



# **RECOVERY FOR UNPAID ACCOUNTS OF ADMINISTRATIVE AND ABATEMENT COSTS FOR FISCAL YEAR 2025-2026**

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**Community & Economic Development Department**

**City Council Meeting**  
July 14, 2026

# Code Enforcement Mission and Services

## Code Enforcement Mission

- Protect public health, safety, and welfare
- Promote voluntary compliance through education and outreach
- Preserve neighborhood quality and property values
- Ensure fair, consistent, and equitable enforcement
- Partner with residents, businesses, and community stakeholders

## Process

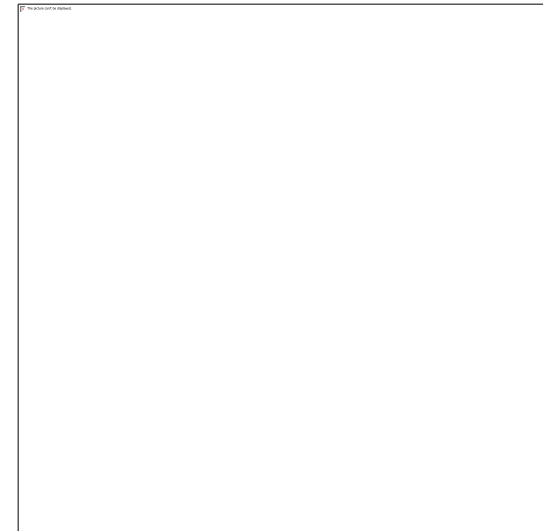
- Education and Voluntary Compliance
- Verbal Warning
- Notice of Violation
- Administrative Citation
- Administrative Civil Penalties
- Legal Action and Cost Recovery (when necessary)



# CODE ENFORCEMENT OFFICER TRAINING

## Required Training

- PC 832 certification for all Code Enforcement Officers
- HR Required Training: Anti-Harassment, AB 1234 Ethics, Cybersecurity, FEMA Disaster Service Worker, Employee Handbook and Policies
- Department Field Training Program
- Building and Housing Enforcement
- Zoning Enforcement
- Public Nuisance Investigations
- Sidewalk/Street Vendor Program
- Case Investigation, Files, and Documentation
- Inspection and Abatement Warrant Procedures
- Administrative Hearing Process



# CONTINUING PROFESSIONAL DEVELOPMENT

## Ongoing Professional Development

- California Association of Code Enforcement Officers (CACEO)
- Civica Law Training
- City Human Resources Training
- Leadership and Supervisory Development



# ACCOUNTABILITY MEASURES

## Recent Enhancements

- Division-wide accountability and expectations meeting
- Refresher training on public contact and professional conduct
- De-escalation and procedural justice training
- Enhanced Supervisory Review
- Case Documentation Standards
- Weekly Performance Reporting
- Program Performance Metrics
- Continuous Process Review and Improvement



# TRANSPARENCY AND COMMUNITY ENGAGEMENT

## Transparency Initiatives

- Community Ride-Along Program
- Public Education and Outreach
- Website Resources and Program Information
- Ward and Neighborhood Updates
- Stakeholder Engagement Meetings



# Continuous Improvement Initiatives

## Current Initiatives

- Review and update of Code Enforcement Operations Manual
- Review and Update of Sidewalk Vendor Administrative Regulations (RMC 5.38)
- Enhanced reporting and performance tracking
- Standardization of enforcement procedures
- Expanded staff training opportunities
- Strengthened supervisory oversight

