

BUILDING INSPECTIONS

Description

The Code of Virginia requires all local governments to enforce the Virginia Uniform Statewide Building Code (USBC). The Department of Building Construction and Inspections fulfills this role for Henrico County by reviewing and inspecting the structural, mechanical, electrical, and plumbing systems of buildings and structures in Henrico County to ensure the safety, health, and welfare of the County's citizens. The reviews and inspections are based on criteria that are consistent with nationally recognized codes and standards at reasonable cost levels.

The Department also enforces the maintenance and unsafe provisions of the USBC and the Drug Blight and Bawdy Places ordinances to further the objectives of the County's Community Maintenance Program. In addition, the Department administers the graffiti ordinance to remove graffiti in the County.

These traditional code enforcement activities are supplemented with public awareness programs.

Objectives

- To ensure the public health, safety, and welfare affected by the design and construction of buildings and structures in Henrico County.
- To ensure the quality of inspections by field staff through education and certification to State standards.
- To provide services that equal customer expectations for professionalism and accountability.
- To establish policies and procedures that are consistent, practical, workable, and enforceable.

Budget Highlights

The Department of Building Construction and Inspections budget is divided into two sections: Building Inspections and Community Maintenance.

Annual Fiscal Plan

Description	FY16 Actual	FY17 Original	FY18 Proposed	Change 17 to 18
Personnel	\$ 3,882,710	\$ 3,948,189	\$ 4,187,414	6.1%
Operation	218,481	399,077	410,314	2.8%
Capital	5,923	300	300	0.0%
Sub-Total	<u>\$ 4,107,114</u>	<u>\$ 4,347,566</u>	<u>\$ 4,598,028</u>	<u>5.8%</u>
Interdepartmental Billings	(151,866)	(161,609)	(165,551)	2.4%
Total Budget	<u>\$ 3,955,248</u>	<u>\$ 4,185,957</u>	<u>\$ 4,432,477</u>	<u>5.9%</u>
Personnel Complement*	53	53	55 *	2

*Reflects the addition of two inspector positions for the Community Maintenance Program

Building Inspections (cont'd)

Performance Measures				
	FY16	FY17	FY18	Change 17 to 18
Workload Measures				
Total Permits Issued	13,700	14,000	14,000	0
Single Family Permits Issued	757	800	800	0
Building Inspections	23,914	24,000	24,000	0
Electrical Inspections	14,780	15,000	15,000	0
Mechanical Inspections	11,575	12,000	12,000	0
Plumbing Inspections	15,688	16,000	16,000	0
Fire Protection Inspections	2,966	3,000	3,000	0
Elevator Inspections	154	200	200	0
Sign Inspections	854	900	900	0
Total Inspections	69,931	71,100	71,100	0
Existing Structure Inspections	3,031	3,100	3,100	0
FOG Inspections	177	250	350	100
Efficiency Measures				
Residential Inspections/Inspector/Day	11	11	11	0
Mech./Plumbing Inspections/Inspector/Day	17	20	20	0
Electrical Inspections/Inspector/Day	14	15	15	0
Fire Protection Inspections/Inspector/Day	5	5	5	0
Commercial Inspections/Inspector/Day	7	7	7	0
Avg. # of Inspections/Single Family Dwelling	36	38	38	0

The total FY2017-18 budget for the Department is \$4,432,477, an increase of \$246,520 or 5.9 percent when compared to the FY2016-17 approved budget. The majority of this increase is reflected in the personnel component, attributable to a 2.5 percent salary increase for FY2017-18 and the introduction of two new inspector positions. These two positions have been added due to workload pending from current complaints and to better support the operations of the Community Maintenance Program with assigned focus areas, requests to expand proactive enforcement and violation surveys of older neighborhoods. The operating component increased by \$11,237 or 2.8 percent from the previous fiscal year. This is a result of increased operating costs for the two new inspector positions in.

Workload projections are based on current conditions and future developments that have already been announced for Henrico County. The Department projects development continuing at the current pace for both FY2016-17 and FY2017-18.

The Building Inspections section is responsible for assuring that structural stability, fire safety, and

electrical safety is provided in newly constructed buildings throughout the County through compliance with nationally recognized building codes and standards. This section also inspects structures for compliance with accessibility, sanitation, light and ventilation, and energy and water conservation standards as referenced in the building code.

The Building Inspections section's budget for FY2017-18 totals \$3,960,311. This reflects an increase of \$101,102 in personnel expenses when compared to the FY2016-17 approved budget. Operations and capital outlay remains flat for FY2017-18.

The Community Maintenance Division within the Building Inspections Department is responsible for resolving violations of the building code and graffiti ordinance for existing structures. This Division's budget totals \$472,166, which is an increase of \$145,418 when compared to the prior fiscal year. The personnel costs increased \$138,123 and the operating costs increased \$7,295 as a result of the two new inspector positions for the Community Maintenance Program.

Building Inspections (cont'd)

Also included in this budget are the costs for two positions that are part of an initiative to ensure that restaurants have the proper equipment to prevent oil and grease from entering the sewer system. The ongoing cost for these two positions total \$165,551. The entirety of this cost will be reimbursed by the Department of Public Utilities. As such, an interdepartmental billing account has been budgeted to reflect the reimbursement of these ongoing costs.

The Community Maintenance Division will continue to work closely with the Department of Community Revitalization, as they also provide community maintenance services. Community Revitalization's services include those related to identifying the needs of established communities and providing assistance in improving the properties in these areas.



**Department Operating Budget
Henrico County, Virginia
FY2017-18
BUILDING INSPECTIONS**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	2,843,849	3,068,321	3,132,030	63,709	2.1%
50101 Full-Time Salaries and Wages - Overtime	1,633	17,190	17,190	0	0.0%
50104 Temporary Salaries and Wages - Regular	2,987	0	0	0	0.0%
50107 27th Pay Adjustment	0	-135,419	0	135,419	100.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	1,001	0	0	0	0.0%
50109 Vacancy Savings	0	-61,615	-71,944	-10,329	-16.8%
50110 FICA	211,741	236,041	240,915	4,874	2.1%
50111 Retirement VRS	430,295	399,188	407,477	8,289	2.1%
50112 Hospital/Medical Plans	357,373	383,674	420,090	36,416	9.5%
50113 Group Insurance - Life (VRS)	33,831	40,809	41,656	847	2.1%
50207 Professional Education Services	0	4,250	4,250	0	0.0%
50209 Other Professional Services	1,996	84,542	84,542	0	0.0%
50210 Maintenance and Repairs	1,200	0	0	0	0.0%
50220 Lease/Rent Of Equipment	2,912	2,400	3,000	600	25.0%
50240 Printing and Binding	30	2,000	2,000	0	0.0%
50250 Advertising	2,969	7,000	7,000	0	0.0%
50310 Automotive/Motor Pool	141,666	170,583	176,164	5,581	3.3%
50410 Postal Services	3,154	6,000	6,000	0	0.0%
50411 Messenger Services	22	150	150	0	0.0%
50412 Telecommunications	38,012	38,871	40,578	1,707	4.4%
50430 Mileage	18	200	200	0	0.0%
50431 Education and Training	5,168	13,184	13,184	0	0.0%
50450 Dues And Association Memberships	950	744	950	206	27.7%
50455 Tuition	847	4,080	4,380	300	7.4%
50500 Office Supplies	11,648	33,000	33,000	0	0.0%
50501 Food Supplies and Food Service Supplies	142	500	500	0	0.0%

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50505 Linen Supplies	-10	0	0	0	0.0%
50506 Repair and Maintenance Supplies	1,136	1,600	2,400	800	50.0%
50511 Uniforms/Wearing Apparel/ITEMS	3,538	7,114	8,364	1,250	17.6%
50512 Books and Subscriptions	1,423	8,088	8,288	200	2.5%
50514 Other Operating Supplies	201	1,100	1,100	0	0.0%
50517 Small Tools	1,043	2,756	3,349	593	21.5%
50521 Computer Software	0	3,800	3,800	0	0.0%
50620 Emergency Needs/Food Bank	416	7,115	7,115	0	0.0%
50812 Furniture and Fixtures-New Less Than \$5000	2,043	0	0	0	0.0%
50813 Telecommunications Equipment-New Less Than \$5000	2,565	0	0	0	0.0%
50832 Furniture and Fixtures-Replacement Less Than \$5000	915	0	0	0	0.0%
50833 Telecommunications Equipment-Replacement Less Than \$5000	400	300	300	0	0.0%
50911 Interdepartmental Billings	-151,866	-161,609	-165,551	-3,942	-2.4%
Total Department	3,955,248	4,185,957	4,432,477	246,520	5.9%



Operating Line Item Budget By Cost Center
Henrico County, Virginia
FY2017-18
BUILDING INSPECTIONS

