

President James T. Mullin, District 1

Vice President Diana Broomell, District 4

Commissioner Tari Moore, District 2

Commissioner Michael W. Dunn, District 3

Commissioner Robert J. Hodge, District 5



Alfred C. Wein, Jr.
County Administrator

Patrick T. Conway, Director
410.996.5235

County Information
410.996.5200
410.658.4041

CECIL COUNTY GOVERNMENT
Department of Permits and Inspections
200 Chesapeake Boulevard, Suite 2200, Elkton, MD 21921

MEMO

Date: January 27, 2011

To: Board of Estimates

From: Patrick T. Conway
Director, Permits & Inspections

Re: FY 2012 Budget Request Package

Enclosed are eight copies of the following:

- Mission Statement for Department of Permits & Inspections
- Statement of Department Accomplishments
- Statement of Department Goals
- Cost Containment Efforts by Permits & Inspections
- Completed "2012" Requested Budget Schedules A through D
- Department of Permits & Inspections Organizational Chart

If you have any questions, please do not hesitate to contact me.

DEPARTMENT OF PERMITS AND INSPECTIONS

The Department of Permits and Inspections was established to protect the health, safety and welfare of the citizens of Cecil County with regards to permitting, inspection and code enforcement. The mission of the Department is to assist all applicants and the citizens of the County in acquiring any and all permits and licenses required. Our primary objective is to provide the highest possible customer service in an effective and efficient manner while assuring compliance with the codes that have been adopted by the Board of County Commissioners related to construction, housing and licensing.

Those codes adopted by the Board of County Commissioners and enforced by the Department are listed in the Code of Cecil County. The Codes specific to the Department are as follows;

Chapter 86 Amusement Vending Services

Chapter 200 Building Construction

Chapter 213 Energy Conservation

Chapter 211 Electrical Standards

Chapter 221 HVAC Standards

Chapter 230 Manufactured Home Parks

Chapter 233 Peddlers

Chapter 235 Plumbing

Chapter 240 Rental Housing Maintenance and Occupancy

The Department is responsible for the enforcement of the above codes within the incorporated municipalities of the County except for the towns of Elkton and Rising Sun.

The Department issues licenses for each of the adopted codes where applicable. The department is responsible for review of all construction plans and for the application, distribution and issuance of all permits related to these codes.

The Department is to assist the general public, developers, builders and tradesmen in all aspects of the code and permit process and to ensure compliance with the applicable adopted codes.

DEPARTMENT OF PERMITS & INSPECTIONS

Accomplishments FY 11

- *Issuance of building, plumbing, HVAC, and electrical permits for construction projects in the County. Review of plans of all construction related projects within the Department's jurisdiction.*
- *Adoption of Chapter 211 Electrical Standards. Establish permitting for electrical installations.*
- *Revision of Minimum Livability Code for residential rental units.*
- *Serve the public in acquiring the necessary permits for construction related projects in the County.*
- *Provide inspections and answer complaints and questions normally within twenty four hours of request.*

Current Projects

- *On going certification of inspectors for International Building and Residential Codes. Continued pursuit of certification in all of the other facets of construction (plumbing, mechanical, and energy) which the Department enforces and cross training of personnel.*
- *Review of 2009 Plumbing Code for adoption.*
- *Implementation of Electrical permitting into computerized system.*
- *Review of Chapter 211 Electrical Standards in regards to code changes and inspection agencies.*
- *Daily operations of department.*

FY 12

DEPARTMENT OF PERMITS & INSPECTION

Departmental Goals

- *Finalize review and adopt the 2009 Plumbing Code in conjunction with the Maryland Building Performance Standards and the State Plumbing Board.*

- *Continue working with the ongoing implementation and improvement of the Computerized Permitting System, specifically with regards to electrical applications.*

- *Provide an effective and efficient inspection service performing most inspections within 24 hours from time initiated.*

- *Implementation of the County Electrical Standards and changes.*

- *Process and issue all permits in a timely manner and provide customers with quality information in regards to permit requirements.*

FY 12

PERMITS & INSPECTIONS

Director's Goals

- *Implement and enforce the adopted codes for Cecil County related to building, plumbing, mechanical, electrical and their respective licensing and permit requirements.*
- *Complete revision, adoption and implementation of 2009 Plumbing Code.*
- *Complete revisions to Electrical Code.*
- *Continued implementation of revised Rental Housing and Maintenance Occupancy.*
- *Assist all applicants that are designated as "Fast Track" to acquire permits in a timely manner.*
- *Provide a positive work environment and promote employee excellence.*
- *Provide timely and accurate permit processing and information to the public.*
- *Manage and supervise the daily operations of the department.*

FY 12

DEPARTMENT OF PERMITS & INSPECTION

Cost Containment

- We encourage each of our inspectors to be cross trained and seek certification in each of the codes the Department enforces. By doing so it allows us to send one inspector to a site for inspections versus two or three. This saves time, expense for the County and the consumer as well as gas and wear on vehicles.

