

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	485,490	611,896	711,919	711,919
710103 Extra Help	126,946	52,440	22,000	22,000
710200 Retirement	161,504	184,441	220,451	220,451
710300 Health Insurance	61,923	108,273	108,431	108,431
710400 Workers' Compensation Insurance	65,823	95,231	177,741	177,741
TOTAL SALARIES & EMPLOYEE BENEFITS	901,686	1,052,281	1,240,542	1,240,542
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	81	350	350	350
720300 Communications	5,882	7,920	7,920	7,920
720600 Insurance	4,908	658	783	783
720800 Maintenance - Equipment	0	300	300	300
721000 Medical, Dental & Lab Supplies	0	45	45	45
721100 Memberships	0	860	860	860
721200 Miscellaneous Expense	537	0	0	0
721300 Office Expense	6,893	11,000	11,000	11,000
721400 Professional & Specialized Services	61,079	87,000	87,000	87,000
721500 Publications & Legal Notices	75	700	700	700
721600 Rents & Leases - Equipment	52,555	43,000	43,000	43,000
721700 Rents & Leases - Buildings	7,448	0	0	0
721800 Small Tools & Instruments	0	500	500	500
721900 Special Departmental Expense	1,889	6,350	2,600	2,600
722000 Transportation & Travel	12,383	12,000	12,000	12,000
TOTAL SERVICES & SUPPLIES	153,730	170,683	167,058	167,058
TOTAL - BUILDING INSPECTION	1,055,416	1,222,964	1,407,600	1,407,600

CED - BUILDING INSPECTION

COMMENTS

The Building Division, under the jurisdiction of the Community and Economic Development Department, was established pursuant to Sections 50022.1 through 50022.4 of the California Government Code to provide 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 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 Division. Whenever the term "Building Official" is used in this code, it means the County Building Official or his/her authorized representatives. The Building Official shall have the right of entry, during usual business hours, to inspect any and all buildings and premises in the performance of his/her duties.

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, the 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, in addition to Building Permits, the department issues:

Plumbing Permits

The provisions of the California Plumbing Code shall apply to all new construction, relocated buildings and to any alterations, repairs or reconstruction, except as otherwise provided for in the code. No person shall connect any utility without receiving approval from the Building Official. Permanent utilities shall not be connected until all of the requirements of the code have been met as verified by a tag placed by the Building Official giving approval to the service.

Mechanical Permits

The provisions of the California Mechanical Code shall apply to all new construction, relocated buildings and to any alterations, repairs or reconstruction, except as otherwise provided for in this code. No person shall connect any utility without receiving approval from the Building Official. Permanent utilities shall not be connected until all of the requirements of the code have been met as verified by a tag placed by the Building Official giving approval to the service.

Electrical Permits

The provisions of the California Electrical Code shall apply to all new construction, relocated buildings solar systems and to any alterations, repairs or reconstruction, except as provided for otherwise in this code. No person shall connect any utility without receiving approval from the Building Official. Permanent utilities shall not be connected until all of the requirements of the code have been met as verified by a tag placed by the Building Official giving approval to the service.

CED - BUILDING INSPECTION

COMMENTS (continued)

Mobilehome Permits

Mobilehomes and temporary or permanent mobile offices installed within the County of Madera require a building permit for the installation of such structure, regardless of the type of installation being performed.

For statutory provisions regarding the occupancy of mobilehomes and mobilehome accessory structures, see California Administrative Code Title 25, Chapter 5 (March 30, 1971); for the authority to adopt codes by reference, see California Government Code 50022.1 et seq.

Demolition Permits

A Demolition Permit is required for the removal of any structure, in excess of 120 square feet, located within the County of Madera. Demolition permits must be pre-approved by the San Joaquin Valley Unified Air Pollution Control District (SJVUAPCD) as part of the permit process. An application is given to the owner who will then need to complete it and take it to the SJVUAPCD in Fresno for approval and to be signed off. The SJVUAPCD approved application is then returned to the Building Department to obtain the permit.

The second half of the building/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.

