

# 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 2015 Accomplishments

**Inspections** - Ensure real time recording of inspection results; incorporate new technology into field inspections.

**Code Enforcement** - Develop a proactive code enforcement strategy; create working group to coordinate violations; create metric for periodic compliance.

**Customer Service** - Increased visibility and familiarity of ISD process and procedure; host area-wide code education programs.

**ADA/504 Coordination** - Full time ADA Coordinator has been hired to complete ADA Transition plan. This position will now report to the Law Department.

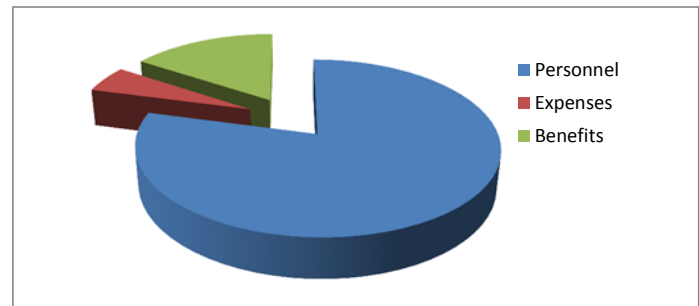
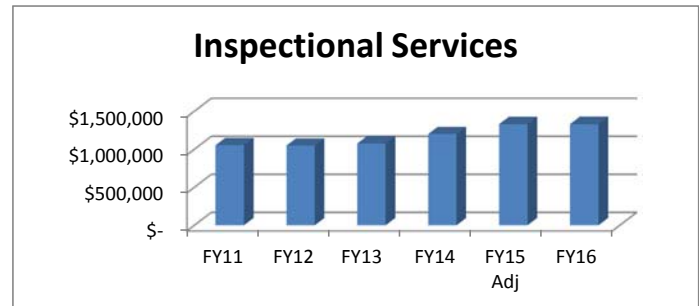
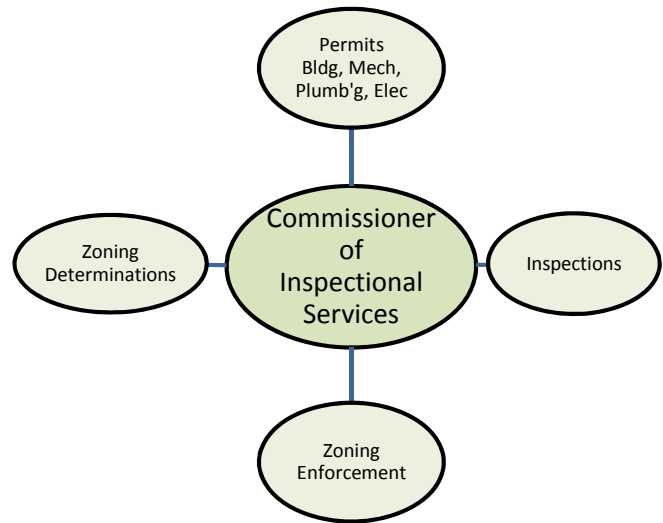
## Fiscal Year 2016 Desired Outcomes

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

**Code Enforcement** - Develop a proactive code enforcement strategy; create working group to coordinate violations; create metric for periodic compliance.

**Customer Service** - Increase visibility and familiarity of ISD process and procedure; host city-wide code education programs.

**Efficiency** - Continue scanning of property files to make searching for files simple and efficient.



## Department Detail

	<-----Actual----->				<-Adj Budget->		<-Proposed->	
	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2016	
<b>Expenditure by Core Function</b>								
Personnel	\$ 876,149	\$ 866,466	\$ 893,535	\$ 968,585	\$ 1,077,055	\$ 1,053,248		
Expenses	\$ 37,912	\$ 42,034	\$ 50,281	\$ 64,045	\$ 62,304	\$ 68,999		
Benefits	\$ 139,776	\$ 139,926	\$ 132,641	\$ 167,157	\$ 191,428	\$ 208,810		
<b>Total</b>	\$ 1,053,837	\$ 1,048,426	\$ 1,076,457	\$ 1,199,787	\$ 1,330,787	\$ 1,331,057		
<b>% Incr</b>		-0.51%	2.67%	11.46%	10.92%	0.02%		
<b>Personnel</b>								
Full-Time	13	13	13	13	13	13	13	
Part-Time	0	0	0	1	1	0	0	
<b>Total</b>	13	13	13	14	14	13	13	

