

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 the public health, safety and welfare
- b. Streamline the review of development proposals in order to provide feedback and approvals in a timely manner
- c. Encourage Department employees to participate in Chamber of Commerce, Carbondale Main Street and other 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 and 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

Objective:

- 5. Maximize the City's share of Federal transportation funding through the Southern Illinois Metropolitan Planning Organization (SIMPO)

Strategies:

- a. Serve on the SIMPO's Technical Advisory Committee
- b. Work closely with the City's Public Works Department to ensure appropriate transportation funding through SIMPO

Objective:

- 6. Ensure that members of the City's Planning Commission, City Council, and the general public have the tools to make well-informed decisions regarding projects and proposals.

Strategies:

- a. Provide members with copies of relevant planning related document.
- b. Conduct periodic training sessions with members to help them better understand the planning and development process.

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. 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 (CDAP), 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. Administer the CDAP Mobility and Accessibility Rehabilitation Services (MARS) Program to provide accessibility and mobility-related home rehabilitations to disabled residents
- e. Assist in overall strategy to promote Carbondale and the immediate area as an option of first choice to attract seniors and retirees to reside in the community
- f. Identify structures eligible for housing conversion or rehabilitation grant assistance in the approved target areas
- g. Inspect rehabilitation work and monitor contract compliance for structures awarded rehabilitation grants
- h. Assist in the application process of housing rehabilitation grants

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 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 Downtown Development Committee and Downtown Improvement Committee, which work together, along with 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, including the City's Downtown Improvement Committee and Carbondale Main Street, on projects 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 the Main Street Board of Directors
- c. Provide assistance to the Downtown Advisory Committee (DAC) in the drafting of a new Downtown Master Plan

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 adopted building codes and property maintenance standards which are consistently 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 2015, 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 the Housing Rehabilitation Program.

The Mandatory Rental Housing Inspection Program requires all rental dwelling units within the City to be inspected and meet the 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. This fee is used to offset a portion of the administrative cost associated with the Mandatory Rental Inspection Program.

In FY 2015, all expenditures related to Housing Grants were consolidated into the Development Management Budget. This included moving the Housing Rehabilitation Specialist from Building and Neighborhood Services into Development Management. In addition, the Housing Program Administrator position was eliminated and in its place a Planner position was created. The new Planner position handles all of the

PROGRAM HIGHLIGHTS:

The Development Services Department is comprised of three distinct divisions: (1) Development Management 2) Building & Neighborhood Services, and (3) Planning Services. In addition, a number of housing related

previous responsibilities of the Housing Programs Administrator in addition to those expected of a Planner. The moves have resulted in a more efficient operation of the Housing Programs and created a more precise mechanism for tracking expenditures.

In FY 2015, the City continued to administer its own Single Family Housing Conversion Program, the Illinois Housing Development Authority's (IHDA) Single Family Owner-Occupied Rehabilitation Program (SFOOR), IHDA's Homebuyer program, and the Department of Commerce and Economic Opportunity's (DCEO) Community Development Assistance Program Grant.

By the end of FY 2015, the City's Single Family Housing Conversion Program will have converted twenty-six homes since its inception back to single family owner-occupied units.

The City received \$168,000 in grant funds from the Illinois Housing Development Authority for a SFOOR Program. The City used these grant funds to rehabilitate four homes for low to very low income residents in Tatum Heights, southwest Carbondale, northeast Carbondale, and northwest Carbondale in FY 2015.

The City expects to apply for an additional \$250,000 through IHDA's SFOOR Program to rehabilitate an additional six homes in FY 2016.

In FY 2015, the Illinois Housing Development Authority awarded the City a \$168,000 HOME Homebuyer grant to enable four low to moderate income persons to purchase and rehabilitate their homes. This grant is slated to operate throughout FY 2015 and into FY 2016.

The City expects to apply for an additional \$168,000 through IHDA's HOME Homebuyer grant Program to rehabilitate an additional four homes in FY 2016 and FY 2017.

In FY 2013, the IDCEO awarded the City a \$398,400 CDAP grant. This grant was used to rehabilitate a total of eight homes for low to very low income residents and was completed in early FY 2015. The City once again applied for funding through this program in FY 2015 and expects the additional funding to be available in FY 2016.

In FY 2014, The City applied for funding through the DCEO's MARS program in the amount of \$100,000 to

assist in improving accessibility for three homes. Unfortunately, funding for this program was cut by the State of Illinois. While future funding of this program is not expected, the City will apply should funding become available.

