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CITY OF SACRAMENTO

DEPARTMENT OF PLANNING AND DEVELOPMENT

1231 "I" Street

Sacramento, Ca. 95814

Administration

Room 300 449-5571

Building Inspections

Room 200 449-5716

Planning

Room 200 449-5604

July 25, 1985

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: FAST TRACK BUILDING ACTIVITY

SUMMARY:

Attached is a report to City Council which addresses the increased volume of work in the Building Inspections Division of the Planning and Development Department, and possible solutions to meet the needs of the construction industry in plan checking and inspection activities.

RECOMMENDATION:

It is recommended that the Budget and Finance Committee approve the attached report and recommend the City Council adopt the attached resolutions and report relating to building activities in the city.

Respectfully submitted,

Mac Mailes, Director
Planning and Development Department

RECOMMENDATION APPROVED:

Solon Wisham, Jr., Assistant City Manager

Attachments/

July 30, 1985



CITY OF SACRAMENTO

DEPARTMENT OF PLANNING AND DEVELOPMENT

1231 "I" Street

Sacramento, Ca. 95814

Administration

Room 300 449-5571

Building Inspections

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July 24, 1985

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: FAST TRACK BUILDING ACTIVITY

SUMMARY:

The City of Sacramento is enjoying a resurgence of building activity throughout the community. This peak is reflective of lowered interest rates combined with favorable weather, and results in higher construction employment levels and increased demand for service in the Building Division of the Planning and Development Department. This report recommends a method to meet this increased service requirement.

BACKGROUND:

Beginning in March and April 1985, the average daily rate of permits issued exceeded 1983 and 1984 averages for those months. The May 1985 figure was slightly below 1984, and June 1985 figures exceeded 1984 by 22% (see Attachment 1 "Average Daily Rate of Permits Issued"). During the first ten days of July daily permits issued averaged 30% higher than in 1984. The volume continues to grow. During this same 10-day period 3,447 inspections were conducted, while during the full month of July 1984, 3,422 inspections were completed (See Attachment 2 "Analysis of Clerical and Inspections Workload").

Interest rates have dropped creating a landslide of plans which have backlogged residential plan check and further slowed commercial plan check.

Using revenue collections as indicators of workload, the following chart reflects the plan check revenue collected as compared to budgeted estimates.

<u>Commercial Plan Check Revenues</u>			<u>Residential Plan Check Revenues</u>	
	<u>% of Budg. Est.</u>	<u>Over/Under Budg. Est.</u>	<u>% of Budg. Est.</u>	<u>Over/Under Budg. Est.</u>
March	80	-20	170	+70
April	75	-25	62	-38
May	74	-26	185	+85
June	91	-9	83	-17
July	156	+56	179	+79

<u>Commercial Bldg. Permit Revenues</u>			<u>Residential Bldg. Permit Revenues</u>	
	<u>% of Budg. Est.</u>	<u>Over/Under Budg. Est.</u>	<u>% of Budg. Est.</u>	<u>Over/Under Budg. Est.</u>
March	63	-37	191	+91
April	143	+43	78	-22
May	32	-68	174	+74
June	92	-8	93	-7
July	105	+5	227	+127

Residential Plan Check

The backlog in plan check activities in the residential area was primarily the result of reduction in interest rates. Within two weeks the influx of plans created a 6 to 7 week backlog. Steps were taken by the department to contract out some plan check review and assigned three inspectors, experienced in residential plan check, to perform plan checks for up to four hours a day. The backlog has been reduced to approximately two weeks. Residential plans continue to be submitted at an accelerated rate.

Commercial Plan Check

The backlog of commercial plan checks has grown to ten weeks and is increasing. To reduce the backlog, we have investigated contracting out with specialized plan check engineering firms, D.E.S. of Sacramento, and Esgil Corporation of San Diego, and have sent plans to each of these firms. The results have been acceptable, with their portion of the work completed in an approximate ten day turnaround. This reduces the backlog on those plans to 4 - 6 weeks. With Council approval, we will utilize plan check revenues to finance this service fee for outside plan check as necessary. The cost for this plan check service is 80% of our collected plan check fee. We propose to contract out all new buildings, shells, and some remodels, and tenant improvements.

The ability to contract out plan check will help to offset peak loads but will not substitute for our own plan check service.

Inspections

The increase in permit activity creates an increase in inspections activity. During early May 1985, we experienced an increasing number of overload inspections as requests for inspection exceeded our ability to respond within 24 hours. Effective July 8, we placed all field staff on overtime to keep up with inspections. To maintain our service standard of 24 hour inspection and 48 hours in overload, it is necessary to utilize inspector and clerical overtime to the fullest extent. This will require an appropriation increase of \$43,500 to our original requested amount. Additionally, we are requesting appropriation authority for additional inspector and clerical assistance as described above.

