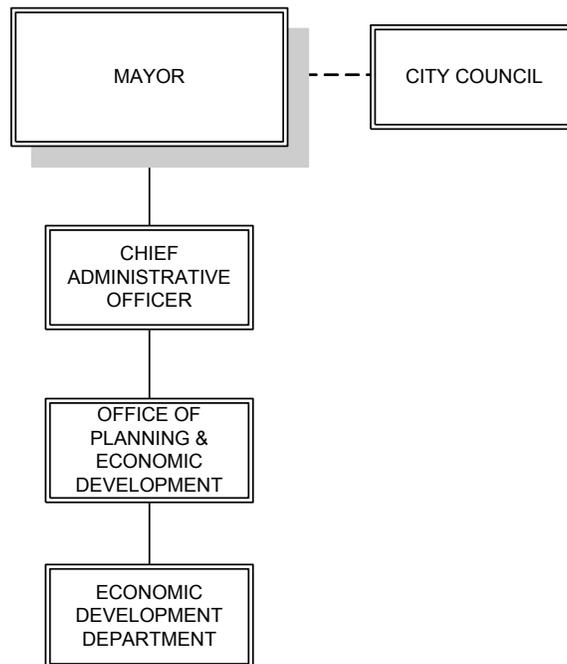


PLANNING & ECONOMIC DEVELOPMENT DIVISIONS
OFFICE OF PLANNING &
ECONOMIC DEVELOPMENT

MISSION STATEMENT

Our mission is to assist in the revitalization and development of the City of Bridgeport in order to create jobs, expand the tax base, foster public/private partnerships and improve the City as a place to live, work, and play. We implement the administration's development policies, programs, and projects.

Our staff is involved in planning and policy activities, transportation, business development, deal making, marketing, business finance, incentive programs and environmental matters. In addition we deliver technical expertise to other City departments, the business sector and residential communities. We work with State and Federal agencies to secure funding for large-scale long term public infrastructure improvements along the City's transportation corridors, waterfront and within the Central Business District.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET
ECONOMIC DEVELOPMENT

BUDGET DETAIL

Thomas Gill
Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
01450 OPED ADMINISTRATION								
	45140	ANNUAL PILOT	0	624,956	250,000	250,000	250,000	0
	45327	LAMAR	43,922	19,697	45,000	23,650	23,650	-21,350
	45138	ANNUAL RENT	130,228	259,478	150,000	150,000	150,000	0
	41641	PARKING REVENUES	111,163	4,400	75,000	75,000	75,000	0
	41638	CONGRESS PLAZA RENT	12,000	12,000	10,000	12,000	12,000	2,000
	41083	ANTI-BLIGHT FINES	0	0	103,930	0	0	-103,930
01450 OPED ADMINISTRATION			297,313	920,530	633,930	510,650	510,650	-123,280

APPROPRIATION SUMMARY

Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance	
01450 OPED ADMINISTRATION							
	PERSONNEL SERVICES	1,185,662	1,250,762	1,406,117	1,272,184	1,235,506	170,611
	OTHER PERSONNEL SERV	20,617	22,878	10,575	10,425	10,425	150
	FRINGE BENEFITS	388,891	425,300	473,110	433,150	433,150	39,960
	OPERATIONAL EXPENSES	68,711	81,102	117,250	90,250	90,250	27,000
	SPECIAL SERVICES	397,039	387,496	494,822	312,000	307,000	187,822
	OTHER FINANCING USES	6,813,262	6,802,499	7,767,144	7,500,000	7,500,000	267,144
		8,874,183	8,970,035	10,269,018	9,618,009	9,576,331	692,687

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
	1			DIRECTOR OF BUSINESS DEVELOP	73,941	94,043	-20,102
	1			ADMINISTRATIVE ASSISTANT	38,444	42,850	-4,406
		1		FINANCIAL COORDINATOR	55,000	0	55,000
	1			DESIGN REVIEW COORDINATOR	69,655	77,638	-7,983
	2			DEPUTY DIRECTOR - OPED	194,373	208,678	-14,305
	1			DIRECTOR OFFICE OF NEIGHBORHOOD	84,373	94,043	-9,670
		1		ADMINISTRATIVE ASSISTANT	36,729	0	36,729
	1			ADMIN. ASSISTANT	25,471	28,390	-2,919
	1			PLANNER 2	55,983	62,399	-6,416
	1			DIRECTOR - OPED	125,544	139,932	-14,388
	1			PLANNING DIRECTOR	96,665	107,744	-11,079
	1			PLANNER 3	66,440	69,259	-2,819
	1			RELOCATION COORDINATOR	51,533	57,439	-5,906
	1		1	ASSISTANT SPECIAL PROJECT MANA	117,259	71,750	45,509
		1		ECONOMIC DEVELOPMENT ASSOCIATE	56,000	0	56,000
	1			EXECUTIVE ASSISTANT	50,880	56,711	-5,831
	1			PLANNER OPED	49,677	55,371	-5,694
	1			SR. ECONOMIC DEVELOPMENT ASSOC	62,138	69,259	-7,121
			2	CONDEMNATION/ANTI-BLIGHT	96,012	0	96,012
01450000	Total	16	6		1,406,117	1,235,506	170,611
PLANNING & ECONOMIC DEVELOPMENT							

