

## 515 – Building Department

### *Description*

The main goal of the Building Department is to educate and assist the public at large in understanding the regulations and requirements for the issuance of a permit. The Department issues permits and performs inspections, while attaining compliance with the requirements of the Florida Building Code, State Codes and other regulations.

Building Department personnel provide front-line customer service for a number of issues ranging from the application of a permit for various trades to the issuance of the permits.

As authorized in the City of Sunny Isles Beach, Code of Ordinances, the Building Department levies and collects fees for the issuance of Building Permits within the City limits. Any owner or contractor wishing to renovate, build or repair an existing structure must obtain the required building permit(s) prior to initiating any work. The City Code defines a permit as follows:

“...all work related to construction, erection, alteration, modification, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every public and private building, structures or facilities...”

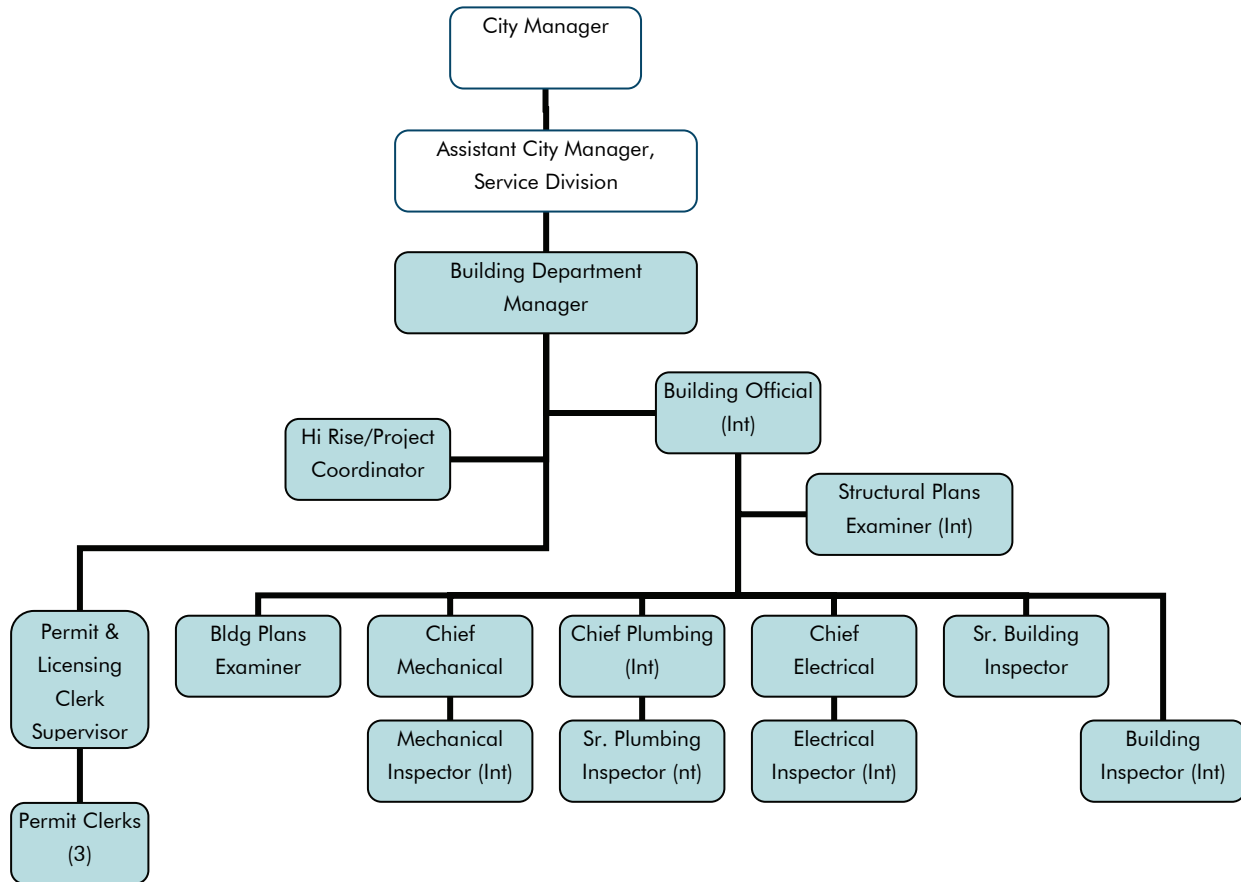
The Department is limited to issuing permits for work that takes place within City limits after approval (when it is required) from outside agencies, such as Miami-Dade County Fire Department, DERM and FDOT.

