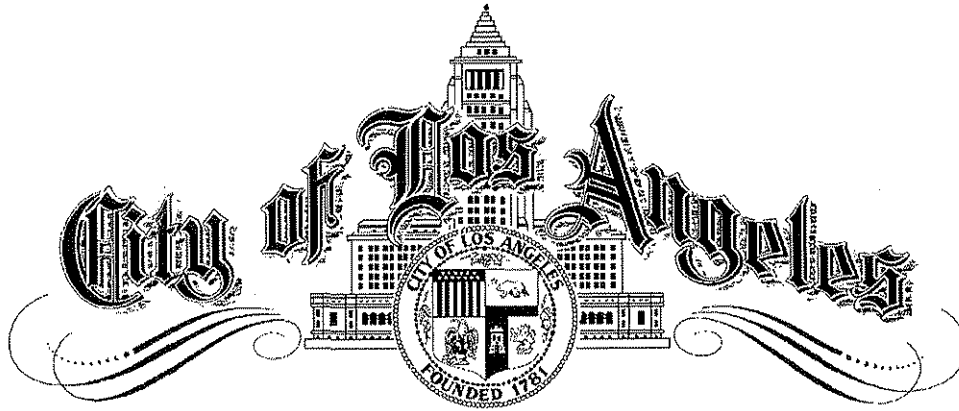


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CARMEN A. TRUTANICH
City Attorney

REPORT NO. R 1 3 - 0 1 5 8
JUN 0 6 2013

REPORT RE:

FIFTH REVISED DRAFT ORDINANCE TO ESTABLISH AN ADMINISTRATIVE CITATION ENFORCEMENT PROGRAM BY AMENDING SECTION 11.00 OF, AND ADDING ARTICLE 1.2 TO, THE LOS ANGELES MUNICIPAL CODE, AND ADDING ARTICLE 11 TO CHAPTER 6 OF DIVISION 5 OF THE LOS ANGELES ADMINISTRATIVE CODE TO ESTABLISH A SPECIAL FUND TITLED THE CODE COMPLIANCE FUND

The Honorable Budget and Finance Committee
of the City of Los Angeles
Room 395, City Hall
200 North Spring Street
Los Angeles, California 90012

Council Files Nos. 10-0085 and 10-0600

Honorable Members:

Pursuant to the request of your Honorable Committee, this Office has prepared and transmits herewith a fifth revised draft ordinance, approved as to form and legality, to establish an Administrative Citation Enforcement Program. (See City Attorney Reports Nos. R10-0264 dated July 30, 2010, R11-0359 dated October 3, 2011, R12-0247 dated July 26, 2012, and R13-0085 dated March 22, 2013.) As requested by the PAW Committee, and concurred in by your Committee, the enclosed draft ordinance would include the Animal Services Department along with the Police Department as the first departments to implement the Program. In addition, this draft ordinance provides for lower penalties (\$100.00 first offense, \$250 second offense, \$500 third offense, and \$1,000 fourth and subsequent offenses) for violations of Municipal Code provisions pertaining to animals.

The draft ordinance also provides that written policies and procedures for the selection and appointment of independent Administrative Hearing Officers must be

developed and submitted to Council for approval prior to the start of the Program. Also, prior to the start of the Program, the City Attorney must develop and submit to Council for approval written policies and procedures for the Administrative hearing and appeals process. During your Committee's deliberations, it was clarified that the issuance of subpoenas would be limited such that they would be issued only by the independent Administrative Hearing Officer and only at the request of the Responsible Party or the Department issuing the citation after a showing that the documents or testimony sought are relevant to and necessary for the resolution of the matter.

The draft ordinance provides that the Code Compliance Fund for the receipts of all monies collected under the Program shall be under control of the City Council and shall be administered by the Office of Finance. In that regard, the ordinance requires that the Office of Finance work with the City Departments involved and the City Attorney to establish a system for the receipt and deposit of all monies required to be deposited into the Fund. It is our understanding that those discussions are already underway.

We note that this draft ordinance also clarifies the nature of the Program as a Pilot Program and the authority of the Council to end it at any time. The draft was previously modified to clarify the phased implementation of the Program subject to Council approval, and control by the Council of the monies received and deposited to the proposed Code Compliance Fund.

Our prior reports contain detailed discussions of the background of the proposal for the ordinance, the sufficiency of the existing Code enforcement system, and details of the proposed ordinance.

CEQA Determination

Regarding a finding to satisfy the requirements of the California Environmental Quality Act (CEQA), we believe that adoption of this ordinance is an exempt action under State CEQA Guidelines sections 15060(c)(2) and (3) and City CEQA Guidelines Article II, Section 1 (General Exemption) because it will not result in a direct or reasonably foreseeable indirect physical change in the environment and it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. If you concur, you should adopt this finding prior to or concurrent with taking action on the ordinance.

Rule 38 Compliance

Pursuant to Council Rule 38, we have transmitted copies of this report and draft ordinance to the affected departments and requested that they provide any comments they have directly to Council or the appropriate Committees when this matter is considered.

If you have any questions regarding this matter, please contact me at (213) 978-8347. I, and other members of this Office, will be present when you consider this matter to answer any questions you may have.

