

# REPORT OF THE CHIEF LEGISLATIVE ANALYST

---

DATE: November 2, 2009

TO: Honorable Members of the Housing, Community  
and Economic Development Committee

FROM: Gerry F. Miller   
Chief Legislative Analyst

Council File No. 09-0365  
Assignment No. 09-09-1530

## Framework for an Ordinance to Establish a Registration Requirement for Properties in Foreclosure

### SUMMARY

As instructed by Motion (Garcetti - Smith - Parks), we have convened a Working Group, comprised of representatives from Council Districts 12 and 13, the Office of the Mayor, the Office of the City Attorney, the City Administrative Officer (CAO), the Los Angeles Housing Department (LAHD) and the Los Angeles Department of Building and Safety (LADBS) to develop a framework for an Ordinance to establish registration and maintenance requirements and associated fees and fines for properties in foreclosure in the City of Los Angeles (framework). The proposed framework (Attachment A) is recommended by the Working Group based on research into a similar Ordinance enacted by the City of Chula Vista, consultation with lenders, and recently enacted State law (SB 1137 (Perata)), which established maintenance requirements and penalties for failure to maintain foreclosed properties.

The Housing, Community and Economic Development Committee also instructed the Working Group to include consideration of the following Motions in the development of the framework: (1) Motion (Wesson - Garcetti), which instructed various departments to work with the LAHD to prevent and abate fraudulent activity in foreclosed properties (C.F. 07-2438-S11); (2) Motion (Cardenás - Smith) to address hazards created by swimming pools in abandoned foreclosed properties (C.F. 09-1738); and (3) Motion (Parks - Perry) to expand the Utility Maintenance Program to require owners of foreclosed properties to pay all utility bills (C.F. 09-0960). The proposed framework contains provisions to address the issues identified in these three Motions.

If an Ordinance based on the framework is adopted, lenders in the process of foreclosure will be required to register each property for which they have issued a Notice of Default with the City and maintain each property such that it does not become a nuisance or a hazard to the surrounding community.

Because the Working Group determined that a systematic, proactive approach to monitoring all properties in foreclosure in the City is not feasible at this time, due to ongoing budgetary and staff constraints, the proposed framework is based on a complaint-based enforcement system. As

proposed, the Ordinance would, however, establish enforcement powers and punitive fines beyond what is currently available to City Departments attempting to address nuisance properties in foreclosure.

According to the proposed framework, all properties must be registered with the City at the time a lender issues a Notice of Default. In order to satisfy the registry requirement, lenders must identify a local staff contact and/or property preservation company empowered to meet specific maintenance requirements and respond to City orders to comply in a timely manner. LAHD will maintain a registry for lenders who wish to register properties directly with the City and pay a fee in the amount of \$155 to meet LAHD staff costs for this service. The fee justification prepared by LAHD is provided as Attachment B to this report. Alternatively, lenders may satisfy this requirement by registering properties with the Mortgage Electronic Registration System (MERS), which maintains a database of mortgages that captures the required contact information. Lenders that register properties with MERS will not be charged a registration fee by the City.

The recommended fine for failure to meet the registration requirement is \$250 per day, up to a maximum cumulative fine of \$100,000. We recommend that registry fee and fine revenue be retained by the LAHD in a special fund to address costs associated with enforcement of this requirement. We further recommend that the LAHD track administrative costs associated with the program and that any fine revenue in excess of these costs revert to the General Fund at the end of each Fiscal Year.

The framework also establishes maintenance requirements designed to ensure that properties do not become a nuisance or hazard to their surrounding communities. Lenders that have issued a Notice of Default for a single family property will be required to meet maintenance requirements when these properties become vacant or at the time a foreclosure sale is finalized, whichever comes first. Multi-unit properties in foreclosure will be required to be maintained by lenders according to proposed maintenance requirements upon finalization of a foreclosure sale.

Maintenance requirements range from posting notices at the subject property to compliance with City building codes related to security and enclosure of swimming pools. Proposed fine amounts for failure to maintain vary from \$250 to \$1,000 per day according to the threat to public safety which may result from each violation. For example, recommended fines for violation of posting requirements are \$250 per day, while failure to maintain swimming pools would result in the maximum \$1,000 fine. The maximum cumulative fine will be \$100,000. As proposed, all maintenance fine revenue will remit to the General Fund. The recommended maximum fine amounts of \$1,000 per day, per property and \$100,000 cumulatively are consistent with the standard set in SB 1137.

