



63RD ANNUAL BUSINESS MEETING

BUDGET DEVELOPMENT AND MANAGEMENT FOR BUILDING OFFICIALS

Wednesday, April 16, 2025

RAJ PATEL

President CALBO

President JAS Pacific

Vice-Chair CBSC

RON TAKIGUCHI

Past President CALBO

Interim Building Official

City of Long Beach

BUILDING OFFICIAL DUTIES

Technical

- Code Applications – Interpretations
- Construction Sequencing & Materials
- Alternate Materials & Methods
- New Technologies

Political - Legislative

- New Programs (Green Building, Seismic Retrofit, Adaptive ReUse)
- New State Legislation

Administrative

- Staffing
- Training
- HR Issues
- Code Adoption
- **Budget**

BUILDING OFFICIAL DUTIES

Budget

- ✓ Annual
- ✓ Projected Needs
- ✓ Projected Workload - Revenue
- ✓ Requests – Justifications
- ✓ Work Closely with Department Administrative Team

- ✓ City Council or Board of Supervisor Approved
- ✓ Public Document
- ✓ Dependent on Overall Jurisdictional Budget
- ✓ Monitoring

BUDGET TIMELINE

July 1st

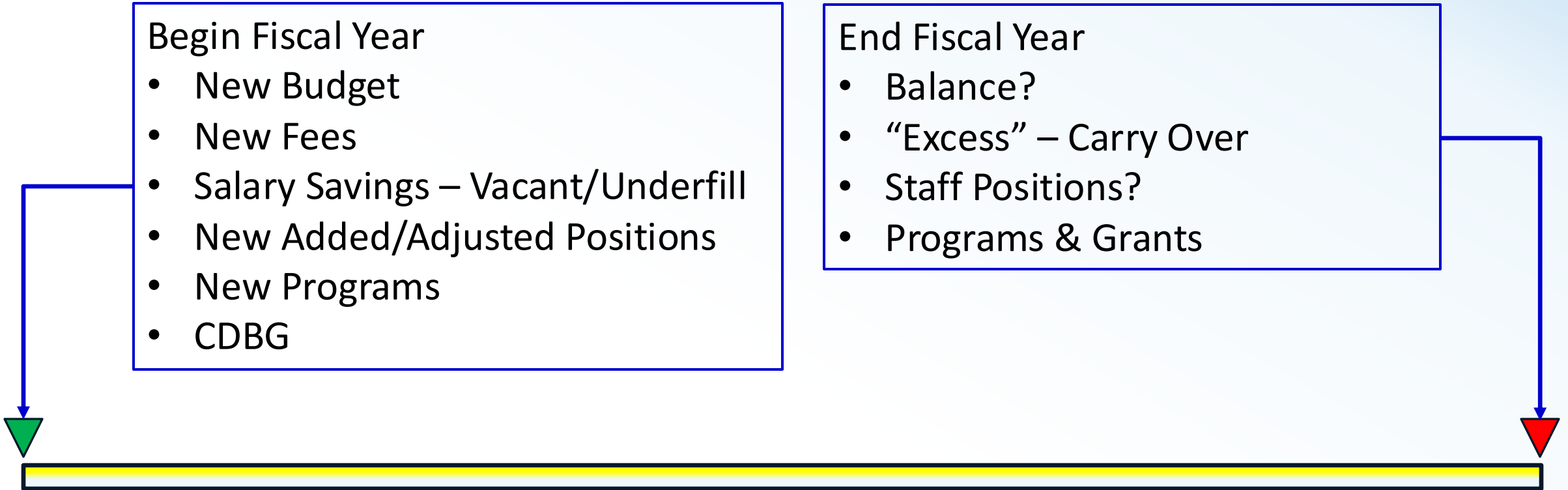
Begin Fiscal Year

- New Budget
- New Fees
- Salary Savings – Vacant/Underfill
- New Added/Adjusted Positions
- New Programs
- CDBG

