

Director of Building & Zoning .....*Mark S. 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



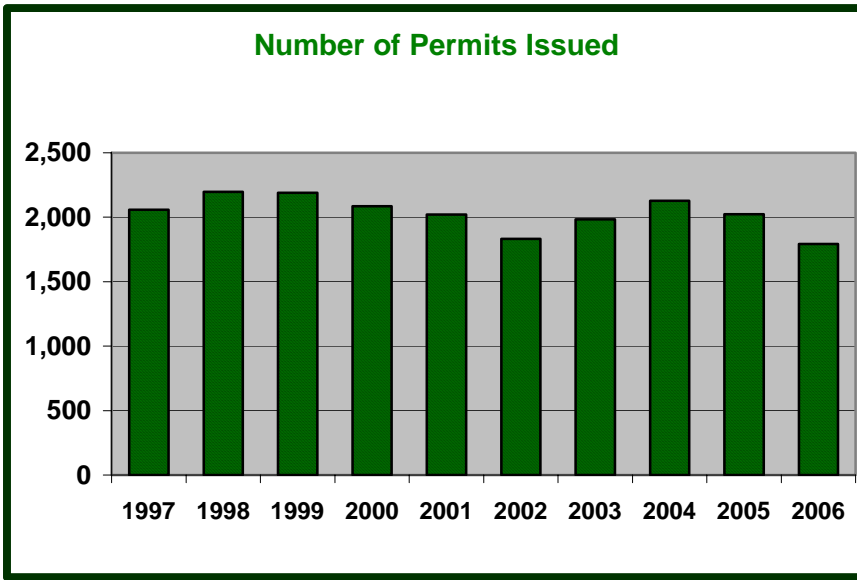
# Building and Zoning 2007/08 Budget

## Department at a Glance

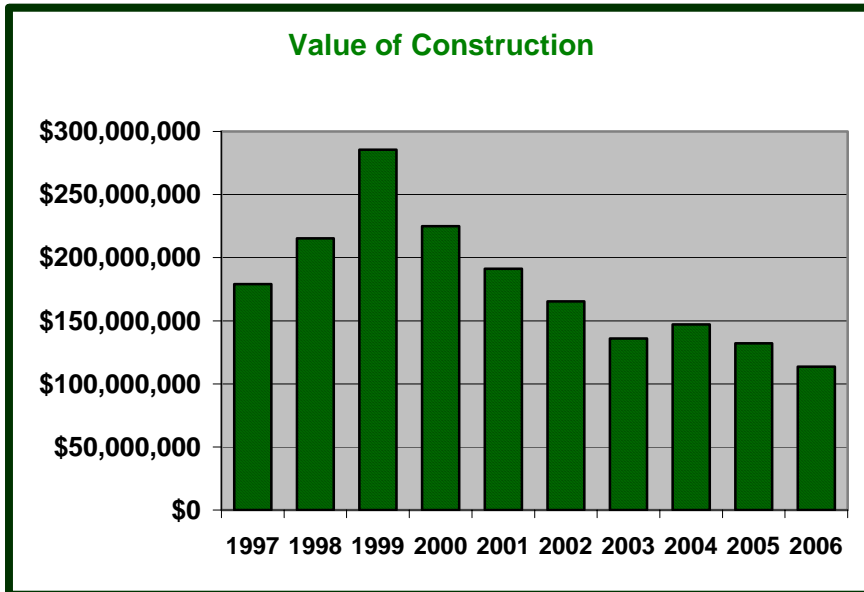
Funding Level Summary	2004/05 Actual	2005/06 Actual	Estimated 2006/07 Budget	2006/07 Budget	2007/08 Budget	% of Change
Building Inspection	\$1,938,958	\$1,991,733	\$2,026,820	\$2,169,250	\$2,243,190	3.4%
<b>Total Department</b>	<b>\$1,938,958</b>	<b>\$1,991,733</b>	<b>\$2,026,820</b>	<b>\$2,169,250</b>	<b>\$2,243,190</b>	<b>3.4%</b>
Personal Services	\$1,756,345	\$1,822,958	\$1,856,410	\$1,980,090	\$2,064,010	4.2%
Supplies	8,202	8,718	9,350	18,500	11,000	-40.5%
Other Services/Charges	174,411	160,057	161,060	170,660	168,180	-1.5%
<b>Total Department</b>	<b>\$1,938,958</b>	<b>\$1,991,733</b>	<b>\$2,026,820</b>	<b>\$2,169,250</b>	<b>\$2,243,190</b>	<b>3.4%</b>

Personnel Summary	2004/05		2005/06		2006/07		2007/08	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
Building Inspection	22	0	21	2	21	2	21	2
<b>Total Department</b>	<b>22</b>	<b>0</b>	<b>21</b>	<b>2</b>	<b>21</b>	<b>2</b>	<b>21</b>	<b>2</b>

Key Departmental Trends



The number of building permits issued each year remains relatively constant, with minor deviations in construction activity.



