



MEMORANDUM

TO: Trustee Laura Fitzpatrick, Chairperson
Economic & Community Development Committee Members

FROM: William J. Heniff, AICP, Director of Community Development *WJH*

DATE: September 9, 2013

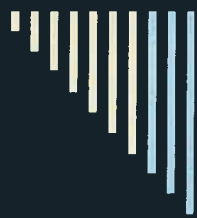
SUBJECT: **Community Development/ECDC Committee Review – Code Administration Division**

The Economic and Community Development Committee (ECDC) was introduced to an overview of the Community Development Department at the April 8, 2013 meeting. This activity was a follow-up effort based upon initial discussion by the Village Board to a program to provide an opportunity for existing standing committees to provide advice on the budget and operations of the various Village departments. At the May meeting, the ECDC heard about the roles and responsibilities associated with the Building Division, at the June meeting the Private Engineering Services Division was presented, and at the August meeting the Planning Services Division was presented.

Attached is a PowerPoint presentation that staff will be presenting at the meeting that provides an overview of the Code Administration Division. A copy of the FY2013 expenditures as of September 3, 2013 is offered for reference purposes. The Code Administration Division expenditures are included within Section 255 of the report.

ACTION REQUESTED

This item is being shared with the ECDC for informational and discussion purposes at the September 9, 2013 meeting.



Village of Lombard

Community Development
Department

*Presentation to ECDC
September 9, 2013*



Village of Lombard Community Development Department

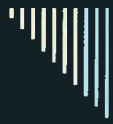
Administration

Building

Private Engineering Services

Planning Services

Code Administration



Code Administration Division In-House Staffing

- 1 Code Enforcement Coordinator
- 2 Code Enforcement Officers (part-time)
 - 1 new position pending
- 3 Seasonal Code Enforcement Interns
- 1 Field Technician (position vacant)



Village of Lombard Code Administration Division

Enforcing Village Ordinances: Zoning Code and Sign Code

Enforcing Nuisance Chapter of Municipal Code

Assisting residents to incorporate community values and comply with ordinances

Defusing conflicts between neighbors

Processing code violation cases

Removing signs from public parkways

Drive-by inspections of construction sites

Monitoring problem properties (e.g. foreclosed or hoarders)



Code Administration Division Other Duties

Investigating and enforcing stagnant water and other public health threats

Enforcing drainage violations with the Private Engineering Division

Building relationships with foreclosure agencies



Code Administration Division Examples - Grass & Weeds

- ❑ May require a cut & lien
- ❑ May require court action



Code Administration Division Examples - Stagnant Water

- ❑ Mosquitoes that carry West Nile Virus breed in stagnant water
- ❑ Numerous contact efforts eventually led to court action for this site
- ❑ Immediate health hazard mitigated by coordination with County Health Dept.



Code Administration Division Example

- ❑ Notified of code violations
- ❑ Inspection results in intervention efforts by several departments or other governmental units





Code Administration Communication Efforts

Keeping the complainants involved

Increase phone calls, letters, emails, and on-site meetings as resources allow

Follow up on referrals from Village Departments

Take action on complaints reported through web site

Increase communications with foreclosure agents handling multiple properties in town



Code Administration Process

Service request received

Advisory letter sent with a 10 day period to correct the violation

After 10 days without compliance a violation notice is sent giving an additional 10 days to correct the violation

If the violation is not corrected, a ticket is issued

Processing for court (when necessary)

Adjudication Court – local court meets twice a month, can assess fines and determine guilty or non-guilty verdict but cannot force compliance

Circuit Court – can provide judgments, decisions, and order



Code Administration Process

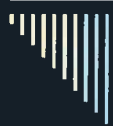
- Code Administration seeks compliance, not fines
- Fines are a tool to get to compliance
- Different than the Building Division which tries to recover costs



Code Administration Division Caseload

2012

Incoming Calls (all calls handled by division)	1,875
Total Cases (advisory letter sent)	779
Violation Cases	559
Cases to Court	2
Cases to Adjudication	7



