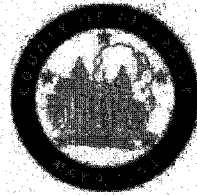


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM**  
3.55  
(ID # 7835)

**MEETING DATE:**

Tuesday, December 4, 2018

**FROM :** TLMA-CODE ENFORCEMENT:

**SUBJECT:** TRANSPORTATION & LAND MANAGEMENT AGENCY/CODE ENFORCEMENT:

Re-building the Riverside County Code Enforcement Department: Initiate, Introduce, and Set for Public Hearing Ordinance No. 725.15, an Amendment to Ordinance No. 725 Establishing a Flat fee Cost Recovery Structure for Code Enforcement Administrative Abatements. All Districts [\$15,000] 60% General Fund 40% Code Abatement Fund (Clerk to Advertise)

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Receive and file the attached Code Enforcement Fee Proposal; and,
2. Consistent with Board of Supervisors Policy No. A-67, adopt an order initiating an amendment to Ordinance No. 725 regarding costs related to Code Enforcement and streamlining the enforcement process for administrative abatements; and
3. Introduce, read title and waiver further reading of Ordinance No. 725.15, an amendment to Ordinance No. 725; and
4. Set a public hearing on December 11, 2018 on adoption of Ordinance No. 725.15.

**ACTION:** Set for Hearing

Juan C. Perez, Director of Transportation & Land Management

11/27/2018

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended; the above Ordinance is approved as introduced with a waiver of reading; and is set for public hearing Tuesday, December 11, 2018 at 9:00 a.m. or as soon as possible thereafter.

**Ayes:** Jeffries, Tavaglione, Washington, Perez and Ashley  
**Nays:** None  
**Absent:** None  
**Date:** December 4, 2018  
**xc:** TLMS-Code Enforcement, COB

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 6,000	\$ 0	\$ 6,000	\$ 0
<b>NET COUNTY COST</b>	\$ 9,000	\$ 0	\$ 9,000	\$ 0
<b>SOURCE OF FUNDS:</b> 60% General Fund, 40% Code Abatement Fund			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 18/19	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

TLMA is seeking the Board's approval to embark on a comprehensive rebuild of the Code Enforcement Department ("Department"). The Department has experienced a substantial decline of personnel due to reductions in County General Fund since FY 08/09. The Department had a total of 135 staff in FY 08/09 which has now decreased to 34 staff in FY 17/18, about a 75% reduction in staffing over a ten year period. The Department is tasked with enforcing 32 County Ordinances in the unincorporated areas of the County (See Attachment D- Code Enforcement Ordinances). The role of the Department is expected to expand with implementation of the cannabis regulatory program and enforcement of unpermitted cannabis uses, enhanced homelessness response, and other programs.

Ordinance No. 725 sets forth the penalties for violating the County's land use ordinances, as well as the administrative hearing process regarding such violations and abatements of public nuisances. It is one of the primary enforcement tools for the Department. Ordinance No. 725 was last amended in March 2011. In 2017, the Department began looking into ways to streamline the enforcement process and improve cost recovery. The analysis completed by the Department, in conjunction with KPMG, shows that enforcement efficiencies may be gained through the introduction of a flat-fee cost recovery model. The use of a flat-fee model, based on the reasonable investigation and enforcement costs incurred by the Department, would limit the time between initial investigation and follow-up, leading to faster results to address violations and a more equitable recovery of costs spent on enforcement. This would also reduce the need to increase General Fund support in order to increase service levels. It also provides greater predictability and transparency to property owners involved in Code Enforcement actions of the costs of not bringing their properties up to compliance on a timely basis. The proposed amendments are recommended to Ordinance No. 725 to achieve the following departmental goals:

- Implement a consistent and systematic approach to code enforcement
- Decrease the time between initial and follow-up investigations, and abatement of violations
- Recover a greater proportion of the cost associated with the service, thereby reducing the burden on the General Fund

If this item is approved a subsequent Form 11 will be recommended to the Board on the December 11, 2018 agenda to adopt Ordinance No. 725.15 and approve a budget adjustment to add up to 10 positions in the Department.

**Impact on Residents and Businesses**

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

Code Enforcement plays a critical role in preserving the quality of life of our unincorporated communities. Critical functions of the Department include, but are not limited to, enforcing against the following land use violations: accumulated rubbish, excessive outside storage, inoperative or abandoned vehicles, substandard structures, open and unprotected excavations, zoning violations, construction or grading without permits, unlawful cannabis dispensaries and cultivation, and State and Federal Water Quality Control Acts.

The Department will continue to work with individuals and business owners on 'compliance first' based strategies to achieve voluntary compliance. Where enforcement does become necessary, the creation of the flat fee system allows for reasonable distribution of the costs related to responding, processing, and reviewing code violations and the associated fees. The flat fee system also creates transparency for the activities undertaken by the Department and maintains due process for all, while reducing the total processing time of a code violation.

Implementation of the proposed Ordinance No. 725 amendments includes a flat fee structure that is anticipated to generate revenues of \$1.7 million - \$2.3 million through more effective cost recovery.

**Additional Fiscal Information**

The cost to prepare and process this Ordinance amendment is approximately \$15,000; sufficient funds are available in the Department's current fiscal year budget. The cost of implementing Ordinance No. 725 will be recovered through the abatement process.

**ATTACHMENTS**

- ATTACHMENT A     Code Fee Proposal
- ATTACHMENT B     Ordinance No. 725.15, an amendment to Ordinance No. 725
- ATTACHMENT C     Ordinance No. 725 as last amended through Ordinance No. 725.14
- ATTACHMENT D     Code Enforcement Ordinances

  
\_\_\_\_\_  
Scott Bruckner

11/29/2018

  
\_\_\_\_\_  
Alisa Young, Executive Assistant, County Counsel

11/29/2018



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# **Code Enforcement Fee Proposal**

**Current Fee Analysis and Proposed Changes**

**May 2018**

## Executive Summary

In June of 2017, the Code Enforcement Department (the "Department") proactively presented a fee-based enforcement approach to the Riverside County Executive Office, and agreed to develop a report on the feasibility of this proposed approach. Countywide fiscal pressures are driving the request for the Department to increase cost recovery in an effort to improve the financial sustainability of its operations. Upon preliminary review by County Counsel, it was determined that a flat fee for Code Enforcement actions such as Violation Investigation, Non-Compliance and Abatement fees are permitted in accordance with *Government Code 54988* and *Government Code 25845*. Any proposed fee must reasonably reflect the approximate cost of the corresponding activities and the County must be able to justify this fee through documented historical evidence.

To comply with this request, the Department has proposed a Code Violation Fee of \$450.04 to be billed when property owners are found to be in violation of County ordinances and codes, for which the Department is mandated to enforce, and do not remediate the violation within the 30-day grace period. The Department is proposing a subsequent Non-Compliance fee of \$630.24 to be billed upon instances of failure to correct a Code Violation and the issuance of a Notice of Pendency. The Department is also proposing an Abatement Fee of \$1,665.86 for cases where County has to utilize an external contractor to remedy the violation. The Department has also developed other fees for specific supplemental activities that lessen the cost of the proposed Code Violation Investigation fee and Non-Compliance fee. All of the proposed fees are described further in this report and are intended solely to recover costs incurred by the Department. These proposed fees will incentivize property owners to comply with Code Enforcement citations and violations, which will in turn keep communities cleaner, and will create more transparency in billing property owners for services rendered by the Department.

Projections based on historical instances of violation investigations and non-compliance show a possible revenue range of \$1.72M to \$2.30M. This projected revenue is primarily dependent upon the number of violations identified and the rate at which the fees are collected from the responsible parties.

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# Background

## Code Enforcement Department

The Riverside County Code Enforcement Department strives to enhance public safety and the quality of life in partnership with communities through fair enforcement of laws and codes. The Department serves the residents and businesses of unincorporated areas of the County and is guided by the principles of customer service, respect, excellence, accountability, teamwork and education. After recently completing an operational review, the department drafted three core objectives for 2017;

- 1) Implement a consistent and systematic approach to code enforcement;
- 2) Decrease the time between initial and follow-up investigations, and abatement of the violation; and
- 3) Improve customer service and achieve better communication internally and with the public.

A key finding of the operational review was the opportunity for improved cost recovery to help sustain Department operations so that timely and quality services can be provided throughout the county. In 2015/16, over 20,000 hours were spent on cost recoverable case work with approximately 20% of the value of this time recouped through the cost recovery process. In partnership with the Executive Office and County Counsel, it was determined that additional options to enhance cost recovery efforts should be explored and more thoroughly analyzed.

## Background

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### Legal Guidance

*Government Code 25845.* Authorizes the County to collect abatement costs incurred in any action to abate a nuisance, including administrative, judicial, or summary abatement proceedings. This includes administrative costs incurred in the physical abatement of the nuisance. It also authorizes the County to collect costs and fees incurred in the abatement of public nuisances in non-owner occupied residential dwelling units. The County Board of Supervisors are also authorized to increase or decrease a fee or charge in the amount reasonably necessary to recover the cost of providing any product or service or the cost of enforcing any regulation for which the fee or charge is levied. The fee or charge may reflect the average cost of providing any product or service or enforcing any regulation.

Any changes to the cost recovery system should be codified in Riverside County Ordinance 725, which currently establishes procedures and penalties for ordinance violations and direction on the recovery of administrative and abatement costs.