FY 2016-2017 ADOPTED GENERAL FUND BUDGET
ECONOMIC DEVELOPMENT APPROPRIATION SUPPLEMENT

APPROPRIATION SUPPLEMENT

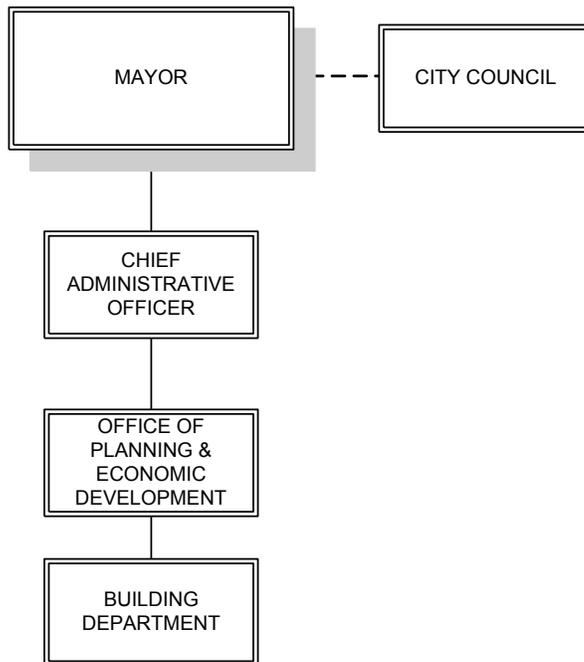
Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
01450		OPED ADMINISTRATION						
	51000	FULL TIME EARNED PAY	1,172,771	1,232,171	1,396,117	1,262,184	1,235,506	160,611
	51099	CONTRACTED SALARIES	12,891	18,591	10,000	10,000	0	10,000
01		PERSONNEL SERVICES	1,185,662	1,250,762	1,406,117	1,272,184	1,235,506	170,611
	51140	LONGEVITY PAY	11,269	11,013	10,575	10,425	10,425	150
	51156	UNUSED VACATION TIME PAYOUT	9,349	11,865	0	0	0	0
02		OTHER PERSONNEL SERV	20,617	22,878	10,575	10,425	10,425	150
	52360	MEDICARE	14,939	16,380	18,321	16,126	16,126	2,195
	52385	SOCIAL SECURITY	5,904	3,981	13,100	10,205	10,205	2,895
	52399	UNIFORM ALLOWANCE	200	200	400	400	400	0
	52504	MERF PENSION EMPLOYER CONT	136,270	153,233	154,561	131,474	131,474	23,087
	52917	HEALTH INSURANCE CITY SHARE	231,578	251,505	286,728	274,945	274,945	11,783
03		FRINGE BENEFITS	388,891	425,300	473,110	433,150	433,150	39,960
	53050	PROPERTY RENTAL/LEASE	0	0	40,000	25,000	25,000	15,000
	53605	MEMBERSHIP/REGISTRATION FEES	4,066	5,603	5,000	5,000	5,000	0
	53610	TRAINING SERVICES	24,125	3,530	10,000	10,000	10,000	0
	53705	ADVERTISING SERVICES	8,880	28,615	17,333	25,000	25,000	-7,667
	53750	TRAVEL EXPENSES	2,128	12,884	5,000	5,000	5,000	0
	53905	EMP TUITION AND/OR TRAVEL REIM	4,263	6,302	5,333	5,000	5,000	333
	54555	COMPUTER SUPPLIES	1,383	4,516	1,867	500	500	1,367
	54640	HARDWARE/TOOLS	191	337	317	250	250	67
	54675	OFFICE SUPPLIES	11,208	14,089	15,067	7,500	7,500	7,567
	54705	SUBSCRIPTIONS	777	372	2,000	2,000	2,000	0
	54745	UNIFORMS	0	0	333	0	0	333
	55155	OFFICE EQUIPMENT RENTAL/LEAS	11,440	4,853	15,000	5,000	5,000	10,000
	55160	PHOTOGRAPHIC EQUIPMENT	250	0	0	0	0	0
04		OPERATIONAL EXPENSES	68,711	81,102	117,250	90,250	90,250	27,000
	56010	ENGINEERING SERVICES	42,614	26,800	30,000	25,000	25,000	5,000
	56085	FOOD SERVICES	7,171	13,988	9,000	6,000	6,000	3,000
	56095	APPRAISAL SERVICES	19,233	19,500	20,000	20,000	20,000	0
	56110	FINANCIAL SERVICES	14,125	12,000	7,000	0	0	7,000
	56130	LEGAL SERVICES	5,914	5,000	10,000	5,000	5,000	5,000
	56160	MARKETING SERVICES	178,184	182,766	180,000	150,000	150,000	30,000
	56165	MANAGEMENT SERVICES	49,999	50,142	50,000	25,000	20,000	30,000
	56175	OFFICE EQUIPMENT MAINT SRVCS	7,796	9,889	9,933	10,000	10,000	-67
	56180	OTHER SERVICES	64,984	63,765	169,389	65,000	65,000	104,389
	59010	MAILING SERVICES	1,014	557	2,000	1,000	1,000	1,000
	59015	PRINTING SERVICES	6,008	3,089	7,500	5,000	5,000	2,500
05		SPECIAL SERVICES	397,039	387,496	494,822	312,000	307,000	187,822
	53200	PRINCIPAL & INTEREST DEBT SERV	6,699,166	6,699,166	7,650,477	7,390,000	7,390,000	260,477
	59500	SUPPORTIVE CONTRIBUTIONS	114,096	103,333	116,667	110,000	110,000	6,667
06		OTHER FINANCING USES	6,813,262	6,802,499	7,767,144	7,500,000	7,500,000	267,144
01450		OPED ADMINISTRATION	8,874,183	8,970,035	10,269,018	9,618,009	9,576,331	692,687

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BUILDING DEPARTMENT

MISSION STATEMENT

The Building Department issues permits and inspects work done to all buildings and other structures. Permits include building, electrical, plumbing, heating, air conditioning, fire protection sprinklers and extinguishing systems, refrigeration, demolition and signs. Applications for permits are reviewed for conformance to all applicable laws, codes and ordinances. A permit constitutes permission to proceed with the approved work. The purpose of permits and inspections is to ensure public safety, health and welfare insofar as they are affected by building construction, through structural strength, adequate exit facilities, fire safety, light and ventilation and sanitary equipment. The Building Department function is to secure safety to life and property from hazards incident to the design, erection, repair, removal, demolition or planned occupancy of buildings, structures or premises.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET
 BUILDING DEPARTMENT BUDGET DETAIL

