

# FY 2009 - 10 Adopted Budget and Multi-Year Capital Plan

## Building and Neighborhood Compliance

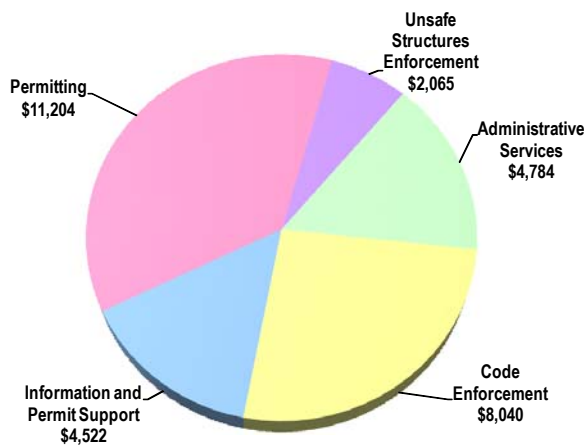
The Building and Neighborhood Compliance Department (BNC) enforces codes and regulations established by the State of Florida and Miami-Dade County governing the construction, alteration, and maintenance of buildings and structures for the protection of residents and property. Additionally, BNC provides residential and commercial code enforcement with an emphasis on resident education and voluntary compliance while seeking solutions for citizen concerns.

As part of the Neighborhood and Unincorporated Area Municipal Services strategic area, BNC reviews applications and issues building permits for the construction of new buildings and structures and for the alteration of existing ones. The Department performs inspections as construction progresses to verify compliance with the applicable construction codes and regulations. The Department also investigates complaints, enforces the correction of building code violations related to new and existing buildings, enforces local regulations related to unsafe buildings and structures, addresses community needs through code compliance services, which includes nuisance abatement, zoning violations, and other neighborhood maintenance regulations, to enhance the safety and aesthetics of the community.

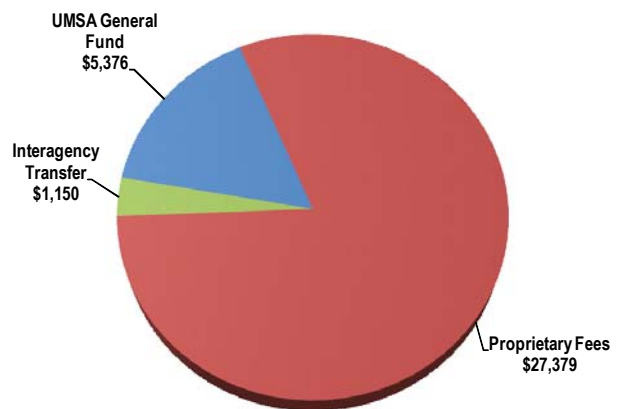
BNC's functions are closely related to and require interaction and coordination with other County departments, including Planning and Zoning, Environmental Resources Management (DERM), Fire Rescue, Public Works, Water and Sewer, and Building Code Compliance. The primary customers of BNC are property owners, homeowner associations, schools, County departments, municipalities, and the building construction industry at large.

