

# 113 - BUILDING AND SAFETY

## Operational Summary

### Description:

Safeguard the high quality of life in unincorporated Orange County through stewardship of the environment, and application and enforcement of building, water and grading regulations.

### At a Glance:

Total FY 2004-2005 Projected Expend + Encumb:	11,858,761
Total Recommended FY 2005-2006	12,767,404
Percent of County General Fund:	N/A
Total Employees:	66.00

### Strategic Goals:

- Reorganize Building & Safety Division with emphasis on providing One-Stop-Shop Service.
- Continue to collaborate with the building industry to identify opportunities to utilize automation, training and other measures to more efficiently deliver service.
- Monitor fees charged pursuant to new time and materials ordinance to ensure consistency.
- Increase contracted services to respond to short-term peak demand for plan check, inspections and code enforcement.

### Key Outcome Indicators:

Performance Measure	2004 Business Plan	2005 Business Plan	How are we doing?
	Results	Target	
<b>NUMBER OF BUILDING AND HOME INSPECTIONS REQUESTED.</b> <b>What:</b> Provide citizens of unincorporated Orange County safe building through compliance with bldg. codes. <b>Why:</b> To establish workload needs and service efficiency.	69,234 building and home inspections requested.	68,374 building and home inspections projected.	FY 2004-2005 results are consistent with current workload.
<b>NUMBER OF NEW HOMES COMPLETED, CATEGORIZED BY BUILDING TYPE.</b> <b>What:</b> Provide citizens of unincorporated Orange County safe building through compliance with bldg. codes. <b>Why:</b> To ensure fair housing opportunities for all residents.	1,296 new homes completed (838 Single and 458 Multi).	1,000 anticipated new homes completed (950 Single and 50 Multi).	FY2004-2005 results are consistent with current workload.
<b>PERCENTAGE OF INSPECTIONS/REVIEWS PERFORMED WITHIN 1 BUSINESS DAY.</b> <b>What:</b> Provide efficient customer service to clientele. <b>Why:</b> To provide fair and efficient service to clientele.	95% completed within 1 business day (Year-to-date).	95% completed within 1 business day (projected).	No reduction in service.



### Key Outcome Indicators: (Continued)

Performance Measure	2004 Business Plan	2005 Business Plan	How are we doing?
	Results	Target	
<b>PERCENTAGE OF PLAN CHECKS PERFORMED WITHIN 10 BUSINESS DAYS.</b> <b>What:</b> To establish workload needs and service efficiency. <b>Why:</b> To ensure prompt and effective client services.	65% of plan checks performed within 10 business days.	55% of plan checks performed within 10 business days (projected).	There is no reduction in services provided.

### FY 2004-05 Key Project Accomplishments:

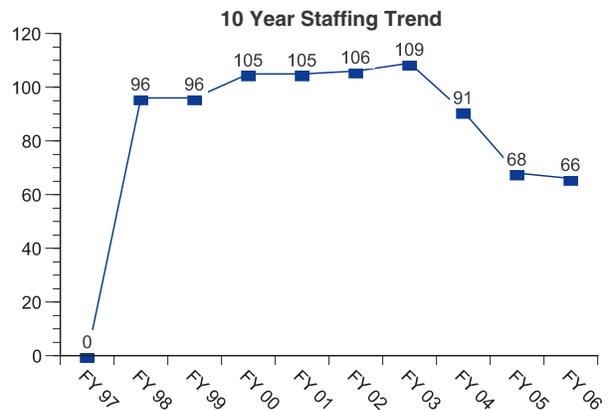
- Updated Time & Materials Deposit & Fee System for Building & Safety through the Automated Permitting and Planning System (APPS). Ordinance 04-007 was approved by the Board of Supervisors on May 25, 2004 and implemented on June 25, 2004.
- Continued implementation of Cash-flow monitoring system for Building & Safety Fund 113, which is shared with management, CEO and Auditor/Controller.
- Implemented the Building & Safety Division One-Stop-Shop Service.
- Improved coordination with other County departments and agencies.
- Assisted nearly 8,000 customers at the planning counter, managed over 12,000 ministerial permits, and processed approximately 115 discretionary permits for approval by the Board of Supervisors, Planning Commission or Subdivision Committee.
- Reduced 23 positions to match current workload demands.

