

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 2016 Accomplishments

Inspections - Ensured real time recording of inspection results; continued to incorporate new technology into field inspections. Ensured timely and efficient inspections for all installations of residential second water meters.

Code Enforcement - Developed a proactive code enforcement strategy; created working group to coordinate violations; created metric for periodic compliance.

Customer Service - Increased visibility and familiarity of ISD processes and procedures; hosted city-wide code education programs. Improved customer service capability by installing pc station for permit lookup and scan to date property files.

Efficiency - Continuing to scan property files to make searching more and efficient.

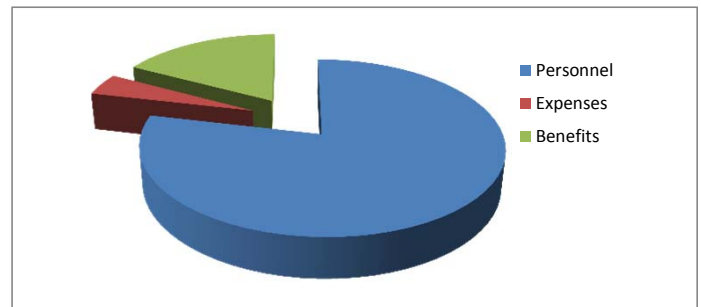
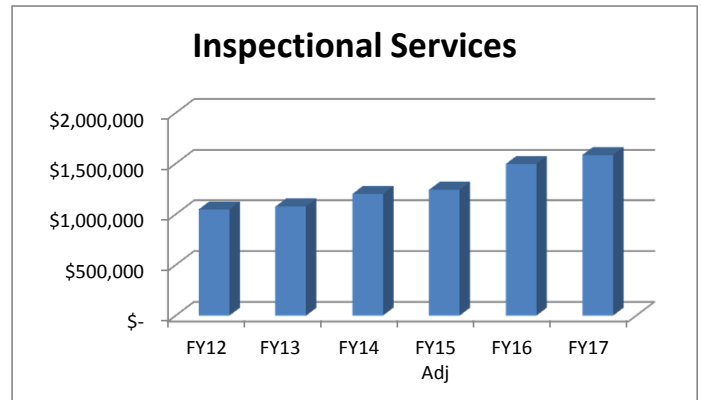
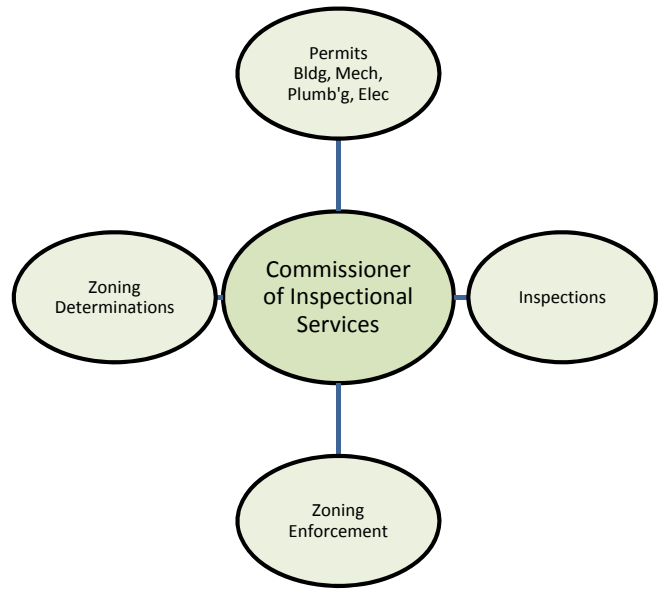
Fiscal Year 2017 Desired Outcomes

Inspections - Ensure real time recording of inspection results; continue to incorporate new technology into field inspections. Continue working with school dept. to increase access to permits and overall life safety in all school buildings.

Code Enforcement - Increase code enforcement through greater emphasis on site inspection. To continue more collaboration and file sharing with Police, Fire and Health depts.

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

Tech/Scanning - Increase amount of property files available online and continue scanning projects. Cuts down on paper storage costs, move to electronic storage and ease of access.