### FY 2009-10 Adopted Budget

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

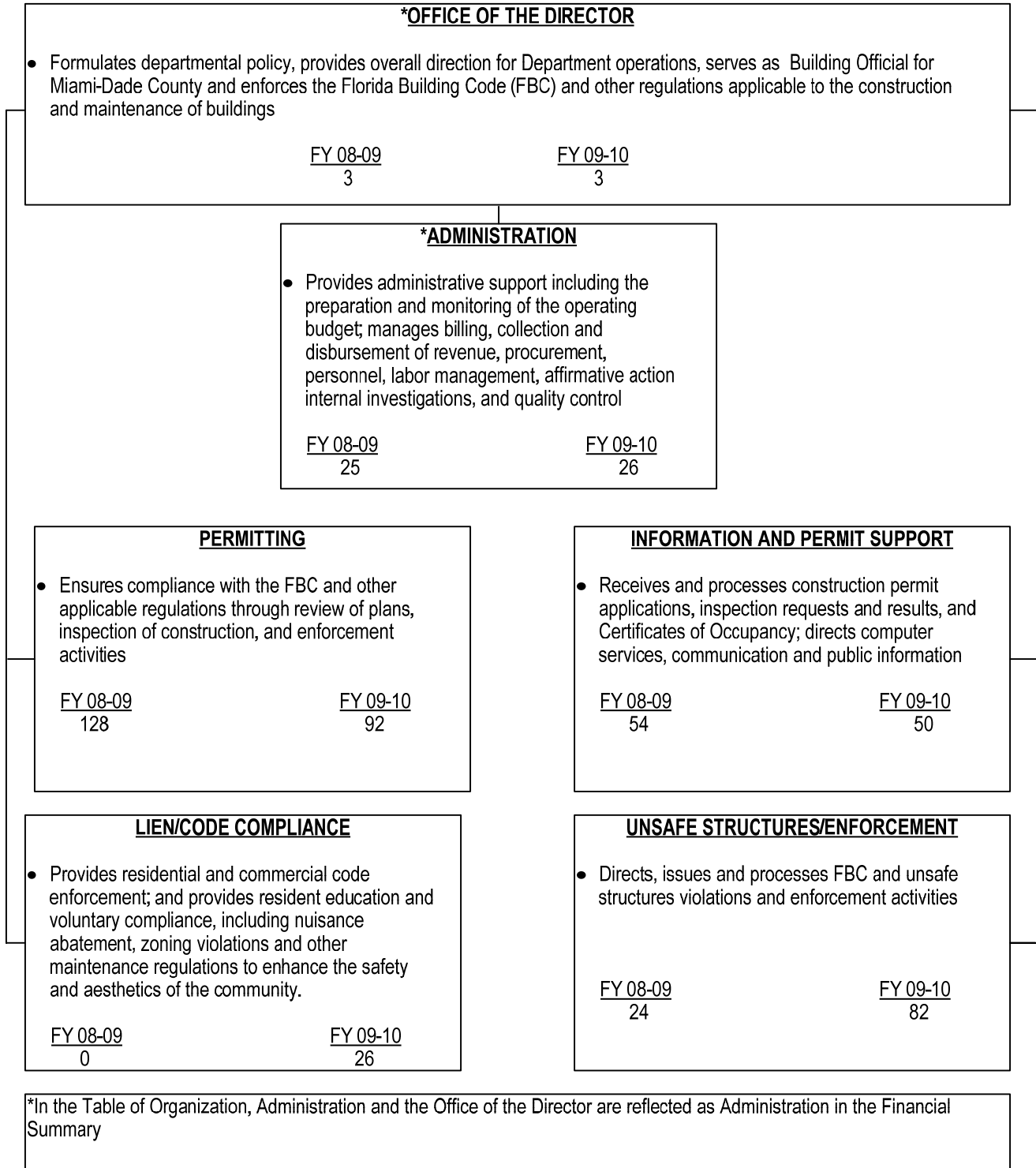


**Revenues by Source**  
(dollars in thousands)



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## TABLE OF ORGANIZATION



## FY 2009 - 10 Adopted Budget and Multi-Year Capital Plan

### FINANCIAL SUMMARY

(dollars in thousands)	Actual FY 07-08	Budget FY 08-09	Adopted FY 09-10
<b>Revenue Summary</b>			
General Fund UMSA	0	0	5,376
Interagency Transfers	0	0	662
Building Administrative Fees	346	309	303
Carryover	8,503	10	0
Code Fines / Lien Collections	0	0	3,910
Interest Income	156	0	0
Intradepartmental Transfers	-219	0	0
Permitting Trades Fees	20,615	24,692	20,555
Unsafe Structure Collections	1,937	2,553	1,949
Transfer from Capital Outlay Reserve	1,150	1,150	1,150
Total Revenues	32,488	28,714	33,905
<b>Operating Expenditures Summary</b>			
Salary	19,404	17,157	18,085
Fringe Benefits	5,921	5,460	5,551
Other Operating	6,889	5,987	6,976
Capital	17	0	3
Total Operating Expenditures	32,231	28,604	30,615
<b>Non-Operating Expenditures Summary</b>			
Reserve	6	110	3,290
Total Non-Operating Expenditures	6	110	3,290

(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
<b>Strategic Area: Neighborhood and Unincorporated Area Municipal Services</b>				
Administrative Services	4,469	4,784	28	29
Code Enforcement	0	8,040	0	88
Information and Permit Support	5,383	4,522	54	50
Permitting	16,127	11,204	128	92
Unsafe Structures Enforcement	2,625	2,065	24	20
Total Operating Expenditures	28,604	30,615	234	279

