



This is your wakeup call
This your daily reminder
This is your confirmation
Turn up a little bit louder



*Get ready for the phone to ring
That email is on the way
Miracles are happening
It's 'bout to be a real good day
We've waited so patiently
That blessing is on the way
Miracles are happening, yeah
It's bout, to be a real good day*

*Anthony Brown
Something Good*



Intro to CE Management

Code Enforcement Budgeting

Best Case Scenario = You are new to this and want to prepare for a promotion

Worst Case Scenario = You got promoted and needed to know this yesterday!

Better Case Scenario = you took this training have done budgets and this is a **refresher**



Ground Rules

- You will be asked to use your cell phones or laptops to look up some things so keep them turned on but.....
- Cell phone on vibrate unless absolutely necessary to keep ringer on and laptop sounds turned off
- Everyone gets to participate so questions are encouraged at the end of each segment
- Any question has value and contributes to the discussion so no sidebars-- talk to everyone but one at a time
- You will be discussing some things with neighbors when asked but only then



How many have recently been promoted to supervisory or management?

How many have or will work on CE Budget?

This was originally a 4 hr training but we have condensed it for the Conference

Several people who I call CE Legends took the 4 hr training either in the beginning of their supervisory/management career or not long after being promoted so you are in good company and my hope is you will find some tad bit of info in this presentation that contribute to your legendary journey!



Monthly and Annual Reports

- Expenditure/Revenue Projection Reports
- Description of the Code Enforcement Activity
- Stats
- Analysis



Basic terminology

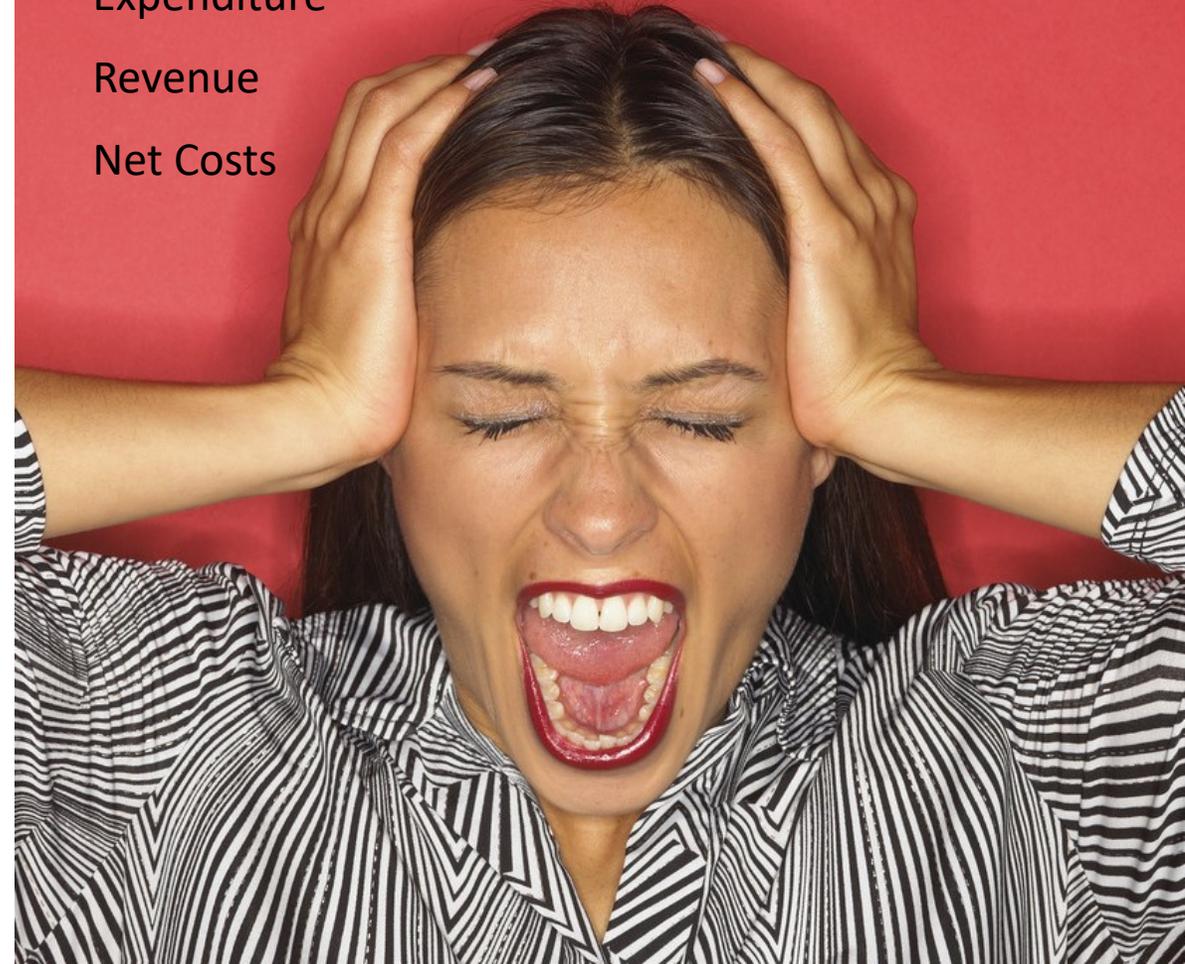
Discretionary and Non
Overhead

Intra and Interfund transfers

Expenditure

Revenue

Net Costs



Former HR Analyst
turned County
Administrator
Budget Analyst
Turned
Environmental
Health Program
Manager Turned
Code Enforcement
Manager

1986 To 2013



D.A. & State Fraud
Prevention Teams





Segment one – Let's get wet

Sacramento County



“The approved budget stands as a testament to the County’s commitment to addressing the critical and urgent needs of our community,” said Sacramento County Executive Ann Edwards. “The budget prioritizes funding programs that tackle pressing issues like homelessness, the improvement of road conditions in the unincorporated areas of our County, Health Services and Child, Family, and Adult Services. It is important to continue investments in these key areas to ensure the well-being of all residents.”

DCD-Code Enforcement

Program Budget by Object

| | FY 2022-2023 Actuals | FY 2022-2023 Adopted Budget | FY 2023-2024 Approved Recommended Budget | FY 2023-2024 Revised Recommended Budget | Changes from Approved Recommended Budget | |
|--|-------------------------|--------------------------------|---|--|---|-----------|
| | | | | | \$ | % |
| Appropriations by Object | | | | | | |
| Salaries & Benefits | \$5,972,292 | \$6,495,881 | \$7,024,358 | \$7,024,358 | — | —% |
| Services & Supplies | \$2,831,741 | \$3,088,092 | \$3,229,490 | \$3,244,411 | \$14,921 | 0.5% |
| Other Charges | \$2,896 | \$25,000 | \$104,750 | \$104,750 | — | —% |
| Equipment | \$7,439 | \$55,000 | \$55,000 | \$55,000 | — | —% |
| Interfund Charges | \$497,520 | \$498,105 | \$498,401 | \$483,480 | \$(14,921) | (3.0)% |
| Intrafund Charges | \$741,875 | \$881,383 | \$873,233 | \$873,233 | — | —% |
| Total Expenditures / Appropriations | \$10,053,765 | \$11,043,461 | \$11,785,232 | \$11,785,232 | — | —% |
| Net Financing Uses | \$10,053,765 | \$11,043,461 | \$11,785,232 | \$11,785,232 | — | —% |
| Revenue | | | | | | |
| Licenses, Permits & Franchises | \$1,452,799 | \$1,467,700 | \$1,467,700 | \$1,467,700 | — | —% |
| Fines, Forfeitures & Penalties | \$496,016 | \$800,000 | \$800,000 | \$800,000 | — | —% |
| Intergovernmental Revenues | \$82,178 | \$51,672 | — | — | — | —% |
| Charges for Services | \$1,484,086 | \$1,637,000 | \$1,637,000 | \$1,637,000 | — | —% |
| Miscellaneous Revenues | \$879,711 | \$1,234,862 | \$1,234,862 | \$1,234,862 | — | —% |
| Total Revenue | \$4,394,790 | \$5,191,234 | \$5,139,562 | \$5,139,562 | — | —% |
| Net County Cost | \$5,658,975 | \$5,852,227 | \$6,645,670 | \$6,645,670 | — | —% |
| Position | CA | CA | CA | CA | — | —% |

Summary of Changes The Revised Recommended Budget reflects no net changes from the Approved Recommended Budget. Although there are no net changes, costs were shifted to appropriately classify overhead charges from another fund.

Alameda County



- Susan Maranishi , Co. Admin. The County of Alameda continues to be on solid financial footing as a result of the Board of Supervisors’ leadership and fiscal stewardship. In July 2022, the three national rating agencies (Standard and Poor’s, Moody’s, and Fitch) all reaffirmed the County’s current AAA credit rating, citing the County’s prudent financial management policies and practices, consistent positive budgetary performance, and a strong stable management team. The County obtaining the highest possible rating from the 3 major agencies allows the County to finance major projects with lower interest costs, saving substantial tax payer resources over time.

ALAMEDA COUNTY DEPARTMENT SUMMARY

COMMUNITY DEVELOPMENT AGENCY

- Administer the Measure A1 affordable housing general obligation bond program, including affordable housing development financing and oversight, housing preservation and down payment assistance programs, staffing the Citizen Oversight Committee, and tracking local hire and contractor compliance and goals.
- Administer supportive services, shelter, housing operations, and rental assistance funding programs serving homeless and at-risk individuals and families.
- Provide case management and environmental investigation of lead-exposed children as mandated by the State.
- Provide lead poisoning prevention education and safety training to reduce lead exposure risk to County children, families and workers.
- Manage the County’s demographic and Census programs, including redistricting.
- Implement mineral resource management and surface mining permit administration as mandated by the State Surface Mining and Reclamation Act of 1975 and the County’s Surface Mining Ordinance.
- Prevent the introduction of, and manage and eradicate invasive, noxious weeds, insect and vertebrate pests, and diseases.
- Regulate organic growers, certified producers, farmers’ markets plant nurseries and egg handlers.
- Ensure the safe use of pesticides through training, outreach, and inspections.