Department Detail

	Actual				-<Adj Budget->		-<Proposed->	
	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2017	
Expenditure by Core Function								
Personnel	\$ 866,466	\$ 893,535	\$ 968,585	\$ 1,006,435	\$ 1,218,248	\$ 1,246,528	\$ 1,246,528	
Expenses	\$ 42,034	\$ 50,281	\$ 64,045	\$ 50,936	\$ 68,999	\$ 67,020	\$ 67,020	
Benefits	\$ 139,926	\$ 132,641	\$ 167,157	\$ 183,942	\$ 208,810	\$ 272,361	\$ 272,361	
Total	\$ 1,048,426	\$ 1,076,457	\$ 1,199,787	\$ 1,241,313	\$ 1,496,057	\$ 1,585,909	\$ 1,585,909	
% Incr		2.67%	11.46%	3.46%	20.52%	6.01%	6.01%	
Personnel								
Full-Time	13	13	13	13	16	16	16	
Part-Time	0	0	1	1	0	0	0	
Total	13	13	14	14	16	16	16	

FY2016 Accomplishments - Inspectional Services

Outcome #1: Ensure Timely and Thorough Inspections

Target

Result

Strategy #1: Increased Use of Computer Scheduling

Work with IT to update results of system capabilities.
 Monitor individuals inspector's progress in system use.
 Provide regular training for staff.

Ongoing
 Sept. 2015
 Monthly

Ongoing
 Completed and ongoing
 Completed and Ongoing

Strategy #2: Evaluate Forms of Scheduling and Communication

Voicemail, text and email for more effective methods of scheduling inspections.

Nov. 2015

Work is ongoing

Outcome #2: Increased Customer Service

Target

Result

Strategy #1: Maintain Metrics for Permit Issuance

Incorporate online permitting for high volume contractors.
 Cross train staff in permit issuance.

March 2016
 Sept. 2015

Pending
 Completed and ongoing

Strategy #2: Make Building Records Available Online

Accelerate scanning of property files.
 Monitor system capability and accuracy.

35%
 Monthly

Approx. 20% of records scanned
 Completed and ongoing

Outcome #3: Increase Code enforcement/ public safety

Target

Status

Strategy #1: Emphasize Proactive Code Enforcement

Create outreach program to colleges and property owners groups.
 Create Special Permit database/file upload.
 Accomplish 100% of approximately 800 periodic inspections.

Aug. 2015
 Jan. 2016
 June 2016

Completed and Ongoing
 Pending
 On track to complete

Strategy #2: Create Code Enforcement working group

Code enforcement, periodic and ADA/504 personnel.

Oct. 2015

Completed and Ongoing

FY2017 Desired Outcomes - Inspectional Services

Outcome #1: Ensure timely and thorough inspections

Target

Strategy #1: Evolve Method of Inspection Editing

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

July 2016

Provide new devices (handheld or smartphones) for inspectors.

July 2016

Provide monthly training for tech usage.

Monthly

Outcome #2: Maintain Customer Service levels

Target

Strategy #1: Incorporate Online Permitting

Train staff in online review and approval.

March 2016

Outreach to frequent contractors for use of on line permitting.

September 2016

Strategy #2: Increase Availability of Records Available Online

Train all staff to scan records as received.

Monthly

Continue in-house scanning project.

Monthly

Monitor system for capability and accuracy.

Monthly

Outcome #3: Increase zoning enforcement/ public safety

Target

Strategy #1: Pro-active Code Enforcement

Continue outreach to colleges on off-campus housing.

Ongoing

Complete Special Permit database.

December 2016

Accomplish 100% of periodic inspections.

July 2017

Strategy #2: Complete Public Building ADA Assessment

Continue school periodic inspections with ADA coordinator.

