

BUILDING SERVICES

Division Summary

SOURCE

	FY 2006-07 ACTUAL	FY 2007-08 ACTUAL	FY 2008-09 ADOPTED BUDGET	FY 2008-09 AMENDED BUDGET	FY 2009-10 ADOPTED BUDGET
Charges for Services	383,015	559,431	381,090	292,788	183,400
TOTAL	383,015	559,431	381,090	292,788	183,400

EXPENDITURE BY DIVISION

	FY 2006-07 ACTUAL	FY 2007-08 ACTUAL	FY 2008-09 ADOPTED BUDGET	FY 2008-09 AMENDED BUDGET	FY 2009-10 ADOPTED BUDGET
Building Services	383,832	440,041	782,545	525,924	491,449
TOTAL	383,832	440,041	782,545	525,924	491,449

CHARACTER OF EXPENDITURES

	FY 2006-07 ACTUAL	FY 2007-08 ACTUAL	FY 2008-09 ADOPTED BUDGET	FY 2008-09 AMENDED BUDGET	FY 2009-10 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	325,708	402,425	482,085	451,069	392,474
Subtotal	325,708	402,425	482,085	451,069	392,474
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	49,198	27,514	256,010	63,505	55,900
Supplies and Materials	8,926	8,975	14,450	11,350	13,075
Capital Expenditures	0	1,127	30,000	0	30,000
Subtotal	58,124	37,616	300,460	74,855	98,975
TOTAL	383,832	440,041	782,545	525,924	491,449
* NET GENERAL FUND CONTRIBUTION	817	-119,390	401,455	233,136	308,049

* A negative number reflects the divisions lack of need for General Fund support and its revenue sources outpacing the expenditures.

AUTHORIZED STRENGTH

	FY 2006-07 ADOPTED BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET
Position Summary					
Building Services	4	5	5	5	5
TOTAL	4	5	5	5	5

Position Detail

	FY 2006-07 ADOPTED BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET
1 Building Inspector	2	2	2	2	2
Building Permit Technician	1	1	1	1	1
Chief Building Official	1	1	1	1	1
Office Assistant	0	1	1	1	1
TOTAL	4	5	5	5	5

Notes:

1 There are two (2) Building Inspector positions however only one is funded in FY 2009-10 due to the decline in the building construction industry.

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Division Summary

SERVICE DESCRIPTION

To provide plan review, coordination, inspections and enforcement services by an efficient and professional permitting process with a friendly customer service attitude. Through these processes we ensure code compliance which foster life-safety requirements that enhance the quality of life for our residents and customers.

The functions of the Building Services Division include: project plan review, inspections, coordination, evaluation, to implement codes and policies, and construction related-code enforcement for existing and new development of all construction types and occupancies. The division has a staffing level of 5 positions. These positions assist with project review, inspection, coordination and enforcement under the direction of the Chief Building Official.

The program emphasis for the coming Fiscal Year 2009-2010 is to respond to day-to-day inquires and ensure that divisional operations are conducted efficiently, professionally with a focus on customer-friendly service, as these relate to 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, Codes, 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 strategically addresses the following on an ongoing basis:

- 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.

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Division Summary cont.

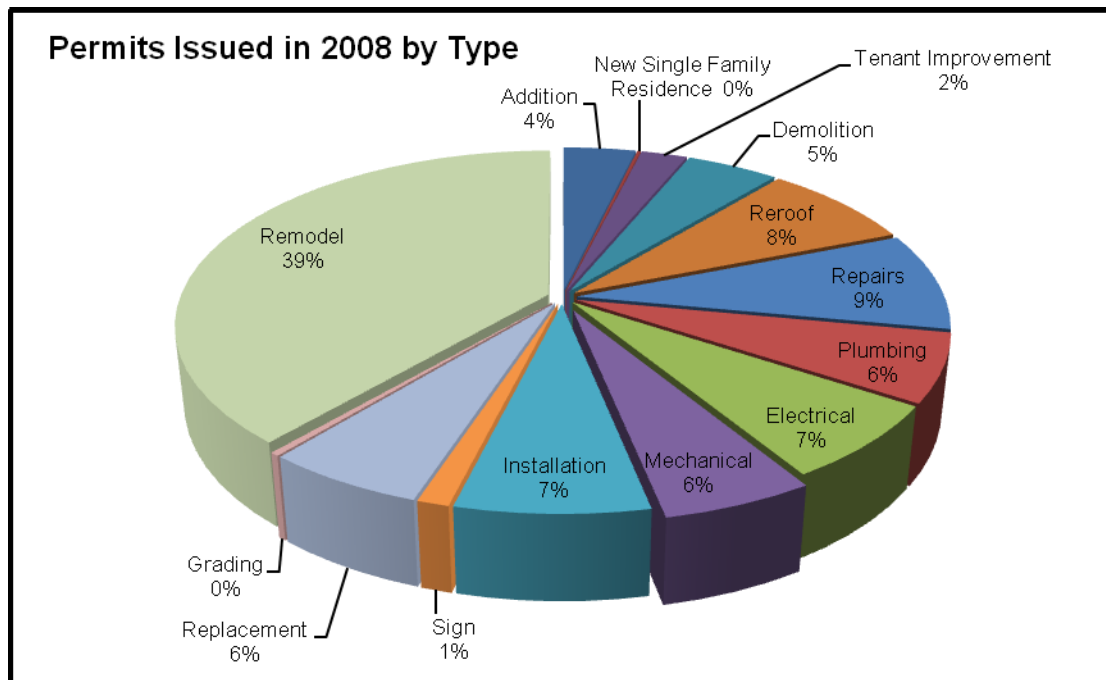
SIGNIFICANT CHANGES

FY 2008-2009 Adopted to FY 2008-2009 Amended:

The Fiscal Year 2008-2009 Amended Budget Net General Fund Contribution of \$233,136 is a decrease of -\$168,319 from the Fiscal Year 2008-2009 Adopted Budget Net General Fund Contribution of \$401,445. This -41.9% decline is a result of decrease in projected expenditures of \$256,621 offset by a decrease in projected revenues by \$88,302. The decrease in projected expenditures is primarily attributable to a reduction of outside plan checking services and the shift of costs associated with tree service to the Public Works Maintenance Division. In addition, the implementation of a permit tracking system is being re-appropriated in the upcoming fiscal year. The reduction of \$88,302 in revenue is a direct result of reduced building activities in the City; thereby resulting in less building permit fees and building plan check fees.