### CAPITAL BUDGET SUMMARY

(dollars in thousands)	PRIOR	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FUTURE	TOTAL
<b>Revenue</b>									
Capital Outlay Reserve	0	1,460	0	0	0	0	0	0	1,460
Total:	0	1,460	0	0	0	0	0	0	1,460
<b>Expenditures</b>									
<b>Strategic Area: Neighborhood And Unincorporated Area Municipal Services</b>									
Nuisance Control	0	1,460	0	0	0	0	0	0	1,460
Total:	0	1,460	0	0	0	0	0	0	1,460

### SELECTED ITEM HIGHLIGHTS AND DETAILS

Line Item Highlights	(dollars in thousands)				
	Actual	Actual	Budget	Actual	Budget
	FY 06-07	FY 07-08	FY 08-09	FY 08-09	FY 09-10
Contract Temporary Employees	100	40	0	41	0
Rent	2,591	2,798	2,054	1,885	2,772
Administrative Reimbursement	1,233	1,224	803	747	751
Travel	12	1	0	0	0
Contribution to Emergency Contingency Reserve	0	0	0	0	297

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### **DIVISION: PERMITTING**

The Permitting Division uses consistent, fair, and effective means to achieve code compliance.

- Performs inspection of active permits to ensure compliance with the FBC and all other applicable codes and regulations
- Performs plan reviews of construction documents to ensure compliance with the FBC and all other applicable codes and regulations
- Enforces the correction of existing building code violations in existing buildings

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

- NU4-1: Resident and business voluntary compliance with county codes (priority outcome)

Objectives	Measures			FY 07-08		FY 08-09		FY 09-10
				Target	Actual	Target	Actual	Target
Ensure building compliance with the FBC and other codes through inspections, plans processing and enforcement	Percentage of field inspections rejected	EF	↓	25%	23%	25%	23%	25%
	Average business days to process residential permit applications	EF	↓	24	25	24	18	24
	Average business days to process commercial permit applications*	EF	↓	41	21	41	35	41

\*Number of business days increased due to a reduction in staff

### **DIVISION HIGHLIGHTS AND BUDGET ENHANCEMENTS OR REDUCTIONS**

- In FY 2009-10, the Department will continue to enforce the Graduated Penalty System to ensure plans are processed expeditiously
- In FY 2009-10, the Department will continue to accept plans for review in electronic format under the Concurrent Plan Processing Program
- In FY 2008-09, the Department implemented streamlined inspection processes in order to compensate for reduced staff and to maintain current level service to the public; these practices will continue in FY 2009-10
- *As a result of the continued reduction in construction and permitting revenues, the FY 2009-10 Adopted Budget includes the elimination of 36 positions (\$3.717 million); all of these positions were eliminated during FY 2008-09 from the former Building Department*

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### **DIVISION: UNSAFE STRUCTURES ENFORCEMENT**

The Unsafe Structures Enforcement Division uses consistent, fair, and effective means to achieve code compliance.

- Enforces the FBC and other applicable codes as they relate to unsafe structures violations
- Staff support to Unsafe Structures Appeal Panels

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

- NU4-1: Resident and business voluntary compliance with county codes (priority outcome)

Objectives	Measures			FY 07-08		FY 08-09		FY 09-10
				Target	Actual	Target	Actual	Target
Ensure unsafe structures are repaired or demolished through appropriate unsafe structure enforcement action	Average number of calendar days for unsafe structure cases (residential) processing time with no injunction*	OC	↓	N/A	N/A	315	430	315

\*Number of calendar days increased due to reduced staff in associated trades

### **DIVISION HIGHLIGHTS AND BUDGET ENHANCEMENTS OR REDUCTIONS**

- In FY 2009-10, Unsafe Structures inspections and demolitions will continue with funding from unsafe structures fines and fees (\$625,528) and the Capital Outlay Reserve (\$1.150 million)
- *As a result of the continued reduction in construction and permitting revenues, the FY 2009-10 Adopted Budget includes the elimination of one Building Code Enforcement Clerk position(\$34,000); this position was eliminated in FY 2008-09 from the former Building Department*
- *The FY 2009-10 Adopted Budget includes the reduction of three positions: one Administrative Secretary position, one Enforcement Clerk Supervisor position, and Assistant Division Director Building Enforcement position (\$256,000); these positions were eliminated from the former Building Department*

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### **DIVISION: ADMINISTRATIVE SERVICES**

The Administrative Services Division, which includes the Director's Office, formulates departmental policy, provides overall direction for Department operations, serves as Building Official for Miami-Dade County, and enforces the Florida Building Code (FBC) and other regulations applicable to the construction and maintenance of buildings.

