

Davie Development Services

Inspections Division

2014-2015
Budget Requests

Davie County Inspections Department

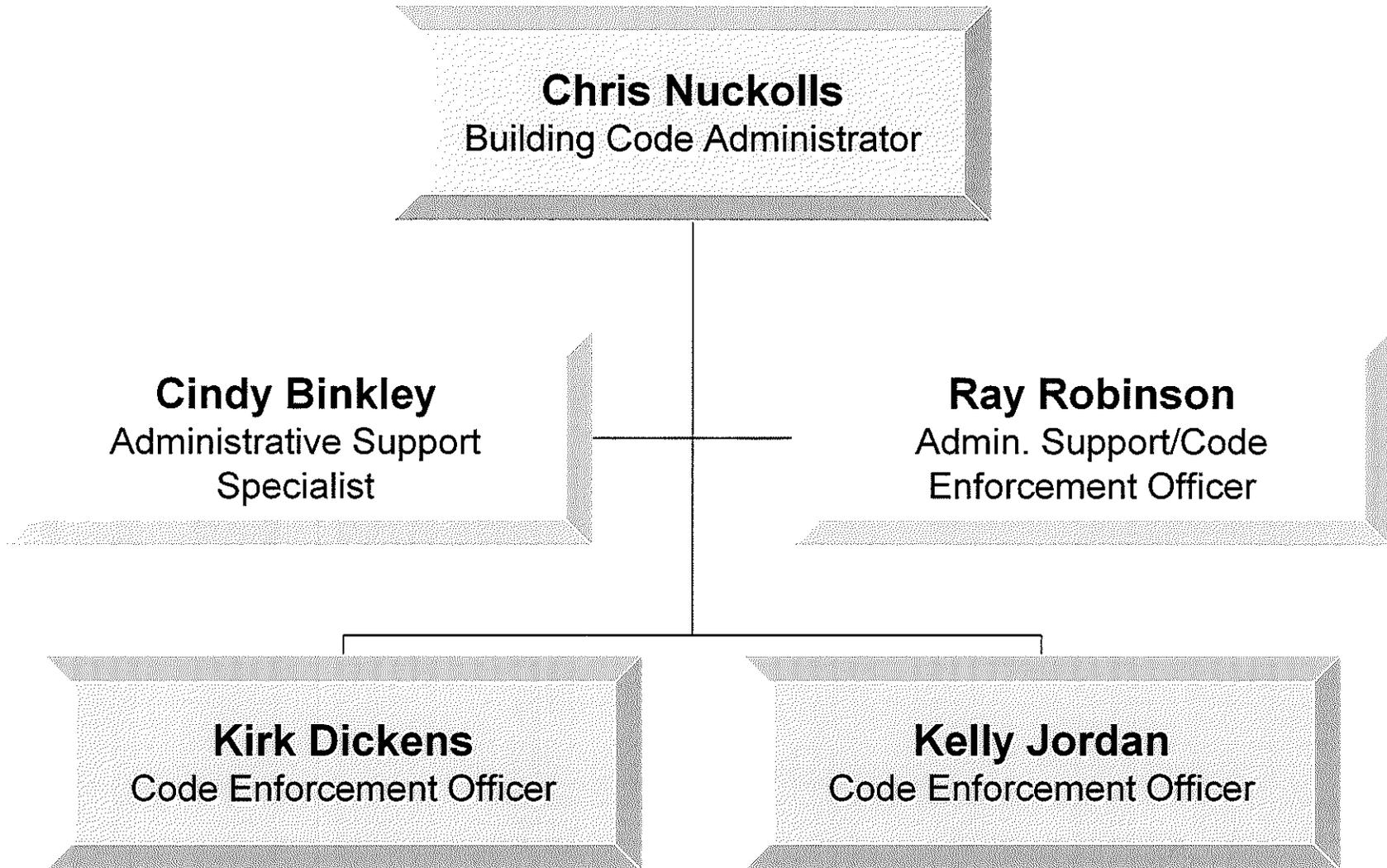
Chris Nuckolls
Building Code Administrator

