

BUILDING SERVICES

Division Summary

SOURCE	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	ACTUAL BUDGET	ACTUAL BUDGET	ADOPTED BUDGET	AMENDED BUDGET	ADOPTED BUDGET
Charges for Services	503,260	569,480	507,500	464,000	523,240
Grants	3,120	4,544	0	0	0
TOTAL	506,380	574,024	507,500	464,000	523,240

EXPENDITURE BY DIVISION	FY 2005-06	FY 2005-06	FY 2007-08	FY 2006-07	FY 2007-08
	ACTUAL BUDGET	ACTUAL BUDGET	PROPOSED BUDGET	AMENDED BUDGET	ADOPTED BUDGET
Building Services	427,769	498,477	544,883	492,194	672,174
TOTAL	427,769	498,477	544,883	492,194	672,174

CHARACTER OF EXPENDITURES	FY 2005-06	FY 2005-06	FY 2007-08	FY 2006-07	FY 2007-08
	ACTUAL BUDGET	ACTUAL BUDGET	PROPOSED BUDGET	AMENDED BUDGET	ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	272,356	374,342	378,633	371,646	496,774
Subtotal	272,356	374,342	378,633	371,646	496,774
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	142,270	98,249	142,000	82,100	127,450
Supplies and Materials	13,143	10,035	24,250	15,950	17,950
Capital Expenditures	0	15,851	0	22,498	30,000
Subtotal	155,413	124,135	166,250	120,548	175,400
TOTAL	427,769	498,477	544,883	492,194	672,174
NET GENERAL FUND CONTRIBUTION	(78,611)	(75,547)	37,383	28,194	148,934

AUTHORIZED STRENGTH	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	ACTUAL BUDGET	ACTUAL BUDGET	ADOPTED BUDGET	AMENDED BUDGET	ADOPTED BUDGET
<u>Position Summary</u>					
Building Services	6	4	4	4	5
TOTAL	6	4	4	4	5

BUILDING SERVICES

Division Summary cont.

	FY 2004-05 ACTUAL BUDGET	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ADOPTED BUDGET	FY 2006-07 AMENDED BUDGET	FY 2007-08 ADOPTED BUDGET
Position Detail					
Building Inspector	2	2	2	2	2
Building Permit Technician	1	1	1	1	1
Chief Building Official	1	1	1	1	1
Code Enforcement Officer	2	0	0	0	0
* Office Assistant	0	0	0	0	1
TOTAL	6	4	4	4	5

New Positions added in FY 2007-2008 Adopted Budget:

* Office Assistant \$63,470



Construction on Cummings Park Lofts and Townhomes

BUILDING SERVICES

Division Summary

SERVICE DESCRIPTION

Implement and enforce the City's policies intended to maintain and enhance the quality of life for City residents and visitors by providing an attractive and functionally built environment. Provide quality inspection and enforcement through an efficient, professional and customer-friendly process.

The functions of the Building Services Division include: project review, inspection and evaluation, and construction related-code enforcement. The division has a staffing level of 5 positions. These positions assist with project review, inspection and enforcement under the direction of the Chief Building Official. Following the Community Development Organizational/Operational Assessment, it is expected that the vacant position of the Chief Building Official be filled in the early part of Fiscal Year 2007-2008.

The program emphasis for the coming Fiscal Year 2007-2008 is to respond to day-to-day inquires and ensure that divisional operations are conducted in an efficient, professional and customer-friendly manner; and, to focus on construction-related code enforcement initiatives to ensure a safe and healthy environment. There will also be a strong emphasis on interdepartmental coordination in the areas of planning, housing, disaster recovery and reduction of blight.

Within the following basic functional areas, the Building Services Division will undertake initiatives that will focus on customer service and efficiencies, as well as enforcement of California State Building Standards, State Health and Safety Code, National Pollution Discharge and Elimination System (NPDES) requirements (Storm Water) and, other California regulations as related to maintenance, use, additions, alterations and repair of properties and structures in East Palo Alto.

The division will strategically address the following:

- Customer service and Permit Center operation
- Building Permit Processing by coordinating with other divisions involved in the same
- In-House Plan Check
- Permit Inspections
- Records Management
- Life Safety Inspections
- Community Outreach & Education
- Disaster/Emergency Preparedness, Mitigation, and Recovery

SIGNIFICANT CHANGES

FY 2006-2007 Adopted to FY 2006-2007 Amended:

The Fiscal Year 2006-2007 Amended Budget Net General Fund Contribution of \$28,194 is a decrease of \$-9,189 from the FY 2006-2007 Adopted Budget Net General Fund Contribution of \$37,383. This -24.6% reduction in General Fund Contributions is a result of a lower expenditures under Purchased Services and Supplies and Materials categories.

