

# 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 2012 Accomplishments

**Zoning Determinations** - Implemented FAR Changes in the Zoning laws.

**Inspections** - Created full inventory of required inspections for schools, R-2s, and licensed permits.

**Permits** - Commenced scanning permit forms and "as built" plans for records.

**Zoning Determinations** - Implemented ordinances with modified definitions for Grade Change and Height.

**Permits/Inspections** - Met CitiStat goals for timely issuance of permits and inspections.

## Fiscal Year 2013 Desired Outcomes

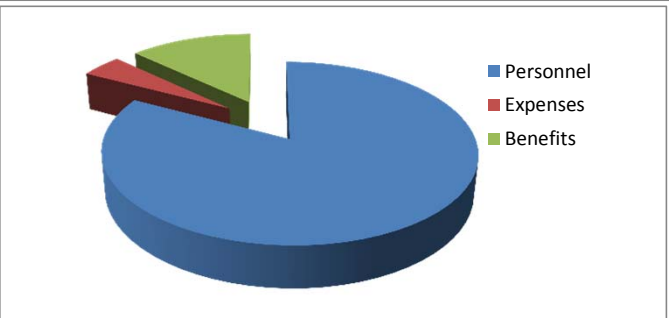
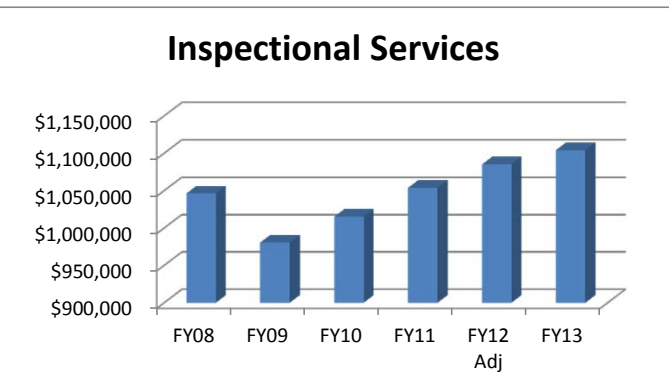
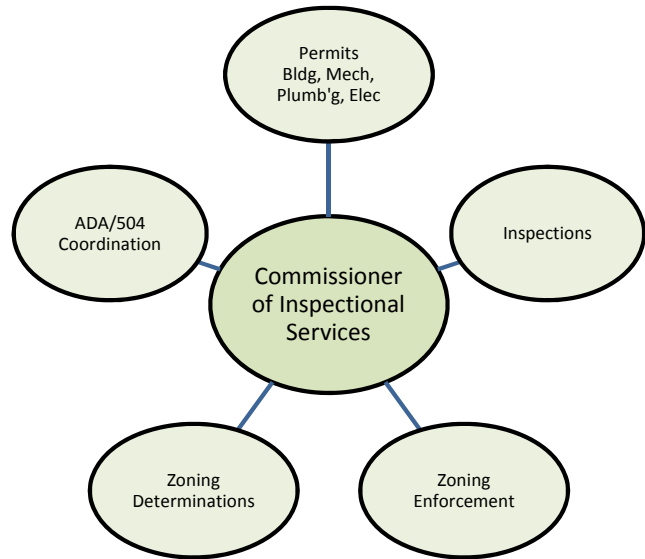
**Permits** - Continued timely issuance of permits

**Inspections** - Decreased wait time for scheduled inspections and documentation

**Zoning Enforcement** - Standardized receipt of Zoning Enforcement complaints

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

**Zoning Determinations** - Records of Zoning determinations



## Department Detail

	Actual				-<Adj Budget->		-<Proposed->	
	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2013	
<b>Expenditure by Core Function</b>								
Personnel	\$ 856,219	\$ 804,890	\$ 841,824	\$ 876,149	\$ 890,198	\$ 913,602		
Expenses	\$ 40,406	\$ 42,413	\$ 37,937	\$ 37,912	\$ 43,165	\$ 47,769		
Benefits	\$ 149,542	\$ 133,334	\$ 135,338	\$ 139,776	\$ 151,796	\$ 142,843		
<b>Total</b>	\$ 1,046,167	\$ 980,637	\$ 1,015,099	\$ 1,053,837	\$ 1,085,159	\$ 1,104,214		
<b>% Incr</b>		-6.26%	3.51%	3.82%	2.97%	1.76%		
<b>Personnel</b>								
Full-Time	13	12	13	13	13	13		
Part-Time	0	0	0	0	0	0		
<b>Total</b>	13	12	13	13	13	13		

**Outcome #1- Continued timely issuance of permits****Target**

Strategy #1- Increase efficiencies at counter and plans exam.

