

CONSERVATION AND DEVELOPMENT SUMMARY

		FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Manager	Change FY 14-15	% Change
Conservation	\$	215,219	251,398	261,897	276,506	309,498	32,992	11.9%
Planning	\$	232,038	265,645	268,560	288,070	327,729	39,659	13.8%
Inspection Services	\$	315,227	361,743	397,822	462,925	524,156	61,231	13.2%
TOTAL APPROPRIATION	\$	762,484	878,785	928,279	1,027,501	1,161,383	133,882	13.0%
SOURCES OF FUNDS								
Departmental Receipts	\$	60,560	72,514	84,418	62,400	68,400	6,000	9.6%
Licenses & Permits	\$	371,607	483,042	640,696	525,601	630,958	105,357	20.0%
Rental of Land	\$	1,085	1,090	1,050	1,000	1,000	0	0.0%
Grants	\$	8,000	0	0	0	0	0	0.0%
Water Fund	\$	16,865	16,258	18,768	19,380	20,577	1,197	6.2%
Golf Course Fund	\$	0	0	0	0	0	0	0.0%
Transportation Fund	\$	0	0	0	0	0	0	0.0%
Taxation	\$	409,147	478,676	490,466	533,096	603,550	70,454	13.2%

This functional area provides funds to plan and manage conservation programs that protect the environment and natural resources for current and future generations of Amherst residents, to create and implement appropriate planning initiatives and regulatory mechanisms for the preservation and responsible development of the Town, and to ensure the public health, safety, and welfare of citizens by administering the General Laws and Regulations of the Commonwealth of Massachusetts and Town of Amherst Bylaws as they relate to land use and to the construction and occupancy of building and structures.

The large increase (\$133,882, 13%) in the Conservation and Development budgets are the result of two changes. First, funds are shifted from the Community Development Block Grant (CDBG) to the General Fund to pay for the salaries of existing staff members who had previously been paid by the CDBG grant. The Town will continue to apply for CDBG grants, but that funding is no longer guaranteed as it had been in the past. The shift in funding is for existing staff and does not increase the number of personnel in those two departments. Second, the Inspection Services Department increases by \$61,231 or 13.2% to fully implement the rental registration program including the hiring of a new inspector and administrative assistant in January, 2014. The increase represents the full year cost of those positions, which will be paid fully by fees collected by the rental registration program. In addition to implementing that new program, Conservation, Planning, and Inspections Services staff are in their fifth full year operating as a consolidated functional area on the second floor at Town Hall. During the coming year these departments will continue the deployment of the Safe and Healthy Neighborhoods Initiative, a multi-department coordinated effort in collaboration with the University, to improve neighborhood quality of life focused on the neighborhoods closest to the University campus and throughout the Town of Amherst.

There are 17.3 FTE employees providing services in this functional area, an increase of 1.19 FTE, because staff that had been funded by the CDBG grant will be funded by Town funds in FY 15.

CONSERVATION AND DEVELOPMENT

5171: CONSERVATION

MISSION STATEMENT: To plan and manage programs and initiatives to protect the environment and natural resources of Amherst for current and future generations.

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES

Accomplishments

- Completed 3 land conservation projects totaling close to 40 acres: 1) Brunelle, 2) Ricci and 3) South East Street
- Launched the Sustaining Amherst Website, www.Amherstma.gov/sustaining, a single place to find information on all of the green efforts happening in Amherst.
- Organized many community events and workshops focused on sustainability.
- Continued to develop a comprehensive Land Use Policy and Management document for use by the Commission and Department.
- Secured a Local Acquisition for Natural Diversity (LAND) Grant for more than \$100,000 for the Fort River Farm project.
- Replaced two large bridges and one long walkway on the Conservation land trail system.
- Secured funding for and erected two new trailhead kiosks.
- Brushhogged more than 250 acres of open fields as part of efforts to manage for early successional species habitat.
- Completed multiple conservation land management projects using funding secured through the federal Wildlife Habitat Improvement Program (WHIP) including prescribed burns and invasive species control.
- Engaged hundreds of volunteers in trail improvement projects throughout town.
- Worked with UMass students on a Town-wide survey to gather information on trail conditions and overall user satisfaction with our conservation areas.