The Building Department staff, Inspectors and Chief Inspectors provide outside inspections to ascertain compliance with the requirements of the Florida Building Code, State Codes and other regulations.

# Organizational Chart

The organizational chart below shows the reporting relationships of all positions in the Building Department.

The Building Department budget includes funding for the shaded positions.

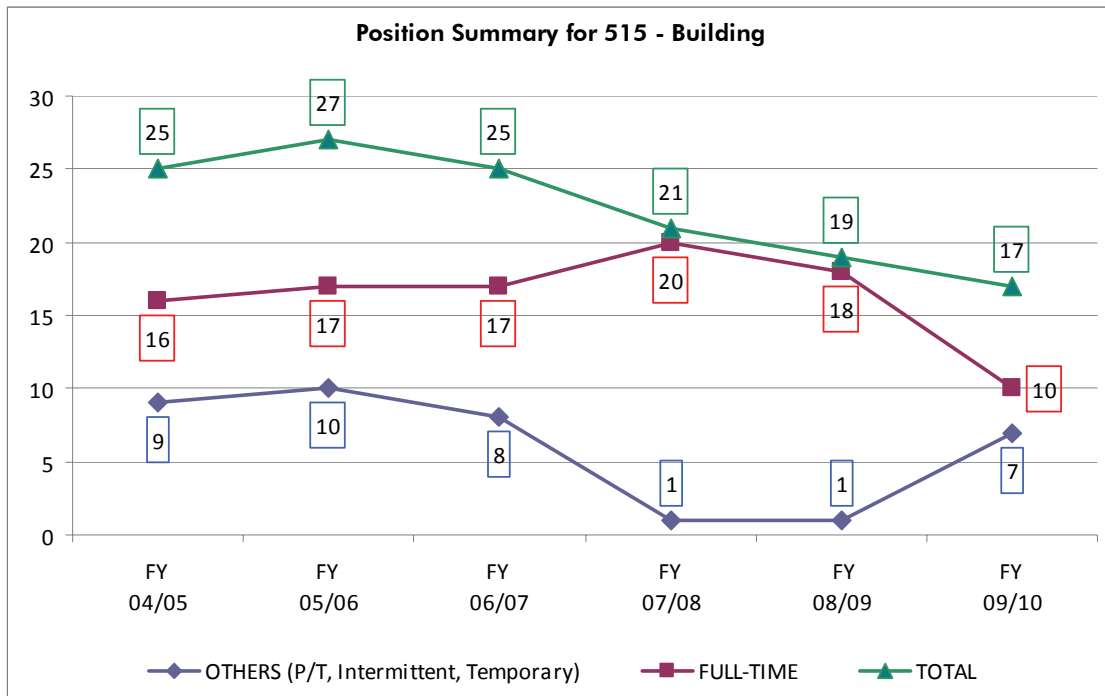


## Staff Summary

The table below shows a history of positions in the Building Department.

Staff Summary Table	FY 05/06	FY 06/07	FY 07/08	FY 08/09	FY 09/10
Building Department Manager	0	0	0	0	1
Building Official (Int)	0	0	0	0	1
Building Official/Administrator/Director	1	1	1	1	0
Assistant Building Director	0	0	0	1	0
Assistant Administrator	1	0	1	0	0
Administrative Assistant to the Department Head	1	1	0	0	0
Administrative Coordinator	1	0	0	0	0
Hi Rise/Project Coordinator	1	1	1	1	1
Chief Building Inspector	1	1	1	1	0
Sr. Building Inspector	0	0	0	1	1
Building Inspector	2	2	2	1	0
Building Inspector (Int)	0	0	0	0	1
Building Plans Examiner	0	1	1	1	1
Chief Electrical Inspector	1	1	1	1	1
Electrical Inspector	0	1	1	1	0
Electrical Inspector (Int)	0	0	0	0	1
Chief Mechanical Inspector	1	1	1	1	1
Mechanical Inspector	0	0	1	1	0
Mechanical Inspector (Int)	0	0	0	0	1
Chief Plumbing Inspector (Int)	1	1	1	1	1
Sr. Plumbing Inspector	0	0	0	1	0
Sr. Plumbing Inspector (Int)	0	0	0	0	1
Plumbing Inspector	0	0	1	0	0
Chief Structural Plans Examiner	1	1	1	0	0
Structural Plans Examiner (Int)	1	1	1	1	1
Permit and Licensing Clerk Supervisor	1	1	1	1	1
Senior Permit and Licensing Clerk	1	1	1	0	0
Permit and Licensing Clerks	3	3	3	3	3
Permit and Licensing Clerk (P/T)	1	1	0	0	0
Senior Office Assistant	0	0	1	1	0
Inspectors (Int/P/T)	7	5	0	0	0
Student Intern (Temp)	1	1	0	0	0
<b>Total Full-time</b>	<b>17</b>	<b>17</b>	<b>20</b>	<b>18</b>	<b>10</b>
<b>Total Other (P/T, Intermittent, Temporary)</b>	<b>10</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>7</b>
<b>Total Positions</b>	<b>27</b>	<b>25</b>	<b>21</b>	<b>19</b>	<b>17</b>

