

Environment and Energy

- Environment and Energy 235
 - Environment Department 237
 - Environment 243
 - Inspectional Services Dept 249
 - Commissioner's Office 255
 - Administration & Finance 256
 - Buildings & Structures 257
 - Field Services 258

Environment and Energy

Brian Swett, Chief of Environment and Energy

Cabinet Mission

The mission of the Environment and Energy Cabinet is to coordinate several City departments and programs to ensure the enhancement, sustenance, and protection of Boston's urban environment; including its system of parks, open spaces, and natural and historic resources.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>
	Environment Department	1,304,263	1,251,527	1,521,048	2,077,449
	Inspectional Services Department	15,613,460	15,544,855	15,981,454	16,139,850
	Total	16,917,723	16,796,382	17,502,502	18,217,299

<i>Capital Budget Expenditures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Estimated '12</i>	<i>Projected '13</i>	
	Environment Department	233,269	0	300,000	450,000
	Total	233,269	0	300,000	450,000

<i>External Funds Expenditures</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>	
	Environment Department	514,850	2,152,374	7,521,240	1,152,969
	Inspectional Services Department	75,996	133,867	212,531	214,922
	Total	590,846	2,286,241	7,733,771	1,367,891

Environment Department Operating Budget

Vacant, Commissioner Appropriation: 303

Department Mission

The mission of the Environment Department is to enhance the quality of life in Boston by protecting air, water, climate and land resources, and by preserving and improving the integrity of Boston's architectural and historic resources.

FY13 Performance Strategies

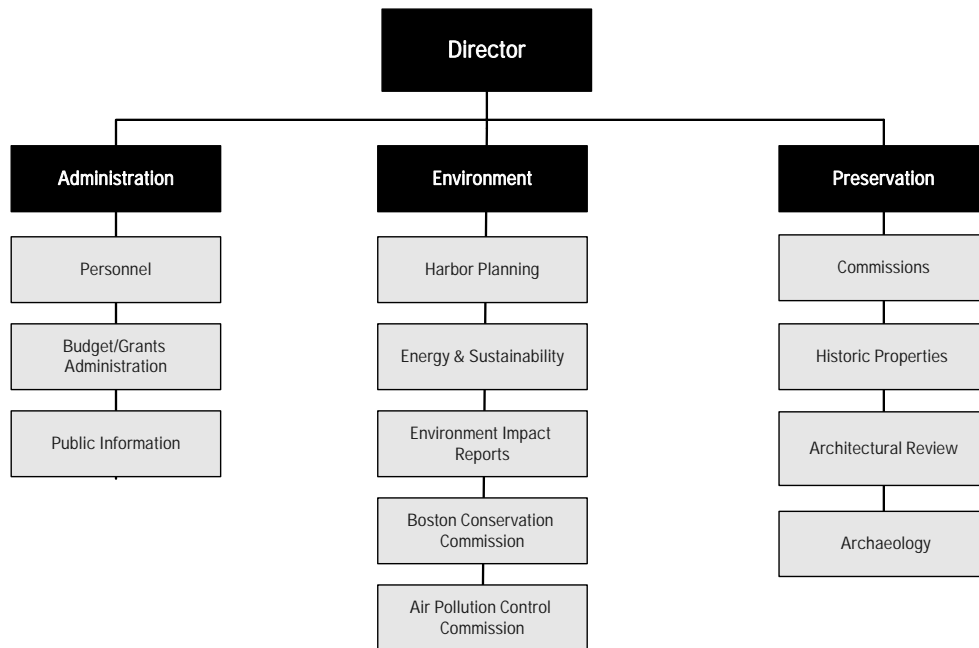
- To promote conservation of the City's architectural resources through administration of local preservation district guidelines and through federal, state and local regulation and review.
- To protect the public from air and noise pollution by enforcing Air Pollution Control Commission and other regulations.
- To protect wetlands and water quality through administration of the Massachusetts Wetlands Protection Act.
- To provide public education and outreach on the City's architectural, environmental and archeological initiatives and regulatory programs.

Operating Budget	Program Name	Total Actual '10	Total Actual '11	Total Approp '12	Total Budget '13
	Environment	1,304,263	1,251,527	1,521,048	2,077,449
	Total	1,304,263	1,251,527	1,521,048	2,077,449

External Funds Budget	Fund Name	Total Actual '10	Total Actual '11	Total Approp '12	Total Budget '13
	ARRA - Energy Efficiency & Con	26,024	1,203,058	4,777,119	500,000
	ARRA - Solar Market Transform	0	73,499	1,269,521	0
	Boston Food Policy Council	0	82,219	137,817	63,351
	Boston Pollution Abatement Fund	310,872	359,067	195,220	202,223
	Green Communities Grant	0	0	994,563	0
	Greenovate Fellowships	0	0	0	130,805
	Ground Water Well System	0	0	0	108,342
	Mass Tech Coll	5,922	0	0	0
	Municipal Waterway	105,884	103,150	115,000	81,623
	National Register Nomination	20,132	18,303	32,000	6,625
	Solar America Initiative	46,016	15,283	0	0
	Solar Compactor Energy Efficiency	0	297,795	0	0
	SunShot Initiative	0	0	0	60,000
	Total	514,850	2,152,374	7,521,240	1,152,969

