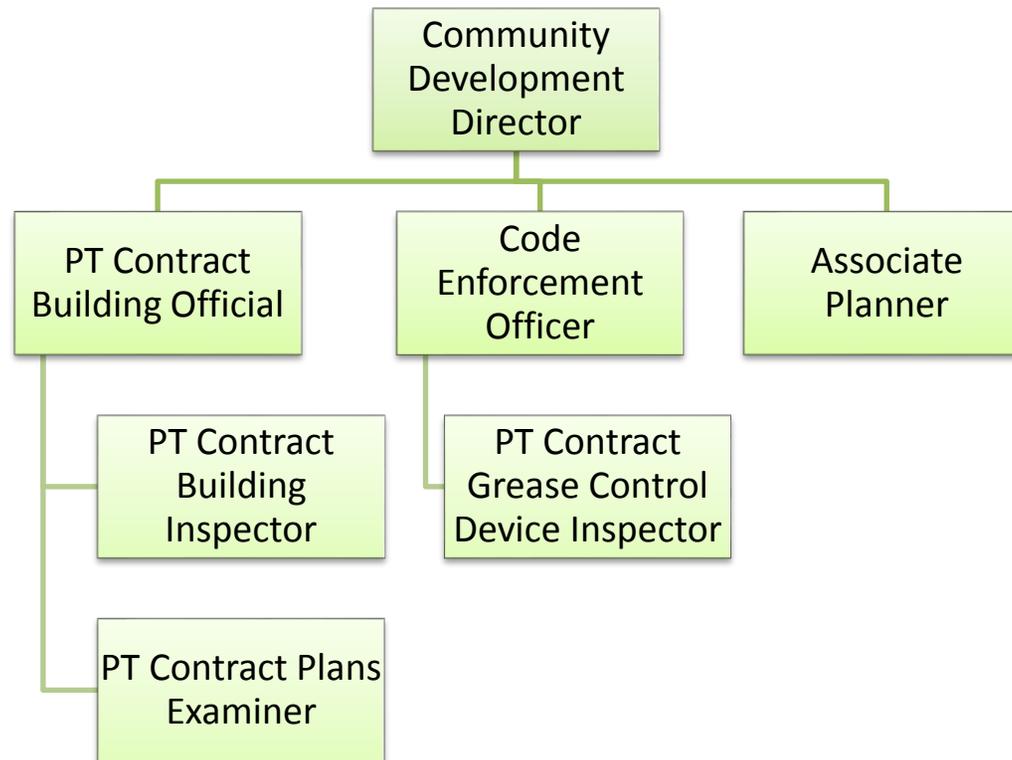


Community Development



**Department Staffing
Community Development**

General Fund Positions*

	FY 2013-14 ADOPTED	FY 2013-14 ACTUAL	FY 2014-15 ADOPTED	FY 2015-16 ESTIMATED
Community Development Director	0.30	0.30	0.47	0.47
Associate Planner	1.00	1.00	1.00	1.00
Code Enforcement Officer**	1.00	1.00	1.00	1.00
	2.30	2.30	2.47	2.47
Other Funds Positions				
Community Development Director	0.70	0.70	0.53	0.53
	0.70	0.70	0.53	0.53
TOTAL FTE:	3.00	3.00	3.00	3.00

*General Fund pays for contracted part-time building and safety services and GCD Inspections.

**Department Description and Functions
Community Development**

Administration

Department Administration including, budgeting, purchasing, record keeping, employee performance reviews, and web site updates

Management and oversight of contracted personnel and vendors.

Development Committee support, agenda packet preparation, legal postings, and meeting minutes.

Air Quality Management District (AQMD) AB 2677 Subvention funds oversight and reporting.

Implementation of adopted Economic Development Plan goals, objectives, and tasks.

Implement Goal's and Policies of City's Housing Element and administer City's affordable housing programs and activities.

Department Description and Functions

Community Development

Building and Safety

Implement and Enforce conformance with State Laws relating to Structural, Fire, Health and Life Safety Requirements.

