

BUILDING & SAFETY DEPARTMENT

DIRECTOR OF
BUILDING AND SAFETY
Michael Merwick

BUILDING
SERVICES

ADMINISTRATION

INSPECTION AND
ENFORCEMENT

BUILDING
INSPECTIONS

PLANS
EXAMINATION

ZONING

COUNTY
BUILDING
PERMITS

ELECTRIC

HVAC

PLUMBING

HOUSING

BUREAU OF
FIRE PREVENTION

BUILDING & SAFETY DEPARTMENT

GOAL: To assure that the health, fire, and building, safety needs of the public are maintained through adherence to the requirements established by law in the construction or use of every building in the community. This includes buildings in which people live, eat, sleep, play, work, worship, study, recuperate or are entertained. By accomplishing this mission the quality of life in the community is enhanced.

SIGNIFICANT CHANGES FOR THE LAST FIVE YEARS

- Updated the international & national codes to the latest edition in several sections.
- Increase in specific site plan and unique conditions through Use Permits, PUD, and CUP approvals, etc., require additional Plan Review time.
- Development of an official county wide database of legal addresses to assist emergency services.
- Upgrade of Building & Safety website to provide up-to-date information on permits, statistics and application procedures.
- Streamlined plan review process with automation of reviewer's documentation in the Work Flow program. Contractor access to plan review comments via the web or IVR.
- Implementation of On-line Permit Application and Electronic Plan Submittal program.
- Increased awareness of codes and enforcement issues through attendance at various industry association meetings.
- National threat of terrorism increases need for training and preparedness. Grant funding to upgrade and purchase additional Bomb Squad equipment.
- Involvement with non-profit groups that are committed to the improvement of the quality of life in Lincoln like the "Free to Grow" national organization. This organization utilizes local government resources to target distressed areas of the community. A current project is underway in the Near South area.

PROJECTED CHANGES FOR THE NEXT FIVE YEARS

- Continued education and certification of staff members to stay abreast of technological advances in construction materials and methods and emphasis on superior customer service.
- Expand contractor orientation and education programs to help reduce time staff spends on correcting violations.
- Increasing dependence on automation will shift some staffing responsibilities and assignments.
- Implementation of programs to allow for electronic submission and review of building plans.
- More department information will become available to the public through the Internet.
- Use of document imaging to allow quick access to documents and historical records used in permit application review.
- Increased use of GIS technology to retrieve information for decision making and reporting and training on new upgrades.
- Participation in the development of an enterprise strategy for city and county automation through Permits Plus and ProjectDox.
- State, federal, and local mandates will continue to impact the workload of the department.
- Development Process Committee recommendations will impact large project plan reviews for a more workable system for development.
- Zoning and land use issues and requirements will become more complex and increase in number.
- Increased regulatory duties in the area of flood plain, storm water, wetlands, sediment erosion control, and various design standards, lighting standards, landscaping standards, and land use requirements.
- Major projects such as Antelope Valley, beltway, and countrywide flood plain re-mapping will impact our resources.

	ACTUAL 2006-07	BUDGET 2007-08	MAYOR'S RECOMM. 2008-09	COUNCIL ADOPTED 2008-09
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EXPENDITURE SUMMARY				
PERSONNEL	4,509,376	4,869,561	4,605,541	4,605,541
SUPPLIES	46,962	67,785	69,595	69,595
SERVICES	686,926	835,867	881,606	906,606
EQUIPMENT	30,713	15,000	79,995	79,995
TRANSFERS	0	15,000	20,000	20,000
	<u>5,273,977</u>	<u>5,803,213</u>	<u>5,656,737</u>	<u>5,681,737</u>

REVENUE SUMMARY				
GENERAL FUND TRANS.		527,473	820,675	820,675
BLDG. & SAFETY FUND		5,275,740	4,836,062	4,861,062
		<u>5,803,213</u>	<u>5,656,737</u>	<u>5,681,737</u>

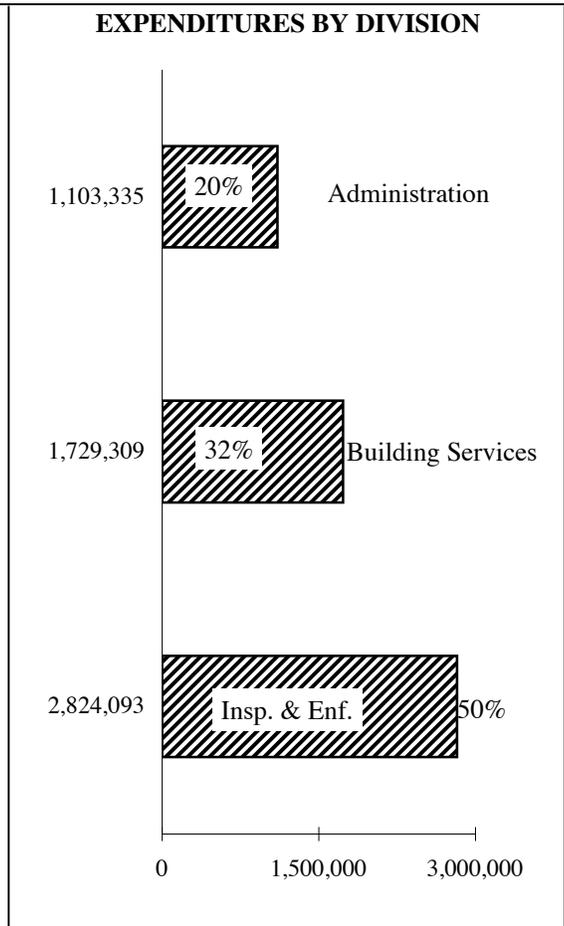
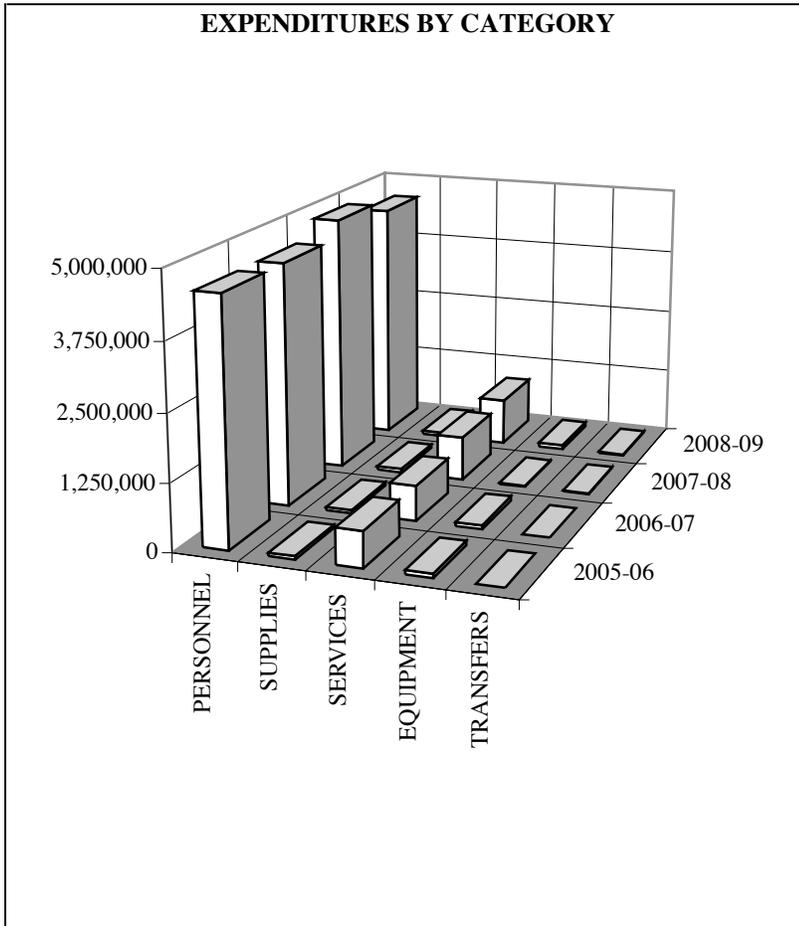
FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
ADMINISTRATION	14.00	14.00	13.00	13.00
BUILDING SERVICES	18.53	18.53	17.53	17.53
INSPECTIONS & ENF.	30.47	30.47	27.47	27.47
	<u>63.00</u>	<u>63.00</u>	<u>58.00</u>	<u>58.00</u>

