

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 2017 Accomplishments

Inspections - Ensured real time recording of inspection results; continued to incorporate new technology into field inspections. Continued working with School Department to require appropriate permits and overall life safety in all school buildings.

Code Enforcement - Increased code enforcement through greater emphasis on site inspection. Continued more collaboration and file sharing with Police, Fire and Health and Human Services depts.

Customer Service - Enhanced customer service through coordination with Planning and Development, DPW and Fire departments. Researched an online permitting system for better customer involvement and interfacing.

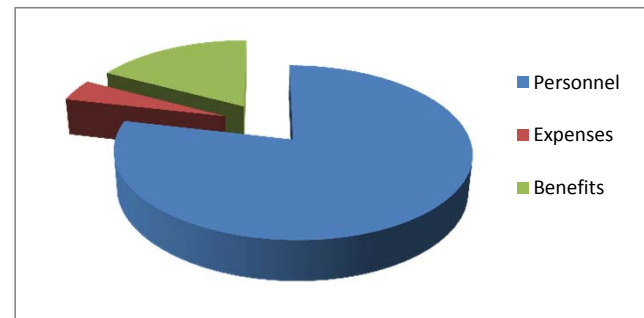
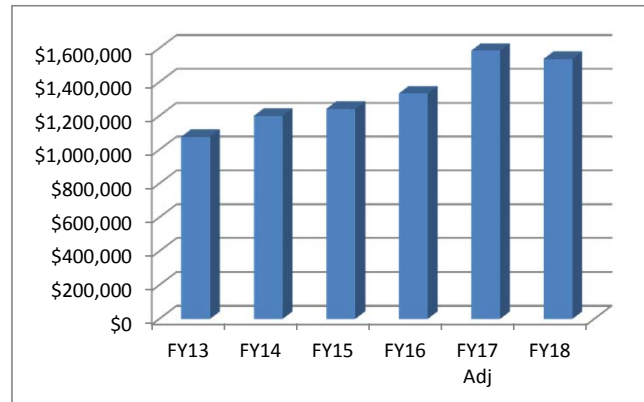
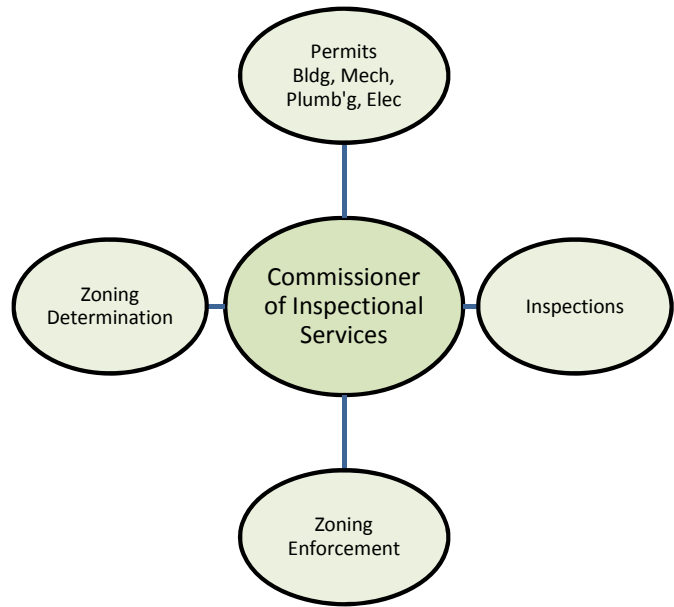
Tech/Scanning - Increased amount of property files available online and continued scanning projects. Cut down on paper storage costs, moving to electronic storage and ease of access.

Fiscal Year 2018 Desired Outcomes

Inspections - Restructure inspection districts and work with IT to implement new software to make inspections more efficient.

Customer Service - Continue to expand use of website and self-serve kiosk; additional training for staff, and increase scanning of records for easier access.

Code Enforcement - Increase use of GIS mapping; update forms/ letters for violations and compliance notices; complete ADA evaluations of all City buildings; increase coordination with Health and Human Services and Fire Department on list of license holders and their locations.