The substantial decrease in construction value, even though the number of permits remained fairly constant, was due to a lack of larger projects (new buildings).



## 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 the 2005/06 budget year the Building Department handled over 12,500 permits and registrations and processed over 37,500 inspection requests.



**Performance Objectives**

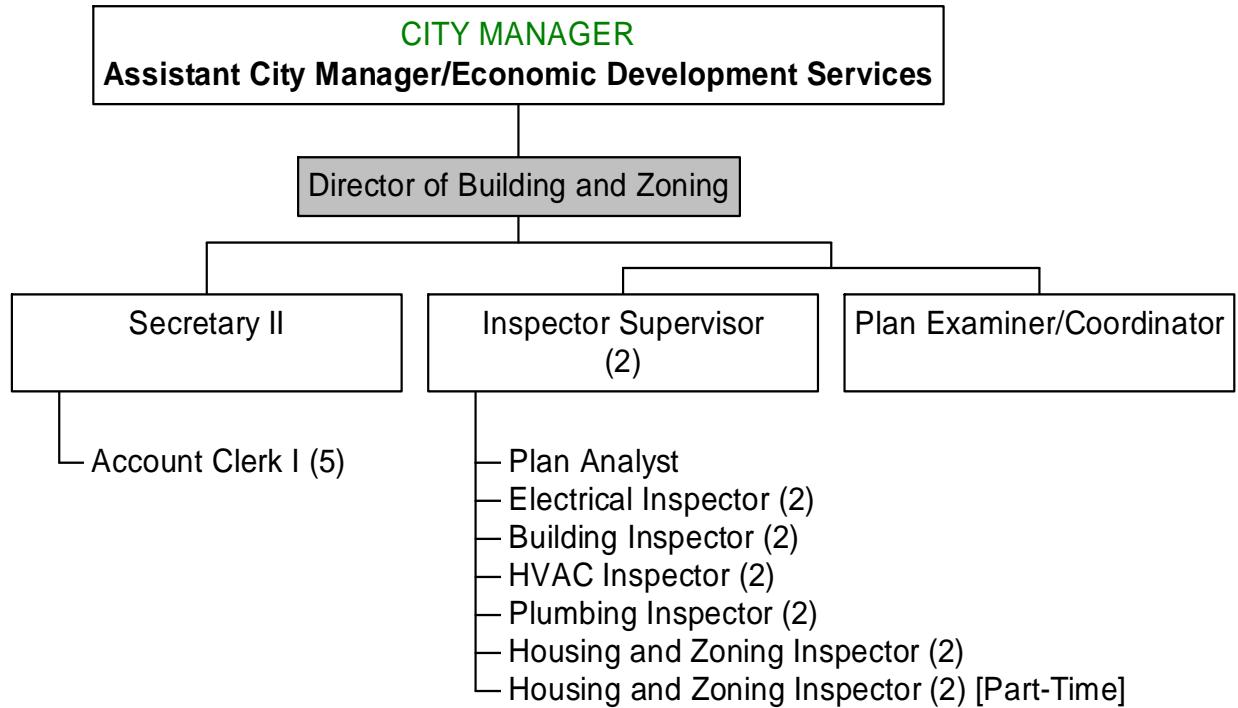
- Objectives\***
- Establish Internet access to the permit tracking software for inspectors and the public **(Objective 1, 2, 3, 6)**
  - Continue document imaging system of existing records to reduce storage and improve retrieval capabilities **(Objective 1, 6)**
  - Implement neighborhood condition assessment **(Objective 2, 8)**
  - Adopt and implement and educate on new State of Michigan Codes when available **(Objective 1, 3, 12)**
  - Work with selected consultants to develop plans for new inter-modal transit facility **(Objective 7, 11)**

\*See the list of objectives established by City Council in the **City-wide Action Plan** on pages 14 and 15.

	Performance Indicators	2005/06 Actual	2006/07 Projected	2006/07 Budget	2007/08 Budget
<b>Output</b>	▪ Number of Building Permits Issued	1,927	1,800	2,000	1,800
	▪ Number of Sign Permits	533	400	500	500
	▪ Value of Construction - Industrial	\$8M	\$22M	\$10M	\$10M
	▪ Value of Construction - Commercial	\$48.2M	\$55M	\$60M	\$55M
	▪ Value of Construction - Religious/Gov.	\$13.5M	\$9M	\$15M	\$22M
	▪ Value of Construction - Residential	\$44.4M	\$39M	\$130	\$45M
	▪ Total Value of Construction	\$114.5M	\$125M	\$215M	\$132M
	▪ Single Family Dwelling Permits	129	80	150	100
	▪ Plan Review	1,788	1,500	1,500	1,500
	▪ BZA Items Considered	101	100	100	100
	▪ BBA Items Considered	30	30	40	30
	▪ License and Registrations Issued	1,512	1,400	1,400	1,400
	<b>Efficiency</b>	▪ # of Inspections	37,660	37,500	38,000
▪ # of Inspections per Inspector		3,138	3,125	3,166	3,166
▪ Multiple Dwelling Inspections		936	2,800	1,500	2,800
▪ Average Daily Inspections/Inspector		15.11	15.00	15.50	15.20
▪ Average Miles/Inspection		2.20	2.20	2.20	2.20



