

ADMINISTRATIVE SERVICES

One South Huron Street, Ypsilanti, MI 48197
Phone: (734) 482-1025 Fax: (734) 483-7444

DEPARTMENT DESCRIPTION:

The Building Department is responsible for the enforcement of the building codes, plan review and building inspections, rental housing inspections and ordinance enforcement and animal control.

Building Department

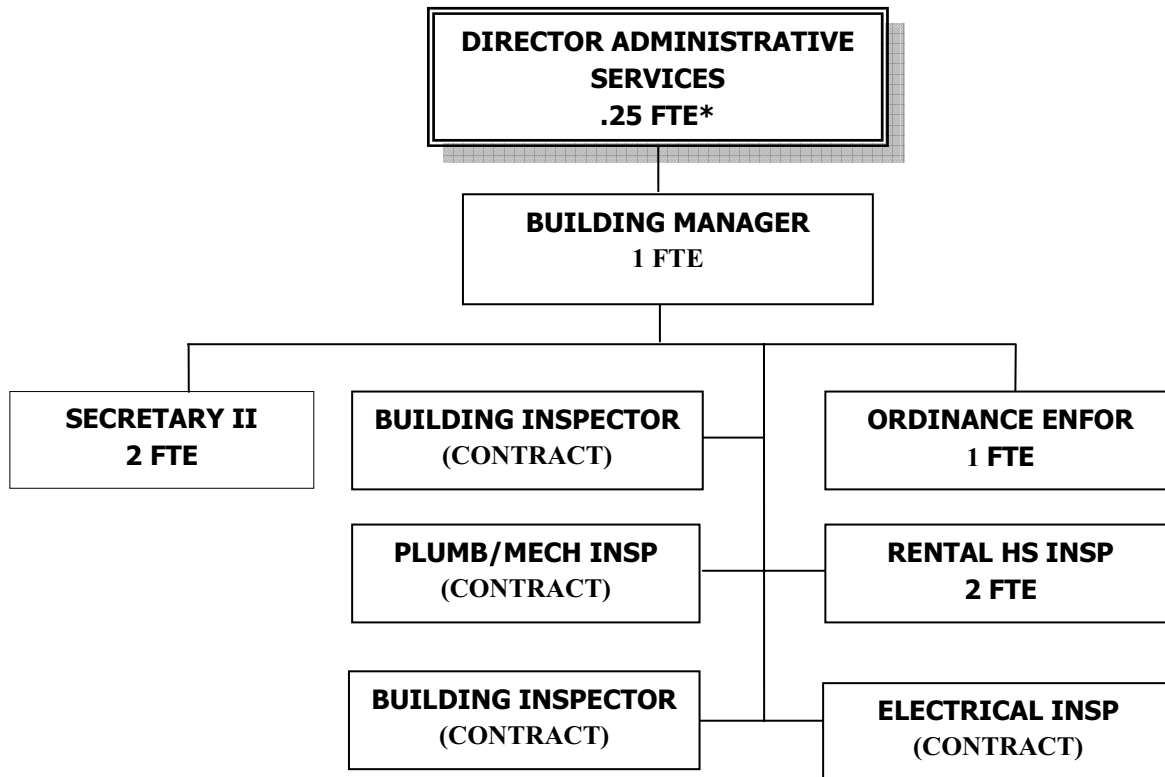
Our Mission

To maintain and improve the safety and attractiveness of the built environment by providing excellent building inspection, rental housing inspection and ordinance enforcement services within available resources.

Our Vision

To work collaboratively to ensure the built environment of the City of Ypsilanti is safe and attractive for people who live, work and visit here so that investment will not only be maintained, but also will grow.

How We Are Structured



*FTE = Full Time Employees

BUILDING DEPARTMENT	SERVICES WE PROVIDE(PROGRAMS)
Building inspection services	Administer adopted building construction codes to ensure minimum standards of building, mechanical, plumbing and electrical systems to protect residential and commercial building users.
Rental housing inspection services	Administer adopted property maintenance code to ensure minimum standards of compliance in all rental housing.
Ordinance enforcement	Enforce public nuisance, zoning and other ordinances to ensure compliance with code requirements.
Appeals board support	Provide support to County Construction Board of Appeals and City Property Maintenance Appeals Board

<u>What We Do</u> - - - - - ▶ (Process and Activities)	<u>What We Produce</u> - - - - - ▶ (Outputs)
Building inspection services Plan review Permits Inspections Code enforcement/complaint response Contractor registration	Construction plans that are in compliance with applicable codes Construction permits Inspections that ensure proper construction Resolved complaints involving building integrity and construction quality Certified contractors
Rental housing inspection services Inspections Certification of buildings, units & rooms Code enforcement/complaint response	Inspections that ensure compliance with applicable codes Documented compliance with applicable codes Resolved complaints involving rental housing suitability for occupancy
Ordinance enforcement Compliance inspections Complaint response Court testimony	Inspections that document compliance with applicable codes Resolved complaints concerning nuisances and zoning Support to city attorney in gaining compliance
Appeals board support County Construction Board of Appeals City Property Maintenance Board of Appeals	Staff reports and recommendations Minutes