June 30th

End Fiscal Year

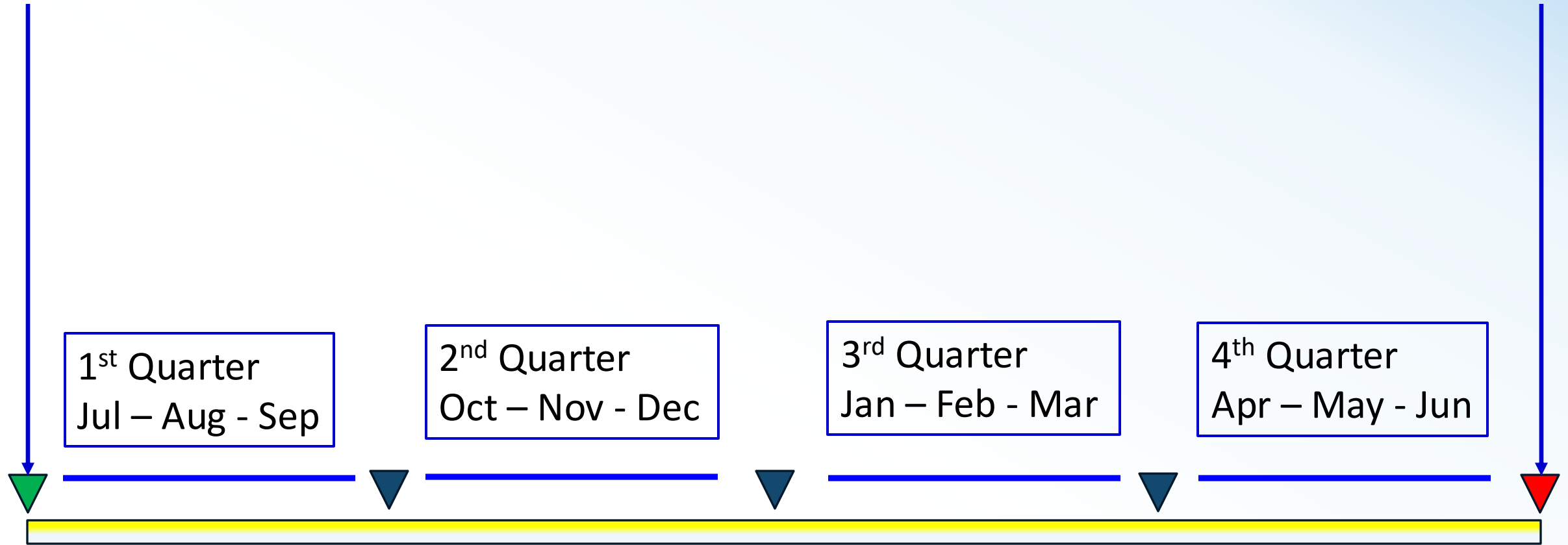
- Balance?
- “Excess” – Carry Over
- Staff Positions?
- Programs & Grants