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
33001 Building Inspections					
50100 Full-Time Salaries and Wages - Regular	2,605,065	2,799,004	2,772,832	-26,172	-0.9%
50101 Full-Time Salaries and Wages - Overtime	1,357	11,590	11,590	0	0.0%
50104 Temporary Salaries and Wages - Regular	2,987	0	0	0	0.0%
50107 27th Pay Adjustment	0	-123,533	0	123,533	100.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	1,001	0	0	0	0.0%
50109 Vacancy Savings	0	-56,207	-65,857	-9,650	-17.2%
50110 FICA	194,037	215,010	213,008	-2,002	-0.9%
50111 Retirement VRS	394,120	364,150	360,745	-3,405	-0.9%
50112 Hospital/Medical Plans	318,964	347,478	366,624	19,146	5.5%
50113 Group Insurance - Life (VRS)	30,984	37,227	36,879	-348	-0.9%
50207 Professional Education Services	0	4,250	4,250	0	0.0%
50209 Other Professional Services	160	0	0	0	0.0%
50210 Maintenance and Repairs	1,200	0	0	0	0.0%
50220 Lease/Rent Of Equipment	2,912	2,400	3,000	600	25.0%
50240 Printing and Binding	0	2,000	2,000	0	0.0%
50310 Automotive/Motor Pool	126,424	148,317	147,418	-899	-0.6%
50410 Postal Services	2,848	5,000	5,000	0	0.0%
50411 Messenger Services	22	150	150	0	0.0%
50412 Telecommunications	33,956	34,377	34,377	0	0.0%
50430 Mileage	18	200	200	0	0.0%
50431 Education and Training	5,168	13,184	13,184	0	0.0%
50450 Dues And Association Memberships	950	744	950	206	27.7%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50455 Tuition	847	4,080	4,080	0	0.0%
50500 Office Supplies	11,393	30,000	30,000	0	0.0%
50501 Food Supplies and Food Service Supplies	142	500	500	0	0.0%
50505 Linen Supplies	-10	0	0	0	0.0%
50506 Repair and Maintenance Supplies	858	0	0	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	1,473	4,540	4,540	0	0.0%
50512 Books and Subscriptions	1,363	7,688	7,688	0	0.0%
50514 Other Operating Supplies	201	1,100	1,100	0	0.0%
50517 Small Tools	660	1,860	1,953	93	5.0%
50521 Computer Software	0	3,800	3,800	0	0.0%
50812 Furniture and Fixtures-New Less Than \$5000	1,745	0	0	0	0.0%
50813 Telecommunications Equipment-New Less Than \$5000	2,565	0	0	0	0.0%
50832 Furniture and Fixtures-Replacement Less Than \$5000	915	0	0	0	0.0%
50833 Telecommunications Equipment-Replacement Less Than \$5000	400	300	300	0	0.0%
Total Cost Center	3,744,725	3,859,209	3,960,311	101,102	2.6%



Operating Line Item Budget By Cost Center
Henrico County, Virginia
FY2017-18
BUILDING INSPECTIONS

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
33002 Community Maintenance					
50100 Full-Time Salaries and Wages - Regular	238,784	269,317	359,198	89,881	33.4%
50101 Full-Time Salaries and Wages - Overtime	276	5,600	5,600	0	0.0%
50107 27th Pay Adjustment	0	-11,886	0	11,886	100.0%
50109 Vacancy Savings	0	-5,408	-6,087	-679	-12.6%
50110 FICA	17,704	21,031	27,907	6,876	32.7%
50111 Retirement VRS	36,175	35,038	46,732	11,694	33.4%
50112 Hospital/Medical Plans	38,409	36,196	53,466	17,270	47.7%
50113 Group Insurance - Life (VRS)	2,847	3,582	4,777	1,195	33.4%
50209 Other Professional Services	1,836	84,542	84,542	0	0.0%
50240 Printing and Binding	30	0	0	0	0.0%
50250 Advertising	2,969	7,000	7,000	0	0.0%
50310 Automotive/Motor Pool	15,242	22,266	28,746	6,480	29.1%
50410 Postal Services	306	1,000	1,000	0	0.0%
50412 Telecommunications	4,056	4,494	6,201	1,707	38.0%
50455 Tuition	0	0	300	300	100.0%
50500 Office Supplies	255	3,000	3,000	0	0.0%
50506 Repair and Maintenance Supplies	278	1,600	2,400	800	50.0%
50511 Uniforms/Wearing Apparel/ITEMS	2,065	2,574	3,824	1,250	48.6%
50512 Books and Subscriptions	60	400	600	200	50.0%
50517 Small Tools	383	896	1,396	500	55.8%
50620 Emergency Needs/Food Bank	416	7,115	7,115	0	0.0%
50812 Furniture and Fixtures-New Less Than \$5000	298	0	0	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50911 Interdepartmental Billings	-151,866	-161,609	-165,551	-3,942	-2.4%
Total Cost Center	210,523	326,748	472,166	145,418	44.5%