Building Code review, maintenance, adoption, and interpretation.

Plans examination and Plan Checking of Construction Documents.

Building Permit fee calculation, issuance and collection.

Building activity monitoring and report generation for City, Sanitary District, School Districts and State of Calif.

Code Enforcement

The prevention, detection, investigation, and enforcement of laws and ordinances

Preparation of letters, issuance of Notice of Violation (NOV's) and Administrative Citations.

Code Enforcement Case log record keeping, maintenance , and report generation.

Routine Inspection and Enforcement of Water Quality Management Plans (WQMP's)

Periodic Inspection and Enforcement of National Pollution Discharge Elimination Systems (NPDES) Permittees

Administration, Inspection and Enforcement of Fats, Oils, and Grease (FOG) Program including Invoice and Permit generation.

Planning

Responsible for both Current and Advance Planning functions of the city.

Processes applications for Conditional Use Permits (CUP); Precise Plans (PP); Residential remodels; Temporary Use, Community Event, and Signage Permits.

General Plan Stewardship, Development Code Amendments, Rezones, Tract Maps, Preparation of Reports, Public Notices, Resolutions and Ordinances.

Environmental Review and compliance with California Environmental Quality Act (CEQA)

Performance Indicators

Community Development

Performance Measures	FY 2013-14 Baseline	FY 2014-15 Targets	City Council / Management Goals / Objectives
<u>ADMINISTRATION METRICS:</u>			
Commercial Brokers/Property Owner Outreach	4	4	Communication / Engagement
Number of Mosaic articles	4	4	Communication / Engagement
% of "New" business licenses	0.03	0.03	Create Proactive Economic Strategies
Number of agenda reports prepared for CC/PC/DC/TSC	12	26	Communication / Engagement
<u>BUILDING AND SAFETY METRICS:</u>			
Number of permits issued	415	427	Maintain High Public Safety Levels
Number of plan checks performed	80	85	Maintain High Public Safety Levels
Number of inspections conducted	1221	1240	Maintain High Public Safety Levels
Number of permits finalized	373	375	Maintain Quality of Life
<u>CODE ENFORCEMENT METRICS:</u>			
Number of C.E. inspections performed	450	450	Maintain Quality of Life
Number of C.E. cases opened	200	200	Maintain High Public Safety Levels
% of C.E. cases receiving administrative citation	0.01	0.01	Maintain Quality of Life
<u>PLANNING METRICS:</u>			
Number of Land Use approvals processed	4	6	Create Proactive Economic Strategies
% of plan checks reviewed for zoning w/in 7 working days	100%	100%	Maintain High Public Safety Levels
% of DC minutes and resolutions prepare by next meeting	100%	100%	Maintain High Public Safety Levels

The metrics selected for Community Development Department are common measurements used by other jurisdictions to measure their Community Development activity levels. By using similar benchmarks, decision makers and members of the public can quickly compare with surrounding communities using ratios such as a per capita or per household to determine performance levels. Additionally, many of these metrics are currently maintained in the course of business and do not represent extra burden on staff workload.

Community Development

Summary of Departmental Expenditures by Program:

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Administration	\$ 108,838	\$ 74,590	\$ 74,590	\$ 74,590	\$ 132,900	78.2%	\$ 138,045	3.9%
Building and Safety	156,250	109,600	109,600	109,600	141,225	28.9%	148,325	5.0%
Code Enforcement	108,157	83,690	69,690	69,690	84,155	20.8%	108,375	28.8%
Planning	165,130	222,630	222,630	222,630	168,870	-24.1%	152,310	-9.8%
Total Departmental Expenditures	\$ 538,375	\$ 490,510	\$ 476,510	\$ 476,510	\$ 527,150	10.6%	\$ 547,055	3.8%

Summary of Departmental Expenditures by Category:

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Projected	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ 298,721	\$ 287,205	\$ 176,800	\$ 176,800	\$ 287,205	62.4%	\$ 313,300	9.1%
Maintenance and Operations	239,654	239,945	299,710	299,710	239,945	-19.9%	233,755	-2.6%
Capital Outlay/Improvements		-	-	-	-	0.0%	-	
Total Departmental Expenditures	\$ 538,375	\$ 527,150	\$ 476,510	\$ 476,510	\$ 527,150	10.6%	\$ 547,055	3.8%

DEPARTMENT: Community Development

Account Code: 001-510

PROGRAM: Administration

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ 96,000	\$ 63,100	\$ 63,100	\$ 103,005	63.2	\$ 105,100	2.0
Maintenance and Operations	12,838	11,490	11,490	29,895	160.2	32,945	10.2
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 108,838	\$ 74,590	\$ 74,590	\$ 132,900	78.2	\$ 138,045	3.9

PROGRAM DESCRIPTION:

The Community Development Department carries out the Building & Safety, Code Enforcement, Economic Development, Housing, Planning and successor agency, functions for the City. Community Development Administration division provides oversight and coordination among the divisions in the Department. This responsibility includes management of in-house and contracted personnel. The Director oversees business retention and business attraction activities and is responsible for developing and maintaining relationships with businesses, real estate brokers, commercial property owners, and tenants. The Department also coordinates “fast tracking” of land use and permitting applications and directly responds to problems/issues identified by high priority businesses. Administration also implements the Air Quality Management District AB 2766 Grant and provides staff support for the City's Development Committee.

PROGRAM EXPLANATION:

- Code 501: Community Development Director 0.47
- Code 505: Represents 3 days of unpaid Management Furlough
- Code 550: Funds budgeted in this code include this program’s pro rata share of Employee Benefits costs.

DEPARTMENT: Community Development

Account Code: 001-510

PROGRAM: Administration

Code 600: Funds budgeted in this code include professional contract services for the following:
Economic Development Demographics

Code 604: Computer Software (Business Licensing)

Code 620: Funds budgeted in this code include professional meetings and training for the following:
PDAOC/APA/OCEDWG

Code 621: Mileage reimbursement for travel to/from meetings and personnel training and seminars.

Code 622: Funds budgeted in this code include professional memberships and dues for the following:
CALED
PDAOC
APA

Code 650: Office supplies for the Department.

Code 653: Advertising

Code 654: Includes cost of printing stationery, letterhead, and miscellaneous printing charges.

Code 691: Communications

DEPARTMENT: Community Development

Account Code: 001-510

PROGRAM: Administration

Code 732: Provides for gasoline, preventive maintenance, parts, repair, and all other expenses of maintaining the the Departments fleet of vehicles.

Code 738: Community Events
SCORE Wksp

Code 739: Community Relations
Lunch with the Mayor program

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Community Development
PROGRAM: Administration

Account Code: 001-510



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City of La Palma

DEPARTMENT: Community Development
PROGRAM: Administration

Account Code: 001-510

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	2013-14 Amended	2015-16 Estimated	2014-15 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 65,391	\$ 45,900	\$ 45,900	\$ 73,000	59.0	\$ 73,000	-
505.000	Salary Savings Credit	-	(2,000)	(2,000)	(1,995)	(0.3)	-	(100.0)
530.000	Overtime	169	400	400	-	(100.0)	-	N/A
550.000	Employee Benefits	30,440	18,800	18,800	32,000	70.2	32,100	0.3
	TOTAL PERSONNEL SERVICES	96,000	63,100	63,100	103,005	63.2	105,100	
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	575	650	650	450	(30.8)	450	-
600.400	Prof Svcs - SA Admin	2,700	-	-	-	N/A	-	N/A
604.000	Computer Software				3,000	N/A	3,000	-
620.000	Meetings & Training	431	300	300	680	126.7	680	-
621.000	Mileage Reimbmnt/Auto Allow	-	600	600	480	(20.0)	480	-
622.000	Publications & Dues	125	900	900	525	(41.7)	1,725	228.6
650.000	Office Supplies	848	600	600	600	-	600	-
653.000	Advertising	-	-	-	100	N/A	100	-
654.000	Printing & Reproduction	196	250	250	250	-	700	180.0
691.000	Communications	960	960	960	960	-	960	-
732.000	Vehicle Operating Expense				3,500	N/A	3,600	2.9
738.000	Community Events	-	-	-	1,250	N/A	1,250	-
739.000	Community Relations	303	500	500	600	20.0	600	-

