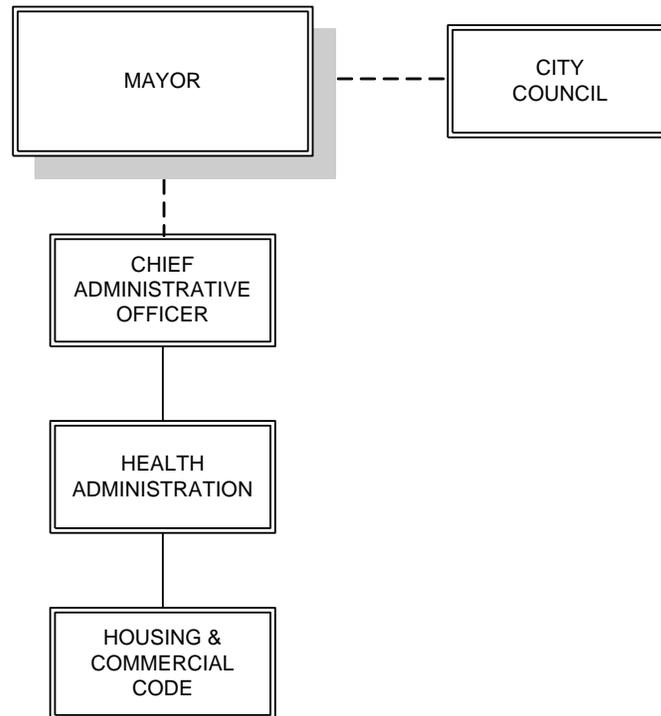


HOUSING CODE

MISSION STATEMENT

To enforce all applicable State statutes and municipal ordinances under Housing and Commercial Code (15.12 and 15.16) to ensure safe, clean and habitable housing, to provide assistance to low and moderately low-income neighborhoods and to prevent blight and slums. Housing Code also issues Certificates of Apartment Occupancy (rental certificates required for most multi-family properties within the City) and yearly rooming house and hotel licenses.

Housing & Commercial Code also provides inspection assistance to City agencies, including but not limited to: Fire Marshal, Police, Building Official, Zoning, Tax Collector, Environmental Health and Lead Paint Poisoning Divisions, OPED and Anti Blight Office, Community Development, City councilpersons and community groups. Outside agencies such as DCF, United Illuminating and Southern CT Gas Company also request inspections from the Housing & Commercial Code Enforcement.



GENERAL FUND BUDGET

HOUSING CODE

BUDGET DETAIL

Richard Paoletto
Manager

REVENUE SUMMARY

ORG DESI	OBJECT DESC	FY2009	FY2010	FY2011	VARIANCE TO	
		ACTUAL	BUDGET	MAYOR PROPOSED	FY2011 ADOPTED	FY2010 BUDGET
01556000 HOUSING CODE		40,891	80,000	42,000	42,000	-38,000
	41607 CERTIFICATEOFAPARTMENTRENTAL/O	32,460	69,000	35,000	35,000	-34,000
	41608 ROOMINGHOUSE/HOTELLICENSES	7,926	10,000	6,000	6,000	-4,000
	41609 HOTELLICENSECOMBINEDWITHROOMIN	505	1,000	1,000	1,000	0

APPROPRIATION SUMMARY

ORG DESC	APPR DESC	FY2009	FY2010	FY2011	VARIANCE TO	
		ACTUAL	BUDGET	MAYOR PROPOSED	FY2011 ADOPTED	FY2010 BUDGET
'01556000 HOUSING CODE		129,419	115,830	418,425	418,425	302,595
	1556PS HOUSING CODE PERS SVCS	126,462	86,553	322,177	322,177	235,624
	2556TPS HOUSING CODE OTHER PERS SVCS			7,275	7,275	7,275
	3556FB HOUSING CODE FRINGE BENEFITS		22,945	83,581	83,581	60,636
	4556EX HOUSING CODE OPER EXP	2,407	6,282	4,842	4,842	-1,440
	6556SS HOUSING CODE SPEC SVCS	550	50	550	550	500

PERSONNEL SUMMARY

Job Description	FTE FY	FTE FY	VAC	NEW	UNF	FY 2010	FY 2011	VARIANCE
	2010	2011				CURRENT	ADOPTED	
HOUSING CODE INSPECTOR	1.0	1.0				86,553	79,037	-7,516
MINI COMPUTER OPERATOR		1.0		1.0			47,867	47,867
HOUSING CODE INSPECTOR		3.0		3.0			195,273	195,273
	1.0	5.0		4.0	TOTALS	86,553	322,177	235,624

