



Site where an occupant of the dwelling rented over this past July 4th weekend fell off the deck onto the driveway and was transported to Barton Hospital with head trauma. At the time of the incident there was an open CE case for construction of the decking without a permit and there was no record of a Vacation Rental Permit for the dwelling.

**CODE ENFORCEMENT UNIT
2013-2014 Fiscal Year Report**



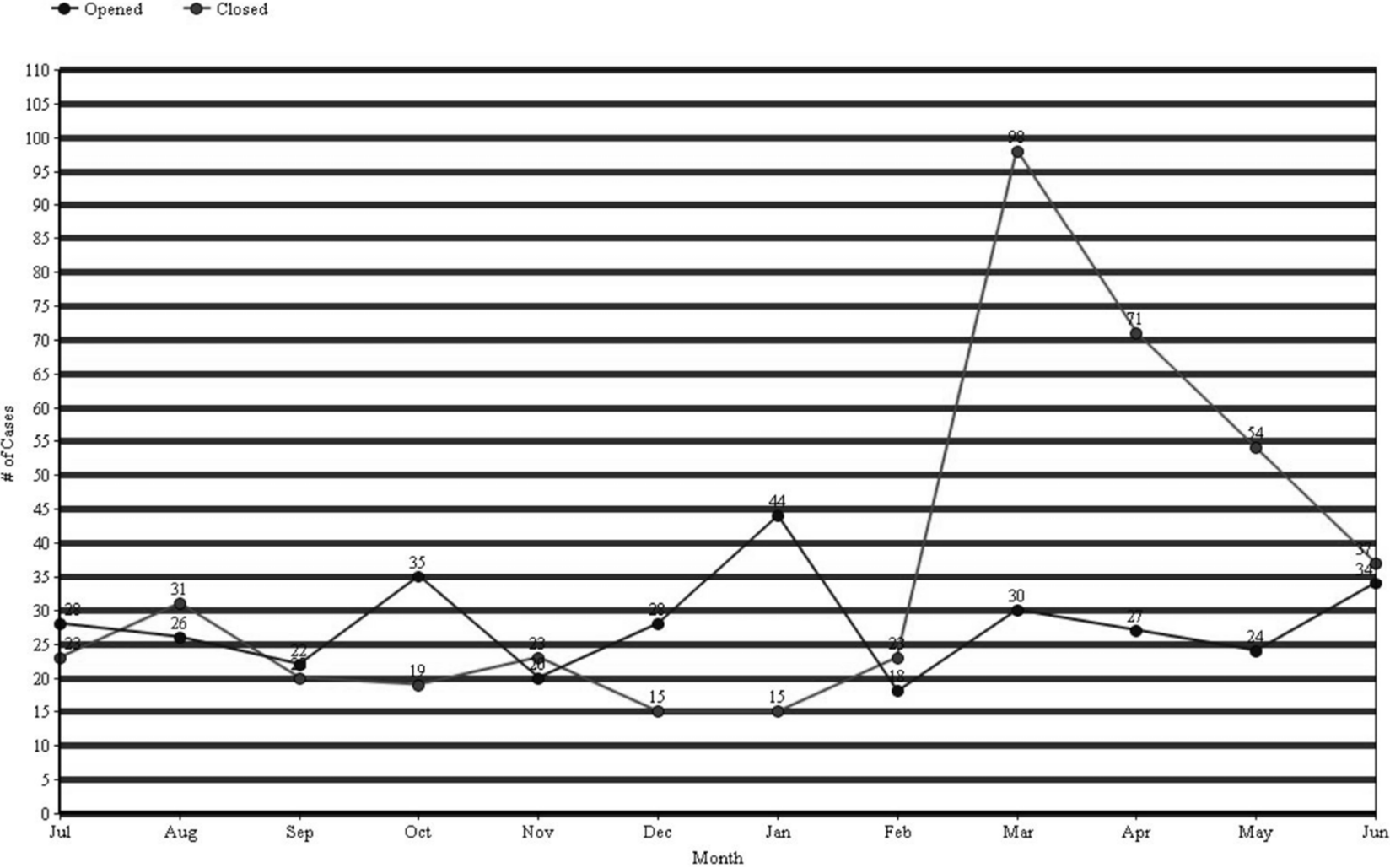
Statistical History

2009-10	275 Opened	23/month	367	Closed 30/month	Total open cases	786
2010-11	371 Opened	31/month	169	Closed 14/month	Current open cases	955
2011-12	311 Opened	26/month	251	Closed 21/month	Current open cases	1037
2012-13	263 Opened	22/month	205	Closed 17/month	Total open cases	1103
2013-14	336 Opened	28/month	429	Closed 36/month	Total open cases	1022
					Total Inactive	<u>133</u>
					All Cases	1155

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.