## Goal

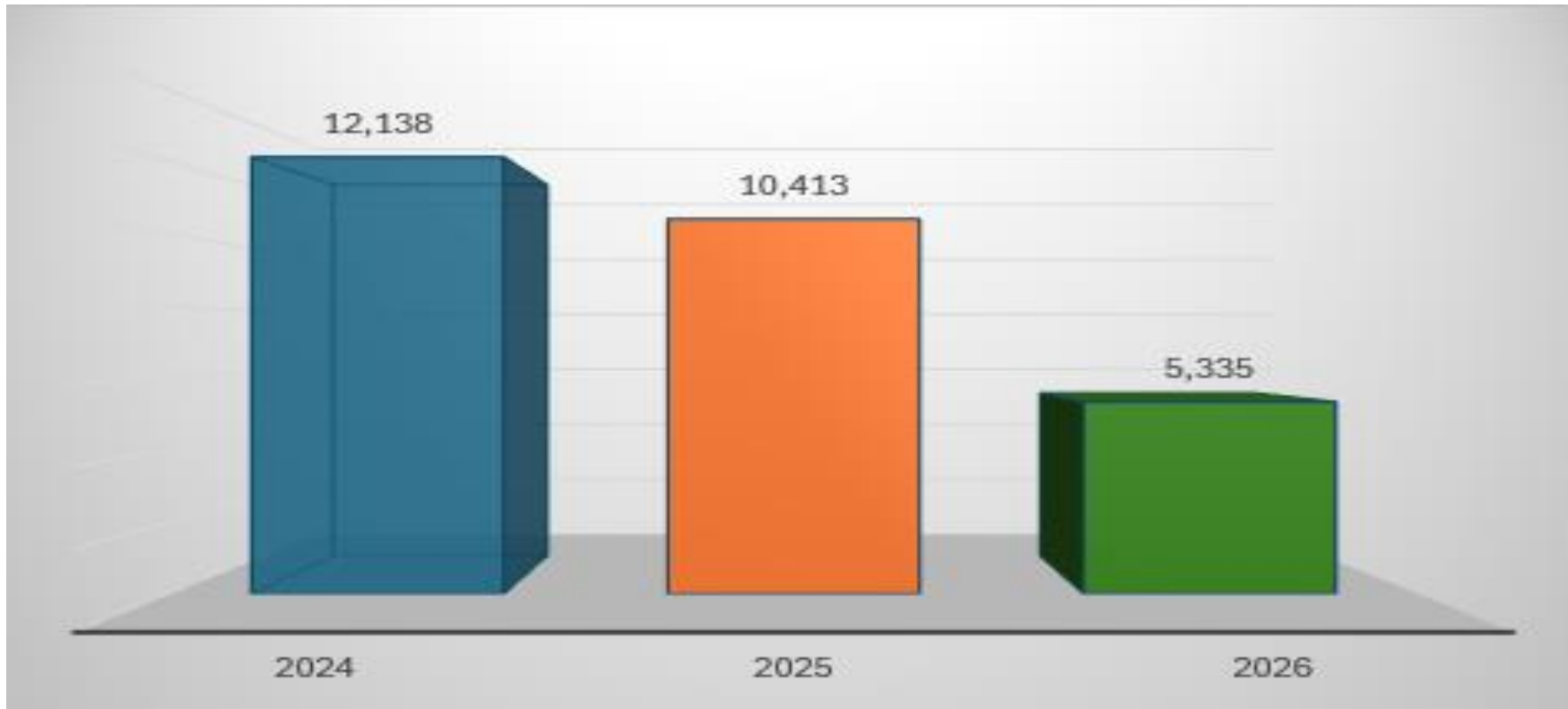
Ensure consistent, transparent, and enforcement practices while improving customer service and public confidence.



