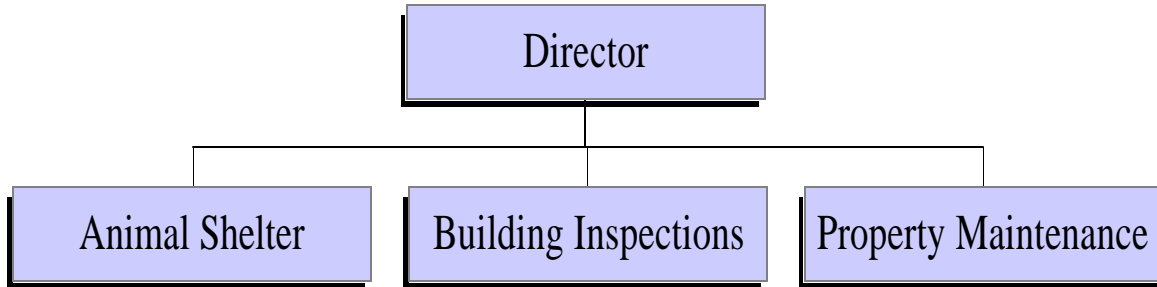


Organizational Chart

Inspections Services Department 2005



INSPECTIONS DEPARTMENT

DEPARTMENT BUDGET OVERVIEW

Appropriation by Major Object

	2003 Actual	2004 Budget	2004 Adjusted Budget	2004 12-Month Estimate	2005 Budget
Personnel Services	\$2,185,769	\$2,397,891	\$2,397,891	\$2,426,511	\$2,507,295
Employee Benefits	\$1,082,844	\$1,088,534	\$1,314,079	\$1,306,429	\$1,377,433
Contractual	\$454,830	\$468,086	\$587,044	\$663,431	\$656,238
Materials & Supplies	\$71,947	\$81,822	\$83,991	\$80,230	\$87,599
Total	\$3,795,390	\$4,036,333	\$4,383,005	\$4,476,601	\$4,628,565
Appropriation by Division					
Building Services	\$1,049,604	\$1,188,630	\$1,261,734	\$1,191,225	\$1,293,223
Code Enforcement	\$1,602,496	\$1,772,579	\$1,980,284	\$1,991,277	\$2,059,130
PAWS	\$1,143,290	\$1,075,124	\$1,140,987	\$1,294,099	\$1,276,212
Total	\$3,795,390	\$4,036,333	\$4,383,005	\$4,476,601	\$4,628,565

Mission Statement

The Inspections Department provides safe construction in the City of Peoria, which complies with local, state and federal codes.

Division – Building

The Division's responsibility is to ensure that construction in Peoria is in compliance with the national codes, state codes, and local ordinances adopted by the City of Peoria regulating construction. New construction, additions, renovations, remodeling, changes of existing use of residential and commercial projects are all inspected by the Building Inspection Division through the permit process. Additionally, the Division approves permits for demolitions/moving of structures, as well as tests and licenses HVAC and electrical contractors.

Fiscal 2004 Accomplishments

- Division revenues expected to exceed expenditures
- Streamlined the permit application process
- Restructured permit process that allows customers to visit one location for new residential construction permits
- Reorganized the permit and inspection process that reduced time spent on plan review and field inspection

Desired Program Outcomes for 2005

- Continue to look for ways to create efficiencies in the areas of field inspections and permit process for commercial projects.

Outcome Trends Table

	FY 2003	FY 2004	FY 2005
Maintain revenues that exceed division expenses	101%	110%	110%
Residential and mechanical permits entered within 24 hours of application filed	98%	98%	100%
Time spent issuing and reviewing commercial permits	3 weeks	2.5 weeks	2.5 weeks
Time spent inspecting residential construction projects	4.33 hours	4.0 hours	4.0 hours
Time spent inspecting commercial construction projects	6.75 hours	6.25 hours	5.75 hours

Activities Linked to Council Goals

Building Inspections	Council Goals #1, #4
Plan Review	Council Goals #1, #4
Permit Entry	Council Goals #1, #4

Division Activities**1. Building Inspections - Activity cost \$1,057,246**

Each remodeling project or new building constructed in Peoria is required to have a building permit issued. After the permit is issued a building inspector is assigned and inspections are conducted to ensure that the builders comply with the original plans, as well as, all local, state and federal standards.

By restructuring the permit process in 2003/2004, the amount of time required inspecting a commercial project would be reduced from an estimated 6.75 hours to 5.75 hours.

2. Plan Review - Activity cost \$78,870

Before a building permit is issued, plans must be submitted to the Plan Examiner, who works with the builder/architect to ensure that all local, state and federal standards are met.