Change personnel at Deputy Commissioner position

July 2012

Change job description for front end manager/ Deputy Commissioner v. Chief Inspector

July 2012

Strategy #2- Change Building Permit application form to be more clear on permit requirements.

Seek State approval on application form

September 2012

Increase online permitting for Electric, Plumbing and Gas

September 2012

**Outcome #2- Decreased wait time for scheduled inspections and documentation****Target**

Strategy #1- Review system of inspection scheduling

Publish procedure for inspection scheduling

September 2012

Explore new technology for opportunities to streamline

September 2012

Strategy #2 - Standardize the use of computer/telephone to decrease scheduling time

Create standard procedure including Community Bulletins

July 2012

Implement use of email to request inspections

September 2012

**Outcome #3- Standardized receipt of Zoning complaints****Target**

Strategy#1- Create more uniform system for receipt of complaints

Fill Code Enforcement Officer position

July 2012

Develop training for other departments

September 2012

Train all users on how to receive complaints

September 2012

**Outcome #4- Staff educated and capable of addressing ADA issues****Target**

Strategy #1- Create a staff position dedicated to ADA/504

Write job description

July 2012

Add part-time employee to act as ADA/504 Coordinator

September 2012

**Outcome#5- Records of Zoning determinations****Target**

Strategy #1- Create a more uniform system for the receipt of Zoning determinations

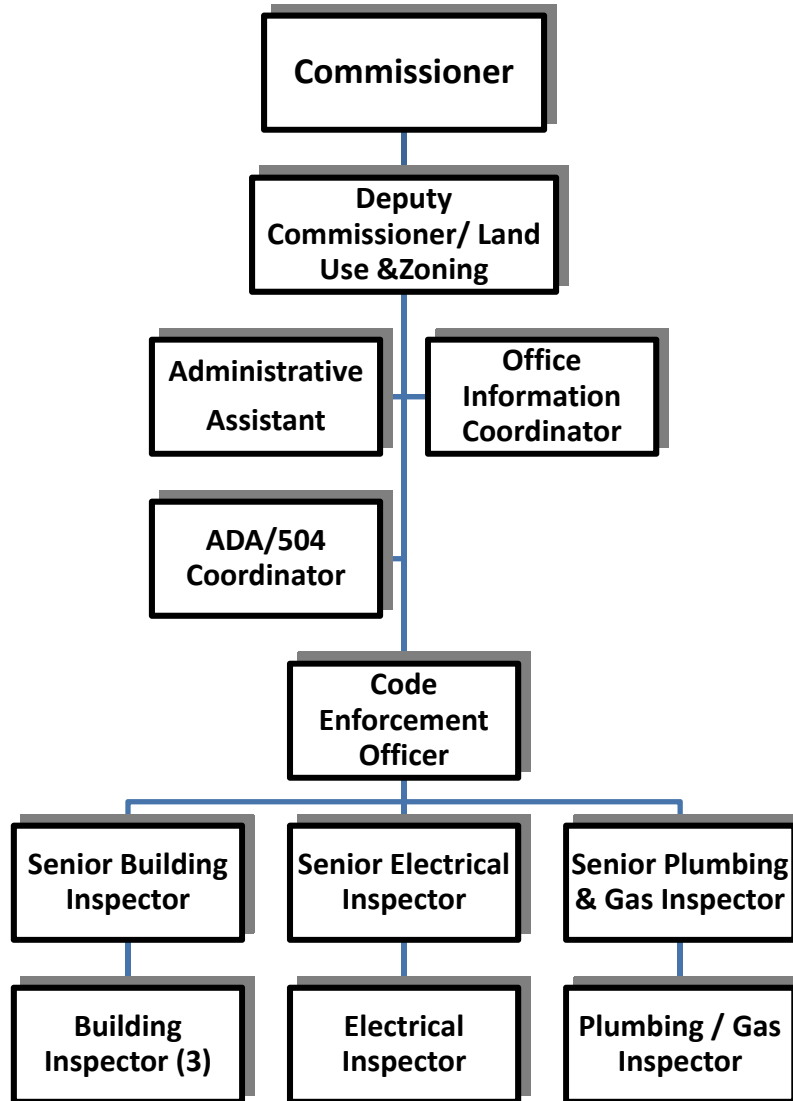
Coordinate with Planning on receipt of materials at the counter

