

Department of Building & Zoning Services

Department Description

The Department of Building & Zoning Services supports the safety and quality of life for the residents and visitors of the City of Columbus through the implementation of the Columbus Building and Zoning Codes.

Department Mission

To ensure safe, quality development in the City of Columbus.

Strategic Priorities for 2011

From the Columbus Covenant:

Customer Service

- Provide quality service and efficiency in plan submission through the continuation of the preliminary plan review process in collaboration with all departments.
- Continue to update, educate and communicate new policies/procedures that may improve the building process in our community.
- Maintain an ongoing communication among departments in meeting Memorandum of Understanding (MOU) compliance.
- Continue cross-training staff on all aspects of the development process to meet MOU compliance.
- Continue to manage necessary zoning code revisions such as definitions, residential standards, permitted uses, deletion of antiquated terms and initiate necessary revisions to the Graphics Code.
- Maintain an up-to-date website and continue to introduce effective information to the public.
- Continue necessary upgrades to the existing Accela Automation software system to enhance processing time for permit application; to provide user friendly on-line permit tracking and offer online permitting to the public.
- Continue to reduce the wait at the intake counter through staffing processes and procedures.
- Continue partnering with the industry in promoting safe, quality and responsive services to consultants, contractors and citizens of Columbus.

Safety

- Continue to enforce the Columbus Building and Zoning Codes throughout the permitting and inspection process.
- Continue to provide all necessary safety resources and training to staff.

Education

- Continue outreach training on an annual basis to the industry/development community to help lessen the plan review time and ease the development process.
- Provide adequate job and/or trade related training to staff and continue to promote certification training/seminars.

Peak Performance

- Implement strategic opportunities as addressed in a timely manner.
- Implement performance management by refining and tracking applicable information on performance measures which will significantly improve data linked to the budget.
- Refine and promote a relevant employee performance evaluation technique that will support high-performing employees.

2011 Budget Notes

- During 2010, the fund was moved from the Development Department to the newly created Department of Building & Zoning.
- The development services fund provides funding for 130 full-time and five part-time positions in 2011.

Budget and Program Summary

DEPARTMENT FINANCIAL SUMMARY					
DIVISION SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Administration	\$ 583,799	\$ 502,209	\$ 659,715	\$ 114,544	\$ -
Building & Zoning Services	15,340,331	12,915,995	13,950,622	10,458,228	15,481,969
TOTAL	\$ 15,924,130	\$ 13,418,204	\$ 14,610,337	\$ 10,572,772	\$ 15,481,969

DIVISION SUMMARY BY CHARACTER

**ADMINISTRATION
DEVELOPMENT
SERVICES FUND
EXPENDITURES
SUMMARY**

	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Personnel	\$ 583,799	\$ 502,209	\$ 659,715	\$ 114,544	\$ -
TOTAL	\$ 583,799	\$ 502,209	\$ 659,715	\$ 114,544	\$ -

**BUILDING & ZONING
SERVICES
DEVELOPMENT
SERVICES FUND
EXPENDITURES
SUMMARY**

	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Personnel	\$ 12,448,840	\$ 10,656,796	\$ 10,862,069	\$ 7,947,082	\$ 12,371,395
Materials & Supplies	52,874	40,342	55,503	53,509	67,253
Services	2,635,701	2,178,913	2,750,900	2,224,512	2,791,921
Other Disbursements	67,436	39,944	148,150	33,401	48,150
Capital	135,480	-	134,000	199,725	203,250
TOTAL	\$ 15,340,331	\$ 12,915,995	\$ 13,950,622	\$ 10,458,228	\$ 15,481,969

DEPARTMENT SUMMARY BY FUND

FUND SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Development Services Fund	15,924,130	13,418,204	14,610,337	10,572,772	15,481,969
TOTAL	\$ 15,924,130	\$ 13,418,204	\$ 14,610,337	\$ 10,572,772	\$ 15,481,969

