

BUILDING, ZONING AND CODE ENFORCEMENT

Mission Statement

To protect the health, safety and general welfare of the citizens by enforcing the building, zoning, housing and City codes.

Description of Operations

The Building Division reviews commercial and residential construction plans for code compliance and performs technical field inspections for construction projects. The Building Division also handles review of all plans for compliance with the Americans with Disabilities Act (ADA).

The Zoning Division reviews construction plans for compliance with the zoning code and Federal Emergency Management Agency (FEMA) flood standards. The Zoning Division also reviews alcoholic beverage license applications.

The Occupational Licensing Division is responsible for enforcing Chapter 19 (Licenses) of the Sarasota City Code and issuing occupational licenses to all businesses located in the City.

The Code Enforcement Division enforces all of the City codes with a goal of keeping all neighborhood values strong. The Code Enforcement Division also handles all tree removal inspections and signage permits and inspections.

Department Expenditures by Cost Center

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
033651 BUILDING AND ZONING	778,191	875,524	1,229,344	164,103	1,393,447
033654 OCCUPATIONAL LICENSES	200,099	229,255	123,573	125	123,698
033655 CODE ENFORCEMENT	776,119	813,972	898,058	44,095	942,153
033656 ADMINISTRATION	132,221	150,422	0	0	0
Totals	\$1,886,630	\$2,069,173	\$2,250,975	\$208,323	\$2,459,298

Department Expenditures By Category

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
Personal Expenditures	1,597,085	1,754,946	1,927,059	54,723	1,981,782
Non Personal Expenditures	236,789	276,238	282,941	58,860	341,801
Capital Expenditures	27,756	12,989	15,975	94,740	110,715
Transfer Expenditures	25,000	25,000	25,000	0	25,000
Totals	\$1,886,630	\$2,069,173	\$2,250,975	\$208,323	\$2,459,298

Personnel Summary

Actual Positions	36.00	37.00	1.00	38.00
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Revenue Summary

	Total
LICENSES & PERMITS	1,706,019
CHARGES FOR SERVICES	32,000
FINES & FORFEITURES	101,875
	\$1,839,894

BUILDING, ZONING AND CODE ENFORCEMENT

BUILDING AND ZONING

Mission Statement

To assure that construction in the City is safe, high quality, and promotes the overall goals of the Sarasota City Comprehensive Plan.

Description of Operations

The Building Construction and Technical Inspection Division reviews residential and commercial construction plans for compliance with all building, fire prevention and life safety code requirements. The division conducts field inspections for all permitted construction projects to verify that the projects meet all technical code requirements. The building technical inspectors and plans examiners are required to be certified and licensed by the State of Florida in any discipline they inspect or review, as well as participating in continuing education course requirements.

The Fire Inspections Division reviews commercial building construction plans for compliance with the fire prevention and life safety code requirements. The division conducts field inspections of new construction on commercial, assembly, and multi-family residential structures to verify the projects are meeting all technical code requirements. The fire inspectors are required to be certified and licensed by the State of Florida, as well as participating in continuing education course requirements.

The Plans Exam and Permitting Division processes all building construction plans and change orders. This process includes tracking the plans, filing the plans and processing all inspection requests in a timely manner. The division also ensures all contractors are properly licensed and that all required contractor insurance is current. There are substantial accounting responsibilities as this area is responsible for building permit fee collection and distribution of other government fees such as impact and radon fees.

The Zoning Division reviews all building permits for compliance with the City zoning code. The review also includes compliance with concurrency regulations and flood zone regulations. This division handles variance requests and administrative appeals through the Zoning Board of Adjustment (BOA). The division reviews applications for alcoholic beverage licenses for compliance with City and zoning codes.

Management personnel attend Planning Board, Board of Adjustment (BOA), Building Board of Rules and Appeals (BORA), Development Review Committee (DRC), and City Commission meetings on a regular basis. They also attend the Historic Preservation, Public Art, and Citizens with Disabilities Advisory Board meetings when requested. The management also meets on a regular basis with customers, both internal and external, to resolve issues relating to the department functions.

Goal - Attractive, Safe & Environmentally-Friendly City

To assure that homes and commercial buildings for our residents and visitors meet code requirements.

Objectives

To review and approve all construction plans for code compliance and conduct the required technical inspections within established time frames.