BUDGET TIMELINE

July 1st

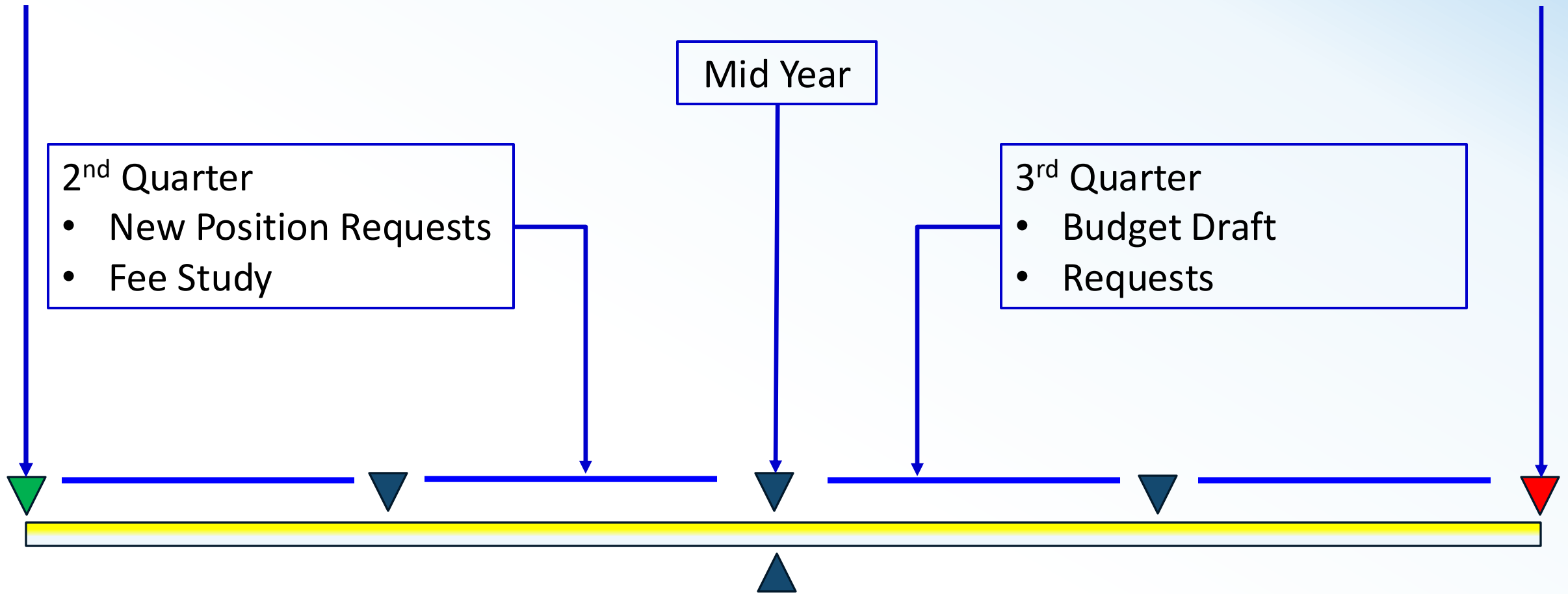
June 30th



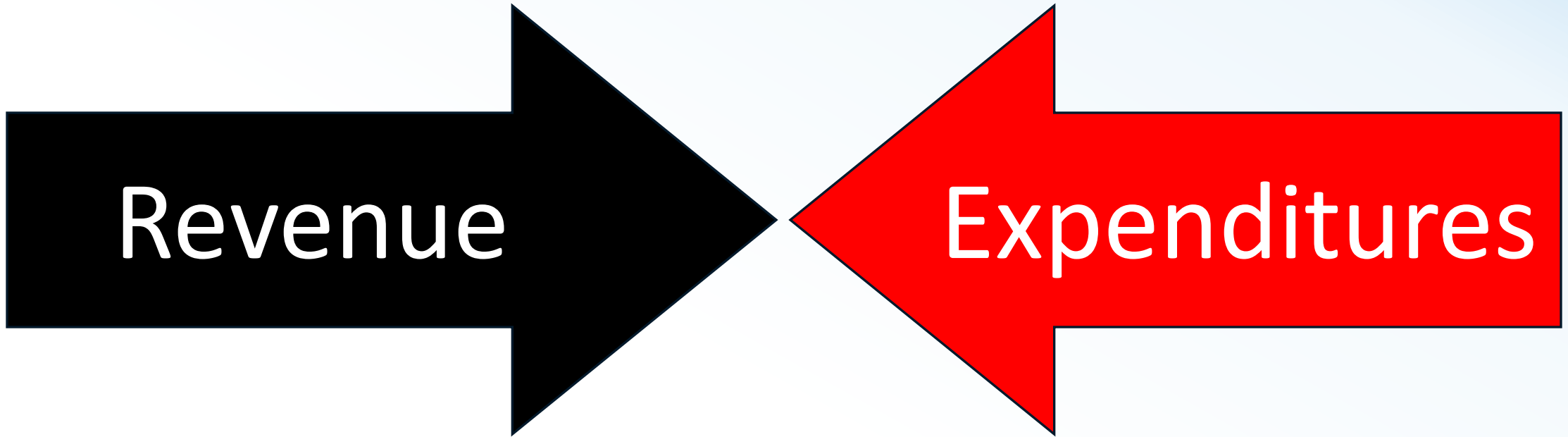
BUDGET TIMELINE

July 1st

June 30th



BUDGET



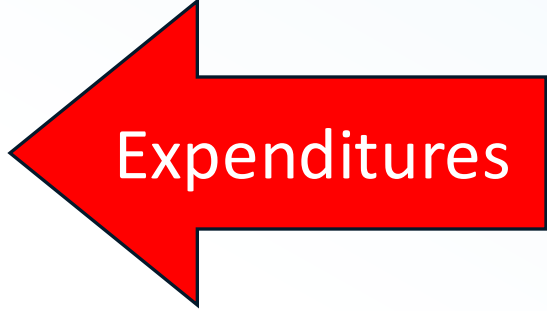
BUDGET



- ✓ Plan Check Fees
- ✓ Permit Fees
- ✓ Special Fees
- ✓ Licenses
- ✓ Fines & Penalties
- ✓ Grants
- ✓ Carry Overs?

Expenditures

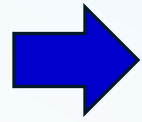
BUDGET



- ✓ Labor (Salary + Benefits + Overhead)
- ✓ Overtime
- ✓ Consulting Services
- ✓ Equipment (Vehicles, Furnishing)
- ✓ Materials & Supplies (Office Supplies, Uniforms, Safety Gear)
- ✓ Technology (Permit System, Plan Check Systems, Hardware, Upgrades)
- ✓ Training, Certification & Licensing, Memberships
- ✓ Publications

Expenditures

BUDGET VARIABLES



- ✓ Economy
- ✓ Construction Activity
- ✓ Major Projects
- ✓ State Mandates (e.g. - ADU's)
- ✓ Local Ordinances
- ✓ Unanticipated Events

- ✓ Local Property Taxes
- ✓ Federal Funding
- ✓ Local Fee Schedule

STAFF ENHANCEMENTS – BUDGET PRESENTATION



BUDGET PRESENTATION TEMPLATE

56.9 M

Title Here

- Proin viverra orci vitae dui malesuada imperdiet.
- Vestibulum non nisi et ante posuere venenatis.

