

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 11/26/07		Item Number: <u>A-5</u>	
AGENDA ITEM: Discussion of and Comment on Enforcement Services Proposed Work Program.			
Contact Person/Dept.: Sol Blumenfeld Glenn Heald		Phone Number: (310) 253-5702 (310) 253-5752	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List (11/21/07).			
Department Approval: Sol Blumenfeld (11/10/07)		City Attorney Approval: Carol Schwab (by H. Iker) (11/19/07)	
Fiscal Impact Review: Marlee Chang (by N. Kimball)(11/20/07)		City Manager Approval: Jerry B. Fulwood (11/21/2007)	
<u>RECOMMENDATION:</u> Staff recommends the City Council discuss and provide direction on the proposed work program for the Enforcement Services Division of the Community Development Department. <u>BACKGROUND:</u> In conjunction with the budget review and approval process for Fiscal Years 2007-08 and 2008-09, the City Manager's Office implemented a reorganization plan which, among other changes, moved the Code Enforcement Division from under the City Attorney's Office to the Community Development Department. With the addition of the Park Security unit from Parks, Recreation and Community Services, the division was renamed "Enforcement Services" and funded as business unit 10152500. <u>DISCUSSION:</u> The Enforcement Services Division is comprised of the former Code Enforcement Division and the Park Security unit. The full-time staff budgeted for fiscal years 2007-08 and 2008-09 consists of one division manager, one analyst, one secretary, two code enforcement officers, and two park patrol officers. In addition, the budget includes funding for a part-time position of Blight Buster, which in the past has been performed on an as-needed basis by various City staff but will in the future be contracted out.			

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The purpose of the Enforcement Services Division is to preserve and improve the quality of life for those living and working in the City through effective and appropriate enforcement of the Culver City Municipal Code. Staff intends to implement policies and procedures to ensure sensitive and reasonable enforcement practices with an aim toward establishing and maintaining a positive working relationship with residents and businesses.

The proposed work program integrates new tools for complaint management and customer service (e.g. the Citizen Response Management system and the Permits Plus system) with traditional feet-on-the-ground patrols and observations. Specific procedures will be enacted to record, manage and resolve violations, including the use of written notices to comply and administrative citations. When appropriate, cases may be submitted to the City Attorney's Office for consideration of further action, including resolution consultations and possible prosecution.

FISCAL ANALYSIS:

The Enforcement Services Division is a new business unit (10152500) in the Community Development Department. It combines the former Code Enforcement Division (10113300) and Park Security (10133200). The total budget for the Enforcement Services Division in FY 2007-08 is \$677,114, as compared to a fiscal year 2006-07 budget of \$512,212 for the combined former Code Enforcement Division (\$390,261) and Park Security unit (\$121,951). The balance of the increase in budgeted funds (\$164,902) reflects the Council approved addition of one new position (Code Enforcement Supervisor) and the annual Maintenance of Effort adjustment. In addition, the City Council approved increasing the division's secretary position to full-time on September 10, 2007.

ATTACHMENTS:

1. Enforcement Services Division Proposed Work Program.

MOTION:

That the City Council:

Discuss and provide staff direction on the Proposed Work Program for the Enforcement Services Division of the Community Development Department.