

# **Ordinance Fact Sheet**

TO:

CITY COUNCIL

DATE:

August 3, 1998

FROM:

**CITY MANAGER** 

SUBJECT:

ADMINISTRATIVE PROCEDURES AND PENALTIES FOR

MUNICIPAL CODE VIOLATIONS

## **TITLE OF PROPOSED ORDINANCE:**

AN ORDINANCE OF THE CITY OF PASADENA ESTABLISHING ADMINISTRATIVE PROCEDURES AND PENALTIES FOR VIOLATIONS OF THE PASADENA MUNICPAL CODE AND AMENDING THE PASADENA MUNICPAL CODE.

### **PURPOSE OF ORDINANCE:**

The purposes of this ordinance are to substantially reduce the amount of time it takes to abate certain municipal code violations and reduce the number of cost recovery cases pursued by staff (a lengthy and sometimes inefficient process). This is by no means a panacea for all code violations. Rather, it is but one additional tool available to the inspector so that she/he can attain compliance in timely and orderly manner. It should be noted that the proposed administrative penalties apply only to certain types of municipal code violations (e.g., handbills, mobile food vending, property maintenance, land use, etc.).

## **REASONS WHY THE LESGISLATION IS NEEDED:**

- The ordinance will substantially reduce the length of time and legal expense which are inherent in criminal cases. For less serious violations, the City may be able to obtain compliance more quickly and at less cost.
- 2. Having authority to impose administrative fines will give the City a higher level of compliance without having to resort to criminal prosecution. People usually respond quickly to a first "notice to abate" when they know that the City has the ability to gain compliance through a fine process.
- 3. The City, rather than the County, will be able to keep all proceeds from the fines imposed through this process.

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## PROGRAMS, DEPARTMENTS OR GROUPS AFFECTED:

The City's Neighborhood Services Division as well as property owners in violation of certain city code sections will be impacted by this ordinance.

#### FISCAL IMPLICATIONS:

The Neighborhood Services Division anticipates imposing fines on less than 5 percent of the code enforcement cases (approximately 120 cases per year). Anticipated annual revenue from the administrative penalties should be approximately \$12,000. The projected revenue will offset all incidental costs associated with this program (e.g., printing of citation forms, administrative hearings, etc.). The meaningful impact of this ordinance will be the overall improvements to the City's business districts and residential neighborhoods as a result of staff's ability to abate code violations in a more timely manner.

## **POLICY CHANGES:**

This ordinance provides the City with an additional mechanism (administrative imposition of fines) to secure municipal code compliance. This reflects the City Council's continuing efforts to maintain the aesthetics of the city and prevent certain municipal code violations from negatively impacting the City's neighborhoods.

Respectfully Submitted,

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Acting City Manager

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