Cases Opened & Closed Each Month





Case Breakdown 1022 Total Open Cases

Last year's statistics are shown in parenthesis.

Building Services Division 94% (93%)

Additions 22 (29)	Grading 64 (83)	Fences 3 (8)
Occupancy 13 (21)	No Permit 609 (581)	Trailers 68 (110)
Substandard 100 (76)	Dangerous 5 (14)	Conversions 44 (62)
Pools 10 (10)	Vacant 10 (11)	Fire 10 (2)
Public Nuisances 8 (13)	TRPA 4 (2)	
		Total: 970 (893)

Planning Services Division 6% (7%)

Animals 2 (10)	Business 14 (22)	Streams 0 (0)
Lighting 5 (5)	Setbacks 6 (7)	Use Not Allowed 14 (10)
Signs 6 (5)	No Use Permit 5 (8)	Fence / Gate 3 (6)
Second Dwelling 2 (2)	Pot Dispensaries 0 (4)	
		Total: 52 (62)



Case Priorities

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

Priority 1 0 Cases **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 2 162 cases **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).

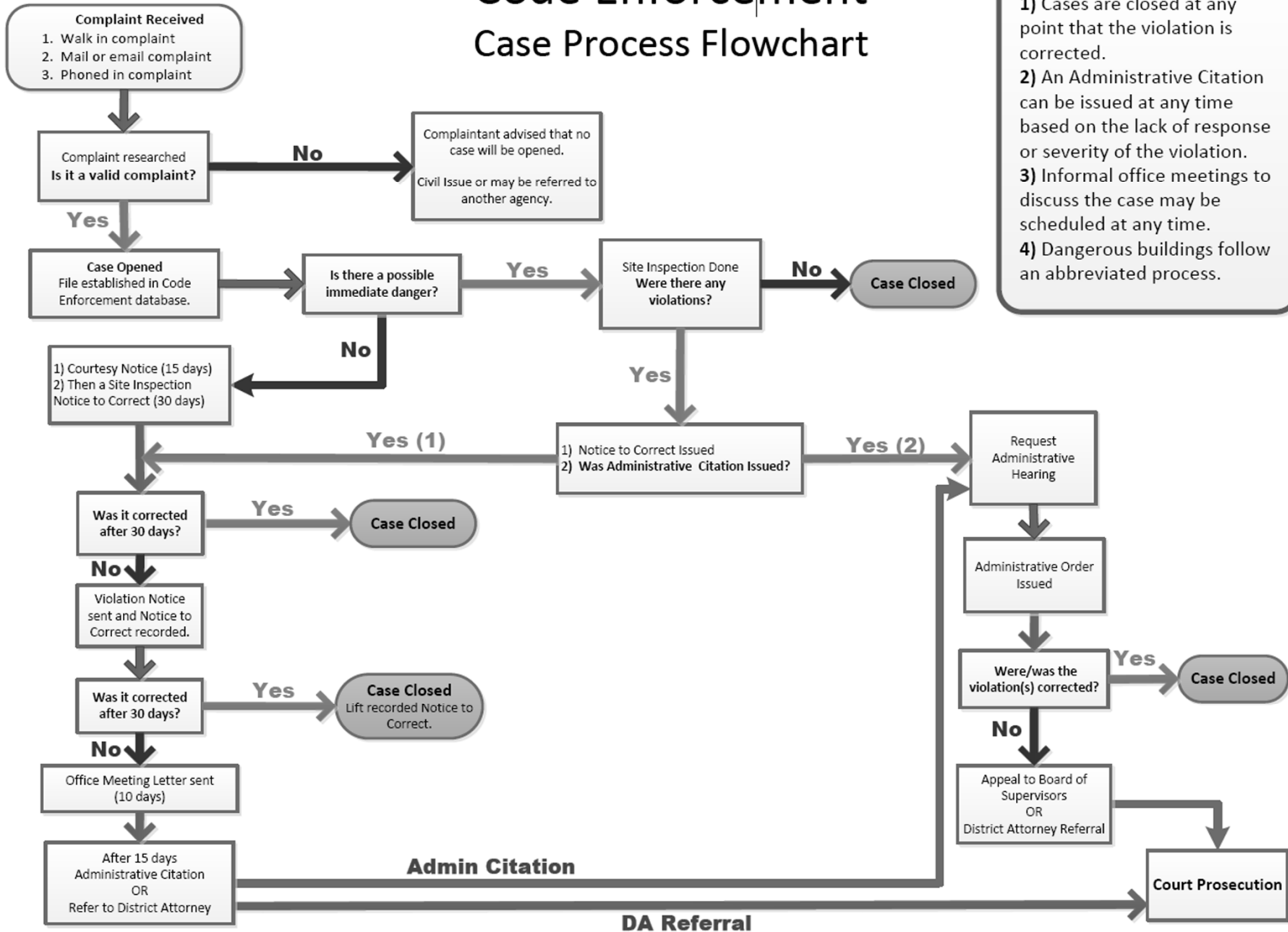
Priority 3 814 cases **Non Life Threatening** Reported violations that are non-life threatening, but affect large numbers or are extremely intense in nature will be responded to within 72 hours after a Courtesy Notice giving 15 days receives no response. *A case is opened and a Courtesy Notice sent to the owner, then these cases are addressed on a time available basis.*

