

# 524 – Community Development Department

## Description

The Community Development Department handles all aspects of Code Enforcement to assure compliance with laws and regulations mandated by the City Commission.

The Department issues City business tax receipts after assuring that the businesses is compliant with various local, County, State and Federal Agencies.

The Department provides information regarding planning, land use and zoning issues.

Through the effective and fair application of City Codes and Ordinances, the Department educates and assists residents and the business community to achieve compliance.

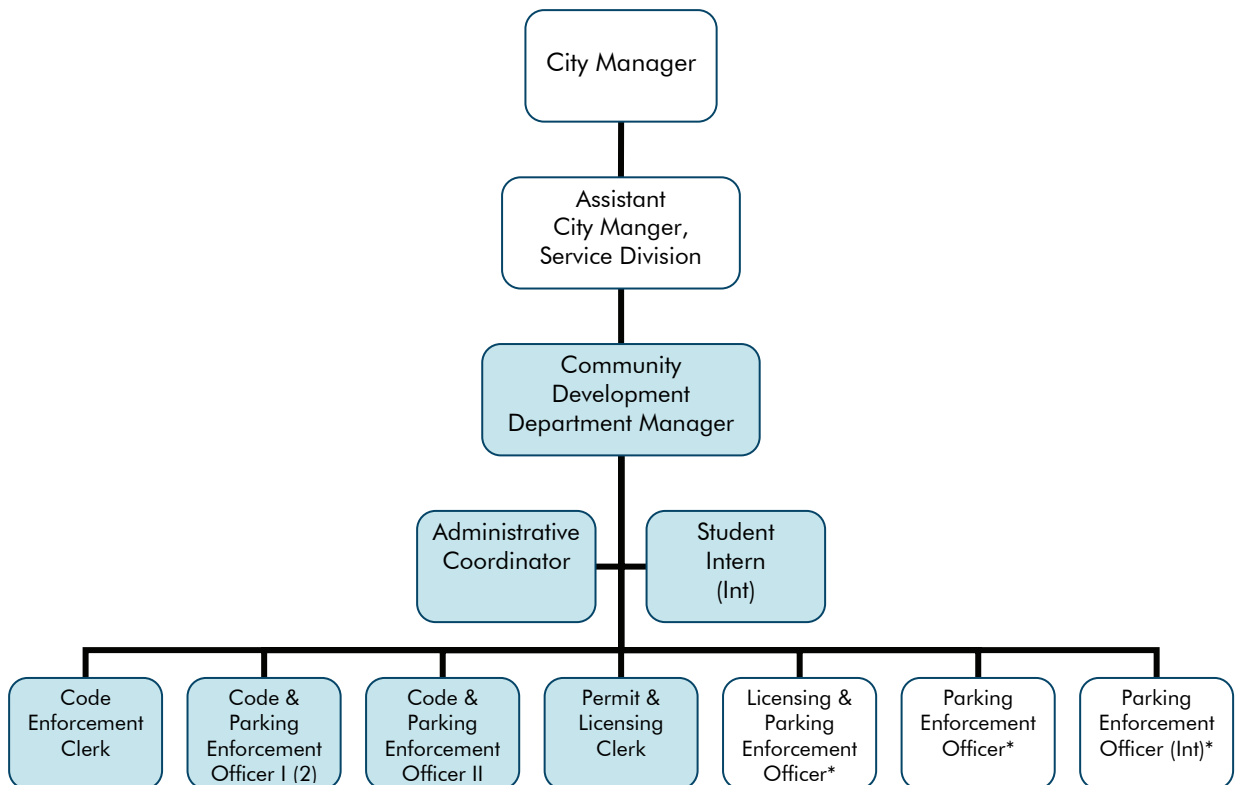
In collaboration with the Police Department, the Department verifies the issuance of Burglar Alarm permits and of violations for false alarms in commercial and residential areas.

## Organizational Chart

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

The Community Development Department budget includes funding for the shaded positions.

Cost Center 525 – Parking funds the asterisked positions that are not shaded.