December 2016

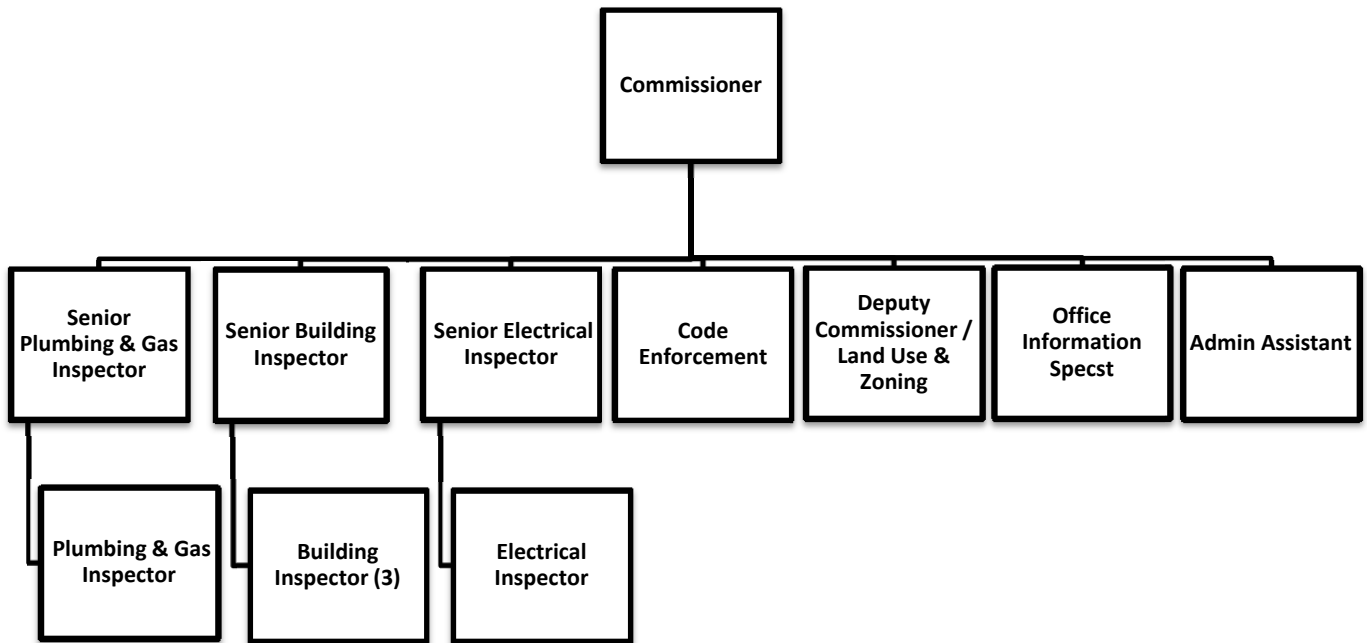
Assist and coordinate assessment with CIP.

December 2016

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

December 2016 and ongoing

INSPECTIONAL SERVICES



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

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2014	ACTUAL 2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017
INSPEC SERVICE DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	968,585	1,006,435	1,218,248	838,024	1,246,528	28,279
52 - EXPENSES	64,045	50,936	68,999	39,628	67,020	-1,979
57 - FRINGE BENEFITS	167,157	183,942	208,810	149,973	272,361	63,551
TOTAL DEPARTMENT	1,199,787	1,241,313	1,496,058	1,027,624	1,585,909	89,851
INSPECTIONAL SVS ADMIN						
51 - PERSONAL SERVICES	333,672	405,696	424,436	332,150	425,869	1,433
52 - EXPENSES	48,527	34,844	53,583	32,434	52,990	-593
57 - FRINGE BENEFITS	61,593	69,483	77,446	59,541	97,773	20,328
TOTAL INSPECTIONAL SVS ADMIN	443,792	510,023	555,465	424,125	576,632	21,167
BLDG CODE/ZONING ENFMT						
51 - PERSONAL SERVICES	333,829	292,032	353,766	239,288	374,298	20,532
52 - EXPENSES	5,217	4,400	5,067	3,384	5,080	13
57 - FRINGE BENEFITS	58,943	56,147	63,301	36,658	70,790	7,489
TOTAL BLDG CODE/ZONING ENFMT	397,989	352,578	422,134	279,330	450,168	28,034
MECHANICAL INSPECTIONS						
51 - PERSONAL SERVICES	301,084	308,707	440,047	266,585	446,361	6,314
52 - EXPENSES	7,438	9,833	10,349	3,811	8,950	-1,399
57 - FRINGE BENEFITS	46,621	58,312	68,064	53,774	103,798	35,734
TOTAL MECHANICAL INSPECTIONS	355,143	376,852	518,459	324,170	559,109	40,650
BLDG/ZONING ADJUD.						
52 - EXPENSES	2,863	1,859	0	0	0	0
TOTAL BLDG/ZONING ADJUD.	2,863	1,859	0	0	0	0