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BUILDING & SAFETY DEPARTMENT

ADMINISTRATION

BUILDING & SAFETY FUND

PROGRAM STATEMENTS			
OBJECTIVES	ACTUAL	ESTIMATED	PROJECTED
PERFORMANCE MEASURES	2006-07	2007-08	2008-09

1. Provide leadership to all divisions of Building & Safety in the accomplishment of the department's mission.
 - A. To direct the administrative, management and personnel functions.
 1. Development and achievement of goals and objectives.
 2. Development of operating procedures to insure consistency in enforcement of ordinances.
 3. Development and participation by staff in training programs to insure quality, consistency and efficiency in performance of our responsibilities.
 4. Development of educational programs for the general public, contractors, and property owners to provide information on building and fire safety and property maintenance.
 5. Development of department budget to provide resources to meet operational needs.
 6. Maintain Building & Safety records in accordance with state requirements.
 7. Implement and maintain all information management software programs and computer systems for the department.
 8. Administration of enterprise Permits Plus information management system, monitor performance and assist other departments with implementation and processes.
 9. Maintain the department web site with pertinent, up-to-date information.
 - B. To provide effective accounting and administrative services to all divisions of Building & Safety.

1. Prepare timely deposits for all revenue received.	3,839,244	4,820,507	4,783,375
2. Process personnel, payroll and accounting records.	2,750	2,750	2,750
3. Monitor payment of fees and contractor accounts.	4,536	4,500	4,500
 - C. To provide efficient, high-quality clerical services to all divisions of Building & Safety.

1. Building, Zoning, Plumbing, Electrical, Mechanical, Fire Prevention, Housing and Lancaster County permits, certificates, and complaints processed.	102,419	102,000	102,000
2. Processing inspection requests and results of inspection.	61,445-30,772	60,000-30,000	60,000-30,000
3. Contractor registrations, insurance and bonds processed.	3,544-1,024	3,500-1,000	3,500-1,000
4. Letters, memos, reports, meeting minutes processed.	12,500	11,500	11,500
5. Contractor orientation and training sessions.	119	175	200
6. Maintain records of committees and task forces.	43	19	10

BUILDING & SAFETY DEPARTMENT

BUILDING & SAFETY FUND

ADMINISTRATION DIVISION

COMMENTS:

1. A Permit Assistant position is eliminated.
2. Council added \$25,000 to inspect for ice, snow removal, graffiti, right-of-way and sight obstruction complaints.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
	2008-09	2007-08	EXPENDITURE SUMMARY				
Replace Computer Equip. as needed	15,000	15,000	PERSONNEL	805,016	887,571	843,815	843,815
			SUPPLIES	8,477	13,530	13,530	13,530
			SERVICES	150,235	281,848	230,990	255,990
			EQUIPMENT	0	15,000	15,000	15,000
			TRANSFERS	0	0	0	0
			TOTAL	963,728	1,197,949	1,103,335	1,128,335
			REVENUE SUMMARY				
			GENERAL FUND TRANS.	98,182		110,334	110,334
			BLDG. & SAFETY FUND	1,099,767		993,001	1,018,001
			TOTAL	1,197,949		1,103,335	1,128,335
			SERVICES SUMMARY				
			Contractual	29,191	102,310	91,694	116,694
			Travel/Mileage	5,340	5,500	5,500	5,500
			Print/Copying	1,922	50,100	5,100	5,100
			Insurance	4,340	4,597	4,918	4,918
			Utilities	17,361	13,300	15,500	15,500
			Maint./Repair	59,299	68,800	70,800	70,800
			Rentals	28,981	29,341	29,578	29,578
			Miscellaneous	3,801	7,900	7,900	7,900
			TOTAL	150,235	281,848	230,990	255,990
	15,000	15,000					

PERSONNEL DETAIL								
CLASS		PAY RANGE	EMPLOYEES		BUDGET	MAYOR	COUNCIL	
CODE	CLASS		07-08	08-09	2007-08	2008-09	2007-08	
N	1034	Office Specialist	30,580-40,209	1.00	1.00	38,604	38,604	39,664
C	1514	Systems Specialist II	45,060-56,324	1.00	1.00	46,495	46,376	47,113
C	1516	Systems Specialist III	47,438-61,915	1.00	1.00	57,690	59,264	60,199
A	1631	Administrative Aide I	36,289-49,740	1.00	1.00	46,716	46,716	49,448
A	1633	Administrative Officer	48,628-66,200	1.00	1.00	64,902	64,343	65,358
N	3220	Permit Assistant	28,547-37,620	8.00	7.00	258,436	227,323	233,603
D	3241	Director of Building & Safety	55,950-132,559	1.00	1.00	108,847	111,026	113,691
		Overtime				2,052	1,081	1,098
		Salary Adjustment					15,426	
		Vacancy/Turnover Savings				-715	-595	-610
		Fringe Benefits				264,544	234,251	234,251
				14.00	13.00	887,571	843,815	843,815

	ACTUAL 2006-07	BUDGET 2007-08	MAYOR'S RECOMM. 2008-09	COUNCIL ADOPTED 2008-09
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EXPENDITURE SUMMARY				
PERSONNEL	1,407,950	1,502,841	1,449,049	1,449,049
SUPPLIES	11,497	13,100	13,325	13,325
SERVICES	245,277	206,200	236,190	236,190
EQUIPMENT	26,216	0	10,745	10,745
TRANSFERS	0	15,000	20,000	20,000
	<u>1,690,939</u>	<u>1,737,141</u>	<u>1,729,309</u>	<u>1,729,309</u>

