



Director of Building and Zoning ..... **Mark Stimac**





## Functional Organizational Chart

### Administration

- Prepares and administers the department budget
- Develops departmental policies and procedures that allow for delivery of professional services
- Prepares agendas and provides technical support to the Board of Zoning Appeals and Building Code Board of Appeals
- Prepares agenda items for City Council consideration
- Ensures that inspectors complete required continuing education classes to maintain State registration
- Establishes and maintains good working relationships with builders, developers, businesses, residents and citizen groups
- Provides education to the public on the activities of the department
- Oversees and provides administrative support to City building projects

### Clerical

- Processes and issues all permits
- Collects fees for permits and conducts daily accounting of fees
- Maintains and updates all permit and inspection records
- Prepares and processes written communications from the department
- Prepares departmental reports on an annual and monthly basis
- Assists the public in locating records on existing buildings in the City

### Housing & Zoning

- Enforces ordinances that address junk vehicles, litter, commercial vehicles and equipment, home occupations, signs, nuisances, property maintenance, and zoning
- Inspects all apartment units approximately every 2 years to ensure compliance with property maintenance codes

- Inspects and certifies all signs for code compliance
- Initiates legal action in code enforcement cases
- Responds to complaints related to code enforcement issues
- Provides information to the public about code compliance and the enforcement process
- Ensures compliance with political sign ordinance by checking locations, sizes, and number of signs

### Inspection

- Inspects all construction at various stages through completion to assure compliance with all codes and ordinances
- Provides information and assistance to all citizens of the City
- Coordinates inspections with Fire, Engineering, Water and all other involved departments
- Assists homeowners with the builder complaint process through the State of Michigan

### Plan Review

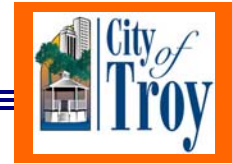
- Reviews plans for compliance with all City, State and Federal codes, ordinances and laws and prepares for issuance all permits from fences to high-rise buildings
- Provides information regarding codes, ordinances, processes and requirements to designers, builders and the general public
- Provides technical support and attends meetings of the Building Code Board of Appeals and the Advisory Committee for Persons with Disabilities
- Prepares Building and Zoning Board of Appeals denials
- Coordinates and compiles information and requirements from all other departments involved in plan review process



