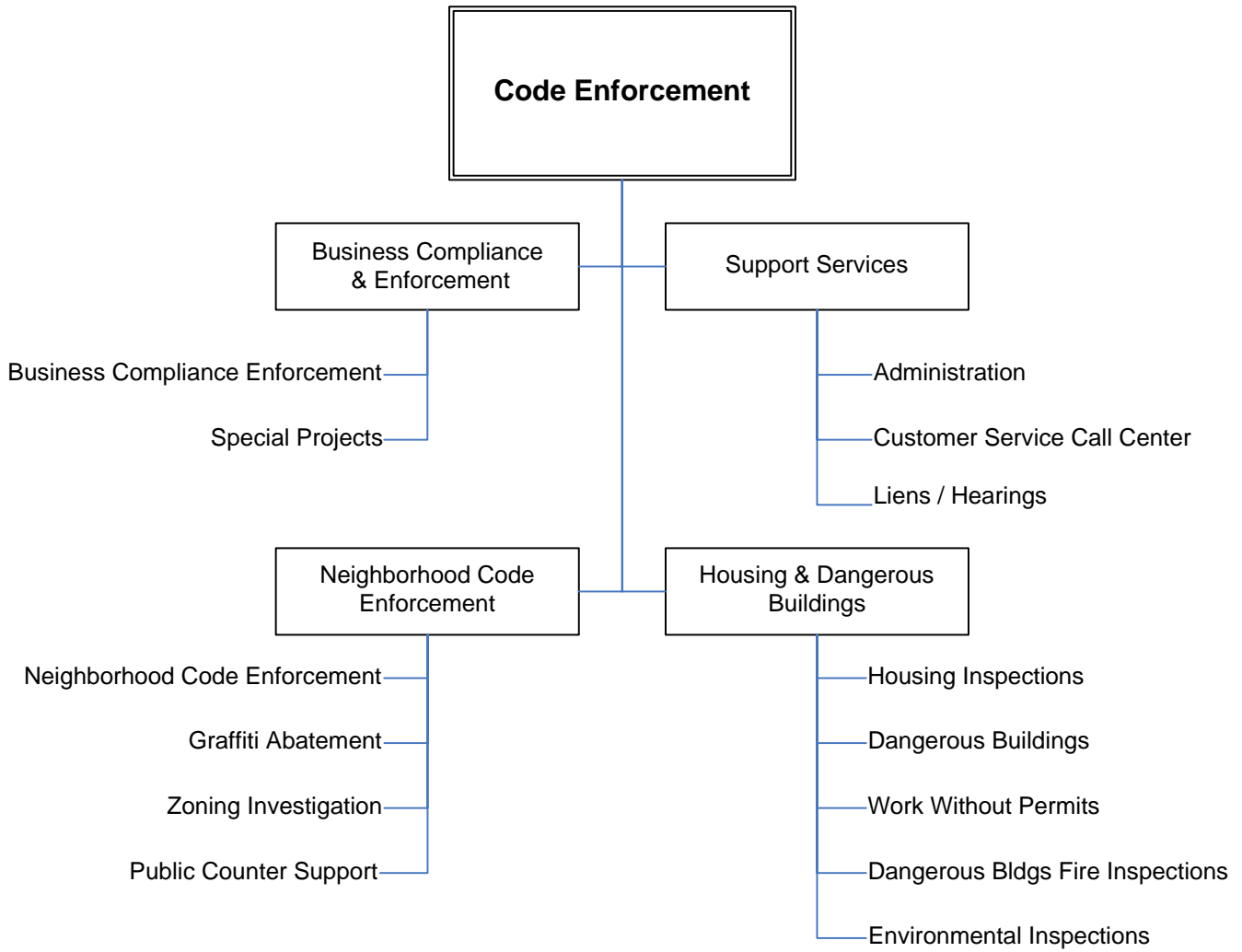


# 10

SECTION - 10

## **CODE ENFORCEMENT**



## CODE ENFORCEMENT

*To promote and maintain a safe and desirable living and working environment.*

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.

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.

### **MORE INFORMATION**

Please see the following for more information about the Code Enforcement Department.

