

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 years 2010 and 2011 and 2012 ended up almost Identical.
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 NCDOL.
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 now done on a daily basis. This process along with tighter policies on open accounts has put our collection rate over **99%** with only **five** accounts over 90 days past due.
8. Continued to make sure all inspectors are cross-trained in all construction fields

Permits Issued 2012: 1909

Inspections Performed 2012: 3582

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.

Davie County Inspections Department

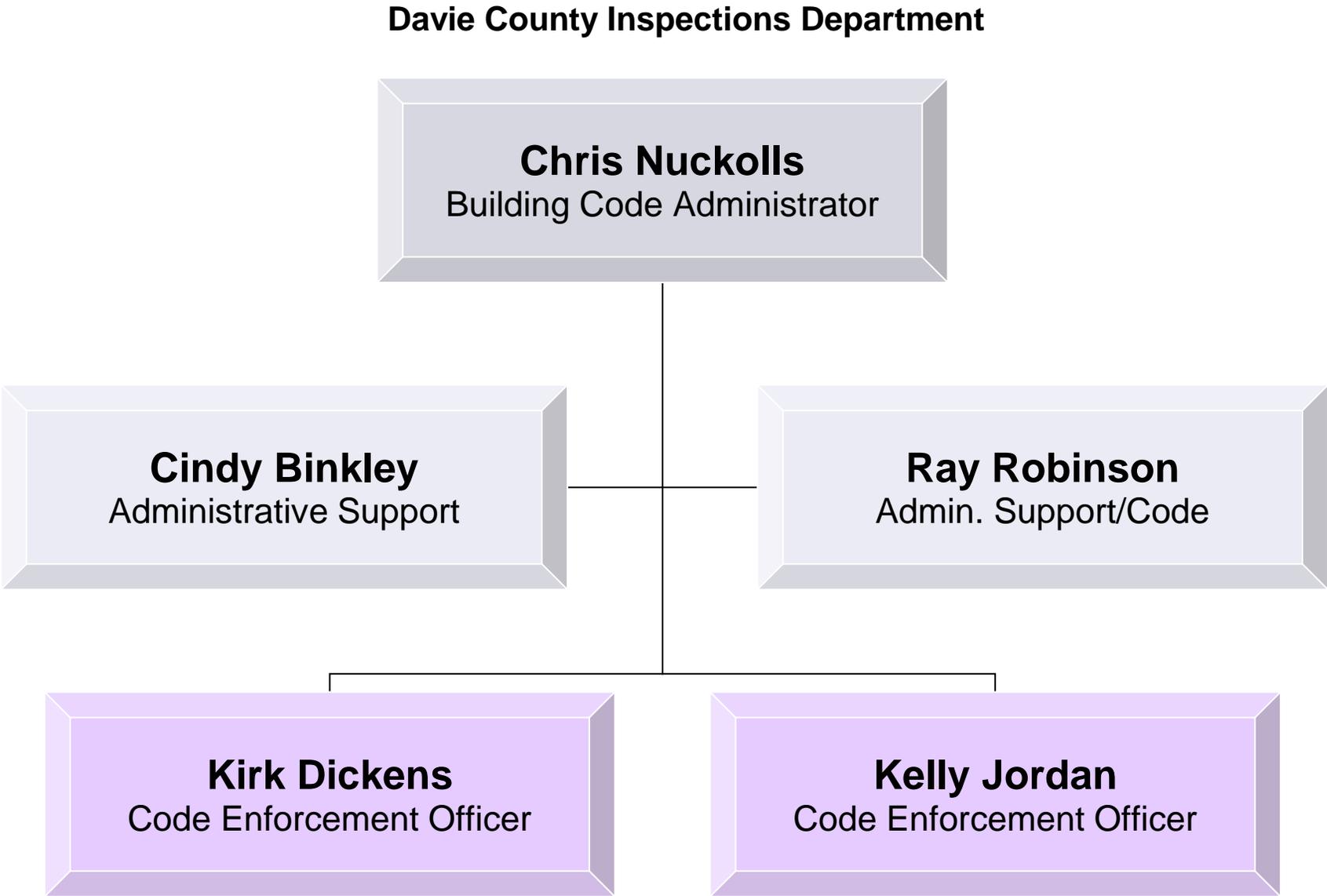
Chris Nuckolls
Building Code Administrator

Cindy Binkley
Administrative Support

Ray Robinson
Admin. Support/Code

Kirk Dickens
Code Enforcement Officer

Kelly Jordan
Code Enforcement Officer



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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.

