

**TO:** James L. App, City Manager  
**FROM:** Lisa Solomon, Chief of Police  
**SUBJECT:** Code Enforcement Priorities  
**DATE:** March 4, 2008

---

**Needs:** For the City Council to review current code enforcement responsibilities and establish priorities for addressing and enforcing code violations in the City of Paso Robles.

**Facts:**

1. The City of Paso Robles Code Enforcement Program consists of two (2) full time equivalent positions, two (2) part-time and one (1) full-time, working primarily Monday through Friday.
2. Calls for service and enforcement efforts typically include private property blight (approximately 55%), vehicle violations (i.e.; vehicles on lawns; abandoned, overtime parking, etc. - 32%), and other miscellaneous code violations (i.e. illegal signs, business licenses, noise, etc. -13%). See attachment "A" for detail.
3. CE Specialists have approximately 65 hours of time per week to accomplish investigation and enforcement activities on all calls received and self-initiated cases. See attachment "B" for time breakdown of current enforcement efforts.
4. It is necessary for the success of the Code Enforcement program to have enforcement activities prioritized so the CE Specialists focus their efforts on enforcement of those issues of greatest concern to the community. See attachment "C" for use in prioritizing CE enforcement activities.

**Analysis & Conclusion:** The Police Department needs direction from the City Council regarding priority concerns relative to enforcement of code violations in the City of Paso Robles. With limited resources and a myriad of violations to address, it is important to prioritize the work of our personnel. By way of attachments, a listing of the most commonly observed and referred complaints are submitted for review. A rough analysis of time spent by Code Enforcement staff on these problems is also shown to give an idea of problem scope associated with each category. The final attachment provides a mechanism for the Council to provide direction regarding which categories should be considered top priority by policy. Code Enforcement staff will restructure their enforcement approach based on this input.

**Policy Reference:** None.

**Fiscal Impact:** None.

**Options:**

- a. City Council to provide priorities list for Code Enforcement program to give policy direction for future enforcement of common Municipal Code violations.
- b. Amend, modify, or reject the foregoing option.

## CITY OF PASO ROBLES - CODE ENFORCEMENT

---

The City of Paso Robles Code Enforcement Program consists of two (2) full time equivalent positions - two (2) part-time, and one full-time enforcement specialists, working primarily Monday through Friday.

Each specialist is assigned a geographical area of responsibility, patrolling and handling calls for service. Calls / enforcement efforts typically include private property blight (approximately 55%), vehicles (i.e.; vehicles parked on a lawn, overtime parking, abandoned vehicles etc. - 32%), and miscellaneous (i.e. illegal signs, business licenses, noise, etc. -13%).

### Blight

The vast majority of private property violations are located on residential properties (97%). The remainder concern commercial, industrial and manufacturing properties. Typical complaints include:

- Trash & debris
- Vacant buildings
- Attractive nuisances
- Abandoned furniture and appliances
- Unsafe / unpermitted building or structure
- Extended storage/accumulation of dirt or like materials
- Overgrown, dead, decayed, diseased or hazardous vegetation\*
- Erosion, subsidence, water drainage problems, or stagnant water

Most inspected properties have one or more of these violations.

*\* Emergency Services will continue to handle the Weed Abatement Program with assistance from Code Enforcement, if needed. Specialists will address weed issues on property that have violations starting in April of each year.*

### Vehicles

Vehicle violations are found on both private property and the public streets. Violations regularly include:

- Overtime parking
- Living in recreational vehicle
- Vehicles parked on unpaved surfaces
- Hazardous conditions involving vehicles
- Abandoned and / or inoperative vehicles
- Unregistered vehicles (parked on roadway)

Enforcement actions often include citations and towing of vehicles.