**Organizational Chart**



Staff Summary	Approved 2005/06	Approved 2006/07	Recommended 2007/08
Director of Building and Zoning	1	1	1
Account Clerk I	5	5	5
Building Inspector	2	2	2
Electrical Inspector	2	2	2
Housing and Zoning Inspector	2	2	2
Housing and Zoning Inspector [Part-Time]	2	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>23</b>	<b>23</b>	<b>23</b>



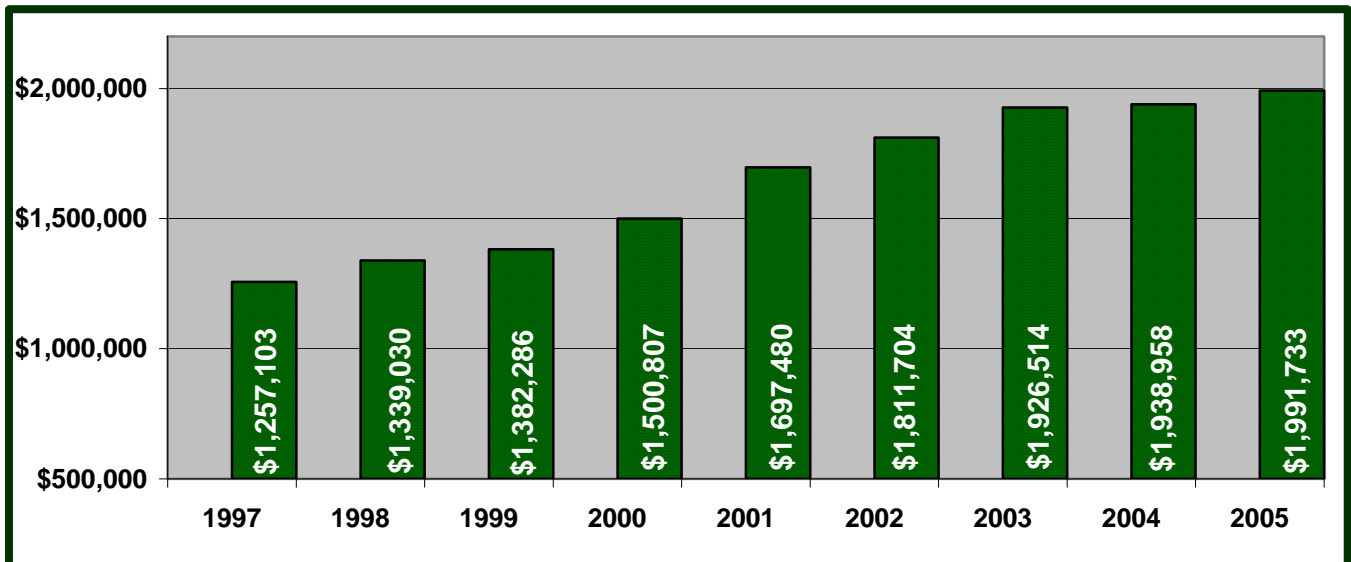
## Summary of Budget Changes

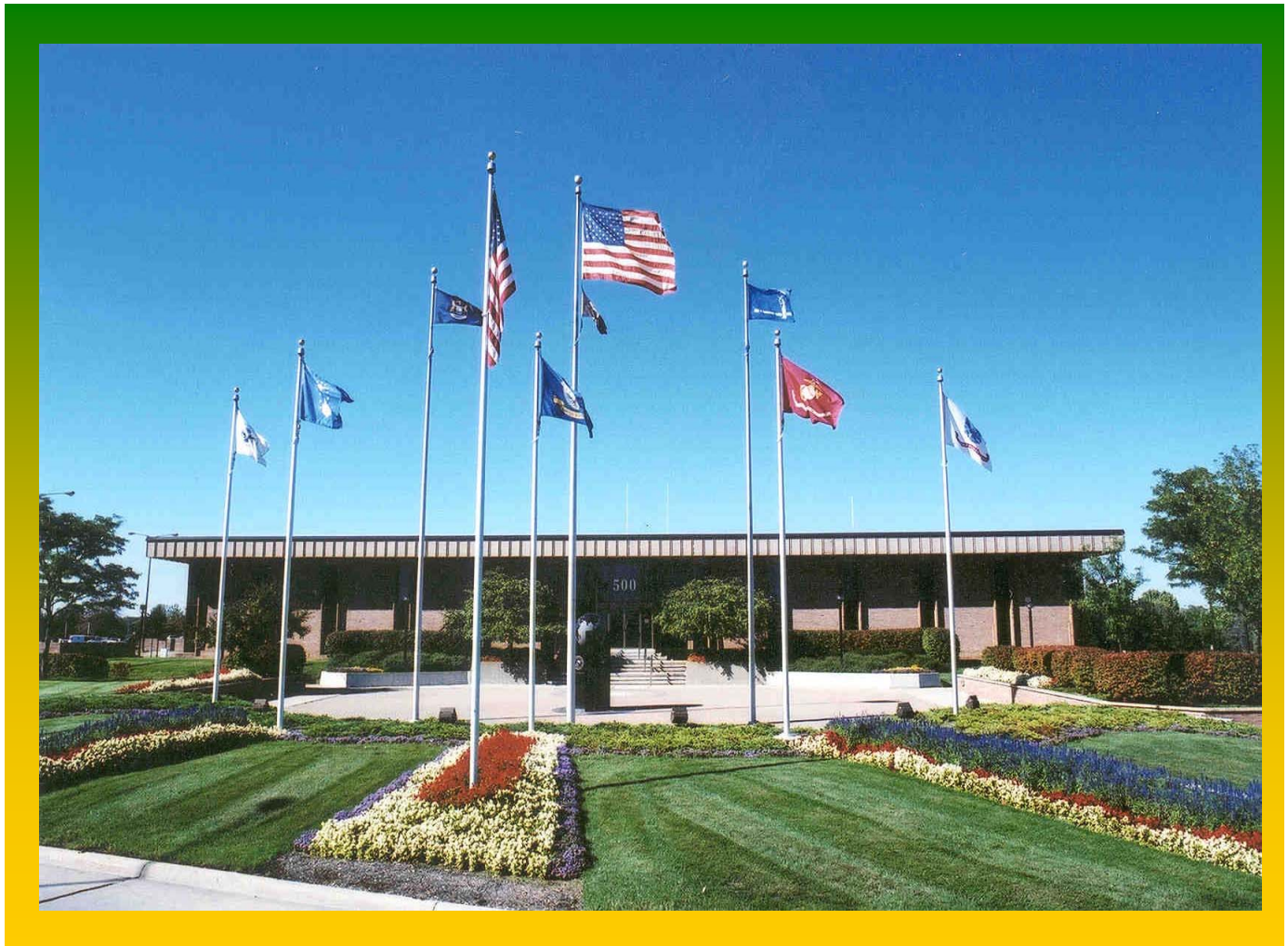
### Significant Notes – 2007/08 Budget Compared to 2006/07 Budget

The **Personal Services** account, which makes up 92% of the departmental budget, increased by 4.2% due to projected salary and benefit increases for all positions in the department.

The **Office Supplies** budget decreased \$3,700 from last year's budget because the previous year included the equipment purchase of a new microfilm scanner.

### Operating Budget History





City Engineer .....*Steven J. Vandette*



---

---

**Functional Organizational Chart****Administration**

- Prepares and administers department budget
- Prepares and administers capital improvement budget for roads, sanitary sewers, water mains, drains and detention, erosion control and sidewalks
- Develops master plans for capital improvements
- Liaisons with Federal, State and County agencies and other cities to implement projects and programs
- Liaisons with developers to implement public improvements for new residential, commercial, and industrial developments
- Liaisons with utility companies for private utility construction in City right-of-way
- Prepares and maintains development standards for new development

**Engineering**

- Designs public improvement projects such as roads, storm drains, sanitary sewers, stream bank stabilization and water mains
- Reviews development-related public improvement plans for compliance with City standards and specifications
