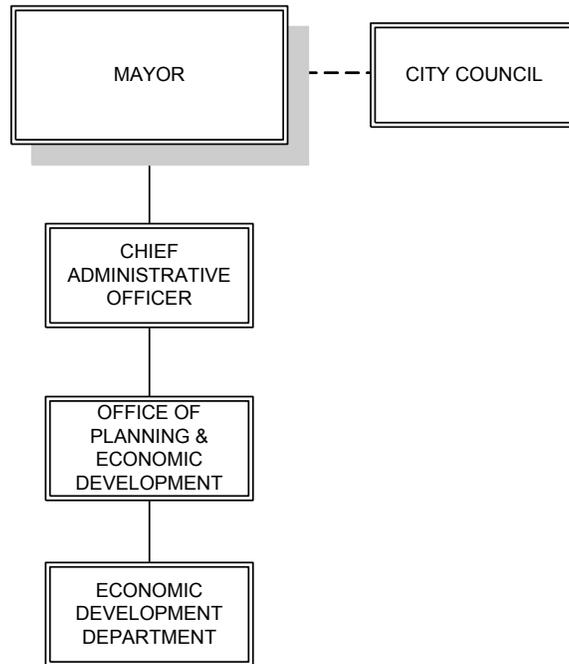


PLANNING & ECONOMIC DEVELOPMENT DIVISIONS
OFFICE OF PLANNING &
ECONOMIC DEVELOPMENT

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.



GENERAL FUND BUDGET

OPED

BUDGET DETAIL

David Kooris
Manager

REVENUE SUMMARY

ORG DESC	FY2011 ACTUAL	FY 2012 BUDGET	FY 2013 MAYOR PROPOSED	FY 2013 COUNCIL ADOPTED	VARIANCE
01450000 OPED ADMINISTRATION	327,367	645,500	455,000	455,000	-190,500
41318 1057 CONNECTICUT AVENUE RENT	-1,232	0	0	0	0
41638 CONGRESS PLAZA RENT	-1,711	0	10,000	10,000	10,000
41641 PARKING REVENUES	496	278,000	0	0	-278,000
45138 ANNUAL RENT	100,000	72,500	150,000	150,000	77,500
45140 ANNUAL PILOT	187,497	250,000	250,000	250,000	0
45327 LAMAR	42,316	45,000	45,000	45,000	0
45328 JP MORGAN CHASE RENT	0	0	0	0	0

APPROPRIATION SUMMARY

ORGANIZATION DESCRIPTION	FY2011 ACTUAL	FY 2012 BUDGET	FY 2013 MAYOR PROPOSED	FY 2013 COUNCIL ADOPTED	VARIANCE
01450000 OPED ADMINISTRATION	12,243,256	11,430,386	10,073,851	9,345,624	-2,084,762
1450PS OPED PERSONAL SVCS	1,297,910	1,365,983	1,409,179	1,390,737	24,754
2450TPS OPED ADM OTHER PERS SERVICES	33,953	15,375	16,125	16,125	750
3450FB OPED ADM FRINGE BENEFITS	327,884	366,673	420,348	420,348	53,675
4450EX OPED ADM OPER EXP	10,252,003	9,335,480	7,835,466	7,125,681	-2,209,799
6450SS OPED ADM SPEC SVCS	236,219	241,875	277,733	277,733	35,858
7450SC OPED ADM SUPPORTIVE CONTRIBUTI	95,287	105,000	115,000	115,000	10,000

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2013	BUDGET FY 2012	VARIANCE
DEPUTY DIR OF NEIGHBORHOOD REV		1.0	68,752.00	85,484.00	-16,732.00
DEPUTY DIRECTOR - OPED	1.00		114,845.00	112,593.00	2,252.00
DIRECTOR - OPED	1.00		125,544.00	123,082.00	2,462.00
DESIGN REVIEW COORDINATOR	1.00		69,655.00	68,289.00	1,366.00
ADMINISTRATIVE ASSISTANT	1.00	-1.00	40,159.00		40,159.00
EXECUTIVE ASSISTANT	1.00		58,223.00	57,081.00	1,142.00
DIRECTOR OF LAND USE & CONSTRU	1.00		84,373.00	82,719.00	1,654.00
ADMINISTRATIVE ASSISTANT	1.00		38,444.00	37,690.00	754.00
ASSISTANT SPECIAL PROJECT MANA	0.50		25,471.00	24,972.00	499.00
DIRECTOR OFFICE OF NEIGHBORHOOD	1.00		84,373.00	82,719.00	1,654.00
CONDEMNATION/ANTI-BLIGHT SPECI	1.00		44,347.00	41,000.00	3,347.00
ASSISTANT SPECIAL PROJECT MANA	1.00		38,016.00	38,016.00	
PLANNER 2	1.00		55,983.00	54,885.00	1,098.00
ASSISTANT SPECIAL PROJECT MANA	1.00		54,653.00	53,581.00	1,072.00
PLANNING DIRECTOR	1.00		96,665.00	92,912.00	3,753.00
PLANNER 3	2.00		132,880.00	130,274.00	2,606.00
SR. ECONOMIC DEVELOPMENT ASSOC	3.00		206,821.00	202,765.00	4,056.00
RELOCATION COORDINATOR	1.00		51,533.00	50,523.00	1,010.00
OPED	19.50	1.0 -1.00	1,390,737.00	1,338,585.00	52,152.00

GENERAL FUND BUDGET

OPED

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ESTIMATED 2011-2012
OFFICE OF PLANNING & ECONOMIC DEVELOPMENT								
ASSISTANCE								
Blight Citations Issued							650	
Blight fines imposed							590	
Condemned properties demolished							14	
Seven- year Enterprise Zone tax deferrals processed							5	4
Urban Jobs tax abatements (5 yr) processed							9	12
Urban Jobs tax abatements administered within 5 yr schedule							70	105
Total estimated employment of companies participating in Urban Jobs program							500	730
Other tax incentives or pilots for development projects approved by C.C.							3	1
\$ Value of proceeds; OPED managed property sales (city-owned)							\$500,000	\$500,000
Number of property sale transactions managed by OPED							6	19
Number of grant funded projects managed (by number of grants)							10	10
Number of Developer RFPs/RFQ administered							3	1
Number of New companies opened in or relocated to Bridgeport, resulting from staff assistance							20	18
Number of Existing companies expanded, resulting from staff assistance							5	8
Number of Brownfields undergoing assessment (diagnosis) under OPED's direction							6	7
Number of Brownfields undergoing some form of remediation under OPED's direction							5	4
Number of Brownfields undergoing redevelopment (new building construction)							2	2
MEETINGS								
Anti Blight Commission Meetings	12	12	22	2	11	11		
Condemnation Board Meeting	12	12	24	0	11	11		
Bridgeport Redevelopment Agency Meetings	12	12	10	2	2	1	3	3
Housing Site Development Agency Meetings	12	12	14	0	0	0	0	0
Bridgeport Port Authority Meetings	12	12	25	2	14	12	12	10
School Building Committee Meetings	12	12	6	0	0	0	0	0
B-EGIS Policy Committee Meetings	12	12	9	2	0	0	0	0
BEDCO Meetings	12	12	10	7	7	5	4	4
Community Capital Fund Meetings	12	12	30	16	15	16	12	11
Master Plan	N/A	N/A	22	0	4	0	0	0
Zoning Rewrite	N/A	N/A	8	10	7	0	0	0
Regional CEDS (Comprehensive Economic Development Strategy)			12	0	3	2	0	0

Note: Master Plan and Zoning rewrite meetings were discontinued in calendar year 2009.

FY 2012-2013 GOALS

- 1) Achieve completion of TIGER II funded construction by June 30, 2013.
- 2) Facilitate Bridgeport Landing Development's substantial completion of 150,000 square foot retail development in Upland Phase I by June 30, 2013.
- 3) Assist Bridgeport Port Authority to achieve full utilization of former Derektor site at Bridgeport Regional Maritime Complex with two or more companies by June 30, 2013.
- 4) Assist POKO Partners in substantial completion of the Clinton Commons Project prior to June 30, 2013.
- 5) Access approved State funding for the demolition of 812 Barnum Avenue (Remgrit south of Barnum), proposed site of Barnum (train) Station. Complete demolition of existing buildings prior to December 31, 2012. Facilitate final remedial action on property by Sporting Goods Properties, Inc. prior to June 30, 2013.
- 6) Completion of Seaview Avenue Industrial Park Project.
- 7) Participate in installation of new Downtown parking system.
- 8) Participate in and contribute to ongoing success of Bridgeport Arts Fest and Downtown Thursdays.
- 9) If awarded, complete City Canvases (CT Department of Economic and Community Development grant) project objectives related to public art projects, projection mapping, and wayfinding signage.
- 10) Complete acquisition of properties necessary for Black Rock School expansion.
- 11) Assist in completion of Arena Fuel Cell project.
- 12) Assist in completion of Fuel Cell Energy project on State Street
- 13) Assist in completion of Columbia Elevator Products Remediation project by December 31, 2012.
- 14) Complete Bloom Shellfish relocation on Steel Point. Complete MOVE Yacht Club relocation to Waterview Avenue.
- 15) Assist in completion of Seaside landfill renewable energy project.
- 16) Obtain approvals for development agreements for North Downtown Village District; facilitate initial construction activity of chosen developers.
- 17) Completely expend original NSP (Neighborhood Stabilization Program) I Grant, including program revenue in accordance with adopted project goals.
- 18) Completely obligate NSP III funding to eligible projects.
- 19) Assist Bridgeport Port Authority in completion of South Avenue Project Development Plan.