Operating Budget		Actual '10	Actual '11	Approp '12	Budget '13
	Personnel Services	1,084,073	1,040,598	1,114,135	1,392,006
	Non Personnel	220,190	210,929	406,913	685,443
	Total	1,304,263	1,251,527	1,521,048	2,077,449

Environment Department Operating Budget



Authorizing Statutes

- Archaeology, M.G.L.A. c.9, §§ 26-27c; 1982 Mass. Acts ch. 152.
- Environmental, CBC Ord. § 5-2.1; CBC Ord. § 7-1.1; M.G.L.A. c. 131, § 40.
- Administration, 1982 Mass. Acts ch. 624, §§ 1-10.
- Preservation, 36 CFR 60; M.G.L.A. c. 40C; CBC Ord. § 7-3.1; 1955 Mass. Acts ch. 616, as amended; 1966 Mass. Acts ch. 625, as amended; 1975 Mass. Acts ch. 772.
- Generally, CBC St. 5 §§ 3-5, 9, 100, 102, 104, 113; CBC St. 2 § 752; CBC St. 11 §174; CBC St. 14 § 170; CBC Ord. § 5-2.1; M.G.L.A. c. 41, §§ 82-84.

Description of Services

The Environment Department reviews permit applications and development proposals, coordinates City policy on environmental issues and sustainability, conducts surveys of built and natural resources, provides public information and referrals on environmental and historic preservation issues, and develops City programs such as the preservation guidebook for homeowners. The department also provides support for the operations of the Groundwater Trust and the Boston Waterways Board.

Department History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	1,074,459	1,040,598	1,114,135	1,392,006	277,871
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	0	0	0	0
51600 Unemployment Compensation	9,614	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	1,084,073	1,040,598	1,114,135	1,392,006	277,871
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	12,586	12,555	14,094	14,094	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	900	1,710	1,000	1,680	680
52800 Transportation of Persons	0	60	100	100	0
52900 Contracted Services	190,367	176,837	379,619	656,719	277,100
Total Contractual Services	203,853	191,162	394,813	672,593	277,780
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	9,072	8,165	9,400	10,150	750
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	247	2,589	1,500	1,500	0
Total Supplies & Materials	9,319	10,754	10,900	11,650	750
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	832	752	1,200	1,200	0
Total Current Chgs & Oblig	832	752	1,200	1,200	0
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	1,870	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	4,316	8,261	0	0	0
Total Equipment	6,186	8,261	0	0	0
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	1,304,263	1,251,527	1,521,048	2,077,449	556,401

Department Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary
Admin Assistant	MYO	05	1.00	41,183	Environmental Assistant	MYO	06	3.00	150,062
Admin Assistant	MYO	06	1.00	57,849	Exec Assistant (Envn Dept)	MYO	09	1.00	61,123
Archaeologist	MYO	06	1.00	41,551	Exec Assistant	MYO	06	1.00	57,849
Architect	MYO	09	1.00	69,686	Grants Admin/Finance Spec	MYO	05	1.00	43,994
Assistant Survey Director	MYO	06	1.00	50,065	Preservation Planner	MYO	06	3.00	152,541
Chief of Environment & Energy	CDH	NG	1.00	123,057	Receptionist/Secretary	MYG	14	1.00	36,632
Commissioner	CDH	NG	1.00	89,217	Spec Assistant	MYN	NG	3.00	203,056
Deputy Administrator	MYO	10	1.00	80,591	Sr Planner	MYO	09	1.00	74,988
					Staff Assistant I	MYO	04	1.00	41,552
					Total			23	1,374,998
					Adjustments				
					Differential Payments				0
					Other				17,008
					Chargebacks				0
					Salary Savings				0
					FY13 Total Request				1,392,006

External Funds History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	134,216	249,650	450,173	271,394	-178,779
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	5,336	0	0	0	0
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	0	23,637	46,027	58,584	12,556
51500 Pension & Annuity	12,010	19,715	36,914	37,950	1,036
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
51800 Indirect Costs	0	0	86,529	15,783	-70,747
51900 Medicare	297	1,533	5,947	6,114	167
Total Personnel Services	151,859	294,535	625,590	389,825	-235,765
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	0	0	0	0	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	0	0	0	0	0
52800 Transportation of Persons	1,091	858	24,500	23,542	-958
52900 Contracted Services	361,496	1,165,490	6,379,350	700,390	-5,678,960
Total Contractual Services	362,587	1,166,348	6,403,850	723,932	-5,679,918
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	404	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	0	0	0	0	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	10,000	13,333	3,333
Total Supplies & Materials	404	0	10,000	13,333	3,333
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	0	0	10,000	13,182	3,182
Total Current Chgs & Oblig	0	0	10,000	13,182	3,182
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	0	299,491	21,800	12,699	-9,101
Total Equipment	0	299,491	21,800	12,699	-9,101
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	392,000	450,000	0	-450,000
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	392,000	450,000	0	-450,000
Grand Total	514,850	2,152,374	7,521,240	1,152,969	-6,368,271

