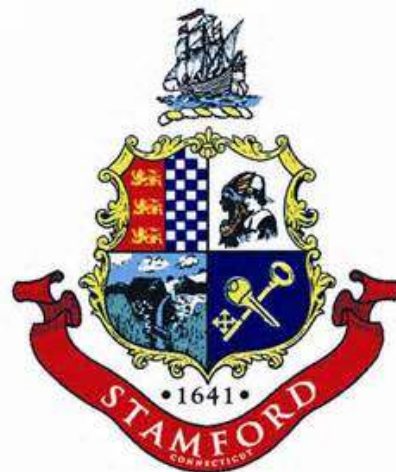


City of Stamford
BUILDING DEPARTMENT

FY 2022-23

Budget Presentation





Introduction

Mission: The Building Department's mission is to protect the health, safety and welfare of the Stamford Community by ensuring that construction, renovation, alteration, repair, move or demolition of buildings conform to applicable requirements of the State Building, Mechanical, Electrical, Plumbing and Demolition codes, regulations and ordinances.

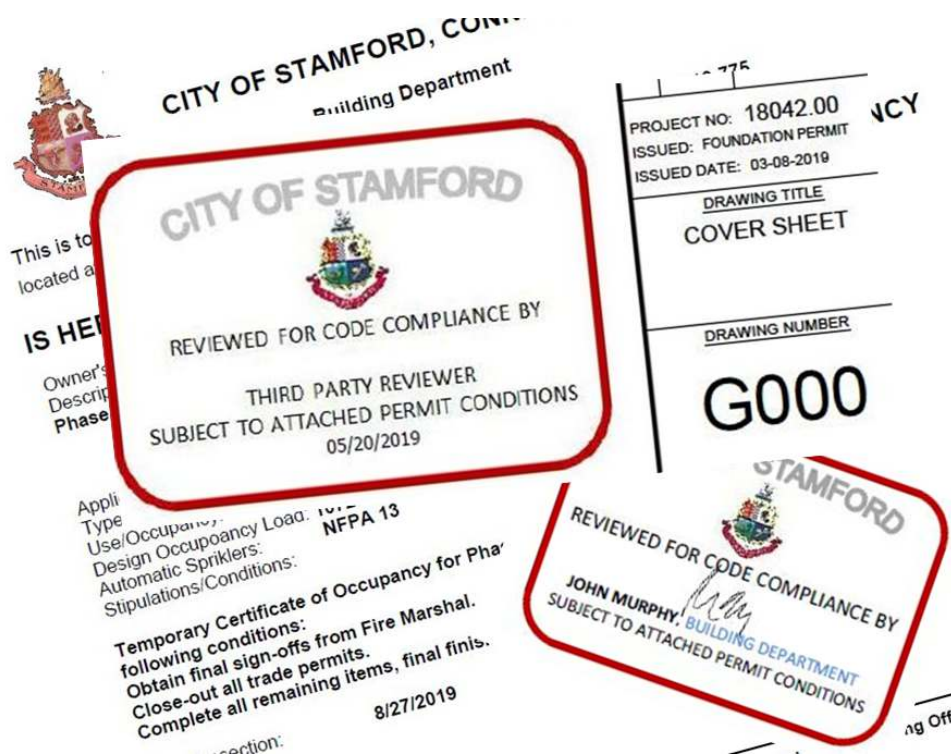
Programs	Services Provided	Approximate Volume
Critical & Mandated	Issuance of Building Permits Construction Phase Inspections and Close-out Building Code Enforcement / Complaint Investigations Incident Management. Records Retention and Management	180/week 260/week 10/week Varies 300/week
Other	Outreach – Industry Meetings, Web Page, FAQs Technical Support for City Projects	



Department Management

Key Program/Department Challenges

Issuance of Building Permits



The issuance of building permits involves plan reviews as well as administrative aspects related to application filing, interdepartmental reviews, collection of permit fees, meetings with applicants and issuance of permits.