<u>Who We Serve</u> - - - - - ▶ (Customers)	<u>What We Are Accomplishing</u> (Outcomes)
Contractors	Building inspection services Construction projects that are completed in a manner that protects the health and safety of the residents and visitors of the City

Homeowners	Rental housing inspection services: Rental housing units that provide safe housing for tenants at all income levels Preservation of the housing stock
Landlords	Ordinance enforcement A clean, safe and attractive community Education of citizens regarding the standards of the City
Tenants	Appeals board support Provision of professional recommendations regarding code issues

<u>Who we are work with</u> - - - - - >	
(Partners)	
Developers	Facilitate proper development within the codes and ordinances of the City while providing professional, courteous, and timely assistance with their projects
Engineering firms	To ensure the site plan review is professional, timely and appropriate for each and every construction project
Architects	To help them along with their clients to prove plans that conform to the code and standards of the City
General public	To ensure that all our residents live and work in safe and healthy environment
City Council and appointed boards & commissions	To keep Council informed of significant issues and work with them to pass resolutions and ordinance that affect or residents
Other City departments	To work closely with all departments to ensure all appropriate services are delivered and to find successful resolution to any issue affecting residents' health and safety
Local units of government	To partner with Pittsfield Township to provide professional building inspection and building official duties
Contractors	To aid contractors in the building process in a seamless delivery to ensure proper permits are available in a timely manner
Courts	To keep the Courts updated on the codes and ordinances that affect the City of Ypsilanti and use them to help facilitate and mediate an end result that keeps our buildings safe and in turn, our residents safe

**CITY OF YPSILANTI
ADMINISTRATIVE SERVICES
GENERAL FUND - ORDINANCE ENFORCEMENT AND BUILDING INSPECTION 341 - 371
EXPENDITURE ANALYSIS**

FUND: GENERAL FUND		Actual	Original	Amended	Requested	Requested
Dept: 341-371 BUILDING		2006/2007	2007/2008	2007/2008	2008/2009	2009/2010
Acct. No.	Acct. Description					
706-00	PERMANENT WAGES - SALARIES	268,250	285,837	251,785	296,749	305,199
707-00	TEMPORARY WAGES	-	3,000	1,500	1,500	1,500
709-00	OVERTIME	1,215	3,000	2,300	2,300	2,300
714-00	FRINGE BENEFITS	102,806	114,436	90,884	110,116	119,993
SUB-TOTAL SALARIES, WAGES & FRINGES		372,271	406,273	346,469	410,665	428,992

728-00	OFFICE SUPPLIES	1,014	1,100	1,100	1,126	1,159
757-00	OPERATING SUPPLIES	3,756	4,200	4,200	4,297	4,425
769-00	MAINTENANCE ALLOWANCE	1,800	1,800	1,800	1,800	1,800
818-00	CONTRACTUAL SERVICES	105,351	113,400	145,900	115,088	118,541
818-44	CONTRACTUAL SERVICES - MISC	-	-	1,800	3,600	3,600
853-00	TELEPHONE	3,748	4,500	4,500	4,604	4,742
864-00	CONFERENCES AND WORKSHOPS	2,291	2,000	2,000	2,000	2,000
900-00	PRINTING AND PUBLISHING	326	150	150	153	158
943-00	EQUIPMENT RENTAL	57,000	50,000	50,000	20,000	20,000
957-00	BOOKS MAGAZINES AND PERIODICAL	-	600	600	614	632
958-00	MEMBERSHIPS AND DUES	265	500	300	307	316
960-00	PROFESSIONAL DEVELOPMENT	236	400	400	400	400
SUB-TOTAL ADMINISTRATIVE COSTS		175,787	178,650	212,750	153,989	157,773
GRAND TOTAL		548,058	584,923	559,219	564,654	586,765

	FY 2006-07 Actual	FY 2007-08 Original Budget	FY 2007-08 Amended Budget	FY 2008-09 Requested Budget	FY 2009-10 Requested Budget
STAFFING					
ORDINANCE ENFORCEMENT	1.00	1.00	1.00	1.00	1.00
BUILDING INSPECTION	5.00	5.00	5.00	5.25	5.25
TOTAL - ORDINANCE ENFORCEMENT AND BUILDING INSPECTION	6.00	6.00	6.00	6.25	6.25

VARIANCE ANALYSIS:

Salaries, wages, and fringes: Change due to re-organization by hiring a Building Official and allocating 25% of the Director of Administrative Services salary.

Equipment Rental: Change is due to reduction of contribution to Motorpool Fund.

BUILDING EXPENDITURES
IN (000)

