

SPECIAL MEETING

SACRAMENTO CITY COUNCIL
CITY OF SACRAMENTO HOUSING AUTHORITY
CITY OF SACRAMENTO REDEVELOPMENT AGENCY

WEDNESDAY, DECEMBER 9, 1987

3:00 P.M.

CITY COUNCIL CHAMBERS
915 I STREET, SECOND FLOOR
SACRAMENTO, CALIFORNIA


I HEREBY CALL a Special Meeting of the Sacramento City Council, The City of Sacramento Housing Authority and The City of Sacramento Redevelopment Agency to meet at the date, time, and location specified above for the purpose of considering and acting upon various matters relating to the orientation of Council members.

ISSUED: This 24th day of November, 1987.



ANNE RUDIN
MAYOR/CHAIRPERSON

ATTEST:



LORRAINE MAGANA
CITY CLERK/ACTING SECRETARY

City of Sacramento

The Organization

Clerk



**OFFICE OF THE
CITY CLERK**

LORRAINE MAGANA
CITY CLERK

ANNE J. MASON
ASSISTANT CITY CLERK

JANICE M. BEAMAN
DEPUTY CITY CLERK

**CITY OF SACRAMENTO
CALIFORNIA**

CITY HALL
ROOM 300
915 I STREET
SACRAMENTO, CA
95814-2671

ADMINISTRATION
916-449-5799

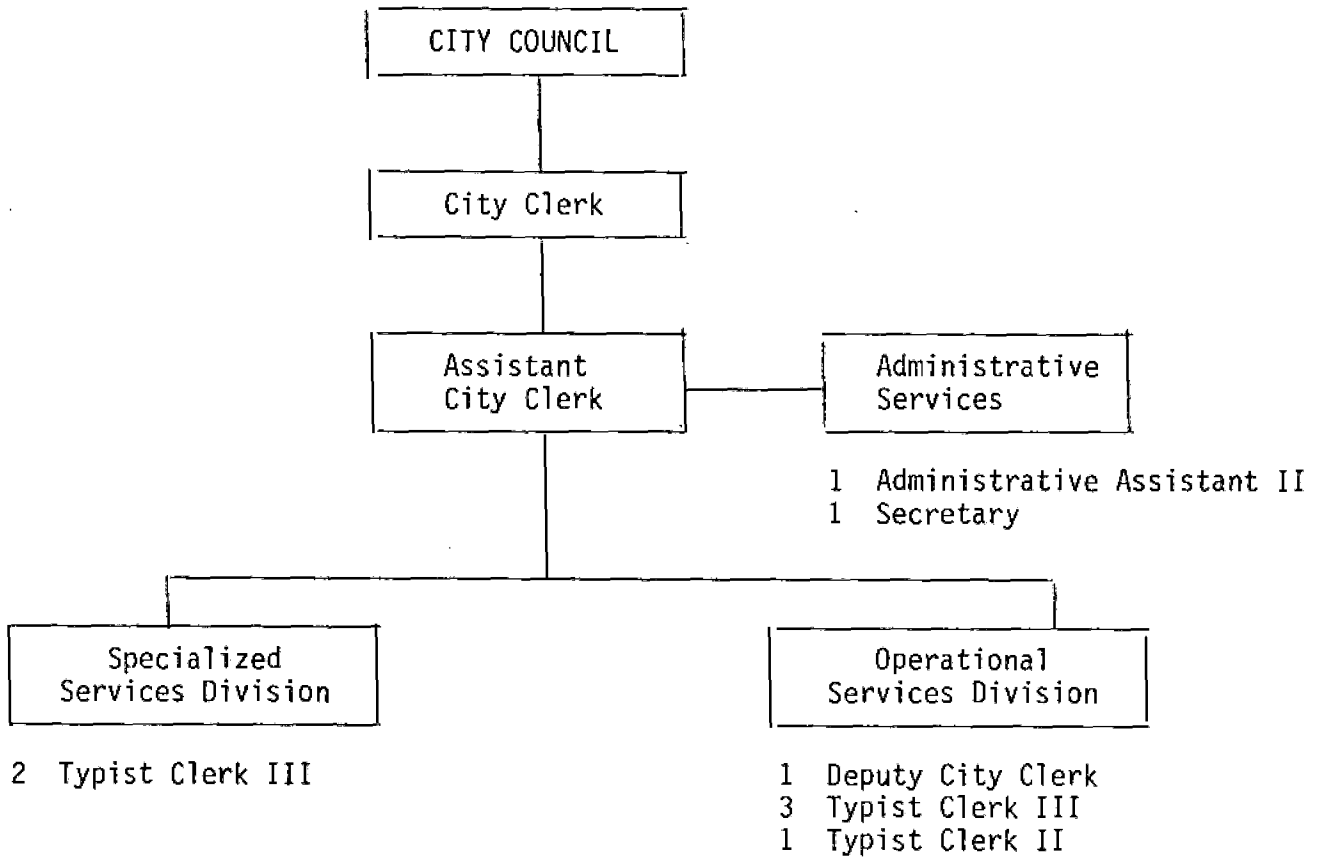
OPERATION SERVICES
916-449-5426

SPECIALIZED SERVICES
916-449-8200

MATERIALS ALREADY RECEIVED

1. City Council Rules of Procedures
2. Council Agenda Procedure Manual
3. Updated Boards and Commissions Appointment Manual

CITY CLERK'S OFFICE



CITY CLERK'S STAFF

- 1 CITY CLERK
- 1 ASSISTANT CITY CLERK
- 1 DEPUTY CITY CLERK
- 1 ADMINISTRATIVE ASSISTANT II
- 1 SECRETARY
- 5 TYPIST CLERK III
- 1 TYPIST CLERK II

CITY CLERK PROGRAMS

ADMINISTRATIVE SERVICES DIVISION PROGRAM RESPONSIBILITIES

1. Archives

This function is performed weekly.