City of La Palma

DEPARTMENT: Community Development
PROGRAM: Administration

Account Code: 001-510

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Adopted
977.000	Liability Insurance & Claims	1,800	2,720	2,720	11,300	315.4	11,500	1.8
978.000	Building Maintenance/Replacmnt	2,500	1,710	1,710	3,800	122.2	4,800	26.3
981.000	Computer Maintenance	2,400	2,300	2,300	2,400	4.3	2,500	4.2
	TOTAL MAINTENANCE AND OPERATIONS	12,838	11,490	11,490	29,895	160.2	32,945	10.2
	TOTAL EXPENDITURES	\$ 108,838	\$ 74,590	\$ 74,590	\$ 132,900	78.2	\$ 138,045	3.9

DEPARTMENT: Community Development

Account Code: 001-500

PROGRAM: Building and Safety

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Maintenance and Operations	156,250	109,600	109,600	141,225	28.9	148,325	5.0
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 156,250	\$ 109,600	\$ 109,600	\$ 141,225	28.9	\$ 148,325	5.0

PROGRAM DESCRIPTION:

The Community Development Department is tasked with providing Building and Safety services for the City of La Palma. Building and Safety implements and enforces conformance with State and City laws relating to structural, fire, health, and life safety requirements. Building and Safety services are provided through a combination of in-house full-time staff and contracted personnel. Contracted personnel include building inspector, plans examiner, and a building official on an as needed basis, while in-house staff includes the Director and Associate Planner.

In the effort to reduce ongoing operating expenditures the walk-in public counter hours were reduced to mornings only and by appointment only between 1:00 and 5:30 p.m. Along with this reduction was the elimination of the Administrative Secretary/Permit Technician position in FY 2013-14.

The programmed increase in Building and Safety services budget reflects several factors. First, as the economy starts its mild recovery we foresee additional building related activity. Secondly, with a couple of new project starts anticipated, an account has been established to pay for state mandated Water Quality (WQ) plan check. There will be corresponding revenue that matches this expenditure as the cost for WQ requirements is borne by the applicant. Thirdly, it is also anticipated that energy efficiency projects will continue to be increasingly popular placing additional demand on building plan check, permit issuance, and inspection services. Lastly, about four years ago the city began collecting fees for digitizing building records. Sufficient funds have been collected to initiating the scanning of current building records on a going-forward basis creating additional building and safety workload.

PROGRAM EXPLANATION:

DEPARTMENT: Community Development

Account Code: 001-500

PROGRAM: Building and Safety

- Code 600: Includes costs and expenses for Professional contracted part time Building Official, Building Inspections, and plan check services. Construction drawings for plan check are conducted out-of-house. Contract inspection services for plumbing, electrical, mechanical, building, grading, and National Pollution Discharge Elimination System (NPDES) compliance is provided by on-site contracted personnel.

- Code 619: Bank Fees

- Code 620: Funds budgeted in this code include professional meetings and training for the following:

- Code 650: Office supplies for the division.

- Code 654: Includes cost of printing permits, job cards, stop tags, red cards, C of O's and miscellaneous printing charges.

- Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

- Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

- Code 981: Funds budgeted in this code include this program's pro rata share of Computer Replacement costs.