- Ensures the financial viability of the Department through sound financial management policies
- Prepares and monitors the departmental budget provides financial and management analysis and reviews
- Complies with financial laws and generally accepted accounting principles
- Collects and distributes permit fees for all departments in the permit process
- Maintains the safe and efficient operation of County vehicles assigned to inspection staff
- Procures goods and services for the Department
- Issues boiler certificates and recertification of 40-year old buildings
- Provides management and administration oversight for personnel services including activities associated with employee benefits, labor management, safety, and fair employment practices and risk management
- Administers personnel actions related to employee recruitment, orientation, development retention, and separation in collaboration with the Human Resource Department

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

- ES8-3: Compliance with financial laws and generally accepted accounting principles, etc.

Objectives	Measures			FY 07-08		FY 08-09		FY 09-10
				Target	Actual	Target	Actual	Target
Efficiently manage administrative, budget and procurement functions	Percentage of invoices paid within 45 business days of receipt	EF	↑	85%	94%	85%	99%	90%

### **DIVISION HIGHLIGHTS AND BUDGET ENHANCEMENTS OR REDUCTIONS**

- *As a result of the continued reduction in construction and permitting revenues, the FY 2009-10 Adopted Budget includes the elimination of one Accountant 3 and two Secretary positions (\$213,000); all of these positions were eliminated during FY 2008-09 from the former Building Department; additionally \$346,00 of other operating expenses has been eliminated*
- *The FY 2009-10 Adopted Budget includes elimination of one Senior Human Resources Manager position (\$141,000) from the former Building Department*
- *The FY 2009-10 Adopted Budget includes the transfer of five positions into BNC from the former Office of Neighborhood Compliance (\$913,000)*
- *The FY 2009-10 Adopted Budget includes the elimination of 15 positions and miscellaneous operating expenses from the former Office of Neighborhood Compliance (\$1.814 million)*

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### **DIVISION: INFORMATION AND PERMIT SUPPORT**

The Information and Permit Support Division capitalizes on technology to improve service, increase efficiency, and provide greater information access and exchange.

- Receives and processes construction permit applications, inspection requests, inspection results, and Certificates of Occupancy
- Maintains records of construction documents including microfilm library
- Provides building code workshops and employee development training
- Develop and maintain applications and information systems
- Plans and maintains information and voice/data telecommunication system resources

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

- NU4-1: Resident and business voluntary compliance with county codes (priority outcome)

Objectives	Measures			FY 07-08		FY 08-09		FY 09-10
				Target	Actual	Target	Actual	Target
Receive and process construction permit applications and provide support to inspections and plans processing	Permits issued*	OP	↔	93,000	53,754	50,000	40,910	41,000

\*Reduction in permits issued due to contraction in building industry

### **DIVISION HIGHLIGHTS AND BUDGET ENHANCEMENTS OR REDUCTIONS**

- In FY 2009-10, the Department will continue to provide workshops to industry architects and engineers for continuing education units
- *As a result of the continued reduction in construction and permitting revenues, the FY 2009-10 Adopted Budget includes the elimination of one Programmer/Systems Analyst 2 and three Secretary positions (\$247,000); all of these positions were eliminated during FY 2008-09 from the former Building Department*

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### **DIVISION: CODE ENFORCEMENT**

The Code Enforcement Division provides residential and commercial code enforcement; provides resident education and voluntary compliance, including nuisance abatement, zoning violations and other maintenance regulations to enhance the safety and aesthetics of the community.