After the completion of the synopsis, minutes, notifications and indexing, the staff reports for a particular meeting are then filed in chronological order.

All originally signed ordinances and resolutions are placed in a permanent file. Working copies are retained for research and copying purposes.

Yearly, the minutes, ordinances and resolutions are microfilmed for archival purposes. In the past, an attempt was made to microfilm staff reports that were submitted to the Council. We were able to microfilm from 1849 to 1938. This program was dropped because with the acquisition of the word processing equipment and the automated indexing system, it was felt that the new systems should be in place and functioning before taking on another new concept.

2. Computer LAN (Local Area Network) System.

The LAN System makes possible the ability to talk to computer terminals in the City Clerk's Office as well as communication capabilities with outside departments, agencies and businesses.

All software packages such as word processing, data base, spreadsheets, etc., will be accessible to all staff members, allowing for better utilization of manpower.

Twelve program applications have been identified to be placed on the system and are currently being worked systematically, based on office needs.

3. The Administrative section is responsible for all payment of invoices, inventory control, and travel requests.
4. Special Council Meetings are coordinated and properly noticed in compliance with the Brown Act.
5. Preparation of the budget and monitoring of expenditures.

CITY CLERK PROGRAMS

OPERATIONAL SERVICES DIVISION PROGRAM RESPONSIBILITIES

1. Setting Hearings and Noticing - Planning Issues

Performed weekly. Hearing set by City Clerk within time lines set by law. Notice published in paper. Letters sent to all interested parties.

2. Claims, Summons and Complaints and all other legal documents.

This function is performed daily.

All claims filed with the City Clerk's office are sent to the City Attorney for review. If a claim is sent to the City's Claims Adjuster, a letter is sent acknowledging the receipt of the claim and that action will be taken within 45 days.

If there are problems with a claim, the appropriate letter is sent describing the deficiency and request for correction.

Since the inception of the new claims procedure, the monitoring of this particular function has increased in the area of operation of law letters, processing of deficient claims, a closer monitoring of the disposition of the late claims.

Additionally, this office has been requested to log in ALL legal documents such as small claims court actions, summons and complaints, subpoenas, notice of court hearings and the like. These documents are copied and then sent to the City Attorney for disposition.

3. Bids

This function is performed daily.

All formal bids are handed out and received by the City Clerk's office. On a regular basis, this office receives informal bids for weed abatement and demolitions.

Bids are opened each Tuesday and read publicly. The bids are then processed and distributed to the appropriate department for analysis.

In recent years, the number of bids received has increased from 3 to 4 per job to a high as 25.

4. Agenda/Synopsis - Minutes

This function is performed weekly.

Each Thursday, the agenda is prepared and sent to Central Services for duplication. Friday mornings are spent preparing the packets.

On Tuesday afternoons an amended agenda is prepared with any changes and additional material prepared for that night's meeting.

Wednesday morning is spent preparing the synopsis and the number of the original ordinances, resolutions, contracts and agreements.

Minutes are prepared from the synopsis and the material in the meeting folder. Staff then prepares the original ordinances and resolutions for signature and distribution to various requesters.

5. Council Action Letters and Automated Indexing

This function is performed weekly.

After the synopsis is completed, letters are sent to interested parties on bid awards, hearings, claims, late claims and any other matter that requires notification of Council action. This includes instructions to city staff and referrals to Council Committees.

All Council items are then indexed onto the computer for future research.

6. Agreements - Contracts

This function is performed weekly.

Contracts. Upon receipt of an originally signed contract, bid bonds are returned to the bidders, all material associated with the advertising, etc. is placed with the contract and then filed.

Agreements. Once an agreement has been approved by the City Council, the agreement is processed to obtain all necessary signatures, the resolution authorizing signature is attached to the agreement, the agreement is logged and numbered. Upon receipt of a completely executed copy of an agreement, the agreement is filed.

City Manager Agreements. This office has been requested to receive, log and file all agreements that the City Manager or his designee is authorized to sign without Council approval. This office has been performing this function for about five years.

7. Legal Advertising

This function is performed weekly.

This office is responsible for the advertising of all City Council hearings, noticing of bids and other legal advertisements required by law.

8. Charter and Code Revisions

This function is performed as can be worked into the everyday schedule.

Charter revisions are made after certification by the Secretary of State's office. Distribution is made to all City Charter holders.

Code revisions are made as soon as it can be worked into the everyday work schedule and is complete through September 3, 1982.

Several years ago, it was decided that the City Code and Charter index would not be doing in-house. We now contract with a company to do these indexes and are now contemplating having the City Code done by an outside company.