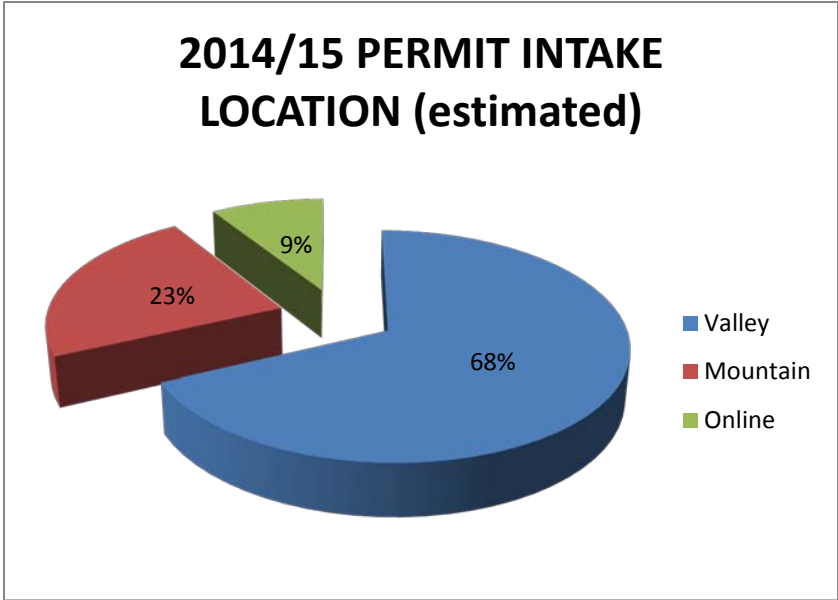
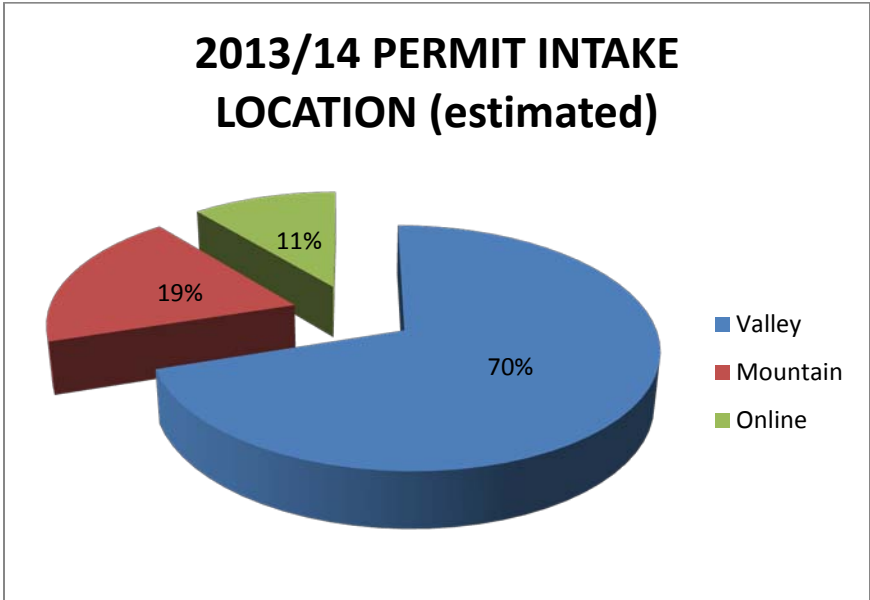
WORKLOAD

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Commercial Structure	145	132	140
Demo Permits	44	95	50
Electrical Permit	151	130	150
Mechanical Permit	38	40	50
Mobile Home Permit	29	30	40
OTC (Over the Counter) Permit	1,140	1,400	1,500
Plan Check	415	452	500
Plumbing Permit	28	20	30
Reroof Permit	214	210	225
Single Family Residence – Additions/Remodel	287	305	300
Single Family Residence – New Only	81	85	125
Swimming Pool Permit	25	25	35
Inspections	10,987	10,493	11,736

CED - BUILDING INSPECTION

WORKLOAD (continued)

The following graphs depict the percentages (by fiscal year) of permit applications received by location, with the majority being submitted online.



