

Inspectional Services

Mission Statement

To provide a safe environment for the citizens of the City of Newton by enforcing all applicable state, local building, and zoning codes and ordinances in a fair and equitable manner, ensuring the public that the highest standards of public safety are achieved during construction.

Fiscal Year 2018 Accomplishments

Inspections - Restructured inspection districts and made inspections more efficient.

Customer Service - Continued to expand use of website and self-serve kiosk; created opportunities for additional training for staff, scanned public records for easier access.

Code Enforcement - The code enforcement position was vacant for much of FY 2018 but filled in March, 2018. Completed most of ADA evaluations of City buildings.

Periodic Inspections- Increased coordination with Health and Human Services. Steady progress has been made in school safety and compliance in conjunction with the School Safety Committee.

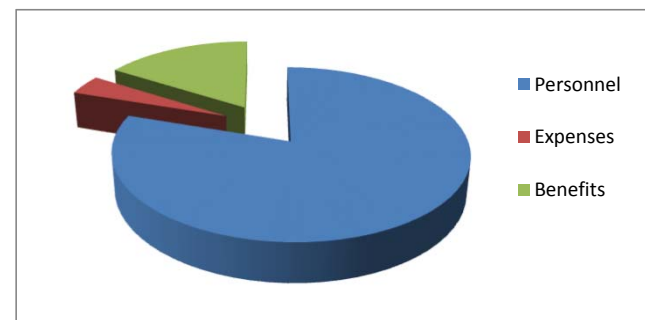
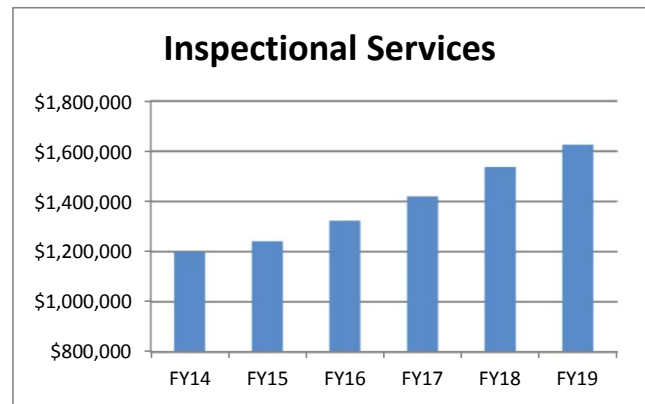
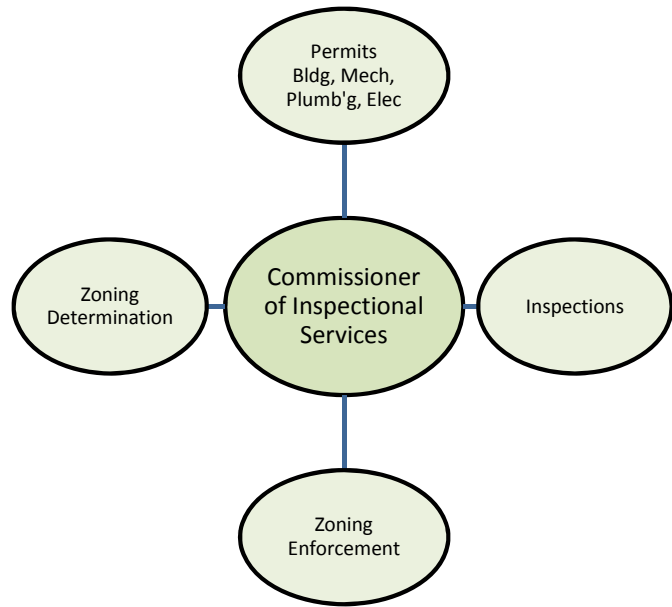
Fiscal Year 2019 Desired Outcomes

Inspections - Implement new software to make inspections more available and transparent.

Customer Service -Reorganize and retrain front counter service to be more consistent, provide additional training for staff, increase scanning of building records.

Code Enforcement - Increase use of GIS mapping; update forms/ letters for violations and compliance notices; complete ADA.

Periodic Inspections- Incorporate the periodic inspections in a searchable database so data can be created.



