

Fund:
GENERAL

Department:
DEVELOPMENT SERVICES

Division:
DEVELOPMENT MANAGEMENT

Division No.: **40200**

MISSION:

The mission of the Development Services Department is to enhance the economic and physical development of the community.

SERVICES:

The Development Services Department is responsible for the operation of a wide range of community development activities. The Development Services Director oversees the Development Services Department's Divisions and programs including Building and Neighborhood Services, Planning Services, Downtown Development, and Housing Programs Administration in addition to working closely with other City officials in promoting economic development and the orderly growth of the community. The Development Services Director provides support services for program development and evaluation. The Development Services Director serves on the boards of community organizations related to City development.

SIGNIFICANT GOALS AND OBJECTIVES:

GOAL:

A. Promote the City of Carbondale's commitment to quality private and public economic development

Objective:

1. Establish and strengthen public/private partnerships in economic development efforts

Strategies:

a. Assist in the development of the Carbondale Business Park East, the Bicentennial Industrial Park and Southern Illinois Research Park and identification of businesses to locate in these facilities

b. Assist in business retention and recruitment efforts

Objective:

2. Promote a sense of cooperation between Department employees and entrepreneurs

Strategies:

- a. Encourage Department employees to creatively assist developers with their projects within the confines of department regulations and guidelines to protect public health, safety and welfare
- b. Streamline the review of development proposals in order to provide review comments and approvals in a timely manner
- c. Encourage Department employees to participate in Chamber of Commerce, Carbondale Main Street and community programs and activities

Objective:

3. Support ongoing Downtown redevelopment

Strategies:

- a. Assist entrepreneurs in formulating development plans for sites in the Downtown area
- b. Encourage intensive use of Downtown land to develop a sense of centrality in the community
- c. Serve on the Board of Directors of Carbondale Main Street
- d. Assist Carbondale Main Street to make the Downtown management organization a key player in Downtown revitalization efforts
- e. Encourage development that can benefit from the City Hall/Civic Center Complex and Tax Increment Financing District No. 1 & 2 located Downtown
- f. Chair the Downtown Development Committee comprised of City Department Heads and personnel established to look at projects and initiatives to improve the overall appearance of the downtown area

Objective:

4. Ensure quality development to enhance the long-term growth of the city

Strategies:

- a. Chair the City's Development Assistance Committee which coordinates the review of proposed site plans to ensure compliance with the Carbondale Revised Code the goals and objectives of the City
- b. Chair the City's Engineering Advisory Committee which facilitates the review of proposed subdivisions to ensure compliance with the Carbondale Revised Code and the goals and objectives of the City

- c. Encourage cooperation and communication between the various departments of the City and developers

GOAL:

- B. Increase the availability of a diverse housing inventory in Carbondale

Objective:

- 1. Promote the development of owner-occupied housing

Strategies:

- a. Work with realtors, developers and others in a collaborative effort to identify strategies and programs to encourage development of new single-family residences within the City and within the extra-territorial jurisdiction
- b. Administer the Single Family Housing Conversion Program to assist home buyers in the purchase and rehabilitation of single family homes that have been a rental house registered with the City of Carbondale's Mandatory Rental Housing Inspection Program
- c. To research programs that promote renovations of existing housing stock

Objective:

- 2. Promote the development of affordable housing for ownership in the community

Strategies:

- a. Review development regulations to stay current with changing technology and to keep development costs as low as possible while protecting the long-term interests of the community
- b. Provide information to prospective home buyers and lenders on low interest loans offered through various regional and state agencies
- c. Assist with the development of incentives to encourage the rehabilitation of former rental housing in low density zoned areas into owner-occupied homes
- d. Cooperate with efforts of groups like Habitat for Humanity to develop local resources to provide affordable housing for lower income residents
- e. Continue to provide housing programs and credit counseling seminars as a forum to educate the public on available assistance

- f. Identify and secure additional funding for programs which assist in affordable home ownership

Objective:

- 3. Promote the rehabilitation of homes of very low to moderate income residents

Strategies:

- a. Continue the HOME Single Family Owner-Occupied Rehabilitation Program to assist low to very low income residents to rehabilitate homes in targeted neighborhoods
- b. Continue the Community Development Assistance Program to rehabilitate homes occupied by low to very low income homeowners in a targeted section of Northeast and Northwest Carbondale
- c. Administer the HOME Homebuyer Assistance Program to allow low and very low income residents to purchase and rehabilitate homes in the City
- d. Assist in overall strategy to promote Carbondale and the immediate area as a option of first choice to attract seniors and retirees to reside in the community

Objective:

- 4. Promote compliance with housing related provisions of the Americans with Disabilities Act and City Code provisions regarding accessible housing for persons with disabilities

Strategies:

- a. Work with the Partnership for Disability Issues to ensure that information is available in the community about housing requirements for persons with disabilities
- b. Work with the City's Development Assistance Committee and Building and Neighborhood Services Division staff to ensure compliance with the relevant codes

Objective:

- 5. Maintain the Fair Housing Ordinance

Strategies:

- a. Increase the availability of information about the Fair Housing Ordinance

Objective:

6. Encourage maintenance of existing rental housing and ensure that any new rental housing proposed for the community is planned and developed to be consistent with the overall goals and objectives of the City

Strategies:

- a. Work with the Neighborhood Inspector Supervisor on the administration of the Mandatory Rental Housing Inspection Program to provide safe and quality rental housing
- b. Work with the Neighborhood Inspector Supervisor to implement the annual Rental Housing Registration Fee Program
- c. Work with the Neighborhood Inspector Supervisor in conducting informational meetings with rental residential property owners and managers to discuss program requirements, inspection procedures and other issues impacting the rental housing stock

GOAL:

- C. Improve appearance of downtown and communications between the City and downtown businesses and committees to enhance downtown revitalization efforts

Objective:

1. Improve public spaces downtown

Strategies:

- a. Work with the administrative Downtown Improvement Committee and Carbondale Main Street to develop streetscape improvements Downtown
- b. Prioritize needed sidewalk improvements and curb replacements and implement in the Community Investment Program
- c. Coordinate with Public Works Department on the location and type of new tree plantings

Objective:

2. Enhance public parking areas in the downtown area

Strategies:

- a. Assist with development of new public parking in areas that are inadequately served

- b. Work with property owners as requested to improve parking areas through lease agreements and other cooperative ventures

Objective:

3. Keep downtown businesses informed of redevelopment activities

Strategies:

- a. Assist Carbondale Main Street in updating and maintaining a comprehensive inventory and mailing list for downtown businesses/property
- b. Prepare articles and news releases for the media, the Main Street newsletter and the *Carbondale Communiqué* regarding City projects and events in the downtown
- c. Work with Main Street volunteers on projects designed to promote downtown businesses
- d. Work with the Historic Town Square Business Coalition on area improvements

Objective:

4. Maintain and assist active groups and committees such as the City Downtown Improvement Committee and Carbondale Main Street related to downtown development and promotion

Strategies:

- a. Provide assistance to organizations involved in downtown development efforts
- b. Provide assistance to Carbondale Main Street by having a staff member serve on Main Street committees on the Board of Directors

PROGRAM HIGHLIGHTS:

Development Services Department is comprised of two distinct divisions: (1) Building & Neighborhood Services, and (2) Planning Services. In addition a number of housing related programs are administered through the Development Services Department. Department personnel are also involved in coordinating and staffing a number of citizen boards, committees and commissions that the City has established.

The City has taken a pro-active role in providing public resources to ensure that the housing stock in Carbondale is maintained in a safe and decent manner. This is being initiated through several traditional and non-traditional

means. The City has updated housing codes and property maintenance standards that are in place and aggressively enforced and applied city wide. In addition, there are a number of state administered grant programs that the City has successfully used over the years to improve the housing stock and enhance our older neighborhoods. These grant programs are used in concert with other regional and local programs and resources that have had positive impacts in improving the overall livability of our community.

In FY 2013, the department continued its efforts to support the development of more affordable housing and improve the quality of housing in those areas where housing is substandard. In FY 1995, the Development Services Department implemented two programs directly related to improving the housing stock in the City of Carbondale, the Mandatory Rental Inspection Program and Housing Rehabilitation Program.

The Mandatory Rental Housing Inspection Program requires all rental dwelling units in the City to be inspected and required to meet minimum property maintenance standards. Through this program all rental residential housing units are required to be inspected at least once every three years. Additional inspections may occur in response to complaints or if other circumstances arise.

Effective January 2009, owners of all rental residential dwelling units in Carbondale were required to register all rental units with the City. An annual registration fee of \$35 per unit has been enacted.

In FY 2013, the City administered its own Single Family Housing Conversion Program, the Illinois Housing Development Authority's (IHDA) HOME Single Family Owner-Occupied Rehabilitation Program (SFOOR), IHDA's HOME Homebuyer program, and the Department of Commerce and Economic Opportunity's (DCEO) Community Development Assistance Program Grant.

By the end of FY 2013, the City's Single Family Housing Conversion Program will have converted two homes back to single family owner-occupied units.

The City received \$252,000 in grant funds from the Illinois Housing Development Authority for a Single Family Owner Occupied Rehabilitation Program (SFOOR). The City will use these grant funds to rehabilitate six homes for low to very low income residents in Tatum Heights, northeast Carbondale, and northwest Carbondale in FY 2013 and FY 2014.

In FY 2013, the Illinois Housing Development Authority awarded the City a \$336,000 in HOME Homebuyer grant to enable eight low to moderate income persons to purchase and rehabilitate their homes into code compliance. This grant is slated to operate during FY 2013 and FY 2014.