Cindy Binkley
Administrative Support
Specialist

Ray Robinson
Admin. Support/Code
Enforcement Officer

Kirk Dickens
Code Enforcement Officer

Kelly Jordan
Code Enforcement Officer



Inspections 14/15 Salaries

Emp. No.	Lname	Fname	Sdate	Years	Grade	ASAL	FICA 7.65%	Retirement 7.07%	401K 3.00%	Longevity	Hosp. Ins.	TOTAL
101	Dickens	Timothy	9/9/1991	23	68	53880	4122	3809	1616	740	8400	72567
104	Jordan	Kelly	9/2/1997	17	68	50821	3888	3593	1525	560	8400	68787
103	Nuckolls	Christopher	1/3/1995	20	72	64515	4935	4561	1935	650	8400	84996
576	Robinson	Raymond	7/1/2004	11	67	46485	3556	3286	1395	350	8400	63472
TOTAL						215701	16501	15249	6471	2300	33600	289822

DEPARTMENTAL ACTIVITIES & GOALS

Throughout this past year the Inspections Division of Development Services has accomplished a number of its goals set forth at the beginning of this past fiscal year. These accomplishments and activities include:

1. Permit count in calendar year 2013 shows an increase of 13% over 2012. Inspections showed an increase of 20% over 2012
2. Inspectors are able to spend more quality time on each job in order to ensure maximum quality of work.
3. Entire field staff has attended multiple continuing education classes as mandated from NCDOT.
4. Continued to allow field staff to participate in the plan review process giving them "upfront" information that is helpful during the inspection process.
5. Created more informational sheets for the public to help them with code related issues throughout the construction process.
6. An additional inspector has been trained to do fire inspections and is currently participating in that process.
7. Billing to contractors is done on a daily basis. This process along with tighter policies on open accounts has put our collection rate over 99% with very few accounts over 90 days past due.
8. Continued to make sure all inspectors are cross-trained in all construction fields

Permits Issued 2013: 2196

Inspections Performed 2013: 4475

We will continue to work on obtaining our other goals set for this current budget year as well as these additional goals for the 2013/2014 budget year:

1. Encourage inspectors to obtain new certifications
2. Provide more public education through informational handouts, presentations at the local Home Builders Association and informational articles
3. Look for more ways to become more efficient in our permitting process.
4. Continue to expand our fire inspection program.
5. Look at updating the Davie County Ordinance as it relates to the Inspections Department.
6. Find new ways to assist other divisions within Development Services to further their goals.

**COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR**

	PRIOR YR ACT JUNE 2013	CURR ACTUAL 2013-2014	REVISED BUDGET 2013-2014	REQUESTED 2014-2015	MANAGER 2014-2015	BOARD 2014-2015
INSPECTIONS						
42310 440023 INSULATION LICENSE	-	-	-			
42310 440024 SALE OF BUILDING CODE BOOKS	-	-	-			
42310 440025 BUILDING PERMIT FEES	(213,918.22)	(40,779.82)	(75,000.00)	75,000.00		
42310 440026 INSULATION INSPECTION	-	-	-			
42310 440027 ELECTRICAL INSPECTION FEE	(73,041.12)	(20,259.74)	(50,000.00)	50,000.00		
42310 440028 PLUMBING INSPECTION FEE	(28,366.20)	(11,123.05)	(25,000.00)	25,000.00		
42310 440029 MECHANICAL INSPECT HTG & AIR CD	(45,586.07)	(16,540.04)	(35,000.00)	35,000.00		
42310 440030 FIRE PREVENTION INSPECTION	(2,430.00)	(1,110.00)	(5,000.00)	5,000.00		
42310 440031 MOBILE HOME PERMITS	(8,750.00)	(3,040.00)	(7,000.00)	7,000.00		
42310 480032 MISCELLANEOUS INSPECTIONS	-	-	-			
42310 480033 OVERAGE & SHORTAGE INSPECTION	-	-	-			
TOTAL INSPECTIONS	(372,091.61)	(92,852.65)	(197,000.00)	197,000.00		

**COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR**

	PRIOR YR ACT JUNE 2013	CURR ACTUAL 2013-2014	REVISED BUDGET 2013-2014	REQUESTED 2014-2015	MANAGER 2014-2015	BOARD 2014-2015
INSPECTIONS						
52310 510010 SALARIES AND WAGES	217,566.04	88,985.85	216,634.00	215,701.00		
52310 510020 PART-TIME SALARIES	-	-	-			
52310 510040 LONGEVITY	2,030.00	2,150.00	2,150.00	2,300.00		
52310 520050 FICA	15,971.51	6,616.96	16,502.00	16,502.00		
52310 520060 GROUP HOSPITAL INSURANCE	32,205.48	14,668.16	32,252.00	33,600.00		
52310 520070 RETIREMENT	14,800.78	6,443.30	15,251.00	15,249.00		
52310 520080 WORKMENS COMPENSATION	3,589.85	-	3,626.00	3,626.00		
52310 520100 ECS UNEMPLOYMENT INSURANCE	-	-	-			
52310 520110 GROUP LIFE INSURANCE	163.20	68.00	-			
52310 520120 401K-EMPLOYER SUPPLEMENT	4,897.44	2,040.60	6,407.00	6,471.00		
52310 520130 YMCA MEMBERSHIP	-	-	-			
52310 520250 EMPLOYEE MEDICAL EXPENSE	-	-	-			
52310 520260 EMPLOYEE EDUCATION REIMBURSEME	-	-	-			
52310 530120 POSTAGE	702.78	337.25	1,400.00	1,200.00		
52310 530250 PRINTING & BINDING	-	-	-			
52310 530300 VEHICLE TIRES	308.90	-	1,000.00	1,000.00		
52310 530310 VEHICLE GAS & OIL	6,047.13	2,590.49	5,000.00	6,000.00		
52310 530320 OFFICE SUPPLIES	2,091.61	935.90	1,700.00	1,700.00		
52310 530330 DEPARTMENT SUPPLIES	1,600.07	639.63	1,300.00	2,100.00		
52310 540100 EDUCATION & TRAINING	1,027.50	381.00	1,280.00	1,200.00		
52310 540110 TELEPHONE	5,719.87	1,878.22	6,000.00	6,000.00		
52310 540130 UTILITIES	24.00	-	-			
52310 540140 TRAVEL	-	-	-			
52310 540210 BUILDING & EQUIPMENT RENTAL	-	-	-			
52310 540450 PURCHASED SERVICES	585.72	-	500.00	500.00		
52310 541540 COMPUTER SERVICES	4,497.80	1,890.00	4,700.00	5,260.00		
52310 541550 CONSULTANTS	-	-	-			
52310 550160 EQUIPMENT MAINTENANCE	-	-	500.00	500.00		
52310 550170 VEHICLE MAINTENANCE	1,674.19	168.57	1,000.00	1,000.00		
52310 560120 SPECIAL EVENTS	-	-	-			
52310 560260 ADVERTISING	-	-	-			
52310 560530 DUES & SUBSCRIPTIONS	1,382.00	322.00	2,675.00	2,675.00		
52310 560540 INSURANCE & BONDS	-	-	-			
52310 560570 MISCELLANEOUS	-	-	-			
52310 560600 BUILDING INSURANCE	-	-	-			
52310 580600 EQUIPMENT & FURNITURE	-	-	-	27,000.00		
52310 580610 COMPUTER SOFTWARE	-	-	-			
52310 580620 COMPUTER HARDWARE	-	-	-	9,000.00		
52310 580640 BUILDING IMPROVEMENTS	-	-	-			
TOTAL INSPECTIONS	316,885.87	130,115.93	319,877.00	358,584.00		

F.Y. 2014 - 2015Department Development ServicesPage 1 of 2Division Inspections**ACTIVITY JUSTIFICATION**

