



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 for streamlining reviews
- Train new and reclassified staff members for improved services
 - Coordinator of Major Projects and Records
 - Reclassification of inspectors
 - Reclassification of permit technicians
- Any increases above 3 %. (ex: software packages for \$225K). Why and the impact if you do not get this increase. (No.)
- Replacement of people who have quit, retired etc. The impact of not replacing them. (We are in the process of filling vacant positions.)
- Any upgrades of Position Descriptions (PD) in your dept. If so, what was the monetary impact for salaries (Ex: + \$6K). (Reclassification related step increases).
- Any Program expansion (adding people), please indicate what is the position, the monetary impact and the impact if not attained. (No.)

City of Stamford
BUILDING DEPARTMENT

FY 2021-22

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.

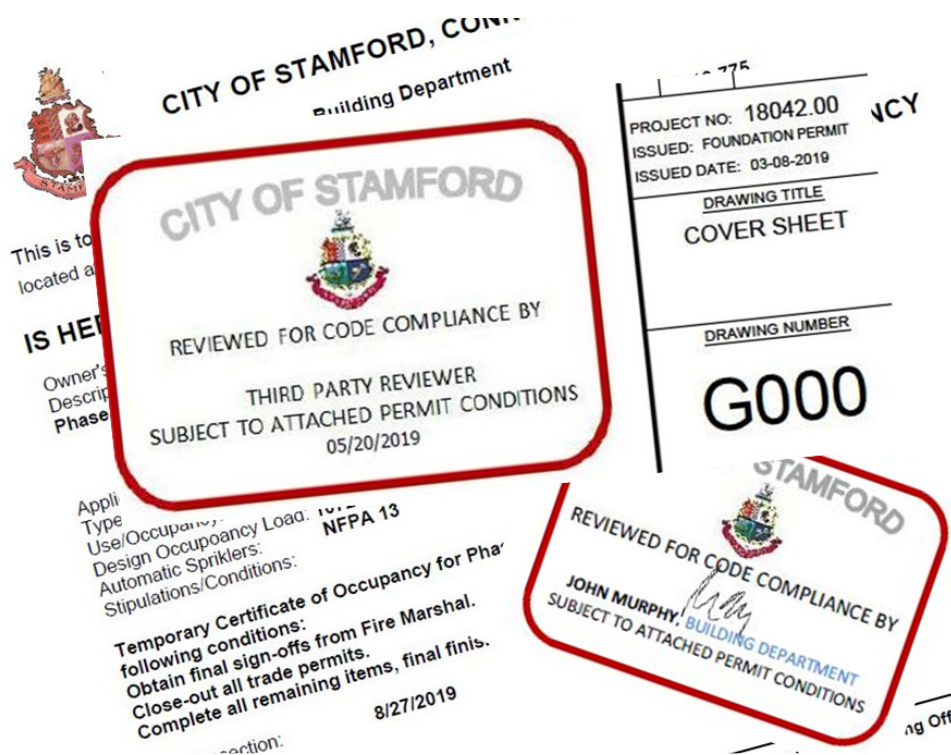
Programs	Services Provided	Approximate Volume
Critical & Mandated	Issuance of Building Permits Construction Phase Inspections and Close-out Building Code Enforcement / Complaint Investigations Incident Management. Records Retention and Management	115/week 330/week 10/week Varies 300/week
Other	Outreach – 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

- Launched Viewpoint Cloud and trained other departments
- Conducted monthly interdepartmental coordination meetings
- Established emergency protocol for digital plan review and inspections
- Continued operations through-out the pandemic

Challenges that drive Program Costs and Impact Productivity

- Projects are growing in complexity and volume
- Customer Service / Internal processes and controls
- 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
- Leveraging PDF mark-up software and GIS for plan review

