



Stewardship Sequim

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Introduction

Over the past two decades, the City of Sequim has seen significant growth in real estate and economic development and an influx of residents, which has changed the dynamics and daily life of the once rural farming community. As a result, Sequim's current code enforcement programs have not kept pace with the changing dynamics of the community and its desire to preserve well-maintained commercial and residential properties.

In January 2018, the City of Sequim engaged Leadership ICMA (L-ICMA) to conduct a thorough analysis of the code enforcement program, which included performing a comprehensive review of the code enforcement ordinances, policies, and procedures currently in place. To accomplish this, L-ICMA gathered and reviewed data from Sequim's existing code enforcement process, researched strategies and best practices in areas with similar demographics and conducted on-site interviews with staff and key stakeholders. All data and input collected served as the basis for identifying the policies, processes, and administration of code enforcement for the City of Sequim.

Background

Most municipalities shape their code enforcement programs to ensure the safety and welfare of their citizens, along with maintaining a City's neighborhood character and vibrancy. This in turn helps preserve and enhance property values, and more importantly create a mechanism to prevent blighted properties.

Ordinances are intended to balance the values of the community, protect the welfare and safety of residents, and maintain property values. Each of these are accomplished through effective code enforcement, which deliver a safer and more attractive environment for community members.

The overarching goals of any municipal code enforcement program is to bring properties back into compliance with the adopted community standards and to proactively address problem properties to seek voluntary compliance with property maintenance codes. These goals have been articulated by City elected officials, staff, community leaders and neighborhood panelists throughout L-ICMA's work in Sequim – speaking to the broad-based community support for an active City approach in addressing non-compliant properties.

The general sense of L-ICMA is that code violating properties generally fall into one of three categories:

- Owner-occupied properties with a desire to comply but are physically or financially unable
- Owner-occupied properties with no desire to comply
- Rental properties

For each of the categories mentioned above as well as a more effective and efficient Code Enforcement Program, L-ICMA recommends the following strategies outlined in this report.

Recommendations

After thoroughly reviewing the existing processes and procedures of Sequim's Code Enforcement Program, the following items are recommended to be implemented.

1. Realign Roles and Responsibilities
2. Adopt International Property Maintenance Code
3. Dedicated Software Module/Tracking System
4. Volunteer Assistance Program
5. Administrative Remedies Program
6. Rental Property Registration Program

Realign Roles and Responsibilities

Cities provide a variety of services to their citizens daily. To provide these services as efficiently and as effectively as possible, they typically organize their staff into departments such as police, public works, community development, etc. Specific roles and responsibilities are then assigned to these departments to successfully fulfill the mission and vision of the organization. The City of Sequim generally follows this same organization of labor and has been able to effectively deliver services demanded by their citizenry and overseen by their elected representatives.

An effective way to define responsibilities regarding code violations is to consider the location of the issue in relation to who, on the City staff, has responsibility for addressing the matter. If the issue, vehicle or otherwise, is on private property, the Code Enforcement officer would lead in the compliance effort whereas issues within the public right of way would be a law enforcement matter. Understanding that most of the right-of-way issues will involve vehicles, a police response – either via officer or with Volunteers in Police (VIPS) program volunteer – would be an appropriate response mechanism to address the issue.

As Sequim endeavors to reduce blight throughout the city, L-ICMA believes there are several strategic decisions which could be made to better focus resources toward furthering their goal. Below are suggestions at a departmental level which would assist in this goal.

Community Development

Going forward, the Code Enforcement function of the City of Sequim should be rebranded as Code Compliance and should reside within the organizational structure of the Community Development Department (CDD). The Code Compliance Officer should be provided with appropriate training opportunities to develop a deeper understanding of best practices to further enhance the effectiveness of the City's efforts. This training should be centered around the International Property Maintenance Code, which the City should likewise adopt to guide compliance efforts.

The City needs to clearly delineate responsibilities for addressing conditions that violate the codes and ordinances of Sequim. A recommended solution is that violations occurring on

private property (excessive trash, property maintenance issues, junk vehicles, overgrown vegetation, etc.) be the responsibility of CDD while violations within the public right of way (improperly parked or abandoned vehicles or trailers, etc.) be the responsibility of the Police Department (PD). This clear distinction should simplify and provide accountability to the City's response.