If the Council approves the proposed framework, we recommend that the City Attorney be requested to prepare and present an Ordinance in 30 days to implement the registry requirement described in the framework.

## RECOMMENDATIONS

That the Council:

1. Approve the proposed framework (Attachment A) for an Ordinance to establish registration and maintenance requirements and associated fees and fines for properties in foreclosure in the City of Los Angeles; and
2. Request the City Attorney, with the Assistance of the Chief Legislative Analyst and the Los Angeles Housing Department (LAHD), to prepare and present an Ordinance in 30 days based on the attached framework that includes:
  - a. A requirement that lenders, mortgagees or beneficiaries of trust who issued a Notice of default (Lender) on a residential property in the City of Los Angeles as a result of a defaulted obligation shall register the property with the City of Los Angeles;
  - b. A requirement that Lenders maintain subject properties according to provisions contained in the attached framework;
  - c. A fee for registration and fines for failure to register and/or maintain, as outlined in the proposed framework; and
  - d. Provisions to establish a special fund for fee and fine revenue associated with the registry requirement to support LAHD administrative costs associated with enforcement of the registry, subject to a requirement that any fine revenue remaining in the fund in excess of LAHD administrative costs revert to the General Fund at the end of each Fiscal Year.

## FISCAL IMPACT

Fines collected by the City as a result of failure to comply with the maintenance requirement contained in the proposed framework will be deposited in the General Fund. As a result, these recommendations have a potential positive impact on the General Fund. The amount of fine revenue to be generated as a result of the maintenance requirement is unknown at this time. As proposed, registration fee revenue and fines for failure to maintain will support the Los Angeles Housing Department to address costs associated with maintenance and enforcement of the registry, subject to a requirement that any fine revenue remaining in the fund in excess of LAHD administrative costs revert to the General Fund at the end of each Fiscal Year.

  
Meg Barclay  
Analyst

Attachment A - Proposed Framework  
Attachment B - Registration Fee Justification (LAHD)

MB

N:\Reports\HCED.FRWG.wpd

## **FINDINGS**

### **1. Background**

The Motion (Garcetti - Smith - Parks) notes that current foreclosure crisis has increased the number of empty and vacant foreclosed properties throughout the City, causing blight and nuisance in many neighborhoods. A prior Motion (Smith - Zine - Rosendahl) also noted that the number of these properties continues to grow. According to data provided by the Los Angeles Housing Department, there were approximately 17,000 foreclosed single-family homes and 2,700 foreclosed multi-unit properties in the City of Los Angeles, as of March 30, 2009. At the time of the Motion, this Office had also been researching a registry requirement as a way of tracking the extent of this problem and generating fee revenue to support enforcement activities related to these properties.

Current City law establishes maintenance requirements for vacant buildings, however, the Los Angeles Department of Building and Safety (LADBS) has limited enforcement to properties that are open to unauthorized entry. Additionally, current law does not establish sufficient penalties to deter property owners from allowing vacant buildings to become a nuisance or hazard to their surrounding neighborhoods. The LADBS reports that the provisions included in the proposed framework that provide additional authority to impose fines on nuisance properties will assist the LADBS to more effectively enforce maintenance requirements.

SB 1137 (Perata), signed into law in July 2008, provides that local governments may establish maintenance requirements for properties that have been acquired through foreclosure sale and penalties for failure to comply with these requirements. Because Working Group members report that often single-family properties become vacant prior to foreclosure sale, we recommend that foreclosing lenders be required to maintain vacant single-family properties after issuing a Notice of Default, prior to foreclosure sale.

### **2. Registration Requirement**

The Working Group recommends that lenders be required to register properties with the City at the time a Notice of Default is issued to the mortgage holder. For single-family properties, maintenance requirements will not be imposed on lenders until such time as a property in foreclosure becomes vacant or a foreclosure sale is final. As stated above, Working Group members report that often mortgage holders who have received a Notice of Default abandon their homes prior to foreclosure sale, leaving these properties vulnerable to squatters, vandalism or other hazardous conditions. Without access to lenders' contact information, the City often pursues the mortgage holder as the property owner of record in the event that these properties become a nuisance or a hazard. The recommendation to impose a registration requirement on lenders at the time of a Notice of Default, while delaying the maintenance requirement until a single-family property becomes vacant is intended to ensure that the City has the necessary information to address nuisance single-family properties in foreclosure without imposing additional burdens on distressed homeowners.