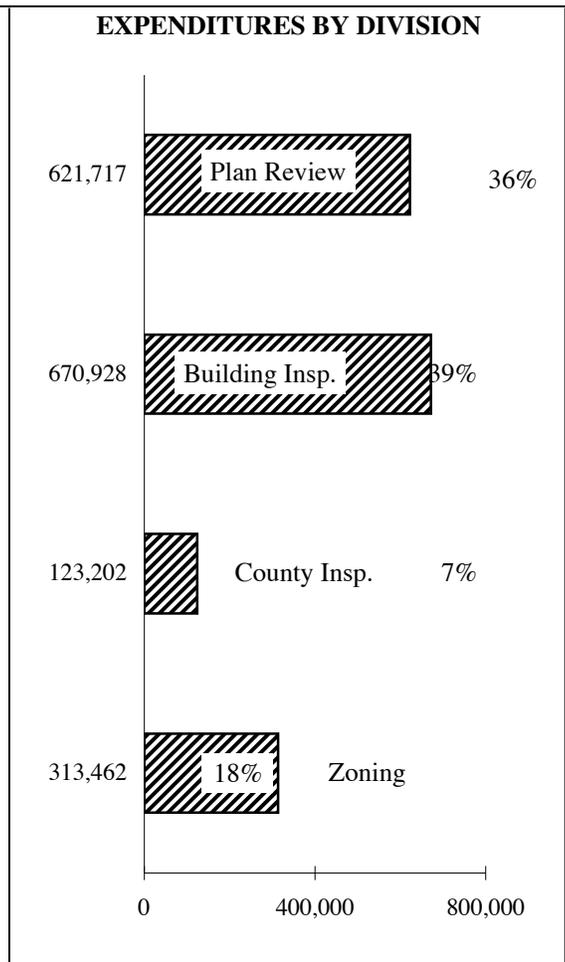
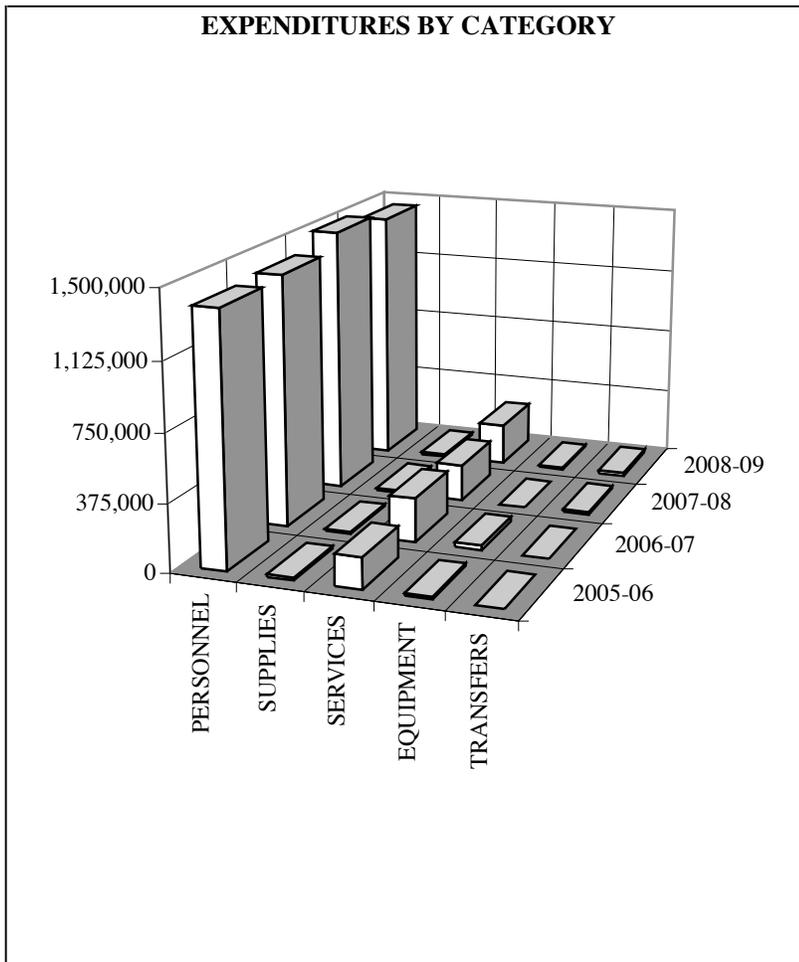
REVENUE SUMMARY				
GENERAL FUND TRANS.		29,851	0	0
BLDG. & SAFETY FUND		<u>1,707,290</u>	<u>1,729,309</u>	<u>1,729,309</u>
		1,737,141	1,729,309	1,729,309

FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
PLAN REVIEW	7.98	7.98	5.98	5.98
BUILDING INSPECTIONS	7.10	7.10	7.10	7.10
COUNTY INSPECTIONS	1.20	1.20	1.20	1.20
ZONING	2.25	2.25	3.25	3.25
	<u>18.53</u>	<u>18.53</u>	<u>17.53</u>	<u>17.53</u>

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BUILDING & SAFETY DEPARTMENT

**BUILDING SERVICES DIVISION
BUILDING INSPECTIONS SECTION**

BUILDING & SAFETY FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2006-07	2007-08	2008-09
PERFORMANCE MEASURES			

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| <p>1. To ensure the health, safety and well-being of the citizens of Lincoln and Lancaster County through the enforcement of the minimum standards for building construction, energy conservation and zoning regulations as per Title 10 and Title 17 of the Lincoln Municipal Code.</p> <p>A. To accomplish code compliance through enforcement of the Building and Zoning Ordinances.</p> <p>1. Inspections of buildings and structures for code compliance on permits issued for building, zoning, signs, insulations, mobile homes, flood plain, demolition, including inspection of footings, framing, reinforcing, and final inspections.</p> <p>2. To approve occupancy of buildings upon successful completion of electric, plumbing, mechanical, building, and fire code inspections.</p> <p>3. To investigate building code complaints enforcing applicable codes to abate violations.</p> <p>4. To provide building code interpretations for the public at job sites and per phone.</p> <p>5. Building section permits processed (Building, insulation, curb cut, demo, flood plain, height, mobile home placement, street use, house moving, and signs).</p> | <p>24,170</p> <p>1,548</p> <p>609</p> <p>18,489</p> <p>8,292</p> | <p>22,000</p> <p>1,200</p> <p>600</p> <p>16,000</p> <p>7,000</p> | <p>22,000</p> <p>1,200</p> <p>600</p> <p>16,000</p> <p>7,000</p> |
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BUILDING SAFETY DEPARTMENT

BUILDING SERVICES DIVISION BUILDING INSPECTIONS SECTION

BUILDING SAFETY FUND

COMMENTS:

- Contractual increase is for Accela Wireless software to allow inspection results to be available immediately rather than downloaded once a day.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
	2008-09	2008-09	EXPENDITURE SUMMARY				
Replace 1/3 laptops	8,336	8,336	PERSONNEL	503,823	542,150	549,365	549,365
			SUPPLIES	1,982	3,600	3,600	3,600
			SERVICES	72,588	80,465	109,627	109,627
			EQUIPMENT	0	0	8,336	8,336
			TRANSFERS	0	0	0	0
			TOTAL	578,393	626,215	670,928	670,928
			REVENUE SUMMARY				
			BLDG. & SAFETY FUND	626,215	670,928	670,928	670,928
			TOTAL	626,215	670,928	670,928	670,928
			SERVICES SUMMARY				
			Contractual	5,528	3,789	23,347	23,347
			Travel/Mileage	41,656	42,049	48,066	48,066
			Print/Copying	1,199	1,800	1,800	1,800
			Insurance	1,534	2,080	2,463	2,463
			Utilities	5,478	12,200	14,200	14,200
			Maint./Repair	91	0	0	0
			Rentals	16,488	16,847	18,051	18,051
			Miscellaneous	615	1,700	1,700	1,700
	<u>8,336</u>	<u>8,336</u>	TOTAL	72,588	80,465	109,627	109,627

PERSONNEL DETAIL									
CLASS		EMPLOYEES		BUDGET	MAYOR	COUNCIL			
CODE	CLASS	PAY RANGE	07-08	08-09	2007-08	2008-09	2008-09		
N	3205	Building Inspector	41,680-54,326	5.85	5.85	280,552	287,201	295,189	
A	3206	Chief Building Inspector	51,068-69,452	1.00	1.00	68,386	68,387	69,453	
M	3239	Building and Safety Manager	61,994-120,886	0.25	0.25	26,323	26,795	27,130	
		Overtime				2,052	1,002	1,022	
		Salary Adjustment					9,409		
		Fringe Benefits				164,837	156,571	156,571	
					<u>7.10</u>	<u>7.10</u>	<u>542,150</u>	<u>549,365</u>	<u>549,365</u>