GENERAL FUND BUDGET

HOUSING CODE

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ESTIMATED 2009-2010
HOUSING CODE				
Total Staff Hours	18,720	18,720	13,427	12,376
Complaints Processed	4,352	3,305	2,042	2,446
Complaints Resolved	2,208	2,912	1,595	1,020
Non-compliance referred to Housing Court	73	89	44	70
INITIAL INSPECTIONS				
No. of Dwellings	2,982	2,283	1,481	1,600
No. of Dwelling Units	4,229	3,250	1,960	2,400
No. of Commercial	123	55	82	46
Subtotal	7,334	5,588	3,523	4,046
RE-INSPECTIONS				
No. of Dwellings	6,899	6,303	5,446	4,500
No. of Dwelling Units	6,880	6,257	5,332	4,500
No. of Commercial	220	181	146	200
Subtotal	13,999	12,741	10,924	9,200
COMPLIANCE				
No. of Dwellings	1,191	1,075	710	900
No. of Dwelling Units	2,167	1,815	915	1,000
No. of Commercial	41	22	20	20
Subtotal	3,399	2,912	1,645	1,920

PLEASE NOTE:

Current staff: 1 Enforcement Officer/Supervisor (retired October 2008), 1 Housing & Commercial Code Inspector (retired in January 2009), 1 Mini Computer Operator (position eliminated January 2009). The current staff consists of 1 Acting Deputy Director, 1 Mini Computer Operator, 4 Housing & Commercial Code Inspectors.

It is very difficult to predict how many new complaints will be received in a given time period (tenants and citizens call in complaints/referrals daily and referrals are received infrequently from other departments (which directly impacts the number of initial and re-inspections)

FY 2010-2011 GOALS

- 1) Explore implementation of annual inspection & possible licensure of Supportive Housing complexes.
- 2) Explore implementation of ordinance requiring inspection & possible licensure of all college-owned residential facilities within the City.
- 3) Expand the Healthy Homes Program.
- 4) Explore the adoption of the International Code Council Property Maintenance Code (to unify and eliminate existing weak or overlapping current City Ordinances).
- 5) Certify all housing & commercial code inspectors as property maintenance inspectors.
- 6) Work with Anti Blight office on back-logged (older files).
- 7) Continue to attend community meetings and health/safety fairs.

FY 2009-2010 GOAL STATUS

- 1) Increasing Code Enforcement Efforts/Compliance
 - A.) Update/introduce City ordinances for pertinence/possibly increase revenue
 - Certificates of apartment occupancy: change certification validness from tenancy change to mandatory annual renewal/inspection.
 - Disseminate updates to the public
 - Clarify definition of rooming house, hotel and motel. Examine building/organizations currently under exemption to determine if conflicts in public safety exist and implement (possible) separate annual inspection certification.
 - B.) Work with other City agencies to streamline interdepartmental workflow/cooperation and reduce duplication of services.

GENERAL FUND BUDGET

HOUSING CODE

PROGRAM HIGHLIGHTS

- Continue to work with CDBG office to bring compliance in all NRZ and empowerment zones. Continue with Anti Blight, HOME, Housing Standard Quality and Tax Abatement support through regularly scheduled inspections.
 - Continue to work with Social Services/Relocation Coordinator to reduce the frequency of relocations due to non-compliance.
 - Continue to work with Housing Court/Assistant State's Attorney to bring landlords & property owners into compliance through legal action.
 - Work with local utility agency field and supervisor personnel to combat issue of illegal services/shut offs (Southern CT Gas and United Illuminating).
 - Work with the Bridgeport Housing Authority to address code issues within the projects, as well as scattered-site properties.
- C. Increase inspection output (with fewer inspectors) – in 2008, the inspection staff was reduced from 6 to 4.
- Increase the enforcement authority, with assistance from police and housing court to bring about expedient compliance.
- D. Work with property owner groups to discuss their concerns
- E. Attend all fairs to increase public's awareness of the role of Housing & Commercial Code Enforcement

6 MONTH STATUS:

July 2009 – January 2010:

- 8-Buildings inspected for HOME Program, including the Bishop Curtis Homes on 270 Union Avenue and Maplewood School Apartments at 434 Maplewood.
 - 7-Buildings inspected for Tax Abatement: Cedar Park, Marionville, Seaview Gardens, Sycamore, Unionville, Unity Heights and Washington Heights.
 - 221 Certificates of Apartment Occupancy applications.
 - 36-Referrals to Housing Court.
 - Attended Trash Buster Meeting on 10/20/2009.
 - All Housing & Commercial Code Inspectors are lead certified.
 - Housing & Commercial Code is a partner in the Healthy Homes Initiative (along with Lead Poisoning Prevention, Bridgeport Lead Free Families and Environmental Health and other State agencies).
 - Distributed Housing & Commercial Code promotional items.
 - Qalert fully integrated into Housing & Commercial Code workflow.
 - All new Anti Blight files are current.
 - 0-Relocation/hardship referrals made. Worked with Social Services on relocations called in by other emergency departments including a high Carbon Monoxide incident at 46-60 Wood Avenue. Housing Code later inspected and required owner to apply for 12-certificates of apartment occupancy.
- 2) Addressing the issue of student overcrowding/illegal cellar/attic units/rooming units
- A. Work with existing/establish new task force comprising of North End and South End community councils, council representatives, property owners, police, zoning, fire marshal and Sacred Heart & University of Bridgeport representatives to reduce the number of overcrowded & illegal units in (mostly) single-family dwellings.
- B. The initial focus will be North End and South End (near the universities), but will be expanded to include illegal dwelling units throughout the City.

6 MONTH STATUS:

July 2009 – January 2010:

- Attended 4-community meetings regarding overcrowding in the North End.
- Cited numerous properties in the area.

GENERAL FUND BUDGET

HOUSING CODE

PROGRAM HIGHLIGHTS

3) Introducing/expanding technology driven inspections

- A. Housing & Commercial already has a web-based database.
- B. Expand portal to become accessible to other city agencies.
- C. Train all inspectors to be computer/technology savvy.
- D. Work with GIS/Aijaz Syed regarding handheld devices/interfaces with GIS.

6 MONTH STATUS: Inspectors update/enter information daily on the Qalert – 311 trouble ticket system.

FY 2009-2010 ADDITIONAL ACCOMPLISHMENTS

- 1) Applied for CDBG-funding for 1-housing & commercial code inspector and 1/2- clerical personnel to focus on preventative and proactive inspections in compliance with HUD requirements and the City's Consolidated 5-Year Plan.

GENERAL FUND BUDGET

HOUSING CODE

APPROPRIATION SUPPLEMENT

ORG	OBJECT DESC	FY2009 ACTUAL	FY2010 BUDGET	FY2011 MAYOR PROPOSED	FY2011 COUNCIL ADOPTED	VARIANCE TO FY2010 BUDGET
'01556000 HOUSING CODE		129,419	115,830	418,425	418,425	302,595
	'51000 FULL TIME EARNED PAY	107,637	86,553	322,177	322,177	235,624
	51004 FULL TIME VACATION PAY	7,841	0	0	0	0
	51006 FULL TIME SICK PAY	7,385	0	0	0	0
	51008 FULL TIME PERSONAL PAY	1,080	0	0	0	0
	51014 FULL TIME BEREAVEMENT PAY	304	0	0	0	0
	51032 FT DOCKING PAY	-736	0	0	0	0
	51036 FT GRIEVANCE/ARB AWARD PAY	2,950	0	0	0	0
	'51140 LONGEVITY PAY	0	0	7,275	7,275	7,275
	'52360 MEDICARE	0	1,255	2,829	2,829	1,574
	'52504 MERF PENSION EMPLOYER CONT	0	6,491	31,298	31,298	24,807
	'52917 HEALTH INSURANCE CITY SHARE	0	15,199	49,454	49,454	34,255
	'53605 MEMBERSHIP/REGISTRATION FEES	60	150	150	150	0
	'53610 TRAINING SERVICES	210	600	382	382	-218
	'53705 ADVERTISING SERVICES	0	0	0	0	0
	'53905 EMP TUITION AND/OR TRAVEL REIM	0	2,222	1,000	1,000	-1,222
	'54020 COMPUTER PARTS	0	0	0	0	0
	'54550 COMPUTER SOFTWARE	0	2,500	2,500	2,500	0
	54670 MEDICAL SUPPLIES	71	0	0	0	0
	'54675 OFFICE SUPPLIES	1,490	810	810	810	0
	'55055 COMPUTER EQUIPMENT	0	0	0	0	0
	'55150 OFFICE EQUIPMENT	0	0	0	0	0
	'55160 PHOTOGRAPHIC EQUIPMENT	0	0	0	0	0
	'55530 OFFICE FURNITURE	576	0	0	0	0
	'56175 OFFICE EQUIPMENT MAINT SRVCS	550	50	50	50	0
	'56185 PUBLIC FACILITIES SERVICES	0	0	500	500	500