## Miscellaneous

A variety of other code violations are also attended to, both in response to complaints and proactive patrol by the Code Enforcement Specialists. Examples of these calls for service are:

- Noise
- Sewage problems
- Animal complaints
- Illegal signs and banners\*
- No trash pick-up service
- Illegal dumping (trash or haz-mat)
- Street furniture violation (i.e. basketball hoops)
- Smoking in restricted areas (business establishments)
- Business license violations (no license / operating out of compliance)

\* *Code Enforcement and the Planning Division have developed a Sign program to address illegal A-frame signs and banners across the city. This is primarily self-initiated work by the CE specialists through regular beat patrols.*

## Summary

With the Code Enforcement division fully staffed, net hours spent on addressing code related issues will be approximately 65 hours per week (accounting for mandatory breaks, vacation, training time, etc.).

Attached is a Code Enforcement Activity Matrix listing common violations and enforcement action time requirements. The City Council should use this worksheet to prioritize enforcement efforts.

Attachment: Code Enforcement Activity Matrix

Classification Type	% of Calls	Hours/Week (65)	Current Priority	Case Type
<b>BLIGHT</b>				
Trash & Debris	35	23.0	Primary	Extended
Vacant buildings	1	0.5	Primary	Basic
Attractive nuisances	3	2.0	Primary	Basic
Unsafe / unpermitted building or structure	1	0.5	Primary	Extended
Abandoned appliances / furniture	4	2.5	Primary	Basic
Extended storage / accumulation of debris, dirt or like materials	1	0.5	Primary	Extended
Erosion, subsidence, water drainage problems or stagnant water	1	0.5	Primary	Extended
Overgrown, dead, decayed, diseased or hazardous vegetation	3	2.0	Primary	Basic
<b>VEHICLES</b>				
Overtime parking	10	6.5	Secondary	Basic
Abandoned and / or inoperative vehicles	10	6.5	Primary	Basic
Unregistered vehicles (parked on roadway)	3	2.0	Secondary	Basic
Vehicles parked on unpaved surfaces	4	2.5	Primary	Basic
Living in recreational vehicle	2	1.5	Primary	Basic
Hazardous conditions involving vehicles	2	1.5	Primary	Basic
<b>MISCELLANEOUS</b>				
Noise violations	3	2.0	Primary	Extended
Illegal signs and banners	7	4.5	Secondary	Basic
Sewage problems	2	1.5	Primary	Extended
Animal complaints	1	0.5	Secondary	Extended
No trash pick-up service	2	1.5	Primary	Basic
Illegal dumping (trash or haz-mat)	2	1.5	Primary	Extended
Street furniture violations (i.e. basketball hoops)	1	0.5	Secondary	Basic
Smoking in restricted areas (business establishment)	1	0.5	Secondary	Extended
Business license violations (no license / operating out of compliance)	1	0.5	Secondary	Basic
<b>TOTAL</b>	<b>100%</b>	<b>65 Hours</b>		

Case Type	Case Duration	Staff Hours
Basic	3 - 84 days	1.5 - 8 hours
Extended	84 - 264 days	8 - 10 hours

**CITY OF PASO ROBLES  
CODE ENFORCEMENT PRIORITY RATING**

	Priority 1	Priority 2	Priority 3	Priority 4
<b>BLIGHT</b>				
Vacant buildings				
Attractive nuisances				
Unsafe / unpermitted buildings or structures				
Debris & building materials				
Abandoned furniture and appliances				
Extended storage / accumulated dirt or like materials				
Erosion, subsidence, water drainage problems or stagnant water				
Overgrown, dead, decayed, diseased or hazardous vegetation				
<b>VEHICLES</b>				
Overtime parking				
Abandoned and/ or inoperative vehicles				
Unregistered vehicles (parked on roadway)				
Vehicles parked on unpaved surfaces				
Living in recreational vehicle				
Hazardous conditions involving vehicles				

**CITY OF PASO ROBLES  
CODE ENFORCEMENT PRIORITY RATING**

	Priority 1	Priority 2	Priority 3	Priority 4
<b>MISCELLANEOUS</b>				
Noise violations				
Illegal signs and banners				
Sewage problems				
Animal complaints				
No trash pick-up service				
Illegal dumping (trash or haz-mat)				
Street furniture violations (i.e. basketball hoops)				
Smoking in restricted areas (business establishments)				
Business license violations (no license / operating out of compliance)				