The Sacramento Bee and the Sacramento Union newspapers have followed the Nuisance Abatement Division with much interest and have written positive articles regarding our enforcement. Most recently, approximately 125,000 code enforcement brochures were mailed out with the City's utility bills.

The Council's goals in establishing this division have been achieved with great success. The awareness of citizens and their pride in community are reflected in the number of calls to abate nuisances and clean our city.

The specific level of success is demonstrated by the two exhibits attached to this report: complaint activity, and closed case activity.

Exhibit 1, complaint activity table, attests to the level of public awareness. The figures show an increase of 81 percent in nuisance and zoning complaints over the past two years.

The Parking Enforcement Program in eight months of 1986 averaged 620 cases a month. The average to date this year is 1,040 a month or a 68 percent increase in workload.

Exhibit 2, closed cases table, attests to the successful completion of cases by staff for those same time periods. Nuisance and zoning figures reflect an increase of 109 percent for cases closed over the past two years.

Again in Parking Enforcement, the monthly average for vehicles towed by staff has increased 54 percent from 162 in 1986 to 250 in 1987. The same comparison of vehicles voluntarily moved as a result of our notices has grown from 450/month to 680/month or 51 percent increase.

Please note that the two tables cannot be directly correlated to determine backlogs. Some intake activity is resolved almost immediately and some are unfounded as violations. Those which take a more lengthy case process could overlap into the succeeding year in the process. With regard to vehicles--all vehicles are marked and noticed. Those not removed by owner are then towed by us. The steps required in case development preclude shortcutting. Our success has significantly slowed response time and eliminated proactive enforcement temporarily.

There is presently a back-log in excess of 500 cases for the general nuisance/zoning complaints and 250+ cases of abandoned vehicle complaints on the City streets.

Complaints that were previously investigated within a relatively short period of time, are now delayed up to three months. However, complaints of a dangerous nature are still given priority.

After analyzing workload trends, compared with performance standards, staff has identified eight additional positions that would be required to meet the expanded complaint workload and re-institute proactive enforcement. These positions are detailed below:

- 1 Nuisance Abatement Officer (Downtown)
- 1 Nuisance Abatement Officer (North Area)
- 1 Nuisance Abatement Officer (South Area)
- 1 Parking Enforcement Officer (North Area)
- 1 Parking Enforcement Officer (South Area)
- 1 Typist Clerk II
- 1 Senior Nuisance Abatement Officer
- 1 Senior Parking Enforcement Officer

Note that senior staff carry both caseloads and supervisory responsibilities.

Adequate resources are provided in the proposed budget to meet existing sign enforcement and weed abatement workloads.

#### FINANCIAL INFORMATION

The cost of these additional positions is \$413,795 of which \$126,896 will be for one time expenditures (equipment, vehicles, etc.).

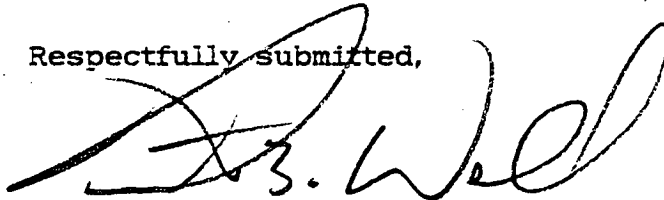
The division is also evaluating additional revenue sources to fund these activities. These efforts are summarized below:

1. The division is now issuing citations on abandoned vehicles and vacant lot vehicle abatement cases. With no track record it is difficult to project annual citation revenue; we guesstimate it should be in the \$15,000 to \$25,000 yearly range.
2. It is possible to include civil penalties in the City code for certain nuisance abatement cases. Should this be done, the potential revenues could be between \$10,000 and \$40,000 a year.
3. State legislation is proposed to help obtain local reimbursement for vehicle towing costs. No guess as to extent of assistance can be made at this time

RECOMMENDATIONS

This report has been prepared for Budget and Finance Committee information.

Respectfully submitted,

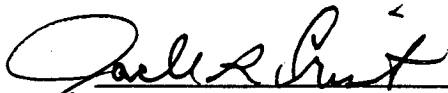


---

Robert B. Wall  
Acting Director of  
Planning and Development

MH:RBW:ob:om

TRANSMITTAL TO COMMITTEE:



---

Jack R. Crist  
Deputy City Manager



**Nuisance Abatement Staffing Requirements**

Exhibit 1

**COMPLAINT ACTIVITY**

**Nuisance Abatement Division**

Nuisance Abatement Staffing Requirements--Exhibit 1, Complaint Activity

---

CATEGORY	1985	1986	1987 1/1-5/31	1987 Full year projection
Nuisance and Zoning	2,977	4,070	2,251	5,400
Litter	N/A	1,034	237	564
Abandoned Vehicles on streets	N/A	4,960*	5,200	12,480
Total	2,977	10,064	7,688	18,444

---

\*8 months only

Nuisance Abatement Staffing Requirements

Exhibit 2

**CLOSED CASES**

Nuisance Abatement Division

Nuisance Abatement Staffing Requirements--Exhibit 2, Closed cases

CATEGORY	1985	1986	1987 1/1-5/31	1987 Full year projection
Nuisance and Zoning	2300	3400	2000	4800
Abandoned Vehicles on Streets				
Towed	N/A	1300*	1200	3000
Caused to be Moved by Owner	N/A	3600*	3400	8160
Total	2,300	8,300	6,600	15,960

\*8 months only