

## INSPECTIONS DEPARTMENT

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### DEPARTMENT BUDGET OVERVIEW

#### Appropriation by Major Object

	2007 Actual	2008 Budget	2008 Adjusted Budget	2008 12-Month Estimate	2009 Budget
Personnel Services	\$2,823,688	\$2,914,475	\$2,900,517	\$2,900,517	\$3,015,907
Contractual	\$838,938	\$901,492	\$1,009,899	\$1,009,899	\$923,661
Materials & Supplies	\$109,970	\$97,440	\$99,379	\$99,379	\$98,785
<b>Total</b>	<b>\$3,772,596</b>	<b>\$3,913,407</b>	<b>\$4,009,795</b>	<b>\$4,009,795</b>	<b>\$4,038,353</b>

#### Appropriation by Division

Building Services	\$853,721	\$940,284	\$984,310	\$984,310	\$986,538
Code Enforcement	\$1,840,001	\$1,977,748	\$2,025,684	\$2,025,684	\$2,029,948
PAWS	\$1,078,874	\$995,375	\$999,801	\$999,801	\$1,021,867
<b>Total</b>	<b>\$3,772,596</b>	<b>\$3,913,407</b>	<b>\$4,009,795</b>	<b>\$4,009,795</b>	<b>\$4,038,353</b>

**Mission Statement**

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

**Division – Building**

The Building Division's primary 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. The Division also approves permits for the demolition and movement of structures as well as providing testing and licensing services to HVAC and electrical contractors.

**Fiscal 2008 Accomplishments**

- Successfully adopted the 2008 National Electric Code
- 30% of all residential applications and plans were submitted electronically, creating efficiencies and eliminating bulk storage
- Developed a user's guide and implemented a Certificate of Use to be issued upon approval at final inspection for swimming pool installations
- The Division accomplished it's goal to get the average review time of commercial projects back to 2.5 weeks

**Desired Program Outcomes for 2009**

- Successfully adopt the 2009 International Code Council Series
- Continue to develop the City's website to more informational and easier to apply for permits online
- Explore the option of implementing a plan review fee for residential and commercial plan review
- Consider raising all mechanical permit fees to reflect current national averages
- Explore grant funding availability

**Outcome Trends Table**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
Residential and mechanical permits entered within 24 hours of application filed	98%	98%	99%
Time spent issuing and reviewing commercial permits	3 weeks	2.5 weeks	2.5 weeks
Time spent inspecting residential construction projects	4.00 hours	4.00 hours	4.00 hours
Time spent inspecting commercial construction projects	6.25 hours	6.25 hours	6.25 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**

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. Upon approval of final inspection, a Certificate of Occupancy is issued to the owner.

By reorganizing and streamlining the permit process in 2003/2004, the amount of time required inspecting a commercial project has declined from an estimated 6.75 hours to 6.25 hours. The 2009 goal is to maintain the 6.25 hours required to inspect a commercial property.

**2. Plan Review**

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

Due to the reorganization of the permit process in 2003/2004, the average time it takes to review a commercial construction project has declined from 3 weeks to 2.5 weeks, an 18% reduction in time. The division has achieved its goal but will attempt to capitalize on current efficiencies and drive an 8% further reduction to make the average time an estimated 2.3 weeks.

**3. Permit Entry**

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

**Service Level Trend Table**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
Residential Permits	856	860	850
Commercial Permits	261	246	250
Plans Reviewed	1,117	1,106	1,100

**Division's Appropriation by Major Object**

	<b>2007 Actual</b>	<b>2008 Budget</b>	<b>2008 Adjusted Budget</b>	<b>2008 12-Month Estimate</b>	<b>2009 Budget</b>
Personnel Services	\$804,965	\$839,139	\$839,139	\$839,139	\$882,953
Contractual	\$41,314	\$92,275	\$134,362	\$134,362	\$94,580
Materials & Supplies	\$7,442	\$8,870	\$10,809	\$10,809	\$9,005
<b>Total</b>	<b>\$853,721</b>	<b>\$940,284</b>	<b>\$984,310</b>	<b>\$984,310</b>	<b>\$986,538</b>

**Mission Statement**

The Code Enforcement Division of the Inspections Department provides the citizens of Peoria with safe and sanitary neighborhoods through the enforcement of the Housing and Environmental Codes of the City of Peoria.

<b>Division – Code Enforcement</b>
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The primary duty of Code Enforcement is to stabilize 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 vehicles, abating unattended garbage and weeds, and pursuing court ordered demolitions of structurally unsound buildings that pose a threat to public safety. In addition to these duties, 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.

