

Inspectional Services

Mission Statement

To provide a safe environment for the citizens of the City of Newton by enforcing all applicable state and 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 2013 Accomplishments

Projects - Managed several major projects simultaneously and successfully

Inspections - Increased inspections recorded in real time and entered into database

Permits - Maintained timely issuance of all permit types

Zoning Enforcement - All zoning complaints are now channeled through the zoning enforcement agent

Permits/Inspections - All permits requiring plans are now received on CD and uploaded to the property file

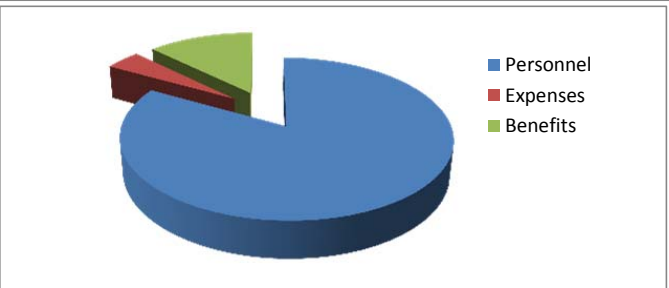
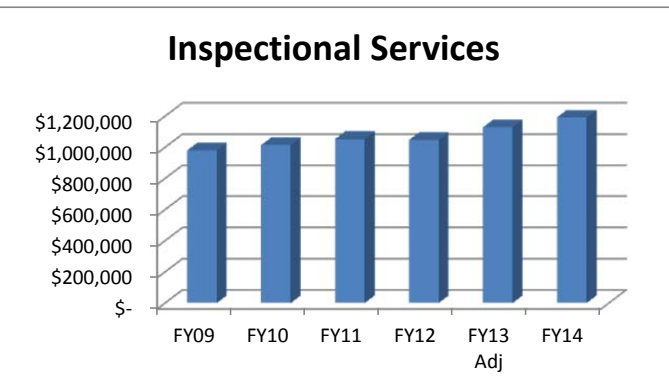
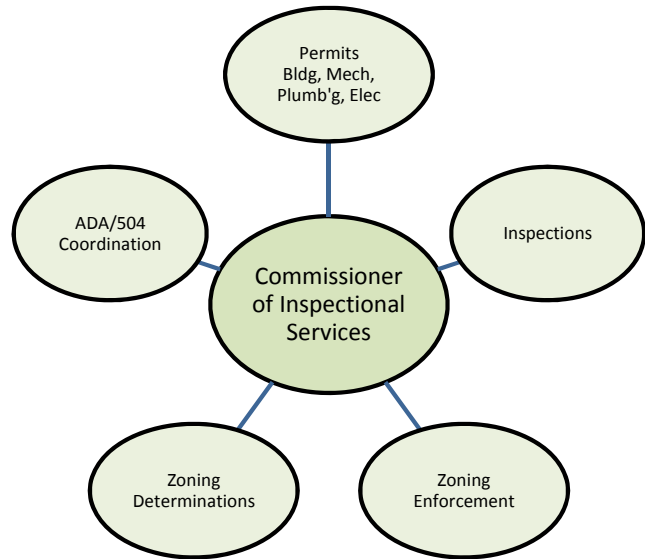
Fiscal Year 2013 Desired Outcomes