By reorganizing the permit process in 2003/2004, residential and mechanical permits will be reviewed the same day 100% of the time, rather than 98% of the time. Also, the average time it takes to review a commercial construction project will be reduced from 3 weeks to 2.5 weeks, an 18% reduction in time.

3. Permit Entry – Activity cost \$157,107

All permits issued are entered and tracked in the City's mainframe computer. The Permit Technician, Permit Writer and Building Inspectors all enter permits.

Service Level Trend Table

	FY 2003	FY 2004	FY 2005
Residential Permits	834	900	900
Commercial Permits	281	450	400
Plans Reviewed	1,115	1,350	1,300

Division's Appropriation by Major Object

	2003 Actual	2004 Budget	2004 Adjusted Budget	2004 12-Month Estimate	2005 Budget
Personnel Services	\$685,651	\$770,001	\$770,001	\$732,083	\$769,951
Employee Benefits	\$339,676	\$349,545	\$421,972	\$394,152	\$422,988
Contractual	\$17,032	\$60,384	\$61,061	\$56,723	\$89,684
Materials & Supplies	\$7,245	\$8,700	\$8,700	\$8,267	\$10,600
Total	\$1,049,604	\$1,188,630	\$1,261,734	\$1,191,225	\$1,293,223

Mission Statement

The Inspections Department provide the citizens of Peoria with safe and sanitary neighborhoods through the enforcement of the Housing and Environmental Codes of the City of Peoria.

Division – Code Enforcement

Code Enforcement's responsibility is to monitor neighborhoods plagued by blight and take necessary steps to uphold the City's housing and environmental standards. Code Enforcement inspectors' activities include: conducting housing and environmental inspections, towing unlicensed and inoperable cars, abating unattended garbage and weeds and pursuing court ordered demolitions of structurally unsound and unsafe buildings. In addition, inspectors work on developing partnerships with neighborhood groups and concerned citizens to help inform the public of the importance of keeping Peoria's neighborhoods clean and healthy.

Fiscal 2004 Accomplishments

- Efforts were made to increase the number of rental inspections. In 2004, there was a 50% increase rental inspections, a 50% increase in Certificates of Inspection issued and approximately a 200% increase in fee revenue. (This is due to increase in inspections and a fee increase in registration and inspection fees in late 2003).
- The Neighborhood Enhancement Action Team (NEAT), that includes members of the Police Department, PAWS and Code Enforcement, conducted weekly sweeps to address crime and code issues in problem neighborhoods. In 2004, the team began working more closely with the Planning Department.

Desired Program Outcomes in 2005

- Bring 700 properties with housing code violations into compliance.
- Issue 1,000 Certificates of Registration and 500 Certificates of Inspection.
- Adopt the 2000 International Property Maintenance Code with amendments.
- Adopt updates to the Rental Registration and Inspection Ordinances.

Outcomes Trends Table

	FY 2003	FY 2004	FY 2005
% of inspector initiated environmental cases	82%	86%	90%
% of inspector initiated housing cases	68%	75%	70%
Number of rental properties brought to minimum code	324	550	700
Number Hearing Officer case brought into compliance	612	400	500

Activities Linked to Council Goals

Housing Inspections	Council Goals #1, #2
Environmental Inspections	Council Goals #1, #2
Rental Registration and Inspection Program	Council Goals #1, #2
NEAT Team	Council Goals #1, #2

Division Activities (Approximately 37% paid by CDBG Funds)**1. Housing Inspections – Activity cost \$720,082**

Based on the 2000-2004 Consolidated Plan, of the 49,125 housing units in Peoria, 9,825 (20%) are substandard (below minimum code requirement). Code Enforcement Inspectors utilized the Administrative Hearing Officer, rental inspections, housing warning notices and notices of dangerous buildings to address substandard housing. In 2004, approximately 725 housing cases were initiated through these processes.

Code Enforcement Inspectors are proactive and are responsible for preventing blight in their assigned neighborhoods. Thus far in 2004, inspectors initiated approximately 65% of the housing cases started. The 2005 goal is that inspector's initiated housing case increase to 75%.

2. Environmental Inspections – Activity cost \$840,251

Code Enforcement Inspectors address environmental problems such as high weeds, litter and inoperable vehicles. Inspectors send notices to violators or place abate notices on the structure when violations are discovered. Failure to comply results in fines, work orders or towing of vehicles. In 2004, approximately 27,000 environmental cases were initiated using these tools and these properties were brought into compliance. This activity reduced blight and is instrumental in maintaining a clean and sanitary environment in Peoria's older neighborhoods.

Thus far in 2004, inspectors initiated 86% of the environmental cases started. The goal for 2005 is that 90% of environmental cases are initiated by inspectors, thus reducing blight.

3. Rental Registration and Inspection Program – Activity cost \$340,100

The Rental Registration and Inspection Program registers and inspects non-owner occupied residential properties. These inspections include an environmental and exterior inspection, along with an interior inspection, which is limited to 15 specific life safety issues.