Department Detail

	Actual				Adj Budget		Proposed	
	FY2014	FY2015	FY2016	FY2017	FY2018	FY2018	FY2019	
Expenditure by Core Function								
Personnel	\$ 968,585	\$ 1,006,435	\$ 1,076,263	\$ 1,156,762	\$ 1,237,452	\$ 1,302,956		
Expenses	\$ 64,045	\$ 50,936	\$ 52,536	\$ 58,048	\$ 55,070	\$ 62,970		
Benefits	\$ 167,157	\$ 183,942	\$ 194,524	\$ 205,432	\$ 244,483	\$ 260,698		
Total	\$ 1,199,787	\$ 1,241,313	\$ 1,323,323	\$ 1,420,242	\$ 1,537,005	\$ 1,626,624		
% Incr		3.46%	6.61%	7.32%	8.22%	5.83%		
Personnel								
Full-Time Employees	13	13	16	16	16	17		
Part-Time Employees	1	1	0	0	0	0		
Total	14	14	16	16	16	17		

FY2018 Accomplishments - Inspectional Services

Outcome #1: Thorough and Timely Inspections

Target

Result

Strategy #1: Tighten Time Window for Inspections

Change to (4) inspectional districts to lessen inspection wait times.
 Work with IT to incorporate software.
 Experiment with changes to districts by using inspection time data.

Jul 2017
 Oct 2017
 Jul 2017

System incorporated
 NA
 Ongoing

Outcome #2: Expanded Customer Service

Target

Result

Strategy #1: Outreach to Frequent Customers/Users of System

Train customers in use of website and kiosks for records and permit status.
 Additional training for front counter personnel to develop consistency of interpretations,

Dec 2017
 Dec 2017

System did not support function
 Ongoing project

Strategy #2: Accelerate File Scanning Project

Set monthly goals for records scanned.
 Revisit scanning schedule and processes.
 Reevaluate need for vault plans and incorporate into scanning schedule.

Sep 2017
 Sep 2017
 Oct 2017

Completed and ongoing
 Ongoing
 Ongoing

Outcome #3: Pro-Active Code Enforcement

Target

Result

Strategy #1: Review and Target Enforcement Areas with GIS Mapping

Move Special Permit project to Code Enforcement area.
 Move Accessory Apartments to joint responsibility with periodics.
 Create new forms and letters for violations and compliance verification.

Dec 2017
 Dec 2017
 Dec 2017

December 2018
 Reevaluating due to ordinance change
 Partial completion and ongoing

Strategy #2: Complete School Evaluations and Certificates of Occupancy

Complete ADA evaluations of City buildings and forward to CIP.
 Create coordinated list of license holders locations and inspections with HHS and Fire.

Apr 2018
 Apr 2018

90% complete. CIP forthcoming from ADA Coord.
 Ongoing

FY2019 Desired Outcomes - Inspectional Services

Outcome #1: Thorough and Timely Inspections

Target

Strategy #1: Tighten Time Window for Inspections

Experiment with scheduling methods	Oct. 2018
Work with IT to incorporate software.	Jan. 2019
Adjust districts by using inspection time data.	Oct. 2018

Outcome #2: Expanded Customer Service

Target

Strategy #1: Outreach to Frequent Customers/Users of System

Train customers in use of website and kiosks for records and permit status.	Jan. 2019
Additional training for front counter personnel to develop consistency of interpretations, decisions.	Dec. 2018

Strategy #2: Accelerate File Scanning Project

Set monthly goals for records scanned.	Aug. 2018
Revisit scanning schedule and processes.	Sep 2018

