

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 2002 Actual	FY 2003 Budget	FY 2004 Continuation	FY 2004 Issues	FY 2004 Totals
033651 BUILDING AND ZONING	900,417	1,393,447	1,948,319	19,833	1,968,152
033654 OCCUPATIONAL LICENSES	207,062	123,698	128,155	0	128,155
033655 CODE ENFORCEMENT	752,783	942,153	908,964	8,100	917,064
033656 ADMINISTRATION	152,635		0	0	0
Totals	\$2,012,897	\$2,459,298	\$2,985,438	\$27,933	\$3,013,371

Department Expenditures By Category

	FY 2002 Actual	FY 2003 Budget	FY 2004 Continuation	FY 2004 Issues	FY 2004 Totals
Personal Expenditures	1,733,864	1,981,782	2,090,660	0	2,090,660
Non Personal Expenditures	234,504	341,801	267,261	-5,500	261,761
Capital Expenditures	19,529	110,715	57,200	33,433	90,633
Transfer Expenditures	25,000	25,000	570,317	0	570,317
Totals	\$2,012,897	\$2,459,298	\$2,985,438	\$27,933	\$3,013,371

Personnel Summary

Actual Positions	38.00	38.00	0.00	38.00
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Revenue Summary

	Total
LICENSES & PERMITS	1,841,303
CHARGES FOR SERVICES	33,000
FINES & FORFEITURES	101,875
	\$1,976,178

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 2001	FY 2002	FY 2003	FY 2004
Output Measure					
Inspections conducted	Number	13,350	18,500	17,000	17,000
Plans reviewed	Number	5,400	5,018	5,000	5,000
Effectiveness Measure					
Technical inspect. w/i 24 hrs of request	Percent	90	92	94	96
Plans review w/i 10 days initial receipt	Percent	70	75.7	78	85
Staff certifications	Percent	100	100	100	100

BUILDING, ZONING AND CODE ENFORCEMENT

BUILDING AND ZONING

Efficiency Measure

Inspections per inspector	Number	1,907	3,080	2,500	2,500
Plans reviewed per inspector	Number	1,080	950	900	900

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 2001	FY 2002	FY 2003	FY 2004
Output Measure					
Inspections conducted	Number	500	1,140	1,100	1,100
Effectiveness Measure					
Tech inspection w/i 24 hrs of request	Percent	70	75	78	80
Plans review w/i 10 days initial receipt	Percent	70	75.7	78	85
Staff certifications	Percent	100	100	100	100
Efficiency Measure					
Inspections conducted per inspector	Number	500	1,140	1,100	1,100
Plans reviewed per inspector	Number	500	1,140	1,100	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 2001	FY 2002	FY 2003	FY 2004
Output Measure					
Contractors' certificates issued	Number	n/a	1,584	1,600	1,600
Inspections requested	Number	13,600	18,500	17,000	17,000
Plans & transmittals reviewed	Number	n/a	7,000	7,000	7,000
Special event permits reviewed	Number	50	50	50	50
Building permits issued	Number	4,800	5,018	5,000	5,000
DRC plans reviewed	Number	96	172	172	172
Walk-in customers served	Number	14,821	16,500	16,500	16,500
Effectiveness Measure					
Plans review w/i 15 days of initial rec.	Percent	70	75	80	82
Inspect scheduled w/i 24 hrs of request	Percent	85	90	94	96
DRC plans review w/i 10 days of receipt	Percent	100	100	100	100
Efficiency Measure					
Permits reviewed per employee	Number	2,400	2,008	1,667	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 2001	FY 2002	FY 2003	FY 2004
Output Measure					
Board of Adjustment petitions	Number	32	69	50	50
Alcoholic beverage licenses reviewed	Number	65	33	40	40
Construction plans reviewed	Number	4,514	4,762	4,514	4,514
Walk-in customers served	Number	1,150	2,044	2,000	2,000
Effectiveness Measure					
Review plans for zon.complia.w/i 12 days	Percent	n/a	n/a	90	90
FEMA CRS rating received (1-10)	Rating	7	7	7	7
BOA petitions prepared w/i 15 days rec.	Percent	100	100	100	100
Efficiency Measure					
Zoning plans reviewed per FTE/month	Number	188	198	188	188

Expenditures By Category

	FY 2002 Actual	FY 2003 Budget	FY 2004 Continuation	FY 2004 Issues	FY 2004 Totals
Personal Expenditures	830,691	1,153,275	1,223,819	0	1,223,819
Non Personal Expenditures	59,837	161,432	132,583	-10,000	122,583
Capital Expenditures	9,889	78,740	46,600	29,833	76,433
Transfer Expenditures	0	0	545,317	0	545,317
Totals	\$900,417	\$1,393,447	\$1,948,319	\$19,833	\$1,968,152

Personnel Summary

Actual Positions	21.19	21.19	0.00	21.19
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Revenue Summary

	Total
LICENSES & PERMITS	1,239,568
CHARGES FOR SERVICES	33,000
	\$1,272,568

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 2001	FY 2002	FY 2003	FY 2004
Output Measure					
Occupational licenses issued	Number	5,505	5,612	5,700	5,700
Occ. license inspections conducted	Number	n/a	88	200	200
Walk-in customers served	Number	n/a	233	300	300
Effectiveness Measure					
Occ. lic. issued w/i 3 days of app	Percent	n/a	n/a	95	95