Issuance of Building Permits - Continued

Recent Accomplishments

- Developed training videos for staff and customers on permit portal
- Conducted monthly interdepartmental coordination meetings
- Developed PDF mark-up protocol for digital plan reviews
- Conducted monthly focus groups with Building Department customers

Challenges that drive Program Costs and Impact Productivity

- Projects are growing in complexity and volume
- Training and professional development for new hires
- Oversight of third party reviewers and special inspection reports
- Records management and retrieval

This is what is coming - proposed changes for long term impact

- Use of data analytics to identify critical needs
- Proactive customer notifications and follow-up
- Facilities upgrade for customer service, plan review and records management
- Ongoing enhancements to the online permit portal

Budget Items related to this Program

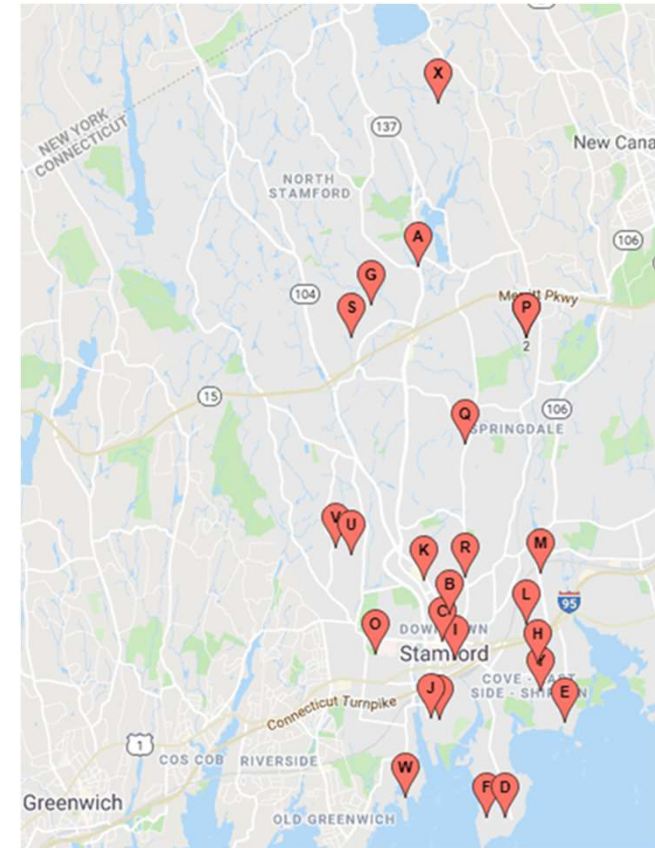
- No new requests



Department Management

Key Program/Department Challenges

Construction Phase Inspections and close-out



The construction phase involves field inspections to verify compliance with approved plans and applicable codes, regulations and ordinances. The final close-out results in the issuance of a Certificate of Occupancy or a Certificate of Approval.



Construction Phase Inspections and close-out - Continued

Recent Accomplishments

- Reclassification of inspectors to match their roles
- Initiated cross training of inspectors and rotating assignments
- Improved coordination between final inspection and close-out

Challenges that drive Program Costs and Impact Productivity

- Projects are growing in complexity requiring greater time for inspections
- Internal processes and controls
- Staff training and professional development for new hires
- Aging fleet cars

This is what is coming - proposed changes for long term impact

- Use of data analytics to identify critical needs
- Proactive notifications and follow-up
- Protocol for inspection routes and remote inspections