Of the approximately 18,000 properties subject to registration, approximately 9,000 are subject to inspection. Since 1996, 9,100 units have been brought into compliance with the limited life safety requirements of the Rental Registration and Inspection Ordinance. By ordinance, these properties are required to be inspected once every three years. This program provided safe and sanitary housing for renters in Peoria. However, it does not bring the property into compliance with the minimum housing code of the City of Peoria.

4. NEAT Team – Activity cost \$158,696

The Neighborhood Enhancement Action Team is a multi-departmental team that targets problem neighborhoods and properties. The NEAT Team is made up of Neighborhood Police Officers, Code Enforcement, PAWS and Planning and Zoning. Daily “sweeps” are performed in problem neighborhoods in order to make a positive impact on the area and to educate the residents of the neighborhood on what factors contribute to blight. It is our goal to conduct NEAT team inspections on 10,000 properties in 2005.

Service Trends Table

	FY 2003	FY 2004	FY 2005
Inspections	16,003	27,278	28,000
Re-inspections	18,217	21,678	22,000
Rental Inspections	920	1,400	1,600
Housing Inspections	584	725	900
Work Orders	2,196	3,200	3,000
Notices of Dangerous Buildings Issued	108	50	75
Notices of Unfit for Human Habitation	110	122	110

Division’s Appropriation by Major Object

	2003 Actual	2004 Budget	2004 Adjusted Budget	2004 12-Month Estimate	2005 Budget
Personnel Services	\$883,502	\$1,016,204	\$1,016,204	\$1,003,523	\$1,054,435
Employee Benefits	\$437,693	\$461,311	\$556,895	\$540,295	\$579,275
Contractual	\$259,067	\$269,850	\$381,971	\$422,377	\$395,329
Materials & Supplies	\$22,235	\$25,214	\$25,214	\$25,082	\$30,091
Total	\$1,602,497	\$1,772,579	\$1,980,284	\$1,991,277	\$2,059,130

Mission Statement

The Inspections Department provides the citizens of Peoria with the safe and humane operation of the animal shelter and control services. Additionally, they provide for the reduction of the threat of rabies in Peoria and the surrounding areas.

Division – PAWS

The animal shelter provides effective and efficient animal control, rabies control, and animal welfare services. The Animal Shelter is committed to continued aggressive rabies inoculation/registration enforcement, promotion of adoption, redemption of shelter animals and promotion of responsible pet ownership.

Fiscal 2004 Accomplishments

- Conducted 199 sweeps of selected areas in conjunction with the Neighborhood Enhancement Action Team.
- Reduced the number of animals euthanized by 6%.
- Sterilized 1,912 animals through the spay/neuter coupon program which is self-funding.
- Generated funds to remodel shelter and purchase caging, kennel boards and fencing to improve animals' care.

Desired Program Outcomes for 2005

- Implement computerization of shelter operations.
- Reduce the number of incoming animals.
- Increase placement of shelter animals.

Outcome Trends Table

	FY 2003	FY 2004	FY 2005
Reduce the number of stray animals.	4,237	3,737	4,000
Increase the number of animals placed from the animal shelter.	2,239	2,369	2,500
Reduce the number of animals euthanized	5,611	5,301	5,000
Reduce the number of threatening wild animals	1,050	750	1,000
Increase the number of animals inoculated against rabies and registered.	40,000	40,474	41,000
Increase the number of animals sterilized.	1,500	1,912	2,400
Respond to complaints within 24 hours.	7,570	7,540	7,500
Participate in City-wide coordinated activities such as the NEAT team.	116	250	199

Activities Linked to Council Goals

Animal Control	Council Goals #1, #2
Rabies Control	Council Goals #1, #2
Adoption and Sterilization	Council Goals #1, #2
Neighborhood Enhancement Action Team	Council Goals #1, #2

Division Activities**1. Animal Control – Activity cost \$656,593**

Provide animal control services in a timely manner by removing stray and roaming animals, enforcing the animal control code, alleviating animal-related nuisances, and humanely housing impounded animals. The number of stray animals reported in 2004 was 4,041. The goal for 2005 is that less than 4,000 stray animals are taken in by the shelter.

2. Rabies Control – Activity cost \$292,992

Eliminate the threat of rabies through animal bite investigation and rabies inoculation and registration. In 2004, 42,760 animals were inoculated against rabies and registered. The goal for 2005 is that 43,000 animals are inoculated.

3. Adoption and Sterilization– Activity cost \$284,807

Activities are conducted to place as many unwanted animals as possible as pets, ensures the sterilization of adopted animals, and assists current pet owners with sterilization. In 2004, 2,420 animals were placed. The goal for 2005 is that 2,500 animals are placed in loving homes.