## **FY2015 Accomplishments - Inspectional Services**

### **Outcome #1: Ensure timely and thorough inspections**

#### **Target**

#### **Result**

#### **Strategy #1: Phone log recording**

Create phone call recording procedure for incoming calls, etc.  
Use scheduling module to record inspection schedule

Aug 2014  
Sep 2014

Completed 10/14  
+/- 50% compliance

#### **Strategy #2: Real time recording of inspection results**

Integrate new field hardware / computers  
Create on-time inspection metric - 80% within 24 hours of request  
Incorporate re-inspection fee policy

Feb 2015  
Nov 2014  
Sep 2014

Completed 10/14  
+/- 50% compliance  
Completed 10/14

### **Outcome #2: Proactive Code-Enforcement**

#### **Target**

#### **Result**

#### **Strategy #1: Develop new methods to identify code violations**

Make broader use of the Joint Code Enforcement Task Force to identify problem areas and properties

Sep 2014

Ongoing

Create an internal working group to pursue violations. Code Enforcement Officer, ADA Coordinator, Periodic Inspector

Aug 2014

Ongoing

Percentage of R-2 inspections completed

80%

Completed 75%

#### **Strategy #2: Create brochure and materials on illegal apartments**

Create educational presentation to universities on illegal and dangerous units

Aug 2014

In Planning stage

### **Outcome #3: Increased Customer Service**

#### **Target**

#### **Result**

#### **Strategy #1: Make building records available on-line**

Continue scanning incoming permits, plans, records to property files  
Maintain established standards for permit issuance

Ongoing  
Ongoing

Ongoing  
Completed

#### **Strategy #2: Increase visibility and familiarity of ISD process and procedure**

Create informal opportunities for customer interaction with ISD / Planning

2

One scheduled (ADA training w/MAAB)

