

# FY 2008 - 09 Proposed Resource Allocation and Multi-Year Capital Plan

## Building Code Compliance

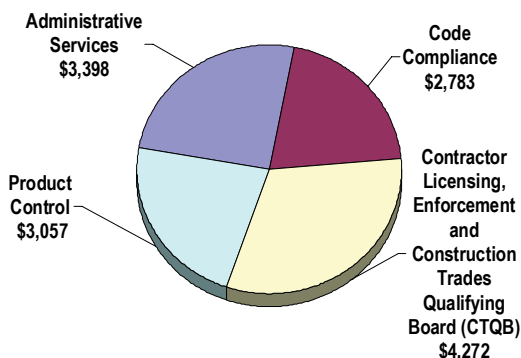
The Building Code Compliance Office (BCCO) provides uniformity and consistency in the interpretation and enforcement of the Florida Building Code (FBC), Chapters 8 and 10 of the Code of Miami-Dade County regarding contractor licensing, the interpretation and enforcement of the Florida Fire Prevention Code and all other applicable codes and regulations to all municipal and county fire officials. The Department also delivers services related to investigation, product evaluation, training and education, and certification of code enforcement personnel (building officials, plans examiners, and inspectors for Miami-Dade County and all other municipalities).

As part of the Neighborhood and Unincorporated Area Municipal Services strategic area, BCCO is the regulatory link between the municipal building departments and the manufacturing and construction industries, providing oversight for the maximization of safety benefits in the built environment. BCCO is the conduit for the dissemination of Code information to the construction industry, municipal building and fire departments, and the general public. Additionally, the Department provides guidance in the resolution of citizen complaints. The Department reviews materials and all products used for the protection of the building envelope and ensures that the highest standards within the manufacturing industry are maintained through a comprehensive quality assurance program. BCCO also administers the local contractor trade licensing process, promotes adherence to contractor regulations, and investigates unlicensed contractor activity. BCCO works throughout the year to provide educational programs and workshops for code-certified personnel, contractors, and design professionals.

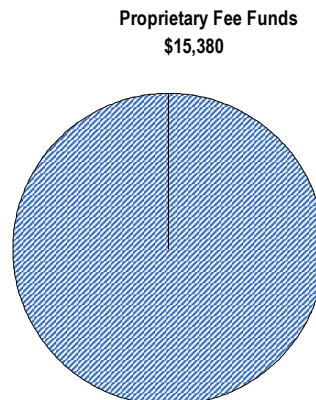
The Department coordinates its activities with various community stakeholders including code-certified personnel, product manufacturers, Miami-Dade County contractors, and consumers. Work performed by BCCO includes oversight and technical support of the following boards: Board of Rules and Appeals, Construction Trades Qualifying Boards, and Unsafe Structures Board. The Department Director is appointed by the Florida Governor to the Florida Building Commission and participates in decision-making processes directed at maintaining and updating the Florida Building Code.

