

City of Alameda

Code Enforcement Division

Est. 1997

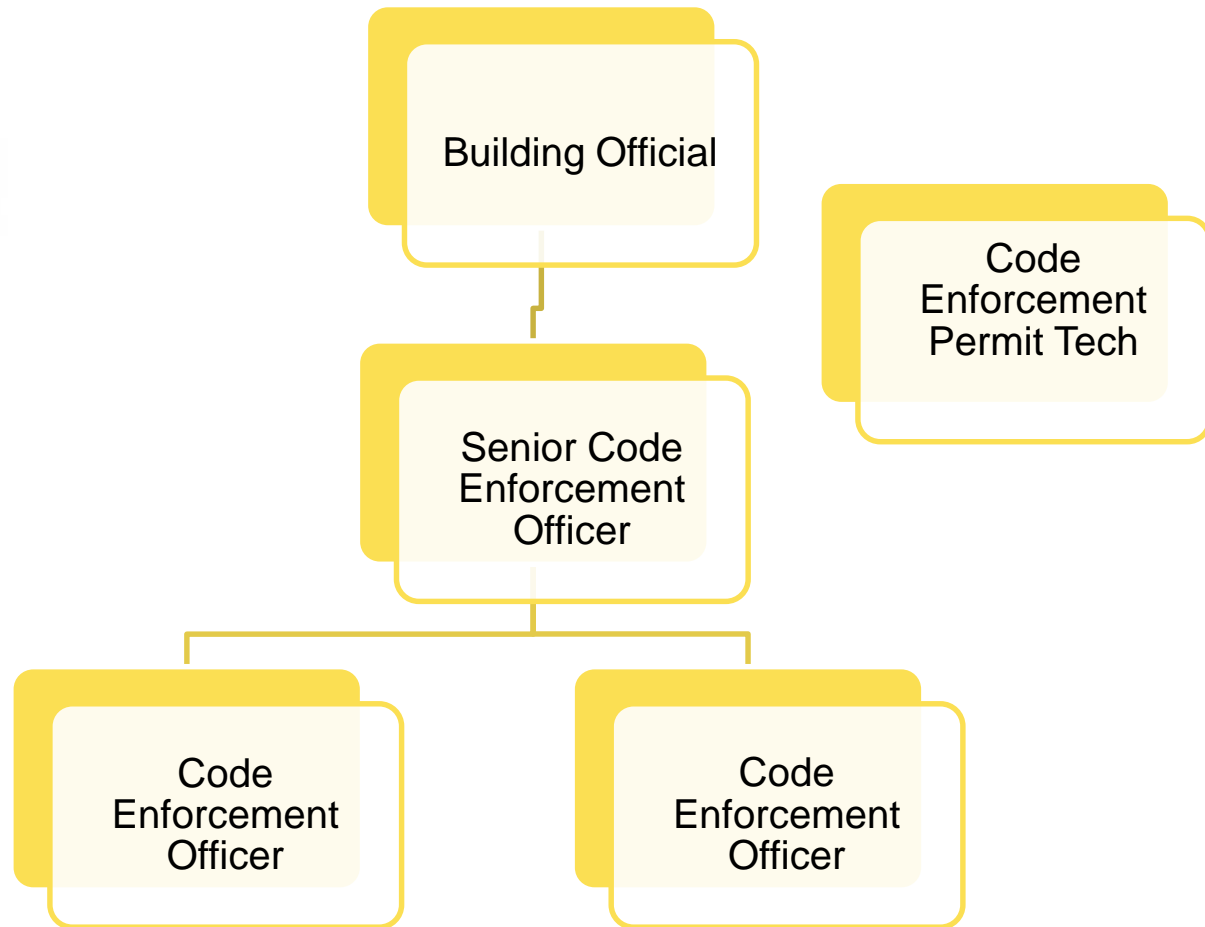


Code Enforcement Division

4 FTE

1 Officer / 26,000 residents

Comparable to surrounding Cities.