Building Clerical

The increase in requests for inspection creates a telephone compression between 4:00 and 5:00 p.m. each day. Four clerical staff and two inspectors staff those phones taking requests. Two additional clerical pull the permit files for each requested inspection. Files must be pulled and delivered to field inspection by 6:30 a.m. the following morning. They are sorted and distributed to the inspectors by 7:00 a.m. Clerical staff have recently been working until 6:00 and sometimes 7:00 p.m. to complete this task. We have staggered shifts to accommodate afternoon peak load, at the expense of morning inspection requests. We are therefore requesting appropriation authority to hire two temporary Typist Clerk II's from a personnel agency for four months each. This temporary addition should help to reduce the need for regular clerical staff overtime at time and one half pay.

Field Inspectors

Active civil service lists are in force for Building Inspector I for each of the disciplines (Building, Electrical, Plumbing/Mechanical). The Personnel Department has sent all candidates a letter canvassing their interest in limited term employment of up to six months duration. Replies are due August 1. We are requesting appropriation authority for six Building Inspector I's for six months each to staff this peak and provide a reasonable level of service to the construction community.

FINANCIAL DATA

Revenues

Revenues related to these activities are primarily building permit fees, residential and commercial, and plan check fees for residential and commercial. Residential revenue collected from January 1985 through July 1985 has cumulatively exceeded budgeted estimates by 111% while commercial revenue collected has been 84% of budgeted estimates.

Contract Costs

The plan check service fees for Esgil Corporation and D.E.S. are established at 80% of the City's plan check fee for commercial development. D.E.S. has also proposed a fee of 60% of collected plan check fees for residential plans. This plan check service cost then offsets a portion of our projected revenues.

RECOMMENDATION:

It is recommended that City Council approve the attached resolution augmenting the Planning and Development Department's budget by \$43,500 for overtime, \$105,900 for six Building Inspector I's for six months, \$14,400 for two Typist Clerk II's for four months, \$130,000 for contract plan check services; and approve a resolution authorizing the City Manager to execute a contract with Esgil Corporation of San Diego and D.E.S. Corporation of Sacramento for commercial and residential plan check services.

Respectfully submitted,



Mac Mailes, Director
Planning and Development Department

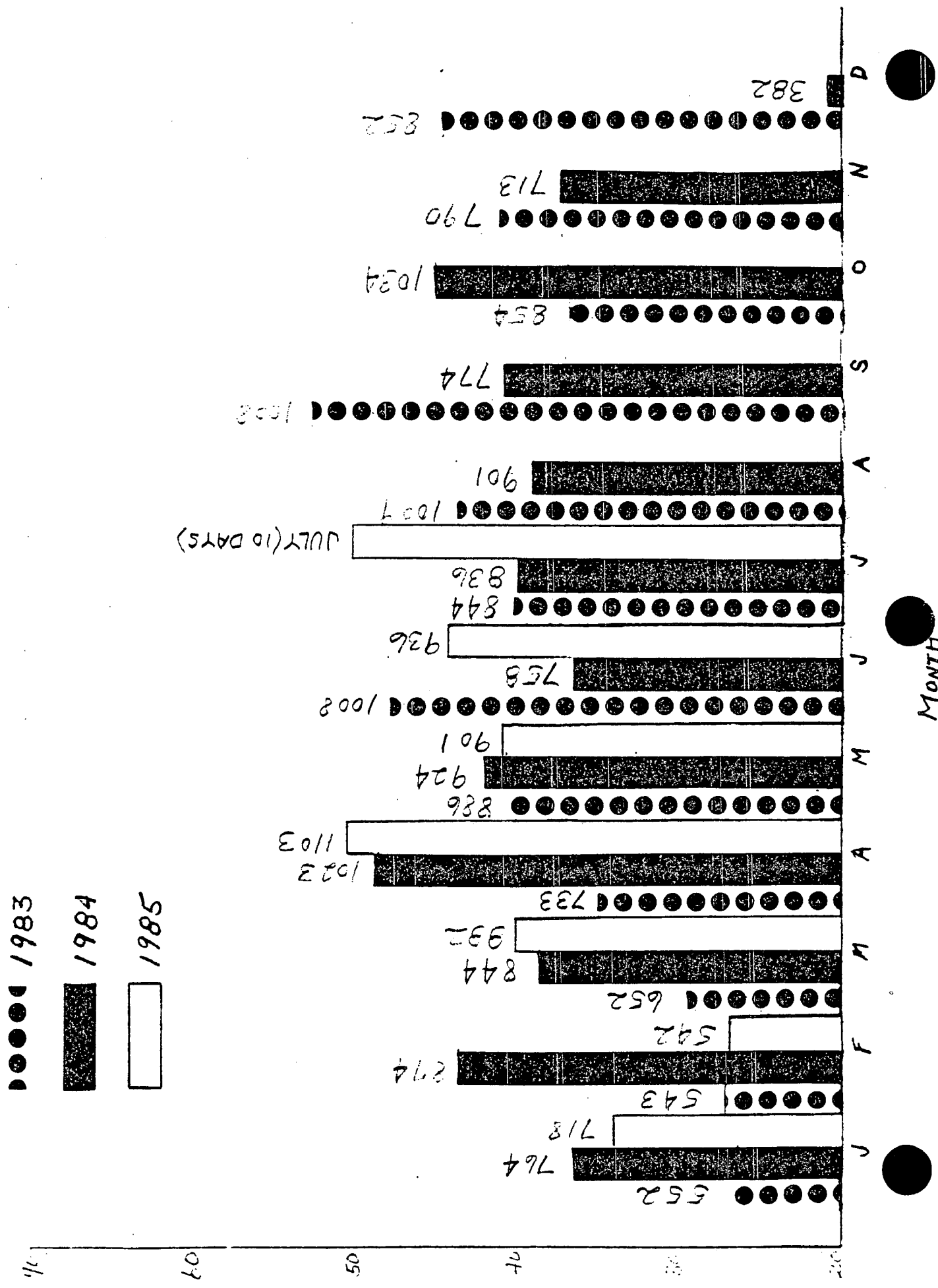
RECOMMENDATION APPROVED:

Per: Solon Wickham, Jr.
Walter J. Slupe, City Manager

Attachments/

All Districts
August 6, 1985

AVERAGE DAILY RATE OF PERMITS ISSUED



ANALYSIS OF CLERICAL AND INSPECTION WORKLOAD

A review of inspection activity for June 1984 & June 1985 is depicted in the table below.

	<u>JUNE YTD</u>		<u>JUNE</u>		<u>JULY (9 DAYS)</u>	
	<u>1984</u>	<u>1985</u>	<u>1984</u>	<u>1985</u>	<u>1984</u>	<u>1985</u>
Regular Stops	25,875	28,284	5,300	5,493	1,775	2,569
Regular Inspections	46,125	48,654	7,517	7,555	3,422	3,447
Overload Stops	4,891	1,684	591	448	182	243
Overload Inspections	9,797	3,036	1,114	859	325	461
Supervisor Stops	2,777	365	629	63	229	27
Supervisor Inspections	4,302	376	1,051	65	362	28

Rate of
 Revenue Collection for
 Budgeted Estimate for
 March to July 1981

Form No. 65/22A

COMPL P.C. REV	EXCESS	% of Quota Est.	RES. P.C. REV		
			EXCESS	EXCESS	% of Quota Est.
COMPL P.C. REV	EXCESS	% of Quota Est.	EXCESS	EXCESS	% of Quota Est.

MARCH	808	-20	-20	170	+70	170	+70
APRIL	75%	-25	-4%	62	-38	62	+32
MAY	74%	-26	-71	185	+85	185	+117
JUNE	61%	-9	-80	83	-17	83	+100
JULY	156%	+56	-24	179	+79	179	+179
MARCH	63	-37	-37	191	+91	191	+91
APRIL	143	+43	+6	78	-22	78	+69
MAY	32	-68	-62	174	+74	174	+143
JUNE	92	-8	-70	93	-7	93	+136
JULY	105	+5	-61	227	+127	227	+263

COMPL BLDG PERMIT

RES. BLDG PERM. REV.

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RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AUTHORIZING EXECUTION OF AGREEMENTS
FOR CONSULTANT SERVICES TO PROVIDE PLAN CHECKING SERVICES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

The City Manager and City Clerk are hereby authorized and directed to execute on behalf of the City of Sacramento consultant agreements with Esgil Corporation and Design and Engineering Systems, Inc., to provide plan checking services to the Planning and Development Department for an amount not to exceed \$130,000.

MAYOR

ATTEST:

City Clerk

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AMENDING THE CITY BUDGET FOR
FY 1985-86 TO FUND THE FAST TRACK
BUILDING ACTIVITY PROGRAM

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

1. The city requires additional resources to meet the increase in building activity without builders experiencing significant delays in city plan checking and inspection activities.
2. The city budget for FY 1985-86 is hereby amended by transferring \$293,800 from General Fund - Contingency Reserve Budget (1-01-7012-0000-4399) to the Planning and Development Department budget in the organizations and accounts listed below, for the purpose stated above.

<u>Account #</u>	<u>Title</u>	<u>Amount</u>
1-01-3533-0000-4101	Salaries and Wages	\$35,300
1-01-3535-0000-4101	Salaries and Wages	35,300
1-01-3536-0000-4101	Salaries and Wages	35,300
1-01-3531-0000-4110	Overtime	10,500
1-01-3533-0000-4110	Overtime	11,000
1-01-3535-0000-4110	Overtime	11,000
1-01-3536-0000-4110	Overtime	11,000
1-01-3531-0000-4110	Temporary Clerical Services	14,400
1-01-3532-0000-4258	Professional Services	115,000
1-01-3537-0000-4258	Professional Services	15,000
	TOTAL	\$293,800

MAYOR

ATTEST:

CITY CLERK