

BUILDING DEPARTMENT

MISSION

The mission of the Building Services Department is to effectively and efficiently administer the Florida Building Code. The department is committed to customer service, accessible information, transparent processes and procedures, timely response, code compliance, and protection of the public health, safety, and welfare.

DEPARTMENT OVERVIEW

The Building Services Department reviews building plans, issues permits, and performs inspections for the construction, alteration, repair, remodeling, and/or demolition of structures and systems in accordance with the Florida Building Code.

Building

Baseline Services:

- Plan Review
 - Provide consistent, thorough reviews of all submittals.
 - Provide submittal requirement checklists.
 - Coordinate with other departments in plan/permit review and approval.
 - Standardize format of review comments.
 - Provide thorough, convenient, easy access to pertinent information.
 - Maintain timely turnaround.
- Inspection Program
 - Respond to inspection requests in a timely manner.
 - Assist homeowners and contractors through a pro-active approach to inspection requirements.
- Permitting Program
 - Maintain thorough, easily retrievable records of permits, applications, and violations.
 - Collect appropriate fees and monitor receipts.
 - Follow through on permit requirements, completion, and maintenance.
 - Ensure statutory compliance.
- Customer Service Program
 - Provide information on permit fees, submittal requirements, and approval process.
 - Respond to e-mails and phone calls within 24 hours.
 - Provide easily accessible information.
 - Assist homeowners and business owners with permit applications.
 - Cross-train personnel to shorten response time.

Departmental Initiatives:

- To adopt International Property Maintenance Code to govern upkeep of existing structures.
- To use technology to streamline the reporting, inspection and plan review processes.
- To cross-train inspectors to assist with code enforcement.
- To obtain additional certifications for plan review and mechanical, plumbing and electrical inspection so that all inspectors have multiple certifications.

**CITY OF EUSTIS, FLORIDA
ANNUAL BUDGET
DEPARTMENT SUMMARY**

| | | | |
|-----------------------------|--------------------------|-----------|----------------|
| FUND: GENERAL | TARGET BUDGET: | \$ | 339,044 |
| DEPARTMENT: BUILDING | | | |
| PROGRAM: SUMMARY | AMOUNT REQUESTED: | \$ | 261,950 |

| <u>Activities Included:</u> | <u>Amount</u> | <u>Employee FTE</u> |
|------------------------------|---------------|---------------------|
| Residential Plan Review | 26,920 | 0.41 |
| Commercial Plan Review | 20,000 | 0 |
| Commercial Inspections | 20,000 | 0 |
| Residential Inspections | 49,614 | 0.65 |
| Development Review | - | 0 |
| Administration | 72,878 | 1.65 |
| Customer Service | 72,538 | 1.3 |
| Subtotal | 261,950 | 4.01 |
| One Time Costs | - | |
| Net Recurring Budget Request | 261,950 | |

| <u>Budget Summary</u> | <u>Actual</u> | <u>Estimate</u> | <u>Budget</u> |
|-----------------------|-----------------|-----------------|-----------------|
| <u>Description:</u> | <u>FY 06-07</u> | <u>FY 07-08</u> | <u>FY 08-09</u> |
| Personal Services | 305,605 | 340,363 | 195,850 |
| Operating Expenses | 23,318 | 24,200 | 66,100 |
| Subtotal | 328,923 | 364,563 | 261,950 |
| Capital | 2,890 | - | - |
| Other | 0 | - | - |
| Total | 331,813 | 364,563 | 261,950 |
| Employees: | 6 | 6 | 4 |

| <u>Activities Not Included:</u> | <u>Amount</u> | <u>Employee FTE</u> |
|---|---------------|---------------------|
| Elimination of Building Official through VSP | 88,207 | 1 |
| Elimination of Chief Building Inspector through VSP | 63,535 | 1 |

Other Remarks:

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

| <u>Function</u> | <u>Department</u> | | | | | <u>Program</u> |
|-----------------|----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------------|
| Public Safety | Building | | | | | Inspection 240-524 |
| ACCT. | | Actual | Actual | Budget | Estimated | Budget |
| <u>NO.</u> | <u>DESCRIPTION</u> | <u>FY 05-06</u> | <u>FY 06-07</u> | <u>FY 07-08</u> | <u>FY 07-08</u> | <u>FY 08-09</u> |
| | <u>PERSONAL SERVICES</u> | | | | | |
| 1011 | Executive Salaries | 61,094 | 63,009 | 67,221 | 67,221 | 0 |
| 1012 | Regular Salaries & Wages | 135,852 | 160,743 | 183,814 | 183,814 | 140,643 |
| 1014 | Overtime | 0 | 366 | 0 | 0 | 2,000 |
| 1016 | Christmas Bonus | 1,300 | 1,300 | 1,560 | 1,560 | 1,040 |
| 1021 | F.I.C.A. Taxes | 14,504 | 15,687 | 19,324 | 19,324 | 10,992 |
| 1022 | Florida Retirement | 13,673 | 16,424 | 17,268 | 17,268 | 3,623 |
| 1023 | Life & Health Insurance | 32,100 | 42,780 | 45,000 | 45,000 | 31,200 |
| 1024 | ICMA Retirement | <u>3,392</u> | <u>5,296</u> | <u>6,176</u> | <u>6,176</u> | <u>6,352</u> |
| | subtotal | 261,915 | 305,605 | 340,363 | 340,363 | 195,850 |
| | <u>OPERATING EXPENSES</u> | | | | | |
| 3034 | Other Contractual Services | 0 | 0 | 5,000 | 0 | 50,000 |
| 3040 | Travel & Per Diem | 6,728 | 7,297 | 9,000 | 9,000 | 3,000 |
| 3041 | Communication Services | 2,525 | 4,177 | 3,100 | 3,100 | 2,000 |
| 3042 | Transportation | 56 | 49 | 100 | 100 | 100 |
| 3046 | Repair & Maintenance | 1,228 | 3,894 | 3,000 | 3,000 | 2,000 |
| 3047 | Printing & Binding | 732 | 450 | 1,000 | 1,000 | 1,000 |
| 3051 | Office Supplies | 2,102 | 2,383 | 2,500 | 2,500 | 2,500 |
| 3052 | Operating Supplies | 2,055 | 2,656 | 3,000 | 3,000 | 3,000 |
| 3054 | Books, Publ., Subscr. | 780 | 1,112 | 1,500 | 1,500 | 1,500 |
| 3055 | Employee Study Expense | <u>835</u> | <u>1,300</u> | <u>1,000</u> | <u>1,000</u> | <u>1,000</u> |
| | subtotal | 17,041 | 23,318 | 29,200 | 24,200 | 66,100 |
| | <u>CAPITAL OUTLAY</u> | | | | | |
| 6064 | Machinery & Equipment | <u>0</u> | <u>2,890</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| | subtotal | 0 | 2,890 | 0 | 0 | 0 |
| | TOTAL | <u>278,956</u> | <u>331,813</u> | <u>369,563</u> | <u>364,563</u> | <u>261,950</u> |