Outcome #3: Pro-Active Code Enforcement

Target

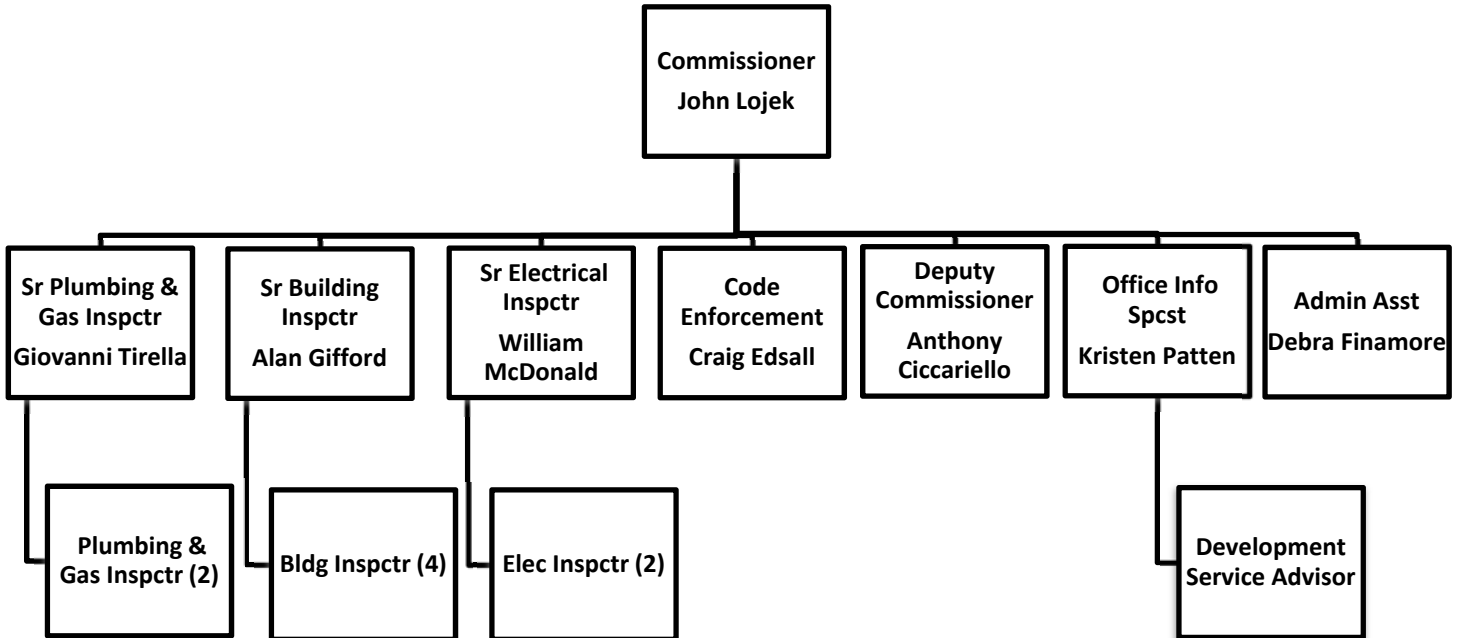
Strategy #1: Review and Target Enforcement Areas with GIS Mapping

Move Special Permit tracking to Code Enforcement.	Dec 2018
Move Accessory Apartments to Office information	Dec 2018
Create new forms and letters for violations and compliance verification.	Aug. 2018

Strategy #2: Complete School Evaluations and Certificates of Occupancy

Complete ADA evaluations of City buildings and forward to CIP.	Aug. 2018
Create coordinated list of license holders locations and inspections with HHS and Fire.	Apr 2018
Accessory Apartment tracking	Sept. 2018

INSPECTIONAL SERVICES



FUND: 01 - GENERAL FUND
DEPARTMENT: 220 - INSPEC SERVICE DEPARTMENT

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2016	ACTUAL 2017	AMENDED 2018	YTD 4/12/2018	RECOMMENDED 2019	CHANGE 2018 to 2019
INSPEC SERVICE DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	1,076,263	1,156,762	1,237,452	911,180	1,302,956	65,504
52 - EXPENSES	52,536	58,048	55,070	41,954	62,970	7,900
57 - FRINGE BENEFITS	194,524	205,432	244,483	176,496	260,698	16,216
TOTAL DEPARTMENT	1,323,322	1,420,242	1,537,005	1,129,630	1,626,624	89,619
INSPECTIONAL SVS ADMIN						
51 - PERSONAL SERVICES	407,881	396,912	414,073	263,318	458,204	44,131
52 - EXPENSES	43,776	45,187	42,593	32,713	51,440	8,847
57 - FRINGE BENEFITS	75,108	72,998	83,158	58,499	108,527	25,369
TOTAL INSPECTIONAL SVS ADMIN	526,765	515,097	539,823	354,529	618,171	78,347
BLDG CODE/ZONING ENFMT						
51 - PERSONAL SERVICES	307,741	347,741	377,649	299,701	392,147	14,497
52 - EXPENSES	4,152	4,481	4,830	2,930	3,830	-1,000
57 - FRINGE BENEFITS	47,350	49,152	54,815	43,702	60,717	5,903
TOTAL BLDG CODE/ZONING ENFMT	359,244	401,373	437,294	346,334	456,694	19,400
MECHANICAL INSPECTIONS						
51 - PERSONAL SERVICES	360,640	412,110	445,730	348,161	452,605	6,875
52 - EXPENSES	4,608	8,380	7,647	6,311	7,700	53
57 - FRINGE BENEFITS	72,066	83,283	106,510	74,295	91,454	-15,056
TOTAL MECHANICAL INSPECTIONS	437,313	503,773	559,887	428,767	551,759	-8,128

