

Mission Statement

Provide 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, and tests and licenses HVAC and electrical contractors.

Fiscal 2002 Accomplishments

- Division revenues exceeded expenditure for the first time
- Adopted the 2000 International Family of Codes
- Issued permits for 366 new single family residential units
- Maintained expected service levels despite loss of Adm. Specialist II position

Desired Program Outcomes for 2003

- Restructure permit process that allows customers to visit one spot for all construction permits
- Reduce steps citizen take in Certificates of Occupancy process
- Proposed reorganized permit process to reduce time spent on plan review and inspection

Outcome Trends Table

	FY 2001	FY 2002	FY 2003
Maintain revenues that exceed division expenses	(\$150,150)	\$1,805	\$98,380*
Residential and mechanical permits entered within 24 hours of application filed.	98%	98%	100%
Time spent issuing and reviewing commercial permits	3 weeks	3 weeks	2.5 weeks
Time spent inspecting residential construction permits	4.33 hours	4.33 hours	4.0 hours
Time spent inspecting commercial construction permits	6.75 hours	6.75 hours	5.25 hours

* As of 4-31-03

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 \$904,390**

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 reorganizing the permit process in 2003, the amount of time required inspecting a commercial project will be reduced from 6.75 hours to 5.25 hours, a 22% decrease. A residential project that took 4.33 hours to inspect will now take 4.0 hours, an 8% decrease.

2. Plan Review - Activity cost \$72,314

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, 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, a 19% reduction in time.

3. Permit Entry – Activity cost \$168,490

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 2001	FY 2002	FY 2003
Residential Permits	822	824	820
Commercial Permits	286	274	280
Plans Reviewed	1108	1098	1100

Mission Statement

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 2002 Accomplishments

- Code Enforcement Division was reorganized due to staff cuts in September 2002.
- The Rental Registration and Inspection Program was reorganized. All Code Enforcement Inspectors and support staff are now cross-trained in the rental inspection process.
- Problem Property Response Team was restructured, resulting in the formation of the Neighborhood Enhancement Action Team (NEAT). The NEAT team is now doing weekly sweeps of problem neighborhoods.

Desired Program Outcomes in 2003

- Bring 500 properties with housing code violations into compliance
- Issue 1, 000 Certificates of Registration and 500 Certificates of Inspection
- Bring the average time that environmental cases are open down to an average of 5 days.
- Adopt the 2000 International Property Maintenance Code with amendments
- Adopt updates to the Rental Registration and Inspection Ord.

Outcomes Trends Table

	FY 2001	FY 2002	FY 2003
Average time that environmental cases are open	N/A	N/A	N/A
% of inspector initiated environmental cases	81%	79%	80%
% of inspector initiated housing cases	72%	74%	85%
Number of rental properties brought to minimum code	979	906	700
Number Hearing Officer case brought into compliance	941	970	1,200
Number of continuances given to Hearing Officer Cases	4,303	3,601	3,000

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 \$664,014

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 Adm. Hearing Officer, rental inspections, housing warning notices and notices of dangerous buildings to address substandard housing. In 2002, 1,610 housing cases were initiated through these processes. To date 82% of these cases have been brought into compliance, reducing the number of substandard units to 8,505.

Code Enforcement Inspectors are proactive and are responsible for preventing blight in their assigned neighborhoods. In 2002, 74% of the housing cases started were initiated by an inspector. The 2003 goal is that inspector's initiated housing case increase to 80%.

2. Environmental Inspections – Activity cost \$798,433

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 2002, 12,499 environmental cases were initiated using these tools and these properties were brought into compliance. This activity reduced blight and maintains a clean and sanitary environment in Peoria's older neighborhoods.

In 2002, 79% of the environmental cases started were initiated by an inspector. The goal for 2003 is that 85% of environmental cases are initiated by an inspector reducing blight by an additional 6%.

3. Rental Registration and Inspection Program – Activity cost \$205,204

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, 8,648 units have been brought into compliance with the

limited life safely 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.

