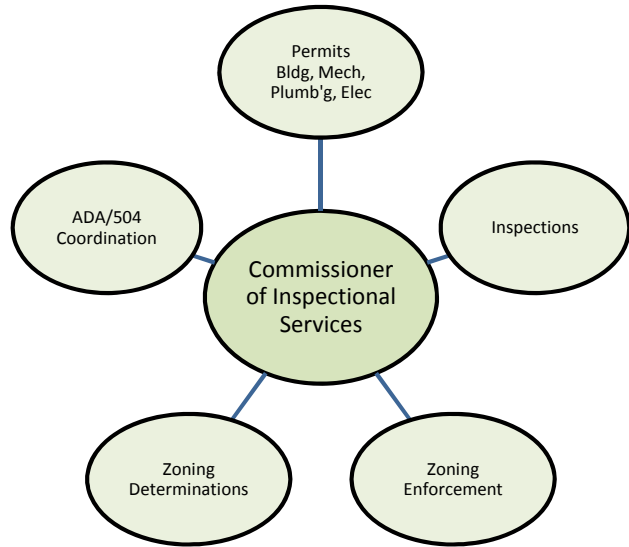


Inspectional Services

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 2014 Accomplishments

Inspections - Insured timely and thorough inspections; maintained program of same day inspections; began program of real-time recording of inspections.

Code Enforcement - Created periodic inspection program

Customer Service - Made transactions easier for the public; added permit forms on website

ADA/504 Coordination - Staff educated and capable of addressing ADA/504 issues

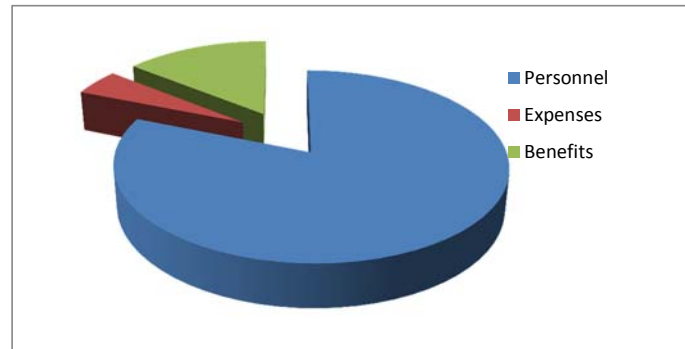
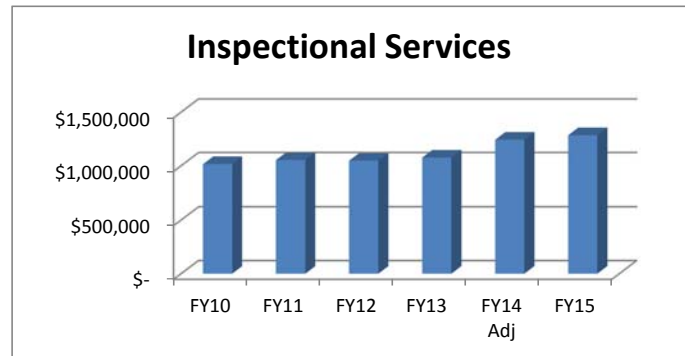
Fiscal Year 2015 Desired Outcomes

Inspections - Insure 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 - Increase visibility and familiarity of ISD process and procedure; host area-wide code education programs

ADA/504 Coordination - Complete ADA Transition plan for Newton; work with code enforcement working group



Department Detail

	<-----Actual----->				<-Adj Budget->		<-Proposed->	
	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015		
Expenditure by Core Function								
Personnel	\$ 841,824	\$ 876,149	\$ 866,466	\$ 893,535	\$ 1,008,693	\$ 1,042,055		
Expenses	\$ 37,937	\$ 37,912	\$ 42,034	\$ 50,281	\$ 65,172	\$ 60,074		
Benefits	\$ 135,338	\$ 139,776	\$ 139,926	\$ 132,641	\$ 169,069	\$ 182,979		
Total	\$ 1,015,099	\$ 1,053,837	\$ 1,048,426	\$ 1,076,457	\$ 1,242,934	\$ 1,285,108		
% Incr	3.51%	3.82%	-0.53%	7.72%	5.64%	5.64%		
Personnel								
Full-Time	13	13	13	13	13	13		13
Part-Time	0	0	0	0	1	1		1
Total	13	13	13	13	14	14		14

