

# BUILDING, ZONING AND CODE COMPLIANCE

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

## Department Expenditures by Cost Center

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
033654 OCCUPATIONAL LICENSES	126,874	139,850	147,895	712	148,607
033655 CODE COMPLIANCE	823,489	992,283	996,695	8,621	1,005,316
Totals	\$950,363	\$1,132,133	\$1,144,590	\$9,333	\$1,153,923

## Department Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Personal Expenditures	818,300	927,526	918,554	8,803	927,357
Non Personal Expenditures	104,608	162,332	189,946	262	190,208
Capital Expenditures	2,455	17,275	11,090	268	11,358
Transfer Expenditures	25,000	25,000	25,000	0	25,000
Totals	\$950,363	\$1,132,133	\$1,144,590	\$9,333	\$1,153,923

## Personnel Summary

Actual Positions	16.81	16.15	0.10	16.25
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## Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
LICENSES & PERMITS	695,200	649,689	693,267	0	693,267
FINES & FORFEITURES	260,928	125,082	130,000	0	130,000
OTHER MISCELLANEOUS REVENUES	564	0	0	0	0
INTRAGOVERNMENTAL SERVICES	0	0	5,000	0	5,000
Totals	\$956,692	\$774,771	\$828,267	\$0	\$828,267

# BUILDING, ZONING AND CODE COMPLIANCE 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	FY 2003	FY 2004	FY 2005	FY 2006
<b>Output Measure</b>					
Occupational licenses issued	Number	5,821	5,800	6,000	6,000
Occ. license inspections conducted	Number	200	175	175	175
Walk-in customers served	Number	878	1,081	900	900
<b>Effectiveness Measure</b>					
Occ. lic. issued w/i 3 days of app	Percent	n/a	95	95	95

## Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Personal Expenditures	105,606	109,740	106,479	712	107,191
Non Personal Expenditures	20,378	29,360	38,066	0	38,066
Capital Expenditures	890	750	3,350	0	3,350
Totals	\$126,874	\$139,850	\$147,895	\$712	\$148,607

## Personnel Summary

Actual Positions	1.68	1.85	0.00	1.85
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## Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
LICENSES & PERMITS	652,965	634,689	653,267	0	653,267
OTHER MISCELLANEOUS REVENUES	564	0	0	0	0
Totals	\$653,529	\$634,689	\$653,267	\$0	\$653,267

# BUILDING, ZONING AND CODE COMPLIANCE

## CODE COMPLIANCE

### Mission Statement

To preserve, improve and stabilize all City neighborhoods.

### Description of Operations

The code compliance 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 orders to comply and by prosecuting cases before the Code Compliance Magistrate. Currently, 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 compliance inspectors are certified by the Florida Association of Code Enforcement and participate in continuing education requirements.

### Strategic Concern - Public Housing Revitalization

#### Strategy

Be Prepared to Assist with Revitalization

Task	Current Funding	Fiscal Year Completed	Funds Required
Increase public safety and code enforcement activities. Status - On hold until City staff assistance is requested.	No	2007	\$1

### 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.

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
<b>Output Measure</b>					
Inspections conducted	Number	15,756	15,965	16,500	17,000
Lots mowed by City contractor	Number	35	20	20	20
Notices & citations issued	Number	1,921	1,815	1,900	1,900
Demolitions by City contractor	Number	1	0	1	1
Complaints responded to	Number	1,481	1,902	1,500	1,500
Tree inspections	Number	707	683	731	849
Sign inspections	Number	388	400	400	400
Walk-in customers served	Number	550	519	500	500
Special Master cases heard	Number	1,014	989	1,000	1,000
<b>Effectiveness Measure</b>					
Staff certifications	Percent	95	95	100	100
Initial complaint investigated in 3 days	Percent	100	100	100	100
Tree inspections w/i 48 hrs of request	Percent	100	100	100	100
Sign inspections w/i 48 hrs of request	Percent	100	100	100	100
<b>Efficiency Measure</b>					
Code inspections per inspector/month	Number	188	190	196	202
Tree inspections per inspector/month	Number	8.41	8.1	8.7	10
Sign inspections per inspector/month	Number	4.58	4.75	4.75	4.75