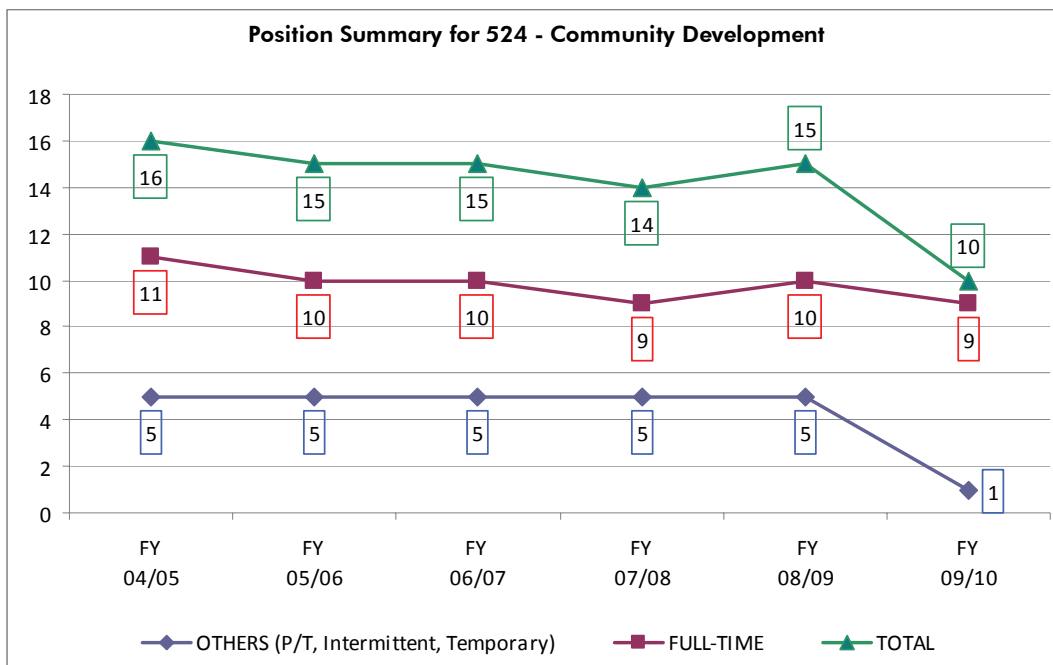
\* These positions are funded through Cost Center 525 – Parking.

## Staff Summary

The table and graph below show a history of positions in the Community Development Department.

Staff Summary Table	FY 05/06	FY 06/07	FY 07/08	FY 08/09	FY 09/10
Community Development Manager	0	0	0	0	1
Community Development Director	0	1	1	1	0
Code Enforcement Director/Assistant Administrator	1	0	0	0	0
Assistant Code Enforcement and Licensing Director	0	1	1	1	0
Occupational Licensing Official	1	1	0	0	0
Code & Parking Enforcement Officer II	0	0	0	0	1
Code Enforcement Officer II	0	0	0	1	0
Code & Parking Enforcement Officer I	0	0	0	0	2
Code Enforcement Officer I	3	3	3	3	0
Parking Enforcement Officer	1	0	0	0	1
Parking Enforcement Officer (Int)	4	4	4	4	X*
Licensing & Parking Enforcement Officer	0	0	0	0	1
Licensing Inspector	0	1	1	1	0
Administrative Coordinator	1	1	1	1	1
Permit and Licensing Clerk	1	1	1	1	1
Student Intern (Int)	1	1	1	1	1
Planning and Zoning Administrator	1	0	0	0	0
Planning and Zoning Technician	1	1	1	0	0
Code Enforcement Clerk	0	0	0	1	1
<b>Total Full-time</b>	<b>10</b>	<b>10</b>	<b>9</b>	<b>10</b>	<b>9</b>
<b>Total Other (P/T, Intermittent, Temporary)</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>1</b>
<b>Total Positions</b>	<b>15</b>	<b>15</b>	<b>14</b>	<b>15</b>	<b>10+X</b>

\* X – This intermittent position represents a pool of dollars and people to provide parking enforcement during holiday weekends, greatly reducing overtime pay to regular employees if they worked those hours.



## Objectives

While envisioning Sunny Isles Beach as a beautiful place to live, work, vacation and raise a family, Community Development Department staff work to meet the following objectives.