City of La Palma

DEPARTMENT: Community Development
PROGRAM: Building & Safety

Account Code: 001-500

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	2013-14 Amended	2015-16 Estimated	2014-15 Adopted
501.000	Salaries - Full-time	\$ 27,838	\$ -	\$ -	\$ -	N/A	\$ -	N/A
550.000	Employee Benefits	12,962	-	-	-	N/A	-	N/A
	TOTAL PERSONNEL SERVICES	40,800	-	-	-	N/A	-	N/A
	MAINTENANCE AND OPERATIONS							
600.000	Professional Contract Services	107,369	100,000	100,000	\$ 123,000	23.0	\$ 129,000	4.9
619.000	Bank Fees				\$ 2,000		\$ 2,000	
620.000	Meetings & Training	-	200	200	600	200.0	600	-
622.000	Publications & Dues	-	1,500	1,500	-	(100.0)	-	N/A
650.000	Office Supplies	105	300	300	200	(33.3)	200	-
653.000	Advertising	-	150	150	-		-	
654.000	Printing & Reproduction	156	200	200	925	362.5	925	-
977.000	Liability Insurance & Claims	1,620	2,960	2,960	7,500	153.4	7,700	2.7
978.000	Building Maintenance/Replacmnt	2,300	1,890	1,890	2,500	32.3	3,200	28.0
979.000	Vehicle Maintenance	1,700	-	-	-	N/A	-	N/A
980.000	Vehicle Replacement	-	-	-	-	N/A	-	N/A
981.000	Computer Maintenance	2,200	2,400	2,400	4,500	87.5	4,700	4.4
	TOTAL MAINTENANCE AND OPERATIONS	115,450	109,600	109,600	141,225	28.9	148,325	5.0
	TOTAL EXPENDITURES	\$ 156,250	\$ 109,600	\$ 109,600	\$ 141,225	28.9	\$ 148,325	5.0

DEPARTMENT: Community Development
PROGRAM: Building & Safety

Account Code: 001-500



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DEPARTMENT: Community Development

Account Code: 001-520

PROGRAM: Planning

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ 120,274	\$ 115,400	\$ 115,400	\$ 120,500	4.4	\$ 120,700	0.2
Maintenance and Operations	44,856	107,230	107,230	48,370	(54.9)	31,610	(34.6)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 165,130	\$ 222,630	\$ 222,630	\$ 168,870	(24.1)	\$ 152,310	(9.8)

PROGRAM DESCRIPTION:

Planning provides comprehensive planning services in both current and advance planning. Advance planning functions involve General Plan maintenance and amendments, rezones, ordinance preparation, environmental review, urban plan preparation, socio-economic data collection and analysis. Current Planning functions relate to interpretation of City Council policies, the Zoning Code, and State and Federal laws and regulations. Municipal planning is accomplished by providing land use information to property owners, business interests, and citizens, and processing development applications and plans.

Current Planning includes the processing of applications for Conditional Use Permits, Precise Plans, residential remodels, commercial tenant improvements, Signage Permits, Temporary Use Permits, Community Event Permits, and design review. The Division prepares and presents completed applications for developments/permits to the Development Committee, Planning Commission, and City Council with accompanying staff reports that provide background research and data necessary for these bodies to make informed decisions. During Fiscal Year 2013-14 the Planning Division processed approximately 6 entitlements.

Advance Planning includes the annual review and update of the General Plan which must occur once every ten years, and all planning related Municipal Code updates and amendments. The City initiated the update of the General Plan in Fiscal Year 2011-12. The project effort has spanned multiple fiscal years and funding for completing the General Plan Update, and accompanying EIR were programmed for Fiscal Year 2013-14. The zoning code re-write task has been programmed to occur in FY 14-15.

PROGRAM EXPLANATION:

- Code 501: Associate Planner 1.00
- Code 530: Provides for personnel overtime.

DEPARTMENT: Community Development

Account Code: 001-520

PROGRAM: Planning

- Code 550: Funds budgeted in this code include this program’s pro rata share of Employee Benefits costs.

- Code 600: Funds budgeted in this code include costs for professional contract services
Professional fees for completion of GP Update and EIR

- Code 620: Funds budgeted in this code include professional meetings and training for the following:
Development Committee and Planning Commission attendance at the PDAOC Annual Forum
Monthly PDAOC and APA meetings

- Code 621: Mileage reimbursement for attendance at meetings and training.

- Code 622: Costs in this category include professional dues and publications for the following:
Annual APA membership dues
Annual AEP membership dues

- Code 650: Purchase of office supplies specific to planning services.