Building Inspections

During L-ICMA's interviews, it was determined there was confusion between the roles and responsibilities of the Building Official and the Code Enforcement Officer. Roles may be clearly defined in the job descriptions, but both individuals expressed concern over the blurred set of skills and tasks which apply to both positions. Further complicating the matter, due to the staffing levels currently employed at Sequim, there is only one full-time equivalent (FTE) for each of these positions and each serve as the others successor should either be not working for any reason.

While clearly defining roles and responsibilities for these specific positions is important in theory, its practicality there are a great number of synergies which can be realized by each individual being properly cross-trained in the other's duties. During L-ICMA's interviews, it was discovered this process is partially taking place. However, with additional support from City leadership, this process could be further developed and formalized within the organization.

Previously, the code enforcement position had reported up through CDD but has since been transferred to the PD for administrative reasons. As recommended in this report and based on changes which have occurred within the organization, it is recommended both positions should again reside within CDD – to coordinate efforts and provide a unified supervisory structure. While the roles of the two positions are related, and often function on similar issues, they are not the same position as evidenced by the fact that the City currently has separate job descriptions for each position. It should be made clear to each of these positions that issues of building code, fire code, and plan review should remain solely with the building official. Issues regarding code violations with regards to aesthetics and blight on the exterior of the structure or property should remain solely the responsibility of the Code Enforcement Officer.

Animal Control

Currently the Code Enforcement Officer not only oversees Code Enforcement, but also serves as the Animal Control Officer as well. Throughout L-ICMA's discussions, it became clear that the personal priority of the Code Enforcement Officer has focused on animal control issues over issues of blight. While some animal control issues are related to immediate safety issues, i.e. dog bite, etc., a majority of the reported issues related to loose, stray or injured animals. While L-ICMA agrees that immediate human safety issues should always be paramount, a clear outcome of the current combination of duties has been a lack of focus and progress on blight and code violations. In calendar year 2017, nearly half of all calls worked by the Code Enforcement Officer were related to animal issues whereas only twenty-five (25) percent of calls worked addressed property maintenance violations. If property maintenance issues were being effectively resolved, the animal control focus would not be out of line. However, given the current backlog of property maintenance concerns and the limited staff time available, our efforts must be focused on the issues of highest priority while finding more effective avenues to address lower priority items.

Clallam County Animal Control is housed within the City of Sequim. During L-ICMA's interviews, it was discovered that the City of Sequim and Clallam County work well together when fulfilling the role of animal control. To better focus the Code Enforcement Officer on blighted properties, it is recommended the City of Sequim engage Clallam County and explore the possibility of them delivering animal control services within the City of Sequim via inter-local agreement. Through this arrangement, the parties could agree to appropriate performance metrics (response time, program outcomes, etc.) that meet the animal control needs of the City while engaging an existing and better-suited County function.

Parking Operations and Enforcement

Currently Code Enforcement, a division of PD, oversees parking operations throughout the City of Sequim. There is a single position in this division which is responsible for overseeing 6.3 square miles of land which is to be covered daily. The Code Enforcement Officer describes the greatest challenge as "resource challenges." Staff time, as the most precious resource in addressing community problems, must be invested appropriately and targeted towards achieving the top priorities of the municipality. While it is L-ICMA's recommendation that the Code Enforcement Officer be transferred to CDD to more effectively address issues of blight within the city, it is also L-ICMA's recommendation that parking enforcement remain a function of the PD. With police staff available around the clock, this would result in increased presence and effectiveness for parking enforcement operations. Though an officer's duty to protect life and property will remain as their primary purpose, this secondary or even tertiary task should be able to be assumed without much additional effort by these officers.

Roles and Responsibilities Conclusion

The recommendations of L-ICMA are based solely on the information provided during in-person interviews, phone conference calls, and the documentation provided. While there may be further intricacies not fully comprehended or understood by L-ICMA, the team is more than happy to further discuss any of these roles and responsibilities in a larger setting with a group of stakeholders. In addition, L-ICMA never had direct contact with Clallam County regarding their interest in providing animal control services to the City of Sequim.