BUILDING & SAFETY DEPARTMENT

**BUILDING SERVICES DIVISION
COUNTY PERMITS & INSPECTIONS SECTION**

PROGRAM STATEMENTS			
OBJECTIVES	ACTUAL	ESTIMATED	PROJECTED
PERFORMANCE MEASURES	2006-07	2007-08	2008-09
1. To ensure the health, safety, and well-being of the citizens of Lancaster County through the enforcement of minimum standards for building construction and zoning regulations in accordance with an Inter-Local Agreement.			
A. Provide management and inspection functions.			
1. County building inspections.	983	1,000	1,000
2. County electrical inspections.	421	520	520
3. County plumbing inspections.	602	725	725
4. County heating inspections.	487	500	500
5. County farmstead compliance inspections	41	40	40
B. Issue Lancaster County Permits.			
1. County building permits issued.	156	180	180
2. County insulation permits issued.	69	90	90
3. County plumbing/gas permits issued.	225	250	250
4. County electrical permits issued.	182	225	225
5. County HVAC/Gas Piping permits issued.	166	200	200
6. County complaints.	0	20	20
7. County Board of Appeals applications.	0	2	2
8. County building miscellaneous activities.	94	120	120
9. County occupancy certificates issued.	107	120	120
10. County flood plain permits.	19	20	20
11. Farmstead compliance permits	19	20	20
12. Tradesman Registrations.	2	5	5
C. Assist public at counter with permit applications and submission of plans.			
1. Check in plans - commercial.	30	30	30
2. Assist customers with code interpretations (at counter and by phone).	1,691	2,500	2,500
3. Plan review/re-review.	202/606	200/600	200/600
4. Flood plain research.	195	200	200

BUILDING & SAFETY DEPARTMENT

**BUILDING SERVICES DIVISION
COUNTY PERMITS & INSPECTIONS SECTION**

BUILDING & SAFETY FUND

COMMENTS:		
1. No significant changes.		

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
	2008-09	2008-09	EXPENDITURE SUMMARY				
Replace 1/3 laptops	1,409	1,409	PERSONNEL	99,271	103,467	105,605	105,605
			SUPPLIES	295	800	800	800
			SERVICES	5,267	11,934	15,388	15,388
			EQUIPMENT	0	0	1,409	1,409
			TRANSFERS	0	0	0	0
			TOTAL	104,833	116,201	123,202	123,202
			REVENUE SUMMARY				
			BLDG. & SAFETY FUND	116,201	123,202	123,202	123,202
			TOTAL	116,201	123,202	123,202	123,202
			SERVICES SUMMARY				
			Contractual	1,942	1,496	4,633	4,633
			Travel/Mileage	0	5,500	5,500	5,500
			Print/Copying	40	340	340	340
			Insurance	260	352	416	416
			Utilities	289	1,300	1,350	1,350
			Maint./Repair	15	0	0	0
			Rentals	2,721	2,721	2,924	2,924
			Miscellaneous	0	225	225	225
			TOTAL	5,267	11,934	15,388	15,388
	1,409	1,409					

			PERSONNEL DETAIL				
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL
CODE	CLASS	PAY RANGE	07-08	08-09	2007-08	2008-09	2008-09
A	3202 Plans Examiner II	46,316-63,113	0.25	0.25	15,405	15,405	15,647
N	3205 Building Inspector	41,680-54,326	0.15	0.15	7,850	7,850	8,067
A	3209 Chief Plans Examiner	51,068-69,452	0.15	0.15	10,258	10,258	10,418
N	3215 Electrical Inspector	41,680-54,326	0.15	0.15	7,884	7,884	8,101
N	3217 HVAC Inspector	41,680-54,326	0.15	0.15	7,850	7,850	8,067
N	3225 Plumbing Inspector	41,680-54,326	0.15	0.15	7,850	7,884	8,101
M	3239 Building & Safety Manager	61,994-120,886	0.20	0.20	21,129	21,505	21,774
	Overtime						
	Salary Adjustment					1,539	
	Fringe Benefits				25,241	25,430	25,430
			1.20	1.20	103,467	105,605	105,605

BUILDING & SAFETY DEPARTMENT

**BUILDING SERVICES DIVISION
PLAN REVIEW SECTION**

BUILDING & SAFETY FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2006-07	2007-08	2008-09
PERFORMANCE MEASURES			

1. To provide for the citizens of the City of Lincoln and Lancaster County that their health, safety, and well-being are protected by assuring that minimum standards are met in zoning, energy conservation, fire prevention, and construction as mandated by Lincoln Municipal Code, Sections 17, 19, & 20.

A. To accomplish code compliance through timely, efficient, and thorough plan reviews, and permitting and inspection services.

1. Commercial plan applications/reviews.	835/2,922	905/3,167	905/3,167
2. Residential plan applications/reviews.	3,023/7,557	2,555/6,387	2,555/6,387
3. Street use/parking applications/reviews.	420/462	355/390	355/390
4. Curb cut/sidewalk applications/reviews.	831/831	632/632	632/632
5. Mobile home placement applications/reviews.	4/4	6/6	6/6
6. Sign applications/reviews.	1,055/1,319	1,200/1,500	1,200/1,500
7. Demolition applications/reviews.	166/232	180/252	180/252
8. House moving applications/reviews.	16/38	16/38	16/38
9. Height permits, parking lot lighting, special event permits, impact fees and all other City, State, or Federal mandated applications, reviews, permits and activities.	1,942/2,427	1,800/2,250	1,800/2,250
10. Building and zoning information and consultations and information from public records by phone.	29,460	29,500	29,500
11. Building and zoning information and consultations and information from public records at the public counter.	8,626	7,620	7,620
12. Miscellaneous activities.	4,085	3,750	3,750

BUILDING & SAFETY DEPARTMENT

**BUILDING SERVICES DIVISION
PLAN REVIEW SECTION**

BUILDING & SAFETY FUND

COMMENTS:

1. A Plans Examiner position was reclassified as a Watershed Mgmt. Spec. and moved to Zoning Admin. and another Plans Examiner position was eliminated.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
	2008-09	2008-09	EXPENDITURE SUMMARY				
Replace Office			PERSONNEL	621,459	661,193	525,197	525,197
Equipment as needed	1,000	1,000	SUPPLIES	8,713	7,900	6,700	6,700
			SERVICES	146,262	95,321	88,820	88,820
			EQUIPMENT	26,216	0	1,000	1,000
			TRANSFERS	0	0	0	0
			TOTAL	802,650	764,414	621,717	621,717
			REVENUE SUMMARY				
			GENERAL FUND TRANSF.		29,851		
			BLDG. & SAFETY FUND		734,563	621,717	621,717
			TOTAL		764,414	621,717	621,717
			SERVICES SUMMARY				
			Contractual	102,598	50,722	48,607	48,607
			Travel/Mileage	6,423	5,500	5,800	5,800
			Print/Copying	7,718	10,700	9,700	9,700
			Insurance	1,724	2,339	2,075	2,075
			Utilities	3,780	3,500	3,500	3,500
			Maint./Repair	880	1,300	800	800
			Rentals	16,059	16,060	13,138	13,138
			Miscellaneous	7,081	5,200	5,200	5,200
			TOTAL	146,262	95,321	88,820	88,820
	1,000	1,000					

