



AGENDA REPORT


TO: Jestin D. Johnson
City Administrator

FROM: William A. Gilchrist,
Director, Planning & Building
Department

SUBJECT: SUPPLEMENTAL – FY 2024-25
Quarter 1 and Quarter 2 Updates on
Code Enforcement Activities

DATE: July 15, 2025

City Administrator Approval


Jestin Johnson (Jul 1 , 2025 07:49 PDT)

Date: Jul 18, 2025

RECOMMENDATION

Staff Recommends That The City Council Receive An Informational Report Regarding The Fiscal Year 2024-25 Quarter 1 and Quarter 2 Update On The Planning and Building Department's Code Enforcement Activities.

REASON FOR SUPPLEMENTAL

The Agenda Report was rescheduled from the June 24, 2025 Community and Economic Development Committee to the July 22, 2025 Committee meeting. In the intervening time, Building Bureau leadership made helpful clarifications to the report which should provide more specificity to the public and other stakeholders.

The new information added to the report includes:

The Agenda Report was more Closely Aligned with the Accompanying PowerPoint Presentation.

- On Page 3, under “Complaint Submittal and Processing”, changes were made to align the report more closely to the PowerPoint presentation. As such, “Slides 11 to 14” as referenced in the original report to find *average* case management durations, were changed to “Slides 22 to 25” as the proper reference.
- Also, on Page 3, Slides 11 to 14 and Slides 26 to 29 were then added as a reference to distinguish these slides, regarding *median* case management duration, from the slides described in the bullet point above.
- On Page 5, Slides 4 and 19 had been given inaccurate descriptions and those descriptions, indicating that the slides depicted “new cases opened, cases abated and closed, as well as new cases opened at the end of both periods in question” were removed from this version.
- On Page 12, the name of the former Chief Building Official, Lonell Butler, was removed and replaced by the current Acting Chief Building Official, Cecilia Muela.

CED Committee
July 22, 2025

Finalization of the City's FY 2025-27 Budget

Verbiage was updated to allow for the fact that, this update is occurring in the context of the finalization of the City's two-year budget, whereas the initial draft was being created during the budgeting process, due to the timeline required for the original, June 24, 2025 meeting date. That change was made in the penultimate paragraph of Page 6, where this version takes out the phrase "the City's budget balancing efforts [are] underway".

Other Changes

Other, minor rhetorical and grammatical changes were made to provide more clarity and formality within the document. They are listed below:

- On Page 7, under "Invoicing and Fees" the number "349" was added parenthetically alongside that same number as spelled out.
- On Page 8, hyphens were added to two hyphenated words under "Staff Coordination, Training, and Hiring":
 - "ever changing" was changed to "ever-changing".
 - "cross trained" was changed to "cross-trained".
- On Page 9, under "Digital Enhancements" a spelling error was corrected, and a hyphen was added.
 - The word "Additionally" had been misspelled in the previous version.
 - "checklist based" was changed to "checklist-based".
- On Page 12, Maxine Visaya's name was added as a contributor to the report as she provided invaluable assistance and should be included for her help in this process.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council receive an Informational Report regarding the FY 2024-25 Quarters 1 and 2 update on the Planning and Building Department's Code Enforcement activities.

For questions regarding this report, please contact Cecilia Muela, Acting Chief Building Official, at 510-238-6315.

Respectfully submitted,

William A Gilchrist

WILLIAM A. GILCHRIST

Director, Planning and Building Department

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