

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2020-21

Department: BUILDING AND FIRE SAFETY
 INSPECTIONS (01370)
 Function: Public Protection
 Activity: Protective Inspection
 Fund: General

	BOARD APPROVED <u>2019-20</u>	CAO BASELINE <u>2020-21</u>	DEPARTMENT REQUEST <u>2020-21</u>	CAO RECOMMENDED <u>2020-21</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
620300 Construction Permits	1,680,000	1,680,000	1,799,000	1,799,000
620700 Other Licenses & Permits	215,000	215,000	285,000	285,000
TOTAL LICENSES, PERMITS & FRANCHISES	1,895,000	1,895,000	2,084,000	2,084,000
FINES, FORFEITURES & PENALTIES				
630200 Other Court Fines	5,000	5,000	2,500	2,500
TOTAL FINES, FORFEITURES & PENALTIES	5,000	5,000	2,500	2,500
CHARGES FOR CURRENT SERVICES				
660800 Planning & Engineering SVCS	500,000	500,000	550,000	550,000
TOTAL CHARGES FOR CURRENT SERVICES	500,000	500,000	550,000	550,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>2,400,000</u>	<u>2,400,000</u>	<u>2,636,500</u>	<u>2,636,500</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,173,487	1,173,487	1,290,186	1,290,186
710103 Extra Help	114,248	114,248	86,721	86,721
710105 Overtime	20,000	20,000	10,000	10,000
710200 Retirement	414,790	414,790	506,039	506,039
710300 Health Insurance	219,653	219,653	239,480	239,480
710400 Workers' Compensation Insurance	72,000	72,000	73,000	73,000
710700 Uniforms	0	0	1,450	1,450
TOTAL SALARIES & EMPLOYEE BENEFITS	2,014,178	2,014,178	2,205,426	2,205,426

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Department: **BUILDING AND FIRE SAFETY
INSPECTIONS (01370)**
Function: **Public Protection**
Activity: **Protective Inspection**
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	BOARD APPROVED 2019-20	CAO BASELINE 2020-21	DEPARTMENT REQUEST 2020-21	CAO RECOMMENDED 2020-21
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	12,000	12,000	10,700	10,700
720300 Communications	11,000	11,000	11,284	11,284
720600 Insurance	85,000	85,000	86,000	86,000
720800 Maintenance - Equipment	1,000	1,000	1,000	1,000
721000 Medical, Dental & Lab Supplies	250	250	250	250
721100 Memberships	1,200	1,200	1,200	1,200
721300 Office Expense	20,000	20,000	25,000	25,000
721400 Professional & Specialized Services	328,000	328,000	328,000	328,000
721500 Publications & Legal Notices	700	700	700	700
721600 Rents & Leases - Equipment	93,000	93,000	89,000	89,000
721800 Small Tools & Instruments	5,000	5,000	5,000	5,000
721900 Special Departmental Expense	5,000	5,000	5,000	5,000
722000 Transportation & Travel	32,000	32,000	40,000	40,000
TOTAL SERVICES & SUPPLIES	594,150	594,150	603,134	603,134
<u>TOTAL EXPENDITURES</u>	2,608,328	2,608,328	2,808,560	2,808,560
<u>NET COUNTY COST (EXP - REV)</u>	<u>208,328</u>	<u>208,328</u>	<u>172,060</u>	<u>172,060</u>

CED - BUILDING AND FIRE SAFETY

COMMENTS

Under the jurisdiction of the Community and Economic Development Department (CED), the Building and Fire Safety Division is responsible for assuring the construction in Madera County adheres to the California Building and Standards Commission adopted codes. This division is a combination of the Fire Prevention for Land Development and Building Divisions and was established to provide services including plan reviews for new development and remodels, building inspections, and other necessary duties to complete the function of fire prevention for development. The Division provides minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling structural design, construction, materials, occupancy, and location of all buildings and structures within the unincorporated area of the county.

As mandated by the State of California, Madera County has adopted the California Building Code, Title 24 which is part of the 12-part California Code of Regulations. Along with enforcing the California Building Code, the Building and Fire Safety Division enforces Madera County Ordinances and the Uniform Code for the Abatement of Dangerous Buildings. The provisions of this Code shall be administered by the Building and Fire Safety Division.

These codes shall apply to the erection, construction, enlargement, alteration, repair, relocation, conversion, occupancy, and maintenance of buildings, structures, swimming pools, solar systems, the installation of electrical wiring and appliances, plumbing, heating and cooling facilities and appurtenances necessary within the unincorporated area of the county.

The following descriptions provide a general overview of the most common permits the Division issues:

Plumbing Permits

The provisions of the California Plumbing Code apply to new construction, relocated buildings and to any alterations, repairs or reconstruction. Plumbing systems are designed and installed to the minimum standard of the California Plumbing Code. Plumbing permits vary greatly; the piping and fixtures within a single family dwelling and pools fall under Plumbing permits, as do gas lines for propane and other fuel sources.