- Reviews development-related site grading, drainage and soil erosion control plans for compliance with City, County and State requirements
- Maintains quarter section utility maps
- Maintains City development standards, construction specifications and standard construction details
- Investigates construction-related concerns from the public regarding construction and development projects
- Answers utility and flood plain questions
- Participates in development of the City's pavement management system
- Issues permits and performs inspections for soil erosion control, culvert and right-of-way permits
- Prepares special assessment district projects for paving, sanitary sewers and sidewalks

**Surveying and Inspection**

- Conducts surveys for design and construction of public improvements
- Maintains the City's global positioning and bench mark systems
- Participates in maintenance of the City's geographic information system
- Investigates drainage problems
- Inspects public improvements for compliance with development standards, construction specifications and soil erosion control requirements
- Inspects City road, water and sewer projects

**Traffic Engineering**

- Analyzes roads for defects and deficiencies
- Maintains records of traffic crashes, signals, and signs
- Conducts and maintains traffic volume counts
- Reviews plans of new developments for compliance with traffic standards
- Responds to requests for new traffic signals and signs
- Liaisons with the Road Commission for Oakland County on traffic signal complaints
- Investigates traffic vision obstructions
- Participates in Traffic Committee activities
- Processes sidewalk waiver requests
- Performs site plan/traffic control plan reviews
- Conducts traffic impact studies
- Identifies traffic safety concerns, develops projects, prepares applications for State and Federal funding

