

NEIGHBORHOOD AND DEVELOPMENT SERVICES

Mission Statement

To protect the health, safety and general welfare of the citizens by enforcing the building, zoning, housing and City codes and to work with the community and various public agencies to preserve and shape safe, vital and well planned urban environments.

Description of Operations

The essential role of the Neighborhood and Development Services Department is to provide the framework for the community to address change.

Comprehensive land use planning, required by Florida statute and practiced in Sarasota, provides a way to manage growth. It creates policies that support good jobs and affordable homes, protects natural resources and preserves historic buildings. If the City is to grow, it's important to plan those changes in beneficial ways. The City works alongside citizens to create long-range plans that will guide Sarasota's future. The Comprehensive "long range" Plan is a compilation of the City's goals for the future. This comprehensive plan is known as the Sarasota City Plan. The goals in the plan address many subject areas including land use, transportation, utilities, recreation and open space, coastal management and housing. In addition, the Future Land Use Plan identifies locations within the City designated for residential neighborhoods, offices, commercial/shopping areas, industrial areas and parks.

Sarasota's planning challenge is to reinforce and strengthen the livability of the City's neighborhoods and the central City in the face of rapid regional growth. The City Commission's goals and strategies reflect their firm resolution to meet this challenge. The Neighborhood and Development Services departments' essential function is to prepare for, not promote nor discourage, this growth. The City has learned from the past, and by watching other communities, that inappropriate development hurts neighborhoods. If too much development occurs in the suburbs or outlying areas, the inner neighborhoods and vibrant downtown suffer.

The current planning program coordinates the review of major development and redevelopment projects to ensure they are consistent with the Sarasota City Plan and applicable development regulations. During the review of projects, planners pay particular attention to compatibility with neighborhood character and values expressed by residents throughout the planning process. Another major function is to maintain and update Sarasota's Zoning Code to ensure the development regulations contained in the code remain consistent with the Sarasota City Plan. Staff also conduct zoning reviews of building permits and apply the Federal Emergency Management Agency (FEMA) standards. Staff also review applications for City alcoholic beverage licenses.

The Downtown and Newtown Redevelopment programs are intended to coordinate and promote activities that lead to implementation of the Downtown plan and Newtown plan respectively. The Enterprise Zone program fosters redevelopment by outreaching to existing and new businesses to identify various tax incentives available through this program.

The Business Tax Office 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 Office enforces all of the City codes with the goal of keeping all neighborhood values strong.

In addition, department staff work on a number of special projects related to housing, urban design, environmental protection, historic preservation, art in public places and other issues of concern to Sarasota.

Department Expenditures by Cost Center

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
033631 NEWTOWN REDEVELOPMENT OFFICE	369,819	416,939	450,803	0	450,803
033632 PLANNING & DEVELOPMENT	2,288,549	2,281,056	1,693,648	0	1,693,648
033634 DOWNTOWN REDEVELOPMENT OFFICE	420,467	609,112	356,457	0	356,457
033654 LOCAL BUSINESS TAX	140,547	102,646	130,148	0	130,148
033655 CODE COMPLIANCE	1,091,494	1,121,692	817,560	0	817,560
Totals	\$4,310,876	\$4,531,445	\$3,448,616	\$0	\$3,448,616

NEIGHBORHOOD AND DEVELOPMENT SERVICES

Department Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personnel	3,475,660	3,864,583	2,852,605	0	2,852,605
Operating Expenditures	462,955	566,002	531,411	0	531,411
Capital Expenditures	231,261	44,860	26,600	0	26,600
Transfer Expenditures	141,000	56,000	38,000	0	38,000
Totals	\$4,310,876	\$4,531,445	\$3,448,616	\$0	\$3,448,616

Personnel Summary

Actual Positions	42.45	32.15	0.00	32.15
------------------	-------	-------	------	-------