Mechanical Permits

The provisions of the California Mechanical Code apply to all new construction, any alterations, repairs or reconstruction. Mechanical permits are required for new or replacement systems such as heating, ventilation, refrigeration systems and components. Mechanical systems are to be designed and installed to the minimum standards of the California Mechanical Code.

Electrical Permits

The provisions of the California Electrical Code apply to all new construction, relocated buildings, solar photovoltaic systems, and to alterations, repairs or reconstruction. Electrical permits are required for new or alterations to existing electrical systems. Types of electrical permits include the wiring in a new single family dwelling, an electric gate installation or a new well pump.

COMMENTS (continued)

Mobile Home Permits

Mobile homes and temporary or permanent mobile offices installed within the Madera County require a building permit for the installation of such structure, regardless of the type of installation being performed. Mobile homes will typically have several additional permits as part of the overall project. Mobile home placements usually require multiple permits; engineered foundations, exterior electrical, and exterior plumbing. All interior inspections and permitting is done through California Housing and Community Development.

Demolition Permits

A Demolition Permit is required for the removal of any structure, in excess of 120 square feet, located within Madera County. Demolition permits are issued in conjunction and with the approval of the San Joaquin Valley Air Pollution Control District (SJVAPCD).

Reroof Permits

Reroof permits are required for alteration, repairs or reconstruction of a building's roof system. Reroof permits shall meet minimum design, installation and construction standards of the California Building Code and California Residential Code.

Sprinkler System Permits

Provisions within the California Fire, Building and Residential Code require certain structures and occupancies to provide additional safety and protections through the installation of commercial or residential Automatic Engineered Fire Sprinkler Systems. These systems are designed and installed to the minimum standard of the National Fire Protection Association (NFPA). These permits require staff to provide a minimum of two (2) separate inspections per permit.

Fire Alarm Permits

Provisions within the California Fire and Building Code require certain structures and occupancies to provide additional safety and protections through the installation of Automatic Engineered Fire Alarm Systems. These systems are designed to alert occupants and emergency responders to fire or safety hazards within a structure and must meet the minimum design standards of NFPA 72. These permits normally require two (2) separate inspections.

Fire Pump Permit

Provisions within the California Fire Code (CFC) require dedicated and consistent fire hydrant flow rates be available. Rated Fire Pumps are designed and installed to meet these minimum NFPA and CFC standards. Fire Pump permits normally require two (2) separate inspections.

CED - BUILDING AND FIRE SAFETY

COMMENTS (continued)

Underground Fire Main Permit

Provisions within California Fire Code and NFPA require hydrant systems to be designed and installed with the capabilities to deliver the required fire flow. A minimum of three (3) inspections are required to inspect several phases of construction on this permit.

Fireworks Booth Permit

Safe and Sane Fireworks are permitted in Madera County in areas that fall within Local Responsibility Areas (LRA). LRA's are predominantly South and East of the Madera Canal. Fireworks booths require coordination with a non-profit entity, Madera County Fire Prevention and the State Fire Marshal's Office for licensing, permitting and inspection. Normally two (2) inspections are standard with a firework booth permit.

Fireworks Display Permit

Large diameter fireworks are permitted to be moved, stored and handled only by California State Fire Marshal licensed individuals. Public Fireworks displays are done several times a year within the unincorporated area of Madera County. Firing sites range from Bass Lake to Children's Hospital. These are special occasion displays usually in conjunction with 4th of July, or New Year's Eve celebrations. Each public display requires eight (8)+ hours of set up and inspection by CED-Fire staff. Emergency stand-by of Law Enforcement and/or fire station personnel is also required.

The second half of the building/fire safety/construction process is the inspection of the work. Inspections are made during certain points in the project, depending on the work that's being performed. For example, retaining walls require inspections of the footing, after block is laid and steel placed but before grouting, after backfill has been placed, and when all work is finished.

ESTIMATED REVENUES

- 620300** **Construction Permits** (\$1,799,000) is recommended increased \$11,900,000 for residential and commercial building permits. Increase due to new development in Madera County.
- 620700** **Other Licenses & Permits** (\$285,000) is recommended increased \$70,000 for fire and sprinkler permits. Increase due to new development in Madera County.
- 632000** **Other Court Fines** (\$2,500) is recommended decreased \$500 for fees collected for life and safety issues.
- 660800** **Planning & Engineer Service** (\$550,000) is recommended increased \$50,000 for fees collected from commercial and residential plan.

CED - BUILDING AND FIRE SAFETY

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,290,186) is recommended increased \$116,699 based on the cost of recommended salaries with the proposed staffing levels. We are requesting three extra help positions that the Division currently depends on be established as permanent positions. One Building Inspector, Account Clerk and Program Assistant. A Building Inspector request is a result of increasing demand for building inspections based on current and future community growth. The Program Assistant assists with processing of new building permits, punctual customer outreach and front counter services. The request Account Clerk position is an essential part in meeting our administrative needs. By providing our trained and experienced staff the opportunity for Full Time positions, we have better chances of retaining staff during this time of peak development. With the increase in permit and inspection activity due to the Riverstone and Tesoro Viejo developments, this recommendation is entirely revenue offset and will better meet the Division's and citizen's needs.
- 710103** **Extra Help** (\$86,721) is recommended decreased \$27,527 to funding one extra help, full time Fire Prevention Officer, and two extra help, full time Office Assistant to assist with the accounts payable, inspection scheduling, and notices on expired permits and building violations.
- 710105** **Overtime** (\$10,000) is recommended decreased \$10,000 to allow personnel to meet periodic demand of the development community.
- 710200** **Retirement** (\$506,039) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$239,480) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$73,000) reflects the Division's contribution to the County's Self-Insurance Internal Service Fund.
- 710700** **Uniforms** (\$1,450) is recommended added to payroll to compensate for staff's laundering/maintenance of required uniforms.