The graph below shows a history of positions in the Building Department.



## Objectives

- Educate and assist the public at large in the regulation and requirements for the issuance of permits, plans processing, inspections, and building maintenance, which ensures the protection of our citizens and enhances the quality of life within the City.
- Provide outside inspections for compliance with the requirements of the Florida Building Code, State Codes and other regulations.
- Receive and process applications for Building, Electrical, Mechanical, Plumbing, Zoning and Public Works Permits.
- Issue permits to owner, contractors, or authorized agents who desire to construct, enlarge, alter, repair, remove, demolish, or change the occupancy or occupant content of a building.
- Serve as a liaison with Developers and Contractors to bring about improvements to the public in the residential and commercial areas of the City.
- Serve as a liaison between the Developers, Contractors and various Local, County, State and Federal Agencies.
- Provide open permit searches and requests for public records to title companies and the general public.
- Provide customers and the public at large with information related to the Department and/or City policies and procedures.
- Enforce City, County, State and Federal Codes and regulations relating to Building application and permits.
- Oversee the 40- Year Recertification procedure to ensure compliance with State, County and Local Codes.
- Perform Boiler inspections and Certification to ensure the safety of boilers and pressure vessels in all commercial and high-rise buildings.
- Provide Flood Plain information to customers and participate in the FEMA's National Flood Insurance Program.

## **Summary of Budget Changes**

### **Staff Changes**

The Building Official has been changed from full-time to an intermittent position. The Assistant Building Director has been renamed the Building Department Manager. The full-time Chief Building Inspector and Sr. Office Assistant positions have been eliminated. The Chief Plumbing Inspector and four full-time inspectors have been changed to intermittent positions. As a result, there is a reduction in personnel and related costs.

### **Building Department Revenues**

Building Department permitting and revenues for the current fiscal year have been steady and have not shown a decrease in accordance to our projections for this fiscal year. However, the Department has taken a conservative approach and has projected a 17% decrease in revenues for FY 2009/10.

### **Building Department Operating Expenses**

The Building Department proposes to reduce its non-personnel operating expenses for FY 2009/10. The majority of these items have been reduced based on the history of usage for the current and previous fiscal years.

### **Personnel – 5120**

Decrease. This is due to the staff changes as outlined above.

### **Temporary Staff - 5250**

Increase. This money is allocated to cover unexpected spikes in the number of permits and inspections required during the year and for outside services for review of efficiency.

### **Administrative Consulting & Planning - 5313**

Decrease. This line item has been reduced as the number of landscape plan reviews is projected to go down during FY 2009/10.

### **Allowance / Mileage – 5401**

Decrease. Due to the Building Official being reclassified to an intermittent position we are eliminating this item for FY 2009/10.

### **Equipment Rental - 5441**

Decrease. Based on history of usage, we are eliminating this item for FY 2009/10.

### **Uniform & Accessories - 5521**

Decrease. We are reducing the Department's budget for uniforms by 50%. This results in minimizing the purchase of uniform items for Building Department staff for the upcoming fiscal year.

