



# Building/Zoning Department 2010-2011 Proposed Budget



# The Building/Zoning Director is responsible for Three Funds

City Hall and Grounds

Zoning/Ordinance Enforcement

Building Safety

# City Hall and Grounds

- General Fund
  - Department Responsibilities
    - Facility Management
    - Maintenance and Custodial services for City Hall
    - Police Station Supplies
  - Personnel
    - Building Official (.25)
    - Custodian(1.0)
    - Clerical Assistant (.10)

# City Hall and Grounds History

- The department had 3 Custodians in 2003 that maintained the City Hall and Monroe Police Station.
- The current staff consists of 1 Custodian at City Hall
- To supplement for the decrease in staff.
  - The Building Inspectors perform maintenance and minor janitorial duties.
  - The Public Services Department maintains restrooms when the Custodian is off for an extended period of time.
  - The Police Department has a Cadet clean the Police Station.

# Zoning/Ordinance Enforcement

## General Fund

### –Department Responsibilities:

- Blight Enforcement
- Sign Code Enforcement
- Zoning Code Enforcement
- Zoning Compliance Inspections

### –Boards, Commissions and Committees

- Administrative Site Plan Review
- Zoning Board Appeals

# Enforcement Personnel

- Development Director (.125)
- Building Official (.15)
- Departmental Aide (.25)
- Building/Zoning Inspectors (.50)(.25)
- Clerical Assistant (.60)(.10)

(Proposed)

# Building Safety Fund

The Building Safety fund is created by the generation of fees from the enforcement of the Michigan Building Codes.

- Department Responsibilities :
  - Review Proposed Building Plans
  - Inspection Services
  - Dangerous Buildings
  - Flood Zones
  - Rental Housing Administration and Inspection

# Building Safety Personnel

- Development Director (.125)
- Building/Zoning Director (.60)
- Building/Zoning Inspector (.50)(.75)
- Electrical Inspector(1.0)
- Plumbing/Mechanical Inspector(1.0)
- Clerical Assistant (.80)

(Proposed)

# Code Enforcement Revenue History

## Total Revenues

<u>Year</u>	<u>Amount</u>	
01-02	\$801,109.21	
02-03	\$477,341.62	
03-04	\$407,228.06	
04-05	\$407,588.51	<u>Rental Housing</u>
05-06	\$459,893.06	\$12,125.00
06-07	\$388,897.39	\$61,112.50
07-08	\$601,113.30	\$58,540.00
08-09	\$442,429.15	\$55,850.00

# Special Revenue

Water Fund-\$20,000.

- Inspectors will spend (400 Hours) 10 weeks inspecting water projects.

CDBG-\$50,000 for the Enforcement of Blight and Neighborhood revitalization.

- Inspectors are required to spend a minimum of 20 hours a week on code enforcement.

# Summary

Since 2004 the Department has undergone significant workload and personnel adjustments.

Staffing levels have dropped from 7 Inspectors and 2 Secretaries to the present budgeted level of 3 Inspectors and 1.5 Secretaries.

During the same period of time the Rental Housing Program and Mail were added as additional responsibilities.

# Proposed Changes and Impacts

## Add a Community Development Director.

- Increased costs to the Building Safety Fund.
- Increased cost to the General Fund.
- Reduction in Code enforcement and lost revenue due to additional budget proposal to assign 400 hours of Inspectors time for water project inspection services.

## Eliminate Secretary/Clerical Assistant

- Savings to the General Fund.
- Increased workload for remaining Secretary.