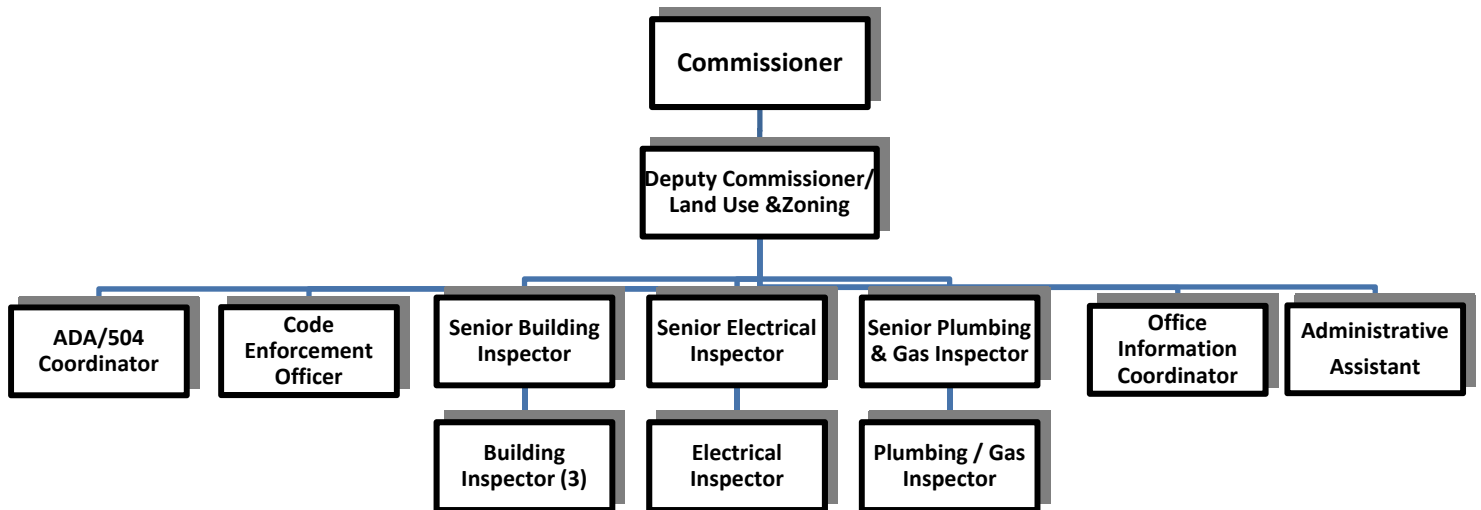
FY2014 Accomplishments - Inspectional Services

Outcome #1 - Insure timely and thorough inspections	Target		Result
Strategy #1. Inspection scheduling			
Create recording system for incoming calls, requests, etc	Sep 2013	Mar 2014	
Percentage of scheduled inspections completed on time	80%	Completed	
Strategy #2. Accurately record inspection results			
Record all results in real-time to create new inspection metric	Sep 2013	Jan 2014 +/- 80%	
Charge reinspection fees for failed inspections	Jan 2014	Ongoing	
Outcome #2: Develop a proactive code-enforcement strategy			
Strategy #1. Re-establish R-2 inspection program		Target	
		Result	
Dedicate one inspector to proactive code enforcement	Jul 2013	Completed	
Train new employee for reporting and implementation	Jul 2013	Completed	
Percentage of R-2 inspections completed	80%	At 60% as of April 2014, on target to reach 80%	
Strategy #2. Coordinate with other departments			
Work closely with municipal and school departments	Ongoing	Ongoing	
Outcome #3: Make transactions easier for the public			
Strategy #1. Place forms online		Target	
		Result	
Solve online payment issues	Jan 2014	Working group to be established for FY15	
Put forms online	Jan 2014	Completed	
Strategy #2. Better coordination among departments			
Coordinate input of information into permit database	Jan 2014	Fire, Engineering using Community Plus and ongoing	
Outcome #4: Insure buildings are accessible for all residents			
Strategy #1. Incorporate ADA coordinator into office		Target	
		Result	
Hire ADA/504 Coordinator into office	Jul 2013	Completed	
Department review of Newton Access Report	Sep 2013	Completed	
Create implementation and access plan	Jan 2014	75% Waiting on additional building assessment -Target July 1, 2014 to complete	

