

Community Development Department | Code Enforcement

Program Overview

Code Enforcement Officers ensure compliance with City construction rules, Municipal Codes, and applicable health and safety codes to protect the welfare of the community. The Code Enforcement program includes three Code Enforcement Officers who are responsible for conducting inspections of reported violations, and working with involved parties to resolve issues, and most importantly, educating involved parties to ensure future compliance. The Residential Construction Officer (RCO) has successfully reduced a number of construction related complaints by acting as a liaison between residents and builders to resolve construction related concerns.



Objectives FY 2021

- Code Enforcement staff to initiate contact with complainant within two days of receiving Code Enforcement complaint.
- Proactively working with residents and the construction community to address all construction-related problems, (traffic congestion, parking, noise, smoking, and dust control).
- Continue to conduct multiple daily inspections of areas with high volume construction activity (hot spots).
- Ensure follow-through and completion of cases, either to compliance or via fines.

Major Service Delivery Changes

The Code Enforcement Division will be promoting one Code Enforcement Officer to Supervising Code Enforcement Officer to allow for additional oversight in this division. This will allow more efficiencies to be developed, and provide daily oversight for handling of complex code cases. Code Enforcement has transitioned their code case tracking software to Energov to allow for more integration with the Building and Planning divisions. With this change, Code Enforcement Officers are now able to use iPads to document cases, which allows for more dynamic enforcement since all case information, including photos can be inputted on-site. The Division's webpage has also been updated to provide education and direction on initiating code cases. Additionally, a new dedicated Code Enforcement phone line has been implemented to ensure a prompt response by Code Enforcement staff.

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
Authorized Full-Time Positions				
Supervising Code Enforcement Officer	-	-	-	1
Code Enforcement Officer	3	3	3	2
Administrative Clerk I/II	1	1	1	1
Total	4	4	4	4

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Code Enforcement Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$286,540	\$287,056	\$292,110	\$301,684	5.1%	61.2%
4103 Part-time Salaries	-	-	-	-	-	-
4111 Overtime Regular Employees	845	1,000	1,000	1,000	-	0.2%
4201 Group Medical Insurance	64,111	59,194	62,390	64,658	9.2%	13.1%
4202 Medicare Contributions	4,073	4,163	4,110	4,284	2.9%	0.9%
4211 PERS Regular Contribution	23,181	24,411	25,370	27,827	14.0%	5.6%
4218 PERS Regular Liability Contr.	21,718	27,992	26,640	32,254	15.2%	6.5%
Total Salaries & Benefits	\$400,470	\$403,816	\$411,620	\$431,707	6.9%	87.6%
5101 Contract Services	-	-	-	\$15,000	-	3.0%
5202 Membership & Dues	\$315	\$300	\$300	\$450	50.0%	0.1%
5203 Reference Materials	-	275	275	300	9.1%	0.1%
5205 Training, Conferences & Meetings	1,986	2,500	2,000	1,000	-60.0%	0.2%
5206 Uniforms/Safety Equip	976	2,500	1,300	2,500	-	0.5%
5208 Postage	876	788	885	912	15.7%	0.2%
5210 Computer Supplies & Software	6,323	6,400	7,838	2,000	-68.8%	0.4%
5217 Departmental Supplies	-	200	200	200	-	-
5225 Printing	1,401	3,000	3,000	3,000	-	0.6%
5501 Telephone	686	948	540	557	-41.2%	0.1%
Total Materials & Services	\$12,563	\$16,911	\$16,338	\$10,919	-35.4%	2.2%
5611 Warehouse Services	\$59	-	-	-	-	-
5621 Information Technology Allocation	30,624	32,453	32,453	35,259	8.6%	7.2%
5641 Fleet Rental Allocation	4,464	4,460	4,464	-	-100.0%	-
5642 Fleet Maintenance Allocation	1,883	2,001	1,826	-	-100.0%	-
Total Internal Services	\$37,030	\$38,914	\$38,743	\$35,259	-9.4%	7.2%
6141 Computer Equipment & Software	\$7,099	-	-	-	-	-
Total Capital Projects & Equipment	\$7,099	-	-	-	-	-
Total Operating Expenditures	\$457,161	\$459,641	\$466,701	\$492,885	7.2%	100.0%
Source of Funds						
General Fund	\$457,161	\$459,641	\$466,701	\$492,885	7.2%	100.0%
Total Sources	\$457,161	\$459,641	\$466,701	\$492,885	7.2%	100.0%

Police Department | Parking Enforcement

Parking Enforcement duties are provided by Community Services Officers and include enforcing local and State parking regulations, providing traffic control at traffic collisions and crime scenes, participating in parking utilization surveys, assisting at DUI checkpoints, and enforcing municipal code violations (e.g. illegal dumping of debris into the storm drain system, construction site violations, leaf-blower violations, Strand/bike path violations, etc.).

Community Services Officers respond to parking complaints and calls for service, and are proactive in the implementation of new programs which address community parking concerns, including providing special parking enforcement patrols when needs are identified. During special events and summer weekends, Community Services Officers help with traffic and parking management by overseeing street closures, directing pedestrians at intersections, and educating event participants of local parking laws.