September 2012

Design a method for scheduling consideration of work

September 2012

# INSPECTIONAL SERVICES



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

CITY OF NEWTON BUDGET  
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2010	ACTUAL 2011	AMENDED 2012	YTD 03/31/2012	RECOMMENDED 2013	CHANGE 2012 to 2013
<b>DEPARTMENT SUMMARY</b>						
51 - PERSONAL SERVICES	841,824	876,149	890,198	693,741	913,602	23,404
52 - EXPENSES	37,937	37,912	43,165	28,110	47,769	4,604
57 - FRINGE BENEFITS	135,338	139,776	151,796	113,286	142,843	-8,953
<b>TOTAL DEPARTMENT</b>	<b>1,015,099</b>	<b>1,053,837</b>	<b>1,085,159</b>	<b>835,137</b>	<b>1,104,213</b>	<b>19,054</b>
<b>INSPECTIONAL SVS ADMIN</b>						
51 - PERSONAL SERVICES	259,084	274,185	278,077	219,612	291,268	13,191
52 - EXPENSES	26,071	25,326	29,614	17,585	30,673	1,059
57 - FRINGE BENEFITS	37,637	41,134	41,144	32,602	41,061	-84
<b>TOTAL INSPECTIONAL SVS ADMIN</b>	<b>322,792</b>	<b>340,644</b>	<b>348,836</b>	<b>269,799</b>	<b>363,002</b>	<b>14,166</b>
<b>BLDG CODE/ZONING ENFMT</b>						
51 - PERSONAL SERVICES	309,966	340,304	341,141	261,803	342,291	1,150
52 - EXPENSES	3,668	4,610	4,554	3,675	5,982	1,428
57 - FRINGE BENEFITS	45,715	47,579	52,027	37,715	47,707	-4,320
<b>TOTAL BLDG CODE/ZONING ENFMT</b>	<b>359,349</b>	<b>392,494</b>	<b>397,722</b>	<b>303,193</b>	<b>395,980</b>	<b>-1,742</b>
<b>MECHANICAL INSPECTIONS</b>						
51 - PERSONAL SERVICES	272,775	261,661	270,980	212,325	280,043	9,063
52 - EXPENSES	6,521	5,924	6,497	5,358	8,214	1,717
57 - FRINGE BENEFITS	51,986	51,063	58,625	42,969	54,075	-4,549
<b>TOTAL MECHANICAL INSPECTIONS</b>	<b>331,281</b>	<b>318,648</b>	<b>336,102</b>	<b>260,653</b>	<b>342,332</b>	<b>6,231</b>
<b>BLDG/ZONING ADJUD.</b>						
52 - EXPENSES	1,677	2,051	2,500	1,492	2,900	400
<b>TOTAL BLDG/ZONING ADJUD.</b>	<b>1,677</b>	<b>2,051</b>	<b>2,500</b>	<b>1,492</b>	<b>2,900</b>	<b>400</b>

