



## **STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of October 10, 2017

**TO:** Members of the City Council

**SUBMITTED BY:** David Biggs, City Manager  
Patrick Tang, City Attorney  
Holly Smyth, Planning Director  
William Goswick, Police Chief

**SUBJECT:** Update on Code Compliance

**RECOMMENDATION:** Receive Report, Discuss, and Provide Direction, if any.

**COMMISSION/SUBCOMMITTEE ACTION AND RECOMMENDATION:** Not applicable

**FISCAL IMPACT OF RECOMMENDATION:** Reinstatement of a level of code compliance activities if structured properly can have minimal costs and a high level of effectiveness. Typically, full cost recovery is not possible in a traditional code enforcement program. The proposed program outlined in this staff report is designed on this basis. Alternate Decision Package #17-5 approved as part of the FY 2016/17 for \$50,000 in funding for contract services in support of this effort remains available.

**DISCUSSION:** This item was continued from the September 26<sup>th</sup> City Council meeting and has been updated.

With the adoption of the FY 2016/17 budget, staff embarked on the development and implementation of a new approach to code compliance as prior code enforcement efforts were dramatically reduced due to lack of financial resources in prior years. The program which the staff is proposing to implement is outlined in the attached document entitled Hercules Code Compliance Initiative (Attachment 1) as updated.

The current status of key elements of the Code Compliance Initiative are provided below:

### Volunteer Recruitment & Training

Volunteers for the Code Compliance Initiative are primarily being recruited from those who participate in the Police Department Citizens Police Academy. A draft training program has been developed and is being refined. In addition, a Planning volunteer has agreed to take the lead in the training and development of the other tools to get volunteers actively engaged. An initial effort at securing voluntary compliance has been underway. However, this has been tempered by the need to get the other components of the program in place.

### Administrative Citation Program

The City is working to enter into a contract with Data Ticket, the firm which does the Police Department's citation processing, to provide all elements of an Administrative Citation program, including the third party hearing officers. Police Chief William Goswick has taken the lead on the securing of these services.

### Contract Code Compliance Services

This element has not yet been put into place given competing work load demands. A RFQ for code compliance services has been sent out with responses due on October 12<sup>th</sup>. It is anticipated that a firm will be in place before the end of the year.

Once all elements of the program are in place, it will take a period of time to get through a considerable backlog of non-urgent code compliance issues. As such, this will be an effective way to train a cadre of volunteers and to fine tune the proposed program to ensure long-term sustainability.

### **ATTACHMENTS:**

1. Hercules Code Compliance Initiative