

Fund:  
**GENERAL**

Department:  
**DEVELOPMENT SERVICES**

Division:  
**BUILDING and NEIGHBORHOOD SERVICES**

Division No.: **40210**

**MISSION:**

The mission of the Building and Neighborhood Services Division (BNS) is to protect the public's health and safety, enhance the quality of the City's residential and commercial areas and to ensure a safe environment.

**SERVICES:**

The Building and Neighborhood Services Division is responsible for reviewing plans and inspecting buildings and property to ensure compliance with building, zoning, and electrical, plumbing, housing and environmental standards within the community. The Division issues building, demolition and related construction permits. The Division also assists in the administration of the Illinois Housing Development Authority (IHDA) HOME Homebuyer Assistance Program, the IHDA Single Family Owner Occupied Rehabilitation Program (SFOOR), the Illinois Department of Commerce and Economic Opportunity (DCEO) Community Development Assistance Program (CDAP) Housing Rehabilitation Program, (MARS) Mobility Assistance & Rehabilitation Service Grant Programs and Rental Conversion Grant.

**SIGNIFICANT GOALS AND OBJECTIVES:**

**GOAL:**

A. Upgrade the quality of existing housing stock & guest accommodations

**Objective:**

1. Continue the Mandatory Rental Housing Inspection Program that inspects the estimated 8,000 rental dwelling units in the City

**Strategies:**

- a. Maintain a current registry of all rental property owners, designated agents and residential rental properties
- b. Continue the registration of owners and agents of residential rental properties on an annual basis.

- c. The division will continue coordination of the collection of the required registration fees with the Finance Department
- d. The Division will continue to hold informational meeting specifically for rental property owners and managers to advise and inform them of important issues relative to the Mandatory Rental Inspection Program and how to achieve compliance
- e. Expand the use of Land Management (LAMA) software to enhance monitoring, tracking and reporting of inspection activities
- f. Monitor property deed transactions and utility records for changes in rental property ownership, register new rental property owners and designated agents and remove owner occupied properties from the rental properties list
- g. Perform 2,600 initial rental inspections per fiscal year and monitor results
- h. Perform re-inspections on all housing units found to have code violations and seek full compliance and correction of deficiencies and violations
- i. Vigorously and uniformly enforce property maintenance code to ensure compliance and issue court citations for uncorrected housing code violations when indicated
- j. Respond to all rental housing complaints received and initiate appropriate follow-up actions

**Objective:**

2. Continue the Hotel/Motel Licensing and Inspection Program

**Strategies:**

- a. Require annual submission by all hotel/motel owners of mandatory registration documents as required by Ordinance Number 2007-42
- b. Conduct annual inspections of all hotel/motel rooms, facilities and premises for life, health, safety, general housekeeping and building code compliance
- c. Coordinate seminars with the Jackson County Health Department and the Code Enforcement Officials of Southern Illinois to provide education for hotel/motel operators regarding resurgent pest problems

**Objective:**

3. Assist in the administration of the Single Family Housing Conversion Program, HOME Homebuyer Assistance Program, HOME Single Family Owner Occupied Rehabilitation (SFOOR) Program, the Community Development Assistance Program (CDAP) Housing Rehabilitation Program to rehabilitate homes of low to moderate income owner occupants in targeted neighborhoods

**Strategies:**

- a. Identify structures eligible for housing conversion or rehabilitation grant assistance in the approved target areas
- b. Inspect homes of applicants and prepare a notice of violation as a guide for repairs to rental housing to owner-occupied conversion grants, inspect homes of applicants for rehabilitation grants, prepare detailed work specifications and assist in securing bids for the rehabilitation work required to abate all housing code violations
- c. Inspect rehabilitation work and monitor contract compliance for structures awarded rehabilitation grants
- d. Assist in the application process of housing rehabilitation grants

**Objective:**

4. Encourage the maintenance of owner occupied housing

**Strategies:**

- a. Inspect the exterior of owner occupied residential structures and notify property owners of required and suggested repairs
- b. Maintain assistance to the elderly and economically disadvantaged homeowners in securing materials and volunteers to repair and help with the upkeep of their structures
- c. Continue involvement with the Home Builders Association of Southern Illinois and Rebuilding Together Carbondale Township, Inc. to promote homeowner maintenance

**Objective:**

5. Support the housing rehabilitation and expansion efforts of Habitat for Humanity and Rebuilding Together Carbondale Township, Inc.