REVENUE

	Actual 2013-14	Estimated 2014-15	Projected 2015-16
Construction Permits	\$ 834,025	\$ 750,000	\$ 820,000
Other License & Permits	957	0	1,000
Code Enforce Fines/Fees	0	0	100,000
Engineering Services	7,965	7,000	7,000
Plan Check Fees	437,207	340,000	360,000
Engineering Services – Development Review	8,851	0	0
Strong Motion Inst Fee	11,057	10,000	10,000
Miscellaneous	460	86	0
Total Revenue	\$1,300,522	\$1,107,086	\$1,298,000

CED - BUILDING INSPECTION

STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
County Building Official/Deputy Director	1		1	
Building Inspector I/II	3	2	5*	0
Office Assistant I/II	1		1	
Plan Checker	4		4	
Program Assistant I/II or Permit Technician	2		2	
Senior Permit Technician	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>
Total Permanent Staffing	11	<u>3</u>	13	<u>1</u>

*It is recommended to fund two (2) Building Inspector I/II positions. One position has been filled with full-time, extra help for the past fiscal year; and there is no fiscal impact by making it a permanent position. The second position will be utilized to assess damages and penalties on the buildings involved in violation of the County’s Marijuana Ordinance, as well as to inspect substandard housing; this position will be paid out of penalties and fines.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$711,919) is recommended increased \$100,023 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$22,000) is recommended reduced \$30,440 to fund one extra help, part-time Administrative Assistant to handle the Division’s purchasing, deposits and personnel issues.
- 710200** **Retirement** reflects the County’s anticipated contribution to Social Security and the Public Employees’ Retirement System.
- 710300** **Health Insurance** is based on the employer’s share of health insurance premiums.
- 710400** **Workers’ Compensation** reflects the Division’s contribution to the County’s Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$350) is recommended unchanged for rain gear, gloves, and hard hats for protection. Also included is a reimbursement cost (\$300) for boots worn by Building Inspectors, providing a 50% reimbursement – up to \$100 for each Building Inspector – similar to the reimbursement in place for Building and Grounds Maintenance staff.

CED - BUILDING INSPECTION

SERVICES & SUPPLIES (continued)

- 720300** **Communications** (\$7,920) is recommended unchanged for phone service at the Bass Lake Office; cellular phones (seven total) for the County Building Official, five Building Inspectors, and one for use by the Plan Checkers to provide a more immediate response to Building Inspectors in the field, improving effectiveness and efficiency of the division and customer service; and the addition of data plans for four tablet PCs which will have the building codes installed on them for the building inspectors to work more effectively in the field and allow electronic communication with the public from any Wi-Fi supported zone.
- 720600** **Insurance** reflects the Division's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$300) is recommended unchanged for maintenance of typewriters and computers allocated to this budget.
- 721000** **Medical, Dental & Laboratory Supplies** (\$45) is recommended unchanged for purchase of first-aid supplies.
- 721100** **Memberships** (\$860) is recommended unchanged for membership dues for the International Code Council (\$210), the California Building Officials (\$230), the California Building Officials Association of California (\$100), and the Yosemite Chapter of the International Code Council (\$320).
- 721300** **Office Expense** (\$11,000) is recommended unchanged for the purchase of new code books and training manuals for the 2013 Building Codes, printed forms, office supplies, computer supplies and printer paper.
- 721400** **Professional & Specialized Services** (\$87,000) is recommended unchanged to fund the use of outside contractors for specialized plan checking for which staff does not have the necessary expertise, 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** (\$43,000) is recommended unchanged to lease vehicles from the Central Garage, and for the copy machine lease. The copy machine monthly charge is \$134.60 for Bass Lake and \$390.19 for Madera, or \$6,297.48 annually plus images over contract. The division has six vehicles, five trucks and one Jeep. From July 1 through December 31, 2014, the Building Division's mileage equaled 27,989; an estimated annual usage is 55,978 miles or \$30,228.
- 721800** **Small Tools & Instruments** (\$500) is recommended unchanged based on current and projected staffing levels and building inspection activity.

CED - BUILDING INSPECTION

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$2,600) is recommended reduced \$3,750 to fund \$600 for the Building Department's share of IT maintenance of the POSSE server. This account also funds the 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** (\$12,000) is recommended unchanged to provide \$5,000 for CASp training and certification (mandated training for the inspection staff), and training on the 2013 California Building Codes which took effect January 1, 2014. New codes take effect every three years, requiring training on the new codes for all of the staff. Staff will utilize as much electronic technology and local training as 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 and Building Inspectors.