Department Detail

	Actual				Adj Budget		Proposed	
	FY2013	FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	
Expenditure by Core Function								
Personnel	\$ 893,535	\$ 968,585	\$ 1,006,435	\$ 1,081,840	\$ 1,246,528	\$ 1,237,452		
Expenses	\$ 50,281	\$ 64,045	\$ 50,936	\$ 56,296	\$ 67,020	\$ 55,070		
Benefits	\$ 132,641	\$ 167,157	\$ 183,942	\$ 194,524	\$ 272,361	\$ 244,483		
Total	\$ 1,076,457	\$ 1,199,787	\$ 1,241,313	\$ 1,332,660	\$ 1,585,909	\$ 1,537,005		
% Incr		11.46%	3.46%	7.36%	19.00%	-3.08%		
Personnel								
Full-Time	13	13	13	16	16	16		
Part-Time	0	1	1	0	0	0		
Total	13	14	14	16	16	16		

FY2017 Accomplishments - Inspectional Services

Outcome #1: Ensure timely and Thorough Inspections

Target

Result

Strategy #1: Evolve Method of Inspection Editing

Move to a text/e-mail form of scheduling inspections.

July 2016 Dropped system due to complexity and time constraints

Provide new devices (handheld or smartphones) for inspectors.

July 2016 NA

Provide monthly training for tech usage.

Monthly Ongoing training

Outcome #2: Maintain Customer Service levels

Target

Result

Strategy #1: Incorporate Online Permitting

Train staff in online review and approval.

March '16 System did not support function

Outreach to frequent contractors for use of online permitting.

Sept. 2016 System did not support function

Strategy #2: Increase Availability of Records Available Online

Train all staff to scan records as received.

Monthly Completed and ongoing

Continue in-house scanning project.

Monthly Ongoing

Monitor system for capability and accuracy.

Monthly Ongoing

Outcome #3: Increase Zoning Enforcement/Public Safety

Target

Result

Strategy #1: Proactive Code Enforcement

Continue outreach to colleges on off-campus housing.

Ongoing Completed and ongoing outreach

Complete Special Permit database.

Dec. 2016 50% complete. Reevaluating due to possible system change

Accomplish 100% of periodic inspections.

July 2017 Complete and ongoing

Strategy #2: Complete Public Building ADA Assessment

Continue school periodic inspections with ADA coordinator.

Dec. 2016 80% complete. (2) schools remaining

Assist and coordinate assessment with CIP.

Dec. 2016 Incorporation ongoing

Continue Code Enforcement Working Group for violations of AAB in publicly buildings.

Dec. 2016 Ongoing

FY2018 Desired Outcomes - Inspectional Services

Outcome #1: Thorough and Timely Inspections

Target

Strategy #1: Tighten Time Window for Inspections

Change to (4) inspectional districts to lessen inspection wait times.	July 2017
Work with IT to incorporate software.	October 2017
Experiment with changes to districts by using inspection time data.	July 2017

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.	December 2017
Additional training for front counter personnel to develop consistency of interpretations, decisions.	December 2017

Strategy #2: Accelerate File Scanning Project

Set monthly goals for records scanned.	September 2017
Revisit scanning schedule and processes.	September 2017
Reevaluate need for vault plans and incorporate into scanning schedule.	October 2017

