

PROGRAM HIGHLIGHTS BUILDING & CODE SERVICES

<u>SERVICE INDICATORS</u>	Actual <u>2011</u>	Actual <u>2012</u>	Estimated <u>2013</u>	Projected <u>2014</u>
1. Total Building & Zoning permits issued	1,921	1,951	1,975	2,000
2. Construction value (\$ millions)	88.2	34.7	54.7	45.0
3. Construction inspections – building, elec., mech., and pl.	2,814	2,751	2,800	2,825
4. Number of food service establishments inspected yearly	334	346	350	355
5. Total Hlth/Hsg/Ent permits & licenses issued	821	875	900	925
6. Est. Zoning inquiries including complaints*	1,127	1,150	1,200	1,200
7. Housing complaints received/resolved/work in progress	320/316/4	325/321/4	330/320/10	325/315/10

* This includes complaints which require no enforcement action.

2014 GOALS

1. Continue to improve the process of reviewing, inspecting and recording building construction. Propose amendments to the adopted building codes in order to be consistent with the State Building Code when necessary. If the Division receives approval to purchase field devices we will record the benefits and efficiencies of making those purchases.
2. Continue to improve the process of reviewing and approving licenses. The Health and Licensing Department will review their procedures related to restaurant inspections for areas of improvement. Review and adopt a new version of the Food and Drug Association's Food Code when it is prudent.
3. Propose amendments to the Zoning Ordinance in areas that may need clarification or in conjunction with amendments proposed by the Planning Division.
4. Propose changes to the International Property Maintenance Code (IPMC) when new editions become available when it is prudent. Review inspection procedures for existing rental units and the methods for recording the results of those inspections and propose changes if prudent. Review current best practice for the effective treatment of insect infestation and make amendments to the IPMC if necessary.

2013 GOALS STATUS

1. Begin the process of reviewing the 2012 International Building Codes for potential adoption in the spring of 2013. (The State of NH did not adopt the newly published 2012 International Building Codes during FY 2012, but instead chose to postpone that effort until the fall of 2012. Therefore, it made no sense for the City of Concord to jump ahead of the State and move to the 2012 codes while the rest of the State remained on the 2009 codes.)

9-Month Status: HB137 was the piece of legislation that had the most influence as to what direction the State would take when it came to Building Codes this year. This House Bill ended up going to committee and finally came out sometime in July. The result is that we will be regulating building construction under the 2009 codes for at least this fiscal year. We believe investing any further time and expense in evaluating the 2012 codes would not be prudent at this time.

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2. The Code Administration Division is mandated by State Law to store permits, building plans, and other associated information related to building projects. Currently these documents are required to be stored in their original paper format or by microfiche. This requirement has put a great burden on the Division to find ways and places to store our documents. The Division will evaluate their current procedures and propose new ways to effectively meet this obligation this year.

9-Month Status: This summer, additional storage bins were constructed in the basement of 37 Green Street to approximately double our storage capacity. The construction of these bins will help us organize the documents we have in an orderly manner, with the hope that new regulations will be passed that will allow us more options than we currently have. We are not aware that any new legislation has been introduced at this time, but will continue to monitor this issue as we move through the legislative season.

3. The Code Administration Division has an established practice of enforcing the Ordinances of the City and when they are broken will issue violation notices and mandate compliance to those who have knowingly or unknowingly violated these Ordinances. In the last two legislative sessions, HB 86 and HB 355 were introduced and passed making modifications to procedures we commonly use. The Division will review and change its procedures in FY 2013 if these new laws require us to do so.

9-Month Status: Code Administration staff met with the City Prosecutor early in March to review our current procedures as they relate to the enforcement of violations. The City Prosecutor believes there may be ways to improve on our procedures and plans to report back to us with her findings.

4. The current practice in the Code Administration Division for recording the results of an inspection is to note these results in a notebook and then after returning to the office to enter that information in the Permit Tracker software system. In other divisions and departments within the City, as well as throughout the country, inspections are recorded in the field on electronic devices which transmit inspection results back to the system in real time saving a step in the process. The Code Administration Division will study the costs and efficiencies that might be gained by switching to field devices and propose changes to our current procedures if cost effective.

9-Month Status: Fire Prevention staff has been using the Apple i-Pad for the past year to do their field inspections and reports. Our staff has been monitoring their results and believes that these devices have increased their efficiency in transferring information from the field to the building owner. Along with efficiencies gained in transferring information, there is the ability to store building and fire codes in the field device eliminating the need to carry multiple codes in our vehicles. Code Administration plans to make a budget request to secure two field devices in FY 2014.

BUDGET DETAIL**BUILDING & CODE SERVICES**

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGET
REVENUE						
APPLICATIONS & APPEALS	\$20,214	\$18,599	\$17,731	\$18,000	\$18,000	\$18,000
BUILDING PERMITS	\$482,989	\$868,311	\$838,083	\$771,000	\$669,000	\$643,000
SALE OF ORDINANCES	\$313	\$260	\$240	\$300	\$350	\$350
AMUSEMENT/ENTERTAIN LIC	\$18,195	\$16,063	\$16,552	\$16,270	\$16,820	\$16,420
FOOD SERVICE LICENSES	\$88,643	\$92,946	\$96,953	\$91,000	\$94,000	\$95,000
ROOMING HOUSE LICENSES	\$3,609	\$4,495	\$4,661	\$4,200	\$4,600	\$4,600
TAXI LICENSES	\$3,465	\$3,071	\$3,309	\$3,000	\$4,180	\$4,263
OTHER HEALTH LICENSES	\$5,407	\$4,935	\$5,432	\$4,850	\$5,280	\$5,282
MISC LICENSES & PERMITS	\$1,073	\$7,901	\$8,397	\$9,700	\$4,700	\$5,800
Total	\$623,908	\$1,016,580	\$991,358	\$918,320	\$816,930	\$792,715
APPROPRIATIONS						
COMPENSATION	\$576,760	\$569,486	\$587,791	\$607,690	\$606,340	\$622,380
OUTSIDE SERVICES	\$40,480	\$36,812	\$40,657	\$53,044	\$43,555	\$51,327
SUPPLIES	\$6,412	\$6,892	\$7,727	\$8,050	\$8,051	\$7,207
INSURANCES	\$21,495	\$18,864	\$17,779	\$21,770	\$21,992	\$16,010
FRINGE BENEFITS	\$186,036	\$196,235	\$191,693	\$198,900	\$198,790	\$203,550
Total	\$831,184	\$828,289	\$845,647	\$889,454	\$878,728	\$900,474

BUILDING & CODE SERVICES**BUDGET DETAIL**

<u>POSITION TITLE</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Code Administrator	1.00	1.00	1.00	1.00
Chief Building Inspector	1.00	1.00	1.00	1.00
Zoning Administrator	1.00	1.00	1.00	1.00
Electrical Inspector	1.00	1.00	1.00	1.00
Plumbing & Mechanical Inspector	1.00	1.00	1.00	1.00
Code Inspector	0.40	0.40	0.40	0.40
Administrative Assistant	1.00	1.00	1.00	1.00
Health & Licensing Officer	1.00	*0.75	0.75	0.75
Health Services Inspector	0.75	0.75	0.75	0.75
Licensing Coordinator	0.40	0.40	0.40	0.40
Housing Inspector	1.00	1.00	1.00	1.00
Administrative Specialist I	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
Total	10.30	10.05	10.05	10.05

*Full-time Health and Licensing Officer position converted to .75 FTE at end of FY 2011.

FUNDING IMPACT

BUILDING & CODE SERVICES

This budget contains no significant funding changes.

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NOTES