FY 2011-2012 GOAL STATUS

- 1) Initiate construction of infrastructure utilizing the TIGER II Grant from FHWA (Federal Highway Administration) on the Steel Point Peninsula.
6 MONTH STATUS: *Project expected to be released for public bid by early April. Construction expected to commence prior to June 30, 2012.*
- 2) Finalize Transfer Agreement with Connecticut DOT (Department of Transportation) for Commuter Garage & Train Station.
6 MONTH STATUS: *Transfer agreement finalized, transfer completed.*
- 3) Finalize FTA (Federal Transit Administration) Funding for Downtown Connectivity and ITC Improvements.
6 MONTH STATUS: *Project management assumed by Public Facilities and the Sustainability Director; funding expected to be finalized by June 30, 2012.*
- 4) Finalize STP funding for Downtown Paving Program.
6 MONTH STATUS: *Project management has been assumed by Public Facilities and the Sustainability Director; funding expected to be finalized by June 30, 2012.*
- 5) Initiate Feasibility Study for Black Rock / Ash Creek to Black Rock Train Station Pedestrian Bridge, subject to funding.
6 MONTH STATUS: *Greater Bridgeport Regional Council currently managing solicitation process for consultant.*
- 6) Initiate Downtown Lafayette Circle Feasibility Study (Lafayette Blvd reconfiguration), subject to funding.
6 MONTH STATUS: *Greater Bridgeport Regional Council currently managing solicitation process for consultant.*
- 7) Initiate NEPA (National Environmental Policy Act) review for Seaview Ave Transitway.
6 MONTH STATUS: *No progress, dependent on other project components.*
- 8) Initiate Feasibility Study for PT Barnum Train Station – Barnum Ave, subject to funding.
6 MONTH STATUS: *Consultant selection process underway.*
- 9) Initiate Downtown Enhancements in concert with Connecticut DOT and the FTA (Federal Transit Administration).
6 MONTH STATUS: *Project management assumed by Public Facilities and the Sustainability Director.*
- 10) Facilitate Bridgeport Landing Development's substantial completion of 150,000 square foot retail development in Upland Phase I by June 30, 2012.
6 MONTH STATUS: *Tenant negotiations in progress. Construction expected in FY 2013.*
- 11) Facilitate ongoing groundwater monitoring of Voluntary Cleanup (environmental) sites in West End. (Dari-Farms and Went Field).
6 MONTH STATUS: *Groundwater monitoring continues at both sites. Based on favorable results, permission has been requested of CT DEEP to discontinue monitoring at the Dari-Farms site.*
- 12) Begin Remediation and Transfer Sell State-Clinton Redevelopment Site; Transfer portion of former Bryant Site to Dari Farms for parking expansion.
6 MONTH STATUS: *State-Clinton site under contract, developer design proposal under review. Transfer of parking to Dari-Farms anticipated prior to June 30, 2012; land use approvals obtained, necessary land survey near completion.*

- 13) Gain DECD (Department of Economic and Community Development) approval for infrastructure investments to support private investment in West End; complete improvements prior to June 30, 2012.
6 MONTH STATUS: *DECD approval obtained for some infrastructure investments; completion of improvements and close out of West End DECD grants anticipated in FY 2013, subject to start and requirements of #12, above.*
- 14) Negotiate and execute acquisition agreements for Knowlton Street properties essential to Pequonnock River Park plans; complete acquisitions; complete initial park improvements prior to June 30, 2012.
6 MONTH STATUS: *459 Knowlton Street, 405 Knowlton Street, and 337 Knowlton Street acquired. Negotiations in progress for other selected properties on Knowlton, Central Avenue, and East Washington Avenue. Initial park improvements at 459 Knowlton expected to be completed in summer 2012.*
- 15) Fund new façades (approx. \$200,000) on 6 properties, 12 storefronts, on East Main St.
6 MONTH STATUS: *Completion expected in Summer 2012. Utilizing CDBG Program Year 37 Storefront allocation.*
- 16) Fund sign and awning improvements (approx. \$100,000) City-wide on 28 properties
6 MONTH STATUS: *Have fully funded CDBG Program Year 36 for \$100,000 on 4 downtown properties. Emphasis of program was changed to create greater impact on fewer properties.*
- 17) Finance 1-8 businesses (total \$80,000) through Revolving Loan Fund (CDBG award).
6 MONTH STATUS: *Completed funding for Mattress Recycling Business through Community Capital Fund as conduit, utilizing CDBG Program Year 36. Day care facility project identified for CDBG Program Year 37 allocation.*
- 18) Secure Connecticut DEP (Department of Environmental Protection) and US EPA (Environmental Protection Agency) commitments for funding and other involvement in City-wide riverfront recapture efforts.
6 MONTH STATUS: *Utilizing EPA ARRA Petroleum Remediation grant for remediation activities at 837 Seaview Avenue.*
- 19) Formal adoption of Pequonnock River Watershed Improvement Plan.
6 MONTH STATUS: *Project management assumed by Sustainability Director.*
- 20) Facilitate initiation of NY-CT Sustainable Communities TOD (Transit Oriented Development) Planning effort on Seaview Avenue corridor.
6 MONTH STATUS: *OPED Planning staff, in conjunction with RPA, will complete the planning effort by March 31, 2012.*
- 21) Structure and initiate implementation of \$1.6 Million NSP (Neighborhood Stabilization Program) III Program, soliciting proposals & projects.
6 MONTH STATUS: *Awaiting final contracts from DECD; RFPs to be issued prior to June 30, 2012.*
- 22) Complete \$3 Million in existing NSP (Neighborhood Stabilization Program) 1 development projects.
6 MONTH STATUS: *Ahead of schedule. \$4.2 Million spent or obligated to date. Realized over \$1 Million in program revenue.*
- 23) Complete City-funded development of MOVE Yacht Club Site on Waterview Ave.
6 MONTH STATUS: *Site remediation and site work construction underway. Completion by June 30, 2012 anticipated.*

GENERAL FUND BUDGET

OPED

PROGRAM HIGHLIGHTS

- 24) Facilitate completion of Urban Green Builders Phase III, or terminate development rights.
6 MONTH STATUS: *Pending.*
- 25) RFP Downtown North urban renewal properties for development proposals.
6 MONTH STATUS: *RFP issued in Fall 2011.*
- 26) Complete Request for Proposals Process for Downtown North, identify one or more new Preferred Developer(s).
6 MONTH STATUS: *New Preferred Developers indentified. Agreements with new Preferred Developers expected prior to June 30, 2012.*
- 27) Complete transfer of Crescent Avenue property to United Illuminating for new East Side Substation in accordance with 2006 settlement.
6 MONTH STATUS: *Phase II environmental investigations completed and shared with UI, under UI review.*
- 28) Facilitate establishment of new grocery store in the Arcade Hotel.
6 MONTH STATUS: *Deli/market operator has signed lease, plans in final design.*
- 29) Obtain approval for new downtown senior center and redevelopment of Eisenhower building. Assuming necessary approvals have been obtained; have construction of new senior center facility completed prior to June 30, 2012.
6 MONTH STATUS: *Approvals for property transaction to be sought in Spring 2012.*
- 30) Identify developer, obtain necessary approvals, and complete disposition of Black Rock Bank building.
6 MONTH STATUS: *Purchaser/developer, Silver Spring Properties, has signed agreement with City and is obligated to close on purchase by June 15, 2012.*
- 31) Facilitate completion of Clinton Commons project by POKO Partners and Alpha Community Center.
6 MONTH STATUS: *Construction underway as of January 2012. Project completion expected in mid-2013.*
- 32) Facilitate the beginning of construction of Seaview Plaza development project.
6 MONTH STATUS: *EPA funded environmental remediation activities underway.*
- 33) Continue demolition of vacant structures on Revere Street, recruiting retail development for the Stratford Avenue frontage and working with the Bridgeport Public Library on feasibility analysis for an expanded and renovated East End Branch at the Smith Foundation Building.
6 MONTH STATUS: *Demolition of vacant structures completed or scheduled. Land acquisition budgets being developed.*
- 34) Assist 10 or more new companies via startup or relocation.
6 MONTH STATUS: *Assisted more than 10 new companies that have established or committed to establishing business operations in Bridgeport since July 1st 2011. Including: Film Chest, Columbia Elevator Products, Outdoor Ventures, Security Camera Systems, Bare Restaurant, Questback, Artemis Landscape Architects, Fletcher Thompson Architects, Plastics Warehouse, Tomatillo Taco Joint, Bereket Turkish Restaurant, Dickies BBQ, Bijou Wines, Moda Studio Salon, and Bijou Cinema.*