CLASS		PERSONNEL DETAIL		EMPLOYEES	BUDGET	MAYOR	COUNCIL
CODE	CLASS	PAY RANGE	07-08	08-09	2007-08	2008-09	2008-09
C	3201 Plans Examiner I	44,074-57,621	3.00	2.00	147,223	102,904	107,885
A	3202 Plans Examiner II	46,316-63,113	2.75	1.75	164,525	105,901	107,567
A	3209 Chief Plans Examiner	51,068-69,452	0.85	0.85	58,128	58,128	59,035
A	3211 Plans Review Engineer	51,068-69,452	1.00	1.00	67,314	67,315	68,381
M	3239 Building and Safety Manager	61,994-120,886	0.38	0.38	39,990	40,707	41,216
	Overtime				2,052	1,002	1,018
	Salary Adjustment					9,145	
	Vacancy/Turnover Savings				-248		
	Fringe Benefits				182,209	140,095	140,095
			7.98	5.98	661,193	525,197	525,197

BUILDING & SAFETY DEPARTMENT

**BUILDING SERVICES DIVISION
ZONING ADMINISTRATION SECTION**

BUILDING & SAFETY FUND

PROGRAM STATEMENTS OBJECTIVES		ACTUAL	ESTIMATE	PROJECTED
PERFORMANCE MEASURES		2006-07	2007-08	2008-09

1. To provide enforcement of zoning ordinances. To maintain current progress of permits issued related to the Zoning Section. Review proposed developments, monitor compliance of special zoning approvals.				
A. Zoning Development.				
1.	Code interpretation for public and staff.	2,450	2,500	2,500
2.	Develop property addresses and provide assistance on address problems. Evaluate requests for address changes.	5,750	5,800	5,800
3.	Provide information for various zoning research and code changes.	28	30	30
4.	Review various proposed development plans (Special Permits, PUD's, Flood Plain, etc.) - zoning related.	420	430	430
5.	Miscellaneous applications research and recommendations.	12	12	12
B. Zoning Implementation.				
1.	Inspection for code compliance.	35	35	35
2.	Plan review of building permit application for special permits and related approvals for compliance.	786	790	800
3.	Board of Zoning Appeals research, review and meetings.	30	30	30
4.	Zoning complaint investigations - Commercial.	30	30	30
C. Flood Plain Management.				
1.	Review flood plain applications and reviews.	147/367	150/375	150/375
2.	Provide flood plain information to contractors and the general public.	854	860	860
3.	Flood plain complaint investigation.	45	45	45
D. Miscellaneous.				
1.	Provide assistance, research for special projects and activities, including zoning letters.	115	115	115
2.	Change of zone research and recommendations.	15	18	20
3.	GIS system management, map creation, implementation and meetings.	480	490	490

BUILDING & SAFETY DEPARTMENT

**BUILDING SERVICES DIVISION
ZONING ADMINISTRATION SECTION**

BUILDING & SAFETY FUND

COMMENTS:

1. Watershed Mgmt. Spec. was reclassified from a Plans Examiner and moved from Plan Review.

EQUIPMENT DETAIL		ACTUAL	BUDGET	MAYOR	COUNCIL
	MAYOR	2006-07	2007-08	2008-09	2008-09
	2008-09				
None					
EXPENDITURE SUMMARY					
		PERSONNEL	183,396	196,031	268,882
		SUPPLIES	507	800	2,225
		SERVICES	21,159	18,480	22,355
		EQUIPMENT	0	0	0
		TRANSFERS	0	15,000	20,000
		TOTAL	205,062	230,311	313,462
REVENUE SUMMARY					
		BLDG. & SAFETY FUND		230,311	313,462
		TOTAL		230,311	313,462
SERVICES SUMMARY					
		Contractual	14,648	8,344	6,733
		Travel/Mileage	814	2,500	4,000
		Print/Copying	149	300	300
		Insurance	486	660	1,127
		Utilities	577	600	600
		Maint./Repair	29	0	0
		Rentals	4,426	4,426	6,945
		Miscellaneous	30	1,650	2,650
		TOTAL	21,159	18,480	22,355
			<u>0</u>	<u>0</u>	

CLASS		PERSONNEL DETAIL		BUDGET	MAYOR	COUNCIL
CODE	CLASS	PAY RANGE	EMPLOYEES	2007-08	2008-09	2008-09
			07-08	08-09		
A	2004 Watershed Mgmt. Specialist	46,316-63,113		1.00		50,186
A	3202 Plans Examiner II	46,316-63,113	1.00	1.00	52,407	54,171
A	3230 Zoning Coordinator	51,068-69,452	1.00	1.00	67,535	67,861
M	3239 Building and Safety Manager	61,994-120,886	0.25	0.25	26,323	26,795
	Overtime					
	Salary Adjustment					3,056
	Fringe Benefits				49,766	66,813
			<u>2.25</u>	<u>3.25</u>	<u>196,031</u>	<u>268,882</u>
						<u>268,882</u>

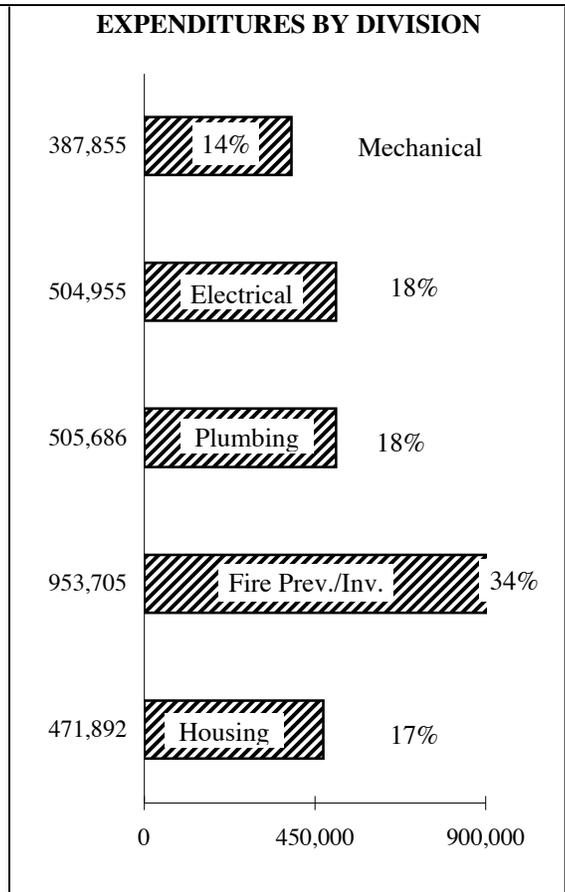
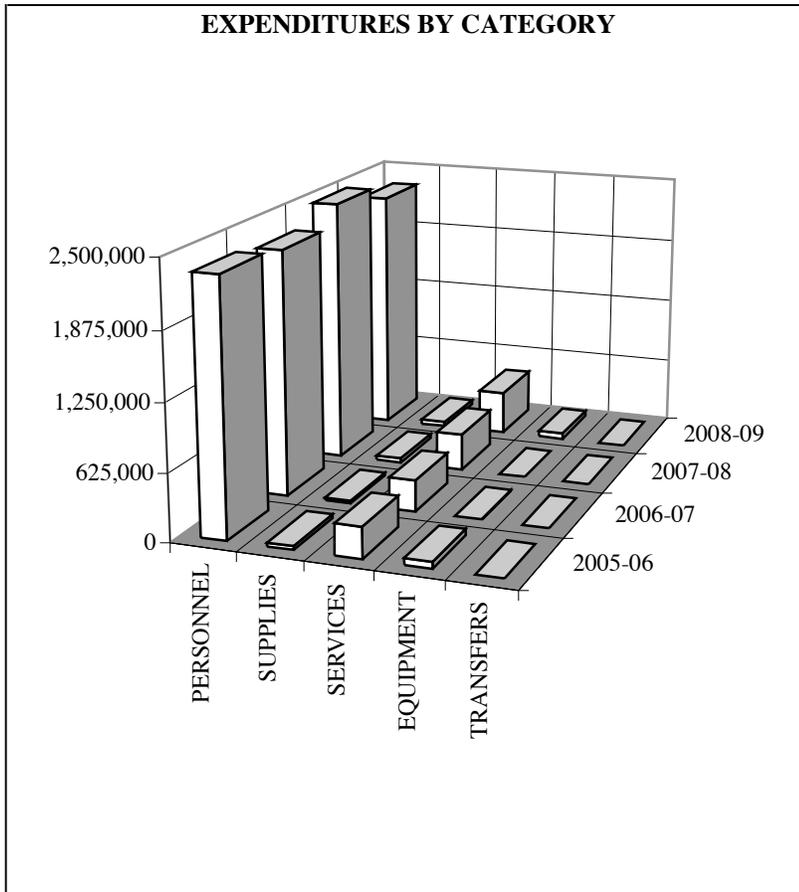
	ACTUAL 2006-07	BUDGET 2007-08	MAYOR'S RECOMM. 2008-09	COUNCIL ADOPTED 2008-09
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EXPENDITURE SUMMARY				
PERSONNEL	2,296,411	2,479,149	2,312,677	2,312,677
SUPPLIES	26,988	41,155	42,740	42,740
SERVICES	291,414	347,819	414,426	414,426
EQUIPMENT	4,497	0	54,250	54,250
TRANSFERS	0	0	0	0
	<u>2,619,310</u>	<u>2,868,123</u>	<u>2,824,093</u>	<u>2,824,093</u>