- Code 653: Advertising for special public hearing notices on Planning projects and activities; also includes recording fees and the cost of CEQA filing fees.

- Code 654: Cost for planning related stationery, letterhead, and printing services.

- Code 977: Funds budgeted in this code include this program’s pro rata share of Liability Insurance and Claims costs.

- Code 978: Funds budgeted in this code include this program’s pro rata share of Building Maintenance and Replacement costs.

- Code 981: Funds budgeted in this code include this program’s pro rata share of Computer Replacement costs.

City of La Palma

DEPARTMENT: Community Development
PROGRAM: Planning

Account Code: 001-520

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 81,562	\$ 83,000	\$ 83,000	\$ 83,800	1.0	\$ 83,800	-
505.000	Salary Savings Credit	-	(3,500)	(3,500)	-	(100.0)	-	N/A
510.000	Salaries - Part-time	200	-	-	-	N/A	-	N/A
530.000	Overtime	528	2,000	2,000	-	(100.0)	-	N/A
550.000	Employee Benefits	37,984	33,900	33,900	36,700	8.3	36,900	0.5
TOTAL PERSONNEL SERVICES		120,274	115,400	115,400	120,500	4.4	120,700	0.2
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	38,752	92,800	92,800	32,000	(65.5)	15,000	(53.1)
620.000	Meetings & Training	159	300	300	395	31.7	395	-
621.000	Mileage Reimbmnt/Auto Allow	-	200	200	200	-	200	-
622.000	Publications & Dues	-	450	450	525	16.7	525	-
650.000	Office Supplies	141	100	100	100	-	100	-
653.000	Advertising	50	100	100	1,450	1,350.0	1,450	-
654.000	Printing & Reproduction	154	100	100	600	500.0	600	-
977.000	Liability Insurance & Claims	1,500	5,360	5,360	6,700	25.0	5,520	(17.6)
978.000	Building Maintenance/Replacmnt	2,100	3,420	3,420	2,300	(32.7)	3,420	48.7
981.000	Computer Maintenance	2,000	4,400	4,400	4,100	(6.8)	4,400	7.3
TOTAL MAINTENANCE AND OPERATIONS		44,856	107,230	107,230	48,370	(54.9)	31,610	(34.6)
TOTAL EXPENDITURES		\$ 165,130	\$ 222,630	\$ 222,630	\$ 168,870	(24.1)	\$ 152,310	(9.8)

City of La Palma

DEPARTMENT: Community Development
PROGRAM: Planning

Account Code: 001-520

<u>Code</u>	<u>Description</u>	<u>Fiscal Year</u> 2012-13 Actual	<u>Fiscal Year</u> 2013-14 Adopted	<u>Fiscal Year</u> 2013-14 Amended	<u>Fiscal Year</u> 2014-15 Adopted	<u>% Change from</u> Fiscal Year 2013-14 Amended	<u>Fiscal Year</u> 2015-16 Estimated	<u>% Change from</u> Fiscal Year 2014-15 Adopted



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DEPARTMENT: Community Development
PROGRAM: Code Enforcement

Account Code: 001-530

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ 82,447	\$ 66,900	\$ (1,700)	\$ 63,700	(3,847.1)	\$ 87,500	37.4
Maintenance and Operations	25,710	16,790	71,390	20,455	(71.3)	20,875	2.1
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 108,157	\$ 83,690	\$ 69,690	\$ 84,155	20.8	\$ 108,375	28.8

PROGRAM DESCRIPTION:

Code Enforcement (CE) is the prevention, detection, investigation and enforcement of violations of statutes or ordinances regulating public health, safety, and welfare, public works, business activities and consumer protection, building standards, land-use, or municipal affairs. Traditionally, the CE uses various techniques to gain compliance with duly-adopted regulations such as land use and zoning ordinances, health and safety codes, California Vehicle Codes, and California building and fire codes.