Challenges

The greatest challenge to the Department is to maintain the level of service that Amherst residents demand relative to the maintenance of 80 miles of trails, the use of Puffer's Pond by thousands of visitors annually, and the management of more than 2,000 acres of Conservation Land.

LONG RANGE OBJECTIVES:

- To provide support for the Town-wide Master Planning process.
- To work more closely with the Friends of Puffers Pond and other local groups to increase funding for trails and the maintenance and enhancement of Puffer's Pond.
- To complete the purchase of Agricultural Preservation Restrictions over remaining unprotected farmland.
- To improve the mapping and inventorying of Town conservation and environmental land and resources for public distribution and for planning purposes.
- To integrate new conservation data into the Geographic Information System and seek ways to utilize it to help us better manage our Conservation Areas.
- To develop and implement a plan to create and fund a dog park, possibly from a combination of grants, private fundraising, and land donations.
- To collect and compile historical information on Town farms and natural resources.
- To complete the purchase or other protection of blocks of open space for conservation purposes.
- To maximize non-tax funding sources to assist with future land acquisition and land management.
- To work collaboratively with LSSE and other Town departments to implement the Open Space and Recreation Plan.
- To support efforts to plan for an integrated system of walking and riding trails throughout the Town.
- To work creatively to link Amherst trails with those in neighboring towns.
- To support the DPW in managing our watershed forests utilizing sustainable forestry practices.

FY 15 OBJECTIVES:

- To expand and enhance opportunities for farmers to use conservation land to grow more local food.
- To collaborate with residents of Applewood on the expansion of the accessible trail in the Orchard Arboretum Conservation Area.

Continued on next page

CONSERVATION AND DEVELOPMENT

5171: CONSERVATION

FY 15 OBJECTIVES (continued):

- To work closely with the Conservation Commission to complete chapters of the Conservation Land Use and Management Plan including those focused on farming, hunting, and camping.
- To design and build a new parking area at the Wentworth Farm Conservation Area.
- To work with the Conservation Commission to assess the current Wetland Protection Bylaw and make recommendations for changes and improvements.
- To begin the planning and permitting processes to dredge Puffer's Pond as a precursor to future capital requests.
- To work with the Town Manager, DPW, and the Puffer's Pond 2020 Group to address traffic flow, parking issues, and pedestrian/cyclist safety around Puffer's Pond.
- To address invasive species issues more aggressively on Conservation land.
- To continue to expand the Town's efforts around the Sustainability Festival, local agricultural initiatives, green energy projects, and other local sustainability initiatives.
- To complete one to two new land conservation projects with the support of the Conservation Commission and CPAC, including, but not limited to Fort River Farm project and expansion of the Wentworth Farm Conservation area.
- To continue to seek creative approaches to making the functional area more efficient while serving citizens, contractors, boards, and committees.

SERVICE LEVELS:

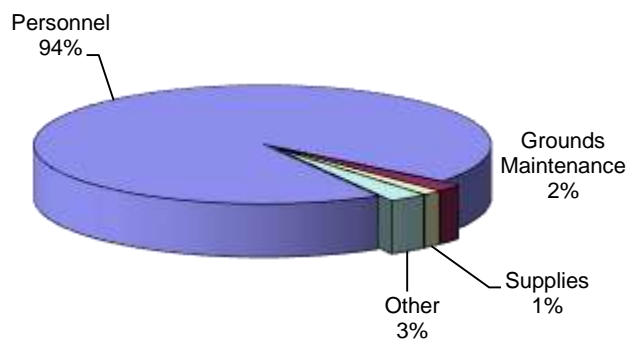
	<u>FY 09</u> <u>Actual</u>	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Actual</u>	<u>FY 13</u> <u>Actual</u>
Conservation land acreage managed	2,062	2,070	2,070	2,100	2,100
Watershed forest acreage managed	3,380	3,380	3,380	3,380	3,380
Trail miles maintained	80	80	80	80	80
Accessible trails maintained	4	4	4	4	4
Acres Monitored – Agric. Pres. Restrictions	2,102	2,102	2,102	2,102	2,102
Acres under Conservation Restrictions	174	202	202	202	202
Acres of farmland rented out	200	200	200	100	100
Wetlands Act Notice of Intent and Determinations	46	28	52	36	27
Wetlands Act Major Cases handled	6	2	3	2	5
Emergency Certifications			9	5	3
Public requests for information & help	2,590	2,624	2,723	2,650	2,700
Footbridges built or replaced	26	18	9	4	5
Volunteers					200

CONSERVATION AND DEVELOPMENT

5171: CONSERVATION

	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Manager	Change FY 14 - 15	Percent Change
Personnel Services	\$ 186,789	227,590	243,566	259,204	292,196	32,992	12.7%
Operating Expenses	\$ 28,430	23,807	18,331	17,302	17,302	0	0.0%
Capital Outlay	\$ 0		0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 215,219	251,397	261,897	276,506	309,498	32,992	11.9%
SUPPLEMENTAL INFORMATION							
Employee Benefits	\$ 99,772	99,772	99,772	120,565	123,402	2,837	2.4%
Capital Appropriations	\$ 33,000	33,000	35,000	10,000	10,000	0	0.0%
TOTAL DEPARTMENT COST	\$ 347,991	384,169	396,669	407,071	442,900	35,829	8.8%
SOURCES OF FUNDS							
Wetland Filing Fee	\$ 2,828	7,940	3,930	4,000	4,000	0	0.0%
Rental of Land	\$ 1,085	1,090	1,050	1,000	1,000	0	0.0%
Sale of Booklets/Maps/Wood	\$ 935	423	1,580	0	0	0	0.0%
Water Fund	\$ 16,865	16,258	18,768	19,380	20,577	1,197	6.2%
Grants	\$ 8,000	0	0	0	0	0	0.0%
Taxation	\$ 185,506	225,686	236,569	252,126	283,921	31,795	12.6%
POSITIONS							
Full Time	2.75	2.75	2.55	2.55	2.75	0.20	
Part Time With Benefits	2.00	2.00	3.00	3.00	3.00	0.00	
Full Time Equivalents	3.83	3.83	4.30	4.30	4.50	0.20	

MAJOR COMPONENTS:



Personnel Services include salaries for the Director of Conservation and Development/Assistant Town Manager and an Administrative Assistant, a Land Manager shared with the Water Fund, a part-time Wetlands Specialist, 24 hours of a Sustainability Coordinator, and a part time maintenance assistant shared with the Water Fund.

Grounds maintenance provides funds for materials and supplies such as lumber, gravel and mulch for more than 2,000 acres of Conservation Land including Puffer's Pond, Larch Hill, Amethyst Brook, and Mt. Pollux and approximately 80 miles of conservation trails throughout town.

Supplies include tools and small equipment, gasoline, office and vehicle supplies.

SIGNIFICANT BUDGET CHANGES:

Budget increase results from shifting funding of positions from CDBG to General Fund. The number of positions working in the Town is unchanged.

Operating expenses are level funded.

MISSION STATEMENT: To protect and enhance the environmental, economic, and social quality of life in Amherst for residents and visitors, by creating and implementing appropriate planning initiatives and regulatory mechanisms for the preservation of critical community resources and the orderly, rational, and responsibly sustainable development of the Town.

