

CITY OF SARASOTA, FLORIDA
BUILDING SERVICES
Fund 106

	Actual 2012-13	Budget 2013-14	Amended Budget 2013-14	Estimated 2013-14	Budget 2014-15
Available Fund Balance	\$ 1,573,827	\$ 1,647,163	\$ 1,824,254	\$ 1,824,254	\$ 3,212,706
<u>Revenues</u>					
Building Construction/Inspection					
Licenses and Permits	2,024,401	1,939,000	1,939,000	3,207,000	2,736,000
Training Fees	26,381	20,000	20,000	20,264	21,000
Charges for Services	58,198	46,000	46,000	46,000	46,000
Miscellaneous Income	2,490	5,000	5,000	10,000	10,000
Transfer from Dev. Applications	9,000	9,000	9,000	9,000	9,000
Total	2,120,470	2,019,000	2,019,000	3,292,264	2,822,000
Estimated Funds Available	3,694,297	3,666,163	3,843,254	5,116,518	6,034,706
<u>Expenditures</u>					
Building Construction/Inspection					
Personnel	1,215,384	1,338,543	1,372,090	1,285,991	1,993,674
Operating	644,213	638,507	644,006	608,821	663,907
Training/Certifications	8,825	18,000	18,000	9,000	18,000
Capital	1,621	2,340	2,340	-	4,340
Total	1,870,043	1,997,390	2,036,436	1,903,812	2,679,921
Projected Ending Balance	\$ 1,824,254	\$ 1,668,773	\$ 1,806,818	\$ 3,212,706	\$ 3,354,785
<u>Recap of Fund Balance</u>					
Reserved for Computer Application					1,200,000
Reserved for Training					61,850
Unreserved Fund Balance					2,092,935
Total					<u>\$ 3,354,785</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 Section reviews residential and commercial construction plans for compliance with all building, fire prevention and life safety code requirements. The section 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 section 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 Section processes all building construction plans and changes. This process includes tracking the plans, filing the plans and processing all inspection requests in a timely manner. The section 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.
- 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.
- Develop ordinances and code changes to incentivize green construction.

Building Construction/Inspection

PERFORMANCE MEASURES

Description	Unit	FY 2012	FY 2013	FY 2014	FY 2015
Output Measure					
Plans reviewed	Number	5,818	6,040	6,070	6,100
Transmittals reviewed	Number	3,128	3,600	3,400	3,200
Special Event Permits reviewed	Number	90	98	90	90
Inspections conducted	Number	12,834	14,635	15,000	15,000
Sign inspections	Number	338	219	250	300
Contractors' Certificates issued	Number	1,770	1,786	1,800	1,900
Building Permits issued	Number	5,818	6,319	6,500	6,500
Walk-in customers served	Number	25,429	22,750	23,000	23,000
Inspectors trained for Fla Green Bldg certification	Number	3	3	2	2
Effectiveness Measure					
Technical inspections w/i 24 hrs of request	Percent	99%	99%	99%	98%
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	Yes	Yes	Yes	Yes
Efficiency Measure					
Inspections per Inspector	Number	3,208	3,240	3,275	3,300
Plans reviewed per Inspector	Number	1,939	1,990	2,132	1,950
Sign inspections per Inspector/month	Number	9	10	10	10

Department Expenditures by Cost Center

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Total
033651 Building Construction/Inspection	1,861,217	1,979,390	2,516,393	145,528	2,661,921
034651 Building Training	8,825	18,000	18,000	0	18,000
Totals	\$1,870,042	\$1,997,390	\$2,534,393	\$145,528	\$2,679,921

Department Expenditures By Category

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Totals
Personnel	1,215,384	1,338,543	1,852,300	141,374	1,993,674
Operating Expenditures	653,037	656,507	679,753	2,154	681,907
Capital Expenditures	1,621	2,340	2,340	2,000	4,340
Totals	\$1,870,042	\$1,997,390	\$2,534,393	\$145,528	\$2,679,921

Personnel Summary

Actual Positions	13.90	18.25	2.45	20.70
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Building Construction/Inspection

Revenue Summary

	FY 2013 Actual	FY 2014 Budget	FY 2015 Continuation	FY 2015 Issues	FY 2015 Totals
Licenses & Permits	2,050,784	1,959,000	2,757,000	0	2,757,000
Charges for Services	58,199	46,000	46,000	0	46,000
Interest	2,427	5,000	10,000	0	10,000
Transfers	9,000	9,000	9,000	0	9,000
	\$2,120,410	\$2,019,000	\$2,822,000	\$0	\$2,822,000

Building Construction/Inspection

Change Part-time Admin Spec II Position to FT Permit Tech

This is a request to make a .5 Admin Specialist II position into a full time Permit Tech position. This position has been filled by a part time Permit Tech position in the Building Enterprise Fund and shared with a part time Planning admin position. It was a permanent full time position a few years back but that position was laid off when the economy went down. It is now necessary to return to a full time Permit Tech position due to the increase in customers and permits being submitted on a daily basis.