### **Outcome #4: Increase ADA / 504 Compliance**

#### **Target**

#### **Result**

#### **Strategy #1: Complete ADA Transition plan for Newton**

Integrate code violations with Code Enforcement and periodic inspection

Jan 2015

Full time ADA Coordinator to start May 4th, will report to Law Department

## **FY2016 Desired Outcomes - Inspectional Services**

### **Outcome #1: Ensure timely and thorough inspections**

#### **Target**

#### **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  
September 2015  
Monthly

#### **Strategy #2: Evaluate forms of scheduling and communication**

Voice Mail, text and email for more effective methods of scheduling inspections

November 2015

### **Outcome #2: Increased Customer Service**

#### **Target**

#### **Strategy #1: Maintain metrics for permit issuance**

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

March 2016  
September 2015

#### **Strategy #2: Make building records available on-line**

Accelerate scanning of property files  
Monitor system capability and accuracy

Goal of 35% completion by end of FY16 (have completed 10% so far)  
Monthly

### **Outcome #3: Increase Code enforcement/ public safety**

#### **Target**

#### **Strategy #1: Emphasize pro-active code enforcement**

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

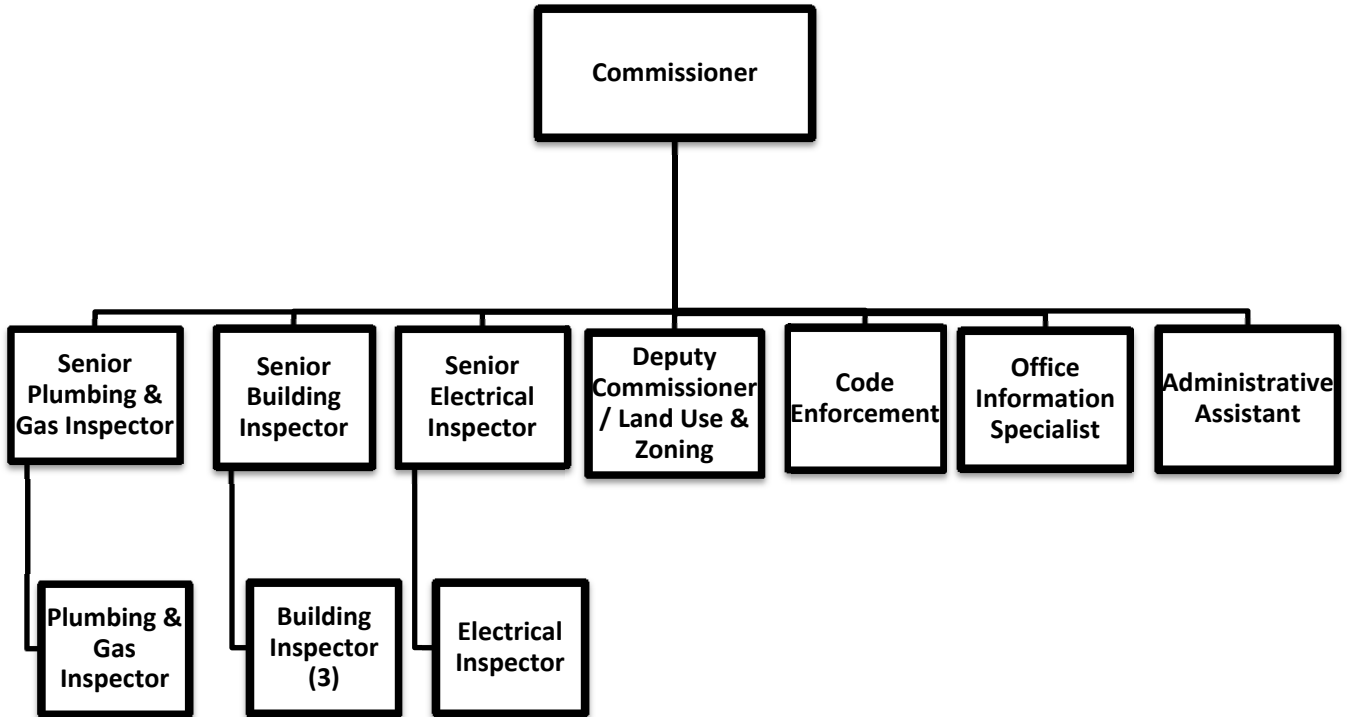
August 2015  
January 2016  
June 2016

#### **Strategy #2: Create Code Enforcement working group**

Code Enforcement, Periodic and ADA/504 personnel

October 2015

# INSPECTIONAL SERVICES



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

CITY OF NEWTON BUDGET  
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2013	ACTUAL 2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
<b>INSPEC SERVICE DEPARTMENT SUMMARY</b>						
51 - PERSONAL SERVICES	893,535	968,585	1,077,055	778,304	1,053,248	-23,807
52 - EXPENSES	50,281	64,045	62,304	39,556	68,999	6,695
57 - FRINGE BENEFITS	132,641	167,157	191,428	146,876	208,810	17,383
<b>TOTAL DEPARTMENT</b>	<b>1,076,456</b>	<b>1,199,787</b>	<b>1,330,787</b>	<b>964,735</b>	<b>1,331,058</b>	<b>271</b>
<b>INSPECTIONAL SVS ADMIN</b>						
51 - PERSONAL SERVICES	290,289	333,672	464,617	314,726	424,436	-40,181
52 - EXPENSES	35,926	48,527	43,875	27,200	53,700	9,825
57 - FRINGE BENEFITS	45,637	61,593	79,492	54,314	77,156	-2,336
<b>TOTAL INSPECTIONAL SVS ADMIN</b>	<b>371,852</b>	<b>443,792</b>	<b>587,984</b>	<b>396,240</b>	<b>555,292</b>	<b>-32,693</b>
<b>BLDG CODE/ZONING ENFMT</b>						
51 - PERSONAL SERVICES	303,695	333,829	306,170	227,831	303,766	-2,404
52 - EXPENSES	4,207	5,217	5,532	3,297	4,410	-1,122
57 - FRINGE BENEFITS	39,238	58,943	60,848	46,920	63,594	2,746
<b>TOTAL BLDG CODE/ZONING ENFMT</b>	<b>347,140</b>	<b>397,989</b>	<b>372,550</b>	<b>278,048</b>	<b>371,770</b>	<b>-780</b>
<b>MECHANICAL INSPECTIONS</b>						
51 - PERSONAL SERVICES	299,551	301,084	306,268	235,746	325,047	18,779
52 - EXPENSES	7,706	7,438	9,496	7,814	10,889	1,393
57 - FRINGE BENEFITS	47,766	46,621	51,088	45,642	68,061	16,973
<b>TOTAL MECHANICAL INSPECTIONS</b>	<b>355,023</b>	<b>355,143</b>	<b>366,853</b>	<b>289,203</b>	<b>403,996</b>	<b>37,144</b>
<b>BLDG/ZONING ADJUD.</b>						
52 - EXPENSES	2,441	2,863	3,400	1,245	0	-3,400
<b>TOTAL BLDG/ZONING ADJUD.</b>	<b>2,441</b>	<b>2,863</b>	<b>3,400</b>	<b>1,245</b>	<b>0</b>	<b>-3,400</b>