Adopt International Property Maintenance Code

In reviewing the existing ordinance structure, L-ICMA is confident that the existing codes and ordinances effectively empower City staff to address a majority of the current blighted property conditions within the community. L-ICMA uncovered some existing policies that, while well-intentioned, hinder compliance and enforcement efforts. Current policy provides two years for a demolition – a timeframe that is unnecessarily long and allows a property to exist in a long-term state of demolition while technically remaining in compliance. This is a self-inflicted condition that the City can correct. Staff also expressed frustration with the legal system results of previous code cases, a reality that L-ICMA has worked in this report to address with voluntary compliance, proactive communication, the Administrative Remedies effort and the Rental Property Registration Program. Wherever possible, L-ICMA has recommended options that will both expedite the compliance process and increase its effectiveness.

An additional set of recognized and accepted standards exists within the International Property Maintenance Code (IPMC). L-ICMA recommends that the City consider adopting the IPMC to enhance future code compliance efforts. Much of the professional training and development in

the area of code compliance is based on the IPMC and the standards adopted therein are generally accepted across the country – giving more credibility to future legal proceedings initiated by the City in its effort to achieve compliance. Additionally, should the City move forward with a rental registration program, the IPMC is used as a basis for an [inspection checklist](#) developed by HUD to evaluate property conditions.

Dedicated Software Module/Tracking System

During its interviews, L-ICMA identified that the City currently does not have a dedicated software system for its Code Enforcement Program. Rather the Code Enforcement Officer uses the PD's software to track and manage the City's code enforcement cases, which L-ICMA believes limits the officer's ability to effectively manage its case load.

Since code enforcement issues arise both through citizen complaints and proactive enforcement, a successful enforcement program requires a defined and managed process to log and track these issues. Investing in software to streamline and automate the tasks associated with code enforcement can significantly improve the overall effectiveness and efficiency of the City's code enforcement efforts.

Code enforcement software programs provide an intuitive set of tools to enable users to perform more of their duties proficiently and help ensure that residents trust the City to address their concerns. Software programs offer features to improve internal processes and produce more noticeable results. Such benefits and features include:

- Workflows can be defined to track the notice of violation, follow up inspections, and any other tasks through the process
- Completely automates the process of opening cases, scheduling inspections, recording violations, and coordinating resolutions
- Code violation letters can be accurately and quickly generated and include pictures, videos and other supporting documents to validate the case
- Allows residents and businesses to track their requests and receive notifications about the completion of their request
- Ability for users to view and add property ownership information and review previous inspection results, photos, notices and violations from their mobile field devices
- Requests can be filtered based on a geographic area and inspectors can schedule their site visits more strategically
- Ability to interact with residents and businesses through an online portal

Volunteer Assistance Program

Owner-occupied properties with a desire to comply but are physically or financially unable

Sequim is fortunate to have several engaged, community-minded service groups and entities who have expressed a willingness to assist residents in need of help with minor maintenance and clean up issues.

From a community-service standpoint, there appears to be a local capacity to assist the owner-occupied properties with a desire to comply with the property maintenance codes. It was noted that more than 10% of all commercial activity in Clallam County is done through the non-profit sector – speaking both to their impact on the community and their ability to collectively act for the public good. A clean, well-maintained community is clearly within the public good and assisting individual community members falls within the core values of most service organizations. Habitat for Humanity, the Scouts, Sunrise Rotary, the VIPS program, neighborhood groups, faith communities and other civic groups are comprised of talented, dedicated and engaged community members who, through their participation in the various groups, have expressed a willingness to serve. This resource is one the City can and should tap into in solving its code compliance efforts.

In many cases, a physical limitation or life change has led to some of the compliance issue – an injury, the death of a spouse or a divorce all have the potential to limit the ability of a property owner to maintain their home despite their best intentions or desires. At times, a property has simply degraded to a point where the owner lacks the ability to get back to compliance; however, with help returning to compliance, the owner could maintain the property. Identifying and correcting these specific properties would provide immediate success and momentum to a community-based response to neighborhood appearance. Success builds upon success and early wins will be important to sustaining volunteer efforts in the program. **The City can and should function as a connection point between these civic groups and the property owners that want to comply but require assistance.**

The City should consider establishing a committee or working group who can, on a regular basis, connect City staff and volunteer groups. This group, meeting quarterly, should be guided by a representative from the City Manager's office to coordinate staff activities (Code Enforcement, Building Inspection, Law Enforcement, Public Works) with representatives of the various community stakeholders. Understanding CDD is primarily charged with the code compliance and building inspection, many of the problem properties will be identified by the CDD for group discussion. When problem properties are clustered together,

Voluntary compliance cases – even when assistance is required – are the easiest code compliance issues to address because the matter is handled privately, without court intervention, and the property owner or occupant is a partner with the City as opposed to a target of the process. Staff contact on code violations should work to identify properties where a community-based approach can help mitigate the non-compliance. It was noted to L-ICMA that staff typically makes in-person contact with subject property owners and the interaction provides a unique opportunity to divert appropriate properties to a voluntary assistance program. In contacting residents, staff should work to identify any underlying issues which are preventing compliance that could be corrected with some limited assistance from a volunteer group.