**Subdivision & Grading Services** - Building and Safety issues and inspects grading permits; maintains subdivision tentative maps; reviews and approves street and drainage improvement plans; processes Subdivision Committee Agenda; administers the master plan of drainage; and provides support of additional duties imposed by mandate of Planning & Development Services' role in Regional Water Quality Control Board's storm water permits pursuant to the Natural Pollutant Discharge Elimination System (NPDES) in conjunction with other departmental divisions, County departments and outside government agencies.

**Building Permit Services** - Reviews and approves all plans for building improvements and community development within unincorporated areas of the County for compliance with County building ordinances & applicable state building regulations; issues building, plumbing, electrical, mechanical, use and occupancy permits; and reviews acoustical reports for compliance with County land use and noise compatibility standards.

**Building Inspection Services** - Reviews and approves all plans for building improvements and community development within unincorporated areas of the County for compliance with County building ordinances & applicable state building regulations; issues building, plumbing, electrical, mechanical, use and occupancy permits; and reviews acoustical reports for compliance with County land use and noise compatibility standards.

### Ten Year Staffing Trend:



### Ten Year Staffing Trend Highlights:

- The current 2004 Strategic Financial Plan (SFP) projected an additional reduction of 10 positions in FY 2005-2006, based on assumed workload reductions when the plan was developed. For FY 2005-2006 budget, Building & Safety Fund 113 is proposing the deletion of two (2) positions to support the formation of the new Dana Point Harbor Department. These positions will be transferred and exchanged for positions required in the establishment of Dana Point Harbor Department. Planning is likely to experience eight (8) vacancies in FY 2005-2006 through the new Board approved retirement program effective July, 2005. The anticipated eight (8) position deletions will be handled through the 1st Quarter Budget Adjustment Request as retirements are confirmed. This action, in combination with the two positions transferred to Dana Point 108, should result in the planned position reduction reflected in the 2004 SFP.
- In FY 2004-2005, the Budget was developed to balance staff and projected decreased workloads for building permits and building plan check services. The reduction of twenty-three (23) positions include the deletion of the 10 frozen/vacant positions approved by the Board of Supervisors in FY 2003-2004 budget to process flat fee workload.
- Board of Supervisors approved FY 2003-2004 Budget with an augmentation to Fund 113's budget for an additional ten (10) frozen positions for \$681,500 to accommodate anticipated flat fee workload that could not be 100% recovered. This flat fee workload was managed through the use of existing resources without having to request the filling of the 10 positions added/frozen by the Board of Supervisors.
- As a result of Building & Safety Fund 113 experiencing a financial crisis in FY 2002-2003, a staff reduction of twenty-eight (28) positions commenced through retire-

ment/layoff/transfer process resulting in 81 total positions. With the added 10 positions above to cover Flat Fee workload, total positions in FY 2003-2004 totaled 91.

- The staffing change from FY 1998-1999 to FY 1999-2000 was a result of converting limited term and extra help Building Inspectors to regular positions.
- Planning & Development Services Department was established on November 19, 1996 in accordance with Board Resolution No. 96-825.

### Budget Summary

#### Plan for Support of the County's Strategic Priorities:

This Fund is consistent with the County strategic financial plan.

#### Changes Included in the Recommended Base Budget:

Reduction of \$195,976 in salary & employee benefits and corresponding revenues primarily due to the deletion of two (2) Building Inspector IV positions. These positions will be transferred and exchanged for a Principal A/E Project Manager and Administrative Manager I to support the creation of the new Dana Point Harbor Department. These two positions, as well as eight others, which are anticipated to be vacant due to July retirements, will meet the 10 positions reductions targeted in the 2004 SFP. The balance of the eight (8) positions will be handled through the FY 2005-2006 1st Quarter Budget Adjustment Request (QBAR) once retirements are confirmed.

### Proposed Budget History:

Sources and Uses	FY 2003-2004	FY 2004-2005	FY 2004-2005	FY 2005-2006	Change from FY 2004-2005	
	Actual	Budget As of 3/31/05	Projected <sup>(1)</sup> At 6/30/05	Recommended	Projected Amount	Percent
Total Positions	-	68	68	66	(2)	-2.94
Total Revenues	13,327,452	12,405,686	13,683,305	12,767,404	(915,901)	-6.69
Total Requirements	12,630,221	12,405,686	12,486,430	12,767,404	280,974	2.25
Balance	697,231	0	1,196,875	0	(1,196,875)	-100.00

(1) Requirements include prior year encumbrance and expenditures. Therefore, the above totals may not match FY 2004-05 projected requirements included in "At a Glance" (Which exclude these).



