

City of Evanston
FY 2008-09 Budget Memo Requests # 53-54
February 8, 2008

Budget Memo #	Requestor	Request	Date Sent to Council
53	N/A	Emergency Preparedness Restructuring & Cost Savings	2/8/2008
54	Hansen	Property Standards Division	2/8/2008



Interdepartmental Memorandum

To: Julia Carroll, City Manager
 From: Anita Patel, Management Analyst, Finance Department
 Subject: **Budget Memo #53: Emergency Preparedness Restructuring -Future Savings Clarification**
 Date: February 8, 2008

Question/Request: Please demonstrate future savings that will result from the proposed restructuring of the Emergency Preparedness Manager functions.

Response: The table below demonstrates the savings associated with the proposed restructuring of the Emergency Preparedness Manager functions for FY 08-09 and FY 09-10. The table demonstrates that only a portion of the savings will be realized in FY 08-09 due to a three month transition period prior to the Emergency Preparedness Manger exercising ERI. Future net savings is approximately \$114,500.

Expenditure:	FY 08-09	FY 09-10
Emergency Preparedness Manager (Salary + Benefits)	(117,000)	(156,000)
Fire Plan Reviewer (Salary + Benefits)	91,500	91,500
Total Expenditure Reduction:	\$(25,500)	\$(64,500)
Revenue:	FY 08-09	FY 09-10
Fire Plan Review Revenue	(50,000)	(50,000)
Total Revenue Addition:	\$(50,000)	\$(50,000)
Net Impact to Budget:	\$(75,500)	\$(114,500)



Interdepartmental Memorandum

To: Julia Carroll, City Manager
From: James Wolinski, Director, Community Development
Subject: **Budget Memo # 54: Property Standards Division**
Date: February 8, 2008

Question/Request:

Please provide the number of property maintenance inspectors, how they are funded, what are they paid? Can we also get a comparison to other comparable communities regarding the pay, how many, and duties of property inspectors?

Response:

The Property Standards Division currently is composed of:

- One Property Maintenance Supervising Inspector
- Four Property Maintenance Inspectors
- One Secretary
- One Records Clerk

Staff funding is a combination of General Funds & CDBG funds. The breakdown is as follows:

- Property Maintenance Supervisor (80% CDBG)
- Two Property Maintenance Inspectors (100% CDBG)
- Two Property Maintenance Inspectors (30% CDBG)
- One Secretary (30% CDBG)
- One Records Clerk (30% CDBG)

Inspector salary ranges from different communities including Evanston are as follows:

- Evanston: \$47,658. - \$58,812.
- Skokie: \$49,550. - \$64,818.
- Elgin: \$52,884. - \$65,124.

The following spreadsheet inventories the community aspects relating to property standard inspections, number of rental dwelling units, number of inspectors, and communities with apartment licensing, with the following points added to further report the results obtained:

- 6 of the 16 cities researched employ apartment licensing;
- Each city has its own aspects of how it handles fees; charges; frequency of inspection; size of buildings licensed, etc;
- 7 of the 16 cities charge re-inspection fees;
- Champaign while not having apartment licensing, certifies student housing;
- Aurora has apartment licensing and by far has the largest staff of approximately 17 inspectors;
- Some cities inspect only on a complaint basis;

- Some cities inspect a percentage of the units in a building to have a presence at each building more frequently;
- Some cities allow buildings with no violations to have a longer cycle between inspections;
- Oak Park licensing function is handled by the City Clerk's office;
- Cities including Elgin, Aurora, Joliet have licensing and are all old riverfront cities;
- Carbondale registers rental buildings for no fee as opposed to licensing;
- Evanston licenses rooming houses;
- There was no inspection information obtained for Cicero;

Illinois Cities, Apartment Licensing Statistics:

Illinois Cities	Population (2007)	Rental Units (2000 census)	Owner Occupied Units (2000 census)	Code/ Housing Inspectors	Apt. Lic.	Re-Inspect Fees	Apartment License Insp. Frequency
Chicago (1)	2,800,000	597,000	465,000	?	No	?	-
Aurora (2)	170,000	13,900	32,600	17	Yes	Yes	Annually
Rockford (3)	155,000	23,000	36,000	10	No	No	Complaint
Naperville (4)	142,000	8,900	35,000	?	No	No	?
Joliet (5)	142,000	10,700	25,500	6	Yes	Yes	2-5 yrs.
Springfield (6)	116,000	18,100	30,500	6	No	No	Complaint
Peoria (7)	113,000	18,200	27,000	13	No	Yes	3 yrs
Elgin (8)	102,000	9,400	22,100	9	Yes	Yes	Annual
Waukegan (9)	92,000	12,100	15,700	9	Yes	Yes	3 yrs.
Cicero (10)	81,000	10,400	12,700	-	-	-	-
Decatur (11)	77,000	11,500	22,600	6	No	No	Complaint
Evanston (12)	75,500	14,000	15,600	5	No	No	2-5 years
Champaign	67,500	14,200	12,800	5	No	No	3 yrs. common
Oak Park	50,300	10,100	13,000	6	Yes	No	2 yrs; 33% of units
Carbondale	20,700	7,000	2,900	5	No	Yes	4-5 yrs.
East Lansing, Mi	46,500	9,800	4,600	4	Yes	Yes	Annual

The following job description identifies the duties of the property standard inspector:

CITY OF EVANSTON
AN EQUAL OPPORTUNITY EMPLOYER M/W/D
JOB POSTING

For All Qualified Individuals

Posting Date: June 25, 2007

Closing Date: July 5, 2007

(Applications received after the closing date will be considered if position is not filled.)