GENERAL FUND BUDGET

OPED

APPROPRIATION SUPPLEMENT

ORG CODE OBJECT DESC	FY2011 ACTUAL	FY 2012 BUDGET	FY 2013 MAYOR PROPOSED	FY 2013 COUNCIL ADOPTED	VARIANCE
01450000 OPED ADMINISTRATION	12,243,256	11,430,386	10,073,851	9,345,624	-2,084,762
51000 FULL TIME EARNED PAY	1,272,719	1,338,585	1,409,179	1,390,737	52,152
51099 CONTRACTED SALARIES	25,191	27,398			-27,398
51140 LONGEVITY PAY	14,550	15,375	16,125	16,125	750
51156 UNUSED VACATION TIME PAYOUT	19,403				
52360 MEDICARE	16,252	17,359	17,461	17,461	102
52385 SOCIAL SECURITY	2,509	5,966	11,632	11,632	5,666
52399 UNIFORM ALLOWANCE					
52504 MERF PENSION EMPLOYER CONT	120,651	148,267	162,730	162,730	14,463
52917 HEALTH INSURANCE CITY SHARE	188,472	195,081	228,525	228,525	33,444
53050 PROPERTY RENTAL/LEASE	80,000	20,000	20,000	20,000	
53200 PRINCIPAL & INTEREST DEBT SERV	10,126,473	9,248,335	7,767,551	7,057,766	-2,190,569
53605 MEMBERSHIP/REGISTRATION FEES	1,989	2,774	1,800	1,800	-974
53610 TRAINING SERVICES	575	958	1,500	1,500	542
53705 ADVERTISING SERVICES	13,797	38,618	20,000	20,000	-18,618
53720 TELEPHONE SERVICES	959	540	940	940	400
53750 TRAVEL EXPENSES	5,846	2,721	2,500	2,500	-221
53905 EMP TUITION AND/OR TRAVEL REIM	1,343	2,159	2,100	2,100	-59
54555 COMPUTER SUPPLIES			50	50	50
54640 HARDWARE/TOOLS	597		150	150	150
54675 OFFICE SUPPLIES	4,993	3,275	3,800	3,800	525
54705 SUBSCRIPTIONS	1,363	2,000	2,000	2,000	
55055 COMPUTER EQUIPMENT					
55155 OFFICE EQUIPMENT RENTAL/LEAS	14,068	14,100	13,000	13,000	-1,100
55160 PHOTOGRAPHIC EQUIPMENT			75	75	75
56010 ENGINEERING SERVICES	44,980	30,000	50,000	50,000	20,000
56085 FOOD SERVICES	6,917	5,000	5,000	5,000	
56095 APPRAISAL SERVICES	6,925	8,500	8,500	8,500	
56110 FINANCIAL SERVICES	11,792	7,000	7,000	7,000	
56130 LEGAL SERVICES	5,472	3,500	3,500	3,500	
56160 MARKETING SERVICES	126,044	139,678	145,000	145,000	5,322
56165 MANAGEMENT SERVICES		23,367	37,000	37,000	13,633
56175 OFFICE EQUIPMENT MAINT SRVCS	7,374	6,244	3,000	3,000	-3,244
56180 OTHER SERVICES	26,388	17,492	17,459	17,459	-33
56190 FILM PROCESSING SERVICES		63	63	63	
56250 TRAVEL SERVICES	80	811	811	811	
59010 MAILING SERVICES	8		150	150	150
59015 PRINTING SERVICES	240	220	250	250	30
59500 SUPPORTIVE CONTRIBUTIONS	95,287	105,000	115,000	115,000	10,000

GENERAL FUND BUDGET

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PLANNING & ECONOMIC DEVELOPMENT DIVISIONS
PLANNING DEPARTMENT

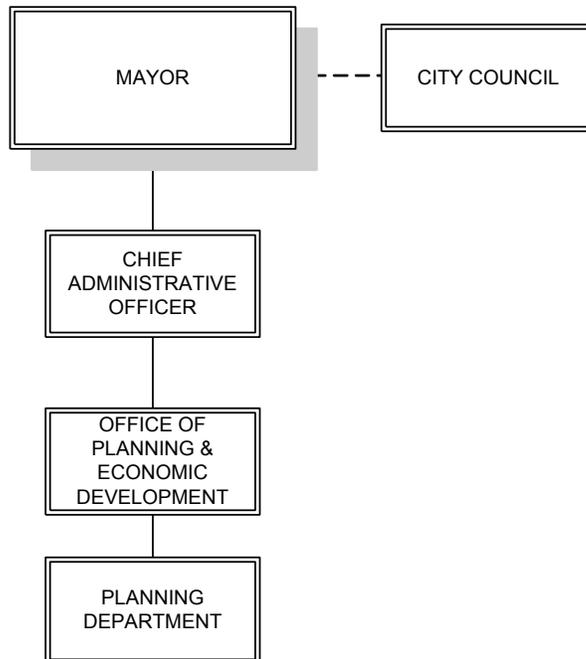
MISSION STATEMENT

To assist in guiding the development of the City, through recommendations regarding land use policies, the design of project, the siting of projects, and the process for approving projects, in pursuit of an optimal balance of economic and social objectives. To support the Office of Planning & Economic Development with growing the City's tax base and provide the framework to build an economically vibrant and dynamic Bridgeport.

The Planning Department works with the development community to guide them through the City's regulatory processes, neighborhood revitalization zone and redevelopment plans, and other siting issues associated with their investment opportunities. Through the coordination of proposed projects, adaptive reuse plans, and smart growth policies and with a focus on the larger streetscape, neighborhood and citywide issues, the department seeks to balance the development project plans with those of the City's vision as identified within its Master Plan of Conservation & Development. The end product being a more livable city with viable neighborhoods, an inviting commercial and business atmosphere, and a "green" landscape in support of the name – the "PARK CITY".

As a department that provides a wide variety of services to the general public, other City departments, local businesses and organizations, State and regional interests, developers and consultants, the staff strives to develop information resources and delivery systems in support of the City's redevelopment efforts.

The department continuously provides research, siting analysis, consultant management and project development services for the City's public projects such as schools, parks, public access to the waterfront, streetscape and other similar projects.