Performance Measures

Description	Unit	FY 2000	FY 2001	FY 2002	FY 2003
Output Measure					
Inspections conducted	Number	13,350	13,350	15,524	15,000
Plans reviewed	Number	5,400	5,400	5,372	5,000
Effectiveness Measure					
Technical inspect. w/i 24 hrs of request	Percent	85	90	92	94
Plans review w/i 10 days initial receipt	Percent	70	70	75	78
Staff certifications	Percent	100	100	100	100

BUILDING, ZONING AND CODE ENFORCEMENT

BUILDING AND ZONING

Efficiency Measure

Inspections per inspector	Number	1,907	1,907	2,822	2,500
Plans reviewed per inspector	Number	1,080	1,080	977	833

Goal - Attractive, Safe & Environmentally-Friendly City

To assure commercial, assembly and multi-family structures meet fire and life code requirements.

Objectives

To conduct inspections of all new or renovated fire alarm and fire sprinkler systems for code compliance within established time frames.

Performance Measures

Description	Unit	FY 2000	FY 2001	FY 2002	FY 2003
Output Measure					
Inspections conducted	Number	500	500	1,140	1,100
Effectiveness Measure					
Tech inspection w/i 24 hrs of request	Percent	70	70	75	78
Plans review w/i 10 days initial receipt	Percent	70	70	75	78
Staff certifications	Percent	100	100	100	100
Efficiency Measure					
Inspections conducted per inspector	Number	500	500	1,140	1,100
Plans reviewed per inspector	Number	500	500	1,140	1,100

Goal - Attractive, Safe & Environmentally-Friendly City

To ensure compliance with all technical, fire prevention, life safety and accessibility requirements in residential and commercial construction.

Objectives

To issue building permits, issue certificates of completeness or occupancy, collect fees, issue contractor certificates, and process inspection requests.

Performance Measures

Description	Unit	FY 2000	FY 2001	FY 2002	FY 2003
Output Measure					
Contractors' certificates issued	Number	1,500	1,500	1,500	1,500
Inspections requested	Number	13,600	13,600	15,524	15,000
Plans & transmittals reviewed	Number	n/a	n/a	6,000	6,000
Special event permits reviewed	Number	50	50	50	50
Building permits issued	Number	5,400	4,800	5,372	5,000
DRC plans reviewed	Number	95	95	100	100
Walk-in customers served	Number	n/a	14,821	15,500	15,500
Effectiveness Measure					
Plans review w/i 15 days of initial rec.	Percent	70	70	75	78
Inspect scheduled w/i 24 hrs of request	Percent	85	85	90	92
DRC plans review w/i 10 days of receipt	Percent	100	100	100	100
Efficiency Measure					
Permits reviewed per employee	Number	5,400	2,400	2,149	1,667

BUILDING, ZONING AND CODE ENFORCEMENT

BUILDING AND ZONING

Goal - Attractive, Safe & Environmentally-Friendly City

To ensure that all building permits issued meet the goals and intent of both the Zoning Code and the Sarasota City Comprehensive Plan.

Objectives

To ensure construction is in compliance with the zoning code, concurrency requirements and FEMA regulations.

Performance Measures

Description	Unit	FY 2000	FY 2001	FY 2002	FY 2003
Output Measure					
Zoning inspections conducted	Number	n/a	150	150	150
Board of Adjustment petitions	Number	45	32	32	32
Alcoholic beverage licenses reviewed	Number	n/a	65	50	50
Construction plans reviewed	Number	5,400	4,514	4,514	4,514
Walk-in customers served	Number	n/a	1,150	1,150	1,150
Effectiveness Measure					
Review plans for zon.complia.w/i 12 days	Percent	n/a	80	85	85
FEMA CRS rating received (1-10)	Rating	7	7	7	7
BOA petitions prepared w/i 15 days rec.	Percent	n/a	100	100	100
Efficiency Measure					
Zoning plans reviewed per FTE/month	Number	225	141	141	141

Expenditures By Category

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
Personal Expenditures	733,247	825,755	1,102,802	50,473	1,153,275
Non Personal Expenditures	38,571	46,055	121,342	40,090	161,432
Capital Expenditures	6,373	3,714	5,200	73,540	78,740
Totals	\$778,191	\$875,524	\$1,229,344	\$164,103	\$1,393,447

Personnel Summary

Actual Positions	5.65	20.19	1.00	21.19
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Revenue Summary

	Total
LICENSES & PERMITS	1,077,600
CHARGES FOR SERVICES	32,000
	\$1,109,600

BUILDING, ZONING AND CODE ENFORCEMENT OCCUPATIONAL LICENSES

Mission Statement

To fairly apply the occupational license tax to all businesses located in the City of Sarasota.

