

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION



BUILDING

THE UNIVERSITY OF CHICAGO



BUILDING DEPARTMENT BUDGET 2016-2017

(A) NARRATIVE OF DEPARTMENT FUNCTIONS:

The Building Department establishes and enforces building, electrical, mechanical, plumbing and energy code requirements necessary to promote the health and life safety of the people of Monroe by reviewing, developing, adopting and administering the State Building Code. Additional detail of functions is as follows (for a more detailed description of the Laws, please refer to Connecticut General Statutes Chapter 541 and but not limited to Sections 29-262-1a through 29-262-11a).

- Conducts plan reviews, issues permits, performs inspections and testing, issues Certificates of occupancies for each form of new, repaired, or altered structures throughout the town.
- Researches State Statutes and Building Codes, and coordinates town department approvals to achieve a maximum of building safety for the general public, whether in schools, businesses, or residential homes.
- Acts as liaison for the Architectural Review Board, the public and contractors. Accumulates documents and updates the public relative to code requirements and safety issues.
- Investigates complaints, fire and demolition activities; responds to emergencies; issues abatements, Cease and Desists, violations, request orders for condemnation, injunctions, and fines.

(B) STAFFING LEVELS:

- Chief Building Official (Full time position overseeing all functions of the Building Department).
- Assistant Building Official (Full time position providing full deputy and support services for the Building Department, working under the direction of the Chief Building Official)
- Administrative Assistant (Part time position coordinating administrative receipt of application submissions, Finance deposits, reports. Coordination with the Land Use Group & Architectural Review Board.)

(C) DEPARTMENT ORGANIZATION CHART:

- See attached Organizational Flow Chart

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(D) DEPARTMENT MISSION STATEMENT:

- Maximize building safety for the general public and uphold the State Building Code, efficiency and public relations.
- Enhancement of staffing to provide adequate coverage of the Land Use Building Department with minimal staffing.
- Provide enhancement of enforcement functions, and the adding of basic technical services.
- Improve services to include on-line application submission and payment process to free up time for existing staff to complete typical office/field functions.

(E) DEPARTMENT GOALS:

- Enhancement of staffing to restore needed coverage of the Land Use Building Department.
- Provide full coverage by the overall Land Use Group.
- Improve on line information and services in order to free up existing staff for completing current departmental functions.

(F) BASE BUDGET (EXISTING STAFF AND SERVICES):

- See attached budget table.
- 150001 Salaries, Administrative:
 - a. Chief Building Official
- 150003 Salaries, Other :
 - a. Assistant Building Official
- 150005 Salaries, Part Time :
 - a. Administrative Assistant
temp. contingency
- 153385 Office Expense: \$5,000.00
- 153580 Vehicle Expense (2 vehicles) \$2,500.00
- 153065 Consultant Fees \$ 500.00
- 153145 Equipment \$ 0.00

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(G) COST ADJUSTMENTS TO BASE BUDGET:

- See attached budget table.
- 150001 Salaries, Administrative:
 - a. Adjust for annual and/or other increases, if applicable
- 150003 Salaries, Other:
 - a. Assistant Building Official - (Adjust for annual and/or other increases, if applicable)
 - b. Bldg Tech I. (entry level) \$34,111.66 (+ 34,793.52, add position)
- 15005 Salaries, Part Time :
 - a. Temp Contingency \$1,300.00
 - b. Admin. Assist. \$ 0 (-18,252.00 contingent on approval of full time position)
- 153385 Office Expense:
 - a. Copying \$ 920.00
 - b. Professional Development / Certification Maintenance \$2,040.00
 - c. Office Supplies/ Code Books \$5,500.00 (+\$3,000.00 code & cost books)
 - d. Postal Expenses \$ 540.00

\$8,000.00 Total
- 153580 Vehicle Expense (2 vehicles) \$2,500.00 (no change)
- 153065 Consultant Fees \$ 500.00 (no change)
- 153145 Equipment \$ 600.00 (+ \$600.00 restore)

(H) REQUEST FOR NEW STAFF AND/OR SERVICES:

Building Permit Technician

Salary: Building Permit Technician I

DEFINITION: Under direct (I level) or general (II level) supervision, assists the public at the service counter, provides technical office support duties related to the processing and issuance of building permits, and performs related duties as required.

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DISTINGUISHING CHARACTERISTICS: Building Permit Technician I is the entry-level class in the series. This position receives close supervision and training and is expected to obtain sufficient knowledge and proficiency to progress to the journey-level within a reasonable length of time. Building Permit Technician II is distinguished by additional knowledge of internal and external public agency permitting requirements, and responsibility for assignments that have greater complexity, and require greater independent judgment.

