

## 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 that

include a quarterly newsletter to educate residents, contractors, architects, and engineers about specific code and enforcement issues.

### 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.

### Annual Fiscal Plan

<b>Description</b>	<b>FY15 Actual</b>	<b>FY16 Original</b>	<b>FY17 Proposed</b>	<b>Change 16 to 17</b>
Personnel	\$ 3,681,688	\$ 3,917,327	\$ 3,948,189	0.8%
Operation	228,837	381,813	399,077	4.5%
Capital	7,566	300	300	0.0%
Sub-Total	<u>\$ 3,918,091</u>	<u>\$ 4,299,440</u>	<u>\$ 4,347,566</u>	<u>1.1%</u>
Interdepartmental Billings	(157,111)	(158,074)	(161,609)	2.2%
Total Budget	<u>\$ 3,760,980</u>	<u>\$ 4,141,366</u>	<u>\$ 4,185,957</u>	<u>1.1%</u>
Personnel Complement*	52	53	53	1

\*Reflects the addition of one Inspections Supervisor position in FY2015-16 for Countywide improvement.

*Building Inspections (cont'd)*

<b>Performance Measures</b>				
	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>Change 16 to 17</b>
<b>Workload Measures</b>				
Total Permits Issued	13,577	14,000	14,000	0
Single Family Permits Issued	707	750	750	0
Building Inspections	23,801	25,000	25,000	0
Electrical Inspections	14,478	13,000	13,000	0
Mechanical Inspections	10,456	11,000	11,000	0
Plumbing Inspections	16,349	17,000	17,000	0
Fire Protection Inspections	2,724	3,000	3,000	0
Elevator Inspections	224	250	250	0
Sign Inspections	829	600	600	0
Existing Structure Inspections	2,199	2,300	2,300	0
FOG Inspections	270	300	300	0
Total Inspections	68,861	69,850	69,850	0
<b>Efficiency Measures</b>				
Residential Inspections/Inspector/Day	11	11	11	0
Mech./Plumbing Inspections/Inspector/Day	18	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 Department of Building Construction and Inspections budget is divided into two sections: Building Inspections and Community Maintenance. The total FY2016-17 budget for the Department is \$4,185,957, an increase of 44,591 when compared to the FY2015-16 approved budget. This increase was driven by updated estimates for personnel including a 2.372 percent salary increase for FY2016-17 and rising health care costs.

The operating component of the budget increased by \$17,264 or 4.5 percent from the previous fiscal year. This component includes budget adjustments of \$13,184 for education and training classes and \$4,080 for tuition reimbursements, funding previously captured in a central reserve and reallocated to the department's budget in FY2016-17. The capital outlay component remained constant from the previous fiscal year.

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 FY2015-16 and FY2016-17.

The Building Inspections section's budget totals \$3,859,209, which reflects an increase of \$53,680 or 1.4 percent when compared to the FY2015-16 budget. 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 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 \$326,748, which reflects a decrease of \$9,089 when compared to the prior fiscal year. 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 \$161,609. The entirety of this

*Building Inspections (cont'd)*

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  
FY2016-17  
BUILDING INSPECTIONS**