### **Travel, Conferences & Meetings - 5542**

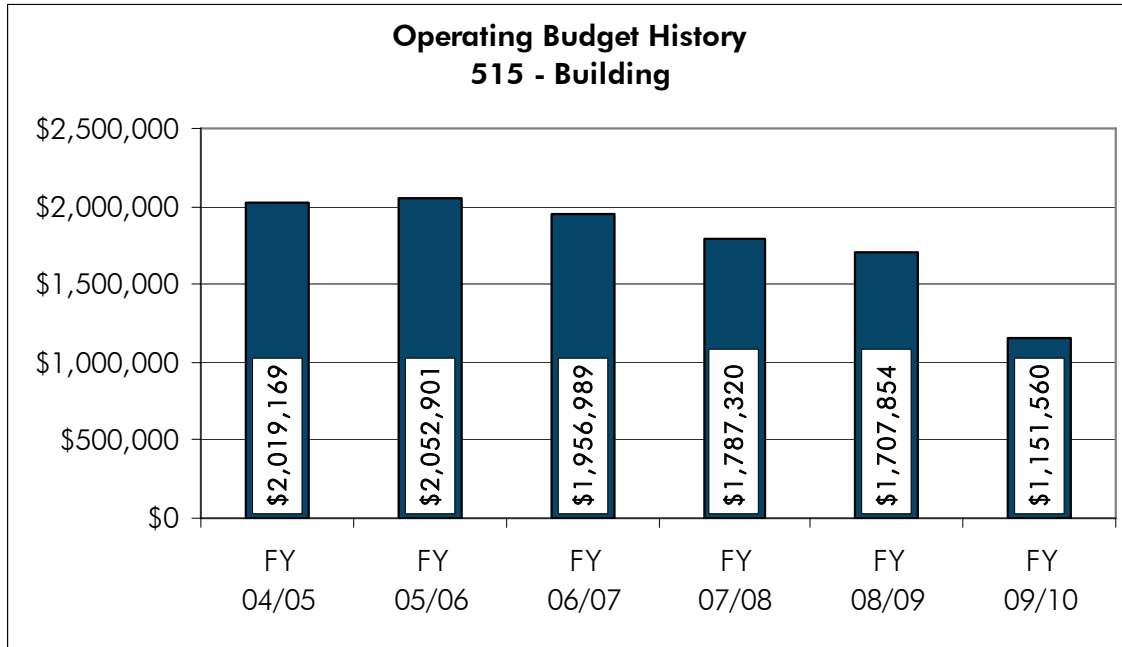
Decrease. This line item has been reduced based on history of usage from previous fiscal years.

### **Education & Training - 5543**

Decrease. This line item has been reduced based on history of usage from previous fiscal years.

## Operating Budget History

This chart compares for this department a history of its operating budget.



## Expense Worksheet

City of Sunny Isles Beach							
Expense Budget Worksheet for Fiscal Year 2010							
Fund 10							
Department 515 - Building							
YTD Actual thru 04/30/09							
Account	Account Name	Current FY Amended Budget	Current FY Total Projected Expense	Current FY (Over)/Under	Next FY Budget	\$ Change Plus/(Minus)	% Change Plus/(Minus)
5120	Regular Salaries	1,213,889	1,278,147	(64,258)	809,215	(404,674)	(33)
5140	Overtime	10,500	(31,275)	41,775	7,500	(3,000)	(29)
5210	FICA Payroll Taxes	93,666	96,170	(2,504)	66,304	(27,362)	(29)
5220	Retirement Contribution	114,386	115,277	(891)	59,520	(54,866)	(48)
5230	Health, Dental & Life Ins.	142,850	168,681	(25,831)	96,251	(46,599)	(33)
5240	Worker's Comp Insurance	38,513	30,313	8,200	25,620	(12,893)	(33)
5250	Temporary Staff	0	0	0	50,000	50,000	0
5313	Admin Consulting & Planning	45,000	20,023	24,977	15,000	(30,000)	(67)
5401	Allowance / Mileage	6,500	6,298	202	0	(6,500)	(100)
5441	Equipment Rental	9,000	0	9,000	0	(9,000)	(100)
5511	Special Supplies	6,150	6,066	84	6,150	0	0
5521	Uniform & Accessories	10,000	4,508	5,492	5,000	(5,000)	(50)
5541	Dues, Sub & Memberships	3,500	3,153	347	3,500	0	0
5542	Travel, Conf & Meetings	5,900	3,045	2,855	3,500	(2,400)	(41)
5543	Education & Training	8,000	4,795	3,205	4,000	(4,000)	(50)
<b>*TOTAL 515</b>		<b>1,707,854</b>	<b>1,705,201</b>	<b>2,653</b>	<b>1,151,560</b>	<b>(556,294)</b>	<b>(33)</b>