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CITY OF SACRAMENTO

DEPARTMENT OF PLANNING AND DEVELOPMENT

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May 14, 1986

Transportation and Community
Development Committee
Sacramento, California

Honorable Members in Session:

**SUBJECT: FOLLOW-UP TO CODE ENFORCEMENT REORGANIZATION REPORT,
APPROVED BY COUNCIL OCTOBER 15, 1985**

SUMMARY

This report includes a statement of current Nuisance Abatement administrative activities including the City's Pro-Active Code Enforcement Program. This report is for information only and requires no action.

BACKGROUND

A Finance Department Reorganization Report approved by Council on October 15, 1985 entitled Code Enforcement, recommended combining a number of City services including Weed Abatement, Litter Control, and Limited Parking Enforcement with the Code Enforcement Section and creating a new Nuisance Abatement Division within the Planning and Development Department. The major emphasis of this consolidation was to improve both the efficiency and effectiveness of the City's various Code Enforcement services.

The October report also included a number of specific recommendations intended to streamline the enforcement process and procedures, implement a pro-active enforcement program, and to initiate a pilot program which would utilize limited term Parking Enforcement Officers to abate abandoned vehicles on public rights-of-way.

The following sections of this report present in outline form this Department's response to those recommendations:

A. Report back

Phase I

The following administrative tasks have been completed:

1. Staff consolidated into the Nuisance Abatement Division effective January 6, 1986.

2. Staff cross-trained in nuisance and vehicle abatement procedures.
3. Staff trained in courtroom and hearing procedures and demeanor by City Attorney.
4. City nuisance code amendments drafted and approved by Transportation and Community Development Committee on April 8, 1986; final Council adoption anticipated on May 20, 1986.
5. Seven staff members received Search, Arrest and Seizure (832 PC) training given by the Criminal Justice Training Center (three day program).
6. Resolution #86-301 approved by council on April 29, 1986 granted Citation and Arrest Authority to all Nuisance Abatement Officers.
7. Draft public information pamphlet prepared on City codes.
8. Draft Division procedures prepared for abatement of nuisance, vehicles, sign permits and complaints, parking enforcement, and weed abatement.
9. Specific geographic boundaries assigned to each Nuisance Abatement Officer effective May 1, 1986.
10. Parking Enforcement

Field activity of the three limited term Parking Enforcement Officers started this month. Utilization of the Parking Enforcement Officers had been delayed due to lack of Citation Authority and 832 PC training, and delay in receiving portable radios (ordered in July). Citation Authority has now been granted; staff has been trained in marking vehicles, proper procedures, and in the use of radios (three sets borrowed from the Police Department).

11. Weed Abatement

- a) Existing bid procedures have been changed from bidding each individual parcel to groups of parcels.
- b) A debris clean-up requirement has been included in the revised contract.
- c) An informal bidding process approved by Council on April 8, 1986 will allow immediate abatement action. Approximately 12 contractors have submitted informal bids including the California Conservation Corp.
- d) Formal bids will be solicited this month.
- e) The entire weed abatement process will be evaluated and recommendations for an improved process will be proposed for the 1987 weed season.

Phase II

Major projects receiving priority the next few months include:

1. Finalize and print public information pamphlet.
 2. Prepare and release information of City codes and the Nuisance Abatement Division to the general public.
 3. Complete the Division procedures manual.
 4. Improve sign permit program.
 - a) Train additional Nuisance Abatement Officers in the sign permit procedure.
 - b) Evaluate and modify existing sign permit procedures.
 5. Review internal office procedures for a more expedient work flow.
 6. Revise towing contract relating to abandoned vehicles on private property.
- B. Pro-active Code Enforcement

Objectives

Whereas the City's past Code Enforcement activities had been primarily complaint oriented, the new Nuisance Abatement Division can now operate in a pro-active mode. In addition to response to complaints, Nuisance Abatement staff will survey geographic areas of the City, identify code violations, and initiate the appropriate enforcement action necessary for abatement of those violations.

Methodology

The methodology of the pro-active enforcement process is as follows:

1. Development of a systematic method of enforcement.
 - a) Identify small 3-5 block work areas that have the greatest code enforcement need.
 - b) Designate these areas as priority areas.
 - c) Survey each property within that one priority area.
 - d) Initiate necessary enforcement action.
 - e) Move on to the next priority areas.
2. Participation by citizens to select priority blocks within their neighborhood that need code enforcement.
 - a) Assistance by SHRA staff to Project Area Committees (PAC), Target Area Committees (TAC), and a Redevelopment Area Committee (RAC) in identifying their priority target areas.

- b) Identification of additional priority areas that require attention from active neighborhood organizations.
3. Coordination by Nuisance Abatement Division in an effort to obtain priority areas designated by individual Council members where there are no active PAC's, TAC's, RAC's, or organized neighborhood organizations.
4. Education of public about City codes and the Code Enforcement services.
5. Continuation of Pro-active Code Enforcement services to those neighborhoods identified for special Council clean-up programs.

IMPLEMENTATION SCHEDULE

The Pro-active Code Enforcement implementation schedule is as follows:

Month	Activity
March	o Clean-up program - District 7
April	o Clean-up program - District 6 o Development of pro-active plan o Meeting with SHRA staff o Meeting with Oak Park Neighborhood Improvement Association
May	o Clean-up program - District 5 o Nuisance Abatement Division will solícite designation of priority areas from individual Council members. o SHRA to solícite designations of priority areas from TAC's, PAC's, and RAC's o Receive list of priority blocks from Oak Park Neighborhood Improvement Association (coordinate with SHRA)
June	o Clean-up program - District 2 o Receive list of priority areas from TAC's, PAC's, and RAC's via SHRA o Initiate systematic Code Enforcement in all designated priority areas

FINANCIAL DATA

As this report is submitted for information purposes only, no additional funding is requested.

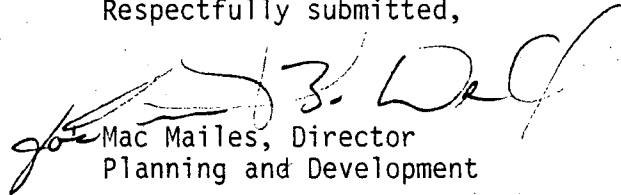
SUMMARY

All of the core recommendations approved by Council in October 1985 are in place including many improvements to the Division's administrative process. Staff will continue to evaluate and make improvements to the Code Enforcement delivery systems to make them more efficient and cost effective.

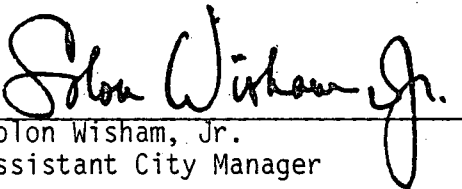
RECOMMENDATION

This report has been submitted for information only and requires no action.

Respectfully submitted,


Mac Mailes, Director
Planning and Development

Recommendation Approved:


Solon Wisham, Jr.
Assistant City Manager

FMM/kw