

BUSINESS TAX, 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

The Business Tax 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 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.

Department Expenditures by Cost Center

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
033654 LOCAL BUSINESS TAX	145,983	158,551	167,338	-64,692	102,646
033655 CODE COMPLIANCE	954,231	1,270,330	1,294,826	-173,134	1,121,692
033658 ZONING			447,119	0	447,119
Totals	\$1,100,214	\$1,428,881	\$1,909,283	(\$237,826)	\$1,671,457

Department Expenditures By Category

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
Personal Expenditures	932,585	1,120,011	1,591,955	-151,856	1,440,099
Non Personal Expenditures	131,638	217,420	257,268	-52,270	204,998
Capital Expenditures	10,991	66,450	35,060	-8,700	26,360
Transfer Expenditures	25,000	25,000	25,000	-25,000	0
Totals	\$1,100,214	\$1,428,881	\$1,909,283	(\$237,826)	\$1,671,457

Personnel Summary

Actual Positions	18.25	23.45	-3.00	20.45
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Revenue Summary

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
LICENSES & PERMITS	783,722	723,317	749,767	0	749,767
FINES & FORFEITURES	148,375	96,000	112,000	0	112,000
OTHER MISCELLANEOUS REVENUES	60	0	0	0	0
INTRAGOVERNMENTAL SERVICES	16,061	13,536	0	0	0
Totals	\$948,218	\$832,853	\$861,767	\$0	\$861,767

BUSINESS TAX, ZONING AND CODE COMPLIANCE

LOCAL BUSINESS TAX

Mission Statement

To apply fairly the occupational license tax to all businesses located in the City of Sarasota.

Description of Operations

The local business tax area issues business tax receipts to all businesses located within the City and ensures they are properly zoned. The local business tax 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 50% of the Occupational License official's efforts to the investigation of unlicensed business activities in the City. Status - The Occupational License Division works 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.. Additionally, work to process the allowed 5% rate increase allowed by state law bi-annually for all license categories.	Yes	2008	\$0

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 2005	FY 2006	FY 2007	FY 2008
Output Measure					
Occupational licenses issued	Number	6,136	6,200	6,200	6,200
Occ. license inspections conducted	Number	380	396	395	395
Walk-in customers served	Number	1,257	1,478	1,200	1,200
Effectiveness Measure					
Occ. lic. issued w/i 3 days of app	Percent	95	95	95	95

Expenditures By Category

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
Personal Expenditures	125,528	116,659	125,281	-53,122	72,159
Non Personal Expenditures	20,455	38,992	38,857	-10,370	28,487
Capital Expenditures	0	2,900	3,200	-1,200	2,000
Totals	\$145,983	\$158,551	\$167,338	(\$64,692)	\$102,646

BUSINESS TAX, ZONING AND CODE COMPLIANCE

LOCAL BUSINESS TAX

Personnel Summary

Actual Positions	1.85	1.85	-1.00	0.85
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Revenue Summary

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
LICENSES & PERMITS	736,353	693,317	738,767	0	738,767
OTHER MISCELLANEOUS REVENUES	60	0	0	0	0
INTRAGOVERNMENTAL SERVICES	2,184	1,874	0	0	0
Totals	\$738,597	\$695,191	\$738,767	\$0	\$738,767

BUSINESS TAX, 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. 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.

Task	Current Funding	Fiscal Year Completed	Funds Required
Maintain current code compliance coverage. Status - Maintain code compliance zone coverage with special emphasis on neighborhood action strategy areas.	Yes	2007	\$0

OPERATIONAL FOCUS

Strategy

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

Task

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

Description	Unit	FY 2005	FY 2006	FY 2007	FY 2008
Output Measure					
Inspections conducted	Number	11,815	8,031	10,000	10,000
Lots mowed by City contractor	Number	20	5	5	5
Notices and citations issued	Number	2,362	2,168	2,300	2,300
Demolitions by City contractor	Number	0	1	1	1
Complaints responded to	Number	1,863	1,493	1,500	1,500
Tree inspections	Number	514	557	500	0
Sign inspections	Number	462	406	450	0
Walk-in customers served	Number	295	312	350	350
Special Master cases heard	Number	854	1,079	950	950
Effectiveness Measure					
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	0
Sign inspections w/i 48 hrs of request	Percent	100	100	100	0
Efficiency Measure					
Code inspections per inspector/month	Number	195	195	195	195
Tree inspections per inspector/month	Number	43	46	42	0
Sign inspections per inspector/month	Number	39	34	36	0

BUSINESS TAX, ZONING AND CODE COMPLIANCE

CODE COMPLIANCE

Expenditures By Category

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
Personal Expenditures	807,057	1,003,352	1,057,210	-98,734	958,476
Non Personal Expenditures	111,183	178,428	181,216	-41,900	139,316
Capital Expenditures	10,991	63,550	31,400	-7,500	23,900
Transfer Expenditures	25,000	25,000	25,000	-25,000	0
Totals	\$954,231	\$1,270,330	\$1,294,826	(\$173,134)	\$1,121,692