## FY 2008-09 Proposed Budget

**Expenditures by Activity**  
(dollars in thousands)

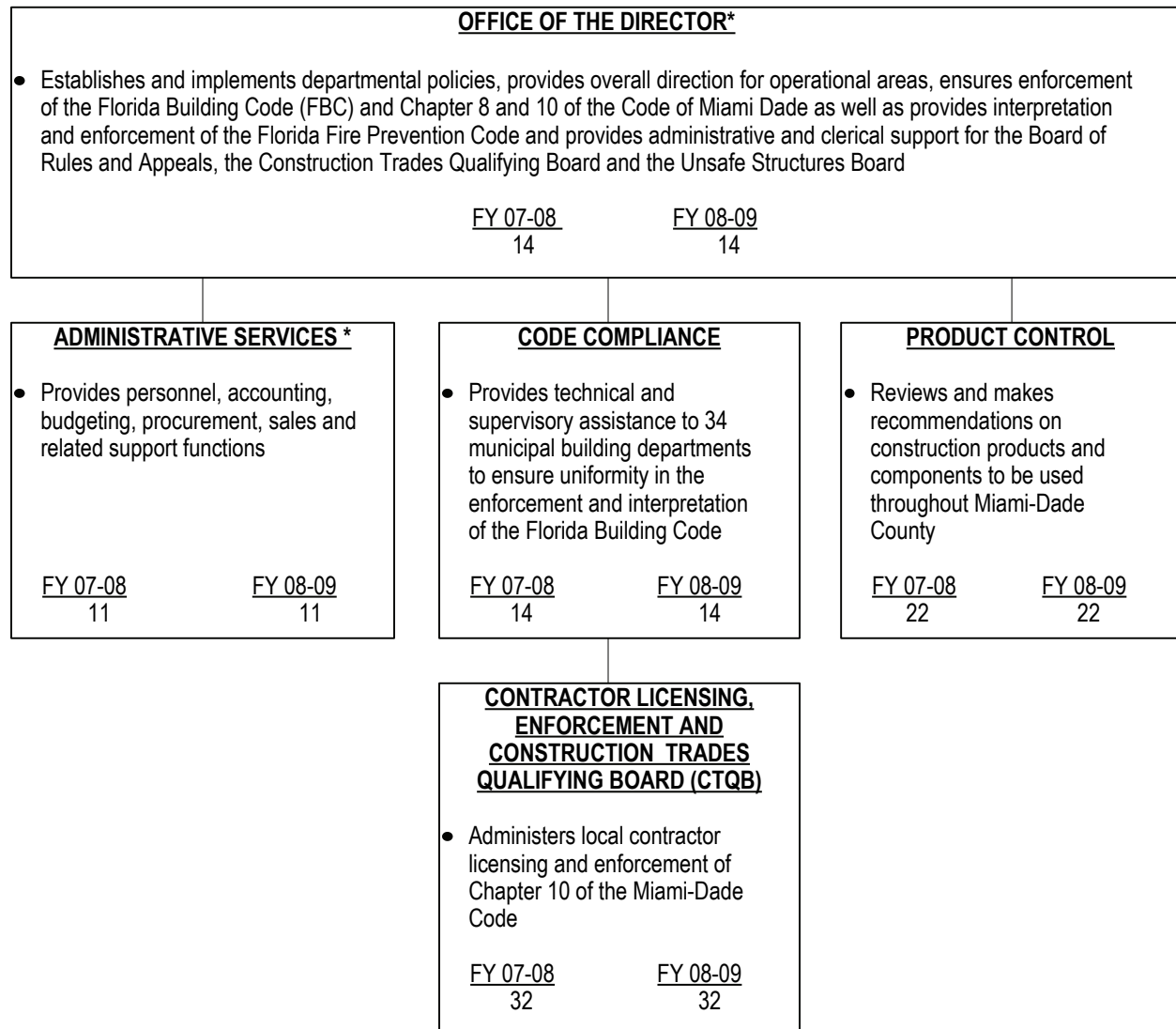


**Revenues by Source**  
(dollars in thousands)



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## TABLE OF ORGANIZATION



\*The Office of the Director and the Administrative Services are reflected in the Administrative Services in the Financial Summary

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### FINANCIAL SUMMARY

(dollars in thousands)	Actual FY 06-07	Budget FY 07-08	Proposed FY 08-09
<b>Revenue Summary</b>			
Board Fees and Book Sales	148	133	230
Carryover	11,653	8,583	7,297
Code Compliance Fees	3,112	3,198	2,500
Code Fines / Lien Collections	145	173	151
Contractor's Licensing and Enforcement Fees	2,311	2,042	1,891
Fees and Charges	584	408	415
Interest Earnings	478	304	396
Product Control Certification Fees	3,222	2,067	2,500
Total Revenues	21,653	16,908	15,380
<b>Operating Expenditures Summary</b>			
Salary	5,208	5,983	6,407
Fringe Benefits	1,444	1,711	1,817
Other Operating	4,018	4,639	5,073
Capital	46	225	213
Total Operating Expenditures	10,716	12,558	13,510
<b>Non-Operating Expenditures Summary</b>			
Reserve	0	4,350	1,870
Total Non-Operating Expenditures	0	4,350	1,870

(dollars in thousands)	Total Funding		Total Positions	
Expenditure By Program	Budget FY 07-08	Proposed FY 08-09	Budget FY 07-08	Proposed FY 08-09
<b>Strategic Area: Neighborhood and Unincorporated Area Municipal Services</b>				
Administrative Services	3,128	3,398	25	25
Code Compliance	2,632	2,783	14	14
Contractor Licensing, Enforcement and Construction Trades Qualifying Board (CTQB)	3,943	4,272	32	32
Product Control	2,855	3,057	22	22
Total Operating Expenditures	12,558	13,510	93	93

### SELECTED ITEM HIGHLIGHTS AND DETAILS

Line Item Highlights	(dollars in thousands)				
	Actual FY 05-06	Actual FY 06-07	Budget FY 07-08	Projection FY 07-08	Proposed FY 08-09
Administrative Reimbursement	428	428	395	395	406
Contract Temporary Employees	191	259	182	181	242
Rent	283	328	328	371	706
Travel	70	51	159	99	117

## FY 2008 - 09 Proposed Resource Allocation and Multi-Year Capital Plan

### **DIVISION: ADMINISTRATIVE SERVICES**

The Administrative Services Division, which includes the Director's Office, establishes and implements departmental policies, provides overall direction for operational areas, ensures enforcement of the Florida Building Code (FBC) and Chapter 8 and 10 of the Code of Miami Dade as well as provides interpretation and enforcement of the Florida Fire Prevention Code and provides administrative and clerical support for the Board of Rules and Appeals, the Construction Trades Qualifying Board and the Unsafe Structures Board.