External Funds Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary	
Environmental Assistant	MYO	06	1.00	43,283	Grants Admin/Finance Spec	MYO	05	1.00	13,245	
Exec Direct	MYO	09	1.00	74,988	Special Assistant	MYN	NG	2.00	37,603	
					Total				5	169,119
					Adjustments					
					Differential Payments				0	
					Other				102,275	
					Chargebacks				0	
					Salary Savings				0	
					FY13 Total Request				271,394	

Program 1. Environment

Vacant, Manager Organization: 303100

Program Description

The Environment Program works to enhance the quality of Boston's air, water, and land, and the integrity of its architecture and historic resources. The program researches and writes study reports, prepares National Register nominations, and performs design review of properties subject to landmark, local, district, and National Register review. The Program is focused on implementing the Mayor's commitment to sustainable development, climate protection, and the environment by reviewing environmental impact assessments, issuing permits and providing information and referral services on environmental issues. Through participation in various local, state, and federal review processes, the program seeks to increase the accessibility and quality of Boston's water and riverfronts. The program provides year-round information and referral on hazardous materials, non-toxic options, and materials disposal and recycling.

Program Strategies

- To promote conservation of the City's architectural resources through administration of local preservation district guidelines and through federal, state and local regulation and review.
- To protect the public from air and noise pollution by enforcing Air Pollution Control Commission and other regulations.
- To protect wetlands and water quality through administration of the Massachusetts Wetlands Protection Act.
- To provide public education and outreach on the City's architectural, environmental and archeological initiatives and regulatory programs.

Performance Measures	Actual '10	Actual '11	Projected '12	Target '13
# of attendees at Preservation Commission public hearings	1,181	1,304	1,103	1,300
# of project reviews for historic properties	946	1,324	1,372	1,500
# of wetlands and water quality public hearings	23	22	20	22
Air quality complaints responded to	33	27	60	40
Environmental Impact Statement/Review comments	52	79	74	80
Food trucks operating in Boston			35	50
Noise level complaints responded to	175	184	175	170
Residential energy assessments and energy conversion retrofits			10,500	6,550

Operating Budget	Actual '10	Actual '11	Approp '12	Budget '13
Personnel Services	1,084,073	1,040,598	1,114,135	1,392,006
Non Personnel	220,190	210,929	406,913	685,443
Total	1,304,263	1,251,527	1,521,048	2,077,449

External Funds Projects

ARRA - Energy Efficiency & Conservation Block Grant (EECBG)

Project Mission

The City was awarded \$6.5 million under the American Recovery and Reinvestment Act to support the Renew Boston initiative. Renew Boston will be an innovative public-private partnership that will boost energy efficiency and alternative energy services for Boston residents, businesses and municipal facilities. The Environment Department will coordinate with other city agencies to leverage other state and utility incentives for the initiative. It is anticipated that more than 100 green jobs will be created through the program.

ARRA - Solar Market Transformation

Project Mission

The Solar Market Transformation funds are a one-time grant from the United States Department of Energy, funded by the American Recovery and Reinvestment Act. Working with the Boston Transportation Department, the Environment Department will support the design and construction of a solar evacuation route to be used by residents and visitors in emergencies. The solar powered route will store power and provide direction in case of wide spread electrical failure.

Boston Food Policy

Project Mission

Supported by funding from local grant foundations, the Food Policy Council will support healthy eating and nutritional advancement in Boston's neighborhoods. The grants will support cooking classes for Boston Public School parents, assistance to food trucks that supply nutritional options and a community supported agriculture program aimed at seniors.

Boston Pollution Abatement Fund

Project Mission

The Pollution Abatement Fund was established in 1984 to receive funds environmental permits and fines which are to be expended by Air Pollution Control Commission in support of pollution abatement programs. The Fund has received permit fees from the South Boston Parking freeze and has been used to administer the Freeze and associated air pollution reduction efforts pursuant to 310CMR 7.33 and the Federal Clean Air Act. The fund provides grants for pollution abatements, vehicle retrofits, and air pollution research.

Green Communities Grant

Project Mission

As a Green Community, Boston was awarded almost a million dollars from the Massachusetts Department of Energy in FY12. This money will be spent on technological upgrades to existing systems and new technologies to reduce energy consumption.

Greenovate Fellowships

Project Mission

The BARR Foundation has donated funds to support two fellowships annually. These Fellows will provide support to existing and new environmental policies, expand the media presence of the Greenovation agenda and promote citywide participation in energy and other sustainability programs.

Groundwater/Well System

Project Mission

This project pays for the installation of groundwater monitoring wells in various areas of the City of Boston.

