



MEMORANDUM

TO: HONORABLE MAYOR &
CITY COUNCIL

FROM: William A. Gilchrist
Director, Planning & Building

SUBJECT: Summary Code Enforcement
Quarterly Report

DATE: March 24, 2021

City Administrator 
Approval

Law. Apr 13, 2021

SUMMARY

Since the last Quarterly Code Enforcement Report of May 2020, the Planning and Building Department's Code Enforcement unit experienced a 29 percent increase in complaints: from 1,151 reported in Quarter 3 (January – March 2020) to 1,491 in Quarter 4 (April – June 2020). Concurrently, a decrease in inspections from 3,868 for Quarter 3 to 1,249 for Quarter 4 occurred during this same reporting period, resulting from new inspection-procedure changes to meet COVID-19 social distancing safety requirements, which took time for transition to implement. During this period, due to conditions related to the COVID-19 pandemic, the Alameda County Shelter-in-Place Order, and two Code Enforcement inspector retirements, Code Enforcement inspection response was impacted.

Please refer to *Attachment A* of this memorandum for Quarterly Report Supporting Data.

Below are key initiatives that the Planning and Building Department (PBD) continues to address since the last Quarterly Report. PBD plans to schedule an informational report covering Fiscal Year 2020-21 Quarters 1 – 3 for discussion at a Community & Economic Development (CED) Committee or City Council meeting prior to the 2021 Summer Recess.

Staff Coordination

PBD developed strategic solutions for response to field complaints while complying with the regulations detailed in the Alameda County Shelter-in-Place Order. These efforts have provided a means to respond to complaints in a safe manner with required personal protective equipment (PPE) and social distancing. Ongoing training for City Code Enforcement staff continues to be provided. Internal training opportunities have allowed for Code Enforcement Inspectors to participate in training alongside Permit Inspection staff for an array of training topics that include technical assessments, inspection procedures, and customer service. Additionally, bi-weekly meetings continue to occur with other City departments, including the Fire Prevention Office of the Fire Department, the City Attorney's Office, and the Housing and Community Development Department to address effective and timely responses for complex cases.

Proactive Rental Inspection Program (PRIP)

PBD continues to work on the Project Plan for the implementation of the City of Oakland's Proactive Rental Inspection Program (PRIP). In preparation for this program, PBD is undertaking through its FUSE Fellow a Racial Equity Analysis with support from the Race and Equity Department that will effectively serve to produce PRIP Inspections that provide equitable outcomes for the City's diverse communities while meeting this critical need for habitability.

Recruitments

During this quarter, Code Enforcement staff completed reference checks for Specialty Combination Inspector candidates resulting from interviews.

Respectfully submitted,



William A. Gilchrist
Director Planning and Building Department

For questions, please contact Cecilia Sevilla, Sr. Code Enforcement Inspector at 510-238-4778.

Attachment (1):

A: Quarterly Report Supporting Data



Code Enforcement FY 2019-2020 Summary Report

Quarter 4 (Q4) (April – June 2020)

City of Oakland

Planning and Building Department (PBD)

December 1, 2020



Contents

- I. Fiscal Year (FY) 2019 – 2020 Q4 Statistics Complaints v. Inspections
- II. Volume of 1st Inspections FY2019-20 Q4
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- VI. Current Code Enforcement Initiatives
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Complaints