Budget Items related to this Program

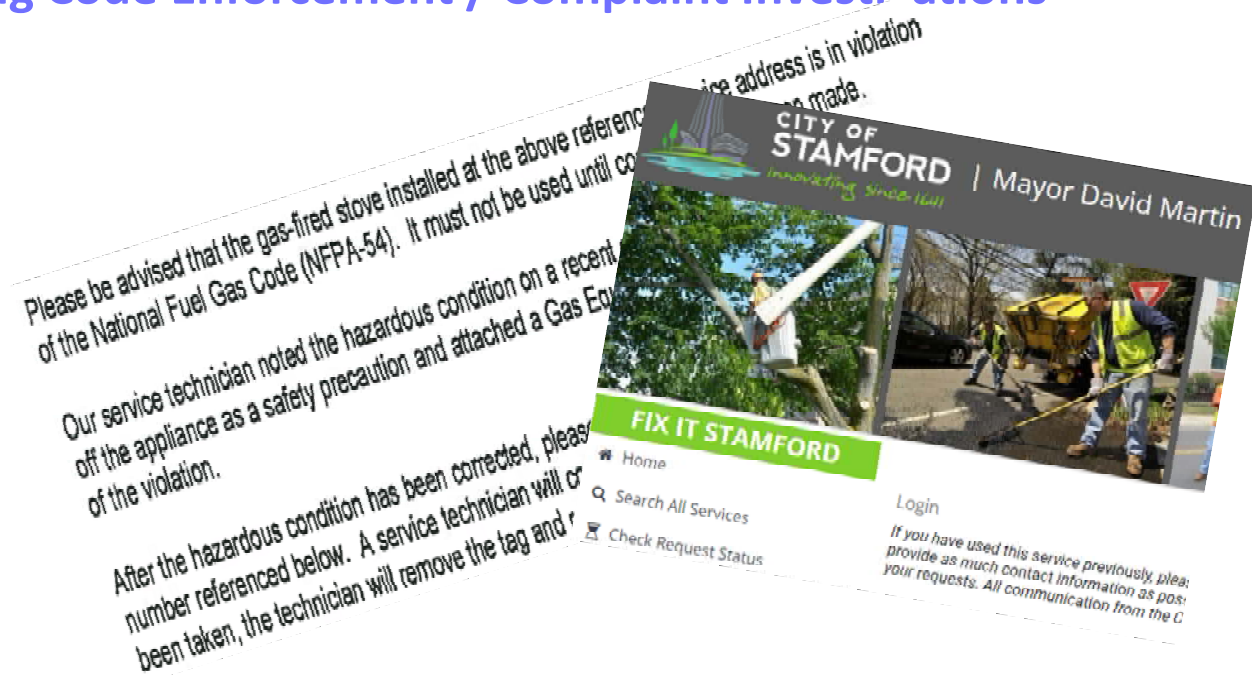
- No new requests



Department Management

Key Program/Department Challenges

Building Code Enforcement / Complaint Investigations



The building code enforcement function involves investigations related to work without permit, illegal conversions, etc., issuance of violation notices and assuring that violations are corrected in code compliant and safe manner.



Building Code Enforcement - Continued

Recent Accomplishments

Improved tracking of complaints from various sources – Fix-It Stamford, Eversource, customers, other departments

Improved data sharing and coordination

Developed template letters for complaint processing

Challenges that drive Program Costs and Impact Productivity

Inter-departmental coordination and violation management

Gaining access to properties with violating conditions

Legal process for bad actors/repeat offenders

This is what is coming - proposed changes for long term impact

Use of data analytics to identify critical needs

Improve tracking of complaints and follow-up

Protocol for optimizing inspection routes and remote inspections

Budget Items related to this Program

No new requests



Department Management

Key Program/Department Challenges

Incident Management



The incident management function involves emergency response to construction accidents and other emergencies related to building structures.



Incident Management - Continued

Recent Accomplishments

- Improved process for incident management
- High wind advisory and severe weather alerts
- Online process for tracking incidents and monitoring

Challenges that drive Program Costs and Impact Productivity

- Emergency preparedness and training
- Complexity and pace of construction
- Records management and retrieval

This is what is coming - proposed changes for long term impact

- Use of data analytics to identify critical needs
- Maintain database of high-risk construction sites
- Proposed ordinance for maintenance and monitoring of high risk structures

Budget Items related to this Program

- No new requests



Department Management

Key Program/Department Challenges

Records Retention and Management



The department is mandated by State statutes to retain and maintain permit records and construction documents. The records provide historical data to quickly assess code compliance and safety risks. Customers often request department records to support real estate transactions. Trade associations and census bureau request department records for gauging construction activity.