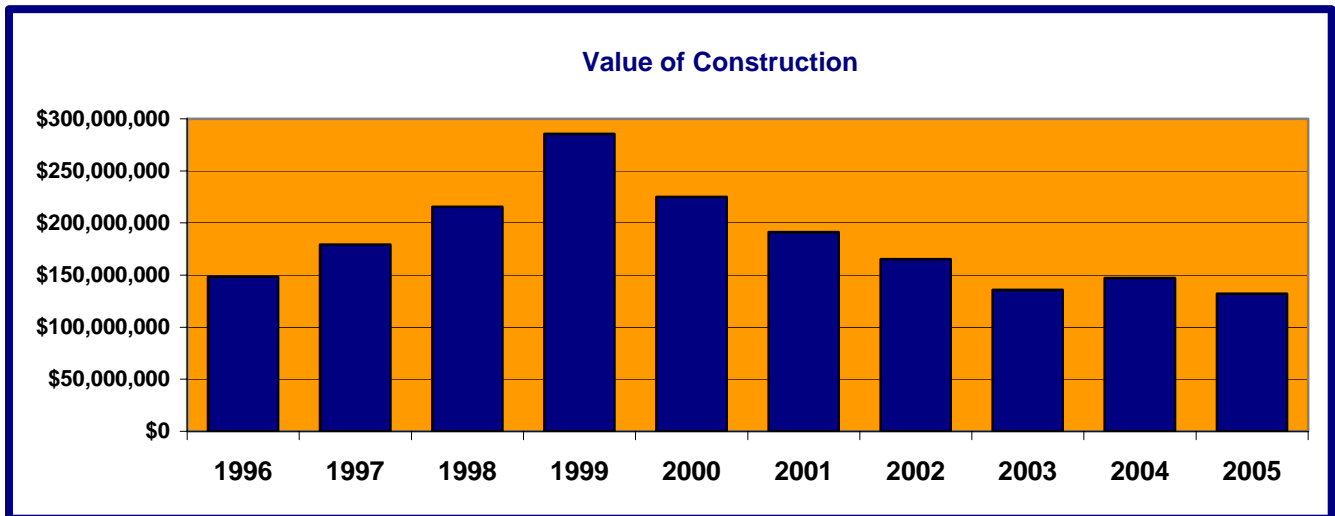
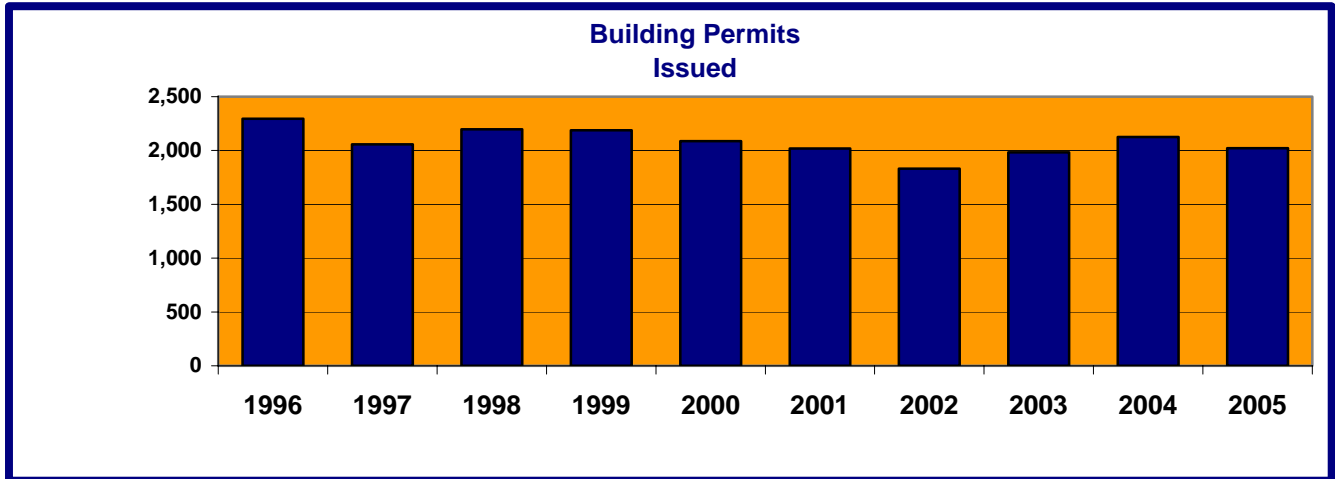
**Department at a Glance**

Funding Level Summary	2003/04		Estimated 2005/06		2005/06	2006/07	% of Change
	Actual	Actual	Budget	Budget	Budget	Budget	
Building Inspection	\$1,926,514	\$1,938,958	\$1,920,140	\$2,105,420	\$2,105,420	\$2,169,250	3.0%
<b>Total Department</b>	<b>\$1,926,514</b>	<b>\$1,938,958</b>	<b>\$1,920,140</b>	<b>\$2,105,420</b>	<b>\$2,105,420</b>	<b>\$2,169,250</b>	<b>3.0%</b>
Personal Services	\$1,761,345	\$1,756,345	\$1,746,940	\$1,931,130	\$1,931,130	\$1,980,090	2.5%
Supplies	9,915	8,202	9,800	9,800	9,800	18,500	88.8
Other Services/Charges	155,254	174,411	163,400	164,490	164,490	170,660	3.8
<b>Total Department</b>	<b>\$1,926,514</b>	<b>\$1,938,958</b>	<b>\$1,920,140</b>	<b>\$2,105,420</b>	<b>\$2,105,420</b>	<b>\$2,169,250</b>	<b>3.0%</b>

Personnel Summary	2003/04		2004/05		2005/06		2006/07	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
Building Inspection	22	0	22	0	21	2	21	2
<b>Total Department</b>	<b>22</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>21</b>	<b>2</b>	<b>21</b>	<b>2</b>



## Key Departmental Trends





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## Mission and Service Statements

### Mission Statement

**A staff of 21 full-time and 2 part-time employees perform duties, dedicated to protecting the health, safety and welfare of all people within the City of Troy. The Building Inspection Department serves the community in many different ways. They enforce 30 different chapters of the Troy City Code, including building codes, property maintenance, signs, litter, zoning, nuisance and others.**

### Service Statement

One of the 2 supervisors oversees the work performed by trade inspectors. This relates to various types of construction, from single-family residential to high-rise offices and everything in between. Inspectors also respond to complaints, provide courtesy inspections, site checks and assist the general public by supplying information related to plumbing, heating, air-conditioning, electrical and building. All staff involved in this area are registered with the State of Michigan as inspectors in one or more trade categories.

