

# **Code Enforcement Division**

## **Mission Statement**

It is the mission of the Code Enforcement unit is to enforce codes and ordinances to attain a higher quality of life by promoting a safer, cleaner, and more beautiful city for all to enjoy.

**Primary Functions** → The primary functions of the Code Enforcement unit are to address violation of ordinances, zoning regulations and public safety concerns.

### **2011 Accomplishments** →

- Rewrote city-wide clean-up contractor request for qualifications for greater control of bidding and work processes.
- Sought out neighborhood groups and seminars as means to educate and inform the public concerning ordinances and zoning regulations.
- Acted as liaison between Weed and Seed Restoration Committee, Rockford Urban Ministries, and non-profit "Know Sweat" from Joplin, Missouri.
- Integrated full responsibility of administering solid-waste contract into organizational framework of Code Enforcement.
- Assisted Police Department in enforcement sweep efforts as part of their Summer Crime Initiative in various targeted neighborhoods.
- Provided coded information to recover maintenance services costs through the Neighborhood Stabilization Program land banking provision.
- Successfully maintained 138 City owned lots under the Division's control.
- Maintained a high level of customer service despite staff reductions.
- Successfully completed Project Facelift with several external and internal partnerships.
- Performed a citywide informational sweep named "4-11" with the help of many groups.
- Conducted a CPTED modeled enforcement sweep of the ORCHID neighborhood for the Kishwaukee Weed and Seed group.

### **2012 Goals and Objectives** →

- Develop a permit process for Property Standard complaints to help recover costs associated with inspection protocol.

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- Create a survey administered by staff that can assist in determining public awareness of ordinances and zoning regulations and serve as an educational tool.
- Continue to improve Code Enforcement templates used in Rockstat presentations.
- Continued involvement in the Summer Work Camp program in cooperation with Rockford Urban Ministries, Weed and Seed East and West and Human Services.
- Continued cooperation with Human Services in facilitating project SWEEP.
- Develop method to better market project SWEEP to better utilize talents available.
- Continue effort with Faith Center Church to clean alleys and determine alternative projects in case of inclement weather.
- Continue to assemble ideas for improving the solid waste contract at renewal.
- Assemble and proceed with Project Facelift II with established and new partners.
- Re-designate inspection zones to reflect further staff reductions.
- Research available means to fund 2012 Summer Weeds Program.

### **Budget Summary**

<b>CD CODE ENFORCEMENT DIVISION BUDGET SUMMARY</b>					
<b>APPROPRIATION</b>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$875,776	\$757,966	\$784,381	\$775,091	\$17,125
CONTRACTUAL	454,200	434,065	373,598	515,480	81,415
SUPPLIES	6,249	4,025	2,694	4,025	0
CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$1,336,225</u>	<u>\$1,196,056</u>	<u>\$1,160,673</u>	<u>\$1,294,596</u>	<u>\$98,540</u>
<b>STAFFING REVIEW</b>					INCREASE <u>(DECREASE)</u>
	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	
	14.20	12.20	10.20	10.20	0.00
<b>FUNDING SOURCE</b>		2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>	2012 <u>AMOUNT</u>	2012 <u>PERCENTAGE</u>
PROPERTY TAXES					
REIMBURSEMENTS		\$123,718	10.3	\$135,191	10.4
CDBG FUND		570,260	47.7	570,260	44.0
SANITATION FUND		254,398	21.3	274,518	21.2
FEEES		10,000	0.8	20,000	1.5
GENERAL REVENUES		<u>237,680</u>	<u>20.7</u>	<u>294,627</u>	<u>22.9</u>
TOTAL		<u>\$1,196,056</u>	<u>100.8</u>	<u>\$1,294,596</u>	<u>100.0</u>

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## Budget Analysis

The 2012 budget is \$1,294,596, an increase of \$98,540 (8.2%) from the previous year. Personnel expenditures increased by \$17,125 due to increases in IMRF (\$2,050), Workman's Compensation (\$4,510), and health insurance (\$8,270) rates.

Contractual costs are budgeted at \$515,480, an increase of \$81,400. Increases include microcomputer charges (\$72,810), equipment rental (\$7,100), risk management (\$4,900) and building rental (\$7,100) offset by decreases in printing (\$9,810), and telephone charges (\$1,500).

The supply budget totals \$4,025, which includes moderate expenditures for office supplies.

In 2011, the Code Enforcement Division spent \$1,160,673, or 97.1% of its budgeted allocation. In the past several years, spending has been 91% to 105% of the budget.

## Capital Equipment

No capital equipment is planned for 2012.

## Personnel Review

COMMUNITY DEVELOPMENT CODE ENFORCEMENT DIVISION				
<b>BENEFITS AND SALARIES</b>				
<b>SALARY</b>		<b>2011</b>	<b>2012</b>	<b>INCREASE/ (DECREASE)</b>
		<b>BUDGET</b>	<b>BUDGET</b>	
PERMANENT		\$468,101	\$469,638	\$1,537
TEMPORARY		0	0	0
OVERTIME		0	0	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		0	0	0
<b>TOTAL SALARIES</b>		<b>\$468,101</b>	<b>\$469,638</b>	<b>\$1,537</b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$95,774	\$97,825	\$2,051
UNEMPLOYMENT TAX		1,836	1,836	0
WORKMEN'S COMPENSATION		21,988	26,500	4,512
HEALTH INSURANCE		156,541	164,809	8,268
LIFE INSURANCE		796	796	0
RETIREE HEALTH INSURANCE		8,034	8,424	390
PARKING BENEFITS		4,896	5,263	367
<b>TOTAL BENEFITS</b>		<b>\$289,865</b>	<b>\$305,453</b>	<b>\$15,588</b>
<b>TOTAL COMPENSATION</b>		<b>\$757,966</b>	<b>\$775,091</b>	<b>\$17,125</b>
<b>PERSONNEL</b>				
<b>POSITION TITLE</b>	<b>POSTION RANGE</b>	<b>2011 EMPLOYEES</b>	<b>2012 EMPLOYEES</b>	<b>INCREASE/ (DECREASE)</b>
BUILDING OFFICIAL		0.00	0.00	0.00
PROPERTY IMPROVEMENT PROG MANAGE	E-9	1.00	1.00	0.00
NEIGHBORHOOD ZONE COORDINATOR	E-7	1.00	1.00	0.00
SR ADMINISTRATIVE ASSISTANT	E-6	0.20	0.20	0.00
SENIOR BUILDING INSPECTOR	CD-24	1.00	1.00	0.00
NEIGHBORHOOD ENFORCEMENT SPECIALI	CD-15	5.00	5.00	0.00
SENIOR CLERK	A-19	2.00	2.00	0.00
<b>TOTAL PERSONNEL</b>		<b>10.20</b>	<b>10.20</b>	<b>0.00</b>

# **Code Enforcement Division**

## **Performance Measurements**

	2009 Actual	2010 Actual	2011 Actual	2012 Projected
Weed Complaints	3,417	3,530	3,200	3,300
Vehicle Tows	17	18	23	25