Quarter 4

April 2020 – June 2020

Quarter	Blight	Building Maintenance	Zoning	Total
Q4 - 2020	866	483	142	1,491



Inspections

Quarter 4*

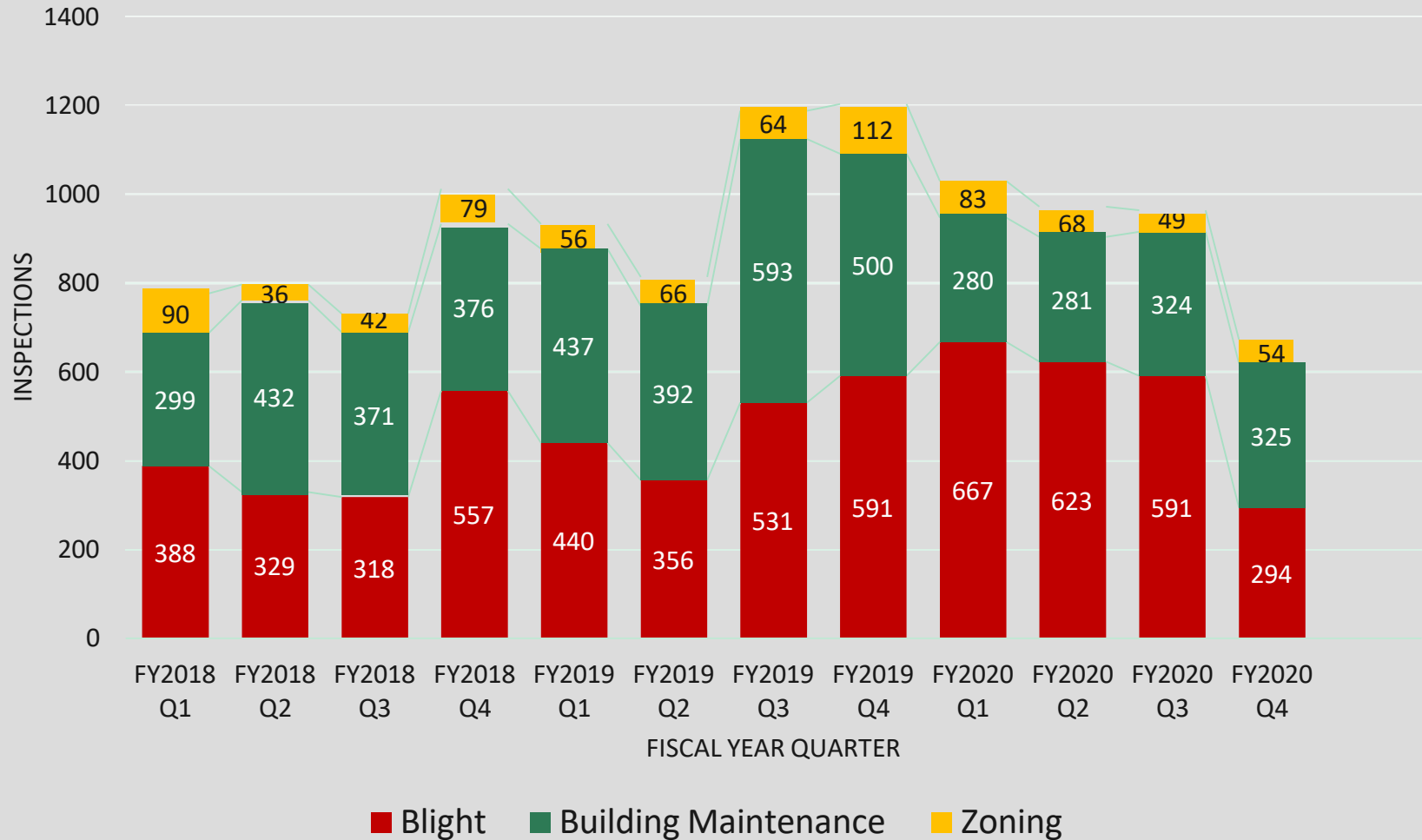
April 2020– June 2020

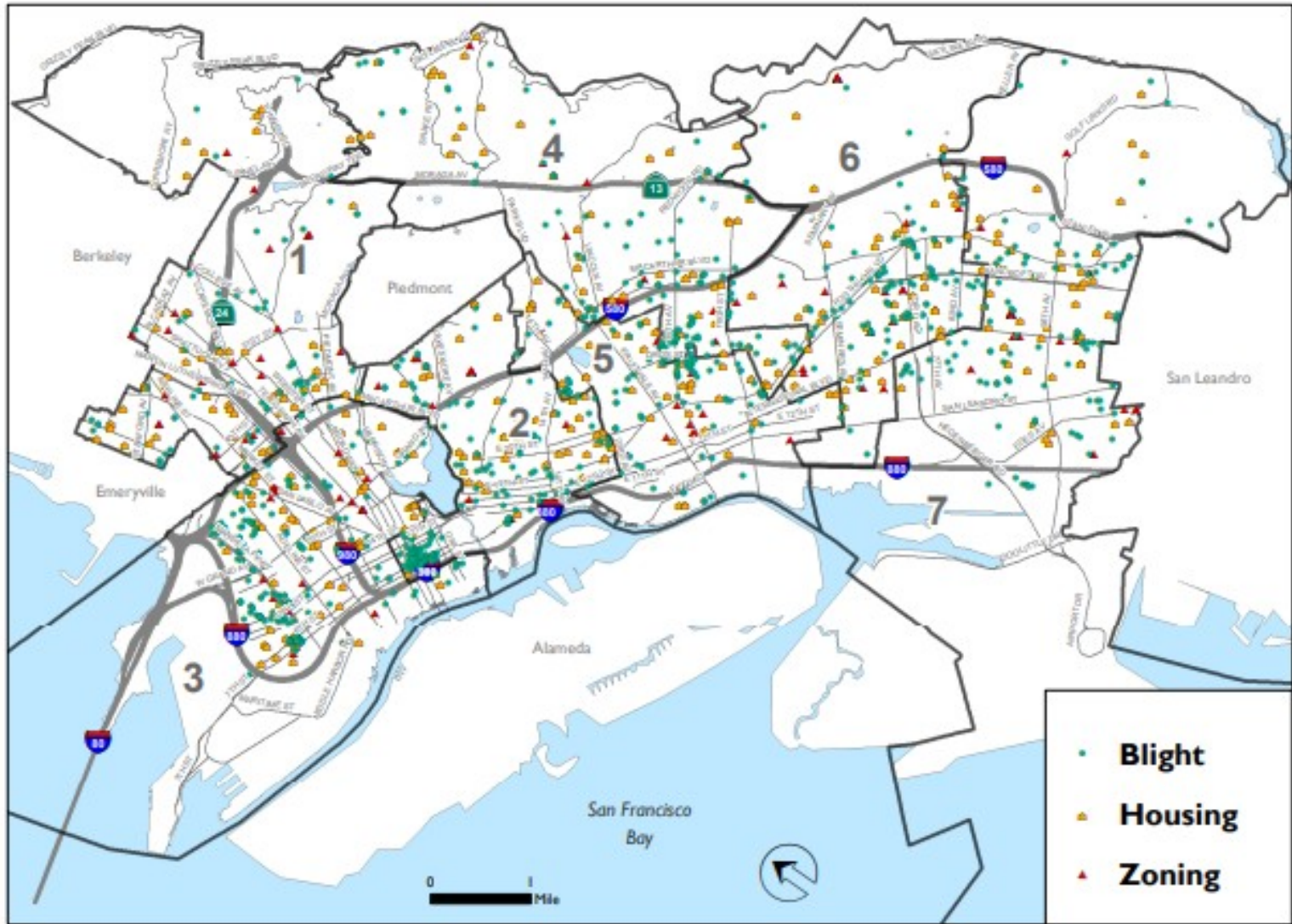
Type	Blighted Property	Building Maintenance	Zoning	Total
1 st Inspection	294	325	54	673
Follow-up/Monitoring Inspection	190	352	34	576
Total Inspections by Type	484	677	88	1,249

*These numbers reflect impacts to inspections due to the Shelter-in-Place Order as a result of the COVID-19 pandemic



Volume of 1st Inspections Since FY2018 Quarter 1 – FY2020 Quarter 4





Code Enforcement Complaints Apr - Jun 2020



Enforcement Actions for Compliance or Abatement

Quarter	Clean-up Contract	Repeat Violators	Stop Work Order	Compliance Plan
Q1: 2020	4	12	60	16
Q2: 2020	0	9	43	10
Q3: 2020	0	10	63	8
Q4: 2020	0	2	88	2



Abated & Closed*

FY 2019-2020 Quarters 1 – 4

Quarter	Total
Q1: 2020	1,211
Q4: 2020	1,165
Q3: 2020	1,184
Q4: 2020	613
Total	4,173

*Includes non-actionable



Total Open Cases by Quarter

Quarter	Open Cases - Previous Quarter	New Cases Current Quarter	Abated & Closed	Total Open Cases - End of Quarter
Q1: 2020	3,866	1,483	1,211	4,138
Q2: 2020	4,183	1,260	1,165	4,278
Q3: 2020	4,278	1,151	1,184	4,245
Q4: 2020*	4,245	1,372	613	5,004

*These numbers reflect impacts to inspections due to the Shelter-in-Place order as a result of the COVID-19 pandemic



Fees Assessed

Quarter	Cases Invoiced	Fees (Includes Bonds)	Bonds for Compliance Plan
Q4: 2020	62	\$72,614.00	\$12,000.00



Current Code Enforcement Initiatives Underway



- During this quarter, code enforcement staff completed reference checks for top candidates resulting from interviews that were held in the month of March 2020.
- Implementation of Key Performance Indicators FY19-20 Q1 – Q3 Report available on website
- Accela has been streamlined to be user friendly for external and internal customers.
- Continuance of FUSE Fellow assigned to Code Enforcement
- FUSE Fellow currently working with Department on PRIP



Additional Information

- Notice of Violations available to public at <https://aca.accela.com/OAKLAND/Cap/CapHome.aspx?module=Enforcement&TabName=Enforcement>
- Detailed source data reports to search by Council District are available at <https://www.oaklandca.gov/documents/city-of-oakland-quarterly-building-code-enforcement-reports>
- Key Performance Indicator Reports are available at <https://www.oaklandca.gov/documents/planning-and-building-department-key-performance-indicators>