Revenue Summary

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
OTHER TAXES	702,191	746,000	760,000	0	760,000
LICENSES & PERMITS	50,324	3,767	25,267	0	25,267
CHARGES FOR SERVICES	57,585	11,500	24,000	0	24,000
FINES & FORFEITURES	119,891	112,000	120,000	0	120,000
OTHER MISCELLANEOUS REVENUES	21,103	0	0	0	0
TRANSFERS	973,397	928,770	1,136,852	0	1,136,852
INTRAGOVERNMENTAL SERVICES	37,747	77,175	41,895	0	41,895
Totals	\$1,962,238	\$1,879,212	\$2,108,014	\$0	\$2,108,014

NEIGHBORHOOD AND DEVELOPMENT SERVICES

NEWTOWN REDEVELOPMENT OFFICE

Mission Statement

To work closely with the community to successfully implement the Newtown Redevelopment Plan. The Plan requires the creation of strong partnerships between the public, private and non-profit sectors by initiating public investment using appropriate incentives to draw private investment in the revitalization of the Newtown Community.

Description of Operations

The City of Sarasota has established a priority for redevelopment in North Sarasota. The Newtown Redevelopment Office will take an active role in managing the development and implementation of the Newtown Master Plan.

The implementation strategy involves the following:

- Develop and implement Community Redevelopment Area Plan.
- Develop comprehensive socio-economic programs to address social and economic issues hampering the redevelopment efforts.
- Work with the Newtown Community Redevelopment Advisory Board to implement the Newtown Redevelopment plan.
- Establish an aggressive MBE/WBE Business Development Program that includes financial and technical assistance to encourage private sector investment.
- Provide market data to support needed services and identify business opportunities.
- Provide the design framework for new construction.
- Identify strategic business cluster locations for development.
- Make Newtown a destination in Sarasota County.
- Re-orient Dr. Martin Luther King, Jr. Way corridor from primarily non-profit service providers to community retail and commercial utilizing the Main Street concept.
- Support Sarasota Housing Authority initiatives to revitalize all housing authority properties to provide adequate and alternative housing options to current housing authority and greater Newtown residents.
- Use various electronic media and technology, i.e. website, to keep the community informed and market the Newtown community for new business and residential development.

The Newtown Redevelopment Plan has identified specific deficiencies along Dr. Martin Luther King, Jr. Way, the commercial corridor that bisects Newtown and the surrounding unincorporated Newtown area. The Plan also includes recommendations for specific strategies for attracting new businesses to the Newtown area, as well as recommendations to improve housing options and other educational, cultural and quality of life issues.

The City of Sarasota has the lead responsibility for the Sarasota County/City of Sarasota Enterprise Zone. This includes reporting requirements to the Florida Governor's Office of Tourism, Trade and Economic Development to ensure that the Enterprise Zone remains a viable option for commercial and industrial business development in depressed areas like Newtown.

Enterprise Zone activities are established by a 13 member Enterprise Zone Development Agency (EZDA) Advisory Board, in its Strategic Master Plan that details specific goals and objectives that must be implemented by specific times and entities with specific measurable outcomes. Outreach to the residential and business communities will be accomplished using newsletters, public educational seminars, public-speaking engagements, advertising media, various websites and other creative methods to reach community participants.

The Newtown area has received designations from numerous programs such as the Florida Enterprise Zone, Historically Underutilized Business Zone (HUBZone), Urban Infill and Redevelopment, Community Redevelopment Area and the Florida Front Porch Community to stimulate revitalization in and around Newtown. In addition, Newtown has been designated as a Narcotics Exclusion Zone to assist in elimination of narcotics sales in North Sarasota.

The Newtown community (census tracts 2 and 3) was the area used by the City and County of Sarasota to justify designation as Entitlement Communities by the Federal Department of Housing and Urban Development (HUD). The department will work closely with the Office of Housing and Community Development (OHCD) to obtain a portion of the Community Development Block Grant (CDBG) funds to establish economic development programs intended to encourage and stimulate private sector investment. As Entitlement Communities, federal and state funds are allocated, on an annual basis, for housing and economic development activities that will serve to eliminate the pervasive conditions of poverty, blight and neglect that have affected communities such as Newtown.

