

DIRECTOR OF BUILDING AND ZONING:

Mark S. Stimac



City of
Troy

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

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

Plan Review

- Reviews plans for compliance with City, State and Federal codes; ordinances; and laws and prepares for issuance of permits
- 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 other departments involved in plan review process



2008/09
Budget

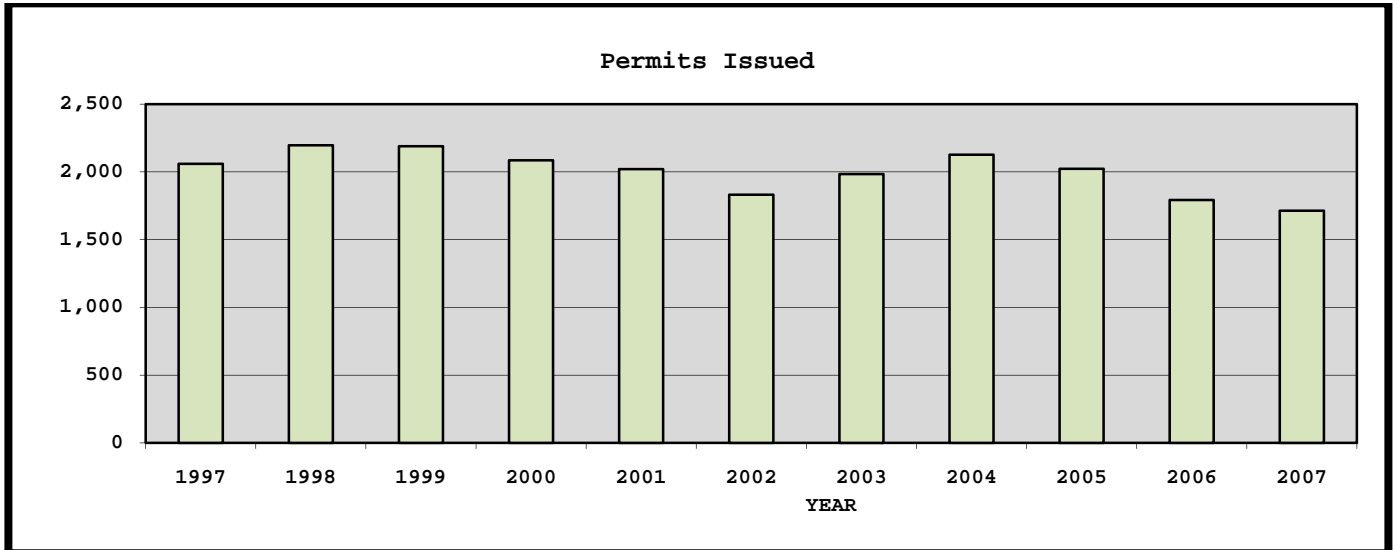
Building Inspection

DEPARTMENT AT A GLANCE

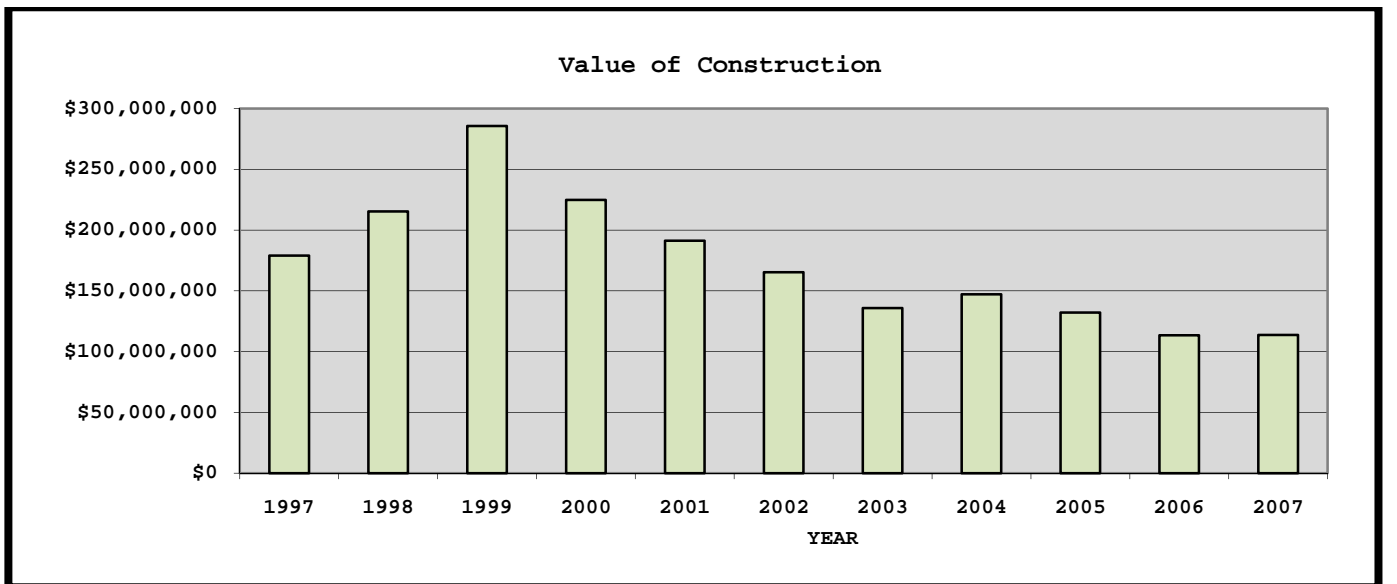
Funding						
			Estimated			
Level	2005/06	2006/07	2007/08	2007/08	2008/09	% Of
Summary	Actual	Actual	Budget	Budget	Budget	Change
Building Inspection	\$1,991,733	\$2,051,078	\$2,083,420	\$2,243,190	\$2,322,790	3.5%
Total Department	\$1,991,733	\$2,051,078	\$2,083,420	\$2,243,190	\$2,322,790	3.5%
Personal Services	\$1,822,958	\$1,873,631	\$1,903,520	\$2,064,010	\$2,136,290	3.5%
Supplies	8,718	9,180	8,000	11,000	8,000	-27.3%
Other Services/ Charges	160,057	168,267	171,900	168,180	178,500	6.1%
Total Department	\$1,991,733	\$2,051,078	\$2,083,420	\$2,243,190	\$2,322,790	3.5%

Personnel								
Summary	2005/06		2006/07		2007/08		2008/09	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
Building Inspection	21	2	21	2	21	2	21	2
Total Department	21	2	21	2	21	2	21	2

KEY DEPARTMENTAL TRENDS



The number of permits issued is down slightly from historical averages, mostly due to the state of the economy.



Construction value leveled out from the downward trend experienced in the past few years, however it is still well below historical values.



MISSION AND SERVICE STATEMENTS

Mission Statement

A staff of 21 full-time and two part-time employees perform duties dedicated to protecting the health, safety and welfare of the Troy community. The Building Inspection Department enforces 30 different chapters of the Troy City Code, including building codes; property maintenance; signs; litter; zoning; nuisance and others.

Service Statement

One of the two 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. Staff involved in this area is 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 two part-time code enforcement inspectors perform apartment inspections and enforce the property maintenance code and other nuisance codes.

Housing and Zoning 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 2006/07 budget year the Building Inspection Department handled over 13,500 permits and registrations and processed over 33,000 inspection requests.

