

BUILDING ACTIVITY DESCRIPTION**(Engineering)****DESCRIPTION:**

The Building Division is responsible for all building activities, public and private, in the City of Arcata. All building construction is administered in accordance with the California Building, Residential, Green Building Standards, Plumbing, & Mechanical Codes, and the California Electrical Code. The division also enforces the City Municipal Code and regulations made by the State of California and Federal government pertaining to all building construction. These regulations include, but are not limited to, the California Title 24's handicapped accessibility, and energy, standards. Activities include receiving building permit applications, plan review, permit issuance, inspections and issuance of Certificates of Occupancy. The division investigates potential code and zoning violations and pursues enforcement when necessary.

PROGRAM CHANGES:

Due to the City's reorganization and to the vacancy of one position, there has been a reduction of staffing in this activity and placement under the Engineering Department. The full-time Building Inspector position was eliminated in fiscal year 2015/16 and a part time inspector trainee position is being filled. The full-time Building Official position is currently vacant and is being filled with a part-time Interim Building Official.

ACCOMPLISHMENTS:

1. Reviewed and issued over 385 Building Permits as of May 4, 2017.
2. Creation of a simplified Building Permit application fee structure through Resolution No. 167-49.
3. Updated Building Code standards to reflect new 2016 requirements.

DEPARTMENTAL GOALS:

1. Enhance revenue recovery.
2. Completely implement the CCAP permitting process and database.
3. Implement new Building Permit and code enforcement program with a citywide approach
4. Continue to work on code enforcement program and resolution of issues.
5. Continue to make progress towards a unified public service Counter in City Hall.

BUDGET OVERVIEW

APPROPRIATIONS	Actual 2014-15	Actual 2015-16	Estimated 2016-17	Budget 2017-18
Personnel	295,009	225,201	301,650	241,566
Materials and Services	91,839	107,280	110,232	113,868
Debt Service/Lease Payments	-0-	-0-	-0-	-0-
Capital Outlay	-0-	-0-	2,000	81,500
Grant Programs	-0-	-0-	-0-	-0-
	Gross Budget	386,848	332,481	413,882
	Charges to Other Departments	-0-	-0-	-0-
	Net Budget	386,848	332,481	413,882
				436,934

FUNDING SOURCES (see descriptions in Revenue Section)

OPERATING:				
Building and other Permits (101)	156,173	134,240	175,000	173,500
General Fund (101)	170,503	151,451	130,882	56,934
Plan Check Fees (101)	60,172	46,790	66,000	75,000
CCAP Fees (101)	-0-	-	40,000	50,000
PROJECT/CAPITAL OUTLAY:				
General Fund Reserves(101)	-0-	-0-	-0-	80,000
Building and other Permits (101)	-0-	-0-	2,000	1,500
	386,848	332,481	413,882	436,934

PERSONNEL

Account Number	DESCRIPTION	2017/18		
		Department Proposed	Manager Proposed	Council Approved
101-30-31-50100	REGULAR SALARIES	188,135	134,496	134,496
101-30-31-50200	OVERTIME WAGES	-0-	-0-	-0-
101-30-31-50300	PART-TIME AND TEMPORARY SALARIES	42,640	30,640	30,640
101-30-31-50990	EMPLOYEE BENEFITS	112,324	76,430	76,430
TOTALS		\$343,099	\$241,566	\$241,566

POSITION TITLES

City Engineer	0.12	0.12	0.12
Assistant City Engineer	0.05	0.05	0.05
Building Official	1.00	1.00	1.00
Permit Technician	1.00	-0-	-0-
Engineering Technician	0.35	0.35	0.35
Administrative Assistant	0.30	0.30	0.30
Permit Specialist (part-time)	0.50	0.50	0.50
Building Inspector Trainee (pt)	0.50	0.50	0.50
Total Full-time Equivalents	3.82	2.82	2.82

MATERIALS AND SERVICES

Account Number	DESCRIPTION	2017/18		
		Department Proposed	Manager Proposed	Council Approved
101-30-31-51200	COMMUNICATION	1,000	1,000	1,000
101-30-31-51400	TRAINING & CONFERENCES	2,500	2,500	2,500
101-30-31-51500	CLOTHING AND PERSONAL EXPENSE	150	150	150
101-30-31-51600	MEMBERSHIPS AND DUES	400	400	400
	PROFESSIONAL SERVICES			
101-30-31-51722	Plan Check Services	25,000	24,230	24,230
101-30-31-51770	Other Professional Services	3,000	3,000	3,000
101-30-31-53100	POSTAGE	600	600	600
101-30-31-53200	PHOTOCOPY	600	600	600
101-30-31-53300	OFFICE SUPPLIES	250	250	250
101-30-31-54200	OTHER DEPARTMENTAL SUPPLIES	2,000	2,000	2,000
101-30-31-54300	SMALL TOOLS	100	100	100
101-30-31-55500	CENTRAL GARAGE CHARGES	4,691	4,691	4,691
101-30-31-55800	IT SERVICES & MAINTENANCE	4,757	4,757	4,757
101-30-31-55900	OVERHEAD	70,690	69,590	69,590
TOTALS		\$115,738	\$113,868	\$113,868

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CAPITAL OUTLAY

Account Number	DESCRIPTION	2017/18		
		Department Proposed	Manager Proposed	Council Approved
101-30-31-57800	FURNITURE & EQUIPMENT	81,500	81,500	81,500
	TOTALS	\$81,500	\$81,500	\$81,500