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES:

Accomplishments

- Preparation of twenty-three zoning amendments for Fall 2012, Spring 2013 and Fall 2013 Town Meetings; twenty were adopted. Three received strong majority votes but failed by narrow margins. Most implemented Amherst Master Plan goals, including those with regard to rental and affordable housing, village center rezoning and development, expanded opportunity for business activity, and increased mixed use and residential density in appropriate areas.
- Successful application since October 2008 for grants totaling more than \$5,400,000 for projects in the areas of water quality, energy efficiency, historic preservation, and community development.
- Support for the public participation process for the Residential Rental Property bylaw effort, as well as for Olympia Oaks affordable housing, Hawthorne Meadow Recreation Area project, housing regulatory reform, and many others.
- Support for numerous pre-development, site assessment, or program development efforts, including but not limited to the North Amherst and Atkins Corner village center planning and rezoning, Hawthorne Recreation Area, Transportation Plan development, UMass and Amherst College project planning, and the Central Corridor passenger rail access effort.
- Increased refinement of the shared MUNIS permit-tracking system, including additional storage, as well as use of digital plan submissions, and improvements in information sharing. Approximately ninety percent of all permit applications now are scanned documents, and all permit review transmittals between departments are now digital rather than paper.
- As a result of obtaining targeted administrative help, the time required to develop and file decisions for selected permits following board approvals has been reduced from a previous average of two months, in some cases, to three weeks.

Challenges

- Continuing need for revision of outdated aspects of the Zoning Bylaw, Official Zoning Map, and subdivision regulations.
- Maintaining sustainable levels of support for increasing public demands for service, information, and access to public decision-making, and the need to perform triage on staff support for Amherst's many citizen boards and committees.
- The ongoing need for a consistent, coordinated procedure for the development of Town projects, involving departments, and review boards/committees, to ensure consideration of all public interests and Master Plan objectives.
- Developing appropriate housing policies, including ways to maintain a diverse housing stock and increase the supply of housing to meet community needs.
- The increasing complexity of private development applications and the public permit review process, as more and more development projects involve infill and redevelopment.
- Addressing the community's social and capital needs in the face of loss of Mini-Entitlement CDBG funding.
- Accomplishing other responsibilities while engaged in ongoing transitions to improve efficiencies and delivery of service.

LONG RANGE OBJECTIVES:

- **Master Plan** - Assisting the Planning Board and other Town boards/committees in implementing the Amherst Master Plan.
- **Grants** - Applying for and administering federal and state grants for economic development, conservation, sustainability, historic preservation, and community development purposes.
- **Town-Gown** - Working with the Town-Gown Committee and representatives of the University of Massachusetts, Amherst College, and Hampshire College on planning and land use issues, especially those related to student housing.
- **Housing** - Supporting the Housing and Sheltering Committee, Planning Board, and others in developing amendments to the General Bylaws and Zoning Bylaw to encourage affordable housing and promote new market rate housing development, as well as enabling actions that preserve existing low and moderate income units, to ensure adequate housing for a diverse and growing population.
- **Town & Village Centers** - Assisting with the process of planning, rezoning, design, and economic development for Town Center and outlying village centers, including East Village, Pomeroy Village, Cushman Village, and Gatehouse Village.
- **Regional Coordination & Transportation** - Working with regional and state agencies on Amherst's behalf to address regional issues such as affordable housing, economic development, sustainability, environmental protection, and regional transportation, including Route 9 and Route 116 corridor plans, road improvements, regional trails, and rail passenger access on the Central Corridor. Collaborating with DPW, Public Transportation & Bicycle Committee, Public Works Committee, and others to address ongoing regional and local transportation, traffic, and parking issues.
- **Economic Development** - Assisting with ongoing review of the Town's current economic development efforts and its current land use and code permitting process as they affect economic development in Amherst.
- **Historic Preservation** - Assisting the Historical Commission with ongoing CPA funded historic preservation projects and other historic preservation initiatives in implementation of the Amherst Preservation Plan.

Continued on next page.