4. Neighborhood Enhancement Action Team – Activity cost \$41,820

Participate in coordinated activities throughout the City to address nuisance properties and problem areas within neighborhoods. The goal for 2005 is to bring 2,500 animals into compliance through the NEAT Team process.

Service Level Trends Table

	FY 2003	FY2004	FY2005
Increase The Number Of Dogs And Cats Sterilized	1500	1912	2400
Increase The Numbers Of Adoptions	2239	2369	2500
Increase The Number Of Dogs And Cats Vaccinated/ Registered.	40,000	40,474	41,000
Increase Interaction With Public By Attending More Neighborhood Meetings	15	10	15

Division's Appropriation by Major Object

	2003 Actual	2004 Budget	2004 Adjusted Budget	2004 12-Month Estimate	2005 Budget
Personnel Services	\$616,616	\$611,686	\$611,686	\$690,905	\$682,909
Employee Benefits	\$305,476	\$277,678	\$335,213	\$371,982	\$375,170
Contractual	\$178,731	\$137,852	\$144,012	\$184,331	\$171,225
Materials & Supplies	\$42,467	\$47,908	\$50,077	\$46,881	\$46,908
Total	\$1,143,290	\$1,075,124	\$1,140,988	\$1,294,099	\$1,276,212

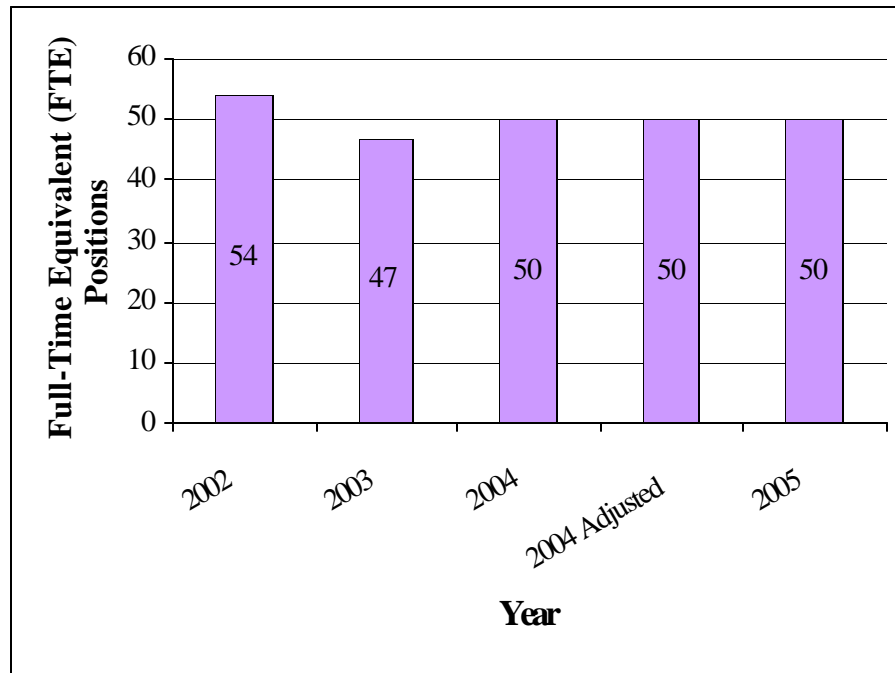
INSPECTIONS DEPARTMENT

DEPARTMENT FULL TIME EQUIVALENT (FTE) POSITIONS

TITLE	FY2003	FY2004	ADJUSTED FY2004	FY2005
<u>Building Services</u>				
Director of Inspections	1	1	1	1
Assistant Director of Inspections	0	0	0	0
Rental Registration Coordinator	0	0	0	0
Building Inspector I	2	4	4	4
Building Inspector II	0	0	1	1
Building Inspector III	4	3	2	2
Senior Plumbing Inspector	1	1	1	1
Senior Electrical Inspector	1	1	1	1
Administrative Special IV	1	1	1	1
Administrative Specialist II	0	0	0	0
Permit Technician	1	1	1	1
Permit Writer	1	1	1	1
Plans Examiner	1	1	1	1
<u>Code Enforcement-Property Mtce Div</u>				
Code Enforcement Manager	1	1	1	1
Code Enforcement Supervisor	1	1	1	1
Code Enforcement Inspector	12	13	13	13
Administrative Specialist II	6	6	6	6
<u>PAWS-Animal Shelter Division</u>				
Animal Shelter Director	1	1	1	1
Animal Shelter Director	1	1	1	1
Shelter Services Coordinator	5	6	6	6
Animal Control Officer	3	3	3	3
Kennel Technician	3	3	3	3
Administrative Specialist I	1	1	1	1
Administrative Specialist II				
Total	47	50	50	50

Staffing History

INSPECTIONS DEPARTMENT



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