<b>Account Description</b>	<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
50100 Full-Time Salaries and Wages - Regular	2,710,231	2,889,025	3,068,321	179,296	6.2%
50101 Full-Time Salaries and Wages - Overtime	1,676	17,190	17,190	0	0.0%
50104 Temporary Salaries and Wages - Regular	1,339	0	0	0	0.0%
50107 27th Pay Adjustment	0	0	-135,419	-135,419	-100.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	583	0	0	0	0.0%
50109 Vacancy Savings	0	-57,207	-61,615	-4,408	-7.7%
50110 FICA	200,941	222,315	236,041	13,726	6.2%
50111 Retirement VRS	402,526	437,959	399,188	-38,771	-8.9%
50112 Hospital/Medical Plans	332,686	369,622	383,674	14,052	3.8%
50113 Group Insurance - Life (VRS)	31,706	38,423	40,809	2,386	6.2%
50207 Professional Education Services	0	4,250	4,250	0	0.0%
50209 Other Professional Services	5,681	84,542	84,542	0	0.0%
50220 Lease/Rent Of Equipment	2,064	2,400	2,400	0	0.0%
50240 Printing and Binding	1,388	4,000	2,000	-2,000	-50.0%
50250 Advertising	579	7,000	7,000	0	0.0%
50310 Automotive/Motor Pool	145,500	164,778	170,583	5,805	3.5%
50410 Postal Services	2,693	6,000	6,000	0	0.0%
50411 Messenger Services	0	150	150	0	0.0%
50412 Telecommunications	34,853	42,790	38,871	-3,919	-9.2%
50430 Mileage	0	200	200	0	0.0%
50431 Education and Training	4,210	0	13,184	13,184	100.0%
50450 Dues And Association Memberships	525	744	744	0	0.0%
50455 Tuition	894	0	4,080	4,080	100.0%
50500 Office Supplies	14,638	33,000	33,000	0	0.0%
50501 Food Supplies and Food Service Supplies	226	500	500	0	0.0%
50506 Repair and Maintenance Supplies	1,271	1,600	1,600	0	0.0%

Account Description		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50511	Uniforms/Wearing Apparel/ITEMS	2,660	7,000	7,114	114	1.6%
50512	Books and Subscriptions	7,980	8,088	8,088	0	0.0%
50514	Other Operating Supplies	0	1,100	1,100	0	0.0%
50517	Small Tools	2,116	2,756	2,756	0	0.0%
50521	Computer Software	1,045	3,800	3,800	0	0.0%
50620	Emergency Needs/Food Bank	514	7,115	7,115	0	0.0%
50813	Telecommunications Equipment-New Less Than \$5000	200	0	0	0	0.0%
50815	Computer Equipment-New Less Than \$5000	240	0	0	0	0.0%
50832	Furniture and Fixtures-Replacement Less Than \$5000	4,893	0	0	0	0.0%
50833	Telecommunications Equipment-Replacement Less Than \$5000	100	300	300	0	0.0%
50835	Computer Equipment-Replacement Less Than \$5000	2,133	0	0	0	0.0%
50911	Interdepartmental Billings	-157,111	-158,074	-161,609	-3,535	-2.2%
<b>Total Department</b>		<b>3,760,980</b>	<b>4,141,366</b>	<b>4,185,957</b>	<b>44,591</b>	<b>1.1%</b>



# Operating Line Item Budget By Cost Center

## Henrico County, Virginia

### FY2016-17

### BUILDING INSPECTIONS

Cost Center		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
<b>33001 Building Inspections</b>						
50100	Full-Time Salaries and Wages - Regular	2,516,018	2,629,311	2,799,004	169,693	6.5%
50101	Full-Time Salaries and Wages - Overtime	1,596	11,590	11,590	0	0.0%
50104	Temporary Salaries and Wages - Regular	1,339	0	0	0	0.0%
50107	27th Pay Adjustment	0	0	-123,533	-123,533	-100.0%
50108	Hybrid Disability Prgm (Prev Wage Adj)	583	0	0	0	0.0%
50109	Vacancy Savings	0	-52,066	-56,207	-4,141	-8.0%
50110	FICA	186,938	201,142	215,010	13,868	6.9%
50111	Retirement VRS	373,290	398,604	364,150	-34,454	-8.6%
50112	Hospital/Medical Plans	298,634	334,752	347,478	12,726	3.8%
50113	Group Insurance - Life (VRS)	29,430	34,970	37,227	2,257	6.5%
50207	Professional Education Services	0	4,250	4,250	0	0.0%
50220	Lease/Rent Of Equipment	2,064	2,400	2,400	0	0.0%
50240	Printing and Binding	1,388	4,000	2,000	-2,000	-50.0%
50310	Automotive/Motor Pool	129,659	142,512	148,317	5,805	4.1%
50410	Postal Services	2,424	5,000	5,000	0	0.0%
50411	Messenger Services	0	150	150	0	0.0%
50412	Telecommunications	31,665	38,182	34,377	-3,805	-10.0%
50430	Mileage	0	200	200	0	0.0%
50431	Education and Training	4,210	0	13,184	13,184	100.0%
50450	Dues And Association Memberships	525	744	744	0	0.0%
50455	Tuition	894	0	4,080	4,080	100.0%
50500	Office Supplies	11,941	30,000	30,000	0	0.0%