Staff will work with the Newtown Community Redevelopment Advisory Board to update the Newtown Redevelopment Plan

NEIGHBORHOOD AND DEVELOPMENT SERVICES NEWTOWN REDEVELOPMENT OFFICE

and make recommendations to the City Commission regarding budget priorities for the Newtown area.

CITYWIDE PRIORITIES

PRIORITY - Affordable Housing

Strategy

Pursue actions that maintain and attract moderate and middle income families (incomes between 80% and 120% of the area median income).

Task

Collaborate with numerous other quasi-community agencies to build 1,500+ homes in North Sarasota. Janie Poe Phase I begins April, 08 and will be completed December, 09.

PRIORITY - Newtown

Strategy

New beginning in Newtown Program.

Task

Create a Newtown Community Redevelopment Agency Advisory Board and establish goals for the Board.

PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
Output Measure					
Board created	Yes/No	n/a	n/a	Yes	No

Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personnel	355,025	389,841	412,379	0	412,379
Operating Expenditures	14,794	27,098	38,424	0	38,424
Capital Expenditures	0	0	0	0	0
Totals	\$369,819	\$416,939	\$450,803	\$0	\$450,803

Personnel Summary

Actual Positions	4.50	4.50	0.00	4.50
------------------	------	------	------	------

Revenue Summary

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
TRANSFERS	0	38,787	350,803	0	350,803
INTRAGOVERNMENTAL SERVICES	1,498	0	0	0	0
Totals	\$1,498	\$38,787	\$350,803	\$0	\$350,803

NEIGHBORHOOD AND DEVELOPMENT SERVICES

PLANNING & DEVELOPMENT

Mission Statement

To work with the community and various public agencies to preserve and shape a safe, vital, and well-planned urban environment.

The Neighborhoods, Redevelopment and Special Projects Division of the Neighborhood and Development Services Department coordinates City staff and resources to build and sustain strong neighborhoods throughout the City of Sarasota.

Description of Operations

Planning and Development staff have ten major responsibilities. They are:

1. Development Review -The staff coordinates the review and processing of development applications. Many developments embrace multiple petitions, i.e. a rezone accompanied by a site plan and/or a street vacation or conditional use. The staff supports, as well as chairs, the Development Review Committee which meets twice per month. Staff also prepares a written analysis of development applications and presents the analysis at Planning Board and City Commission public hearings as these boards review and act upon them.

The development review program expanded with the evolution of the new Downtown Code. Administrative procedures were prepared to address such matters as Zoning Code confirmation and interpretation requests as well as adjustments to development standards under the Downtown Code. This program includes a review of building permits for properties within the Downtown that alter or create new exterior structures and surfaces.

Other applications include adjustments, annexations, extension of previously approved site plans, off-site and shared parking agreements, pre-applications, Zoning Code confirmations and interpretations, and "G" zone waivers.

2. Zoning Code Maintenance - During Fiscal Year 2007, the City Commission adopted 61 zoning text amendments. Year-to-date in 2008, 15 text amendments of 29 amendments approved by the City Commission for processing] are cycling through the first cycle approval process. These amendments are necessary to maintain the currency of the zoning code. The Development Review Committee and the Planning Board review these changes before they are acted upon by the City Commission.

3. Historic Preservation - The preservation of structures, sites, and districts of historical, architectural and archaeological merit are among staff's responsibilities. Beginning in 2007, a professional historic preservation planner coordinates the review and processing of historic designation applications as well as Certificates of Appropriateness [COAs] for moving, remodeling, or demolition of historic structures. The Historic Preservation Board meets quarterly beginning in 2008. COAs are reviewed and processed by the HP Board in accordance with Secretary of Interior standards.