Budget Items related to this Program

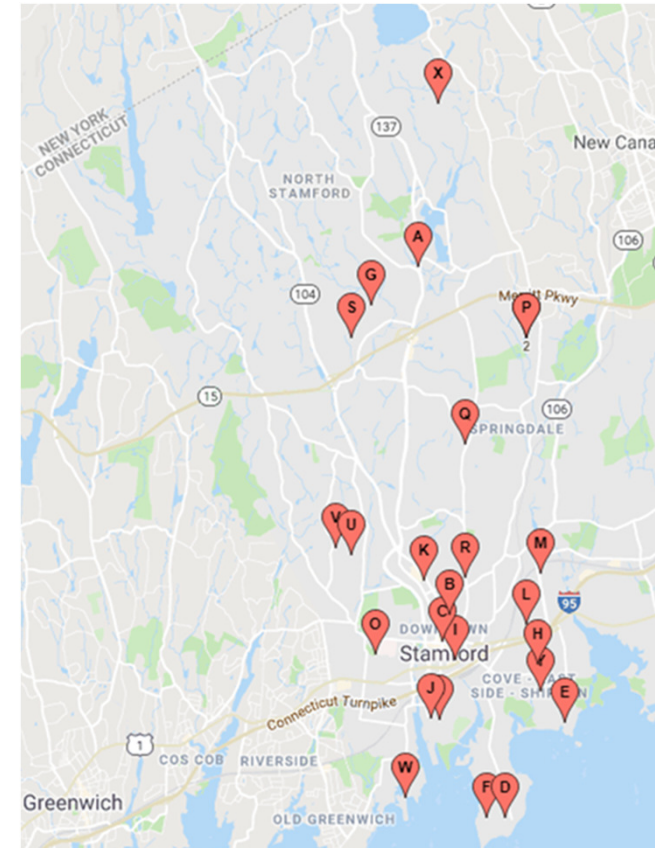
- No new requests



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

- Launched Viewpoint Cloud permit portal
- 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 related to changes to the State Building Code
- 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

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 Enforcement of Exterior Lighting Ordinance

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 and follow-up

High wind advisory and severe weather alerts

Launched of Viewpoint Cloud platform for permit review and processing

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

Online process for tracking incidents and follow-up

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 improvements

Ongoing web site enhancements such as FAQs, and useful information

Challenges that drive Program Costs and Impact Productivity

Staff time and technology needs

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

Periodic Industry Meetings and trainings

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

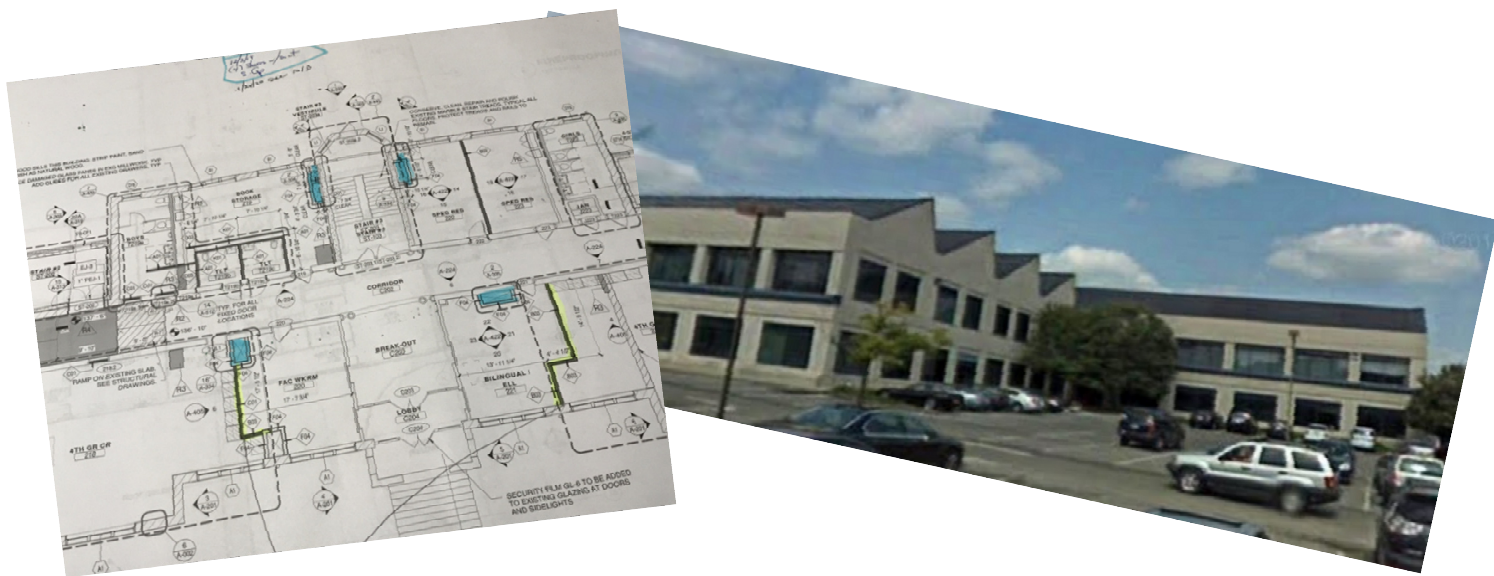
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Department Management

