

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
620300 Construction Permits	1,145,751	1,040,000	1,610,000	1,610,000
620700 Other Licenses & Permits	189,513	163,699	201,030	201,030
TOTAL LICENSES, PERMITS & FRANCHISES	1,335,264	1,203,699	1,811,030	1,811,030
FINES, FORFEITURES & PENALTIES				
630200 Other Court Fines	4,619	4,000	7,162	7,162
TOTAL FINES, FORFEITURES & PENALTIES	4,619	4,000	7,162	7,162
INTERGOVERNMENTAL REVENUE				
654000 State - Other	42	0	0	0
TOTAL INTERGOVERNMENTAL REVENUE	42	0	0	0
CHARGES FOR CURRENT SERVICES				
660800 Planning & Engineering SVCS	475,501	529,000	482,000	482,000
TOTAL CHARGES FOR CURRENT SERVICES	475,501	529,000	482,000	482,000
MISCELLANEOUS REVENUE				
672000 Other Sales	61	0	0	0
673000 Miscellaneous Revenue	239	0	0	0
TOTAL MISCELLANEOUS REVENUE	300	0	0	0
OTHER FINANCING SOURCES				
680200 Operating Transfers In	22,570	0	0	0
TOTAL OTHER FINANCING SOURCES	22,570	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>1,838,296</u>	<u>1,736,699</u>	<u>2,300,192</u>	<u>2,300,192</u>

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	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	890,979	1,014,556	1,057,455	1,057,455
710103 Extra Help	78,136	92,852	70,340	70,340
710105 Overtime			20,000	20,000
710200 Retirement	308,810	309,930	353,791	353,791
710300 Health Insurance	121,329	167,953	198,966	198,966
710400 Workers' Compensation Insurance	73,024	68,396	71,818	71,818
TOTAL SALARIES & EMPLOYEE BENEFITS	1,472,278	1,653,687	1,772,370	1,772,370
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	2,417	3,000	10,000	10,000
720300 Communications	7,589	10,220	10,220	10,220
720600 Insurance	23,804	35,996	84,065	84,065
720800 Maintenance - Equipment	140	1,000	1,000	1,000
721000 Medical, Dental & Lab Supplies	0	250	250	250
721100 Memberships	240	1,160	1,160	1,160
721300 Office Expense	12,584	13,500	18,500	18,500
721400 Professional & Specialized Services	95,342	120,000	485,000	485,000
721500 Publications & Legal Notices	0	700	700	700
721600 Rents & Leases - Equipment	73,685	92,000	92,000	92,000
721800 Small Tools & Instruments	1,076	5,000	5,000	5,000
721900 Special Departmental Expense	475	5,000	5,000	5,000
722000 Transportation & Travel	9,448	18,000	23,000	23,000
TOTAL SERVICES & SUPPLIES	226,800	305,826	735,895	735,895
<u>TOTAL EXPENDITURES</u>	1,699,078	1,959,513	2,508,265	2,508,265
<u>NET COUNTY COST (EXP - REV)</u>	<u>-139,218</u>	<u>222,814</u>	<u>208,073</u>	<u>208,073</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 Fire Code and California Building Code. This division is a combination of the Fire Prevention for Land Development and Building Inspection 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.

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.

CED - BUILDING AND FIRE SAFETY

COMMENTS (continued)

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.

In the 2016/2017 Fiscal year Riverstone started construction on the single family dwellings. As of the end of December 2017, 93 building permits have been issued in the Riverstone Development. We now have three model homes in Phase II. It is estimated that we will process 150 homes in this development in the 2018/2019 Fiscal year.

We have now issued the building permits and fire sprinkler permits for the Town Center, a restaurant, and a temporary Fire Station for the Tesoro Viejo Development on the east side of Highway 41. Single family dwellings will start construction during this fiscal year and could yield an additional 100 single family dwellings.

WORKLOAD

	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Cap MC Program Permits	43	1	0
Commercial Structure	125	165	150
Demo Permits	76	95	80
Electrical Permits	263	300	300
Mechanical Permits	37	35	40
Minor Permits	232	260	275
Mobile Home Permits	32	35	35
OTC (Over the Counter) Permits	995	1100	1000
Plan Check	321	400	420

CED - BUILDING AND FIRE SAFETY

<u>WORKLOAD (continued)</u>	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Plumbing Permits	70	65	70
Reroof Permits	309	360	350
Single Family Residence – Additions/Remodel	294	325	350
Single Family Residence – New Only	246	300	500
Swimming Pool Permits	44	40	45
Inspections	7250	9800	12000
Water Well Electrical	323	150	250
Fire Sprinkler Permits (Non Residential)	8	6	6
Fire Sprinkler Modification Permit	1	1	1
Fire Sprinkler Permit (Residential)	215	288	300
Fire Sprinkler Monitoring Alarm Permit	0	1	1
Fire Alarm System Permit	7	10	12
Hydrant Flow Test	1	1	1
Vapor Recovery Vessel	0	0	0
LPG Tank Self Certification	0	0	0
Business Inspection	10	17	20
Change of Ownership	13	2	5
Fire Pump Permit	0	0	0
Additional Inspections (return insp)	242	315	350
Additional Inspection (Commercial)	21	40	50
Underground Fire Main Permit	2	8	10
Fireworks Booth Permit	11	12	12
Fireworks Pubic Display Permit	4	8	8
PRC 4290 Exception Request	17	10	10
Hood Suppression System	4	3	4
Licensing Inspection	4	2	3

ESTIMATED REVENUES

- 620300** **Construction Permits** (\$1,610,000) is recommended increased \$570,000 for residential and commercial building permits. Increase due to new development in Southeast Madera.