Activity: Building Code Administrator	Number of Employees 1	# of Full-time <u>1</u> # of Part-Time _____	Annual Cost: \$ 67,625.00
Mandated by GS - NCGS # 153A-351	County Cost: \$ 67,625.00		Federal/State Cost:

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Chris Nuckolls Building Code Administrator (40%)
 Facilities Management (30%)
 Capital Project Management (10%)

Building Code Administrator:

- Manages the code enforcement office including supervising field and office staff; prepares and administers budget; supervises and participates in establishing and maintaining manual and computerized records of inspections and construction activities.
- Reviews building, mechanical, electrical, plumbing and fire plans and specifications and receives applications for permits, approves building permits and issues certificate of occupancies.
- Advises contractors, architects, engineers and general public in interpreting and applying code regulations.
- Handles citizen complaints about contractors, construction quality and other issues.
- Supervises and participates in build, plumbing, electrical, fire prevention and mechanical code inspections.
- Notifies responsible parties of defects and re-inspects to determine if corrective actions have been taken; issues stop work orders and administrative search warrants when necessary.
- Recommends judicial actions and may be required to testify in court against violators of the State Building Code.

Facilities Management:

- Plans, coordinates and administers the Public Facilities budget.
- Works closely with maintenance staff to ensure their needs are met.
- Reviews and approves all purchase order requests for maintenance projects on all county facilities.
- Administers and maintains all service contracts for county facilities (i.e., Cleaning Services, Generator maintenance, HVAC maintenance, Exterminator, etc.).
- Work with Department Heads and maintenance staff to determine best course of corrective action for building maintenance issues.
- Assists maintenance staff in obtaining quotes and estimating costs for building repairs.
- Coordinates with the Safety Committee to ensure county facilities are safe for the employees and citizens.
- Works closely with Grants Administrator to apply for grants to improve the energy efficiencies of the buildings.

Capital Project Management:

- Plans, organizes and directs the work of maintenance staff and/or contractors engaged in construction and renovation of County Buildings and facilities to ensure compliance with county specifications and requirements.
- Coordinates with architects, engineers and contractor on all capital projects.
- Reviews progress of jobs; approves progress payments and recommends acceptance of projects for the county.
- Provides technical advice and assistance to the County Manager and Board of Commissioners in the long range planning, construction, improvement, capacity management, environmental compliance and maintenance of County facilities and buildings.
- Plans and prepares the County Capital Improvements budget.
- Assists and advises other jurisdictions and organizations with Davie County on Capital Projects.

Justify Need for Each Position in Detail (use additional pages if necessary):

In order to allow the field inspectors to concentrate solely on doing inspections it is imperative that there be a department head to handle budgetary needs and the day-to-day operations of the office and its staff. Inspection Departments are required to maintain records and reports in accordance with NCGS-153-373; the Administrator directly supervises these activities. In addition plan review is required by Section 106.2 of the North Carolina Administrative Code and Policies. This is generally done by the Administrator with the help from the field staff when necessary. Davie County has always gone further and required plan review on all projects regardless of scope. This has allowed potential problems and issues to be prevented before the field inspectors go on-site to do inspections.

The Building Code Administrator's duties have expanded in the last two years to include Capital Improvement Management of all county owned facilities and buildings. In addition, Facilities Management has been included as well.

ACTIVITY JUSTIFICATION

Activity: Administrative Support	Number of Employees	# of Full-time <u>1.85</u> # of Part-Time _____	Annual Cost: \$71,267.00
Mandated by GS - NCGS # _____	County Cost: \$71,267.00		Federal/State Cost:

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Raymond Robinson: Administrative Support Specialist (100% Inspections/Planning/GIS)

- Answers phone and assists customers in office.
- Processes complaints and distributes to proper staff member.
- Receives and processes needs for road signs throughout county – orders new signs as needed.
- Review and create plan cases for Building and Planning- Scans plans and documents into program.
- Enter all Building and Zoning Permits.
- Prepare daily financial deposits and reconcile with daily balance reports.
- Creates all permit/plan files.
- Prepares all financial reports for Finance Department weekly, monthly, yearly.
- Orders supplies for entire department as needed.
- Tracks and orders paper products when necessary for Public Facilities.
- Processes Purchase Order Requests for entire department and Public Buildings
- Assist GIS staff with addressing and mapping needs for the public.
- Assists in field inspections when necessary.