**Storm Water Drainage**

- Evaluates storm water drainage system
- Develops and implements projects to improve watersheds and storm water drainage system
- Monitors Federal, State, and County information regarding changes in storm water drainage by regulations and mandates
- Liaisons with other storm water agencies to effectively manage common watersheds



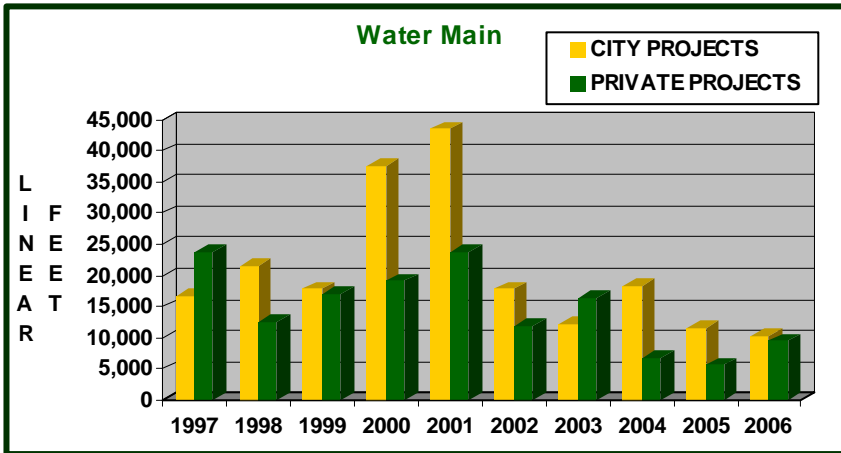
# Engineering 2007/08 Budget

## Department at a Glance

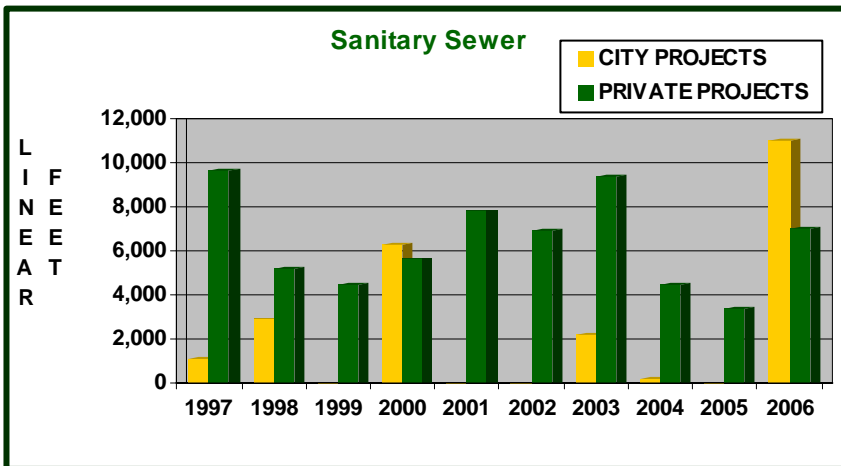
Funding Level Summary	2004/05 Actual	2005/06 Actual	Estimated 2006/07 Budget	2006/07 Budget	2007/08 Budget	% of Change
Engineering	\$2,518,862	\$2,622,111	\$2,745,350	\$2,850,450	\$2,888,550	1.3%
Traffic Engineering	261,785	213,659	242,650	246,440	248,410	.8%
<b>Total Department</b>	<b>\$2,780,647</b>	<b>\$2,835,770</b>	<b>\$2,988,000</b>	<b>\$3,096,890</b>	<b>\$3,136,960</b>	<b>1.3%</b>
Personal Services	\$2,207,794	\$2,289,945	\$2,393,850	\$2,512,530	\$2,538,090	1.0%
Supplies	24,070	23,946	31,200	26,650	31,100	16.7%
Other Services/Charges	531,733	521,879	562,950	557,710	567,770	1.8%
Capital Outlay	17,050	0	0	0	0	0%
<b>Total Department</b>	<b>\$2,780,647</b>	<b>\$2,835,770</b>	<b>\$2,988,000</b>	<b>\$3,096,890</b>	<b>\$3,136,960</b>	<b>1.3%</b>

Personnel Summary	2004/05		2005/06		2006/07		2007/08	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
Engineering	22	4	22	4	22	4	21	4
Traffic Engineering	1	3	1	2	1	2	1	2
<b>Total Department</b>	<b>23</b>	<b>7</b>	<b>23</b>	<b>6</b>	<b>23</b>	<b>6</b>	<b>22</b>	<b>6</b>

