

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	584,976	519,484	616,790	616,790
710103 Extra Help	54,460	116,959	149,034	149,034
710200 Retirement	173,587	169,523	208,299	208,299
710300 Health Insurance	71,635	89,396	78,476	78,476
710400 Workers' Compensation Insurance	25,570	33,210	65,823	65,823
TOTAL SALARIES & EMPLOYEE BENEFITS	910,228	928,572	1,118,422	1,118,422
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	383	350	350	350
720300 Communications	5,546	6,000	7,920	7,920
720600 Insurance	8,772	6,227	4,908	4,908
720800 Maintenance - Equipment	0	300	300	300
721000 Medical, Dental & Lab Supplies	0	45	45	45
721100 Memberships	830	600	860	860
721200 Miscellaneous Expense	8,170	0	0	0
721300 Office Expense	3,326	7,500	11,000	11,000
721400 Professional & Specialized Services	0	2,000	82,000	82,000
721500 Publications & Legal Notices	0	100	700	700
721600 Rents & Leases - Equipment	39,206	32,000	32,000	32,000
721800 Small Tools & Instruments	211	500	500	500
721900 Special Departmental Expense	1,438	750	750	750
722000 Transportation & Travel	7,604	7,000	12,000	12,000
TOTAL SERVICES & SUPPLIES	75,486	63,372	153,333	153,333
TOTAL - RMA - BUILDING INSPECTION	985,714	991,944	1,271,755	1,271,755

RMA - BUILDING INSPECTION

COMMENTS

The Building Division 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.

Madera County has adopted the California Building Code as mandated by the State of California as part of the 12-part California Code of Regulations the Department is required to enforce in addition to the 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, 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 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.

RMA - 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 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.

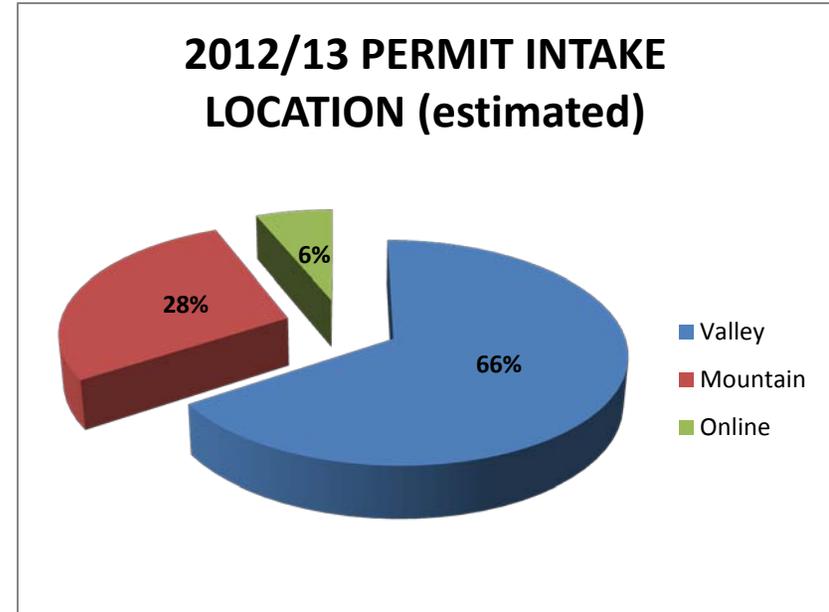
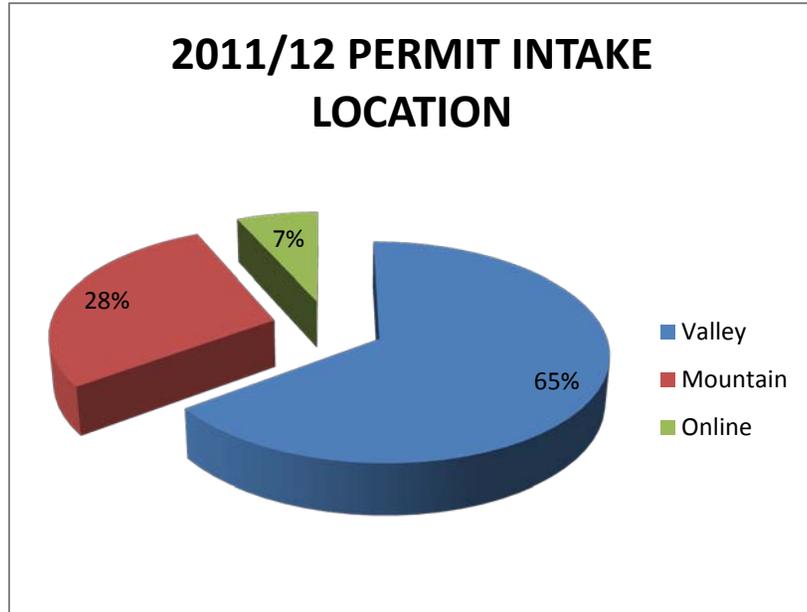
WORKLOAD