Description of Operations

The occupational license area issues business licenses to all businesses located within the City and ensures they are properly zoned. The occupational license area has a substantial accounting responsibility and must make sure all fees are equally assessed and collected.

Goal - Attractive, Safe & Environmentally-Friendly City

To collect business occupational license fees and conduct inspections.

Objectives

To review and issue requested licenses and conduct inspections within required time frames.

Performance Measures

Description	Unit	FY 2000	FY 2001	FY 2002	FY 2003
Output Measure					
Occupational licenses issued	Number	5,300	5,505	5,600	5,600
Occ. license inspections conducted	Number	n/a	200	200	200
Walk-in customers served	Number	n/a	620	620	620
Effectiveness Measure					
Occ. lic. issued w/i 3 days of app	Percent	n/a	90	95	95

Expenditures By Category

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
Personal Expenditures	188,676	214,548	99,206	125	99,331
Non Personal Expenditures	8,931	14,207	23,117	0	23,117
Capital Expenditures	2,492	500	1,250	0	1,250
Totals	\$200,099	\$229,255	\$123,573	\$125	\$123,698

Personnel Summary

Actual Positions	4.25	1.68	0.00	1.68
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Revenue Summary

	Total
LICENSES & PERMITS	610,169
	\$610,169

BUILDING, ZONING AND CODE ENFORCEMENT

CODE ENFORCEMENT

Mission Statement

To preserve, improve and stabilize all City neighborhoods.

Description of Operations

The code enforcement inspectors ensure compliance with the housing, unsafe building abatement, commercial maintenance and City codes by utilizing target area inspections as well as being responsible for a zone coverage area. The division compels compliance by issuing notices of violation and citations and by prosecuting cases before the Code Enforcement Special Master. The division also enforces the City tree protection ordinance by conducting inspections of all protected trees that are permitted to be removed. The division also inspects all signs erected in the City for compliance with the zoning and building codes. All code enforcement inspectors are certified by the Florida Association of Code Enforcement and participate in continuing education requirements.

Goal - Attractive, Safe & Environmentally-Friendly City

To enforce compliance with housing codes, commercial maintenance codes, City codes, lot mowing, tree protection and sign codes.

Objectives

To conduct inspections and achieve compliance within established time frames and to impose fines and record liens as needed.

Performance Measures

Description	Unit	FY 2000	FY 2001	FY 2002	FY 2003
Output Measure					
Inspections conducted	Number	23,409	26,215	26,215	26,215
Lots mowed by City contractor	Number	60	51	50	50
Notices & citations issued	Number	1,150	1,412	1,412	1,412
Demolitions by City contractor	Number	4	0	0	0
Complaints responded to	Number	1,858	1,583	1,583	1,583
Tree inspections	Number	2,455	697	697	697
Sign inspections	Number	597	518	518	518
Walk-in customers served	Number	n/a	600	1,000	1,000
Special Master cases heard	Number	989	993	993	993
Effectiveness Measure					
Staff certifications	Percent	n/a	100	100	100
Initial complaint investigated in 3 days	Percent	n/a	n/a	100	100
Tree inspections w/i 48 hrs of request	Percent	n/a	n/a	90	100
Sign inspections w/i 48 hrs of request	Percent	n/a	n/a	90	100
Efficiency Measure					
Code inspections per inspector/month	Number	278	312	312	312
Tree inspections per inspector/month	Number	30	8.29	8.29	8.29
Sign inspections per inspector/month	Number	7	6.16	6.16	6.16

BUILDING, ZONING AND CODE ENFORCEMENT CODE ENFORCEMENT

Expenditures By Category

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
Personal Expenditures	596,485	633,636	725,051	4,125	729,176
Non Personal Expenditures	140,517	146,561	138,482	18,770	157,252
Capital Expenditures	14,117	8,775	9,525	21,200	30,725
Transfer Expenditures	25,000	25,000	25,000	0	25,000
Totals	\$776,119	\$813,972	\$898,058	\$44,095	\$942,153

Personnel Summary

Actual Positions	14.25	15.13	0.00	15.13
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Revenue Summary

	Total
LICENSES & PERMITS	18,250
FINES & FORFEITURES	101,875
	\$120,125

BUILDING, ZONING AND CODE ENFORCEMENT ADMINISTRATION

Description of Operations

In fiscal year 2002-03 the administrative functions of the Building, Zoning and Code Enforcement Department are reflected in the appropriate cost centers.