**Fiscal 2008 Accomplishments**

- Reorganization of assigned inspector geographic areas implemented by enhancing the NEAT team to allow participation by all 13 (thirteen) inspectors, and permit more proactive inspection processes throughout the city. All inspectors were assigned to new areas giving them a “fresh look” at different properties.
- Further enhancements to the Laptop Computer Program have been added with new laptops and upgraded air-cards. Proactive environmental cases are now opened, updated, and managed by the inspectors in the field.
- The division has examined the work order process through a 6 Sigma project. Several efficiencies have been identified, including notification of ABATE posting to property owners to allow for the violation to be created without a work order needing to be issued.
- Inspectors earned their required continuing education hours for Property Maintenance Code certification.

**Desired Program Outcomes in 2009**

- Successfully adopt the 2009 International Property Maintenance Code.
- Pursue new technologies that will enable the division to continue to streamline the paperwork processes and drive the division more towards becoming a “paperless” environment.
- Adoption and implementation of changes to the current Rental Registration ordinance and process to allow for more accurate registration of non-owner occupied properties.
- Revamp work order contracts providing for quicker response time and less overall cost to the taxpayer.

**Outcomes Trends Table**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
% of inspector initiated environmental cases	89%	90%	90%
% of inspector initiated housing cases	41%	55%	60%
# of registered properties brought to minimum code	297	415	425
# Hearing Officer case brought into compliance	940	960	900

**Activities Linked to Council Goals**

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

**Division Activities** (Approximately 30% paid by CDBG Funds)**1. Housing Inspections**

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 utilizes the Administrative Hearing Officer, non-owner occupied & rental inspections, housing warning notices and notices of dangerous buildings to address substandard housing. In 2008, approximately 2,300 housing cases were initiated through these processes.

Code Enforcement Inspectors are also proactive and are responsible for preventing blight in their assigned neighborhoods. The Code Enforcement Inspectors have initiated approximately 53% of the housing cases started this year and the goal for inspector initiated housing cases is 60% in 2009.

**2. Environmental Inspections**

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 with City Codes can result in fines, work orders or towing of vehicles. In 2008, approximately 24,000 environmental cases were initiated using these tools and these properties were brought into compliance. This activity reduces blight, stabilizes, and maintains a clean and sanitary environment in Peoria's neighborhoods.

In 2008, inspectors proactively initiated 90% of the environmental cases started. The goal for 2009 is that inspectors initiate 90% of the environmental cases.

### 3. Registration and Inspection Program

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

Of the approximate 18,000 properties subject to registration, approximately 9,000 are subject to inspection. By ordinance, these 9,000 non-owner occupied properties are required to be inspected once every three years. Since 1996, 11,160 units have been brought into compliance with the limited life safety requirements of the Registration and Inspection Ordinance. This program provides safe and sanitary housing for renters and non-home owners in Peoria. However, it does not bring the interior of the property into compliance with the minimum housing codes of the City of Peoria.

### 4. NEAT Team

The Neighborhood Enhancement Action Team (NEAT) is an inter-departmental team that targets problem neighborhoods and properties. The departments which comprise the NEAT Team are the Police, Code Enforcement, PAWS, and Planning and Zoning Departments. Weekly “sweeps” are performed in neighborhoods in order to positively impact the area and to educate the residents of the neighborhood on what factors contribute to blight.

On August 18, 2003, the NEAT team started conducting sweeps daily, due to the addition of three full time positions assigned to the team. The team consists of one Code Enforcement Officer, one Neighborhood Police Officer and one Animal Control Officer. It is estimated that the NEAT Team will inspect 10,300 properties in 2009.

**Service Trends Table**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
Inspections	25,492	25,500	26,500
Reinspections	28,028	30,500	31,500
Registered Property Inspections	265	200	250
Housing Notices	1,554	1,400	1,500
Work Orders	4,916	4,500	4,000
Notices of Dangerous Buildings Issued	176	130	150
Notice of Unfit for Human Habitation	89	90	70

**Division's Appropriation by Major Object**

	<b>2007 Actual</b>	<b>2008 Budget</b>	<b>2008 Adjusted Budget</b>	<b>2008 12-Month Estimate</b>	<b>2009 Budget</b>
Personnel Services	\$1,219,517	\$1,280,434	\$1,266,476	\$1,266,476	\$1,315,908
Contractual	\$605,720	\$670,704	\$732,598	\$732,598	\$687,040
Materials & Supplies	\$14,764	\$26,610	\$26,610	\$26,610	\$27,000
<b>Total</b>	<b>\$1,840,001</b>	<b>\$1,977,748</b>	<b>\$2,025,684</b>	<b>\$2,025,684</b>	<b>\$2,029,948</b>



**Mission Statement**

The Peoria Animal Welfare Shelter provides the citizens of Peoria with the safe and humane operation of the animal shelter and animal control services. Additionally, they work to reduce the threat of rabies in Peoria and the surrounding areas.