74.1 M

Title Here

- Vestibulum non nisi et ante posuere venenatis.
- Aenean ut sem maximus, gravida nisi non, laoreet.

23.5 M

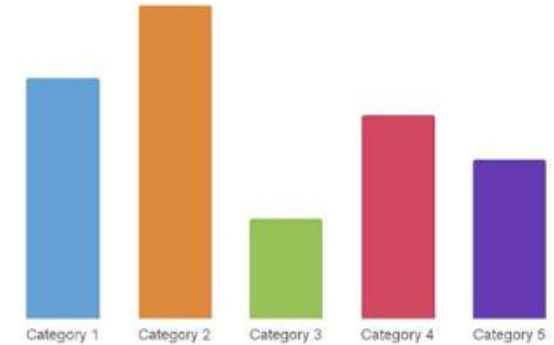
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37.7 M

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STAFF ENHANCEMENTS

- ✓ “Right Size” – Baseline – Statistics
- ✓ Inspections – Plan Check – Permit Tech’s – Code Enforcement - Administration
- ✓ Include Any New Programs (e.g. Seismic Retrofit, Electrification)
- ✓ Strategic Plan



STAFF ENHANCEMENTS

- ✓ Add New Staff
- ✓ “Trade-In” – Upgrade Staff for Existing Position(s)
- ✓ Cost of Enhancements

- ✓ *How Will You Cover Enhancements?*

- ✓ *Do You Know What Your Fully Loaded Staff Costs Are?*



FULLY LOADED STAFF COSTS

✓ Example: New (Added) Senior Building Inspector

- ✓ Annual Salary = **\$100,000**
 - ✓ Medical Benefits
 - ✓ Retirement
 - ✓ Overhead
 - ✓ “Internal Service Fund”
 - ✓ Services
- } 50%
- } 25%

✓ *Actual Fully Loaded Cost = \$100K x 1.75 = **\$175,000***

REVENUE

- ✓ Basis?
- ✓ Predictable?
- ✓ Forecast – Next Year, 5 Yr, 10 Yr
- ✓ Fluctuations



REVENUE

- ✓ Fees?