CITY CLERK PROGRAMS

SPECIALIZED SERVICES DIVISION PROGRAM RESPONSIBILITIES

1. Hearing Examiners - Appeals

Performed as needed.

Hearing examiner contacted to set hearing date. All interested parties are contacted to make sure hearing date is all right. Item then prepared for Council agenda to set hearing date. After hearing set by the Council, formal notification set to all interested parties.

Hearing examiner sends Findings of Fact and hearing file to City Clerk's office for distribution.

Special care is given to those appeals from the decision of the Animal Control Officer. Once an appeal is received, all initial contact takes place by telephone and followed up in writing.

2. Board/Commissions

This function is now performed weekly.

In the past three years, the number of Boards and Commissions has increased by 14 Boards and 112 people. The City Clerk's office now monitors 62 Boards and Commissions which consist of 513 people.

Each year a listing is compiled which shows the upcoming vacancies during the next calendar year. From this, terms expiring are noticed on the Council agenda to call for applications. The application forms are then made up and sent to interested parties.

After the application period closes, copies of the applications are sent to members of the Personnel and Public Employees Committee. Interviews are then set. Interview packets are prepared for the Committee. After interviews, the Committee then makes recommendations to the Mayor. The Mayor nominates with subsequent confirmation by the City Council.

Letters are prepared to the successful and unsuccessful candidates. Notification of appointment is sent to the staff of the Board/Commission, Conflict of Interest Statement

obtained, if applicable, oath of office administered and roster updated.

An ordinance pertaining to the Boards and Commissions Reform Act is pending before the Law and Legislative Committee. If this ordinance is adopted by the City Council, it will increase the workload of this office.

3. Elections

This function is performed every odd year and as needed.

A review of the records show that there has been at least one city election in every even-numbered year since 1964. Therefore this office has duties relating to elections every year.

Preparation of the elections calendar is required and from that election calendar this office then performs the functions required to conduct an election.

4. Enforcement of the Fair Political Practices Act

This function is performed as required.

Campaign Statements. The filing requirement has been changed from 2 times a year to 6. Requires noticing that campaign statements are due and the checking of the statements once filed.

Conflict of Interest Statements. Monitoring of City Council, City Manager and City Planning Commissioners for filing statements with the Fair Political Practices Commission.

5. Designated Employees - Conflict of Interest

This function is performed as needed and yearly.

This particular function requires the obtaining of Conflict of Interest statements from designated employees and review of the statements for compliance.

This monitoring involves 233 city employees and 73 SHRA employees.

We are still having trouble in this area determining when an employee is hired, transferred, promoted and resigned/retired. As it stands now, we only get caught up when the actual filing is done. There are other problems

such as the reclassifications done by the Anderson Study and new positions. We have folks filing that are not required to file by a Conflict of Interest Code and the changes made by the Anderson Study have not been incorporated into the Conflict of Interest Code.

Additionally, new departments created do not have a Conflict of Interest Code adopted and employees are filing under their former filing requirements of the department from whence they came.

6. Boards/Commissions - Conflict of Interest

This function is performed as needed and yearly.

This particular function requires the obtaining of Conflict of Interest statements from 48 designated Board/Commission members and review of the statements for compliance.

Since the control of Boards and Commissions lies with this office, we do not experience difficulty in keeping track of those required to file.

7. Enforcement of the City's Campaign Limitation Ordinance - NEW

This function will be performed as needed (from 2 to 6 times a year).

This will require monitoring of all Mayor/Council candidates and contributions received to determine if they have reached the \$10,000 threshold.

If a candidate has reached the \$10,000 threshold, each contribution will need to be checked to determine if anyone has exceeded the limitations imposed by the ordinance. A system will need to be devised to aid us in keeping track of major contributors.

Violation of this ordinance will require this department to turn the matter over to the District Attorney's office for investigation.

8. Monitoring of City's Fair Campaign Practices Ordinance.

This function will be performed as needed.

This will become part of the election process and will require that all candidates be informed of the ordinance and an agreement prepared for signature.

If a candidate elects not to sign the agreement, the information will be transmitted to each opposing candidate. The County Registrar of Voters will be notified so proper notification will be placed on the ballot.

ESTABLISHMENT OF COUNCIL COMMITTEES AND DUTIES ADOPTED BY MOTION
ON DECEMBER 6, 1977

BUDGET AND FINANCE:

While continuing to have the normal functions of budget review this committee should also have responsibility for the general money topics of Community Development and General Revenue Sharing, the use of tax increment funds and CETA and other Manpower program approval. As a practical matter and existing Budget and Community Development committees have been meeting jointly on many of these subjects and it seems logical to place the function in one place.

LAW AND LEGISLATIVE:

This committee will continue with its existing duties. However, the League of California Cities is expected to increase its call on Sacramento representatives to participate in the State lobbying effort. This, and our own increased representation involvement, will mean a far greater workload for this committee.

PERSONNEL AND PUBLIC
EMPLOYEES:

This committee will continue with its existing duties. The creation of a number of new boards and commissions, and the certainty that the problems of public employees will receive increased attention, guarantee that this committee will be meeting more frequently and dealing with a variety of substantive issues.

PLANNING AND COMMUNITY
DEVELOPMENT:

What we now call the Community Development committee should be given a new assignment. We are starting to get a variety of general policy questions dealing with planning and I think we need one. Such topics as neighborhood planning councils, the preservation of older houses, the building inspection process, school development tax, and all the commotion related to Natomas, the Pocket and Valley Hi, should be placed with one committee.