Because of the Citywide moratorium on single- and multi-family evictions on the grounds of

foreclosure (C.F. 07-2438-S9), multi-family properties in foreclosure should not become vacant at greater rates than properties that are not in foreclosure. As such, lenders will not be required to assume maintenance responsibilities for multi-unit properties until they have acquired properties through foreclosure sale.

In order to satisfy the registry requirement, lenders must provide the Los Angeles Housing Department with contact information for lender staff directly responsible for each registered property and empowered to comply with all maintenance requirements described below. Designated staff must also have the authority to accept rental payments from tenants of rental properties in the event that no management company is otherwise employed for this purpose. Failure to comply with the registry requirement will result in a penalty fine of \$250 per day.

The LAHD is fully grant- and fee-funded, and cannot use existing funds to administer and enforce a City registry requirement. Therefore, we recommend that fee and fine revenue associated with the registration requirement be retained by the LAHD to support LAHD costs associated with administering and enforcing this requirement, subject to a requirement that any fine revenue remaining in the fund in excess of LAHD administrative costs revert to the General Fund at the end of each Fiscal Year.

As proposed, lenders may register properties in foreclosure directly with the LAHD, subject to a registration fee in the amount of \$155, commensurate with the Department's costs to establish and maintain the registry (See Attachment B). Alternatively, lenders may satisfy this requirement by providing the same information through the Mortgage Electronic Registration System (MERS), a privately operated service that will provide the City with access to their property database at no charge. Lenders that register properties with MERS will not be required to pay a registration fee to the City.

MERS representatives report that approximately sixty percent of all mortgages are represented in their database. Negotiations are currently ongoing with two other major lenders, which would result in access to information for approximately ninety percent of loans through MERS. Foreclosing lenders may designate a lender representative and a local property preservation company for each individual property in the MERS database. As stated above, these designees must have the authority to meet all maintenance requirements outlined in the framework and respond to all City notices in order to be deemed in compliance with the registry requirement.

### **3. Maintenance Requirement**

According to the proposed framework, lenders will be required to comply with maintenance requirements designed to prevent these properties from becoming a nuisance or hazard to their neighborhoods.

Maintenance requirements are summarized as follows:

- For all subject properties, lenders must:
  - Post name and 24 hour contact phone number of lender staff, or applicable property

- management/preservation staff;
  - Conduct weekly property inspections to ensure that the property complies with maintenance requirement;
  - Remove any graffiti, waste, rubbish, debris, excessive vegetation, inoperable vehicles trailers, appliances and other material from yards surrounding the properties;
  - Prevent termination of utility services to the property if the property is lawfully occupied;
  - Landscape and maintain visible and side front yards to the neighborhood standard; and
  - Maintain any pools and spas according to City Building Code and County Health and Safety Code.
- Additional requirements for vacant properties:
    - Post "no trespassing" signage;
    - File a trespass authorization with the Los Angeles Police Department to authorize a police officer to assist with removal of trespassers;
    - Remove waste, rubbish, debris, flammable or hazardous materials from the property's interior;
    - Secure structures from unlawful entry.

As described in the proposed framework, lenders that are out of compliance with the proposed maintenance requirements will be notified by the LADBS (single-family properties and vacant properties) or the LAHD (occupied multi-family properties) and given an opportunity to comply or be fined. The framework includes a fine structure based on the nature of the maintenance failure. Fines range from \$250 per day for violation of registration and posting requirements to \$1,000 for failure to prevent hazardous conditions, maintain swimming pools or prevent utility termination, among other violations.

Fines for failure to register and/or maintain properties subject to the proposed Ordinance will be subject to a maximum cumulative penalty of \$1,000 per day, not to exceed \$100,000 per property. All maintenance fine revenue will be remitted to the General Fund.

**4. Motion (Wesson - Garcetti), relative to preventing and abating fraudulent activity in foreclosed properties**

Motion (Wesson - Garcetti) proposed that the Los Angeles Department of Water and Power (DWP), the Los Angeles Police Department (LAPD) and the LAHD be instructed to cooperate to prevent and abet fraudulent activity related to foreclosed properties. The Motion cited reports of fraudulent rental schemes and squatter activity taking place in vacant foreclosed properties. In response to this Motion, the Working Group met with representatives from DWP and LAPD to discuss how a registration requirement for foreclosed properties could assist these Departments to prevent and abate fraudulent activity associated with these properties. The proposed framework takes into account feedback provided by these Departments. It is anticipated that these Departments will be provided with access to the registry database for the purpose of determining whether a property is in

foreclosure and establish contact information for a local party responsible for responding to any fraudulent activity.