Bruce Nelson
 Acting Manager

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
01455 BUILDING DEPARTMENT								
	41529	TWO-UNIT HOUSING PERMITS	7,850	7,925	5,000	7,000	7,000	2,000
	41534	PLUMBING PERMITS	101,235	116,695	75,000	95,000	95,000	20,000
	44386	FIRE PROTECTION	19,525	26,310	15,000	19,000	19,000	4,000
	41540	CERTIFICATE OF OCCUPANCY	62,025	69,700	62,500	60,000	60,000	-2,500
	41539	REFRIGERATION PERMITS	0	0	3,500	4,000	4,000	500
	41538	COPIES	657	558	500	500	500	0
	41537	DEMOLITION PERMITS	44,125	35,800	25,000	14,000	14,000	-11,000
	41536	AIR CONDITIONING PERMITS	68,535	56,975	40,000	55,000	55,000	15,000
	41535	HEATING PERMITS	136,980	187,795	110,100	120,000	120,000	9,900
	44387	VENTILATION	425	0	4,000	5,000	5,000	1,000
	41533	ELECTRICAL PERMITS	292,680	234,607	157,100	185,000	485,000	327,900
	41532	NEW-NON RESIDENTIAL	2,166,089	888,600	3,350,000	1,960,000	1,960,000	-1,390,000
	41530	THREEORMORE-UNITSHOUSINGPERMIT	1,000	224,575	370,000	1,900,000	1,900,000	1,530,000
	41528	NEWSINGLEFAMILYHOUSEPERMITS	28,250	32,925	25,000	28,000	28,000	3,000
	41527	NON-RESIDENTIALADDITIONSANDALT	699,150	2,591,270	500,000	700,000	700,000	200,000
	41526	RESIDENTIALADDITIONSANDALTERAT	137,979	295,597	175,000	200,000	200,000	25,000
	41525	SIGN / LICENSE RENEWAL PERMIT	11,993	7,160	15,000	9,000	9,000	-6,000
	41524	SIGN LICENSE	3,065	3,420	3,000	3,300	3,300	300
	41531	POOL,TENTS,GARAGES-OTHERBUILDI	7,325	12,735	10,000	14,000	14,000	4,000
01455 BUILDING DEPARTMENT			3,788,888	4,792,647	4,945,700	5,378,800	5,678,800	733,100

APPROPRIATION SUMMARY

Org#	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
01455 BUILDING DEPARTMENT						
PERSONNEL SERVICES	905,156	852,960	1,034,570	1,220,509	1,220,509	-185,939
OTHER PERSONNEL SERV	29,230	28,726	7,275	7,650	7,650	-375
FRINGE BENEFITS	294,534	288,105	317,973	412,406	412,406	-94,433
OPERATIONAL EXPENSES	8,054	5,428	9,920	9,920	9,920	0
SPECIAL SERVICES	1,995	1,981	2,300	2,300	2,300	0
	1,238,970	1,177,201	1,372,038	1,652,785	1,652,785	-280,747

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
	1		BUILDING OFFICIAL	102,223	113,939	-11,716
	1		TYPIST 1 (40 HOURS)	45,556	46,167	-611
	1		ADMINISTRATIVE SPECIALIST	74,904	66,625	8,279
	1		DEPUTY BUILDING OFFICIAL (40 H	79,436	100,770	-21,334
	3		ELECTRICAL INSPECTOR (40 HRS)	246,190	274,863	-28,673
	2		PLAN REVIEWER (40 HRS)	164,400	175,508	-11,108
	2		MECHANICAL INSPECTOR (40 HRS)	164,400	183,242	-18,842
01455000	2	1	ASSISTANT BUILDING INSPECTOR (157,461	259,395	-101,934
BUILDING DEPARTMENT	Total	13		1,034,570	1,220,509	-185,939

FY 2016-2017 ADOPTED GENERAL FUND BUDGET
 BUILDING DEPARTMENT PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
BUILDING DEPARTMENT							
PERMITS ISSUED							
Residential new	10	12	15	18	19	6 indeterminable	
Residential alterations	316	369	418	388	438	262 indeterminable	
Commercial new	4	6	16	11	7	1 indeterminable	
Commercial alterations	164	186	151	378	244	102 indeterminable	
Demolition permits	27	37	21	19	22	28 indeterminable	
All other permits (incl. municipal/institutional)	1,896	1,921	2,514	2341	2503	1,435 indeterminable	
Total of all building permits	529	610	600	795	730	433 675	
Total of all permits	2,425	2,531	3,114	3,136	3,233	1,868 3,800	
PERMIT VALUES AND REVENUES							
Total value of work	\$48,862,472	\$117,123,071	\$78,809,006	\$130,981,184	\$83,039,041	\$69,922,173	\$139,098,025
Total of permit fees	\$1,639,880	\$2,026,040	\$2,674,142	\$5,892,992	\$3,723,140	\$1,731,940	\$5,209,419
INSPECTIONS							
Inspections	7,153	6,287	6,569	6,930	6,441	3,070	6,200
CERTIFICATE OF OCCUPANCY							
Number	225	322	503	277	273	166	340
Value of work	\$44,747,121	\$35,964,255	\$106,209,676	\$54,712,126	\$44,888,471	\$32,989,411	indeterminable

† Number of inspections varies per permit (typical minimum number below, excluding future additional required):

Electrical service change: 1 inspection
 Heating system replacement: 1 inspection
 Deck addition: 1 footing inspection; 1 framing/final inspection. Total: 2 inspections.
 Building renovation (plaster removed): 1 Existing framing inspection; 1 rough electrical inspection; 1 rough plumbing inspection; 1 rough heating inspection; 1 insulation inspection; 1 final building inspection; 1 final electrical inspection; 1 final plumbing inspection; 1 final heating inspection. Total: 9 inspections.
 New Single family dwelling: 2 footing inspections (perimeter walls plus interior column piers and/or porch/deck footings); 1 foundation inspection; 1 concrete slab inspection; 1 framing inspection; 1 wind resistant connector inspection; 1 electrical service inspection; 1 electrical rough inspection; 1 plumbing rough inspection; 1 heating rough inspection; 1 insulation inspection; 1 gypsum board inspection; 1 final building inspection; 1 final electrical inspection; 1 final plumbing inspection; 1 final heating inspection. Total: 16 inspections.
 Large projects require more numerous inspections of all phases of work. As an example, a school may require daily inspections of footings for four to five weeks. Continuous framing and trade inspections are needed as the construction is completed for those phases of work. Multiple days for each type of inspection are allocated for final inspections.