Very truly yours,

CARMEN A. TRUTANICH, City Attorney

By 
WILLIAM W. CARTER
Chief Deputy City Attorney

WWC:pj
Enclosure

ORDINANCE NO. _____

An ordinance amending Section 11.00 and adding a new Article 1.2 to Chapter I of the Los Angeles Municipal Code to establish the Administrative Citation Enforcement Pilot Program and adding a new Article 11 to Chapter 6 of Division 5 of the Los Angeles Administrative Code to create a special fund titled the Code Compliance Fund.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1. Subsection (m) of Section 11.00, Article 1, Chapter I of the Los Angeles Municipal Code is amended by adding a new fourth unnumbered paragraph, to be placed between the current third and fourth unnumbered paragraphs, to read as follows:

As an alternative enforcement method that may be used in the sole discretion of the City, violations of this Code may be addressed through the use of an Administrative Citation as set forth in Article 1.2 of Chapter 1 of this Code. The administrative fines prescribed by Chapter 1, Article 1.2 may be sought in addition to any other remedy, including, but not limited to, criminal remedies, injunctive relief, specific performance, and any other remedy provided by law. The remedies provided by Chapter 1, Article 1.2 of this Code are cumulative to those prescribed by this Code or other applicable law and are not exclusive.

Sec. 2. Chapter I of the Los Angeles Municipal Code is amended by adding a new Article 1.2 to read as follows:

**ARTICLE 1.2
ADMINISTRATIVE CITATIONS**

SEC. 11.2.01. PURPOSE AND INTENT.

(a) The City Council of the City of Los Angeles finds that there is a need for an alternative method of enforcement for violations of this Code, applicable statutory provisions, ordinances, uniform codes adopted by the City, orders issued by a commission, board, hearing officer, or other body authorized to issue orders, and any conditions or requirements imposed on or by any entitlement, permit, or environmental document issued or approved by the City.

(b) The City Council finds and determines that an administrative citation program (the Program) is an effective alternative method of enforcement for these violations.

(c) The primary purpose and intent of the City Council, through the adoption of this Article, is to create an alternative method of problem resolution and enforcement that:

1. Fosters timely compliance with the law in order to protect public health, safety and welfare;
2. Provides for the fair, efficient and effective administration of justice;
3. Provides an administrative process that openly and fairly allows for the appeal and review of Administrative Citations and fines imposed;
4. Minimizes the delay and expense of Code enforcement through the only currently available options of criminal prosecution and civil litigation; and
5. Deters the use of dilatory and frivolous challenges to Administrative Violations and facilitate the prompt collection of fines.

(d) The procedures established in this Article shall be in addition to criminal, civil and any other legal remedy established by law which may be pursued to address Administrative Violations. Issuance of an Administrative Citation shall not be deemed a waiver of any other enforcement remedies provided in this Code. The selection of the appropriate remedies lies within the sole discretion of the Issuing Department and, as applicable, by the City Attorney, and shall be consistent with the purpose and intent of this Article.

(e) It is the intent of the City Council that this Administrative Citation Enforcement Program be implemented as a pilot program and in a phased manner. Accordingly, the City Attorney is requested to work with the various departments of the City that have responsibility for enforcing Code provisions and addressing Code violations and are authorized to participate in the Program to implement the Program in the most effective manner to address quality of life issues and to provide training and other preparation in the issuance of Administrative Citations and the process of enforcing them. The phased implementation of the Program shall begin with the Police Department and the Animal Services Department, and the Program shall thereafter be implemented one department at a time with the Housing Department and Building and Safety Department being next in order. Prior to implementation of the Program in the latter two departments, the City Attorney will report to the City Council regarding the implementation of the Program in the Police Department and the Animal Services Department, the experience with and results of the Program, and any recommendations for modifying the Program, and, for information purposes only, a list of the primary Code sections that will be enforced through the Program by each department. Thereafter, other City Departments may be added to the Program with the prior approval of the City Council. The City Attorney will report quarterly to the Council on the implementation of the Program, the experience with and results of the Program, and any recommendations for modifying the Program, and, for information purposes only, a list of the primary Code sections that will be enforced through the Program by each department. Prior to the end of the third year after implementation of the Program,

the City Administrative Officer (CAO) shall report to the City Council on the implementation and progress of the Program, and thereafter the Council will determine whether to continue or end the Program.

SEC. 11.2.02. DEFINITIONS.

For purposes of this Article, the following words and phrases are defined:

“Administrative Citation” means a notice of Administrative Violation issued by an Enforcement Officer.

“Administrative Costs” means all direct and indirect costs incurred as a result of an Administrative Citation hearing, including, but not limited to, reasonable attorney fees, and costs relating to the initial review, scheduling, and processing of the administrative hearing.

“Administrative Fine” means the fine or penalty imposed on the Responsible Person for an Administrative Violation.

