

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.

2008 Accomplishments →

- Neighborhood Standards responded to over 9,100 requests for service from citizens lodging complaints concerning exterior property and zoning ordinance violations and issuance of over 2,600 Zoning parking tickets for vehicle violations on private property.
- Property Standards responded to over 870 requests for service from citizens lodging complaints regarding property maintenance violations and reacted to over 50 referrals from emergency services regarding structural deficiencies and other structure influenced life safety matters. Over 185 properties were condemned in 2008 and deemed uninhabitable.
- Direct participation in the Rockstat program with a continued effort towards process improvement, neighborhood health measurements and accountability.
- Completed integration of Property Standards and Neighborhood Standards staff by designing and executing a leaner office layout.
- Completed mapping of operation flowcharts and created design outline for Code Enforcement Hansen Module.
- Continued training of inspectors (existing and new) and reassigned geographic enforcement zones. This was complimented with the creation of Standard Operating Procedure Manual.
- Conducted numerous enforcement sweeps in each of the 3 zones in coordination with Police, Neighborhood Groups and Aldermen including the sweeps in the Weed and Seed Areas, Hope 6 and College-Seminary.
- Attended and spoke at neighborhood group meetings, landlord forums and Police meetings to share information and build working relationships to improve neighborhood health.
- Completed effort to streamline excessive weed growth ordinance in terms of response and contracted cost recovery.
- Educated the public on excessive weed growth ordinance through public service announcements.

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- Integrated newly revised zoning regulations into current protocols. Converted and augmented existing paperwork and documents to reflect new acronyms and language of new regulation.
- Began housing inventory within 8 census tracts for the application of Federal grant monies in response to the increase of foreclosures and the negative impact upon neighborhood health.
- Successfully implemented branding of Code Enforcement Division by issuing uniforms, badges, and placing decals on vehicles.

2009 Goals and Objectives →

- Continue training of Code Enforcement staff both in technical skill, enhancement and personal safety.
- Continue to research methods to reduce call backlogs to better serve our customers.
- Develop response benchmarks to help establish quality of provided service standards.
- Conclude and maintain housing inventory in the remaining census tracts for the tracking of vacant or blighted properties.
- Continue to conduct numerous enforcement sweeps in all 3 zones in coordination with Police, neighborhood groups and Aldermen including the sweeps in the Weed and Seed areas as required by funding source.
- Continue to attend and speak at neighborhood group meetings, landlord forums and Police meetings to share information and build working relationships to improve neighborhood health.
- Build upon previous PSA's and continue efforts to inform the public. Utilize all media resources available to educate stakeholders of the codes and ordinances of the City of Rockford.
- Respond and realign to new Police District boundaries by reorganizing zone and area assignments.
- Effectively implement the Hansen Code Enforcement Module and create appropriate changes and supplements to the Standard Operating Procedure manuals. As a result of the CE Module, more accurate and timely statistics will be available.

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Budget Summary

CD CODE ENFORCEMENT DIVISION BUDGET SUMMARY					
APPROPRIATION	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$0	\$918,458	\$856,392	\$978,268	\$59,810
CONTRACTUAL	21,991	588,710	668,026	514,690	(74,020)
SUPPLIES	0	14,650	23,686	4,025	(10,625)
CAPITAL	0	0	44,331	0	0
TOTAL	<u>\$21,991</u>	<u>\$1,521,818</u>	<u>\$1,592,435</u>	<u>\$1,496,983</u>	<u>(\$24,835)</u>

STAFFING REVIEW	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	INCREASE (DECREASE)
	0.00	13.00	13.00	14.20	1.20

FUNDING SOURCE	2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>
PROPERTY TAXES				
REIMBURSEMENTS	\$131,531	8.6	\$151,008	10.1
CDBG FUND	451,900	29.7	465,460	31.1
SANITATION FUND	185,210	12.2	352,303	23.5
FEES	88,800	5.8	88,800	5.9
GENERAL REVENUES	<u>664,377</u>	<u>49.5</u>	<u>439,412</u>	<u>29.4</u>
TOTAL	<u>\$1,521,818</u>	<u>105.8</u>	<u>\$1,496,983</u>	<u>100.0</u>

Budget Analysis

The 2009 budget is \$1,496,983, a decrease of \$24,800 (1.6%) from the previous year. Personnel expenditures increase slightly, with the reallocation of staff from other department units into Code Enforcement. A building official was moved from the Building Department, and a senior administrative assistant position was reallocated to reflect actual work load. These salaries, and their associated fringe benefits, constitute the \$59,810 increase in personnel and are offset by savings associated with furlough days.

Contractual costs are budgeted at \$514,690, a decrease of \$74,000 over 2008. The amount reflects a more accurate budget, formulated after experiencing one full year of the new Code Enforcement unit. All accounts decreased, except microcomputer charges (\$38,500) and building rental (\$1,600). The largest decreases occurred in cleanups (\$30,720), demolition (\$18,000), vehicle vendor service (\$12,000), telephone (\$11,100), and vehicle repairs (\$11,000).

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

In 2008, the Code Enforcement Division spent \$1,592,435, or 104.6% of its budgeted allocation. In the past several years, spending has been 104.6% of the budget.

Capital Equipment

No capital equipment is planned for 2009.

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Personnel Review

COMMUNITY DEVELOPMENT CODE ENFORCEMENT DIVISION				
BENEFITS AND SALARIES	2008	2009	INCREASE/ (DECREASE)	
SALARY	BUDGET	BUDGET		
PERMANENT	\$557,142	\$676,045	\$118,903	
TEMPORARY	19,500	0	(19,500)	
OVERTIME	2,500	2,000	(500)	
MERIT PAY	3,879	0	(3,879)	
SALARY ADJUSTMENT	4,730	(7,241)	(11,971)	
TOTAL SALARIES	<u>\$587,751</u>	<u>\$670,804</u>	<u>\$83,053</u>	
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT	\$99,458	\$118,919	\$19,461	
UNEMPLOYMENT TAX	819	895	76	
WORKMEN'S COMPENSATION	24,614	27,614	3,000	
HEALTH INSURANCE	200,122	153,816	(46,306)	
LIFE INSURANCE	1,014	1,108	94	
PARKING BENEFITS	4,680	5,112	432	
TOTAL BENEFITS	<u>\$330,707</u>	<u>\$307,464</u>	<u>(\$23,243)</u>	
TOTAL COMPENSATION	<u>\$918,458</u>	<u>\$978,268</u>	<u>\$59,810</u>	
	POSTION	2008	2009	INCREASE/ (DECREASE)
POSITION TITLE	RANGE	EMPLOYEES	EMPLOYEES	
BUILDING OFFICIAL		0.00	1.00	1.00
PROPERTY IMPROVEMENT PROG MANAGER	E-9	1.00	1.00	0.00
NEIGHBORHOOD ZONE COORDINATOR	E-7	3.00	3.00	0.00
SR ADMINISTRATIVE ASSISTANT	E-6	0.00	0.20	0.20
SENIOR BUILDING INSPECTOR	CD-24	1.00	1.00	0.00
NEIGHBORHOOD ENFORCEMENT SPECIALIS	CD-15	6.00	6.00	0.00
SENIOR CLERK	A-19	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>13.00</u>	<u>14.20</u>	<u>1.20</u>

Performance Measurements

	2006 Actual	2007 Actual	2008 Actual	2009 Projected
Sanitation Complaints	2,000	2,400	2,789	3,000
Clean-Ups	450	700	505	500
Vehicle Complaints	2,800	3,500	3,410	3,500
Weed Complaints	2,054	3,400	3,375	3,200
Vehicle Tows	100	150	45	50