

City of Costa Mesa

Inter Office Memorandum

TO: Planning Commission

FROM: Willa Bouwens-Killeen, Chief of Code Enforcement

DATE: March 1, 2012

SUBJECT: CODE ENFORCEMENT STAFFING

At the Planning Commission meeting of December 12, 2011, Commissioner Fitzpatrick asked for a report detailing how Code Enforcement could return to City-wide proactive enforcement.

Code Enforcement last enjoyed peak staffing in 2009; peak staffing versus current staffing is as follows:

2009	2012
Chief of Code Enforcement – 100%	Chief of Code Enforcement – 75%*
Five full time City-wide code enforcement officers	Two full time City-wide code enforcement officers
Two full time CDBG code enforcement officers	One full time CDBG code enforcement officer One part time CDBG officer
Two part time, City-wide code enforcement officers weekdays One part time, City-wide code enforcement officer Friday through Sunday	One part time, City-wide code enforcement officer weekdays One part time code enforcement officer Friday through Sunday
Total: Seven full time and three part time field officers	Total: Three full time and three part time field officers

* Remaining 25% of time spent as Zoning Administrator

In staff's opinion, the following staffing would be needed to allow full-time, proactive enforcement:

- One, full time Chief of Code Enforcement
- Four full time and three part time City-wide code enforcement officers with one of the part time officers working weekends
- Two full time CDBG code enforcement officers
- Total: Six full time and three part time field officers

Although this represents a reduction in the overall number of officers, it is felt that the new automation program will, after training and start up, allow the officers to work more efficiently.

Please be aware that even with a full staff and automation, we would be unable to conduct lot-by-lot enforcement on a regular basis. However, we would be able to return to proactive, City-

wide enforcement, versus the reactive enforcement currently provided throughout the City with one neighborhood selected twice a year for proactive enforcement.

Please let me know if you have any questions; I can be reached at either Willa.Bouwens-Killeen@costamesaca.gov or 714.754.5153

Distribution: Interim Development Services Director
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