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 Smyth- 885 Washington Blvd
414 Units & 19,333 sf retail
Estimated Completion: 2020



URBY Stamford- 57 Greyrock Pl
648 Units & 5,100 sf retail
Estimated Completion: 2020



Stamford Media Village- 860 Canal St
130,000 sf office & production studio
Estimated Completion: 2020



Atlantic Station- 421 Atlantic St
650 Units & 40,000 sf retail
Phase 2 Completion: Spring 2021

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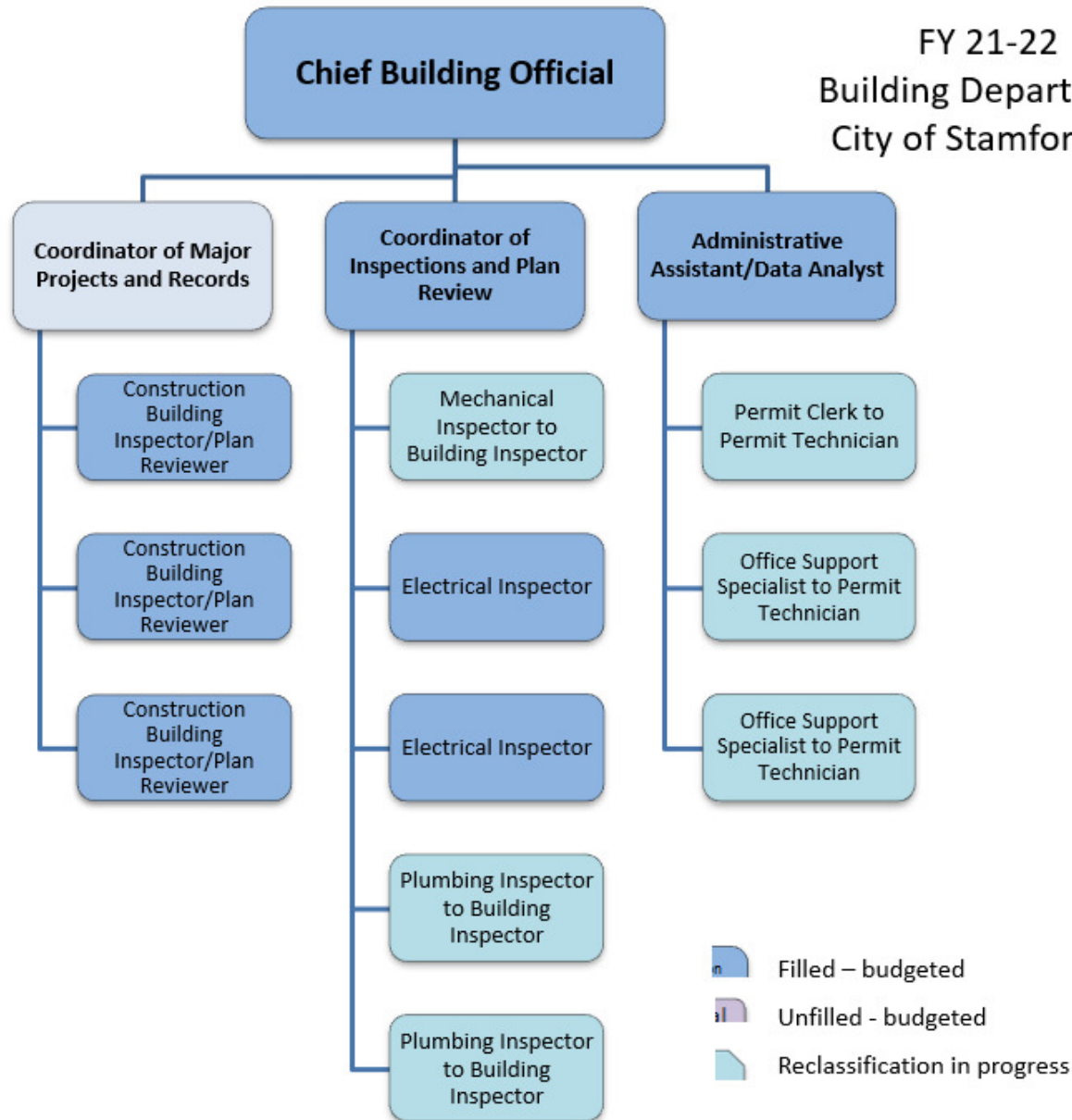
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FY 21-22
Building Department
City of Stamford CT