“Administrative Hearing Officer” means an independent neutral decision-maker designated by the City as set forth in this Article, such as pro tem judges provided by the Los Angeles Superior Court, Administrative Law Judges as defined by the State of California, and individuals trained in dispute resolution with a minimum of 25 hours of classroom and practical training and experience performing duties related to mediation and conflict resolution in accordance with the requirements of the California Dispute Resolution Programs Act of 1986 (16 CCR Section 3622), who shall be subject to disqualification for bias, prejudice, conflict, or any other reason for which a judicial hearing officer may be disqualified. Administrative Hearing Officers shall not be City employees.

“Administrative Violation” means any violation of this Code, applicable statutory provisions, ordinances, uniform codes adopted by the City, orders issued by a commission, board, hearing officer, or other body authorized to issue orders, or any conditions or requirements imposed on or by any entitlement, permit, or environmental document issued or approved by the City.

“Continuing Violation” means any Administrative Violation pertaining to building, plumbing, electrical, or other structural or zoning matter, that does not create an imminent hazard to health or safety. A Continuing Violation does not include an Administrative Violation that can be corrected by the Responsible Person through the immediate cessation or discontinuation of any prohibited activity or by the immediate implementation of a required activity as determined by the Issuing Department.

“Enforcement Costs” means all direct and indirect costs incurred by the Issuing Department in investigating, inspecting, or abating any Administrative

Violation, including, but not limited to, noncompliance fees as specified in Section 98.0411 and costs incurred in preparing for and attending an Administrative Citation hearing.

"Enforcement Officer" means any police officer, inspector, or other employee or agent of the City having the power to enforce any Administrative Violation, including Enforcement Officers of non-City entities that have the authority to perform such enforcement through cooperation agreements with the LAPD or other City Departments.

"Issuing Department" means the City department or office that has authority and responsibility for enforcing Administrative Violations subject to an Administrative Citation, including non-City entities that have the authority to perform such enforcement through cooperation agreements with the LAPD or other City Departments.

"Minor" means any person under the age of eighteen years.

"Responsible Person" means any person, as defined in Section 11.01(a), who is any of the following:

1. A person who causes or materially contributes to the causation of an Administrative Violation;
2. A person who maintains or allows an Administrative Violation to continue by his or her action or inaction;
3. A person whose agent, employee, or independent contractor causes or materially contributes to the causation of an Administrative Violation;
4. An on-site manager of a business who is responsible for the activities occurring at the premises where an Administrative Violation occurs;
5. A trustee or other person who is given the legal authority to manage property on behalf of someone else where an Administrative Violation occurs;
6. A person who is a parent or guardian having custody and control of a Minor who contributes to the causation of an Administrative Violation;
7. A person who is the owner of, or who exercises control over, or any lessee or sub lessee with the current right of possession of, real property where a property related Administrative Violation occurs.

SEC. 11.2.03. ISSUANCE OF ADMINISTRATIVE CITATION.

(a) Except as provided in Subsection (b) of this Section, whenever an Enforcement Officer determines that an Administrative Violation has occurred, the Enforcement Officer is authorized to issue an Administrative Citation to the Responsible Person(s). If the Responsible Person is a Minor, the Enforcement Officer is authorized to issue an Administrative Citation to the parent(s) or guardian(s) having custody and control of the Minor. Notification of the Administrative Violation to the holder of any lease, mortgage, deed of trust, or other encumbrance of record shall conform to the policies and procedures established by the City Attorney's Office.

(b) When the Administrative Violation pertains to a Continuing Violation, a reasonable period of time to correct the Administrative Violation must be afforded to the Responsible Person prior to imposing an Administrative Fine. If the Administrative Violation is remedied prior to the expiration of the correction period, no Administrative Fine shall be imposed. However, the Responsible Person shall remain liable for and shall pay the Enforcement Costs associated with the Administrative Violation.

(c) Each Administrative Violation shall constitute a separate and distinct offense subject to an Administrative Fine, as provided for in this Article. Each and every day an Administrative Violation exists shall constitute a separate and distinct offense subject to an Administrative Fine, as provided for in this Article.

SEC. 11.2.04. ADMINISTRATIVE FINES.

(a) The amount of the Administrative Fine shall be ascertained by the Enforcement Officer, in accordance with the Administrative Fine schedules set forth in Subsection (b) of this Section, subject to the following limitations:

1. Where the Administrative Violation is designated as an infraction, the Administrative Fine shall not exceed the maximum fine or penalty set forth in this Code for that infraction. If the amount of the fine or penalty for infractions is not specified in this Code, the amount of the Administrative Fine shall not exceed the maximum fine or penalty provided for in Subdivisions (b) and (c) of Section 36900 of the California Government Code.

2. For Administrative Violations involving improvements to, or the use of, buildings, structures, or land for which permits or approval are required but were not obtained, the Administrative Fine levied shall be in the following amounts. For Administrative Violations involving improvements to, or the use of, buildings, structures, or land for which no permit could have been obtained, as determined by the Los Angeles Department of Building and Safety, and no variance was sought, the Administrative Fine levied shall be at four times (4x) the following amounts.