During the past year there has been a tremendous increase in the number of customers walking into our office (an average of 350 customer each week) and a great rise in the number of permits issued (from 5,447 permits in the 2012 fiscal year to 6,319 permit in the 2013 fiscal year). So far in the 2014 fiscal year we have issued a total of 3,389 permits and on track to go over last year's numbers.

Last year the Building Enterprise Fund in February had a surplus balance of \$1,628,000, and this year the Building Enterprise Fund balance as of February was \$2,561,000. These funds are dedicated to promoting the service needed to timely issue building permits and to serve our customers in a timely manner. Our job has become more complex over the years with new laws made by the State of Florida and our own ordinances. Staff is required to answer more phone calls and process more permits than ever. Also we take in and issue more change orders (transmittals) to existing permits.

There is also an increase in the expectation of quality customer service especially quick turnaround of permits. The additional .5 Permit Tech would allow a part-time contract employee to become full time and would help retain the exceptional staff that we already have.

The cost to upgrade this position from a .5 Admin Specialist II position to a full time Permit Tech position is a net of \$21,747.

Cost of Issue

Personal	20,593
Operating	154
Capital	1,000
Transfers	0
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Total	\$21,747
Net Cost of Issue	\$21,747

Building Construction/Inspection

Zoning Analyst

This is a request to add a Zoning Analyst position to the Neighborhood Development Services staff. Funding for this position would be split between the Building Services Fund and the General Fund. In the past there had been two full time staff dedicated to zoning review. In 2008 the Zoning Analyst in the position retired. We elected not to refill the position as permit applications began to slow down. The position was formally eliminated in the 2008/09 budget year. Since 2008, Current Planning staff have been helping out with zoning questions and review. However, the number of permits phone calls and walk-in customers has reached a point that a dedicated staff person is needed. A dedicated staff person will also be better trained in all facets of zoning code interpretation and permit processing. This will allow for better cross training and office coverage. Current Planning staff will continue to handle building permits associated with their planning projects.

- Building permits requiring zoning review have steadily increased. These numbers do not include permit transmittals.
 - o 2010-2011 - 2500
 - o 2011-2012 - 3200
 - o 2012-2013 - 3700
 - o 2013-2014 - 4250 estimate
- 1700 annual walk-in customers plus several thousand phone calls a year
- Other applications include alcohol beverage licenses, zoning code confirmation letters and FEMA reviews.
- Zoning reviews become more complex with modifications to the Code such as additional overly districts, CRS responsibilities and addressing.
- New flood maps will increase floodplain management activities.
- There is an increase in the expectation of quality customer service especially quick turnaround of permit reviews.
- Residential permits are steadily increasing and can be applied for by homeowners who often need additional help. This can make residential plan review more time consuming.
- Due to the increase in permit volume and value zoning review fees have exceeded \$216,000 last year and are expected to exceed that amount for the next several years.

This request reflects approximately 80% of the total request of \$55,501.

Cost of Issue

Personal	40,337
Operating	2,000
Capital	1,000
Transfers	0
<hr/> Total	\$43,337
Net Cost of Issue	\$43,337

Building Construction/Inspection

Multi-licensed building inspector

I am respectfully requesting the addition of one full time, multi-licensed inspector along with the conversion of one contract employee to full time with benefits. My request is based on the following facts:

- 1) Continued strong increase in construction permitting within the City of Sarasota with current permitted construction value of \$145,220,151.
- 2) In addition to the figure noted above we have several larger pre-approved projects [pending permitting] that include:

The Vue - \$120,712,600 completed construction value
Dolphin Tower - \$10,000,000 completed renovation value
One North Palm - \$31,147,000 completed construction value
The Jewel - \$19,281,259 completed construction value
The Q - \$5,684,000 completed construction value
State Street Garage - \$12,000,000 [approx. completed construction value]

- 3) We are currently on track to surpass a record number of permits with year to date at 4,500 and anticipated total end of year figure to exceed 6,000.
- 4) Our walk in clientele has increased dramatically to over 9,500 customers year to date.
- 5) Our existing staff have completed over 9,000 inspections year to date which is an increase of approximately 1,000 inspections over this time last year.
- 6) We've struggled to maintain the level of service previously provided to our customers and contractors that they've come to expect.
- 7) The reputation of the City of Sarasota continues to attract some of the best and brightest contractors and developers. The focus of the Building Department is to provide them with the level of service they require and deserve so that we, the City of Sarasota, continue to be their location of choice.