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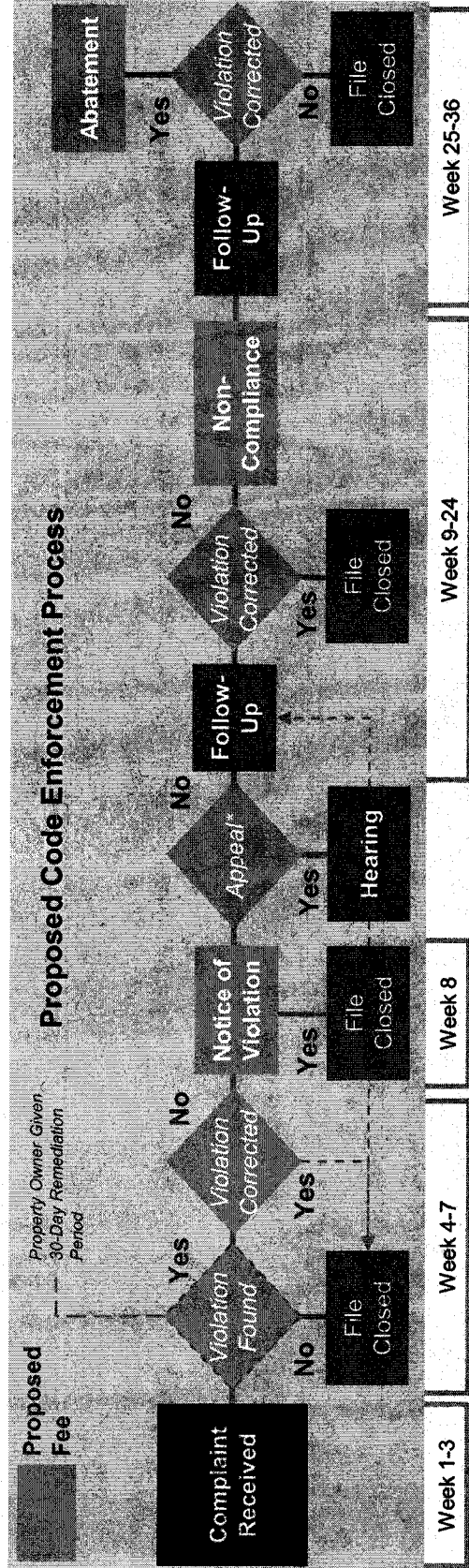
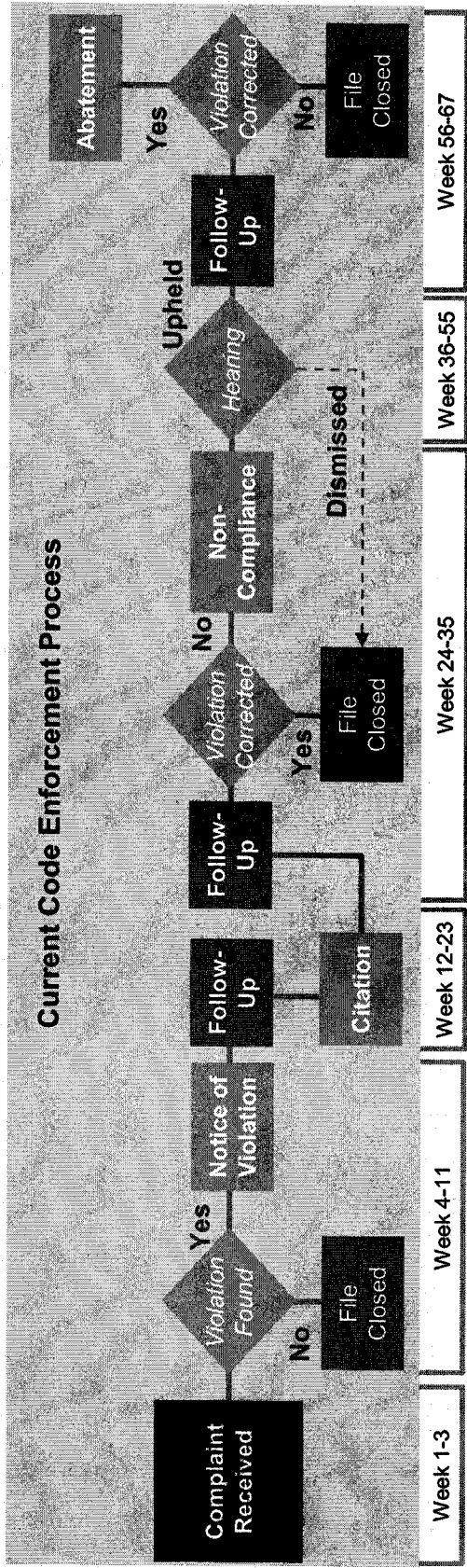
## **Current State Operations**

Code Enforcement Officers currently respond to complaints regarding the compliance of a property or business with County Ordinances and the terms of a license or permit as applicable. Officers conduct one or more inspections of the property or business to determine if the owner or operator is in violation. As described in Ordinance 725, the property owner, permittee or licensee, will have 10-30 days from the date of a written Notice of Violation (NOV) to correct the identified violation(s). If a violation remains uncorrected at the time of the follow-up inspection(s), a hearing and order to abate will be scheduled for at least 45 days from the date of the follow-up inspection.

In the current cost recovery model, there are several internal inefficiencies surrounding the appeal process due to the length of time required to achieve a hearing outcome, the costs associated with the hearing process, and the time reporting requirements for officers generate significant operational inefficiencies. The analysis completed by the Department shows that the flat-fee recovery model can make the appeal process more efficient while maintaining due process for all property owners.



# Current and Proposed Operations



\*Additional 20 Week period if elected by property owner

## Statewide Jurisdictional Precedent

### City of Los Angeles

- Failure to pay the assessed fees could result in a lien against the property where the violation was found.
- The City has a compact geographical footprint which leads to lower overall travel costs.
- The City sends notices for fee collection seven days after the violation is issued.
- The City does not issue citations prior to issuing a violation.
- The City issues late fees for the code violation and non-compliance 2.5 times the cost of the fee.
- In FY16/17, the Department collected over \$7M in fees and issued over 8,000 violations.

The table below compares the fees assessed by the City of Los Angeles and other jurisdictions in California.

Fee	Riverside County (Proposed)	City of Los Angeles	Contra Costa County	Sacramento County
Code Violation	\$450.04	\$356.16	\$250.00+	\$470.00
Extension*	\$247.40	\$346.62	\$100.00*	\$335.00*
Non-Compliance	\$630.24	\$660.00	\$100.00	\$660.00
Re-Permit	N/A	\$400.00	N/A	\$310.00
Violation Appeal	\$878.50	\$130.00+	\$125.00+	\$700.00+

\*Extension fee represented in jurisdiction as a supplemental inspection, following notice of violation

## Local Jurisdictional Precedent

The table below compares the fees proposed by the Department and those assessed by the City of Lake Elsinore.

Fee	Riverside County (Proposed)	Lake Elsinore
Initial Inspection*	\$00.00	\$00.00
Code Violation	\$450.04	\$283.00
Non-Compliance	\$630.24	\$4,327.00**
Abatement	\$1,665.86	
Extension	\$247.40	N/A
Violation Appeal	\$878.50	N/A

\*No charge to property owner, costs are incurred by the department

\*\*Fee includes both Non-Compliance and Abatement

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## Fee Analysis: Methodology

The steps below describe the process undertaken to develop an accurate assessment of internal costs incurred by the County during the code investigation process and subsequent tasks involved with non-compliance.

### Step 1: Quantitative Time Analysis

- Extraction of all staff time entries by task type for the most recent two fiscal years
- Assignment of task types to code investigation and to non-compliance activities
- Calculation of average duration of time dedicated to each stage of the process by position type

### Step 2: Qualitative Validation

- Review of time analysis results by code enforcement officers based on in-field experience
- Confirmation and refinement of the average time calculation for each task type
- Confirmation of required position type reasonably expected to complete each task (e.g. Supervisor, Officer, Technician, Clerical, etc.)

### Step 3: Cost Calculation

- Determination of activity costs by aligning task time requirements to approved position hourly rate
- Aggregation of internal cost incurred at each activity step within the code investigation process and the non-compliance process

The analysis showed that while some investigations were complex and exceeded the average time requirement, few investigations required significantly less time than the average estimates. This is likely a result of the prescribed set of actions, tasks and responsibilities that must be undertaken regardless of the type of complaint under investigation.

The proposed Code Violation fee is designed solely to recover reasonably incurred costs to investigate, confirm, report and develop a Notice of Violation. Similarly, the Non-Compliance fee will only recover costs related to identifying, confirming, and conducting follow up actions in instances of failure to correct a confirmed violation.

The proposed fees are not intended to replace Citation fees, charges from other County departments, or abatement charges from vendors.

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## Proposed Code Enforcement Fees

Fee	Description	Fee
<b>Initial Inspection</b>	Fee will recover reasonably incurred costs for activities completed by the Department from the receipt of the complaint through the initial inspection, as well as overhead costs incurred in the process.	<b>No Cost</b>
<b>Code Violation</b>	Fee will recover reasonably incurred costs for activities completed by the Department from the initial inspection to the issuance of the NOV, per violation, as well as overhead costs incurred in the process.	<b>\$450.04</b>
<b>Non-Compliance</b>	Fee will recover reasonably incurred costs for activities completed by the Department after the first subsequent inspection to confirm a remaining violation, and develop and release the notice of pendency when appropriate, as well as overhead costs incurred in the process.	<b>\$630.24</b>
<b>Abatement</b>	Fee will recover the reasonably incurred costs of the activities completed by the Department to undertake the abatement process for violations that have not come into compliance with local ordinances and laws, as well as overhead costs incurred in the process.	<b>\$1,665.86</b>
<b>Extension</b>	Fee will recover reasonably incurred costs for activities completed by the Department to provide an extension and conduct a subsequent inspection to assess the status of a code violation, as well as overhead costs, to confirm if a violation has been rectified.	<b>\$247.40</b>
<b>Hearing</b>	Fee will recover reasonably incurred costs for activities completed by the Department, as well as overhead costs, associated with the appeal of an NOV.	<b>\$878.50</b>

### Processing

- **Billing:** Once a fee is issued, a receipt for the fee is mailed within seven days. Letters are sent out every week there after requesting payment for the first thirty days. As additional fees are issued within the same case, those fees will be billed together with any outstanding.
- **Liens:** If fees are not recovered after a specified period, the Department will submit the case to the Board of Supervisors and request that a lien be placed against the property for the fees owed.

## Fee Analysis: Initial Inspection

Task	Classification Performing Task	Time Required (hours)	Approved Hourly Rate	Total Cost to Department	Total Cost to Customer
Travel to Site	Officer	0.3	\$128.00	\$38.40	\$00.00
Initial Inspection	Officer	0.5	\$128.00	\$64.00	\$00.00
<b>Proposed Flat Fee</b>					<b>\$00.00</b>

## Fee Analysis: Code Violation

Task	Classification Performing Task	Time Required (hours)	Approved Hourly Rate	Total Cost Per Task
Open Case	Technician	0.22	\$80.00	\$17.60
Generate Notice of Violation/Report	Officer	0.75	\$128.00	\$96.00
Research & Phone Calls	Officer	0.69	\$128.00	\$88.32
Review Case	Supervising Officer	0.19	\$142.00	\$26.98
Clerical Processing	Technician	0.25	\$80.00	\$20.00
Clerical Supervision	Supervising Officer	0.17	\$142.00	\$24.14
Report and Case Close	Officer	0.56	\$128.00	\$71.68
Case Review	Supervising Officer	0.21	\$142.00	\$29.82
Overall Management of Officer Casework	Supervising Officer	0.25	\$142.00	\$35.50
Process Billing	Fiscal	0.5	\$80.00	\$40.00
<b>Proposed Flat Fee</b>				<b>\$460.04</b>



## Fee Analysis: Non-Compliance

Task	Classification Performing Task	Time Required (hours)	Approved Hourly Rate	Total Cost Per Task
Follow-up Inspection	Code Officer	0.25	\$128.00	\$32.00
Submit Report/Photos	Code Officer	0.25	\$128.00	\$32.00
Prepare, Record, and Process Notice of Pendency	Code Aide/Tech	0.5	\$80.00	\$40.00
Release Notice of Pendency	Assessor County-Clerk-Recorder	N/A	N/A	\$22.00
Lot Book Report (order, review, submit typing request)	Code Officer	0.5	\$128.00	\$64.00
Lot Book Report cost	External Contractor	N/A	N/A	\$90.00
Notices to Interested Parties	Code Officer	0.75	\$128.00	\$96.00
Travel Time	Code Officer	0.33	\$128.00	\$42.24
Reinspection	Code Officer	0.25	\$128.00	\$32.00
Submit Report/Photos	Code Officer	0.25	\$128.00	\$32.00
Post Intent to Seize	Code Officer	0.25	\$128.00	\$32.00
Submit Report/Photos	Code Officer	0.25	\$128.00	\$32.00
Mail Intent to Seize	Code Aide/Tech	0.25	\$80.00	\$20.00
Purchase Order Packet	Code Officer	0.5	\$128.00	\$64.00
Proposed Flat Fee				\$630.24



## Fee Analysis: Abatement

Task	Classification Performing Task	Time Required (hours)	Approved Hourly Rate	Total Cost Per Task
Travel Time	Code Officer	0.33	\$128.00	\$42.24
Job Walk/Third Reinspection	Code Officer	1	\$128.00	\$128.00
Submit Report/Photos and Email Purchasing	Code Officer	0.33	\$128.00	\$42.24
Seizure Warrant Case Preparation	Code Officer	0.5	\$128.00	\$64.00
Seizure Warrant Case Review	Sr. Code Officer	0.75	\$142.00	\$106.50
Declaration Review, Contractor Coordination	Code Officer	0.25	\$128.00	\$32.00
Travel time	Code Officer	0.33	\$128.00	\$42.24
Reinspection # 4	Code Officer	0.15	\$128.00	\$19.20
Report/Photos	Code Officer	0.15	\$128.00	\$19.20
Travel time	Code Officer	0.33	\$128.00	\$42.24
Abatement monitoring	Code Officer	8	\$128.00	\$1,024.00
Report/Photos	Code Officer	0.25	\$128.00	\$32.00
Warrant Return	Code Officer	0.25	\$128.00	\$32.00
Process Billing	Fiscal Services	0.5	\$80.00	\$40.00
<b>Proposed Flat Fee</b>				<b>\$1,665.96</b>