Massachusetts Technology Collaborative

Project Mission

This is a one year award from the Massachusetts Technology Collaborative to provide a portion of the required "non-federal cost share" in the Solar America Initiative.

Municipal Waterways Account

Project Mission

This funding will support maintenance, dredging, cleaning and improvement of harbors, inland waters and great ponds of the commonwealth, the public access thereto, the breakwaters, retaining walls, piers, wharves and moorings thereof, and law enforcement and fire prevention.

National Register Nomination

Project Mission

The National Register Nomination is an annual grant from the Massachusetts Historical Commission. This survey and planning grant allows the Boston Landmarks Commission to support the third and final phase of a comprehensive survey of cultural resources in the Beacon Hill neighborhood of the City of Boston.

Solar America Initiative

Project Mission

This is a three-year award from the U.S Department of Energy to maximize solar technology's role in the City's sustainable development, educational and emergency preparedness policies, resulting in the installation of solar technology on all feasible and appropriate locations throughout the city of Boston.

Solar Trash Compactor Demonstration Project

Project Mission

The Solar Trash Compactor Demonstration Project is funded by a grant from the U.S. Department of Energy to purchase wireless enabled solar trash compactors "Big Bellies" with attached recycling units. The funds will be both to purchase the Big Bellies and to conduct a comprehensive analysis of their impact on fuel and labor costs, carbon dioxide emissions, other environmental effects and will be spent by the close of FY11.

SunShot Initiative

Project Mission

The SunShot Initiative from the US Department of Energy is dedicated to accelerating the installation of rooftop solar in Boston by reducing barriers and lowering costs. The Massachusetts Department of Energy Resources is serving as the fiscal agent for this grant to the City of Boston.

Environment Department Capital Budget

Overview

Over the past several years, the city has authorized funds to clean up and conserve open-space and water resources. The FY13 Capital Plan maintains those on-going programs as well as promoting energy efficiency efforts citywide.

FY13 Major Initiatives

- Capital funds are supporting ARRA initiatives, which will include the installation of solar panels on the roof of the City of Boston Archives Center.
- Working with the Public Works Department, the Environment Department continues to assist with the attainment of rebates for the swap out of mercury and sodium vapor streetlights to LEDs, with a projected FY13 operating budget savings of over \$900,000.

<i>Capital Budget Expenditures</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Estimated '12</i>	<i>Total Projected '13</i>
<i>Total Department</i>	<i>233,269</i>	<i>0</i>	<i>300,000</i>	<i>450,000</i>

Environment Department Project Profiles

ENERGY CONSERVATION PROGRAM

Project Mission

Develop and implement an energy conservation strategy citywide including the installation of photo voltaic units and energy efficient lighting. In FY13 these funds will go towards citywide energy efficiency projects.

Managing Department, Construction Management **Status,** Annual Program

Location, Citywide **Operating Impact,** Yes

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	740,000	0	0	0	740,000
Grants/Other	159,401	140,599	0	0	300,000
Total	899,401	140,599	0	0	1,040,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	233,268	250,000	0	256,732	740,000
Grants/Other	50,000	0	250,000	0	300,000
Total	283,268	250,000	250,000	256,732	1,040,000

OPEN SPACE ACQUISITION

Project Mission

Funding program for open space acquisition.

Managing Department, Parks and Recreation Department **Status,** To Be Scheduled

Location, Citywide **Operating Impact,** No

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	1,000,000	0	500,000	0	1,500,000
Grants/Other	0	0	0	0	0
Total	1,000,000	0	500,000	0	1,500,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	622,281	0	0	877,719	1,500,000
Grants/Other	0	0	0	0	0
Total	622,281	0	0	877,719	1,500,000

Environment Department Project Profiles

WIND TURBINE

Project Mission

Design and construct wind turbines.

Managing Department, Environment Department **Status**, New Project

Location, NA **Operating Impact**, No

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	0	3,000,000	0	0	3,000,000
Grants/Other	0	0	0	0	0
Total	0	3,000,000	0	0	3,000,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	0	0	200,000	2,800,000	3,000,000
Grants/Other	0	0	0	0	0
Total	0	0	200,000	2,800,000	3,000,000

Inspectional Services Department Operating Budget

Bryan Glascock, Acting Commissioner Appropriation: 260

Department Mission

The mission of the Inspectional Services Department (ISD) is to serve the public by protecting the health, safety, and environmental stability of Boston's business and residential communities. To this end, ISD effectively administers and consistently enforces building, housing, and environmental regulations within the City of Boston. The department will continue to use its resources to protect and improve the quality of life in Boston's neighborhoods by providing public information, education, and enforcement.