Outcome #3: Pro-Active Code Enforcement

Target

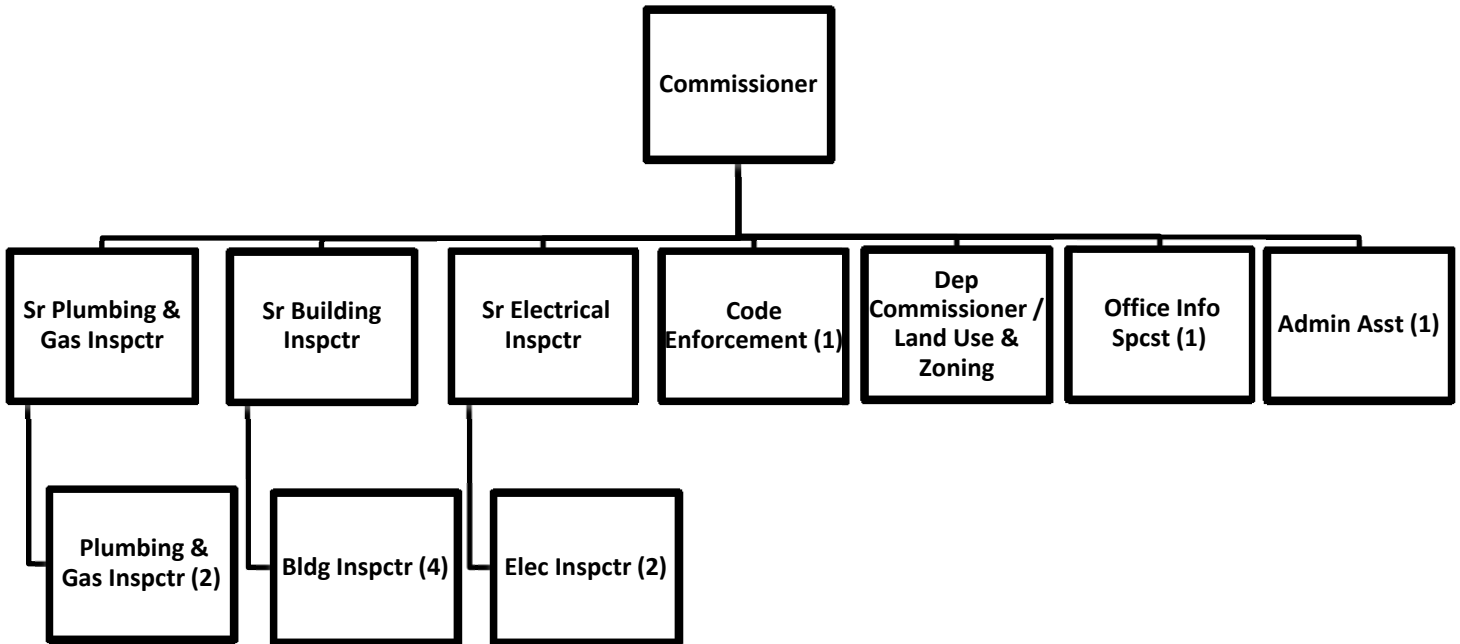
Strategy #1: Review and Target Enforcement Areas with GIS Mapping

Move Special Permit project to Code Enforcement area.	December 2017
Move Accessory Apartments to joint responsibility with periodics.	December 2017
Create new forms and letters for violations and compliance verification.	December 2017

Strategy #2: Complete School Evaluations and Certificates of Occupancy

Complete ADA evaluations of City buildings and forward to CIP.	April 2018
Create coordinated list of license holders locations and inspections with HHS and Fire.	April 2018

INSPECTIONAL SERVICES



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

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2015	ACTUAL 2016	AMENDED 2017	YTD 4/4/2017	RECOMMENDED 2018	CHANGE 2017 to 2018
INSPEC SERVICE DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	999,838	1,080,577	1,246,528	853,248	1,237,452	-9,076
52 - EXPENSES	48,807	56,183	67,020	41,208	55,070	-11,950
57 - FRINGE BENEFITS	183,942	194,524	272,361	153,476	244,483	-27,878
TOTAL DEPARTMENT	1,232,587	1,331,283	1,585,909	1,047,932	1,537,005	-48,904
INSPECTIONAL SVS ADMIN						
51 - PERSONAL SERVICES	405,096	413,459	425,869	290,983	414,273	-11,596
52 - EXPENSES	34,574	47,423	53,371	33,367	44,940	-8,431
57 - FRINGE BENEFITS	69,483	75,108	97,773	56,605	83,158	-14,616
TOTAL INSPECTIONAL SVS ADMIN	509,153	535,989	577,013	380,956	542,371	-34,643
BLDG CODE/ZONING ENFMT						
51 - PERSONAL SERVICES	287,787	307,741	374,298	248,899	377,649	3,351
52 - EXPENSES	4,400	4,152	4,749	2,277	3,830	-919
57 - FRINGE BENEFITS	56,147	47,350	70,790	35,848	54,815	-15,975
TOTAL BLDG CODE/ZONING ENFMT	348,334	359,244	449,837	287,025	436,294	-13,543
MECHANICAL INSPECTIONS						
51 - PERSONAL SERVICES	306,955	359,377	446,361	313,366	445,530	-831
52 - EXPENSES	9,833	4,608	8,900	5,564	6,300	-2,600
57 - FRINGE BENEFITS	58,312	72,066	103,798	61,022	106,510	2,713
TOTAL MECHANICAL INSPECTIONS	375,100	436,051	559,059	379,951	558,340	-719