The Laurel Park Historic District nomination, prepared and submitted to the State of Florida in FY 2007, is now in Washington, DC for final review. Early in FY 2008, a consultant was retained to prepare the National Register nomination for the Downtown Historic District. Also in FY 2008, Staff prepared and submitted a Small Grants application to the State of Florida to fund an update of the Phase I Survey of historic resources within the City. The update should add approximately 350 new structures to the existing 5,400 listed in the Florida Master Site File. Recently an application to designate the City of Sarasota as a Preserve America Community was submitted to Washington, DC. This will open new Federal grant funding options when the City receives the designation.

4. Public Information and Education - Many general public inquiries are handled by the staff. The vast majority of the inquiries are "walk-in/call-in". In addition, staff regularly attend neighborhood workshops; 49 were held in fiscal year 2007 and 17 workshops have been conducted to date in fiscal year 2008.

5. Comprehensive Plan Maintenance - This program coordinates the review and processing of public and private sector proposals to amend the City's comprehensive plan. In undertaking this task, the office works with the Development Review Committee and formulates recommendations to both the Planning Board and the City Commission. Coordination with the Florida Department of Community Affairs also occurs for all "large scale" amendments which historically represent the majority of those amendments requested.

6. Comprehensive Plan Update - The last major comprehensive plan update was adopted in 1998. In October 2005, the City Commission adopted an Evaluation and Appraisal Report (EAR) that identifies revisions to be included in an updated comprehensive plan. The City is preparing a revised comprehensive plan that is scheduled to be adopted in 2008.

NEIGHBORHOOD AND DEVELOPMENT SERVICES

PLANNING & DEVELOPMENT

7. Intergovernmental/Interagency Coordination and Special Studies - This program is involved in a wide variety of tasks that frequently involve other City, County, regional and state agencies. Tasks may include:

- ongoing support to the City's capital improvement program development,
- Cultural District Master Plan support,
- support of the US 41 scenic highway designation,
- membership on the Metropolitan Planning Organization's Technical Advisory Committee,
- membership on the School Board's school siting and planning committees,
- review and analyze pre-annexation and annexation proposals,
- support attainable housing initiative,
- strategic plan support,
- prepare comprehensive plan amendment relative to the Manatee Protection Plan,
- analysis of City's interlocal agreements in accordance with State mandate,
- support the development of the state mandated "Interlocal Agreement for Public School Facilities Planning", and
- settlements to comprehensive plan challenges.

8. Data Base Maintenance - Data necessary to support the department's development and redevelopment activities are maintained, to a large degree, by this office. For example:

- Census data is maintained and aggregated as necessary,
- Development is monitored to ensure that adopted area wide thresholds are not exceeded,
- GIS layers, including Future Land Use and zoning, are updated and maintained,
- Digitally manipulated maps are produced to support Department activities, and
- Web page maintenance.

9. Public Art - The City supports the Public Art Program which involves identifying opportunities and supporting the use of art in public places to enhance public and private development. The program includes: review of art works required within the Community Redevelopment Area in accordance with the zoning code; review of loaned and donated art works; selection of public art works to be acquired using the City's public art fund; implementation of the repair and maintenance program; relocation of art works as needed; and the commissioning of new art works using a call-to artists process.

10. Neighborhoods - The Division supports citizens in the formation and management of neighborhood associations. This division acts as a liaison between City departments and over 75 neighborhood and business associations in resolving issues and responding to requests for assistance. Active neighborhood associations cover over 80% of the City limits. Staff also manage a contact database of neighborhood and business associations that are utilized by City departments for meeting notification and communication purposes.