Staff cuts have caused resources to be focused away from rental inspections. In light of staff cuts of 25%, the goal for 2003 is that 700 rental properties are brought into compliance with the Rental Registration and Inspection Ordinance.

4. NEAT Team – Activity cost \$45,529

The Neighborhood Enhancement Action Team is a multi-departmental team that targets problem neighborhoods and properties. The NEAT Team is made up of the Neighborhood Police Officers, Code Enforcement, PAWS and Planning and Zoning. Weekly “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 a goal to conduct NEAT team inspections on 2,000 properties in 2003. Also, the goal for 2004 is to have NEAT sweeps five days a week.

The NEAT team is currently on target to address 136 housing cases each year. With the proposed concept of a full time NEAT team, the number of housing cases addressed by the NEAT team would increase to 680 cases or 7% of the City’s housing units.

Service Trends Table

	FY 2001	FY 2002	FY 2003
Inspections	17,407	14,323	5,097
Reinspections	22,126	18,577	5,883
Rental Inspections	3,348	2,241	274
Housing Notices	922	837	200
Work Orders	1,533	1,379	728
Notices of Dangerous Buildings Issued	64	50	53

Mission Statement

The animal shelter provides effective and efficient animal control, rabies control, and animal welfare services.

Division – PAWS**Fiscal 2003 Accomplishments**

- Conducted sweeps of selected areas in conjunction with the Neighborhood Enhancement Action Team.
- Developed and implemented program to transfer adoptable animals to different regions.
- Promoted spay/neuter coupon program to stimulate the sterilization of dogs and cats.
- Responded to 99% of all calls within 24 hours of receipt.

Desired Program Outcomes for 2003

- Further develop relationship and involvement with the NEAT team
- Reduce the number of animals euthanized

Outcome Trends Table

	FY 2001	FY 2002	FY 03
Reduce the number of stray animals.	4,168	4,193	4,100
Increase the number of animals placed from the animal shelter.	2,586	2,231	2,500
Reduce the number of animals euthanized	5,208	5,331	5,200
Reduce the number of threatening wild animals	686	1,003	750
Increase the number of animals inoculated against rabies and registered.	38,499	38,564	40,000
Increase the number of animals sterilized.	1,248	1,310	1,500
Respond to complaints within 24 hours.			
Participate in City-wide coordinated activities such as the NEAT team.			

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 \$502,498**

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 2002 was 4,193. The goal for 2003 is that less than 4,100 stray animals are taken in by the shelter.

2. Rabies Control – Activity cost \$238,760

Eliminate the threat of rabies through animal bite investigation and rabies inoculation and registration. In 2002, 38,564 animals were inoculated against rabies and registered. The goal for 2003 is that 40,000 animals are inoculated.

3. Adoption and Sterilization– Activity cost \$225,041

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 2002, 2,231 animals were placed. The goal for 2003 is that 2,500 animals are placed in loving homes.

4. Neighborhood Enhancement Action Team – Activity cost \$32,784

Participate in coordinated activities throughout the City to address nuisance properties and problem areas within neighborhoods. The goal for 2003 is to bring 225 animals into compliance through the NEAT Team process.

Service Level Trends Table

	FY 2001	FY 2002	FY 2003
Increase the number of dogs and cats sterilized	1248	1310	1500
Increase the numbers adoptions	2586	2231	2500
Increase the number of dogs and cats vaccinated/registered.	38,499	38,564	40,000
Increase interaction with public by attending more neighborhood meetings	3	10	15

INSPECTIONS DEPARTEMENT

Department by Major Object

	Personnel Services	Employee Benefits	Contractual	Supplies	Total
Building	\$722,172	\$356,038	\$59,384	\$7,600	\$1,145,194
Code Enforcement	\$927,257	\$457,146	\$302,965	\$25,813	\$1,713,181
PAWS	\$554,761	\$261,308	\$135,814	\$47,200	\$999,083
Totals	\$2,204,190	\$1,074,492	\$498,163	\$80,613	\$3,857,458