Neighborhood groups in subdivisions can also help play a role in a community-based approach to addressing non-compliant properties. **Staff should build relationships with subdivision associations and maintain regular contact to help proactively address problem properties.** While the City is not able to enforce subdivision regulations or covenants, an engaged municipal approach will put those issues on the radar for Code Enforcement so that if and when the condition rises to become a municipal violation, City staff are already aware of the issue and can issue early notice. Having a clear connection between neighborhood associations and City Code Enforcement staff also acts to support and puts additional weight behind the neighborhood association efforts in addressing problem properties.

The City of Sequim can further build on the Rally in the Alley (RITA) events initiated by Habitat for Humanity by focusing City efforts on a specific block in conjunction with a RITA event. When a block is identified for targeted compliance efforts, a holistic approach may be successful – connecting the RITA event and City efforts to maximize impact. From a staff perspective, Code Enforcement can contact properties with violations, identify areas where RITA volunteers can help and work to restore compliance, Public Works can complete right-of-way maintenance or improvements (signage maintenance, enhanced mowing, sidewalk / curb / road repairs), Police staff can focus on addressing abandoned vehicles in the right-of-way and the Fire Department can prioritize the testing, cleaning and painting of hydrants.

Large-scale events like Service Fest provide an opportunity to harness an even wider pool of volunteer talent on a focused effort like community cleanup. These events should prioritize the voluntary compliance cases wherever possible – concentrating effort on blocks or streets where multiple properties are open to assistance and voluntary compliance.

Municipalities are always faced with the dilemma of property owners who are reluctant to abide by adopted municipal code. Such reluctance leads to nuisance and blighted properties. Sequim is no exception, as it is currently experiencing similar non-compliance with various properties throughout its boundaries. **To effectively curb such behavior, Sequim can improve its enforcement capabilities by implementing procedures which will allow it to successfully deal with repeat offenders.** One method that can prove to be effective is that of an Administrative Remedies Program (ARP).

Administrative Remedies Program

Owner-occupied properties with no desire to comply

Municipalities are always faced with the dilemma of property owners who are reluctant to abide by adopted municipal code. Such reluctance leads to nuisance and blighted properties. Sequim is no exception, as it is currently experiencing similar non-compliance with various properties throughout its boundaries. **To effectively curb such behavior, Sequim can improve its enforcement capabilities by implementing procedures which will allow it to successfully deal with repeat offenders.** One method that can prove to be effective is that of an Administrative Remedies Program (ARP).

An ARP is yet another enforcement tool Sequim could use, with the goal being to reduce the number of code violations and encourage expedient compliance by property owners. This approach has been used successfully by other municipalities when dealing with continuing and ongoing violations of their respective codes (i.e. zoning, building, plumbing and electrical). Plus, it affords staff with greater control over code enforcement cases and an ability to respond to

code violations in a more expeditious manner than that of a criminal process. By way of an ARP City staff can ultimately issue violators with a civil citation (which are not punishable by jail and do not appear on a criminal record), but rather carry a monetary penalty/fine. They are processed entirely by the City and do not involve court proceedings.

Under an ARP the following actions can potentially take place:

- I. An enforcement officer initiates a case and issues a violation warning notice (VWN)¹ to the property owner and sets forth the following:
 - a. A description of the municipal code violation(s) identified at the property;
 - b. the location/address where the municipal code violation is taking place or was observed;
 - c. a description of the corrective action that the responsible party is required to do to abate the violation;
 - d. the date by which compliance must be achieved and;
 - e. the total amount of administrative penalties that may be assessed if compliance is not met by the due date.
- II. The day after the compliance date set forth in the VWN, an enforcement officer conducts an inspection to verify compliance.
- III. If compliance has been achieved, the enforcement officer can close the case.
- IV. If compliance has not been achieved, the enforcement officer proceeds with administrative citations² as listed below:
 - a. 1st Citation (fee set by Council resolution)
 - i. If violation is abated by new compliance date, then violator is only responsible for a set administrative fee (fee set by Council resolution)²
 - b. 2nd Citation – Double the 1st Citation Fee
 - i. If violation is abated by new compliance date, then violator is only responsible for a set administrative fee
 - c. 3rd Citation – Triple the 1st Citation Fee
 - i. If violation is abated by new compliance date, then violator is only responsible for a set administrative fee
- V. If violation is not abated by the 3rd citation, the City may move forward with criminal prosecution or continue issuing 3rd citations until compliance is achieved.
- VI. Upon receiving any citation, the violator has the right to appeal by way of an administrative hearing.
- VII. A hearing is administered by a neutral hearing officer, who hears from both sides and takes in evidence and ultimately providing a ruling.

If Sequim opted to move forward with an ARP, the City Council will need to adopt ordinances authorizing administrative citations to be used for any violation of the municipal code and outline the administrative hearing process, as well as adopt a fee resolution that determines the fine amount for various violation types.

¹ Appendix A: Sample Violation Warning Notice (VWN)

² Appendix B: Sample Administrative Fee Schedule

Rental Property Registration Program (RPRP)

As previously mentioned, Code Enforcement Programs are adopted by municipalities to primarily ensure the safety and welfare of their citizens. However, traditional Code Enforcement Programs tend to be reactive rather than proactive; meaning that the success of the program is reliant on community complaints. For a Code Enforcement Program to be truly effective, it must include a balance of both proactive and reactive measures. The City of Sequim can benefit greatly from a more preemptive approach, specifically by focusing on its housing inventory.

Rental properties are an essential part of the Sequim community, which makes it a perfect candidate to implement a rental property registration program (RPRP).

A RPRP is an essential tool that Sequim can implement to effectively identify problem properties, deter property owners from engaging in deferred maintenance and lax property management. In addition, RPRP's also create a database of vital information a municipality can have readily available when it needs to contact a property owner or property management company. This is especially useful when there are code issues with the property or other issues (including emergencies), since most often than not a property owner resides outside of the City or even the state.

The basic structure of an RPRP includes the following 3 components:

- Registration
- Periodic Inspections
- Enforcement

Registration

As part of a RPRP, a property owner/landlord would be required to annually register every rental unit they own. The registration of each unit can be fee based or no cost. If it is fee based, the fee should not be passed on by the property owner to their tenant. When a rental unit is re-rented after a vacancy, the property owner must register the unit with the City within thirty days after the re-rental.

The City can use the registration process to enhance communication with property owners/landlords by providing them key information. For example:

- Property Maintenance Standards
- Property Owner/Landlord rights and responsibilities
- Health and Safety Standards

Periodic Inspections

Upon establishing a database of rental properties, a municipality can opt to enact a systematic inspection schedule. A particular rental unit would be inspected proactively by an enforcement officer on a set schedule (i.e. annually, every 2 years, every 3 years, etc.). Those properties that historically maintained code violations could be inspected more frequently, to obtain compliance in a timely manner. The scope of the inspections can be extremely thorough and include both exterior and interior areas, common area and individual units; or can simply include the exterior

of the property and what is visible to the public from the right-of-way. If a fee is collected by the City at the time that a unit is registered, those fees could be used to fund the inspections.

Enforcement

During the inspection, the enforcement officer is able to proactively identify code violations and proceed with proper enforcement action. If an ARP is in place, then the first step would be to issue the property owner/landlord with a VWN and follow the process accordingly.

Like the ARP, if Sequim opted to move forward with a RPRP, then the Council would need to adopt an ordinance which outlined the program. Initially it would require additional resources to effectively establish the program, but after 18 months it is feasible that all units registered in the program would have been inspected at least once.

Currently Sequim only requires rental companies to obtain a business license in the City; however, a property owner who is simply renting out their home is not required to have a business license unless they hire a company to manage their property. A RPRP would work in tandem with existing policies and practices.

Conclusion

Code compliance and enforcement efforts often provide one of the more challenging aspects for municipal government. There is delicate balance between maintaining community standards and respecting individual property rights; values that can, in many ways, stand in opposition to each other and yet must be reconciled with an effective and comprehensive approach. L-ICMA is acutely aware of these conflicting values and has structured our recommendations around the concept of voluntary compliance and a proactive approach from City staff.