Priority 4 49 cases **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. *A case is opened and a Courtesy Notice sent to the owner, then these cases are addressed on a time available basis. Sign complaints are only addressed if they block sight distance creating a hazard.*

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



Code Enforcement Case Process Flowchart



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.



Unit Staffing Levels

The CE Unit had been staffed by a Senior Code Enforcement Officer with part time (40%) help from a Development Technician from June 1, 2013 thru Nov 4, 2013. On Nov 4, 2013 Judy Hickenlooper returned to the CE Unit as a Dev Tech full time. John Desario was brought back into the CE Unit as a Code Enforcement Officer II on Jan 13, 2014.

Future Projects / Improvements

Succession Recruitment

Efforts have begun to hire a replacement for the current Sup Code Enforcement Officer who plans to retire in Jan 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. After the individual divisions have processed a CE case to the point of offering an office meeting without resolution, CE Unit staff will issue an Administrative Citation and process a hearing if requested; or refer the case to the DA's Office for prosecution if appropriate. The CE Unit has been moved from the Building Services Division to the Director of the Community Services Agency.

Code Enforcement Officer Job Classifications

Two new job classifications were added by Human Resources at the Board's direction in October; Supervising Code Enforcement Officer and Code Enforcement Officer I / II. Previously, CE Officers were Building Inspectors or Senior Building Inspectors and an Operations Supervisor.



Zoning Ordinance and Sign Ordinance Updates

If the Board adopts the current Zoning Ordinance Update, CE Unit staff will need training and decibel meters that can be calibrated to enforce the requirements in the Noise Ordinance portion of the update if resources are delegated to the task.

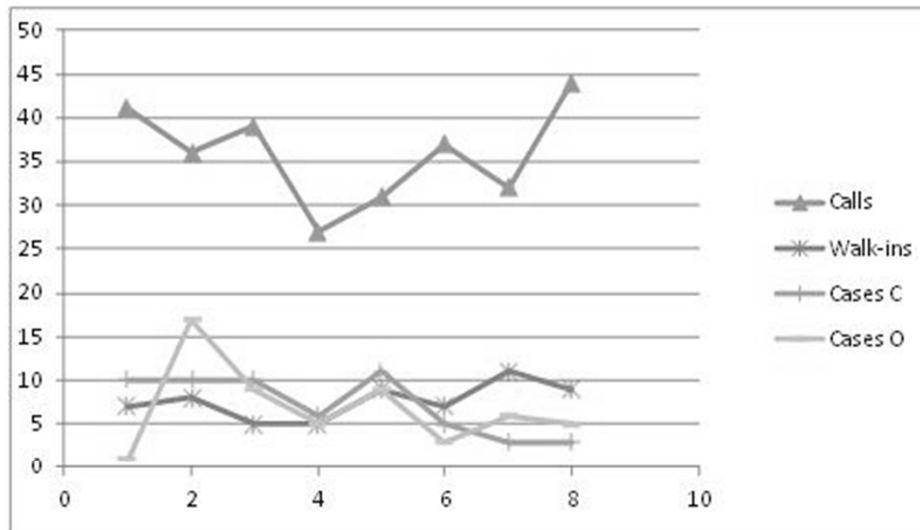
After the current Sign Ordinance Update is adopted, information should be publicized regarding sign requirements and an acceptable period of time allowed for voluntary compliance. After that, CE Unit staff can begin enforcing the ordinance if resources are delegated to the task. Current resources are working on reducing the backlog of open cases.