- Most of the training courses that we send our inspectors to are free courses provided by the Codes Council, Maryland Codes Official Association or Department of Housing and Community Development. A number of the courses are held either in Harford or New Castle counties.

- We have all of our vehicles maintained as required by fleet services. We average approximately 25,000 miles per year on each vehicle and attempt to keep these vehicles on the road as long as we can, our oldest is currently 10 years old.

- Most emergency calls after hours, are handled by the Director so as to not incur any overtime hours/cost.

SCHEDULE A
(\$ 5,000 per unit or greater)
MACHINERY & EQUIPMENT

by Department

(Excludes CIP Budget)
*include on Schedule C

Department 361- Permits & Inspections

FY2012

Description of Item	(A) Rank by Priority (1=high, 5=low)	(B) Current Existing Inventory	(C) Planned Additions	(D) Planned Deletions use 0	(E) \$ Unit Cost	(F) (= C * E) Extended Cost	Justification (use additional sheets, if necessary)
Sport Utility Type Vehicle	2	7	1	1	25,000.00	25,000	Replacing 2001 Chevrolet Blazer with 110,000 + miles. This vehicle has started to cost additional funds to maintain based on age and mileage.
TOTAL		7	1	1		25,000	

SCHEDULE B

Cecil County Government
Budget Request Forms

REVENUE SOURCES
by Department

361- Permits & Inspections

Department

FY2012

Account Title or Description of Source	FY 2011 Current Year Amended Budget	FY 2012 Requested Budget	Budget Comments
Building Permits 00136100- 322120	500,000	500,000	Housing market is very slow. Most revenues generated are home improvement.
Plumbing Permits 00136100- 322170	65,000	75,000	
HVAC/ Mechanical Permits 00136100- 321200	60,000	60,000	
Trailer Tax 00100000-315110	450,000	450,000	
Hawkers & Peddlers 00136100- 321150	300	300	
Trailer Parks 00136100- 321160	15,000	12,500	
Coin Operated Machines 00136100- 322110	10,000	7,500	Due to "no smoking ordinances" and casino opening, revenues expected to decrease.
Home Builders Guaranty Fund 00136100- 321191	150	175	
TOTAL	1,100,450	1,105,475	

SCHEDULE B (CONT.)

Cecil County Government
Budget Request Forms

REVENUE SOURCES
by Department

361- Permits & Inspections

Department

FY2012

Account Title or Description of Source	FY 2011 Current Year Amended Budget	FY 2012 Requested Budget	Budget Comments
Missed Inspections 00136100- 322133	5,000	5,000	
Reinspections 00136100- 322131	5,000	4,500	
Incoming Legal Fees 00136100- 349180	3,000	3,000	
Electrical Permits 00136100- 322145	32,000	32,000	
Electrical Licenses 00136100- 322146	80,000	80,000	
Electrical Fines 00136100- 322147	0	1,000	
Electrical Exams 00136100- 322149	5,000	5,000	
SUBTOTAL FROM PREVIOUS PAGE	1,100,450	1,105,475	
TOTAL	1,230,450	1,235,975	

SCHEDULE C

Cecil County Government
Budget Request Forms

OPERATING EXPENDITURES
by Department
(excluding Salaries, Fringes)
(include OT, shift diff., holiday)

