

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.

2010 Accomplishments →

- Rewrote city-wide clean-up contractor request for qualifications, which yielded three new contractors and 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.
- Coordinated with Human Services and "Put Illinois to Work" to staff the summer Weeds Control program.
- Successfully maintained 138 City owned lots under the Division's control.
- Maintained a high level of customer service despite staff reductions.
- To date, Code Enforcement has handled 5,024 complaints in both Neighborhood Standards and Property Standards. Of those, 1,816 were tall weeds complaints. The total tall weeds violations were 2,860.

2011 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 RUM, Weed and Seed East and West and Human Services.
- Implemented the Hansen Code Enforcement Module Contracted Services section into the weeds enforcement program as trial start-up of full integration.
- 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.
- Begin to assemble ideas for improving the solid waste contract at renewal.

Budget Summary

CD CODE ENFORCEMENT DIVISION BUDGET SUMMARY					
APPROPRIATION	<u>2009 ACTUAL</u>	<u>2010 BUDGET</u>	<u>2010 ACTUAL</u>	<u>2011 BUDGET</u>	<u>INCREASE (DECREASE)</u>
PERSONNEL	\$911,358	\$950,380	\$872,612	\$757,966	(\$192,414)
CONTRACTUAL	529,488	509,225	454,200	434,065	(75,160)
SUPPLIES	6,545	4,025	6,849	4,025	0
CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$1,447,391</u>	<u>\$1,463,630</u>	<u>\$1,333,661</u>	<u>\$1,196,056</u>	<u>(\$267,574)</u>
STAFFING REVIEW					
	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>INCREASE (DECREASE)</u>
	13.00	14.20	12.20	10.20	(2.00)
FUNDING SOURCE					
		<u>2010 AMOUNT</u>	<u>2010 PERCENTAGE</u>	<u>2011 AMOUNT</u>	<u>2011 PERCENTAGE</u>
PROPERTY TAXES					
REIMBURSEMENTS		\$149,422	10.2	\$123,718	10.3
CDBG FUND		479,420	32.7	570,260	47.7
SANITATION FUND		309,636	21.1	254,398	21.3
FEES		88,800	6.1	10,000	0.8
GENERAL REVENUES		<u>438,352</u>	<u>36.0</u>	<u>237,680</u>	<u>19.9</u>
TOTAL		<u>\$1,465,630</u>	<u>106.1</u>	<u>\$1,196,056</u>	<u>100.0</u>

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Budget Analysis

The 2011 budget is \$1,196,056, a decrease of \$267,574 (18.3%) from the previous year. Personnel expenditures decreased by \$192,400 due to the retirement and planned elimination of the building official position and the transfer of staff to open positions in the Development Division. The majority of the reductions come from permanent salaries (\$133,000), IMRF (\$25,500), health insurance (\$40,600), worker's comp (\$1,300), and parking (\$960). Increases include retiree health insurance (\$8,000), and unemployment (\$1,100).

Contractual costs are budgeted at \$434,065, a decrease of \$75,160. Decreases include cleanups (\$40,700) and demolition (\$32,900), both reduced to meet deficit allocations. Other reductions occurred in vehicle repairs (\$3,500), telephone (\$8,200), and building rental (\$4,400). Increases occurred in printing (\$7,300) for additional compliance documentation and correspondence and fuel (\$6,300).

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

In 2010, the Code Enforcement Division spent \$1,333,661, or 91.1% 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 2011.

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Personnel Review

COMMUNITY DEVELOPMENT CODE ENFORCEMENT DIVISION				
BENEFITS AND SALARIES		2010	2011	INCREASE/
SALARY		BUDGET	BUDGET	(DECREASE)
PERMANENT		\$599,053	\$468,101	(\$130,952)
TEMPORARY		0	0	0
OVERTIME		2,000	0	(2,000)
MERIT PAY		0	0	0
SALARY ADJUSTMENT		0	0	0
TOTAL SALARIES		\$601,053	\$468,101	(\$132,952)
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$121,293	\$95,774	(\$25,519)
UNEMPLOYMENT TAX		769	1,836	1,067
WORKMEN'S COMPENSATION		23,320	21,988	(1,332)
HEALTH INSURANCE		197,137	156,541	(40,596)
LIFE INSURANCE		952	796	(156)
RETIREE HEALTH INSURANCE		0	8,034	8,034
PARKING BENEFITS		5,856	4,896	(960)
TOTAL BENEFITS		\$349,327	\$289,865	(\$59,462)
TOTAL COMPENSATION		\$950,380	\$757,966	(\$192,414)
	POSTION	2010	2011	INCREASE/
POSITION TITLE	RANGE	EMPLOYEES	EMPLOYEES	(DECREASE)
BUILDING OFFICIAL		1.00	0.00	(1.00)
PROPERTY IMPROVEMENT PROG MANAGE	E-9	1.00	1.00	0.00
NEIGHBORHOOD ZONE COORDINATOR	E-7	2.00	1.00	(1.00)
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
TOTAL PERSONNEL		12.20	10.20	(2.00)

Performance Measurements

	2008 Actual	2009 Actual	2010 Actual	2011 Projected
Weed Complaints	3,375	3,417	3,530	3,800
Vehicle Tows	45	17	18	25