

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2023-24**

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

	<u>ACTUAL 2021-22</u>	<u>BOARD APPROVED 2022-23</u>	<u>DEPARTMENT REQUEST 2023-24</u>	<u>CAO RECOMMENDED 2023-24</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
620300 Construction Permits	3,651,812	3,186,960	3,276,583	3,276,583
620700 Other Licenses & Permits	2,566	335,000	248,220	248,220
TOTAL LICENSES, PERMITS & FRANCHISES	3,654,378	3,521,960	3,524,803	3,524,803
FINES, FORFEITURES & PENALTIES				
630200 Other Court Fines	4,719	18,200	20,000	20,000
TOTAL FINES, FORFEITURES & PENALTIES	4,719	18,200	20,000	20,000
CHARGES FOR CURRENT SERVICES				
660800 Planning & Engineering SVCS	1,228,039	1,183,500	900,000	900,000
TOTAL CHARGES FOR CURRENT SERVICES	1,228,039	1,183,500	900,000	900,000
MISCELLANEOUS REVENUE				
672000 Other Sales	2,008	0	0	0
673000 Miscellaneous Revenue	1,224	0	0	0
TOTAL MISCELLANEOUS REVENUE	3,232	0	0	0
OTHER FINANCING SOURCES				
680200 Operating Transfers In	26,541	0	0	0
TOTAL OTHER FINANCING SOURCES	26,541	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>4,916,909</u>	<u>4,723,660</u>	<u>4,444,803</u>	<u>4,444,803</u>

EXPENDITURES:

SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,206,419	1,799,163	1,823,686	1,823,686
710103 Extra Help	117,423	124,142	158,771	158,771
710105 Overtime	46,220	40,000	40,000	40,000

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	ACTUAL 2021-22	BOARD APPROVED 2022-23	DEPARTMENT REQUEST 2023-24	CAO RECOMMENDED 2023-24
SALARIES & EMPLOYEE BENEFITS (continued)				
710110 Uniforms	1,700	2,200	3,000	3,000
710200 Retirement	500,848	740,137	805,075	805,075
710300 Health Insurance	166,679	383,328	471,622	471,622
710400 Workers' Compensation Insurance	75,000	75,000	45,000	45,000
TOTAL SALARIES & EMPLOYEE BENEFITS	2,114,288	3,163,970	3,347,154	3,347,154
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	1,235	5,000	3,000	3,000
720300 Communications	7,077	20,000	18,000	18,000
720600 Insurance	90,022	90,022	66,615	66,615
720800 Maintenance - Equipment	0	1,000	500	500
721000 Medical, Dental & Lab Supplies	0	250	0	0
721100 Memberships	1,200	3,000	2,800	2,800
721300 Office Expense	19,155	35,000	23,000	23,000
721400 Professional & Specialized Services	916,237	1,426,000	900,000	900,000
721500 Publications & Legal Notices	1,775	500	500	500
721601 Rents & Leases - Co Vehicles	103,865	85,000	200,000	200,000
721800 Small Tools & Instruments	711	3,500	3,000	3,000
721900 Special Departmental Expense	6,700	10,000	5,000	5,000
722000 Transportation & Travel	11,934	35,000	29,816	29,816
TOTAL SERVICES & SUPPLIES	1,159,911	1,714,272	1,252,231	1,252,231
OTHER CHARGES				
730330 Leases - Principal	7,632	8,500	8,500	8,500
770100 Intrafund Expense/Revenues	0	12,000	12,000	12,000
TOTAL OTHER CHARGES	7,632	20,500	20,500	20,500
<u>TOTAL EXPENDITURES</u>	3,281,831	4,898,742	4,619,885	4,619,885
<u>NET COUNTY COST (EXP - REV)</u>	<u>(1,635,079)</u>	<u>175,082</u>	<u>175,082</u>	<u>175,082</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.

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 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 is 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 | <u>Construction Permits</u> (\$3,276,583) is recommended increased \$89,623 for residential and commercial building permits. Increase due to new development in Madera County. |
| 620700 | <u>Other Licenses & Permits</u> (\$248,220) is recommended decreased \$86,780 for fire prevention projects and sprinkler permits. |
| 632000 | <u>Other Court Fines</u> (\$20,000) is recommended increased \$1,800 for fees collected for life safety violations and citations. |
| 660800 | <u>Planning & Engineer Service</u> (\$900,000) is recommended decreased \$283,500 for fees collected from commercial and residential plan. Increased due to new development in Madera County |

CED - BUILDING AND FIRE SAFETY

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,823,686) is recommended increased \$24,523 based on the cost of recommended salaries with the proposed staffing levels.
- 710103** **Extra Help** (\$158,771) is recommended increased \$34,629 to fund two Building Inspectors and one Plan Checker to assist with project processing and approvals, inspections, and building violations.
- 710105** **Overtime** (\$40,000) is recommended unchanged to allow personnel to meet periodic demand of the development community.
- 710200** **Retirement** (\$805,075) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$471,622) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$45,000) reflects the Division's contribution to the County's Self-Insurance Internal Service Fund.
- 710700** **Uniforms** (\$3,000) is recommended increased \$800 to provide new uniforms to new inspection staff and compensate for staff's laundering/maintenance of required uniforms.

