

FY 2009 - 10 Adopted Budget 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 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).

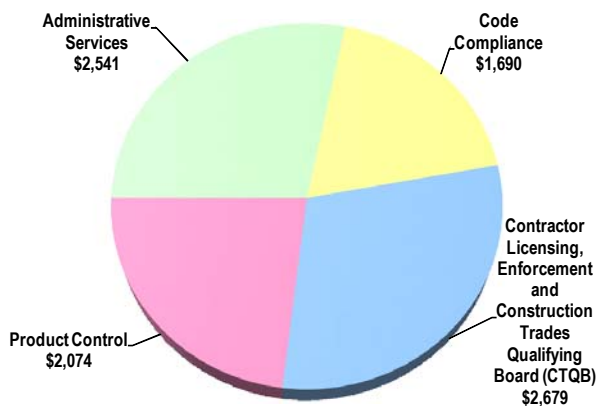
As part of the Neighborhood and Unincorporated Area Municipal Services strategic area, BCCO is the regulatory link between the municipal building departments and the manufacturing and construction industries, providing oversight for the maximization of safety benefits in the built environment. BCCO is 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 2009-10 Adopted Budget

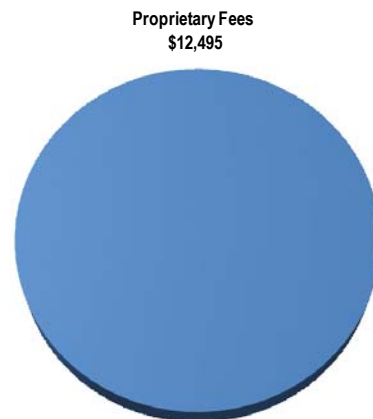
Expenditures by Activity

(dollars in thousands)