Records Retention and Management - Continued

Recent Accomplishments

- Developed record management plan consistent with state statutes
- Processing of research requests via emails and web
- Reduction of paper by relying on digital submission and approvals

Challenges that drive Program Costs and Impact Productivity

- Inadequate resources to catalog, store and retrieve data
- Multiple storage locations throughout the city
- Insufficient storage space for paper drawings and records

This is what is coming - proposed changes for long term impact

- Sort, scan, archive and discard records per state statute
- Increase reliance on digital storage and retrieval
- Grant funding for record management

Budget Items related to this Program

- No new requests



Department Management

Key Program/Department Challenges

Outreach – Industry Meetings, Web Page, FAQs



Outreach is essential to inform, educate and assist customers with an ultimate goal of making department processes and requirements transparent and user friendly.



Outreach – Industry Meetings, Web Page, FAQs - Continued

Recent Accomplishments

- Periodic industry meetings to receive feedback and discuss service needs
- Ongoing web site enhancements such as FAQs, and useful information
- Posting of training videos on online permit portal on department web site

Challenges that drive Program Costs and Impact Productivity

- Staff time and technology needs

This is what is coming - proposed changes for long term impact

- Ongoing enhancements to the permit portal
- Improved web site design and interface
- Use of data analytics to identify critical needs
- Automatic notifications regarding expiration of applications, permits and TCOs

Budget Items related to this Program

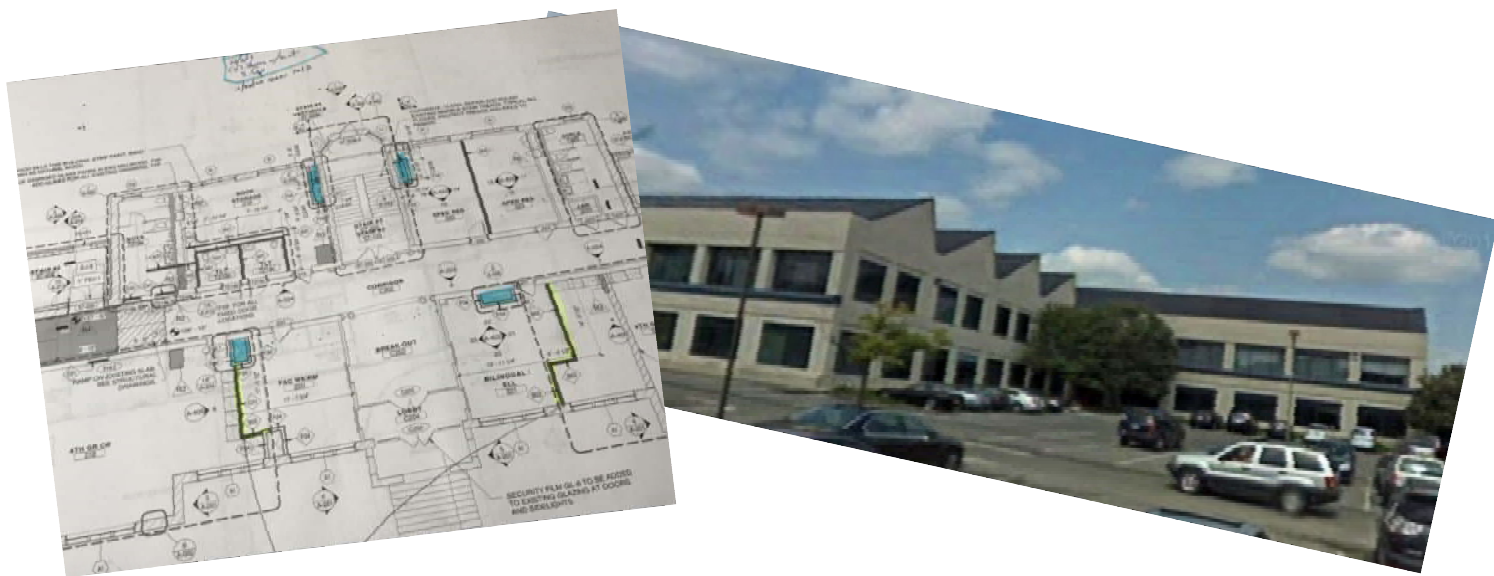
- No new requests



Department Management

Key Program/Department Challenges

Technical Support for City Projects



The Building department provides critical technical support for ongoing and upcoming city projects, such as government owned buildings, schools and infrastructure projects. A prime example is the relocation of Westover Magnet Elementary School at its new location in record time due to mold contamination.