## Fee Analysis: Extension

Task	Classification Performing Task	Time Required (hours)	Approved Hourly Rate	Total Cost Per Task
Travel to Site	Officer	0.3	\$128.00	\$38.40
Re-Inspection	Officer	0.25	\$128.00	\$32.00
Report and Case Close	Officer	0.56	\$128.00	\$71.68
Case Review	Supervising Officer	0.21	\$142.00	\$29.82
Overall Management of Officer Casework	Supervising Officer	0.25	\$142.00	\$35.50
Process Billing	Fiscal	0.5	\$80.00	\$40.00
<b>Proposed Flat Fee</b>				<b>\$247.40</b>

# Fee Analysis: Hearing

Task	Classification Performing Task	Time Required (hours)	Approved Hourly Rate	Total Cost Per Task
Process Hearing Request	Senior Officer	0.25	\$142.00	\$35.50
Submit Hearing Request to Fiscal	Senior Officer	0.08	\$142.00	\$11.36
Prepare Notice of Hearing and Mailings	Code Technician	0.5	\$80.00	\$40.00
Create Duplicate File for Administration	Code Technician	0.08	\$80.00	\$6.40
Duplicate Case File	Code Officer	0.33	\$128.00	\$42.24
Review Case	Senior Officer	0.75	\$142.00	\$106.50
Create Hearing Packet/Proposed Notice of Decision	Code Technician	0.5	\$80.00	\$40.00
Review Hearing packet and Documents	Supervisor	0.25	\$142.00	\$35.50
Hearing	Hearing Officer*	1	\$215.00	\$215.00
Hearing	Senior Officer	1	\$142.00	\$142.00
Transfer Audio Recording (RCO 643, Sec. 14)	Code Technician	0.5	\$80.00	\$40.00
Prepare, Distribute, and Forward Notice of Decision	Code Technician	0.75	\$80.00	\$60.00
Travel/Post Notice of Decision and Complete AOP	Code Officer	0.5	\$128.00	\$64.00
Receive and File with the Clerk of the Board	Code Technician	0.5	\$80.00	\$40.00
<b>Proposed Flat Fee</b>				<b>\$878.50</b>

## Revenue Analysis

The potential revenue from the introduction of the proposed fees is provided in the table below. A range of potential revenue was calculated to reflect the assumption that between 60% and 80% of assessed fees will be collected in a timely manner.

Fee Type	Projected Cases FY18/19	100%	90%	80%	70%	60%	50%
Code Violation	4,862*	\$2,188,094	\$1,969,285	\$1,750,476	\$1,531,666	\$1,312,857	\$1,094,047
Non-Compliance	721	\$456,984	\$411,286	\$365,587	\$319,889	\$274,191	\$228,492
Abatement	139	\$233,830	\$210,447	\$187,064	\$163,681	\$140,298	\$116,915
<b>Total Fee Revenue</b>		<b>\$2,878,909</b>	<b>\$2,591,018</b>	<b>\$2,303,127</b>	<b>\$2,015,236</b>	<b>\$1,727,345</b>	<b>\$1,439,454</b>

\*Sum of 3,730 violations and 1,132 concurrent violations projected

Projected case for Fiscal Year 18/19 were based on historical data from the last three fiscal years.

The potential revenue included in the table above does not incorporate the other proposed fees, which could contribute to higher fee revenue, but could not be calculated due to lack of historical data. If new hourly rates for each position responsible for these tasks are approved by the Board of Supervisors, a reevaluation of the fees and the revenue analysis will be conducted.

## **Other Considerations**

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- Customers are incentivized to rectify code violations by not incurring fees if they comply with the Department within a specified amount of time.
- Separating the potential follow up inspection from the Code Violation and Non-Compliance fees into the Supplemental compliance Inspection fee, will provide savings for customers who do not require a subsequent inspection and increase the cost recovery for labor intensive cases.
- Establishing a system for up front collection of fees could lead to an increase in recovery.

1 ORDINANCE NO. 725.15

2 AN ORDINANCE OF THE COUNTY OF RIVERSIDE

3 AMENDING ORDINANCE NO. 725 ESTABLISHING PROCEDURES AND PENALTIES FOR  
4 VIOLATIONS OF RIVERSIDE COUNTY ORDINANCES AND PROVIDING FOR REASONABLE  
5 COSTS RELATED TO ENFORCEMENT

6  
7 The Board of Supervisors of the County of Riverside ordains as follows:

8 Section 1. The title and enacting clause of Ordinance No. 725 are amended to read as  
9 follows:

10 "ORDINANCE NO. 725

11 AN ORDINANCE OF THE COUNTY OF RIVERSIDE

12 ESTABLISHING PROCEDURES AND PENALTIES FOR  
13 VIOLATIONS OF RIVERSIDE COUNTY LAND USE ORDINANCES AND  
14 PROVIDING FOR REASONABLE FEES AND COSTS RELATED TO ENFORCEMENT

15  
16 The Board of Supervisors of the County of Riverside ordains as follows:"

17 Section 2. Section 1. of Ordinance No. 725 is amended to read as follows:

18 "Section 1. DEFINITIONS. As used in this Ordinance, the following terms  
19 shall have the following meanings:

- 20 a. Abatement Costs. Any costs, fees or expenses, including County staff time  
21 reasonably related to the abatement of conditions which violate Land Use  
22 Ordinances, and shall include, but not be limited to, enforcement,  
23 investigation, summaries, reports, notices, telephonic contact,  
24 correspondence, mailing expense, title search costs, administrative costs  
25 including scheduling and participation at hearings, expenses incurred by the  
26 County, court costs, civil or administrative penalties, collection, attorneys'  
27 fees, Sheriff's costs, and other costs associated with the removal, abatement  
28

1 or correction of a violation. Abatement Costs do not include the Code  
2 Enforcement Department's costs and fees that are included in the  
3 Abatement Fee, Code Violation Fee, Noncompliance Fee, Modification Fee  
4 or Extension Fee which, if applicable, shall be imposed separately, and in  
5 addition to, any Abatement Costs.

6 b. Abatement Fee. The fee set by the Board of Supervisors and imposed by the  
7 Code Enforcement Department against a property as a result of either:

- 8 (1) The application for a warrant from a court of competent  
9 jurisdiction or the physical abatement of the nuisance by  
10 County personnel, or by private contractor under the  
11 direction of the Enforcement Officer. The Enforcement  
12 Officer may apply to a court of competent jurisdiction for a  
13 warrant authorizing entry upon the property for the purposes  
14 of undertaking the nuisance abatement work by removing,  
15 destroying and properly disposing of the public nuisance; or  
16 (2) The commencement of a civil action to redress, enjoin and  
17 abate the public nuisance.

18 The Abatement Fee covers reasonable costs incurred by the Code  
19 Enforcement Department for activities completed by the Code Enforcement  
20 Department to begin the abatement process, either administratively or  
21 through a civil action, for violations that have not come into compliance  
22 with the Land Use Ordinances. The current Abatement Fee is \$1,665.86.  
23 The Abatement Fee does not include the Abatement Costs.

24 c. Administrative Hearing Officer. Either the Board of Supervisors, County  
25 Hearing Officer established pursuant to Ordinance No. 643 or County  
26 Hearing Board, as the entity conducting a hearing authorized by this  
27 Ordinance and issuing a written order or decision.

1 d. Code Violation Fee. The fee set by the Board of Supervisors and imposed  
2 by the Code Enforcement Department against a property whenever the  
3 Enforcement Officer conducts an inspection and issues a "Notice of  
4 Violation and Order to Abate Public Nuisance" after verification of  
5 violation(s) of a provision(s) of the Land Use Ordinances, codes or State  
6 law enforced by the Code Enforcement Department. The Code Violation  
7 Fee covers reasonable costs for activities incurred by the Code Enforcement  
8 Department from the initial inspection to the issuance of the "Notice of  
9 Violation and Order to Abate Public Nuisance." The current Code Violation  
10 Fee is \$450.04.

11 e. Enforcement Officer. The Transportation and Land Management Agency  
12 (TLMA) Director, the TLMA Assistant Director-Community  
13 Development, Community Health Agency Director, Building Official, the  
14 TLMA Deputy Director-Code Enforcement Department, Environmental  
15 Health Department Director, Department of Animal Services Director,  
16 Agricultural Commissioner, Fire Chief, Clerk of the Board of Supervisors,  
17 Sheriff and their designees.

18 f. Extension Fee. The fee set by the Board of Supervisors and imposed by the  
19 Code Enforcement Department against a property whenever additional time  
20 beyond the compliance period is requested by a property owner or any other  
21 Responsible Party to complete corrective actions. An application for an  
22 extension and payment of the Extension Fee is required, as well as the  
23 Enforcement Officer's approval of the application. The Extension Fee  
24 covers reasonable costs incurred by the Code Enforcement Department for  
25 activities incurred by the Code Enforcement Department to provide an  
26 extension and conduct a subsequent inspection to assess the status of the  
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1 violation to confirm if a violation has been resolved. The current Extension  
2 Fee is \$247.40.

3 g. Hearing Fee. The fee set by the Board of Supervisors and imposed by the  
4 Code Enforcement Department for the filing, processing, and handling of  
5 the administrative hearings under this Ordinance. The current Hearing fee  
6 is \$878.50.

7 h. Land Use Ordinance(s). Riverside County Ordinance Nos. 348, 413, 421,  
8 427, 449, 457, 458, 460, 465, 492, 508, 520, 523, 525, 527, 541, 551, 555,  
9 559, 576, 578, 580, 593, 615, 617, 630, 640, 650, 651, 655, 657, 660, 679,  
10 682, 689, 695, 704, 712, 742, 743, 745, 754, 771, 806, 812, 817, 830, 853,  
11 857, 878, 881, 923, 924, 925, 927 and 928.

12 i. Noncompliance Fee. The fee set by the Board of Supervisors and imposed  
13 by the Code Enforcement Department against a property upon issuance of a  
14 Notice of Pendency of Administrative Proceedings or a Notice of  
15 Noncompliance for failure of a property owner or any other Responsible  
16 Party to correct a violation after receipt of a "Notice of Violation and Order  
17 to Abate Public Nuisance." The Noncompliance Fee covers reasonable  
18 costs incurred by the Code Enforcement Department for activities  
19 completed by the Department after a subsequent inspection to confirm a  
20 remaining violation, as well as to cover the reasonable cost of preparing the  
21 Notice of Pendency of Administrative Proceedings and then releasing the  
22 Notice of Pendency when the violation has been resolved. The current  
23 Noncompliance Fee is \$630.24.

24 j. Notice of Violation. The Notice of Violation and Order to Abate issued by  
25 the Enforcement Officer.

26 k. Permit. Any document issued by the County granting a person a license or  
27 right to do something, including but not limited to Building Permits,  
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1 Conditional Use Permits, Plot Plans, Public Use Permits, Variances, WECS  
2 Permit or Accessory WECS Permit or other development or land use  
3 approvals or permits, or any grant of authority to do a thing or maintain or  
4 otherwise use real property in a manner not forbidden by law, but not  
5 allowable without such authority.