<b>Cost Center</b>	<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
50501 Food Supplies and Food Service Supplies	226	500	500	0	0.0%
50506 Repair and Maintenance Supplies	1,151	0	0	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	1,528	4,540	4,540	0	0.0%
50512 Books and Subscriptions	7,397	7,688	7,688	0	0.0%
50514 Other Operating Supplies	0	1,100	1,100	0	0.0%
50517 Small Tools	1,745	1,860	1,860	0	0.0%
50521 Computer Software	1,045	3,800	3,800	0	0.0%
50813 Telecommunications Equipment-New Less Than \$5000	100	0	0	0	0.0%
50832 Furniture and Fixtures-Replacement Less Than \$5000	4,893	0	0	0	0.0%
50833 Telecommunications Equipment-Replacement Less Than \$5000	100	300	300	0	0.0%
50835 Computer Equipment-Replacement Less Than \$5000	2,133	0	0	0	0.0%
<b>Total Cost Center</b>	<b>3,612,916</b>	<b>3,805,529</b>	<b>3,859,209</b>	<b>53,680</b>	<b>1.4%</b>

### **33002 Community Maintenance**

50100 Full-Time Salaries and Wages - Regular	194,213	259,714	269,317	9,603	3.7%
50101 Full-Time Salaries and Wages - Overtime	80	5,600	5,600	0	0.0%
50107 27th Pay Adjustment	0	0	-11,886	-11,886	-100.0%
50109 Vacancy Savings	0	-5,141	-5,408	-267	-5.2%
50110 FICA	14,003	21,173	21,031	-142	-0.7%
50111 Retirement VRS	29,236	39,355	35,038	-4,317	-11.0%
50112 Hospital/Medical Plans	34,052	34,870	36,196	1,326	3.8%
50113 Group Insurance - Life (VRS)	2,276	3,453	3,582	129	3.7%
50209 Other Professional Services	5,681	84,542	84,542	0	0.0%
50250 Advertising	579	7,000	7,000	0	0.0%
50310 Automotive/Motor Pool	15,841	22,266	22,266	0	0.0%
50410 Postal Services	269	1,000	1,000	0	0.0%

<b>Cost Center</b>		<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
50412	Telecommunications	3,188	4,608	4,494	-114	-2.5%
50500	Office Supplies	2,697	3,000	3,000	0	0.0%
50506	Repair and Maintenance Supplies	120	1,600	1,600	0	0.0%
50511	Uniforms/Wearing Apparel/ITEMS	1,132	2,460	2,574	114	4.6%
50512	Books and Subscriptions	583	400	400	0	0.0%
50517	Small Tools	371	896	896	0	0.0%
50620	Emergency Needs/Food Bank	514	7,115	7,115	0	0.0%
50813	Telecommunications Equipment-New Less Than \$5000	100	0	0	0	0.0%
50815	Computer Equipment-New Less Than \$5000	240	0	0	0	0.0%
50911	Interdepartmental Billings	-157,111	-158,074	-161,609	-3,535	-2.2%
<b>Total Cost Center</b>		<b>148,064</b>	<b>335,837</b>	<b>326,748</b>	<b>-9,089</b>	<b>-2.7%</b>