Technical Support for City Projects - Continued

Recent Accomplishments

Technical Support for Covid-19 Testing and Vaccination Sites

Technical support for the relocation of Trailblazer's Academy at its new location

Technical support for development of alternate sites for at-risk program

Ongoing support for Rogers International School Extension at 200 Strawberry Hill Avenue

Annual permits for school projects throughout the city

Challenges that drive Program Costs and Impact Productivity

Staff time and technology needs

This is what is coming - proposed changes for long term impact

Ongoing process improvements

Online Interdepartmental coordination

Automatic notifications regarding expiration of applications, permits and TCOs

Budget Items related to this Program

No new requests



Summary

Demand for department's services is expected to grow.

Major Projects under construction:



The North



The South



Lynn Square, Level 11



The Commons



The Station



Polaris Tower 1



300 Park West Hall



40 & 55 Hanger Street



101 & 107 Washington Blvd



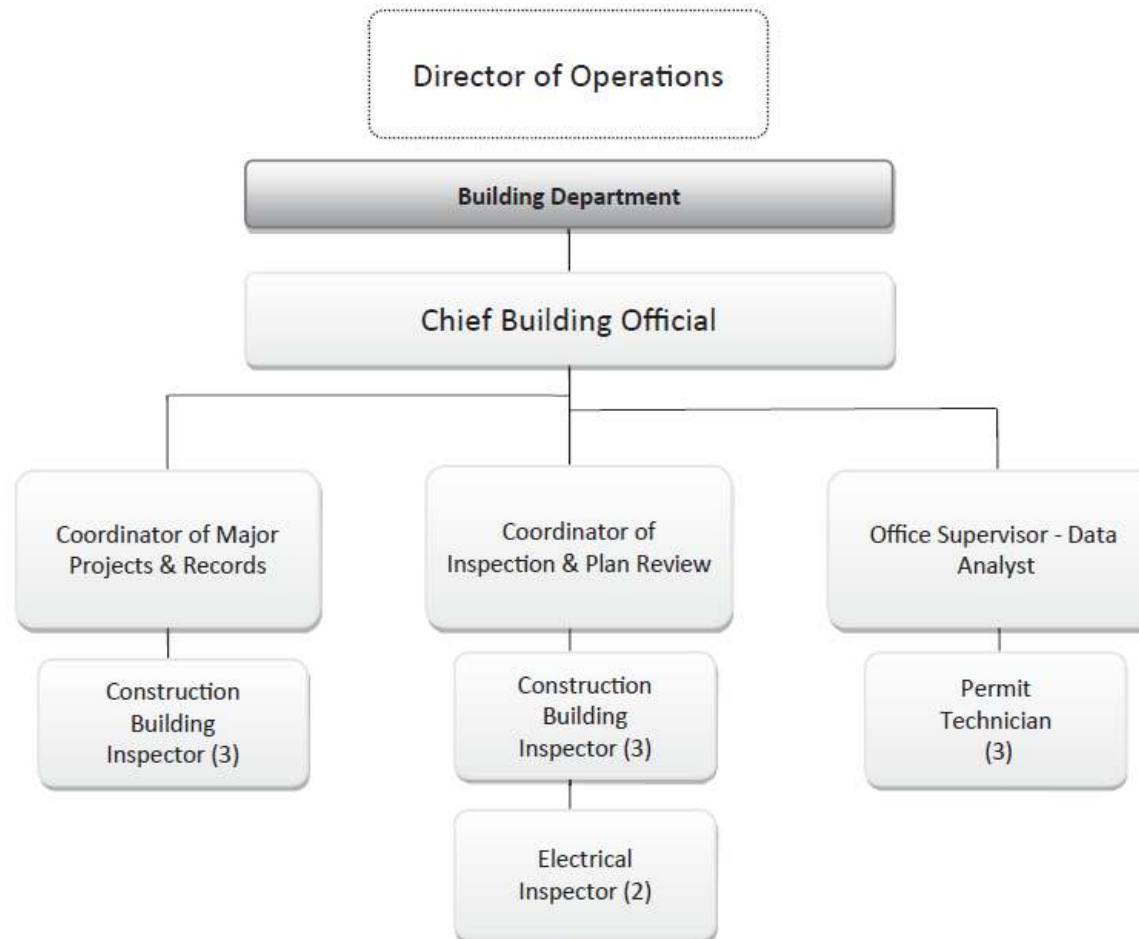
Building Department – FY22 Summary

Focus for next year

- Ongoing process improvements and internal controls to reduce costs and improve service delivery
- Leverage Viewpoint Cloud permit portal and Bluebeam for streamlining plan reviews
- Develop protocols for digital plan reviews with Bluebeam
- Improve customer outreach – Home Owner Nights
- Improve customer outreach – Monthly Industry Meetings
- Presentations, web interface, email blasts
- Reduce number of visits to the department by leveraging remote plan reviews
- and inspections
- Publish permit data and reports online
- Proposed ordinance for maintenance and monitoring of high risk structures



City of Stamford
Office of Operations
Building Department





Fiscal Year 2022/2023 - Program Full Time Salary Report

3/9/2022 - 10:40:46 AM

Fund: 0001 General Fund
Office: 002 Operations
Dept/Div: 0217 Building Department
Program: 2137 Building Department

Union	Job ID	Job Title	FY 21/22		FY 22/23		FY 22/23					Comments