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

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
<b>220 - INSPEC SERVICE DEPARTMENT</b>						
<b>0122001 - INSPECTIONAL SVS ADMIN</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	271,572	295,725	432,075	287,285	385,161	-46,914
511101 PART TIME < 20 HRS/WK	0	21,606	0	0	0	0
511102 PART TIME > 20 HRS/WK	1,950	0	0	0	0	0
513001 REGULAR OVERTIME	14,017	13,966	15,000	13,249	10,000	-5,000
513001D OVERTIME/SPEC PROJEC	0	0	10,000	7,900	25,000	15,000
514001 LONGEVITY	1,750	875	1,650	900	1,775	125
515005 BONUSES	0	0	600	600	0	-600
515006 VACATION BUY BACK	0	0	3,792	3,792	0	-3,792
515101 CLOTHING ALLOWANCE	0	500	0	0	1,500	1,500
515102 CLEANING ALLOWANCE	1,000	1,000	1,500	1,000	1,000	-500
<b>TOTAL PERSONAL SERVICES</b>	<b>290,289</b>	<b>333,672</b>	<b>464,617</b>	<b>314,726</b>	<b>424,436</b>	<b>-40,181</b>
<b>EXPENSES</b>						
52401 OFFICE EQUIPMENT R-M	135	205	730	38	300	-430
52403 MOTOR VEHICLE R-M	85	0	0	0	0	0
52405 COMPUTER EQUIPMT R-M	0	0	270	270	0	-270
5274 RENTAL - EQUIPMENT	1,018	844	1,500	1,500	1,500	0
5301 CONSULTANTS	240	431	2,830	1,285	600	-2,230
5304 DOCUMENT PRESERVATI	2,900	2,000	5,000	5,000	15,000	10,000
5313 TEMP STAFFING SERVICE	3,022	5,680	0	0	0	0
5319 TRAINING EXPENSES	1,339	1,156	1,250	1,250	1,300	50
53401 TELEPHONE	1,478	1,444	1,700	994	1,600	-100
53402 CELLULAR TELEPHONES	10,785	8,943	10,000	5,528	10,000	0
5341 POSTAGE	3,743	3,993	4,500	2,527	4,500	0
5342 PRINTING	2,059	2,264	2,500	1,380	2,700	200
5420 OFFICE SUPPLIES	2,635	3,318	3,600	1,988	4,000	400
5480 GASOLINE	1,289	2,010	1,860	1,131	2,400	540
5484 VEHICLE REPAIR PARTS	1,939	3,165	3,471	3,471	5,000	1,529
5581 UNIFORMS/CLOTHING	386	19	360	0	360	0
5585 COMPUTER SUPPLIES	2,008	11,085	3,000	0	3,000	0
5592 BOOKS/MANUALS/PERIOD	450	1,274	669	317	800	131
5710 VEHICLE USE REIMBURSE	23	147	95	92	100	5
5730 DUES & SUBSCRIPTIONS	394	549	540	430	540	0
<b>TOTAL EXPENSES</b>	<b>35,926</b>	<b>48,527</b>	<b>43,875</b>	<b>27,200</b>	<b>53,700</b>	<b>9,825</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	1,052	1,069	1,436	1,150	1,691	255
57HLTH HEALTH INSURANCE	39,504	53,459	68,584	46,296	65,900	-2,684
57LIFE BASIC LIFE INSURANCE	151	137	170	118	114	-57
57MEDA MEDICARE PAYROLL TAX	3,997	4,439	5,871	4,130	5,583	-288
57OPEB OPEB CONTRIBUTION	933	2,489	3,431	2,620	3,868	437
<b>TOTAL FRINGE BENEFITS</b>	<b>45,637</b>	<b>61,593</b>	<b>79,492</b>	<b>54,314</b>	<b>77,156</b>	<b>-2,336</b>
<b>TOTAL INSPECTIONAL SVS ADMIN</b>	<b>371,852</b>	<b>443,792</b>	<b>587,984</b>	<b>396,240</b>	<b>555,292</b>	<b>-32,693</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2013	FY2014	2015	4/15/2015	2016	2015 to 2016
<b>0122002 - BLDG CODE/ZONING ENFMT</b>							
<b>PERSONAL SERVICES</b>							
511001	FULL TIME SALARIES	300,445	329,031	275,245	220,491	298,966	23,721
511101	PART TIME < 20 HRS/WK	0	0	25,000	1,341	0	-25,000
513005	WORK FOR OTHER DEPT	0	173	0	0	0	0
514001	LONGEVITY	1,750	2,625	2,725	2,800	2,800	75
515005	BONUSES	0	0	1,200	1,200	0	-1,200
515101	CLOTHING ALLOWANCE	1,500	2,000	2,000	2,000	2,000	0
<b>TOTAL PERSONAL SERVICES</b>		<b>303,695</b>	<b>333,829</b>	<b>306,170</b>	<b>227,831</b>	<b>303,766</b>	<b>-2,404</b>
<b>EXPENSES</b>							
5319	TRAINING EXPENSES	35	1,058	857	668	1,000	143