SQUARE FOOTAGE OF THE IMPROVEMENT OR USE IN VIOLATION	ADMINISTRATIVE FINE PER DAY OF VIOLATION		
	First Violation	Second Violation	Third Violation and All Subsequent Violations
250 to less than 500	\$1,000	\$2,000	\$4,000
500 to less than 2,500	\$2,000	\$4,000	\$8,000
2,500 to less than 5,000	\$3,000	\$6,000	\$12,000
5,000 to less than 10,000	\$4,000	\$8,000	\$16,000
10,000 to less than 25,000	\$8,000	\$16,000	\$32,000
25,000 or more	\$16,000	\$32,000	\$64,000

Administrative Violations involving improvements of less than 250 square feet or that are not measureable by square footage shall be cited in accordance with Subsection (b) of this Section.

3. For Administrative Violations involving sign regulations, the Administrative Fine levied shall be in the following amounts:

SQUARE FOOTAGE OF THE SIGN IN VIOLATION	ADMINISTRATIVE FINE PER DAY OF VIOLATION		
	First Violation	Second Violation	Third Violation and All Subsequent Violations
Less than 150 square feet	\$2,000	\$4,000	\$8,000
150 to less than 300 square feet	\$4,000	\$8,000	\$16,000
300 to less than 450 square feet	\$6,000	\$12,000	\$24,000
450 to less than 600 square feet	\$8,000	\$16,000	\$32,000
600 to less than 750 square feet	\$10,000	\$20,000	\$40,000
750 or more square feet	\$12,000	\$24,000	\$48,000

(b) For all other Administrative Violations, the Administrative Fine imposed shall be in the following amounts:

1. Two hundred and fifty dollars (\$250) for a first violation; provided, however that the amount shall be one hundred dollars (\$100) for a first violation of any provision of Chapter V, Article 3, Sections 53.00 and following, of this Code.

2. Five hundred dollars (\$500) for a second violation of the same code provision, statute, ordinance, order, condition or requirement; provided, however that the amount shall be two hundred and fifty dollars (\$250) for a second

violation of the same provision of Chapter V, Article 3, Sections 53.00 and following, of this Code.

3. One thousand dollars (\$1,000) for a third or any subsequent violation of the same code provision, statute, ordinance, order, condition or requirement; provided, however that the amount shall be five hundred dollars (\$500) for a third, and one thousand dollars (\$1,000) for a fourth or any subsequent, violation of the same provision of Chapter V, Article 3, Sections 53.00 and following, of this Code.

4. Nothing in this Section shall preclude or limit the Administrative Hearing Officer's authority to impose a greater Administrative Fine, not to exceed one thousand dollars (\$1,000), in accordance with Subsection (b) of Section 11.2.09.

SEC. 11.2.05. SERVICE PROCEDURES.

(a) An Administrative Citation in a form developed by the Issuing Department and subject to the approval of the City Attorney may be issued to the Responsible Person(s) by an Enforcement Officer for Administrative Violations in the following manner:

1. Personal Service. In any case where an Administrative Citation is issued to an individual, the Enforcement Officer shall:

A. Locate the individual and serve the Administrative Citation on the Responsible Person(s). If the Responsible Person is a Minor, the Enforcement Officer shall also attempt to serve the Administrative Citation on the parent(s) or guardian(s) having custody and control of the Minor.

B. Obtain on the Administrative Citation the signature of the Responsible Person. If the Responsible Person refuses or fails to sign the Administrative Citation, the failure or refusal to sign shall not affect the validity of the Administrative Citation and subsequent proceedings.

2. Service by Mail. If the Enforcement Officer is unable to locate the Responsible Person for the Administrative Violation, the Administrative Citation may be mailed to the Responsible Person by first class mail. If the Responsible Person is known to be a Minor, the Administrative Citation shall be mailed to the parent(s) or guardian(s) having custody and control of the Minor by first class mail.

A. If the Responsible Person is the property owner where a property related Administrative Violation occurs, the Administrative Citation shall be sent to the mailing address shown on the County's last

equalized property tax assessment rolls (if any), and the last known address of the Responsible Person.

B. If the Responsible Person is the tenant or other possessor of property where a property related Administrative Violation occurs, the Administrative Citation shall be sent to the property address.

(b) Service pursuant to Subdivision 1 of Subsection (a) of this Section shall be deemed effective at the time of personal delivery. Service pursuant to Subdivision 2 of Subsection (a) of this Section shall be deemed effective five (5) calendar days following the date of mailing.

SEC. 11.2.06. CONTENTS OF ADMINISTRATIVE CITATION.

(a) The City Attorney shall develop policies and procedures to ensure that the contents of the Administrative Citation provide the Responsible Person with adequate notice regarding the Administrative Violation(s), potential liability, and all rights of appeal.

(b) Where an Administrative Violation can be corrected, the Administrative Citation shall require the Responsible Person to immediately correct the Administrative Violations and shall explain the consequences of failure to correct the Administrative Violations.

(c) If the Administrative Violation pertains to a Continuing Violation, a reasonable period of time to correct the Administrative Violation must be specified on the citation in addition to an explanation of the consequences for failing to correct the Administrative Violation.

SEC. 11.2.07. SATISFACTION OF THE ADMINISTRATIVE CITATION.

Upon receipt of an Administrative Citation, the Responsible Person shall either:

(a) Pay the Fine. Pay the Administrative Fine within fifteen (15) calendar days after service of the Administrative Citation.