			Pos Count	Adopted Budget	Pos Count	Department Request	Funded Pos Count	Mayor's Proposed	Pos Var	\$ Var Adopted	% Var Adopted	
MAA	DATA	Adm Asst/Data Analyst	1	75,994	0	0	0	0	-1	-75,994	-100.0%	chgd to Office Sup Data Analyst
MAA	C098A	Building Official	1	144,717	1	154,949	1	154,949	0	10,232	7.1%	comp wage incr 7.07%
UAW	C985	Construction Bldg Insp	6	506,903	6	558,095	6	558,095	0	51,192	10.1%	comp wage incr 5.09%+grade
MAA	C170	Coord Insp&Plan Review 35	1	98,868	1	115,133	1	115,133	0	16,265	16.5%	comp wage incr 7.07%+steps
MAA	CMPR	Coordinator of Major Projects an	1	92,587	1	119,559	1	119,559	0	26,972	29.1%	comp wage incr 7.07%+grade+steps
UAW	C239	Electrical Inspector	2	168,023	2	180,935	2	180,935	0	12,912	7.7%	comp wage incr 5.09%+step
MAA	OSDA	Office Supervisor - Data Analyst	0	0	1	95,910	1	95,910	1	95,910	100.0%	chgd frm Adm Asst Data Analyst
UAW	PTECH	Permit Technician	3	192,406	3	202,985	3	202,985	0	10,579	5.5%	comp wage incr 5.09%
Total			15	1,279,498	15	1,427,566	15	1,427,566	0	148,068	11.6%	



Fiscal Year 2022/2023 - Program Detail Report

3/9/2022 - 10:40:48 AM

Fund: 0001 General Fund
Office: 002 Operations
Dept/Div: 0217 Building Department
Program: 2137 Building Department

Program Description:

The Building Department serves four critical functions. Issuance of building permits, construction phase inspections, building code enforcement and incident management. The issuance of building permits involves plan reviews as well as administrative aspects related to application filing, interdepartmental reviews, collection of permit fees, meetings with applicants and issuance of permits. The construction phase involves field inspections to verify compliance with approved plans and applicable codes, regulations and ordinances. The building code enforcement function involves investigations related to work without permit, illegal conversions, etc., issuance of violation notices and assuring that violations are corrected in code compliant and safe manner. The incident management function involves emergency response to construction accidents and other emergencies related to building structures.