REVENUE SUMMARY				
GENERAL FUND TRANS.		399,440	710,341	710,341
BLDG. & SAFETY FUND		2,468,683	2,113,752	2,113,752
		<u>2,868,123</u>	<u>2,824,093</u>	<u>2,824,093</u>

FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
MECHANICAL	5.05	5.05	4.05	4.05
ELECTRICAL	6.05	6.05	5.05	5.05
PLUMBING	6.05	6.05	5.05	5.05
FIRE PREV. & INV.	8.20	8.20	8.20	8.20
HOUSING	5.12	5.12	5.12	5.12
	<u>30.47</u>	<u>30.47</u>	<u>27.47</u>	<u>27.47</u>

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BUILDING & SAFETY DEPARTMENT

INSPECTION AND ENFORCEMENT DIVISION

ELECTRICAL INSPECTIONS SECTION

BUILDING & SAFETY FUND

PROGRAM STATEMENTS			
OBJECTIVES	ACTUAL	ESTIMATED	PROJECTED
PERFORMANCE MEASURES	2006-07	2007-08	2008-09

1. Through inspection and licensing services, provide for electrical safety in Lincoln's jurisdiction, as mandated by Lincoln Municipal Code, Title 23.

A. To regulate the electrical industry, installations and personnel involved in electrical work so as to prevent fires/shock/electrocutions.

1. Electrical inspections and compliance investigations.	20,097	18,000	16,000
2. Electrical plan review - commercial plans.	670	600	650
3. Electrical code interpretations at job site and in the office.	17,584	15,500	14,000
4. Electrical Code Board of Appeals.	0	1	1
5. Electrical tradesman exam and registration.	950	550	1,000
6. Electrical Code Task Force / Code Study.	0	6	0
8. Electrical permits processed.	9,800	9,000	9,500

BUILDING & SAFETY DEPARTMENT

**INSPECTION & ENFORCEMENT DIVISION
ELECTRICAL INSPECTIONS SECTION**

BUILDING & SAFETY FUND

COMMENTS:

1. An Electrical Inspector is eliminated.
2. Contractual increase is for Accela Wireless software to allow inspection results to be available immediately rather than downloaded once a day.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
	2008-09	2008-09	EXPENDITURE SUMMARY				
Replace 1/3 laptops	5,929	5,929	PERSONNEL	441,811	466,560	410,336	410,336
			SUPPLIES	4,529	7,550	9,200	9,200
			SERVICES	53,891	67,161	79,490	79,490
			EQUIPMENT	940	0	5,929	5,929
			TRANSFERS	0	0	0	0
			TOTAL	501,170	541,271	504,955	504,955
			REVENUE SUMMARY				
			BLDG. & SAFETY FUND	541,271	504,955	504,955	504,955
			TOTAL	541,271	504,955	504,955	504,955
			SERVICES SUMMARY				
			Contractual	5,250	2,787	16,380	16,380
			Travel/Mileage	24,755	32,265	32,375	32,375
			Print/Copying	961	1,900	1,950	1,950
			Insurance	1,308	1,772	1,460	1,460
			Utilities	6,737	12,100	12,100	12,100
			Maint./Repair	78	100	100	100
			Rentals	14,062	14,062	12,950	12,950
			Miscellaneous	740	2,175	2,175	2,175
	<u>5,929</u>	<u>5,929</u>	TOTAL	53,891	67,161	79,490	79,490

CLASS		PERSONNEL DETAIL						
CODE	CLASS	PAY RANGE	EMPLOYEES		BUDGET	MAYOR	COUNCIL	
			07-08	08-09	2007-08	2008-09	2008-09	
N	3215	Electrical Inspector	41,680-54,326	4.85	3.85	251,618	201,913	207,472
A	3216	Chief Electrical Inspector	51,068-69,452	1.00	1.00	67,860	67,861	68,927
M	3239	Building & Safety Manager	61,994-120,886	0.20	0.20	21,237	21,609	21,879
		Overtime				2,052	9,632	9,827
		Salary Adjustment					7,090	
		Fringe Benefits				123,793	102,231	102,231
				<u>6.05</u>	<u>5.05</u>	<u>466,560</u>	<u>410,336</u>	<u>410,336</u>

BUILDING & SAFETY DEPARTMENT

**INSPECTION AND ENFORCEMENT DIVISION
MECHANICAL INSPECTIONS SECTION**

BUILDING & SAFETY FUND

PROGRAM STATEMENTS			
OBJECTIVES	ACTUAL	ESTIMATED	PROJECTED
PERFORMANCE MEASURES	2006-07	2007-08	2008-09

1. To ensure the safety of occupants of structures and buildings as mandated by Lincoln Municipal Code, Section 25.01.

A. To accomplish code compliance through permit issuance and inspection of mechanical installations.

1. Mechanical inspections and compliance investigations.	23,648	19,500	18,900
2. Mechanical plan review - commercial plans.	450	550	450
3. Mechanical code interpretations at job site and in the office.	11,969	12,000	12,000
4. Mechanical tradesman exam and registration.	786	800	800
5. Mechanical Board of Appeals.	0	1	1
6. Mechanical Code Task Force meetings	12	2	0
7. Mechanical and Gas Piping permits processed.	6,777	7,000	7,000

BUILDING & SAFETY DEPARTMENT

**INSPECTION & ENFORCEMENT DIVISION
MECHANICAL INSPECTIONS SECTION**

BUILDING & SAFETY FUND

COMMENTS:

1. An HVAC Inspector Position is eliminated.
2. Contractual increase is for Accela Wireless software to allow inspection results to be available immediately rather than downloaded once a day.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
	<u>2008-09</u>	<u>2008-09</u>	EXPENDITURE SUMMARY				
Replace 1/3 laptops	4,755	4,755	PERSONNEL	345,824	389,376	312,897	312,897
			SUPPLIES	4,810	3,600	4,700	4,700
			SERVICES	49,012	58,103	65,503	65,503
			EQUIPMENT	940	0	4,755	4,755
			TRANSFERS	0	0	0	0
			TOTAL	400,586	451,079	387,855	387,855
			REVENUE SUMMARY				
			BLDG & SAFETY FUND	451,079	387,855	387,855	387,855
			TOTAL	451,079	387,855	387,855	387,855
			SERVICES SUMMARY				
			Contractual	4,686	7,645	18,334	18,334
			Travel/Mileage	24,214	26,245	24,309	24,309
			Print/Copying	1,531	1,700	1,700	1,700
			Insurance	1,092	1,479	1,405	1,405
			Utilities	4,504	8,800	8,800	8,800
			Maint./Repair	65	0	0	0
			Rentals	11,735	11,734	10,455	10,455
			Miscellaneous	1,185	500	500	500
	<u>4,755</u>	<u>4,755</u>	TOTAL	49,012	58,103	65,503	65,503

			PERSONNEL DETAIL				
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL
<u>CODE</u>	<u>CLASS</u>	<u>PAY RANGE</u>	<u>07-08</u>	<u>08-09</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2008-09</u>
N	3217 HVAC Inspector	41,680-54,326	3.85	2.85	194,449	135,909	139,696
A	3218 Chief HVAC Inspector	51,068-69,452	1.00	1.00	67,860	67,861	68,927
M	3239 Building & Safety Manager	61,994-120,886	0.20	0.20	21,237	21,609	21,879
	Overtime				2,052	4,816	4,913
	Salary Adjustment					5,220	
	Fringe Benefits				103,778	77,482	77,482
			<u>5.05</u>	<u>4.05</u>	389,376	312,897	312,897

BUILDING & SAFETY DEPARTMENT

INSPECTION AND ENFORCEMENT DIVISION

PLUMBING INSPECTIONS SECTION

BUILDING & SAFETY FUND

PROGRAM STATEMENTS			
OBJECTIVES	ACTUAL	ESTIMATED	PROJECTED
PERFORMANCE MEASURES	2006-07	2007-08	2008-09

1. To ensure the safety of occupants of structures and buildings as mandated by Lincoln Municipal Code, Section 24.1.

A. To accomplish code compliance through permit issuance and inspection of plumbing installations.

1. Plumbing inspections and compliance investigations.	27,443	31,000	30,000
2. Plumbing plan review - commercial plans.	456	525	375
3. Plumbing code interpretations at job sites and in the office.	20,767	13,500	18,000
4. Plumbing tradesman exam, registration and renewals.	1,089	1,225	1,000
5. Plumbing Board of Appeals.	0	2	1
6. Plumbing code task force and code study committee meetings.	0	0	4
7. Plumbing, excavation, gas piping permits processed.	11,170	17,725	12,000

BUILDING & SAFETY DEPARTMENT

**INSPECTION & ENFORCEMENT DIVISION
PLUMBING INSPECTIONS SECTION**

BUILDING & SAFETY FUND

COMMENTS:

1. A Plumbing Inspector position is eliminated.
2. Contractual increase is for Accela Wireless software to allow inspection results to be available immediately rather than downloaded once a day.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
	2008-09	2008-09	EXPENDITURE SUMMARY				
Replace 1/3 laptops	5,925	5,925	PERSONNEL	456,666	471,060	401,655	401,655
			SUPPLIES	5,191	5,520	5,920	5,920
			SERVICES	65,707	74,718	92,186	92,186
			EQUIPMENT	940	0	5,925	5,925
			TRANSFERS	0	0	0	0
			TOTAL	528,504	551,298	505,686	505,686
			REVENUE SUMMARY				
			BLDG. & SAFETY FUND	551,298	505,686	505,686	505,686
			TOTAL	551,298	505,686	505,686	505,686
			SERVICES SUMMARY				
			Contractual	5,250	7,787	26,387	26,387
			Travel/Mileage	34,804	34,997	34,997	34,997
			Print/Copying	2,176	2,800	2,800	2,800
			Insurance	1,308	1,772	1,752	1,752
			Utilities	6,999	11,500	11,500	11,500
			Maint./Repair	78	0	0	0
			Rentals	14,062	14,062	12,950	12,950
			Miscellaneous	1,029	1,800	1,800	1,800
	<u>5,925</u>	<u>5,925</u>	TOTAL	65,707	74,718	92,186	92,186

PERSONNEL DETAIL									
CLASS		EMPLOYEES		BUDGET	MAYOR	COUNCIL			
CODE	CLASS	PAY RANGE	07-08	08-09	2007-08	2008-09	2008-09		
N	3225	Plumbing Inspector	41,680-54,326	4.85	3.85	247,221	191,309	196,599	
A	3226	Chief Plumbing Inspector	51,068-69,452	1.00	1.00	68,102	68,103	69,169	
M	3239	Building & Safety Manager	61,994-120,886	0.20	0.20	21,237	21,609	21,879	
		Overtime				2,052			
		Salary Adjustment					6,626		
		Fringe Benefits				132,448	114,008	114,008	
					<u>6.05</u>	<u>5.05</u>	<u>471,060</u>	<u>401,655</u>	<u>401,655</u>

BUILDING & SAFETY DEPARTMENT

**INSPECTIONS & ENFORCEMENT DIVISION
PRESERVATION HOUSING SECTION**

BUILDING & SAFETY FUND

PROGRAM STATEMENTS			
OBJECTIVES	ACTUAL	ESTIMATED	PROJECTED
PERFORMANCE MEASURES	2006-07	2007-08	2008-09

1.	To ensure the health, safety and well-being of the citizens of Lincoln and Lancaster County through the enforcement of the minimum standards for housing per Title 5.38, Title 21.01 of the Lincoln Municipal Code.			
A.	Inspect all apartments, hotels, motels, rooming houses, boarding houses, and housing for the homeless annually.			
1.	Apartment house, motel, hotel structures/units licensed.	2,805/33,537	2,309/33,560	2,811/33,583
2.	Apartment licensing surveys.	4,367	4,370	4,373
3.	Certificate of Compliance Applications.	111/328	112/330	114/338
4.	Inspections per day per inspector.	7	7	7
5.	Code Consultations – Phone.	5,203	5,234	5,270
6.	Notices Regarding Apartment Licensing.	883	945	1,011
B.	Investigate and resolve housing and residential zoning complaints.			
1.	Apartment, hotel/motel complaints received.	357	345	350
2.	Single family, townhomes, duplex complaints received.	1,032	1,040	1,050
3.	Mobile home complaints.	21	25	28
4.	Residential zoning and miscellaneous other complaints.	17	20	25
5.	Total complaints received.	1,427	1,500	1,550
6.	Total inspections/inspections per day per inspector.	5,106/23	5,250/24	5,270/24
7.	Notices regarding Housing Complaints.	1,248	1,380	1,477
C.	Provide inspections for the abatement of dangerous buildings.			
1.	Inspect buildings referred to the department as complaints.	14	18	20
D.	Provide enforcement of Minimum Housing and Apartment Housing Codes by placarding properties unfit for human habitation or dangerous to occupy providing appeals through the Appeals Board or the courts.			
1.	Properties placarded/released.	77/64	80/65	80/65
2.	Appeals to the Housing Board/Substandard Building Board and Dangerous Building Board.	1	1	1
E.	Review and recommend updates to Housing Codes.			
1.	Task Force and Committee meetings for code update and approval.	0	5	5
F.	Provide education to the public about the benefits of safe and sanitary housing			
1.	Education meetings presented by staff.	50	50	50