FY 2016-2017 GOALS

- 1) Protect the health, safety and welfare of the public. This will be achieved through the enforcement of applicable laws and codes to provide safe, energy efficient, accessible buildings in the City of Bridgeport.
- 2) Improve the turnaround time between calls for inspections and appointments.
- 3) Reduce open permit backlogs and increase issuances of Certificates of Occupancy.
- 4) Continue to seek ways to shorten the plan review process time.

FY 2015-2016 GOAL STATUS

- 1) Protect the health, safety and welfare of the public. This will be achieved through the enforcement of applicable laws and codes to provide safe, energy efficient, accessible buildings in the City of Bridgeport.
6 MONTH STATUS: *Continuing diligent plan review and inspections contribute to the goal. Active enforcement of violations also serves to protect the public.*
- 2) Improve the turnaround time between calls for inspections and appointments.
6 MONTH STATUS: *With the vacancy of Assistant Building Inspector position and high volume of permit activity has is increased the scheduled times for some inspections. Future projects will challenge department resources.*
- 3) Reduce open permit backlogs and increase issuances of Certificates of Occupancy.
6 MONTH STATUS: *The Building Department has endeavored to reduce open permit backlogs and issue certificates of occupancy. Permits are chosen weekly for follow-up final inspection appointments. The vacancy of Assistant Building Inspector has reduced the ability to perform the necessary functions to generate additional certificates.*

State Building Code – Connecticut Supplement 29-252-1d (*effective December 31, 2005, amended August 1, 2009*)

101.1.1 Statutes. In accordance with the provisions of sections 29-252a and 29-253 of the Connecticut General Statutes, respectively, this code shall be the building code for all towns, cities and boroughs and all state agencies.

109.3. Required inspections. The building official, upon notification, shall make the inspections set forth in Sections 109.3.1 through 109.3.10.

109.3.1 Footing and foundation inspection. Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job. (*Foundation is new inspection requirement*)

109.3.2 Concrete slab and under-floor inspection. Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor. (*Concrete slab is new inspection requirement*)

109.3.3 Lowest floor elevation. In flood hazard areas, upon placement of the lowest floor, including the basement and prior to further vertical construction the elevation certification required in Section 1612.5 shall be submitted to the building official.

109.3.4 Frame inspection. Framing inspections shall be made after the roof deck or sheathing, all framing, fireblocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved.

109.3.5 Lath and gypsum board inspection. Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished. (*New inspection requirement*)

Exception: Gypsum board that is not part of a fire-resistance-rated assembly.

109.3.6 Fire-resistant penetrations. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.

109.3.7 Energy efficiency inspections. Inspections shall be made to determine compliance with Chapter 13 and shall include, but not be limited to, inspections for: envelope insulation *R* and *U* values, fenestration *U* value, duct system *R* value, and HVAC and water-heating equipment efficiency.

109.3.8 Other inspections. In addition to the inspections specified above, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building safety.

109.3.8.1 Electrical inspections. Required electrical inspections shall include installations of temporary services prior to activation; installation of underground piping and conductors after trenches are excavated and bedded and before backfill is put in place; rough inspections of installed wiring and components after the roof, framing, fireblocking and bracing are complete and prior to concealment; and final inspection after all work required by the permit is complete.

109.3.9 Special inspections. For special inspections, see Section 1704.

109.3.10 Final inspection. The final inspection shall be made after all work required by the building permit is completed.

