

COUNTY OF MADERA  
 BUDGET UNIT DETAIL  
 BUDGET FOR THE FISCAL YEAR 2021-22

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

	<u>ACTUAL</u> <u>2019-20</u>	<u>BOARD</u> <u>APPROVED</u> <u>2020-21</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2021-22</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2021-22</u>
<b><u>ESTIMATED REVENUES:</u></b>				
LICENSES, PERMITS & FRANCHISES				
620300 Construction Permits	2,264,064	1,799,000	2,337,785	2,337,785
620700 Other Licenses & Permits	4,485	285,000	310,000	310,000
<b>TOTAL LICENSES, PERMITS &amp; FRANCHISES</b>	<b>2,268,549</b>	<b>2,084,000</b>	<b>2,647,785</b>	<b>2,647,785</b>
FINES, FORFEITURES & PENALTIES				
630200 Other Court Fines	2,749	2,500	16,000	16,000
<b>TOTAL FINES, FORFEITURES &amp; PENALTIES</b>	<b>2,749</b>	<b>2,500</b>	<b>16,000</b>	<b>16,000</b>
CHARGES FOR CURRENT SERVICES				
660800 Planning & Engineering SVCS	812,976	550,000	750,000	750,000
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>812,976</b>	<b>550,000</b>	<b>750,000</b>	<b>750,000</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>3,084,274</u></b>	<b><u>2,636,500</u></b>	<b><u>3,413,785</u></b>	<b><u>3,413,785</u></b>
<b><u>EXPENDITURES:</u></b>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,127,505	1,290,186	1,637,344	1,637,344
710103 Extra Help	126,134	86,721	115,077	115,077
710105 Overtime	2,603	10,000	10,000	10,000
710200 Retirement	429,591	506,039	654,735	654,735
710300 Health Insurance	159,749	239,480	333,239	333,239
710400 Workers' Compensation Insurance	72,000	73,000	75,000	75,000
710700 Uniforms	1,575	1,450	1,700	1,700
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,919,156</b>	<b>2,205,426</b>	<b>2,825,395</b>	<b>2,825,395</b>

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

	<u>ACTUAL 2019-20</u>	<u>BOARD APPROVED 2020-21</u>	<u>DEPARTMENT REQUEST 2021-22</u>	<u>CAO RECOMMENDED 2021-22</u>
<b>SERVICES &amp; SUPPLIES</b>				
720200 Clothing & Personal Supplies	1,881	10,700	5,000	5,000
720300 Communications	9,421	11,284	12,000	12,000
720600 Insurance	85,000	86,000	90,022	90,022
720800 Maintenance - Equipment	0	1,000	1,000	1,000
720900 Maintenance - Bldgs & Improvement	55	0		
721000 Medical, Dental & Lab Supplies	0	250	250	250
721100 Memberships	370	1,200	1,200	1,200
721300 Office Expense	18,215	25,000	25,000	25,000
721400 Professional & Specialized Services	382,274	328,000	500,000	500,000
721500 Publications & Legal Notices	0	700	500	500
721600 Rents & Leases - Equipment	57,674	89,000	0	0
721601 Rents & Leases - Co Vehicles	0	0	76,500	76,500
721800 Small Tools & Instruments	4,110	5,000	3,500	3,500
721900 Special Departmental Expense	4,201	5,000	5,000	5,000
722000 Transportation & Travel	23,242	40,000	35,000	35,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>586,443</b>	<b>603,134</b>	<b>754,972</b>	<b>754,972</b>
<b>OTHER CHARGES</b>				
730330 Leases - Principal	0	0	8,500	8,500
<b>TOTAL OTHER CHARGES</b>	<b>0</b>	<b>0</b>	<b>8,500</b>	<b>8,500</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b>2,505,599</b>	<b>2,808,560</b>	<b>3,588,867</b>	<b>3,588,867</b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b><u>(578,676)</u></b>	<b><u>172,060</u></b>	<b><u>175,082</u></b>	<b><u>175,082</u></b>

## **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.

## **CED - BUILDING AND FIRE SAFETY**

### **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 4<sup>th</sup> 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 backfilling has been placed, and when all work is finished.

### ESTIMATED REVENUES

- 620300**      **Construction Permits** (\$2,337,785) is recommended increased \$537,785 for residential and commercial building permits. Increase due to new development in Madera County.
- 620700**      **Other Licenses & Permits** (\$310,000) is recommended increased \$25,000 for fire prevention projects and sprinkler permits. Increased due to new development in Madera County.
- 632000**      **Other Court Fines** (\$16,000) is recommended increased \$13,500 for fees collected for life safety violations and citations.
- 660800**      **Planning & Engineer Service** (\$750,000) is recommended increased \$200,000 for fees collected from commercial and residential plan.