**Strategies:**

- a. Encourage the donation of residential land and materials to the Habitat for Humanity Program and Rebuilding Together Carbondale Township, Inc.
- b. Provide technical assistance to the Habitat for Humanity and Rebuilding Together Carbondale Township, Inc. programs on housing rehabilitation projects

**GOAL:**

- B. Enhance the environmental appearance of the community and eliminate situations hazardous to the health, safety and welfare of neighborhoods

**Objective:**

1. Promote public awareness of Division service delivery programs

**Strategies:**

- a. Maintain educational awareness programs by contracting with Keep Carbondale Beautiful to promote litter reduction and recycling
- b. Participate in community speaking engagements on housing, environmental and zoning code regulations and available housing grant funds
- c. Promote Neighborhood Assistance Team (NAT) meetings and activities in cooperation with staff from other divisions within the City
- d. Place Division-related information in the *Carbondale Communiqué*, *Southern Illinoisan*, *Daily Egyptian*, *Carbondale Times*, *City Vision 16* and other print media and [www.explorecarbondale.com](http://www.explorecarbondale.com)

**Objective:**

2. Be proactive in Building & Neighborhood Services' approach to neighborhood issues and concerns

**Strategies:**

- a. Maintain a zero tolerance approach to the abatement of weeds, litter, yard ruts, illegal parking and abandoned or inoperable vehicles throughout the community
- b. Maintain neighborhood surveillance patrol activity by inspecting all residential and adjoining commercial or industrial areas of the City
- c. Schedule neighborhood enforcement patrols on selected weekends in those residential areas identified as susceptible to activities that generate litter, garbage and parking problems
- d. Maintain a demolition program for the removal of dangerous and unsafe structures, including accessory buildings throughout the community
- e. Inspect on an annual basis all licensed public assembly establishments which hold a liquor license for health and safety violations and provide reports to the Local Liquor Control Commission on inspected liquor establishments
- f. Assist developers and homeowners by providing preconstruction consultation prior to issuance of permits and by inspecting projects during construction
- g. Provide information assistance to developers and contractors about the Enterprise Zone, Tax Increment Financing Districts and the owner occupied housing incentive programs
- h. Actively assist building owners and design professionals in design solutions by providing information regarding interpretation of the Illinois Accessibility Code as a guide for compliance with the Americans with Disabilities Act (ADA)
- i. Assist the Planning Services Division with enforcing zoning, site plan and sign regulations

**Objective:**

- 3. Maintain the family atmosphere of the R-1, Low-Density Residential Zoning District

**Strategies:**

- a. Enforce maximum residential occupancy requirements in the R-1 residential zoning districts
- b. Seek court injunctions to secure compliance when properties are in repeated violation of the R-1 zoning provisions

**Objective:**

- 2. Enhance the knowledge and proficiency of Division personnel

**Strategies:**

- a. Require Division staff to complete self study programs to obtain national certification as Residential, Commercial and Property Maintenance & Housing Inspectors
- b. Provide inspectors with appropriate educational training and study material required for certification examinations
- c. Continue membership in the Code Enforcement Officers of Southern Illinois (CEOSI) and the International Code Council (ICC) Chapter to provide training and educational opportunities to staff

**GOAL:**

- C. Protect the health, safety and welfare of the general public in existing buildings and new construction

**Objective:**

- 1. Provide a safer built environment that continues to promote commercial, industrial and residential growth

**Strategies:**

- a. Monitor all commercial and residential construction activity to ensure that all locally adopted building; plumbing, electrical and mechanical codes and sign ordinances are followed
- b. Coordinate inspection activities with the Fire Department, Jackson County Health Department and Illinois Department of Public Health personnel to enhance sustainable development

**PROGRAM HIGHLIGHTS:**

In FY 2014, the division will continue to utilize Land Management (LAMA) software to manage the City's permit and code enforcement functions, including the mandatory Rental Inspection Program. The program

manages nearly all aspects of land-related transactions within municipal government. The address-based system handles permits, code enforcement, building inspections, ownership, certificates of occupancy, business licensing, impact fees, and work orders, to name a few. The LAMA software is providing an enhanced workflow system to expedite the tracking of land development projects, permit issuance, code compliance and business registration.