LONG RANGE OBJECTIVES: (continued)

- **Conservation** – Collaborative efforts with Conservation and other Town departments to achieve the objectives of the Open Space and Recreation Plan, as well as working with the Tree Warden, Public Shade Tree Committee, and others to promote and protect public shade and street trees.
- **Website/GIS** - To continue to integrate and expand the use of the Town's website and GIS mapping system in support of planning and land use decision making, including building additional data bases for the GIS system, expanding public accessible web-based GIS for community planning purposes, and expanding use of the Town, board/committee, and department web pages to provide web-based information to the public.

FY 15 OBJECTIVES:**Principal Planning Objectives:**

Implementation of selected Master Plan objectives and strategies:

- **Planning Studies & Rezoning**
 - North Amherst and Atkins Corners village center rezoning – Completing the rezoning process.
 - Town Center/Gateway rezoning – Beginning the community planning process for Town center zoning.
 - Housing Production Plan and Housing Market Study – Developing housing policies and zoning regulations responding to the conclusions of studies of the community's affordable and market rate housing needs.
 - Town/Gown Study – Completing a joint UMass/Town study of common master planning issues and implementation of recommended action steps.
 - Floodplain Mapping – Completing the process of remapping of flood prone areas and establishing new flood prone zoning boundaries.
- **Town Projects**
 - North Amherst Intersection – Working with DPW and others on design for an improved main intersection in North Amherst village, including related village center development issues; application for associated state grants.
 - Kendrick Park/North Downtown – Pre-planning for infrastructure and adjacent intersection improvements associated with the future park.
 - North Common – Helping to conduct a public process to develop a program of future uses for the north section of the Town Common, to guide preliminary conceptual design; a CPA funding request for matching funds for a FY 15 application for a Mass. PARC grant.
 - Pomeroy Village – Assisting with completion of long-planned intersection and streetscape improvements.
 - Puffer's Pond – Assisting with implementation of the Puffer's Pond 2020 Plan, including pre-planning for improvements to traffic flow, parking, dredging and others.
- **Community Development**
 - Working with the Planning Board and CDBG Advisory Committee to develop and apply for competitive Small Cities CDBG funding.
 - Support for the Housing and Sheltering Committee and others to establish coordinated housing and shelter policies and rental housing regulations consistent with the Amherst Master Plan.
 - Continued support for Town human social services efforts.
- **Sustainability Projects**
 - Permit review process for solar and other alternative energy projects.
 - Development of alternative energy zoning regulations.
 - Staff support and research for development of a Transportation Plan as a component of the Amherst Master Plan.
 - Participation in the MASSDOT NECR Central Corridor Feasibility Study, seeking to ensure future rail passenger service for Amherst.
 - Other ongoing efforts to promote and implement sustainable practices and projects.
- **Continued Staff Support and Coordination for:**
 - *Permitting boards & committees* – Planning Board, Zoning Board of Appeals, Design Review Board, Historical Commission, Dickinson Local Historic District Commission, and Amherst Redevelopment Authority.
 - *Advisory/policy boards & committees* – Safe & Healthy Neighborhoods Working Group, Housing and Sheltering Committee, Disability Access Advisory Committee, Town/Commercial Relations Committee, Community Development Committee, and others.
 - *Local/Regional bodies* – Amherst Chamber of Commerce, UMass Campus Facilities Planning, Pioneer Valley Planning Commission: Valley Development Council, Joint Transportation Committee, Sustainable Transportation Task Force, Central Corridor Coalition, Franklin County Comprehensive Economic Development, Economic Development Partners.
 - Interdepartmental Coordination – Continued improvements in shared use of MUNIS permit-tracking system.