FY2015 Desired Outcomes - Inspectional Services

Outcome #1 - Insure timely and thorough inspections	Target
Strategy #1. Phone log recording	
Create phone call recording procedure for incoming calls, etc.	Aug 2014
Use scheduling module to record inspection schedule	Sep 2014
Strategy #2. Real time recording of inspection results	
Integrate new field hardware / computers	Feb 2015
Create on-time inspection metric - 80% within 24 hours of request	Nov 2014
Incorporate re-inspection fee policy	Sep 2014
Outcome #2: Proactive Code-Enforcement	Target
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
Create an internal working group to pursue violations. Code Enforcement Officer, ADA Coordinator, Periodic Inspector	Aug 2014
Percentage of R-2 inspections completed	80%
Strategy #2. Create brochure and materials on illegal apartments	
Create educational presentation to universities on illegal and dangerous units	Aug 2014
Outcome #3: Increased Customer Service	Target
Strategy #1. Make building records available on-line	
Continue scanning incoming permits, plans, records to property files	Ongoing
Maintain established standards for permit issuance	Ongoing
Strategy #2. Increase visibility and familiarity of ISD process and procedure	
Create informal opportunities for customer interaction with ISD / Planning	2
Outcome #4: Increase ADA / 504 Compliance	Target
Strategy #1. Complete ADA Transition plan for Newton	
Integrate code violations with Code Enforcement and periodic inspection	Jan 2015

INSPECTIONAL SERVICES



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

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2012	ACTUAL 2013	AMENDED 2014	YTD 4/22/2014	RECOMMENDED 2015	CHANGE 2014 to 2015
DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	866,466	893,535	1,008,693	771,991	1,042,055	33,363
52 - EXPENSES	42,034	50,281	65,172	47,609	60,074	-5,098
57 - FRINGE BENEFITS	139,926	132,641	169,069	131,239	182,979	13,909
TOTAL DEPARTMENT	1,048,426	1,076,456	1,242,934	950,839	1,285,108	42,174
INSPECTIONAL SVS ADMIN						
51 - PERSONAL SERVICES	273,065	290,289	355,877	250,329	420,767	64,890
52 - EXPENSES	27,562	35,926	48,740	35,867	41,650	-7,090
57 - FRINGE BENEFITS	40,493	45,637	53,962	47,011	71,345	17,383
TOTAL INSPECTIONAL SVS ADMIN	341,119	371,852	458,580	333,207	533,762	75,183
BLDG CODE/ZONING ENFMT						
51 - PERSONAL SERVICES	320,343	303,695	332,781	275,112	316,170	-16,611
52 - EXPENSES	5,122	4,207	5,722	3,796	5,675	-47
57 - FRINGE BENEFITS	45,047	39,238	77,031	46,575	60,769	-16,262
TOTAL BLDG CODE/ZONING ENFMT	370,512	347,140	415,533	325,483	382,614	-32,920
MECHANICAL INSPECTIONS						
51 - PERSONAL SERVICES	273,058	299,551	320,035	246,550	305,118	-14,916
52 - EXPENSES	7,710	7,706	7,990	5,593	9,349	1,359
57 - FRINGE BENEFITS	54,386	47,766	38,077	37,653	50,865	12,788
TOTAL MECHANICAL INSPECTIONS	335,154	355,023	366,101	289,795	365,332	-769
BLDG/ZONING ADJUD.						
52 - EXPENSES	1,639	2,441	2,720	2,354	3,400	680
TOTAL BLDG/ZONING ADJUD.	1,639	2,441	2,720	2,354	3,400	680