Fiscal Year 2021/2022 - Program Full Time Salary Report

3/7/2021 - 8:02:19 PM

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

Union	Job ID	Job Title	FY 20/21		FY 21/22		FY 21/22					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	71,071	1	75,994	1	75,994	0	4,923	6.9%	rate & step increase
MAA	C098A	Building Official	1	141,532	1	144,717	1	144,717	0	3,185	2.3%	
UAW	C985	Construction Bldg Insp	6	508,997	6	506,903	6	506,903	0	-2,094	-0.4%	rate increase
MAA	C170	Coord Insp&Plan Review 35	1	92,845	1	98,868	1	98,868	0	6,023	6.5%	rate & step increase
MAA	CMPR	Coordinator of Major Project	1	42,744	1	92,587	1	92,587	0	49,843	116.6%	Half year funded PY
UAW	C239	Electrical Inspector	2	159,266	2	168,023	2	168,023	0	8,757	5.5%	rate increase
UAW	PTECH	Permit Technician	3	186,001	3	192,406	3	192,406	0	6,405	3.4%	rate increase
Total			15	1,202,456	15	1,279,498	15	1,279,498	0	77,042	6.4%	

Fiscal Year 2021/2022 - Program Summary

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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.

Description	FY 18/19 Actual	FY 19/20 Actual	FY 20/21			FY 21/22				
			Adopted Budget	Revised Budget	Projected Exp & Enc	Department Request	Mayor's Proposed	% of Total	\$ Var Adopted	% Var Adopted
Expenditures										
Full Time Salary	898,722	1,070,339	1,202,456	1,208,364	1,173,663	1,279,498	1,279,498	87.47%	77,042	6.4%
Other Salary	61,808	16,200	33,236	33,236	33,236	73,506	27,086	1.85%	-6,150	-18.5%
Overtime	7,491	2,741	6,000	6,000	6,000	6,000	6,000	0.41%	0	0.0%
FICA	79,833	80,729	95,014	95,464	92,787	103,964	100,413	6.86%	5,399	5.7%
Employee Benefits	302,185	0	0	0	0	0	0	0.00%	0	0.0%
Retirement Benefits	137,348	0	0	0	0	0	0	0.00%	0	0.0%
Payments to Insurance Fund	19,932	0	0	0	0	0	0	0.00%	0	0.0%
Purchased Other Services	1,467	2,399	2,200	2,200	2,200	2,200	2,200	0.15%	0	0.0%
Purchased Property Services	46,696	112,751	17,371	17,371	17,371	17,371	16,471	1.13%	-900	-5.2%
Professional Development	0	0	3,000	3,000	3,000	3,000	3,000	0.21%	0	0.0%
Utilities & Commodities	11,335	8,748	12,250	12,250	12,250	12,250	12,250	0.84%	0	0.0%
Supplies	13,194	7,998	13,500	13,500	13,500	13,500	12,600	0.86%	-900	-6.7%
Other	2,498	2,565	3,210	3,210	3,210	3,210	3,210	0.22%	0	0.0%
Total Expenditures	1,582,508	1,304,471	1,388,237	1,394,595	1,357,217	1,514,499	1,462,728	100.00%	74,491	5.4%
Revenue										
Building Permits	14,177,108	10,395,460	3,600,000	3,600,000	6,000,000	6,000,000	6,000,000	100.00%	2,400,000	66.7%
Total Revenue	14,177,108	10,395,460	3,600,000	3,600,000	6,000,000	6,000,000	6,000,000	100.00%	0	66.7%