1. Payment of the Administrative Fine waives the Responsible Person's right to the administrative hearing and appeal process as outlined in Sections 11.2.08 and 11.2.09, below.

2. Payment of an Administrative Fine shall not excuse or discharge a failure to correct an Administrative Violation, as defined in Subsection (b) of Section 11.2.03, nor shall it bar the Enforcement Officer or Issuing Department from taking any other enforcement action in response to an Administrative Violation; or

(b) Remedy the Administrative Violation. If a specified amount of time was provided to correct an Administrative Violation, as defined in Subsection (b) of Section 11.2.03, and the Responsible Person remedies the Administrative Violation within the time granted, no Administrative Fine shall be imposed. The Administrative Citation shall not be deemed to have been satisfied until the Responsible Person provides proof to the Issuing Department that, within the time allotted by the Administrative Citation, the Administrative Violation was satisfactorily remedied. In addition, the Issuing Department may also demand to inspect the condition that gave rise to the issuance of the Administrative Citation to determine whether the Administrative Violation has been satisfactorily remedied.

The Responsible Person who remedies the Administrative Violation shall remain liable for and shall pay the Enforcement Costs associated with the Administrative Violation. Timely correction of the Administrative Violation does not absolve the Responsible Person of this liability. Collection of Enforcement Costs of violations remedied in this manner shall be the responsibility of the Issuing Department.

SEC. 11.2.08. APPEAL OF THE ADMINISTRATIVE CITATION.

(a) Request for Initial Review and Administrative Hearing. If the Responsible Person chooses to contest the Administrative Citation, the Responsible Person shall submit to the City Attorney a request to do so on an official form provided by the City no later than fifteen (15) calendar days after service of the Administrative Citation. Said form, hereinafter referred to as a Request for Initial Review, shall notify the Responsible Person that an initial review regarding the validity of the Administrative Citation will be conducted prior to scheduling an administrative hearing and shall comply with the policy and procedures established by the City Attorney.

1. Initial Review of Administrative Citation. Upon receipt of the Request for Initial Review, as provided in Subsection (a) of this Section, the City Attorney will conduct an initial review to determine the validity of the Administrative Citation and the appropriate remedy. The City Attorney may make either of the determinations set forth below or, in the exercise of the City Attorney's independent discretion, determine to refer the matter to be addressed through other available remedies including, but not limited to, criminal proceedings, civil action, injunctive relief, specific performance, and any other remedies provided by law.

A. If, following the initial review, the City Attorney determines that the Administrative Violation did not occur, or that extenuating circumstances make dismissal of the Administrative Citation appropriate in the interest of justice, the Administrative Citation shall be dismissed and the Responsible Person notified by mail.

B. If, following the initial review, the City Attorney does not dismiss the Administrative Citation and determines that the administrative remedy being sought is appropriate, the Responsible Person shall be notified by mail and informed of his or her obligation to pay the Administrative Fine within fifteen (15) days of the mailing, or of his or her right to request an administrative hearing pursuant to Subdivision (2) of this Subsection.

2. Contest the Initial Review. If the Responsible Person chooses to contest the outcome of the initial review, within fifteen (15) days of the mailing of the results of the initial review, the Responsible Person shall submit a written request, on an official form provided by the City, requesting an administrative hearing. Said form, hereinafter referred to as a Request for Administrative Hearing, shall include an advance deposit in the full amount of the Administrative Fine or One Thousand dollars (\$1,000), whichever is less, or written proof of financial hardship as specified in Paragraph A of this Subsection. A hearing shall be scheduled when the aforementioned conditions are met. A Responsible Party who fails to submit a Request for Administrative Hearing within fifteen (15) days, or who fails to make the required deposit or provide written proof of financial hardship, will have waived the right to contest the Initial Review.

A. In lieu of the advance deposit required pursuant to Subdivision (2) of this Subsection, written proof of financial hardship, which shall be in the form of a declaration signed by the Responsible Person under penalty of perjury, shall be filed with the City Attorney. The declaration shall state that the Responsible Person earned less than 50% of the median income for the Los Angeles area during the previous tax year, as reported on the Responsible Person's federal income tax return filed with the Internal Revenue Service. The median income for the applicable year shall be as determined by the United States Department of Housing and Urban Development.

3. Code Compliance Fund. All monies derived from the advance deposits identified in Subdivision (2) of this Subsection shall be deposited into the Code Compliance Fund, established pursuant to Article 11 of Chapter 6 of Division 5, Section 5.121.11 of the Los Angeles Administrative Code, and held until the conclusion of the administrative hearing process at which time the monies will either be transferred to the General Fund or refunded to the Responsible Person.

(b) In the event the Responsible Person fails or refuses to satisfy any of the alternatives set forth in Subsection (a) of this Section, as applicable, then the Administrative Fine shall be immediately due and owing the City and may be collected in any manner allowed by law for collection of a debt. The Responsible Person shall also be responsible for any additional fines and costs as set forth in Section 11.2.11.

SEC. 11.2.09. ADMINISTRATIVE HEARING.