EXAMPLES OF DUTIES:

1. General review of plans, engineering and permit documents, and other pertinent information at the public counter in order to verify accuracy and completeness of information: determines permit, plan, and process requirements for prospective applicants; reviews building plans and permit applications for completeness and compliance with established codes, ordinances, policies, and procedures; processes permit applications and plan intake; determines processing needs for projects; uses architectural and engineering scales to determine dimensions and calculate areas and percentages.
2. Assists building inspectors by performing code and records research and compiling data.
3. Provides information to members of the public/permit applicants regarding building permit requirements, and general and Use Group Department requirements, inspection, and general requirements of the permit process; obtains general information from customers regarding permitting needs; assists the public in completing building permit applications; responds to telephone inquiries regarding permits, permit processes, building codes, and other related ordinances and local laws.
4. Processes and issues building, electrical, plumbing, mechanical, grading, and other related permits. Calculates fees based on established fee schedules, and monitors approval of plans by other regulatory agencies.
5. Maintains computer files and other manual logs on all building permits and related documents.
6. May balance daily permit receipts and prepare appropriate daily reports for submittal to departmental accounting section.

Building Permit Technician II: In addition to the duties listed above:

1. Interviews and obtains information from customers in order to determine their needs; obtains technical and code information from customers regarding permitting needs; informs customers of special requirements and special problem areas such as high fire hazard areas, flood zones, and earthquake zones in order to expedite the permit process.
2. Performs records research in order to document project history compliance; coordinates permit processes with outside agencies to ensure that all permit requirements are being met.
3. Processes appeals and suspension or revocation of approvals, decisions and/or permits.
4. Assists Building and Engineering Inspectors in reviewing simple residential projects and plans to ensure that code requirements are met.

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EMPLOYMENT STANDARDS:

Building Permit Technician I:

1. One year of experience reading and interpreting construction plans and building codes; or,
2. a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

Knowledge of: construction plans, construction terminology, construction practices, and basic math.

Ability to: review, interpret, and explain written documents, use a computer and related software applications, communicate effectively in both written and oral formats, learn effective interviewing techniques, learn Building Codes, learn other local agency permit processing regulations and procedures, learn architectural and engineering scales, represent the department with tact, and interact effectively with others.

Building Permit Technician II:

1. Two years of experience reading and interpreting construction plans and building codes, which included one year in a public permitting agency working with other agencies, using architectural and engineering scales, interviewing customers to obtain information, and completion of approved Building Code coursework, or equivalent certification; or,
2. one year of experience performing duties equivalent to the class of Building Permit Technician I which included working with other agencies, using architectural and engineering scales, interviewing customers to obtain information, and completion of approved Building Code coursework, or equivalent certification; or,
3. a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

Knowledge of: construction plans, Building Codes, construction terminology, construction practices, and other local agency permit processing regulations and procedures, effective interviewing techniques, computer operations, architectural and engineering scales, and basic math.

Ability to: Review, interpret, and explain written documents, use a computer and related software applications, communicate effectively in both written and oral formats, represent the department with tact, and interact effectively with others.

(H) REQUEST FOR NEW STAFF AND/OR SERVICES:

- Building Permit Technician I— This is an additional (new) full time position that will allow for needed administrative functions to continue throughout the day assisting the Building Official and Assistant Building Official to address much needed technical reviews, administrative, accounting and refined public relation functions. Although this is a minor increase in staff, it is a restoration of previous staff levels and will contribute to the equivalent of only three full time positions in the Building Department for a vigorous growing community. Several large commercial projects have broke ground and larger projects are about to.

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(I) REQUEST FOR CAPITAL EXPENDITURES: (no requests)

(J) LIST OF COST SAVINGS ENACTED IN THE LAST BUDGET YEAR (2015-2016):

- Reduced reliance on mail (postage, paper copies, etc) and paper correspondence both internal and external through increased email and website communications.
- Reduced file storage needs through application and staff coordination, digital scanning.
- Incorporated the Masuk Vocational Program and the Youth Work Program for digital scanning.

(K) LIST OF POTENTIAL COST SAVINGS FOR THE NEW BUDGET YEAR (2016-2017):

- Continuation of previous year efforts.
- Increased coordination with other departments.
- Provide computer access to Building records to Assessor and all Land Use Departments

(L) FIVE YEAR COST AND STAFFING PROJECTION:

- See attached Five Year Budget Table

Note that the salary costs as reflected above represent the salaries listed in the previous 2015-2016 final budget and do not represent actual amounts as need to be adjusted to reflect actual annual and other increases, where applicable

(M) METRICS AND TRENDS FOR THE NEW BUDGET YEAR (2016-2017):

- Continuation of the five year projections *
- Increased in revenue shown in our monthly finance reports.

