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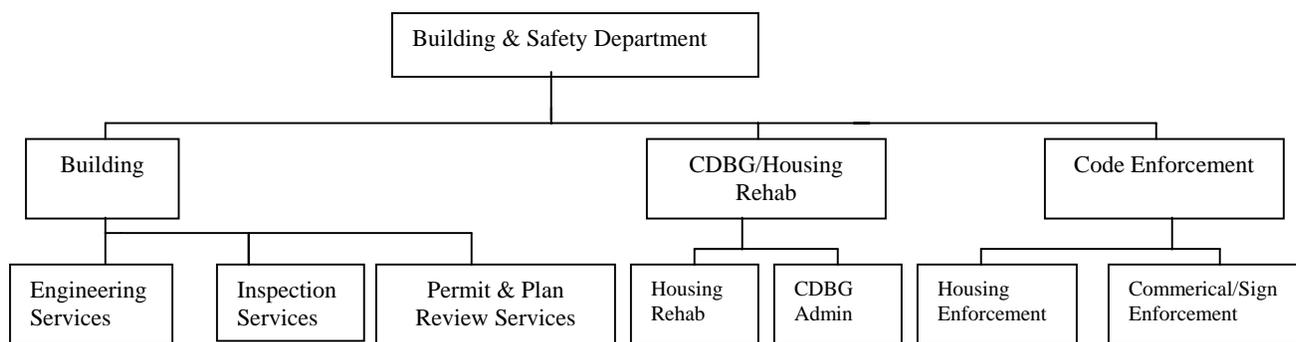
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## BUILDING & SAFETY DEPARTMENT

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**Department Description:** To provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within the City, without creating or otherwise establishing or designating any particular class or group of persons who would or should be especially protected or benefited by these standards or by the regulation imposed.



**Budget Commentary:** The Department is comprised of three program areas: Housing Code Enforcement, CDBG/Housing Rehabilitation/Building. The Building program includes three services: engineering, inspection, and permit/plan review. The department distributes personnel within the four programs as follows:

- *Code Enforcement*
  - *The Housing Code Enforcement Program* includes 75% of a senior building inspector and 2 field inspectors. There are 2.75 full time equivalent employees assigned to Housing Rehabilitation Enforcement and substandard conditions.
  - *Commercial/Sign Enforcement* includes 25% of a senior building inspector. This program is responsible for the enforcement of non-housing violations including signs.
- *CDBG/Housing Rehabilitation*
  - *The Housing Rehabilitation Program* includes 40% of an accounting technician, 15% of a senior building inspector and 15% of a building inspector, this is a 70% full time equivalent employee assigned to the program.
  - *CDBG Administration Program* includes 10% of an Assistant to the City Manager, 10% of the secretary and 10% of an accounting technician for CDBG Administration. This is 30% of an FTE employee for this program

- *Building*
  - Engineering Services: Includes 1 senior engineer, and 5% of the director. Engineering services is responsible for on and off-site review of grading flood elevation and structural plan review. This is 1.05 FTE assigned to this program.
  - Inspection Services: Includes 10% of the director, 60% of a senior inspector and 1.85 FTEs for field inspection. Inspector services are responsible for all new construction inspection activities. This is 2.55 equivalent positions assigned to new construction inspections.
  - Permit and Plan Review Services: Includes 85% of the director, 25% of a senior building inspector, 1 building inspector, 1 customer service representative, and 40% of a secretary. Services include permit issuance, plan review, plan routing and administration. This is 3.5 equivalent personnel assigned to processing and plan review activities.

The department's new construction activities continue to increase. Staffing increases are necessary to maintain current service levels. Implementation of the CDBG programs including housing code enforcement, and housing rehabilitation continue to be funded at authorized levels.

## Building

**Program Description:** To provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within the city, without creating or otherwise establishing or designating any particular class or group of persons who will or should be especially protected or benefited by these standards or by the regulation imposed.

### **Program Performance Areas**

- **Inspection:** All construction or work for which a permit is required must be inspected. This function is performed during all phases of construction work.
- **Permit Issuance:** This function meets the mandated requirements for issuance of permits including all required fees and approvals.
- **Plan Review:** All construction plans and drawings must be reviewed for code compliance. This function reviews the plans and drawings for code compliance. A correction list may be prepared for the project and corrections to the plans and drawings are required before permits are issued.
- **Post Disaster Safety Assessment:** The Building and Safety Department is responsible for the inspection of buildings and structures after a disaster. The assessment includes evaluating buildings and structures, posting buildings for allowed use and identifying the recovery procedure. This is accomplished by the use of City staff, a City volunteer program and mutual aid agreement.
- **Engineering:** Engineering services include grading, on-site drainage, flood elevation, off site improvements, plan review and planning permit review. Coordinates with Public Works Department for off-site improvements
- **Administration:** This function is responsible for the overall operation of the Department. Duties include supervising personnel, training personnel, responding to concerns of the public and assuring the Department complies with State standards and laws.

**Goals and Specific Objectives:** To continue to provide a high level of service to customers and to upgrade the inspectors' knowledge of all related codes.

- Provide one stop development services.
- Maintain a four-to-five week turnaround for plan review processing.
- Maintain a 24-hour inspection request service.

**Budget Commentary:** The proposed budget indicates the distribution of labor within the Building & Safety programs to provide the level of service for current new construction activities. The budget also includes the funds for training as required by AB 717 and travel to the annual building officials' conferences.

## Housing Code Enforcement

**Program Description:** To provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the use and occupancy, location and maintenance of all buildings and structures within the City, without creating or otherwise establishing or designating any particular class or group of persons who will or should be especially protected or benefited by these standards or by the regulation imposed.