6 l. Person. Any natural person, joint venture, joint stock company, firm,  
7 association, club, organization, corporation, partnership, business, trust,  
8 company or other entity which is recognized by law as the subject of  
9 rights or duties, or the manager, lessee, agent, servant, officer or employee  
10 of any of them.

11 m. Responsible Party. Shall include any of the following:

12 (1) Each person committing the violation or causing a  
13 condition on a parcel of real property located within the  
14 jurisdiction of the County of Riverside which violates a  
15 Land Use Ordinance; or

16 (2) Each person who has an ownership interest in that parcel  
17 of real property; or

18 (3) Each person who, although not an owner, nevertheless has  
19 a legal right or a legal obligation to exercise possession and  
20 control over that parcel of real property. In the event the  
21 person who commits the violation or causes the violating  
22 condition is a minor, then the minor's parents or legal  
23 guardian shall be deemed the Responsible Party; or

24 (4) In the event the violation or violating condition is most  
25 reasonably attributable to a business, then that business, to  
26 the extent it is a legal entity such that it can sue and be sued  
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1 in its own name, and each person who is an owner of  
2 that business shall be deemed Responsible Parties.”

3 Section 3. Section 6. of Ordinance No. 725 is amended to read as follows:

4 “Section 6. ADMINISTRATIVE ABATEMENT PROCEDURE. When a  
5 condition existing on real property within the unincorporated area of the County of Riverside is deemed  
6 by the Enforcement Officer to be a violation of a Land Use Ordinance constituting a public nuisance, the  
7 Enforcement Officer is authorized to initiate an administrative abatement proceeding as follows:

8 a. ADVISORY NOTICE. An Advisory Notice may be issued to a property  
9 owner and any other Responsible Party advising of the condition(s) on the  
10 property that are in violation and constituting a public nuisance. If an  
11 Advisory Notice is issued, the Advisory Notice shall be in writing and  
12 shall:

- 13 (1) Identify the owner(s) of the property upon which the  
14 nuisance exists, as named in the last County Equalized  
15 Assessment Roll, and identify any other Responsible Party,  
16 if other than the owner(s), and if known or reasonably  
17 identifiable.
- 18 (2) Describe the location of such property by its commonly used  
19 street address, giving the name or number of the street, road  
20 or highway and the number, if any.
- 21 (3) Identify such property by reference to the Assessor’s parcel  
22 number.
- 23 (4) Specify the manner in which the conditions on the property  
24 violate the provisions of the Land Use Ordinances and the  
25 corrective actions required to abate the violation and  
26 bring the property into compliance with the Land Use  
27 Ordinances.

1 (5) Contain a statement that the property owner and any other  
2 Responsible Party is required to abate the Land Use  
3 Ordinance violation within thirty (30) calendar days after  
4 the date that the Advisory Notice was served.

5 (6) Contain a statement that failure to bring the property into  
6 compliance with the Land Use Ordinances within thirty  
7 (30) calendar days could subject the property owner and any  
8 other Responsible Party to issuance of a "Notice of  
9 Violation and Order to Abate Public Nuisance," as well as  
10 administrative and civil fees, costs, and penalties as set  
11 forth in this Ordinance, including criminal penalties and  
12 could result in the imposition of a lien and special tax  
13 assessment against the property for Abatement Costs and  
14 fees related to the enforcement of the Land Use Ordinances  
15 and abatement of the conditions in violation on the  
16 property.

17 b. NOTICE OF VIOLATION AND ORDER TO ABATE PUBLIC  
18 NUISANCE. After issuance of an Advisory Notice, if such notice was  
19 issued, or upon initial inspection when a condition existing on real property  
20 is deemed by the Enforcement Officer to be a violation of a Land Use  
21 Ordinance constituting a public nuisance, a "Notice of Violation and Order  
22 to Abate Public Nuisance" shall be issued to the property owner and any  
23 other Responsible Party ordering the abatement of the condition(s) in  
24 violation within fifteen (15) calendar days of giving notice in a manner set  
25 forth in Section 9 of this Ordinance. The "Notice of Violation and Order to  
26 Abate Public Nuisance" shall be in writing and shall:

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- (1) Identify the owner(s) of the property upon which the nuisance exists, as named in the last County Equalized Assessment Roll, and identify any other Responsible Party, if other than the owner(s), and if known or reasonably identifiable.
- (2) Describe the location of such property by its commonly used street address, giving the name or number of the street, road or highway and the number, if any.
- (3) Identify such property by reference to the Assessor's parcel number.
- (4) Specify the manner in which the conditions on the property violate the provisions of the Land Use Ordinances and the corrective actions required to abate the violation.
- (5) Contain a statement that the property owner and any other Responsible Party is required to abate the Land Use Ordinance violation within fifteen (15) calendar days after the date that the "Notice of Violation and Order to Abate Public Nuisance" was served.
- (6) Contain a statement that failure to bring the property into compliance with the Land Use Ordinances within fifteen (15) calendar days could subject the owner and any other Responsible Party to the Code Violation Fee, Noncompliance Fee, and Abatement Fee, as well as other administrative, civil and criminal penalties and could result in the imposition of a lien and special tax assessment against the property for such fees and Abatement Costs

1 related to the enforcement of the Land Use Ordinances and  
2 abatement of the conditions in violation.

3 (7) Contain a statement that the owner or any other Responsible  
4 Party may, within ten (10) calendar days after the date that  
5 the "Notice of Violation and Order to Abate Public  
6 Nuisance" was served, make a request in writing to the  
7 County Department that issued the notice for a hearing to  
8 appeal the determination of the Enforcement Officer that the  
9 conditions existing on the property constitute a public  
10 nuisance, or to show other cause why those conditions  
11 should not be abated.

12 (8) Contain a statement that, unless the property owner or any  
13 other Responsible Party abates the conditions in violation  
14 within the time prescribed in the "Notice of Violation and  
15 Order to Abate Public Nuisance," the Code Violation Fee  
16 shall apply and the Enforcement Officer shall abate the  
17 nuisance. It shall also state that in addition to the Code  
18 Violation Fee, a Noncompliance Fee, Abatement Fee, and  
19 Abatement Costs may be incurred by the County and may  
20 result in the imposition of a lien and special tax assessment  
21 against the premises for those costs and fees related to  
22 enforcement of the Land Use Ordinances under this  
23 Ordinance and abatement of the conditions in violation.

24 (9) The failure of the "Notice of Violation and Order to  
25 Abate Public Nuisance" to set forth all required contents  
26 shall not affect the validity of the proceedings.  
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1 c. RIGHT OF MORTGAGEE OR BENEFICIARY TO COMPLY IF  
2 OWNER FAILS TO DO SO. If the property is encumbered by a mortgage  
3 or deed of trust of record, and the property owner has not complied with  
4 the "Notice of Violation and Order to Abate Public Nuisance" or before  
5 the expiration of fifteen (15) days after service of the "Notice of Violation  
6 and Order to Abate Public Nuisance" described in Subsection b. of this  
7 Section, the mortgagee or beneficiary under a recorded deed of trust may,  
8 within fifteen (15) days thereafter, act pursuant to the requirements of the  
9 "Notice of Violation and Order to Abate Public Nuisance."

10 d. APPEAL OF NOTICE OF VIOLATION AND ORDER TO ABATE  
11 PUBLIC NUISANCE.

12 (1) Notice of Appeal. The recipient of a "Notice of Violation  
13 and Order to Abate Public Nuisance" may appeal the  
14 validity of the "Notice of Violation and Order to Abate  
15 Public Nuisance" and resulting Code Violation Fee by filing  
16 a written Notice of Appeal with the County Department that  
17 issued the "Notice of Violation and Order to Abate Public  
18 Nuisance." The written Notice of Appeal must be filed  
19 within ten (10) calendar days of service of the "Notice of  
20 Violation and Order to Abate Public Nuisance." Failure to  
21 properly file a written Notice of Appeal within this time  
22 period shall constitute a waiver of the right to appeal the  
23 "Notice of Violation and Order to Abate Public Nuisance."  
24 The Notice of Appeal shall be submitted on a form provided  
25 by the County Department that issued the "Notice of  
26 Violation and Order to Abate Public Nuisance" and shall  
27 contain the following information:  
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- a) A brief statement setting forth the appellant's interest in the proceedings;
- b) A brief statement of the material facts which the appellant claims support a contention that no violation exists and that no fee should be imposed;
- c) An address at which the appellant agrees that notice of any additional proceeding or an order relating to the imposition of the "Notice of Violation and Order to Abate Public Nuisance" may be received by mail; and
- d) The Notice of Appeal must be signed by the appellant under the penalty of perjury.

e. APPEAL HEARING. The appeal hearing on the "Notice of Violation and Order to Abate Public Nuisance" provided for in this Section shall be conducted in the manner set forth in Section 10 of this Ordinance and pursuant to the following:

- (1) Upon the conclusion of the hearing, the Administrative Hearing Officer shall render its decision not later than thirty (30) days thereafter and shall make Findings and Conclusions, and in the event that it so concludes, it may declare the property, or the conditions thereon, to be in violation of Land Use Ordinances and to be a public nuisance. The Administrative Hearing Officer may order the property owner and any other Responsible Party to abate the conditions declared in violation.



1 (2) The Administrative Hearing Officer may further order  
2 that if the conditions declared to be in violation are not  
3 abated within the time frame ordered, that the  
4 conditions may be abated by the County and the  
5 Abatement Costs, Code Violation Fee, Abatement Fee,  
6 Noncompliance Fee, and Hearing Fee, as well as any  
7 applicable Extension Fee shall be placed as a lien on  
8 the property and may be collected by a Special Tax  
9 Assessment against the property pursuant to *California*  
10 *Government Code* Section 25845, and as may be  
11 amended, or by any other means provided by law.

12 (3) The Enforcement Officer shall issue a copy of the  
13 Administrative Hearing Officer's decision to the  
14 property owner and any other Responsible Party  
15 concerned in the same manner as set forth in Section  
16 9 of this Ordinance, and shall file a proof of service  
17 with the Clerk of the Board.

18 f. TIME TO BRING ACTION. Unless the property owner or other  
19 Responsible Party presents an action in a court of competent jurisdiction  
20 within ninety (90) days after issuance of the decision of the Administrative  
21 Hearing Officer contesting the validity of any administrative abatement  
22 proceedings leading up to and including the decision of the Administrative  
23 Hearing Officer, all objections to the proceedings and decision shall be  
24 deemed to have been waived.

25 g. FINAL ORDER IF NO APPEAL REQUESTED. If the property owner or  
26 any other Responsible Party fails to make a written request for an appeal  
27 hearing pursuant to this Section within ten (10) calendar days of the date of  
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1 service of the "Notice of Violation and Order to Abate Public Nuisance,"  
2 the Order to Abate shall become final and the Enforcement Officer shall  
3 give written notice in the manner set forth in Section 9 of this Ordinance.

4 h. FAILURE TO COMPLY WITH ORDER TO ABATE. If the property  
5 owner or any other Responsible Party fails to bring the property into  
6 compliance within the time frame set forth in the "Notice of Violation and  
7 Order to Abate Public Nuisance" or within the timeframe ordered by the  
8 Hearing Officer after a timely filed Notice of Appeal, the County may file a  
9 Notice of Pendency of Administrative Proceedings as set forth in Section  
10 14 of this Ordinance and a Noncompliance Fee shall apply.

11 i. EXTENSION OF TIME. If the property owner or any other Responsible  
12 Party fails to bring the property into compliance within the time frame set  
13 forth in the "Notice of Violation and Order to Abate Public Nuisance" or  
14 within the timeframe ordered by the Hearing Officer after a timely filed  
15 Notice of Appeal but has made substantial progress in completing the  
16 corrective actions, the property owner or any other Responsible Party may  
17 request an extension of time to comply. Such request for an extension must  
18 be submitted by an application for an extension and payment of the  
19 Extension Fee and is subject to approval by the Enforcement Officer.

