

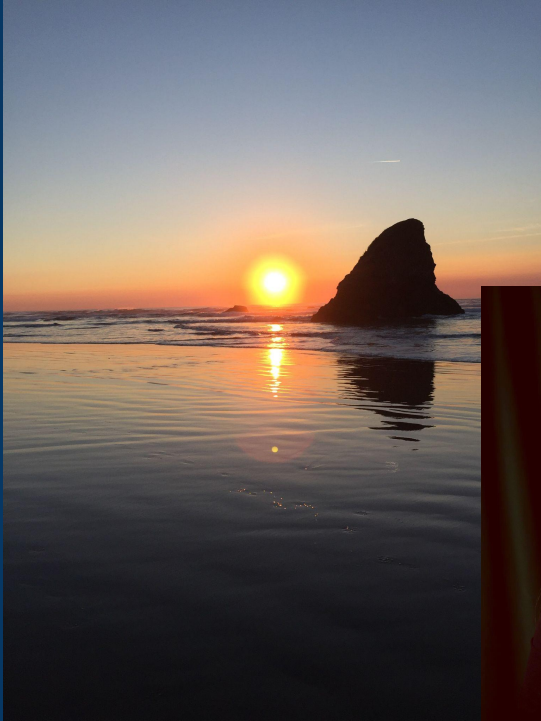


# Update on Code Enforcement Activity

June 8, 2022

Presenter: Valerie Stump, Code Enforcement Officer

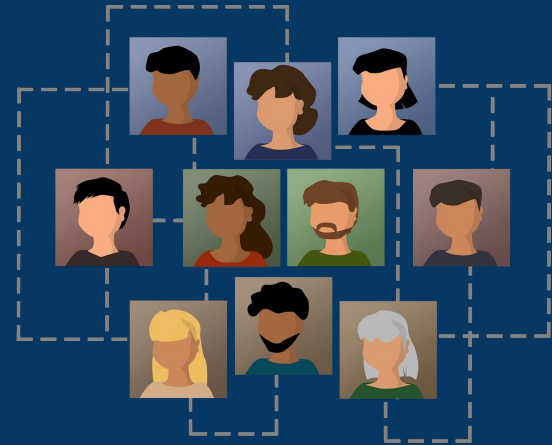
# Valerie Stump



- Grew up in Mendocino County
- BA (English) & BA (Anthropology) from Sacramento State University
- Master's (Library and Information Science) from San Jose State University
- Began working for City of Fort Bragg in Feb. 2021
- Title changed to Code Enforcement Officer in Sept. 2021
- Completed over 90 hours in code enforcement trainings, including academy classes through California Association of Code Enforcement Officers

# Objectives

- Summarize code enforcement activity for 2021 - present
- Provide description of code enforcement administrative process
- Detail focus of grant awards involving code enforcement
- Outline goals for Code Enforcement Program going forward



# Background

- Community Development Block Grant (CDBG) in effect 2021-22 fiscal year
- Program Guidelines adopted March 22, 2021
  - Reso No. 4367-2021
- Code Enforcement Officer position established Sept. 2021
- Number of cases addressed increased by 162% in 2021
- Majority of activity is complaint-driven
- Goal moving forward is to establish proactive code enforcement programs



# Activity Summary

- 131 cases logged
  - 77 resolved
  - 34 active
  - 20 pending
- Majority of cases were related to nuisance conditions
- Learning internal processes of other departments
- Central Business District Code Enforcement Strategy
- Springbrook Software
- ½ day per week at FB Police Dept.



# Administrative Process

- Intake Complaint
  - Anonymous complaints accepted
- Evidence Gathering
  - Evidence must be gathered by City Staff
- Advisory Notice
  - Either before or after site inspection
- Notice of Violation
  - Certified mailing, in-person service, or posting on-site
- Administrative Citation
  - Previously utilized fees
  - Now utilize penalties
  - Schedule of Administrative Penalties



## SCHEDULE OF ADMINISTRATIVE PENALTIES

Violation Type	First Offense	Second Offense	Third Offense or More
<p><b>Type 1 Violations</b> Including, but not limited to: Illegal signage permit, fence &amp; retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.</p>	\$30	\$130	\$430
<p><b>Type 2 Violations</b> Including, but not limited to: Building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities.</p>	\$50	\$150	\$450
<p><b>Type 3 Violations</b> Including, but not limited to: Illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, substandard housing conditions that are not life/safety in nature, and other similar code enforcement activities.</p>	\$70	\$170	\$470
<p><b>Type 4 Violations</b> Including, but not limited to: Illegal marijuana cultivation, serious life and safety issues in structures, nuisance conditions such as abandoned buildings that provide setting for illegal activities, environmental crimes requiring intervention by FBFD and other interdepartmental requests for cooperation.</p>	\$90	\$190	\$490
<p><b>If the violation is deemed egregious, add \$10 to the total.</b></p>	+\$10	+\$10	+\$10

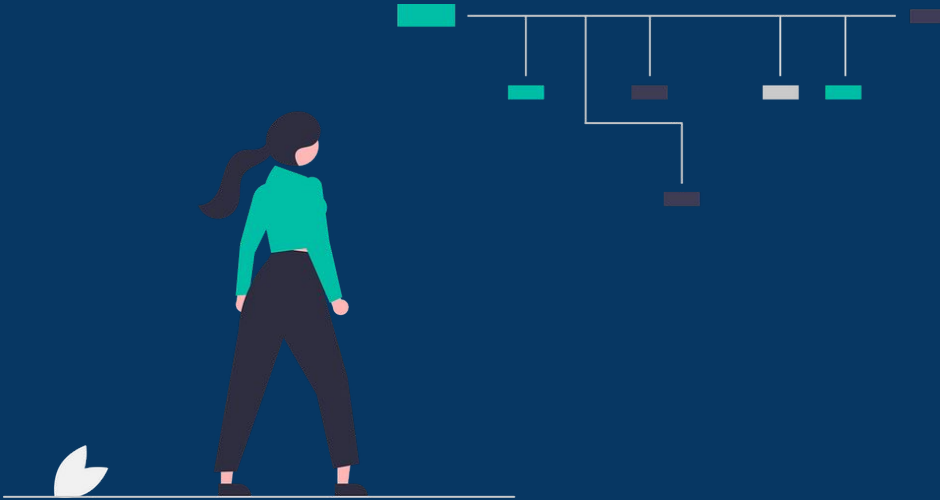
# Grants Summary

- CDBG Award
  - Code enforcement action to prevent decline of residential neighborhoods
    - Inspections/Staff Time/Educational Workshop
  - Defining guidelines for enforcing City Codes, Zoning Codes, California Building Code, and Health & Safety Codes
- REAP (Regional Early Action Planning)
  - Develop approaches to monitoring, maintaining, and replacing affordable housing
  - Deadline is in 2023
- Alignment with the Housing Element
  - Program H-1.8.2 Substandard Housing Program
  - Program H-2.4.6 Support Effective Use of Housing Vouchers





# Code Enforcement Goals



- Meeting established goals of grant awards
- Move towards hiring expert code enforcement consultants
- Continuing to update code enforcement policies and practices by working with other departments and agencies
- Create proactive programs for both residential and commercial neighborhoods
- Continue training and complete certification

Questions?