Code Enforcement Stats

- Past 6 months (1st time Code Enf. has been fully staffed in 5 years.)
 - Code Enforcement case load was reduced from 1100 cases to 600 open cases.
- 5 year Monthly Average
 - 23 Cases Received
 - 2 Cases Referred
 - 6 Cases Invalid
 - 20 Cases Compliance Gained



City Council Adopted Code Enforcement Priority List

High Priority

Follow up within 48 Hours

Medium Priority

Follow up within 5 working days

Low Priority

Follow up within 14 to 30 days

Secondary Priority

Follow up as time allows

High Priority Cases



- Illegal Units
- Housing Code Violations



- Dangerous Buildings
- Illegal Occupancy



Medium Priority Cases



- Work Without Permit



- Abandoned Vehicles



- Vacant Buildings



- Graffiti

Low Priority Cases



- Garbage



- Illegal Signs

- Litter

Secondary Priority Cases



- Noise



- Illegal Parking on Property



- Use Permit Violation



- Illegal Fences

Complaint Processing

We Need to Anticipate that every Code Enforcement Action Will Need to be Defended in Court.

- Case is Entered into Permit Tracking System
 - Prioritized per Council Priorities
 - Initial Assessment
 - Drive By Inspection
 - Photos Taken
 - Permit history
- Determine if Valid or Invalid

Complaint Processing (con't)

Prior to Any Scheduled Inspection, Notice of Violation, Administrative Citation or Legal Action

- Research
- Letter(s)
- Phone Calls
- Meetings at Counter

All Notices of Violation, Citations, Notices of Legal Action are sent regular mail and certified mail and are recorded with the County.



Potential Changes to the Code Enforcement Program

1. Review and possibly adjust established priorities.
 - Implemented immediately
 - No additional resources

Potential Changes to the Code Enforcement Program

2. More Resources / More Staff
(Current staff of 1 officer/ 26,000 residents)

Cost for additional staffing

- 1 FTE Code Enforcement Officer -
\$113,666/yr
or
- 1 FTE Supervising CE Officer -
\$174,000/yr
- New Code Enforcement Vehicle and
office reconfiguration - \$40 – 50 k

Potential Changes to the Code Enforcement Program

Funding sources for additional staff

- **General Fund**
 - Reduces General fund \$\$ for other City Priorities.
- **Increase Planning and Building Permit Fees**
 - Requires a Fee Study
 - **Increases costs of housing**
 - Reduced quality of materials to cover increased costs
 - Discourage reinvestment,.
 - Increased work without permit
- **Increase Rent Control Program Fees**
 - Requires a Fee Study
 - Additional financial burden on landlords
 - Rent Control Fees increase are currently being studied to help fund the prosecution unit in COA office.

If you want to pursue this option:

1/3 GF, 1/3 P&B, 1/3 Rent

Come back to Council at Mid Cycle



Potential Changes to the Code Enforcement Program

3. Reorganization and Consolidation

- Consolidate code enforcement activities of P&B, Public Works, Base Reuse and Community Development into a single consolidated division reporting to the Planning, Building & Transportation Director.
- Funding for new division would come from a combination of sources including P& B Fees, Public Works Fees, Rent Stabilization Fees & General Fund.
- Current staff performing code enforcement duties outside Planning & Building have duties other than code enforcement.
- Limited space in City Hall to accommodate a consolidated division.



Potential Changes to the Code Enforcement Program

3. Reorganization and Consolidation

Pros

- Better Coordination
- Increased Efficiencies
- Central Point of Contact

Cons

- Limited Office Space in City Hall to Accommodate a consolidated division.
- Current Staff performing code enforcement duties outside Planning & Building have duties other than code enforcement.
- Increased Costs
 - \$174,000 Supervisor
 - \$40 – 50k New Vehicle and Office Reconfiguration

If you want to pursue this option: Come back to Council at Mid Year



Recently initiated improvements.

Coordination

- Initiating monthly coordination between the 5 departments tasked with code enforcement.

Transparency

- Initiating a quarterly report on code enforcement activities for City Council and public info.

Effectiveness

- Streamlined Administrative Citation process.
- Soliciting proposals for a collection agency to collect on unpaid citations.

Conclusions:

- Code enforcement is not easy work. Complaints received when not enough enforcement done and complaints received when more enforcement is done.
- Referral provided opportunity for evaluation of program.
- Always room for improvement.
- Any requested changes to Council enforcement priorities or regular Council updates can be implemented immediately.
- Any requested changes to increase staff or change organization structure will be implemented with Mid-Cycle Budget.