

# CODE COMPLIANCE AND OCCUPATIONAL LICENSES

## 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 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 2005<br>Actual | FY 2006<br>Budget | FY 2007<br>Continuation | FY 2007<br>Issues | FY 2007<br>Totals |
|------------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| 033654 OCCUPATIONAL LICENSES | 151,330           | 148,607           | 158,551                 | 0                 | 158,551           |
| 033655 CODE COMPLIANCE       | 888,053           | 1,005,316         | 1,119,900               | 150,430           | 1,270,330         |
| Totals                       | \$1,039,383       | \$1,153,923       | \$1,278,451             | \$150,430         | \$1,428,881       |

## Department Expenditures By Category

|                           | FY 2005<br>Actual | FY 2006<br>Budget | FY 2007<br>Continuation | FY 2007<br>Issues | FY 2007<br>Totals |
|---------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| Personal Expenditures     | 894,528           | 927,357           | 1,022,541               | 97,470            | 1,120,011         |
| Non Personal Expenditures | 114,456           | 190,208           | 202,660                 | 14,760            | 217,420           |
| Capital Expenditures      | 5,399             | 11,358            | 28,250                  | 38,200            | 66,450            |
| Transfer Expenditures     | 25,000            | 25,000            | 25,000                  | 0                 | 25,000            |
| Totals                    | \$1,039,383       | \$1,153,923       | \$1,278,451             | \$150,430         | \$1,428,881       |

## Personnel Summary

|                  |       |       |      |       |
|------------------|-------|-------|------|-------|
| Actual Positions | 16.25 | 16.25 | 2.00 | 18.25 |
|------------------|-------|-------|------|-------|

## Revenue Summary

|                              | FY 2005<br>Actual | FY 2006<br>Budget | FY 2007<br>Continuation | FY 2007<br>Issues | FY 2007<br>Totals |
|------------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| LICENSES & PERMITS           | 721,674           | 693,267           | 723,317                 | 0                 | 723,317           |
| FINES & FORFEITURES          | 113,605           | 130,000           | 91,000                  | 5,000             | 96,000            |
| OTHER MISCELLANEOUS REVENUES | 3,335             | 0                 | 0                       | 0                 | 0                 |
| INTRAGOVERNMENTAL SERVICES   | 13,082            | 5,000             | 13,536                  | 0                 | 13,536            |
| Totals                       | \$851,696         | \$828,267         | \$827,853               | \$5,000           | \$832,853         |

# CODE COMPLIANCE AND OCCUPATIONAL LICENSES

## OCCUPATIONAL LICENSES

### Mission Statement

To apply fairly 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 PLAN

#### Strategic Goal - An Attractive, Environmentally-Friendly Community that is Safe and Livable and Provides an Array of Cultural and Aesthetic Enjoyments

**Strategy** - Promote citizen and business entrepreneurship, while protecting public safety.

**Objective** - Protect citizens from unlicensed businesses that may lead to injury.

| Task   | Current Funding | Fiscal Year Completed | Funds Required |
|--|-----------------|-----------------------|----------------|
| Dedicate one-half of the Occupational License Official's efforts to the investigation of possible unlicensed business activities.  | Yes             | 2007                  | \$0            |
| <p>Status - In fiscal year 04/05, the City Commission approved the hiring of one additional staff person to focus on occupational licensing. The department has filled the position and the employee is actively working with the Occupational License Technician to investigate all complaints of illegal activity in addition to seeking out other sources of information such as the monthly occupational license information from Sarasota County, the business section of the newspaper, the yellow pages, web sites, etc..</p> |                 |                       |                |

### 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 2004 | FY 2005 | FY 2006 | FY 2007 |
|------------------------------------|---------|---------|---------|---------|---------|
| <b>Output Measure</b>              |         |         |         |         |         |
| Occupational licenses issued       | Number  | 5,800   | 6,136   | 6,000   | 6,000   |
| Occ. license inspections conducted | Number  | 175     | 380     | 300     | 300     |
| Walk-in customers served           | Number  | 1,081   | 1,257   | 1,200   | 1,200   |
| <b>Effectiveness Measure</b>       |         |         |         |         |         |
| Occ. lic. issued w/i 3 days of app | Percent | 95      | 95      | 95      | 95      |

### **Expenditures By Category**

|                           | FY 2005<br>Actual | FY 2006<br>Budget | FY 2007<br>Continuation | FY 2007<br>Issues | FY 2007<br>Totals |
|---------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| Personal Expenditures     | 131,743           | 107,191           | 116,659                 | 0                 | 116,659           |
| Non Personal Expenditures | 19,180            | 38,066            | 38,992                  | 0                 | 38,992            |
| Capital Expenditures      | 407               | 3,350             | 2,900                   | 0                 | 2,900             |
| Totals                    | \$151,330         | \$148,607         | \$158,551               | \$0               | \$158,551         |

# CODE COMPLIANCE AND OCCUPATIONAL LICENSES

## OCCUPATIONAL LICENSES

### Personnel Summary

|                  |      |      |      |      |
|------------------|------|------|------|------|
| Actual Positions | 1.85 | 1.85 | 0.00 | 1.85 |
|------------------|------|------|------|------|

### Revenue Summary

|                              | FY 2005<br>Actual | FY 2006<br>Budget | FY 2007<br>Continuation | FY 2007<br>Issues | FY 2007<br>Totals |
|------------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| LICENSES & PERMITS           | 675,596           | 653,267           | 693,317                 | 0                 | 693,317           |
| OTHER MISCELLANEOUS REVENUES | 3,335             | 0                 | 0                       | 0                 | 0                 |
| INTRAGOVERNMENTAL SERVICES   | 1,787             | 0                 | 1,874                   | 0                 | 1,874             |
| Totals                       | \$680,718         | \$653,267         | \$695,191               | \$0               | \$695,191         |