Staff may attend, and are often times asked to make presentations at neighborhood association/group meetings. Staff will periodically facilitate dialogue between neighborhood associations and various entities to resolve issues and reach compromise. Questions and concerns from these meetings directed to the City are also documented by staff, who will report back to the association when the question/concern has been responded to by the respective City department. The Division participates with other City departments in delivering services/programs to neighborhoods. Some examples of these inter-departmental partnerships include: Public Works - in coordinating requests for street signs, neighborhood identification signs, traffic calming, sidewalks, curb and gutter, and other neighborhood infrastructure projects; and also requests for park enhancements, tree trimming, trash receptacles, landscaping, street lights, and tree-watering commitments for the Green Canopy Program; City Auditor & Clerk/Information Technology - by maintaining the Neighborhood Calendar on the City's website and creating on-line resources and placing documents on-line.

The Division is assisting with the "New Beginning for Newtown" initiative. Considered one of the City Commission's top five priorities, the staff continues to play a vital role in supporting this asset-based community development initiative through assisting Newtown stakeholders in scheduling, staffing, and providing administrative services for action committee meetings and related efforts.

The City established the Neighborhood Action Strategy (NAS) process in 1999 as a programmatic approach to revitalizing and investing in neighborhoods affected by blight or potential blight. Those investments range from capital improvement projects to focusing City staff resources on a specific neighborhood issue or concern. NAS plans have been adopted for eight City neighborhoods: Park East, Gillespie Park, Rosemary District, Bayou Oaks, Central Cocanut, Arlington Park, Alta Vista and Poinsettia Park. Staff actively manages the implementation of action items from these NAS's and tracks their

NEIGHBORHOOD AND DEVELOPMENT SERVICES

PLANNING & DEVELOPMENT

progress while providing results to service users and providers. There are a total of 646 individual action items for the eight NAS neighborhoods.

In FY 2008, the City Commission approved the transformation of the Neighborhood Action Strategy program to the Neighborhood Asset Strategy program. A planning program open to all neighborhoods within the City, the revised NAS process centers around an Asset-Based Community Development (ABCD) philosophy focusing on strengths of a neighborhood, rather than deficiencies. The objective is to work with residents to identify and evaluate strengths and capacities within a neighborhood area and match the resident-identified assets to a community need. The "inside-out" approach of ABCD invites residents to become increasingly engaged and mobilizes them to take ownership of their neighborhood and its future—Citizens become the producers of neighborhood well being. A planning process similar to the former neighborhood action strategy process may be completed for each participating neighborhood. Over \$300,000/year for fifteen years (beginning in 2009) for 'neighborhood improvements' is expected to serve as the dedicated funding source for plan implementation.

The Division is a required participant in the City's Development Review process and is an active member of the Development Review Committee (DRC). Prior to the City receiving an application for a rezone, major/minor conditional use, street/right-of-way vacation, or comprehensive plan amendment, the applicant is required to hold a neighborhood workshop informing stakeholders of the development proposal at the beginning of the development process. Staff is responsible for coordinating and facilitating all Neighborhood Workshops within the City, averaging over 50 per year.

The City of Sarasota Citizens' Academy, administered by the Neighborhoods and Special Projects Division, is a behind-the-scenes, interactive course on the functions of City Hall. Similar to other academies throughout the nation, participants have an opportunity to learn about City operations and programs in depth. The hands-on approach utilized leaves citizens with a unique understanding of City services. The Academy is held on an annual basis.

The Division also administers the Neighborhood Grant Program, which was developed to assist associations in improving the quality of life in neighborhoods. The total grant funds available are approximately \$48,000, depending on previous year civil seizure collections generated by the City's Motor Vehicle Impoundment Program. There are two grant opportunities: "Neighborhood Partnership" grants are accepted tri-annually for large-scale neighborhood projects. "Community Building" grants are accepted monthly for small community building events. Associations are eligible for one Neighborhood Partnership grant and up to two Community Building grants per fiscal year.

Staff also coordinate the location and fabrication of neighborhood identification signs based on association requests. In 2005, the City Commission approved a palette of six different neighborhood sign designs from which associations may choose. Many of the existing neighborhood identification signs have been funded through neighborhood grants.