Expenditures By Category

	FY 2001 Actual	FY 2002 Budget	FY 2003 Continuation	FY 2003 Issues	FY 2003 Totals
Personal Expenditures	78,677	81,007	0	0	0
Non Personal Expenditures	48,770	69,415	0	0	0
Capital Expenditures	4,774	0	0	0	0
Totals	\$132,221	\$150,422	\$0	\$0	\$0

Personnel Summary

Actual Positions	1.45	0.00	0.00	0.00
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BUILDING, ZONING & CODE ENFORCEMENT

CERTIFICATION PAY PLAN

The Building, Zoning and Code Enforcement Department is provided an education based incentive pay plan for the department. The state of Florida has placed requirements for personnel involved in building plans review and building inspections to be certified in any area where they perform plan reviews or inspections. The goal of the pay incentive is to eliminate the necessity of hiring additional personnel to meet state requirements, to increase productivity, and boost morale. The City benefits through having many inspectors who are cross-trained, which increases flexibility to meet demands.

The following is a breakdown of the various percentage salary increases:

1. Two (2) qualified certifications above the requirements of the applicable job classification result in a 5% specialist pay increase in the regular rate of pay.
2. Four (4) qualified certifications above the requirements of the applicable job classification result in an additional 5% specialist pay increase in the regular rate of pay.
3. Six (6) qualified certifications above the requirements of the applicable job classification result in an additional 5% pay increase in the regular rate of pay.
4. The maximum pay increase authorized for eligible employees is 15%.

The following job classifications are eligible for the above increases:

Chief Plans Examiner
Residential Plans Examiner
Plans Examiner
Senior Code Enforcement Inspector
Assistant Chief Code Enforcement Inspector
Senior Building Inspector
Senior Electrical Inspector
Senior AC/Mechanical Inspector
Senior Plumbing Inspector
Senior Roofing Inspector
Senior Fire Inspector

Cost of Issue

Personal Services	16,600
Non Personal	0
Capital	0
Transfers	0
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Total	\$16,600

BUILDING, ZONING & CODE ENFORCEMENT

UNIFORM SHIRTS

This budget issue is a pilot program to determine the effect of uniforms on the way Building Department field and office employees who perform enforcement functions, are perceived, and any resultant change in the interaction with the trades and the general public. The Building, Zoning and Code Enforcement Department currently has a small budget to provide pullover shirts with the City logo to field inspectors only, but they are very casual in nature and do not provide the identification or the professional appearance desired. The Building, Zoning and Code Enforcement Department employees are charged with the responsibility of simultaneously enforcing codes and regulations while maintaining good customer relations. This pilot program provides funding to determine if this would be an aid to staff in the areas of easy identification for the public, professional appearance, and respect for authority.

Cost of Issue

Personal Services	5,500
Non Personal	0
Capital	0
Transfers	0
Total	\$5,500

HARDWARE AND SOFTWARE STANDARDIZATION

This budget issue is funded to update the Building, Zoning and Code Enforcement hardware and software to meet the minimum standard recommended by the Department of Information Systems and Technology. All requests are for the mid-tier desktop level.

Cost of Issue

Personal Services	0
Non Personal	13,160
Capital	18,200
Transfers	0
Total	\$31,360

BUILDING, ZONING & CODE ENFORCEMENT

BUILDING TECHNICIAN I POSITION

This budget issue provides for one additional front counter person to be cross-trained to cover other positions during vacations, sick leave and other absences. At this time, the permitting staff does not have time to cross-train for the seven (7) counter positions due to volume. Customer service suffers significantly during personnel absences because of the lack of cross-training. This position will also handle overflow work during extremely busy times.