DISCRETIONARY SERVICES

- Staff County committees, including Castro Valley Municipal Advisory Committee; Agricultural Advisory Committee; Parks, Recreation, and Historical Commission; Alcohol Policy Committee; District Advisory Committee; Altamont Open Space Committee; Measure A1 Oversight Advisory Committee and Housing and Community Development Advisory Committee.
- Enforce Zoning, Neighborhood Preservation, Junk Vehicle, Medical and Adult Use Cannabis Dispensary, Tobacco Retailing, and other ordinances; represent County interests in regional transportation and land use/planning efforts.
- Support County commissions, including Local Agency Formation Commission; Transport



I am proud to present the 2023-2024 Proposed Operating Budget, a balanced budget that continues efforts to address the highest priority community and organizational needs, while appropriately positioning the City to weather forecasted future economic uncertainty. This budget follows the direction provided by the Mayor and City Council with their approval of the Mayor’s March Budget Message for Fiscal Year 2023-2024. It also considers other City Council and Administration priorities, recent community outreach and surveys, other departmental and organizational priorities, and forecasts for future revenues and expenditures.

SAN JOSE
CITY MANAGER JENNIFER MAGUIRE
BS PSYCH AND MBA

Planning, Building and Code Enforcement Department

Department Budget Summary

| | 2021-2022 Actuals *** | 2022-2023 Adopted **** | 2023-2024 Forecast | 2023-2024 Proposed |
|--|----------------------------------|-----------------------------------|-------------------------------|-------------------------------|
| Dollars by Core Service | | | | |
| Citywide Land Use Planning | 5,741,363 | 8,901,908 | 7,305,388 | 7,722,598 |
| Code Enforcement | 9,795,074 | 13,054,357 | 13,068,424 | 13,017,664 |
| Development Plan Review and Building Construction Inspection | 32,678,249 | 39,289,367 | 38,732,132 | 40,029,278 |
| Strategic Support - Community & Economic Development | 5,254,960 | 2,665,537 | 2,627,433 | 2,840,045 |
| Strategic Support - Neighborhood Services | 696,550 | 707,888 | 733,122 | 809,990 |
| Strategic Support - Other - Community & Economic Development | 7,383,066 | 9,924,979 | 7,308,021 | 8,041,194 |
| Strategic Support - Other - Neighborhood Services | 30,826 | 0 | 0 | 0 |
| Total | \$61,580,089 | \$74,544,036 | \$69,774,519 | \$72,460,770 |

| Dollars by Category | | | | |
|---|---------------------|---------------------|---------------------|---------------------|
| Personal Services and Non-Personal/Equipment | | | | |
| Salaries/Benefits | 47,660,036 | 58,907,435 | 59,043,339 | 60,099,610 |
| Overtime | 463,325 | 181,622 | 181,622 | 181,622 |
| Subtotal Personal Services | \$48,123,361 | \$59,089,057 | \$59,224,961 | \$60,281,232 |
| Non-Personal/Equipment | 3,210,516 | 5,967,976 | 3,679,176 | 4,585,982 |
| Total Personal Services & Non-Personal/Equipment | \$51,333,877 | \$65,057,033 | \$62,904,137 | \$64,867,214 |
| Other Costs * | | | | |
| City-Wide Expenses | 2,208,387 | 2,424,443 | 35,000 | 618,154 |
| Housing Loans and Grants | 0 | 0 | 0 | 0 |
| Other | 2,707,777 | 35,833 | 35,833 | 35,833 |
| Other - Capital | 0 | 0 | 0 | 0 |
| Overhead Costs | 5,330,049 | 7,026,727 | 6,799,549 | 6,939,568 |
| Total Other Costs | \$10,246,212 | \$9,487,003 | \$6,870,382 | \$7,593,555 |
| Total | \$61,580,089 | \$74,544,036 | \$69,774,519 | \$72,460,770 |

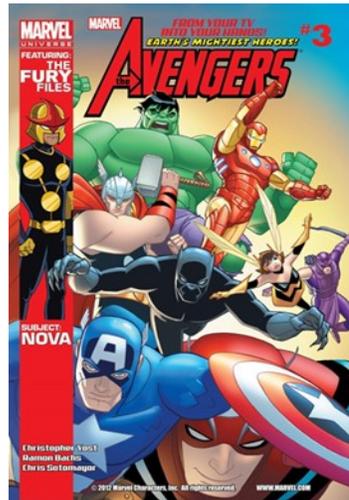
| Positions by Core Service ** | | | | |
|--|---------------|---------------|---------------|---------------|
| Citywide Land Use Planning | 36.49 | 33.59 | 33.59 | 33.59 |
| Code Enforcement | 68.11 | 71.11 | 71.11 | 71.31 |
| Development Plan Review and Building Construction Inspection | 174.75 | 184.75 | 183.75 | 192.75 |
| Strategic Support - Community & Economic Development | 13.23 | 14.87 | 13.87 | 15.27 |
| Strategic Support - Neighborhood Services | 4.21 | 4.47 | 4.47 | 4.87 |
| Strategic Support - Other - Community & Economic Development | 2.21 | 3.21 | 2.21 | 3.21 |
| Total | 299.00 | 312.00 | 309.00 | 321.00 |

| Code Enforcement | | | | | |
|-----------------------------------|------------------|-------------------|-------------------|-------------------|--------------|
| Code Enforcement Administration | 135,718 | 443,443 | 439,970 | 439,970 | 2.62 |
| Community Code Enforcement | 4,481,927 | 6,773,748 | 6,913,955 | 6,863,194 | 38.24 |
| Multiple Housing Code Enforcement | 3,786,987 | 4,482,835 | 4,395,675 | 4,395,675 | 23.50 |
| Solid Waste Code Enforcement | 1,390,442 | 1,354,331 | 1,318,825 | 1,318,825 | 6.95 |
| Sub-Total | 9,795,074 | 13,054,357 | 13,068,424 | 13,017,664 | 71.31 |

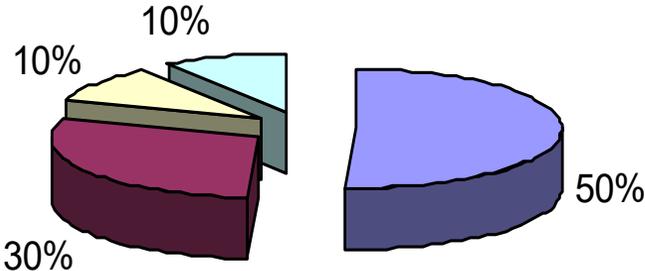
Foundation is the Workplan This is our Origin Story!

Amount of work determines resources needed and thus the costs

| | FY 19-20 | | FY 20-21 | | FY 21-22 | | FY 22-23 | |
|------------------------|---------------|---------------|---------------|--------------|---------------|---------------|---------------|---------------|
| | CALLS | CASES | CALLS | CASES | CALLS | CASES | CALLS | CASES |
| HOUSING | 1,785 | 983 | 1,499 | 563 | 1,861 | 762 | 1,995 | 906 |
| ZONING ENF | 7,134 | 4,700 | 5,771 | 3,149 | 10,235 | 4,357 | 8,864 | 4,048 |
| VEHICLE ABATE | 7,384 | 4,475 | 11,435 | 5,289 | 15,962 | 6,668 | 15,811 | 7,343 |
| Total For Dept. | 16,303 | 10,158 | 18,705 | 9,001 | 28,058 | 11,787 | 26,670 | 12,297 |



Code Enforcement Workplan



- Zoning Enforcement -
i.e. Exterior
Blight/Neighborhood
Nuisance,
Signage
- Substandard Housing
i.e, rentals, vacant
bldgs, motel
inspections
- Building Permit/Business
License
Issues
- Vehicle Abatement -
Non op and/or Unreg,
yard parking

BASIC IDEA THAT YOU ARE SHORT ON STAFF



| Population | CEOs | Jursidiction | Ratio |
|------------|------|--------------------|----------|
| 1,013,240 | 68 | San Jose | 14900.59 |
| 143,000 | 5 | Alameda unicorp | 28600 |
| 20,413 | 2 | Patterson | 10206.5 |
| 610,442 | 31 | Sacramento unicorp | 19691.68 |



SEGMENT ONE EXERCISE

Quick survey staff vs populations

GET TO KNOW
YOUR
NEIGHBORS
THEY ARE NOW
YOUR SURVEY
PARTNERS



CACEO Annual Conference 2023

A brief survey of field staff to population ratio for budgeting to provide a CE budget person some indication as to if their program might be understaffed and need of more resources.

https://docs.google.com/forms/d/e/1FAIpQLSdQ7lpjYfpxcuiRl-xQAGN5vDD6fNaRoKKM1umrIBqZ3YcVA/viewform?usp=sf_link



30,218

75.000

2,060,287

563295

1369221

Number of field staff (CEO or Bldg Inspectors)

5 responses

6

3

88

33

1

Jurisdiction

5 responses

Google Forms Free vs Survey Monkey costs unless you do a limited number of respondents and do not want QR Code ability



Code Officer Ratio Survey (Responses)

File Edit View Insert Format Data Tools Extensions Help

Menus



100%



123

Defaul...