BUILDING & SAFETY DEPARTMENT

**INSPECTION & ENFORCEMENT DIVISION
PRESERVATION HOUSING SECTION**

BUILDING & SAFETY FUND

COMMENTS:

1. In 2007-08 Bldg. & Safety Fund balances accumulated from General Fund Transfer were used to reduce the General Fund Transfer.
2. Contractual increase is for Accela Wireless software to allow inspection results to be available immediately rather than downloaded once a day.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
	2008-09	2008-09	EXPENDITURE SUMMARY				
Replace 1/3 laptops	6,013	6,013	PERSONNEL	344,235	377,529	391,179	391,179
			SUPPLIES	5,775	10,280	9,380	9,380
			SERVICES	43,589	50,841	65,320	65,320
			EQUIPMENT	375	0	6,013	6,013
			TRANSFERS	0	0	0	0
			TOTAL	393,975	438,650	471,892	471,892
			REVENUE SUMMARY				
			GENERAL FUND TRANS.		16,850	113,076	113,076
			BLDG. & SAFETY FUND		421,800	358,816	358,816
			TOTAL		438,650	471,892	471,892
			SERVICES SUMMARY				
			Contractual	5,546	3,728	17,227	17,227
			Travel/Mileage	19,548	19,543	19,728	19,728
			Print/Copying	518	2,350	2,150	2,150
			Insurance	1,106	1,500	1,777	1,777
			Utilities	4,036	8,900	8,900	8,900
			Maint./Repair	66	100	100	100
			Rentals	12,234	12,595	13,463	13,463
			Miscellaneous	534	2,125	1,975	1,975
			TOTAL	43,589	50,841	65,320	65,320
	6,013	6,013					

PERSONNEL DETAIL								
CLASS		PAY RANGE	EMPLOYEES		BUDGET	MAYOR	COUNCIL	
CODE	CLASS		07-08	08-09	2007-08	2008-09	2008-09	
N	3212	Housing Inspector II	41,680-54,326	1.00	1.00	52,338	52,336	53,780
N	3213	Housing Inspector I	37,594-49,125	3.00	3.00	128,780	131,912	135,578
A	3214	Chief Housing Inspector	51,068-69,452	1.00	1.00	67,860	67,861	68,927
M	3239	Building & Safety Manager	61,994-120,886	0.12	0.12	12,762	12,986	13,149
		Overtime					963	983
		Salary Adjustment					6,346	
		Vacancy/Turnover Savings				-676	-634	-647
		Fringe Benefits				116,465	119,409	119,409
				5.12	5.12	377,529	391,179	391,179

BUILDING & SAFETY DEPARTMENT

INSPECTION & ENFORCEMENT DIVISION

FIRE PREVENTION SECTION

BUILDING & SAFETY FUND

PROGRAM STATEMENTS			
OBJECTIVES	ACTUAL	ESTIMATED	PROJECTED
PERFORMANCE MEASURES	2006-07	2007-08	2008-09
1. To annually prevent the loss of life and minimize property loss from fires or bombings within our jurisdiction.			
A. To enforce the International Fire Code and State Code NFPA 101.			
1. Explosive incidents.	111	80	100
2. Court appearances.	4	10	10
3. Fire/arson investigations.	369/23	25/41	350/40
4. Training sessions.	202	500	300
B. Perform fire inspections for compliance with applicable codes.			
1. Inspections/activities for compliance with International Fire Code and State Code NFPA 101.		8,500	8,500
2. Complaints/Investigations.	196/671	225/625	200/650
3. Code Consultations.	4,539	5,000	5,000
C. Conduct teaching and educational programs.			
1. Company business inspections.	3	10	5
2. Fire prevention talks.	32	35	35
3. Juvenile fire setter counseling sessions.	14	30	20
D. Fire Prevention Permits/Occupancy Certificates Issued:			
1. Tents, fireworks and displays.	406	300	400
2. Care Facilities/nursing homes/board and care.	337	250	300
3. Liquor/taverns/theaters.	105	100	105
4. Child care homes, centers/group homes.	316	250	300
5. Hospitals.	12	5	10
6. Mobile home courts.	86	22	50
7. Plan reviews - commercial building permits.	1,895	2,000	1,900
8. Storage tanks.	343	700	700
9. Spray operations.	86	100	100
10. Hazardous materials.	36	200	200
11. Places of assembly/special designated licenses.	814/18	500/100	500/25
12. Rooming and boarding.	93	55	90
13. Hotel and motels.	100	60	100
14. Fire suppression permits/exam and registration.	404/224	700	404/224
15. Presale inspection – apartment COC’s.	421	175	400
16. Churches.	2	10	10
17. Schools.	112	150	125
18. Commercial Buildings.	3	0	3

BUILDING & SAFETY DEPARTMENT

**INSPECTION & ENFORCEMENT DIVISION
FIRE PREVENTION SECTION**

BUILDING & SAFETY FUND

COMMENTS:

1. Bldg. & Safety Fund balances accumulated from General Fund Transfer were used to reduce 2007-08 General Fund Transfer.
2. Contractual increase is for Accela Wireless software to allow inspection results to be available immediately rather than downloaded once a day.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
	2008-09	2008-09	EXPENDITURE SUMMARY				
Replace 1/3 laptops	9,628	9,628	PERSONNEL	707,874	774,624	796,610	796,610
x-ray machine	22,000	22,000	SUPPLIES	6,682	14,205	13,540	13,540
			SERVICES	79,216	96,996	111,927	111,927
			EQUIPMENT	1,303	0	31,628	31,628
			TRANSFERS	0	0	0	0
			TOTAL	795,075	885,825	953,705	953,705
			REVENUE SUMMARY				
			GENERAL FUND TRANS.	382,590	597,265	597,265	597,265
			BLDG. & SAFETY FUND	503,235	356,440	356,440	356,440
			TOTAL	885,825	953,705	953,705	953,705
			SERVICES SUMMARY				
			Contractual	9,154	5,511	28,556	28,556
			Travel/Mileage	27,956	33,956	28,045	28,045
			Print/Copying	2,419	2,300	2,300	2,300
			Insurance	3,006	5,331	5,682	5,682
			Utilities	5,025	12,191	12,200	12,200
			Maint./Repair	3,975	3,925	4,225	4,225
			Rentals	25,608	27,272	26,859	26,859
			Miscellaneous	2,074	6,510	4,060	4,060
			TOTAL	79,216	96,996	111,927	111,927
	31,628	31,628					

PERSONNEL DETAIL								
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL	
CODE	CLASS	PAY RANGE	07-08	07-08	2007-08	2008-09	2008-09	
F	3015	Fire Prevention Inspector II	60,655-70,873	7.00	7.00	490,415	488,189	496,351
M	3016	Chief Fire Prevention Inspector	49,432-100,814	1.00	1.00	94,615	97,162	98,377
M	3239	Building & Safety Manager	61,994-120,886	0.20	0.20	21,236	21,609	21,880
		Clothing Allowance			2,863	3,000	3,000	
		Out of Grade Pay			951	992	992	
		Standby Pay			16,350	18,508	18,825	
		Overtime			36,936	34,372	34,960	
		Salary Adjustment				10,497		
		Vacancy/Turnover Savings			-3,281	-3,536	-3,592	
		Fringe Benefits			114,539	125,817	125,817	
				8.20	8.20	774,624	796,610	796,610