FY13 Performance Strategies

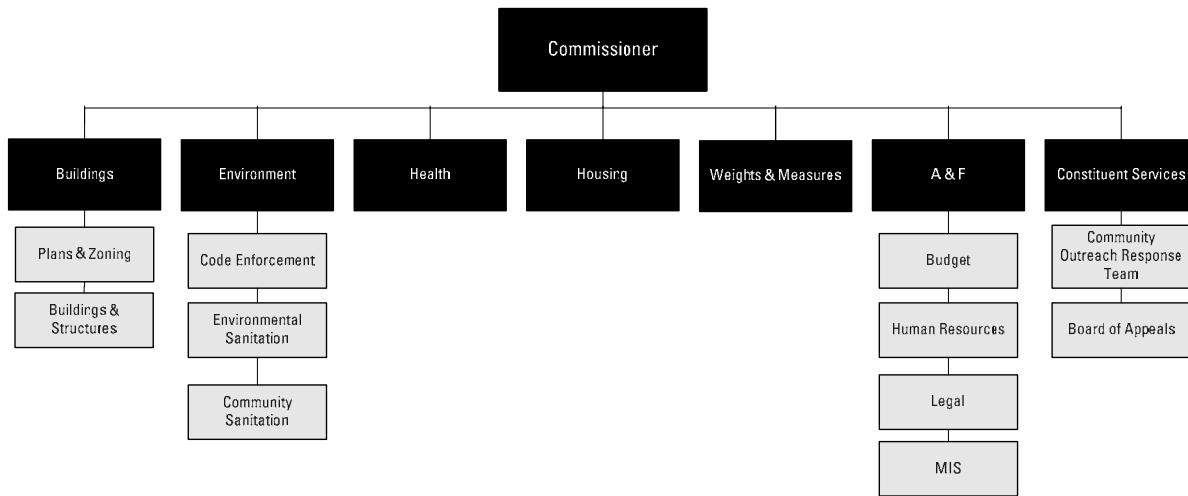
- To direct the cleaning of all vacant lots deemed to pose public health concerns.
- To ensure that tenants are provided with rental units that comply with building and sanitary codes.
- To ensure the safety of buildings by tracking their compliance with codes by means of scheduled inspections.
- To inspect all food establishments; swimming pools, massage and bath facilities; recreational camps for children; and funeral home establishments, on a routine and complaint basis.
- To respond to housing "no heat" complaints within 24 hours.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>
	Commissioner's Office	879,693	625,293	654,997	666,362
	Administration & Finance	3,488,158	3,400,064	3,504,134	3,564,504
	Buildings & Structures	4,963,524	5,042,191	5,156,857	5,421,187
	Field Services	6,282,085	6,477,307	6,665,466	6,487,797
	Total	15,613,460	15,544,855	15,981,454	16,139,850

<i>External Funds Budget</i>	<i>Fund Name</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>
	Foreclosure Fund	10,031	62,331	131,479	135,266
	Weights & Measures	65,965	71,536	81,052	77,843
	Total	75,996	133,867	212,531	213,109

<i>Operating Budget</i>		<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
	Personnel Services	13,194,296	13,225,125	13,625,424	13,541,738
	Non Personnel	2,419,164	2,319,730	2,356,030	2,598,112
	Total	15,613,460	15,544,855	15,981,454	16,139,850

Inspectional Services Department Operating Budget



Authorizing Statutes

- Establishment, CBC Ord. §§ 9-9.1, 9-9.5-9-9.7.
- Building & Structural Regulation; Swimming Pool; Elderly/Handicapped, State Building Code, 780 CMR; CBC St. 9 § 207; CBC Ord. § 9-9.10; CBC Ord. §§ 9-9.11.1-9-9.11.6.
- Housing Inspection, CBC Ord. 9, s. 1-2; State Sanitary Code, 5 CMR 400-419; Ord. 1984, c. 26, 39.
- Health Inspection, State Sanitary Code, 5 CMR 590-595.
- Weights & Measures; Transient Vendors & Hawkers; Inspection & Sale of Food, Drugs, Various Articles, 1817 Mass. Acts ch. 50, §§ 1-6; CBC St.9 § 10; CBC Ord. § 9-2.1; M.G.L.A. cc. 6, 94, 101; M.G.L.A. c. 98, § 56.
- Rodent Control, State Sanitary Code, 105 CMR 550.
- Board of Appeals, CBC St. 9 §§ 150-152; CBC Ord. §§ 9-4.1-9-4.2, 9-9.5.
- Board of Examiners, CBC St.9 §§ 150-152; CBC Ord. §§ 9-8.1-9-8.2, 9-9.5.

Description of Services

The Inspectional Services Department provides a broad range of regulatory services that include the inspection of buildings for compliance with building and public safety regulations, general housing inspections, and retail food establishment inspections for compliance with public health regulations. The Department provides services to victims of serious incidents such as fire, building collapse, power failure, etc., by providing coordination and assistance with building board-ups, hazard waste removal, short term make-safe repair activities and counseling. The Department works in cooperation with other public safety, human service, and law enforcement agencies to investigate and prosecute fraudulent contractors, environmental violators and others engaged in illegal activities that could have a negative impact on the quality of life. The Inspectional Services Department continues to develop and implement public information programs about the services and activities available through this agency.