Code Administration 2013 Voluntary Code Compliance Program

Inspection of residential properties conducted from the public right-of-way

Intended to identify the major property maintenance issues and improve awareness for some lesser known residential Village ordinances

First time conducted since 2007

Completed by summer interns

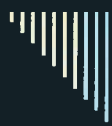
Initial compliance rate 96.9% and upon re-inspection, improved to 99.2%



Code Administration Division Budget Considerations

Legal Obligations & Mandates

- Staff protected by tort immunity, unless illegal activity or wanton negligence is demonstrated
- Obligation to apply codes equally and fairly to all residents, businesses, and property owners



Code Administration Division FY13 and FY 14 Goals and Objectives

Allow for blending of the Code Administration Division
and the Building Division

Allow for the violation process of the building code to
be blended with the nuisance code, zoning code, and
sign code

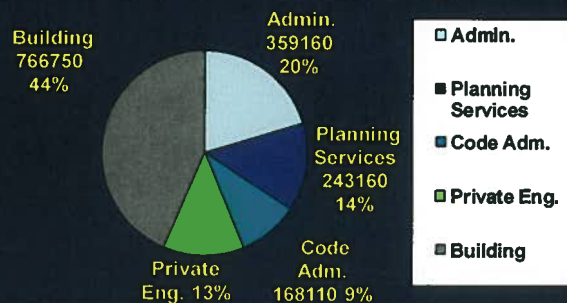
Consistent with other DuPage County municipalities



Community Development FY13 Budget

The FY 2013 Budget for CD is \$1,760,160, of which about \$1,100,000 is
estimated to be offset by fees collected for services performed by the
Department.

The approved FY13 Budget funds the following:



Community Development

	ACTUAL	AMENDED	YEAR-END	MANAGER
\$	2012A	BUDGET	ESTIMATE	PROPOSED
		2013	2013	2014
Community Development Department	1,642,692	1,713,010	1,544,165	1,504,380
Community & Economic Devel Admin	330,155	359,080	252,810	296,340
Planning Services	224,749	243,160	199,180	180,000
Code Administration	153,994	168,190	178,690	198,380
Building	719,043	733,070	707,785	622,880
Private Engineering Services	214,751	209,510	205,700	206,780
Year to Year Increase		4.10%	-10.93%	-2.64%
		<i>Compares to 2012A Actual</i>	<i>Compares to 2013 Amended Budget</i>	<i>Compares to 2013 Amended Budget</i>