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

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2012	ACTUAL FY2013	AMENDED 2014	YTD 4/22/2014	RECOMMENDED 2015	CHANGE 2014 to 2015	
220 - INSPEC SERVICE DEPARTMENT							
0122001 - INSPECTIONAL SVS ADMIN							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	263,041	271,572	313,180	217,166	375,881	62,701
511101	PART TIME < 20 HRS/WK	0	0	25,448	19,399	26,736	1,288
511102	PART TIME > 20 HRS/WK	0	1,950	0	0	0	0
513001	REGULAR OVERTIME	5,149	14,017	14,000	11,389	15,000	1,000
514001	LONGEVITY	875	1,750	1,750	875	1,650	-100
515005	BONUSES	3,000	0	0	0	0	0
515101	CLOTHING ALLOWANCE	0	0	500	500	0	-500
515102	CLEANING ALLOWANCE	1,000	1,000	1,000	1,000	1,500	500
TOTAL PERSONAL SERVICES		273,065	290,289	355,877	250,329	420,767	64,890
EXPENSES							
52401	OFFICE EQUIPMENT R-M	279	135	850	181	1,000	150
52403	MOTOR VEHICLE R-M	0	85	0	0	0	0
5274	RENTAL - EQUIPMENT	1,018	1,018	1,100	969	1,100	0
5301	CONSULTANTS	430	240	600	286	600	0
5304	DOCUMENT PRESERVATI	0	2,900	0	0	5,000	5,000
5313	TEMP STAFFING SERVICE	0	3,022	5,850	5,680	0	-5,850
5319	TRAINING EXPENSES	456	1,339	1,252	1,216	1,300	48
53401	TELEPHONE	1,515	1,478	1,700	1,078	1,700	0
53402	CELLULAR TELEPHONES	9,419	10,785	10,000	6,101	10,000	0
5341	POSTAGE	3,113	3,743	3,800	3,127	4,500	700
5342	PRINTING	2,445	2,059	2,305	1,288	2,500	195
5420	OFFICE SUPPLIES	4,002	2,635	4,000	1,035	4,000	0
5480	GASOLINE	859	1,289	1,539	1,361	2,000	461
5484	VEHICLE REPAIR PARTS	539	1,939	2,000	1,635	3,000	1,000
5581	UNIFORMS/PROTECTIVE	0	386	600	0	360	-240
5585	COMPUTER SUPPLIES	2,684	2,008	11,050	9,981	3,000	-8,050
5592	BOOKS/MANUALS/PERIOD	511	450	1,234	1,234	1,000	-234
5710	VEHICLE USE REIMBURSE	1	23	162	147	50	-112
5730	DUES & SUBSCRIPTIONS	290	394	699	549	540	-159
TOTAL EXPENSES		27,562	35,926	48,740	35,867	41,650	-7,090
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	1,072	1,052	1,094	780	1,434	340
57HLTH	HEALTH INSURANCE	35,400	39,504	45,237	40,915	60,784	15,547
57LIFE	BASIC LIFE INSURANCE	175	151	152	94	170	19
57MEDA	MEDICARE PAYROLL TAX	3,846	3,997	5,631	3,360	5,871	240
57OPEB	OPEB CONTRIBUTION	0	933	1,848	1,862	3,086	1,238
TOTAL FRINGE BENEFITS		40,493	45,637	53,962	47,011	71,345	17,383
TOTAL INSPECTIONAL SVS ADMIN		341,119	371,852	458,580	333,207	533,762	75,183

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2012	FY2013	2014	4/22/2014	2015	2014 to 2015
0122002 - BLDG CODE/ZONING ENFMT							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	313,718	300,445	327,982	270,314	276,445	-51,537
511101	PART TIME < 20 HRS/WK	0	0	0	0	35,000	35,000
513005	WORK FOR OTHER DEPT	0	0	173	173	0	-173
514001	LONGEVITY	875	1,750	2,625	2,625	2,725	100
515005	BONUSES	3,750	0	0	0	0	0
515101	CLOTHING ALLOWANCE	2,000	1,500	2,000	2,000	2,000	0
TOTAL PERSONAL SERVICES		320,343	303,695	332,781	275,112	316,170	-16,611
EXPENSES							
5319	TRAINING EXPENSES	810	35	1,058	1,058	1,000	-58
5480	GASOLINE	2,951	2,583	2,800	1,834	2,950	150
5580	PUBLIC SAFETY SUPPLIES	69	78	100	39	100	0
5581	UNIFORMS/PROTECTIVE	963	1,052	1,114	500	1,075	-39
5588	PHOTOGRAPHIC SUPPLIE	0	0	100	100	0	-100
5730	DUES & SUBSCRIPTIONS	330	260	350	265	350	0
5771	PROFESSIONAL LICENSE	0	200	200	0	200	0
TOTAL EXPENSES		5,122	4,207	5,722	3,796	5,675	-47
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	1,189	1,052	1,134	1,275	1,626	492
57HLTH	HEALTH INSURANCE	39,025	33,730	69,049	39,951	52,632	-16,417
57LIFE	BASIC LIFE INSURANCE	156	123	94	104	114	19
57MEDA	MEDICARE PAYROLL TAX	4,677	4,334	5,190	4,011	4,583	-607
57OPEB	OPEB CONTRIBUTION	0	0	1,563	1,235	1,814	251
TOTAL FRINGE BENEFITS		45,047	39,238	77,031	46,575	60,769	-16,262
TOTAL BLDG CODE/ZONING ENFMT		370,512	347,140	415,533	325,483	382,614	-32,920

