

CITY OF SARASOTA, FLORIDA
DEVELOPMENT SERVICES FUND

	Actual 2003-04	Budget 2004-05	Amended Budget 2004-05	Estimated 2004-05	Budget 2005-06
Available Fund Balance	\$ 15,794	\$ 276,356	\$1,969,740	\$1,969,740	\$1,329,639
<u>Revenues</u>					
Building and Zoning					
Licenses and Permits	3,577,250	1,801,190	1,801,190	2,539,843	2,200,500
Charges for Services	77,190	84,593	84,593	79,000	86,332
Billable Fees					
Fees to Petitioners	479,917	578,006	778,006	430,000	430,000
Other Miscellaneous	100	-	-	-	-
Total	4,134,457	2,463,789	2,663,789	3,048,843	2,716,832
Estimated Funds Available	4,150,251	2,740,145	4,633,529	5,018,583	4,046,471
<u>Expenditures</u>					
Building and Zoning					
Personnel	1,304,555	1,416,191	1,452,991	1,450,142	1,674,480
Operating	661,931	715,482	1,231,995	1,206,138	802,912
Capital	24,350	27,100	561,361	572,664	18,490
Billable Fees					
Time Charges from Departments	-	486,325	486,325	125,000	110,447
Operating costs	189,675	91,681	301,111	335,000	319,553
Total	2,180,511	2,736,779	4,033,783	3,688,944	2,925,882
Projected Ending Balance	<u>\$ 1,969,740</u>	<u>\$ 3,366</u>	<u>\$ 599,746</u>	<u>\$1,329,639</u>	<u>\$1,120,589</u>

BUILDING AND ZONING

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.

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Personal Expenditures	1,304,556	1,416,191	1,526,737	147,743	1,674,480
Non Personal Expenditures	116,615	156,532	230,557	-4,761	225,796
Capital Expenditures	24,350	27,100	12,780	5,710	18,490
Transfer Expenditures	545,317	558,950	577,116	0	577,116
Totals	\$1,990,838	\$2,158,773	\$2,347,190	\$148,692	\$2,495,882

Personnel Summary

Actual Positions	23.19	22.85	2.90	25.75
------------------	-------	-------	------	-------

Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
LICENSES & PERMITS	3,577,249	1,801,190	2,200,500	0	2,200,500
CHARGES FOR SERVICES	77,191	43,000	66,000	0	66,000
INTRAGOVERNMENTAL SERVICES	0	41,593	13,000	7,332	20,332
	\$3,654,440	\$1,885,783	\$2,279,500	\$7,332	\$2,286,832

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.

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 arborist budget issue is pursuant to the request of the Parks and Recreation Board to implement the Sarasota City Tree Protection Ordinance.	No	2006	\$54,178

Strategic Concern - Operational Focus

Strategy

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

Task

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

BUILDING AND ZONING

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Inspections conducted	Number	16,800	20,952	20,000	20,000
Plans reviewed	Number	7,500	7,543	7,500	7,500
Effectiveness Measure					
Technical inspect. w/i 24 hrs of request	Percent	96	98	98	98
Plans review w/i 10 days initial receipt	Percent	79	87	87	88
Staff certifications	Percent	100	100	100	100
Efficiency Measure					
Inspections per inspector	Number	2,400	2,993	2,666	2,500
Plans reviewed per inspector	Number	1,070	1,077	1,000	937

Strategic Concern - Operational Focus

Strategy

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

Task

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

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Inspections conducted	Number	1,146	1,371	1,300	1,300
Effectiveness Measure					
Tech inspection w/i 24 hrs of request	Percent	80	90	91	92
Plans review w/i 10 days initial receipt	Percent	85	87	87	88
Staff certifications	Percent	100	100	100	100
Efficiency Measure					
Inspections conducted per inspector	Number	1,146	1,371	1,300	1,300
Plans reviewed per inspector	Number	1,146	1,371	1,300	1,300