Department 361 - Permits & Inspections

FY2012

Account Title	FY2011 Current Year Amended Budget	FY2012 Requested Budget	Comments
503100- Supplies Code books, forms, ink supplies	15,400	12,500	Decrease in funds due to creating our own forms instead of sending to outside vendor for printing
504100- Travel Seminars, conferences	1,150	750	Decrease in funds due to inspectors attending local instead of national training & conferences
504200- Training & Education Certifications, exams & college	2,300	1,750	All inspectors are becoming certified in various fields pertinent to code compliance
504300-Dues, Publications & Memberships ICC, MD Building Code Officials, MUELLEC	1,500	1,500	Inspectors must maintain code memberships to maintain current licenses
504400- Professional Services Court stenographer for board hearings	6,250	3,500	Decrease due to the purchase of electrical permitting program in FY11
504800- Postage Certified and regular mailings	4,000	4,000	Expect level of mailings to remain similar to current mailings.
504900- Communication	0	0	N/A
505100- Telephone Departmental cell phones	4,540	4,540	Same number of phones, no increase or decrease in usage.
505200- Advertising Public notice for hearings, advertising for jobs	800	750	No current openings for advertisement needed
TOTAL	35,940	29,290	

SCHEDULE C CONT.

Cecil County Government
Budget Request Forms

OPERATING EXPENDITURES
by Department
(excluding Salaries, Fringes)
(include OT, shift diff., holiday)

361 - Permits & Inspections

Department

FY2012

Account Title	FY2011 Current Year Amended Budget	FY2012 Requested Budget	Comments
505400- Gasoline & Oil Eight vehicles	15,000	15,000	Minimum amount necessary for operations
505500- Vehicle Repair & Maintenance Repairs, tires	14,000	14,000	Same number of vehicles in fleet. Need to maintain minimum amount for upkeep
505600- Equipment Repair & Maintenance Typewriter service	0	0	Typewriter usage very limited
505700- Legal Services Prosecution of violations	23,000	25,000	Large amount of legal cases being prosecuted
505900- Printing	0	0	N/A
506800- Equipment Rental Copier rental	2,500	2,500	Minimum amount necessary for operations
508300- Machinery & Equipment Vehicles	0	25,000	Replacement of 10 year old vehicle.
SUBTOTAL FROM PREVIOUS PAGE	35,940	29,290	
TOTAL	90,440	110,790	

361 - Permits & Inspections

Department

SCHEDULE D

STAFFING SUMMARY

(express in FTE, 2080 hours = 1 FTE)

Position Listing (by title)	FY 2011 Authorized Positions	FY 2012 Requested Total Positions	Comments
Director	1	1	
Permits Supervisor	1	1	
Plumbing Inspector	0	0	
HVAC Inspector	1	1	
Building Inspector I	0	1	
Building Inspector II	1	0	
Building Inspector III	2	2	
Building Plans Reviewer	1	1	
Permits Clerk	2	2	
Office Services Assistant	1	1	
Administrative Assistant	1	1	
TOTAL	11	11	

DEPARTMENT OF PERMITS AND INSPECTIONS

DEPARTMENT INFORMATION SHEET

Director: Patrick T. Conway

Permits Supervisor: Suzanne Parks

Location: 200 Chesapeake Boulevard
Suite 2200

Fiscal and Personnel Data:

Budget for FY11: \$ 802,350

Number of Employees: Currently 11

Applicable County Code Sections:

Building 200
Plumbing 235
HVAC/Mechanical 221
Rental Housing/Livability 240
Manufactured Home Parks 230
Coin Operated Machines 86
Hawkers and Peddlers 233
Electrical Standards 211

