

**CITY OF SARASOTA, FLORIDA
BUILDING SERVICES**

	Actual 2006-07	Budget 2007-08	Amended Budget 2007-08	Estimated 2007-08	Budget 2008-09
Available Fund Balance	\$ 2,512,508	\$ 466,408	\$ 1,814,481	\$ 1,814,481	\$ 1,600,545
<u>Revenues</u>					
Building Construction/Inspection					
Licenses and Permits	1,763,166	1,733,500	1,733,500	1,854,000	1,779,500
Charges for Services	51,672	37,000	37,000	60,000	60,000
Miscellaneous Income	87,059	15,000	15,000	83,885	25,000
Transfer from Billable Fees	3,014	32,550	32,550	32,550	24,800
Total	1,904,911	1,818,050	1,818,050	2,030,435	1,889,300
Estimated Funds Available	4,417,419	2,284,458	3,632,531	3,844,916	3,489,845
<u>Expenditures</u>					
Building Construction/Inspection					
Personnel	1,783,912	1,493,412	1,493,412	1,509,168	1,405,104
Operating	908,988	762,910	1,655,091	732,863	758,122
Capital	(89,962)	1,840	232,185	2,340	2,340
Total	2,602,938	2,258,162	3,380,688	2,244,371	2,165,566
Projected Ending Balance	\$ 1,814,481	\$ 26,296	\$ 251,843	\$ 1,600,545	\$ 1,324,279
<u>Recap of Fund Balance</u>					
Reserved for Computer Application					1,000,000
Unreserved Fund Balance					324,279
Total					<u>\$ 1,324,279</u>

BUILDING CONSTRUCTION/INSPECTION

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 Office reviews residential and commercial construction plans for compliance with all building, fire prevention and life safety code requirements. The office 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 office also enforces the City tree protection ordinance by conducting inspections of all protected trees that are permitted to be removed.

The Fire Inspections Office reviews commercial building construction plans for compliance with the fire prevention and life safety code requirements. The office conducts field inspections of new construction on commercial, assembly and multi-family residential structures to verify the projects meet all technical code requirements. The fire inspectors are required to be certified and licensed by the State of Florida, as well as participate in continuing education course requirements.

The Plans Exam and Permitting Office 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.

Management personnel attend meetings of the Planning Board, Board of Adjustment (BOA), Building Board of Rules and Appeals (BORA), Development Review Committee (DRC) and City Commission on a regular basis. They also attend meetings of Historic Preservation, Public Art and Citizens with Disabilities Advisory Board when requested. Management also meets on a regular basis with customers, both internal and external, to resolve issues relating to the department functions.

CITYWIDE PRIORITIES

PRIORITY - Safe Community

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 CONSTRUCTION/INSPECTION

PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
Output Measure					
Inspections conducted	Number	13,953	16,381	16,000	15,000
Plans reviewed	Number	5,700	5,524	5,600	5,600
Sign Inspections	Number	406	500	500	500
Effectiveness Measure					
Technical inspect. w/i 24 hrs of request	Percent	95%	99%	90%	80%
Plans review w/i 10 days initial receipt	Percent	89%	90%	80%	75%
Staff certifications	Percent	100%	100%	100%	100%
Sign Inspection w/i 48hrs of request	Percent	100%	100%	100%	100%
Efficiency Measure					
Inspections per inspector	Number	1,620	2,047	1,875	1,875
Plans reviewed per inspector	Number	1,000	1,841	1,800	1,800
Sign inspections per inspector/month	Number	34	100	100	100

PRIORITY - Safe Community

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.

PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
Output Measure					
Inspections conducted	Number	1,350	2,047	1,875	1,875
Effectiveness Measure					
Tech inspection w/i 24 hrs of request	Percent	95%	99%	90%	80%
Plans review w/i 10 days initial receipt	Percent	89%	90%	80%	75%
Staff certifications	Percent	100%	100%	100%	100%
Efficiency Measure					
Inspections conducted per inspector	Number	1,350	2,047	1,875	1,875
Plans reviewed per inspector	Number	1,350	1,841	1,800	1,800

PRIORITY - Safe Community

Strategy

To ensure compliance with all technical, fire prevention, life safety regulations 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.

BUILDING CONSTRUCTION/INSPECTION

PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
Output Measure					
Contractors' certificates issued	Number	1,749	1,813	1,829	1,854
Plans and transmittals reviewed	Number	8,264	7,537	7,600	7,500
Special event permits reviewed	Number	105	105	105	105
Building permits issued	Number	5,470	5,524	5,587	5,592
Walk-in customers served	Number	16,445	11,781	12,220	12,251
Effectiveness Measure					
Plans review w/i 15 days of initial rec.	Percent	94%	99%	90%	80%
Inspect scheduled w/i 24 hrs of request	Percent	98%	98%	90%	75%
Efficiency Measure					
Permits reviewed per employee	Number	1,425	594	612	651

PRIORITY - Newtown

Strategy

Work with the Sarasota Housing Authority to accomplish the successful reconstruction of the Janie Poe housing complex.

Task

Issue a Certificate of Occupancy by September, 2009.

PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
Effectiveness Measure					
Issuance of Certificate of Occupancy	Yes/No	n/a	n/a	n/a	Yes

PRIORITY - Sustainability/Green Initiatives

Strategy

Participate in establishing green guidelines for the City permitting process.

Task

Develop ordinances and code changes to incentivize green construction.

PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
Output Measure					
Inspectors trained for FI Green Bldg certification	Number	n/a	n/a	2	2

Cost Center Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personnel	1,783,913	1,493,412	1,405,104	0	1,405,104
Operating Expenditures	311,674	256,794	222,509	0	222,509
Capital Expenditures	-89,963	1,840	2,340	0	2,340
Transfer Expenditures	597,315	506,116	535,613	0	535,613
Totals	2,602,939	2,258,162	2,165,566	0	2,165,566

BUILDING CONSTRUCTION/INSPECTION

Personnel Summary

Actual Positions	19.55	15.75	0.00	15.75
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Revenue Summary

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
OTHER TAXES	11,950	0	0	0	0
LICENSES & PERMITS	1,751,217	1,733,500	1,779,500	0	1,779,500
CHARGES FOR SERVICES	51,632	37,000	60,000	0	60,000
INTEREST	0	15,000	25,000	0	25,000
OTHER MISCELLANEOUS REVENUES	40	0	0	0	0
TRANSFERS	0	32,550	24,800	0	24,800
INTRAGOVERNMENTAL SERVICES	3,014	0	0	0	0
	1,817,853	1,818,050	1,889,300	0	1,889,300