**Website** - <http://www.cityofsacramento.org/ns/code>

#### **Key Contacts -**

**Director**

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### **OBJECTIVES FOR FY2005/06**

- Maintain service levels for a growing population.
- Reduce the amount of work performed in violation of City code and without a permit.
- Develop and implement a business compliance and enforcement section.
- Plan and prepare for new code enforcement initiatives.

### **ACCOMPLISHMENTS IN FY2004/05**

- Trained and promoted all Assistant Code Enforcement Officers who primarily provided vehicle enforcement to become Code Enforcement Officers. This allowed for improved efficiency and flexibility in distribution of workload and faster turnaround time on case resolution.
- Improved the efficiency and customer service by combining the clerical units of the code enforcement and housing and dangerous buildings sections into a centralized unit. Cross trained employees and implemented a call center system for improved customer service.
- Increased the number of "Stop Work Orders" for work performed without permits, which resulted in an increase in permit revenue.
- Implemented the new tobacco retailers licensing program and issued approximately 425 licenses to tobacco retailers throughout the city.

- Worked in conjunction with Solid Waste on the appointment-based clean up program resulting in the reduction of illegal dumping of junk and debris on city streets.

**PROPOSED BUDGET/STAFFING CHANGES**

Organizational Changes

Effective at the start of Fiscal Year 2005/06, a new Code Enforcement Department is being established. The Code Enforcement function has previously been part of the Neighborhood Services Department. Establishing Code Enforcement as a new department will result in more effective and efficient enforcement of City Code and City Zoning and higher level of building inspection.

Organizational Assessment

The reduction strategy for Code Enforcement involves the utilization of mobile computers for all field staff. Use of mobile computers saves considerable staff time each day by eliminating the need to return to the office during the day to conduct research and look up property owner information. Field staff can do this directly in the field. By relying on the mobile units, the need for desktop computers is reduced as well.

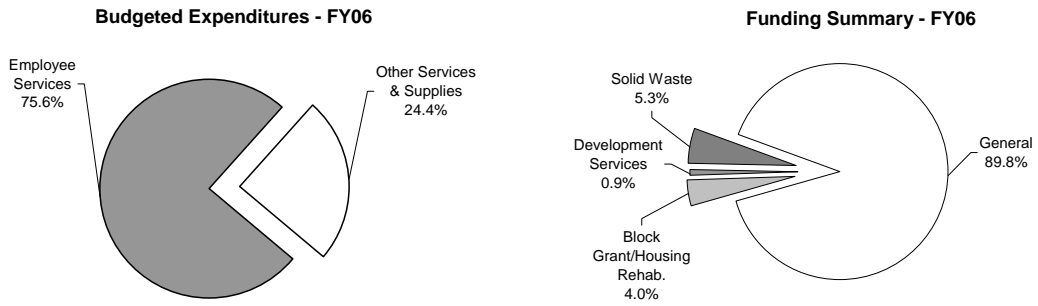
Augmentations

The augmentations for Code Enforcement include the following:

- One Department Head position.
- Thirteen new positions for enhanced levels of code enforcement, building inspection, and zoning compliance.

Department Budget Summary

Code Enforcement Budget Summary	FY 2003/04 Actual	FY 2004/05 Approved	FY 2004/05 Amended	FY 2005/06 Proposed	Change More/(Less) Proposed/Amended
Positions (FTE)	0.00	0.00	0.00	65.00	-21.13
<b>Budgeted Expenditures</b>					
Employee Services	0	0	0	4,773,304	4,773,304
Other Services & Supplies	0	0	0	1,540,817	1,540,817
Equipment	0	0	0	0	0
CIP & Grant Offsets	0	0	0	0	0
Transfers	0	0	0	0	0
Total:	0	0	0	6,314,121	6,314,121
<b>Funding Summary by Fund/Special District</b>					
General	0	0	0	5,674,204	5,674,204
Block Grant/Housing Rehab.	0	0	0	250,000	250,000
Development Services	0	0	0	56,395	56,395
Solid Waste	0	0	0	333,522	333,522
Total:	0	0	0	6,314,121	6,314,121