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

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL FY2010	ACTUAL FY2011	AMENDED 2012	YTD 03/31/2012	RECOMMENDED 2013	CHANGE 2012 to 2013
<b>220 - INSPEC SERVICE DEPARTMENT</b>						
<b>0122001 - INSPECTIONAL SVS ADMIN</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	254,107	267,052	272,802	209,724	282,518	9,716
513001 REGULAR OVERTIME	3,977	5,132	0	5,013	6,000	6,000
514001 LONGEVITY	0	0	1,275	875	1,750	475
515005 BONUSES	0	1,000	3,000	3,000	0	-3,000
515102 CLEANING ALLOWANCE	1,000	1,000	1,000	1,000	1,000	0
<b>TOTAL PERSONAL SERVICES</b>	<b>259,084</b>	<b>274,185</b>	<b>278,077</b>	<b>219,612</b>	<b>291,268</b>	<b>13,191</b>
<b>EXPENSES</b>						
52401 OFFICE EQUIPMENT R-M	1,455	515	279	279	1,000	721
52410 SOFTWARE MAINTENANC	4,836	471	0	0	0	0
5274 RENTAL - EQUIPMENT	0	424	1,018	1,018	1,100	82
5301 CONSULTANTS	306	62	600	320	600	0
5319 TRAINING EXPENSES	1,463	554	1,300	456	1,300	0
53401 TELEPHONE	1,637	1,559	1,700	1,135	1,700	0
53402 CELLULAR TELEPHONES	6,172	10,697	10,000	7,069	10,000	0
5341 POSTAGE	2,357	2,911	2,800	2,479	3,215	415
5342 PRINTING	1,891	1,782	1,916	792	2,000	84
5420 OFFICE SUPPLIES	2,953	2,489	2,500	2,286	2,500	0
5480 GASOLINE	946	955	982	588	1,289	307
5484 VEHICLE REPAIR PARTS	291	842	3,000	539	3,000	0
5581 UNIFORMS/PROTECTIVE	0	0	0	0	475	475
5585 COMPUTER SUPPLIES	1,047	1,211	2,267	333	1,050	-1,217
5592 BOOKS/MANUALS/PERIOD	431	577	874	0	874	0
5710 VEHICLE USE REIMBURSE	40	0	1	1	30	29
5730 DUES & SUBSCRIPTIONS	245	279	377	290	540	163
<b>TOTAL EXPENSES</b>	<b>26,071</b>	<b>25,326</b>	<b>29,614</b>	<b>17,585</b>	<b>30,673</b>	<b>1,059</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	833	881	1,073	829	1,052	-21
57HLTH HEALTH INSURANCE	33,107	36,305	35,898	28,535	35,702	-196
57LIFE BASIC LIFE INSURANCE	156	156	170	142	170	0
57MEDA MEDICARE PAYROLL TAX	3,542	3,792	4,003	3,096	4,136	133
<b>TOTAL FRINGE BENEFITS</b>	<b>37,637</b>	<b>41,134</b>	<b>41,144</b>	<b>32,602</b>	<b>41,061</b>	<b>-84</b>
<b>TOTAL INSPECTIONAL SVS ADMIN</b>	<b>322,792</b>	<b>340,644</b>	<b>348,836</b>	<b>269,799</b>	<b>363,002</b>	<b>14,166</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2010	FY2011	2012	03/31/2012	2013	2012 to 2013
<b>0122002 - BLDG CODE/ZONING ENFMT</b>							
<b>PERSONAL SERVICES</b>							
511001	FULL TIME SALARIES	307,816	335,654	337,591	255,178	339,041	1,450
514001	LONGEVITY	650	650	1,300	875	1,750	450
515005	BONUSES	0	2,000	750	3,750	0	-750
515101	CLOTHING ALLOWANCE	1,500	2,000	1,500	2,000	1,500	0
<b>TOTAL PERSONAL SERVICES</b>		<b>309,966</b>	<b>340,304</b>	<b>341,141</b>	<b>261,803</b>	<b>342,291</b>	<b>1,150</b>
<b>EXPENSES</b>							
5319	TRAINING EXPENSES	0	645	1,200	810	1,200	0
5480	GASOLINE	1,729	2,161	2,459	1,971	2,918	459
5580	PUBLIC SAFETY SUPPLIES	0	383	16	16	100	84
5581	UNIFORMS/PROTECTIVE	1,619	842	549	549	1,114	565
5588	PHOTOGRAPHIC SUPPLIE	0	130	0	0	100	100
5730	DUES & SUBSCRIPTIONS	220	350	330	330	350	20
5771	PROFESSIONAL LICENSE	100	100	0	0	200	200
<b>TOTAL EXPENSES</b>		<b>3,668</b>	<b>4,610</b>	<b>4,554</b>	<b>3,675</b>	<b>5,982</b>	<b>1,428</b>
<b>FRINGE BENEFITS</b>							
57DENTAL	DENTAL INSURANCE	1,029	1,029	1,252	968	1,228	-24
57HLTH	HEALTH INSURANCE	40,246	41,647	45,748	32,905	41,177	-4,571
57LIFE	BASIC LIFE INSURANCE	137	156	170	132	170	0
57MEDA	MEDICARE PAYROLL TAX	4,304	4,748	4,857	3,709	5,132	275
<b>TOTAL FRINGE BENEFITS</b>		<b>45,715</b>	<b>47,579</b>	<b>52,027</b>	<b>37,715</b>	<b>47,707</b>	<b>-4,320</b>
<b>TOTAL BLDG CODE/ZONING ENFMT</b>		<b>359,349</b>	<b>392,494</b>	<b>397,722</b>	<b>303,193</b>	<b>395,980</b>	<b>-1,742</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2010	FY2011	2012	03/31/2012	2013	2012 to 2013
<b>0122003 - MECHANICAL INSPECTIONS</b>							
<b>PERSONAL SERVICES</b>							
511001	FULL TIME SALARIES	266,275	253,556	264,480	202,950	273,493	9,013
514001	LONGEVITY	4,500	4,104	4,500	4,375	4,550	50
515005	BONUSES	0	2,000	0	3,000	0	0
515101	CLOTHING ALLOWANCE	2,000	2,000	2,000	2,000	2,000	0
<b>TOTAL PERSONAL SERVICES</b>		<b>272,775</b>	<b>261,661</b>	<b>270,980</b>	<b>212,325</b>	<b>280,043</b>	<b>9,063</b>
<b>EXPENSES</b>							
5319	TRAINING EXPENSES	450	665	820	820	795	-25
5432	SMALL TOOLS	292	179	644	0	345	-299
5480	GASOLINE	2,919	3,736	3,947	3,529	5,044	1,097
5580	PUBLIC SAFETY SUPPLIES	0	300	0	0	100	100
5581	UNIFORMS/PROTECTIVE	1,529	490	220	220	1,035	815
5730	DUES & SUBSCRIPTIONS	604	554	509	432	620	111
5771	PROFESSIONAL LICENSE	727	0	357	357	275	-82
<b>TOTAL EXPENSES</b>		<b>6,521</b>	<b>5,924</b>	<b>6,497</b>	<b>5,358</b>	<b>8,214</b>	<b>1,717</b>
<b>FRINGE BENEFITS</b>							
57DENTAL	DENTAL INSURANCE	1,247	1,222	1,519	1,175	1,490	-29
57HLTH	HEALTH INSURANCE	48,721	47,797	55,054	40,300	50,565	-4,489
57LIFE	BASIC LIFE INSURANCE	227	189	227	142	170	-57
57MEDA	MEDICARE PAYROLL TAX	1,790	1,855	1,825	1,353	1,850	25
<b>TOTAL FRINGE BENEFITS</b>		<b>51,986</b>	<b>51,063</b>	<b>58,625</b>	<b>42,969</b>	<b>54,075</b>	<b>-4,549</b>
<b>TOTAL MECHANICAL INSPECTIONS</b>		<b>331,281</b>	<b>318,648</b>	<b>336,102</b>	<b>260,653</b>	<b>342,332</b>	<b>6,231</b>
<b>0122004 - BLDG/ZONING ADJUD.</b>							
<b>EXPENSES</b>							
5341	POSTAGE	653	784	600	422	1,000	400
5342	PRINTING	22	24	200	29	200	0
5343	ADVERTISING/PUBLICATIO	768	1,158	1,400	1,042	1,400	0
5420	OFFICE SUPPLIES	234	85	300	0	300	0
<b>TOTAL EXPENSES</b>		<b>1,677</b>	<b>2,051</b>	<b>2,500</b>	<b>1,492</b>	<b>2,900</b>	<b>400</b>
<b>TOTAL BLDG/ZONING ADJUD.</b>		<b>1,677</b>	<b>2,051</b>	<b>2,500</b>	<b>1,492</b>	<b>2,900</b>	<b>400</b>
<b>TOTAL INSPEC SERVICE DEPARTMENT</b>		<b>1,015,099</b>	<b>1,053,837</b>	<b>1,085,159</b>	<b>835,137</b>	<b>1,104,213</b>	<b>19,054</b>