FY 2008-2009 Amended to FY 2009-2010 Adopted:

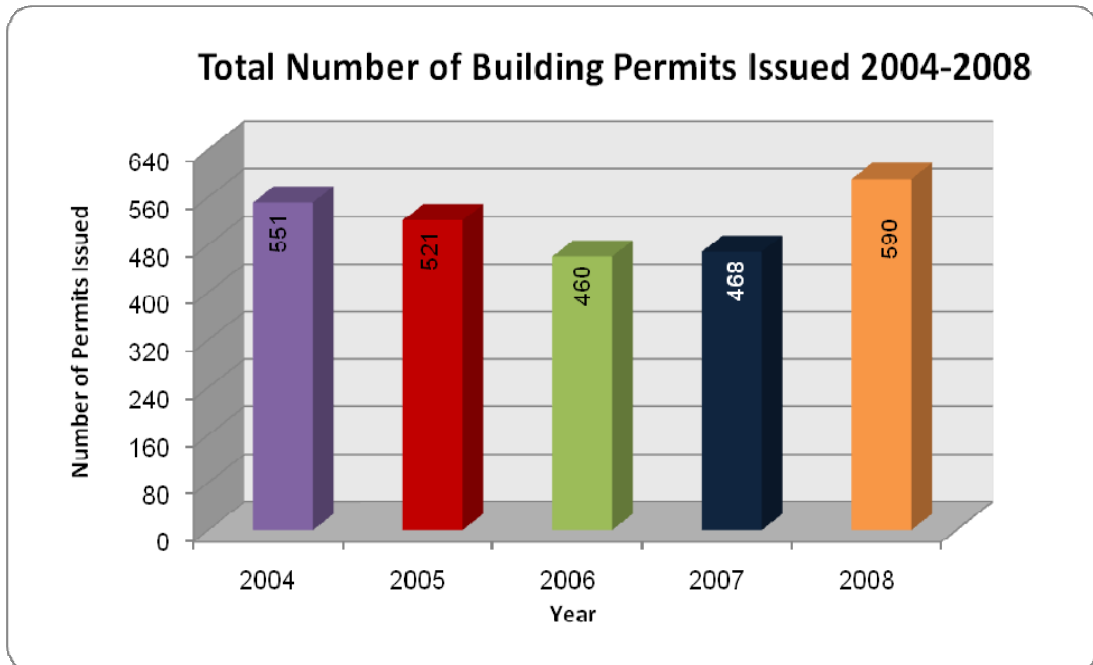
The FY 2009-2010 Adopted Budget Net General Fund Contribution of \$308,049 is a \$74,913 increase from the FY 2008-2009 Amended Net General Fund Contribution of \$233,136. This 24.3% increase is attributable to projected significant decrease in revenues related to permit and plan check fees as it is expected that building activities will continue to slow down. Due to less development activities, it is being proposed that the temporary structural engineer service will not be needed on an ongoing basis and such specialized services will be acquired on an as needed basis. The Fiscal Year 2009-2010 adopted budget also reflects the implementation of a 3 day mandatory furlough program for non-sworn City staff to occur in the fourth quarter of the fiscal year if necessary and approved.



BUILDING SERVICES

FY 2008-2009 ACCOMPLISHMENTS

OBJECTIVE	RESULTS
1. To ensure that 80% of all plans submitted for plan check are reviewed within two weeks.	A total of 81 Plan checks submitted to-date out of which 76 (94%) were completed within the two-week time period.
2. To issue at least 60% of all permits over the counter (within 24hours of submittal).	A total of 590 permits to-date submitted at the counter out of which 509 (86%) issued within 24 hours.
3. To perform at least 80% of all plan reviews in house utilizing the Building Services staff.	A total of 81 (100%) plan checks were reviewed by Building Services Staff.
4. To ensure that the building permit tracking and records management system is implemented by June 30, 2009.	System will not be implemented until FY 2009/2010. Seeking City Council approval for RFP in May 2009.
5. To set up a comprehensive permit tracking software for use by all departments involved in the permitting process by June 2009.	System will not be implemented until FY 2009/2010. Seeking Council approval for RFP in May 2009.



BUILDING SERVICES

FY 2009-2010 OBJECTIVES

1. To ensure that 80% of all plans reviewed, are reviewed accurately based quality control sample and compliance with the adopted codes.
2. To ensure that 90% of inspections are performed accurately based on a quality control sample for compliance with the approved plans and adopted codes.
3. To record 95% of all called inspections within 24 hours of the date requested.
4. To ensure that the building permit tracking and records management system is implemented by June 30, 2010.
5. To set up a comprehensive permit tracking software for use by all departments involved in the permitting process by June 2010.
6. To work with City Attorney's Office, Housing Services Department, Police Department, and the Planning Division to develop and present to City Council for consideration recommendations for an ordinance to address abandoned and/or foreclosed properties by June 30, 2010.