FUND: 01 - GENERAL FUND
DEPARTMENT: 220 - INSPEC SERVICE DEPARTMENT

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2016	ACTUAL FY2017	AMENDED 2018	YTD 4/12/2018	RECOMMENDED 2019	CHANGE 2018 to 2019	
220 - INSPEC SERVICE DEPARTMENT							
0122001 - INSPECTIONAL SVS ADMIN							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	359,896	357,066	387,373	241,879	430,054	42,681
513001	REGULAR OVERTIME	21,684	21,054	9,800	11,067	10,000	200
513001D	OVERTIME/SPEC PROJEC	24,126	18,017	15,000	7,693	15,000	0
514001	LONGEVITY	1,675	775	900	900	1,650	750
514006	EXCEPTIONAL SVS PAY	0	0	0	79	0	0
515005	BONUSES	0	0	0	700	0	0
515102	CLEANING ALLOWANCE	500	0	1,000	1,000	1,500	500
	TOTAL PERSONAL SERVICES	407,881	396,912	414,073	263,318	458,204	44,131
EXPENSES							
52401	OFFICE EQUIPMENT R-M	160	0	200	0	200	0
5274	RENTAL - EQUIPMENT	1,500	1,500	353	250	1,500	1,147
5301	CONSULTANTS	170	0	250	0	250	0
5304	DOCUMENT PRESERVATI	12,610	10,710	10,006	9,731	10,000	-6
53401	TELEPHONE	1,634	1,455	1,600	854	1,600	0
53402	CELLULAR TELEPHONES	9,710	15,306	13,000	12,477	15,000	2,000
5341	POSTAGE	4,060	1,659	2,500	438	4,500	2,000
5342	PRINTING	3,140	3,577	2,700	811	3,000	300
5420	OFFICE SUPPLIES	1,617	2,536	2,000	1,572	2,200	200
5480	GASOLINE	949	478	1,000	188	1,000	0
5484	VEHICLE REPAIR PARTS	6,329	1,821	5,800	5,025	5,000	-800
5581	UNIFORMS/PROTECTIVE	0	559	500	409	500	0
5585	COMPUTER SUPPLIES	1,231	4,354	994	619	5,000	4,006
5592	BOOKS/MANUALS/PERIODI	99	779	1,000	0	1,000	0
5710	VEHICLE USE REIMBURSE	176	139	150	0	150	0
5730	DUES & SUBSCRIPTIONS	390	315	540	339	540	0
	TOTAL EXPENSES	43,776	45,187	42,593	32,713	51,440	8,847
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	1,809	2,020	1,076	1,419	2,466	1,390
57HLTH	HEALTH INSURANCE	63,884	61,863	70,303	50,377	90,989	20,686
57LIFE	BASIC LIFE INSURANCE	142	57	57	42	114	57
57MEDA	MEDICARE PAYROLL TAX	5,441	5,377	4,893	3,540	6,297	1,404
57OPEB	OPEB CONTRIBUTION	3,832	3,681	6,829	3,121	8,661	1,832
	TOTAL FRINGE BENEFITS	75,108	72,998	83,158	58,499	108,527	25,369
	TOTAL INSPECTIONAL SVS ADMIN	526,765	515,097	539,823	354,529	618,171	78,347