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**ARCHITECTURAL REVIEW BOARD
BUDGET 2016-2017
ACCOUNT # 101-01-070-000-5075-00000
Monroe Town Hall
MONROE, CONNECTICUT 06468**

The Architectural Review Board had expressed that their budget stay at \$ 200.
This covers the cost of awards given to a new and /or renovated structure for meeting the ARB comments and being built to a tasteful design.

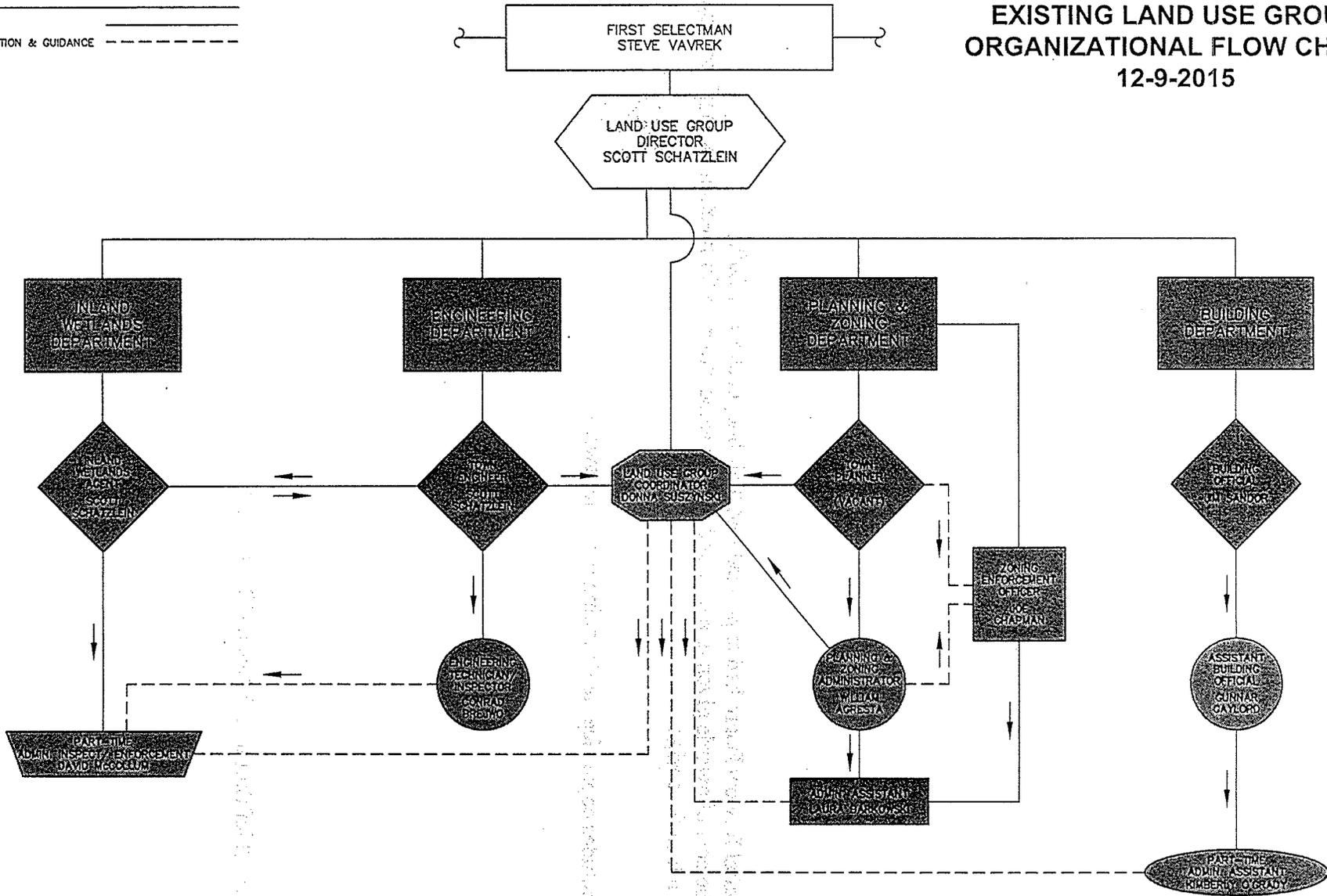
The budget includes copies fees and mailing costs and awards.