A major initiative that got underway in FY 2015 was the development of a new Downtown Master Plan for Carbondale. The City expects to complete this plan in December of 2015.

In FY 2016, staff will continue to implement the Comprehensive Plan and use the document for guidance on development related matters. Staff will continue to inform the Planning Commission, City Council and members of the community on planning related matters in an effort to raise awareness and encourage constructive dialogue.

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 2016. 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 Council 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 2016 include the continuation to review current policies and procedures for City initiated actions to improve safety of neighborhoods through demolition and clearance of vacant and unsafe structures and 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.

Also in FY 2016, the department will continue the implementation of the Neighborhood Notification program to keep community members up to date on development related projects.

In FY 2016, Development Services will provide expanded information on resources of the Development Services Department and post them on the City's website.

The Development Services Department will also continue throughout FY 2016 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.

utilize and expand the capabilities of the City's GIS program and resources.

Continuing in FY 2016, staff will work jointly with Public Works Department to explore ways to better

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/Objective	Actual FY 2014	Authorized Budget FY 2015	Estimated Actual FY 2015	Budget FY 2016
Single Family Housing Conversion Program Grants	B-1	1	4	3	4
Single Family Owner Occupied Rehabilitation Program Grants (SFOOR)	B-3	5	6	5	4
Community Development Assistance Program Grants (CDAP)	B-3	6	4	2	4
HOME Homebuyer's Program Grants	B-3	3	2	3	2
Mobility and Accessibility Rehabilitation Services (MARS) Program Grants	B-3	0	3	0	0
Downtown Organization Outreach	C-4	10	10	10	10

NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:

POSITION TITLE	ACTUAL FY 2014	AUTHORIZED BUDGET FY 2015	ESTIMATED ACTUAL FY 2015	BUDGET FY 2016	\$AMOUNT BUDGET FY 2016
Development Services Director	1.00	1.00	1.00	1.00	\$86,172
Planner	0.80	1.00	1.00	1.00	\$43,535
Housing Rehabilitation Specialist	0.00	1.00	1.00	1.00	\$43,952
Housing Program Administrator	0.05	0.00	0.00	0.00	\$0
TOTAL	1.85	3.00	3.00	3.00	\$173,659

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EXPENDITURE CLASSIFICATION	AUTHORIZED		ESTIMATED	
	ACTUAL FY2014	BUDGET FY2015	ACTUAL FY2015	BUDGET FY2016
PERSONAL SERVICES				
100 Employee Salary and Wages	126,115	173,659	173,659	173,659
102 Accrued Vacation Leave	(1,162)	0	0	0
110 Employee Overtime	659	1,001	938	1,082
130 Employee Health Ins. Benefits	20,539	34,899	34,089	36,533
131 Employee Retirement Benefits	24,758	38,372	37,183	35,872
140 Employee Work. Comp. Benefits	383	403	853	1,797
141 Employee Unemp. Comp. Benefits	0	0	0	0
150 Special Contractual Benefits	0	500	0	500
TOTAL PERSONAL SERVICES	171,292	248,834	246,722	249,443
DIRECT OPERATING CHARGES & SERVICES				
210 Publishing and Filing Fees	585	800	550	800
220 Communications-Telephone	747	1,128	900	1,361
222 Communications-Postage	21	400	250	250
240 Travel, Conferences, Training	2,094	4,389	3,400	3,969
250 Repairs & Maint.-Equip	0	50	50	50
270 Outside Printing Services	0	70	0	70
271 Other Outside Services	0	2,500	1,800	2,500
272 Office Supplies	553	480	750	780
273 Operating Supplies & Materials	343	550	400	550
275 Motor Fuel and Lubricants	0	594	700	571
280 Subscriptions and Memberships	736	775	762	775
282 Licenses and Taxes	0	200	200	200
299 Operating Equipment	0	0	0	0
TOTAL DIR. OPER. CHRGS. & SRVCS.	5,079	11,936	9,762	11,876
SERVICES AND CHARGES TRANSFERRED IN				
311 Vehicle & Equipment-Parts	0	600	650	600
TOTAL SERVICES AND CHARGES TRANS IN	0	600	650	600
NON-OPERATING CHARGES				
440 Program Grants	0	548,340	248,000	380,000
TOTAL NON-OPERATING CHARGES	0	548,340	248,000	380,000
TOTAL EXPENDITURES	176,371	809,710	505,134	641,919