Expense Budget Performance Report

Fiscal Year to Date 09/03/13

Include Rollup Account and Rollup to Account

Account Fund	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
101 - General Fund	Department 250 - Community Development										
	Cost Center 110 - Administration										
	EXPENSE										
71110	Regular Wages	236,930.00	(13,000.00)	223,930.00	.00	.00	.00	108,762.66	115,167.34	49	.00
71120	Part-Time Wages	.00	13,000.00	13,000.00	.00	.00	.00	5,982.53	7,017.47	46	.00
71220	PPO Plus-Health Insurance	18,380.00	.00	18,380.00	.00	.00	.00	.00	18,380.00	0	.00
71240	Blue Advantage-Health Insurance	31,890.00	.00	31,890.00	.00	.00	.00	9,696.18	22,193.82	30	.00
71410	Life Insurance	470.00	.00	470.00	.00	.00	.00	214.50	255.50	46	.00
71420	Social Security	14,510.00	.00	14,510.00	.00	.00	.00	6,796.71	7,713.29	47	.00
71430	Medicare	3,440.00	.00	3,440.00	.00	.00	.00	1,589.54	1,850.46	46	.00
71440	Employer Pension Contribution-IMRF	34,740.00	.00	34,740.00	.00	.00	.00	16,682.12	18,057.88	48	.00
71540	Employee Recognition	100.00	.00	100.00	.00	.00	.00	61.02	38.98	61	.00
73110	Operating Supplies	6,000.00	(80.00)	5,920.00	.00	468.51	.00	2,823.16	2,628.33	56	.00
73130	Books & Literature	200.00	.00	200.00	.00	.00	.00	.00	200.00	0	.00
75010	Training & Travel	1,000.00	.00	1,000.00	.00	.00	.00	3,483.76	(2,483.76)	348	.00
75020	Dues & Subscriptions	960.00	.00	960.00	.00	.00	.00	945.00	15.00	98	.00
75210	Printing & Binding	500.00	.00	500.00	.00	.00	.00	51.50	448.50	10	.00
75350	Other Prof/Tech Services	8,000.00	.00	8,000.00	.00	.00	.00	1,985.00	6,015.00	25	.00
76010	Tfr to Fleet Services O&M	750.00	.00	750.00	.00	.00	.00	432.00	318.00	58	.00
76011	Tfr to Fleet Services Reserve	1,290.00	.00	1,290.00	.00	.00	.00	749.00	541.00	58	.00
	EXPENSE TOTALS	\$359,160.00	(\$80.00)	\$359,080.00	\$0.00	\$468.51	\$0.00	\$160,254.68	\$198,356.81	45%	\$0.00
	Cost Center 110 - Administration	(\$359,160.00)	\$80.00	(\$359,080.00)	\$0.00	(\$468.51)	\$0.00	(\$160,254.68)	(\$198,356.81)	45%	\$0.00
	EXPENSE										
71110	Regular Wages	158,360.00	.00	158,360.00	.00	.00	.00	55,123.17	103,236.83	35	.00
71120	Part-Time Wages	.00	.00	.00	.00	.00	.00	22,450.99	(22,450.99)	+++	.00
71210	PPO-Health Insurance	4,580.00	.00	4,580.00	.00	.00	.00	2,522.97	2,057.03	55	.00
71240	Blue Advantage-Health Insurance	26,620.00	.00	26,620.00	.00	.00	.00	5,879.06	20,740.94	22	.00
71410	Life Insurance	450.00	.00	450.00	.00	.00	.00	150.00	300.00	33	.00
71420	Social Security	9,820.00	.00	9,820.00	.00	.00	.00	4,683.17	5,136.83	48	.00
71430	Medicare	2,300.00	.00	2,300.00	.00	.00	.00	1,095.29	1,204.71	48	.00
71440	Employer Pension Contribution-IMRF	23,220.00	.00	23,220.00	.00	.00	.00	10,222.64	12,997.36	44	.00
73110	Operating Supplies	10,600.00	.00	10,600.00	.00	.00	.00	2,172.67	8,427.33	20	.00
73130	Books & Literature	100.00	.00	100.00	.00	.00	.00	.00	100.00	0	.00
75010	Training & Travel	4,810.00	.00	4,810.00	.00	.00	.00	339.00	4,471.00	7	.00
75020	Dues & Subscriptions	1,900.00	.00	1,900.00	.00	.00	.00	1,592.00	308.00	84	.00
75210	Printing & Binding	400.00	.00	400.00	.00	.00	.00	.00	400.00	0	.00
	EXPENSE TOTALS	\$243,160.00	\$0.00	\$243,160.00	\$0.00	\$0.00	\$0.00	\$106,230.96	\$136,929.04	44%	\$0.00
	Cost Center 250 - Planning Services	(\$243,160.00)	\$0.00	(\$243,160.00)	\$0.00	\$0.00	\$0.00	(\$106,230.96)	(\$136,929.04)	44%	\$0.00