(a) Authority for the Administrative Hearing Process. The City Attorney shall create an administrative hearing and appeals process that is consistent with this Article and with due process principles. The City Attorney shall develop, and submit to the City Council for approval prior to the start of the Program, written policies and procedures for the hearing and appeals process and written policies and procedures for the selection and appointment of one or more independent Administrative Hearing Officers to hear and decide administrative citation appeals. The administrative hearing shall be conducted in accordance with the procedures promulgated by the City Attorney.

(b) Powers of the Administrative Hearing Officers. The written policies and procedures developed by the City Attorney pursuant to Subsection (a) of this Section shall set forth the scope of the powers of the Administrative Hearing Officer in accordance with this Section. These enumerated powers include, but are not limited to:

1. The Administrative Hearing Officer shall determine whether the Administrative Violation specified in the Administrative Citation occurred;
2. The Administrative Hearing Officer shall determine whether the assessed Administrative Fine is in accordance with the Administrative Fine schedules provided in Section 11.2.04;
3. The Administrative Hearing Officer shall consider any aggravating or mitigating factors that warrant deviation from the Administrative Fine schedules, provided in Section 11.2.04, so that a greater or lesser Administrative Fine should be imposed. The factors that the Administrative Hearing Officer shall consider, include, but are not limited to:
 - A. the seriousness of the Administrative Violation;
 - B. the duration of the Administrative Violation;
 - C. efforts, if any, to correct the Administrative Violation;
 - D. the negative impacts of the Administrative Violation on the community;
 - E. any instances in which the Responsible Person has been responsible for the same or similar Administrative Violations in the past; and
 - F. any other factors that justice may require.
4. The Administrative Hearing Officer shall assess all Administrative Costs associated with the appeal of the Administrative Citation;

5. The Administrative Hearing Officer shall assess all Enforcement Costs;

6. In order to provide a fair hearing and an efficient resolution of the matter, the Administrative Hearing Officer, at the request of a Responsible Party or of the Issuing Department only, may subpoena witnesses, documents and other evidence in accordance with the policies and procedures established by the City Attorney. The party requesting a subpoena must establish that the witness, document, or other evidence sought is relevant to and necessary for the resolution of the matter.

7. The Administrative Hearing Officer has the authority to require a Responsible Person to deposit an amount equal to any assessed Administrative Costs or Enforcement Costs in accordance with the policies and procedures established pursuant to the City Attorney.

(c) Time for Administrative Hearing.

1. The City Attorney shall develop policies and procedures that ensure adequate notice and a timely administrative hearing. The Responsible Person shall be notified in writing of the date and time of the hearing by mailing the notice to the address provided by the Responsible Person in the Request for Administrative Hearing.

2. The Responsible Person(s) or Issuing Department may request one continuance pursuant to the procedures established by the City Attorney.

3. The Administrative Hearing Officer may, in his or her discretion, grant or deny a continuance of the hearing date upon a request by the Responsible Party or the Issuing department and a showing of good cause.

(d) Failure to Attend Administrative Hearing.

1. If the Responsible Person or his or her representative fails to attend the scheduled hearing, he or she shall be deemed to have waived his or her right to an administrative hearing. Under these circumstances, the Administrative Hearing Officer shall find the Responsible Person in default, and shall issue a written notice to that effect. A default under this Section shall constitute a forfeiture of the Administrative Fine and a waiver of any right to challenge the assessed Enforcement Costs and Administrative Costs. A default under this Section shall also be a bar to judicial review of the hearing officer decision based upon failure to exhaust administrative remedies. A default under this provision may be set aside by the Administrative Hearing Officer at the request of the Responsible Party upon a showing of good cause for failing to appear at the Administrative Hearing.

2. A Responsible Person who has been issued an Administrative Citation and who has requested an administrative hearing to challenge the citation as provided in this Article may request in writing that his or her challenge to the citation be withdrawn and the hearing cancelled. Upon receipt of a request to withdraw a challenge to the Administrative Citation, the City shall cancel the pending hearing, and issue a written notice to that effect. A withdrawal under this Subdivision shall constitute a forfeiture of the Administrative Fine and a waiver of any right to challenge the assessed Enforcement Costs and Administrative Costs. A withdrawal under this Subdivision shall also be a bar to judicial review of the hearing officer decision based upon failure to exhaust administrative remedies.

3. If a financial hardship waiver was granted pursuant to Subdivision 2 of Subsection (a) of Section 11.2.08, and the Responsible Person is in default as provided in Subdivision 1 of this Subsection, or a challenge to the citation is withdrawn pursuant to Subdivision 2 of this Subsection, the Administrative Fine, Enforcement Costs, and Administrative Costs shall be due and payable by the Responsible Person(s) to the City within twenty (20) calendar days following the date that had been set for the administrative hearing.

4. The City may dismiss an Administrative Citation at any time if it is determined to have been issued in error.

(e) Procedures at the Administrative Hearing.

1. Administrative hearings are informal in nature, and formal rules of evidence and discovery do not apply. The proceedings shall be audio-recorded by the City.

2. The City bears the burden of proof at an administrative hearing to establish the existence of the Administrative Violation specified on the citation. The Administrative Hearing Officer shall use preponderance of the evidence as the standard of proof in deciding the issues.