20 j. ABATEMENT FEE. Should the County abate the conditions in violation  
21 on the property, either administratively or through a civil action, due to the  
22 property owner or any other Responsible Party's failure to bring the  
23 property into compliance as required by this Ordinance, an Abatement Fee  
24 shall apply.

25 k. COST RECOVERY. All Abatement Costs, as well as the Code Violation  
26 Fee, Noncompliance Fee, Abatement Fee, Hearing Fee if a hearing was  
27 conducted under this Section, and including any applicable Extension Fee,  
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1 incurred by the County pursuant to this Section shall be reimbursed as set  
2 forth in Section 7 of this Ordinance.”

3 Section 3. Section 7. of Ordinance No. 725 is amended to read as follows:

4 “Section 7. ABATEMENT COST RECOVERY.

- 5 a. All Abatement Costs, as well as the Code Violation Fee, Noncompliance  
6 Fee, Abatement Fee, Hearing Fee if a hearing was conducted under Section  
7 6 of this Ordinance, including any applicable Extension Fee, and related  
8 penalties or assessments incurred by the County in any enforcement  
9 action to abate public nuisances shall be recovered.
- 10 b. Any person, whether acting as a principal, agent, employee, owner, lessor,  
11 lessee, tenant, occupant, operator or contractor, or otherwise, who causes,  
12 allows or maintains a violation of any provision of a Land Use Ordinance  
13 or the rules, regulations, orders, permits or conditions of approval issued  
14 pursuant thereto, shall be liable to the County for the Abatement Costs,  
15 fees, penalties and assessments described in subsection a. of this Section,  
16 and any other damages suffered by the County, its agents and agencies, as a  
17 result of such violation.
- 18 c. Successor owners of any real property on which an administrative, civil,  
19 criminal or other abatement proceeding has commenced shall be liable to  
20 the County for reimbursement of all Abatement Costs, fees, penalties and  
21 assessments described in subsection a. of this Section, and any other  
22 damages suffered by the County, if a Notice of Pendency of Administrative  
23 Proceedings or a Notice of Noncompliance, as set forth in Section 14 of  
24 this Ordinance, was recorded in the Office of the County Recorder prior to  
25 transfer of ownership of the real property to the successor owner.
- 26 d. RECORDS OF COSTS. Each County Department shall maintain records  
27 of Abatement Costs and administrative costs incurred and associated with  
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1 the processing of violations and enforcement of Land Use Ordinances  
2 and shall recover such costs from the property owner or any other  
3 Responsible Party as provided herein or by any other legal remedy.

4 e. STATEMENT OF ABATEMENT COSTS AND FEES. At any time  
5 during the pendency of administrative, civil or criminal enforcement of a  
6 violation of a Land Use Ordinance, cost recovery of all Abatement Costs,  
7 fees, penalties and assessments may be recovered through collection, civil  
8 action or as follows:

9 (1) The Enforcement Officer shall prepare a verified Statement  
10 of Abatement Costs and Fees showing all Abatement Costs,  
11 applicable fees set forth in Section 6 of this Ordinance,  
12 administrative costs, Administrative Citation Penalties, civil  
13 penalties, assessments and attorneys' fees and shall demand  
14 payment of said costs and fees within thirty (30) days. The  
15 TLMA Director may reduce the amount in the Statement of  
16 Abatement Costs and Fees prior to issuance.

17 (2) The Statement of Abatement Costs and Fees shall be  
18 issued to the property owner and any other Responsible  
19 Party in the same manner as set forth in Section 9 of this  
20 Ordinance.

21 (3) Any property owner or any other Responsible Party who  
22 receives a Statement of Abatement Costs and Fees shall  
23 have the opportunity to contest the Statement of Abatement  
24 Costs and Fees by requesting a hearing on such costs and  
25 fees. Notice of the opportunity for hearing, together with a  
26 form to request a hearing shall be provided with the  
27 Statement of Abatement Costs and Fees.  
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1 f. REQUEST FOR HEARING. A request for hearing on the Statement of  
2 Abatement Costs and Fees shall be filed with the issuing County  
3 Department within ten (10) calendar days of service of the Statement of  
4 Abatement Costs and Fees, on a form provided by the issuing County  
5 Department. Failure to properly file a written request for hearing within this  
6 time period shall constitute a waiver of the right to appeal the Statement of  
7 Abatement Costs and Fees.

8 (1) The Request for Hearing shall be accompanied by either an  
9 advance deposit of the Hearing Fee or a Request for  
10 Advance Deposit Hardship Waiver.

11 (2) The Request for Advance Deposit Hardship Waiver shall be  
12 filed with the County Department that issued the Statement  
13 of Abatement Costs and Fees on a form provided by the  
14 same County Department. The request shall be documented  
15 by a sworn affidavit, together with any supporting  
16 documents or materials, demonstrating to the satisfaction of  
17 the Enforcement Officer the person's actual financial  
18 inability to deposit the full amount of the Hearing Fee in  
19 advance of the hearing.

20 (3) The requirements of depositing the full amount of the  
21 Hearing Fee shall be stayed for ten (10) days pending a  
22 determination by the Enforcement Officer or the approval  
23 of denial of the Request for Advance Deposit Hardship  
24 Waiver.

25 (4) The Enforcement Officer shall issue a written determination  
26 listing the reasons for the approval or denial of the Request  
27 for Advance Deposit Hardship Waiver. The written  
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1 determination shall be mailed to the appellant at the address  
2 provided in the Request.

3 (5) If the Enforcement Officer denies a Request for Advance  
4 Deposit Hardship Waiver, the appellant shall remit the  
5 advance deposit of the Hearing Fee to the County within  
6 fifteen (15) calendar days of the date of mailing of the  
7 notice of denial.

8 (6) The written determination of the Enforcement Officer shall  
9 be final.

10 g. HEARING. The hearing required by this Section shall be held before the  
11 Hearing Officer as set forth in Section 10 of this Ordinance and shall be  
12 conducted in the manner set forth therein.

13 h. DECISION. In determining the validity of the amount set forth in the  
14 Statement of Abatement Costs and Fees, the Hearing Officer shall consider  
15 whether such costs and fees contained in the Statement of Abatement  
16 Costs and Fees are reasonable based on the circumstances of the case. A  
17 copy of the decision shall be filed with the Clerk of the Board of  
18 Supervisors and mailed to the property owner and any other Responsible  
19 Party in the same manner as set forth in Section 9 of this Ordinance.

20 i. ABATEMENT LIEN AND SPECIAL ASSESSMENT. If payment is not  
21 made within ten (10) days after the Hearing Officer's decision is issued,  
22 the Enforcement Officer shall transmit the Statement of Abatement Costs  
23 and Fees and the Hearing Officer decision to the County Auditor, who  
24 shall place the amount thereof on the Assessment Roll as a Special  
25 Assessment to be paid with County taxes, unless sooner paid. At the same  
26 time, the Enforcement Officer shall file with County Recorder a Notice of  
27 Abatement Lien, describing the real property affected, a summary of the  
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1 action taken to abate the violative condition(s), if any, and the amount  
2 of the lien claimed by the County.

3 j. RELEASE OF LIEN OR SPECIAL ASSESSMENT. Upon payment in full  
4 of the Abatement Costs and Fees as set forth in the Statement of Abatement  
5 Costs and Fees or as decided by the Hearing Officer the Enforcement  
6 Officer shall execute and record with the County Recorder a release of any  
7 recorded lien. If an assessment has been placed on the Assessment Roll  
8 and is thereafter paid, the Enforcement Officer shall notify the County  
9 Auditor, who shall cancel the assessment on the tax roll.

10 k. REIMBURSEMENT OF COSTS. The Enforcement Officer is authorized  
11 to pay from funds appropriated to him the cost of a title search to  
12 determine the Responsible Parties, if any, mailing expenses, and  
13 Abatement Costs for all work done or caused to be done in the abatement  
14 of the violative condition(s). All such costs shall be included in the  
15 verified Statement of Abatement Costs and Fees.

16 l. COLLECTION. Alternatively, if payment of the amount demanded in the  
17 Statement of Abatement Costs and Fees is not received within thirty (30)  
18 days, the Enforcement Officer may refer the debt to a collection agency  
19 licensed by the State of California in accordance with *California*  
20 *Government Code* Section 26220(a), and as may be amended.”

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Section 4. EFFECTIVE DATE. This ordinance shall take effect sixty (60) days after its adoption.

BOARD OF SUPERVISORS OF THE COUNTY  
OF RIVERSIDE, STATE OF CALIFORNIA

By: \_\_\_\_\_

Chairman

ATTEST:

CLERK OF THE BOARD:

By: \_\_\_\_\_

Deputy

(SEAL)

APPROVED AS TO FORM  
November \_\_, 2018

By: \_\_\_\_\_  
Tiffany N. North  
Assistant County Counsel



**ORDINANCE NO. 725  
(AS AMENDED THROUGH 725.14)  
AN ORDINANCE OF THE COUNTY OF RIVERSIDE  
ESTABLISHING PROCEDURES AND PENALTIES FOR VIOLATIONS  
OF RIVERSIDE COUNTY ORDINANCES AND PROVIDING FOR  
REASONABLE COSTS RELATED TO ENFORCEMENT**

**Section 1.** DEFINITIONS. For the purpose of this Ordinance, certain words are defined as follows:

- a. The term "Land Use Ordinance(s)" shall include Riverside County Ordinance Nos. 348, 413, 421, 427, 449, 457, 458, 460, 465, 492, 508, 520, 523, 525, 527, 541, 551, 555, 559, 576, 578, 580, 615, 617, 630, 640, 650, 651, 655, 657, 660, 679, 682, 689, 695, 704, 712, 742, 743, 745, 754, 771, 806, 812, 817, 830, 853, 857, 878 and 881.
- b. The term "Enforcement Officer" shall include the Transportation and Land Management Agency Director, Community Health Agency Director, Building Official, Code Enforcement Department Director, Environmental Health Department Director, Department of Animal Services Director, Agricultural Commissioner, Fire Chief, Clerk of the Board of Supervisors, Sheriff and their designees.
- c. The term "person" means any natural person, firm, association, club, organization, corporation, partnership, business trust, company or other entity which is recognized by law as the subject of rights or duties.
- d. The term "Responsible Party" means: 1) each person committing the violation or causing a condition on a parcel of real property located within the jurisdiction of the County of Riverside which violates a Riverside Land Use Ordinance; 2) each person who has an ownership interest in that property; or 3) each person who, although not an owner, nevertheless has a legal right or a legal obligation to exercise possession and control over that property. In the event the person who commits the violation or causes the violating condition is a minor, then the minor's parents or legal guardian shall be deemed the Responsible Party. In the event the violation or violating condition is most reasonably attributable to a business, then that business, to the extent it is a legal entity such that it can sue and be sued in its own name, and each person who is an

owner of that business shall be deemed Responsible Parties.

- e. The term "abatement costs" means any costs or expenses, including County staff time reasonably related to the abatement of conditions which violate Land Use Ordinances, and shall include, but not be limited to, enforcement, investigation, summaries, reports, notices, telephonic contact, correspondence, mailing expense, title search costs, administrative costs including scheduling and participation at hearings, Hearing Officer costs, expenses incurred by the County, court costs, civil or administrative penalties, collection, attorneys fees, and other costs associated with the removal, abatement or correction of a violation.
- f. The term "permit" means any document issued by the County granting a person a license or right to do something, including but not limited to Building Permits, Conditional Use Permits, Plot Plans, Public Use Permits, Variances, WECS Permit or Accessory WECS Permit or other development or land use approvals or permits, or any grant of authority to do a thing or maintain or otherwise use real property in a manner not forbidden by law, but not allowable without such authority.
- g. The term "Administrative Hearing Officer" refers to either the County Board of Supervisors, County Hearing Officer established pursuant to Ordinance No. 643 or County Hearing Board, as the entity conducting a hearing authorized by this Ordinance and issuing a written recommendation or decision.