# By The Numbers



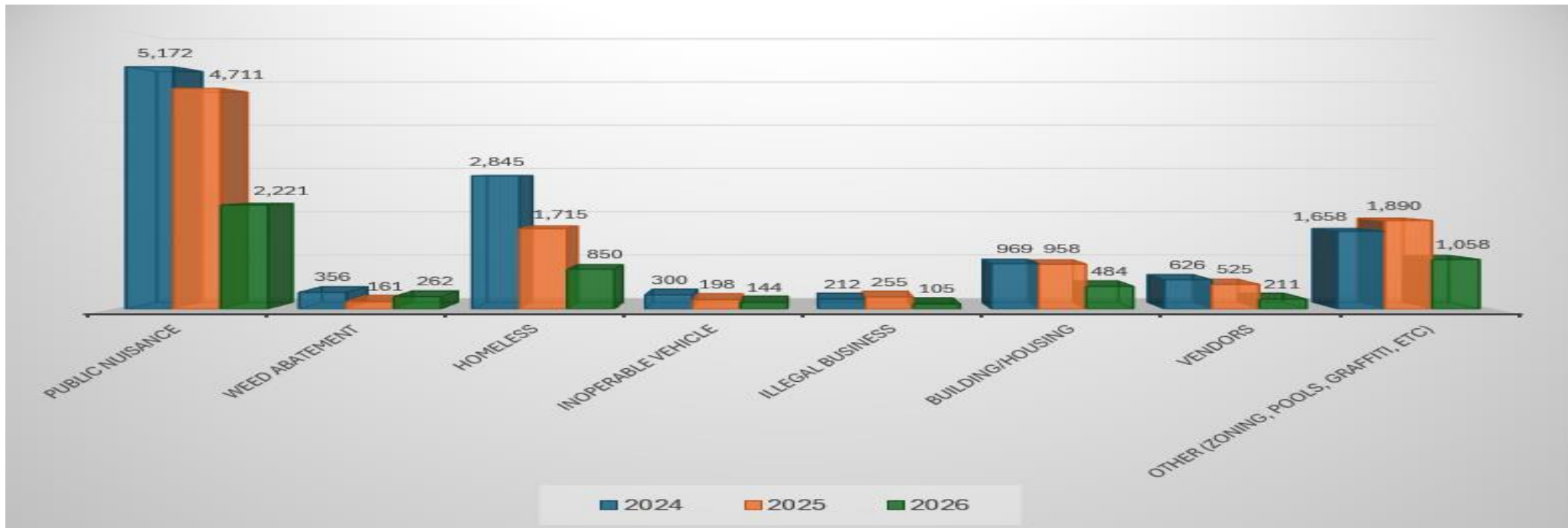
## Total Cases *By Calendar Year*



# By The Numbers



## Total Cases By Calendar Year



# BACKGROUND



The **Administrative Code Enforcement Program** was adopted by the City Council on July 13, 1999, establishing a means for cost recovery.



The **City is required to conduct a public hearing** on the nuisance abatement costs.



**Notice of Public Hearing** was published in the Press Enterprise on July 1, 2026.

# CODE ENFORCEMENT STATISTICS

- For Fiscal Year 2025-2026, the Code Enforcement Division processed approximately 9,791 code cases.
- The total number of properties with uncollected administrative and abatement costs, under consideration today is 55 properties, less than 1% of all cases.

# SUMMARY OF FINES

The City would recover approximately \$155,260 in unpaid balances:

Attachment-Exhibit	Account Title	Account Number	Amount
1-A	Abatement of Dangerous Buildings	0000101-340401	\$12,764.38
2-A	Rubbish, Refuse, Trash/Debris or Waste Matter Abatements	0000101-362300	\$64,723.27
3-A	Weed and Brush Nuisance Abatements	0000101-362100	\$50,266.93
4-A	Administrative Costs	0000224-353700	\$27,507.22
<b>Total amount</b>			<b>\$155,261.80</b>



# RECOMMENDATIONS

## That the City Council:

1. Conduct the public hearing;
2. Approve the accounting of the administrative and abatement costs totaling \$155,261.80 as set forth in Attachments 1-4 shown as Exhibit A of each Resolution; and
3. Adopt four separate Resolutions (Attachments 1-4) assessing the costs and establishing the liens upon the respective parcels of real property to allow for cost recovery of the unpaid balances.