3. The Administrative Citation and any additional documents submitted by the Issuing Department shall be accepted by the Administrative Hearing Officer as prima facie evidence of the respective facts contained in those documents. The Enforcement Officer may attend the hearing but is not required to do so.

4. Each party shall have the opportunity to testify, cross-examine witnesses, and present witnesses and evidence in support of his or her case. Written and oral evidence submitted at the hearing shall be submitted under penalty of perjury. Documentary and other tangible evidence must be authenticated to the satisfaction of the Administrative Hearing Officer. Nothing

shall preclude the use of telephonic or other electronic means of communication if deemed appropriate by the Administrative Hearing Officer.

(f) Decision of the Administrative Hearing Officer. After considering all of the testimony and evidence submitted at the hearing, the Administrative Hearing Officer shall, within fifteen (15) days thereafter, render a decision in writing. The decision rendered by the Administrative Hearing Officer is not exclusive and does not preclude or foreclose the City Attorney's Office from pursuing any and all other remedies provided by law. The Administrative Hearing Officer shall render a decision as follows:

1. Determine that the Administrative Violation specified in the citation is founded, and impose an Administrative Fine in the amount set forth in the citation and if the Administrative Violation has not been corrected as of the date of the hearing, order correction of the Administrative Violation; or

2. Determine that the Administrative Violation specified in the citation is founded, but that the Administrative Fine was incorrectly assessed with the Administrative Fine schedules as provided for in Section 11.2.04, warranting imposition of a lesser or greater Administrative Fine than that prescribed in the citation and impose a lesser or greater Administrative Fine and, if the Administrative Violation has not been corrected as of the date of the hearing, order that the Administrative Violation be corrected; or

3. Determine that the Administrative Violation specified in the citation is founded, but that the Issuing Department or the Responsible Party has introduced credible evidence of aggravating or mitigating circumstances warranting imposition of a greater or lesser penalty than that prescribed in the Administrative Fine schedules, as provided for in Section 11.2.04, and impose a greater or lesser Administrative Fine, and if the Administrative Violation has not been corrected as of the date of the hearing, order that the Administrative Violation be corrected; or

4. Determine that the Administrative Violation specified in the citation did not occur and cancel the Administrative Fine; and

5. Determine the amount of the Enforcement Costs and associated Administrative Costs to be imposed, if any.

(g) The Administrative Order shall include the reasons for the decision and be served on all parties by any one of the methods listed in Section 11.2.05 of this Article or through service by first-class mail, postage prepaid on the Responsible Person(s) at the address he or she provided in the Request for Administrative Hearing. In addition to the matters set forth in Subsection (f) of this Section, the decision rendered by the Administrative Hearing Officer shall address the following:

1. Administrative Fines

A. If the Administrative Hearing Officer imposes an Administrative Fine, the City shall keep the funds deposited at the time of the hearing request. If the deposited funds are less than the Administrative Fine, the Responsible Person(s) shall pay the outstanding amount of the Administrative Fine to the City within twenty (20) calendar days of the Administrative Order becoming final. If the deposited funds equal more than the Administrative Fine, the City shall promptly refund the appropriate amount of the funds to the Responsible Person(s).

B. If the Administrative Hearing Officer determines that the Administrative Violation specified in the citation did not occur and cancels the Administrative Fine, then the City shall promptly refund the amount of funds deposited by the Responsible Person at the time of the hearing request and no Enforcement Costs or Administrative Costs shall be assessed.

2. Enforcement Costs and Administrative Costs

A. Enforcement Costs. The Administrative Order shall assess all reasonable Enforcement Costs to be paid by the Responsible Person. The Responsible Person(s) shall pay the Enforcement Costs to the City within twenty (20) calendar days of the Administrative Order becoming final.

B. Administrative Costs. The Administrative Order shall assess all reasonable Administrative Costs to be paid by the Responsible Person. The Responsible Person(s) shall pay the Administrative Costs to the City within twenty (20) calendar days of the Administrative Order becoming final.

3. The Administrative Order shall become final on the date of mailing or other service, and shall notify the Responsible Person(s) of his or her right to appeal.

SEC. 11.2.10. RIGHT TO JUDICIAL REVIEW.

(a) Once an Administrative Order becomes final as provided in this Article, no further appeal may be filed pursuant to the provisions of this Code, except as provided for in this Section, or as otherwise provided by law.

(b) Once an Administrative Order becomes final, the time in which judicial review of the order must be sought shall be governed by California Code of Civil Procedure Section 1094.6.

(c) Should any court of competent jurisdiction determine that the City must provide an appeal to any final Administrative Order in a manner other than set forth in California Code of Civil Procedure section 1094.6, then it is the intent of the City Council that the administrative penalty process remain as provided herein and to provide that any appeal which is timely requested follow the procedures set forth in Government Code Section 53069.4.

SEC. 11.2.11. FAILURE TO PAY ADMINISTRATIVE FINES AND COSTS.