CITY CLERK

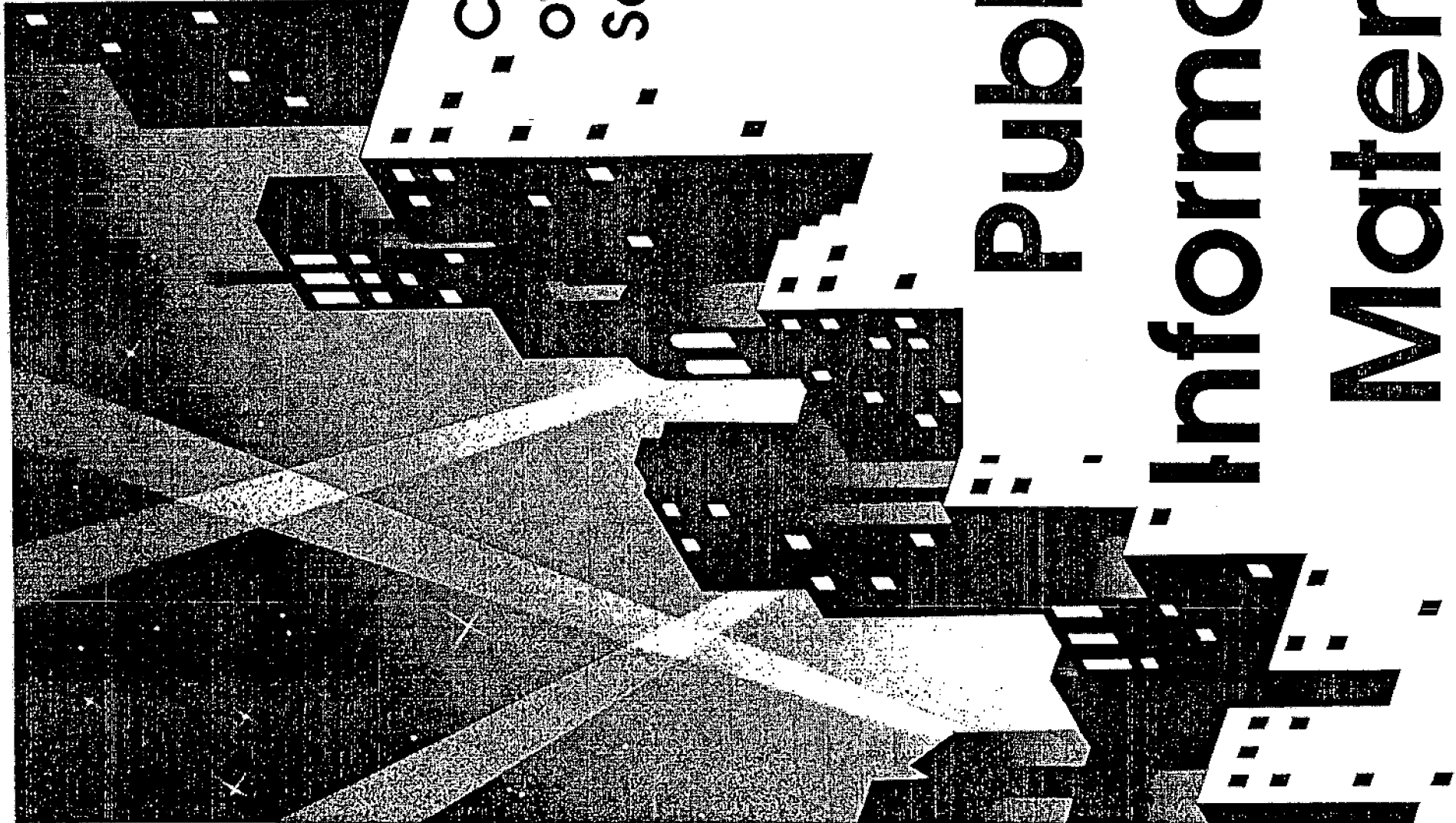
RESOURCE SUMMARY	1984-85 ACTUAL	1985-86 ACTUAL	1986-87 APPROVE	1986-87 AMENDED	1987-88 PROPOSE	1987-88 APPROVE
AUTHORIZED STAFFING (FTE)	9.00	9.00	10.00	10.00	10.75	0.00
EXPENDITURES (\$ in 000)						
Employee Services	248	297	338	338	378	0
Other Services & Supplies	61	60	72	71	71	0
Fixed Assets	5	0	153	153	9	0
Debt Service	0	0	0	0	0	0
CIP Labor Offset	0	0	0	0	0	0
Total Expenditures	314	357	563	562	458	0
FUNDING SUMMARY						
Transfers From Other Funds	81	75	81	81	67	0
Net GENERAL FUND	233	282	482	481	391	0
Total Funding	314	357	563	562	458	0

1987-88 PROPOSED CHANGES TO BASE BUDGET

	FTE	\$ (000)
Percent Change From 1986-87 Amended Budget	7.50%	-18.51%
Change From 1986-87 Amended Budget	0.75	-104

DESCRIPTION

The City Clerk is one of four City officials appointed by the Council. By Charter, the Clerk is designated as the custodian of the official seal and records of the City. In addition, the City Clerk is responsible for the administration of the following functions: Agenda/synopsis; research relating to Council and Committee actions; legal noticing; bids/contracts/agreements; claims; code/charter revisions; City boards and commissions; City elections; oaths; campaign contribution statements; statements of economic interest; Council committees; and archival records.