109.5 Inspection requests. It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code.

FY 2016-2017 ADOPTED GENERAL FUND BUDGET
BUILDING DEPARTMENT APPROPRIATION SUPPLEMENT

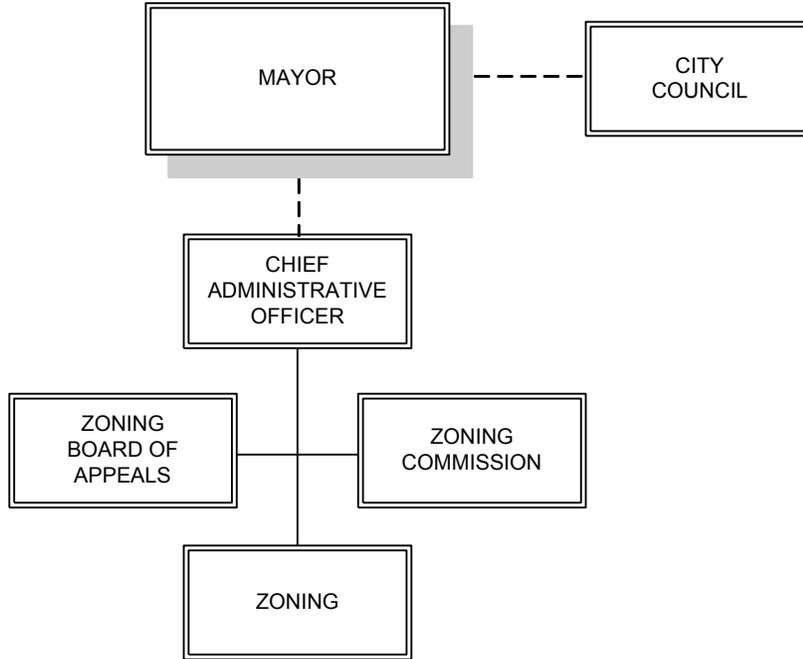
Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
01455		BUILDING DEPARTMENT						
	51000	FULL TIME EARNED PAY	905,156	852,960	1,034,570	1,220,509	1,220,509	-185,939
01		PERSONNEL SERVICES	905,156	852,960	1,034,570	1,220,509	1,220,509	-185,939
	51102	ACTING PAY	0	3,878	0	0	0	0
	51108	REGULAR 1.5 OVERTIME PAY	4,644	4,772	0	0	0	0
	51140	LONGEVITY PAY	9,275	6,900	7,275	7,650	7,650	-375
	51156	UNUSED VACATION TIME PAYOUT	15,311	13,177	0	0	0	0
02		OTHER PERSONNEL SERV	29,230	28,726	7,275	7,650	7,650	-375
	52360	MEDICARE	11,665	12,201	14,240	15,546	15,546	-1,306
	52385	SOCIAL SECURITY	0	0	4,225	13,683	13,683	-9,458
	52504	MERF PENSION EMPLOYER CONT	119,480	112,423	113,664	127,002	127,002	-13,338
	52917	HEALTH INSURANCE CITY SHARE	163,389	163,481	185,844	256,175	256,175	-70,331
03		FRINGE BENEFITS	294,534	288,105	317,973	412,406	412,406	-94,433
	53605	MEMBERSHIP/REGISTRATION FEES	2,046	2,241	2,220	2,220	2,220	0
	54675	OFFICE SUPPLIES	3,234	3,187	4,500	4,500	4,500	0
	54700	PUBLICATIONS	1,978	0	3,200	3,000	3,000	200
	55080	ELECTRICAL EQUIPMENT	796	0	0	200	200	-200
04		OPERATIONAL EXPENSES	8,054	5,428	9,920	9,920	9,920	0
	56175	OFFICE EQUIPMENT MAINT SRVCS	1,995	1,981	2,300	2,300	2,300	0
05		SPECIAL SERVICES	1,995	1,981	2,300	2,300	2,300	0
01455		BUILDING DEPARTMENT	1,238,970	1,177,201	1,372,038	1,652,785	1,652,785	-280,747

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PLANNING & ECONOMIC DEVELOPMENT DIVISIONS
ZONING BOARD OF APPEALS

MISSION STATEMENT

To promote the health, safety, and community standards of the City through the enforcement of the Zoning Regulations.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET
 ZONING BOARD OF APPEALS BUDGET DETAIL

Dennis Buckley
 Zoning Administrator

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
01456	ZONING, BOARD OF APPEALS							
	41253	PUBLIC HEARING FEES	36,279	34,871	35,000	40,000	40,000	5,000
01456	ZONING, BOARD OF APPEALS		36,279	34,871	35,000	40,000	40,000	5,000

APPROPRIATION SUMMARY

Org#		FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
01456	ZONING, BOARD OF APPEALS						
	PERSONNEL SERVICES	47,536	48,968	49,038	50,811	50,811	-1,773
	OTHER PERSONNEL SERV	825	900	975	1,050	1,050	-75
	FRINGE BENEFITS	14,274	15,133	14,842	15,200	15,200	-358
	OPERATIONAL EXPENSES	22,947	16,189	33,700	30,500	30,500	3,200
	SPECIAL SERVICES	2,390	3,609	3,500	3,500	3,500	0
		87,972	84,799	102,055	101,061	101,061	994

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED POSITION TITLE	BUDGET FY2016	ADOPTED FY 2017	VARIANCE
01456000	1		DATA ANALYST	49,038	50,811	-1,773
ZONING BOARD OF APPEALS	Total	1		49,038	50,811	-1,773

FY 2016-2017 ADOPTED GENERAL FUND BUDGET
ZONING BOARD OF APPEALS PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
ZONING BOARD OF APPEALS							
Meetings held	12	12	14	13	14	8	14
Scheduled meetings vs. meetings held	12	13	12	13	14	8	14
Applications received	83	94	90	109	91	59	104
Applications heard	85	97	86	101	85	37	90
Applications granted	50	76	58	69	67	25	70
Applications denied	30	11	35	33	14	12	20
Avg. length of time from received to complete	35 days	35 days					
Applications withdrawn	6	4	6	4	4	4	6
Other: deferred, continued, tabled, no action	10	15	45	45	30	20	25

***ZBA APPLICATION PROCESS**

- 1) Review & acceptance at counter by staff.
- 2) Referral to Engineering & WPCA for review.
- 3) Petition returned to Zoning, Scheduled for consideration by subcommittee for placement on a monthly meeting by Zoning Official.
- 4) Record check for previous ZBA activity.
- 5) Legal ad written & submitted to Connecticut Post (Petitions to be published 10 days & 5 days before hearing).
- 6) Applicant notified, posting signs issued.
- 7) Agenda prepared & emailed or sent out. Minimum of 30 copies made for distribution at public hearing.
- 8) Hearing held, decisions rendered.
- 9) Decision notice published the Sunday following the hearing.
- 10) Decisions with conditions sent to applicants, minimum of a 60-day process.

FY 2016-2017 GOALS

- 1) To seek a full board of Commissioners of 5 regular and 3 alternates, to assure that the postponement of meetings and the deferment of applications will be a thing of the past, which will also bring us in compliance with the bylaws of the Zoning Regulations of the City of Bridgeport. Currently there are only 4 full members and 1 alternate member.
- 2) Establish a computer database of all field cards through the scanning process.
- 3) Follow through on the Civil Service directive of 12/08/15 to change the title and compensation of the Zoning Board of Appeals Data Analyst to (Zoning) Administrative Specialist, affiliated with the N.A.G.E. union.