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2012	ACTUAL FY2013	AMENDED 2014	YTD 4/22/2014	RECOMMENDED 2015	CHANGE 2014 to 2015
0122003 - MECHANICAL INSPECTIONS						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	263,498	270,927	292,457	210,644	266,768	-25,689
511101 PART TIME < 20 HRS/WK	0	8,447	16,127	16,127	35,000	18,873
513001 REGULAR OVERTIME	184	0	0	0	0	0
514001 LONGEVITY	4,375	4,550	2,950	2,950	1,350	-1,600
515003 SPECIAL LEAVE BUY BAC	0	6,000	6,000	6,000	0	-6,000
515005 BONUSES	3,000	0	0	0	0	0
515006 VACATION BUY BACK	0	7,128	0	8,329	0	0
515101 CLOTHING ALLOWANCE	2,000	2,500	2,500	2,500	2,000	-500
TOTAL PERSONAL SERVICES	273,058	299,551	320,035	246,550	305,118	-14,916
EXPENSES						
5319 TRAINING EXPENSES	890	545	565	450	795	230
5432 SMALL TOOLS	0	431	55	55	345	290
5480 GASOLINE	5,383	4,763	5,400	4,246	6,000	600
5580 PUBLIC SAFETY SUPPLIES	0	99	100	0	100	0
5581 UNIFORMS/PROTECTIVE	521	1,108	1,035	385	1,035	0
5730 DUES & SUBSCRIPTIONS	559	487	381	327	620	239
5771 PROFESSIONAL LICENSE	357	273	454	130	454	0
TOTAL EXPENSES	7,710	7,706	7,990	5,593	9,349	1,359
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	1,544	1,360	1,095	990	1,340	245
57HLTH HEALTH INSURANCE	50,891	43,441	31,562	31,876	41,242	9,680
57LIFE BASIC LIFE INSURANCE	184	165	114	113	114	0
57MEDA MEDICARE PAYROLL TAX	1,767	2,405	3,798	2,882	4,424	626
57OPEB OPEB CONTRIBUTION	0	395	1,508	1,791	3,745	2,237
TOTAL FRINGE BENEFITS	54,386	47,766	38,077	37,653	50,865	12,788
TOTAL MECHANICAL INSPECTIONS	335,154	355,023	366,101	289,795	365,332	-769
0122004 - BLDG/ZONING ADJUD.						
EXPENSES						
5304 DOCUMENT PRESERVATI	0	344	0	0	0	0
5341 POSTAGE	362	523	800	763	1,000	200
5342 PRINTING	29	10	100	19	100	0
5343 ADVERTISING/PUBLICATIO	1,248	1,565	1,620	1,506	2,000	380
5420 OFFICE SUPPLIES	0	0	200	66	300	100
TOTAL EXPENSES	1,639	2,441	2,720	2,354	3,400	680
TOTAL BLDG/ZONING ADJUD.	1,639	2,441	2,720	2,354	3,400	680
TOTAL INSPEC SERVICE DEPARTMENT	1,048,426	1,076,456	1,242,934	950,839	1,285,108	42,174

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

**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2014			2015		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ADMINISTRATIVE ASSISTAN	S06	1.0	45,133	S06	1.00	46,183
	BUILDING INSPECTOR	IBI	3.0	197,391	IBI	3.00	199,230
	DEPUTY COMMISH INS SVC	H10	1.0	83,273	H10	1.00	85,769
	INSPECTIONAL SERV COMM	H13	1.0	110,861	H13	1.00	114,190
	OFFICE INFO COORDINATOR	S06	1.0	52,957	S06	1.00	53,611
	PLUMB/GAS FITTING INSP	ISI	2.0	126,280	ISI	2.00	129,003
	SENIOR BUILDING INSPECT	ISI	1.0	76,272	ISI	1.00	77,215
	SR WIRE INSPECTOR	ISI	1.0	72,671	ISI	1.00	74,921
	WIRE INSPECTOR	IBI	1.0	60,329	IBI	1.00	62,845
	ZONING ENFORCEMENT AGEN	H08	1.0	73,917	H08	1.00	76,129
	Account Totals:		13.0	899,085		13.00	919,095
511101	ADA COORDINATOR		0.5	26,084		0.50	26,736
	PART TIME		0.0		XXX	0.00	70,000
	Account Totals:		0.5	26,084		0.50	96,736
	Report Totals:		13.5	925,168		13.50	1,015,830