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ACTIVITY JUSTIFICATION

Activity: Administrative Support	Number of Employees	# of Full-time <u> 1.85 </u> # of Part-Time <u> </u>	Annual Cost: \$71,267.00
Mandated by GS - NCGS # <u> </u>	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-Dec.	914	2012-Dec.	1843

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Division Inspections

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.

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

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-Dec.	1946	(2.1 inspectors)	7.4

* 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.

CONFERENCE & TRAINING DETAIL

No. Attending	Purpose, Estimated Date & Location	Mode of Travel	Estimated Cost			
			Travel	Fees	Lodging	Total
4	Code Certification Renewal (Building)	Auto		\$80ea		\$320
3	Code Certification Renewal (Fire)	Auto		\$80ea		\$240
3	Code Certification Renewal (Electrical)	Auto		\$80ea		\$240
3	Code Certification Renewal (Plumbing)	Auto		\$80ea		\$240
3	Code Certification Renewal (Mechanical)	Auto		\$80ea		\$240
Totals						\$1280.00

**COUNTY OF DAVIE BUDGET
2013-2014 FISCAL YEAR**

		PRIOR YR ACT	CURR ACTUAL	CURR REVISED	REQUESTED	MANAGER	BOARD
		JUNE 2012	2012-2013	2012-2013	2013-2014	2013-2014	2013-2014
INSPECTIONS							
42310	440023	INSULATION LICENSE	0.00	0.00	0.00	0.00	
42310	440024	SALE OF BUILDING CODE BOOKS	0.00	0.00	0.00	0.00	
42310	440025	BUILDING PERMIT FEES	-55,594.25	-143,923.82	-75,000.00	75,000.00	
42310	440026	INSULATION INSPECTION	0.00	0.00	0.00	0.00	
42310	440027	ELECTRICAL INSPECTION FEE	-43,746.83	-48,801.07	-50,000.00	50,000.00	
42310	440028	PLUMBING INSPECTION FEE	-22,809.25	-14,959.25	-25,000.00	25,000.00	
42310	440029	MECHANICAL INSPECT HTG & AIR CD	-31,681.85	-12,276.25	-35,000.00	35,000.00	
42310	440030	FIRE PREVENTION INSPECTION	-2,340.00	-960.00	-5,000.00	5,000.00	
42310	440031	MOBILE HOME PERMITS	-6,010.00	-3,780.00	-7,000.00	7,000.00	
42310	480032	MISCELLANEOUS INSPECTIONS	0.00	0.00	0.00	0.00	
42310	480033	OVERAGE & SHORTAGE INSPECTION	0.00	0.00	0.00	0.00	
TOTAL INSPECTIONS			-162,182.18	-224,700.39	-197,000.00	-197,000.00	