(a) Any Responsible Person who is issued an Administrative Citation pursuant to this Article, excluding Administrative Violations defined in Subsection (b) of Section 11.2.03, and does not pay within fifteen (15) calendar days, shall be assessed a late payment collection fee of \$50.00 which shall be charged in addition to any other assessed fines and fees. The City may use any legal remedy available to collect any unpaid Administrative Fine. These remedies include, but are not limited to, criminal remedies, civil action, injunctive relief, specific performance, and the recordation of a lien or a notice of the Administrative Violation against real property pursuant to the procedures set forth in this Code and in accordance with applicable law.

(b) Any Responsible Person who is issued an Administrative Citation pursuant to this Article for an Administrative Violation defined in Subsection (b) of Section 11.2.03, and does not pay within fifteen (15) calendar days from the conclusion of the time afforded to remedy the Administrative Violation, shall be assessed a late payment collection fee of \$50.00 which shall be charged in addition to any other assessed fines and fees. The City may use any legal remedy available to collect any unpaid Administrative Fine. These remedies include, but are not limited to, criminal remedies, civil action, injunctive relief, specific performance, and the recordation of a lien or a notice of the Administrative Violation against real property pursuant to the procedures set forth in this Code and in accordance with applicable law.

(c) Notwithstanding Subsections (a) and (b) of this Section, if the Responsible Person chooses to contest the Administrative Citation pursuant to Section 11.2.08 of this Article, and fails to pay the assessed Administrative Fine, Enforcement Costs, and Administrative Costs within twenty (20) calendar days of the Administrative Order becoming final, the Responsible Person shall be assessed a late payment collection fee of \$50.00, which shall be charged in addition to any other assessed fines and fees. The City may use any legal remedy available to collect any unpaid Administrative Fine or to gain compliance with the Administrative Order. These remedies include, but are not limited to, criminal remedies, civil action, injunctive relief, specific performance, and the recordation of a lien or a notice of the Administrative Violation against real property pursuant to the procedures set forth in this Code and in accordance with applicable law.

(d) In the event a civil action is commenced to collect the Administrative Fine, Enforcement Costs, or Administrative Costs, the City shall be entitled to recover reasonable attorney's fees and all costs associated with the civil action. Costs include, but are not limited to, staff time incurred in the collection of the Administrative Fine,

Enforcement Costs, and Administrative Costs, and those costs set forth in Code of Civil Procedure Section 1033.5.

(e) Failure to pay any Administrative Fine, Enforcement Costs, or Administrative Costs when due as provided in this Article is a misdemeanor.

SEC. 11.2.12. DEPOSIT OF MONIES COLLECTED.

All monies collected pursuant to the provisions of this Article shall be deposited in the Code Compliance Fund, established pursuant to Article 11 of Chapter 6 of Division 5, Sections 5.121.11 and following, of the Los Angeles Administrative Code.

SEC. 11.2.13. SEVERABILITY.

If any section, subsection, subdivision, sentence, clause, or phrase of this Article is for any reason held to be invalid or unconstitutional by decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Article. The City Council hereby declares that it would have passed this Article and each section, subsection, subdivision, clause or phrase thereof irrespective of the fact that one or more other sections, subsections, subdivisions, clauses or phrases may be declared to be invalid or unconstitutional.

Sec. 3. Division 5, Chapter 6 of the Los Angeles Administrative Code is amended by adding a new Article 11 to read as follows:

**CHAPTER 6, ARTICLE 11
CODE COMPLIANCE FUND**

SEC. 5.121.11. Creation and Administration of Fund.

(a) There is hereby created and established in the Treasury of the City of Los Angeles a special fund to be known as the **Code Compliance Fund (the "Fund")**. The purpose of the Fund shall be for the receipt of all monies collected pursuant to Chapter 1, Article 1.2, Sections 11.2.01 and following, of the Los Angeles Municipal Code, which, except for amounts required to be refunded pursuant to Los Angeles Municipal Code Section 11.2.09, shall constitute General Fund receipts. Receipts to the Fund shall be recorded as Administrative Fines, Enforcement Costs, or Administrative Costs respectively by the issuing Department. The Fund shall be under control of the City Council for all purposes, subject to the approval of the Mayor in the same manner and to the same extent as similar budget actions, and shall be administered by the Office of Finance. The Office of Finance shall work with the City Departments and the City Attorney to establish a system for the receipt and deposit of all receipts required to be deposited into the Fund.

(b) A separate account shall be established for deposit of all monies derived from the advance deposits identified in Article 1.2 of Chapter 1, Sections 11.2.01 and

following, of the Los Angeles Municipal Code, which are required to be deposited into the Fund and held until the conclusion of the administrative hearing process at which time the monies will either be transferred to the general account of the Fund or refunded to the Responsible Person. Monies remaining in this account of the Fund at the end of the fiscal year shall not revert to the Reserve Fund pursuant to Charter Section 344.

Sec. 4. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

I hereby certify that this ordinance was passed by the Council of the City of Los Angeles, at its meeting of _____.

JUNE LAGMAY, City Clerk


By _____
Deputy

Approved _____

Mayor

Approved as to Form and Legality

CARMEN A. TRUTANICH, City Attorney

By 
WILLIAM W. CARTER
Chief Deputy City Attorney

Date June 6, 2013

File No. 10-0085 and 10-0600