10



A1

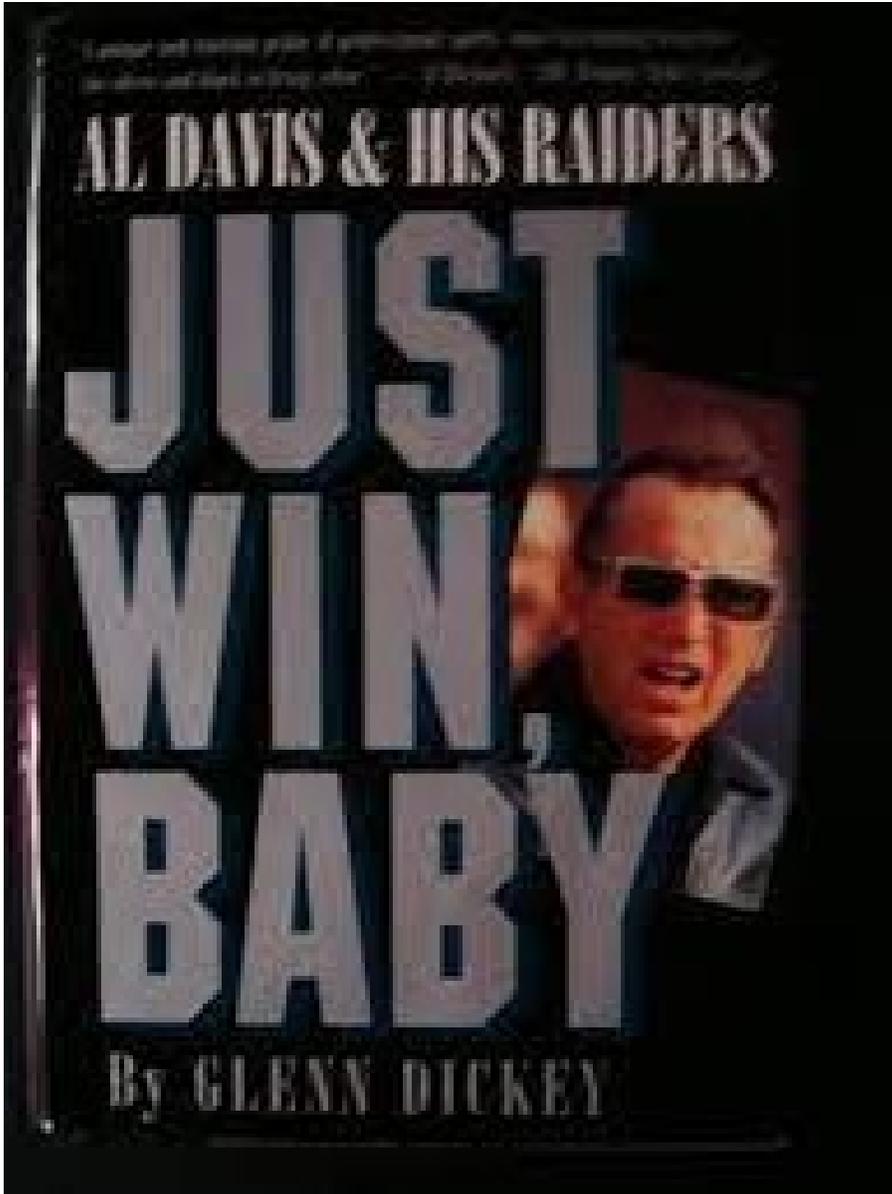
Timestamp

| | A | B | C | D | E | F | G |
|---|--------------------|--------------|------------------------|--------------|--------------------------|--------------|--------------|
| 1 | Timestamp | Name | Email | Population | field staff (CEO or Bldg | Jurisdiction | Ratio |
| 2 | 10/2/2023 17:00:41 | Larry Brooks | larry.brooks@acgov.org | 75.00 | 3 | Mt Olympus | 25.00 |
| 3 | 10/2/2023 16:57:52 | Larry Brooks | larry.brooks@acgov.org | 30,218.00 | 6 | OZ | 5,036.33 |
| 4 | 10/2/2023 17:05:51 | Larry Brooks | larry.brooks@acgov.org | 563,295.00 | 33 | Atlantis | 17,069.55 |
| 5 | 10/2/2023 17:07:05 | Larry Brooks | larry.brooks@acgov.org | 1,369,221.00 | 1 | Wakanda | 1,369,221.00 |
| 6 | 10/2/2023 17:02:50 | Larry Brooks | larry.brooks@acgov.org | 2,060,287.00 | 88 | Asgard | 23,412.35 |
| 7 | | | | | | | |
| 8 | | | | | | | |

THE DEEP END



“YOU ARE UNLIKELY TO DO SOMETHING THAT IS GREATER THAN YOURSELF

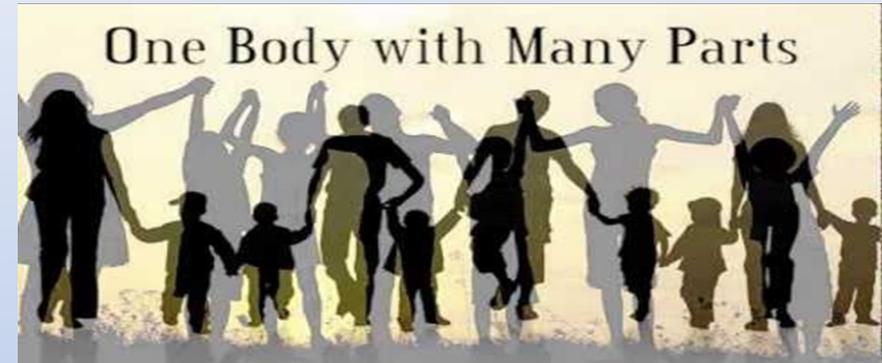
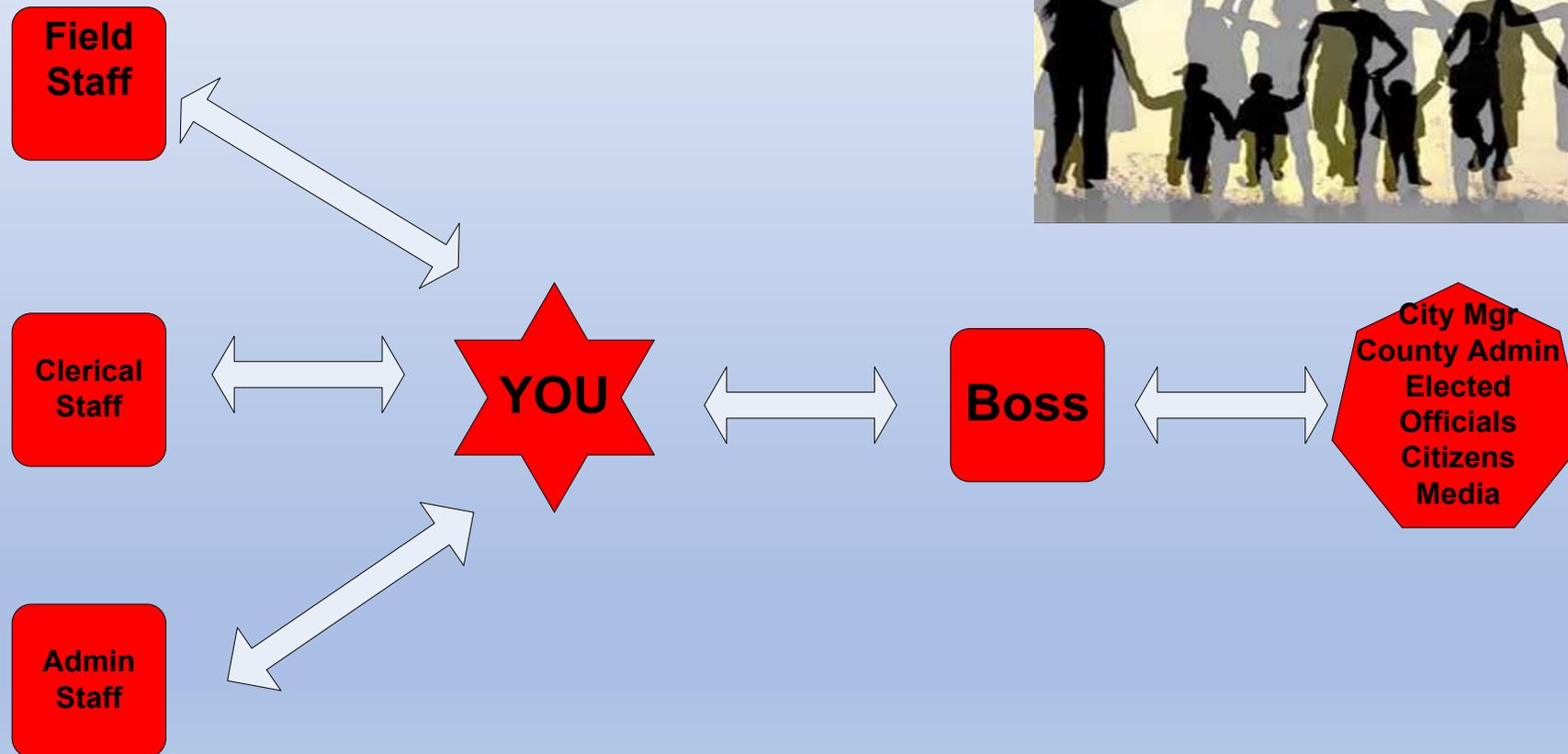


IF YOU ARE ATTEMPTING TO DO IT ALL BY YOURSELF” – LW Brooks 2023

Getting Started

African Proverb:
IT TAKES A VILLAGE TO RAISE A CHILD
SAME IS TRUE FOR A BUDGET!!!

Budget Communications Flowchart



Building the Budget

Personnel - # of Staff times salaries and benefits

Line items

Salaries

Medical

Dental

Retirement

Services & Supplies - Equipment, Clothing, Office Materials

Line items

Computers

Vehicles

Books

Membership Dues

Training and Travel

Cost Accounting - Labor Rate Example

Unless you are an accountant try to get one or work with cost accounting background!

| Classification | Hr Rate | Over head | Labor Rate |
|-----------------------|---------|-----------|------------|
| Supv Code Enf Officer | 37.94 | 13.00 | 50.94 |
| Sr Code Enf Officer | 33.94 | 13.00 | 46.94 |
| Code Enf Officer I/II | 30.94 | 13.00 | 43.94 |
| Secretary | 21.94 | 13.00 | 34.94 |

Hypothetical Workload Estimates—May result in fee increase or reorg!!

ASSUMPTIONS:

- a) 1 FTE Field = 1095 hours
- Based on a total 2,080 hrs available minus
- Department average of 320 hrs/yr of sick leave and vacation per
- staff (2,080 - 320) = 1760 hrs or 220 eight hour work days.