- Provide quality customer service as an integral part of our job by identifying customer needs through effective listening and genuine concern.
- Act proactively to maintain the safety, health and well-being of residents and visitors.
- Acquire voluntary compliance from property and business owners through education of City codes.
- Preserve the high level of commitment already established with the City Commission, management and various internal departments, to work together and in harmony to serve the best interests of residents and visitors.
- Apply teamwork, professional skills and experience when servicing the community.
- Review site plan applications, special use requests, subdivision plats and site condominium applications, and street opening and vacation requests for compliance with City ordinances and regulations.
- Review rezoning applications for compliance with the future land use plan and provide recommendations.
- Conduct site plan compliance inspections prior to issuance of certificates of occupancy.
- Work with the Planning Commission to prepare and maintain the future land use plan including the future land use plan text document, future land use plan map, transportation plan map and natural features map.
- Coordinate and regulate the issuance of Local Business Tax Receipts and Certificates of Use for businesses that operate within City limits.
- Coordinate with FDOT, lane closures along Collins Avenue (State Road) and Sunny Isles Boulevard.
- Coordinate with Public Works Department lane closures along interior roads while re-construction and maintenance is performed; monitor and patrol all areas to make sure opened lanes stay clear from obstruction.

## Summary of Budget Changes

### Consolidation of Personnel

Decrease. The Community Development Department Director position has been eliminated. The Assistant Code and Licensing Director position has been renamed the Community Development Department Manager. One Code Enforcement Officer position has been eliminated.

To better meet the needs of parking enforcement seven days a week, we are eliminating four intermittent Parking Enforcement Specialists and hiring one full-time Parking Enforcement Officer. We have also assigned parking enforcement responsibilities to the Code Enforcement Officers and the Licensing Inspector positions, changing their official titles to Code and Parking Enforcement Officer and Licensing and Parking Enforcement Officer.

To reduce overtime pay to regular full-time employees on holiday weekends, we will instead draw from a pool for the intermittent Parking Enforcement Officer position. This overall consolidation and restructuring results in a reduction of personnel and related costs.

Also, funding for the Licensing and Parking Enforcement Officer, and the full-time and intermittent Parking Enforcement Officers, is included in the Cost Center 525 – Parking budget.

### Franchise Fees

Increase. The Community Development Department is projecting a 28% increase in solid waste fees as a result of the recent increase in the franchise fee rates and enforcement of daily collections by Solid Waste Companies by the Department's personnel.

### Code Enforcement Fines and Fees

Decrease. The FY 2009/10 budget process and the Department's profits and losses revealed that the current financial situation is mimicking the effects of the economic aftermath of September 11, 2001.

As such, due to the slowdown in the economy and the lack of new developments, we are projecting an expected decrease in the overall Department's anticipated numbers. In particular, this has affected business licensing, certificates of use, newspaper rack rentals, zoning hearings, zoning plan reviews, parking permits, parking violations and extended construction hours fees.

Conversely, we predict a slight increase in the processing of lien letters due to the boost of the foreclosure activities.

In addition, the vacant property registry will continue as City Ordinance requires property owners to register their vacant properties annually.

### Parking Meters and Agreements

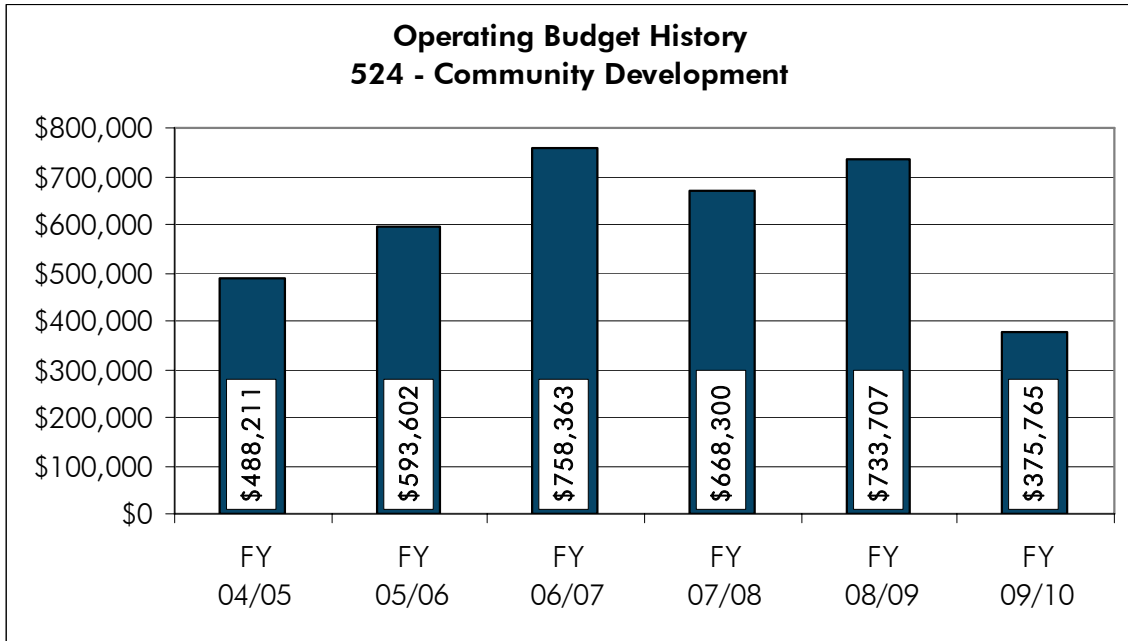
Decrease. New City projects translate into a decrease in parking meter revenues for FY 2009/10.