City
of
Sacramento

Public Information Materials

CITY OF SACRAMENTO – PUBLIC INFORMATION

Public Information Materials Available from City Departments and Organizations

SACRAMENTO – MISC.

City of Sacramento - The Organization
City of Sacramento - Facts
Convention Bureau - Visitor's Guide
Sacramento - Prospectus
Publications List from Chamber of Commerce
Sacramento Early History
Sacramento City Hall
City of Sacramento Mission Statement

ATTORNEY

Sexual Orientation Ordinance Information
Smoking Ordinance Information

CLERK

City Council Meeting Information
Sample City Council Meeting Agenda/Synopsis

COMMUNITY CONVENTION CENTER

Community Center Information
Community Convention Center Rules and Regulations
Monthly Calendar

DATA MANAGEMENT

EMPLOYEE RELATIONS

Employee Assistance Program

FINANCE

Budget in Brief
Utility Service Information
Utility Service Rate Card
Sample Utility Bill
Rate Increase Notice
City Utility Tax Refund for Seniors and the Disabled
Utility Tax Refund Application
Dog License Information
Leaf Collection Card
Attention New Business Operator
Business Operations Tax Application
An Elected Official's Guide To Government Finance

FIRE

Learn Not To Burn
Holiday Fire Safety
Babysitter Checklist to Prevent Burns

GENERAL SERVICES

How To Do Business With The City of Sacramento - Brochure
How To Do Business With The City of Sacramento - Card

LIBRARY

Give Us A Piece of Your Mind - Questionnaire
Sacramento Public Library Fact Sheet
Central Library Project Budget
Library Card Application
Mountain Valley Library System
The Sacramento Public Library Foundation Memorial Trust Fund
Start On The Right Track - First Experiences With Picture Books
It's Easy To Use The Library
Sacramento Public Library Branch Locations
Volunteer at your Sacramento Public Library
We Are The Library - Welcome
Latest Attraction Videos

LIBRARY (Continued)

Parents and Children - Adventure with Books
Sacramento Public Library - The Place to Know
Teach 2 Read
Focus - Library Magazine
Friends of the Sacramento Public Library
Tell Sacramento You Care With A Gift To Your Public Library

CITY MANAGER

City Manager - Charter Description
Teacher Resource Guide
Budget-Game

MAYOR/COUNCIL

The Sacramento City Council

PARKS AND COMMUNITY SERVICES

City of Sacramento - Department of Parks and Community Services
Parks Facility Guide
Park Regulations Guide
City Cemetery
Neighborhood Tree Specialist Program
Neighborhood Self-Help Street Tree Program
Camp Sacramento
Crocker Art Museum
Sacramento History Center
Shepard Garden and Arts Center
Welcome to the Sacramento Zoo
Adopt An Animal
Sacramento Boat Harbor
A Complete Guide To Adult and Children Classes
Prehistoric Creatures Alive - Sept. 15 through January 3
Bring Sacramento Home For The Holidays
Youth Admission - Sacramento Zoo
Artsletter - Sacramento Metropolitan Arts Commission
Sacramento Metro Arts Commission Calendars 1987
Public Art In Sacramento

Metro Art - RT Metro Art Program
Metro Art - RT Metro Art Program
Parks and Community Services - Gift To Share Catalogue
Current - for Department of Parks and Community Services Employees

PERSONNEL

Tips on Applying for City Jobs
About the Oral Interview Test
Sample Job Announcement
Sample Job Application
City of Sacramento Employee Handbook

PLANNING AND DEVELOPMENT

How To Do Business in The City of Sacramento
Air Quality
City Codes

POLICE

911 Telephone Stickers
Citizens Telephone Directory
911 (Spanish - Pacific Bell)
To Catch a Crook
Citizen's Crime Alert Reward Program
Crime Prevention Tips
The Rights of Crime Victims in California
Crime Prevention Tips for the Disabled
For Seniors Only
Play It Safe (Coloring Book)
Rape Awareness
Domestic Violence
Facing the Facts: Child Sexual Abuse
Street Gangs & Violence - What You Can Do About It
Drug Information Guide
Adolescent Chemical Use
How to Avoid Swindles
Call 3 - Consumer Awareness Booklet
Home Alert Program
Home Burglar Alarm Systems

POLICE (Continued)

Vacation Check List
Join Operation Identification
Operation Identification Sticker
Home Security
Will You Be His Next Customer
Business Alert Warning Sticker
Security For Your Business
Vehicle Security
Handgun Safety Guidelines
Bomb - Threats And Search Techniques
California Driver License - Is It Valid?
Medic Alert - Do It For Life
Senior Auxiliary Volunteer Program
Crime Alert Bumper Sticker
Sober Graduation Bumper Sticker
911 Vehicle Sticker
"Call Police" Vehicle Sign

PUBLIC WORKS

Public Works - Services For a Growing City
Utility Services Information
Water - Never Enough to Waste
What's in the Water
In The Event Of A Flood - FEMA