Personnel Summary

Actual Positions	16.40	16.30	-2.00	14.30
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Revenue Summary

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
LICENSES & PERMITS	47,369	30,000	0	0	0
FINES & FORFEITURES	148,375	96,000	112,000	0	112,000
INTRAGOVERNMENTAL SERVICES	13,877	11,662	0	0	0
Totals	\$209,621	\$137,662	\$112,000	\$0	\$112,000

BUSINESS TAX, ZONING AND CODE COMPLIANCE

ZONING

Mission Statement

To assure that construction in the City is safe, of high quality and promotes the overall goals of the Sarasota City Comprehensive Plan.

Description of Operations

The Zoning Division reviews all building permits for compliance with the City zoning code. The review also includes compliance with concurrency regulations and Federal Emergency Management Agency (FEMA) flood standards. 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. The division also inspects all signs erected in the City for compliance with zoning and building codes. The division reviews all applications to the Development Review Committee.

STRATEGIC PLAN

Strategic Goal - An Economically Sustainable Community

Strategy - Promote economic development to provide citizens access to increased job opportunities and a strong tax base.

Objective - Support economic development by offering an efficient building permit process.

Task	Current Funding	Fiscal Year Completed	Funds Required
Work with the DRC members to revise the permit process to provide for expedited process for green buildings and affordable housing projects. Status - This activity is ongoing.	Yes	2008	\$0

OPERATIONAL FOCUS

Strategy

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

Task

Review and approve all construction plans for compliance within established time frames.

Description	Unit	FY 2005	FY 2006	FY 2007	FY 2008
Output Measure					
Plans reviewed	Number	5,077	3,120	4,000	4,000
Effectiveness Measure					
Plan review w/i 10 days of initial receipt	Percent	n/a	95	95	95

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 and signage is in compliance with the zoning code, concurrency requirements and FEMA regulations. Implement any changes to flood maps as required by FEMA.

Description	Unit	FY 2005	FY 2006	FY 2007	FY 2008
Output Measure					
Board of Adjustment petitions	Number	33	16	20	20
Alcoholic beverage licenses reviewed	Number	90	155	120	120
Construction plans reviewed	Number	5,077	3,120	4,000	4,000
Walk-in customers served	Number	1,478	1,282	1,300	1,300
Sign inspections	Number	0	0	0	450

BUSINESS TAX, ZONING AND CODE COMPLIANCE

ZONING

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
Sign inspections w/i 48hrs of request	Percent	0	0	0	100

Efficiency Measure

Zoning plans reviewed per FTE/month	Number	211	130	150	150
Sign inspections per inspector/month	Number	0	0	0	36

Expenditures By Category

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
Personal Expenditures	0	0	409,464	0	409,464
Non Personal Expenditures	0	0	37,195	0	37,195
Capital Expenditures	0	0	460	0	460
Totals	\$0	\$0	\$447,119	\$0	\$447,119

Personnel Summary

Actual Positions	0.00	5.30	0.00	5.30
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Revenue Summary

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
LICENSES & PERMITS	0	0	11,000	0	11,000
Totals	\$0	\$0	\$11,000	\$0	\$11,000

BUSINESS TAX, ZONING AND CODE COMPLIANCE

Budget Reduction

These reductions total \$237,826. Eliminated the vacant Code Compliance Inspector position for \$47,965. The department hired one of the two positions put in last year's budget and trained them. The vision of the Commission for the additional positions was to allow us to focus on neighborhood action strategies and sweep specific problem areas, such as Park East and Gillespie Park on a regular basis. It would also allow inspectors to have smaller assignment zones. Eliminating the position will limit the extent of these stated goals. Also, eliminated the vacant Code Compliance Administrative Specialist position for \$50,769. This will result in a marginally longer processing time for code compliance cases. We also eliminated the Business Tax Technician position for \$51,909. Fewer counter hours will be available to customers. This position is currently filled.

We will not utilize the vehicle replacement fund which reduces costs \$15,000, and will, in the long term, affect the age of our fleet. Training and travel as well as incentive pay was reduced \$26,900, which affects our ability to cross-certify inspectors and staff; therefore we are also decreasing the incentive pay account. Eliminated the \$25,000 transfer for the Lot Mowing Program as it is not currently needed.

The \$11,583 reduction in the Local Business Tax division includes training and travel, which limits our abilities to provide cross certifications for our employees. Overtime is eliminated which is generally used during the renewal season in August and September. This will slow down renewals to a small extent. We have a relatively new vehicle in this division so we are cutting motor vehicle supplies and parts.

Cost of Issue

Personal	-151,856
Operating	-52,270
Capital	-8,700
Transfers	-25,000
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Total	-237,826
Net Cost of Issue	-237,826