Detailed budget by expense category and by activity is presented for agency: Building and Safety in the Appendix on page page 559

### Highlights of Key Trends:

- RDMD/Building & Safety will continue to update and implement the Automated Permitting and Planning System (APPS) Time and Materials cost recovery system for Building & Safety services.
- RDMD is in the process of completing an Ordinance update for Board of Supervisors approval that establishes a revised time & materials deposit and fee structure for the Building & Safety Fund 113's building plan check and permit inspection services.
- Planning has made organizational changes in response to workload and continues to work with the building industry on further improvements, principally through the Development Processing Review Committee (DPRC) appointed by the Board of Supervisors and through the Local Governmental Affairs Committee of the Building Industry Association (BIA) of Orange County. In addition, Planning has worked on a regular basis with the DPRC and BIA to improve services to the public and keep costs manageable and under control.

## 113 - Building and Safety

### Summary of Proposed Budget by Revenue and Expense Category:

Revenues/Appropriations	FY 2003-2004		FY 2004-2005		FY 2004-2005		Change from FY 2004-2005	
	Actual	Budget	Projected <sup>(1)</sup>	As of 3/31/05	As of 6/30/05	Recommended	Projected	Percent
Licenses, Permits & Franchises	\$ 6,754,833	\$ 8,486,157	\$ 9,750,310	\$ 8,486,157	\$ 9,750,310	\$ 9,560,847	\$ (189,463)	-1.94%
Revenue from Use of Money and Property	54,729	64,410	111,341	64,410	111,341	111,341	0	0.00
Charges For Services	2,793,441	2,168,762	1,463,727	2,168,762	1,463,727	1,483,470	19,743	1.34
Miscellaneous Revenues	75,116	72,269	71,578	72,269	71,578	71,884	306	0.42
Other Financing Sources	3,814,191	916,857	916,857	916,857	916,857	342,987	(573,870)	-62.59
Total FBA	91,876	697,231	697,231	697,231	697,231	1,196,875	499,644	71.66
Reserve For Encumbrances	(256,733)	0	672,261	0	672,261	0	(672,261)	-100.00
<b>Total Revenues</b>	<b>13,327,452</b>	<b>12,405,686</b>	<b>13,683,305</b>	<b>12,405,686</b>	<b>13,683,305</b>	<b>12,767,404</b>	<b>(915,901)</b>	<b>-6.69</b>
Salaries & Benefits	7,737,762	6,858,444	6,659,612	6,858,444	6,659,612	7,018,787	359,175	5.39
Services & Supplies	4,970,903	5,622,207	5,874,469	5,622,207	5,874,469	5,781,268	(93,201)	-1.58
Services & Supplies Reimbursements	(78,443)	(74,965)	(47,651)	(74,965)	(47,651)	(47,651)	0	0.00
Fixed Assets	0	0	0	0	0	15,000	15,000	0.00
<b>Total Requirements</b>	<b>12,630,221</b>	<b>12,405,686</b>	<b>12,486,430</b>	<b>12,405,686</b>	<b>12,486,430</b>	<b>12,767,404</b>	<b>280,974</b>	<b>2.25</b>
<b>Balance</b>	<b>\$ 697,231</b>	<b>\$ 0</b>	<b>\$ 1,196,875</b>	<b>\$ 0</b>	<b>\$ 1,196,875</b>	<b>\$ 0</b>	<b>\$ (1,196,875)</b>	<b>-100.00%</b>

(1) Requirements include prior year encumbrance and expenditures. Therefore, the above totals may not match FY 2004-05 projected requirements included in "At a Glance" (Which exclude these).