**Section 2. ABATEMENT OF PUBLIC NUISANCES.** Any condition on public or private property located within the unincorporated areas of the County of Riverside which is caused, maintained or permitted to exist in violation of any provision of a Land Use Ordinance shall be and the same is hereby declared unlawful and a public nuisance that may be abated consistent with the procedures provided for in this Ordinance, or in any other manner provided by law. Enforcement Officers are authorized to investigate conditions on or pertaining to real or personal property or other activities to determine the existence of violations and to enforce Land Use Ordinances as provided for herein.

**Section 3. NON-EXCLUSIVE REMEDIES AND PENALTIES.** All remedies and penalties for the abatement of public nuisances provided for in this Ordinance shall be cumulative and not exclusive. Enforcement by use of any administrative, criminal or civil action, citation or administrative proceeding or abatement remedy does not preclude the use of additional citations or other remedies as authorized by other ordinance or law. Enforcement remedies may be employed concurrently or consecutively. Conviction and punishment of or enforcement against any person hereunder shall not relieve such

person from the responsibility of correcting, removing or abating a violation, nor prevent the enforced correction, removal or abatement thereof. Each and every day, or any portion thereof, during which any violation of a Land Use Ordinance or the rules, regulations, orders, permits or conditions of approval issued thereunder is committed, continued, or permitted by such person, shall be deemed a separate and distinct offense.

**Section 4. AUTHORITY TO INSPECT.** Enforcement Officers are authorized to enter any real or personal property or premises within the unincorporated area of the County to investigate and ascertain whether the property or premises is in compliance with Land Use Ordinances, and to make any inspection as may be necessary in the performance of their enforcement duties. These investigation activities may include visual inspections, taking of photographs, taking samples or other physical evidence, and the making of video and/or audio recordings. All such entries and inspections shall be done in a reasonable manner. If an owner, lawful occupant or the respective agent thereof refuses permission to enter and/or inspect, the Enforcement Officer may seek an Administrative Inspection Warrant pursuant to the procedures provided by *California Code of Civil Procedure* Section 1822.50 *et seq.* and as may be amended. All costs incurred by the County in seeking and obtaining an Administrative Inspection Warrant shall be recoverable as abatement costs.

**Section 5. SUMMARY ABATEMENT.** Pursuant to *California Government Code* Section 25845(a), and as may be amended, the Enforcement Officer is authorized to summarily abate public nuisances determined by the Officer to constitute an immediate threat to public health, safety or welfare. If an Enforcement Officer summarily abates a public nuisance, he may keep an account of the abatement costs and pursue cost recovery pursuant to Section 7 of this Ordinance. In cases of summary abatement, however, at the hearing to confirm the abatement costs, the Administrative Hearing Officer shall also determine whether a public nuisance existed.

**Section 6. ADMINISTRATIVE ABATEMENT-PROCEDURE.** When a condition on real property is deemed by the Enforcement Officer to constitute a violation of a Land Use Ordinance constituting a public nuisance and existing on property within the unincorporated area of the County of Riverside, the Enforcement Officer is authorized to initiate an administrative abatement proceeding as follows:

- a. **NOTICE OF VIOLATION.** A Notice of Violation shall be issued to the property owner and any other Responsible Party ordering the abatement of the violative condition(s) within fifteen (15) days of giving notice in a manner set forth in Section 9 of this Ordinance. The Notice shall specify the manner in which the conditions on the property violate the provisions of Land Use Ordinances and the corrective actions required to abate the violation. The Notice shall also state that failure to bring the property into compliance with Land Use Ordinances could subject the owner and other Responsible Parties to administrative, civil and criminal penalties and could result in the imposition of a lien and special tax assessment against the property for abatement

costs related to the enforcement of the Land Use Ordinances and abatement of the violative conditions. The failure of the Notice to set forth all required contents shall not affect the validity of the proceedings.

- b. **RIGHT OF MORTGAGEE OR BENEFICIARY TO COMPLY IF OWNER FAILS TO DO SO.** If the property is encumbered by a mortgage or deed of trust of record, and the owner of the property shall not have complied with the Notice of Violation on or before the expiration of fifteen (15) days after service of the Notice of Violation described in Subsection a. of this Section, the mortgagee or beneficiary under a recorded deed of trust may, within fifteen (15) days thereafter, act pursuant to the requirements of the Notice of Violation.
- c. **SECOND NOTICE.** If the Notice of Violation is not complied with according to the time periods set forth in this Section, the Enforcement Officer shall give a second notice to all parties concerned in the same manner as set forth in Section 9 of this Ordinance, which notice shall be entitled "Notice of Hearing Re: Land Use Ordinance Violation(s) and Abatement of Public Nuisance." The Notice shall direct the property owner and other Responsible Parties to appear at a hearing at a stated date, time and place to show cause why the conditions on the property should not be abated. The hearing shall be set not less than fifteen (15) days after the posting and mailing of the second notice. The failure of any property owner or any other Responsible Party to receive such notice shall not affect the validity of the proceedings.
- d. **HEARING.**
  - (1) The hearing provided for in this Section shall be conducted in the manner set forth in Section 10 of this Ordinance and pursuant to the following:
    - a) Upon the conclusion of the hearing, the Administrative Hearing Officer shall render its decision not later than thirty (30) days thereafter and shall make Findings and Conclusions, and in the event that it so concludes, it may declare the property, or the conditions thereon, to be in violation of Land Use Ordinances and to be a public nuisance. The Administrative Hearing Officer may direct the owner to abate the conditions declared in violation.
    - b) The Administrative Hearing Officer may further order that if the conditions declared to be in violation are not abated within the time frame ordered, that the

conditions may be abated by the County and the costs of abatement shall be placed as a lien on the property and may be collected by a Special Tax Assessment against the property pursuant to *California Government Code* Section 25845, and as may be amended, or by any other means provided by law.

- c) The Enforcement Officer shall issue a copy of the Administrative Hearing Officer's decision to the property owner and other Responsible Parties concerned in the same manner as set forth in Section 9 of this Ordinance, and shall file a proof of service with the Clerk of the Board.
- e. **TIME TO BRING ACTION.** Unless the property owner or other Responsible Party presents an action in a court of competent jurisdiction within ninety (90) days after issuance of the decision of the Administrative Hearing Officer contesting the validity of any administrative abatement proceedings leading up to and including the decision of the Administrative Hearing Officer, all objections to the proceedings and decision shall be deemed to have been waived.
- f. **COST RECOVERY.** All abatement costs incurred by the County pursuant to this Section shall be reimbursed as set forth below in Section 7 of this Ordinance.

**Section 7. ABATEMENT COST RECOVERY.** All abatement costs, administrative costs and related penalties or assessments in any enforcement action to abate public nuisances as stated shall be recovered.

Any person, whether acting as a principal, agent, employee, owner, lessor, lessee, tenant, occupant, operator or contractor, or otherwise, who causes, allows or maintains a violation of any provision of a Land Use Ordinance or the rules, regulations, orders, permits or conditions of approval issued pursuant thereto, shall be liable to the County of Riverside for abatement costs including, but not limited to administrative and civil penalties and any other damages suffered by the County, its agents and agencies, as a result of such violation.

Successor owners of any real property on which an administrative, civil, criminal or other abatement proceeding has commenced shall be liable to the County for reimbursement of all abatement costs if any notice, as set forth in Section 14 of this Ordinance, has been recorded in the Office of the County Recorder prior to transfer of ownership of the real property to the successor owner.

Each County Department shall maintain records of abatement and administrative costs incurred and associated with the processing of violations and enforcement of Land Use Ordinances and shall recover such costs from the property owner or other Responsible Party as provided herein or by any other legal remedy.

- a. **STATEMENT OF ABATEMENT COSTS.** At any time during the pendency of administrative, civil or criminal enforcement of a violation of a Land Use Ordinance, cost recovery of all abatement costs, penalties and assessments may be recovered through collection, civil action or as follows:
- (1) The Enforcement Officer shall prepare a verified Statement of Abatement Costs showing all abatement costs, administrative costs, Administrative Citation Penalties, civil penalties, assessments and attorneys' fees and shall demand payment of said costs within thirty (30) days.
  - (2) The Statement of Abatement Costs shall be issued to the property owner and any other Responsible Party in the same manner as set forth in Section 9 of this Ordinance.
  - (3) Any property owner or other Responsible Party who receives a Statement of Abatement Costs shall have the opportunity to contest the Statement of Abatement Costs by requesting a hearing. Notice of the opportunity for hearing, together with a form to request a hearing shall be provided with the Statement of Abatement Costs.
- b. **REQUEST FOR HEARING.** A request for hearing shall be filed with the issuing County Department within fifteen (15) days of service by mail of the Statement of Abatement Costs, on a form provided by the issuing County Department.
- c. **HEARING.** The hearing required by this Section shall be held before the Hearing Officer as set forth in Section 10 of this Ordinance and shall be conducted in the manner set forth therein.
- d. **DECISION.** In determining the validity of the abatement costs, the Hearing Officer shall consider whether the abatement costs are reasonable based on the circumstances of the case. A copy of the decision shall be filed with the Clerk of The Board of Supervisors and mailed to the property owner and any other Responsible Party in the same manner set forth herein at Section 9.
- e. **ABATEMENT LIEN AND SPECIAL ASSESSMENT.** If payment is not made within ten (10) days after the Hearing Officer's decision is issued, the Enforcement Officer shall transmit the Statement of Abatement Costs and the Hearing Officer decision to the County Auditor, who shall place the amount thereof on the Assessment roll as a Special Assessment to be paid with County taxes, unless sooner paid. At the same time, the Enforcement Officer shall file with County Recorder a Notice of Abatement Lien, describing the real property affected, a summary of the action taken to abate

- the violative condition(s), if any, and the amount of the lien claimed by the County.
- f. **RELEASE OF LIEN OR SPECIAL ASSESSMENT.** Upon payment in full of the abatement costs the Enforcement Officer shall execute and record with the County Recorder a release of any recorded lien. If an assessment has been placed on the Assessment Roll and is thereafter paid, the Enforcement Officer shall notify the County Auditor, who shall cancel the assessment on the tax roll.
  - g. **REIMBURSEMENT OF COSTS.** The Enforcement Officer is authorized to pay from funds appropriated to him the cost of a title search to determine the Responsible Parties, if any, mailing expenses, and abatement costs for all work done or caused to be done in the abatement of the violative condition(s). All such costs shall be included in the verified Statement of Abatement Costs.
  - h. **COLLECTION.** Alternatively, if payment of the amount demanded in the Statement of Abatement Costs is not received within thirty (30) days, the Enforcement Officer may refer the debt to a collection agency licensed by the State of California in accordance with *California Government Code* Section 26220(a), and as may be amended.

**Section 8. ADMINISTRATIVE CITATIONS AND PENALTIES.** In addition to other remedies and penalties contained in this Ordinance, and in accordance with *California Government Code* Section 53069.4, and as may be amended, an Administrative Citation may be issued by an Enforcement Officer for any violation of Land Use Ordinances. The following procedures shall govern the imposition, enforcement, and administrative review of Administrative Citations and Penalties.