FY 2015-2016 GOAL STATUS

- 1) To seek a full board of Commissioners of 5 regular and 3 alternates, to assure that the postponement of meetings and the deferment of applications will be limited whenever the regular Commissions are unable to attend. This will also bring us in compliance with the bylaws of the Zoning Regulations of the City of Bridgeport. Currently there are only 4 full members and 1 alternate member.
6 MONTH STATUS: *Due to member resignations we are still seeking a full Zoning Board of Appeals.*
- 2) To seek reestablishment of a clerical position that was eliminated due to budget lay-offs.
6 MONTH STATUS: *The Zoning Board of Appeals Data Analyst continues to do all clerical duties regarding the Planning & Zoning Commission without compensation.*
- 3) To establish a computerized database of all Zoning records to better serve the public in need of such information.
6 MONTH STATUS: *A Historical Preservation Grant was obtained to provide the funds to establish a database of all Zoning index cards. The Zoning Department had a more involved vendor in mind that would have scanned, created a database and cataloged all index cards until complete. Management of the project was taken out of our hands by The Office of Planning and Economic Development (OPED) and the vendor that was chosen could only provide an Optical Character Recognition (OCR) program rather than a read/write database. OPED also chose to hire a part-time intern who could not complete the project due to the depletion of the Grant funds. The project has been dormant since August 2015.*

FY 2016-2017 ADOPTED GENERAL FUND BUDGET
 ZONING BOARD OF APPEALS PROGRAM HIGHLIGHTS

- 4) To enhance the quality of life in the City of Bridgeport through the use of proven land use planning techniques.
6 MONTH STATUS: 213 complaints by Constituents and others have been resolved.

FY 2015-2016 ADDITIONAL ACCOMPLISHMENTS

- 1) The additional Zoning Inspector has decreased the department's response-time for the verification of complaints and the issuance of Zoning Compliance Certificates, and Letter of Zoning Compliance (requested by real estate attorneys, banks, and property owners).
- 2) Zoning Inspectors now have full access to the Town Clerk's land record database to accurately identify the correct and current property owners when issuing violations. Also, access to the land records enables staff to validate that variances have been filed.
- 3) The Inspectors continue to generate revenue due to their diligent "Order to Comply" violations that are resolved through the Zoning Board of Appeals applications.

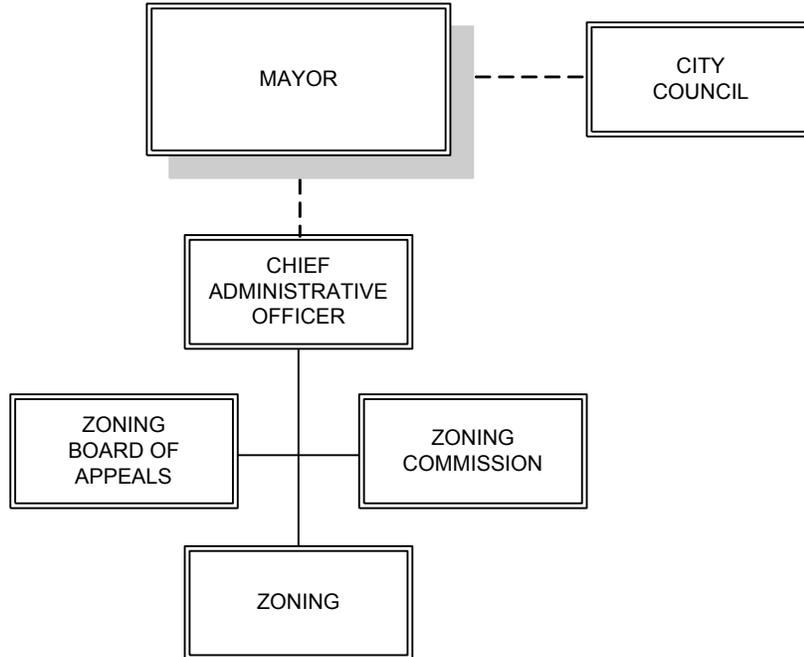
APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
01456	ZONING, BOARD OF APPEALS							
	51000	FULL TIME EARNED PAY	47,536	48,968	49,038	50,811	50,811	-1,773
01	PERSONNEL SERVICES		47,536	48,968	49,038	50,811	50,811	-1,773
	51140	LONGEVITY PAY	825	900	975	1,050	1,050	-75
02	OTHER PERSONNEL SERV		825	900	975	1,050	1,050	-75
	52360	MEDICARE	668	687	685	712	712	-27
	52504	MERF PENSION EMPLOYER CONT	6,287	6,455	5,456	5,658	5,658	-202
	52917	HEALTH INSURANCE CITY SHARE	7,319	7,992	8,701	8,830	8,830	-129
03	FRINGE BENEFITS		14,274	15,133	14,842	15,200	15,200	-358
	53705	ADVERTISING SERVICES	20,965	13,747	30,000	27,000	27,000	3,000
	54675	OFFICE SUPPLIES	1,982	952	1,600	1,400	1,400	200
	55150	OFFICE EQUIPMENT	0	1,490	2,100	2,100	2,100	0
04	OPERATIONAL EXPENSES		22,947	16,189	33,700	30,500	30,500	3,200
	56175	OFFICE EQUIPMENT MAINT SRVCS	2,390	3,609	3,500	3,500	3,500	0
05	SPECIAL SERVICES		2,390	3,609	3,500	3,500	3,500	0
01456	ZONING, BOARD OF APPEALS		87,972	84,799	102,055	101,061	101,061	994

ZONING COMMISSION

MISSION STATEMENT

To promote the health, safety, community standards and general welfare of the community through the enforcement of the Zoning Regulations.