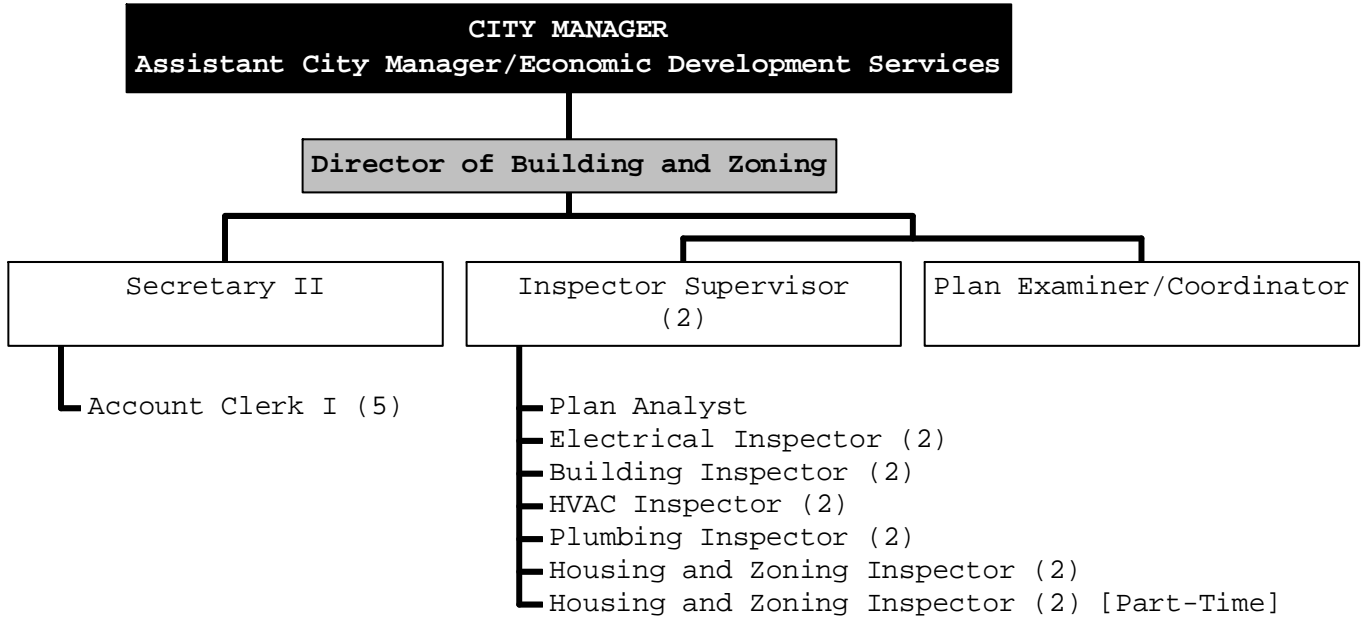
PERFORMANCE OBJECTIVES
Objectives

- Establish Internet access to the permit tracking software for inspectors and the public (**Objective 1, 2, 3, 6**)
- Continue document imaging of records to reduce storage and improve retrieval capabilities (**Objective 1, 6**)
- Implement neighborhood condition assessment (**Objective 2, 8**)
- 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 16 and 17.

Performance		2006/07	2007/08	2007/08	2008/09
Indicators		Actual	Projected	Budget	Budget
Output	• Building Permits Issued	1,696	1,700	1,800	1,800
	• Sign Permits	414	500	500	500
	• Value of Const.- Industrial	\$19M	\$12M	\$10M	\$10M
	• Value of Const. - Commercial	\$49M	\$66M	\$55M	\$85M
	• Value of Const. - Religious/Gov.	\$13M	\$20M	\$22M	\$20M
	• Value of Const. - Residential	\$32M	\$19M	\$45M	\$30M
	• Total Value of Construction	\$113M	\$117M	\$132M	\$145M
	• Single Family Dwelling Permits	73	50	100	60
	• Plan Review	1,154	1,000	1,500	1,200
	• BZA Items Considered	58	60	100	60
	• BBA Items Considered	31	30	30	30
	• License and Registrations Issued	1,440	1,400	1,400	1,400
Efficiency	• Inspections	33,400	33,000	38,000	35,000
	• Inspections per Inspector	3,032	3,000	3,166	3,180
	• Multiple Dwelling Inspections	2,457	2,000	2,800	2,000
	• Average Daily Insp./Inspector	14.85	14.50	15.20	15.00
	• Average Miles/Inspection	2.34	2.30	2.20	2.25

ORGANIZATIONAL CHART



Staff	Approved	Approved	Recommended
Summary	2006/07	2007/08	2008/09
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
Total Department	23	23	23

SUMMARY OF BUDGET CHANGES

Significant Notes - 2008/09 Budget Compared to 2007/08 Budget

The Personal Services account increased due to salary raises for personnel coming off probation.

The Supplies budget has been reduced by \$3,000 from the previous year due to elimination of the microfilm reader purchase.

Property Maintenance (a new line item) has a budget of \$10,000. This budget is used to pay for costs for boarding, securing, or demolition of dangerous structures within the city. This amount was previously carried as a capital expenditure and was moved here since it does not involve the capital improvement of a City asset.

Computer Services increased by \$2,930 to account for one additional computer to be installed at the Building Department counter to allow for improvement of customer service. The computer itself will come from re-assignment of one of the existing department computers scheduled to come out of service this year.

Operating Budget History