Strategic Concern - Operational Focus

Strategy

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

Task

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

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Contractors' certificates issued	Number	1,595	1,897	1,943	1,919
Plans & transmittals reviewed	Number	7,500	7,543	7,500	7,500
Special event permits reviewed	Number	50	90	95	100
Building permits issued	Number	5,153	5,387	5,432	5,485
Walk-in customers served	Number	15,600	16,051	16,500	17,000
Effectiveness Measure					
Plans review w/i 15 days of initial rec.	Percent	90	92	94	96
Inspect scheduled w/i 24 hrs of request	Percent	94	96	96	98
Efficiency Measure					
Permits reviewed per employee	Number	1,717	1,539	1,552	1,567

BUILDING AND ZONING

Strategic Concern - Operational Focus

Strategy

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

Task

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

Description	Unit	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Board of Adjustment petitions	Number	32	30	30	30
Alcoholic beverage licenses reviewed	Number	55	94	60	60
Construction plans reviewed	Number	4,885	4,850	5,000	5,000
Walk-in customers served	Number	2,267	1,532	2,000	2,000
Effectiveness Measure					
Review plans for zon.complia.w/i 12 days	Percent	90	90	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	204	202	208	208

Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Personal Expenditures	1,304,556	1,416,191	1,526,737	147,743	1,674,480
Non Personal Expenditures	116,615	156,532	230,557	-4,761	225,796
Capital Expenditures	24,350	27,100	12,780	5,710	18,490
Transfer Expenditures	545,317	558,950	577,116	0	577,116
Totals	\$1,990,838	\$2,158,773	\$2,347,190	\$148,692	\$2,495,882

Personnel Summary

Actual Positions	23.19	22.85	2.90	25.75
------------------	-------	-------	------	-------

Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
LICENSES & PERMITS	3,577,249	1,801,190	2,200,500	0	2,200,500
CHARGES FOR SERVICES	77,191	43,000	66,000	0	66,000
INTRAGOVERNMENTAL SERVICES	0	41,593	13,000	7,332	20,332
Totals	\$3,654,440	\$1,885,783	\$2,279,500	\$7,332	\$2,286,832

BUILDING AND ZONING

Zoning Supervisor

THE CREATION OF THIS POSITION IS AT THE RECOMMENDATION OF THE "EXTERNAL PANEL" THAT REVIEWED THE DEVELOPMENT REVIEW PROCESS AND WAS INCLUDED AS RECOMMENDATION A.7.

This request is for a new position of Zoning Supervisor, grade 20, that would be responsible to the Director of Building, Zoning and Code Compliance. This position would increase staffing depth and further management's budget focus of structuring staffing so that we can still function efficiently with the absence or departure of any employee.

The position would include the following essential functions:

- Supervise, direct and coordinate the activities of the Zoning Division.
- Supervise review of site plans by Zoning Analysts.
- Consult and interact with contractors, engineers, architects, internal departments, and the general public when necessary.
- Monitor the quality and quantity of daily work by the Zoning Analysts.
- Process plans between the Building Department, Building Plans Examiners and the Zoning Division.
- Make field inspections when necessary for tree removal or any other zoning issue.
- Make FEMA field inspections when necessary.
- Prepare FEMA yearly report.
- Be able to draft new forms for zoning.
- Prepare annual evaluations for the Zoning Analysts.
- Attend Planning Board, Board of Adjustment meetings and City Commission meetings when necessary.
- Assist in the preparation of the budget for the Zoning Division.
- Assist in the preparation of educational programs for the Zoning Division.
- Prepare Petitions for the Board of Adjustment Meetings.
- Process plans in the absence of Zoning Analysts.
- Confer with Zoning Analysts on all related questions concerning site and development review, plan review, complaints and variances.
- Review plans for Development Review Committee and attend Development Review Committee meetings.

This issue would assist staff in continuing to provide high quality services to our external and internal customers.

Cost of Issue

Personal	55,303
Operating	3,220
Capital	2,050
Transfers	0
<hr/>	
Total	\$60,573
Net Cost of Issue	\$60,573

BUILDING AND ZONING

Arborist

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 shown below) and 10% (\$5,419) is being allocated to Code Compliance (cost center 655).