- Average holiday, vacation & sick leave time - 320 hrs
- Section & Supervisor Meetings
 - (a) 12 Sec Mtg @ 3 hrs = 36
 - (b) 8 Supv Mtg @ 2 hrs = 16
 - -52
- Division Meetings (12 @ 3) - 36 hrs
- Training & Development - 82 hrs
- Team Meetings every other Wed. 24 x 3 hr -72 hrs
- Daily Breaks (2 x .25 hrs x 220 days) - 110 hrs
- Gen. Office Work @ 2.0 hrs 220 days - 440 hrs

- Driving Time 1.75 hrs x 220 days - 385 hrs
- **Length of field call average is 45 min.**
- **With only 4 hours available field time per day;**
- **of which 1 hr and 45 min. spent traveling**
- **equals about 1-2 cases per day.**

Time Motion Study

| | |
|---|----------------|
| Clerical sends out warning letters | 10 minutes |
| 1a Travel to site | 20 |
| 1. Inspect/observe violations (attempt contact if dwelling on the lot) | 20 |
| 2. Prepare/post NCR form | 15 |
| 3. Take photos | 5 |
| 4. Prepare case (compile-staple photo, write inspection notes, etc.) | 15 |
| 5. Return to office | 20 |
| 6. Run Owner Information | 10 |
| 7. Refer to clerical for mailing of notice | 5 |
| 8. Clerical prepares documents for certified mailing | 20 |
| Total | 150/2.5 |

CEO DAILY ACTIVITY LOG

Name: *

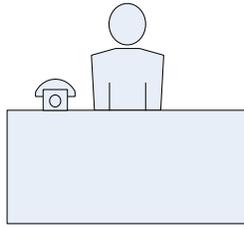
Area #: *

Date: *

Time In: _____ Time Out: _____

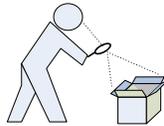
REGULAR CASES

| | Address | Case Type | First Inspt | Reinspect | Proactive | Warn N/O | N/O | Citations | | Close Out | Comments |
|-----|---------|-----------|-------------|-----------|-----------|----------|-----|-----------|--------|-----------|----------|
| | | | | | | | | Warning | Issued | | |
| 1. | | | | | | | | | | | |
| 2. | | | | | | | | | | | |
| 3. | | | | | | | | | | | |
| 4. | | | | | | | | | | | |
| 5. | | | | | | | | | | | |
| 6. | | | | | | | | | | | |
| 7. | | | | | | | | | | | |
| 8. | | | | | | | | | | | |
| 9. | | | | | | | | | | | |
| 10. | | | | | | | | | | | |
| 11. | | | | | | | | | | | |
| 12. | | | | | | | | | | | |
| 13. | | | | | | | | | | | |



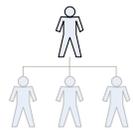
Complaint Intake

Secretary takes complaint over phone
Inputs to PC and prepares file, prepares letters and does mailings upon verification of violation
Total time is 1 hour per case \$34.94



Site Inspection

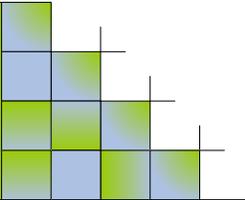
Code Enf Officer travels to and from site, takes photos writes and post notices
Total time per case is 1 hour based on time motion study \$43.94



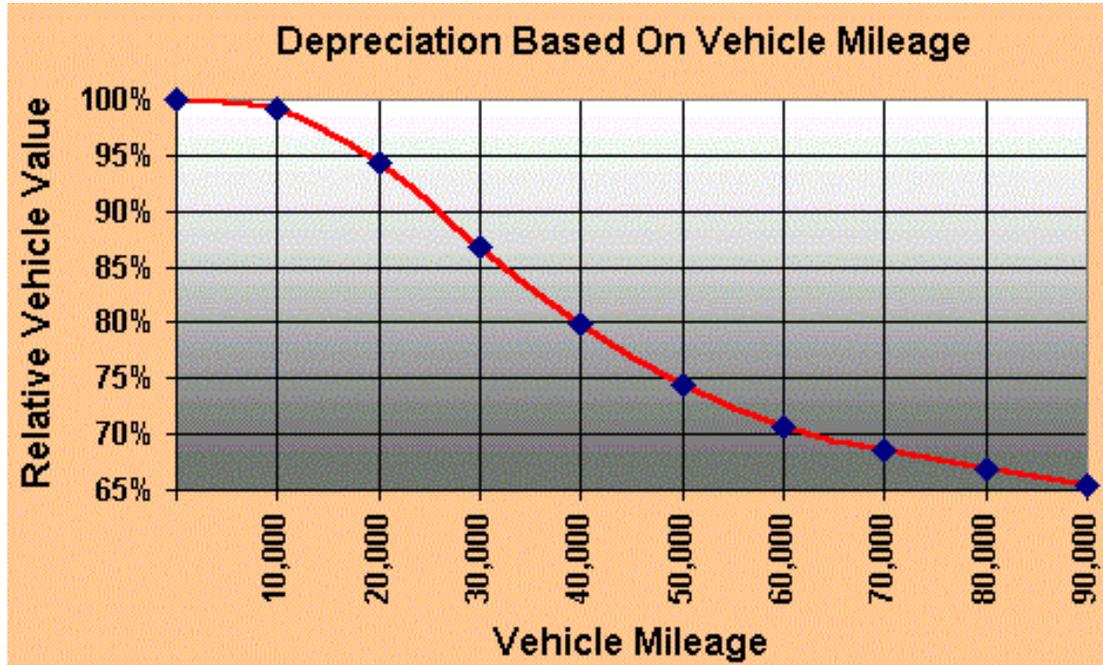
Supervisors and Managers

Supervisor reviews case and refers to billing, perhaps discuss with
Managers refers to legal dept, law enforcement, planning, building inspection
Average time is 15 minutes per case \$!2.73

03/22/2007



Cost per case is \$91.61 if resolved upon first inspection
Thus first inspection fee should be \$91



The Real Cost of Vehicle Ownership

AAA released the results of its annual "Your Driving Costs" study, revealing a **1.96 percentage increase in the yearly costs to own and operate a sedan in the U.S.** The average costs rose 1.17 cents per mile to 60.8 cents per mile, or \$9,122 per year, based on 15,000 miles of annual driving.



Fuel

↑ 1.93%

Average cost:
14.45¢ per mile



Maintenance

↑ 11.26%

Average cost:
4.97¢ per mile



Tires

No change

Average cost:
1¢ per mile



Insurance

↑ 2.76%

Average cost:
\$1,029 per year



Depreciation

↑ 0.78%

Average cost:
\$3,571 per year



AAA has published "Your Driving Costs" since 1950. That year, driving a car 10,000 miles cost 9¢ per mile, and gasoline sold for 27¢ per gallon.

For more information on AAA's Your Driving Costs study, visit NewsRoom.AAA.com



AutoSave Off VMT 2019.xlsm

File Home Insert Draw Page Layout Formulas Data Review View Developer Help

Summary Dashboard DesignVAT Spreadsheets Dashboard Assets Maintenance Fuel Log

| | Total Number |
|------------|--------------|
| Vehicles | 7 |
| Equipments | 19 |

| Preventive Maintenance Summary | | |
|--------------------------------|-----------|-------|
| This Month | This Week | Today |
| 7 | 2 | 1 |

| Monthly Summary | | |
|-----------------|-----------|----------------|
| Month | Fuel Cost | Servicing Cost |
| January | 6,046.00 | 3,720.00 |
| February | 6,709.00 | 5,567.00 |
| March | 8,458.00 | 2,889.00 |
| April | 4,528.00 | 9,090.00 |
| May | 7,989.00 | 3,114.00 |
| June | 4,308.00 | 1,820.00 |
| July | 5,782.00 | 4,240.00 |
| August | 5,989.00 | 7,497.00 |
| September | 4,517.00 | 7,244.00 |
| October | 4,017.00 | 3,071.00 |
| November | 4,321.00 | 4,413.00 |
| December | 8,400.00 | 9,508.00 |

FUEL COST

SERVICING COST

Metrics Service Log Vendors Maintenance Renewals Calendar-PM Calendar-Driver Edit Cor



Resources Needed Based on Costs

| Item Additional Resources Needed to keep up with workload | Quantity | Cost* | Total |
|--|-----------------|--------------|------------------|
| Code Enforcement Officers | 6 | 46,130 | 276,780 |
| Senior Office Assistant | 3 | 34,167 | 102,501 |
| Vehicles | 6 | 12,000 | 108,000 |
| Computers | 9 | 2,400 | 10,800 |
| Cell phone, police radio, digital camera , etc | 6 | 1,500 | 9,000 |
| Office furniture, phone line, safety equipment, etc | 9 | 1,500 | 9,000 |
| TOTAL | | | \$516,081 |



Programs vary based on political, budgetary, dept or agency its in and other factors



CE Program Comparisons



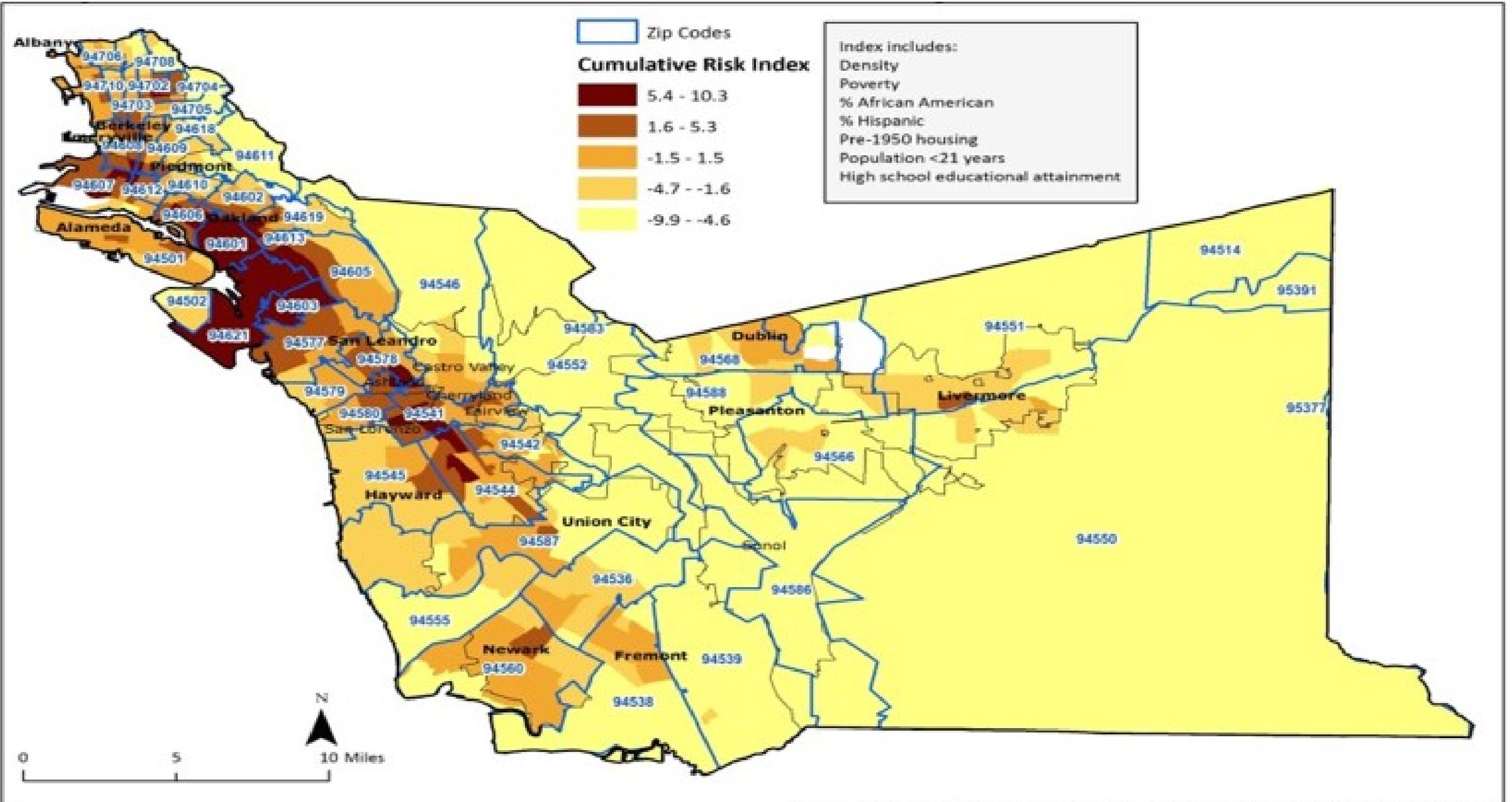
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- FUTURE COMPARISONS:

- SIZE OF BUDGET
- GENERAL FUND VS FEE DEPENDENT
- FEE SCHEDULES
- SALARY SURVEY
- BENEFIT AND INCENTIVES
- SAFETY EQUIPMENT
- TRAINING
- Housing Stock
- Public Health Data

5 WAYS TO ESCAPE THE COMPARISON TRAP





Source: CAPE, with data from Census 2010 and American Community Survey 2006-2010.