Points of Interest

Fees Collected for FY10 - \$1,190,590.21

Total Permits issued for FY10 - 1,288

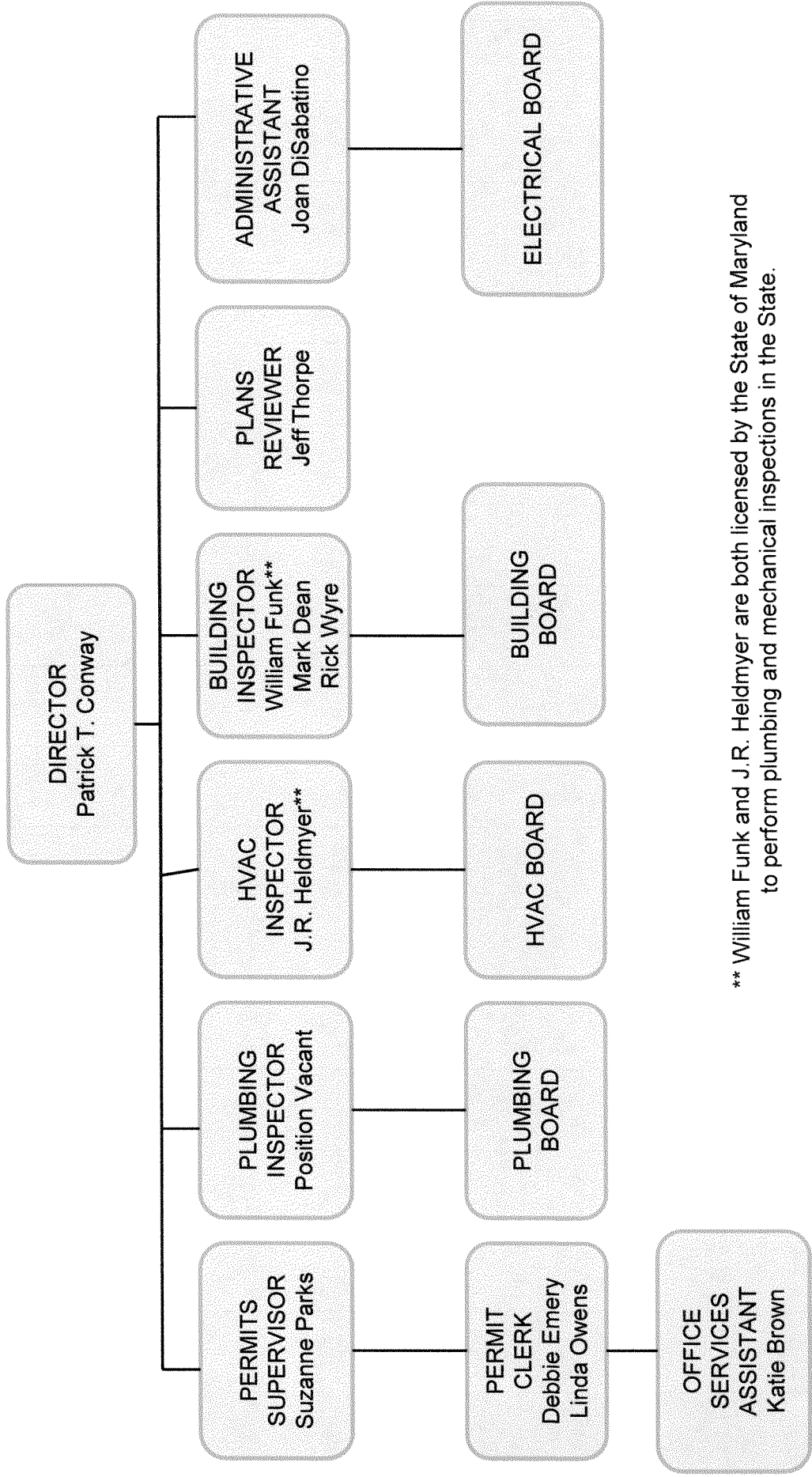
National Codes are utilized for Building, Plumbing, Electrical
and HVAC/Mechanical

Each code has an appointed Board

EMPLOYEE ROSTER

<i>Name</i>	<i>Position</i>	<i>Date of Hire</i>
<i>Patrick T. Conway</i>	<i>Director</i>	<i>5/25/81</i>
<i>J.R. Heldmyer, III</i>	<i>HVAC Inspector</i>	<i>2/28/90</i>
<i>Suzanne Parks</i>	<i>Permits Supervisor</i>	<i>7/10/96</i>
<i>Debbie Emery</i>	<i>Permits Clerk</i>	<i>9/3/96</i>
<i>William V. (Bill) Funk, Jr.</i>	<i>Building Inspector III</i>	<i>2/4/02</i>
<i>Linda Owens</i>	<i>Permits Clerk</i>	<i>2/19/02</i>
<i>Kathleen Brown</i>	<i>Office Service Assistant</i>	<i>1/3/11</i>
<i>Jeffrey Thorpe</i>	<i>Building Plans Reviewer</i>	<i>7/21/03</i>
<i>Rick Wyre</i>	<i>Building Inspector III</i>	<i>9/18/06</i>
<i>Mark Dean</i>	<i>Building Inspector I</i>	<i>6/28/10</i>
<i>Joan DiSabatino</i>	<i>Administrative Assistant</i>	<i>9/20/10</i>

DEPARTMENT OF PERMITS AND INSPECTIONS



** William Funk and J.R. Heldmyer are both licensed by the State of Maryland to perform plumbing and mechanical inspections in the State.