# CODE COMPLIANCE AND OCCUPATIONAL LICENSES

## 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 PLAN**

#### **Strategic Goal - Viable, Safe and Diverse Neighborhoods and Businesses that Work Together**

**Strategy** - Provide a safe community.

**Objective** - To maintain both quality of life within neighborhoods and safety for our citizens, code compliance issues will be resolved in a timely manner.

| <b>Task</b>  | <b>Current Funding</b> | <b>Fiscal Year Completed</b> | <b>Funds Required</b> |
|--|------------------------|------------------------------|-----------------------|
| Increase the number of code inspection staff.<br>Status - The department has included an issue in the FY 2007 budget for two additional Code Compliance inspectors. One inspector would be added for weekend and evening duties and the other would concentrate on the neighborhoods where there have been special concerns and neighborhoods that have adopted action strategies, i.e., Park East, Gillespie Park, Rosemary District, Central Cocoanut, and Bayou Oaks. | No                     | 2007                         | \$145,430             |

### **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.

| <b>Description</b>             | <b>Unit</b> | <b>FY 2004</b> | <b>FY 2005</b> | <b>FY 2006</b> | <b>FY 2007</b> |
|--------------------------------|-------------|----------------|----------------|----------------|----------------|
| <b>Output Measure</b>          |             |                |                |                |                |
| Inspections conducted          | Number      | 15,965         | 11,815         | 12,000         | 12,000         |
| Lots mowed by City contractor  | Number      | 20             | 20             | 20             | 20             |
| Notices & citations issued     | Number      | 1,815          | 2,362          | 2,000          | 2,000          |
| Demolitions by City contractor | Number      | 0              | 0              | 1              | 0              |
| Complaints responded to        | Number      | 1,902          | 1,863          | 1,900          | 1,900          |
| Tree inspections               | Number      | 683            | 514            | 500            | 500            |
| Sign inspections               | Number      | 400            | 462            | 450            | 450            |
| Walk-in customers served       | Number      | 519            | 295            | 250            | 250            |
| Special Master cases heard     | Number      | 989            | 854            | 900            | 900            |

# CODE COMPLIANCE AND OCCUPATION LICENSES

## CODE COMPLIANCE

### Effectiveness Measure

|  |         |     |     |     |     |
|--|---------|-----|-----|-----|-----|
| Staff certifications                     | Percent | 95  | 95  | 95  | 95  |
| 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 |

### Efficiency Measure

|                                      |        |      |     |     |     |
|--------------------------------------|--------|------|-----|-----|-----|
| Code inspections per inspector/month | Number | 190  | 195 | 195 | 195 |
| Tree inspections per inspector/month | Number | 8.1  | 43  | 42  | 42  |
| Sign inspections per inspector/month | Number | 4.75 | 39  | 38  | 38  |

### Expenditures By Category

|                           | FY 2005<br>Actual | FY 2006<br>Budget | FY 2007<br>Continuation | FY 2007<br>Issues | FY 2007<br>Totals |
|---------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| Personal Expenditures     | 762,785           | 820,166           | 905,882                 | 97,470            | 1,003,352         |
| Non Personal Expenditures | 95,276            | 152,142           | 163,668                 | 14,760            | 178,428           |
| Capital Expenditures      | 4,992             | 8,008             | 25,350                  | 38,200            | 63,550            |
| Transfer Expenditures     | 25,000            | 25,000            | 25,000                  | 0                 | 25,000            |
| Totals                    | \$888,053         | \$1,005,316       | \$1,119,900             | \$150,430         | \$1,270,330       |

### Personnel Summary

|                  |       |       |      |       |
|------------------|-------|-------|------|-------|
| Actual Positions | 14.40 | 14.40 | 2.00 | 16.40 |
|------------------|-------|-------|------|-------|

### Revenue Summary

|                            | FY 2005<br>Actual | FY 2006<br>Budget | FY 2007<br>Continuation | FY 2007<br>Issues | FY 2007<br>Totals |
|----------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| LICENSES & PERMITS         | 46,078            | 40,000            | 30,000                  | 0                 | 30,000            |
| FINES & FORFEITURES        | 113,605           | 130,000           | 91,000                  | 5,000             | 96,000            |
| INTRAGOVERNMENTAL SERVICES | 11,295            | 5,000             | 11,662                  | 0                 | 11,662            |
| Totals                     | \$170,978         | \$175,000         | \$132,662               | \$5,000           | \$137,662         |

# CODE COMPLIANCE

## Additional Code Compliance Inspectors

At the April 18, 2006, City Commission Workshop, staff was directed to bring forward a budget issue to add Code Compliance inspectors to strengthen code compliance efforts in neighborhoods where there have been concerns and also neighborhoods that have adopted action strategies.

If the City Commission decides to add one additional inspector, we will utilize that resource to strengthen our weekend and evening efforts and to focus on neighborhood action strategies that involve code compliance issues.

If the City Commission decides to add a second inspector, we will utilize that resource to concentrate on the neighborhoods where there have been concerns such as, Park East, Gillespie Park, Rosemary District, Central Cocoanut, and Bayou Oaks.

### Cost of Issue

|           |           |
|-----------|-----------|
| Personal  | 97,470    |
| Operating | 14,760    |
| Capital   | 38,200    |
| Transfers | 0         |
| <hr/>     |           |
| Total     | \$150,430 |

### Revenue

|                           |       |
|---------------------------|-------|
| <hr/> FINES & FORFEITURES | 5,000 |
|                           | 5,000 |

Net Cost of Issue \$145,430