Inspections - Insure timely and thorough inspections

Code Enforcement - Develop a proactive code enforcement strategy

Customer Service - Make transactions easier for the public

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



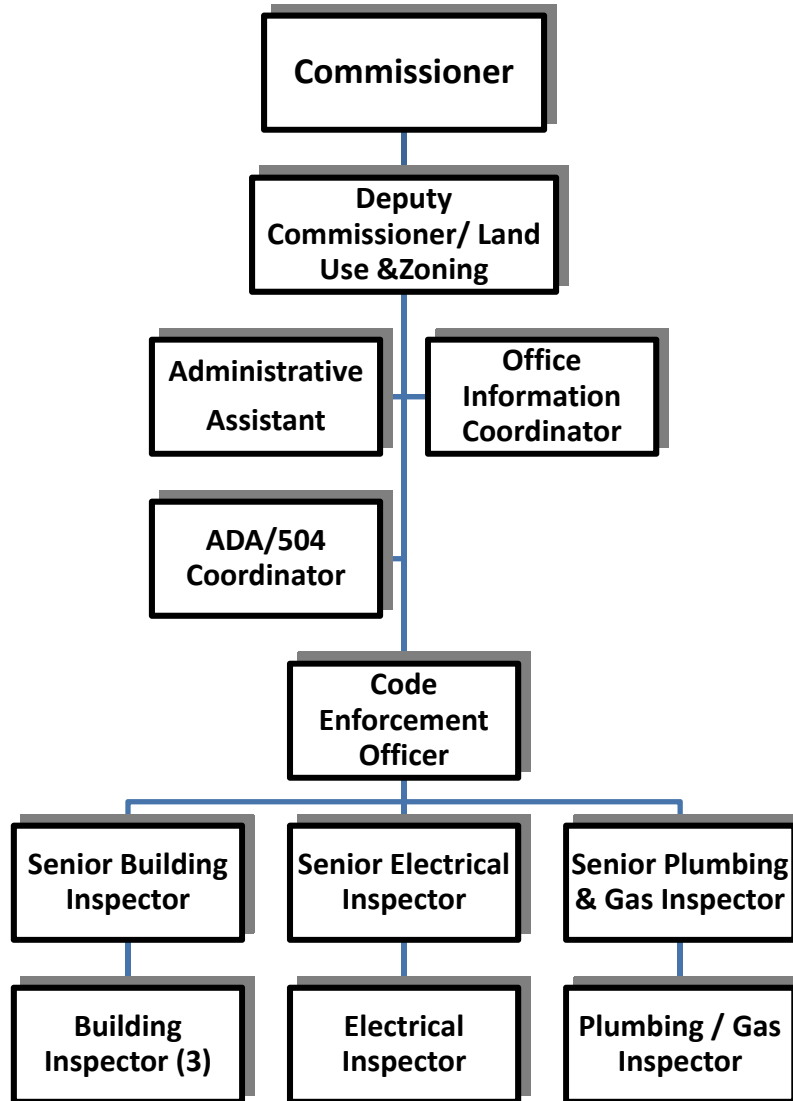
Department Detail

	<-----Actual----->				<-Adj Budget->		<-Proposed->	
	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2014	
Expenditure by Core Function								
Personnel	\$ 804,890	\$ 841,824	\$ 876,149	\$ 866,282	\$ 938,601	\$ 964,693		
Expenses	\$ 42,413	\$ 37,937	\$ 37,912	\$ 42,034	\$ 47,769	\$ 59,172		
Benefits	\$ 133,334	\$ 135,338	\$ 139,776	\$ 139,926	\$ 142,843	\$ 169,069		
Total	\$ 980,637	\$ 1,015,099	\$ 1,053,837	\$ 1,048,242	\$ 1,129,213	\$ 1,192,934		
% Incr		3.51%	3.82%	-0.53%	7.72%	5.64%		
Personnel								
Full-Time	12	13	13	13	13	13		
Part-Time	0	0	0	0	0	1		
Total	12	13	13	13	13	14		

