

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 →

- Continued training of Code Enforcement staff both in technical skill, enhancement and personal safety.
- Continued to research methods to reduce call backlogs to better serve our customers.
- Developed response benchmarks to establish quality of provided services and set future goals in conjunction with comparables to ICMA standards.
- Completed and maintained housing inventory in the remaining census tracts for the tracking of vacant or blighted properties.
- Conducted numerous enforcement sweeps in all 3 zones in coordination with Police, neighborhood groups, Aldermen and outside agencies including the sweeps in the Weed and Seed areas as required by funding source.
- Attended and spoke at neighborhood group meetings, landlord forums, Police meetings and Ward gatherings to share information and build working relationships to improve neighborhood health and respond to specific neighborhood concerns.
- Utilized local media outlet to educate stakeholders of the codes and ordinances of the City of Rockford and inform the public at large of Ordinances and changes to the Zoning Regulations.
- Realigned Neighborhood Coordinator Zones to match updated Police Districts for more uniform reporting in Rockstat environment.
- Successfully implemented the Hansen Code Enforcement Module by first introducing the Weeds Abatement Program to test system and make appropriate changes. Created Standard Operating Procedure manuals for standardized data entry resulting in greater clarity to specific protocols.
- Continued cooperation with Human Services in facilitating project SWEEP.

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- 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 completing 23 homes to date. Instrumental in facilitating additional effort from out-of-state group “Know Sweat” with RUM to complete thirteen more houses on the Problem Property list.
- Coordinated effort with Faith Center Church to clean 3.2 miles of alleys in 7th, 9th and 13th Wards.
- Code Enforcement has handled 6635 complaints in both Neighborhood Standards and Property Standards. Of those, 1,627 were tall weeds complaints. Total tall weeds violations to date, 2,984.
- Completed housing survey of 8 census tracks to best utilize NSP Grant funds.

2010 Goals and Objectives →

- Develop method to better utilize SWEEP effort to reach more residents and attain greater impact on neighborhoods.
- Work in cooperation with the City Council Code and Regulations Committee concerning clarification of trailer and boat storage, side and rear setback requirements and details pertaining to Permitted Obstructions.
- Continue to find creative means to educate public regarding Code and Zoning actions.
- Work with IT Department to effectively integrate reporting capabilities in to the Code Enforcement process module.
- Investigate alternative enforcement option relating to weeds enforcement with no budget allocation and possible noninvolvement of WIB.
- Research the possible integration of mobile technology for field inspectors in the Weeds Program for greater efficiency of a smaller staff.
- Continue to investigate low cost training opportunities for staff.
- Continue to search for additional outlets to augment reduced property cleaning budget line item such as SWEEP, Rockford Urban Ministries Summer Camp Program, CIY Know Sweat, etc.

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Budget Summary

CD CODE ENFORCEMENT DIVISION BUDGET SUMMARY					
APPROPRIATION	2007 <u>ACTUAL</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2010 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$0	\$856,392	\$978,268	\$950,380	(\$27,888)
CONTRACTUAL	21,991	668,026	514,690	509,225	(5,465)
SUPPLIES	0	23,686	4,025	4,025	0
CAPITAL	0	44,331	0	0	0
TOTAL	<u>\$21,991</u>	<u>\$1,592,435</u>	<u>\$1,496,983</u>	<u>\$1,463,630</u>	<u>(\$33,353)</u>
STAFFING REVIEW	2007	2008	2009	2010	INCREASE <u>(DECREASE)</u>
	13.00	13.00	14.20	12.20	(2.00)
FUNDING SOURCE	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>29.4</u>	<u>438,352</u>	<u>29.9</u>	
TOTAL	<u>\$1,496,983</u>	<u>100.0</u>	<u>\$1,463,630</u>	<u>100.0</u>	

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 2008, the Code Enforcement Division spent \$1,592,435, or 104.6% of its budgeted allocation. For 2009, spending is expected to be 93.9% of the budget. In the past several years, spending has been 104.6% of the budget.

Capital Equipment

No capital equipment is planned for 2010.