GENERAL FUND BUDGET

PLANNING DEPARTMENT

PROGRAM HIGHLIGHTS

FY 2012-2013 GOALS

- 1) The *Planning Department* will continue to support the Office of Planning & Economic Development by handling application processing inquiries, information requests, siting analysis, State and Federal agencies inquiries, and requests from the general public that come into the City on a daily basis.
- 2) The *Planning Department* will continue to support the Office of Planning & Economic Development by responding to requests for assistance with developers' project needs in a timely manner with the identification of application approval steps required by the City's regulatory agencies on a project-by-project basis.
- 3) The *Planning Department* will continue to support the Office of Planning & Economic Development with the continuing updating of the 2010 Zoning Regulations. Zoning amendments proposed from internal and external sources are reviewed and commented on by the staff and recommendations are made as to any impacts and/or improvements that could be made to these proposals prior to them appearing before the City's various land use boards and commissions.
- 4) The *Planning Department* will continue to support the Office of Planning & Economic Development with the implementation of the recommendations made within the City's Master Plan of Conservation & Development, some of which will require the creation of and/or amendment to the City's Code of Ordinances such as the Housing Overlay Zone and the Payment In Lieu Of Parking (PILOP) recommendations.
- 5) The *Planning Department* will continue to support the Office of the City Attorney with their efforts to develop an improved street acceptance/abandonment process based upon the requirements of the City Charter.
- 6) The *Planning Department* will continue to support the Office of the City Attorney with research, document duplication, map creation, and project processing issues in support of their case work needs.
- 7) The *Planning Department* will continue to support the Office of the Mayor with the development of the arts and entertainment events planned in the city. Department staff is continuing to assist the Bridgeport Arts Council and other similar organizations with their plans to expand the arts interests throughout the city. Annually, the staff manages the "Downtown Thursdays" concert series, Arts Fest, and various other arts and cultural events conducted downtown.
- 8) The *Planning Department* is working on the site assembly for the expansion of the Black Rock Elementary School. Staff will be working with the School Construction Program to acquire five (5) parcels of land and close off a portion of School Street for the school project.
- 9) The *Planning Department* continues to seek improvements to the Bridgeport Enterprise Information System (B EGIS). Although no longer under this department's umbrella, the staff continues to try and enhance this critical data and mapping program of the City. This program is deteriorating due to a lack of continuous oversight and support. The recent expansion of the City's municipal boundaries by approx. 56 acres requires all city maps to be adjusted accordingly; a difficult task for the Planning Department staff without adequate in-house expertise. The department will be working with the Greater Bridgeport Regional Council (GBRC) to update the City's GIS Program as a part of a regional effort to unify GIS databases and mapping systems for added data sharing capacity.
- 10) The *Planning Department*, in conjunction with the GBRC, established two (2) planning feasibility study grant requests for projects involving the Realignment of Lafayette Boulevard with the Route #8/25 highway ramps at Lafayette Circle and a Pedestrian Bridge across Ash Creek to Connect the Black Rock Neighborhood with the new Metro Center Train Station in Fairfield. Both projects have since been assigned to the Office of the City Engineer by the Chief Administrator's Office (CAO).
- 11) The *Planning Department* is working on several Downtown Parking Projects. The first being a Request For Proposals (RFP) for a new integrated parking meter system that will accept various means of payments as well as monitor curbside parking usage. It is envisioned that this new parking meter system will eventually be used throughout the city.
- 12) The *Planning Department*, in conjunction with the GBRC, is developing a Downtown Parking Strategy to address the on-street and off-street parking issues facing the growth of the downtown. The residential population of the downtown area has more than doubled in the past five (5) years

GENERAL FUND BUDGET

PLANNING DEPARTMENT

PROGRAM HIGHLIGHTS

and new businesses and restaurants are relocating to the downtown district on a continuing basis thus demanding a hard look at the available parking capacity needed to serve this growth.

- 13) The *Planning Department* is working on the 2010 Census to obtain data on the City of Bridgeport and will be updating the Neighborhood Profiles of the city once this information has been released by the Census Bureau. Bridgeport's population from the 2010 Census is now 144, 229; a 3.4% increase over the past ten years.
- 14) The *Planning Department* is working on a new Neighborhood Revitalization Zone for the Mill Hill neighborhood. CDBG funding in 2011-12 for this effort was lost however; recent efforts have secured the necessary funding, the consultant contract is being processed, and the creation of the Mill Hill Neighborhood Revitalization Zone (NRZ) Strategic Plan will be underway in the spring.
- 15) The *Planning Department* during the 2011-12 year had a member of the staff sustain a medical emergency resulting in a temporary loss of significant man hours which affected the department's deliverables during this period. It is anticipated that the department will return to its authorized staffing level by the spring and projects will again be advancing.

FY 2011-2012 GOAL STATUS

- 1) While the current economic climate within the city of Bridgeport, state of Connecticut, and the nation is slowly showing signs of a resurgence; the department is seeing a noticeable increase in development and redevelopment interest in the city and as a result, an increase in the number of inquiries by consultants, developers, and property owners. These inquiries are in the form of office visits, letters, e-mails, and phone calls that arrive on a daily basis and seek information on land use, zoning, application processing data, and siting issues.
6 MONTH STATUS: The Planning Department has handled and processed any and all requests that have come into the office in a timely manner. During this time period, a member of the staff was out of the office on a medical leave however; the rest of the office was able to cover for this person's absence and there was no noticeable reduction in response times.
- 2) For 2011-2012, the Department of City Planning expects to continue to be an information and processing resource for governmental agencies, consultants, property owners, other city departments, people within the development community and the general public. Many calls received do not pertain directly to the department's mission however; all of these calls are redirected to the appropriate location and not ended until the caller is satisfied. Our goal is to continue to be responsive in a timely manner to questions, inquiries, and processing requests from any and all sources in a manner befitting the professionalism of the staff and the City of Bridgeport.
6 MONTH STATUS: The Planning Department has handled and processed any and all requests that have come into the office in a timely manner. The presence of a part-time receptionist in the office in recent years has been very helpful in that we have been able to train this person to respond to many of the more generic requests.
- 3) The Planning Department completed its mission with regards to the creation of the [2010 new Zoning Regulations](#) which became effective in January 2010. We are aware of several amendments to these Regulations are needed and continue to monitor with the Zoning Office areas where they can be further improved and/or clarified. There are several elements of both the [Master Plan of Conservation & Development](#) and the [new Zoning Regulations](#) that will require the drafting of new City Ordinances such as the Housing Overlay Zone and the Payment in Lieu of Parking (PILOP). It is the goal of the Planning Department to bring these items to the City Council in 2011 or at the latest, in 2012.
6 MONTH STATUS: The Planning Department has reviewed and commented on several Zoning text amendments and advanced several of them to the Planning & Zoning Commission for actions during this time period. Still others are being worked on within other divisions. During this time period, the staff worked with the Office of the City Attorney to research and draft new Adult Business Regulations for the Planning & Zoning Commission however; the Commission decided not to adopt them. The drafting of the proposed changes needed to the City's Code of Ordinances was taken over by another City department however; it has not advanced at this location and the Planning Department may have it reassigned back to us in the future.

GENERAL FUND BUDGET

PLANNING DEPARTMENT

PROGRAM HIGHLIGHTS

- 4) The Bridgeport Enterprise Geographic Information System ([B EGIS](#)) will need to have its base maps updated as there have been new subdivisions established, city streets accepted or abandoned, and other changes to the face of the city made since the 2005 aerial photographs were last taken. The work plan for the GIS Program calls for a new set of aerial photos and maps updated every five (5) years in order to keep the system “fresh” however; economic considerations being as they are, a partial updating of the areas where change has occurred will be done at this time. The City’s Emergency Services Departments rely upon the GIS Program to serve its new Computer Automated Dispatch System functioning accurately and having the system’s maps accurately reflect the city’s current street grid is critical for timely emergency services responses. It is the goal of the Planning Department to do a partial updating of these items in 2011-2012 in order to keep the city’s base maps as current as possible. The GIS Program has not seen any new layers added in recent years. The Planning Department is preparing to add two (2) new layers during the 2011-2012 time periods: (1) a Historic District layer and (2) the new Zoning Map layer. It is the goal of the Planning Department to have these layers operational by the summer of 2011.

6 MONTH STATUS: The Planning Department has been able to add the Historic District and new Zoning Map layers to the GIS Program as planned. The updating of the aerials and the overall GIS Program’s maps has a new focus. In conjunction with the Greater Bridgeport Regional Council (GBRC), which was formerly known as the Greater Bridgeport Regional Planning Agency (GBRPA), the City has decided to join in with the GBRC’s efforts to development a regional GIS system based upon the City’s model. Tentatively, the cost appears to be eligible for grant funding and the City continues to work with the GBRC to advance this project. The Planning Department is no longer managing the B EGIS Program so all of our efforts to maintain and enhance the GIS Program have to be processed through the Information Technology Services (ITS) Department which has other priorities to deal with.

- 5) During 2010, the Planning Department in conjunction with the Downtown Business Community planned out and implemented the highly successful “Downtown Thursdays” and “Arts Fest” events. It is the goal of the Planning Department, again in 2011-2012, to work with the Downtown Business Community to support and grow these special events.

6 MONTH STATUS: The Planning Department has developed and managed the 2011 Downtown Thursdays and Arts Fest events and the turnouts for these events were the largest seen thus far. While the Planning Department is attempting to turn over control of these events to the Downtown Special Services District (DSSD) in the future, it is anticipated that the department will continue to be involved in some way with these events, at least for the 2012 season.

- 6) Working in conjunction with the Greater Bridgeport Regional Planning Agency (GBRPA) who recently completed a [Downtown Parking Study](#) for the City, the Planning Department will be drafting a [Downtown Parking Plan](#) with the objective of improving the parking capacity within downtown Bridgeport. Along with this Plan, the City is looking at the potential for acquiring new, state-of-the-art parking meters that will accept coins as well as credit, and possibly, debit cards for payment. Additionally, these new meters will have the technology to provide the City with operational and usage data through a wireless network linkage. It is the goal of the Planning Department to have both the [Downtown Parking Plan](#) and the parking meter implementation projects completed during 2011-2012.

6 MONTH STATUS: The Planning Department has handled and processed the Request For Proposals (RFP) for the new parking meter system and is currently awaiting a decision on the selection of a vendor by the City. The [Downtown Parking Plan](#) effort is in its early stages of development however; there have been other projects that have been of a higher departmental priority that have delayed the drafting of this Plan.