Community Services Officers also work in partnership with other City departments to ensure efficient parking management. This includes meeting regularly with the Community Development Department, general contractors, and sub-contractors to address construction parking issues. They conduct joint code enforcement inspections, provide input to special event coordinators for parking management, and assist in enforcement of environmental laws.

Objectives FY 2021

- Provide consistent and efficient enforcement of parking laws and ordinances, and ongoing education to the public regarding parking restrictions
- Promptly identify and address parking concerns
- Be responsive to the parking needs of residents and businesses
- Work with other City departments to ensure effective parking management
- Encourage safe parking habits and safe movement of vehicles in and around school zones, bike path, Strand and Pier
- Assist police officers, traffic officers, and other departments with the management of special events/details
- Ensure compliance of parking regulations to promote turnover, maintain quality of life, and provide a safe environment for residents and visitors
- Enhance enforcement of community priorities
- Maintain a cadre of part-time seasonal Community Service Officers to augment staffing during special events and busy summer weekends (budgeted in 4103)

Service Level Trends

Our Community Service Officers (CSOs) promote quality of life in the City through effective enforcement of parking laws and regulations, ensuring safe and efficient flow of traffic, emergency access, and turnover of parking spaces, both in residential and commercial areas.

Over time, Community Services Officers have been tasked with more duties to assist officers and fire personnel to increase their availability for calls for service. They are also tasked with education and enforcement of many municipal code violations, including leaf blowers, oversized vehicles, Strand/bike path enforcement, sidewalk parking, smoking violations, etc. The Police Department utilizes the services of up to 15 part-time CSOs to be able to augment staffing during special events and busy summer weekends (object

Police Department | Parking Enforcement

4103). We are currently experiencing a number of vacancies in our part-time staffing. Due to the FY 2021 recruitment challenges caused by the coronavirus, we anticipate a reduction in part-time hours for part of FY 2021, but will resume normal staffing levels once hiring is possible.

Authorized Full-Time Positions	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
Sergeant	1	1	1	1
Community Services Officer	12	12	12	12
Park Services Enforcement Officer	1	1	1	1
Administrative Clerk I	1	1	1	1
Total	15	15	15	15

Part-time hours totaling 8,500 are budgeted in FY 2021.

Parking Enforcement Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$727,879	\$896,093	\$711,620	\$907,857	1.3%	45.3%
4102 Sworn Salaries	99,673	166,607	149,650	166,230	-0.2%	8.3%
4103 Part-time Salaries	256,076	249,578	185,000	175,654	-29.6%	8.8%
4111 Overtime Regular Employees	54,318	27,414	75,000	55,040	100.8%	2.7%
4112 Overtime Sworn Employees	4,712	6,100	-	4,880	-20.0%	0.2%
4114 Overtime Special Events	-	-	-	-	-	-
4201 Group Medical Insurance	178,665	241,365	174,720	237,634	-1.5%	11.8%
4202 Medicare Contributions	14,249	16,958	14,420	17,500	3.2%	0.9%
4205 Worker's Compensation	-	-	-	6,240	-	0.3%
4211 PERS Regular Contribution	64,498	81,665	64,890	85,925	5.2%	4.3%
4212 PERS Sworn Contribution	19,979	32,367	33,880	35,017	8.2%	1.7%
4218 PERS Regular Liability Contr.	68,510	88,300	83,940	97,193	10.1%	4.8%
4219 PERS Sworn Liability Contr.	36,603	47,119	45,180	49,994	6.1%	2.5%
Total Salaries & Benefits	\$1,525,162	\$1,853,566	\$1,538,300	\$1,839,164	-0.8%	91.7%
5101 Contract Services	\$4,622	\$7,420	\$7,400	\$7,820	5.4%	0.4%
5104 Computer Contract Services	21,244	23,300	23,300	24,160	3.7%	1.2%
5205 Training, Conferences & Meetings	734	2,950	2,200	1,750	-40.7%	0.1%
5206 Uniforms/Safety Equip	6,868	11,310	9,500	11,450	1.2%	0.6%
5217 Departmental Supplies	7,909	6,220	6,000	6,220	-	0.3%
5225 Printing	-	-	-	-	-	-
5501 Telephone	4,122	4,967	3,763	3,883	-21.8%	0.2%
Total Materials & Services	\$45,499	\$56,167	\$52,163	\$55,283	-1.6%	2.8%
5611 Warehouse Services	-	-	-	-	-	-
5621 Information Technology Allocation	89,208	94,535	94,535	92,237	-2.4%	4.6%
5631 Insurance Allocation	-	-	-	19,320	-	1.0%
5641 Fleet Rental Allocation	69,264	62,334	58,752	-	-100.0%	-
5642 Fleet Maintenance Allocation	47,331	50,304	45,900	-	-100.0%	-
Total Internal Services	\$205,803	\$207,173	\$199,187	\$111,557	-46.2%	5.6%
Total Operating Expenditures	\$1,776,465	\$2,116,906	\$1,789,650	\$2,006,004	-5.2%	100.0%
Source of Funds						
General Fund	\$1,776,465	\$2,116,906	\$1,789,650	\$2,006,004	-5.2%	100.0%
Total Sources	\$1,776,465	\$2,116,906	\$1,789,650	\$2,006,004	-5.2%	100.0%