CONSERVATION AND DEVELOPMENT

5177: PLANNING

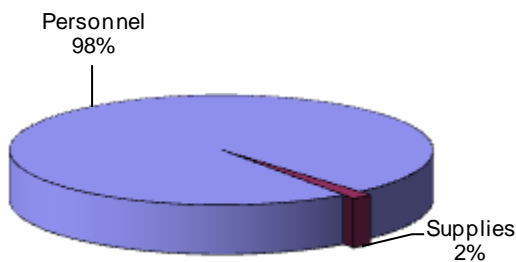
SERVICE LEVELS:	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY 12 Actual	FY 13 Actual
Planning					
Zoning/Subdivision/Regulation Amendments Worked On	10	13	15	5	17
ANR/Subdivision Plans Reviewed & Processed	10	10	6	12	15
Other Planning Board Special Permits	0	2	0	2	1
ZBA Special Permits Reviewed	42	16	25	31	28
Design Review Board Reviews	20	15	24	24	19
Demolition Delay Applications	7	9	14	12	5
Other Development Applications Processed	7	8	8	6	6
Planning Board Site Plan Reviews	6	12	10	7	13
Strategic Plans	15	12	16	1	2
Grant or Other Non-Town Funding Project Applications Processed/Administered	14	9	8	6	7
Contracts Administered	6	5	7	3	4
Special Planning Studies/Projects	28	25	21	23	14
Review of Other Projects	11	13	5	4	1
Committees/Boards Assisted	25	25	26	35	35
Committee & Board Meetings	222	245	205	92	163
Community Development					
Committees/Boards Assisted	3	3	3	3	3
Collaborations/Partnerships	0	0	1	2	1
Clients served by Human Service Agencies	7,200	270	320	1,138	1,487
Contracts administered	25	20	23	6	8
Grants Applied for	1	1	1	1	1
Grants Obtained	1	1	1	1	1
Emergency Assistance requests	12	45	29	42	42
Tuition Assistance requests	52	10	49	35	0

CONSERVATION AND DEVELOPMENT

5177: PLANNING

	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Manager	Change FY 14 - 15	Percent Change
Personnel Services	\$ 224,806	259,109	257,711	283,570	323,229	39,659	14.0%
Operating Expenses	\$ 7,233	6,536	10,849	4,500	4,500	0	0.0%
Capital Outlay	\$ 0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 232,038	265,645	268,560	288,070	327,729	39,659	13.8%
SUPPLEMENTAL INFORMATION							
Employee Benefits	\$ 122,461	109,136	118,817	124,272	133,986	9,714	7.8%
Capital Appropriations	\$ 998,100	358,100	432,000	241,995	0	(241,995)	-100.0%
TOTAL DEPARTMENT COST	\$ 1,352,599	732,881	819,377	654,337	461,715	(192,622)	-29.4%
SOURCES OF FUNDS							
Dept. Receipts	\$ 8,397	12,655	14,663	7,100	8,100	1,000	14.1%
Taxation	\$ 223,641	252,990	253,897	280,970	319,629	38,659	13.8%
Transportation Fund	\$ 0	0	0	0	0	0	0.0%
POSITIONS							
Full Time	3.35	3.82	3.82	3.82	4.80	0.98	
Part Time With Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents	3.35	3.82	3.82	3.82	4.80	0.98	

MAJOR COMPONENTS:



Personnel Services include salaries for a Planning Director, three senior planners, program coordinator and an administrative assistant.

Supplies include materials associated with mapping, computers, printers/copiers, and other departmental supplies.

SIGNIFICANT BUDGET CHANGES:

In FY 14, the use of Community Development Block Grant (CDBG) and other grant funding supported nearly \$141,000 of the salaries of staff in the entire functional area. During FY 15, most of the CDBG grant will be cut, and support for those salaries will be absorbed into the Planning Department budget. Operating expenses are level funded.

CONSERVATION AND DEVELOPMENT**5241: INSPECTION SERVICES**

MISSION STATEMENT: To ensure the public health, safety, and welfare of the inhabitants of the Town of Amherst by administering the General Laws and Regulations of the Commonwealth of Massachusetts and Town of Amherst By-laws as they relate to land use and to the construction and occupancy of buildings and structures.