Expense Budget Performance Report

Fiscal Year to Date 09/03/13

Include Rollup Account and Rollup to Account

Account Fund	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
101 - General Fund	250 - Community Development									
	Cost Center 255 - Code Administration									
	EXPENSE									
71110	Regular Wages	57,520.00	.00	57,520.00	.00	.00	36,961.47	20,558.53	64	.00
71120	Part-Time Wages	60,480.00	.00	60,480.00	.00	.00	46,015.54	14,464.46	76	.00
71240	Blue Advantage-Health Insurance	18,760.00	.00	18,760.00	.00	.00	10,302.17	8,457.83	55	.00
71410	Life Insurance	180.00	.00	180.00	.00	.00	120.00	60.00	67	.00
71420	Social Security	7,320.00	.00	7,320.00	.00	.00	4,998.45	2,321.55	68	.00
71430	Medicare	1,710.00	.00	1,710.00	.00	.00	1,168.99	541.01	68	.00
71440	Employer Pension Contribution-IMRF	8,430.00	.00	8,430.00	.00	.00	5,710.53	2,719.47	68	.00
73110	Operating Supplies	200.00	.00	200.00	.00	.00	93.64	106.36	47	.00
73120	Uniforms	700.00	.00	700.00	.00	.00	616.39	83.61	88	.00
75010	Training & Travel	530.00	.00	530.00	.00	.00	480.00	50.00	91	.00
75020	Dues & Subscriptions	150.00	.00	150.00	.00	.00	75.00	75.00	50	.00
75210	Printing & Binding	1,500.00	80.00	1,580.00	.00	.00	1,577.35	2.65	100	.00
75220	Recordings/Archiving	400.00	.00	400.00	.00	291.00	109.00	.00	100	.00
75350	Other Prof/Tech Services	4,000.00	.00	4,000.00	.00	.00	770.00	3,230.00	19	.00
76010	Tfr to Fleet Services O&M	2,200.00	.00	2,200.00	.00	.00	1,693.00	507.00	77	.00
76011	Tfr to Fleet Services Reserve	4,030.00	.00	4,030.00	.00	.00	2,352.00	1,678.00	58	.00
	EXPENSE TOTALS	\$168,110.00	\$80.00	\$168,190.00	\$0.00	\$291.00	\$113,043.53	\$54,855.47	67%	\$0.00
	Cost Center 255 - Code Administration Totals	(\$168,110.00)	(\$80.00)	(\$168,190.00)	\$0.00	(\$291.00)	(\$113,043.53)	(\$54,855.47)	67%	\$0.00
	Cost Center 260 - Building									
	EXPENSE									
71110	Regular Wages	391,340.00	.00	391,340.00	.00	.00	225,485.89	165,854.11	58	.00
71120	Part-Time Wages	62,210.00	.00	62,210.00	.00	.00	72,273.37	(10,063.37)	116	.00
71140	Overtime Wages	2,080.00	.00	2,080.00	.00	.00	1,160.57	919.43	56	.00
71210	PPO-Health Insurance	39,980.00	.00	39,980.00	.00	.00	14,287.83	25,692.17	36	.00
71240	Blue Advantage-Health Insurance	56,270.00	.00	56,270.00	.00	.00	26,664.44	29,605.56	47	.00
71410	Life Insurance	900.00	.00	900.00	.00	.00	480.00	420.00	53	.00
71420	Social Security	28,120.00	.00	28,120.00	.00	.00	17,624.90	10,495.10	63	.00
71430	Medicare	6,580.00	.00	6,580.00	.00	.00	4,121.96	2,458.04	63	.00
71440	Employer Pension Contribution-IMRF	60,850.00	.00	60,850.00	.00	.00	37,995.04	22,854.96	62	.00
73110	Operating Supplies	3,500.00	.00	3,500.00	.00	599.50	2,208.05	692.45	80	.00
73120	Uniforms	1,000.00	.00	1,000.00	.00	.00	808.15	191.85	81	.00
73130	Books & Literature	750.00	.00	750.00	.00	.00	677.84	72.16	90	.00
75010	Training & Travel	4,350.00	.00	4,350.00	.00	.00	2,044.50	2,305.50	47	.00
75020	Dues & Subscriptions	570.00	.00	570.00	.00	.00	292.00	278.00	51	.00
75210	Printing & Binding	1,400.00	.00	1,400.00	.00	.00	418.60	981.40	30	.00
75220	Recordings/Archiving	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
75350	Other Prof/Tech Services	54,650.00	.00	54,650.00	.00	801.00	36,861.75	16,987.25	69	.00