# BUILDING, ZONING AND CODE COMPLIANCE

## CODE COMPLIANCE

### Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Personal Expenditures	712,694	817,786	812,075	8,091	820,166
Non Personal Expenditures	84,230	132,972	151,880	262	152,142
Capital Expenditures	1,565	16,525	7,740	268	8,008
Transfer Expenditures	25,000	25,000	25,000	0	25,000
Totals	\$823,489	\$992,283	\$996,695	\$8,621	\$1,005,316

### Personnel Summary

Actual Positions	15.13	14.30	0.10	14.40
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### Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
LICENSES & PERMITS	42,235	15,000	40,000	0	40,000
FINES & FORFEITURES	260,928	125,082	130,000	0	130,000
INTRAGOVERNMENTAL SERVICES	0	0	5,000	0	5,000
Totals	\$303,163	\$140,082	\$175,000	\$0	\$175,000

# OCCUPATIONAL LICENSES

## Position reclass.& addit.to career path

The following represent the portion of this issue (described under Building & Zoning) that is applicable to cost centers 654 and 655, Occupational Licenses and Code Compliance respectively.

Position reclassifications and added career path slots:

We are proposing a minor restructuring of the Building, Zoning and Code Compliance Department. The intent of this restructuring is to create additional management depth and retention of key and long-term employees in the department.

We also have requested three new positions, and this restructuring will distribute the responsibility for supervising and managing those employees along with redistributing existing responsibilities for other functions. As we have added new employees over the past few years, we have not developed our management depth, and we feel this is a critical issue to handle the volume of new construction anticipated over the next five years. It takes years to properly train and cross train key personnel, and we have lost key employees to other jurisdictions and private industry in the past three years.

Also, the responsibility for supervising and training the new employees and the increasing complexity of the legislation we enforce have incrementally lowered the numeric productivity of both management staff and specific employees. For example, the Florida Building Code no longer allows for an inspector to conduct inspections in all trades. The inspector must get individually certified in each trade, which requires classes, tests and annual continuing education credits for each certification - all of which are unfunded state mandates that we must absorb in a work environment where our revenues are increasing at a breakneck pace on a yearly basis. This is why facilitating retention of key, trained employees is essential to the department's long-term viability.

In the 2000 budget, our department had 33 employees. With this year's proposed table of organization, we will have 44 employees, and we have never created the needed management depth to handle the additional responsibilities.

We are anticipating two career ladder promotions to existing career ladder positions, adding one new rung on a career ladder path and anticipating a promotion to the new rung, and are requesting two reclassifications.

Reclassifications:

1) Deputy Director, Code Compliance, Zoning and Occupational Licensing

Grade 26. This is a reclassification of the manager position (grade 23) that we currently have. This person will take on the added duties of prosecuting Code Compliance cases in the Special Master Hearings. The way it is set up now, the department director prosecutes all of the cases with the exception of a few that are done by the City Attorney's office. This position would also assume the usual functions of a deputy director position as they would relate to the Code Compliance, Zoning, and Occupational Licensing divisions of the Building Department.

2) Manager of Permitting

This is a reclassification of our current supervisor of permits and licensing (grade 16). We propose this position at a grade 18 in order to provide for a managerial level of decision-making. This manager will have the responsibilities of supervising the staff arborist (new position in budget issue for 05/06), including conducting arborist performance reviews, preparing requests/requirements for budgeting of permitting services, and general management authority for the permitting and licensing services and policies.

Additional step to be created in career ladder:

1) Commercial Plans Examiner

Grade 17. This would be an additional rung on the career ladder to provide distinction between the residential/small project plans examination positions and the much more difficult technical work involved in ensuring compliance with City ordinances and regulations of commercial building plans, commercial site designs, and commercial architectural designs. We would anticipate moving a residential plans examiner to this position when appropriate certifications are obtained.

