



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Chris Burton

**SUBJECT: VACANT BUILDING BLIGHT
ENFORCEMENT**

DATE: May 17, 2023

Approved

Date: 5/18/2023

BACKGROUND

With their approval of the Mayor’s March Budget Message for Fiscal Year 2023-2024, the City Council directed the Administration to provide a cost estimate for vacant building blight enforcement.

ANALYSIS

The proactive and reactive response, monitoring, and enforcement of Vacant Building and Storefronts code compliance is funded in the General Fund. When such properties fail to respond to initial corrective action, by directive of existing code, they can then be placed into a fee-based monitoring program. This scope would provide additional staffing to increase the proactive and reactive response and meet requirements once placed in the monitoring program to reduce blight and improve safety and maintenance of vacant buildings and storefronts, as well as enhance the overall Vacant Building and Storefront Enforcement program.

The estimated costs and related position needs are detailed below.

Estimated Costs:

Fund	2023-2024 Cost	Ongoing Cost
General Fund – Personal Services	\$165,000	\$165,000
General Fund – Non-Personal/Equipment (Vehicle and Supplies)	\$55,000	\$5,000
TOTAL	\$220,000	\$170,000

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Position Changes:

Position Job Code and Classification Name	2023-2024 FTE	Ongoing FTE
3939 - Code Enforcement Inspector II	1.00	1.00
TOTAL	1.00	1.00

COORDINATION

This memorandum was coordinated with the City Manager's Budget Office.

/s/
CHRIS BURTON
Director, Planning Building & Code
Enforcement