The second supervisor is charged with overseeing the Housing and Zoning Division. Two full-time and 2 part-time code enforcement inspectors perform apartment inspections, and enforce the property maintenance code and other nuisance codes.

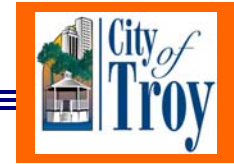
Housing and Zoning also reviews sign plans, issues sign permits, and inspects all signs in the City. They also enforce the zoning, noise, junk vehicle, and litter regulations. These people handle the majority of court cases generated from the Building Inspection Department.

Additionally, the Building Inspection Department is responsible for staff support to the Board of Zoning Appeals and the Building Code Board of Appeals. This includes correspondence, public hearing notices, and agenda and minutes preparation. In addition, Building Inspection prepares agenda items for City Council where their deliberations are required on matters affecting building and zoning issues. The department also provides technical assistance to both the Historical District Commission and the Committee for Persons with Disabilities.

Members of the Building Inspection Department staff are considered leaders in their fields. They serve as officers on boards of directors, and have committee appointments to numerous organizations on the local, state and national level. Staff members provide training and education to other inspectors in the area.

### Did You Know ...?

- During calendar year 2005, the Building Department handled over 12,000 permits and registrations and processed over 38,000 inspection requests.