TREASURER

SHRA - Sacramento Housing and Redevelopment Agency
Sacramento - Enterprise Zone
Interest Free Loans for Rental Housing Improvements
MBE/WBE
Job Bank
Lower Cost Business Improvements
Housing in the Capital City: A Sacramento Success Story
SHRA - 1986 Annual Report

MISCELLANEOUS

Sacramento Bicycle Commuter Guide

SETA - Sacramento Employment and Training Agency

PIC - Private Industry Council

RT - Metro Light Rail Schedule

RT - Light Rail Safety

RT - Everything You Need

Cable Television - Overview

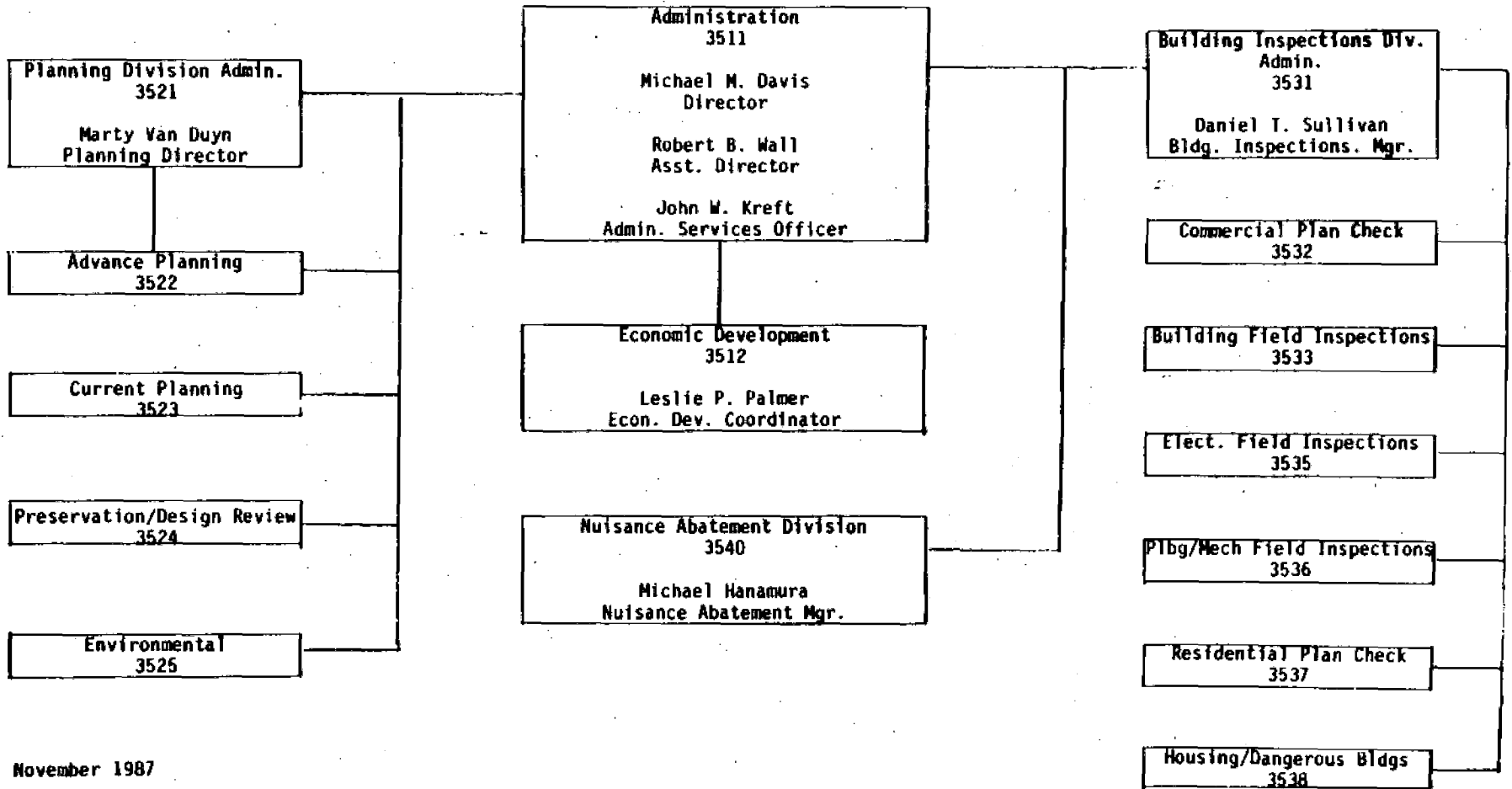
Cable Television - Government Channel/Metro Cable 28 Program Schedule

Cable Marketing Schedule

Cable Limited Basic Service

Cable Marketing Brochure - Hook Up With A Friend

ORGANIZATION CHART
DEPARTMENT OF PLANNING AND DEVELOPMENT



November 1987

PLANNING AND DEVELOPMENT

NOV 24 1987

RECEIVED

DEPARTMENT OF
PLANNING AND DEVELOPMENT

CITY OF SACRAMENTO
CALIFORNIA

1231 I STREET
ROOM 200
SACRAMENTO, CA
95814-2998

November 20, 1987

BUILDING INSPECTIONS
916-449-5716

PLANNING
916-449-5604

MEMORANDUM

TO: Bob Wall
FROM: Marty Van Dorn
SUBJECT: Council Orientation

The Planning Division has several major issues surfacing in the next few months for council consideration.