There is often a desire to identify a “silver bullet” that will solve a host of problems with a single solution. Unfortunately, such a solution does not exist in this instance and so L-ICMA’s recommendations were constructed to work in concert with each other or independently – based on the desires of the governing body to adopt policies that target specific problems. The report and its recommendations have been drafted in a sequence that, from the L-ICMA perspective, makes sense and builds the capacity and effectiveness of the preceding recommendations. L-ICMA is also confident that early, visible successes will build momentum and support for additional efforts.

L-ICMA commends the City and its staff for past efforts to improve code compliance. The recommendations presented in this report are, first and foremost, our best effort in supporting the good work of the staff team and making their efforts even more successful in the future. There is a great deal to be proud of and yet, through its work, L-ICMA sees several opportunities for Sequim to build upon past success by focusing the efforts, equipping the staff, engaging the community and aligning the code compliance process with the desired outcomes of a clean, safe and vibrant city for residents and visitors to enjoy.

Appendix A: Sample Violation Warning Notice (VWN)

VIOLATION WARNING NOTICE #VWN0001



152 W. Cedar Street, Sequim, WA 98382
PH (360) 683-4139 FAX (360) 681-3448

June 25, 2018

Property Owner
123 W. First Street
Sequim, WA 98382

VIOLATION: Property Maintenance - Overgrown vegetation
LOCATION: 123 W. First Street
DATE & TIME: 06/22/18 @ 2:15 pm
CORRECTIVE ACTION: Properly trim/landscape overgrown vegetation
DATE ACTION IS REQUIRED TO BE COMPLETED: 07/10/18

To Whom It May Concern:

The Commercial Code Compliance Division of Sequim recently conducted an inspection of your property, and observed a violation of the Sequim Municipal Code. There is over grown vegetation along the Southern portion of the property, which is encroaching on the Public Right of Way. Please note the code:

8.16.010 Certain growths of vegetation declared a nuisance
Trees, plants, shrubs or vegetation or parts thereof which so overhang any sidewalk or street, or which are growing thereon in such manner as to obstruct or impair the free and full use of the sidewalk or street by the public are public nuisances. Grass, weeds, shrubs, bushes, trees or vegetation growing or which has grown and died upon any property and are a fire hazard or a menace to public health, safety or welfare are likewise public nuisances. It is the duty of the owner wherein or whereon any such nuisances exist to abate the nuisance by destroying, removing or trimming the growth.

In order to correct this violation, please properly trim the overgrown vegetation by **Tuesday, July 10th, 2018**. Please note that failure to comply by July 10th may result in administrative penalties up to \$950.

Please feel free to contact me if you have any questions or concerns regarding this matter.

Sincerely,

Code Compliance Officer
City of Sequim

¹Appendix A: Sample Violation Warning Notice (VWN)

² Appendix B: Sample Administrative Fee Schedule

Appendix B: Administrative Sample Fee Schedule

ADMINISTRATIVE CITATION FEES FEE SCHEDULE FY 17-18		ADOPTED FEE FY 17-18
MUNICIPAL CODE VIOLATIONS - Schedule A		
<i>Fee based on payment within 21 Days - For Late Penalties see below Schedule G Violations Fees and Late Penalties are adopted annually by the City Council at a Public hearing and are charged uniformly to ensure fairness.</i>		
Administrative Fees		\$50
First Offense		\$25
Second Offense		\$75
Third Offense		\$200
<u>Schedule A Violations</u>		
Sections 9.08.040 and 9.08.050 NOISE ORDINANCE - Prohibited Noises - General & Specific [except: Section 9.08.050(j) (Charged as an infraction or misdemeanor)] [except: Section 9.08.050(d) (Schedule E)] [except: Section 9.08.050(i) (Schedule D)] Section 19.36.300(C) ZONING - Garage Sales		
MUNICIPAL CODE VIOLATIONS - Schedule B		
<i>Fee based on payment within 21 Days - For Late Penalties see below Schedule G Violations. Fees and Late Penalties are adopted annually by the City Council at a Public hearing and are charged uniformly to ensure fairness.</i>		
Administrative Fees		\$50
First Offense		\$100
Second Offense		\$200
Third Offense		\$500
<u>Schedule B Violations</u>		
Section 9.08.050 (h)		

¹Appendix A: Sample Violation Warning Notice (VWN)

