

PROGRAM HIGHLIGHTS BUILDING & CODE SERVICES

<u>SERVICE INDICATORS</u>	Actual <u>2010</u>	Actual <u>2011</u>	Estimated <u>2012</u>	Projected <u>2013</u>
1. Issue/deny Bldg/Fire permits within 5 wkdays	95%	95%	95%	95%
2. Respond to inspection requests w/in 1 wkday	95%	95%	95%	95%
3. Process State MV business Licenses w/in 5 wkdays	100%	100%	100%	100%
4. Total Building & Zoning permits issued	1,867	1,921	2,100	2,000
5. Construction value (\$ millions)	59.8	88.2	47.0	35.0
6. Process licenses within 30 wkdays	100%	100%	100%	100%
7. Issue Rooming House licenses by 6/30	85%	100%	100%	100%
8. Number of food service establishments inspected 2 times/year	50%	75%	80%	95%
9. Inspect for State Hlth. Bus. Licenses w/in 10 wkdays	100%	100%	100%	100%
10. Total Hlth/Hsg/Ent permits & licenses issued	849	821	805	810
11. Health complaints received/resolved/work in progress	**	212/212/0	244/242/2	250/245/5
12. Est. Zoning inquiries including complaints*	1,650	1,127	1,200	1,300
13. Housing complaints received/resolved/work in progress	317/287/30	320/316/4	322/224/18	325/225/20

* This includes complaints which require no enforcement action.

** Enhanced tracker functionality to collect this data was not available until FY2011.

2013 GOALS

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.)
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.
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 cause us to do so.
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.

BUILDING & CODE SERVICES PROGRAM HIGHLIGHTS

2012 GOALS STATUS

1. Review the 2012 International Building Codes for potential adoption in the summer of 2012.
9-Month Status: This goal is on hold until FY 2013. The New Hampshire Legislature is currently reviewing a number of proposed bills which will determine which direction the State will take in the future adoption of building code. The final resolution of House Bill 137 will have a significant impact on that direction.
2. Evaluate the need for using the demerit system in the inspection of food service establishments. The 2009 FDA Food Code no longer includes the demerit system as part of the code. This code has recently been adopted by the State of New Hampshire and it is the Division's desire to amend our ordinance to be consistent.
9-Month Status: The 2009 FDA Food Code has been evaluated and a report to Council will be provided in May.
3. Re-publish the Zoning Code with revisions for distribution to the public.
9-Month Status: The Zoning Ordinance has been re-published and is available online.
4. Develop a voluntary third party plan review system. This system would be used as an option when a permit application has been received and because of the large size of the project a third party would be engaged by the developer and be used to help expedite the review of the plans for code compliance. Costs for the review would be the responsibility of the developer.
9-Month Status: A draft of a voluntary third party plan review system is approximately 75% complete and should be complete by the end of FY 2012.

BUDGET DETAIL**BUILDING & CODE SERVICES**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGETED	2012 ESTIMATED	2013 FISCAL BUDGET
REVENUE						
APPLICATIONS & APPEALS	\$15,980	\$20,214	\$18,599	\$18,000	\$18,000	\$18,000
BUILDING PERMITS	\$613,617	\$482,989	\$868,311	\$835,000	\$852,500	\$771,000
SALE OF ORDINANCES	\$263	\$313	\$260	\$300	\$300	\$300
AMUSEMENT/ENTERTAIN LIC	\$17,535	\$18,195	\$16,063	\$16,569	\$16,270	\$16,270
FOOD SERVICE LICENSES	\$83,261	\$88,643	\$92,946	\$85,200	\$86,000	\$91,000
ROOMING HOUSE LICENSES	\$4,174	\$3,609	\$4,495	\$3,800	\$4,200	\$4,200
TAXI LICENSES	\$2,863	\$3,465	\$3,071	\$3,200	\$3,000	\$3,000
OTHER HEALTH LICENSES	\$4,687	\$5,407	\$4,935	\$5,150	\$4,850	\$4,850
MISC LICENSES & PERMITS	\$1,103	\$1,073	\$7,901	\$7,300	\$9,200	\$9,700
Total	\$743,482	\$623,908	\$1,016,580	\$974,519	\$994,320	\$918,320
APPROPRIATIONS						
COMPENSATION	\$551,038	\$576,760	\$569,486	\$605,587	\$581,360	\$607,690
OUTSIDE SERVICES	\$42,172	\$40,480	\$36,812	\$51,890	\$43,499	\$53,044
SUPPLIES	\$7,117	\$6,412	\$6,892	\$8,015	\$8,245	\$8,050
INSURANCES	\$15,836	\$21,495	\$18,864	\$19,632	\$20,580	\$21,770
FRINGE BENEFITS	\$201,666	\$186,036	\$196,235	\$198,910	\$192,500	\$198,900
HAZARDOUS BUILDING DEMOLITION	\$115	\$0	\$0	\$1,000	\$0	\$0
Total	\$817,943	\$831,184	\$828,289	\$885,034	\$846,184	\$889,454

BUILDING & CODE SERVICES**BUDGET DETAIL**

<u>POSITION TITLE</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</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	1.00	*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	10.30	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.

BUILDING & CODE SERVICES

NOTES