The General Plan begins hearing on November 23, 1987 and is expected to be conceptually approved (by Council) on December 2, 1987. Final adoption must occur sometime prior to January 21, 1988. The South Natomas 1988 Community Plan update now in CPC review will be heard by the Council in January/February. The Alhambra Corridor Study/EIR is due to be released in late January, followed by the R Street Corridor study expected out in the spring. The division is also working on other major items such as:

- o North Natomas Implementation
- o Air Quality Plan update
- o Housing Trust Fund ordinances
- o New Transportation Systems Management programs
- o Social services inventory/mapping
- o East Sacramento Neighborhood Land Use Study (to T & CD December 1, 1988)
- o Hazardous Materials Element to General Plan
- o Child Care ordinances
- o Sphere of Influence amendments

- o Flood zone regulations/ordinances
- o Regional Transportation Study (with SACOG, Sacramento County, others)
- o Several EIRs including 111 Capitol Mall Project, Convention Center expansion, R Street development projects, and Alhambra Corridor projects.
- o 1990 Census Coordination

We have many other projects under review and follow-up work going on per our adopted work program. In addition, we are (will be) without three (3) planners (1 part-time) positions. We are also understaffed to handle present or projected workloads.

MVD:rt

NOV 20 1987

DEPARTMENT OF
PLANNING AND DEVELOPMENT

CITY OF SACRAMENTO
CALIFORNIA

RECEIVED

1231 J STREET
ROOM 200
SACRAMENTO, CA
95814-2998

BUILDING INSPECTIONS
916-449-5716

PLANNING
916-449-5604

November 20, 1987

MEMORANDUM

TO: Bob Wall, Acting Director
Department of Planning and Development

FROM: Leslie B. Palmer *LBP*
Economic Development Coordinator

SUBJECT: ORIENTATION SESSION FOR NEW CITY COUNCIL MEMBERS

Major issues facing Economic Development:

1. Hire and train a new Economic Development Specialist to replace Frieda Molina.
2. Improve City performance toward meeting the 20% MBE/WBE procurement goal.
3. Complete implementation of the North Natomas Employment and Economic Development Plan.
4. Establish the new Overall Economic Development Program Committee as required by the U.S. Economic Development Administration.
5. Implement FANTUS Targeted Industry Study.
6. Complete Downtown Marketing Plan and implement.
7. Plan proposals for Venture Capital Seed Fund, International Trade, Meadowview and others.

LBP/shr

DEPARTMENT OF
PLANNING AND DEVELOPMENT

CITY OF SACRAMENTO
CALIFORNIA

1241 L STREET
SACRAMENTO, CA

ADMINISTRATION
ROOM 300
95814-2987
916-449-5571

ECONOMIC DEVELOPMENT
ROOM 300
95814-2987
916-449-1225

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

ECONOMIC DEVELOPMENT

Program Philosophy:

We believe people can make positive changes in the local economy. We can protect and improve our tax base and create jobs.

We Provide:

- Market data and analysis
- Retail and manufacturing site location assistance
- Assistance to develop domestic and foreign markets
- Access to employment and training programs
- Ombudsman service through the business permit process
- Assistance to women and minority-owned business
- Assistance with financial packaging

Staff:

Leslie B. Palmer	Economic Development Coordinator
Tim Johnson	Economic Development Specialist
Frieda Molina	Economic Development Specialist
Shirley H. Reese	Typist Clerk

PROJECTS

Completed Projects Since January 1987

Full staffing
Computer, Printer and LGFS
Terminal Installed
Business Inquiry System
Mayor's Business Retention Program
Annual MBE/WBE Procurement Workshop
Economic Base Analysis
1987-88 OEDP,
U.S. Economic Development Adm.

Projects in Process

Industrial Property Inventory
Targeted Industry Market Analysis
Keeping Business in Business
Pamphlet
MBE/WBE Presentation Materials
One-Stop Checklist
Dun and Bradstreet Analysis
MBE/WBE Annual Report
Merchant Association Network
1988-89 OEDPC
North Natomas Forecast for
Ethnic Minority Women
Hiring Report
Trade Area Demographics

On the Horizon

West Coast Market Demographics
Venture Capital Fund
Sports Business Statistics
Economic Development and the Arts
Marketing Element for
Downtown Urban Design Plan
International Trade
Commercial Trends and Changing
Land Uses
Data Book
Finance Book
Import Replacement
Higher Education Link



CITY OF SACRAMENTO

DEPARTMENT OF PLANNING AND DEVELOPMENT

1231 "I" Street

Sacramento, Ca. 95814

Administration
Room 300 449-5571
Building Inspections
Room 200 449-5716
Nuisance Abatement
Room 301 449-5948
Planning
Room 200 449-5604

December 7, 1987

PLANNING AND DEVELOPMENT

DEC 08 1987

RECEIVED

MEMORANDUM

TO: Robert B. Wall, Acting Director, Planning & Development Department
FROM: Michael Hanamura, Nuisance Abatement Manager
SUBJECT: COUNCIL ORIENTATION/NUISANCE ABATEMENT DIVISION

RESPONSIBILITY

The Nuisance Abatement Division is responsible for enforcement of certain provisions of the Sacramento City Code and the California Vehicle and Penal Codes. The Division's primary mission is to respond to citizen complaints and to initiate pro-active enforcement whenever possible on such nuisances as accumulations of junk and debris, inoperable vehicles, and violations to sign and zoning regulations. The Division is also responsible for the issuance of sign permits, administration of the weed abatement program and abatement of abandoned vehicles on the City streets.

