

# **Code Enforcement Division**

## **Mission Statement**

It is the mission of the Code Enforcement unit is to enforce codes and ordinances to attain a higher quality of life by promoting a safer, cleaner, and more beautiful city for all to enjoy.

**Primary Functions** → The primary functions of the Code Enforcement unit are to address violation of ordinances, zoning regulations and public safety concerns.

### **2009 Accomplishments** →

- Completed the Viscio for all demolition activities, made changes in processes, and staff was trained.
- Began acquiring several properties through the NSP 1 and CDBG, including eight properties within the Keith Creek area. Additionally, acquisitions were made in partnership with a local developer.
- 61 demolitions in process or completed through NSP, CDBG and TIF funds. Properties were identified and then processed through the fast track demo process or through acquisition and then demolition.
- Realigned geographic Zones to match proposed Police districts.
- Implemented the Hansen Code Enforcement Module Contracted Services section into the weeds enforcement program as trial start-up of full integration.
- Continued cooperation with Human Services in facilitating project SWEEP.
- Rewrote Weeds Abatement Contractor bid documents to better serve the abatement program. Results have proven greater contractor quality compliance and more timely completion.
- Rewrote CD section of the Citywide Grounds Maintenance documents providing greater control of product quality, timeliness of completion and better control of associated costs.
- Continued involvement in the Summer Work Camp program in cooperation with RUM, Weed and Seed East and West and Human Services and completed 23 homes.
- Coordinated effort with Faith Center Church to clean 3.2 miles of alleys in Wards 7, 9, and 13.
- To date, Code Enforcement has handled 6,635 complaints in both Neighborhood Standards and Property Standards. Of those, 1,627 were tall weeds complaints. The total tall weeds violations were 2,984.

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- Completed housing survey of eight census tracks to best utilize NSP Grant funds.

## **2010 Goals and Objectives →**

- Rewrite Citywide Clean-up Contractor RFQ to gain greater control of completion timelines, contractor accountability and gain additional contractors.
- Search for additional means to educate and inform the public concerning Ordinances and Zoning Regulations.
- Continue as liaison between Weed and Seed Restoration Committee and non-profit Know Sweat from Joplin, Missouri.
- Incorporate grant funds from Human Services to hire Summer Weeds Program staff.
- Integrate full responsibility of administering solid-waste contract in to organizational framework of Code Enforcement.
- Assist Police Department in enforcement sweep efforts as part of RPD Summer Crime Initiative.
- Code Enforcement will provide needed services to Neighborhood Stabilization Areas and other CDBG areas.

## **Budget Summary**

<b>CD CODE ENFORCEMENT DIVISION BUDGET SUMMARY</b>					
<b>APPROPRIATION</b>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$856,392	\$978,268	\$911,358	\$950,380	(\$27,888)
CONTRACTUAL	668,026	514,690	529,488	509,225	(5,465)
SUPPLIES	23,686	4,025	6,545	4,025	0
CAPITAL	44,331	0	0	0	0
TOTAL	<u>\$1,592,435</u>	<u>\$1,496,983</u>	<u>\$1,447,391</u>	<u>\$1,463,630</u>	<u>(\$33,353)</u>
<b>STAFFING REVIEW</b>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	INCREASE (DECREASE)
	13.00	13.00	14.20	12.20	(2.00)
<b>FUNDING SOURCE</b>		2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>
PROPERTY TAXES					
REIMBURSEMENTS		\$151,008	10.1	\$149,422	10.2
CDBG FUND		465,460	31.1	479,420	32.8
SANITATION FUND		352,303	23.5	307,636	21.0
FEES		88,800	5.9	88,800	6.1
GENERAL REVENUES		<u>439,412</u>	<u>35.3</u>	<u>438,352</u>	<u>29.9</u>
TOTAL		<u>\$1,496,983</u>	<u>105.9</u>	<u>\$1,463,630</u>	<u>100.0</u>

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## **Budget Analysis**

The 2010 budget is \$1,463,630, a decrease of \$33,353 (2.2%) from the previous year. Personnel expenditures decreased by \$27,900. The majority of the reductions come from permanent salaries (\$77,000) and workers compensation (\$4,000). Increases include health insurance (\$43,000), salary adjustments (\$7,000), and IMRF (\$2,000).

Contractual costs are budgeted at \$509,225, a decrease of \$5,465 over 2009. Decreases include clean-ups (\$20,000), demolition (\$9,000), and microcomputers (\$6,000). Increases occurred in vehicle repairs (\$10,000), service contracts (\$5,000), building rental (\$4,000), postage (\$2,000), legal (\$2,000), vehicle vendor services (\$2,000), and telephone expenses (\$1,000).

The supply budget totals \$4,025, which includes moderate expenditures for office supplies.

In 2009, the Code Enforcement Division spent \$1,447,391, or 96.7% of its budgeted allocation. In the past several years, spending has been 97% to 105% of the budget.

## **Capital Equipment**

No capital equipment is planned for 2010.

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## Personnel Review

COMMUNITY DEVELOPMENT CODE ENFORCEMENT DIVISION				
<b>BENEFITS AND SALARIES</b>				
<b>SALARY</b>		<b>2009</b>	<b>2010</b>	<b>INCREASE/ (DECREASE)</b>
		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	
PERMANENT		\$676,045	\$599,053	(\$76,992)
TEMPORARY		0	0	0
OVERTIME		2,000	2,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		(7,241)	0	7,241
<b>TOTAL SALARIES</b>		<b><u>\$670,804</u></b>	<b><u>\$601,053</u></b>	<b><u>(\$69,751)</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$118,919	\$121,293	\$2,374
UNEMPLOYMENT TAX		895	769	(126)
WORKMEN'S COMPENSATION		27,614	23,320	(4,294)
HEALTH INSURANCE		153,816	197,137	43,321
LIFE INSURANCE		1,108	952	(156)
PARKING BENEFITS		5,112	5,856	744
<b>TOTAL BENEFITS</b>		<b><u>\$307,464</u></b>	<b><u>\$349,327</u></b>	<b><u>\$41,863</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$978,268</u></b>	<b><u>\$950,380</u></b>	<b><u>(\$27,888)</u></b>
	<b>POSTION</b>	<b>2009</b>	<b>2010</b>	<b>INCREASE/ (DECREASE)</b>
<b>POSITION TITLE</b>	<b><u>RANGE</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>	
BUILDING OFFICIAL		1.00	1.00	0.00
PROPERTY IMPROVEMENT PROG MANAGE	E-9	1.00	1.00	0.00
NEIGHBORHOOD ZONE COORDINATOR	E-7	3.00	2.00	(1.00)
SR ADMINISTRATIVE ASSISTANT	E-6	0.20	0.20	0.00
SENIOR BUILDING INSPECTOR	CD-24	1.00	1.00	0.00
NEIGHBORHOOD ENFORCEMENT SPECIALI	CD-15	6.00	5.00	(1.00)
SENIOR CLERK	A-19	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>
<b>TOTAL PERSONNEL</b>		<b><u>14.20</u></b>	<b><u>12.20</u></b>	<b><u>(2.00)</u></b>

## Performance Measurements

	2007 Actual	2008 Actual	2009 Actual	2010 Projected
Sanitation Complaints	2,400	2,789	2,911	3,000
Clean-Ups	700	505	493	500
Vehicle Complaints	3,500	3,410	2,087	2,500
Weed Complaints	3,400	3,375	3,417	3,800
Vehicle Tows	150	45	17	25