The Division houses the City's Neighborhood Resource Center which provides neighborhood leaders with access to a scanner, Xerox, and technical assistance to create newsletters, flyers, door hangers and other items to assist them in managing their associations and promoting events. Staff may produce GIS maps and databases as requested by associations throughout the year. Such work includes mapping of individual neighborhood associations and updated property owner address listings.

Staff maintains and coordinates use of a neighborhood special event trailer, available to all associations for association-related events on a first-come basis. This trailer contains coolers, tables, chairs, portable tent and other event items. The event trailer has proven beneficial to associations holding community gatherings in an effort to increase neighborhood pride and deepen a sense of community.

The Division also monitor state, federal and private sector sources for grant opportunities to fund City neighborhood projects.

CITYWIDE PRIORITIES

PRIORITY - Newtown

Strategy

To enhance the quality-of-life for City neighborhood residents.

NEIGHBORHOOD AND DEVELOPMENT SERVICES PLANNING & DEVELOPMENT

Task

Monitor adopted Neighborhood Action Strategy (NAS) for Park East, Gillespie Park, Rosemary District, Bayou Oaks, Central Coconut, Arlington Park, Alta Vista and Poinsettia Park to ensure Neighborhood Action Strategy tasks and projects are accomplished.

Update information on each Neighborhood Action Strategy via "Neighborhood Action Strategy Status Report" and publish via the City website (npo.sarasotagov.com).

PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
Output Measure					
NAS plans created	Number	1	1	1	1
Effectiveness Measure					
NAS resident-approved & CC adopted	Percent	100%	100%	100%	100%
NAS plan items implemented as planned	Percent	80%	70%	75%	80%

PRIORITY - Planning and Redevelopment

Strategy

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

Task

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

PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
Output Measure					
Plans reviewed	Number	3,120	4,900	4,920	4,950
Effectiveness Measure					
Plan review w/i 10 days of initial receipt	Percent	95%	95%	95%	95%

PRIORITY - Planning and Redevelopment

Strategy

To strengthen City neighborhood and business associations.

Task

Coordinate bi-annual grant application cycle.

Review all submitted and qualified applications within 30 days of the application submission deadline.

Award all grants within 90 days of the application submission deadline.

Monitor grant recipient compliance with grant award agreements.

Publicize grant application cycles and grant awards.

PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
Output Measure					
Grant cycles	Number	2	2	3	3
Neighborhoods receiving grants	Number	13	17	14	15
Effectiveness Measure					
Grant awards processed within 90 days	Percent	100%	100%	100%	100%

NEIGHBORHOOD AND DEVELOPMENT SERVICES PLANNING & DEVELOPMENT

PRIORITY - Affordable Housing

Strategy

Pursue actions that maintain and attract moderate and middle income families (income between 80% and 120% of the area median income).

Task

Complete Phase I and II of Janie Poe Site Plan and street vacation.

PRIORITY - Sustainability/Green Initiatives

Strategy

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

Task

To ensure construction and signage is in compliance with the zoning code, concurrency requirements and Federal Emergency Management Agency (FEMA) regulations. Implement any changes to flood maps as required by the Federal Emergency Management Agency.

PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
Output Measure					
Board of Adjustment petitions	Number	16	15	15	15
Alcoholic beverage licenses reviewed	Number	155	122	130	135
Construction plans reviewed	Number	3,120	4,900	4,920	4,950
Walk-in customers served	Number	1,282	1,411	1,425	1,435
Tree inspections conducted	Number	0	459	476	493
Effectiveness Measure					
Review plans for zon.complia.w/i 12 days	Percent	90%	95%	90%	50%
FEMA CRS rating received (1-10)	Rating	7	7	7	7
BOA petitions prepared w/i 15 days rec.	Percent	100%	100%	100%	100%
Tree inspections w/i 48hrs of request	Percent	0%	90%	90%	90%
Efficiency Measure					
Zoning plans reviewed per FTE/month	Number	130	204	205	206
Tree inspections per inspector/month	Number	0	38	39	41

Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personnel	1,745,323	1,899,474	1,366,294	0	1,366,294
Operating Expenditures	284,022	344,622	314,954	0	314,954
Capital Expenditures	181,204	18,960	12,400	0	12,400
Transfer Expenditures	78,000	18,000	0	0	0
Totals	\$2,288,549	\$2,281,056	\$1,693,648	\$0	\$1,693,648

Personnel Summary

Actual Positions	12.30	13.45	0.00	13.45
------------------	-------	-------	------	-------

NEIGHBORHOOD AND DEVELOPMENT SERVICES PLANNING & DEVELOPMENT

Revenue Summary

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
OTHER TAXES	0	11,000	50,000	0	50,000
LICENSES & PERMITS	0	0	24,500	0	24,500
CHARGES FOR SERVICES	57,585	11,500	24,000	0	24,000
OTHER MISCELLANEOUS REVENUES	20,943	0	0	0	0
INTRAGOVERNMENTAL SERVICES	31,491	77,175	41,895	0	41,895
Totals	\$110,019	\$99,675	\$140,395	\$0	\$140,395

NEIGHBORHOOD AND DEVELOPMENT SERVICES

DOWNTOWN REDEVELOPMENT OFFICE

Mission Statement

To address economic and revitalization efforts for the City by focusing on downtown redevelopment programs and initiatives.

Description of Operations

Plans, policies and strategies defined in the adopted Downtown Master Plan 2020 (aka, Community Redevelopment Plan) provide the framework for redevelopment efforts. Plan implementation activities, including coordination of public/private partnerships, produce the following: steady employment growth, opportunities for increased revenues, improving the quality of life, business creation, retention and expansion, support for disadvantaged and minority businesses, promotion of economic diversification and stability and support for distressed communities and those in the process of economic adjustments.

The office focuses on implementing public/private partnerships as outlined in the policy framework noted above. Activities include preparation of Requests for Proposals ("RFP's) for the City of CRA owned properties, negotiations and preparations of development agreements with developers selected through RFP processes, evaluation and administration of applications for use of tax increment funds, coordination of public private redevelopment projects with related public works projects and the zoning code and assist as needed with Development Review for projects affected by the Downtown Code.

Work products resulting from this office include the Whole Foods Market/One Hundred Central project, Courthouse Centre, Sarasota Herald Tribune, Ringling Square, the Wayfinding System, the Palm Avenue Redevelopment Project, the Selby Five Points Park Conceptual Plan, the Cultural Park Plan, reconnecting the Downtown to the Bayfront Plan and the Downtown Green Space plan.

The office also provides staff support services to the Community Redevelopment Agency (CRA) Advisory Board. CRA Advisory Board activities include providing recommendations for project priorities for tax increment funding, attainable housing initiatives, RFPs for Palm Avenue redevelopment and ranking of developer proposals for Palm Avenue.

CITYWIDE PRIORITIES

PRIORITY - Sustainability/Green Initiatives

Strategy

Ensure that applications are consistent with the relevant environmental components of the Comprehensive Plan, and the most recently adopted and applicable local, regional, state and federal plans and regulations.

Task

Complete Florida Green Building (FGB) certification and serve as resource for FGB related projects.

PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
Effectiveness Measure					
Employees certified	Number	n/a	n/a	3	3

Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personnel	347,256	544,633	300,766	0	300,766
Operating Expenditures	17,904	26,479	17,691	0	17,691
Capital Expenditures	17,307	0	0	0	0
Transfer Expenditures	38,000	38,000	38,000	0	38,000
Totals	\$420,467	\$609,112	\$356,457	\$0	\$356,457

NEIGHBORHOOD AND DEVELOPMENT SERVICES DOWNTOWN REDEVELOPMENT OFFICE

Personnel Summary

Actual Positions	6.20	2.95	0.00	2.95
------------------	------	------	------	------

Revenue Summary

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
TRANSFERS	973,397	889,983	786,049	0	786,049
INTRAGOVERNMENTAL SERVICES	3,762	0	0	0	0
Totals	\$977,159	\$889,983	\$786,049	\$0	\$786,049

NEIGHBORHOOD AND DEVELOPMENT SERVICES

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 office issues business tax receipts to all businesses located within the City and ensures they are properly zoned. The local business tax office accounts for all fees and makes sure all fees are equally assessed and collected.