SURVEY SAYS:

Safe at Home

Home/Life Protected

Maintain Property Value and

Neighborhood Appeal



Everything
checks out! Your
building permit
will be signed off
now!

Hallelujah

MY PRAYERS HAVE BEEN ANSWERED!!!



**PRAISE YOU!! MAY BLESSINGS
FALL DOWN FROM HEAVEN UPON
YOUR WELL PRESERVED BODY!!!
THANK YOU, MR BUILDING
INSPECTOR!!**



That's just great! All you bleep bleep Code Enforcement Officers do is bring bad news or don't respond to my complaints!

Alameda County says the most trusted public servants are in the Fire Dept.

VIOLATION
NOTICE

Gov. Newsom Signs Bill That Eases Restrictions on Home-Cooked Foods

California Assembly Bill 1325 was signed July 21 with the ability to transform home businesses throughout the state

by [Mona Holmes](#) | Jul 25, 2023, 3:25pm PDT

[f](#) [t](#) [SHARE](#)



Niti plates her Balinese cooking onto banana leaves at the Bali Mesari pop-up. | Matthew Kang

Microenterprise Home Kitchen Operation (MEHKO) Weekend/evening spells overtime considerations in a budget

AB 1325, Waldron. Microenterprise home kitchen operations. The California Retail Food Code (code) authorizes the governing body of a city, county, or city and county, by ordinance or resolution, to permit microenterprise home kitchen operations (MHKO) if certain conditions are met. Existing law requires an MHKO, as a restricted food service facility, to meet specified food safety standards, including, among others things, that the food is prepared, cooked, and served on the same day. Under existing law, the food preparation is limited to no more than 30 individual meals per day, or the approximate equivalent of meal components when sold separately, and no more than 60 individual meals, or the approximate equivalent of meal components when sold separately, per week. Existing law also requires an MHKO to have no more than \$50,000 in verifiable gross annual sales, as adjusted annually for inflation. A violation of the code is a misdemeanor.

This bill would require the food preparation to be limited to no more than 90 individual meals, as defined, or the approximate equivalent of meal components when sold separately, per week. The bill would also allow an MHKO to have no more than \$100,000 in verifiable gross annual sales, adjusted for inflation. This bill would declare that it is to take effect immediately as an urgency statute.

TOP STORY

Realtors Face Penalties for Sign Violations

By David Jen Aug 23, 2023 Updated Aug 23, 2023



Listen to this article now
Powered by **Trinity Audio**



00:00

02:53



DUBLIN — The city will attempt to settle arguments between local realtors over real estate sign placements with bigger penalties and updated rules, adopted at the Aug. 15 city council meeting.

The new rules, which the council approved unanimously, increase the number of signs allowed per advertised property, from four to six, in response to realtor complaints that four signs sometimes proved inadequate directing potential buyers to hard-to-find houses.

EXAMPLES OF ENFORCEMENT

LEGISLATION OVER LAST 10YRS:

2016- AB 655 MOLD

2021 - AB 828 REACTIVE

2022 - SB 1076 RRP



Larry Brooks

Director at Alameda County Healthy Homes Dept., BS, MPA, CCEO

[View full profile](#)



Larry Brooks • You

Director at Alameda County Healthy Homes Dept., BS, MPA, CCEO

22h • 🌐

Governor also signed AB 548 State Housing Law: inspection
This law requires local enforcement agencies, by January 1, 2025, to develop policies and procedures for inspecting a building with multiple units if an inspector or code enforcement officer has determined that a unit is substandard or is in violation of the State Housing Law, and the inspector or code enforcement officer determines that the defects or violations have the potential to affect other units of the building, as specified. If the local enforcement agency determines the substandard condition could reasonably affect other units, the bill would require notice be given to the property owner, as specified, and the units reinspected to verify correction of the violations. By imposing new duties on local government officials, the bill would impose a state-mandated local program.

[AC Healthy Homes Department](#) [California Association Of Code Enforcement Officers Women Leaders in Code Enforcement](#) [California Building Officials League of California Cities](#) [California State Association of Counties](#) [Jamie Zeller](#) [Abraham Duran](#) [Matthew Silver, CCEO, Esq.](#) [Craig Tole](#) [Pete Roque](#) [Cecilia Muela, SAS](#) [Leonard Powell](#) [Brandon Kitagawa](#) [Anthony Mullins](#) [Orlando Givens](#)

GOVERNOR NEWSOM
**SIGNS PACKAGE to
STREAMLINE HOUSING
and EXPAND TENANT
PROTECTIONS in CALIFORNIA**

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BUT LEGISLATION LIKE
THE CODE
ENFORCEMENT
INCENTIVE GRANT
FAILED
MESSAGE REMAINS
THE SAME:
DO MORE BUT YOU
FIGURE OUT HOW TO
PAY FOR IT!

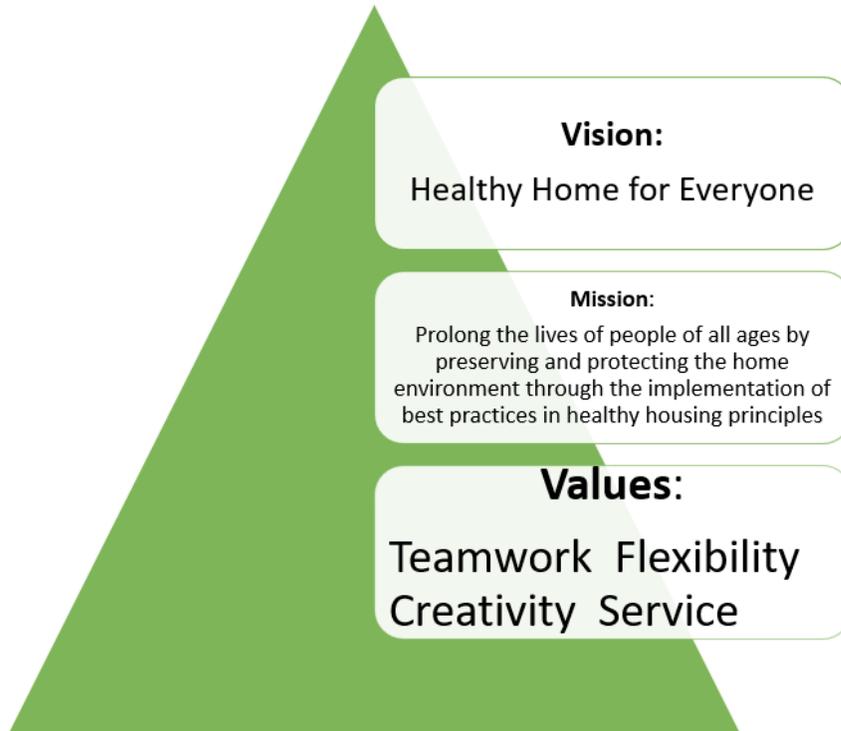
CE Budgeting

is not just about

The #1, 9, 4, 3, \$, %, 8= (the numbers)

Its also about the strategies to sustain your program and serve the public.

WHAT
WE
WANT
WHY WE
WANT IT
HOW
WE GET
IT



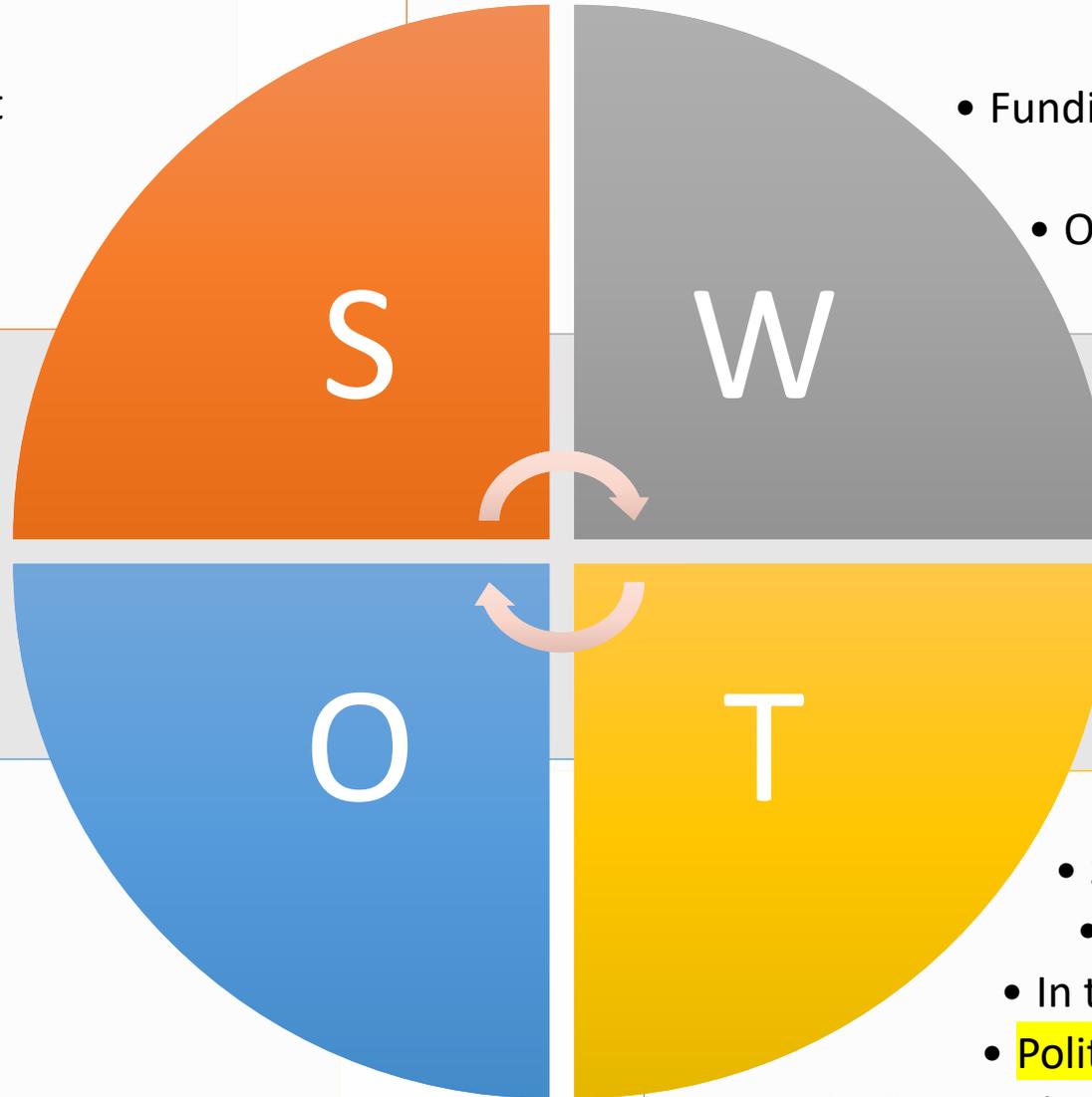
- Its about Vision, Mission, Values, Goals and Objectives
- Finding Strategic Partners (sometimes adversaries)
- Collaboration and Compromise