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

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2014	ACTUAL FY2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017	
220 - INSPEC SERVICE DEPARTMENT							
0122001 - INSPECTIONAL SVS ADMIN							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	295,725	367,598	385,161	288,329	386,194	1,033
511101	PART TIME < 20 HRS/WK	21,606	0	0	0	0	0
513001	REGULAR OVERTIME	13,966	17,111	10,000	13,785	10,000	0
513001D	OVERTIME/SPEC PROJEC	0	13,920	25,000	23,059	25,000	0
514001	LONGEVITY	875	1,675	1,775	900	2,675	900
515005	BONUSES	0	600	0	0	0	0
515006	VACATION BUY BACK	0	3,792	0	5,077	0	0
515101	CLOTHING ALLOWANCE	500	0	1,500	500	1,000	-500
515102	CLEANING ALLOWANCE	1,000	1,000	1,000	500	1,000	0
TOTAL PERSONAL SERVICES		333,672	405,696	424,436	332,150	425,869	1,433
EXPENSES							
52401	OFFICE EQUIPMENT R-M	205	38	189	160	200	11
52405	COMPUTER EQUIPMT R-M	0	270	0	0	0	0
5274	RENTAL - EQUIPMENT	844	1,375	1,500	1,500	1,500	0
5301	CONSULTANTS	431	1,285	600	170	600	0
5304	DOCUMENT PRESERVATI	2,000	5,000	15,000	9,403	15,000	0
5313	TEMP STAFFING SERVICE	5,680	0	0	0	0	0
5319	TRAINING EXPENSES	1,156	1,250	1,522	1,472	0	-1,522
53401	TELEPHONE	1,444	1,494	1,600	1,080	1,800	200
53402	CELLULAR TELEPHONES	8,943	8,832	10,000	6,353	11,000	1,000
5341	POSTAGE	3,993	3,407	4,500	3,326	4,500	0
5342	PRINTING	2,264	1,750	2,700	2,105	2,700	0
5343	ADVERTISING/PUBLICATIO	0	0	111	111	0	-111
5420	OFFICE SUPPLIES	3,318	1,750	4,000	1,817	4,000	0
5480	GASOLINE	2,010	1,783	2,400	789	2,000	-400
5484	VEHICLE REPAIR PARTS	3,165	5,771	4,989	3,150	5,000	11
5581	UNIFORMS/PROTECTIVE	19	0	1	0	500	499
5585	COMPUTER SUPPLIES	11,085	0	3,000	388	500	-2,500
5592	BOOKS/MANUALS/PERIODI	1,274	318	800	99	3,000	2,200
5710	VEHICLE USE REIMBURSE	147	92	132	121	150	18
5730	DUES & SUBSCRIPTIONS	549	430	540	390	540	0
TOTAL EXPENSES		48,527	34,844	53,583	32,434	52,990	-593
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	1,069	1,555	1,981	1,512	1,551	-430
57HLTH	HEALTH INSURANCE	53,459	59,177	65,900	50,761	85,354	19,454
57LIFE	BASIC LIFE INSURANCE	137	160	171	123	114	-57
57MEDA	MEDICARE PAYROLL TAX	4,439	5,252	5,526	4,264	5,653	127
57OPEB	OPEB CONTRIBUTION	2,489	3,339	3,868	2,881	5,102	1,234
TOTAL FRINGE BENEFITS		61,593	69,483	77,446	59,541	97,773	20,328
TOTAL INSPECTIONAL SVS ADMIN		443,792	510,023	555,465	424,125	576,632	21,167

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2014	FY2015	2016	4/13/2016	2017	2016 to 2017
0122002 - BLDG CODE/ZONING ENFMT							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	329,031	281,289	348,966	234,488	368,898	19,932
511101	PART TIME < 20 HRS/WK	0	3,044	0	0	0	0
513001	REGULAR OVERTIME	0	1,698	0	0	0	0
513005	WORK FOR OTHER DEPT	173	0	0	0	0	0
514001	LONGEVITY	2,625	2,800	2,800	2,800	2,900	100
515005	BONUSES	0	1,200	0	0	0	0
515101	CLOTHING ALLOWANCE	2,000	2,000	2,000	2,000	2,500	500
TOTAL PERSONAL SERVICES		333,829	292,032	353,766	239,288	374,298	20,532
EXPENSES							
5319	TRAINING EXPENSES	1,058	668	1,217	1,117	1,200	-17
5480	GASOLINE	2,747	3,146	2,950	1,489	3,000	50
5580	PUBLIC SAFETY SUPPLIES	110	-9	12	12	30	18
5581	UNIFORMS/PROTECTIVE	937	400	440	440	400	-40
5588	PHOTOGRAPHIC SUPPLIE	100	0	0	0	0	0
5730	DUES & SUBSCRIPTIONS	265	195	248	225	250	2
5771	PROFESSIONAL LICENSES	0	0	200	100	200	0
TOTAL EXPENSES		5,217	4,400	5,067	3,384	5,080	13
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	1,603	1,508	1,398	943	1,242	-156
57HLTH	HEALTH INSURANCE	50,813	49,065	55,170	32,253	60,706	5,536
57LIFE	BASIC LIFE INSURANCE	132	99	114	42	57	-57
57MEDA	MEDICARE PAYROLL TAX	4,842	4,073	4,446	3,420	4,496	50
57OPEB	OPEB CONTRIBUTION	1,553	1,402	2,173	0	4,289	2,116
TOTAL FRINGE BENEFITS		58,943	56,147	63,301	36,658	70,790	7,489
TOTAL BLDG CODE/ZONING ENFMT		397,989	352,578	422,134	279,330	450,168	28,034