La Palma's Code Enforcement program provides code enforcement in residential, commercial, and industrial areas of the City. Most of La Palma's code enforcement cases involve property maintenance issues, in-operable vehicles, and abatement of graffiti. In the past the Code Enforcement officer also provided inspections and enforcement actions for compliance with Water Quality Management Plans (WQMP), the National Pollutant Discharge Elimination System (NPDES) Permit. This field of discipline has become highly specialized and during FY 13-14 while the Code Enforcement position was frozen the city contracted for water quality expertise to ensure city met mandated compliance with the NPDES permit. Code enforcement services are responsible for Fats, Oils, and Grease (FOG) monitoring efforts. FOG inspections of grease control devices and waste enclosures are performed by contracted personnel. Fiscal year 2013-14 saw part-time contracted code enforcement services perform approximately 600 inspections and open 200 active code enforcement cases.

The implementation of the Finance and Administrative Services Department reorganization calls for business licensing responsibilities to be added to code enforcement services. As such the frozen code enforcement position will once again be filled with in-house full time staff. The full time in-house staff is

PROGRAM EXPLANATION:

Code 501: Code Enforcement Officer 1.00

DEPARTMENT: Community Development

Account Code: 001-530

PROGRAM: Code Enforcement

- Code 530: Provides for personnel overtime.
- Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.
- Code 600: Provides for directed Code Enforcement efforts on specific areas/sites.
ECIS Annual Inspections for of FSE for NPDES and FOG
- Code 620: Costs in this category include professional meetings and training for the following:
Local NPDES and Code Enforcement related meetings and seminars
WQMP training as needed for the Code Enforcement Officer
- Code 621: Mileage reimbursement for travel to/from related meetings and training.
- Code 622: Professional membership dues for CACEO.
- Code 623: Uniforms for the Code Enforcement Officer.
- Code 650: Purchase of office supplies specific to code enforcement services.
- Code 654: Includes cost of printing citations, business cards, and miscellaneous printing charges.
- Code 725: Small tools and equipment needed for WQMP/NPDES and other code enforcement efforts.

DEPARTMENT: Community Development

Account Code: 001-530

PROGRAM: Code Enforcement

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

City of La Palma

DEPARTMENT: Community Development
PROGRAM: Code Enforcement

Account Code: 001-530

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 56,259	\$ 54,900	\$ -	\$ 44,300	N/A	\$ 59,600	34.5
505.000	Salary Savings Credit	-	(1,700)	(1,700)	-	(100.0)	-	N/A
550.000	Employee Benefits	26,188	13,700	-	19,400	N/A	27,900	43.8
TOTAL PERSONNEL SERVICES		82,447	66,900	(1,700)	63,700	(3,847.1)	87,500	37.4
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	15,606	6,500	61,100	8,000	(86.9)	8,000	-
620.000	Meetings & Training	85	400	400	400	-	400	-
621.000	Mileage Reimbmnt/Auto Allow	-	100	100	40	(60.0)	40	-
622.000	Publications & Dues	-	100	100	400	300.0	400	-
623.000	Uniforms	190	400	400	400	-	400	-
650.000	Office Supplies	17	100	100	140	40.0	60	(57.1)
654.000	Printing & Reproduction	292	350	350	225	(35.7)	225	-
725.000	Small Tools/Other Equipment	-	-	-	50	N/A	50	-
977.000	Liability Insurance & Claims	1,320	1,760	1,760	4,000	127.3	4,100	2.5
978.000	Building Maintenance/Replacmnt	1,800	1,080	1,080	1,400	29.6	1,700	21.4
979.000	Vehicle Maintenance	1,700	1,500	1,500	-	(100.0)	-	N/A
980.000	Vehicle Replacement	3,000	3,000	3,000	3,000	-	3,000	-
981.000	Computer Maintenance	1,700	1,500	1,500	2,400	60.0	2,500	4.2
TOTAL MAINTENANCE AND OPERATIONS		25,710	16,790	71,390	20,455	(71.3)	20,875	2.1
TOTAL EXPENDITURES		\$ 108,157	\$ 83,690	\$ 69,690	\$ 84,155	20.8	\$ 108,375	28.8



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