Existing career ladder positions that we anticipate employees may qualify for:

# OCCUPATIONAL LICENSES

1) Administrative Specialist III

This is a Grade 13, administrative specialist III, who would do day-to-day front counter staff supervision in addition to preparing Radon reports, and other statutorily required reports. We anticipate having an administrative specialist II qualify for this career ladder position.

2) Administrative Supervisor

Grade 16. This position is needed to provide decision-making authority that will relieve the department director of day-to-day management of administrative operations. This position will also have responsibilities of managing the records maintenance for the Building Department, FEMA and CRS reporting, FAOLO certification for Occupational License duties; supervising (including conducting performance reviews) two existing administrative specialist II positions and a new (requested) position of records technician/travel administrative specialist II (05/06 budget issue), and overall managerial level authority for administrative operations in all divisions of the Building, Zoning, and Code Compliance Department. We anticipate having an administrative assistant qualify for this career ladder position.

The total annual cost for this restructuring would be approximately \$13,764 for salary, Social Security taxes, retirement, and workmen's compensation. This is broken down into cost centers as follows: 651 - \$9,850; 654 - \$712; 655 - \$3,202.

## Cost of Issue

Personal	3,914
Operating	0
Capital	0
Transfers	0
<hr/> Total	3,914

**Net Cost of Issue** **3,914**

# CODE COMPLIANCE

## Arborist

The following represent the portion (10%) of this issue (described under Building & Zoning, cost center 651) that is applicable to Code Compliance, cost center 655.

THIS BUDGET ISSUE IS AT THE SPECIFIC REQUEST OF THE PARKS AND RECREATION BOARD BY MOTION PASSED AT THEIR MEETING ON MARCH 18, 2004. THE PARKS AND RECREATION BOARD WOULD LIKE TO BE ABLE TO CONSIDER ADDING MORE TREE SPECIES TO THE GRAND TREE LIST AND TO DO SO WOULD REQUIRE THE SERVICES OF AN ARBORIST. (PARTIAL FUNDING MAY BE AVAILABLE FROM THE TREE REPLACEMENT FUND IF WE CAN AMEND THE ADMINISTRATIVE REGULATION.)

This is a request for a new person, grade 17, reporting to the Manager of Permits and Licensing.

The Building, Zoning and Code Compliance Department has been responsible for monitoring compliance with the tree protection ordinance. Last year 462 tree permits were issued. Many of these permits required more than one inspection of the property before the permit was issued or denied. This responsibility keeps Code Compliance Inspectors from being able to spend time in their zones to comply with the Neighborhoods Action Strategy and from the Enterprise Zone plan. It also involves Zoning staff and impacts their ability to handle zoning issues in the office.

We also found that with site development issues involving public hearings, many times we need the services of a Florida Registered Landscape Architect. Because of several new issues in the tree protection ordinance and the volume of permits, we are requesting an arborist for the Building, Zoning and Code Compliance Department.

This request is consistent with the City Commission goal of providing quality services to our customers.

The main responsibilities of this position will be:

- 1) To review and permit all tree removal permits for residential and commercial projects;
- 2) To work with the landscape architect on site development issues;
- 3) To conduct on-site inspections; and
- 4) To be responsible for managing the Replacement Tree section of the tree protection ordinance.

We estimate that 15% of the arborist's time will be spent on billable fee petitions and 10% of this person's time will be spent on Code Compliance. The total cost of this issue is estimated at \$54,177, some of which will be recovered from billable fees. In this budget, 90% of the \$54,177 (\$48,758) is being allocated to the Building Division (cost center 651) and 10% (\$5,419) shown below is being allocated to Code Compliance (cost center 655).

### Cost of Issue

Personal	4,889
Operating	262
Capital	268
Transfers	0
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Total	\$5,419
Net Cost of Issue	\$5,419