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

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2015	ACTUAL FY2016	AMENDED 2017	YTD 4/4/2017	RECOMMENDED 2018	CHANGE 2017 to 2018
220 - INSPEC SERVICE DEPARTMENT						
0122001 - INSPECTIONAL SVS ADMIN						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	367,598	359,896	386,194	273,597	387,373	1,179
513001 REGULAR OVERTIME	17,111	21,684	10,000	12,548	10,000	0
513001D OVERTIME/SPEC PROJEC	13,920	24,126	25,000	2,762	15,000	-10,000
514001 LONGEVITY	1,675	1,675	2,675	0	900	-1,775
515006 VACATION BUY BACK	3,792	5,077	0	1,077	0	0
515101 CLOTHING ALLOWANCE	0	500	1,000	1,000	0	-1,000
515102 CLEANING ALLOWANCE	1,000	500	1,000	0	1,000	0
TOTAL PERSONAL SERVICES	405,096	413,459	425,869	290,983	414,273	-11,596
EXPENSES						
52401 OFFICE EQUIPMENT R-M	38	160	200	0	200	0
5274 RENTAL - EQUIPMENT	1,375	1,500	1,500	500	1,500	0
5301 CONSULTANTS	1,285	170	600	0	250	-350
5304 DOCUMENT PRESERVATI	5,000	12,610	12,458	10,710	12,500	42
5313 TEMP STAFFING SERVICE	0	2,175	1,946	0	0	-1,946
5319 TRAINING EXPENSES	1,250	1,472	606	606	0	-606
53401 TELEPHONE	1,494	1,634	1,800	964	1,600	-200
53402 CELLULAR TELEPHONES	8,832	9,710	11,000	7,950	11,000	0
5341 POSTAGE	3,407	4,060	2,054	1,101	4,500	2,446
5342 PRINTING	1,750	3,140	3,200	2,923	2,700	-500
5420 OFFICE SUPPLIES	1,750	1,617	4,000	1,248	2,000	-2,000
5480 GASOLINE	1,783	949	2,000	351	1,000	-1,000
5484 VEHICLE REPAIR PARTS	5,771	6,329	3,658	1,370	5,000	1,342
5581 UNIFORMS/PROTECTIVE	0	0	559	321	500	-59
5585 COMPUTER SUPPLIES	0	1,231	4,385	4,385	500	-3,885
5592 BOOKS/MANUALS/PERIOD	318	99	2,941	526	1,000	-1,941
5710 VEHICLE USE REIMBURSE	92	176	150	97	150	0
5730 DUES & SUBSCRIPTIONS	430	390	315	315	540	225
TOTAL EXPENSES	34,574	47,423	53,371	33,367	44,940	-8,431
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	1,555	1,809	1,551	1,512	1,076	-475
57HLTH HEALTH INSURANCE	59,177	63,884	85,354	48,125	70,303	-15,051
57LIFE BASIC LIFE INSURANCE	160	142	114	38	57	-57
57MEDA MEDICARE PAYROLL TAX	5,252	5,441	5,653	3,954	4,893	-760
57OPEB OPEB CONTRIBUTION	3,339	3,832	5,102	2,977	6,829	1,727
TOTAL FRINGE BENEFITS	69,483	75,108	97,773	56,605	83,158	-14,616
TOTAL INSPECTIONAL SVS ADMIN	509,153	535,989	577,013	380,956	542,371	-34,643

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2015	FY2016	2017	4/4/2017	2018	2017 to 2018
0122002 - BLDG CODE/ZONING ENFMT							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	281,289	302,941	368,898	243,438	371,249	2,351
513001	REGULAR OVERTIME	1,698	0	0	61	0	0
514001	LONGEVITY	2,800	2,800	2,900	2,900	3,900	1,000
515101	CLOTHING ALLOWANCE	2,000	2,000	2,500	2,500	2,500	0
TOTAL PERSONAL SERVICES		287,787	307,741	374,298	248,899	377,649	3,351
EXPENSES							
5319	TRAINING EXPENSES	668	1,617	594	374	1,200	606
5480	GASOLINE	3,146	1,758	1,792	870	1,750	-42
5580	PUBLIC SAFETY SUPPLIES	-9	12	0	0	30	30
5581	UNIFORMS/PROTECTIVE	400	440	2,138	808	400	-1,738
5730	DUES & SUBSCRIPTIONS	195	225	225	225	250	25
5771	PROFESSIONAL LICENSE	0	100	0	0	200	200
TOTAL EXPENSES		4,400	4,152	4,749	2,277	3,830	-919
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	1,508	1,218	1,242	908	217	-1,025
57HLTH	HEALTH INSURANCE	49,065	41,694	60,706	31,388	44,670	-16,036
57LIFE	BASIC LIFE INSURANCE	99	57	57	38	57	0
57MEDA	MEDICARE PAYROLL TAX	4,073	4,381	4,496	3,514	5,476	980
57OPEB	OPEB CONTRIBUTION	1,402	0	4,289	0	4,395	106
TOTAL FRINGE BENEFITS		56,147	47,350	70,790	35,848	54,815	-15,975
TOTAL BLDG CODE/ZONING ENFMT		348,334	359,244	449,837	287,025	436,294	-13,543