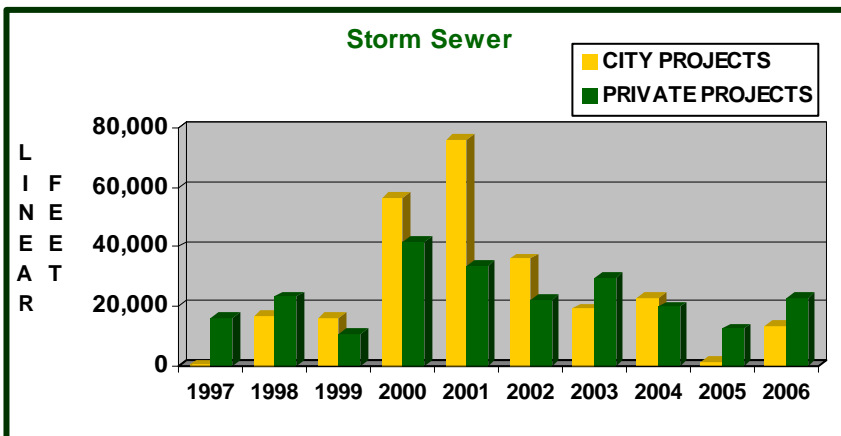
Key Departmental Trends



Comparison of linear feet of water main installed by City projects and private development.

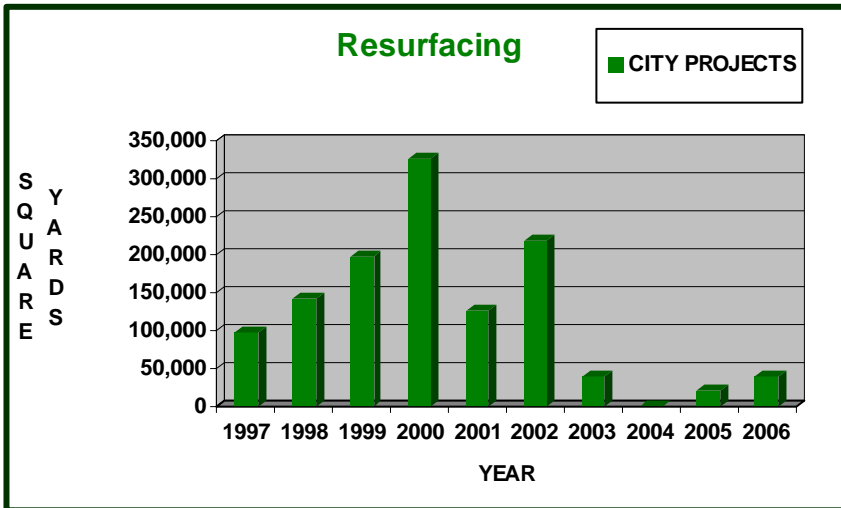


Comparison of linear feet of sanitary sewer installed by City projects and private development.

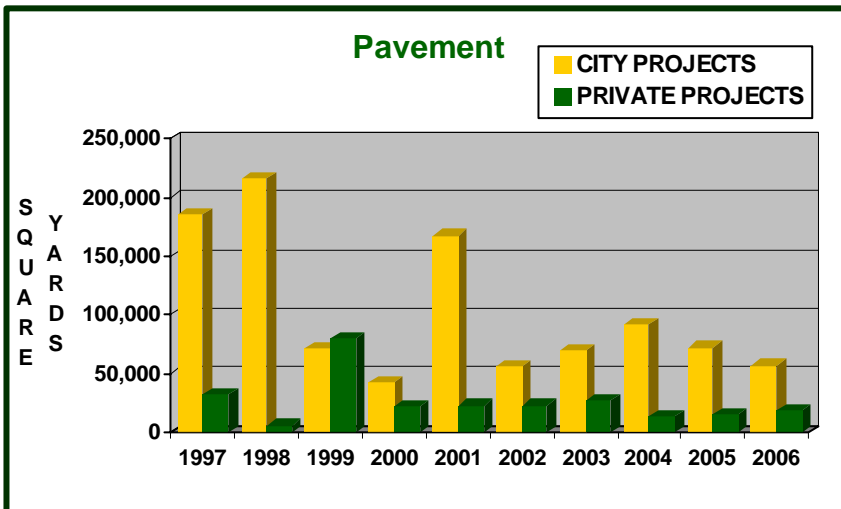


Comparison of linear feet of storm sewer installed by City projects and private development.

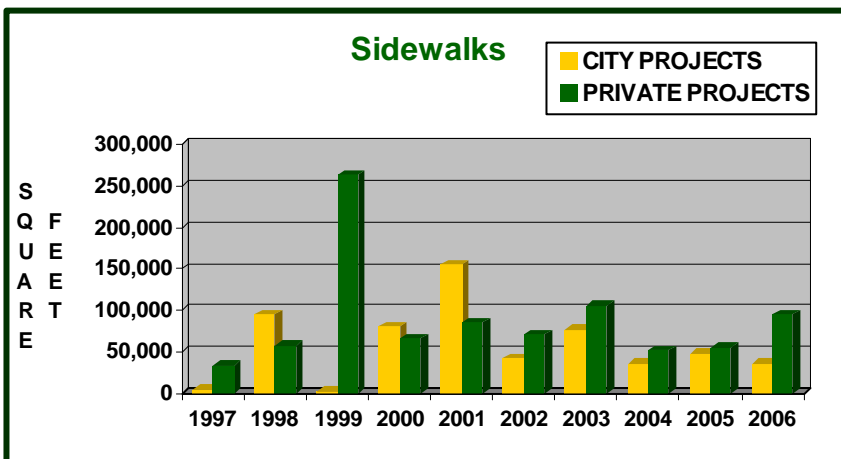
Key Departmental Trends, Continued



Square yards of resurfacing completed by City projects.