DEPARTMENT PERSONNEL SUMMARY

DIVISION	FT/PT*	2008 Actual	2009 Actual	2010 Budgeted	2011 Budgeted
Administration					
Development Services Fund	FT	4	4	6	0
	PT	0	0	1	0
Building & Zoning Services					
Development Services Fund	FT	140	113	123	130
	PT	0	3	5	5
TOTAL		144	120	135	135

*FT=Full-Time PT=Part-Time

2011 Operating Budget
Department of Development

Program	Mission	Financial History by Program				Personnel by Program			
		2008 Budget	2009 Budget	2010 Budget	2011 Proposed	2008 FTEs	2009 FTEs	2010 FTEs	2011 FTEs
Development Services Fund Administrative Offices	Oversees the fiscal and HR activities for the fund.	\$ 653,862	\$ 521,717	\$ 659,715	\$ 329,382	5	5	6	3
Permit Issuance	To issue building and mechanical permits in a timely and accurate manner.	\$ 254,256	\$ -	\$ -	\$ -	4	0	0	0
Building Services Division Administration	To ensure all sections of the Building Services Division operate at maximum capacity to ensure prompt delivery of services to the citizens of Columbus.	\$ 2,825,384	\$ 2,267,064	\$ 2,169,154	\$ 2,587,577	2	1	4	5
Building Services Division Support	Provides various support functions for the division including clerical support to boards, telephone coverage, maintenance of databases, web page, zoning maps and records center, staffs the customer service center, and drafts new and revised code.	\$ 1,122,729	\$ 895,113	\$ 915,157	\$ 1,120,164	12	11	10	10
Cashier	To collect and process revenues and maintain daily accounting of all monies received by the Building Services Division.	\$ 374,168	\$ -	\$ -	\$ -	2	0	0	0
Platting	To ensure all applications for platting are processed quickly and efficiently while complying with all the conditions of the Columbus	\$ 73,143	\$ -	\$ -	\$ -	0	0	0	0

2011 Operating Budget
Department of Development

Program	Mission	Financial History by Program				Personnel by Program			
		2008 Budget	2009 Budget	2010 Budget	2011 Proposed	2008 FTEs	2009 FTEs	2010 FTEs	2011 FTEs
	City Codes and any legislated land use restrictions.								
Construction Administration	Oversees the operations of the plan examiners and the inspection section, coordinates activities, information and training of the sections to ensure compliance with city and state codes and the time table set forth in the MOU with the building industry.	\$ 707,617	\$ 666,318	\$ 803,853	\$ 476,002	6	5	6	4
Licensing and Registration	Review and process all applications for licenses and/or registration, issue licenses and maintain accurate records of all contractors who are licensed or registered by the division.	\$ 632,292	\$ 597,953	\$ 540,820	\$ 476,530	7	7	7	6
Refrigeration/HVAC Inspection	To ensure the health and safety of the citizens of Columbus by inspecting refrigeration, heating, ventilation and air conditioning installations to ensure they meet basic building codes and to deliver next day service.	\$ 1,655,133	\$ 1,460,035	\$ 1,244,670	\$ 1,351,742	16	15	12	13
Plumbing Inspection	To ensure the health and safety of the citizens of Columbus by inspecting plumbing installations to ensure they meet basic building codes and to deliver next day	\$ 1,299,292	\$ 840,402	\$ 852,362	\$ 1,030,461	12	7	8	9

Building and Zoning

2011 Operating Budget
Department of Development

Financial History by Program

Personnel by Program

Program	Mission service.	Financial History by Program				Personnel by Program			
		2008 Budget	2009 Budget	2010 Budget	2011 Proposed	2008 FTEs	2009 FTEs	2010 FTEs	2011 FTEs
Electrical Inspections	To ensure the health and safety of the citizens of Columbus by inspecting electrical installations to ensure they meet basic building codes and to deliver next day service.	\$ 1,771,377	\$ 1,345,236	\$ 1,193,202	\$ 1,275,181	16	13	11	11
Structural Inspections	To ensure the health and safety of the citizens of Columbus by inspecting structural work and installations to ensure they meet basic building codes and to deliver next day service.	\$ 2,302,686	\$ 1,769,581	\$ 1,879,106	\$ 1,907,016	24	18	18	19
Building Services Customer Service Center	To provide prompt, accurate service to walk-in and telephone customers, to handle intake of all plans, to answer questions and/or direct inquiries to the appropriate staff, and to provide forms, literature and other information as needed.	\$ 313,600	\$ 922,188	\$ 953,280	\$ 939,427	5	10	8	9
Zoning Administration	To coordinate the activities of the zoning unit, oversee personnel activities, make determinations when conflicts arise, and represent the administration in meetings with developers and the community.	\$ 204,046	\$ 201,629	\$ 202,584	\$ 221,159	2	2	2	2