Department History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	12,647,741	12,826,494	13,233,424	13,149,738	-83,686
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	271,074	316,740	315,000	315,000	0
51600 Unemployment Compensation	19,096	18,647	17,000	17,000	0
51700 Workers' Compensation	256,385	63,244	60,000	60,000	0
Total Personnel Services	13,194,296	13,225,125	13,625,424	13,541,738	-83,686
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	176,476	173,412	147,328	173,360	26,032
52200 Utilities	77,576	88,450	102,180	99,411	-2,769
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	274,474	287,025	295,637	274,556	-21,081
52700 Repairs & Service of Equipment	88,457	77,214	94,270	88,245	-6,025
52800 Transportation of Persons	267,464	280,632	267,698	268,198	500
52900 Contracted Services	286,834	328,590	290,846	305,846	15,000
Total Contractual Services	1,171,281	1,235,323	1,197,959	1,209,616	11,657
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
53000 Auto Energy Supplies	32,958	41,412	55,269	56,251	982
53200 Food Supplies	388	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	82,446	82,853	78,439	78,439	0
53700 Clothing Allowance	2,250	2,250	2,400	2,400	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	47,623	24,564	44,975	44,975	0
Total Supplies & Materials	165,665	151,079	181,083	182,065	982
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
54300 Workers' Comp Medical	88,569	23,397	25,000	25,000	0
54400 Legal Liabilities	0	3,094	45,142	33,740	-11,402
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	775,483	766,033	795,377	1,009,206	213,829
Total Current Chgs & Oblig	864,052	792,524	865,519	1,067,946	202,427
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	209,507	136,101	106,469	113,485	7,016
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	8,659	4,703	5,000	25,000	20,000
Total Equipment	218,166	140,804	111,469	138,485	27,016
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	15,613,460	15,544,855	15,981,454	16,139,850	158,396

Department Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary
ACC - Attorney	EXM	NG	2.00	146,586	Exec Asst (ISD)	EXM	11	1.00	107,091
Admin Secretary	SE1	03	5.00	256,415	Exec Asst	EXM	10	5.00	504,766
Admin Assistant	SE1	04	1.00	60,402	Head Clerk	AFF	12	18.00	730,818
Admin Assistant	SE1	06	1.00	72,313	Health Inspector	AFF	16A	18.00	1,103,092
Admin Secretary	AFF	14	2.00	96,643	Housing Inspector	OPE	16A	23.00	1,315,790
Assoc Inspec Engineer	SE1	09	8.00	737,889	Legal Assistant	AFF	15	1.00	55,778
Assoc Inspection Eng Fire-Serv	SE1	10	1.00	100,901	Legal Assistant	AFF	16	1.00	60,329
Asst Civil Engineer	AFJ	18A	1.00	55,757	Management Analyst	SE1	05	1.00	66,358
Asst Dir Housing Inspection	SE1	07	3.00	215,904	Member-Bd Of Review	EXO	NG	1.00	15,643
Asst Dir Of Operations	EXM	12	1.00	111,140	Plumbing And Gasfitting Insp.	AFF	16A	6.00	364,844
Board Member Appeals	EXO	NG	7.00	109,500	Plumbing Inspector	AFF	16A	1.00	63,545
Board Members (Examiners)	EXO	NG	3.00	31,286	Prin Admin Assistant	EXM	08	1.00	86,844
Building Inspector	AFF	16A	20.00	1,187,764	Prin Admin Assistant	SE1	08	6.00	520,829
Chief Bldg Admin Clerk	AFF	14	2.00	98,215	Prin Clerk	AFF	09	1.00	39,189
Chief Bldg Inspector	AFF	18A	1.00	77,139	Prin Clerk & Typist	AFF	09	14.00	480,763
Chief Deputy Sealer Wts & Msrs	AFF	18A	1.00	77,139	Prin Health Inspector	SE1	07	3.00	214,002
Code Enforce Inspector	AFF	16A	2.00	128,160	Reproduction Equip Oper (ISD)	AFF	10	1.00	29,769
Code Enforce Officer	AFL	14A	13.00	643,856	Sr Adm Anl	SE1	06	1.00	72,313
Code Enforce Officer	AFL	17A	2.00	138,398	Sr Adm Assistant	SE1	05	2.00	132,715
Commissioner	CDH	NG	1.00	110,302	Sr Cashier	AFF	10	1.00	40,756
Community Liaison (ISD)	AFF	15	1.00	55,778	Sr Data Proc Sys Analyst	SE1	08	1.00	86,844
Dep Comm Bldgs & Structures	EXM	14	1.00	122,553	Sr Legal Asst (ISD)	AFF	16	3.00	180,987
Dep Sealer(Wts & Msrs)	AFF	16A	5.00	323,072	Sr Personnel Officer	SE1	06	1.00	72,313
Dir Bldg & Structure Div	SE1	10	1.00	100,901	Sub Board Member	EXO	NG	5.00	78,214
DP Sys Anl	SE1	06	1.00	72,313	Sup of Plumbing & Gas Insp.	SE1	08	1.00	86,844
Environmental Health Inspector I	AFF	16A	11.00	650,241	Supv of Building Inspection	SE1	08	1.00	86,844
Environmental Health Inspector II	AFF	15A	3.00	172,395	Supv Permitting&Building Admin	SE1	08	1.00	86,844
Exc Asst (AsstCommConstServcs)	EXM	10	1.00	100,901	Supv-Electrical Inspection	SE1	08	1.00	86,844
					Wire Inspector	FEW	17	9.00	640,416
					Total			230	13,465,250
					Adjustments				
					Differential Payments				14,353
					Other				154,763
					Chargebacks				-121,878
					Salary Savings				-362,750
					FY13 Total Request				13,149,738