5480	GASOLINE	2,583	2,747	2,950	2,044	2,950	0
5580	PUBLIC SAFETY SUPPLIES	78	110	100	-9	0	-100
5581	UNIFORMS/CLOTHING	1,052	937	1,075	400	0	-1,075
5588	PHOTOGRAPHIC SUPPLIE	0	100	0	0	0	0
5730	DUES & SUBSCRIPTIONS	260	265	350	195	260	-90
5771	PROFESSIONAL LICENSE	200	0	200	0	200	0
<b>TOTAL EXPENSES</b>		<b>4,207</b>	<b>5,217</b>	<b>5,532</b>	<b>3,297</b>	<b>4,410</b>	<b>-1,122</b>
<b>FRINGE BENEFITS</b>							
57DENTAL	DENTAL INSURANCE	1,052	1,603	1,628	1,265	1,691	63
57HLTH	HEALTH INSURANCE	33,730	50,813	52,632	40,949	55,170	2,538
57LIFE	BASIC LIFE INSURANCE	123	132	114	85	114	0
57MEDA	MEDICARE PAYROLL TAX	4,334	4,842	4,583	3,220	4,446	-137
57OPEB	OPEB CONTRIBUTION	0	1,553	1,891	1,402	2,173	282
<b>TOTAL FRINGE BENEFITS</b>		<b>39,238</b>	<b>58,943</b>	<b>60,848</b>	<b>46,920</b>	<b>63,594</b>	<b>2,746</b>
<b>TOTAL BLDG CODE/ZONING ENFMT</b>		<b>347,140</b>	<b>397,989</b>	<b>372,550</b>	<b>278,048</b>	<b>371,770</b>	<b>-780</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
<b>0122003 - MECHANICAL INSPECTIONS</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	270,927	264,032	265,568	221,264	285,547	19,979
511101 PART TIME < 20 HRS/WK	8,447	16,127	35,000	8,400	35,000	0
513001 REGULAR OVERTIME	0	209	0	0	0	0
513005 WORK FOR OTHER DEPT	0	591	0	382	0	0
514001 LONGEVITY	4,550	2,950	2,500	2,500	2,500	0
515003 SPECIAL LEAVE BUY BAC	6,000	6,000	0	0	0	0
515005 BONUSES	0	0	1,200	1,200	0	-1,200
515006 VACATION BUY BACK	7,128	8,675	0	0	0	0
515101 CLOTHING ALLOWANCE	2,500	2,500	2,000	2,000	2,000	0
<b>TOTAL PERSONAL SERVICES</b>	<b>299,551</b>	<b>301,084</b>	<b>306,268</b>	<b>235,746</b>	<b>325,047</b>	<b>18,779</b>
<b>EXPENSES</b>						
5319 TRAINING EXPENSES	545	480	1,025	1,025	795	-230
5432 SMALL TOOLS	431	0	472	472	345	-127
5480 GASOLINE	4,763	6,116	5,672	4,051	6,200	528
5580 PUBLIC SAFETY SUPPLIES	99	0	0	0	1,400	1,400
5581 UNIFORMS/CLOTHING	1,108	385	1,810	1,810	1,075	-735
5730 DUES & SUBSCRIPTIONS	487	327	518	457	620	102
5771 PROFESSIONAL LICENSE	273	130	0	0	454	454
<b>TOTAL EXPENSES</b>	<b>7,706</b>	<b>7,438</b>	<b>9,496</b>	<b>7,814</b>	<b>10,889</b>	<b>1,393</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	1,360	1,229	1,582	1,237	1,691	109
57HLTH HEALTH INSURANCE	43,441	39,540	41,242	38,359	56,171	14,929
57LIFE BASIC LIFE INSURANCE	165	160	172	127	170	-1
57MEDA MEDICARE PAYROLL TAX	2,405	3,525	4,424	3,197	4,717	293
57OPEB OPEB CONTRIBUTION	395	2,167	3,668	2,722	5,311	1,643
<b>TOTAL FRINGE BENEFITS</b>	<b>47,766</b>	<b>46,621</b>	<b>51,088</b>	<b>45,642</b>	<b>68,061</b>	<b>16,973</b>
<b>TOTAL MECHANICAL INSPECTIONS</b>	<b>355,023</b>	<b>355,143</b>	<b>366,853</b>	<b>289,203</b>	<b>403,996</b>	<b>37,144</b>
<b>0122004 - BLDG/ZONING ADJUD.</b>						
<b>EXPENSES</b>						
5304 DOCUMENT PRESERVATI	344	0	0	0	0	0
5341 POSTAGE	523	932	1,000	545	0	-1,000
5342 PRINTING	10	25	100	6	0	-100
5343 ADVERTISING/PUBLICATIO	1,565	1,839	2,000	594	0	-2,000
5420 OFFICE SUPPLIES	0	66	300	100	0	-300
<b>TOTAL EXPENSES</b>	<b>2,441</b>	<b>2,863</b>	<b>3,400</b>	<b>1,245</b>	<b>0</b>	<b>-3,400</b>
<b>TOTAL BLDG/ZONING ADJUD.</b>	<b>2,441</b>	<b>2,863</b>	<b>3,400</b>	<b>1,245</b>	<b>0</b>	<b>-3,400</b>
<b>TOTAL INSPEC SERVICE DEPARTMENT</b>	<b>1,076,456</b>	<b>1,199,787</b>	<b>1,330,787</b>	<b>964,735</b>	<b>1,331,058</b>	<b>271</b>