2011 Operating Budget
Department of Development

Financial History by Program

Personnel by Program

Program	Mission	Financial History by Program				Personnel by Program			
		2008 Budget	2009 Budget	2010 Budget	2011 Proposed	2008 FTEs	2009 FTEs	2010 FTEs	2011 FTEs
Zoning Clearance - Residential	To review all drawings, site plans, plats and lot split requests for residential projects presented for compliance with existing Columbus City Code and other legislated requirements.	\$ 184,588	\$ 256,365	\$ 253,595	\$ 279,316	3	3	3	3
Zoning Clearance - Commercial	To review all drawings, site plans, graphics permits and lot split requests of commercial and multifamily projects presented for compliance with existing Columbus City Code and other legislated requirements.	\$ 257,436	\$ 325,701	\$ 239,904	\$ 255,559	3	4	3	3
Zoning - BZA and Graphics Board	To review, present and approve Board of Zoning Adjustment and Board of Graphics requests to ensure all meet with the Columbus City Code standards.	\$ 247,246	\$ 250,271	\$ 167,386	\$ 183,172	3	3	2	2
Council Activities	To review rezoning and variance requests that are presented to ensure they comply with Columbus City Code.	\$ 418,894	\$ 419,523	\$ 268,602	\$ 293,832	5	5	3	3
Demolition	To ensure the health and safety of the citizens by removing structures that present a health or safety hazard to the city and its occupants.	\$ -	\$ -	\$ -	\$ -	0	0	0	0

Building and Zoning

2011 Operating Budget
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Program	Mission	Financial History by Program				Personnel by Program			
		2008 Budget	2009 Budget	2010 Budget	2011 Proposed	2008 FTEs	2009 FTEs	2010 FTEs	2011 FTEs
Inspection Administration & Support	To support the work of the inspection unit by inputting inspection requests, handling cancellations, scheduling after hours inspections, preparing correspondence and performing other office operations for the various inspection units.	\$ 234,175	\$ 238,301	\$ 247,439	\$ 327,814	4	4	4	6
Plan Review - Commercial	To ensure all multifamily and commercial structures built or altered within the City of Columbus meet health and safety guidelines as set forth in the Columbus Building Code.	\$ 1,161,414	\$ 967,973	\$ 843,262	\$ 1,156,969	11	9	7	10
Plan Review - Residential	To ensure all 1-2-3 family structures built or altered within the City of Columbus meet health and safety guidelines as set forth in the Columbus Building Code.	\$ 290,129	\$ 295,762	\$ 208,647	\$ 214,755	3	3	2	2
Engineering Plan Review	To provide for the efficient review of private development projects while ensuring compliance to city engineering and code requirements.	\$ 295,343	\$ 314,735	\$ 361,094	\$ 500,977	3	3	4	5

2011 Operating Budget
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Financial History by Program

Personnel by Program

Program	Mission	Financial History by Program				Personnel by Program			
		2008 Budget	2009 Budget	2010 Budget	2011 Proposed	2008 FTEs	2009 FTEs	2010 FTEs	2011 FTEs
Building Investigations Team	To provide for the health and safety of the citizens of Columbus by ensuring any construction undertaken meets the standards of the Building Code through compliance with the plan review and inspection processes.	\$ 256,711	\$ 840,062	\$ 606,505	\$ 554,934	4	8	6	5
		\$ 17,535,521	\$ 15,395,929	\$ 14,610,337	\$ 15,481,969	152	136	126	130

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