External Funds History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	0	121,591	177,495	195,760	18,265
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	8,543	0	0	0	0
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	0	0	0	0	0
51500 Pension & Annuity	0	0	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
51800 Indirect Costs	0	0	0	0	0
51900 Medicare	0	0	0	0	0
Total Personnel Services	8,543	121,591	177,495	195,760	18,265
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	584	710	535	400	-135
52200 Utilities	111	155	108	80	-28
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	863	4,222	3,095	1,000	-2,095
52800 Transportation of Persons	11,991	2,617	7,652	7,668	16
52900 Contracted Services	960	2,146	1,266	850	-416
Total Contractual Services	14,509	9,850	12,656	9,998	-2,658
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
53000 Auto Energy Supplies	0	0	80	0	-80
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	6,107	0	3,492	607	-2,885
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	23,484	1,854	17,793	7,227	-10,566
Total Supplies & Materials	29,591	1,854	21,365	7,834	-13,531
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	1,237	572	1,015	1,330	315
Total Current Chgs & Oblig	1,237	572	1,015	1,330	315
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
55000 Automotive Equipment	20,155	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	1,961	0	0	0	0
55900 Misc Equipment	0	0	0	0	0
Total Equipment	22,116	0	0	0	0
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	75,996	133,867	212,531	214,922	2,391

External Funds Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary
Admin Analyst	AFF	14	1.00	36,217	Code Enforcement Officer	AFF	14A	1.00	37,667
					Total				73,884
					Adjustments				
					Differential Payments				0
					Other				0
					Chargebacks				121,876
					Salary Savings				0
					FY13 Total Request				195,760

Program 1. Commissioner's Office

Bryan Glasscock, Acting Commissioner Organization: 260100

Program Description

The Commissioner's Office is responsible for overseeing daily Departmental Operations, including the development and implementation of an Automated Permitting and Inspection System (APIS). This system will provide for full online permitting and centralize the intake and scheduling of service requests and response to complaints. The permitting software solution will also be the framework for a permit management system involving all city agencies participating in the building permitting. This system will also enable ISD to share information among divisions by means of a centralized data management system. The Commissioner's Office coordinates all policy and planning functions, as well as focusing the Department's efforts to disseminate information in an understandable and timely manner. The Inspectional Services Department (ISD) is comprised of five regulatory divisions, namely, Building and Structures, Housing, Health, Environmental Services and Weights & Measures, whose aim is to protect and improve the quality of life for all City of Boston residents by effectively administering and enforcing regulations mandated by City and State governments.

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	599,250	409,710	379,644	365,687
Non Personnel	280,443	215,583	275,353	300,675
<i>Total</i>	<i>879,693</i>	<i>625,293</i>	<i>654,997</i>	<i>666,362</i>

Program 2. Administration & Finance

Bryan Glasscock, Manager Organization: 260200

Program Description

The Administration and Finance program provides direction and supervision for Human Resources, Budget Management, Information Technology, and Legal Services. Human Resources directs the administration of all employee services, payroll, and labor relations. Budget provides fiscal oversight for the responsible management of the departmental non-personnel operating budget, in addition to asset/fleet management. Information Technology is responsible for maintaining the department's local area network, web page materials and Microsoft exchange server. Legal works with departmental field inspection divisions in enforcing State Building, Housing and Sanitary Codes, in addition to addressing distressed properties and processing property liens.

Program Strategies

- To hear Zoning Board of Appeal cases in a timely manner.
- To improve responsiveness to constituent requests.

Performance Measures	Actual '10	Actual '11	Projected '12	Target '13
% constituent non-emergency requests responded to within 2 business days	100%	80%	100%	100%
% of ZBA Hearings scheduled between 60-90 days from receipt of completed application	92%	87%	100%	90%
Total constituent non-emergency requests received	6,748	5,859	5,677	7,000

Operating Budget	Actual '10	Actual '11	Approp '12	Budget '13
Personnel Services	2,175,765	2,032,816	2,132,665	2,198,906
Non Personnel	1,312,393	1,367,248	1,371,469	1,365,598
Total	3,488,158	3,400,064	3,504,134	3,564,504

Program 3. Buildings & Structures

Gary P. Moccia, Manager Organization: 260300

Program Description

The Inspector of Buildings oversees all building permit application processing, plans and zoning reviews, field inspections, and the investigative and regulatory enforcement activities administered by the Department. The Buildings and Structures management staff is responsible for issuing building permits for repair and installation, certificates of occupancy, building licenses, and inspecting buildings for safety and compliance with the allowable uses and applicable laws and codes. The Plans and Zoning staff responds to all permit applications and reviews building plans for zoning compliance. Zoning Materials and Zoning Clinics are available at 1010 Massachusetts Avenue and neighborhood libraries to assist individuals and businesses. Building, Electrical and Mechanical inspectors inspect all construction or renovation work to ensure that proper safety standards are followed. Inspectors respond to all community complaints about non-permitted work and zoning violations, including the use of land and structures beyond the allowable use and occupancy.