Cindy Binkley: Administrative Support Specialist (75% Inspections/Planning/GIS)

- Answers phone and assists customers in office.
- Processes complaints and distributes to proper staff member.
- Receives and processes needs for road signs throughout county.
- Issues all Plumbing, Mechanical, Electrical, and Fire Permits.
- Schedules all inspections for field staff.
- Acts as a liaison between the field staff and the contractors.
- Tracks and monitors Contractors accounts and validity of Licenses.
- Sends out and processes contractors daily billing and payments – monitors past due accounts.
- Closes out project (Building Permit, etc.) files.
- Handles Development Services and Public Facilities Accounts Payable.

Chris Nuckolls: Building Code Administrator (10% Building Code Administrator)

Manages the code enforcement office including supervising field and office staff; prepares and administers budget; supervises and participates in establishing and maintaining manual and computerized records of inspections and construction activity.

Justify Need for Each Position in Detail (use additional pages if necessary):

These positions play a vital role in maintaining this department's day to day operations through assistance to the tax payers of the county and the businesses that require our services. Extra duties have been added due to the loss of a position earlier in the year. These positions require a working knowledge of inspections, planning and zoning, GIS and facilities management. They also are required to have knowledge of each others work duties and must perform those when the other one is out of the office.

Permits Issued: (*Does not include Zoning)

Inspections Scheduled:

2007-2008	2705	2007-2008	7775
2008-2009	2131	2008-2009	5587
2009-2010	1911	2009-2010	4731
2010-2011	2212	2010-2011	4325
2011-2012	1959	2011-2012	3685
2012-2013	1783	2012-2013	3951
2013-De c.	986	2013-De c.	2361

ACTIVITY JUSTIFICATION

Activity: Field Inspections	Number of Employees	# of Full-time <u>2.1</u> # of Part-Time <u>0</u>	Annual Cost: \$149,234.00
Mandated by GS - NCGS # <u>153A-351,</u> <u>153A-352, 153A-357,</u> <u>153A-360</u>	County Cost: \$149,234.00		Federal/State Cost:

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Kirk Dickens	Building Code Enforcement Officer (100% Field Inspections)
Kelly Jordan	Building Code Enforcement Officer (100% Field Inspections)
Chris Nuckolls	Building Code Administrator (10% spent on Field Inspections)

Building Code Enforcement Officer: (Kirk – 100%, Kelly – 100%)

Inspects construction work in progress to enforce State codes for building construction including the four trades areas of building, plumbing, electrical and mechanical codes.
 Work involves performing skilled inspections to determine the quality of workmanship, materials, and safety precautions; requires exercising judgment in interpreting state codes.
 Notifies responsible parties of defects and re-inspects to determine if corrective actions have been taken.
 At times perform review of building plans prior to permit issuance.
 Maintains records of inspections and prepares necessary reports.
 Requests and reviews engineering reports when necessary.
 Performs on-site or in-office consultations with Contractors, Engineers, Architects and general public to assist in code interpretations and evaluations.
 Recommends judicial actions and may be required to testify in court against violators of the State building code.
 Maintains State Certifications through yearly Continuing Education training classes.

Other Duties:

Performs Fire Inspections on existing buildings as necessary.
 Makes site visits as requested by Planning and Zoning Director for Ordinance compliance
 Makes site verification of road signs down as requested from the GIS Director
 Storm Damage Assessment after catastrophic events

Building Code Administrator: (Chris Nuckolls-10%)

Manages the code enforcement office including supervising field and office staff, prepares and administers budget; supervises and maintains records of inspections, permits and construction activities.

Continued:

Supervises and participates in skilled inspection work of buildings and property within the county to ensure compliance with proper codes and ordinances.