## CED - BUILDING AND FIRE SAFETY

### **SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$1,637,344) is recommended increased \$347,158 based on the cost of recommended salaries with the proposed staffing levels.
- 710103**      **Extra Help** (\$115,077) is recommended increased \$28,356 to funding two extra help Building Inspectors, and two extra help, full time Program Assistant I's to assist with the accounts payable, inspection scheduling, and notices on expired permits and building violations.
- 710105**      **Overtime** (\$10,000) is recommended unchanged to allow personnel to meet periodic demand of the development community.
- 710200**      **Retirement** (\$654,735) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300**      **Health Insurance** (\$333,239) is based on the employer's share of health insurance premiums.
- 710400**      **Workers' Compensation** (\$75,000) reflects the Division's contribution to the County's Self-Insurance Internal Service Fund.
- 710700**      **Uniforms** (\$1,700) is recommended increased \$250 for additional inspection staff added to payroll to compensate for staff's laundering/maintenance of required uniforms.

### **SERVICES & SUPPLIES**

- 720200**      **Clothing & Personal Supplies** (\$5,000) is recommended unchanged to fund uniform shirts, rain gear, gloves, boot purchase reimbursement of 50% and hard hats for protection worn by field staff at inspection sites.
- 720300**      **Communications** (\$12,000) is recommended increased \$716 for additional cell phones for new staff; This line item purchases cellular phones for improving effectiveness and efficiency of the division and customer service. Additionally, data plans for 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** (\$90,022) 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.

## CED - BUILDING AND FIRE SAFETY

### SERVICES & SUPPLIES (continued)

- 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 unchanged 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** (\$500,000) is recommended increased \$172,000 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** (\$500) is recommended decreased \$200 for public notices of Fee Increases and Relocation Hearings which are required per state law.
- 721600**      **Rents & Leases - Equipment** (\$0) is not recommended. Expenses have been relocated to accounts 721601 and 730330.
- 721601**      **Rents & Leases – Co Vehicles** (\$76,500) is recommended to lease vehicles from the Central Garage The division has eleven vehicles.
- 721800**      **Small Tools & Instruments** (\$3,500) is recommended reduced \$1,500 to provide for the Division's need for equipment such as ladders, toolboxes, flashlights, and tools needed to carry out inspections.
- 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.

## **CED - BUILDING AND FIRE SAFETY**

### **SERVICES & SUPPLIES (continued)**

**722000**      **Transportation & Travel** (\$35,000) is recommended decreased \$5,000 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.

### **OTHER CHARGES**

**730330**      **Leases – Principal** (\$8,500) is recommended for the business machine lease.



**COUNTY OF MADERA  
BUDGET UNIT POSITION SUMMARY  
BUDGET FOR THE FISCAL YEAR 2021-22**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2020-21 Authorized Positions</u>		<u>2021-22 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>	
3601	Account Clerk I or							
3602	Account Clerk II	1.0	-	1.0	-	-	-	
3205	Administrative Analyst I or							
3206	Administrative Analyst II or							
3209	Senior Administrative Analyst	1.0	-	1.0	-	-	-	
3151	Building Inspector I or							
3152	Building Inspector II or							
4119	Building Inspector III	6.0	-	7.0	-	1.0	-	A
3377	Business Systems Information Analyst I or							
3378	Business Systems Information Analyst II	1.0	-	1.0	-	-	-	
4103	Deputy Director of CED-Building and Fire Safety	1.0	-	1.0	-	-	-	
3154	Fire Prevention Officer	2.0	-	3.0	-	1.0	-	F
4211	Plan Checker I or							
4212	Plan Checker II or							
4213	Plan Checker III	3.0	-	4.0	-	1.0	-	B
3636	Program Assistant I or	-		-				
3637	Program Assistant II	1.0	-	2.0	-	1.0	-	D
3418	Permit Technician	2.0	-	4.0	-	2.0	-	E
3150	Supervising Building Inspector	1.0	-	-	1.0	(1.0)	1.0	A
4214	Supervising Plan Checker	1.0	-	1.0	-	-	-	C
3513	Senior Permit Technician	1.0	-	1.0	-	-	-	

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 Activity: **Property Management**  
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	<b>2020-21 Authorized Positions</b>		<b>2021-22 Proposed Positions</b>		<b>Y-O-Y Changes in Positions</b>	
<b>TOTAL</b>	<u>21.0</u>	<u>-</u>	<u>26.0</u>	<u>1.0</u>	<u>5.0</u>	<u>1.0</u>

**NOTES:**

- A** Reflects the request to reallocate the Supervising Building Inspector to a Building Inspector I/II/III
- B** Funding one (1) FTE additional Plan Checker I/II/III to meet increases in development and permit activity
- C** One (1) FTE Supervising Plan Checker is allocated. The position will be reporting directly to the Building Official for supervision of existing staff.
- D** Requesting a second Program Assistant, who assists with processing of new building permits, punctual customer outreach and front counter service
- E** Requesting two (2) FTE additional Permit Technicians to meet the increasing work flow demands
- F** Requesting one (1) FTE additional funded position due to increased workload and inspections