

COMMUNITY DEVELOPMENT: BUILDING DIVISION 2310

SUMMARY INFORMATION

DEPARTMENT MANAGER:

Steve Crandell, Director Of Community Development
James Smith, Chief Building Inspector

LINKAGE TO STRATEGIC PLAN GOAL AREAS:

Goal 3 – Customer Focused Organization

Goal 6 – Vibrant Neighborhood and Business Areas

PROGRAM DESCRIPTION:

The Building Inspection Division provides inspections for new and existing buildings to protect the health, safety and welfare of the public. The department assures that the minimum standards are met with the design, construction, structural strength, quality of materials, adequate egress facilities, sanitary facilities, natural lighting and ventilation, energy conservation, proper electrical installations and fire safety for all public buildings and places of employment, as well as one and two family dwellings.

The department is also responsible for zoning administration and enforcement. Zoning regulations are enacted for the purpose of promoting public health, safety, morals, comfort and general welfare to conserve and protect property and property values, to secure the most appropriate use of land, and to facilitate adequate and economical provisions for public improvements, all in accordance with a comprehensive plan for the desirable future development of the City.

Special inspections for licensing and an enforcement agency for the City of Waukesha Municipal Code are also provided.

The City's strategic plan is to strengthen the division's accountability and set a strategic direction/priority to allocate the divisions resources to meet the goals/outcome measure of said plan. The Building Divisions services and activities are linked to:

Goal 3.0 – Customer Focused Organization – Provide prompt and responsive service with a caring attitude, and Outcome Measures M-1 – Number of complaints and compliments.

Goal 6.0 – Vibrant Neighborhoods and Business Areas and Outcome Measures M-1 – number of building permits issued to existing properties.

SERVICES:

- ✚ Enforce all applicable codes and ordinances on a fair, reasonable, and uniform basis throughout the City
- ✚ Coordinate all inspection activities with other City agencies, particularly the City Fire Department and the City Department of Public Works, and other state and local governments
- ✚ Process all permit requests efficiently and effectively
- ✚ Provide assistance to contractors and homeowners in interpretation of building codes and zoning ordinances

ACTIVITY MEASURES:

ACTIVITY	2008	2009	2010	2011	2012 *
Building Permits	899	751	757	345	406
Electric Permits	1,534	1,281	1555	628	644
Plumbing Permits	1,023	807	820	459	504
Heating Permits	882	717	845	382	391
Temporary Sign Permits	71	49	125	15	18
Heating Licenses	205	146	151	94	56
Electric Licenses	277	292	250	187	169
Code Enforcement	739	599	479	238	207

* As of June 30, 2012

STRATEGIC PLAN INITIATIVES SUMMARY:

Goal 3.0 – Customer Focused Organization – establish city-wide customer service standards (led by Customer Service Team)

Goal 6: Vibrant Neighborhoods and Business Areas - M-1: Number of Building Permits Issued to Existing Properties. Existing property is defined as Residential, Commercial and Industrial

BUDGET SUMMARY:

Major Expense Category	2011 Actual	2012 Budget	2012 Y/E Est	2013 Adopted	% Change
Personal Services	\$607,590	\$712,219	\$714,219	\$703,096	-1.28%
Contractual Services	\$5,450	\$7,442	\$7,442	\$6,282	-15.59%
Supplies & Expenses	\$19,260	\$21,817	\$21,841	\$18,077	-17.14%
Total	\$632,300	\$741,478	\$743,502	\$727,455	-1.89%

Building Division Personnel

STAFFING:

Position	Full-Time Equivalent Employees		
	2011 Actual	2012 Actual	2013 Adopted
Chief Building Inspector	1.00	1.00	1.00
Carpentry/Masonry Insp	1.00	1.00	1.00
Plumbing/HVAC Insp	1.50	1.50	0.50
Electrical Inspector	1.00	1.00	1.00
Housing Inspector	1.00	1.00	2.00
Clerk Steno III	1.00	1.00	1.00
Clerk Typist IV	1.00	1.00	1.00
Clerk Typist II	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
Total	7.75	7.75	7.75

Budget Notes:

The Clerk Typist II position is part-time, working a total of 20 hours per week. One half of the salary and benefits is charged to Building Inspection and the other half to Planning (1720).