- 620700** **Other Licenses & Permits** (\$201,030) is recommended increased \$37,331 for fire and sprinkler permits. Increase due to new development in Southeast Madera.

CED - BUILDING AND FIRE SAFETY

ESTIMATED REVENUES (continued)

- 632000** **Other Court Fines** (\$7,162) is recommended increased \$3,162 for fees collected for life and safety issues.
- 660800** **Planning & Engineer Service** (\$482,000) is recommended reduced \$47,000 for fees collected from commercial and residential plan.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,057,455) is recommended increased \$42,899 based on the cost of recommended salaries with the proposed staffing levels. Requested is a new position for a Business System Information Analyst that will manage and assist all divisions of the CED with the permit tracking software system (POSSE), the geographic information system (GIS), and any other software that the CED Divisions are using. This position includes creating new GIS layers and configuration changes in the POSSE system. This position will allow the development of GIS layers and uses beneficial to the Building and Fire Safety Division, the CED as a whole and the citizens of Madera County. Additionally, a Supervising Building Inspector, Supervising Plan Checker and Fire Inspector are requested to meet the needs of increased inspections and plan checks due to residential and commercial growth within the County. 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** (\$70,340) is recommended reduced \$22,512 to fund one extra help, full time Administrative Assistant, and one extra help, full time Office Assistant to assist with the accounts payable, inspection scheduling, and notices on expired permits and building violations.
- 710105** **Overtime** (\$20,000) is recommended to allow personnel to meet periodic demand of the development community.
- 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.

CED - BUILDING AND FIRE SAFETY

SERVICES & SUPPLIES

- 720200** Clothing & Personal Supplies (\$10,000) is recommended increased \$7,000 to fund uniform shirts, rain gear, gloves and hard hats for protection worn by field staff at inspection sites. Also included is a reimbursement cost (\$600) for boots worn by Inspectors, providing a 50% reimbursement – up to \$100 for each Inspector.
- 720300** Communications (\$10,220) is recommended unchanged for phone service at the Bass Lake Office; cellular phones (nine total) for the Deputy Director, one (1) Fire Prevention Officer, five (5) Building Inspectors, and two (2) 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. 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 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 (\$1,160) 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), the Yosemite Chapter of the International Code Council (\$320), and for additional estimated membership requirements needed for Division's personnel to attend code training, which is State-mandated.
- 721300** Office Expense (\$18,500) 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, and printer paper.
- 721400** Professional & Specialized Services (\$485,000) is recommended increased \$365,000 to fund the use of outside contractors for specialized plan checking and inspectors when the workload exceeds staffing, (Interwest Consulting Group - \$250,000 and Salem Engineering Group \$100,000), as well as the \$135,000 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.

CED - BUILDING AND FIRE SAFETY

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$92,000) is recommended unchanged to lease vehicles from the Central Garage, and for the business machine lease. The business machine monthly charge is \$138 for the Bass Lake office and \$395 for the Madera office, or (\$6,396) annually plus additional images (\$2,400) over contract annually. The division has eight (8) vehicles, five (5) trucks, and one (1) Jeep and will be adding two additional vehicles for additional Building Inspectors. The Building and Fire Safety Division's estimated annual usage for FY 18-19 is 160,000 miles.
- 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.
- 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** (\$23,000) is recommended increased \$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, 2017. 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 2018-19**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 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	-	1.0	-	A
3151	Building Inspector I							E
3152	Building Inspector II Building Inspector III	6.0	-	5.0	-	-	-	
3150	Supervising Building Inspector	-	-	1.0	-	1.0	-	B
4103	Deputy Director of CED-Building	1.0	-	-	-	1.0	-	
4103	Deputy Director of CED-Building and Fire Safety	-	-	1.0	-	1.0	-	
3153	Plan Checker I Plan Checker II Plan Checker III Supervising Plan Checker	4.0	-	3.0	-	-	-	F
3636	Program Assistant I or							
3637	Program Assistant II	-	-	-	-	-	-	
3418	Permit Technician	1.0	-	2.0	-	1.0	-	
3513	Senior Permit Technician	1.0	-	1.0	-	-	-	
	CED Business System Information Analyst			1.0		1.0		D
3154	Fire Prevention Officer	-	2.0	1.0	1.0	1.0	1.0	G
	TOTAL	14.0	2.0	17.0	1.0	8.0	1.0	

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2017-18 Authorized Positions	2018-19 Proposed Positions	Y-O-Y Changes in Positions
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NOTES:

- A - One Administrative Assistant position is recommended to be converted into an Administrative Analyst I/II/Senior position to better align the duties of the position to the needs of the Division*
- B - One Building Inspector position is recommended to be converted into a Supervising Building Inspector position to better align the duties of the position to the needs*
- C - One Plan Checker position is recommended to be converted into a Supervising Plan Checker position to better align the duties of the position to the needs of the Division*
- D - CED One Business System Information Analyst is recommended to be funded to increase efficiency. The position will be funded from increased revenues from the construction in the Riverstone and Tesoro Viejo developments.*
- E - Building Inspector position converted to Building Inspection I, II, and III to better align the duties of the position to the needs of the Division*
- F - Plan Checker position converted to Plan Checker I, II, and III to better align the duties of the position to the needs of the Division*
- G- Fire Prevention Officer funded - this position has been filled previously by an extra help employee. Converting to a funded permanent position will better align the position to the needs of the Division and funded by offset in extra help salaries*