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

**CITY OF NEWTON BUDGET  
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2015			2016		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ADMINISTRATIVE ASSISTAN		1.0	46,281	S06	1.00	48,765
	BUILDING INSPECTOR		3.0	199,198	IBI	3.00	214,509
	DEPUTY COMMISH INS SVC		1.0	85,769	H10	1.00	88,679
	INSPECTIONAL SERV COMM		1.0	114,190	H13	1.00	118,072
	LAND USE AND ZONING AGE		1.0	76,129	H08	1.00	73,113
	OFFICE INFO COORDINATOR		1.0	53,621	S06	1.00	56,532
	PLUMB/GAS FITTING INSP		2.0	127,328	IBI	2.00	135,343
	SENIOR BUILDING INSPECT		1.0	77,229	ISI	1.00	84,457
	SR WIRE INSPECTOR		1.0	74,921	ISI	1.00	85,081
	WIRE INSPECTOR		1.0	63,106	IBI	1.00	65,122
	<b>Account Totals:</b>		<b>13.0</b>	<b>917,772</b>		<b>13.00</b>	<b>969,673</b>
511101	PART TIME		0.0	35,000	QQQ	0.00	35,000
	<b>Account Totals:</b>		<b>0.0</b>	<b>35,000</b>		<b>0.00</b>	<b>35,000</b>
	<b>Report Totals:</b>		<b>13.0</b>	<b>952,772</b>		<b>13.00</b>	<b>1,004,673</b>