

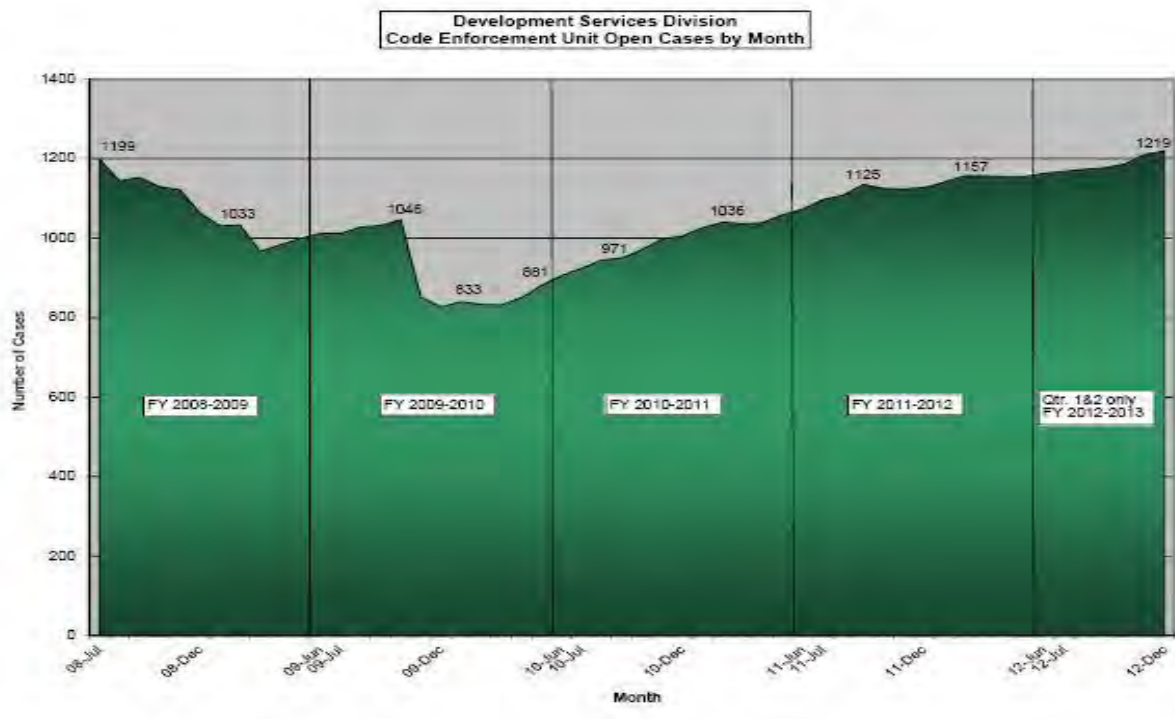


(Photos of 2012-2013 FY Substandard Dwellings "Hoarders")

CODE ENFORCEMENT UNIT 2012-2013 Fiscal Year Report

By Jim Wassner
Sr. Code Enforcement Officer

Statistical History



2012-13 263 Opened 22/month	205 Closed 17/month	Total open cases 1101
		Total Open Cases 1101
		Total Inactive <u>151</u>
		All Cases 1252

Inactive cases are cases where the efforts devoted to resolving the violation are not commensurate with the nature and severity of the violation. Inactive cases, such as fences or sheds, are not closed until they are resolved.

Case Breakdown (Total Open Cases 1101) *Last year's statistics are shown in parentheses.*

