

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

Development Services Fund ~

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.

General Fund ~

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 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
033654 OCCUPATIONAL LICENSES	126,462	128,155	134,768	5,082	139,850
033655 CODE ENFORCEMENT	894,773	917,064	971,851	20,432	992,283
Totals	\$1,021,235	\$1,045,219	\$1,106,619	\$25,514	\$1,132,133

Department Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	840,333	866,841	917,362	10,164	927,526
Non Personal Expenditures	120,170	139,178	146,982	15,350	162,332
Capital Expenditures	35,732	14,200	17,275	0	17,275
Transfer Expenditures	25,000	25,000	25,000	0	25,000
Totals	\$1,021,235	\$1,045,219	\$1,106,619	\$25,514	\$1,132,133

Personnel Summary

Actual Positions	16.81	16.81	0.00	16.81
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Revenue Summary

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
LICENSES & PERMITS	641,238	601,735	644,607	5,082	649,689
FINES & FORFEITURES	134,735	101,875	120,000	5,082	125,082
Totals	\$775,973	\$703,610	\$764,607	\$10,164	\$774,771

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.

Strategic Concern - Operational Focus

Strategy

To collect business occupational license fees and conduct inspections.

Task

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

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Occupational licenses issued	Number	5,612	5,821	6,000	6,000
Occ. license inspections conducted	Number	88	200	200	200
Walk-in customers served	Number	233	878	900	900
Effectiveness Measure					
Occ. lic. issued w/i 3 days of app	Percent	n/a	n/a	95	95

Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	108,890	99,495	104,658	5,082	109,740
Non Personal Expenditures	15,372	26,610	29,360	0	29,360
Capital Expenditures	2,200	2,050	750	0	750
Totals	\$126,462	\$128,155	\$134,768	\$5,082	\$139,850

Personnel Summary

Actual Positions	1.68	1.68	0.00	1.68
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Revenue Summary

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
LICENSES & PERMITS	604,206	582,235	629,607	5,082	634,689
Totals	\$604,206	\$582,235	\$629,607	\$5,082	\$634,689

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.

Strategic Concern - Natural Environment

Strategy

Enhance Urban Fish and Wildlife Habitat

Task	Current Funding	Fiscal Year Completed	Funds Required
Implement Tree Ordinance. Status - The new Tree Protection Ordinance was adopted August 2003, and is currently being administered by the Code Enforcement Division. The Parks and Recreation Board has requested that the Building Department hire an arborist, but that request was not recommended in this budget by City administration.	Yes	2004	\$0

Strategic Concern - Operational Focus

Strategy

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

Task

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

BUILDING, ZONING AND CODE ENFORCEMENT

CODE ENFORCEMENT

Description	Unit	FY2002	FY2003	FY2004	FY2005
Output Measure					
Inspections conducted	Number	21,499	15,756	16,000	16,000
Lots mowed by City contractor	Number	35	35	50	50
Notices & citations issued	Number	1,634	1,921	1,900	1,900
Demolitions by City contractor	Number	1	1	1	2
Complaints responded to	Number	1,583	1,481	1,500	1,500
Tree inspections	Number	568	707	600	600
Sign inspections	Number	792	388	400	400
Walk-in customers served	Number	417	550	500	500
Special Master cases heard	Number	995	1,014	1,000	1,000
Effectiveness Measure					
Staff certifications	Percent	100	95	100	100
Initial complaint investigated in 3 days	Percent	n/a	100	100	100
Tree inspections w/i 48 hrs of request	Percent	n/a	100	100	100
Sign inspections w/i 48 hrs of request	Percent	n/a	100	100	100
Efficiency Measure					
Code inspections per inspector/month	Number	256	188	222	191
Tree inspections per inspector/month	Number	6.76	4.67	5.58	4.75
Sign inspections per inspector/month	Number	9.42	4.58	5.58	4.75

Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	731,443	767,346	812,704	5,082	817,786
Non Personal Expenditures	104,798	112,568	117,622	15,350	132,972
Capital Expenditures	33,532	12,150	16,525	0	16,525
Transfer Expenditures	25,000	25,000	25,000	0	25,000
Totals	\$894,773	\$917,064	\$971,851	\$20,432	\$992,283

Personnel Summary

Actual Positions	15.13	15.13	0.00	15.13
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Revenue Summary

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
LICENSES & PERMITS	36,897	19,500	15,000	0	15,000
FINES & FORFEITURES	136,820	101,875	120,000	5,082	125,082
Totals	\$173,717	\$121,375	\$135,000	\$5,082	\$140,082

OCCUPATIONAL LICENSES/CODE ENFORCEMENT

Occupational Lic./Code Enf.Specialist

This request is for a career path position reclassification to Occupational License/Code Enforcement Specialist, grade 16, for the Building, Zoning and Code Enforcement Department. This reclassification does not add an additional person to the staff. It would be filled by the reclassification of an existing employee.

This position reclassification would increase staffing depth to help achieve management's budget focus of structuring staffing so that we can still function efficiently with the absence or departure of any employee. Additionally, this reclassification will represent an added career advancement opportunity that will enhance employee retention.

The costs of this reclassification position would be recouped from the additional revenues obtained by field inspections to locate businesses that have never obtained an occupational license.

The duties of this position would be split 50/50 between Occupational Licensing and Code Enforcement. The essential functions of the position would be as follows:

- Investigate and review all businesses, occupations and professionals operating within the City limits.
- Respond to all inquiries and convey to the general public specific requirements for the business classifications and sub-classifications governed by City ordinances and State statutes.
- Issue various permits for going-out-of-business sales and door-to-door solicitations.
- Assist in the review and modification of City ordinances pertaining to Occupational Licenses.
- Assist in the development of new and/or revised procedures to simplify and improve forms and services rendered.
- Provide information relative to zoning questions.
- Review applications for compliance with zoning requirements.
- To provide assistance for the Special Master Hearing orders.
- To process the City's lot mowing/demolition invoices and abatement of nuisance resolutions.
- Assist Code Enforcement clerical staff with code enforcement Notices of Violation and Citations.
- Assist at Occupational Licensing renewal time.
- Assist with Occupational Licensing field inspections for unlicensed businesses and professionals.
- Enforce City's code regulations during field inspections.
- Prepare/Compose correspondence such as letters, memoranda, reports, affidavits and other materials from clear copy or rough draft.
- Enter a variety of data into computer system, prepare reports, update files.

Cost of Issue

Personal	10,164
Operating	0
Capital	0
Transfers	0
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Total	\$10,164

Revenue

LICENSES & PERMITS	10,164
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	10,164

Net Cost of Issue \$0

CODE ENFORCEMENT

Vehicles

The Building, Zoning and Code Enforcement Department wishes to reinstate into its budget the purchase of two replacement vehicles (one for Building Inspectors and one for Code Enforcement Inspectors). The two replacement vehicles that have historically been included in our budget were given up last year to accommodate budget cuts. However, we believe two replacement vehicles a year are vital to maintain the inspection fleet quality that is necessary for the Building, Zoning and Code Enforcement Department to continue to provide the level of service our citizens deserve and have come to expect.

The department currently has two 1994 trucks that are being retired this year and will be turned over to be sold at auction. Whatever monies obtained from that sale would partially offset the cost of the replacement vehicles. The two vehicles requested here would replace the two that are being retired, as vehicles that are ten years old have not proven reliable for the heavy-duty use that is necessary for the inspection team.

Cost of Issue

Personal	0
Operating	15,350
Capital	0
Transfers	0
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Total	\$15,350
Net Cost of Issue	\$15,350