Uniquely qualified to carry out the mission of establishing best practices for preservation and building of healthy housing

- Multi disciplinary
- Local and National Partners
- Technical Experts in LHC grant operations
- Experience in MHR, F2S, ILH programs

- **Grant Heavy Funding**
- **Not in General Fund**

- Funding wise primarily a Lead program
 - CSA buying power shrinking
- Our Agency little political influence



- CSA Expansion
- Public/Private Partnership
- Settlement
- NonProfit Arm
- General Fund
- **Develop staff for the future**

- **Contentment with surviving**
- Staff becoming departmentalized
 - Not spending time collaborating
- In the shadow of affordable housing
- **Political shift to CBOs contracting out**

- Losing touch with the people we came to serve

LOCAL

Marion code enforcer takes over 500 calls in first six months



Sarah Volpenhein
Marion Star

Published 6:28 p.m. ET Aug. 15, 2019

- Thomas has been on the job as code enforcement officer for almost six months now, a **position that was revived earlier this year at the urging of Marion Mayor Scott Schertzer.** In that time, Thomas has had over 500 calls for service, he said, for junk motor vehicles, cars gathering weeds in yards and other parking and code violations.

Fresno Council majority upholds code enforcement layoffs



By ABC7

Thursday, July 25, 2013

FRESNO, California

Fresno City Council Member Sal Quintero argued that Code Enforcement Officers, who were recently re-named Community Revitalization Specialists, the folks who deal with public nuisances and abandoned properties are too important to lose.

"That's our job," said Quintero. "That's what we promised the people of this city. Provide the basic public services and this is one of them."

LOCAL NEWS

RIVERSIDE COUNTY: 11 code enforcement layoffs expected

Eleven employees in Riverside County's code enforcement department could be laid off this summer as the department braces for funding cutbacks.

Eleven employees in Riverside County's code enforcement department could be laid off this summer as the department braces for funding cutbacks.



By **JEFF HORSEMAN** | jhorseman@scng.com | The Press-Enterprise
May 20, 2013 at 3:34 p.m.



PBS

<https://www.pbs.org/video/cleveland-goes-after-landlords-over-lead-safe-law>

Ideas | Cleveland goes after landlords over lead-safe law - PBS



- And one of the things the city has done in recent months is to ramp up **code enforcement**. ... **layoffs** to police, fire, EMS, which again, has now ...

PBS · 2 weeks ago

BUDGET HEARINGS!!

WHO DO YOU WANT TO BE???



11/7/2023

Set Goals and Objectives

Use them to sell the program during the good times

And use them to defend against budget cuts during the bad times

Partner with other depts who may step up to defend your existence and even provide resources

(i.e Waste Management paying for illegal dumping officer and Parks supporting mobile surveillance cameras or perhaps drones and neighborhood cleanups)



BATTLE OF THE BUDGET !!

YOUR STAFF & COMMUNITY ARE COUNTING ON YOU!

BUDGET HEARINGS: SELLING AND DEFENDING

Methods for reducing net costs

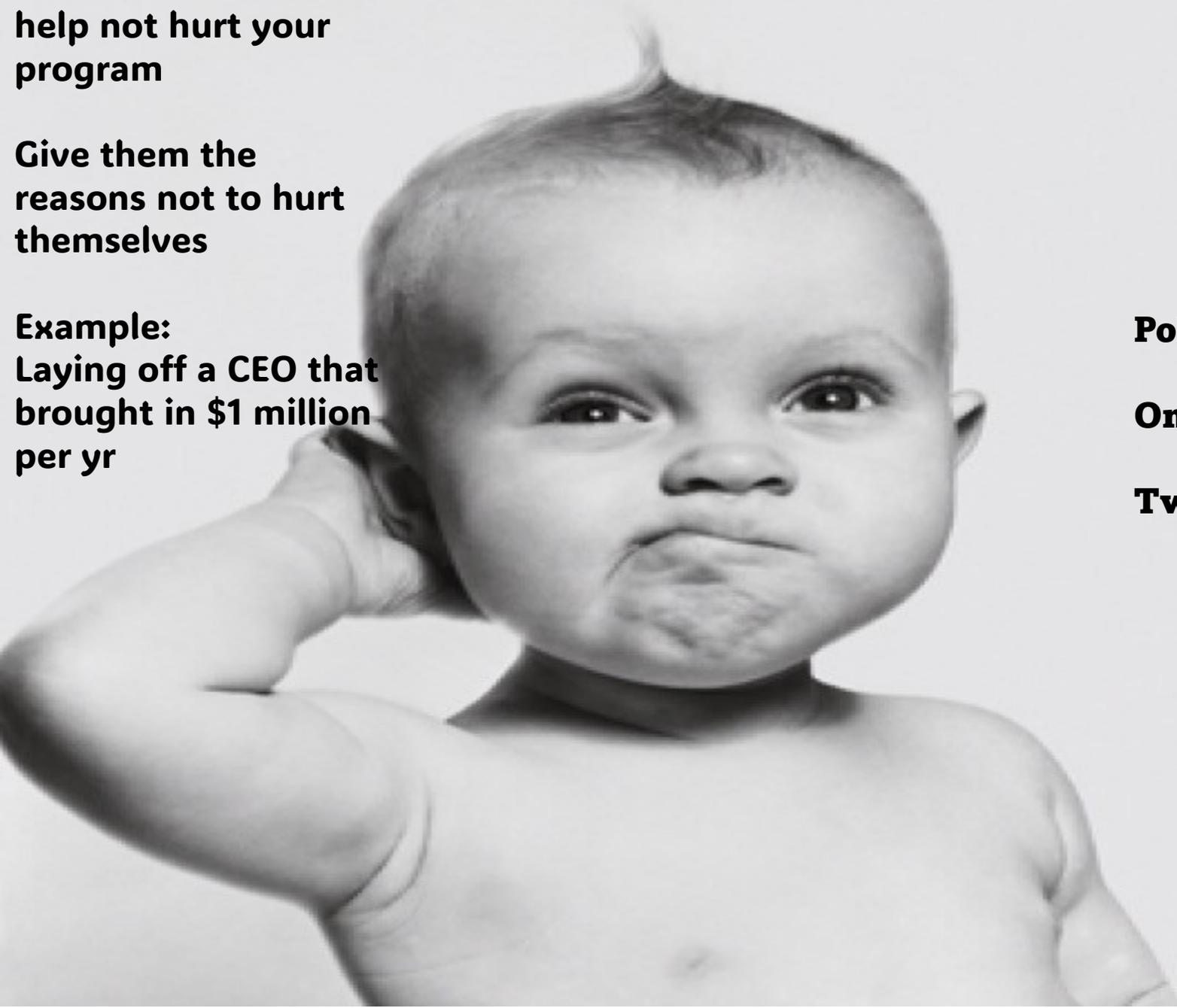
- Administrative Citations, Fines, Penalties
- Permits, License or other Regulatory Fees
- Inspection Fees
- General Fund
- Grants
- Tax Intercepts
- Court Ordered Restitution
- Liens
- Collection Agencies



Give them reasons to help not hurt your program

Give them the reasons not to hurt themselves

**Example:
Laying off a CEO that brought in \$1 million per yr**



THE MOTIVATION

Politicians 2 Top Priorities:

One - Get Elected

Two - Get ReElected

So what's
in it
for me?

