

# Code Enforcement

Process and Procedures  
Explained

# Genesis Of A Case (Reactive)

- **Request (Complaint)**
  - In person
  - By phone
  - Online (Preferred Method)
    - Accountability
    - Tracking
    - Communication
    - Ownership in the cure

# The Case

- **Verification (Inspection)**
  - Site Visit (Surrounding Area)
  - Confirmation With City Departments
  - Cooperation With Various Regulatory Agencies
    - Environmental Health
    - B.A.R. (Bureau of Automotive Repair)
    - S.J. County Divisions (C.D.D., Assessor, H.S.A.)

# Notification

- **Notice of Violation (NOV)**
  - **FIRST AND ALWAYS!!!!!!!**
  - Specific Violation
  - Corrections Required
  - Contact Information
  - Possible Future Actions

# Notice of Violation



## CITY OF MANTECA

POLICE DEPARTMENT

### NOTICE OF VIOLATION CORRECTIVE ACTION REQUIRED

Case Number: CE-17-XXXX

OWNER  
123 WHISPERING WIND WAY  
MANTECA, CA 95337

Location: APN# XXX-XXX-XX  
Owners: OWNER  
Property address: 123 WHISPERING WIND WAY, MANTECA, CA

November 1, 2017

**OWNER, AS OWNER(S) OF THE ABOVE REFERENCED PROPERTY, YOU ARE HEREBY SERVED THIS NOTICE OF VIOLATION:**

The City of Manteca ("City") has received a complaint and/or become aware of a situation regarding the property located at **123 WHISPERING WIND WAY, MANTECA**, specifically regarding violations pursuant to the Manteca Municipal Code ("MMC").

In response, City staff inspected and/or researched the above-referenced property on November 1, 2017 and made the following findings:

*The garbage totes are in view from the public right of way. There is a large pile of boxes in the front of the property.*

The following lists current violations present at the referenced property that must be corrected.

Violation Items	
Code Section	Violation
1 MMC § 8.17.090(A)	The accumulation of dirt, rock or gravel, litter, debris, paper, trash, garbage, rubbish, junk, salvage materials (including, but not limited to, auto parts, scrap metals, tires, concrete, bricks, cardboard, cans, bottles, plastic materials, or other similar materials), boxes, bins, containers, drums, barrels, crates, pallets, etc.
2 MMC § 8.12.150(B)	Refuse and recycling containers shall not be placed at the curb prior to sundown on the day prior to collection. All containers shall be removed from curb within such collection day. Containers shall be stored out of sight when viewed from the street, except during the collection process.

Copies of all Codes cited above are available for review in the City Clerk's Office or on the web at <http://qcode.us/codes/manteca/>.

#### Corrections Required

On or before **MONTH, DAY, 2017**, take the following corrective action(s):

- Remove and properly dispose of all boxes and assorted debris.
- Refuse containers are to be stored out of public view between collection days.

This notice is sent as a courtesy to advise you of this problem and allow you a chance to correct it without penalty. Your prompt action in addressing the listed violations will result in no additional action being taken on our part. Failure to make the required corrections by the due date will result in further action up to and including the issuance of either an administrative and/or criminal citation. The penalty for such violation(s) may include a fine of up to \$500 plus administrative costs for each day, or portion thereof, during which a violation is committed, continued or permitted. In addition, the City of Manteca may abate the violation(s) and this Notice may be recorded against the property. The City may hire contractors to correct the violation(s) and those costs as well as administrative fees will be charged to the responsible party and/or levied against the property. If you have any questions regarding this Notice, **please contact me at (209) 456-8281, 8:00 a.m. to 5:00 p.m. or [scunningham@ci.manteca.ca.us](mailto:scunningham@ci.manteca.ca.us)**

Sincerely,

*Scott Cunningham*

Scott Cunningham  
Code Enforcement Supervisor

# Compliance Oriented Tools

- **Administrative Citation**
  - Fines & Fees (cost recovery)
- **Criminal Citation (Notice to Appear)**
  - Court Date
- **Summary Abatement**
- **Recording Violations and Liens**

# Appeal Process and Procedure

- **Verification of Process**
  - Formal
  - Transparent
  - Eliminates Conflict of Interest
- **Citizen Testimony**
- **Ruling From Hearing Officer**

# Conclusion

- **Reactive (Complaint Driven)**
- **Notice Always Given Prior To Further Enforcement**
- **Compliance Tools**
- **Appeals Process**
- **Ruling**

**Questions...**

*When in doubt please contact Code Enforcement with questions; there is never too much communication.*