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2015	FY2016	2017	4/4/2017	2018	2017 to 2018
0122003 - MECHANICAL INSPECTIONS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	272,972	315,444	425,861	305,906	432,530	6,669
511101	PART TIME < 20 HRS/WK	29,483	38,547	15,000	0	7,500	-7,500
513001	REGULAR OVERTIME	0	887	0	487	0	0
514001	LONGEVITY	2,500	2,500	2,500	2,500	2,500	0
515006	VACATION BUY BACK	0	0	0	1,473	0	0
515101	CLOTHING ALLOWANCE	2,000	2,000	3,000	3,000	3,000	0
TOTAL PERSONAL SERVICES		306,955	359,377	446,361	313,366	445,530	-831
EXPENSES							
5319	TRAINING EXPENSES	1,273	860	1,680	1,680	900	-780
5432	SMALL TOOLS	47	120	43	43	50	8
5480	GASOLINE	6,186	2,414	3,664	1,194	3,000	-664
5580	PUBLIC SAFETY SUPPLIES	0	0	747	441	500	-247
5581	UNIFORMS/PROTECTIVE	1,810	400	1,722	1,162	750	-972
5730	DUES & SUBSCRIPTIONS	517	320	655	655	600	-55
5771	PROFESSIONAL LICENSE	0	493	390	390	500	110
TOTAL EXPENSES		9,833	4,608	8,900	5,564	6,300	-2,600
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	1,582	1,829	2,068	1,512	1,076	-992
57HLTH	HEALTH INSURANCE	49,015	61,219	86,526	51,897	91,089	4,563
57LIFE	BASIC LIFE INSURANCE	170	170	170	113	171	1
57MEDA	MEDICARE PAYROLL TAX	4,037	4,457	6,333	4,271	5,410	-923
57OPEB	OPEB CONTRIBUTION	3,509	4,391	8,701	3,229	8,764	63
TOTAL FRINGE BENEFITS		58,312	72,066	103,798	61,022	106,510	2,713
TOTAL MECHANICAL INSPECTIONS		375,100	436,051	559,059	379,951	558,340	-719
TOTAL INSPEC SERVICE DEPARTMENT		1,232,587	1,331,283	1,585,909	1,047,932	1,537,005	-48,904

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

**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2017			2018		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ADMIN ASSISTANT	S6-6	1.0	49,850	S6-7	1.00	51,345
	BLDG INSPECTOR	IBI1-11	4.0	283,831	IBI1-11	4.00	286,818
	COMM	H13-19	1.0	120,703	H13-21	1.00	124,351
	DEP COMM	H10-4	1.0	80,540	H10-6	1.00	82,953
	OFFICE INFO COORD	S6-7	1.0	51,346	S6-8	1.00	52,886
	PLUMB/GAS FITTINGS	IBI1-5	2.0	131,833	IBI1-6	2.00	134,836
	SR BLDG INSPECTOR	ISI2-11	1.0	84,432	ISI2-11	1.00	84,432
	SR PLUMB/GAS FITTINGS	ISI2-8	1.0	76,142	ISI2-9	1.00	78,426
	SR WIRE INSPECTOR	ISI2-11	1.0	84,432	ISI2-11	1.00	84,432
	WIRE INSPECTOR	IBI1-8	2.0	131,833	IBI1-9	2.00	134,836
	ZONING ENFORCEMENT AGEN	H8-7	1.0	73,633	H8-9	1.00	75,837
	Account Totals:		16.0	1,168,574		16.00	1,191,152
	Report Totals:		16.0	1,168,574		16.00	1,191,152