- 7) The Planning Department continues to assist the Economic Development staff with their support and assistance of potential development projects. Working in tandem with the City’s deal makers, the Department provides assistance with property research, regulatory processing, organizational tasks, mapping, etc. in support of enhancing the City’s tax base. It is the goal of

GENERAL FUND BUDGET

PLANNING DEPARTMENT

PROGRAM HIGHLIGHTS

the Planning Department to be able to respond as needed to any requests for assistance within its domain in an accurate and timely manner.

6 MONTH STATUS: *The Planning Department has handled and processed all requests for information, assistance, and mapping that has been requested of it and fully expects to continue responding to and working with the Economic Development department.*

- 8) The 2010 U.S. Census was conducted on April 1, 2010 and the Planning Department is monitoring the U.S. Commerce Department's schedule for the release of the new census data. Having worked as one of several City departments with the Census Bureau to organize the Bridgeport census program, the Planning Department was disappointed when the city's participation rate dropped from 64% in 2000 to 61% in 2010. While this was not atypical for major cities throughout the country, Bridgeport's effort lacked nothing. It is the goal of the Planning Department to be prepared to receive the new Census data as it is disseminated and organize it into usable information.

6 MONTH STATUS: *The Planning Department has received a notice from the Census Bureau regarding the addition of 56+ acres to the City's municipal boundaries resulting from the State Legislation that granted the City this land from the Town of Trumbull for a new magnet high school. The City had to provide the U.S. Department of Commerce with a set of GIS-based digital maps depicting the City new boundaries for the 2020 Census. The Planning Department, in conjunction with the ITS Department, successfully responded to the requirements of the Commerce Department.*

- 9) The Department continues to assist the developers of the Bridgeport Landing Development (SteelPoint) project with its regulatory and site development activities. In 2010, the 48-acre redevelopment site received its Planned Development District (PDD) designation from the Planning & Zoning Commission – the first such PDD in the city of Bridgeport. The next step will be an application for the first phase of the project and its Detailed Development Plan (DDP) which is expected to be filed during 2011-2012. It is the Planning Department goal to assist the developer as needed with this application.

6 MONTH STATUS: *The Planning Department has not as yet seen the developer's first DDP application largely due to the on-going negotiations with prospective retailers. These prospective retailers will have unique site and design requirements that will need to be spelled out in a DDP application. The Planning Department is ready to respond to any requests made of it with this project.*

- 10) The Department is prepared to advance the next Neighborhood Revitalization Zone (NRZ) Plan for the Mill Hill neighborhood once the CDBG (Community Development Block Grant) contract has been fully executed. Most of the base data has been assembled and the Request For proposals (RFP) should be published by this spring. It is the goal of the Planning Department to complete this Plan during the 2011-2012 fiscal years.

6 MONTH STATUS: *The Planning Department was informed during this time period that the initial funding for this project had been lost and that new funding would need to be found. The staff completed the consultant selection process and waited until new funding was allocated in early 2012. During this waiting period, research necessary on the neighborhood was completed in anticipation of the awarding of a contract for the Mill Hill Neighborhood Revitalization Zone Plan. Now that funds have been identified, the project and the consultant will be commencing work within the next 30-days or so. A late summer 2012 adoption date is estimated at this time.*

- 11) It is the overall goal of the Planning Department to be able to weather the City's fiscal crisis without the loss of any current staff as there is no capacity to absorb the workloads should the Department lose any staff. Any further reductions in staff will impact the Department's ability to serve the public and other City departments. The present staff is comprised of professional, highly capable, accommodating, individuals who are knowledgeable about the city, their fields, and about Bridgeport's land use policies. It is an on-going goal of the Planning Department to have the City's GIS Coordinator reassigned to this Department for the betterment of the B EGIS

GENERAL FUND BUDGET

PLANNING DEPARTMENT

PROGRAM HIGHLIGHTS

Program and as called for in the City's Code of Ordinances. Without this professional in a nurturing environment, the GIS Program is not able to reach its full potential.

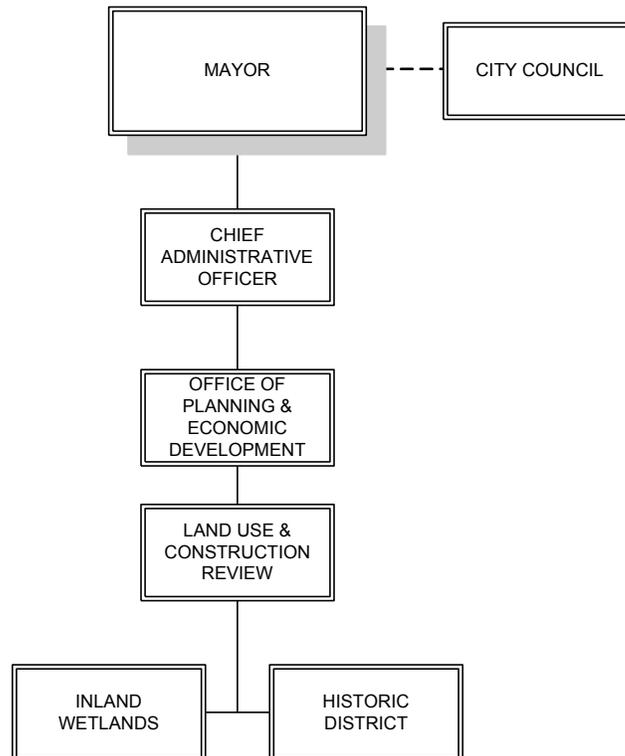
6 MONTH STATUS: *The Planning Department has not sustained any loss of staff during this time period however; a member of the staff was out of the office on a medical leave during the past six (6) months. The rest of the office was able to cover for this person's absence and there was no noticeable reduction in response times. Being able to retain competent professionals with knowledge of the city is the goal of the Planning Department in the future.*

PLANNING & ECONOMIC DEVELOPMENT DIVISIONS
LAND USE & CONSTRUCTION REVIEW

Land Use & Construction Review is responsible for overseeing the land use and regulatory operational function of the City of Bridgeport, including the Building Department and the Planning and Zoning Department. We organize and manage the Design Review Meetings; conduct implementation and management of the One-Stop Permitting Process, including permit tracking; provide information on operations to city leadership in the form of reports, charts, etc. Review applications to land use board and commission for compliance with adopted regulations. Exercise personnel management and budgetary oversight of both the Building and Zoning Departments. Reports to the Mayor on matters of policy. Reports to the Office of Planning and Economic Development on matters of personnel and departmental operations.

MISSION STATEMENT

To promote economic (physical) development by maintaining an efficient internal regulatory system that is responsive to the ever-changing demands of our customers.



GENERAL FUND BUDGET

LUCR

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ESTIMATED 2011-2012
LAND USE CONSTRUCTION REVIEW							
Zoning Staff Reports	28	0	0	43	138	111	100
Inland Wetland applications received	15	10	11	8	12	11	12
Average processing time (working days)	60 days	60 days	60 days				
Complaints received	10	15	15	5	10	0	5
Average response time (working days)	4 days	4 days	4 days				
Average resolution time (working days)	15 days	15 days	15 days				
HISTORIC DISTRICT ACTIVITY							
Historic district applications received	45	30	20	16	35	21	25
Complaints heard	5	10	10	5	8	8	8
Enforcement actions	0	0	0	3	3	0	3
Certificates issued	36	30	18	16	35	16	15
Demolition delay order	41	43	30	30	33	29	30
Information requests*	156	100	90	85	85	326	300
Information requests filled*	156	100	90	50	65	326	300
Meetings	35	23	37	22	25	31	30

*includes requests online, phone & office visits

Note: The hiring freeze has resulted in an absence of Zoning Staff Reports in 2007-2009.

FY 2012-2013 GOALS

- 1) Hold at least two training sessions for all commissioners.
- 2) Push to have the Department of Land Use & Construction Review recognized as a separate department, or change the charter to reflect its current status as a division of the Office of Planning & Economic Development (OPED).
- 3) Fill all vacancies on all commissions, including the Zoning Board of Appeals, Planning & Zoning Commission, two historic district commissions and the Inland Wetlands and Watercourses Agency.
- 4) In conjunction with OPED staff, prepare and move for the adoption of new form based zoning city-wide.
- 5) Raise the public profile of Land Use and Construction Review by meeting with neighborhood organizations to discuss relevant neighborhood issues.
- 6) Increase staff education/training.
- 7) Restart discussions within OPED leading to the purchase and implementation of a software program to facilitate the land use permitting process.

