

## **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 2012**

### **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 online permit tracking and offer additional online permitting options to the public.
- Continue to reduce the wait at the intake counter through cross-training and improved 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.

## **Budget Notes for 2012**

- Funds are allocated to continue to improve the computer based technology that drives storage and retention of information concerning zoning and building. This includes funds for replacement computers as well as funds for various software improvements and upgrades.

**Budget and Program Summary**

DEPARTMENT FINANCIAL SUMMARY					
DIVISION SUMMARY	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Administration	\$ 502,209	\$ 114,544	\$ -	\$ -	\$ -
Building & Zoning Services	12,915,995	14,151,657	15,488,374	14,999,914	15,568,821
<b>TOTAL</b>	<b>\$ 13,418,204</b>	<b>\$ 14,266,201</b>	<b>\$ 15,488,374</b>	<b>\$ 14,999,914</b>	<b>\$ 15,568,821</b>

DIVISION SUMMARY BY OBJECT LEVEL ONE					
ADMINISTRATION DEV. SERVICES FUND EXPENDITURES SUMMARY	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Personnel	\$ 502,209	\$ 114,544	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 502,209</b>	<b>\$ 114,544</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

DIVISION SUMMARY BY OBJECT LEVEL ONE					
BUILDING & ZONING SVCS. DEV. SERVICES FUND EXPENDITURES SUMMARY	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Personnel	\$ 10,656,796	\$ 11,238,107	\$ 12,371,395	\$ 12,210,852	\$ 12,630,549
Materials & Supplies	40,342	69,207	67,253	40,189	68,598
Services	2,178,913	2,613,593	2,791,921	2,527,892	2,821,524
Other	39,944	31,025	48,150	11,325	48,150
Capital	-	199,725	209,655	209,655	-
<b>TOTAL</b>	<b>\$ 12,915,995</b>	<b>\$ 14,151,657</b>	<b>\$ 15,488,374</b>	<b>\$ 14,999,914</b>	<b>\$ 15,568,821</b>

DEPARTMENT SUMMARY BY FUND					
FUND SUMMARY	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Development Services Fund	\$ 13,418,204	\$ 14,266,201	\$ 15,488,374	\$ 14,999,914	\$ 15,568,821
<b>TOTAL</b>	<b>\$ 13,418,204</b>	<b>\$ 14,266,201</b>	<b>\$ 15,488,374</b>	<b>\$ 14,999,914</b>	<b>\$ 15,568,821</b>

DEPARTMENT PERSONNEL SUMMARY					
DIVISION	FT/PT*	2009 Actual	2010 Actual	2011 Budgeted	2012 Budgeted
Administration					
Development Services Fund	FT	4	0	0	0
Building & Zoning Services					
Development Services Fund	FT	113	125	130	126
	PT	3	5	5	4
<b>TOTAL</b>		<b>120</b>	<b>130</b>	<b>135</b>	<b>130</b>

\*FT=Full-Time PT=Part-Time

Building and Zoning

2012 Operating Budget  
Department of Building and Zoning Services

Program	Mission	Financial History by Program				Personnel by Program			
		2009 Budget	2010 Budget	2011 Budget	2012 Proposed	2009 FTEs	2010 FTEs	2011 FTEs	2012 FTEs
Development Services Fund Administrative Offices	Oversees the fiscal and HR activities for the fund.	\$ 521,717	\$ 659,715	\$ 329,382	\$ 227,869	5	6	3	2
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.	\$ 2,267,064	\$ 2,169,154	\$ 2,593,982	\$ 2,775,827	1	4	5	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.	\$ 895,113	\$ 915,157	\$ 1,120,164	\$ 933,822	11	10	10	7
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.	\$ 666,318	\$ 803,853	\$ 476,002	\$ 443,381	5	6	4	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.	\$ 597,953	\$ 540,820	\$ 476,530	\$ 509,828	7	7	6	6

2012 Operating Budget  
Department of Building and Zoning Services

Program	Mission	Financial History by Program				Personnel by Program			
		2009 Budget	2010 Budget	2011 Budget	2012 Proposed	2009 FTEs	2010 FTEs	2011 FTEs	2012 FTEs
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.	\$ 1,460,035	\$ 1,244,670	\$ 1,351,742	\$ 1,357,344	15	12	13	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 service.	\$ 840,402	\$ 852,362	\$ 1,030,461	\$ 1,016,281	7	8	9	9
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.	\$ 1,345,236	\$ 1,193,202	\$ 1,275,181	\$ 1,205,437	13	11	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.	\$ 1,769,581	\$ 1,879,106	\$ 1,907,016	\$ 1,773,905	18	18	19	18
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.	\$ 922,188	\$ 953,280	\$ 939,427	\$ 1,003,077	10	8	9	9

Building and Zoning

2012 Operating Budget  
Department of Building and Zoning Services

Program	Mission	Financial History by Program				Personnel by Program			
		2009 Budget	2010 Budget	2011 Budget	2012 Proposed	2009 FTEs	2010 FTEs	2011 FTEs	2012 FTEs
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.	\$ 201,629	\$ 202,584	\$ 221,159	\$ 404,771	2	2	2	4
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.	\$ 256,365	\$ 253,595	\$ 279,316	\$ 283,980	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.	\$ 325,701	\$ 239,904	\$ 255,559	\$ 277,667	4	3	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.	\$ 250,271	\$ 167,386	\$ 183,172	\$ 185,983	3	2	2	2
Council Activities	To review rezoning and variance requests that are presented to ensure they comply with Columbus City Code.	\$ 419,523	\$ 268,602	\$ 293,832	\$ 297,686	5	3	3	3
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.	\$ 238,301	\$ 247,439	\$ 327,814	\$ 303,153	4	4	6	5

**2012 Operating Budget  
Department of Building and Zoning Services**

Program	Mission	Financial History by Program				Personnel by Program			
		2009 Budget	2010 Budget	2011 Budget	2012 Proposed	2009 FTEs	2010 FTEs	2011 FTEs	2012 FTEs
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.	\$ 967,973	\$ 843,262	\$ 1,156,969	\$ 1,242,874	9	7	10	9
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.	\$ 295,762	\$ 208,647	\$ 214,755	\$ 221,476	3	2	2	2
Engineering Plan Review	To provide for the efficient review of private development projects while ensuring compliance to city engineering and code requirements.	\$ 314,735	\$ 361,094	\$ 500,977	\$ 506,720	3	4	5	5
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.	\$ 840,062	\$ 606,505	\$ 554,934	\$ 597,740	8	6	5	6
		<b>\$ 15,395,929</b>	<b>\$ 14,610,337</b>	<b>\$ 15,488,374</b>	<b>\$ 15,568,821</b>	<b>136</b>	<b>126</b>	<b>130</b>	<b>126</b>

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