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2016	FY2017	2018	4/12/2018	2019	2018 to 2019
0122002 - BLDG CODE/ZONING ENFMT							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	302,941	342,341	371,249	290,134	380,647	9,397
514001	LONGEVITY	2,800	2,900	3,900	3,650	4,000	100
514006	EXCEPTIONAL SVS PAY	0	0	0	11	0	0
515005	BONUSES	0	0	0	1,750	0	0
515006	VACATION BUY BACK	0	0	0	1,656	5,000	5,000
515101	CLOTHING ALLOWANCE	2,000	2,500	2,500	2,500	2,500	0
TOTAL PERSONAL SERVICES		307,741	347,741	377,649	299,701	392,147	14,497
EXPENSES							
5319	TRAINING EXPENSES	1,617	500	698	337	1,200	502
5480	GASOLINE	1,758	1,738	2,750	1,497	1,750	-1,000
5580	PUBLIC SAFETY SUPPLIES	12	0	0	0	30	30
5581	UNIFORMS/PROTECTIVE	440	1,917	932	931	400	-532
5711	IN-STATE CONFERENCES	0	0	65	65	0	-65
5730	DUES & SUBSCRIPTIONS	225	225	185	100	250	65
5771	PROFESSIONAL LICENSES	100	100	200	0	200	0
TOTAL EXPENSES		4,152	4,481	4,830	2,930	3,830	-1,000
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	1,218	1,243	217	1,161	452	235
57HLTH	HEALTH INSURANCE	41,694	42,952	44,670	36,598	52,157	7,487
57LIFE	BASIC LIFE INSURANCE	57	57	57	42	57	0
57MEDA	MEDICARE PAYROLL TAX	4,381	4,900	5,476	4,177	5,573	98
57OPEB	OPEB CONTRIBUTION	0	0	4,395	1,724	2,478	-1,917
TOTAL FRINGE BENEFITS		47,350	49,152	54,815	43,702	60,717	5,903
TOTAL BLDG CODE/ZONING ENFMT		359,244	401,373	437,294	346,334	456,694	19,400

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2016	ACTUAL FY2017	AMENDED 2018	YTD 4/12/2018	RECOMMENDED 2019	CHANGE 2018 to 2019	
0122003 - MECHANICAL INSPECTIONS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	315,444	405,137	432,530	334,991	442,105	9,575
511101	PART TIME < 20 HRS/WK	38,547	0	7,500	0	0	-7,500
513001	REGULAR OVERTIME	887	0	200	940	0	-200
513005	WORK FOR OTHER DEPT	1,262	0	0	24	0	0
514001	LONGEVITY	2,500	2,500	2,500	2,500	2,500	0
514006	EXCEPTIONAL SVS PAY	0	0	0	87	0	0
515005	BONUSES	0	0	0	2,100	0	0
515006	VACATION BUY BACK	0	1,473	0	4,519	5,000	5,000
515101	CLOTHING ALLOWANCE	2,000	3,000	3,000	3,000	3,000	0
TOTAL PERSONAL SERVICES		360,640	412,110	445,730	348,161	452,605	6,875
EXPENSES							
5319	TRAINING EXPENSES	860	2,068	1,200	1,202	1,500	300
5432	SMALL TOOLS	120	43	0	0	100	100
5480	GASOLINE	2,414	2,680	4,000	2,739	4,000	0
5580	PUBLIC SAFETY SUPPLIES	0	508	143	142	500	357
5581	UNIFORMS/PROTECTIVE	400	2,037	1,305	1,290	500	-805
5730	DUES & SUBSCRIPTIONS	320	655	600	539	600	0
5771	PROFESSIONAL LICENSES	493	390	399	399	500	101
TOTAL EXPENSES		4,608	8,380	7,647	6,311	7,700	53
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	1,829	2,070	1,076	1,987	2,800	1,724
57HLTH	HEALTH INSURANCE	61,219	71,016	91,089	62,686	76,810	-14,279
57LIFE	BASIC LIFE INSURANCE	170	170	171	165	228	57
57MEDA	MEDICARE PAYROLL TAX	4,457	5,584	5,410	4,671	6,490	1,080
57OPEB	OPEB CONTRIBUTION	4,391	4,443	8,764	4,786	5,126	-3,638
TOTAL FRINGE BENEFITS		72,066	83,283	106,510	74,295	91,454	-15,056
TOTAL MECHANICAL INSPECTIONS		437,313	503,773	559,887	428,767	551,759	-8,128
TOTAL INSPEC SERVICE DEPARTMENT		1,323,322	1,420,242	1,537,005	1,129,630	1,626,624	89,619