In FY 2013, the Illinois Department of Commerce and Economic Opportunity awarded the City a \$398,400 Community Development Assistance Program (CDAP) grant. These grant funds will be used to rehabilitate 8 homes of low to very low income residents in FY 2013 and FY 2014.

A major initiative that got underway in FY 2009 is development of a new Comprehensive Plan for Carbondale. The project was coordinated through the Development Services Department with the assistance of a Comprehensive Plan Review Committee comprised of citizens representing various segments of the community. This committee worked with staff and a consulting firm to draft the new comprehensive plan. The Comprehensive Plan was completed in FY 2011.

In FY 2014, staff will work to update the Comprehensive Plan as outlined in the Implementation Chapter of the Plan. Staff will also organize training sessions for members of the Planning Commission, City Council, and member of the community to raise awareness of planning related issues facing the community.

The goals and objectives as outlined in the above narrative along with those highlighted in the Building and Neighborhood Services Division and the Planning Services Division define the work program and allocation of resources for FY 2014. Major emphasis will be given to maintaining the present level of services provided and expanding a number of programs that are considered important by the City Administration to improve and enhance the overall viability of the community.

A few highlights of major activities and focus of priority areas which the Development Services Department will actively address in FY 2014 include:

- Continue to review current policies and procedures for City initiated actions to improve safety of neighborhoods through demolition and clearance of vacant and unsafe structures.

- Continue review of the fee structure associated with development related projects within the corporate limits and planning area (i.e. building permits, zoning certificates, subdivision fees, plan review fees, etc.) and provide recommendations to adjust fees accordingly.
- Continue redevelopment in residential areas of Northeast Carbondale with new affordable single family housing.
- Continue implementation of the new Comprehensive Plan.
- Continue to provide expanded information on resources of the Development Services Department and post them on the City's website.
- Continue to provide support and technical assistance as needed to advance economic development efforts of the City to attract new private sector investments to the community.
- Continue to work jointly with Public Works Department to explore ways to better utilize and expand the capabilities of the City's GIS program and resources.

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/Objective	Actual FY 2012	Authorized Budget FY 2013	Estimated Actual FY 2013	Budget FY 2014
Single Family Owner Occupied Rehabilitation Program Grants	B-3A	5	4	3	3
Community Development Assistance Program Grants	B-3B	4	4	6	5
Mobility and Accessibility Rehabilitation Supplement (MARS) Program Grants	B-3C	NA	NA	NA	NA
HOME Homebuyer's Program Grants	B-3D	1	4	5	4
Single Family Housing Conversion Program Grants	B-3E	2	4	2	4
Infrastructure Grant Agreements	B-1	0	0	0	0
Downtown Organization Outreach	C-4	10	0	10	10

NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:

POSITION TITLE	ACTUAL FY 2012	AUTHORIZED BUDGET FY 2013	ESTIMATED ACTUAL FY 2013	BUDGET FY 2014	\$AMOUNT BUDGET FY 2014
Development Services Director	0.69	1.00	0.99	1.00	\$84,480
Housing Program Administrator	0.98	1.00	0.90	1.00	\$51,908
TOTAL	1.67	2.00	1.89	2.00	\$136,388

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EXPENDITURE CLASSIFICATION	AUTHORIZED		ESTIMATED	
	ACTUAL FY2012	BUDGET FY2013	ACTUAL FY2013	BUDGET FY2014
PERSONAL SERVICES				
100 Employee Salary and Wages	117,149	133,757	126,844	136,388
102 Accrued Vacation Leave	493	0	0	0
130 Employee Health Ins. Benefits	25,433	32,306	15,178	13,356
131 Employee Retirement Benefits	21,380	25,974	25,113	28,177
140 Employee Work. Comp. Benefits	872	942	702	288
141 Employee Unemp. Comp. Benefits	0	0	0	0
TOTAL PERSONAL SERVICES	165,327	192,979	167,837	178,209
DIRECT OPERATING CHARGES & SERVICES				
210 Publishing and Filing Fees	220	0	0	0
220 Communications-Telephone	114	150	540	720
222 Communications-Postage	242	300	250	300
240 Travel, Conferences, Training	1,640	2,840	2,600	3,560
250 Repairs & Maint.-Equip	0	50	0	50
270 Outside Printing Services	122	60	68	70
271 Other Outside Services	2,000	0	0	0
272 Office Supplies	245	603	500	603
273 Operating Supplies & Materials	214	400	400	400
280 Subscriptions and Memberships	0	950	340	550
299 Operating Equipment	786	0	279	0
TOTAL DIR. OPER. CHRGS. & SRVCS.	5,583	5,353	4,977	6,253
TOTAL EXPENDITURES	170,910	198,332	172,814	184,462