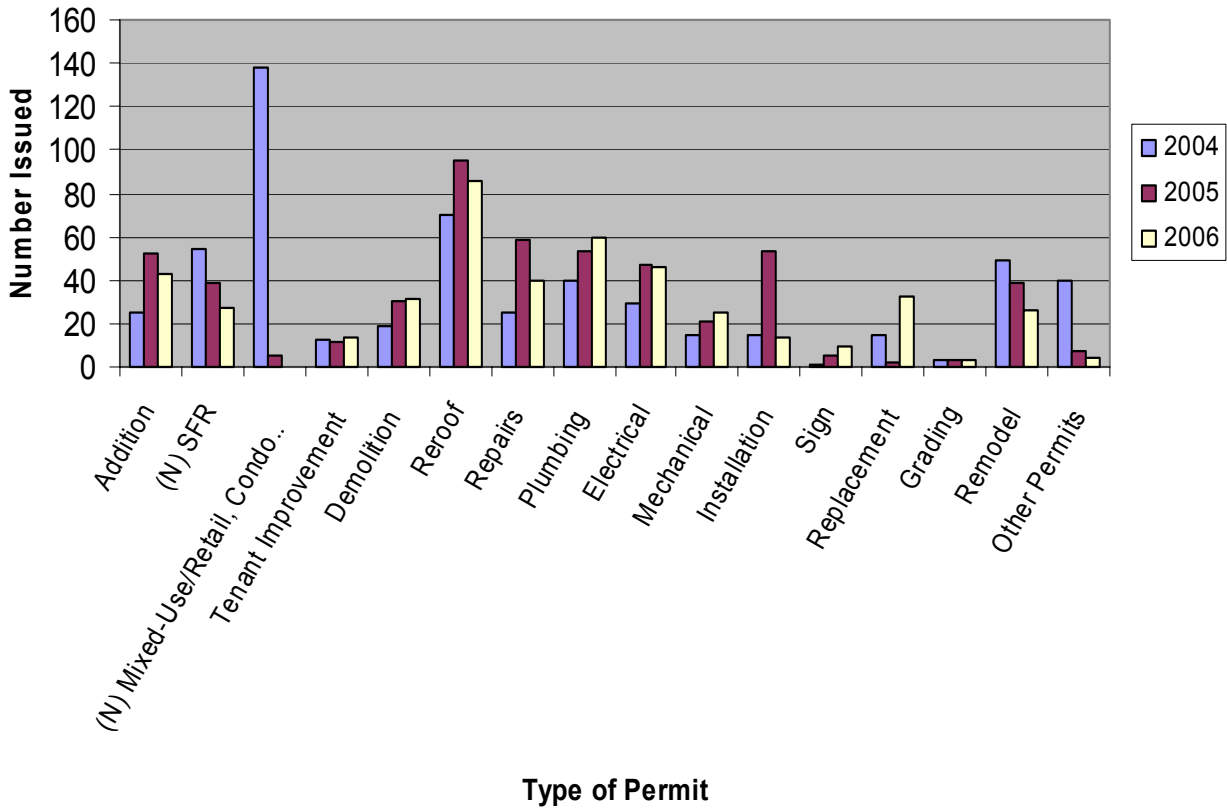
BUILDING SERVICES

Division Summary cont.

FY 2006-2007 Amended to FY 2007-2008 Adopted:

The Fiscal Year 2007-2008 Adopted Budget Net General Fund Contribution of \$148,934 is an increase of \$120,740 from the FY 2006-2007 Amended Budget Net General Fund Contribution of \$28,194. This 428.2% increase is primarily due to an increase in Personnel costs for a new Office Assistant position and an increase in Purchased Services to acquire a building permit system. The adopted budget also reflects the elimination of a 12 day mandatory furlough program.

Number of Permits Issued 2004-2006 by Type



BUILDING SERVICES

FY 2006-2007 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1 To maintain a maximum 30-day turnaround on plan checks.	Accomplished.
2 To prepare public information handouts to respond to routine building inspection/code enforcement related inquiries.	Accomplished.
3 To participate in weekly development review coordination meetings to ensure efficient and effective processes are in place and obtain interdepartmental review of planning, building and code enforcement matters.	All meetings scheduled have been attended.
4 To provide timely and effective construction-related code enforcement action to resolve violations per Title 15 of the East Palo Alto Municipal Code.	Accomplished.
5 To increase remediation of dilapidated structures by 10% over current trends.	This item has not been measured. Records were not properly kept by the previous building official.
6 To develop standards of monitoring for new case enforcement.	Work in Progress.
7 To increase enforcement levels of un-permitted residential additions and detached structures by at least 10%.	This item has not been measured. Records were not properly kept by the previous building official.
8 To support interdepartmental strategies to better serve the Residents of East Palo Alto in cleaning up areas of blight and crime.	Accomplished.
9 To support interagency initiatives to clarify the Divisions role among cooperating agencies relative to emergency preparedness and response.	Work in progress.

BUILDING SERVICES

FY 2007-2008 OBJECTIVES

1. Set up a Permit Center that includes all divisions involved with permitting process to serve the customers in one location.
2. Issue at least 50% of 510 permits over the counter.
3. Ensure the availability of staff from Planning, Building, and Engineering within the hours that the counter is available for plan review.
4. Employ a part time engineer and allow the building staffs perform in-house, full plan review for at least 90% of all submitted applications.
5. Organize the filing system and storage of plans physically and digitally.
6. Expand the current permit tracking software so that Building, Planning, Engineering, and Code Enforcement can use the system concurrently.
7. Actively participate in emergency response and the related planning and exercises.

Permits Issued in 2006 by Type

