

**CITY OF SANTA ROSA
ADMINISTRATIVE CITATION**

Citation No. SR2012

| | | | | | |
|---|-----------------------------|--|-------------------------------------|---------------------------------|---------------------------------|
| DATE: 03/19/2024 | CASE #: CE24-0150 | LOCATION OF VIOLATION(S): 1611 Manzanita Ave | | | |
| <input type="checkbox"/> Business Owner <input checked="" type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____ | | | | | |
| NAME (First, Middle, Last) Atluri Venugopal Tr Et Al | | | | | |
| RESIDENCE OR MAILING ADDRESS: 547 Wycombe Ct | | CITY: San Ramon | | STATE: CA | ZIP: 94583 |
| SANTA ROSA CITY CODE VIOLATIONS | | | | | |
| SRCC Section | | Violation | 1st \$100 | 2nd \$250 | 3rd \$500 |
| 1. | 9-12.080 | Receptacles, Locations for Collection | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | |
| | | | | | |
| TOTAL CITATION PENALTY DUE: \$ 100.00 | | | | | |
| COMPLIANCE ORDER | | | | | |
| You must take the following required action(s) to correct the violation(s): | | | | | |
| 1. Cease storage of waste containers in the public way outside of pick-up schedule. | | | | | |
| Listed violation(s) above must be corrected by: 03/26/2024 | | | | | |



Joseph Moody
Issuing Enforcement Officer

Date of Service: 03/19/2024

Type of Service
☐ Personal
☒ Mail

SEE ATTACHED DOCUMENTS FOR PAYMENT AND OTHER INFORMATION

IMPORTANT – READ CAREFULLY

Administrative Citation

The City of Santa Rosa City Code Section 1-30.235.1 provides for the issuance of Administrative Citations for City Code Violations. There are three levels of penalties that can be issued for a violation. The penalties, as indicated on the front of the Administrative Citation are **\$100 for the First Citation, \$250 for the Second Citation and \$500 for the Third and any subsequent Citations**. These penalties are cumulative and Citations may be issued each day the violation exists. A warning (if issued) does not incur a penalty and therefore is not appealable. In addition, the City may issue a Criminal Citation and/or seek any other legal remedies in order to bring about compliance.

ORDER: As the responsible person for the subject property listed on the front of this Administrative Citation, **you are ordered to immediately cease the commission of the violations(s) listed within this Administrative Citation** (for a definition of “Responsible person”, see the bottom of this page).

Payment

Payment must be made in full **within 21 calendar days** of the issuance of the Administrative Citation. Payment may be in the form of a cashier’s check, money order or personal check. Do not send cash. Check should be made out to **The City of Santa Rosa**. Please indicate the Citation number on your check. Payment may also be made on-line by credit card at www.citationinfo.com or by calling **1-800-969-6158**. Use the attached pre-addressed envelope or mail payment to the following address:

**City of Santa Rosa
c/o Citation Processing Center
PO Box 7275
Newport Beach, CA 92658-7275**

Preliminary Review

A request for a Preliminary Review shall be made in writing **within seven (7) days of issuance**. This request shall be submitted to the Code Enforcement Officer who issued the Administrative Citation and must include grounds on which the Responsible Party(ies) rely(ies). The request must include any information that the Responsible Party(ies) desire(s) considered in the Preliminary Review. Any questions regarding the Preliminary Review must be addressed to the Code Enforcement Officer who issued the Administrative Citation.

The request for a Preliminary Review shall not extend any compliance time period, the due date of payment of any penalty(ies), or the deadline to request an administrative hearing.

Right of Appeal

Any recipient of an Administrative Citation may contest the violation(s) by filing an appeal. The total amount of the penalty(ies), along with a written appeal, must be received **within 20 calendar days** of the issuance of the Administrative Citation. A request for an Administrative Citation hearing must be made in writing to:

**City of Santa Rosa
c/o Citation Processing Center
PO Box 7275
Newport Beach, CA 92658-7275**

Please include your reasons for the appeal. The failure to send full payment of the penalty(ies) with your appeal request letter, shall render the appeal incomplete. The Responsible Party(ies) shall be responsible for the total amount of the fine(s). You will be notified upon the acceptance of your appeal and of your hearing date.

Failure to request an Administrative Hearing before the deadline, or failure to comply with all of the requirements of requesting an Administrative Citation Hearing constitute an abandonment of a request and a failure to exhaust administrative remedies. Either the Responsible Party(ies) or the City may request, in advance of the hearing and upon good cause provided to the Hearing Officer, one hearing continuance.

Consequences of Failure to Pay the Penalty Amount and Correct Violations

The failure of any person to pay the penalty(ies) assessed by the Administrative Citation within the time specified on the Administrative Citation or on the invoice from the Revenue Collector may result in Notification to the State Franchise Tax Board, or the City pursuing other legal remedies to collect civil penalties. Payment of the Administrative Citation does not relieve the responsibility to correct the violation(s).

If You Need Further Clarification – about payment, please call **1-800-969-6158**.

If You Need Further Clarification – about appeals of this Administrative Citation, please call **1-800-969-6158**.

If You Need Further Information About How To Comply – with the City of Santa Rosa City Code violations, please contact the City Code Enforcement Department at **1-707-543-3198**.

“Responsible person” – SRCC 1-30.030 Definitions.

(B) For the purposes of this chapter, “Responsible Party” means the person or persons responsible for the event or incident and may include any of the following regarding the property where the violation exists:

- (1) An owner of record;
- (2) A manager of the property;
- (3) One in charge of the premises;
- (4) An occupant of the premises;
- (5) A user.

If a Responsible Party is a minor, then the parent(s) or guardian(s) of the minor shall be the Responsible Party