Ref #	Account Title	FY 19/20 Actual	FY 20/21 Actual	FY 21/22			FY 22/23			
				Adopted Budget	Revised Budget	Projected Exp & Enc	Department Request	Mayor's Proposed	\$ Var Adopted	% Var Adopted
01421371100	Salaries	1,070,339	1,095,677	1,279,498	1,343,267	1,333,823	1,427,566	1,427,566	148,068	11.6%
	Full Time Salary	1,070,339	1,095,677	1,279,498	1,343,267	1,333,823	1,427,566	1,427,566	148,068	11.6%
01421371203	Seasonal	13,100	11,345	23,436	23,436	23,436	23,436	23,436	0	0.0%
01421371902	Stand-By Time	3,100	3,632	3,650	3,820	3,820	3,650	3,650	0	0.0%
	Other Salary	16,200	14,978	27,086	27,256	27,256	27,086	27,086	0	0.0%
01421371301	Overtime	2,741	5,250	6,000	6,543	20,000	6,000	6,000	0	0.0%
	Overtime	2,741	5,250	6,000	6,543	20,000	6,000	6,000	0	0.0%
01421372200	Social Security	80,729	89,132	100,413	105,470	105,653	111,740	111,740	11,327	11.3%
	FICA	80,729	89,132	100,413	105,470	105,653	111,740	111,740	11,327	11.3%
01421375405	Postage	2,399	830	2,200	2,200	2,200	2,200	2,200	0	0.0%
	Purchased Other Services	2,399	830	2,200	2,200	2,200	2,200	2,200	0	0.0%
01421373601	Contracted Services	2,080	0	2,100	2,100	2,100	2,100	2,100	0	0.0%
01421374400	Equipment Rental	6,067	6,067	6,100	6,100	6,100	6,885	6,885	785	12.9%
01421374401	Facility Rental	900	2,184	2,621	2,621	2,621	2,621	2,621	0	0.0%
01421376605	Equipment Maintenance	0	0	400	400	400	400	400	0	0.0%
01421376610	Software Maintenance	103,705	2,715	5,250	5,250	5,250	5,250	5,250	0	0.0%
	Purchased Property Services	112,751	10,965	16,471	16,471	16,471	17,256	17,256	785	4.8%
01421373202	Conferences & Training	0	0	3,000	3,000	3,000	3,000	0	-3,000	-100.0%
	Professional Development	0	0	3,000	3,000	3,000	3,000	0	-3,000	-100.0%



Fiscal Year 2022/2023 - Program Detail Report

3/9/2022 - 10:40:49 AM

Fund: 0001 General Fund
Office: 002 Operations
Dept/Div: 0217 Building Department
Program: 2137 Building Department

Ref #	Account Title	FY 19/20 Actual	FY 20/21 Actual	FY 21/22			FY 22/23			
				Adopted Budget	Revised Budget	Projected Exp & Enc	Department Request	Mayor's Proposed	\$ Var Adopted	% Var Adopted
01421375101	Gasoline	103	120	250	250	700	800	800	550	220.0%
01421375301	Telephone	8,645	8,936	12,000	12,000	12,000	12,000	12,000	0	0.0%
Utilities & Commodities		8,748	9,056	12,250	12,250	12,700	12,800	12,800	550	4.5%
01421375500	Copying & Printing	13	377	1,000	1,000	1,000	1,000	1,000	0	0.0%
01421376100	Office Supplies & Expenses	7,975	7,162	11,500	11,500	11,500	11,500	11,500	0	0.0%
01421376601	Vehicle Maintenance	10	0	100	100	100	120	120	20	20.0%
01421376710	Non-Capital Computer Equip	0	7,500	0	0	0	0	0	0	0.0%
Supplies		7,998	15,039	12,600	12,600	12,600	12,620	12,620	20	0.2%
01421378100	Dues & Fees	2,565	2,998	3,210	3,210	3,210	3,210	3,210	0	0.0%
Other		2,565	2,998	3,210	3,210	3,210	3,210	3,210	0	0.0%
Total Expenditures		1,304,471	1,243,925	1,462,728	1,532,267	1,536,913	1,623,478	1,620,478	157,750	10.8%
Revenue										
Building Permits		10,395,460	9,337,009	6,000,000	6,000,000	7,000,000	6,500,000	6,500,000	500,000	8.3%
Total Revenue		10,395,460	9,337,009	6,000,000	6,000,000	7,000,000	6,500,000	6,500,000	500,000	8.3%



- Visit us online
- Call us at (203) 977-4164
- Send an email to:
BuildingDept@StamfordCT.gov