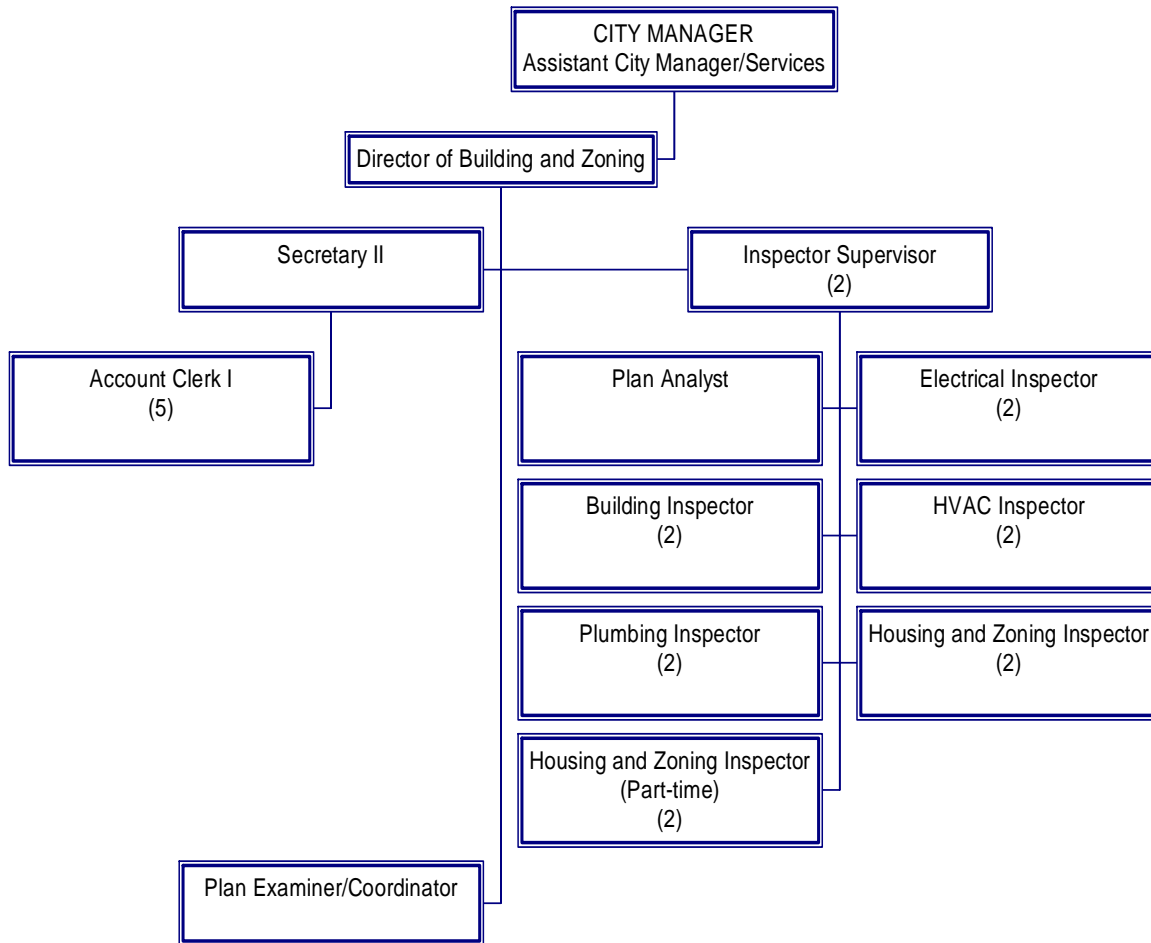
## Performance Objectives

- Establish Internet access to the permit tracking software for inspectors and the public (Objective 1, 3, 6)
- Implement document imaging system of existing records to reduce storage and improve retrieval capabilities (Objective 1, 6)
- Adopt and enforce new property maintenance code regulations (Objective 2, 8)
- Develop plan review submittal checklist to ensure proper permit submittals (Objective 1, 3)
- Implement informational education program on new State requirements for smoke detectors in older existing homes (Objective 1, 3, 8)
- Develop new inspection checklists for multi-family inspection program (Objective 1, 3, 4, 8)

	<b>Performance Indicators</b>	<b>2004/05 Actual</b>	<b>2005/06 Projected</b>	<b>2005/06 Budget</b>	<b>2006/07 Budget</b>
	Number of Building Permits Total	2,136	2,000	2,000	2,000
	Number of Sign Permits	503	500	500	500
	Total Value of Construction	\$143,700,000	\$125,000,000	\$135,000,000	215,000,000
	Value of Construction – Industrial	\$8,800,000	\$10,000,000	\$10,000,000	10,000,000
<b>Output</b>	Value of Construction – Commercial	\$47,000,000	\$50,000,000	\$60,000,000	60,000,000
	Value of Construction – Religious/ Govt.	\$18,770,000	\$15,000,000	\$15,000,000	15,000,000
	Single Family Dwelling Permits	208	160	140	150
	Value of Construction – Residential	\$69,030,000	\$50,000,000	\$50,000,000	130,000,000
	Plan Review	1,716	1,600	1,200	1,500
	BZA Items Considered - Total	94	100	100	100
	BBA Items Considered - Total	46	40	40	40
	License and Registrations Issued	1,487	1,450	1,400	1,400
<b>Efficiency</b>	# of Inspections - Total	38,000	38,000	38,000	38,000
	# of Inspections per Inspector	3,166	3,166	3,166	3,166
	Multiple Dwelling Inspections	500	1,000	1,500	1500
	Avg. Daily Inspections/Inspector	15.44	15.50	15.60	15.50
	Avg. Miles/Inspection	2.16	2.20	2.20	2.20



## Organizational Chart



<b>Staff Summary</b>	<b>Approved 2004/05</b>	<b>Approved 2005/06</b>	<b>Recommended 2006/07</b>
Director of Building and Zoning	1	1	1
Account Clerk I	0	5	5
Building Inspector	2	2	2
Clerk/Typist	5	0	0
Electrical Inspector	2	2	2
Housing and Zoning Inspector	3	2	2
Housing and Zoning Inspector (Part-time)	0	2	2
HVAC Inspector	2	2	2
Inspector Supervisor	2	2	2
Plan Analyst	1	1	1
Plan Examiner/Coordinator	1	1	1
Plumbing Inspector	2	2	2
Secretary II	1	1	1
<b>Total Department</b>	<b>22</b>	<b>23</b>	<b>23</b>



## Summary of Budget Changes

### Significant Notes – 2006/07 Budget Compared to 2005/06 Budget

Office Supplies has increased to account for the purchase of 2 pieces of equipment. The existing microfilm reader and printer was purchased in 1994. It no longer is usable for making copies (read only). Repair costs are close to the original purchase price. The new microfilm scanner will allow converting microfilm to digital files and allow printing to existing printers/copier. This equipment is needed for the document imaging system. A dedicated document scanner will allow files to be scanned in-house and is more efficient than using the existing copier and scanner for large production jobs.

Contractual Services has increased to account for a web-hosting contract. This cost is for an annual contract for BSA (provider of our Equalizer software) to provide web hosting and support for a wireless inspection package. This will allow our inspectors to download and upload inspection information through the Internet.

### 8-Year Operating Budget History