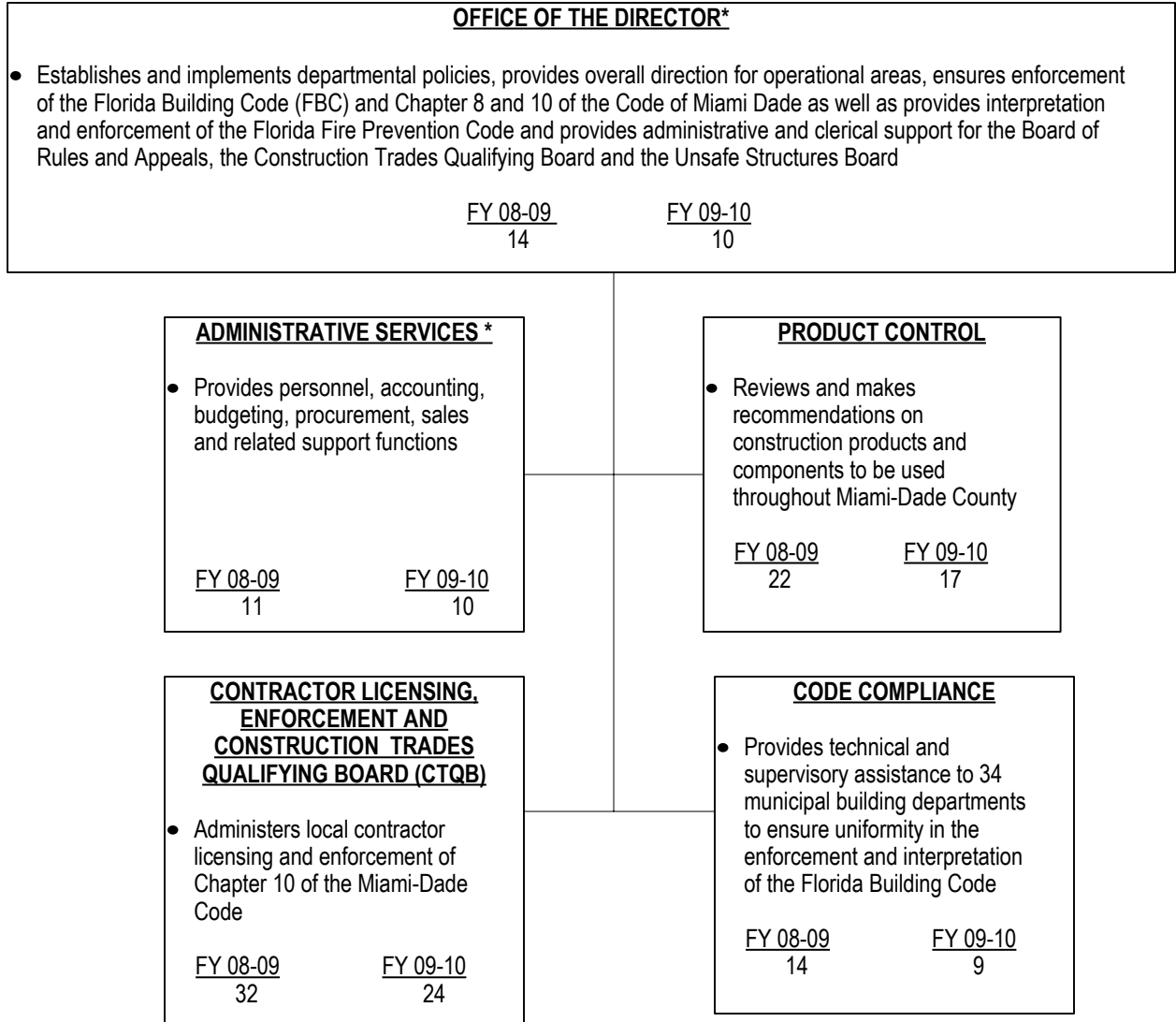
Revenues by Source

(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 07-08	Budget FY 08-09	Adopted FY 09-10
Revenue Summary			
Board Fees and Book Sales	201	230	162
Carryover	10,937	7,297	5,500
Code Compliance Fees	3,069	2,500	2,100
Code Fines / Lien Collections	164	151	149
Contractor's Licensing and Enforcement Fees	2,173	1,891	1,885
Fees and Charges	571	415	400
Interest Earnings	301	396	99
Product Control Certification Fees	3,226	2,500	2,200
Total Revenues	20,642	15,380	12,495
Operating Expenditures Summary			
Salary	5,816	6,407	4,595
Fringe Benefits	1,624	1,817	1,350
Other Operating	3,226	5,073	2,987
Capital	101	213	52
Total Operating Expenditures	10,767	13,510	8,984
Non-Operating Expenditures Summary			
Reserve	0	1,870	3,511
Total Non-Operating Expenditures	0	1,870	3,511

(dollars in thousands)	Total Funding		Total Positions	
Expenditure By Program	Budget FY 08-09	Adopted FY 09-10	Budget FY 08-09	Adopted FY 09-10
Strategic Area: Neighborhood and Unincorporated Area Municipal Services				
Administrative Services	3,398	2,541	25	20
Code Compliance	2,783	1,690	14	9
Contractor Licensing, Enforcement and Construction Trades Qualifying Board (CTQB)	4,272	2,679	32	24
Product Control	3,057	2,074	22	17
Total Operating Expenditures	13,510	8,984	93	70

SELECTED ITEM HIGHLIGHTS AND DETAILS

Line Item Highlights	(dollars in thousands)				
	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Actual FY 08-09	Budget FY 09-10
Administrative Reimbursement	428	395	406	406	383
Contract Temporary Employees	259	101	242	94	152
Rent	328	340	706	726	697
Travel	51	82	117	80	13
Contribution to Emergency Contingency Reserve	0	0	0	0	151

ADOPTED FEE ADJUSTMENTS FOR SERVICES

Fee Adjustments	Current Fee FY 08-09	Adopted Fee FY 09-10	Dollar Impact FY 09-10
<ul style="list-style-type: none"> • Code Compliance Surcharge • Citations and Violations 	various	various	\$575
	various	25% Increase	\$88

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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)

Objectives	Measures			FY 07-08		FY 08-09		FY 09-10
				Target	Actual	Target	Actual	Target
Efficiently manage administrative, budget, and personnel functions	Percentage of invoices processed within 21 calendar days	EF	↑	80%	86%	85%	90%	85%

DIVISION HIGHLIGHTS AND BUDGET ENHANCEMENTS OR REDUCTIONS

- In FY 2009-10, 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
- *The FY 2009-10 Adopted Budget includes the elimination of the South Florida Fire Code Officer vacant position (\$100,000) in addition to reductions associated with operational efficiencies (\$1.207 million)*
- *Due to the economic downturn, the FY 2009-10 the Adopted Budget includes the reduction of four filled positions, one Executive Secretary, one Secretary, one Clerk 4, and one System Analyst/Programmer 2 (\$299,000)*

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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)