<b>Division – PAWS</b>
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The Animal Shelter serves the community with effective and efficient animal control, rabies control, and animal welfare services. The Animal Shelter continues to aggressively enforce rabies inoculation/registration, promotes the adoption and redemption of shelter animals, and encourages responsible pet ownership.

**Fiscal 2008 Accomplishments**

- Completed 1,295 activities coordinated with the Neighborhood Enhancement Action Team.
- Achieved an adoption rate of 74% of adoptable dogs and 39% of adoptable cats.
- Increased the sterilization of licensed pets by 10%.
- Increased the number of animals determined to be dangerous and the number of animal sterilized after a second impoundment.
- Increased the contractual fees generated by municipal contracts.

**Desired Program Outcomes for 2009**

- Increase rabies registration by 10%.
- Increase placement of adoptable shelter animals by 5%.
- Reduce the number of incoming animals by 10%.
- Reduce euthanasia of adoptable animals by 5%.
- Increase the number of animals returned to owner by 10%.

**Outcome Trends Table**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY2009</b>
Reduce the number of stray animals.	4,956	4,876	5,000
Increase the number of animals placed from the animal shelter.	2,316	2,271	2,500
Reduce the number of animals euthanized	5,693	5,325	5,200
Reduce the number of threatening wild animals	610	512	600
Increase the number of animals inoculated against rabies and registered.	41,074	41,562	43,000
Increase the number of animals sterilized.	27,964	28,633	29,000
Respond to complaints within 24 hours.	16,969	16,869	17,000
Participate in City-wide coordinated activities such as the NEAT team.	1,335	1,295	1,500

**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**

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 2008 was 4,876. The goal for 2009 is that less than 5,000 stray animals are taken in by the shelter.

**2. Rabies Control**

Eliminate the threat of rabies through animal bite investigation and rabies inoculation and registration. In 2008, 41,562 animals were inoculated against rabies and registered. The goal for 2008 is that 43,000 animals are inoculated.

**3. Adoption and Sterilization**

Activities are conducted to place as many unwanted animals as possible as pets, ensure the sterilization of adopted animals, and assist current pet owners with sterilization. In 2008, 2,271 animals were placed. In 2008, we achieved a placement rate of adoptable animals of 74% for dogs and 39% for cats. The goal for 2009 is that 2,500 animals are placed in loving homes and to increase the placement rate of adoptable animals by 5%.

**4. Neighborhood Enhancement Action Team**

Participate in coordinated activities throughout the City to address nuisance properties and problem areas within neighborhoods. The goal for 2009 is to bring 2,000 animals into compliance through the NEAT Team process.

**Service Level Trends Table**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
Increase The Number Of Dogs And Cats Sterilized	16,969	16,869	18,000
Increase The Numbers Of Animal Placements	2,316	2,271	2,500
Increase The Number Of Dogs And Cats Vaccinated/ Registered.	41,074	41,562	43,000
Increase Public Awareness By Attending Classes, Community Events, and Neighborhood Meetings	18	23	30

**Division's Appropriation by Major Object**

	<b>2007 Actual</b>	<b>2008 Budget</b>	<b>2008 Adjusted Budget</b>	<b>2008 12-Month Actual</b>	<b>2009 Budget</b>
Personnel Services	\$799,206	\$794,902	\$794,902	\$794,902	\$817,046
Contractual	\$191,904	\$138,513	\$142,939	\$142,939	\$142,041
Materials & Supplies	\$87,764	\$61,960	\$61,960	\$61,960	\$62,780
<b>Total</b>	<b>\$1,078,874</b>	<b>\$995,375</b>	<b>\$999,801</b>	<b>\$999,801</b>	<b>\$1,021,867</b>

## INSPECTIONS DEPARTMENT

### DEPARTMENT FULL TIME EQUIVALENT (FTE) POSITIONS

TITLE	FY2007	FY2008	ADJUSTED FY2008	FY2009
<b><u>Building Services</u></b>				
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	4	3	3	3
Building Inspector II	1	1	1	1
Building Inspector III	2	2	2	2
Building Inspector I (Part-time)	0	.5	.5	.5
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
<b><u>Code Enforcement-Property Mtce Div</u></b>				
Code Enforcement Manager	1	1	1	1
Code Enforcement Supervisor	1	1	1	1
Code Enforcement Inspector	13	13	13	13
Administrative Specialist II	6	6	6	6
Management Analyst	0	1	1	1
<b><u>PAWS-Animal Shelter Division</u></b>				
Animal Shelter Director	1	1	1	1
Shelter Services Coordinator	1	1	1	1
Animal Control Officer	6	6	6	6
Kennel Technician	3	3	3	3
Administrative Specialist I	3	3	3	3
Administrative Specialist II	1	1	1	1
<b>Total</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>

## INSPECTIONS DEPARTMENT

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### Staffing History