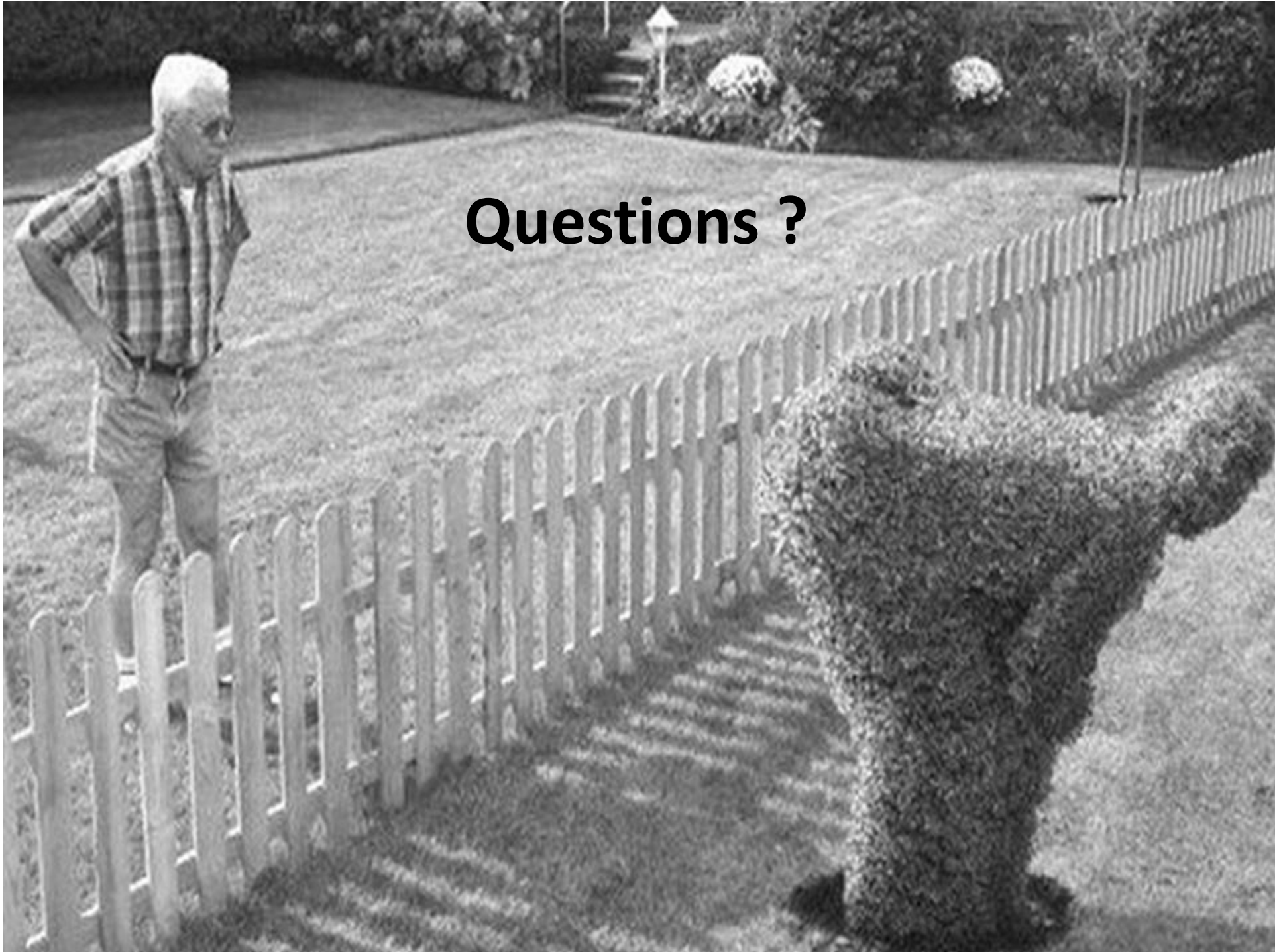
Collection of Statistics

CE Unit staff have begun collecting weekly stats on the number of cases opened and closed, as well as the number of walk-in clients and the number of calls coming into the public CE Unit phone number.

6/9 to 6/13 6/16 to 6/20 6/23 to 6/27 6/30 to 7/4 7/7 to 7/11 7/14 to 7/18 7/21 to 7/25 7/28 to 8/1

Calls	41	36	39	27	31	37	32	44
Walk-ins	7	8	5	5	9	7	11	9
Cases C	10	10	10	6	11	5	3	3
Cases O	1	17	9	5	9	3	6	5





Questions ?