- Develops and reviews the policies and operating procedures of each division to ensure they meet department objectives
- Monitors and addresses the effects of new regulations and policies on the construction industry at the local, state and federal level
- Ensures enforcement of the Building Code and Chapter 10 of the Code of Miami-Dade County regarding contractor licensing
- Prepares local code amendment proposals to the Building Code
- Coordinates public information activities and disseminates information to the building industry and the general public on code related issues through the use of print, media and information systems
- Oversees the regulation of construction products throughout Miami-Dade County
- Oversees the development and maintenance of information technology systems for the Office
- Provides administrative, technical and clerical support to the Board of Rules and Appeals and the Unsafe Structures

### **Strategic Plan Outcome - Measures**

- ES9-4: Accountability to the public at every level of the organization (priority outcome)

Efficiently manage administrative, budget, and personnel functions	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Projection	Target
	Percentage of invoices processed within 21 calendar days	80%	78%	80%	85%	85%

### **BUDGET PRIORITIES**

Strategic Plan Outcome	Programs/Initiatives	Impact
ES1-1: Clearly-defined performance expectations and standards (priority outcome)	Identify appropriate benchmarks and establish additional tracking mechanisms for performance improvement as well as scorecard development by adding one Administrative Officer 3 (\$67,000)	Improve performance measures to ensure that they align and are comparable with industry benchmarks
NU2-2: Improved community access to information and services (priority outcome)	Respond to public record requests, track legislative items and buck slip assignments with the addition of an Administrative Secretary (\$42,000)	Reduce the Department's response time to public record requests that require research, coordinate through staff the submittal of buck slip assignments and submittal of legislative items
ES4-6: County processes improved through information technology	Assist with the implementation and maintenance of new imaging and electronic document process with the addition of two Clerk 3 positions (\$80,000)	Improve access to files and public information used in the regulatory business processes of contractor licensing and building code compliance

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### **DIVISION: CONTRACTOR LICENSING, ENFORCEMENT AND CONSTRUCTION TRADES QUALIFYING BOARD (CTQB)**

The Contractor Licensing, Enforcement and Construction Trades Qualifying Board section administers the provisions of Chapter 10 of the Code of Miami-Dade County regarding contractor licensing.

- Processes applications for tradesman and contractor licensing and administers examinations for certificate of competency and eligibility
- Investigates complaints regarding licensed or unlicensed contractors performing work in Miami-Dade County
- Provides administrative, technical and clerical support to the Construction Trades Qualifying Board

### **Strategic Plan Outcome - Measures**

- ED4-2: Customer-friendly environment for regulated businesses and entities doing business with Miami-Dade County (priority outcome)

	<b>Measures</b>	<b>FY 06-07</b>		<b>FY 07-08</b>		<b>FY 08-09</b>
		<b>Target</b>	<b>Actual</b>	<b>Target</b>	<b>Projection</b>	<b>Target</b>
Ensure contractor license applications are processed in a timely manner	Percentage of licensing applications submitted and reviewed within 10 business days	80%	90%	80%	83%	80%

- NU4-2: Timely identification and remediation of nuisances, including unsafe structures (priority outcome)

	<b>Measures</b>	<b>FY 06-07</b>		<b>FY 07-08</b>		<b>FY 08-09</b>
		<b>Target</b>	<b>Actual</b>	<b>Target</b>	<b>Projection</b>	<b>Target</b>
Ensure the provisions of Chapter 10 are complied with and contractor complaints are responded to in a timely manner	Percentage of contractor complaints responded to within 48 hours	80%	81%	80%	85%	80%
	Percentage of unlicensed contractor activities responded to within 24 hours	80%	83%	80%	85%	80%

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### **DIVISION: CODE COMPLIANCE**

The Code Compliance Division provides technical and supervisory assistance to 34 municipal building departments to ensure uniformity in the enforcement and interpretation of the Florida Building Code.