Inspectional Services**Mayor's Outcomes**

Outcome #1 - Insure timely and thorough inspections	Current	Target	#1	#2	#3	#4	#5	#6	#7	#8
Strategy #1. Inspection scheduling										
Create recording system for incoming calls, requests, etc	N/A	Sep 2013	X	X						X
Percentage of scheduled inspections completed on time	N/A	80%	X	X						
Strategy #2. Accurately record inspection results										
Record all results in real-time to create new inspection metric	N/A	Sep 2013	X							
Charge reinspection fees for failed inspections	N/A	Jan 2014	X							X
Outcome #2: Develop a proactive code-enforcement strategy										
Strategy #1. Re-establish R-2 inspection program										
Dedicate one inspector to proactive code enforcement	N/A	Jul 2013	X	X						
Train new employee for reporting and implementation	N/A	Jul 2013	X	X						
Percentage of R-2 inspections completed	N/A	80%	X	X						
Strategy #2. Coordinate with other departments										
Work closely with municipal and school departments	N/A	Ongoing	X	X						
Outcome #3: Make transactions easier for the public										
Strategy #1. Place forms online										
Solve online payment issues	N/A	Jan 2014	X							X
Put forms online	N/A	Jan 2014	X							X
Strategy #1. Better coordination among departments										
Coordinate input of information into permit database	N/A	Jan 2014	X							
Outcome #4: Insure buildings are accessible for all residents										
Strategy #1. Incorporate ADA coordinator into office										
Hire ADA/504 Coordinator into office	N/A	Jul 2013	X	X						
Department review of Newton Access Report	N/A	Sep 2013	X	X						
Create implementation and access plan	N/A	Jan 2014	X	X						

INSPECTIONAL SERVICES



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

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2011	ACTUAL 2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	876,149	866,466	938,601	645,684	964,693	26,092
52 - EXPENSES	37,912	42,034	47,769	24,195	59,172	11,403
57 - FRINGE BENEFITS	139,776	139,926	142,843	101,269	169,069	26,227
TOTAL DEPARTMENT	1,053,837	1,048,426	1,129,213	771,148	1,192,934	63,721
INSPECTIONAL SVS ADMIN						
51 - PERSONAL SERVICES	274,185	273,065	316,268	200,553	408,162	91,895
52 - EXPENSES	25,326	27,562	30,673	16,791	42,109	11,436
57 - FRINGE BENEFITS	41,134	40,493	47,889	33,453	73,900	26,012
TOTAL INSPECTIONAL SVS ADMIN	340,644	341,119	394,829	250,797	524,172	129,343
BLDG CODE/ZONING ENFMT						
51 - PERSONAL SERVICES	340,304	320,343	333,621	224,957	280,496	-53,125
52 - EXPENSES	4,610	5,122	5,982	2,200	5,814	-168
57 - FRINGE BENEFITS	47,579	45,047	43,555	30,199	58,024	14,469
TOTAL BLDG CODE/ZONING ENFMT	392,494	370,512	383,158	257,357	344,334	-38,824
MECHANICAL INSPECTIONS						
51 - PERSONAL SERVICES	261,661	273,058	288,713	220,173	276,035	-12,678
52 - EXPENSES	5,924	7,710	8,214	3,722	8,749	535
57 - FRINGE BENEFITS	51,063	54,386	51,399	37,617	37,145	-14,254
TOTAL MECHANICAL INSPECTIONS	318,648	335,154	348,326	261,513	321,928	-26,398
BLDG/ZONING ADJUD.						
52 - EXPENSES	2,051	1,639	2,900	1,482	2,500	-400
TOTAL BLDG/ZONING ADJUD.	2,051	1,639	2,900	1,482	2,500	-400