Inspection Departments and inspectors are required per NCGS #153A-351 (“Inspection Department; certification of electrical inspectors”) and 153A-352 (“Duties and Responsibilities”) outlines what an inspections department and inspectors are required to do in their job. Permits are required to be issued per 153A-357 and inspections are required to be performed by inspectors (Certified by the State) based on the permits issued during time of construction as set forth in 153A-360. Davie County has interlocal agreements to do inspections with the Towns of Mocksville, Bermuda Run and Cooleemee in addition to its own jurisdiction.

<u>Fiscal Year</u>	<u>Inspections performed</u>	<u>*Inspections per Inspector per day</u>	
2007-2008	7775	(4 inspectors)	7.8
2008-2009	5587	(3.1 inspectors)	7.2
2009-2010	4731	** (3.1 inspectors)	6.1
2010-2011	4325	(3.1 inspectors)	5.7
2011-2012	3685	(2.1 inspectors)	7.0
2012-2013	3951	(2.1 inspectors)	7.6
2013-Dec.	2367	(2.1 inspectors)	9.1

* This is based on an average of 249 work days in a budget year not including holidays, sick, and vacation time

** This does not take into account of Kelly Jordan’s time in the Tax Office

Due to the loss of a full time position and part time position in the 2008-2009 budget year the average inspections per inspector has only decreased slightly. However this has allowed inspectors to spend more time on each job site ensuring a more thorough inspection. Increased quality in inspections generally equates to better built structures which in-turn provides a safer environment for our citizens to live in. Also, the better built and safer structures cuts down on the chances for things such as fires, accidents and collapse. This helps to keep insurance rates down for Davie County Citizens. With the loss of an additional inspector in July, 2011 you see an increase in inspections per inspector per day.

F.Y. 2014 - 2015Department Development ServicesPage 1 of 1Division Inspections**CAPITAL OUTLAY DETAIL**

Name of Project or Equipment: Replacement Truck for Inspections

Description: ½ Ton 4x4 Regular Cab Pickup Truck

Justification: The truck this new one would replace is a 2004 Chevy Silverado that has 150,000 miles on it currently. We have delayed the replacement of this truck due to the down turn in the economy. Based on previous policy generally vehicles have been replaced once they reach 100,000 miles. In trying to keep our employees in good, dependable vehicles we feel it is time to replace this truck. We are requesting a 4x4 as some jobs sites can only be accessed safely with a 4x4 vehicle during the early stages of construction or during wet weather. In the past some inspections have been delayed due to gaining access to the job. In a lot of cases appointments have to be set with contractors and permit holders to have our inspectors taken out to the job site.

Estimated Cost: \$27000.00

Estimated Annual Operation / Maintenance Cost: \$2000.00 (Fuel and general preventative maintenance)

Budget Sheet #5

DAVIE COUNTY, NORTH CAROLINA

F.Y. 2014 - 2015

Department Development Services

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Division Inspections Department

CAPITAL OUTLAY DETAIL

Name of Project or Equipment:

PC Replacement

Description:

Replacement PCs per Schedule

Justification:

Scheduled PC Replacement Program

Estimated Cost:

Replacement PCs – 3 x \$1,250.00 = \$3750.00
Replacement laptops – 3 x \$ 1,750.00 = \$5250.00
Total = \$9000.00

Estimated Annual Operation/Maintenance Cost:

Gold Tech support with complete Care Accidental Damage for 4 years included with purchase price of PC.

CONFERENCE & TRAINING DETAIL

No. Attending	Purpose, Estimated Date & Location	Mode of Travel	Estimated Cost			
			Travel	Fees	Lodging	Total
4	Code Certification Renewal (Building)	Auto		\$75ea		\$300
3	Code Certification Renewal (Fire)	Auto		\$75ea		\$225
3	Code Certification Renewal (Electrical)	Auto		\$75ea		\$225
3	Code Certification Renewal (Plumbing)	Auto		\$75ea		\$225
3	Code Certification Renewal (Mechanical)	Auto		\$75ea		\$225
Totals						\$1200.00