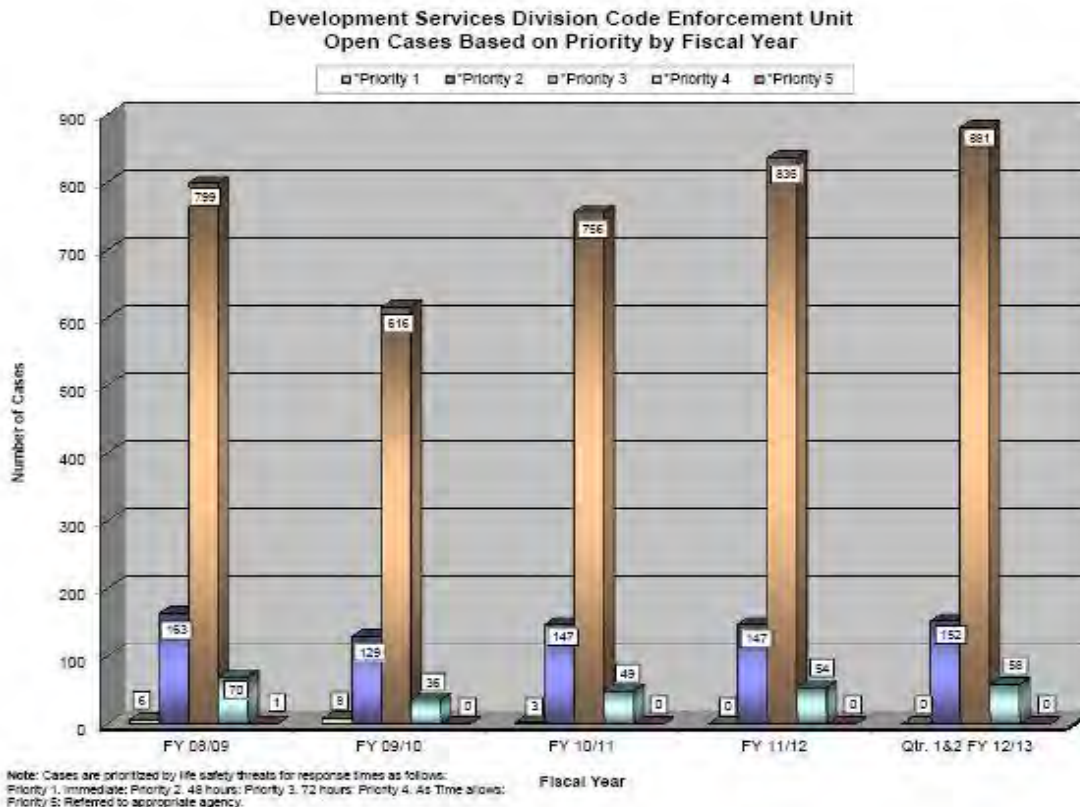
Building Services Division 93% (94%)

Additions 29 (31)	Grading 83 (72)	Fences 8 (13)
Occupancy 21 (28)	No Permit 581 (449)	Trailers 110 (126)
Substandard 76 (61)	Dangerous 14 (10)	Conversions 62 (51)
Pools 10 (12)	Vacant 11 (15)	Fire 2 (0)
Public Nuisances 13 (16)	TRPA 2 (2)	
		Total: 1022 (893)

Planning Services Division 7% (6%)

Animals 10 (7)	Business 22 (18)	Streams 0 (1)
Lighting 5 (4)	Setbacks 7 (6)	Use Not Allowed 10 (1)
Signs 5 (7)	No Use Permit 8 (7)	Fence / Gate 6 (2)
Second Dwelling 2 (5)	Pot Dispensaries 4 (5)	
		Total: 79 (62)

Case Priorities



The current open case priorities are as follows with their corresponding response times.

Priority 1 Immediate Threat Reported violations that are a clear and present danger, or an immediate threat to public safety will be responded to immediately (24 hours).

Priority 2 Possible Threat Reported violations that may possibly be a threat to public safety or are work in progress will be responded to on an urgent basis (within 72 hours).