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

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
220 - INSPEC SERVICE DEPARTMENT						
0122001 - INSPECTIONAL SVS ADMIN						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	267,052	263,041	282,518	193,273	373,965	91,447
511101 PART TIME < 20 HRS/WK	0	0	0	0	25,448	25,448
511102 PART TIME > 20 HRS/WK	0	0	25,000	0	0	-25,000
513001 REGULAR OVERTIME	5,132	5,149	6,000	4,531	6,000	0
514001 LONGEVITY	0	875	1,750	1,750	1,750	0
515005 BONUSES	1,000	3,000	0	0	0	0
515102 CLEANING ALLOWANCE	1,000	1,000	1,000	1,000	1,000	0
TOTAL PERSONAL SERVICES	274,185	273,065	316,268	200,553	408,162	91,895
EXPENSES						
52401 OFFICE EQUIPMENT R-M	515	279	1,000	135	1,000	0
52403 MOTOR VEHICLE R-M	0	0	80	0	0	-80
52410 SOFTWARE MAINTENANC	471	0	0	0	0	0
5274 RENTAL - EQUIPMENT	424	1,018	1,100	1,018	1,100	0
5301 CONSULTANTS	62	430	600	180	600	0
5319 TRAINING EXPENSES	554	456	1,300	1,092	1,300	0
53401 TELEPHONE	1,559	1,515	1,700	992	1,700	0
53402 CELLULAR TELEPHONES	10,697	9,419	10,000	7,260	10,000	0
5341 POSTAGE	2,911	3,113	3,135	2,400	3,800	665
5342 PRINTING	1,782	2,445	2,000	608	2,500	500
5420 OFFICE SUPPLIES	2,489	4,002	2,500	1,051	4,000	1,500
5480 GASOLINE	955	859	1,289	597	1,289	0
5484 VEHICLE REPAIR PARTS	842	539	3,000	0	2,000	-1,000
5581 UNIFORMS/PROTECTIVE	0	0	475	228	600	125
5585 COMPUTER SUPPLIES	1,211	2,684	1,050	855	11,050	10,000
5592 BOOKS/MANUALS/PERIOD	577	511	874	60	600	-274
5710 VEHICLE USE REIMBURSE	0	1	30	21	30	0
5730 DUES & SUBSCRIPTIONS	279	290	540	295	540	0
TOTAL EXPENSES	25,326	27,562	30,673	16,791	42,109	11,436
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	881	1,072	1,052	769	1,095	43
57HLTH HEALTH INSURANCE	36,305	35,400	42,530	29,377	64,899	22,369
57LIFE BASIC LIFE INSURANCE	156	175	170	99	227	57
57MEDA MEDICARE PAYROLL TAX	3,792	3,846	4,136	2,759	5,831	1,695
57OPEB OPEB CONTRIBUTION	0	0	0	449	1,848	1,848
TOTAL FRINGE BENEFITS	41,134	40,493	47,889	33,453	73,900	26,012
TOTAL INSPECTIONAL SVS ADMIN	340,644	341,119	394,829	250,797	524,172	129,343

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2011	FY2012	2013	03/31/2013	2014	2013 to 2014
0122002 - BLDG CODE/ZONING ENFMT							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	335,654	313,718	330,371	221,707	275,871	-54,500
514001	LONGEVITY	650	875	1,750	1,750	2,625	875
515005	BONUSES	2,000	3,750	0	0	0	0
515101	CLOTHING ALLOWANCE	2,000	2,000	1,500	1,500	2,000	500
TOTAL PERSONAL SERVICES		340,304	320,343	333,621	224,957	280,496	-53,125
EXPENSES							
5319	TRAINING EXPENSES	645	810	1,200	0	1,000	-200
5480	GASOLINE	2,161	2,951	2,918	1,329	2,950	32
5580	PUBLIC SAFETY SUPPLIES	383	69	43	43	100	57
5581	UNIFORMS/PROTECTIVE	842	963	1,114	469	1,114	0
5588	PHOTOGRAPHIC SUPPLIE	130	0	160	0	100	-60
5730	DUES & SUBSCRIPTIONS	350	330	347	260	350	3
5771	PROFESSIONAL LICENSE	100	0	200	100	200	0
TOTAL EXPENSES		4,610	5,122	5,982	2,200	5,814	-168
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	1,029	1,189	1,228	769	1,095	-133
57HLTH	HEALTH INSURANCE	41,647	39,025	37,763	26,158	51,242	13,479
57LIFE	BASIC LIFE INSURANCE	156	156	170	85	57	-114
57MEDA	MEDICARE PAYROLL TAX	4,748	4,677	4,394	3,188	4,067	-326
57OPEB	OPEB CONTRIBUTION	0	0	0	0	1,563	1,563
TOTAL FRINGE BENEFITS		47,579	45,047	43,555	30,199	58,024	14,469
TOTAL BLDG CODE/ZONING ENFMT		392,494	370,512	383,158	257,357	344,334	-38,824

