

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, electrical, plumbing, housing and environmental standards within the community. The Division issues building, demolition and related construction permits.

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 8,211 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. Continue the use of Land Management (LAMA) software to enhance monitoring, tracking and reporting of inspection activities
- e. 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

- f. Perform approximately 2,737 initial rental inspections per fiscal year and monitor results
- g. Perform re-inspections on all housing units found to have code violations and seek full compliance and correction of deficiencies and violations
- h. Vigorously and uniformly enforce property maintenance codes to ensure compliance and issue court citations for uncorrected housing code violations when necessary
- i. 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, site-plan and building code compliance

Objective:

3. 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

Objective:

4. Support the housing rehabilitation and expansion efforts of Habitat for Humanity

Strategies:

- a. Encourage the donation of residential land and materials to the Habitat for Humanity Program
- b. Provide technical assistance to Habitat for Humanity 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

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 and 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

Objective:

3. Maintain the family atmosphere in 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

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, 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
- c. 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
- d. Assist developers and homeowners by providing preconstruction consultation prior to issuance of permits and by inspecting projects during construction
- e. Provide information assistance to developers and contractors about the Enterprise Zone, Tax Increment Financing Districts and the owner occupied housing incentive programs
- f. 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)
- g. Assist the Planning Services Division with enforcing zoning, site plan and sign regulations

Objective:

2. Enhance the knowledge and proficiency of Division personnel

Strategies:

- a. Require Division staff to complete self-study programs to obtain, through the International Code Council, the certification of International Property Maintenance Inspector

- b. Provide inspectors with appropriate educational training and study material required for certification examinations
- c. Continue membership in the CEOSI and the International Code Council (ICC) Chapter to provide training and educational opportunities to staff

PROGRAM HIGHLIGHTS:

In FY 2016, 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 parcel-based system handles permits, code enforcement, building inspections, ownership, certificates of occupancy, zoning certificates, 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 2015, 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, the condition of the entire property and grounds during the inspections. Annually, the division goal is to have 1/3 of registered rental property's 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 2016, the Division will continue to initiate inspections of hotels, motels and other lodging facilities to ensure applicable codes are met.

During FY 2016, 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 CEOSI to continue to improve the professionalism of the Division and maintain current certifications held by Division staff members.

In FY 2016, 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 and public 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 2016, 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.

In FY 2016, 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 2014	Authorized Budget FY 2015	Estimated Actual FY 2015	Budget FY 2016
Rental Dwelling Unit Initial Inspections	A-1	2,989	2,750	2,750	2,737
Rental Dwelling Unit 1 st Re-inspections	A-1	1,662	2,400	2,400	2,400
Rental Dwelling Unit 2 nd + Re-inspections	A-1	340	300	240	250
Rental Dwelling Units Abated of Housing Code Violations	A-1	3,577	2,600	2,600	2,600
Hotel / Motel Room Inspections and Re-inspections	A-2	1,024	1,000	1,000	1,000
Business Related Licenses Issued	A-2, C-1	189	185	185	185
Demolished Structures	B-1	11	15	15	15
Environmental Notice Initial Inspections	A-3, B-2	5,997	5,500	5,500	5,500
Environmental Notice Re-inspections	B-2	5,895	6,600	6,000	6,000
Environmental Notices Abated	B-2	4,457	5,500	5,500	5,500
Zoning Occupancy Inspections	B-3	29	40	30	30
Building Permits Issued	C-1	185	250	150	175
Plumbing, Electrical, Mechanical, Sign and Demolition Permits Issued	C-1	405	400	300	325
Building, Plumbing, Electrical, Mechanical, and Site Plan Inspections and Re-inspections	C-1	1,715	1,800	1,300	1,500
Public Assembly Safety Inspections	C-1	125	100	125	125

NUMBER OF FULL-TIME EQUIVALENT EMPLOYE

POSITION TITLE	ACTUAL FY 2014	AUTHORIZED BUDGET FY 2015	ESTIMATED ACTUAL FY 2015	BUDGET FY 2016	\$ AMOUNT BUDGET FY 2016
Neighborhood Inspector Supervisor	1.00	1.00	1.00	1.00	\$60,406
Neighborhood Inspector	5.77	6.00	5.81	6.00	\$268,496
Building Inspector	1.00	1.00	1.00	1.00	\$56,146
Administrative Secretary	1.00	1.00	1.00	1.00	\$38,148
Weed Control Inspector	0.41	0.48	0.48	0.48	\$15,974
Housing Rehabilitation Specialist	1.00	0.00	0.00	0.00	\$0
TOTAL	10.18	9.48	9.29	9.48	\$439,170

Fund: GENERAL**Division: BLDG & NEIGHBORHOOD SVC****Department: DEVELOPMENT SERVICES****Division No.: 40210**

EXPENDITURE CLASSIFICATION	ACTUAL FY2014	AUTHORIZED	ESTIMATED	BUDGET FY2016
		BUDGET FY2015	ACTUAL FY2015	
PERSONAL SERVICES				
100 Employee Salary and Wages	462,547	437,715	432,037	439,170
101 Accrued Sick Leave	0	0	0	0
102 Accrued Vacation Leave	1,355	0	0	0
110 Employee Overtime	3,342	4,403	3,129	3,686
130 Employee Health Ins. Benefits	93,150	75,919	74,096	77,079
131 Employee Retirement Benefits	96,359	93,637	89,578	87,739
140 Employee Work. Comp. Benefits	26,855	26,591	24,507	21,564
141 Employee Unemp. Comp. Benefits	251	2,400	2,400	2,400
150 Special Contractual Benefits	3,609	6,490	6,490	6,490
TOTAL PERSONAL SERVICES	687,468	647,155	632,237	638,128
DIRECT OPERATING CHARGES & SERVICES				
210 Publishing and Filing Fees	1,491	0	0	0
220 Communications-Telephone	5,862	3,264	3,264	3,230
222 Communications-Postage	4,954	5,800	5,800	5,800
240 Travel, Conferences, Training	1,299	1,320	720	1,320
250 Repairs & Maint.-Equip.	935	1,500	1,500	1,500
270 Outside Printing Services	2,091	2,510	2,510	2,510
271 Other Outside Services	53,360	47,588	47,588	47,895
272 Office Supplies	5,826	5,400	5,400	5,400
273 Operating Supplies & Materials	1,451	2,250	2,250	2,250
275 Motor Fuels and Lubricants	7,266	9,412	8,525	6,989
280 Subscriptions and Memberships	125	915	625	555
282 Licenses and Taxes	583	100	100	100
TOTAL DIR. OPER. CHRGS. & SRVCS.	85,243	80,059	78,282	77,549
SERVICES AND CHARGES TRANSFERRED IN				
311 Vehicle & Equipment-Parts	5,724	3,900	3,100	3,900
TOTAL SRVCS. & CHRGS. TRANS IN	5,724	3,900	3,100	3,900
NON-OPERATING CHARGES				
440 Program Grants	635,271	0	0	0
TOTAL NON-OPERATING CHARGES	635,271	0	0	0
CAPITAL OUTLAY				
504 Licensed Vehicles	44,939	0	0	0
TOTAL CAPITAL OUTLAY	44,939	0	0	0
TOTAL EXPENDITURES	1,458,645	731,114	713,619	719,577