- a. **NOTICE OF VIOLATION.** If the violation is not corrected within the period stated in the Notice of Violation issued pursuant to Section 6, an Administrative Citation may be issued by the Enforcement Officer.
- b. **CONTENT OF CITATION.** The Administrative Citation shall contain the following information:
  - (1) Date, location and approximate time the violation was observed.
  - (2) The Land Use Ordinance violated and a brief description of the violation.
  - (3) The amount of the Administrative Penalty imposed for the violation.
  - (4) Instructions for the payment of the Administrative Penalty, and the time period by which it shall be paid and the consequences of failure to pay the Administrative Penalty within this time period.
  - (5) Instructions on how to appeal the Administrative Citation.

- (6) The signature of the Enforcement Officer.
- (7) The failure of the Administrative Citation to set forth all required contents shall not affect the validity of the Administrative Citation or any proceedings to enforce said Citation.

c. **SERVICE OF ADMINISTRATIVE CITATION.**

- (1) If the property owner or other Responsible Party who has violated a Land Use Ordinance is present at the scene of the violation, the Enforcement Officer shall attempt to obtain his signature on the Administrative Citation and shall personally deliver a copy of the Administrative Citation to him. If the person receiving the Administrative Citation is not the property owner, then a copy shall be mailed to the property address or the address listed for the property owner on the last County Equalized Assessment Roll.
- (2) If the property owner or other Responsible Party who has violated a Land Use Ordinance is a business, and the business owner is on the premises, the Enforcement Officer shall attempt to deliver the Administrative Citation to the business owner. If the Enforcement Officer is unable to serve the business owner on the premises, the Administrative Citation may be left with the manager or employee of the business and a copy of the Administrative Citation shall also be mailed to the business owner or its authorized agent.
- (3) If no one can be located at the property, then the Administrative Citation shall be posted in a conspicuous place on or near the property and a copy mailed to the property owner at the property address or the address listed for the property owner on the last County Equalized Assessment Roll or other Responsible Party who has violated the Land Use Ordinances at the last known address.
- (4) The failure of a property owner or Responsible Party to receive an Administrative Citation shall not affect the validity of the Administrative Citation or proceedings to enforce said Citation.

d. **ADMINISTRATIVE CITATION PENALTIES.** Penalties shall be assessed and considered as part of abatement costs as follows:

- (1) \$100.00 for a first violation;
- (2) \$200.00 for a second violation of the same Land Use Ordinances on the same real property within twelve (12) months after the Administrative Citation for the first violation is issued; and
- (3) \$500.00 for each additional violation of the same Land



Use Ordinances on the same real property within twelve (12) months after the Administrative Citation for the first violation is issued.

- (4) If the violation is not corrected, additional Administrative Citations may be issued for the same violation as authorized by Section 3 of this Ordinance. The amount of the penalty shall increase at the rate set forth in Subsection d.(3) of this Section.
- (5) Payment of the Penalty shall neither excuse the failure to correct the violation nor bar further enforcement action.
- (6) Any penalties assessed shall be payable to the County.

e. **APPEAL OF ADMINISTRATIVE CITATIONS AND PENALTIES.**

- (1) **Notice of Appeal.** The recipient of an Administrative Citation may appeal the validity of the Citation and resulting penalties by filing a written Notice of Appeal with the County Department that issued the Administrative Citation. The written Notice of Appeal must be filed within twenty (20) days of service of the Administrative Citation as set forth in Subsection c. of this Section. The Notice of Appeal shall be accompanied by either an advance deposit of the Penalty imposed or a Request for Advance Deposit Hardship Waiver as set forth herein below. Failure to properly file a written Notice of Appeal within this time period shall constitute a waiver of the right to appeal the Administrative Citation. The Notice of Appeal shall be submitted on a form provided by the County Department that issued the Administrative Citation and shall contain the following information:
  - a) A brief statement setting forth the appellant's interest in the proceedings;
  - b) A brief statement of the material facts which the appellant claims support a contention that no violation exists and that no administrative penalty should be imposed or that an Administrative Penalty of a different amount is warranted;
  - c) An address at which the appellant agrees that notice of any additional proceeding or an order relating to the imposition of the Administrative Penalty may be received by mail; and
  - d) The Notice of Appeal must be signed by the appellant under penalty of perjury.
- (2) **Advance Deposit Hardship Waiver.**

- a) Any person filing a Notice of Appeal to contest an Administrative Citation and who is financially unable to make the advance deposit of the penalty as required, may submit a Request For Advance Deposit Hardship Waiver with the Notice of Appeal.
  - b) The Request For Advance Deposit Hardship Waiver shall be filed with the County Department that issued the Administrative Citation on a form provided by the same County Department. The request shall be documented by a sworn affidavit, together with any supporting documents or materials, demonstrating to the satisfaction of the Enforcement Officer the person's actual financial inability to deposit the full amount of the Administrative Penalty in advance of the hearing.
  - c) The requirement of depositing the full amount of the Penalty shall be stayed for ten (10) days pending a determination by the Enforcement Officer of the approval or denial of the Request For Advance Deposit Hardship Waiver.
  - d) The Enforcement Officer shall issue a written determination listing the reasons for the approval or denial of the Request For Advance Deposit Hardship Waiver. The written determination shall be mailed to the appellant at the address provided in the Request.
  - e) If the Enforcement Officer denies a Request For Advance Deposit Hardship Waiver, the appellant shall remit the deposit to the County within fifteen (15) days of the date of mailing notice of the denial.
  - f) The written determination of the Enforcement Officer shall be final.
- (3) Hearing on Appeal of Administrative Citation. Upon receipt of a timely Notice of Appeal of an Administrative Citation, an appeal hearing shall be held before an Administrative Hearing Officer to consider the issuance of the Administrative Citation and imposition of penalties. The appeal hearing shall be conducted

pursuant to the provisions set forth in Section 10 of this Ordinance.

- (4) **Administrative Hearing Officer's Decision.** The Administrative Hearing Officer shall issue a written decision following the appeal hearing which shall be issued to the appellant in the manner set forth in Section 9 of this Ordinance or to the appellant's address set forth in the Notice of Appeal. If the Administrative Citation is determined to have been valid at the time of its issuance, the Administrative Hearing Officer shall set the penalty amount pursuant to Subsection d. of Section 8 of this Ordinance, and order said penalties to be paid within fifteen (15) days of issuance of the Administrative Hearing Officer's decision.

- a) The Administrative Hearing Officer is authorized to order the penalties to be placed as a recorded lien against the real property subject to the Administrative Citation and authorize the penalties to be placed as a Special Assessment on the County Tax Assessment Roll to be paid with County taxes, unless sooner paid.
- b) The Administrative Hearing Officer's decision shall contain instructions for obtaining judicial review of the decision as set forth below.

- (5) **Judicial Review of Administrative Hearing Officer's Decision On Administrative Citation.**

- a) **Notice of Appeal of the Administrative Hearing Officer's Decision.** Within twenty (20) days of the date of issuance of the final decision, the appellant may contest an Administrative Hearing Officer's decision by filing an appeal in the Riverside County Superior Court. The fee for filing the appeal is twenty-five dollars (\$25.00) and shall be paid to the Clerk of the Court. The failure to file the written appeal and to pay the filing fee within this period shall constitute a waiver of the right to an appeal and the decision shall be deemed final and confirmed. A copy of the Notice of Appeal of the Administrative Hearing Officer's Decision filed in the Riverside County Superior Court shall be served in person or by first

class mail upon the County Department that issued the Administrative Citation by the appellant.

b) **Conduct of Hearing.** The conduct of the appeal hearing is a subordinate judicial duty and may be performed by traffic trial commissioners and other subordinate judicial officials at the direction of the Presiding Judge of the Riverside County Superior Court. The appeal shall be heard de novo, and the contents of the file of the County Department that issued the Administrative Citation shall be received into evidence. A copy of the Notice of Violation, Administrative Citation and Hearing Officer's Decision shall be admitted into evidence as prima facie evidence of the facts stated therein. The Court shall request that the County Department's file be forwarded to the Court, to be received within fifteen (15) days of the request.

c) **Judgment.** The Court shall retain the twenty-five dollar (\$25.00) fee regardless of the outcome of the appeal. If the Court finds in favor of the appellant, the amount of the fee shall be reimbursed to the appellant by the County in accordance with the judgment of the Court. If the penalty has not been deposited and the decision of the Court is against the appellant, the County Department that issued the Administrative Citation may proceed to collect the penalty pursuant to the abatement cost recovery procedures set forth in this Ordinance.

f. **COLLECTION OF ADMINISTRATIVE CITATION PENALTIES WHEN NO APPEAL HEARING IS REQUESTED.**

(1) If the Administrative Citation Penalties are not timely paid and no Notice of Appeal is filed by the date set forth on the Administrative Citation then additional costs shall be assessed by the Enforcement Officer to recover administrative costs. These administrative costs include, but are not limited to costs of obtaining a title report, recording fees, noticing, scheduling and

participating in further hearings, collection activities or other costs incurred to recover the Administrative Citation Penalties.

- (2) A "Notice Of Delinquent Administrative Citation Penalties and Special Tax Assessment" shall be issued to the property owner and other Responsible Party who received the Administrative Citation in the same manner as set forth in Section 9 of this Ordinance. Said notice shall provide an opportunity to request a hearing regarding only the amount of penalties to be assessed as a special tax assessment. The request for hearing shall be submitted to the County Department issuing the Administrative Citation within twenty (20) days of issuance of the Notice of Delinquent Administrative Citation Penalties and Special Tax Assessment and shall include the proper form to be used to request a hearing. Any hearing set pursuant to this Subsection shall be conducted pursuant to Section 10 of this Ordinance. If a request for hearing is not timely or properly submitted, the right to a hearing concerning the amount of penalties assessed shall be considered waived.

**Section 9. NOTICES.** Unless otherwise specifically provided for in any other Section of this Ordinance, notices shall be issued in the following manner:

- a. **SERVICE OF NOTICE.** Notices required pursuant to this Ordinance may be served in any of the following methods:
  - (1) Personal service; or
  - (2) By posting a copy of the notice in a visible place on the property and mailing a copy to the property owner as such person's name and address appears on the last County Equalized Assessment Roll. If notice is mailed to a Responsible Party other than the property owner then the notice may be mailed to the last known address. If the address of any such person is unknown, that fact shall be stated in the copy so mailed and it shall be addressed to the person at the county seat. Service by mail and posting shall be deemed complete five days after the date of deposit in the mail and posting, whichever is later.
- b. **FAILURE TO RECEIVE NOTICE.** The failure of any property owner or any other Responsible Party to

receive such notice shall not affect the validity of the abatement proceedings.

**Section 10. ADMINISTRATIVE HEARINGS.** In addition to other specific hearing requirements set forth in this Ordinance, hearings shall be generally conducted as follows:

- a. **NOTICE.** A notice of the date, time, and place of the hearing to be conducted by the Administrative Hearing Officer shall be issued pursuant to the provisions of Section 9 of this Ordinance and filed with the Clerk of the Board. The hearing shall be set not less than ten (10) days after issuance of the notice.
- b. **ADMINISTRATIVE HEARING OFFICER.** Pursuant to *California Government Code* Section 25845 and as may be amended, the hearing may be conducted by either the Board of Supervisors, the County Hearing Officer or the County Hearing Board as follows:
  - (1) When the Board of Supervisors conducts an Administrative Hearing, the Board shall consider the violations of Land Use Ordinances, abatement orders, Administrative Citations, and recovery of abatement costs, including if applicable, ordering the Enforcement Officer to record a lien against the real property subject to the abatement proceeding and authorizing the costs to be placed as a Special Assessment on the County Tax Assessment Rolls. The Board of Supervisors shall render a written decision within thirty (30) days after a hearing, setting forth findings and conclusions which shall be the record of the proceeding and filed with the Clerk of the Board. The written decision shall be issued to the property owner or any other Responsible Party who requested the hearing in the manner set forth in Section 9 of this Ordinance. Said decision shall include also specify the time allowed for judicial appeal of the decision rendered by the Board of Supervisors. A decision rendered by the Board of Supervisors is a final administrative determination on the matter.
  - (2) The Board of Supervisors hereby delegates to the County Hearing Officer the authority to conduct Administrative Hearings. Said delegation shall include, but shall not be limited to all matters set forth in Subsection b.(1) of this Section. A decision rendered by the County

Hearing Officer is a final administrative determination on the matter.