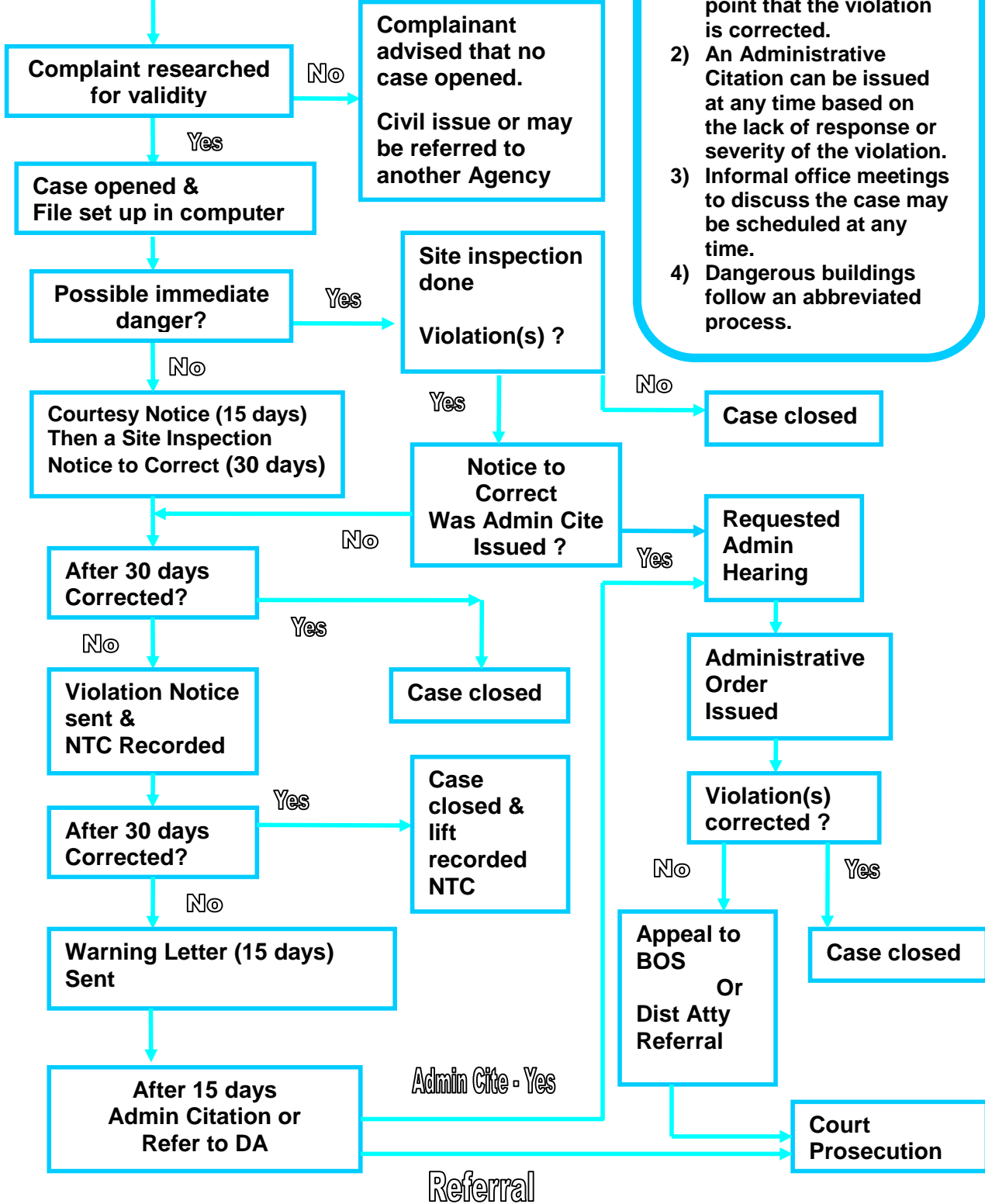
Priority 3 Non Life Threatening Reported violations that are non-life threatening, but affect large numbers or are extremely intense in nature will be responded to within 72 hours after a Courtesy Notice giving 15 days receives no response. *A case is opened and a Courtesy Notice sent to the owner, then these cases are addressed on a time available basis.*

Priority 4 Routine Reported violations which are routine in nature, generally involving a dispute, will be responded to as time is available after a Courtesy Notice giving 15 days receives no response. *Currently these cases are addressed only on a time available basis. The complaint information is filed and a case opened when time permits.*

Priority 5 Referrals Violations that have been referred to other agencies without a case being opened.

Code Enforcement Case Process

Complaint Received
 1. Walk in complaint
 2. Mail or email complaint
 3. Phoned in complaint



- 1) Cases are closed at any point that the violation is corrected.
- 2) An Administrative Citation can be issued at any time based on the lack of response or severity of the violation.
- 3) Informal office meetings to discuss the case may be scheduled at any time.
- 4) Dangerous buildings follow an abbreviated process.

Case Backlog

The lack of adequate staffing in the CE Unit has resulted in an increase in the number of unresolved cases, as more cases are being opened each month than can be closed. Nearly all categories except vacant buildings (foreclosures) show an increase. The threat of substantial fines adopted in the Vacant Building Ordinance continues to have the desired effect of reducing the number of un-maintained foreclosures, as more banks are proactively addressing the maintenance of vacant properties.

Staffing Levels

The CE Unit has been staffed this past fiscal year by a Senior Code Enforcement Officer with part time (40%) help from a Development Technician.

Future Projects / Improvements

Replacement recruitment

Efforts have begun to hire a replacement for the current Senior Code Enforcement Officer who plans to retire in January of 2015.

CE Unit proposal

A proposal was made to use the Code Enforcement Unit to perform enforcement duties for all divisions of the newly formed Community Services Agency. Once staff in individual divisions has worked a CE case to the point of offering an office meeting without resolution, the CE Unit staff will issue an Administrative Citation and process the hearing; or refer the case to the District Attorney's Office for prosecution, if appropriate. The proposal requests that the CE Unit employees be moved from under the Building Services Division to the office of the Community Services Director and be recognized by a new job class for Code Enforcement Officers. Additional employees will be required to staff the CE Unit in order to complete the added tasks and to reduce the current backlog to an acceptable level.

Code Enforcement Officer Job Class

A request has been made to Human Resources in March to add the job class of Code Enforcement Officer to the County job classifications. A questionnaire has been filled out and reviewed by both the Building Official and HR staff. An audit of the position was recently completed by HR staff.