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES:**Accomplishments**

- Continued improvement to collaboration between departments for increased efficiency with project approvals including recently moving a Health Inspector into Inspection Services to handle housing, well, septic, and new restaurants.
- Successful transition to digital plan submission and digital record keeping for all Inspection Services applications.
- Regular communication with all Conservation and Development staff to provide clear and concise permitting path to all applicants. Many recent project applicants benefitted from the coordination and communication between town staff to ensure that their proposals were well prepared for the land use permitting process, including understanding the potential effect of any pending or proposed zoning bylaw amendment.
- Positive feedback on the development and implementation of the Rental Permit Program.
- Completion of several public education workshops regarding the new Residential Rental Property Bylaw.
- Hiring of a full time Electrical Inspector with consistent daily schedule similar to the building inspectors.
- Continued increase in field use of technology to increase efficiency, data collection, and immediate notification.
- Major effort to respond to and keep records of complaints and violations activity. (See new category in Service Levels of this report)
- Launch of Inspection Services first online permit application for residential rental permits.

Challenges

- The greatest challenges for Inspection Services involve dealing with the continuously changing and expanding laws and regulations that we have been charged with enforcing, collecting the required information to perform a timely plan reviews, and working closely with other departments with overlapping jurisdictions and their own tight timelines. Keeping the lines of communication open between this department, the other departments we work closely with, and the applicants is also a challenge, complicated by short timelines, complex code questions, and busy schedules. In addition it often falls to the inspectors to help the public and professionals they work with understand the code requirements and zoning regulations.
- Many large upcoming projects to begin construction including Kendrick Place, Olympia Place, and Presidential Apartments expansion.
- Implementation of a new energy code that takes effective date of July 1, 2014.

LONG RANGE OBJECTIVES:

- To expand and develop a comprehensive Periodic Inspection Program to include regular inspection of certain residential properties and fire escapes.
- To explore and develop ways to broadcast information, news, updates, etc. through electronic communication and social media outlets.
- To create an electronic document management system for all Conservation and Development records. This project has commenced with the scanning of all Zoning Board of Appeals historical documents, permits, and decisions. This will enable both Town staff and the public to electronically search and view records associated with a property. The project will continue this year with scanning building/electrical/plumbing permit records.
- To continue to provide public education of codes, regulations, and permitting procedures.

FY 15 OBJECTIVES:

- To develop the Permit Administrator role in the land use permitting process.
- To ensure all applicable residential rental properties are permitted according to the new Bylaw.
- To continue converting Inspection Services record to digital format for improved search and access.
- To continue to improve and advance in field use of technology.
- To continue to improve communication with various departments and strengthen joint inspection procedures and enforcement.