- ✓ Permit Fees
 - ✓ % Valuation
 - ✓ Per Square Foot
 - ✓ Actual Cost

- ✓ Plan Check Fees
 - ✓ % Permit Fee
 - ✓ Per Square Foot
 - ✓ Actual Time



FEES . . .

Include! Fees for:

- ✓ Training
- ✓ Travel (related to training)
- ✓ Certifications
- ✓ Memberships



AB 717, Ducheny. Construction Inspectors, Plans Examiners, and Building Officials: Certification and Training. 1995

The local agency shall bear the costs of certification, certification renewal, and continuing education, as mandated by this article.

A local agency's actual costs of compliance with this article may include, but are not limited to, training and certification courses, certification exam and renewal fees, employee salary during training and certification courses, and mileage and other reimbursable costs incurred by the employee.

FEES . . .

Fees for:

- ✓ Accessibility
- ✓ New Technologies / Compliance – Solar PV, Energy Storage
- ✓ Special Programs – Seismic Retrofit, Net Zero Energy
- ✓ Legislation & Fee Coverage
- ✓ Specialty Plan Check – Grading, MEP

ELECTRICAL THRESHOLDS

- Electrical services, switchboards, subpanels, multi-meter panels, motor control centers, equipment or feeders rated 400 Amp or more (Exception: Up to and including 400A services and panelboards for Single Family Dwellings)
- Transformers rated 112.5 KVA or more
- Equipment greater than 600 Volts
- Lighting installations more than 1,000 square feet in area
- Solar photovoltaic systems greater than 10KW
- Wind power generating systems
- Electrical systems in hazardous locations (gas stations, auto repair garages, etc.)
- Emergency power systems, legally required standby systems, and critical operations power systems (generator, storage battery, UPS, etc.)
- Licensed OSHPD-3 Clinics
- Complex electrical systems as determined by the Building Official

FEES . . .

Code Adoption

- ✓ Purchase of Codes, Standards, Subscriptions, Interpretive Manuals
- ✓ Triennial

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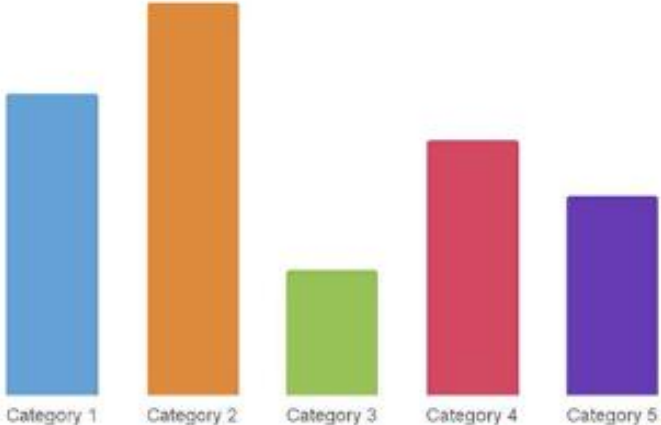
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PRESENTING YOUR BUDGET

- ✓ Overall: Status Quo – or – Request Additional Resources
- ✓ Request what you need (ongoing and new)
- ✓ Opportunity to publicize what you bring to the community
- ✓ Demonstrate efficiency
- ✓ Demonstrate effectiveness through performance metrics

PRESENTATION

The presentation and accompanying documentation should include the following:

- ✓ *Your Vision!*
- ✓ Identifying and prioritizing challenges and respective needs
- ✓ Charts
- ✓ Statistics!