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Personnel Review

COMMUNITY DEVELOPMENT CODE ENFORCEMENT DIVISION				
BENEFITS AND SALARIES				
SALARY		2009	2010	INCREASE/ (DECREASE)
		BUDGET	BUDGET	
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
TOTAL SALARIES		\$670,804	\$601,053	(\$69,751)
BENEFITS				
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
TOTAL BENEFITS		\$307,464	\$349,327	\$41,863
TOTAL COMPENSATION		\$978,268	\$950,380	(\$27,888)
	POSTION	2009	2010	INCREASE/ (DECREASE)
POSITION TITLE	RANGE	EMPLOYEES	EMPLOYEES	
BUILDING OFFICIAL		1.00	1.00	0.00
PROPERTY IMPROVEMENT PROG MANAGER	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 SPECIALIST	CD-15	6.00	5.00	(1.00)
SENIOR CLERK	A-19	2.00	2.00	0.00
TOTAL PERSONNEL		14.20	12.20	(2.00)

Performance Measurements

	2007 Actual	2008 Actual	2009 Estimate	2010 Projected
Sanitation Complaints	2,400	2,789	3,000	3,000
Clean-Ups	700	505	500	500
Vehicle Complaints	3,500	3,410	3,500	3,500
Weed Complaints	3,400	3,375	3,200	3,200
Vehicle Tows	150	45	50	50

**CITY OF ROCKFORD
NEXT YEAR/CURRENT YEAR BUDGET ANALYSIS
COMMUNITY DEVELOPMENT CODE ENFORCEMENT**

	2008 BUDGET	2008 ACTUAL	2009 BUDGET	9 MO ACTUAL	ESTIMATE 2009 ACTUAL	2010 BUDGET	BUDGET CHANGE 09-10
71112 Permanent	557,142	555,873	676,045	470,223	626,964	599,053	(76,992)
71113 Temporary	19,500	18,437	-	-	-	-	-
71122 Overtime	2,500	14,765	2,000	1,388	1,851	2,000	-
71126 Merit Pay	3,879	-	-	-	-	-	-
71129 Salary Adjustment	4,730	-	(7,241)	-	-	-	7,241
71180 Employee Agency Wages	-	17,521	-	-	-	-	-
71251 IMRF	99,458	98,780	118,919	78,719	104,959	121,293	2,374
71253 Unemployment Tax	819	1,115	895	671	895	769	(126)
71262 Worker's Comp	24,614	8,722	27,614	7,185	9,580	23,320	(4,294)
71263 Health Insurance	200,122	136,114	153,816	119,512	159,349	197,137	43,321
71264 Life Insurance	1,014	961	1,108	793	1,057	952	(156)
71271 Parking	4,680	4,104	5,112	4,544	6,059	5,856	744
TOTAL PERSONNEL	918,458	856,392	978,268	683,035	910,714	950,380	(27,888)
72211 Printing	3,020	11,861	3,020	7,718	10,291	3,020	-
72212 Postage	16,870	20,261	14,000	9,091	12,121	16,870	2,870
72213 Telephone	30,400	19,533	19,320	7,698	19,320	20,465	1,145
72214 Travel	2,280	971	-	1,395	1,860	-	-
72215 Dues	530	205	210	45	60	285	75
72216 Subscriptions	190	44	90	-	-	120	30
72217 Advertising	-	234	-	490	653	-	-
72218 Service Contracts	97,240	106,135	92,240	81,304	108,405	97,240	5,000
72255 Office Equip Maintenance	-	279	-	-	-	-	-
72257 Communications	-	3,079	-	-	-	-	-
72260 Cleanups	130,720	147,065	100,000	52,982	70,643	80,000	(20,000)
72261 Demolition	100,000	163,279	82,000	25,336	33,781	72,865	(9,135)
72263 Microcomputer	89,005	89,005	127,550	95,663	127,550	121,550	(6,000)
72264 Vehicle Repair	37,805	35,636	26,800	24,212	32,283	37,000	10,200
72265 Fuel	13,125	15,058	5,480	6,500	8,667	5,770	290
72266 Vehicle Vendor Service	12,000	1,871	-	445	593	2,000	2,000
72267 Risk Management	6,640	6,640	3,580	2,685	3,580	4,040	460
72271 Equipment Rental	1,300	3,270	1,300	3,309	4,412	1,300	-
72272 Building Rental	28,490	28,490	30,100	22,575	30,100	34,880	4,780
72281 Legal	11,320	13,456	9,000	17,245	22,993	11,320	2,320
72290 Education	7,775	1,654	-	845	1,127	500	500
TOTAL CONTRACTUAL	588,710	668,026	514,690	359,538	488,439	509,225	(5,465)
75520 Small Tools	1,125	4,616	-	26	35	-	-
75524 Clothing	-	889	-	-	-	-	-
75560 General Office	4,025	9,937	4,025	4,810	6,413	4,025	-
75570 Computer Non Capital	9,500	8,244	-	-	-	-	-
TOTAL SUPPLIES	14,650	23,686	4,025	4,836	6,448	4,025	-
79922 Vehicle & Operating Equip	-	44,331	-	-	-	-	-
TOTAL CAPITAL	-	44,331	-	-	-	-	-
TOTAL EXPENSE	1,521,818	1,592,435	1,496,983	1,047,409	1,405,601	1,463,630	(33,353)