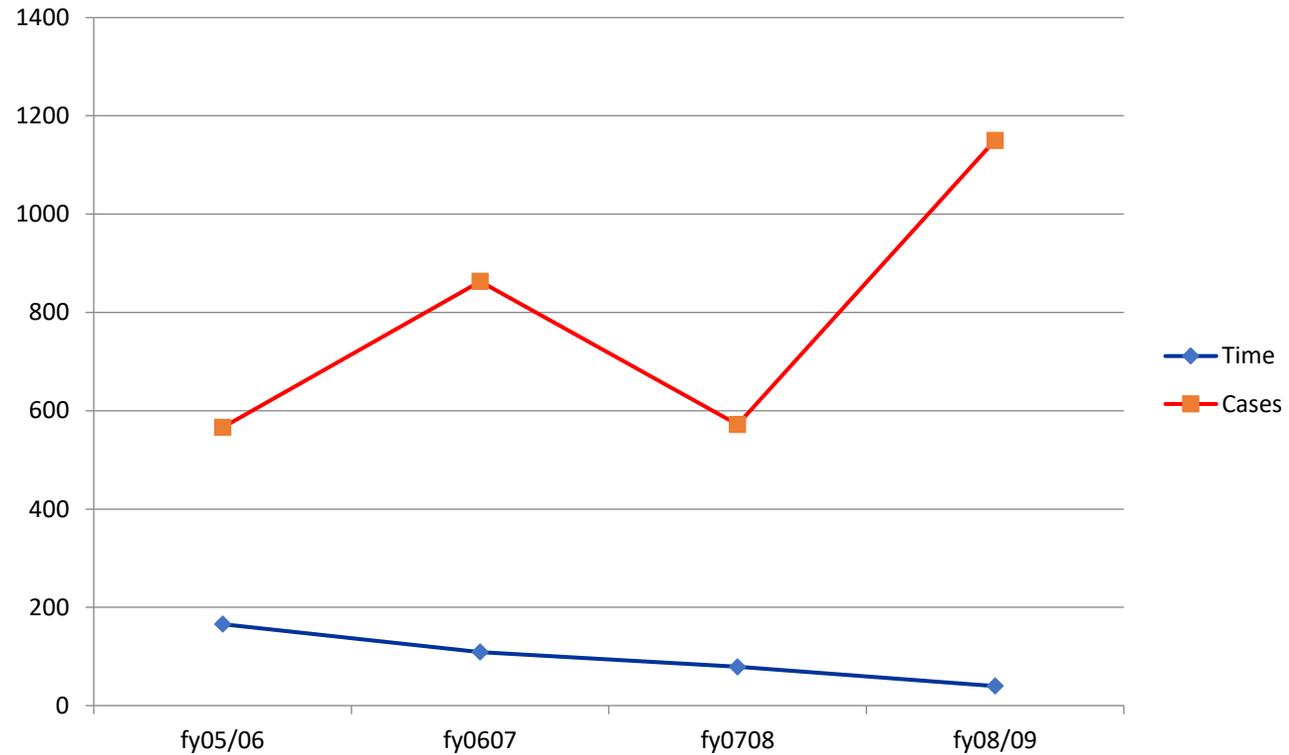


ONE BAND, ONE SOUND

Budget
Presentations
Sell yourself:
City of West
Sacramento Code
Enforcement
Accomplishments

- Reduced calls for service at Tiffany Manor Apts. working with the Community Response Team
- Participated in Harbor Park Apartments renovation project
- Acquired joint authority with Coast Guard at Port of Sac.
- Pole Sign Replacement nearly completed
- Routine Motel Inspection Program
- Participation in Mobile home Park Task Force
- Vehicle Amnesty Day Program
- Participant in Chambers' Project Pride initiatives
- Garage Sale Ordinance Adopted
- Investigated over 1100 code enforcement cases last fiscal year
- Shopping Carts and Garbage container enforcement
- Coordinated with Fire Dept on Weed Abatement cases

Stats/ Case Resolution Time



Average Resolution Time is down to 40 days

Certificate of Occupancy Renewal Process Flow Chart

Sr Admin Analyst Runs Expired C of O Sas Report and reviews list for accuracy.

Clerical Support Staff Performs the Following:
 Opens up a case and schedules it to come down in 40 days to the area CEO.
 Completes an Application and mails it along with the cover letter to the Property Owner.

Owner submits C of O application to the Permit Office by mail or in person. Permit Office enters the payment and Zoning signs off on it.

Clerical Support staff updates the system, schedules an appointment and sends an appointment letter along with an Inspection Checklist to the property owner.

Inspection is conducted.

Inspection of the exterior is conducted and a Notice & Order is issued including PC008.

Inspector approves C of O in the Inspection System, the support staff manually processes it, the supervisor signs off and then it is mailed out and scanned into SharePoint.

Inspector makes an attempt to contact the owner and get them to apply.

Owner Submits Application?

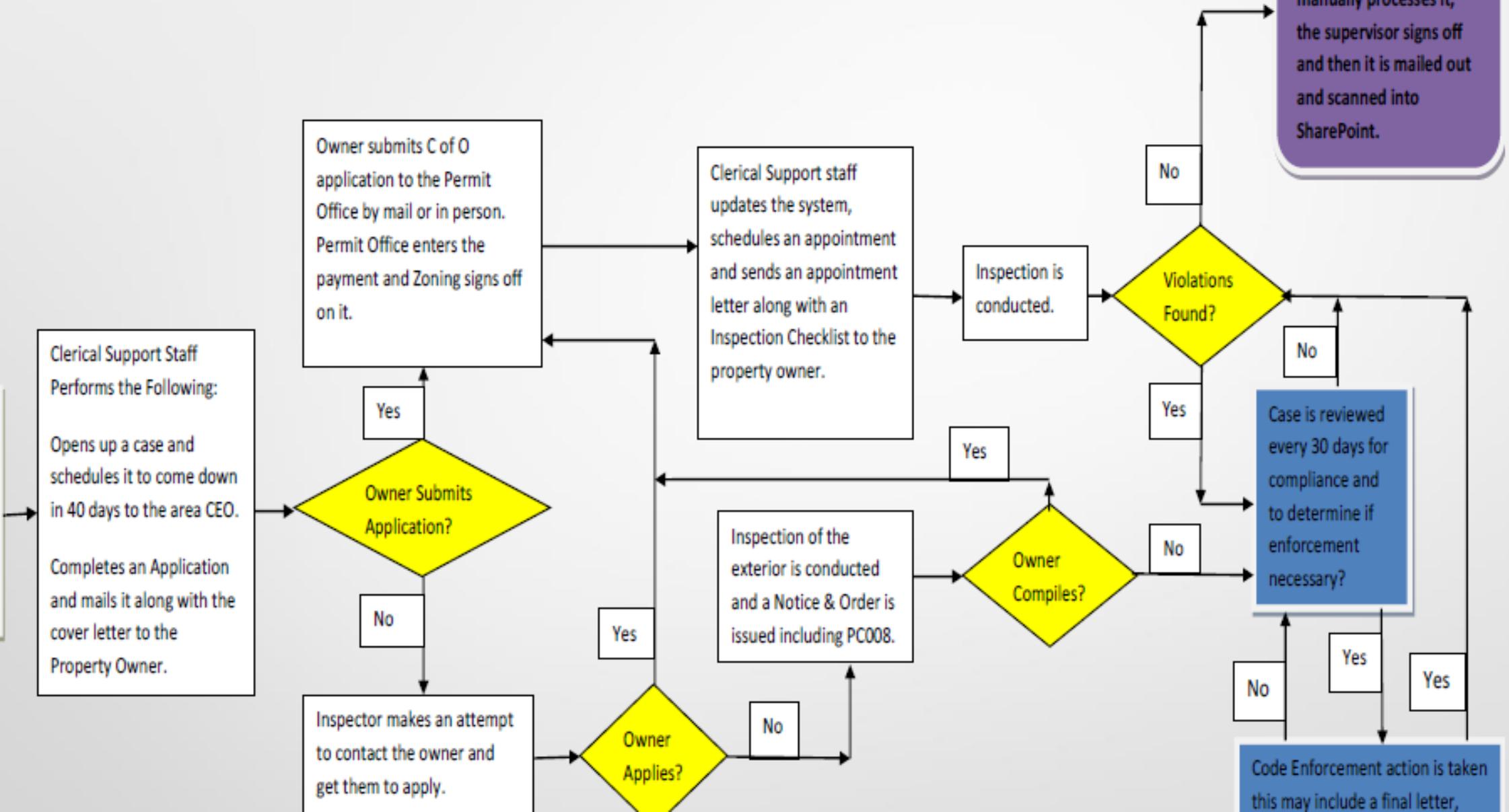
Owner Applies?

Owner Compiles?

Violations Found?

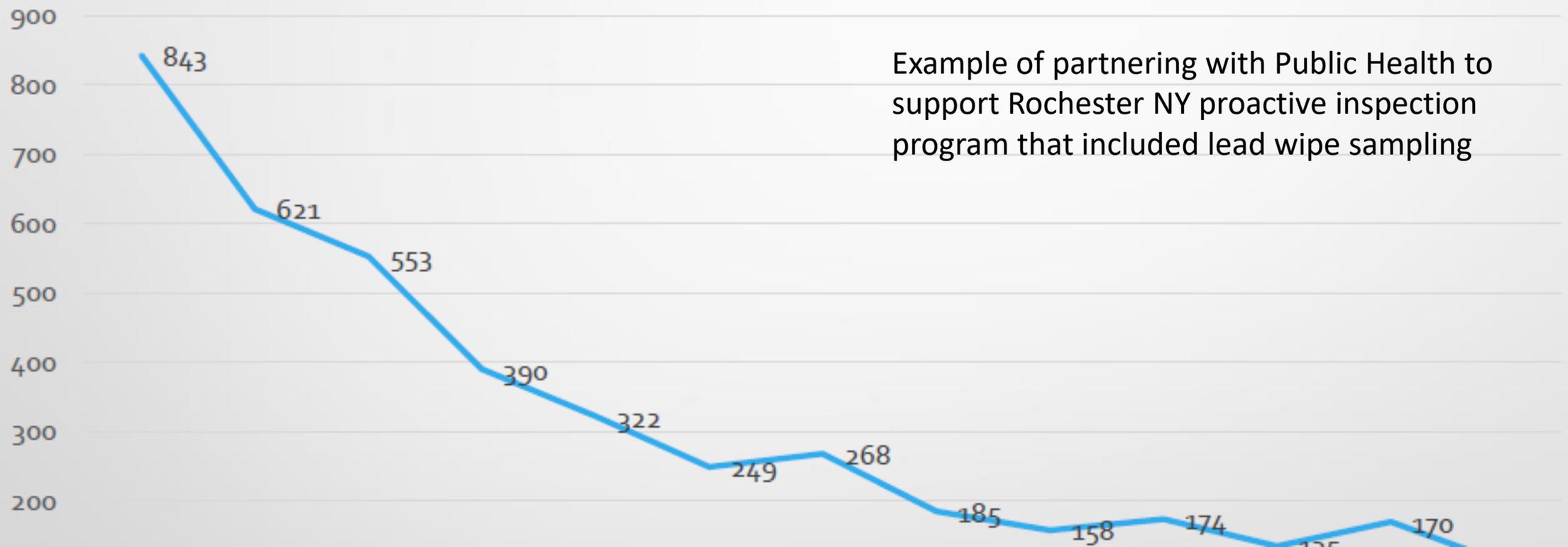
Case is reviewed every 30 days for compliance and to determine if enforcement necessary?