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$3,000) is recommended decreased \$2,000 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** (\$18,000) is recommended decreased \$2,000. 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** (\$66,615) reflects the Division's contribution to the County's Self-Insured Liability Program.

CED - BUILDING AND FIRE SAFETY

SERVICES & SUPPLIES (continued)

- 720800** **Maintenance - Equipment** (\$500) is recommended decreased \$500 for maintenance of equipment, printers, and computers.
- 721000** **Medical, Dental & Laboratory Supplies** (\$0) is recommended decreased \$250 for purchase of first-aid supplies for each of the Building and Fire Inspector's vehicles.
- 721100** **Memberships** (\$2,800) is recommended decreased \$200 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** (\$23,000) is recommended decreased \$12,000 for the purchase of new code books and training manuals, printed forms, office supplies, computer supplies, printer paper, and office equipment.
- 721400** **Professional & Specialized Services** (\$900,000) is recommended decreased \$526,000 for use of outside contractors for specialized plan checking and inspectors when the workload exceeds staffing, (Wildan and BPR Consulting 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 unchanged for public notices of Fee Increases and Relocation Hearings which are required per state law.
- 721601** **Rents & Leases – Co Vehicles** (\$200,000) is recommended increased \$115,000 to lease vehicles from the Central Garage. The division has eight vehicles at an average of 16,339.87 miles per year x \$1.53 per mile.
- 721800** **Small Tools & Instruments** (\$3,000) is recommended decreased \$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 decreased \$5,000 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** (\$29,816) is recommended decreased \$5,184 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, 2022. 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 (CE) are required every three years for Building Officials, Plans Examiners, Permit Technicians and Building Inspectors. The Department estimates \$4,900 for CE online class registrations for fourteen staff. \$7,500 registration for 5 staff first time online certification classes and online tests. We estimate that we will need seven Out of County training trips (CALBO), (SVBO), and State Fire Marshal training with registration at \$6,300, lodging \$5,600, meals \$2,898, and \$2,618 in personal mileage.

OTHER CHARGES

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

770100 **Interfund Expense/Revenues** (\$12,000) is recommended for office phone system.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2023-24**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2022-23 Authorized Positions</u>		<u>2023-24 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)	-	A
3353	Senior Accounting Technician	-	-	1.0	-	1.0		A
3205	Administrative Analyst I or					-		
3206	Administrative Analyst II or					-		
3209	Senior Administrative Analyst or							
4126	Principal Administrative Analyst	1.0	-	1.0	-	-		B
3151	Building Inspector I or					-		
3152	Building Inspector II or					-		
4119	Building Inspector III	8.0	-	8.0	-	-	-	
4134	Building Permit Services Manager	1.0		1.0	-	-	-	
3377	Business Systems Information Analyst I or							
3378	Business Systems Information Analyst II or							
3379	Senior Business Systems Information Analyst	1.0	-	1.0	-	-	-	
4103	Deputy Director of CED-Building and Fire Safety	1.0	-	1.0	-	-	-	
3154	Fire Prevention Officer	3.0	-	3.0	-	-	-	
4211	Plan Checker I or							
4212	Plan Checker II or							
4213	Plan Checker III	5.0	-	4.0	-		-	D
3636	Program Assistant I or	-				-	-	

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2022-23</u>		<u>2023-24</u>		<u>Y-O-Y</u>		<u>Notes</u>
		<u>Authorized</u>	<u>Positions</u>	<u>Proposed</u>	<u>Positions</u>	<u>Changes</u>	<u>in Positions</u>	
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3637	Program Assistant II	2.0	-	2.0	-	-	-	
3418	Permit Technician	4.0	-	4.0	-	-	-	
3150	Supervising Building Inspector	-	1.0	-	1.0	-	-	
4214	Supervising Plan Checker	-	1.0	1.0	-	1.0	(1.0)	C
3513	Senior Permit Technician	1.0	-	1.0	-	-	-	
TOTAL		28.0	2.0	28.0	1.0	1.0	(1.0)	

NOTES:

- A** Reflects the request of the department to fund one (1) FTE Senior Accounting Technician and eliminate one (1) FTE Account Clerk I/II
- B** Flexibly staffing the Administrative Analyst position to I, II, Senior and Principal Administrative Analyst
- C** Reflects the request to fund 1 FTE Supervising Plan Checker
- D** Deleting one (1) FTE Plan Checker I/II/III and offsetting with funding of 1FTE Supervising Plan Checker