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$10,700) is recommended reduced \$1,300 to fund uniform shirts, rain gear, gloves, boot purchase reimbursement of 50% and hard hats for protection worn by field staff at inspection sites.

CED - BUILDING AND FIRE SAFETY

SERVICES & SUPPLIES (continued)

- 720300** **Communications** (\$11,284) is recommended slightly increased \$284 for phone service at the Bass Lake Office; cellular phones for improving effectiveness and efficiency of the division and customer service. Additionally, data plans for four (4) tablet PCs are utilized to allow access to building codes by Building Inspectors to work more effectively in the field and allow electronic communication with the public from any Wi-Fi supported zone.
- 720600** **Insurance** (\$86,000) reflects the Division's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$1,000) is recommended unchanged for maintenance of equipment, printers and computers.
- 721000** **Medical, Dental & Laboratory Supplies** (\$250) is recommended unchanged for purchase of first-aid supplies for each of the Building and Fire Inspector's vehicles.
- 721100** **Memberships** (\$1,200) is recommended unchanged for membership dues for the International Code Council, the California Building Officials, the California Building Officials Association of California, the Yosemite Chapter of the International Code Council, and for additional estimated membership requirements needed for Division's personnel to attend code training, which is State-mandated.
- 721300** **Office Expense** (\$25,000) is recommended increased \$5,000 for the purchase of new code books and training manuals for the updated Building Codes, printed forms, office supplies, computer supplies, printer paper, and office equipment.
- 721400** **Professional & Specialized Services** (\$328,000) is recommended unchanged for use of outside contractors for specialized plan checking and inspectors when the workload exceeds staffing, (Interwest Consulting Group and Salem Engineering Group), as well as the technical support services from Computronix for the maintenance of the POSSE database.
- 721500** **Publications and Legal Notices** (\$700) is recommended unchanged for public notices of Fee Increases and Relocation Hearings which are required per state law.
- 721600** **Rents & Leases - Equipment** (\$89,000) is recommended decreased \$4,000 to lease vehicles from the Central Garage, and for the business machine lease. The division has eleven vehicles.
- 721800** **Small Tools & Instruments** (\$5,000) is recommended unchanged to provide for the Division's need for equipment such as ladders, toolboxes, flashlights, and tools needed to carry out inspections.

CED - BUILDING AND FIRE SAFETY

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$5,000) is recommended unchanged to purchase batteries for GPS units, cameras, other minor special needs expenses, and the estimated cost for the Building Official's certification renewals.
- 722000** **Transportation & Travel** (\$40,000) is recommended increased \$8,000 for CASp training and certification (mandated training for the permit and inspection staff), and training on the new California Building Codes which went into effect January 1, 2020. New codes take effect every three years, and during the code cycle, amendments and code changes take place, which require continual training on the codes for all staff. Staff will utilize electronic technology and local training when possible to minimize County costs. In addition, per Health & Safety Code Section 18949.29, 45 hours of continuing education are required every three years for Building Officials, Plans Examiners, Permit Technicians and Building Inspectors.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2020-21**

Department: **BUILDING
INSPECTIONS (01370)**
Function: **General**
Activity: **Property Management**
Fund: **General**

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2019-20 Authorized Positions</u>		<u>2020-21 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3205	Administrative Analyst I or							
3206	Administrative Analyst II or							
3209	Senior Administrative Analyst	1.0	-	1.0	-		-	
3151	Building Inspector I							
3152	Building Inspector II							
4119	Building Inspector III	5.0	-	5.0	-		-	
3150	Supervising Building Inspector	1.0	-	1.0	-		-	
4103	Deputy Director of CED-Building and Fire Safety	1.0	-	1.0	-		-	
4211	Plan Checker I							
4212	Plan Checker II							
4213	Plan Checker III	3.0	-	3.0	-		-	
4214	Supervising Plan Checker	1.0	-	1.0	-		-	
3602	Account Clerk			-				
3636	Program Assistant I or			-				
3637	Program Assistant II							
3418	Permit Technician	2.0	-	2.0	-		-	
3513	Senior Permit Technician	1.0	-	1.0	-		-	
3377	Business Systems Information Analyst I	1.0	-	1.0	-		-	
3378	Business Systems Information Analyst II							
3154	Fire Prevention Officer	2.0	-	2.0	-		-	
TOTAL		18.0	-	18.0	-		-	

NOTES: