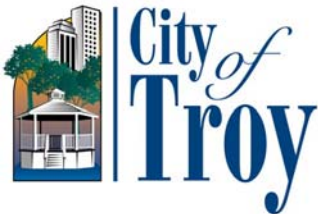


- *Director of Building and Zoning*.....**Mark Stimac**



City of  
**Troy**



2010/11  
Budget

BUILDING INSPECTION

## FUNCTIONAL ORGANIZATIONAL CHART

- **Administration**

- ✓ Prepares and administers department budget
- ✓ Develops departmental policies and procedures that allow for delivery of professional services
- ✓ Prepares agendas and provides technical support to the Building Code Board of Appeals
- ✓ Prepares agenda items for City Council
- ✓ 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**

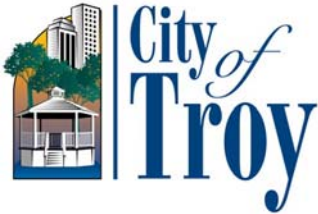
- ✓ Processes and issues permits
- ✓ Collects fees for permits and conducts daily accounting of fees
- ✓ Maintains and updates permit and inspection records
- ✓ Prepares and processes written communications from the department
- ✓ Prepares monthly and annual reports
- ✓ Assists the public in locating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

- **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
- ✓ Provides inspection services through contract with the City of Madison Heights

- **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
- ✓ Coordinates and compiles information from other departments involved in plan review process



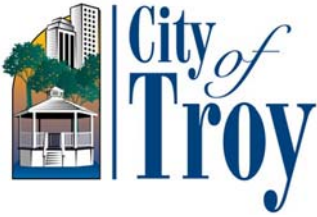
2010/11  
Budget

BUILDING INSPECTION

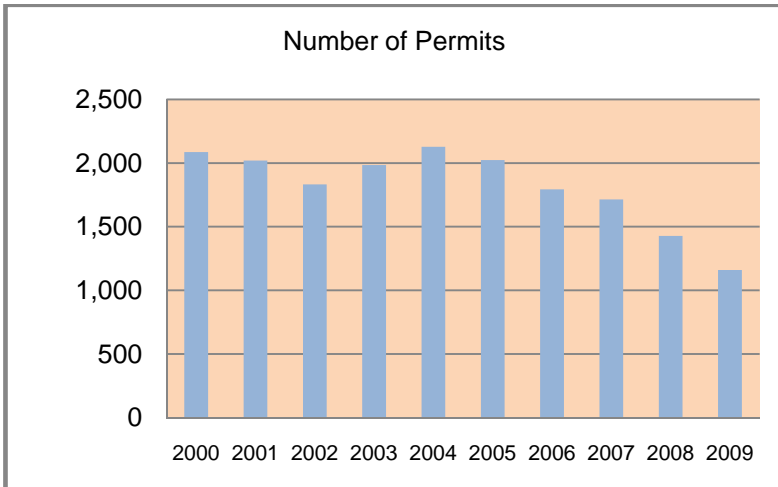
DEPARTMENT AT A GLANCE

Funding Level Summary	2007/08		Estimated 2009/10		2010/11	% Of Change
	Actual	Actual	Budget	Budget	Budget	
Building Inspection	\$2,121,746	\$2,137,944	\$1,863,190	\$2,019,290	\$ 962,513	-52%
<b>Total Department</b>	<b>\$2,121,746</b>	<b>\$2,137,944</b>	<b>\$1,863,190</b>	<b>\$2,019,290</b>	<b>\$ 962,513</b>	<b>-52%</b>
Personal Services	\$1,952,451	\$1,952,714	\$1,637,670	\$1,752,230	\$ 720,320	-59%
Supplies	6,888	6,973	11,700	36,300	7,880	-78%
Other Services/Charges	162,407	178,257	213,820	230,760	234,313	2%
<b>Total Department</b>	<b>\$2,121,746</b>	<b>\$2,137,944</b>	<b>\$1,863,190</b>	<b>\$2,019,290</b>	<b>\$962,513</b>	<b>-52%</b>

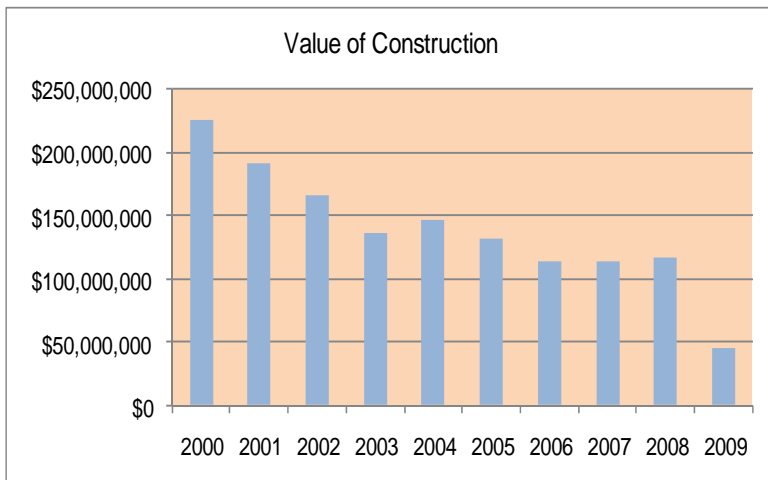
Personnel Summary	2007/08		2008/09		2009/10		2010/11	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
Building Inspection	21	2	21	2	17	2	6	0
<b>Total Department</b>	<b>21</b>	<b>2</b>	<b>21</b>	<b>2</b>	<b>17</b>	<b>2</b>	<b>6</b>	<b>0</b>



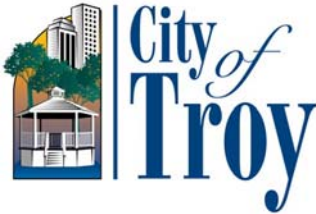
**KEY DEPARTMENTAL TRENDS**



The number of permits issued dropped 19% from the previous year to a ten year record low, coinciding with a lack of construction activity mostly due to the state of the economy.



Construction value dropped more than 50% from the previous year.



2010/11  
Budget

BUILDING INSPECTION

## MISSION AND SERVICE STATEMENTS

- ***Mission Statement***

A staff of 10 full-time employees performs duties dedicated to protecting the health, safety and welfare of the Troy community. The Building Inspection Department enforces nearly 30 different chapters of the Troy City Code including building codes, property maintenance, signs, litter, zoning, nuisance and others.

- ***Service Statement***

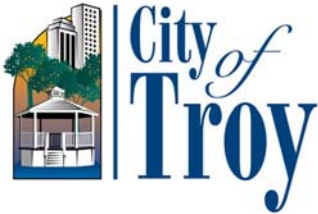
The Inspector Supervisor oversees the work performed by trade inspectors. This relates to various types of construction, from single-family residential to high-rise offices and everything in between. Inspectors also respond to complaints, provide courtesy inspections, site checks and assist the general 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.

Additionally, the Building Inspection Department is responsible for staff support to the Building Code Board of Appeals. This includes correspondence, public hearing notices and agenda and minutes preparation. 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 2009 calendar year the Building Inspection Department handled nearly 9,500 permits and registrations and conducted nearly 32,000 inspections.
- ✓ The Building Inspection Department received a Building Code Effectiveness Grading Classification of 3 (up from 5) in 2009 from the Insurance Services Organization.



2010/11  
Budget

BUILDING INSPECTION

**PERFORMANCE OBJECTIVES**

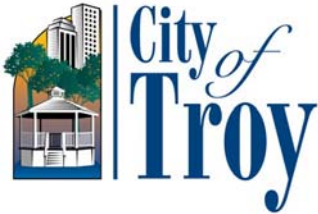
**Outputs**

- ✓ Establish Internet access to inspection requests for the public. **(Output G)**
- ✓ Continue document imaging of records to reduce storage and improve retrieval capabilities. **(Output II)**
- ✓ Equip field inspectors with computers to allow input and retrieval of data in the field. **(Output G)**
- ✓ Continue to establish shared inspection services with adjacent communities. **(Output M, R)**

\*See the list of outputs as ranked by City Council in the [CITY-WIDE ACTION PLAN](#) on pages 15 and 16.

Performance Indicators		2008/09 Actual	2009/10 Projected	2009/10 Budget	2010/11 Budget
Output	✓ Building Permits Issued	917	900	1,500	900
	✓ Sign Permits	334	350	400	350
	✓ Value of Construction - Industrial	\$7 M	\$4 M	\$10 M	\$3 M
	✓ Value of Construction - Commercial	\$21 M	\$25 M	\$50 M	\$25 M
	✓ Value of Construction - Religious/Government	\$58 M	\$7 M	\$20 M	\$10 M
	✓ Value of Construction - Residential	\$13 M	\$13 M	\$20 M	\$11 M
	✓ Total Value of Construction	\$99 M	\$49 M	\$100 M	\$49 M
	✓ Single Family Dwelling Permits	31	40	40	50
	✓ Plan Review	685	700	1,000	750
	✓ BZA Items Considered	79	50	60	*
	✓ BBA Items Considered	23	18	30	20
	✓ License and Registrations Issued	1,162	1,200	1,200	1,200
	Efficiency	✓ Inspections	31,417	30,600	32,000
✓ Inspections per Inspector		2,910	2,668	2,900	4,000
✓ Multiple Dwelling Inspections		2,533	1,500	2,000	*
✓ Average Daily Inspections per Inspector		14.27	14.29	14.00	16.00
✓ Average Miles/Inspection		2.26	2.53	2.30	2.86

