

## **PROGRAM HIGHLIGHTS      BUILDING & CODE SERVICES**

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<u>SERVICE INDICATORS</u>	Actual <u>2012</u>	Actual <u>2013</u>	Estimated <u>2014</u>	Projected <u>2015</u>
1. Total Building & Zoning permits issued	1,951	1,883	1,950	1,975
2. Construction value (\$ millions)	34.7	58.7	45.8	46.0
3. Construction inspections – building, elec., mech., and pl.	2,751	2,802	2,875	2,900
4. Number of food service establishments inspected yearly**	346	270	300	310
5. Total Hlth/Hsg/Ent permits & licenses issued	875	902	920	925
6. Est. Zoning inquiries including complaints*	1,150	1,100	963	1,050
7. Housing complaints received/resolved/work in progress	325/321/4	395/385/10	384/364/20	390/385/5

\* This includes complaints which require no enforcement action.

\*\* Does not include follow-ups, re-inspections, complaints, and food borne illness investigations.

### 2015 GOALS

1. The Division received approval to purchase field devices and will record the benefits of these purchases.
2. The State of New Hampshire is expected to move to adopt the 2015 edition of the International Code Council Codes. The Division will make amendments as needed to local ordinances to work in harmony with State Building Codes.
3. Continue to improve the process of reviewing and approving licenses. The Division will review its procedures related to restaurant inspections for areas of improvement and will review and amend the food code once the Food and Drug Administration adopts the 2009 Food Code.
4. The Division will propose amendments to the Zoning Ordinance in areas that may need clarification or in conjunction with amendments proposed by the Planning Division.

### 2014 GOALS STATUS

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.  
9-Month Status: The Division received funding for the purchase of field devices and the IT Department loaned the Division an I-Pad to use on a temporary basis. It was suggested that we test a field device designed by the Microsoft Company prior to making a final decision on the purchase of a tablet. Code Administration has interviewed six different software companies during the year in order to determine what would be gained if we were to replace our current permitting software and what types of field devices each software program could support. The result of these discussions was that new software would support whatever type of tablet is selected, therefore, new tablets have been ordered.
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.  
9-Month Status: An ordinance change regarding updating the Food Code has been drafted and is expected to be reviewed by the City Council by the end of the fiscal year.

## **BUILDING & CODE SERVICES      PROGRAM HIGHLIGHTS**

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3. Propose amendments to the Zoning Ordinance in areas that may need clarification or in conjunction with amendments proposed by the Planning Division.  
9-Month Status: The Division received a request to modify the zoning ordinance to reduce the required set back from 20' to 4' for proposed carports. Planning and Zoning have been working on a potential ordinance change and will submit a report to the Planning Board in the 4th quarter, pending review of the City Planner. The Division also reviewed other potential zoning amendments which are currently in various stages of review.
  
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.  
9-Month Status: This goal is in the initial stages at this time and no new complaints of insect infestation have been reported in the last few months. This goal is currently on hold.

**BUDGET DETAIL****BUILDING & CODE SERVICES**

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGETED	2014 ESTIMATED	2015 BUDGET
<b>REVENUE</b>						
APPLICATIONS & APPEALS	\$18,599	\$17,731	\$26,846	\$18,000	\$16,380	\$18,000
BUILDING PERMITS	\$868,311	\$838,083	\$639,142	\$643,000	\$787,356	\$777,500
SALE OF ORDINANCES	\$260	\$240	\$437	\$350	\$177	\$300
AMUSEMENT/ENTERTAIN LIC	\$16,063	\$16,552	\$17,122	\$16,420	\$15,920	\$15,420
FOOD SERVICE LICENSES	\$92,946	\$96,953	\$101,968	\$95,000	\$98,050	\$98,500
ROOMING HOUSE LICENSES	\$4,495	\$4,661	\$4,222	\$4,600	\$4,200	\$4,200
TAXI LICENSES	\$3,071	\$3,309	\$4,202	\$4,263	\$4,930	\$7,490
OTHER HEALTH LICENSES	\$4,935	\$5,432	\$5,090	\$5,282	\$5,130	\$5,131
MISC LICENSES & PERMITS	\$7,901	\$8,397	\$3,255	\$5,800	\$3,300	\$3,300
<b>Total</b>	<b>\$1,016,580</b>	<b>\$991,358</b>	<b>\$802,285</b>	<b>\$792,715</b>	<b>\$935,443</b>	<b>\$929,841</b>
<b>APPROPRIATIONS</b>						
COMPENSATION	\$569,486	\$587,791	\$610,154	\$622,380	\$625,460	\$642,767
OUTSIDE SERVICES	\$36,812	\$40,657	\$42,921	\$51,327	\$44,548	\$50,744
SUPPLIES	\$6,892	\$7,727	\$7,428	\$7,207	\$7,908	\$7,337
INSURANCES	\$18,864	\$17,779	\$19,193	\$16,010	\$20,810	\$20,243
FRINGE BENEFITS	\$196,235	\$191,693	\$191,831	\$203,550	\$205,050	\$209,014
<b>Total</b>	<b>\$828,289</b>	<b>\$845,647</b>	<b>\$871,528</b>	<b>\$900,474</b>	<b>\$903,776</b>	<b>\$930,105</b>

**BUILDING & CODE SERVICES****BUDGET DETAIL**

<u>POSITION TITLE</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Code Administrator	1.00	1.00	1.00	1.000
Chief Building Inspector	1.00	1.00	1.00	1.000
Zoning Administrator	1.00	1.00	1.00	1.000
Electrical Inspector	1.00	1.00	1.00	1.000
Plumbing & Mechanical Inspector	1.00	1.00	1.00	1.000
Code Inspector	0.40	0.40	0.40	0.500
Administrative Assistant	1.00	1.00	1.00	1.000
Health & Licensing Officer	0.75	0.75	0.75	0.700
Health Services Inspector	0.75	0.75	0.75	0.700
Licensing Coordinator	0.40	0.40	0.40	0.475
Housing Inspector	1.00	1.00	1.00	1.000
Administrative Specialist I	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.700</u>
Total	10.05	10.05	10.05	10.075

**FUNDING IMPACT**

**BUILDING & CODE SERVICES**

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This budget contains no significant funding changes.

**BUILDING & CODE SERVICES**

**NOTES**

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