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
0122003 - MECHANICAL INSPECTIONS						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	253,556	263,498	269,035	199,996	271,085	2,049
513001 REGULAR OVERTIME	0	184	0	0	0	0
514001 LONGEVITY	4,104	4,375	4,550	4,550	2,950	-1,600
515003 SPECIAL LEAVE BUY BAC	0	0	6,000	6,000	0	-6,000
515005 BONUSES	2,000	3,000	0	0	0	0
515006 VACATION BUY BACK	0	0	7,128	7,128	0	-7,128
515101 CLOTHING ALLOWANCE	2,000	2,000	2,000	2,500	2,000	0
TOTAL PERSONAL SERVICES	261,661	273,058	288,713	220,173	276,035	-12,678
EXPENSES						
5319 TRAINING EXPENSES	665	890	795	275	795	0
5432 SMALL TOOLS	179	0	345	215	345	0
5480 GASOLINE	3,736	5,383	5,044	2,265	5,400	356
5580 PUBLIC SAFETY SUPPLIES	300	0	100	43	100	0
5581 UNIFORMS/PROTECTIVE	490	521	1,035	438	1,035	0
5730 DUES & SUBSCRIPTIONS	554	559	620	487	620	0
5771 PROFESSIONAL LICENSE	0	357	275	0	454	179
TOTAL EXPENSES	5,924	7,710	8,214	3,722	8,749	535
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	1,222	1,544	1,490	1,030	1,095	-395
57HLTH HEALTH INSURANCE	47,797	50,891	47,151	34,928	31,562	-15,589
57LIFE BASIC LIFE INSURANCE	189	184	170	109	114	-57
57MEDA MEDICARE PAYROLL TAX	1,855	1,767	2,588	1,551	2,866	278
57OPEB OPEB CONTRIBUTION	0	0	0	0	1,508	1,508
TOTAL FRINGE BENEFITS	51,063	54,386	51,399	37,617	37,145	-14,254
TOTAL MECHANICAL INSPECTIONS	318,648	335,154	348,326	261,513	321,928	-26,398
0122004 - BLDG/ZONING ADJUD.						
EXPENSES						
5304 DOCUMENT PRESERVATI	0	0	150	150	0	-150
5341 POSTAGE	784	362	1,000	462	700	-300
5342 PRINTING	24	29	200	6	100	-100
5343 ADVERTISING/PUBLICATIO	1,158	1,248	1,400	863	1,400	0
5420 OFFICE SUPPLIES	85	0	150	0	300	150
TOTAL EXPENSES	2,051	1,639	2,900	1,482	2,500	-400
TOTAL BLDG/ZONING ADJUD.	2,051	1,639	2,900	1,482	2,500	-400
TOTAL INSPEC SERVICE DEPARTMENT	1,053,837	1,048,426	1,129,213	771,148	1,192,934	63,721

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

**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2013			2014		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ADMINISTRATIVE ASSISTAN	S06	1.0	51,468	S06	1.00	52,957
	BUILDING INSPECTOR	IBI	3.0	191,845	IBI	3.00	199,598
	DEPUTY COMMISH INS SVC	H10	1.0	80,292	H10	1.00	83,273
	INSPECTIONAL SERV COMM	H13	1.0	107,743	H13	1.00	110,861
	OFFICE INFO COORDINATOR	S06	1.0	51,468	S06	1.00	52,957
	PLUMB/GAS FITTING INSP	IBI	1.0	58,632	IBI	1.00	60,329
	SENIOR BUILDING INSPECT	ISI	1.0	74,128	ISI	1.00	76,273
	SR PLUMB GAS/FITTING IN	ISI	1.0	74,128	ISI	1.00	65,951
	SR WIRE INSPECTOR	ISI	1.0	74,128	ISI	1.00	76,273
	WIRE INSPECTOR	IBI	1.0	66,605	IBI	1.00	68,532
	ZONING ENFORCEMENT AGEN	H08	1.0	71,838	H08	1.00	73,917
	Account Totals:		13.0	902,275		13.00	920,920
511101	ADA Coordinator		0.0		XXX	0.50	25,448
	Account Totals:		0.0			0.50	25,448
	Report Totals:		13.0	902,275		13.50	946,368