CONSERVATION AND DEVELOPMENT

5241: INSPECTION SERVICES

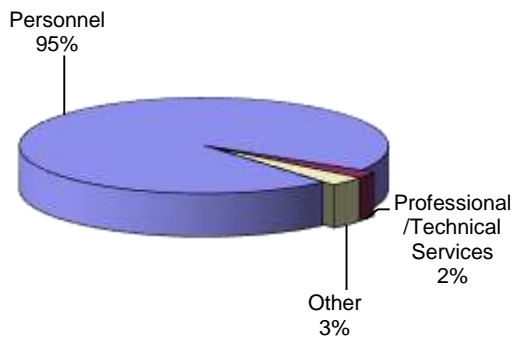
SERVICE LEVELS:	FY 09	FY 10	FY 11	FY 12	FY 13
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
PERMITS ISSUED:					
Building Permits	782	857	805	957	916
Electrical Permits	769	922	908	899	917
Gas Permits	220	221	260	268	282
Plumbing Permits	319	321	397	371	422
Demolition Permits	3	9	7	20	12
Certification of Inspection	249	279	349	182	167
Weights & Measures	35	44	41	42	53
Occupancy	130	91	109	197	78
INSPECTIONS					
Building	1,334	1,715	1,749	1,067	1,183
Electrical	1,694	1,818	1,962	1,361	2,283
Gas	261	227	262	293	422
Plumbing	754	541	496	499	701
COMPLAINTS AND VIOLATIONS (NEW FOR FY 13)					
Zoning Code					119
Fines Collected by Non-Criminal Disposition					72
					\$7,400
CODES AND OTHER REGULATIONS ENFORCED: Massachusetts State Building Code 8th Ed; <i>Massachusetts State Building Code for 1 & 2 Family Dwellings 8th Edition</i> ; International Mechanical Code; International Energy Code 2009; <i>The Stretch Energy Cod,</i> , <i>International Existing Building Code with Massachusetts Amendments</i> ; Massachusetts State Architectural Access Board Regulations; <i>Commonwealth of Massachusetts Sheet Metal Regulations</i> ; Massachusetts State Electrical Code; Commonwealth of Massachusetts Plumbing & Gas Codes; Sealer of Weights and Measures Regulations; Town of Amherst Zoning Bylaws; Conditions of Special Permits and Variances issued by the Zoning Board of Appeals, Conditions of Site Plan Review; Conditions of Design Review Board and Historical Commission; and the Town of Amherst Junk Car Bylaw; Sign Bylaw; and Portable Sign Bylaw. We also work closely with the Fire Department in regards to Chapter 148 of the Massachusetts General Laws concerning requirements for the installation of alarms and sprinkler systems, and the annual inspections required under the amendments to MGL 148 for nightclubs and similar uses.					

CONSERVATION AND DEVELOPMENT

5241: INSPECTION SERVICES

	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Manager	Change FY 14 - 15	Percent Change
Personnel Services	\$ 290,043	343,788	379,606	435,540	496,771	61,231	14.1%
Operating Expenses	\$ 25,184	17,955	18,216	27,385	27,385	0	0.0%
Capital Outlay	\$ 0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 315,227	361,743	397,822	462,925	524,156	61,231	13.2%
SUPPLEMENTAL INFORMATION							
Employee Benefits	\$ 96,620	97,388	121,293	136,900	196,450	59,550	43.5%
Capital Appropriations	\$ 0	0	0	0	0	0	0.0%
TOTAL DEPARTMENT COST	\$ 411,847	459,131	519,115	599,825	720,606	120,781	20.1%
SOURCES OF FUNDS							
Building Permits	\$ 177,506	230,633	363,526	265,165	365,000	99,835	37.7%
Demolition Permits	\$ (75)	0	0	0	0	0	0.0%
Other Permits	\$ 50,179	50,750	60,490	46,500	46,500	0	0.0%
Electrical Permits	\$ 143,997	201,659	216,680	213,936	219,458	5,522	2.6%
Certificates of Inspections	\$ 42,259	45,342	56,823	45,000	50,000	5,000	11.1%
Rental Registration	\$			67,790	128,526	60,736	89.6%
Weights and Measures	\$ 6,141	6,154	7,422	6,300	6,300	0	0.0%
POSITIONS							
Full Time	3.00	5.00	5.00	8.00	8.00	0.00	
Part Time With Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents	3.00	5.00	5.00	8.00	8.00	0.00	

MAJOR COMPONENTS:



Personnel Services provide funds for the Building Commissioner, 2 building inspectors, an electrical inspector, 2 Code Enforcement Officers, 2 management assistants and part-time plumbing and gas inspectors.

Professional/Technical Services provides the funds for the regional sealer of weights and measures program.

SIGNIFICANT BUDGET CHANGES:

Two staff for the Residential Rental Registration were hired in early 2014. The FY 14 budget contains funding for half a year, and the FY 15 budget contains funding for a full year, resulting in a \$60,649 increase in the personnel services budget line. Those expenses are funded entirely by the new rental registration fees. Operating expenses are level funded.