Expense Budget Performance Report

Fiscal Year to Date 09/03/13
Include Rollup Account and Rollup to Account

Account Fund	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Department 101 - General Fund										
Cost Center 250 - Community Development										
Cost Center 260 - Building										
	EXPENSE									
75740	Equipment Maintenance	370.00	.00	370.00	.00	.00	.00	370.00	0	.00
75910	Reimbursable Expenses	1,560.00	.00	1,560.00	.00	.00	.00	1,560.00	0	.00
76010	Trfr to Fleet Services O&M	11,180.00	.00	11,180.00	.00	.00	3,246.00	7,934.00	29	.00
76011	Trfr to Fleet Services Reserve	2,410.00	.00	2,410.00	.00	.00	1,407.00	1,003.00	58	.00
	EXPENSE TOTALS	\$733,070.00	\$0.00	\$733,070.00	\$0.00	\$1,400.50	\$448,057.89	\$283,611.61	61%	\$0.00
	Cost Center 260 - Building	(\$733,070.00)	\$0.00	(\$733,070.00)	\$0.00	(\$1,400.50)	(\$448,057.89)	(\$283,611.61)	61%	\$0.00
Cost Center 265 - Private Engineering Services										
	EXPENSE									
71110	Regular Wages	152,960.00	.00	152,960.00	.00	.00	98,406.88	54,553.12	64	.00
71140	Overtime Wages	.00	.00	.00	.00	.00	250.62	(250.62)	+++	.00
71210	PPO-Health Insurance	9,160.00	.00	9,160.00	.00	.00	4,765.61	4,394.39	52	.00
71240	Blue Advantage-Health Insurance	7,860.00	.00	7,860.00	.00	.00	4,124.71	3,735.29	52	.00
71410	Life Insurance	360.00	.00	360.00	.00	.00	240.00	120.00	67	.00
71420	Social Security	9,480.00	.00	9,480.00	.00	.00	5,875.68	3,604.32	62	.00
71430	Medicare	2,220.00	.00	2,220.00	.00	.00	1,374.15	845.85	62	.00
71440	Employer Pension Contribution-IMRF	22,420.00	.00	22,420.00	.00	.00	15,242.66	7,177.34	68	.00
73110	Operating Supplies	600.00	200.00	800.00	.00	.00	38.82	761.18	5	.00
73120	Uniforms	150.00	.00	150.00	.00	.00	34.87	115.13	23	.00
75010	Training & Travel	1,000.00	.00	1,000.00	.00	.00	65.00	935.00	6	.00
75020	Dues & Subscriptions	200.00	.00	200.00	.00	.00	182.00	18.00	91	.00
75410	Engineering Services	250.00	(200.00)	50.00	.00	.00	.00	50.00	0	.00
76010	Trfr to Fleet Services O&M	1,730.00	.00	1,730.00	.00	.00	644.00	1,086.00	37	.00
76011	Trfr to Fleet Services Reserve	1,120.00	.00	1,120.00	.00	.00	651.00	469.00	58	.00
	EXPENSE TOTALS	\$209,510.00	\$0.00	\$209,510.00	\$0.00	\$0.00	\$131,896.00	\$77,614.00	63%	\$0.00
	Cost Center 265 - Private Engineering Services	(\$209,510.00)	\$0.00	(\$209,510.00)	\$0.00	\$0.00	(\$131,896.00)	(\$77,614.00)	63%	\$0.00
Department 250 - Community Development										
	EXPENSE TOTALS	\$1,713,010.00	\$0.00	\$1,713,010.00	\$0.00	(\$2,160.01)	\$959,483.06	(\$751,366.93)	56%	\$0.00
Fund 101 - General Fund										
	Grand Totals	\$1,713,010.00	\$0.00	\$1,713,010.00	\$0.00	\$2,160.01	\$959,483.06	\$751,366.93		\$0.00