Program Strategies

- To ensure the safety of buildings by tracking their compliance with codes by means of scheduled inspections.
- To issue Certificates of Occupancy within 15 days of application.
- To process Buildings and Structures violations in an efficient manner.

Performance Measures	Actual '10	Actual '11	Projected '12	Target '13
% of final Certificates of Occupancy issued within 15 days	44%	52%	42%	46%
Building & Structures violations written	1,826	1,259	1,437	1,600
Building, Electrical, and Mechanical inspections performed	39,064	54,273	55,987	50,000
Building, Electrical, and Mechanical permits issued	32,416	36,301	27,057	35,000
Certificates of Occupancy issued within 15 days	596	758	634	
Certificates of Occupancy requested	1,353	1,440	1,517	

Operating Budget	Actual '10	Actual '11	Approp '12	Budget '13
Personnel Services	4,677,506	4,749,813	4,890,225	4,955,381
Non Personnel	286,018	292,378	266,632	465,806
Total	4,963,524	5,042,191	5,156,857	5,421,187

Program 4. Field Services

Bryam Glasscock, Manager Organization: 260400

Program Description

The Field Services program consists of four divisions: Health, Housing, Environmental Services and Weights & Measures. The Health Division's role is to protect the public health by permitting and inspecting food establishments, restaurants, caterers, health clubs, massage practitioners, and recreational camps. The Housing Division's role is to ensure the availability of clean, safe living conditions as required by the State Sanitary Code. The Environmental Services Division is responsible for the abatement and prevention of rodent infestation, the implementation of the City's site cleanliness ordinance, the boarding and securing of abandoned properties, and the coordination of the vacant lot maintenance program. The Code Enforcement Police, within the Environmental Services program, is responsible for preserving the cleanliness and environmental safety of the City. The Weights and Measures Division is charged with protecting consumers by ensuring accuracy in retail establishment pricing and proper readings on gas pumps, taxi meters, scales and fuel truck meters.

Program Strategies

- To conduct compliance inspections annually for auto body and repair shops.
- To direct the cleaning of all vacant lots deemed to pose public health concerns.
- To ensure that tenants are provided with rental units that comply with building and sanitary codes.
- To inspect all food establishments; swimming pools, massage and bath facilities; recreational camps for children; and funeral home establishments, on a routine and complaint basis.
- To respond to cleanliness and environmental safety complaints within 48 hours.
- To respond to housing "no heat" complaints within 24 hours.

Performance Measures	Actual '10	Actual '11	Projected '12	Target '13
% of "no heat" complaints responded to within 24 hours	100%	100%	100%	100%
% of code enforcement complaints responded to within 48 hours	100%	100%	100%	100%
Auto body and repair shops inspected	522	514	829	600
Code enforcement complaints received	8,824	14,085	10,886	11,000
Code enforcement complaints responded to within 48 hours	8,824	14,085	10,886	11,000
Code enforcement violations issued	53,989	49,282	38,466	32,000
Housing "no heat" complaints	873	1,043	811	1,000
Rental inspection certificates issued by ISD	1,249	1,352	1,807	1,500
Rental inspections	1,573	1,551	2,360	2,000
Total number of vacant lots reported	191	129	209	100
Vacant lots cleaned by ISD	56	38	27	40
Vacant lots cleaned by owner	43	24	54	25

Operating Budget	Actual '10	Actual '11	Approp '12	Budget '13
Personnel Services	5,741,775	6,032,786	6,222,890	6,021,764
Non Personnel	540,310	444,521	442,576	466,033
Total	6,282,085	6,477,307	6,665,466	6,487,797

External Funds Projects

Foreclosure Fund

Project Mission

The Foreclosure Fund was created in 2008 in compliance with the M.G.L. c.59, s57D, M.G.L. c.,156D, s5.02 and the 950CMR 113,20 requirement to register vacant or foreclosed properties. The fund allows Inspectional Services to charge an annual \$100 fee for the registration of each foreclosed property. Monies collected are to be used to offset costs to track and secure foreclosed properties.

Weights and Measures Enforcement Fund

Project Mission

The fund was created in 1998 in order to be in compliance with MGL c. 98 s. 29A, which was amended in 1998 to allow local weights and measures departments to issue civil citations (fines). The amended law specifically required that the revenue collected from said fines be retained and expended only for the purposes of enforcing "item pricing" and weights and measures laws.