**5. Motion (Cardenás - Smith) relative to swimming pool hazards in foreclosed properties**

Motion (Cardenás - Smith) requested additional information from the LADBS and LAHD regarding measures taken by these departments to educate the public and directly address hazards created by swimming pools in vacant, foreclosed properties.

The LAHD reports that the Department's enforcement efforts are limited to occupied multi-unit rental properties, which are not abandoned as a result of foreclosure, due to the City's moratorium on foreclosure-related evictions. The LADBS, however, is responsible inspection and code enforcement activities related to vacant properties.

The LADBS reports that high priority is given to existing swimming pools on abandoned properties that may pose an imminent danger to the public due to a breached or missing pool enclosure. All swimming pool enclosures are required to comply with Chapter 31 of the Los Angeles Building Code. Public information regarding existing swimming pools is found in LADBS' website ([WWW.LACITY.ORG/LADBS](http://WWW.LACITY.ORG/LADBS)) under Parts IV and VI of LADBS' Information Bulletin (Document No. P/BC 2002-014) titled "Design and Construction of Swimming Pools"

Upon receipt of a complaint due to a breached or missing pool enclosure, LADBS' Code Enforcement Bureau (CEB) dispatches an inspector on a high priority basis. Should the inspector determine that the complaint is valid and a 'present, imminent, extreme and immediate' hazard exists, the inspector immediately issues an 'order to comply' to the property's owner of record, and posts a copy on the site. The inspector gives the owner a maximum of 24 hours to comply with the order. The inspector also takes steps to barricade the site to establish a safe perimeter to keep people away from the pool. In extreme cases or when there is no compliance after 24 hours or when the owner(s) cannot be located, the inspector will notify LADBS supervision to seek assistance from another city agency (i.e., LAFD, General Services, City Contractor, etc) to provide more adequate barricades.

An Ordinance based on the proposed framework will result in additional information and enforcement authority for the LADBS when responding to swimming pool-related hazards to ensure that these issues are addressed in a timely manner. The fine proposed for failure to maintain swimming pools on vacant properties in foreclosure is \$1,000 per day, up to a maximum of \$100,000.

A complaint regarding a green pool water violation is a 'medium priority' violation. Again, upon receiving a complaint, an inspector is sent to investigate and if the inspector finds that the water has a 'lack of clarity' as defined by the Code, the inspector issues an Order to Comply to the property's owner of record and posts a copy of the on the site. The owner is given a maximum time to comply with the order of 72 hours. Should the inspector also witness that a mosquito problem exists, a referral will be made to the Los Angeles County or State Vector Control Agencies.

In the event that the owner cannot be located or fails to comply with the order and the health risk continues, LADBS will prepare the case for the City Attorney, to seek a Court order to drain the pool.

The registration requirement recommended in the proposed Ordinance framework will give LADBS addition information about property ownership in cases where the owner of record has abandoned the property due to foreclosure proceedings. In the event that the LADBS finds that a lender is out of compliance with swimming pool maintenance requirements, the lender will be notified that they must bring the property into compliance or face a fine. The fine proposed for failure to maintain swimming pools on vacant properties in foreclosure according to City, County and State requirements is \$1,000 per day, up to a maximum of \$100,000.

**6. Motion (Parks - Perry) relative to requiring owners of foreclosed properties to pay all utility bills**

Motion (Parks - Perry) proposed expansion of the City's Utility Maintenance Program (UMP) to apply to foreclosed rental properties and/or creation of a new program to require owners of foreclosed properties to pay all utility bills. The Motion was introduced in response to reports that tenants of foreclosed rental properties were experiencing utility termination because owners in foreclosure had stopped paying utility bills.

The proposed framework for the Foreclosure Registry Ordinance requires lenders to maintain utility services for occupied multi-family properties when they foreclose on a property in a foreclosure sale and become landlords. Instead of expanding the UMP, LAHD and the Department of Water and Power (DWP) have collaboratively established a new program to provide tenants with a more immediate means of preventing termination of utilities. According to an agreement between the two agencies, DWP shall establish an account in the name of the lender after a foreclosure in order to facilitate the maintenance of the utilities and to accept payments to the account from any person, including tenants. State law allows tenants of multi-family properties to deduct from their rent any utility payments for which the landlord was responsible. LAHD will report regarding this program under separate cover.