### **Program Performance Areas**

- Housing Code Enforcement Program is responsible for the enforcement of minimum housing standards, minimum health standards relating to building construction. Code enforcement includes investigation of alleged violations, written correspondence with parties involved, meeting with those responsible to resolve the violations and, in some cases, issuing citations and preparing documents for the courts.
- Commercial/Sign Enforcement Program is responsible for the enforcement of non-housing related violations including zoning and sign enforcement.

**Goals and Specific Objectives:** To provide safe housing, minimize overcrowding of housing and provide a healthy living environment in the city.

- Bring into compliance 200 substandard housing units to meet the minimum requirements of the adopted codes and ordinances
- Implement rental inspection program
- Investigate mobile-home park inspection program
- Implement sign enforcement program

**Budget Commentary:** The code enforcement program will maintain the current staffing level. The budget includes training for code enforcement activities and a leased vehicle for the program.

## Housing Rehabilitation

**Program Description:** The program strives to improve the quality of life for financially disadvantaged homeowners in Santa Paula by assisting them with needed and desirable repairs/general property improvements to make their homes decent, safe, sanitary and free from overcrowding.

### **Program Performance Areas**

- The program is designed to upgrade the housing stock in the city through renovation. The functions include meeting and discussing the program with applicants, reviewing the eligibility of applicants, assisting with loan procedures, preparing work write-ups for all work to be completed, meeting and negotiating with contractors on behalf of the participants, and monitoring the Rehab Program.

**Goals and Specific Objectives:** To expand the Housing Rehab Program to assist needy households.

- Complete five housing rehabilitation projects
- Complete one rental rehabilitation loan
- Continue to consolidate various city housing rehabilitation programs

**Budget Commentary:** Staff is in the process of reorganizing the various housing programs to make them more “customer friendly”.

## CDBG Administration

**Program Description:** This budget includes funding for the management and administration of the Community Development Block Grant (CDBG) Program. The program strives to provide decent housing, a suitable living environment and expanded economic opportunities for low and moderate-income persons.

### **Program Performance Areas**

- The program provides management and administration of the Community Development Block Grant program in compliance with Federal Housing and Urban Development (HUD) requirements. Functions include the oversight of all projects, meeting with County program staff to assure compliance, completion of required documents and monitoring of the program.

**Goals and Specific Objectives:** To maintain the program in compliance with the HUD requirements.

- Comply with HUD regulations by expending funds within the 18-month budget cycle of the program.

**Budget Commentary:** Funding and allocation of the CDBG Program are submitted to the City Council in March of each year for consideration with the Ventura County entitlement.

**CITY OF SANTA PAULA  
 2007 - 2008 BUDGET PLAN  
 DEPARTMENTAL SUMMARY**

Department: **BUILDING AND SAFETY**

<b>EXPENDITURES</b>	<b>03/04 Actual</b>	<b>04/05 Actual</b>	<b>05/06 Actual</b>	<b>06/07 Estimated</b>	<b>07/08 Adopted</b>
<b>SALARIES</b>	299,012	311,913	464,685	566,184	544,211
<b>BENEFITS &amp; OVERHEAD</b>	84,960	104,498	163,068	234,911	264,882
<b>SALARIES AND BENEFITS</b>	383,972	416,411	627,752	801,095	809,093
<b>SUPPLIES/SRVS/MAINT</b>	1,119,569	153,682	343,859	109,325	75,146
<b>CAPITAL OUTLAY</b>	61,934	111,330	287,887	140,287	233,316
<b>TOTAL COST</b>	<b>\$1,565,475</b>	<b>\$681,423</b>	<b>\$1,259,498</b>	<b>\$1,050,707</b>	<b>\$1,117,555</b>

**AUTHORIZED POSITIONS:** 6.48 8.20 9.05 9.05 2.75

**REVENUE/RESOURCES:**

>General Fund (incl inspection and permit fees)	208,491	261,030	633,510	632,813	553,359
>Community Development Block Grant (CDBG)	215,234	339,989	497,514	407,894	522,272
>Investigation & Proc Fees	24,564	3,761	2,763	10,000	10,000
>Fema Seismic Retrofit Grant	1,072,247	53,468	82,284	0	0
>Seismic Program Fees	44,940	23,175	43,427	0	0
>RDA Hsing Set Aside					31,924
>Total	1,565,476	681,423	1,259,498	1,050,707	1,117,555

**CAPITAL OUTLAY/SPECIAL PROJECTS**

**Explanation and Dollar Impact:**

	<u>Carryover</u>	<u>06/07 funding</u>
<b><u>Contributions to other agencies</u></b>		
> Food Pantry, Community Assistance of Santa Paula	2,500	5,000
> Conviver, Interface Children Family Services	1,833	10,000
Lease Assistance Grants and Loans Program, Ventura		
> County Commission on Human Concerns	9,542	7,839
> Las Piedras Neighborhood Center	93,569	0
> Boys and Girls Club-Las Piedras Park Unit, Boys and Girls Club of Santa Clara Valley	6,834	12,000
> Boys and Girls Club of Santa Clara Valley		47,776
> Improvements to Blanchard Community Library	61,793	25,000
<b>TOTALS</b>	<b>176,071</b>	<b>107,615</b>

**following CDBG allocations  
 are made to other agencies**

> Food Share-Senior Program	0	3,000
> Ombudsman-Long Term Care Services	0	3,000
> RAIN Project Operations-Community Action of Ventura	0	3,000