- Accompanies field inspectors to monitor and evaluate field procedures for compliance with the Florida Building Code and provides field training
- Addresses citizen complaints regarding building code violations and monitors resolution of complaints with the corresponding building department
- Directs and coordinates investigative activities in cases where the Florida Building Code has been violated
- Coordinates the continuing education program for code-certified personnel and reviews and makes recommendations on applications for certification

### **Strategic Plan Outcome - Measures**

- NU4-3: Consistent interpretation and application of enforcement practices

	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Projection	Target
Use consistent, fair, and effective means to achieve building code compliance	Florida Building Code seminars developed	16	37	16	16	16
	Average quarterly workshop hours conducted on the Florida Building Code	15	27	15	20	15
	Percentage of field inspections rated a 'quality' inspection	N/A	N/A	90%	88%	90%

### **BUDGET PRIORITIES**

Strategic Plan Outcome	Programs/Initiatives	Impact
NU4-3: Consistent interpretation and application of enforcement practices	Develop regulations to help safeguard crane operations throughout Miami-Dade County through workshops with municipal building officials, crane safety inspectors, and other stakeholders of the building industry and by providing technical support regarding building code requirements	Provide oversight of crane operations in Miami-Dade County in accordance with Board of County Commissioners (BCC) legislation and the Florida Building Code

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### **DIVISION: PRODUCT CONTROL**

The Product Control Division reviews and makes recommendations on construction products and components to be used throughout Miami-Dade County.

- Evaluates and develops criteria for approval of construction products
- Implements policies for testing construction materials and assemblies
- Provides information to manufacturers, designers, engineers, and architects on product control procedures and approved products
- Oversees a Quality Assurance Program to ensure approved products perform adequately in the field

### **Strategic Plan Outcome - Measures**

- ED4-2: Customer-friendly environment for regulated businesses and entities doing business with Miami-Dade County (priority outcome)

	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Projection	Target
Ensure the use of quality construction materials and that products perform in accordance with Notice of Acceptance	Percentage of manufacturers and laboratories audited for quality	80%	85%	80%	92%	80%
	Percentage of Certificate of Competency (CC) plants audited*	N/A	N/A	80%	67%	80%

\*Will not meet target in FY 2007-08 due to existing vacancies

### **Budget Enhancements or Reductions and Additional Comments**

- In FY 2006-07, BCCO established the Illegally Licensed Contractor Recovery Trust Fund to assist those homeowners affected by the illegally licensed contractor activity; residents had until January 1, 2008 to apply for restitution; 16 homeowners have applied for relief; the Construction Trades Qualifying Board adjudicated 221 of the 271 cases and have levied fines of over \$4 million; the remaining 50 cases will be brought before the CTQB in July 2008
- In FY 2008-09, the Department will continue to coordinate with municipalities to ensure standardization of land use and permitting processes throughout Miami-Dade County as a part of the land use and permit improvement initiatives outlined by the County Manager; outreach efforts are intended to help reduce initial plan rejection rate and improve the quality of initial plan submittals
- The Department will continue to actively participate in the state legislative process to prevent the weakening of the Florida Building Code; BCCO will continue monitoring legislative changes and building code regulations proposed by the Florida Building Commission to ensure protection of High Velocity Hurricane Zone provisions that safeguard the construction process; the 2007 edition of the Florida Building Code will be effective in October 2008
- In FY 2008-09, BCCO, as a designated statewide evaluation entity, will expand product approval services to explore the possibility of providing verification services on behalf of the State of Florida
- In FY 2008-09, BCCO will develop and enhance its information technology capability to allow municipalities to access current licensing information maintained by the Department

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- In FY 2008-09, the Department will initiate scanning procedures necessary to establish a secure electronic method of maintaining and accessing contractor license information and to conduct record management review and reorganization of files and documents for all Boards; electronic filing of archived hard files will allow greater efficiency in processing of information requests and conducting staff research
- In FY 2008-09, BCCO will implement customer service initiatives and enhancements identified as a result of customer service feedback tools, Sterling Challenge analysis and Secret Shopper results to improve customer service procedures and employee training
- In FY 2008-09, BCCO will explore the expansion of product evaluation services and the use of the Notice of Acceptance in areas covered by the proposed Code Plus provisions; Code Plus provisions will require coastal buildings be constructed to withstand winds 5 to 25 mph stronger than the code currently requires, depending on where the building is located along the coast; the proposed requirements would apply to structures built within a half-mile of Florida's coasts beginning January 1, 2009; in FY 2008-09, BCCO will develop a quality assurance program for product approval certified laboratories
- BCCO, as a member of the County's Building and Permitting Consortium, continues to implement the recommended process improvements in the Land Use and Permitting Study (LUP) completed by the Office of Strategic Business Management
- The FY 2008-09 Proposed Resource Allocation Plan is based on an attrition rate of six percent

### Department Operational Unmet Needs

Description	Startup Costs/ Non Recurring Costs	Recurring Costs	Positions
Hire one Clerk 3 to provide support in the Administrative Services Division	\$5	\$29	1
Hire one Administrative Officer 3	\$4	\$67	1
Hire one Administrative Secretary	\$3	\$42	1
<b>Total</b>	<b>\$12</b>	<b>\$138</b>	<b>3</b>