

OPTIONS FOR ENFORCING ADMINISTRATIVE CITATIONS AND OTHER ISSUES RELATED TO ADMINISTRATIVE CITATIONS



September 24, 2024

Background

- During the July 23, 2024 City Council meeting, Councilmember Jackson requested, and then Councilmember Massey supported, future agenda item pertaining to enforcement and collection of unpaid administrative citations as well as other issues related to the City's administrative citation program.



Background

- The City's administrative citation regulations are codified in Chapter 1.10 of the Hermosa Beach Municipal Code ("HBMC")
- Allows the City to issue an administrative citation for certain violations of the HBMC
- Not every HBMC violation is subject to administrative citation



Background

- Since January 30, 2019
 - 1,184 administrative citations issues
 - 687 paid
 - 435 sent to collections
 - 68 paid via collections
- HBMC states that a responsible person who an administrative citation is issued has 30 days to pay or appeal
- Current practice is so send 2 reminder notices prior to collections (90 days)
- Moving forward one notice then collections



Background

- HBMC § 1.10.080, failure to pay an administrative citation can be collected in any manner allowed by law - civil action to obtain a judgment and collect on this judgment.
 - May not be practical/cost effective
- HBMC § 1.10.090 (F) authorizes the City to avail itself to collections for unpaid administrative citations
- City's ultimate goal for all of these issues is compliance and correction of the violation



Discussion

- Review of other jurisdictions does produce some possible other enforcement penalties
- A minority of jurisdictions do implement late fees or interest on administrative citation amounts that remain unpaid past deadline
 - Manhattan Beach – Late payment charge as set forth in schedule of fines
 - Lake Forest – Unpaid citation doubles is unpaid for 60 days and 10% interest per day
 - Signal Hill – 10% penalty premium on unpaid citations past due date with interest rate of .5% per month
- Avoid excessive fines

Recommendations

- Staff recommends Council consider and deliberate the aforementioned administrative citation issues

- Direct staff to come back with any modifications or amendments to the administrative citation regulatory framework