² Appendix B: Sample Administrative Fee Schedule

ADMINISTRATIVE CITATION FEES FEE SCHEDULE FY 17-18	ADOPTED FEE FY 17-18
MUNICIPAL CODE VIOLATIONS - Schedule C <i>Fee based on payment within 21 Days - For Late Penalties see below Schedule G Violations</i> <i>Fees and Late Penalties are adopted annually by the City Council at a Public hearing</i> <i>and are charged uniformly to ensure fairness.</i>	
Administrative Fees	\$50
First Offense	\$200
Second Offense	\$400
Third Offense	\$800
Schedule C Violations Chapter 3.36 BUSINESS LICENSE TAX ORDINANCE Title 5 BUSINESS LICENSE REGULATIONS AND PERMITS [except: Section 5.70.070 (Charged as a misdemeanor)] [except: Section 5.92.050(1)(k) (Charged as a misdemeanor)] [except: Section 5.92.050(2)(h) (Charged as a misdemeanor)] [except: Section 5.108.040(a) (Charged as an infraction or misdemeanor)] [except: Section 5.108.040(h) (Charged as an infraction or misdemeanor)] [except: Section 5.108.110(a) (Charged as an infraction or misdemeanor)] Chapter 7.08 SMOKING ORDINANCE Section 9.48.020 ANIMAL CONTROL REGULATIONS - Violation- Penalty (Violations of 10.20.030, 10.20.038, 10.20.185, 10.20.220, 10.20.230, 10.20.350, 10.28.061, 10.28.100, 10.40.060 of Title 10 of the Los Angeles County Code) Section 9.48.030 ANIMAL CONTROL REGULATIONS - Amendments (10.32.010 and 10.84.010 of Title 10 of the LA County Code) Chapter 9.50 RETAIL SALE OF DOGS AND CATS Chapter 9.51 SALE OF FUR PRODUCTS Chapter 9.52 DISPLAY OR PERFORMANCE OF WILD OR EXOTIC ANIMALS Chapter 9.54 PYGMY GOATS AND CHICKENS Sections 15.20.010, 15.20.020, 15.20.030, 15.20.050, 15.20.060, 15.20.070 SOLID WASTE - Collector General Requirements Sections 15.24.010, 15.24.020, 15.24.030, 15.24.040, 15.24.050 SOLID WASTE - Permits Sections 15.28.010, 15.28.020, 15.28.030, 15.28.040, 15.28.060, 15.28.070, 15.28.080 SOLID WASTE - Collection Sections 15.32.010, 15.32.020, 15.32.040, 15.32.050 SOLID WASTE - Vehicles Chapter 15.36 SOLID WASTE - Containers Chapter 15.52 ENVIRONMENTAL PROTECTION - Water Conservation Plan Section 15.56.060(a) POLLUTION CONTROL - Illicit Discharges and Connections Section 15.56.060(b) POLLUTION CONTROL - Littering Section 15.56.060(c) POLLUTION CONTROL - Disposal of Landscape Debris Chapter 15.72 Plastic Carryout Shopping Bags Title 19 ZONING ORDINANCE [except: Section 19.34.080 (Schedule G)] [except: Section 19.34.090(B)(6) (Schedule D)] [except: Section 19.36.300(C) (Schedule A)] [except: Section 19.54.030(B) (Schedule D)]	

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² Appendix B: Sample Administrative Fee Schedule

