

**FYE2022 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 010 General	<b>DEPARTMENT:</b> 22 Building Inspection	<b>ACTIVITY:</b> 5100 Building & Housing Safety
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 The Building and Housing Safety activity generally includes all activity under the responsibility of the Building Official. The primary function of our department is to gain compliance with the minimum standards regulating buildings and structures. At a minimum, this includes: building, electrical plumbing, heating and air conditioning, handicap codes, zoning, sign code, code enforcement and the development and maintenance of an adequate recording keeping system for that enforcement.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 Issue 2,402 building and sign permits and make 1,834 building and sign inspections.  
 Issue 1,210 plumbing permits and make 1,276 plumbing inspections.  
 Issue 1,351 heating and air conditioning permits and make 939 HVAC inspections.  
 Issue 1,940 electrical permits and make 2,254 electrical inspections.  
 Continue to modify the combination inspection system for the Building Department.  
 Issue 409 building permits for Black Hawk County and make 563 building inspections.  
 Issue 55 demolition permits and make 25 dangerous building inspections.

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**PERSONNEL SUMMARY:**

<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2019</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>PROPOSED FYE2022 *</b>	<b>PUBLISHED FYE2022</b>	<b>CERTIFIED FYE2022</b>
Building Official	1	1	1	1	1	
Permit Writer	1	1	1	1	1	
Fire Marshal	0.25	0.25	0.25	0	0	
Secretary	1.5	1.5	1.5	1.5	1.5	
Clerk II	1	1	1	0	0	
Chief Inspector	5	5	5	5	5	
Inspector II	1	1	1	1	1	
Property Safety Inspector	2	2	2	2	2	
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	12.75	12.75	12.75	11.5	11.5	0

\* AT CURRENT FYE21 STAFFING LEVEL

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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
See page 1.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
Continued from page 1.

Make dilapidated structures safe and secure.  
Assure that codes are adhered to through cooperation of the Building Department and the various committees/boards.  
Develop a spirit of cooperation through the team concept of management with other city, county and staff officials.  
Continue to identify methods to improve City service, policies and operations as they relate to the Building Department through partnering and plan status meetings with Fire Rescue.  
Create a positive image of the City by enforcing zoning and building regulations along major corridors in and out of Waterloo.  
Work to create a positive image of the Building Inspection Department.  
Continue to assist developers and contractors through the Plan Review process.  
Provide follow-up inspections for the Washburn plumbing sewer system.

**PERSONNEL SUMMARY:**

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2019	CERTIFIED FYE2020	CERTIFIED FYE2021	PROPOSED FYE2022 *	PUBLISHED FYE2022	CERTIFIED FYE2022
See Page 1						
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE21 STAFFING LEVEL