

RESOLUTION NO. RES-2024-019

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA AUTHORIZING AN INITIAL GENERAL FUND APPROPRIATION OF \$134,148 IN FISCAL YEAR 2023/2024 FOR STAFFING COSTS TO ESTABLISH A 36-MONTH PILOT PROGRAM CONCERNING THE INSPECTION, MAINTENANCE AND REGISTRATION OF VACANT PROPERTIES AND VACANT OR ABANDONED BUILDINGS; AMEND THE CITY CLASSIFICATION AND SALARY PLAN TO ADD 1.0 FTE LIMITED TERM CODE ENFORCEMENT OFFICER AND 2.0 FTE LIMITED TERM HOUSING AND COMMUNITY SERVICES (CODE ENFORCEMENT) TECHNICIANS FOR A PERIOD THROUGH JUNE 20, 2027 IN THE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT; AND SET AN ANNUAL REGISTRATION FEE TO RECOVER STAFFING COSTS ASSOCIATED WITH PROGRAM IMPLEMENTATION

WHEREAS, on February 12, 2024, the Council of the City of Santa Rosa considered the introduction of an ordinance adding regulations concerning the inspection, maintenance, and registration of real properties which exist as unmaintained vacant lots or which contain vacant or abandoned buildings, hereafter known as the Vacant Buildings and Lots Program; and

WHEREAS, the Vacant Building and Lots Program requires additional staffing to effectively manage that anticipated inspection responsibilities and registration processes associated with the estimated number of existing vacant lots and lots containing vacant or abandoned buildings; and

WHEREAS, the Personnel Officer, on behalf of the City Manager, ensures the orderly and consistent administration of the City Council's adopted classification and salary plan; and

WHEREAS, the Personnel Officer recommends that various classifications be eliminated, created, or modified, and that salary ranges be assigned and adjusted; and

WHEREAS, the Planning and Economic Development Department and Personnel Officer are recommending adding a 1.0 FTE Limited Term Code Enforcement Officer and 2.0 FTE Limited Term Housing and Community Services (Code Enforcement) Technicians for a period through June 30, 2027; and

WHEREAS, the Vacant Buildings and Lots Program is designed to carry a net-zero cost impact to the City once fully implemented, utilizing an annual registration process for non-compliant properties in order to realize full cost recovery; and

WHEREAS, the amount of said annual registration has been calculated, based upon the actual cost of staff time to conduct monthly inspections and the estimated number of inspections in a calendar year, to be \$1,040 per year.

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NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Santa Rosa authorizes the Chief Financial Officer to appropriate \$134,148 from General Fund reserves in GL key 080205 for staffing costs to establish a 36-month pilot program concerning the inspection, maintenance, and registration of real properties which exist as unmaintained vacant lots or which contain vacant or abandoned buildings.

BE IT FURTHER RESOLVED that the Council amends the City Classification and Salary Plan for FY 2023-24 to add 1.0 FTE Limited Term Code Enforcement Officer and 2.0 FTE Limited Term Housing and Community Services (Code Enforcement) Technicians for a period through June 30, 2027, to staff the Vacant Buildings and Lots Program.

BE IT FURTHER RESOLVED that the Council authorizes the City Manager to implement these changes consistent with the orderly and continual administration of the City's classification and salary plan.

BE IT FURTHER RESOLVED that the Council of the City of Santa Rosa establish an annual registration fee of \$1,040 for real properties which exist as unmaintained vacant lots or which contain vacant or abandoned buildings, as set forth in Exhibit A attached hereto and incorporated herein.

IN COUNCIL DULY PASSED this 13th day of February, 2024 through two separate motions, each with the following votes:

AYES: (5) Mayor N. Rogers, Vice Mayor Stapp, Council Members Alvarez, MacDonald, Okrepkie

NOES: (0)

ABSENT: (2) Council Members Fleming, C. Rogers

ABSTAIN/RECUSE: (0)

ATTEST: _____ APPROVED: _____
City Clerk Mayor

APPROVED AS TO FORM: _____
City Attorney

Exhibit A – Staff Costs