ADMINISTRATIVE CITATION FEES FEE SCHEDULE FY 17-18		ADOPTED FEE FY 17-18
MUNICIPAL CODE VIOLATIONS - Schedule D		
<i>Fee based on payment within 21 Days - For Late Penalties see below Schedule G Violations Fees and Late Penalties are adopted annually by the City Council at a Public hearing and are charged uniformly to ensure fairness.</i>		
Administrative Fees		\$50
First Offense		\$1,000
Second Offense		\$2,000
Third Offense		\$5,000
Section 19.54.030(B) Violations Only		Add Permit Cost to Citation Amount
Schedule D Violations		
Section 09.08.050(i) PROHIBITED NOISES - SPECIFIC EXAMPLES - Commercial Establishments Adjacent to Residential Properties		
Section 11.44 MOBILE BILLBOARDS		
Section 15.56.060(d) POLLUTION CONTROL - Non-stormwater Discharges		
Section 15.56.060(e) POLLUTION CONTROL - Violation of NPDES Permit		
Section 19.34.090(B)(6) SIGN ORDINANCE - Murals		
Section 19.54.030(B) TEMPORARY USE AND SPECIAL EVENT PERMITS - Special Event Permit Required		
MUNICIPAL CODE VIOLATIONS - Schedule E		
<i>Fee based on payment within 21 Days - For Late Penalties see below Schedule G Violations Fees and Late Penalties are adopted annually by the City Council at a Public hearing and are charged uniformly to ensure fairness.</i>		
Administrative Fees		\$50
First Offense		\$150
Second Offense		\$350
Third Offense		\$750
Schedule E Violations		
Section 09.04.050 PUBLIC SAFETY - Leaving Merchandise or Other Property in Public Ways		
Section 09.08.050(d) PROHIBITED NOISES - SPECIFIC EXAMPLES - Construction		
Chapter 11.24 STREETS AND SIDEWALKS - News Racks		
Chapter 11.28 STREETS AND SIDEWALKS - Outdoor Dining on Public Right-of-Way		

¹Appendix A: Sample Violation Warning Notice (VWN)

² Appendix B: Sample Administrative Fee Schedule

ADMINISTRATIVE CITIATION FEES FEE SCHEDULE FY 17-18		ADOPTED FEE FY 17-18
MUNICIPAL CODE VIOLATIONS - Schedule F		
<i>Fee based on payment within 21 Days - For Late Penalties see below Schedule G Violations Fees and Late Penalties are adopted annually by the City Council at a Public hearing and are charged uniformly to ensure fairness.</i>		
Administrative Fees		\$50
First Offense		\$100
Second Offense		\$200
Third Offense		\$500
<u>Schedule F Violations</u> Section 11.16.050 HIGHWAY PERMIT - Failure to Repair-Unlawful Section 11.16.060 HIGHWAY PERMIT - Obligation to Maintain Parkway Section 11.16.070 HIGHWAY PERMIT - Cleaning of Sidewalks		
MUNICIPAL CODE VIOLATIONS - Schedule G		
<i>Fee based on payment within 21 Days - For Late Penalties see below Schedule G Violations Fees and Late Penalties are adopted annually by the City Council at a Public hearing and are charged uniformly to ensure fairness.</i>		
Administrative Fees		\$50
First Offense		\$10,000
Second Offense		\$20,000
Third Offense		\$30,000
<u>Schedule G Violations</u> Section 19.34.080 SIGN ORDINANCE - Off-Site Signs Prohibited (Billboards, Tall Walls)		

¹Appendix A: Sample Violation Warning Notice (VWN)

² Appendix B: Sample Administrative Fee Schedule

ADMINISTRATIVE CITIATION FEES FEE SCHEDULE FY 17-18		ADOPTED FEE FY 17-18
MUNICIPAL CODE VIOLATIONS - Schedule H		
<i>Fee based on payment within 21 Days - For Late Penalties see below Schedule G Violations Fees and Late Penalties are adopted annually by the City Council at a Public hearing and are charged uniformly to ensure fairness.</i>		
For Advertisements with a Listed Rental Price (Advertised Rental Rate shall be defined as the advertised nightly rate multiplied by the minimum number of nights required to rent the dwelling or part of the dwelling. The Advertised Rental Rate shall not include deposits or ancillary fees.)		
Administrative Fees		\$50
First Offense		400% of the Advertised Rental Rate
Second Offense		600% of the Advertised Rental Rate
Third Offense		800% of the Advertised Rental Rate
For Advertisements without a Listed Rental Price		
Administrative Fees		\$50
First Offense		\$1,000
Second Offense		\$2,500
Third Offense		\$5,000
<u>Schedule H Violations</u>		
Section 19.36.331 Short-Term Vacation Rentals		
MUNICIPAL CODE VIOLATIONS - LATE PENALTIES* - Schedules A, B, C, D, E, F, G - Late Penalty Charges Apply Strictly to Fines, not to Administrative Fees.		
% Additional Charge if paid within 22 to 55 days		50%
% Additional Charge if paid after 55 days		100%
<i>* Late Penalties Implemented per City Council Action of February 22, 2000, Resolution 00-2246</i>		

¹Appendix A: Sample Violation Warning Notice (VWN)

² Appendix B: Sample Administrative Fee Schedule