**COUNTY OF DAVIE BUDGET
2013-2014 FISCAL YEAR**

		PRIOR YR ACT	CURR ACTUAL	CURR REVISED	REQUESTED	MANAGER	BOARD
		JUNE 2012	2012-2013	2012-2013	2013-2014	2013-2014	2013-2014
INSPECTIONS							
52310	510010 SALARIES AND WAGES	213,452.00	92,985.85	217,567.00	213,566.00		
52310	510020 PART-TIME SALARIES	0.00	0.00	0.00	0.00		
52310	510040 LONGEVITY	1,910.00	2,030.00	2,030.00	2,180.00		
52310	520050 FICA	15,695.94	6,922.26	16,799.00	15,879.00		
52310	520060 GROUP HOSPITAL INSURANCE	30,695.64	13,272.44	35,380.00	35,700.00		
52310	520070 RETIREMENT	14,967.68	6,404.07	15,262.00	14,394.00		
52310	520080 WORKMENS COMPENSATION	2,627.54	3,589.85	3,500.00	3,500.00		
52310	520100 ECS UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00		
52310	520110 GROUP LIFE INSURANCE	163.20	68.00	0.00	0.00		
52310	520120 401K-EMPLOYER SUPPLEMENT	4,848.96	2,040.60	6,467.00	6,407.00		
52310	520130 YMCA MEMBERSHIP	0.00	0.00	0.00	0.00		
52310	520250 EMPLOYEE MEDICAL EXPENSE	0.00	0.00	0.00	0.00		
52310	520260 EMPLOYEE EDUCATION REIMBURSEMENT	0.00	0.00	0.00	0.00		
52310	530120 POSTAGE	885.51	375.70	1,400.00	1,400.00		
52310	530250 PRINTING & BINDING	0.00	0.00	0.00	0.00		
52310	530300 VEHICLE TIRES	0.00	0.00	1,000.00	1,000.00		
52310	530310 VEHICLE GAS & OIL	6,000.85	2,418.89	5,000.00	5,000.00		
52310	530320 OFFICE SUPPLIES	988.56	551.55	1,700.00	1,700.00		
52310	530330 DEPARTMENT SUPPLIES	1,060.73	459.08	1,300.00	1,300.00		
52310	540100 EDUCATION & TRAINING	1,081.00	318.50	1,880.00	1,280.00		
52310	540110 TELEPHONE	5,269.26	1,864.20	6,000.00	6,000.00		
52310	540130 UTILITIES	0.00	0.00	0.00	0.00		
52310	540140 TRAVEL	0.00	0.00	175.00	0.00		
52310	540210 BUILDING & EQUIPMENT RENTAL	0.00	0.00	0.00	0.00		
52310	540450 PURCHASED SERVICES	217.00	217.00	500.00	500.00		
52310	541540 COMPUTER SERVICES	4,498.00	1,124.50	4,700.00	4,700.00		
52310	541550 CONSULTANTS	0.00	0.00	0.00	0.00		
52310	550160 EQUIPMENT MAINTENANCE	289.87	0.00	800.00	500.00		
52310	550170 VEHICLE MAINTENANCE	977.99	351.78	1,000.00	1,000.00		
52310	560120 SPECIAL EVENTS	0.00	0.00	0.00	0.00		
52310	560260 ADVERTISING	0.00	0.00	0.00	0.00		
52310	560530 DUES & SUBSCRIPTIONS	2,520.30	1,115.00	1,550.00	2,675.00		
52310	560540 INSURANCE & BONDS	0.00	0.00	0.00	0.00		
52310	560570 MISCELLANEOUS	0.00	0.00	0.00	0.00		
52310	560600 BUILDING INSURANCE	0.00	0.00	0.00	0.00		
52310	580600 EQUIPMENT & FURNITURE	0.00	0.00	0.00	0.00		
52310	580610 COMPUTER SOFTWARE	0.00	0.00	0.00	0.00		
52310	580620 COMPUTER HARDWARE	0.00	0.00	0.00	0.00		
52310	580640 BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00		
TOTAL INSPECTIONS		308,150.03	136,109.27	324,010.00	318,681.00		

Inspections 13/14 Saleries

Emp. No.	Lname	Fname	Sdate	Years	Grade	ASAL	FICA 7.65%	Retirement 6.74%	401K 3.00%	Longevity	Hosp. Ins.	TOTAL
101	Dickens	Timothy	#####	22	68	53347	4081	3596	1600	710	8925	72259
104	Jordan	Kelly	#####	16	68	50318	3849	3391	1510	530	8925	68523
103	Nuckolls	Christopher	#####	19	72	63876	4887	4305	1916	620	8925	84529
576	Robinson	Raymond	#####	9	67	46025	3062	3102	1381	320	8925	62815
TOTAL						213566	15879	14394	6407	2180	35700	288126