FY 2016-2017 ADOPTED GENERAL FUND BUDGET
 ZONING COMMISSION PROGRAM HIGHLIGHTS

Dennis Buckley
 Zoning Administrator

REVENUE SUMMARY

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
01457 ZONING COMMISSION								
	41258	PURCHASE OF ZONING MAPS	31	0	100	100	100	0
	41344	LAND USE FEES	1,640	1,540	1,500	1,700	1,700	200
	41538	COPIES	493	272	500	500	500	0
	41259	STATE CONSERVATION APPLICATION FEE	8,760	8,530	8,000	9,500	9,500	1,500
	41256	LIQUOR CERTIFICATION FEE	6,220	5,250	5,000	6,000	6,000	1,000
	41254	PETITION TO THE P&Z COMMISSION FEE	129,699	103,043	120,000	120,000	120,000	0
	41257	PURCHASE OF ZONING REGULATIONS	25	25	300	300	300	0
	41255	ZONING COMPLIANCE	117,202	127,385	115,000	135,000	150,000	35,000
01457 ZONING COMMISSION			264,070	246,045	250,400	273,100	288,100	37,700

APPROPRIATION SUMMARY

Org#		FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor	FY 2017 Council	Variance
01457 ZONING COMMISSION							
	PERSONNEL SERVICES	340,439	357,263	384,324	421,857	421,857	-37,533
	OTHER PERSONNEL SERV	8,126	8,276	3,225	4,125	4,125	-900
	FRINGE BENEFITS	109,539	124,866	134,351	139,808	139,808	-5,457
	OPERATIONAL EXPENSES	39,693	39,584	40,925	36,225	36,225	4,700
	SPECIAL SERVICES	299	339	350	442	442	-92
		498,097	530,328	563,175	602,457	602,457	-39,282

PERSONNEL SUMMARY

ORG. CODE / DEPARTMENT	FTE 2017	NEW	UNFUNDED	POSITION TITLE	BUDGET FY 2016	ADOPTED FY 2017	VARIANCE
	1			ZONING ADMINISTRATOR	103,621	115,497	-11,876
	1			ASSISTANT ZONING OFFICIAL	63,232	70,479	-7,247
	1			ZONING ENFORCEMENT OFFICER	70,349	78,411	-8,062
01457000	3			ZONING INSPECTOR	147,122	157,470	-10,348
ZONING COMMISSION	Total	6			384,324	421,857	-37,533

FY 2016-2017 ADOPTED GENERAL FUND BUDGET
ZONING COMMISSION **PROGRAM HIGHLIGHTS**

SERVICE INDICATORS	ACTUAL 2010-2011	ACTUAL 2011-2012	ACTUAL 2012-2013	ACTUAL 2013-2014	ACTUAL 2014-2015	6 MONTH 2015-2016	ESTIMATED 2015-2016
ZONING COMMISSION ACTIVITY							
Meetings held	18	10	12	14	11	7	12
Scheduled Meetings vs. Meetings Held	11	11	11	14	12	8	12
Applications received	77	69	104	117	85	37	110
Applications Withdrawn	7	4	5	8	3	4	n/a
Applications heard	81	67	97	81	77	46	95
Approved (with/without conditions)	76	36	73	54	64	19	75
Favorable Recommendations	N/A	5	17	9	6	5	n/a
Continued	N/A	13	12	14	5	3	n/a
Deferred	9	13	5	15	10	3	n/a
Denied	9	7	8	7	4	2	n/a
Tabled	N/A	6	2	0	1	0	n/a
No Action Required	0	1	1	0	0	0	n/a
Special Permits	42	22	38	19	16	9	35
Site Plan Reviews	58	27	26	47	41	15	25
Coastal site plan review	21	8	21	18	27	7	20
Soil and sedimentation control review	4	2	0	0	0	0	2
Motor Vehicle Facilities	8	17	12	13	11	3	10
Adaptive Re-use	N/A	2	2	1	0	0	2
8-24 Referrals/City Business	4	6	17	13	24	6	15
Amendments	2	4	7	4	7	1	5
Zone Changes	6	2	1	8	10	11	2
Modification of Conditions	N/A	3	1	3	9	0	2
Time Extension of Special Permit or Coastal Review	6	7	8	11	7	4	10
Consent Agenda/Other Business	19	15	13	11	17	4	20
Average Length of Time from Received to Complete	35 days	35 days					
OFFICE ACTIVITY: APPLICATION PROCESSING							
Houses & Housing units	121	125	118	182	25/ 283	9/ 93	18/ 236
Accessory structures	35	41	95	35	63	55	70
Additions	58	28	38	28	25	7	35
Alterations	221	301	275	348	427	419	568
Solar Permits	n/a	n/a	n/a	n/a	125	205	405
Signs	48	37	38	41	33	20	40
Commercial	499	412	345	340	312	181	381
Liquor	84	69	49	82	76	49	75
Letter of Zoning Compliance	136	138	171	161	166	81	157
Other	136	198	77	186	75	54	145
INSPECTION ACTIVITY: CERTIFICATES ISSUED							
Houses	32	17	15	9/ 106	14/ 62	3/ 80	22/ 110
Other	29	21	8	13	2	6	17
Accessory structures	12	29	17	16	7	11	17
Additions	44	32	28	18	8	8	27
Alterations	134	150	201	187	78	87	134
Signs	62	10	7	16	6	9	21
Commercial Alterations	344	225	186	160	70	127	213
Other: Commercial construction new	8	15	8	15	7	10	13
ENFORCEMENT ACTIVITY							
Complaints	534	532	646	580	621	276	545
Inspections	1,994	1,307	1,556	1,456	2,700	1,384	1,534
Inspection resolution	116	257	201	189	266	141	221
No violation	87	187	284	125	114	46	151
Inquiry	25	9	0	14	51	22	17
Order to Comply	207	241	189	266	269	128	212
Prosecutor's summons	64	102	72	80	91	45	80
Resolved	499	369	419	413	432	213	413

Service Indicator Notes: Items can be heard individually or combined. A use variance by the Zoning Board of Appeals needs a special permit by Planning & Zoning. It may or may not need a final site review, coastal review or a soil erosion review. Some projects may just need a final site review. An application for conforming use not needing any variances but within 1,500 feet of a coastal waterway would only be scheduled for a Coastal Site Plan Review. So basically the numbers overlap and are confusing or misleading at best.

