



CITY OF SACRAMENTO

May 19, 2005

City Council
Sacramento, California

Honorable Members in Session:

**SUBJECT: FY2005/06 PROPOSED BUDGET – CODE ENFORCEMENT
DEPARTMENT**

LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATION: This report provides information on the FY2005/06 Proposed Budget for the Code Enforcement Department and requests an intent motion to approve.

CONTACT PERSONS: Max B. Fernandez, Area Director–808-7940
Candace Noguchi, Support Services Manager–808-8880

FOR COUNCIL MEETING OF: May 31, 2005

SUMMARY: This report provides information on the FY2005/06 proposed budget for the Code Enforcement Department. It includes a department description, budget summary and organizational assessment projects to create efficiencies and improvements within the Department.

COMMITTEE/COMMISSION ACTION: N/A

BACKGROUND INFORMATION:

- Department description -- Code Enforcement is responsible for enforcing City codes to keep neighborhoods safe and healthy by reducing blight and nuisances. Enforcement activities currently within Code Enforcement include: junk and debris, vehicles, illegal dumping, zoning, graffiti, dangerous and substandard structures, emergency response, vectors, environmental health, tobacco retailers, and entertainment permits.
- Accomplishments – In the past year, the department trained and reclassified all Assistant Code Enforcement Officers to Code Enforcement Officers which

improved efficiency and flexibility in distribution of workload and resulted in the ability to resolve cases faster. We also improved call intake customer service by creating a centralized clerical unit, cross-training employees, and implementing a call center system. The new tobacco retailers licensing program was implemented and approximately 425 licenses were issued to tobacco retailers throughout the city.

- Organizational Change & New Department - Code Enforcement is currently a divisional function within the Neighborhood Services Department. It is proposed that a new Code Enforcement Department be formed, separating from Neighborhood Services. A separate department will allow for more focus on the improvement of existing code enforcement functions, developing a business compliance and enforcement section, dealing with issues critical to the City Council, and addressing the future needs of the City's customers.

FINANCIAL CONSIDERATIONS: The FY2005/06 proposed budget for the Code Enforcement Department includes 65.0 full-time equivalent (FTE) positions. The total budget is \$6,314,121, of which \$5,674,204 is General Fund supported.


Recommended Augmentations – The proposed augmentations include new positions for enhanced levels of code enforcement, housing and dangerous buildings inspections, zoning compliance and the formation of a Code Enforcement Department. Staffing additions include 4 code enforcement officers, 4 building inspectors, 1 zoning investigator, 1 department director, 2 administrative staff, 1 technology supervisor, and 1 resource coordinator. The total cost of the augmentations is \$1,355,740 (14.0 FTE) and will be fully offset by revenue generated by the Code Enforcement Department.

ENVIRONMENTAL CONSIDERATIONS: This report concerns administrative activities that will not have any significant effect on the environment, and that do not constitute a "project" as defined by the California Environmental Quality Act (CEQA) [CEQA Guidelines Sections 15061(b)(3); 15378(b)(2)].

POLICY CONSIDERATIONS: Code Enforcement will continue to work toward meeting the needs of a growing city. The proposed department and resources will help focus our efforts and create a more effective organization to deal with the changing population.

ESBD EFFORTS: No goods or services are being purchased with this report.

Respectfully submitted,


for Max B. Fernandez
Neighborhood Services Area Director

City Council
Code Enforcement Department Budget
May 31, 2005

RECOMMENDATION APPROVED:

A handwritten signature in black ink, appearing to read "R. P. Thomas", written over a horizontal line.

ROBERT P. THOMAS
City Manager

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Code Enforcement Department

Accomplishments

- **Trained and reclassified Assistant Code Enforcement Officers to Code Enforcement Officers**
 - Efficiency and flexibility in distribution of workload
 - Cases resolved faster
- **Cross-trained customer service staff**
 - Code and Housing clerical units combined
 - Improved efficiency and customer service
 - Implemented call center system

Accomplishments (cont'd)

- Implemented new tobacco retailers licensing program
 - Issued approximately 425 licenses
 - Established tracking and billing system

Reorganizations

- **Create Code Enforcement Department**
 - Focus on code enforcement issues
 - Improvement of department functions
- **Business Compliance Section**
 - Entertainment Ordinance
 - Tobacco Retailers Licensing
 - Old Sacramento Sign Ordinance

Augmentations

- Enhanced levels of code enforcement, housing and dangerous buildings inspections, zoning compliance and creation of new department
 - 14.0 FTE
 - Costs to be offset by code enforcement revenues