Comparison of square yards of pavement installed by City projects and private development.



Comparison of square feet of sidewalk installed by City projects and private development.



## Mission and Service Statements

### Mission Statement

The mission of the Engineering Department is to design high quality, cost effective public improvements using sound engineering principles and cutting edge technology.

### Service Statement

Engineering is responsible for planning, design and construction of City projects such as roads, sewers, water mains, drains and soil erosion control.

Major responsibilities include in-house design of public works projects and oversight of consulting engineers engaged in design, construction engineering, inspection, and materials testing on City projects.

Engineering develops master plans, cost estimates and funding strategies for public improvement projects. Engineering reviews plans for public and private improvements in City right-of-ways for compliance with City ordinances and development standards. Engineering is responsible for all records of City utilities, local and major streets, pavement management, traffic counts, crashes, signal maintenance and control orders. Engineering receives requests for installation of new traffic control devices and sidewalk waivers and processes these requests through the Traffic Committee and City Council.

Residents, property owners, developers, builders, and consulting engineers obtain a

variety of information from Engineering such as utility, wetland and floodplain locations, development standards, construction specifications, permit and inspection requirements and location and availability of City utilities. Property owners can receive information on special assessment procedures for implementing road, water, sewer, or sidewalk improvements.

Engineering is responsible for setting the right-of-way standards, issuing right-of-way construction permits, soil erosion control, soil removal and filling permits, and all permit inspection. Plans for private development are submitted to the Engineering Department to review for conformance with City development and traffic requirements.

Construction inspection is conducted to ensure conformance with City, State and County requirements.

Engineering develops and administers Phase II storm water permit programs to educate the public by implementing programs and projects to promote sustainable storm water management and reduce soil erosion to improve and protect water quality in drains and rivers.

### Did You Know?

- There are over 319 miles of major and local roads maintained by the City of Troy, not including ones maintained by the Road Commission for Oakland County.

