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- lead the research and policy development process,
- coordinate with other City agencies and other jurisdictions,
- write and present policy options to the Council,
- write any needed code changes,
- ensure any needed technology changes are put in place for tracking, billing, or other monitoring tasks,
- lead the development of internal procedures and training materials, and
- develop outreach and education materials, ensuring they are translated into key languages and made easily available to immigrant, refugee, and other historically underrepresented communities.

**Background:**

In [Ordinance 125399](#), the City Council requested the Director of SDCI to submit a report with policy options no later than March 31, 2018, to enhance the VBM Program. In addition to the report with options, the Director was asked to submit by September 25, 2017, a preliminary estimate of start-up costs needed for an enhanced VBM Program. SDCI reported that to fully respond to the Council request by March 31, 2018, SDCI would need one 0.5 FTE funded for one year.

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### Budget Action Transactions

**Budget Action Title:** Add \$75,000 GSF and add a 0.5 FTE term limited position in SDCI to develop an enhanced Vacant Building Monitoring Program.

#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BCL or Revenue Source	Summit Code	Fund	Year	Revenue Amount	Expenditure Amount
1	Increase GSF support for a term limited position in code development				FG	Planning and Development Fund	Q5971570	00100	2018		\$75,000
2	Increase revenue from GSF for a term limited position in code development				SDCI	General Subfund Support	587001	15700	2018	\$75,000	
3	Increase appropriation and add term limited position in code development	Plng&Dev Spec,Sr - PT	1	0.5	SDCI	Code Compliance	U2400	15700	2018		\$75,000