Division Budget Summary

Code Enforcement Division Budgets	FY 2003/04 Actual	FY 2004/05 Approved	FY 2004/05 Amended	FY 2005/06 Proposed	Change More/(Less) Proposed/Amended
4651 - Code Enforcement	0	0	0	2,524,859	2,524,859
4652 - Business Compliance	0	0	0	382,483	382,483
4653 - Housing & Dangerous Bldgs	0	0	0	2,421,321	2,421,321
4654 - Administration	0	0	0	985,458	985,458
<b>Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,314,121</b>	<b>6,314,121</b>

Staffing Levels

Code Enforcement Division FTEs	FY 2003/04 Actual	FY 2004/05 Approved	FY 2004/05 Amended	FY 2005/06 Proposed	Change More/(Less) Proposed/Amended
4651 - Code Enforcement	0.00	0.00	0.00	30.00	-8.00
4652 - Business Compliance	0.00	0.00	0.00	2.00	-4.00
4653 - Housing & Dangerous Bldgs	0.00	0.00	0.00	17.00	-4.00
4654 - Administration	0.00	0.00	0.00	16.00	16.00
<b>Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>65.00</b>	<b>65.00</b>

**TRENDS**

Description	FY2000/01	FY2001/02	FY2002/03	FY2003/04
<b>Neighborhood Code Enforcement</b>				
Cases opened	6,069	5,472	6,106	5542
Notice and orders issued	339	274	400	276

Vehicle Abatement	FY2000/01	FY2001/02	FY2002/03	FY2003/04
Cases Opened	12,915	15,774	18,555	20,945
Vehicles abated by city	4,639	3,954	4,958	4814
Vehicles removed by owner compliance	1,785	4,702	4,891	4474

Housing and Dangerous Buildings	FY2000/01	FY2001/02	FY2002/03	FY2003/04
Cases opened	1,926	1,733	1781	2372
Notice and orders issued	311	337	340	411

Proposed Positions

<b>4651 Code Enforcement</b>	<b><u>FY2004/05</u></b>	<b><u>FY2005/06</u></b>	<b><u>Change</u></b>
Chief of Housing & Dangerous Buildings	0.00	1.00	1.00
Code Enforcement Officer	0.00	21.00	0.00
Neighborhood Resources Coordinator II	0.00	1.00	1.00
Program Coordinator	0.00	1.00	1.00
Sr Code Enforcement Officer	0.00	4.00	4.00
Youth Aide	0.00	1.00	1.00
Zoning Investigator	0.00	1.00	1.00
<b>Organization Total:</b>	<b>0.00</b>	<b>30.00</b>	<b>30.00</b>

<b>4652 Code Action Team</b>	<b><u>FY2004/05</u></b>	<b><u>FY2005/06</u></b>	<b><u>Change</u></b>
Code Enforcement Manager	0.00	1.00	1.00
Code Enforcement Officer	0.00	1.00	1.00
<b>Organization Total:</b>	<b>0.00</b>	<b>2.00</b>	<b>2.00</b>

<b>4653 Housing &amp; Dangerous Buildings</b>	<b><u>FY2004/05</u></b>	<b><u>FY2005/06</u></b>	<b><u>Change</u></b>
Building Inspector III	0.00	8.00	8.00
Building Inspector IV	0.00	3.00	3.00
Building Technician	0.00	1.00	1.00
Code Enforcement Manager	0.00	1.00	1.00
Code Enforcement Officer	0.00	1.00	1.00
Supervising Building Inspector	0.00	3.00	3.00
<b>Organization Total:</b>	<b>0.00</b>	<b>17.00</b>	<b>17.00</b>

FY2005/06 Proposed Budget

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<b>4654Administration</b>	<b><u>FY2004/05</u></b>	<b><u>FY2005/06</u></b>	<b><u>Change</u></b>
Accounting Clerk II	0.00	2.00	2.00
Administrative Analyst	0.00	1.00	1.00
Administrative Technician	0.00	1.00	1.00
Department Systems Specialist I	0.00	1.00	1.00
Information Technology Support Specialist II	0.00	1.00	1.00
Office Supervisor	0.00	1.00	1.00
Support Services Manager	0.00	1.00	1.00
Typist Clerk II	0.00	5.00	5.00
Typist Clerk III	0.00	3.00	3.00
<b>Organization Total:</b>	<b>0.00</b>	<b>16.00</b>	<b>16.00</b>
<b>DEPARTMENT TOTAL:</b>	<b>0.00</b>	<b>65.00</b>	<b>65.00</b>