- (3) The Board of Supervisors further delegates its authority herein to a County Hearing Board, as may be designated by the Board of Supervisors, to conduct Administrative Hearings. Within fifteen (15) days following the conclusion of the hearing the County Hearing Board shall submit a written recommendation to the Board of Supervisors including any findings or conclusions pertaining thereto. A copy of the written recommendation shall be issued to the property owner or other Responsible Party who requested the hearing and shall become the record of the proceeding. The Board of Supervisors may adopt the recommended decision of the County Hearing Board without further notice of hearing, or may set the matter for a de novo hearing before the Board of Supervisors with notice thereof to the property owner or other Responsible Party.
- (4) The Administrative Hearing Officer's decision may be recorded in the office of the County Recorder.

c. **CONDUCT OF THE HEARING.** At the time fixed for the Administrative Hearing, the Administrative Hearing Officer shall consider all relevant documents, statements, and objections, written or oral, which may be submitted by the County, property owner(s) or other Responsible Parties.

- (1) A property owner or other Responsible Party may be represented by another person who need not be an attorney, but any such representation shall be indicated on the record. Any non-attorney representing a property owner or other Responsible Party not present at the Administrative Hearing, shall submit a verified statement sufficient to evidence the consent of the absent person represented.
- (2) The Enforcement Officer who issued the notice or Administrative Citation shall not be required to personally attend but may participate in the hearing. Documents from the Enforcement Officer's file in the case shall be admitted as prima facie evidence of the facts stated therein.
- (3) The Administrative Hearing Officer shall not be limited by the technical rules of evidence.

- (4) If the property owner or other Responsible Party requesting the appeal fails to appear at the Administrative Hearing, the Hearing Officer shall make a determination based on the information submitted.
- d. **CONTINUANCE OF THE ADMINISTRATIVE HEARING.** The Administrative Hearing Officer may grant an extension of time to continue the hearing based on good cause.
- e. **TIME TO BRING ACTION.** Unless the property owner or other Responsible Party presents an action in a court of competent jurisdiction within ninety (90) days after issuance of the final decision of the Administrative Hearing Officer contesting the validity of any administrative abatement proceedings leading up to and including the decision of the Administrative Hearing Officer, all objections to the proceedings and decision shall be deemed to have been waived.

**Section 11. CIVIL ACTIONS.**

- a. **INJUNCTIVE RELIEF AND ABATEMENT.** Whenever, in the judgment of the Enforcement Officer, any person is engaged in or about to engage in any act or practice which constitutes or will constitute a violation of any provision of a Land Use Ordinance or any rule, regulation, order, permit or conditions of approval, the County Counsel or District Attorney may commence judicial proceedings for the abatement, removal, correction and enjoinder thereof, and requiring the violator to pay civil penalties as set forth herein below as part of the abatement costs.
- b. **CIVIL REMEDIES AND PENALTIES.** Any person, whether acting as principal, agent, employee, owner, lessor, lessee, tenant, occupant, operator, contractor or otherwise, who willfully violates the provisions of any Land Use Ordinance or any rule, regulation, order or conditions of approval issued thereunder by committing, causing, allowing, maintaining, continuing or otherwise permitting a violation of any Land Use Ordinance shall be liable for a civil Penalty not to exceed \$1,000.00 for each day or portion thereof, that the violation continues to exist.

**Section 12. CRIMINAL ACTIONS.**

- a. It shall be unlawful for any person to violate any provision of a Land Use Ordinance, or to violate any provision of any permit or condition of approval granted



pursuant to the Ordinance. Any person violating any provision of a Land Use Ordinance, or any permit or condition of approval granted pursuant thereto shall be deemed guilty of an infraction or misdemeanor as hereinafter specified. Such person shall be deemed guilty of a separate offense for each and every day, or portion thereof, during which any violation of any provision of a Land Use Ordinance, or violation of any provision of any permit granted pursuant to the same Ordinance, is committed, continued, maintained or permitted.

b. **INFRACTION OR MISDEMEANOR.** Any person so convicted shall be:

- (1) Guilty of an infraction offense and punished by a fine not exceeding one hundred dollars (\$100) for a first violation;
- (2) Guilty of an infraction offense and punished by a fine not exceeding two hundred dollars (\$200) for a second violation on the same real property and perpetrated by the same person within twelve (12) months of the first offense. The third and any additional violations on the same real property and perpetrated by the same person within twelve (12) months of the first offense shall constitute a misdemeanor offense and shall be punishable by a fine not exceeding one thousand dollars (\$1,000) or six months in jail, or both.
- (3) Notwithstanding the above, a first offense may be charged and prosecuted as a misdemeanor.
- (4) Payment of any penalty herein shall not relieve a person from the responsibility for correcting the violation.

**Section 13. TREBLE DAMAGES.** Upon a second or subsequent civil or criminal judgment for a violation of a Land Use Ordinance within a two year period a violator shall be liable to the County for treble the abatement costs, in accordance with *Government Code* Section 25845.5, and as amended.

**Section 14. RECORDATION OF NOTICES IN ABATEMENT PROCEEDINGS.**

a. **NOTICE OF PENDENCY.**

- (1) Whenever the County institutes a judicial action or proceeding to enforce a Land Use Ordinance, a Notice of Pendency of the action or proceeding may be filed with the County Recorder's Office. The Notice may be filed at the time of the commencement of the action or

proceeding and upon recordation of the Notice, shall have the same effect as a notice recorded in compliance with Section 405.20 *et seq.* of the *California Code of Civil Procedure*, and as amended.

- (2) Upon motion of a party to the judicial action or proceeding, the Notice of Pendency may be vacated upon an appropriate showing of need therefore by an order of a judge of the Court in which the action or proceeding is pending.

b. **NOTICE OF PENDENCY OF ADMINISTRATIVE PROCEEDINGS.**

- (1) Whenever a Notice of Violation has issued pursuant to this Ordinance, the Enforcement Officer may record a Notice of Pendency of Administrative Proceedings with the Office of the County Recorder and shall notify the owner of the property of such action.

- (2) The Notice of Pendency of Administrative Proceedings shall describe the real property, shall set forth the non-complying conditions, and shall state that all current or subsequent owners of the property may be liable for abatement costs pertaining to any violation of Land Use Ordinances and that the abatement costs may be affixed as a lien and special tax assessment on the real property.

- (3) A Release of Notice of Pendency of Administrative Proceedings may be recorded after the Enforcement Officer has confirmed that each violation described in the Notice of Pendency of Administrative Proceedings has been abated and all related abatement costs have been reimbursed to the County.

- (c) **NOTICE OF NON COMPLIANCE.** Any Notice of Non Compliance issued or recorded by the Enforcement Officer in abatement proceedings prior to the effective date of this Ordinance Amendment shall remain in full force and effect.

**Section 15. RECOVERY OF ATTORNEYS' FEES IN ABATEMENT PROCEEDINGS.** In any action, administrative proceeding, or other proceeding to abate a nuisance pursuant to this Ordinance or to collect costs or penalties associated thereto, attorneys' fees may be recovered by the prevailing party. In no action, administrative proceeding, or special proceeding shall an award of attorneys' fees to a prevailing party exceed the amount of reasonable attorneys' fees incurred by the County in the abatement action or proceeding.

**Section 16. PARKING VIOLATION AND PENALTIES; PROCEDURE; CONFLICT**

- a. **ENFORCEMENT.** Except as provided in Subsection b. of this Section, any violation of any regulation governing the standing or parking of a vehicle under a Land Use Ordinance occurring within the jurisdictional limits of the County is subject to a civil or Administrative Penalty, the enforcement of which, including procedures, remedies, and recovery of costs related to enforcement, shall be governed by this Ordinance.
- b. **VEHICLE CODE GOVERNS.** If there is any conflict or variance in the requirements of this Ordinance and the applicable provisions of the *California Vehicle Code* governing procedures for parking violations, commencing with Section 40200 *et seq.*, the *California Vehicle Code* shall apply.

**Section 17. SEVERABILITY.** If any provision, clause, sentence, paragraph or provision of this Ordinance or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions of this Ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are hereby declared to be severable.

This Ordinance shall take effect thirty (30) days after its adoption.

**Adopted:**

725 Item 3.7 of 02/02/1993 (Eff: 03/04/1993)

**Amended:**

- 725.1 Item 3.4 of 07/13/1993 (Eff: 08/12/93)
- 725.2 Item 3.9 of 10/18/1994 (Eff: 11/17/94)
- 725.3 Item 3.4 of 11/29/1994 (Eff: 12/29/94)
- 725.4 Item 3.1b of 11/14/1995 (Eff: 12/14/95)
- 725.5 Item 3.10 of 04/29/1997 (Eff: 05/29/97)
- 725.6 Item 3.5 of 10/07/1998 (Eff: 11/27/1998)
- 725.7 Item 3.18 of 09/07/1999 (Eff: 10/07/99)
- 725.8 Item 3.17 of 09/26/2000 (Eff: 10/26/2000)
- 725.9 Item 3.46 of 10/07/2003 (Eff: 11/06/2003)
- 725.10 Item 3.35 of 01/04/2005 (Eff: 02/03/2005)
- 725.10 Item 3.3 of 10/03/2006 (Eff: 11/02/2006)
- 725.11 Item 3.24 of 10/03/2006 (Eff: 11/02/2006)
- 725.12 Item 15.13 of 05/22/2007 (Eff: 06/21/2007)
- 725.13 Item 3.48 of 02/24/2009 (Eff: 03/26/2009)
- 725.14 Item 9.16 of 03/15/2011 (Eff: 04/14/2011)

# CODE ENFORCEMENT ORDINANCES

Ord #	Title	Ord #	Title
348	Land Use Ordinance	742	Dust Control in Urban Areas of the Coachella Valley
413	Vehicles: Parking	754	Storm Water / Urban Runoff Management and Discharge Controls
421	Excavations, Covered	806	Regulating Temporary Signs
457	Building Codes & Fees Ordinance	843	Regulating the Discharge of Waste into the Public Sewer System for the Highgrove Community
460	Subdivision Regulations	847	Regulating Noise in Riverside County
484	Sand Blowing	853	Regulating Roadside Vending
520	Vehicles: Abandoned – Public Nuisance	857	Establishing a Business Registration and Licensing Program
541	Rubbish, Removal of	859	Establishing Water-Efficient Landscape Requirements
555	Surface Mining and Reclamation Act	881	Abandoned and Distressed Residential Properties
592	Sewer Use	893	Providing Displacement Payments for Residential Households
593	Garage Sales	915	Regulating Outdoor Lighting
655	Regulating Light Pollution	916	Cottage Food Operations
679	Regulating Directional Signs within certain areas	924	Regulating Loud or Unruly Parties, Gatherings or Events
689	Prohibiting the Unlawful Dumping of Trash	925	Prohibiting Cannabis Cultivation
704	Abatement of Graffiti	927	Regulating Short-Term Rentals
725	Penalties for Violations of Riverside Co. Ordinances	928	Prohibiting Mobile Cannabis Dispensaries and Cannabis Deliveries