## ATTACHMENT A

### Framework for Foreclosure Registry Ordinance

#### Applicability

Lenders, mortgagees or beneficiaries of trust (Lender) who issued a Notice of Default on a residential property in the City of Los Angeles as a result of a defaulted obligation shall register the property with the City of Los Angeles pursuant to this Ordinance and comply with its requirements. If the Lender issues the Notice of Default after the effective date of this Ordinance, they shall register the property with LAHD within 30 days of the Notice's issuance. If the Lender issued the Notice of Default prior to the effective date of this Ordinance, and it has not revoked the Notice of Default, the Lender shall register their property with LAHD within 30 days after the effective date of this Ordinance.

#### Registration Requirements

The Lender shall satisfy the registration requirements of this Ordinance by providing LAHD with contact information, including street address and phone number, for the lender staff directly responsible for the property. If staff designated by the lender is located more than 100 miles from the subject property, the Lender shall also provide the contact information, including street address and phone number, for the staff of any applicable property management or property preservation company responsible for the security, maintenance and marketing of the property. To satisfy the registration requirements of this Ordinance, the staff identified by the Lender must be empowered to:

- Comply with code enforcement orders issued by the City;
- Provide trespass authorization upon request of local law enforcement authorities if the property is unlawfully occupied;
- Conduct weekly inspections of the property;
- Accept rental payments from tenants of the property if no management company is otherwise employed for this purpose;

The Lender must also pay an administrative fee in the amount of \$155 to satisfy the registration requirements of this Ordinance.

The Lender may also satisfy this Ordinance without payment of the administrative fee if the Lender registers the property with the national mortgage loan electronic registration system to which the City has access and which registry includes a unique mortgage identification number specific to the loan and which number is tied to the name of the borrower, the street address of the property, and contact information consisting of the name, telephone number, and electronic address, if any, of the current mortgage lender or mortgage loan service provider and of the current property preservation contact.

### Penalty for Failure to Register

If a Lender fails to satisfy the registration requirements of this Ordinance for a subject property, LAHD shall notify the Lender at the mailing address provided on the date of the notification with the Office of the County Recorder, the LAHD Foreclosure Registry or the national mortgage loan electronic registration system to which the City has access. If the Lender fails to satisfy the registration requirements of this Ordinance within 30 days of the City's mailing of its notification, the Lender shall pay a penalty in the amount of \$250 per day for each day since the City issued its notification. Penalties issued pursuant to this Ordinance shall not exceed \$100,000 per Lender for each property.

### Registry's Maintenance Requirements

To prevent blight and nuisance from the impact of foreclosed properties on surrounding communities and to ensure the health and safety of occupants of foreclosed properties, Lenders must also maintain their properties pursuant to the requirements below.

Maintenance requirements below apply to

1. Vacant single-family homes for which the lender has issued a Notice of Default; and
2. Multi-unit properties to which the lender has acquired title through reversion or transfer of the title in full or partial satisfaction of a defaulted obligation.

Lenders must maintain their properties as follows:

- Post a subject property with the name and 24 hour contact phone number of lender staff, or applicable property management/preservation staff with the words "THIS PROPERTY MANAGED BY" and "TO REPORT PROBLEMS OR CONCERNS CALL". The posting shall be placed on the interior of a window facing the street to the front of the property so it is visible from the street, or secured to the exterior of the building/structure facing the street to the front of the property so it is visible from the street. The posting shall be no less than 18" x 24" and shall be of a font that is legible from a distance of forty-five feet. Exterior posting must be constructed of and printed with weather resistant materials;
- Post a vacant structure with signs stating "THIS PROPERTY CLOSED TO THE PUBLIC" in accordance with LAMC Section 41.24;
- File a written trespass authorization with the police department pursuant to LAMC Section 41.24(g) to authorize a peace officer's assistance in removing trespassers from a property containing a vacant structure;
- Remove any waste, rubbish, debris, flammable, combustible, or hazardous materials from the interior of a vacant structure in the subject property;
- Remove any graffiti, waste, rubbish, debris, excessive vegetation, inoperable vehicles, trailers, appliances and any other similar materials from the yards surrounding the subject property;

- Lock, barricade or secure all doors, windows, damaged walls, roofs, foundations and other openings of any vacant structures in the subject property in accordance with LAMC Chapter IX, Article I, Division 89;
- Prevent termination of utility services to the property if the property is lawfully occupied;
- Landscape and maintain visible and side front yards to the neighborhood standard;
- Maintain any pools and spas in working order so that the water remains clear and free of pollutants and debris, or, drained and kept dry; pools and/or spas must comply with the minimum security fencing requirements of the City of Los Angeles Building Code;
- Conduct weekly inspections of the subject property to ensure that the property complies with the maintenance requirements of this Ordinance.