Code Enforcement action is taken this may include a final letter,



Monroe County Health Department Elevated Blood Lead Level History

Children with Lead Levels \geq 10 micrograms per deciliter



Example of partnering with Public Health to support Rochester NY proactive inspection program that included lead wipe sampling

No time for budget hearing role play but let's review and discuss some things:

- How many of you have done a budget for your program?
- What advice could you give to someone just starting out?
- How many of you have had to cut your budget?
- What strategies did you implement to avoid reducing staff?
- How many of you had to present your budget?
- How did you present your budget/strategies to your boss/elected officials/community?

Cost Recovery Sources

- **Laws and Regulations**
- **Municipal and Ordinance Amendments**
- **Survey other jurisdictions**



Foundation of Municipal Codes

Health and Safety Code



- 17951. (a) The governing body of any county or city, including a charter city, may prescribe fees for permits, certificates, or other forms or documents required or authorized by this part or rules and regulations adopted pursuant to this part. (b) The governing body of any county or city, including a charter city, or fire protection district, may prescribe fees to defray the costs of enforcement required by this part to be carried out by local enforcement agencies. (c) The amount of the fees prescribed pursuant to subdivisions (a) and (b) shall not exceed the amount reasonably required to administer or process these permits, certificates, or other forms or documents, or to defray the costs of enforcement required by this part to be carried out by local enforcement agencies, and shall not be levied for general revenue purposes. The fees shall be imposed pursuant to Section 66016 of the Government Code.

LAWS AND REGULATIONS

Government Code, section 66014, 66016

- Government Code section 38773. The legislative body may provide for the summary abatement of any nuisance at the expense of the persons creating, causing, committing, or maintaining it and by ordinance may make the expense of abatement of nuisances a lien against the property on which it is maintained and a personal obligation against the property owner, in accordance with Section 38773.1 or 38773.5.

Fees for Enforcement vs Fees for Cost Recovery

- H&S 17980.8. Notwithstanding any other provision of law, if a determination that an unsafe or substandard condition exists in any building, or upon the lot upon which it is situated, has been made in an administrative proceeding conducted under this part, including any code incorporated by Section 17922, the enforcement agency may abate the nuisance as provided in this part or exercise any other authority conferred upon it by this part, subject only to the exclusive remedy of the owner to challenge the administrative determination pursuant to Section 1094. 5 of the Code of Civil Procedure. The court may exercise its independent judgment on the evidence to determine whether the findings are supported by the weight of the evidence. This section shall apply only to administrative proceedings commenced on or after January 1, 1990.

Most jurisdictions will approve fees to motivate compliance but nearly all want full cost recovery for summary abatement actions

ALTERNATIVES for funding code enforcement.

- Other
 - Liens
 - Tax Exceptions
 - Grants –State HCD per Health Safety Code
 - Redevelopment Funds
 - CDBG – Community Development Block Grants
 - **CPTED is not but perhaps???**
 - **Housing Stock Conservation Fee**

ALTERNATIVES cont.

- Permit Fees – various fees associated with program activities.
 - Building – code compliance repairs
 - Business License
 - Apartment
 - Motel/Hotel
 - Rental Housing for SFD and Multi-dwellings
 - Annual vs. Bi-annual – Proactive vs Reactive
 - Los Angeles, Sacramento, Rancho Cordova, Contra Costa

Cost recovery sources (CONT.)

- Alternatives
 - **Receivership**
 - Reinspection Fees
 - **Permit Fees**
(Business Lic Inspections and Proactive CE)
 - **Citations**
 - Criminal
 - Administrative
 - Other - **Social Nuisance**
- Collections and Reporting

Administrative receivership

From Wikipedia, the free encyclopedia

- **Administrative receivership** is a procedure in [common law](#) countries whereby a creditor can enforce [security](#) against a [company's](#) assets in an effort to obtain repayment of the secured debt. It used to be the most popular method of enforcement by [secured creditors](#), but recent legislative reform in many jurisdictions has reduced its significance considerably in certain countries.^[1]
- Administrative receivership differs from simple **receivership** in that an administrative receiver is appointed over all of the assets and undertaking of the company. This means that an administrative receiver can normally only be appointed by the holder of a [floating charge](#). Because of this unusual role, insolvency legislation usually grants wider powers to administrative receivers, but also controls the exercise of those powers to try and mitigate potential prejudice to [unsecured creditors](#).
- Characteristically an administrative receiver will be an [accountant](#) with considerable experience of insolvency matters

CRIMINAL VS ADMIN CITATIONS

CRIMINAL provides the advantage of going to court just like writing a ticket.

Can start as infraction and work its way up to misdemeanor

ADMIN provides advantage of having person appear at a nuisance hearing and all fines, fees penalties go back to general fund or code enf budget!

Criminal v. Admin

Investigation

- Arrest
- Formal Charges
- Court Hearings
- Jury Trial
- Post Conviction

Investigation

- Notice of Violation
- Citation
- Hearing
- Court Appeal

Citations (cont)

- Citations
 - Criminal – Court Process
 - Set procedure in courtroom before a judge
 - Peace officer assistance
 - Cost recovery very little
 - Administrative – Internal mechanism
 - Hearing panel/board
 - Collection
 - Cost recovery higher percentage

San Diego Municipal Code
(2-2007)

Chapter 1: General Provisions

**Article 2: Code Enforcement
Judicial and Administrative Remedies**

Division 9: Administrative Citations
*("Administrative Citations"
added 8-10-1993 by O-17956 N.S.)*

§12.0901 Administrative Citations

Division 4 of Article 3 of Chapter 1 governs the procedures relating to administrative citations.
(Renumbered from Sec. 13.0340, retitled to "Administrative Citations" and amended 8-10-1993 by O-17956 N.S.)

Examples of Situations Where Admin or Infraction Citations Might be Considered for Issuance

- Tenants/occupants who use unauthorized power sources such as generators and fuel burning stoves, lanterns, etc.
- A landlord or property owner fails to secure a vacant open and accessible structure.
- A property owner, tenant agent or any person who intentionally violates the provisions of the Dangerous building code.
- Where a property owner, tenant, agent, or any person who intentionally violates the provisions of the Zoning Code (on private property only). Examples are as follows:

Occupied Travel Trailers

Illegal Garage/Yard Sales

Display of illegal signs

Illegal auto sales

Failure to follow development standards

Storing commercial vehicles illegally

Illegal dumping

Illegal Street Vendors

Unauthorized parking lot sales

Unauthorized incidental dance in bars, restaurants and night clubs

Major auto repair

SOCIAL NUISANCE ORDINANCE

More commonly seen in Law Enforcement but may be administered by Code Enforcement

Notice will refer to criminal behavior such as:

Gang Activity

Drug Activity

Prostitution

Landlord is fined up to \$5000 for Tenants behavior

VERSION: SEP 7, 2023 (CURRENT) ▾



7.58.140 - Hearing notice.

7.58.150 - Hearings—Generally.

7.58.160 - Record of oral evidence at hearing.

7.58.170 - Continuance.

7.58.180 - Oaths.

7.58.190 - Evidence rules.

7.58.200 - Rights of parties.

7.58.210 - Official notice.

Chapter 7.58 - SOCIAL NUISANCE ORDINANCE



7.58.010 - Title.

This chapter shall be known as the "Social Nuisance Ordinance," may be cited as such, and will be referred to herein as "this ordinance."

(Ord. 1389 N.C. (2d) § 1 (part), 1998.)



7.58.020 - Findings.

The city council finds as follows:

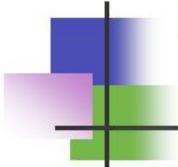


- A. Just as the physical conditions of properties within the city of Vallejo can constitute public and private nuisances, so too the behavior of persons on properties within the city can constitute public and private nuisances. Examples of behavior which can constitute nuisances include large and noisy gatherings, noisy activities during late night hours, use or sale of controlled substances on the premises, and the coming and going of persons with the intent to purchase controlled substances.

TEETER PLAN

Allows cities and in some cases counties to immediately reimburse code enforcement and/or general fund for costs by placing property tax lien on abated properties.

Simply put, “The Tax Collector buys up your bill and later collects with interest from the property owner or eventually Tax Collector will sell the property !”



History of Teeter

- The Teeter Plan was first enacted in 1949.
- The concept of this alternative method of distribution was first introduced by Mr. Desmond Teeter, the Auditor of Contra Costa County.
- Mr. Teeter said that the existing distribution system was cumbersome and involved and did not permit an apportionment of taxes to any fund until the actual collection of taxes occurred.
- Mr. Teeter’s proposal resulted in the addition of Chapter 3, consisting of Revenue and Taxation (R&T) Code sections 4701-4716. Because Mr. Teeter was the author of this alternative method, it is now commonly referred to as the Teeter Plan.
- The purpose of this method is to provide an alternative procedure for the distribution of property tax levies on the secured roll made by counties on their own behalf or as the tax-levying and tax-collecting agency for other political subdivisions.

FTB Intercept

- Similar to Teeter strategy in that the Franchise Tax Board pays you out of the violator's tax return.

http://www.ftb.ca.gov/forms/misc/1041_011504.pdf

- **Interagency Intercept Collection Program**

We operate the Interagency Intercept Collection Program on behalf of the State Controller's Office. Many Californians owe money to other government agencies. Ironically, at the same time, they may have a refund due from us. Since 1975, we have been intercepting the tax refunds of people who owe delinquent amounts to other California state and local agencies. In 1985, the Legislature empowered us to also intercept California Lottery prizes. Once intercepted, the refunds and lottery prizes are redirected to the agencies owed the debts

Items to track for cost recovery

- Reinspection Fees – for program activities to include:
 - Initial Inspection
 - Reinspections (max)
 - Phone calls/Attorneys' time
 - Hearing Prep and Process
 - Court Appearance
 - Documentation
 - Case files
 - Photos
 - Anything your ordinance allows!!!

COLLECTIONS AND REPORTING

- **Collections**

- Agency vs. Outside Source
- Reporting – can be critical to future funding – if no effort to collect there may be no effort to provide more money. Some jurisdictions may not care
 - Documentation
 - Line item in Budget for program

Pros and Cons of Private Collection Agency

CONS

- They get some of the collection
- You have less control over process and how your customers are treated

PROS

- The process is less political so you get no pressure to waive fees
- If you have no staff to really collect then this is more efficient than sending a bill and hoping to get paid!



VERSE OF THE DAY
Nahum 1:7 NLT

The Lord is good, a strong refuge when trouble comes. He is close to those who trust in him.

BLINQ



Larry Brooks

Director

larry.brooks@acgov.org

<http://achhd.org>

2013 To Present