For example, there will be significant downtime at the Pier Park Parking Lot while it is used as the construction staging area for the remodeling of the City's historic pier. The same scenario will occur at the William Lehman Causeway area because of the relocation of the contracted Ramada Hotel parking while the garage at Heritage Park is being built.

These will be offset by two new parking agreements with Fortune/Le Meridian (\$15,600) and LSB Investment/Millennium (\$25,000). We are hoping that, as soon as the parking structure is completed, the annual fees from Ramada will increase from \$135,000 to \$315,000, new parking meters will be installed, and the parking meter revenues will escalate.

## 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 524 - Community Development							
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	464,440	530,839	(66,399)	257,714	(206,726)	(45)
5140	Overtime	15,000	2,902	12,098	0	(15,000)	(100)
5210	FICA Payroll Taxes	37,155	40,786	(3,631)	20,193	(16,962)	(46)
5220	Retirement Contribution	44,665	42,731	1,934	26,088	(18,577)	(42)
5230	Health,Dental & Life Ins.	55,797	65,770	(9,973)	38,807	(16,990)	(30)
5240	Worker's Comp Insurance	13,870	11,351	2,519	4,723	(9,147)	(66)
5250	Temporary Staff	6,240	6,240	0	6,240	0	0
5313	Admin Consulting&Planning	39,500	0	39,500	0	(39,500)	(100)
5315	Special Master	4,000	7,805	(3,805)	8,000	4,000	100
5335	Volunteer Cat Program	7,000	3,500	3,500	3,500	(3,500)	(50)
5462	R & M Equipment	27,040	27,040	0	0	(27,040)	(100)
5511	Special Supplies	4,000	4,000	0	2,000	(2,000)	(50)
5521	Uniform & Accessories	5,250	1,570	3,680	1,000	(4,250)	(81)
5541	Dues,Sub & Memberships	2,000	2,000	0	2,000	0	0
5542	Travel,Conf & Meetings	3,250	2,007	1,243	2,000	(1,250)	(38)
5543	Education & Training	4,500	3,470	1,030	3,500	(1,000)	(22)
<b>*TOTAL 524</b>		<b>733,707</b>	<b>752,011</b>	<b>(18,304)</b>	<b>375,765</b>	<b>(357,942)</b>	<b>(49)</b>

## Cost Center 525 - Parking

The following costs are parking-related and include funding for four positions.

- Three (3) Community Development Department positions [1-Licensing and Parking Enforcement Officer and 2-Parking Enforcement Officers (1-F/T and 1-intermittent)].
- One (1) Public Works Department maintenance worker position who maintains the parking lots.

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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	0	0	0	92,419	92,419	0
5140	Overtime	0	0	0	5,000	5,000	0
5210	FICA Payroll Taxes	0	0	0	8,600	8,600	0
5220	Retirement Contribution	0	0	0	9,596	9,596	0
5230	Health,Dental & Life Ins.	0	0	0	17,051	17,051	0
5240	Worker's Comp Insurance	0	0	0	4,716	4,716	0
5250	Temporary Staff	0	0	0	15,000	15,000	0
5348	Landscape	0	0	0	10,000	10,000	0
5430	Electric & Water	0	0	0	25,000	25,000	0
5464	R&M Grounds	0	0	0	5,000	5,000	0
5492	Bank Charges	0	0	0	9,000	9,000	0
5495	Property Taxes	0	0	0	100,000	100,000	0
5511	Special Supplies	0	0	0	3,000	3,000	0
*TOTAL 525		0	0	0	304,382	304,382	0