FY 2011-2012 GOAL STATUS

- 1) Continue the push to fill all vacancies on all commissions and boards.
6 MONTH STATUS: *All commissions have sufficient members to achieve a quorum. However, with resignations and term expiration, new members are constantly being sought. In the past six months, two members were appointed to the historic district commission. There are several appointments pending before the city Council; one for the Planning and Zoning Commission and one for the Stratfield Historic District Commission.*
- 2) Provide reports to historic district commissions.
6 MONTH STATUS: *The goal requires either additional staff or reassignment of the task to existing staff person. Goal was unachievable due to budgetary considerations.*
- 3) Amend zoning regulations as deemed necessary.
6 MONTH STATUS: *Several amendments were adopted by the Planning and Zoning Commission; specifically, a change to the R-C Zone permitting larger multi-family buildings.*
- 4) Hold at least two training sessions for all commissioners.
6 MONTH STATUS: *These training sessions were not held due to budgetary constraints.*

- 5) Develop an automatic property alert system for buyers of historic properties.
6 MONTH STATUS: *To achieve this goal required assistance from the City Attorney's Office. After consulting with Attorney Russell Liskov, we decided that given the current system of land record reporting, an automatic property alert system is not feasible at the present time.*
- 6) Manually review monthly property transfers and alert buyers regarding historic property requirements.
6 MONTH STATUS: *Task complete. Property records are reviewed when made available by the Town Clerk.*
- 7) Develop an effective enforcement mechanism for historic violations.
6 MONTH STATUS: *See item #6 above. Our approach to enforcement of historic district violations is proactive. By alerting new property owners in advance regarding the requirement of owing property in a historic district, we hope to prevent some violations.*
- 8) Make corrections to our historic property data.
6 MONTH STATUS: *Corrections complete.*
- 9) Re-distribute corrected historic property data.
6 MONTH STATUS: *Corrected data completed and forwarded to the State Historic Preservation Office.*
- 10) Work with the Connecticut Historical Commission to assist with historic property correction.
6 MONTH STATUS: *Completed. See #9 above.*
- 11) Develop a more systematic way of recording information requests and complaints.
6 MONTH STATUS: *Completed. A daily log of all calls according to type are now kept.*

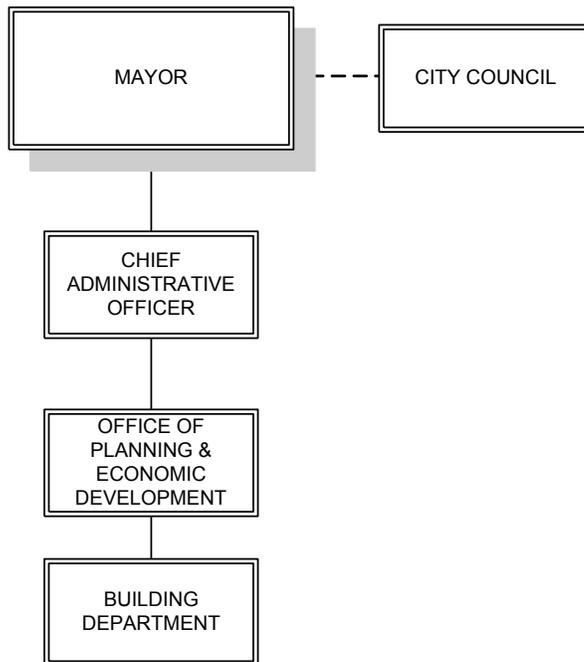
GENERAL FUND BUDGET

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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.



GENERAL FUND BUDGET
BUILDING DEPARTMENT

BUDGET DETAIL

Peter Paajanen
Manager

REVENUE SUMMARY

ORG DESC	FY2011 ACTUAL	FY 2012 BUDGET	FY 2013 MAYOR PROPOSED	FY 2013 COUNCIL ADOPTED	VARIANCE
01455000 BUILDING DEPARTMENT	1,763,264	3,429,000	3,213,000	3,213,000	-216,000
41405 STATE PERMIT FEES	0	0	0	0	0
41524 SIGN LICENSE	2,425	3,000	3,000	3,000	0
41525 SIGN / LICENSE RENEWAL PERMIT	12,725	10,000	15,000	15,000	5,000
41526 RESIDENTIAL ADDITIONS AND ALTERAT	210,473	200,000	250,000	250,000	50,000
41527 NON-RESIDENTIAL ADDITIONS AND ALT	786,150	600,000	700,000	700,000	100,000
41528 NEW SINGLE FAMILY HOUSE PERMITS	39,713	20,000	25,000	25,000	5,000
41529 TWO-UNIT HOUSING PERMITS	5,210	30,000	5,000	5,000	-25,000
41530 THREE OR MORE UNIT HOUSING PERMIT	6,555	150,000	150,000	150,000	0
41531 POOL, TENTS, GARAGES-OTHER BUILDI	7,474	5,000	13,000	13,000	8,000
41532 NEW-NON RESIDENTIAL	63,727	1,850,000	1,600,000	1,600,000	-250,000
41533 ELECTRICAL PERMITS	279,700	175,000	135,000	135,000	-40,000
41534 PLUMBING PERMITS	101,721	120,000	75,000	75,000	-45,000
41535 HEATING PERMITS	110,661	150,000	90,000	90,000	-60,000
41536 AIR CONDITIONING PERMITS	34,840	40,000	40,000	40,000	0
41537 DEMOLITION PERMITS	24,075	10,000	35,000	35,000	25,000
41538 COPIES	356	500	500	500	0
41539 REFRIGERATION PERMITS	0	3,500	3,500	3,500	0
41540 CERTIFICATE OF OCCUPANCY	60,410	50,000	50,000	50,000	0
44386 FIRE PROTECTION	14,725	10,000	15,000	15,000	5,000
44387 VENTILATION	2,325	2,000	8,000	8,000	6,000

APPROPRIATION SUMMARY

ORGANIZATION	DESCRIPTION	FY2011 ACTUAL	FY 2012 BUDGET	FY 2013 MAYOR PROPOSED	FY 2013 COUNCIL ADOPTED	VARIANCE
01455000 BUILDING DEPARTMENT		1,041,507	1,277,381	1,214,806	1,124,960	-152,421
1455PS	BUILDING DEPT PERSONAL SVCS	796,069	1,002,851	949,641	874,380	-128,471
2455TPS	BUILDING DEPT OTHER PERS SVCS	29,458	7,125	7,500	7,500	375
3455FB	BUILDING DEPT FRINGE BENEFIT	208,958	260,740	251,000	236,415	-24,325
4455EX	BUILDING DEPT OPER EXP	5,178	4,420	4,420	4,420	0
6455SS	BUILDING DEPT SPEC SVCS	1,845	2,245	2,245	2,245	0

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2013	BUDGET FY 2012	VARIANCE
BUILDING OFFICIAL	1.00		102,223.00	100,219.00	2,004.00
MINI COMPUTER OPERATOR (35 HOU		1.0	39,580.00	41,407.00	-1,827.00
ADMINISTRATIVE SPECIALIST	1.00		67,179.00	62,110.00	5,069.00
DEPUTY BUILDING OFFICIAL (40 H	1.00		90,408.00	88,635.00	1,773.00
PLAN REVIEWER (40 HRS)	2.00		163,990.00	160,774.00	3,216.00
ELECTRICAL INSPECTOR (40 HRS)	2.00	1.00	164,400.00	234,559.00	-70,159.00
MECHANICAL INSPECTOR (40 HRS)	2.00		164,400.00	161,176.00	3,224.00
ASSISTANT BUILDING INSPECTOR (1.00	1.00	82,200.00	153,971.00	-71,771.00
BUILDING DEPARTMENT	10.00	1.0	874,380.00	1,002,851.00	-128,471.00

GENERAL FUND BUDGET
 BUILDING DEPARTMENT PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2008-2009	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012*	ESTIMATED 2011-2012	ESTIMATED 2012-2013
BUILDING DEPARTMENT						
PERMITS ISSUED						
Residential new	27	18	10	4	\$8	indeterminable
Residential alterations	223	342	316	208	\$300	indeterminable
Commercial new	12	2	4	2	\$4	indeterminable
Commercial alterations	170	164	164	110	160	indeterminable
Demolition permits	33	34	27	25	30	indeterminable
All other permits (incl. municipal/institutional)	2,104	1,933	1,896	903	1900	indeterminable
Total of all building permits	546	555	529	334	550	550
Total of all permits	2,683	2,522	2,425	1,237	2,500	2,500
PERMIT VALUES AND REVENUES						
Total value of work	\$173,761,841	\$80,959,003	\$48,862,472	\$49,487,790	\$100,000,000	\$75,000,000
Total of permit fees	\$1,872,299	\$2,042,840	\$1,639,880	\$1,759,915	\$2,400,000	\$1,874,000
INSPECTIONS						
Inspections	8,402	7,913	7,153	3,546	7,200	8,000
CERTIFICATE OF OCCUPANCY						
Number	data unavailable	401	225	incomplete data	350	400
Value of work	data unavailable	\$113,485,953	\$44,747,121	incomplete data	indeterminable	indeterminable

*ACTUAL 2011-2012 represents statistics through 12/31/2011.

¹ 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.

GENERAL FUND BUDGET

BUILDING DEPARTMENT

PROGRAM HIGHLIGHTS

FY 2012-2013 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.

FY 2011-2012 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: Attrition, by retirement, of an assistant building inspector and electrical inspector has impacted the ability to realize improvement in reaching this goal.
- 3) Continue to seek ways to shorten the plan review process times.
6 MONTH STATUS: Implementation of “to-do” permits and information handouts of typical types of construction help shorten the time needed for plan review response.
- 4) Continue to reduce open permit backlogs and issue certificates of occupancy.
6 MONTH STATUS: Attrition, by retirement, of an assistant building inspector and electrical inspector has impacted the ability to realize improvement in reaching this goal.

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*)

GENERAL FUND BUDGET

BUILDING DEPARTMENT

PROGRAM HIGHLIGHTS

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.

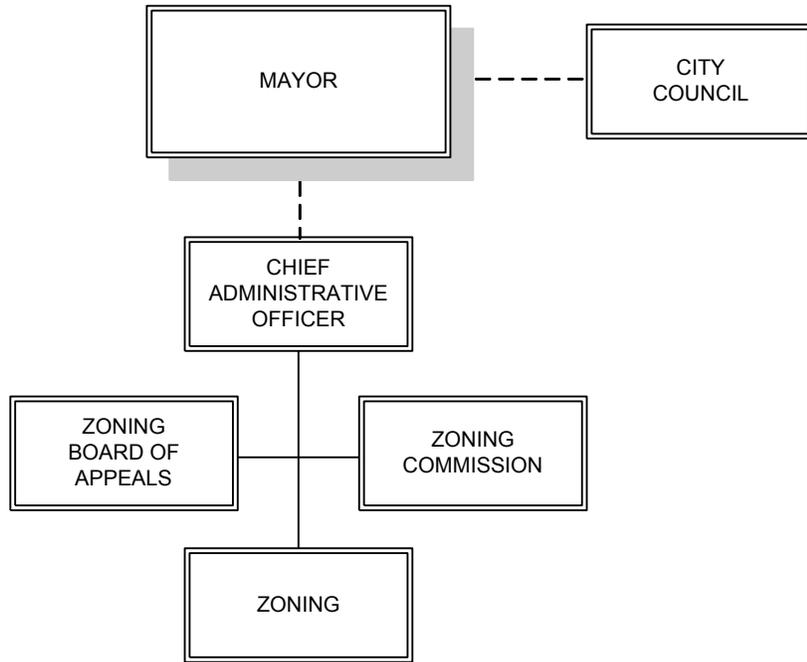
109.3.10 Final inspection. The final inspection shall be made after all work required by the building permit is completed.

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.

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.



GENERAL FUND BUDGET
 ZONING BOARD of APPEALS PROGRAM HIGHLIGHTS

Dennis Buckley
 Zoning Administrator

REVENUE SUMMARY

ORG DESC	FY2011 ACTUAL	FY 2012 BUDGET	FY 2013 MAYOR PROPOSED	FY 2013 COUNCIL ADOPTED	VARIANCE
01456000 ZONING, BOARD OF APPEALS	32,375	35,000	35,000	35,000	0
41253 PUBLIC HEARING FEES	32,375	35,000	35,000	35,000	0

ACTUAL: 2010 - 2011

Public Hearing Fees \$ 32,375.00

ESTIMATED: 2011 - 2012

Public Hearing Fees \$ 47,500.00

Even though all indicators suggest development will be down next year, enforcement activity escalates in difficult economic times, and therefore there should be a significant increase in fee collections due

APPROPRIATION SUMMARY

ORGANIZATION	DESCRIPTION	FY2011 ACTUAL	FY 2012 BUDGET	FY 2013 MAYOR PROPOSED	FY 2013 COUNCIL ADOPTED	VARIANCE
01456000 ZONING, BOARD OF APPEALS		68,027	65,703	87,076	87,076	21,373
1456PS	ZONING BD OF APPEALS PERSONAL SVCS	42,201	41,882	45,301	45,301	3,419
2456TPS	ZONING BD OF APPEALS OTHER PERS SVCS	0	0	750	750	750
3456FB	ZONING BD OF APPEALS FRINGE BENEFITS	10,690	12,121	12,825	12,825	704
4456EX	ZONING BD OF APPEALS OPER EXP	14,688	10,975	27,200	27,200	16,225
6456SS	ZONING BD OF APPEALS SPEC SVCS	448	725	1,000	1,000	275

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2013	BUDGET FY 2012	VARIANCE
MINI COMPUTER OPERATOR (35 HOU ZONING BOARD OF APPEALS	1.00 1.00		45,301.00 45,301.00	41,882.00 41,882.00	3,419.00 3,419.00

GENERAL FUND BUDGET
 ZONING BOARD of APPEALS PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ESTIMATED 2011-2012
ZONING BOARD OF APPEALS								
Meetings held	12	17	6	12	12	12	12	12
Scheduled meetings vs. meetings held	12	12	6	12	13	13	12	13
Applications received (incl. Other Business items)	200	215	131	182	105	90	83	94
Applications heard	197	153	187	262	107	90	85	97
Applications granted (incl. conditional)	159	114	98	137	57	97	50	76
Applications denied	38	38	51	66	41	63	30	11
Avg. length of time from received to complete	60 days	60 days	35 days	35 days	35 days	35 days	35 days	35 days
Applications withdrawn	3	1	6	9	5	6	6	4
OTHER: Deferred, continued, tabled, no action required				50	5	10	10	15

***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 2012-2013 GOALS

- 1) To seek a full board of Commissioners; 5 regular and 3 alternates, to assure that the postponement of meetings and the deferment of applications will be a thing of the past, and will also bring us in compliance with the bylaws of the Zoning Commission of the City of Bridgeport. Currently there are 4 regular members and 2 alternate members.
- 2) To better serve the public with updated field cards, compliance certificates, reports, etc. by filling a much needed clerical position. Currently there is a backlog of such paper work.

FY 2011-2012 GOAL STATUS

- 1) Re-distribution of office tasks resulting in less time in the field for inspectors.
6 MONTH STATUS: *We continue to be efficient in serving the public in a timely manner despite obstacles that arise on a weekly (some times daily) basis due to emergency complaints (by council members, other departments, and constituents) that need to be addressed immediately.*

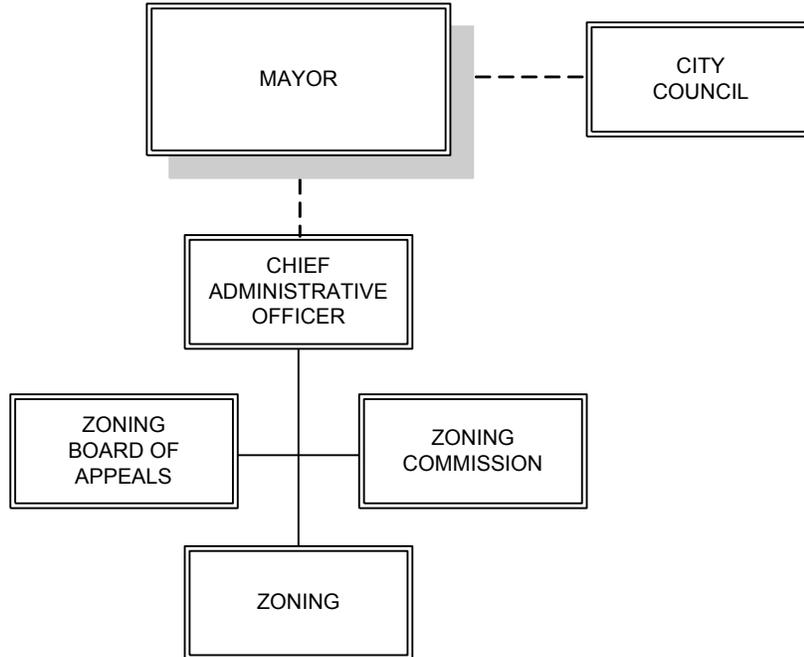
FY 2011-2012 ADDITIONAL ACCOMPLISHMENTS

- 1) The Zoning Inspector vacancy, created in September 2010, has recently been filled. This additional Zoning Inspector will decrease the department's response-time for the verification of complaints and the issuance of Zoning Compliance Certificates, as well as an increase in revenue via the increase of Zoning Board of Appeals applications for variances, waivers, and liquor permits.