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2014	ACTUAL FY2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017	
0122003 - MECHANICAL INSPECTIONS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	264,032	272,972	385,547	229,637	425,861	40,314
511101	PART TIME < 20 HRS/WK	16,127	29,483	50,000	31,419	15,000	-35,000
513001	REGULAR OVERTIME	209	0	0	704	0	0
513005	WORK FOR OTHER DEPT	591	553	0	326	0	0
514001	LONGEVITY	2,950	2,500	2,500	2,500	2,500	0
515003	SPECIAL LEAVE BUY BAC	6,000	0	0	0	0	0
515005	BONUSES	0	1,200	0	0	0	0
515006	VACATION BUY BACK	8,675	0	0	0	0	0
515101	CLOTHING ALLOWANCE	2,500	2,000	2,000	2,000	3,000	1,000
TOTAL PERSONAL SERVICES		301,084	308,707	440,047	266,585	446,361	6,314
EXPENSES							
5319	TRAINING EXPENSES	480	1,273	773	770	900	128
5432	SMALL TOOLS	0	47	268	67	50	-218
5480	GASOLINE	6,116	6,186	6,200	2,009	4,500	-1,700
5580	PUBLIC SAFETY SUPPLIES	0	0	1,398	0	1,400	3
5581	UNIFORMS/PROTECTIVE	385	1,810	635	400	1,000	365
5710	VEHICLE USE REIMBURSE	0	0	3	3	0	-3
5730	DUES & SUBSCRIPTIONS	327	517	620	295	600	-20
5771	PROFESSIONAL LICENSES	130	0	454	266	500	46
TOTAL EXPENSES		7,438	9,833	10,349	3,811	8,950	-1,399
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	1,229	1,582	1,694	1,369	2,068	374
57HLTH	HEALTH INSURANCE	39,540	49,015	56,171	45,611	86,526	30,355
57LIFE	BASIC LIFE INSURANCE	160	170	170	127	170	0
57MEDA	MEDICARE PAYROLL TAX	3,525	4,037	4,717	3,285	6,333	1,616
57OPEB	OPEB CONTRIBUTION	2,167	3,509	5,311	3,381	8,701	3,390
TOTAL FRINGE BENEFITS		46,621	58,312	68,064	53,774	103,798	35,734
TOTAL MECHANICAL INSPECTIONS		355,143	376,852	518,459	324,170	559,109	40,650
0122004 - BLDG/ZONING ADJUD.							
EXPENSES							
5341	POSTAGE	932	707	0	0	0	0
5342	PRINTING	25	12	0	0	0	0
5343	ADVERTISING/PUBLICATIO	1,839	1,140	0	0	0	0
5420	OFFICE SUPPLIES	66	0	0	0	0	0
TOTAL EXPENSES		2,863	1,859	0	0	0	0
TOTAL BLDG/ZONING ADJUD.		2,863	1,859	0	0	0	0
TOTAL INSPEC SERVICE DEPARTMENT		1,199,787	1,241,313	1,496,058	1,027,624	1,585,909	89,851

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

**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2016			2017		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ADMINISTRATIVE ASSISTAN	S06	1.0	48,776	S06	1.00	50,039
	BUILDING INSPECTOR		3.0	217,434	IBI	4.00	284,141
	COMMISSIONER	H13	1.0	118,072	H13	1.00	121,167
	DEPUTY COMMISSIONER		1.0	88,679	H10	1.00	80,850
	OFFICE INFO COORDINATOR	S06	1.0	56,544	S06	1.00	58,009
	PLUMB/GAS FITTING INSP	IBI	1.0	66,619	IBI	1.00	68,614
	PLUMBING/GAS INSPECTOR		0.0		IBI	1.00	63,723
	SENIOR BUILDING INSPECT	ISI	1.0	84,466	ISI	1.00	84,757
	SR PLUMB/GAS FITTING IN	ISI	1.0	74,501	ISI	1.00	76,430
	SR WIRE INSPECTOR	ISI	1.0	85,081	ISI	1.00	84,757
	WIRE INSPECTOR	IBI	1.0	66,619	IBI	2.00	132,337
	ZONING ENFORCEMENT AGEN	IBI	1.0	74,199	H08	1.00	76,129
	Account Totals:		13.0	980,992		16.00	1,180,953
	Report Totals:		13.0	980,992		16.00	1,180,953