Cost of Issue

Personal Services	32,623
Non Personal	1,700
Capital	2,000
Transfers	0
Total	\$36,323

TRAVEL AND TRAINING

The funds currently budgeted are not sufficient for the ongoing training and travel of the Code Enforcement staff to achieve the level of professionalism the City desires. In addition, the turnover of staff has placed a heavy burden on the funds as it is very difficult to hire staff who already possess the Code Enforcement certification for even the first level. While there are two additional levels of certification, only the first level of certification is recommended for the office technicians as well as field personnel. Level III is also important for office personnel dealing with the legal aspects of code enforcement.

As with the building technical inspectors, the average cost for a class, food and lodging, examination fee and incidentals is approximately \$1,000 per person. There are eight inspectors and an office staff of five in the Code Enforcement Department. The funds will be used for the inspectors first and then for the office staff as available.

Cost of Issue

Personal Services	0
Non Personal	11,000
Capital	0
Transfers	0
Total	\$11,000

BUILDING, ZONING & CODE ENFORCEMENT

INTEGRATION/AUTOMATION OF BUS. PROCESSES

This budget issue is funded to accomplish the integration and automation of the Building, Zoning and Code Enforcement Department business practices as recommended by the Department of Information Systems and Technology. It includes the following enhancements:

Permits Fee Management & Cash Drawer Enhancements - \$34,540 - Based on recommendations by the City Auditor, a planned initiative to enhance the permit fee handling process will be implemented. This initiative involves the interfacing to physical cash drawers, such that the application tracks the opening and closing of the drawers based on payment transactions. Additional reconciliation and summary reporting will be designed to assist department staff in distributing the daily payment information to the appropriate fiscal accounts. In addition, the project initiative will implement a standard fee definition schedule which will be used for consistent assignment of fees based on permit type.

Permits Workflow Review Enhancements - \$18,000 - An initiative to improve the assignment, tracking and review process will be undertaken. The current application provides summary tables that describe what has been completed, by whom and when the task was done, but it does not proactively assign, track, route and remind the users based on a pre-defined target schedule. Prior to implementing this module, the Building Department Business Analyst, Department staff, the vendor and City IST staff will review the workflow automation objectives.

Permits Inspections Field Automation Enhancements (wireless devices) - \$30,000 - This initiative will be undertaken to improve the response time to inspection requests with the automated assignment to City inspectors and the usage of mobile field devices. Currently, the permits workflow process includes inspections assignment and management. This initiative will extend the work process to explore new ways to schedule an inspection such as: (1) using the web; (2) telephone IVR; or (3) calling the inspections scheduling clerk. This initiative will also explore the deployment of mobile devices (small handheld PC's or PDA's), which will allow the inspection team in the field to proactively receive and send job assignments with ticket status using wireless communication.

Code Inspections Field Automation Enhancements - \$10,000 - In an effort to deploy mobile devices for Permits and Inspections applications, this initiative would modify the Code Enforcement application for wireless communication.

Cost of Issue

Personal Services	0
Non Personal	18,000
Capital	74,540
Transfers	0
Total	\$92,540

BUILDING, ZONING & CODE ENFORCEMENT

CROSS TRAINING OF TECHNICAL INSPECTORS

Because of licensing requirements by the state, it is very difficult to hire inspectors and plans examiners who are certified in different areas. Without a cross-training program, the department cannot be assured that backup is available for inspectors during vacation, illness, and extremely busy times. Without needed backup, the department could have a serious slowdown in customer service.

Travel expenses and course registration are approximately \$1,000 for one inspector to obtain one additional certification. This amount varies according to the location, but usually it involves course registration fees (\$200 to \$425), lodging and food (approximately \$125 per day for four or five days depending on location), gasoline expense for City vehicles or mileage reimbursement, and may involve another day trip to take the examination with an additional \$70 to \$100 charge.

Currently, the Building Department has seven technical inspector positions and three plans examiner positions. The department is provided funds in the amount of \$12,000 for a staff of ten. This will fund one course for each person with two or three of the staff having two additional certifications. This assumes that every person who takes the course will pass the examination the first time.

Additionally, the new Florida Building Code requires additional core training in existing certifications. This cost varies greatly according to what is available and where it is available. \$1,000 is provided for this training.

This budget issue provides for cross-training funds in the amount of \$2,000 for the following staff:

Two Zoning Analysts
One Permitting Supervisor
Five Building Technicians

Cost of Issue

Personal Services	0
Non Personal	15,000
Capital	0
Transfers	0
Total	\$15,000