

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 inspecting buildings and property to ensure compliance with building, zoning, and electrical, plumbing, housing and environmental standards within the community.

SIGNIFICANT GOALS AND OBJECTIVES:

GOAL:

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

Objective:

1. Continue the Mandatory Rental Housing Inspection Program which inspects the estimated 8,377 rental dwelling units

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 2,793 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. 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

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 and commercial 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. 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 Code Enforcement Officials of Southern Illinois (CEOSI) and the International Code Council (ICC) Chapter to provide training and educational opportunities to staff

PROGRAM HIGHLIGHTS:

In FY 2017, 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, and certificates of occupancy, zoning certificates, business licensing, impact fees, and work orders. The LAMA software provides an enhanced workflow system to expedite the tracking of land development projects, permit issuance, code compliance and business registration.

In FY 2016, BNS continued to remove unsafe structures that have been vacant neighborhood eyesores. This is part of the aggressive code enforcement efforts that BNS has been focusing efforts on for several 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.

In FY 2017, 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 perform initial inspections on 1/3 of registered rental properties to ensure 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 2017, the Division will continue to initiate inspections of hotels, motels and other lodging facilities to ensure applicable codes are met.

During FY 2017, 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 2017, 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 2017, 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 2017, the Division will also maintain an aggressive approach in abating over occupancy violations in the R-1, Low Density Residential Zoning Districts.

In FY 2017, the Building Inspector position is being transferred from Building and Neighborhood Services (40210) to Development Management (40200). The transfer will help consolidate the permitting process under one office and should lead to greater efficiency and increased customer satisfaction by streamlining the permitting process.

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/ Objective	Actual FY 2015	Authorized Budget FY 2016	Estimated Actual FY 2016	Budget FY 2017
Rental Dwelling Unit Initial Inspections	A-1	2,841	2,737	2,737	2,793
Rental Dwelling Unit 1 st Re-inspections	A-1	1,223	2,400	1,700	2,000
Rental Dwelling Unit 2 nd + Re-inspections	A-1	174	250	180	200
Rental Dwelling Units Abated of Housing Code Violations	A-1	3,555	2,600	2,650	2,600
Demolished Structures	B-1	12	15	16	15
Environmental Notice Initial Inspections	A-3, B-2	6,348	5,500	5,500	5,500
Environmental Notice Re-inspections	B-2	5,486	6,000	5,000	6,000
Environmental Notices Abated	B-2	5,225	5,500	5,000	5,500
Zoning Occupancy Inspections	B-3	73	30	53	30

NUMBER OF FULL-TIME EQUIVALENT EMPLOYE

POSITION TITLE	ACTUAL FY 2015	AUTHORIZED BUDGET FY 2016	ESTIMATED ACTUAL FY 2016	BUDGET FY 2017	\$ AMOUNT BUDGET FY 2017
Neighborhood Inspector Supervisor	1.00	1.00	1.00	1.00	\$62,608
Neighborhood Inspector	6.00	6.00	6.00	5.00	\$231,816
Building Inspector	1.00	1.00	1.00	0.00	\$0
Administrative Secretary	1.00	1.00	1.00	1.00	\$39,541
Weed Control Inspector	0.48	0.48	0.48	0.48	\$16,623
TOTAL	9.48	9.48	9.48	7.48	\$350,588

Fund: GENERAL

Division: BLDG & NEIGHBORHOOD SVC

Department: DEVELOPMENT SERVICES

Division No.: 40210

EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	BUDGET
	FY2015	BUDGET	ACTUAL	FY2017
		FY2016	FY2016	
PERSONAL SERVICES				
100 Employee Salary and Wages	429,063	439,170	405,415	350,588
101 Accrued Sick Leave	0	0	0	0
102 Accrued Vacation Leave	144	0	0	0
110 Employee Overtime	3,197	3,686	3,499	3,762
130 Employee Health Ins. Benefits	74,400	77,079	63,902	49,176
131 Employee Retirement Benefits	89,397	87,739	78,883	67,487
140 Employee Work. Comp. Benefits	23,801	21,564	20,723	25,593
141 Employee Unemp. Comp. Benefits	3,857	2,400	0	2,400
150 Special Contractual Benefits	3,255	6,490	6,240	3,800
TOTAL PERSONAL SERVICES	627,114	638,128	578,662	502,806
DIRECT OPERATING CHARGES & SERVICES				
210 Publishing and Filing Fees	609	0	0	0
220 Communications-Telephone	3,350	3,230	3,230	2,772
222 Communications-Postage	3,466	5,800	5,800	5,800
240 Travel, Conferences, Training	583	1,320	1,000	1,320
250 Repairs & Maint.-Equip.	732	1,500	1,500	1,500
270 Outside Printing Services	2,931	2,510	2,510	2,510
271 Other Outside Services	56,068	47,895	47,895	52,223
272 Office Supplies	5,322	5,400	3,350	3,500
273 Operating Supplies & Materials	2,632	2,250	2,250	2,250
275 Motor Fuels and Lubricants	5,384	6,989	6,000	5,250
280 Subscriptions and Memberships	915	555	555	555
282 Licenses and Taxes	0	100	0	100
299 Operating Equipment	0	0	0	0
TOTAL DIR. OPER. CHRGS. & SRVCS.	81,992	77,549	74,090	77,780
SERVICES AND CHARGES TRANSFERRED IN				
311 Vehicle & Equipment-Parts	1,670	3,900	3,900	2,800
TOTAL SRVCS. & CHRGS. TRANS IN	1,670	3,900	3,900	2,800
TOTAL EXPENDITURES	710,776	719,577	656,652	583,386