In FY 2013, BNS continued to remove unsafe structures that have been vacant neighborhood eyesores for years. This is part of the aggressive code enforcement efforts that BNS has been focusing efforts on the past few years. Furthermore, procedures are in place to respond quickly to resident inquiries and complaints on property maintenance and issues impacting the viability of neighborhoods.

Also this past year, BNS continued a “walk the neighborhood” program which is being coordinated with neighborhood organizations and associations. BNS Inspectors meet with neighborhood residents and walk the streets looking at conditions that require attention. Deficiencies and violations are noted and assigned to the designated Neighborhood Inspector for rectification.

The Mandatory Rental Housing Inspection Program will continue to address the structural integrity, health and life safety violations of rental dwelling units. The division will continue to address the general aesthetic appearance and condition of the entire property and grounds during the inspections. The division goal is to have at least 1/3 of all initial inspections to be in compliance with the Carbondale Revised Code.

During FY 2008, the City enacted a Hotel/Motel Licensing Ordinance which requires an annual registration update and inspection by Division Staff to ensure adequate life, health and safety standards are maintained for guest accommodations within the City of Carbondale. In FY 2014 the Division will continue to initiate inspections of hotels, motels and other lodging facilities to ensure applicable codes are met.

During FY 2014, Division staff members will receive training and be encouraged to obtain national certifications through the International Codes Council. BNS personnel will also participate in training programs offered by the Code Enforcement Officials of Southern Illinois to continue to improve the professionalism of the Division and maintain current certifications held by Division staff members.

In FY 2014, the Building and Neighborhood Services Division will continue to address environmental nuisance violations including accumulation of trash and litter, parking on unimproved surfaces, dead/diseased trees located on private property, illegal sign posters located on telephone/light poles and graffiti throughout the City. The Division will also continue to enforce the high grass and weed ordinance and list weekly on the City’s web site all properties that are posted in violation. The Building and Neighborhood Services Division will work on selected weekends throughout the year to enforce environmental and parking regulations.

During FY 2014, the Building and Neighborhood Services Division will enforce ordinances related to illegal parking in yards. Staff will enforce the construction or delineation of parking areas as required by the Carbondale Revised Code.

Also in FY 2014, the Division will also maintain an aggressive approach in abating over occupancy violations in the R-1, Low Density Residential Zoning Districts.

**PERFORMANCE MEASUREMENTS:**

Performance Measurements	Division Goal/ Objective	Actual FY 2012	Authorized Budget FY 2013	Estimated Actual FY 2013	Budget FY 2014
Building Permits Issued	C-1	262	300	266	300
Plumbing, Electrical, Mechanical, Sign and Demolition Permits Issued	C-1	497	400	396	400
Demolished Structures	B-1	31	15	21	15
Business Related Licenses Issued	A-2, C-1	241	220	220	220
Building, Plumbing, Electrical, Mechanical, and Site Plan Inspections and Re-inspections	C-1	1,539	1,350	2,121	1,800
Public Assembly Safety Inspections	C-1	72	150	95	100
Hotel / Motel Room Inspections and Re-inspections	A-2	743	1,000	924	1,000
Rental Dwelling Unit Initial Inspections	A-1	2,398	2,600	2,694	2,600
Rental Dwelling Unit 1 <sup>st</sup> Re-inspections	A-1	1,125	2,400	2,237	2,400
Rental Dwelling Unit 2 <sup>nd</sup> + Re-inspections	A-1	206	300	224	300
Rental Dwelling Units Abated of Housing Code Violations	A-1	2,370	2,600	2,759	2,600
Environmental Notice Initial Inspections	B-2	4,590	5,500	6,232	5,500
Environmental Notice Re-inspections	B-2	5,042	6,600	6,970	6,600
Environmental Notices Abated	B-2	3,856	4,500	6,200	5,500
Private Lots Posted for High Grass/Weeds	B-2	822	800	910	800
Private Lots Mowed by City Contractor	B-2	104	225	197	225
Unlicensed or Inoperable Vehicle Violations Abated	B-2	498	400	315	350
Zoning Occupancy Inspections	B-3	10	20	65	40
Houses Rehabilitated with Grant Funds	A-3	12	14	16	12

**NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:**

<b>POSITION TITLE</b>	<b>ACTUAL FY 2012</b>	<b>AUTHORIZED BUDGET FY 2013</b>	<b>ESTIMATED ACTUAL FY 2013</b>	<b>BUDGET FY 2014</b>	<b>\$ AMOUNT BUDGET FY 2014</b>
Neighborhood Inspector Supervisor	1.00	1.00	1.00	1.00	\$59,216
Neighborhood Inspector Coordinator	0.00	0.00	0.00	0.50	\$24,107
Neighborhood Inspector	5.05	6.00	5.97	6.00	\$263,234
Building Inspector	1.00	1.00	1.00	1.00	\$55,040
Housing Rehabilitation Specialist	1.00	1.00	1.00	1.00	\$43,096
Administrative Secretary	1.00	1.00	1.00	1.00	\$37,396
Weed Control Inspector	0.45	0.48	0.48	0.48	\$15,974
<b>TOTAL</b>	9.50	10.48	10.45	10.98	\$498,063

Fund: GENERAL

Division: BLDG & NEIGHBORHOOD SVC

Department: DEVELOPMENT SERVICES

Division No.: 40210

EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	BUDGET
	FY2012	FY2013	FY2013	FY2014
<b>PERSONAL SERVICES</b>				
100 Employee Salary and Wages	410,979	456,553	458,684	498,063
101 Accrued Sick Leave	0	0	0	0
102 Accrued Vacation Leave	694	0	0	0
110 Employee Overtime	3,244	3,471	2,460	3,782
130 Employee Health Ins. Benefits	86,721	95,822	100,509	85,202
131 Employee Retirement Benefits	75,943	88,609	90,669	102,975
140 Employee Work. Comp. Benefits	19,460	21,315	21,867	26,390
141 Employee Unemp. Comp. Benefits	3,155	9,950	2,400	2,400
150 Special Contractual Benefits	3,356	4,500	4,500	6,990
TOTAL PERSONAL SERVICES	603,552	680,220	681,089	725,802
<b>DIRECT OPERATING CHARGES &amp; SERVICES</b>				
210 Publishing and Filing Fees	296	800	800	800
220 Communications-Telephone	352	3,540	3,540	7,512
222 Communications-Postage	4,089	5,750	6,000	6,000
240 Travel, Conferences, Training	1,708	4,125	2,000	2,149
250 Repairs & Maint.-Equip.	156	1,500	1,500	1,500
270 Outside Printing Services	1,380	2,510	2,510	2,510
271 Other Outside Services	56,517	49,676	49,676	50,016
272 Office Supplies	5,286	5,400	5,400	5,400
273 Operating Supplies & Materials	1,645	2,900	2,900	2,500
275 Motor Fuels and Lubricants	9,063	11,544	10,000	10,296
280 Subscriptions and Memberships	735	625	625	625
282 Licenses and Taxes	150	405	415	300
299 Operating Equipment	15,235	1,050	1,050	0
TOTAL DIR. OPER. CHRGS. & SRVCS.	96,612	89,825	86,416	89,608
<b>SERVICES AND CHARGES TRANSFERRED IN</b>				
311 Vehicle & Equipment-Parts	3,321	6,000	7,600	5,700
TOTAL SRVCS. & CHRGS. TRANS IN	3,321	6,000	7,600	5,700
<b>NON-OPERATING CHARGES</b>				
440 Program Grants	390,289	480,000	528,381	442,900
TOTAL NON-OPERATING CHARGES	390,289	480,000	528,381	442,900

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<b>EXPENDITURE CLASSIFICATION</b>	<b>ACTUAL FY2012</b>	<b>AUTHORIZED BUDGET FY2013</b>	<b>ESTIMATED ACTUAL FY2013</b>	<b>BUDGET FY2014</b>
<b>CAPITAL OUTLAY</b>				
500 Land and Improvements	0	700	631	
504 Licensed Vehicles	<u>29,530</u>	<u>15,500</u>	<u>14,500</u>	<u>0</u>
TOTAL CAPITAL OUTLAY	29,530	16,200	15,131	0
<b>TOTAL EXPENDITURES</b>	<u><u>1,123,304</u></u>	<u><u>1,272,245</u></u>	<u><u>1,318,617</u></u>	<u><u>1,264,010</u></u>