Cost of Issue

Personal	43,991
Operating	2,358
Capital	2,410
Transfers	0
<hr/>	
Total	\$48,759

Revenue

INTRAGOVERNMENTAL SERVICES	7,332
<hr/>	
	7,332

Net Cost of Issue \$41,427

BUILDING AND ZONING

Position reclass.& addit. to career path

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:

- 1) Administrative Specialist III

BUILDING AND ZONING

Position reclass.& addit. to career path

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	9,850
Operating	0
Capital	0
Transfers	0
<hr/>	
Total	\$9,850
Net Cost of Issue	\$9,850

BUILDING AND ZONING

Administrative Specialist II

This request is for a new person in an Administrative Specialist II (grade 11) position to be added to the Building, Zoning and Code Compliance Department's table of organization. This position would report to the Administrative Supervisor.

Fifty percent of this position would be devoted to the department's digital image archiving, including scanning all commercial building plans to CD's. This is work that we had previously contracted out but the quantity has increased to the point that the \$10,000 we budgeted each year has resulted in almost another \$10,000 in backlog each year. Added to the cost is the problem of not being able to secure a vendor that does the quality of work we need without our staff expending a great amount of time supervising or closely monitoring their progress.

We purchased a scanner last year with the expectation that all scanning would be done by current employees. The dramatic increase in commercial building within the City has increased customer service workload as well as the volume of scanning required leading to a situation where our existing staff cannot accommodate all scanning tasks. Plans also need to be readily accessible to our customers and our staff; when we use an outside vendor to scan these plans, they are unavailable for several months at a time.

Thirty percent of this position would be devoted to preparing certification and training requests for the Building, Zoning and Code Compliance staff of 41 (and possibly 44 if this budget is approved). With all of the cross training that is necessitated by changes in the Florida Building Code and certifications required of the inspectors and plans examiners, the tasks of planning training and preparing requests have increased to the point where certification and training may have to be delayed because of waiting for the processing to take place. Cross training and maintaining certifications are essential to providing service to our customers.

In January and February of 2004, our department prepared 10 requests for training and certification. For the same time period this year, we have prepared 25 requests, and for every request prepared, there has to also be a reconciliation prepared. We know this trend will increase even higher as we are cross training our technical inspectors and each area we certify them in requires training classes, the tests, and then required continuing education credits for each certification. We are requesting additional resources for this task as it is not a task that can be done by just anyone who has a few minutes of time available on an ad hoc basis. We need to be able to train someone in the City's policies and the use of the TRIPS electronic travel system.

The remaining twenty percent of this person's time would be devoted to cross training and backup for front counter customer service.

Cost of Issue

Personal	38,599
Operating	-10,339
Capital	1,250
Transfers	0
<hr/>	
Total	\$29,510
Net Cost of Issue	\$29,510

BILLABLE FEE SYSTEM

Description of Operations

The Billable Fee Fund was established to account for and collect charges incurred in the review and approval of development applications. More specifically, Article IV-102 of the Land Development Code states that the City shall establish a schedule of fees and charges for matters pertaining to development review. It is the intent of these regulations that the City shall not be required to bear any part of the costs of development review, and that the fees and established charges represent the actual costs involved in the processing of petitions for development approval. The City has determined that the most practical and consistently accurate method of defraying the costs of development review functions is through a schedule of fees based upon the actual time spent by City employees and directly associated expenses including, but not limited to, advertising and legal fees.

For 2004-05 although departmental estimates of their time produced projections of \$486,235, the actual amounts charged to petitions has been considerably less. Based upon actual charges to date, 2004-05 should produce approximately \$125,000 of department time billings. On a more positive note, legal costs applicable to billable fees, which were budgeted at \$16,681, are projected to be \$120,000 for 2004-05. Without the billable fee concept, the General Fund would have absorbed these excess legal expenses. For 2005-06 total revenues from billable fees of \$456,000 has been estimated at a level more consistent with the 2004-05 projected results

Each department involved in the billable fee process has an appropriate revenue in their 2005-06 budget that they can compare to the actual staff time billed and thereby monitor actual revenues versus budget on a monthly basis.

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Personal Expenditures	0	486,325	110,447	0	110,447
Non Personal Expenditures	189,674	91,681	319,553	0	319,553
Totals	\$189,674	\$578,006	\$430,000	\$0	\$430,000

Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
------------------	------	------	------	------

Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
OTHER MISCELLANEOUS REVENUES	480,017	578,006	374,000	0	374,000
INTRAGOVERNMENTAL SERVICES	0	0	56,000	0	56,000
	\$480,017	\$578,006	\$430,000	\$0	\$430,000