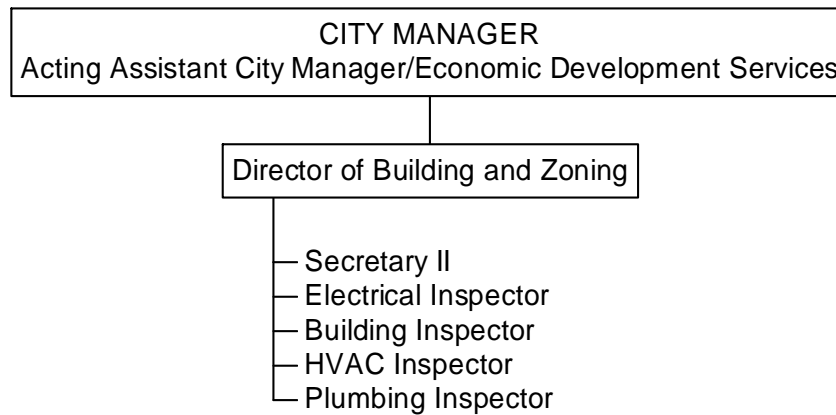
\* The Building Department no longer provides this service.



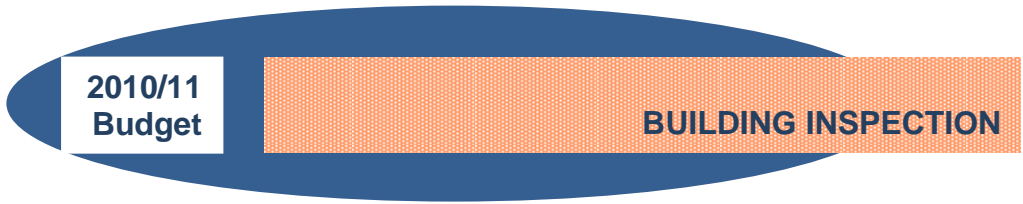
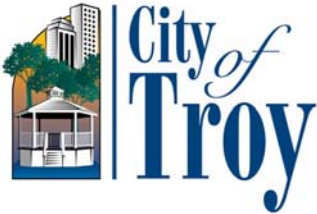
2010/11  
Budget

BUILDING INSPECTION

ORGANIZATIONAL CHART



Staff Summary	Approved 2008/09	Approved 2009/10	Recommended 2010/11
Director of Building and Zoning	1	1	1
Account Clerk I	5	3	0
Building Inspector	2	2	1
Electrical Inspector	2	1	1
Housing and Zoning Inspector	2	2	0
Housing and Zoning Inspector [Part-Time]	2	2	0
HVAC Inspector	2	2	1
Inspector Supervisor	2	2	0
Plan Analyst	1	1	0
Plan Examiner/Coordinator	1	0	0
Plumbing Inspector	2	2	1
Secretary II	1	1	1
<b>Total Department</b>	<b>23</b>	<b>19</b>	<b>6</b>



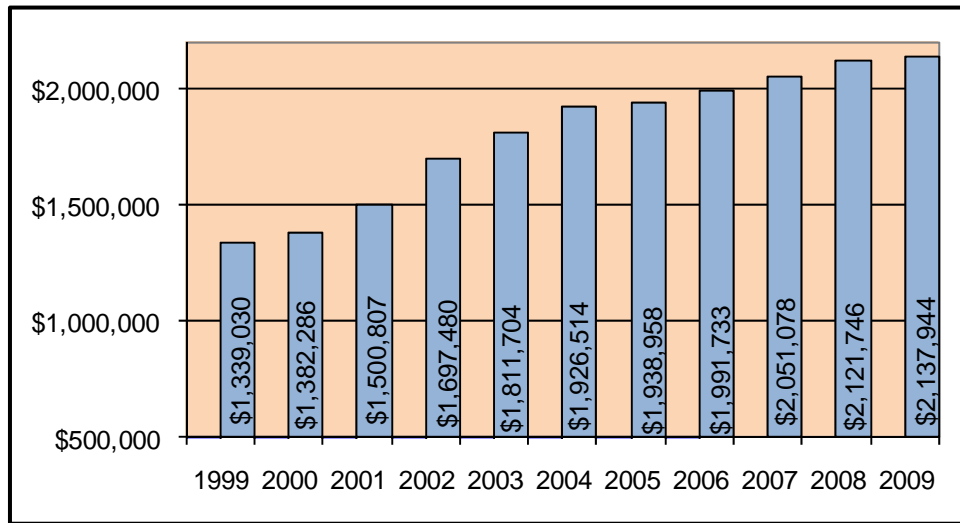
**SUMMARY OF BUDGET CHANGES**

- Significant Notes – 2010/11 Budget Compared to 2009/10 Budget**

The overall Building Department budget decreased **\$1,056,777 (52%)** from the previous year due to a 68% reduction in staff and associated support costs. Personal Services decreased **\$1,031,910 (59%)**.

Supplies decreased **\$28,420 (78%)** primarily because the new field computers were purchased in the previous budget year and only support costs for the units are in this year’s budget.

- Operating Budget History**





City of  
**Troy**