Examples of City and State codes enforced by the Nuisance Abatement Division include:

City Codes:

Chapter 3 - Signs; permits; enforcement

Chapter 7 - Auctions; street and sidewalk vending

Chapter 9 - Swimming pool fences

Chapter 19 - Weeds and rubbish

Chapter 25 - Motor vehicles - inoperable vehicles on streets

Chapter 44 - Trailer camps

Chapter 61 - Nuisance Code - junk and debris; inoperable vehicles on private property

Comprehensive Zoning Ordinance - Enforcement of land use regulations

California Vehicle Code - Abandoned vehicles

California Penal Code - Littering on public or private property

ACCOMPLISHMENTS TO DATE

The Nuisance Abatement Division, as one of its major tasks, completed a one and one-half year effort to increase public awareness of this Division, its services, and the City Codes. This educational process was enhanced by the publication of a brochure explaining City Codes and instructions on how to file a complaint. Other efforts included attendance at over one hundred evening community meetings, where staff explained City Codes as well as took complaints from the citizens. A communication network was established with other public agencies, as well as other City departments in an effort to better serve the public.

The effect of this public education and citizens' awareness process resulted in an increase of over 80% of nuisance and zoning complaints and an increase of over 100% of abandoned vehicle complaints.

Internal efforts to improve the enforcement process allowed the Nuisance Abatement Division to close out over 100% more cases than in the previous year, although the number of staff positions had only increased by 5% during that same period of time.

Due to the tremendous increase in the number of complaints, staff analyzed future workload trends and determined that an additional eight positions would be required to meet the increased complaint load, as well as attempts to reinstate the proactive enforcement desired by the City Council.

FUTURE PROJECTS

The Nuisance Abatement staff has established as its goal for 1988 to improve its services by 1) processing more cases and 2) providing a faster response time when investigating complaints.

Major projects other than the addition of more staff that have been identified to help achieve these goals are computerization and the revision and creation of new City Ordinances.

Computerization involving an automated information system will provide better monitoring of all our cases and the ability to track the flow of our complaints. We will be able to determine our staffing needs and our workload distribution. We will also be able to provide the City Council and Management with reports that will include a listing of all complaints, type of complaints, location of the complaints, dates of action, etc.

Certain new and/or amended City Codes will allow us to improve our service by providing us with stronger enforcement tools. Those areas requiring attention include vacant lots, tire disposal, signs, fences, blighted buildings and properties, graffiti problems, and commercial storage.

Staff will also continue in 1988 to evaluate its own policies and procedures in an effort to improve its services.



Michael Hanamura
Nuisance Abatement Manager

MH/kw



CITY OF SACRAMENTO

DEPARTMENT OF PLANNING AND DEVELOPMENT

1231 "I" Street

Sacramento, Ca. 95814

Administration
Room 300 449-5571

Building Inspections
Room 200 449-5716

Planning
Room 200 449-5604

December 2, 1987

MEMORANDUM

TO: Bob Wall, Acting Director, Department of Planning and Development

FROM: Tim Sullivan, Building Official, Building Inspections Division

SUBJECT: Council Orientation

The following are services provided by the Building Inspections Division that should interest Council members.

1. Issuance of Residential Building Permits
Plans must comply with
 - Uniform Building Codes
 - City Planning and Zoning Regulations
 - State Energy Regulations
 - State Sound Attenuation Regulations
2. Issuance of Commercial Building Permits
Plans must comply with
 - Uniform Building Codes
 - City Planning and Zoning Regulations
 - City Fire Department Regulations
 - State Energy Regulations
 - State Handicapped Access Regulations
3. Inspection of Buildings During Construction
 - Foundation, framing, fire protection, roofing, plumbing, electrical, heating, cooling
 - Planning and Zoning Requirements
(i.e., parking lots, landscaping, setbacks, shading)
 - Fire Department Requirements
(Fire sprinklers, hydrants, equipment access)
4. Inspection of Existing Buildings
 - Substandard Housing
 - Dangerous Buildings
 - Buildings repaired with S.H.R.A. assistance
 - Inspection of residences being sold

MEMORANDUM

TO: Bob Wall
December 2, 1987
Page Two

5. Other Public Services Offered
 - Consultations with people planning to build, add on to buildings, or remodel
 - Microfilm of existing buildings
 - Pre-inspection of buildings prior to remodel

Major issues facing the Division at this time:

1. Adoption of latest additions of uniform codes.
2. Reducing the turn around time of commercial plan checking process.
3. Implementation of permit management system.
4. Providing timely inspections (24 hours 100 percent of the time).
5. Provide report to Council on mandatory inspection of rental housing.
6. Provide adequate working space to all employees.
7. Participate in and implement recommendations of fee study by Arthur Young and Associates.
8. Provide training to employees for uniform enforcement and to utilize computer equipment.
9. Produce simplified manual for life safety regulations on high rise buildings.

TS:mb