Objectives	Measures			FY 07-08		FY 08-09		FY 09-10
				Target	Actual	Target	Actual	Target
Ensure contractor license applications are processed in a timely manner	Percentage of licensing applications submitted and reviewed within 10 business days	EF	↑	80%	94%	80%	93%	80%

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

Objectives	Measures			FY 07-08		FY 08-09		FY 09-10
				Target	Actual	Target	Actual	Target
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	EF	↑	80%	100%	80%	100%	80%
	Percentage of unlicensed contractor activities responded to within 24 hours	EF	↑	80%	98%	80%	100%	80%

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DIVISION HIGHLIGHTS AND BUDGET ENHANCEMENTS OR REDUCTIONS

- In FY 2007-08, BCCO administered the Illegally Licensed Contractor Recovery Trust Fund (Trust Fund) to assist those homeowners affected by illegally licensed contractor activity; residents had until January 1, 2008 to apply for restitution; 16 residents applied for and received relief totaling \$74,834; the Construction Trades Qualifying Board (CTQB) adjudicated all 271 cases and has levied fines of over \$5 million; the remaining monies from the Trust Fund have been returned to the Department's operating revenue fund in FY 2008-09 (\$425,166)
- In FY 2009-10, the Department will continue the scanning process 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
- *The FY 2009-10 Adopted Budget includes the elimination of two vacant positions, one Clerk 3 position and one Code Compliance Investigator position (\$122,000), and six filled positions, two Code Enforcement Clerk positions, three Contract Licensing Clerk positions, and one Code Compliance Investigator position (\$325,000)*

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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

Objectives	Measures			FY 07-08		FY 08-09		FY 09-10
				Target	Actual	Target	Actual	Target
Use consistent, fair, and effective means to achieve building code compliance	Florida Building Code seminars developed	OP	↔	16	20	16	37	16
	Average quarterly workshop hours conducted on the Florida Building Code	OP	↔	15	23	15	25	20
	Field inspections conducted as 'quality' inspection per quarter	OP	↔	90	90	90	98	90

DIVISION HIGHLIGHTS AND BUDGET ENHANCEMENTS OR REDUCTIONS

- *The FY 2009-10 Adopted Budget includes the elimination of one vacant Building Code Compliance Officer position (\$104,000)*
- *Due to the economic downturn, the FY 2009-10 the Adopted Budget includes the reduction of four filled positions, three Code Compliance Specialist positions and one Code Compliance Officer position(\$468,000)*

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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)

Objectives	Measures			FY 07-08		FY 08-09		FY 09-10
				Target	Actual	Target	Actual	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	EF	↑	80%	71%	80%	95%	80%
	Percentage of Certificate of Competency (CC) plants audited	EF	↑	80%	77%	80%	96%	80%

DIVISION HIGHLIGHTS AND BUDGET ENHANCEMENTS OR REDUCTIONS

-  In FY 2009-10, BCCO will explore the incorporation of green sustainable attributes into the Notice of Acceptance documents
- In FY 2009-10, BCCO will continue to participate as a validation entity of products submitted to the optional state product approval system
- *Due to the economic downturn, the FY 2009-10 the Adopted Budget includes the reduction of four positions, one vacant Product Control Inspector position, one Product Control Examiner position, one Clerk 2 position, and one Engineer 1 position (\$346,000)*
- *The FY 2009-10 Adopted Budget includes the elimination of one vacant Product Code Examiner Officer position (\$102,000)*

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BUDGET ENHANCEMENTS OR REDUCTIONS AND ADDITIONAL COMMENTS

- The FY 2009-10 Adopted Budget includes \$604,000 in saving through efficiencies in other operating expenses (\$522,000) and overtime expenses (\$82,000)
- In FY 2009-10, BCCO will continue to monitor the reduced level of construction activity as it impacts the revenues generated by the Office and explore alternatives to address downturn in revenues, including service level reductions and fee restructures
- 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 became effective March 1, 2009
- In FY 2009-10, 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
- 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 completed by the Office of Strategic Business Management
- The FY 2009-10 Adopted Budget is based on an attrition rate of 3.5 percent

Department Operational Unmet Needs

Description	(dollars in thousands)		Positions
	Startup Costs/ Non Recurring Costs	Recurring Costs	
Hire one Clerk 4	\$0	\$42	1
Hire two Code Compliance Investigator	\$0	\$180	2
Hire one Secretary	\$0	\$35	1
Hire two Code Compliance Specialists and one Code Compliance Officer	\$0	\$252	3
Hire two Contractor Licensing Clerks	\$0	\$64	2
Total	\$0	\$573	9