If a Lender fails to satisfy the maintenance requirements of this Ordinance for a subject property, the applicable enforcement agency shall notify the Lender of the failure to maintain the property at the mailing address provided on the date of the notification with the Office of County Recorder, the LAHD Foreclosure Registry or the national mortgage loan electronic registration system to which the City has access. If the Lender fails to satisfy the maintenance requirements of this Ordinance within 30 days of the City's mailing of its notification, the Lender shall pay a penalty in an amount specified according to the chart below for each day since the City issued its notification. Penalties issued pursuant to this Ordinance shall not exceed \$100,000 per Lender for each property.

Maintenance Failure	Fine Amount per Day
Failure to post a subject property with the name and 24 hour contact phone number of lender staff, or applicable property management/preservation staff with the words "THIS PROPERTY MANAGED BY" and "TO REPORT PROBLEMS OR CONCERNS CALL".	\$250.00
Failure to post a vacant structure with signs stating "THIS PROPERTY CLOSED TO THE PUBLIC" in accordance with LAMC Section 41.24	\$250.00
Failure to file a written trespass authorization with the police department pursuant to LAMC Section 41.24(g) to authorize a peace officer's assistance in removing trespassers from a property containing a vacant structure	\$500.00
Failure to remove any waste, rubbish, debris, flammable, combustible, or hazardous materials from the interior of a vacant structure in the subject property	\$500.00
Failure to remove any graffiti, waste, rubbish, debris, excessive vegetation, inoperable vehicles, trailers, appliances and any other similar materials from the yards surrounding the subject property	\$500.00

Failure to lock, barricade or secure all doors, windows, damaged walls, roofs, foundations and other openings of any vacant structures in the subject property in accordance with LAMC Chapter IX, Article I, Division 89	\$1000.00
Failure to prevent termination of utility services to the property if the property is lawfully occupied	\$1000.00
Failure to landscape and maintain visible and side front yards to the neighborhood standard	\$500.00
Failure to maintain any pools and spas in working order so that the water remains clear and free of pollutants and debris, or, drained and kept dry; pools and/or spas must comply with the minimum security fencing requirements of the City of Los Angeles Building Code and the Health and Safety laws of the County of Los Angeles, including, but not limited to vector control requirements.	\$1000.00
Failure to conduct weekly inspections of the subject property to ensure that the property complies with the maintenance requirements of this Ordinance	\$500.00

Strict Liability Offense

Violations of this chapter shall be treated as a strict liability offense regardless of any intent.

Additional Authority

The applicable enforcement agency shall have the authority to require the Lender to implement additional maintenance and/or security measures, including but not limited to installation of additional security lighting, increasing on-site inspection frequency, employment of an on-site security guard or other measures as may be reasonably required to arrest the decline of the property.

**FORECLOSURE REGISTRY  
ADMINISTRATIVE FEE CALCULATION**

<b>Calculation Factors</b>		<b>Annual</b>	<b>Monthly</b>	<b>Hourly</b>	<b>Minute</b>
Management Analyst	Salary, fully burdened	110,267.00	9,188.92	53.01	0.88
Clerical Typist	Salary, fully burdened	72,428.00	6,035.67	34.82	0.58

**Dispute Resolution**

<b>Review Activity</b>	<b>Staff Assigned</b>	<b>Minutes Per Task</b>	<b>% Applicability</b>	<b>Cost</b>
Consultation- Via Phone and Counter	Management Analyst	30	100%	26.4
Registry Intake - Research confirming ownership and property data, database input, set up of files, mail notices to property	Management Analyst	30	100%	26.40
	Clerical Typist	40	100%	23.20
Coordination of Registry Contact Information with Code Enforcement Agencies (LAHD Code Division, LADBS)	Management Analyst	30	100%	26.40
Coordination of Registry Contact Information with LADWP for maintenance of utility services, or termination for vacant properties	Management Analyst	40	100%	35.20
			100%	0.00
Coordination of Registry Contact Information with LAPD, including Trespass Authorization Forms	Management Analyst	40	25%	8.80
Respond to Constituent Inquiries	Management Analyst	40	25%	8.80
<b>Total Fee</b>				<b>155.20</b>