Complaints: Majority are referred from Anti Blight, Housing Code Enforcement, QAlert and City Council Members
Enforcement Activity: We verify the complaint, refer out or more than likely issue an Order to Comply, via registered mail. When postal receipt card is returned, another inspection performed. If letter comes back then property is posted with order to comply. If no action is taken on the part of the homeowner, a prosecutor's summons is requested; usually a court pre-trial date

FY 2016-2017 ADOPTED GENERAL FUND BUDGET

ZONING COMMISSION

PROGRAM HIGHLIGHTS

is 30 to 45 days away. Day of pre-trial needs another inspection. Prosecutor will continue cases numerous times due to the search of the legal property owner. Every time there is a state's prosecutor hearing, an inspection is needed. It is not unusual to conduct 8 to 10 inspections before a property comes into compliance. It is not unusual to have a case open for 8 months, some well beyond a year. The Prosecutor has lengthened the response time and tightened up the notification process, which has seriously slowed the compliance resolution process.

FY 2016-2017 GOALS

- 1) Seeking 1 regular Commissioner and 2 alternate Commissioners to eliminate postponement of meetings and the deferment of applications due to the lack of quorums.
- 2) As the request to reestablish the clerical position for the Planning & Zoning Commission has never been addressed, the goal is to follow through on the Civil Service directive of 12/08/15 to change the title of the Zoning Board of Appeals' Data Analyst to (Zoning) Administrative Specialist to compensate for performing the 2 clerical positions.

FY 2015-2016 GOAL STATUS

- 1) To seek 1 alternate Commissioner and 1 regular Commissioner assuring that the postponement of meetings and the deferment of applications will be limited whenever several of the 9 regular Commissions are unable to attend. This will also bring us in compliance with the bylaws of the Zoning Commission of the City of Bridgeport.
6 MONTH STATUS: A "full" Commission had been reached, but due to the new change in Administration 1 regular member retired in protest. The requested alternate members were never appointed.
- 2) To establish a computerized database of all Zoning records to better serve the public in need of such information.
6 MONTH STATUS: A Historical Preservation Grant was obtained to provide the funds to establish a database of all Zoning index cards. The Zoning Department had a more involved vendor in mind that would have scanned, created a database and cataloged all index cards until complete. Management of the project was taken out of our hands by The Office of Planning and Economic Development (OPED) and the vendor that was chosen could only provide an Optical Character Recognition (OCR) program rather than a read/write database. OPED also chose to hire a part-time intern who could not complete the project due to the depletion of the Grant funds. The project has been dormant since August 2015.
- 3) To enhance the quality of life in the City of Bridgeport through the use of proven land use planning techniques.
6 MONTH STATUS: 213 complaints by Constituents and others have been resolved.

FY 2015-2016 ADDITIONAL ACCOMPLISHMENTS

- 1) Additional Zoning Inspectors has enabled the resumption of inspecting properties to enforce the "Conditions of Approval" that were granted by the Planning & Zoning Commission. They also have decreased the response time for the verification of complaints.
- 2) Zoning now has full access to the Town Clerk's land record database allowing staff to validate that the applicant has filed their Planning and Zoning Commission "Special Permits." The Inspectors continue to generate revenue due to their diligent "Order to Comply" violations that are resolved through the Zoning Board of Appeals applications process for Variances, Certificate of Zoning Compliances, as well as Planning & Zoning Commission applications for Special Permits.

FY 2016-2017 ADOPTED GENERAL FUND BUDGET
 ZONING COMMISSION APPROPRIATION SUPPLEMENT

Org#	Object#	Object Description	FY 2014 Actuals	FY 2015 Actuals	FY 2016 Budget	FY 2017 Mayor Proposed	FY 2017 Council Adopted	Variance
01457		ZONING COMMISSION						
	51000	FULL TIME EARNED PAY	340,439	357,263	384,324	421,857	421,857	-37,533
01		PERSONNEL SERVICES	340,439	357,263	384,324	421,857	421,857	-37,533
	51140	LONGEVITY PAY	2,925	3,075	3,225	4,125	4,125	-900
	51156	UNUSED VACATION TIME PAYOUT	5,201	5,201	0	0	0	0
02		OTHER PERSONNEL SERV	8,126	8,276	3,225	4,125	4,125	-900
	52360	MEDICARE	4,805	4,958	5,215	5,761	5,761	-546
	52385	SOCIAL SECURITY	0	0	2,463	2,463	2,463	0
	52399	UNIFORM ALLOWANCE	600	600	800	800	800	0
	52504	MERF PENSION EMPLOYER CONT	44,637	46,628	42,280	46,474	46,474	-4,194
	52917	HEALTH INSURANCE CITY SHARE	59,496	72,680	83,593	84,310	84,310	-717
03		FRINGE BENEFITS	109,539	124,866	134,351	139,808	139,808	-5,457
	53705	ADVERTISING SERVICES	34,863	33,934	35,000	30,000	30,000	5,000
	54675	OFFICE SUPPLIES	1,941	2,983	3,000	2,500	2,500	500
	55155	OFFICE EQUIPMENT RENTAL/LEAS	2,889	2,667	2,925	3,725	3,725	-800
04		OPERATIONAL EXPENSES	39,693	39,584	40,925	36,225	36,225	4,700
	56180	OTHER SERVICES	299	339	350	442	442	-92
05		SPECIAL SERVICES	299	339	350	442	442	-92
01457		ZONING COMMISSION	498,097	530,328	563,175	602,457	602,457	-39,282

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