### Proposed Budget Summary of Subdivision & Grading Services:

Revenues/Appropriations	FY 2003-2004		FY 2004-2005		FY 2004-2005		Change from FY 2004-2005	
	Actual	Budget	Projected <sup>(1)</sup>	As of 3/31/05	As of 6/30/05	Recommended	Projected	Percent
Licenses, Permits & Franchises	\$ 1,456,705	\$ 645,323	\$ 1,912,019	\$ 645,323	\$ 1,912,019	\$ 1,917,655	\$ 5,636	0.29%
Charges For Services	2,633,458	2,106,357	1,444,391	2,106,357	1,444,391	1,452,209	7,818	0.54
Miscellaneous Revenues	3,556	3,531	2,500	3,531	2,500	2,500	0	0.00
Other Financing Sources	1,733,892	0	0	0	0	0	0	0.00
<b>Total Revenues</b>	<b>5,827,612</b>	<b>2,755,211</b>	<b>3,358,910</b>	<b>2,755,211</b>	<b>3,358,910</b>	<b>3,372,364</b>	<b>13,454</b>	<b>0.40</b>
Salaries & Benefits	2,375,432	1,901,759	1,890,671	1,901,759	1,890,671	1,991,538	100,867	5.33
Services & Supplies	1,476,057	1,590,495	1,355,725	1,590,495	1,355,725	1,418,877	63,152	4.65
<b>Total Requirements</b>	<b>3,851,489</b>	<b>3,492,254</b>	<b>3,246,396</b>	<b>3,492,254</b>	<b>3,246,396</b>	<b>3,410,415</b>	<b>164,019</b>	<b>5.05</b>
<b>Balance</b>	<b>\$ 1,976,123</b>	<b>\$ (737,043)</b>	<b>\$ 112,514</b>	<b>\$ (737,043)</b>	<b>\$ 112,514</b>	<b>\$ (38,051)</b>	<b>\$ (150,565)</b>	<b>-133.81%</b>

### Proposed Budget Summary of Building Permit Services:

Revenues/Appropriations	FY 2003-2004		FY 2004-2005		FY 2004-2005		Change from FY 2004-2005	
	Actual	Budget	As of 3/31/05	Projected <sup>(1)</sup>	As of 6/30/05	Recommended	Projected	Percent
Licenses, Permits & Franchises	\$ 2,012,720	\$ 3,302,966	\$ 3,302,966	\$ 1,209,652	\$ 1,210,529	\$ 877	0.07%	
Charges For Services	125,492	9,264	9,264	204	3,485	3,281	1,608.33	
Miscellaneous Revenues	0	86	86	0	0	0	0.00	
<b>Total Revenues</b>	2,138,212	3,312,316	3,312,316	1,209,856	1,214,014	4,158	0.34	
Salaries & Benefits	1,894,611	1,545,826	1,545,826	1,516,073	1,599,330	83,257	5.49	
Services & Supplies	1,356,328	1,478,424	1,478,424	1,507,651	1,655,661	148,010	9.81	
<b>Total Requirements</b>	3,250,940	3,024,250	3,024,250	3,023,724	3,254,991	231,267	7.64	
<b>Balance</b>	\$ (1,112,728)	\$ 288,066	\$ 288,066	\$ (1,813,868)	\$ (2,040,977)	\$ (227,109)	12.52%	

### Proposed Budget Summary of Building Inspection Services:

Revenues/Appropriations	FY 2003-2004		FY 2004-2005		FY 2004-2005		Change from FY 2004-2005	
	Actual	Budget	As of 3/31/05	Projected <sup>(1)</sup>	As of 6/30/05	Recommended	Projected	Percent
Licenses, Permits & Franchises	\$ 3,285,407	\$ 4,537,868	\$ 4,537,868	\$ 6,628,639	\$ 6,432,663	\$ (195,976)	-2.95%	
Revenue from Use of Money and Property	54,729	64,410	64,410	111,341	111,341	0	0.00	
Charges For Services	34,492	53,141	53,141	19,132	27,776	8,644	45.18	
Miscellaneous Revenues	71,559	68,652	68,652	69,078	69,384	306	0.44	
Other Financing Sources	2,080,299	916,857	916,857	916,857	342,987	(573,870)	-62.59	
Total FBA	91,876	697,231	697,231	697,231	1,196,875	499,644	71.66	
Reserve For Encumbrances	(256,733)	0	0	672,261	0	(672,261)	-100.00	
<b>Total Revenues</b>	5,361,628	6,338,159	6,338,159	9,114,539	8,181,026	(933,513)	-10.24	
Salaries & Benefits	3,467,718	3,410,859	3,410,859	3,252,868	3,427,919	175,051	5.38	
Services & Supplies	2,138,517	2,553,288	2,553,288	3,011,093	2,706,730	(304,363)	-10.10	
Services & Supplies Reimbursements	(78,443)	(74,965)	(74,965)	(47,651)	(47,651)	0	0.00	
Fixed Assets	0	0	0	0	15,000	15,000	0.00	
<b>Total Requirements</b>	5,527,792	5,889,182	5,889,182	6,216,310	6,101,998	(114,312)	-1.83	
<b>Balance</b>	\$ (166,164)	\$ 448,977	\$ 448,977	\$ 2,898,229	\$ 2,079,028	\$ (819,201)	-28.26%	