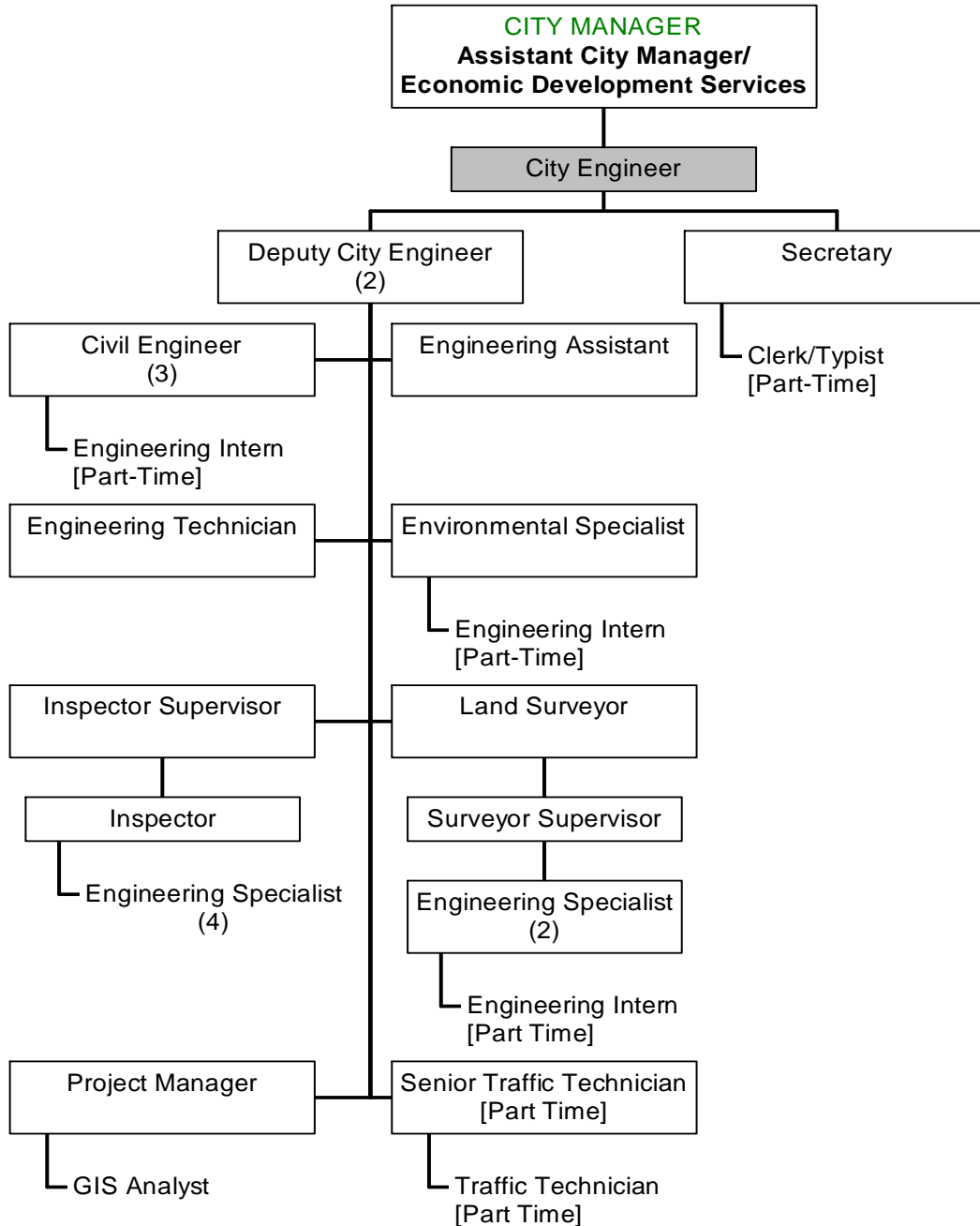
**Performance Objectives**

**Objectives\***

- Construct major road projects: Crooks, Square Lake to South Boulevard; Stephenson, 14 Mile to I-75; and Livernois, Big Beaver to Maple **(Objective 7)**
- Prioritize City road maintenance needs on major, local and industrial roads using the Hansen pavement management system (PMS) and prepare annual maintenance plan **(Objective 1, 6, 7)**
- Implement water system improvements as recommended in the water master plan update **(Objective 7)**
- Revise subdivision detention basin design standards to improve aesthetics and reduce maintenance **(Objective 9, 12)**
- Optimize Neighborhood Traffic Harmonization Program web page **(Objective 1, 2, 6)**

\*See the list of objectives established by City Council in the **City-wide Action Plan** on pages 14 and 15.

	Performance Indicators	2005/06 Actual	2006/07 Projected	2006/07 Budget	2007/08 Budget
<b>Output</b>	▪ Site Condo/Sub Plans Approved	9	10	20	10
	▪ Right-of-way Permits Issued	202	200	75	200
	▪ Utility Permits Issued	134	140	100	125
	▪ Value of Construction Contracts Awarded and Supervised	\$5.5M	\$6M	\$7M	\$7M
	▪ Soil Erosion Control Permits Issued	184	200	250	200
	▪ Soil Erosion Control Inspections	4,570	4,800	2,500	4,800
	▪ Machine Traffic Counts	70	90	100	100
	▪ Traffic Studies	56	40	50	50
	▪ Collision Diagrams	35	47	60	60
<b>Efficiency</b>	▪ Engineering Plans Reviewed within 8 Weeks	72%	75%	75%	75%
	▪ Utility Permits Issued within 10 Days	94%	90%	90%	90%
	▪ Soil Erosion Control Permits Issued within 5 Days	86%	85%	85%	85%
	▪ Contracts Completed within 10% of Bid Award	80%	85%	85%	85%





**Organizational Chart, continued**

<b>Staff Summary</b>	<b>Approved 2005/06</b>	<b>Approved 2006/07</b>	<b>Recommended 2007/08</b>
City Engineer	1	1	1
Deputy City Engineer	2	2	2
Civil Engineer	3	3	3
Clerk/Typist [Part-Time]	1	1	1
Engineering Assistant	1	1	1
Engineering Intern [Part-Time]	3	3	3
Engineering Specialist	7	7	6
Engineering Technician	1	1	1
Environmental Specialist	1	1	1
GIS Data Analyst	1	1	1
Inspector	1	1	1
Inspector Supervisor	1	1	1
Land Surveyor	1	1	1
Project Manager	1	1	1
Secretary	1	1	1
Senior Traffic Tech [Part-Time]	1	1	1
Survey Supervisor	1	1	1
Traffic Technician [Part-Time]	1	1	1
<b>Total Department</b>	<b>29</b>	<b>29</b>	<b>28</b>



## Summary of Budget Changes

### Significant Notes – 2007/08 Budget Compared to 2006/07 Budget

The **Personal Services** account makes up 80.9% of the Engineering Department's operating budget. The total **Personal Services** budget increased \$25,560 or 1.0% over last year due to projected salary and benefit adjustments for all budgeted positions and the elimination of one full-time position.

The **Other Services/Charges** budget increased \$10,060 or 1.8% from last year. Increases in several units, including **Consultant Services, Tools, Custodial Contractor, Security Systems** and **Computer Services - Internal**, account for the overall increase.

### Operating Budget History