CITYWIDE PRIORITIES

PRIORITY - Budget

Strategy

To collect local business tax fees and conduct inspections.

Task

To review and issue requested licenses and conduct inspections within required time frames.

PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
Output Measure					
Occupational licenses issued	Number	6,200	5,987	5,600	5,600
Occ. license inspections conducted	Number	396	300	300	300
Walk-in customers served	Number	1,478	763	750	750
Effectiveness Measure					
Occ. lic. issued w/i 3 days of app	Percent	95%	95%	90%	90%

Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personnel	120,954	72,159	99,511	0	99,511
Operating Expenditures	19,593	28,487	28,437	0	28,437
Capital Expenditures	0	2,000	2,200	0	2,200
Totals	\$140,547	\$102,646	\$130,148	\$0	\$130,148

Personnel Summary

Actual Positions	0.85	1.40	0.00	1.40
------------------	------	------	------	------

Revenue Summary

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
OTHER TAXES	702,191	735,000	710,000	0	710,000
LICENSES & PERMITS	6,278	3,767	767	0	767
OTHER MISCELLANEOUS REVENUES	160	0	0	0	0
INTRAGOVERNMENTAL SERVICES	132	0	0	0	0
Totals	\$708,761	\$738,767	\$710,767	\$0	\$710,767

NEIGHBORHOOD AND DEVELOPMENT SERVICES CODE COMPLIANCE

Mission Statement

To preserve, improve and stabilize all City neighborhoods.

Description of Operations

The code compliance office ensures 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 office 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.

CITYWIDE PRIORITIES

PRIORITY - Newtown

Strategy

To work with the Newtown community to accomplish the goals set forth in the "New Beginning for Newtown" initiative.

Task

To conduct regular code compliance sweeps in the Newtown community and attend neighborhood meetings related to the "New Beginning for Newtown" initiative.

PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
Input Measure					
Inspection sweeps conducted	Number	n/a	n/a	4	4

PRIORITY - Safe Community

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.

PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
Output Measure					
Inspections conducted	Number	8,031	8,129	6,000	6,000
Lots mowed by City contractor	Number	5	6	10	10
Notices and citations issued	Number	2,168	2,122	1,250	1,250
Demolitions by City contractor	Number	1	0	4	2
Complaints responded to	Number	1,493	1,206	750	750
Walk-in customers served	Number	312	341	300	300
Special Master cases heard	Number	1,081	872	1,100	1,100
Effectiveness Measure					
Staff certifications	Percent	95%	80%	80%	80%
Initial complaint investigated in 3 days	Percent	100%	90%	80%	80%
Efficiency Measure					
Code inspections per inspector/month	Number	195	112	90	90

NEIGHBORHOOD AND DEVELOPMENT SERVICES CODE COMPLIANCE

Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personnel	907,102	958,476	673,655	0	673,655
Operating Expenditures	126,642	139,316	131,905	0	131,905
Capital Expenditures	32,750	23,900	12,000	0	12,000
Transfer Expenditures	25,000	0	0	0	0
Totals	\$1,091,494	\$1,121,692	\$817,560	\$0	\$817,560

Personnel Summary

Actual Positions	14.30	9.85	0.00	9.85
------------------	-------	------	------	------

Revenue Summary

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
LICENSES & PERMITS	44,046	0	0	0	0
FINES & FORFEITURES	119,891	112,000	120,000	0	120,000
INTRAGOVERNMENTAL SERVICES	864	0	0	0	0
Totals	\$164,801	\$112,000	\$120,000	\$0	\$120,000