This request is to address both retention and expansion of the department. As the level and depth of construction projects across the local jurisdictions continues to increase, we need to keep in mind that the pool of competent and licensed professionals will continue to decrease. We must take a pro-active stance in securing new licensed and certified professionals. I also want to remain competitive so we don't lose our existing employees to other jurisdictions due to lack of benefits or salary disparities.

The proposed position would be filled at a grade 18, step 3 with a proposed budget cost of \$62,985 including benefits

Cost of Issue

Personal	62,985
Operating	0
Capital	0
Transfers	0
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Total	\$62,985
Net Cost of Issue	\$62,985

Building Construction/Inspection

Contract Full Time Inspector to Permanent Full Time

I am respectfully requesting the conversion of one contract Multi license Building Inspector position to full time with benefits.

This request is to address the retention of existing employees in the department. As the level and depth of construction projects across the local jurisdictions continues to increase, we need to keep in mind that the pool of available competent and licensed professionals will continue to decrease. We must take a pro-active stance to avoid losing existing employees to other jurisdictions due to lack of benefits or salary disparities.

I respectfully request the conversion of one of our multi-licensed, contract building inspector positions to full time, with benefits at a cost differential of \$4,684.

Cost of Issue

Personal	4,743
Operating	0
Capital	0
Transfers	0
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Total	\$4,743
Net Cost of Issue	\$4,743

Building Construction/Inspection

Assistant City Engineer (portion)

This is a 15% share of this requested position. The funding for the position would be shared by Gas Tax, the General Fund and the Building Services Fund. Only the Building Services Fund portion is presented here.

I am requesting the addition of an Assistant City Engineer to the Neighborhood and Development Services staff. Before the economic slowdown, the City not only had an assistant city engineer, but a full section committed to transportation planning and engineering, comprised of four transportation positions of various levels and three people able to review development plans, circulation and ROW impacts. With the budget cuts, the entire transportation section was eliminated and there is one person doing development review. As development has been slow over the past several years, I have managed to keep transportation projects moving with some help from others in the organization. However, the level and complexity of projects has started to increase and many projects will be requiring a significant time commitment over the next few years. I am concerned that I don't have sufficient time to give to these projects the amount of attention required to ensure a quality outcome and to move them along as in a timely manner. Many of these projects do require considerable paperwork and I am also concerned that elements will get missed or lost. I have attached a project list for your reference.

Lido Beach will have two projects moving forward over the next two years and both of these will require a considerable amount of time. The FEMA project to repair the damage from Tropical Storm Debby is in the permitting phase and should be ready to go to construction in the winter of 14/15. The Long Range project will be ready to move into permitting this summer. Both will require a lot of public involvement maintaining the paperwork for the various grants and reports needed to get funding reimbursement and monitoring for environmental considerations such as shorebirds and turtles. Even after the completion of the construction projects, we have ongoing efforts for beach and turtle monitoring and grant applications to submit to the State and County.

Another time constraint is that the number of requests for information and right-of-way modifications has started to increase and can take several hours to address. Many of these requests need to be reviewed by me in accordance with the city code, which brings to me my other concern, that of redundancy and succession planning. In addition to managing the projects noted above, the City Code outlines the duties and responsibilities of the City Engineer, which mainly pertain to management of traffic, transportation and the public right-of-way (sections 29.5, 30 and 33). The code also notes that in the absence of the City Engineer, an Assistant City Engineer can cover these duties. Presently we do not have anyone to fill in and cover for my various responsibilities. As my responsibilities really fall in both Public Works and Neighborhood and Development Services areas, trying to describe the responsibilities of this position and all the projects can be a bit difficult and will take someone a bit of time to learn the various work efforts involved. To make it all the more important, my retirement timeline, while not eminent, is in the range of 3-5 years so not only will this allow some long needed redundancy and coverage for engineering projects, but will enable us time to get someone up to speed with all the code requirements and projects that are underway prior to that time.

The proposed position would be filled at a grade 25-27 with a proposed budget cost of \$85,540 including roll-up, new computer, phone and other miscellaneous charges.

I greatly appreciate your consideration of this request.

Cost of Issue

Personal	12,716
Operating	0
Capital	0
Transfers	0
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Total	\$12,716
Net Cost of Issue	\$12,716