	Actual <u>2011-12</u>	Estimated <u>2012-13</u>	Projected <u>2013-14</u>
Commercial Structure	185	186	185
Demo Permits	57	60	60
Electrical Permit	218	155	160
Mechanical Permit	34	25	30
Mobile Home Permit	21	30	30
OTC (Over the Counter) Permit	660	884	900
Plan Check	425	435	450
Plumbing Permit	35	20	20
Reroof Permit	345	247	300
Single Family Residence – Additions/Remodel	301	280	300
Single Family Residence – New Only	71	45	60
Swimming Pool Permit	15	23	20
Inspections	9,627	9,491	10,250

RMA - 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 <u>2011-12</u>	Estimated <u>2012-13</u>	Projected <u>2013-14</u>
Construction Permits	\$507,442	\$571,650	\$602,200
Grading Permits	0	0	0
Plan Check Fees	299,459	319,650	423,000
Miscellaneous Revenue	<u>32,514</u>	<u>80,000</u>	<u>55,000</u>
Total Revenue	\$839,415	\$971,300	\$1,080,200

RMA - BUILDING INSPECTION

STAFFING

<u>Permanent</u>	2012-13 Authorized			2013-14 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>
County Building Official	1			1	
Building Inspector I/II	3	2		3	2
Commercial Plan Checker*	0		1	0	
Plan Checker	4			4	
Permit Technician	2			2	
Senior Permit Technician	<u>0</u>	<u>1</u>	<u>-</u>	<u>0</u>	<u>1</u>
Total Permanent Staffing	<u>10</u>	<u>3</u>	<u>1</u>	<u>10</u>	<u>3</u>

*The Commercial Plan Checker position was eliminated with the 2012-13 fiscal year.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$616,790) are recommended increased \$97,306 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$149,034) is recommended increased \$32,075 so that the Department may continue funding a Program Assistant and three Building Inspector II's, who have been assisting the department due to increased permit activities, a Building Inspector who is out on injury and the continuation of the inspections at the Jail Expansion project and other County projects. Approximately \$48,600 of this account will be reimbursed through the Jail Expansion project, similar to 2012-13.
- 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 Department'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.

RMA - BUILDING INSPECTION

SERVICES & SUPPLIES (continued)

- 720300** **Communications** (\$7,920) is recommended increased \$1,920 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 department 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. Also included in this account is a portion of Win Cams (\$250) which is the financial accounting system for timecards, claims and invoices (the other portion is paid out of Special Departmental Expense – 721900).
- 720600** **Insurance** reflects the Department'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 increased \$260 for increased 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 increased \$3,500 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** (\$82,000) is recommended increased \$80,000 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 increased \$600 for public notices of Fee Increases and Relocation Hearings which are required per state law. With the continuation of flat and streamlined fees, notifications in the local papers have increased dramatically over the past few years, necessitating an increase in this account.
- 721600** **Rents & Leases - Equipment** (\$32,000) is recommended unchanged for the rental of vehicles from Central Garage based on current and projected staffing levels and building inspection activity.
- 721800** **Small Tools & Instruments** (\$500) is recommended unchanged based on current and projected staffing levels and building inspection activity.

RMA - BUILDING INSPECTION

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$750) 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. Also included in this account is a portion of WinCams (\$250) which is the financial accounting system for timecards, claims and invoices (the other portion is paid out of Communications – 720300).
- 722000** **Transportation & Travel** (\$12,000) is recommended increased \$5,000 for CASp training and certification (mandated training for the inspection staff), and training on the new 2013 California Building Codes which take 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.