Sincerely,
James Sandor, Chief Building Official, CBO # 007-88

LEGEND

DIRECTION _____
COORDINATION & GUIDANCE - - - - -

EXISTING LAND USE GROUP ORGANIZATIONAL FLOW CHART 12-9-2015



ALL POSITIONS ARE FULL-TIME UNLESS INDICATED OTHERWISE

Dept: Building (Five Year Projection)

Account: 1001-10-15101

Line Item #	Description	Current 2015-2016	year 1 2016-2017	year 2 2017-2018	year 3 2018-2019	year 4 2019-2020	year 5 2020-2021
150001	Salaries - Administrative Chief Building Official	*	*	*	*	*	*
150003	Salaries - Other Assistant Building Inspector	*	*	*	*	*	*
	Building Permit Technician I		\$34,794*	*	\$0	\$0	\$0
	Building Permit Technician II		\$0	\$0	\$44,900*	*	*
150005	Salaries - Part Time Temp. Contingency	\$1,300	\$1,300	\$1,500	\$1,500	\$1,500	\$1,500
	Administrative Assistant I	\$18,252	\$0**			*	*
	Administrative Assistant II	N/A		*	*	*	*
153385	Office Expense	\$5,000	\$8,000	\$6,000	\$6,000	\$6,000	\$9,500
153580	Vehicle Expense	\$2,500	\$2,500	\$4,000	\$4,000	\$4,000	\$4,500
153065	Consulting Fees	\$500	\$500	\$1,000	\$1,000	\$1,000	\$1,500
153145	Equipment Replacement of vehicle/s	\$0	\$600	\$600	\$250	\$250	\$300
	Totals			\$42,000			

205

Note: *Plus annual increase and/or other increases, if applicable, to be calculated and reflected by the Finance Department

** contingent on approval of the full time position

DEPARTMENT: BUILDING

MISSION:

Establishes and enforces building, electrical, mechanical, plumbing and energy code requirements necessary to promote the health and life safety of the people of Monroe by reviewing, developing, adopting and administering the State Building Code.

BUILDING:	Dept 0150	14-15	15-16	16-17
1001-10-15101-0150-150001	Building Inspector	72,441	72,442	
	Longevity	450	450	
	Total Administration:	72,891	72,892	
1001-10-15101-0150150003	Assistant Building Inspector	58,884	58,884	
	Longevity	225	225	
	Leap Year		226	

Building Permit Technician I
 Longevity **34,794.00** Building Permit Technician I
 Leap Year

Total Other:	59,109	59,335	-	
1001-10-15101-0150-150005	Administrative Assistant I-PT	15,666	15,666	0*
	Vacation/Sick Replacement	1,300	1,300	1,300
	Total Part-Time:	16,966	16,966	1,300

Total Building:	148,966	149,193	1,300
Headcount-FT	2	2	3
Headcount-PT	1	1	-

Salaries Summary:	14-15	15-16	16-17
BUILDING SALARY ADMIN	72,891	72,892	
BUILDING SALARY OTHER	59,109	59,335	
BUILDING SALARY PT	16,966	16,966	
	148,966	149,193	

Hours/yr	Hrly Rate	\$ Amount	Hours/yr	Hrly Rate	\$ Amount
1,014	\$ 15.45	\$ 15,666	1,014	\$ 15.45	\$ 15,666

BUILDING:	Dept 0150	14-15 Revised Budget	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget
1001-10-15101-0150-150001	BUILDING SALARY ADMIN	74,522	74,522	72,892				
1001-10-15101-0150-150003	BUILDING SALARY OTHER	60,498	61,840	59,335				
1001-10-15101-0150-150005	BUILDING SALARY PT	16,966	16,195	16,966				
1001-10-15101-0150-153065	BLDG CONSULTANT FEES	1,000	-	500		500		500
1001-10-15101-0150-153145	BUILDING EQUIPMENT	250	83	-		600		600
1001-10-15101-0150-153385	BUILDING OFFICE EXPENSE	5,000	2,888	5,000		8,000		8,000
1001-10-15101-0150-153580	BUILDING VEHICLE EXPENSE	3,000	1,497	2,500		2,500		2,500
	TOTAL BUILDING:	161,236	157,025	157,193		11,600		11,600

15/16-16/17 \$ Change	%
(72,892)	-100.00%
#VALUE!	#VALUE!
(16,966)	-100.00%
-	0.00%
600	#DIV/0!
3,000	60.00%
-	0.00%
#VALUE!	#VALUE!

Explanation of Increases/Decreases:

- 1001-10-15101-0150-150005 cut part time & add full time position *(contingent on approved full time position)
- 1001-10-15101-0150-153385 code books

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**ARCHITECTURAL REVIEW BOARD
BUDGET 2016-2017
ACCOUNT # 101-01-070-000-5075-00000
Monroe Town Hall
MONROE, CONNECTICUT 06468**

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