MEASURE PROGRESS THROUGHOUT THE YEAR

Regular (Monthly / Quarterly / Mid-Year)

- ✓ Revenues
- ✓ Work in the Planning and Building pipeline
- ✓ Various economic indicators

Monitor your performance metrics in achieving service levels



FY 25 Focus:

The Community Development Department (Department) is a complex team that provides a wide array of core services to encourage physical development and strengthen connections in our neighborhoods. In pursuit of its mission, the Department will focus on maximizing special funding streams and implementing initiatives to improve the livability and sustainability of the City in FY 25. Consistent with the City's Long Beach 2030 Strategic Vision and the Department's Strategic Plan, the programs implemented in FY 25 will include:



Building and Safety Bureau – Building and Safety staff continue to prioritize enhancing the customer experience through streamlined processes and increased efficiency. Initiatives to this effect include implementing virtual meetings and paperless processes to expedite and reduce the costs of permit issuance. The customer experience is further improved by the automation of inspection requests and daily posting of inspections online on the City’s website. Also, increasing staff will enhance responsiveness to customer needs and address regulatory changes and mandates, including the addition of contractor and subcontractor verification. The Permit Center will provide a “one-stop shop” approach integrating services from various City departments and offering multiple access options such as in-person appointments, walk-in and online options. A focus on online services is expected to continue for frequently requested permits including residential solar projects, storage batteries, and electric vehicle charging stations. The department will continue with its efforts to evaluate and implement a robust Enterprise Land Management (ELM) system to further enhance customer service into the future.



Building and Safety Bureau

Key Services:

1. Plan Check

- Provide Customer/Project Facilitation
- Employ Technology for Service Delivery
- Conduct Preliminary Plan Checks
- Check Plans for Building, Fire, Electrical, Plumbing, Health, and Mechanical Safety
- Provide Permit Application Assistance
- Service Appointments

2. Inspection

- Provide Customer/Project Facilitation
- Employ Technology for Service Delivery
- Schedule Inspections
- Provide Construction Inspections
- Respond to Unpermitted Work
- Manage Deputy Inspection Program
- Review Structural Observation Reports
- Issue Temporary and Final Certificates of Occupancy
- Manage Administrative Citation Program
- Administer Construction and Demolition Program

3. Permit Center

- Provide Customer/Project Facilitation
- Employ Technology for Service Delivery
- Intake Inspection Requests
- Intake/Process Plans
- Issue Permits
- Collect Fee Revenue/Cashiering
- Provide Permit Application Assistance
- Manage Appointments
- Manage Central Files
- Respond to Customer Inquiries
- Process Final Documents and Retain Records
- Process Temporary and Final Certificates of Occupancy

4. Administration

- Manage day-to-day activities of Bureau
- Provide Customer/Project Facilitation
- Coordinate Board of Examiners, Appeals and Condemnation
- Conduct training and outreach programs
- Review Code Modification and Alternate Material Request

Building and Safety	Actuals FY 23	Adjusted* FY 24	Adopted** FY 25
Revenues	22,202,220	24,506,019	24,756,019
Expenditures	15,666,637	18,301,327	19,449,337
Budgeted FTEs	82.40	94.45	97.45



Building and Safety	Actuals FY 23	Adjusted* FY 24	Adopted** FY 25
Revenues	22,202,220	24,506,019	24,756,019
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Budgeted FTEs	82.40	94.45	97.45



DEVELOPMENT SERVICES FUND GROUP

	IMPACT	POSITIONS
<u>Upgrade a Clerk Typist II to a Clerk Typist III in the Planning Bureau to increase clerical support to the new Zoning Administrator Division.</u>	5,314	-
Add one Administrative Analyst III, three Permit Technicians II, and program materials and supplies to <u>support contractor and subcontractor verification for additional wage protection and labor standards, as directed by City Council (Adoption Night Change)</u>	500,000	4.00



CITY OF LONG BEACH STRATEGIC VISION 2030

Community

- Education
- Economic Opportunity, Equity and Resiliency
- Digital Inclusion / Technology
- Housing and Homelessness
- Public Safety
- Stability, Equitable Placemaking, and Reimagining the Public Right of Way
- Health, Behavioral Health and Wellness
- Climate and Environmental Sustainability

Government

- Financial Wellbeing
- City Employees
- Learning Organization
- Technology
- Expectations aligned with Priorities and Resources
- For the Community



? Questions ?

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