- Reviews, evaluates, and investigates written and telephone service requests from citizens, County departments, and other agencies and oversees implementation of corrective actions
- Provides neighborhood code enforcement of applicable County codes
- Administers property removal and minimum housing programs and ensures that activities such as community clean-ups and graffiti removal are conducted in response to community needs
- Reviews all requests to void or administratively close civil citations for final disposition
- Coordinates all civil litigation and criminal prosecution review for code violations

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

- NU4-1: Resident and business voluntary compliance with county codes (priority outcome)

Objectives	Measures			FY 07-08		FY 08-09		FY 09-10
				Target	Actual	Target	Actual	Target
Improve response time for reviewing property maintenance and zoning complaints	Average calendar days from zoning complaint to first inspection	EF	↓	10	4	5	4	4
	Average calendar days from first zoning (Chapter 33) inspection to issuance of warning letter*	EF	↓	75	19	25	23	8
	Average calendar days from first zoning (Chapter 33) inspection to compliance with Civil Violation Notice (CVN)	EF	↓	120	105	100	89	100
	Average calendar days from receipt of exterior property maintenance (Chapter 19) complaint to first inspection	EF	↓	10	5	5	4	5

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	Average calendar days from property (Chapter 19) inspection to issuance of warning letter*	EF	↓	30	29	35	42	18
Ensure enforcement of Miami-Dade County compliance codes	Cases liened**	OP	↔	2,700	4,075	3,200	2,964	3,500
	Liens settled/collected	OP	↔	2,250	1,145	1,500	1,293	1,100

\* Improvement due in FY 2009-10 Target compared to FY 2009-08 Actual due to implementation of process improvements, including e-ticketing

\*\*Variance between FY 2007-08 Target and Actual due to increased responses resulting from issuance of urgent notices; variance between FY 2007-08 Actual and FY 2008-09 Actual due to fewer cases being filed resulting from the economic downturn in the housing and credit markets

### **DIVISION HIGHLIGHTS AND BUDGET ENHANCEMENTS OR REDUCTIONS**

- The FY 2009-10 Adopted Budget includes the Code Enforcement and Lien Collection activities previously performed by the Office of Neighborhood Compliance (88 positions, \$9.173 million)
- The FY 2009-10 Adopted Budget includes funding from the Capital Outlay Reserve to remove abandoned vehicles from private and public properties, or demolish or board-up abandoned buildings that facilitate potential criminal activity (\$310,000)
- The Department will continue the implementation, training, and process analysis for the electronic ticketing hand-held devices for Code Enforcement Officers to write e-citations on-site
- The Department will emphasize community education and voluntary compliance with the Code of Miami-Dade County through the distribution of Welcome Packages to new residents
- The FY 2009-10 Adopted Budget includes interagency transfers of \$662,000, comprised of funding from the Department of Housing and Economic Development for graffiti abatement (\$233,000) and for other code enforcement activities including zoning and exterior property maintenance (\$429,000)
- *The FY 2009-10 Adopted Budget includes the elimination of 30 positions and miscellaneous operating expenses (\$2.170 million) from the former Office of Neighborhood Compliance*

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### **BUDGET ENHANCEMENTS OR REDUCTIONS AND ADDITIONAL COMMENTS**

- In an effort to continue maximizing efficiencies, the FY 2009-10 Adopted Budget includes 93 positions transferred in from the former Office of Neighborhood Compliance (\$10.086 million); the Adopted Budget plan includes UMSA funding for administrative support (\$698,000) for the Code Enforcement function
- In FY 2009-10, the Department will continue the Concurrent Plan Processing (CPP) project launched February 2008, for A-Team projects, which comprises one story residential additions less than 1,000 square feet, alterations, repairs to fences, pools, and shutters as well as commercial alterations of less than \$100,000 in value; the CPP allows multiple departments to review plans simultaneously and eliminates the need for paper distribution among the reviewing agencies
- In FY 2009-10, the Department will continue to implement necessary procedural and program changes to allow acceptance of affidavits under the Professional Certification Program, which is an alternative method of permitting, inspection, and plans review
- In FY 2009-10, the Department continues to accept municipal plans for the Miami-Dade Fire Rescue Department and DERM, which allows municipal customers to track the progress of their plans on-line
- The Department, 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 permit improvement initiatives, including the Concurrent Plan Review system, is shared among six departments at a rate commensurate with the number of plans processed by each department
- The Department will continue to review the current fee structure for possible adjustments needed to ensure discrete activities are properly funded and adjusting the fees each year by the prior fiscal year Consumer Price Index (CPI) table of all urban consumers from the United States Department of Labor