Property Maintenance Inspector I

Community Development, Property Standards - \$47,658/yr. to \$58,812/yr.

OCCUPATIONAL SUMMARY

This position involves comprehension, application and enforcement of Evanston housing codes, as well as other City Codes relating to structures and property. Conducts physical inspections of structures, premises and primarily residential buildings, issuing citations for violations, initiating court complaints and providing sworn court testimony regarding violations of any building system or component including but not limited to structural, electrical, plumbing and mechanical. This position conducts physical inspections and re-inspections of existing property located within the City. Work involves traveling from City offices by vehicle to locations of any type located within the City for the purpose of inspecting buildings, structures or premises, and to assess the condition of such locations in relation to the code or codes enforced by the City of Evanston. Inspections are performed in locations that include the exterior of any site, as well as the interior of any site that may be below grade, or rooms, halls, stairs, roofs or any other structure or building component that may be located at any level or height of a structure or building. Code violations are noted in a medium prescribed by the Division. Work in support of inspections is performed in City offices. Legal action is initiated by this position with the need for court or hearing testimony presented under oath. Safety equipment such as steel toed shoes, are worn as well as other safety equipment as needed, and inspection equipment such as recorders, computers, tape measures, circuit testers, smoke detector testers, as well as other equipment is carried by the inspector on inspections. This position may perform work within the Housing Rehabilitation Division as assigned.

ESSENTIAL FUNCTIONS OF WORK (Specific assignment will include some or all of the following):

Obtains permission from owners and tenants to enter dwellings.
Visually examines all areas to determine compliance with ordinance standards for heating, lighting, ventilating, and plumbing installations.
Measures dwelling units and rooms to determine compliance with ordinance space requirements, using tape measure.
Inspects premises for overall cleanliness, adequate disposal of garbage and rubbish, and for signs of vermin infestation.
Prepares forms and letters advising property owners and tenants of possible violations and time allowed for correcting deficiencies.
Consults file of violation reports and revisits dwellings at periodic intervals to verify correction of violations by property owners and tenants.
Explains requirements of housing standards ordinance to property owners, building contractors, and other interested parties.
Presents cases for prosecution and testifies against landlords, property owners in Housing Court.
Works closely with community/neighborhood groups and organizations on a variety of housing maintenance issues to include violations and problems.
Performs other related duties and assignments as needed or required.

MINIMUM REQUIREMENTS OF WORK:

This position requires a high school diploma or equivalent (some college education preferred) and /or the equivalent of two to three years code enforcement experience; or any combination of training and experience that provides the following knowledge, abilities and skills:

Considerable knowledge of building construction, existing buildings, building codes, housing codes, general construction principles and practices.

City of Evanston
Job Posting – Property Maintenance Inspector I (Cont'd)
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Ability to: read, understand and interpret code books, ordinances, maps, construction drawings, construction texts, policies, procedures, journals, newspapers, letters, reports, and legal documents; write reports and memos with proper format, punctuation, spelling, and grammar, using all parts of speech; speak before audience with poise, voice control, and confidence, using correct English and well-modulated voice; multi-task many variable duties and responsibilities; use word processing and various other computer programs, as well as the ability to access the internet for job-related concerns and research.

PHYSICAL REQUIREMENTS OF WORK:

Ability to: lift medium weight objects, open and close building windows and doors, apply pressure to building components as part of inspection; use and operate inspection tools and equipment; work indoors with possible exposure to human, animal and rodent fecal matter; rodents and pests; inadequate ventilation, lack of light, filth and other unsanitary conditions; work outdoors in a variety of weather conditions; perform moderate manual work daily including sitting, standing, walking, bending, stooping and climbing; focus on small and distant objects, recognize depth of objects, stand for long periods of time, work outdoors at night with reduced lighting, talk and hear; use machines, tools, equipment, and work aids of those commonly associated with this type of work including but not limited to automobile, flashlight, room thermometer, cellular telephone, code books, tape recorder, personal computer, software, measuring devices, hammer, screw driver, shovel, awl, camera, electrical devices, protection devices.

Possessions of a valid driver's license allowing driving in Illinois and a safe driving record.

Ability to obtain
International Code
Council (ICC)
Certification, as offered
by ICC for Property Maintenance, within one (1) year of employment.

NECESSARY SPECIAL REQUIREMENTS:

SUPERVISION:

Work is performed under the general direction of a supervisor. The employee uses judgment in determining code violations and the immediacy of the needed repairs. Instruction, either verbal or written, is provided. Employee is responsible for completing work according to City work rules and safety regulations. Work is checked and evaluated.

PUBLIC CONTACT:

The employee has daily contact with other City employees, property owners, agents, tenants, and contractors. Employee will work with other departments in the course of inspections which may include Police and Fire as well as other Departments or Divisions.