Expenditures By Category

	FY 2002 Actual	FY 2003 Budget	FY 2004 Continuation	FY 2004 Issues	FY 2004 Totals
Personal Expenditures	196,341	99,331	99,495	0	99,495
Non Personal Expenditures	6,249	23,117	26,610	0	26,610
Capital Expenditures	4,472	1,250	2,050	0	2,050
Totals	\$207,062	\$123,698	\$128,155	\$0	\$128,155

Personnel Summary

Actual Positions	1.68	1.68	0.00	1.68
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Revenue Summary

	Total
LICENSES & PERMITS	582,235
	\$582,235

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 2001	FY 2002	FY 2003	FY 2004
Output Measure					
Inspections conducted	Number	26,215	21,499	23,000	23,000
Lots mowed by City contractor	Number	51	35	50	40
Notices & citations issued	Number	1,412	1,634	1,650	1,650
Demolitions by City contractor	Number	0	1	1	1
Complaints responded to	Number	1,563	1,583	1,171	1,500
Tree inspections	Number	697	568	568	568
Sign inspections	Number	518	792	700	700
Walk-in customers served	Number	600	417	450	450
Special Master cases heard	Number	993	995	995	995
Effectiveness Measure					
Staff certifications	Percent	100	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	100	100
Sign inspections w/i 48 hrs of request	Percent	n/a	n/a	100	100
Efficiency Measure					
Code inspections per inspector/month	Number	312	256	274	274
Tree inspections per inspector/month	Number	8.29	6.76	6.76	6.76
Sign inspections per inspector/month	Number	6.16	9.42	8.33	8.33

BUILDING, ZONING AND CODE ENFORCEMENT CODE ENFORCEMENT

Expenditures By Category

	FY 2002 Actual	FY 2003 Budget	FY 2004 Continuation	FY 2004 Issues	FY 2004 Totals
Personal Expenditures	614,119	729,176	767,346	0	767,346
Non Personal Expenditures	110,740	157,252	108,068	4,500	112,568
Capital Expenditures	2,924	30,725	8,550	3,600	12,150
Transfer Expenditures	25,000	25,000	25,000	0	25,000
Totals	\$752,783	\$942,153	\$908,964	\$8,100	\$917,064

Personnel Summary

Actual Positions	15.13	15.13	0.00	15.13
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Revenue Summary

	Total
LICENSES & PERMITS	19,500
FINES & FORFEITURES	101,875
	\$121,375

BUILDING, ZONING AND CODE ENFORCEMENT ADMINISTRATION

Description of Operations

In fiscal years 2002-03 and 2003-04, the administrative functions of the Building, Zoning and Code Enforcement Department are reflected in the appropriate cost centers.

Expenditures By Category

	FY 2002 Actual	FY 2003 Budget	FY 2004 Continuation	FY 2004 Issues	FY 2004 Totals
Personal Expenditures	92,713	0	0	0	0
Non Personal Expenditures	57,678	0	0	0	0
Capital Expenditures	2,244	0	0	0	0
Totals	\$152,635	\$0	\$0	\$0	\$0

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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BUILDING AND ZONING

Interlocal and Threshold Reporting

This budget issue will modify existing software to collect a structure's value during the application process and create new reporting tools to satisfy the requirements of the proposed Interlocal Agreement with the School Board and the 2001 Florida Building Code requirements.

Several sections of the proposed Interlocal Agreement require that we provide certain data annually. Doing so requires minor modifications to our software, our database and our forms, plus the creation of several new reports to use this information.

The 2001 Florida Building Code §3401.7.2 requires that structures must be upgraded if cumulative alterations exceed 50% of the structure's value during any one-year period. This is a new issue and we have never asked for (or saved) the current value of properties. Doing so requires minor modifications to our software, our database and our forms, plus the creation of several new reports to use this information in the manner that the Code requires.

This budget issue will fund both of these modifications and the creation of the new reports.

Cost of Issue

Personal	0
Operating	0
Capital	8,833
Transfers	0
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Total	\$8,833

Digital Plan Submission

This budget issue will allow internal staff to scan permit applications and plans. This issue is an integral part of the City's move to electronic DRC and the Building, Zoning & Code Enforcement Department's move to electronic plan submission and review. The processing and archival of physical plans is time-consuming and costly. Currently available technology could allow us to process plans digitally.

Year one of this two-year project, budgeted here, puts the hardware in place to make this process work. This immediately eliminates the need for an outside processor to scan images, a process for which we budgeted \$10,000 in 2003. It also includes development funds to modify existing software and to test applications that allow the reviewers to examine, markup, and add comments to digital plans. Such software will be needed in the final phase of the process.

Cost of Issue

Personal	0
Operating	-10,000
Capital	21,000
Transfers	0
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Total	\$11,000

CODE ENFORCEMENT

Wireless Connectivity for Code Enforcement

This budget issue will create a method for Code Enforcement Inspectors to access important information, create new cases and instantly access Code Enforcement records in the field.

During 2003, the Building, Zoning & Code Enforcement Department finished a mobile computing initiative that allows Code Enforcement Inspectors to access Code Enforcement information from the field using laptop computers. This was accomplished by creating replicas of the Code Enforcement Database on laptop computers. This solution provided them with the most critical information, and provided a limited ability to update existing records (updates were written to records when the Code Enforcement Inspectors returned to the office).

This budget issue will purchase, install and operate wireless connections for those laptops, allow the Code Enforcement Inspectors to access permit data, contractor registration information and other important information using the existing laptops. It will also allow them to create new cases and instantly update the Code Enforcement Database, activities that are impossible without wireless connections.

Cost of Issue

Personal	0
Operating	4,500
Capital	3,600
Transfers	0
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Total	\$8,100