ZONING COMMISSION

MISSION STATEMENT

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



GENERAL FUND BUDGET

ZONING COMMISSION

BUDGET DETAIL

Dennis Buckley
Zoning Administrator

REVENUE SUMMARY

ORG DESC	FY2011 ACTUAL	FY 2012 BUDGET	FY 2013 MAYOR PROPOSED	FY 2013 COUNCIL ADOPTED	VARIANCE
01457000 ZONING COMMISSION	168,982	160,500	170,400	170,400	9,900
41254 PETITION TO THE P&Z COMMISSION FEE	48,748	75,000	60,000	60,000	-15,000
41255 ZONING COMPLIANCE	102,562	80,000	95,000	95,000	15,000
41256 LIQUOR CERTIFICATION FEE	7,020	3,000	5,000	5,000	2,000
41257 PURCHASE OF ZONING REGULATIONS	251	300	300	300	0
41258 PURCHASE OF ZONING MAPS	100	100	100	100	0
41259 STATE CONSERVATION APPLICATION FEE	7,800	1,000	8,000	8,000	7,000
41344 LAND USE FEES	1,490	1,000	1,500	1,500	500
41538 COPIES	1,011	100	500	500	400

APPROPRIATION SUMMARY

ORGANIZATION	DESCRIPTION	FY2011 ACTUAL	FY 2012 BUDGET	FY 2013 MAYOR PROPOSED	FY 2013 COUNCIL ADOPTED	VARIANCE
01457000 ZONING COMMISSION		383,784	464,551	498,689	471,965	7,414
1457PS	ZONING COMMISSION PERSONAL SVCS	274,553	354,574	371,777	349,392	-5,182
2457TPS	ZONING COMMISSION OTHER PERS SVC	6,195	2,625	2,775	2,775	150
3457FB	ZONING COMMISSION FRINGE BENEFITS	61,838	73,382	82,895	78,556	5,174
4457EX	ZONING COMMISSION OPER EXP	40,818	33,645	40,917	40,917	7,272
6457SS	ZONING COMMISSION SPEC SVCS	380	325	325	325	0

PERSONNEL SUMMARY

Title	Fill	Unf / Vac (New)	BUDGET FY 2013	BUDGET FY 2012	VARIANCE
ASSISTANT ZONING OFFICIAL	1.00		63,232.00	61,992.00	1,240.00
ZONING INSPECTOR	2.00		93,545.00	84,708.00	8,837.00
ZONING ENFORCEMENT OFFICER	1.00		66,609.00	65,303.00	1,306.00
ZONING ADMINISTRATOR	1.00		103,621.00	101,589.00	2,032.00
ZONING INSPECTOR		1.0	22,385.00	40,982.00	-18,597.00
ZONING COMMISSION	5.00	1.0	349,392.00	354,574.00	-5,182.00

GENERAL FUND BUDGET

ZONING COMMISSION

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ACTUAL 2009-2010	ESTIMATED 2010-2011	ACTUAL 2010-2011	ESTIMATED 2011-2012
ZONING COMMISSION ACTIVITY								
	7/08-6/09							
Meetings held	11	13	22	17	18	12	12	12
Applications received	158	128	125	79	77	85	90	100
Applications heard	158	128	135	116	81	N/A	102	112
Applications granted (incl. Conditional)	139	106	110	78	76	N/A	60	N/A
Applications denied	8	13	12	5	9	N/A	12	N/A
Applications deferred			22	12	9	N/A	7	N/A
Change of zone	14	6	9	4	6	N/A	4	6
Amendment	2	1	1	0	2	2	6	2
Special permit	91	58	36	42	42	42	23	40
Site plan review	91	15	68	61	58	60	31	47
Coastal site plan review	47	24	53	20	21	21	10	26
Soil and sedimentation control review	24	14	7	13	4	5	3	8
No Action Required			2	0	0	0	8	N/A
DMV			5	14	8	9	17	11
8-24 Referrals/ City Business			13	11	4	10	15	11
Applications withdrawn	6	11	3	10	7	7	3	N/A
Other business					19	24	18	19
Time Extension					6	8	5	6
OFFICE ACTIVITY: APPLICATION PROCESSING								
Houses & Housing units	423	266	415	255	121	91	62	75
Accessory structures	34	132	48	22	35	26	104	68
Additions	59	223	54	61	58	43	36	86
Alterations	270	44	299	179	221	166	311	211
Signs	42	303	51	62	48	36	51	103
Commercial	252	82	318	440	499	375	399	348
Liquor	45	239	70	93	84	63	75	80
Other, Letter of Zoning Compliance	166	143	217	142	136	102	150	158
INSPECTION ACTIVITY: CERTIFICATES ISSUED								
Houses	61	75	52	40*	32***	24	17	48
Other					29	22	56	43
Accessory structures	16	10	26	14	12	9	30	18
Additions	18	50	63	16	44	33	37	42
Alterations	147	168	170	97	134	101	174	149
Signs	11	7	11	13	62	47	24	23
Commercial Alterations	160	157	282	150	344	258	213	229
Other: Commercial construction new	12	11	15	17	8	6	10	12
ENFORCEMENT ACTIVITY								
Complaints	589	462	547	435	534	562	553	517
Inspections	1,221	1,359	1,367	1,361	1,994	1,667	1,401	1,342
Inspection resolution	330	1,243	437	343	116	230	198	198
No violation	73	116	87	75	87	81	121	94
Inquiry	29	65	53	38	25	30	16	40
Order to Comply	167	210	384	160	207	186	261	236
Prosecutor's summons	183	105	110	98	64	64	86	116
Resolved	198	291	353	343	499	527	442	325
Arrest warrants sought	12	10	8	6	8	7	8	9

* Number of Units (08/09) = 83

** Number of Units (1st 6 months of 2009/10) = 44

***Number of Units (2009/2010) = 232

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 phoned in, or referred by CitiStat and occasionally 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 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.

GENERAL FUND BUDGET

ZONING COMMISSION

PROGRAM HIGHLIGHTS/APPROPRIATION SUPPLEMENT

FY 2012-2013 GOAL

- 1) Our goal is to seek a full board of Commissioners: 9 regular and 3 alternates, to assure that the postponement of meetings and the deferment of applications will be a thing of the past, and will also bring us in compliance with the bylaws of the Planning & Zoning Commission of the City of Bridgeport. Currently there are 8 regular members and 2 alternate members. (Alternate Commissioners are needed to fill in for unexpected absences and to occasionally participate in proceedings.)

FY 2011-2012 GOAL STATUS

- 1) Replace the inspector who resigned due to poor health.
6 MONTH STATUS: *We continue to be efficient in serving the public in a timely manner despite obstacles that arise on a weekly (some times daily) basis due to emergency complaints (by council members, other departments, and constituents) that need to be addressed immediately.*

FY 2011-2012 ADDITIONAL ACCOMPLISHMENTS

- 1) The Zoning Inspector vacancy, created in September 2010, has recently been filled. This additional Zoning Inspector will decrease the department's response-time for the verification of complaints and the issuance of Zoning Compliance Certificates, which will increase revenue.

APPROPRIATION SUPPLEMENT

ORG CODE OBJECT DESC	FY2011 ACTUAL	FY 2012 BUDGET	FY 2013 MAYOR PROPOSED	FY 2013 COUNCIL ADOPTED	VARIANCE
01457000 ZONING COMMISSION	383,784	464,551	498,689	471,965	7,414
51000 FULL TIME EARNED PAY	274,553	354,574	371,777	349,392	-5,182
51140 LONGEVITY PAY	2,475	2,625	2,775	2,775	150
51156 UNUSED VACATION TIME PAYOUT	3,720				
52360 MEDICARE	4,019	4,431	5,311	4,986	555
52385 SOCIAL SECURITY		2,541	5,552	4,164	1,623
52399 UNIFORM ALLOWANCE					
52504 MERF PENSION EMPLOYER CONT	26,919	35,750	43,936	41,310	5,560
52917 HEALTH INSURANCE CITY SHARE	30,900	30,660	28,096	28,096	-2,564
53605 MEMBERSHIP/REGISTRATION FEES		125	250	250	125
53705 ADVERTISING SERVICES	34,457	30,000	35,000	35,000	5,000
54675 OFFICE SUPPLIES	3,913	1,970	3,000	3,000	1,030
55155 OFFICE EQUIPMENT RENTAL/LEAS	2,448	1,550	2,667	2,667	1,117
56175 OFFICE EQUIPMENT MAINT SRVCS	120				
56180 OTHER SERVICES	260	325	325	325	