

**CITY OF SARASOTA, FLORIDA
BUILDING SERVICES**

	Actual 2008-09	Budget 2009-10	Amended Budget 2009-10	Estimated 2009-10	Budget 2010-11
Available Fund Balance	\$ 2,417,700	\$ 2,182,432	\$ 1,973,156	\$ 1,973,156	\$ 1,986,372
<u>Revenues</u>					
Building Construction/Inspection					
Licenses and Permits	1,493,914	1,899,500	1,899,500	1,902,077	1,862,500
Charges for Services	49,992	54,500	54,500	49,500	49,500
Miscellaneous Income	73,317	25,000	25,000	25,000	25,000
Transfer from Dev. Applications	24,800	18,600	18,600	18,600	15,000
Total	1,642,023	1,997,600	1,997,600	1,995,177	1,952,000
Estimated Funds Available	4,059,723	4,180,032	3,970,756	3,968,333	3,938,372
<u>Expenditures</u>					
Building Construction/Inspection					
Personnel	1,359,300	1,327,403	1,327,403	1,291,221	1,422,047
Operating	727,267	687,068	688,785	688,400	680,342
Capital	-	2,340	2,340	2,340	2,340
Total	2,086,567	2,016,811	2,018,528	1,981,961	2,104,729
Projected Ending Balance	\$ 1,973,156	\$ 2,163,221	\$ 1,952,228	\$ 1,986,372	\$ 1,833,643
<u>Recap of Fund Balance</u>					
Reserved for Computer Application					1,000,000
Unreserved Fund Balance					833,643
Total					<u>\$ 1,833,643</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, fire and life safety 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 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 - OPERATIONAL FOCUS

Strategy

- To assure that homes and commercial buildings for our residents are in compliance with all technical, fire prevention, life safety regulations and accessibility code requirements.
- Work with the Sarasota Housing Authority to accomplish the successful reconstruction of Janie's Gardens complex.
- Participate in establishing green guidelines for the City permitting process.

Objective

- To review and approve all construction plans for code compliance and conduct the required technical inspections within established time frames.
- To issue building permits, issue certificates of completeness or occupancy, collect fees, issue contractor certificates, and process inspection requests.
- Issue a Certificate of Occupancy for Phase 2.
- Develop ordinances and code changes to incentivize green construction.

BUILDING CONSTRUCTION/INSPECTION

PERFORMANCE MEASURES

Description	Unit	FY 2008	FY 2009	FY 2010	FY 2011
Output Measure					
Plans reviewed	Number	4,940	4,322	4,500	4,800
Transmittals reviewed	Number	2,754	3,392	3,250	2,975
Special Event Permits reviewed	Number	108	114	100	100
Inspections conducted	Number	10,731	11,990	13,000	15,000
Sign inspections	Number	480	127	130	135
Contractors' Certificates issued	Number	2,113	2,097	2,100	2,130
Building Permits issued	Number	4,101	4,322	4,335	4,451
Walk-in customers served	Number	12,473	16,502	16,711	16,800
Inspectors trained for Fla Green Bldg certification	Number	2	2	2	4
Effectiveness Measure					
Technical inspections w/i 24 hrs of request	Percent	99%	99%	99%	99%
Plans Review w/i 15 days of initial receipt	Percent	99%	99%	99%	99%
Staff certifications	Percent	100%	100%	100%	100%
Sign Inspection w/i 48hrs of request	Percent	100%	100%	100%	100%
Issuance of Certificate of Occupancy	Yes/No	No	Yes	No	Yes
Efficiency Measure					
Inspections per Inspector	Number	1,533	2,398	2,600	3,000
Plans reviewed per Inspector	Number	1,800	1,440	1,500	1,600
Sign inspections per Inspector/month	Number	73	11	11	11

Cost Center Expenditures By Category

	FY 2009 Actual	FY 2010 Budget	FY 2011 Continuation	FY 2011 Issues	FY 2011 Totals
Personnel	1,359,300	1,327,403	1,422,047	0	1,422,047
Operating Expenditures	191,652	206,961	209,174	0	209,174
Capital Expenditures	0	2,340	2,340	0	2,340
Transfer Expenditures	535,613	480,107	471,168	0	471,168
Totals	2,086,565	2,016,811	2,104,729	0	2,104,729

Personnel Summary

Actual Positions	15.75	16.40	0.00	16.40
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Revenue Summary

	FY 2009 Actual	FY 2010 Budget	FY 2011 Continuation	FY 2011 Issues	FY 2011 Totals
Licenses & Permits	1,493,914	1,899,500	1,862,500	0	1,862,500
Charges for Services	49,992	54,500	49,500	0	49,500
Interest	73,317	25,000	25,000	0	25,000
Transfers	24,800	18,600	15,000	0	15,000
	1,642,023	1,997,600	1,952,000	0	1,952,000