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

**CITY OF NEWTON BUDGET  
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2012			2013		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	Inspec Svcs Commissionr	H13	1.0	103,211	H13	1.00	107,743
	Admin Assistant	S06	1.0	48,919	S06	1.00	51,468
	Office Info Coordinator	S06	1.0	48,919	S06	1.00	51,468
	Land Use/Zone Enf Agent	H08	1.0	69,262	H08	1.00	71,838
	Deputy Commissioner	H09	1.0	77,500	H10	1.00	80,292
	Building Inspector	IBI	1.0	64,161	IBI	1.00	66,605
	Building Inspector	IBI	2.0	113,516	IBI	2.00	118,016
	Sr. Building Inspector	ISI	1.0	71,493	ISI	1.00	74,128
	Sr Plumb/Gas Fitting In	ISI	1.0	71,493	ISI	1.00	74,128
	Sr Wire Inspector	ISI	1.0	71,493	ISI	1.00	74,128
	Wire Inspector	IBI	1.0	64,161	IBI	1.00	66,605
	Plumb/Gas Fitting Inspec	IBI	1.0	56,391	IBI	1.00	58,632
	<b>Account Totals:</b>		<b>13.0</b>	<b>860,517</b>		<b>13.00</b>	<b>895,052</b>
	<b>Report Totals:</b>		<b>13.0</b>	<b>860,517</b>		<b>13.00</b>	<b>895,052</b>