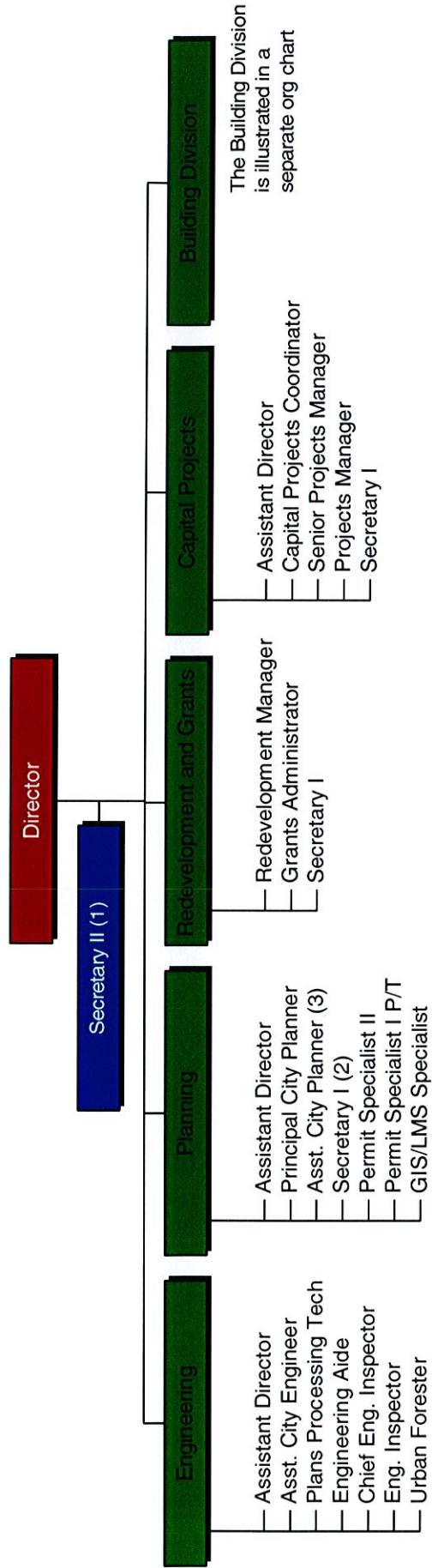


Community Development Department



## Community Development Department

### Mission

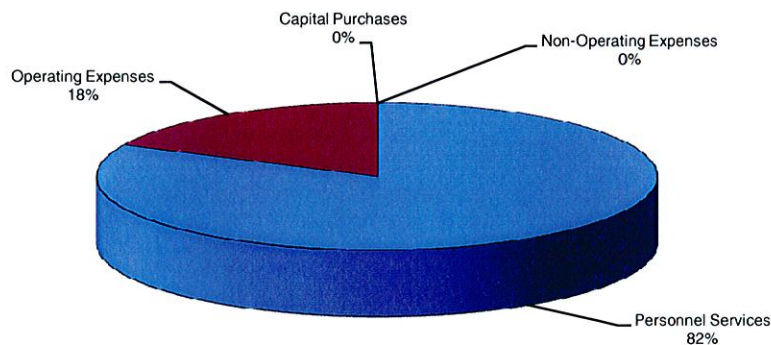
The Community Development Department was created to more closely align development-related processes to better serve residents and businesses.

### Description of Programs

Community Development includes the land use planning, long range planning, comprehensive planning, engineering, and building permitting processes including enforcement of the Florida Building Code. This department also manages the City's capital projects and the redevelopment and grant programs.

### Financial Summary--Program Expenditures

	Actual FY 2009	Amended FY 2010	Adopted FY 2011	\$ Change	% Change
Personnel Services	\$2,041,496	\$4,888,825	\$4,494,399	(394,426)	-8.1%
Operating Expenses	176,978	1,033,446	836,209	(197,237)	-19.1%
Non-Operating Expenses	0	0	0	0	N/A
Capital Purchases	0	55,054	0	(55,054)	-100.0%
<b>TOTALS</b>	<b>\$2,218,474</b>	<b>\$5,977,325</b>	<b>\$5,330,608</b>	<b>(\$646,717)</b>	<b>-10.8%</b>



## Community Development Department

### Position Summary

Position Title	Amended FY 2009/2009	Amended FY 2009/2010	Adopted FY 2010/2011
<b><u>Planning</u></b>			
Director of Planning & Development <sup>3</sup>	1	0	0
Director of Community Development <sup>3</sup>	0	1	1
Assistant Director of Planning & Development	1	0	0
Assistant Director/City Planner	0	1	1
City Planner	1	0	0
Assistant City Planner <sup>4</sup>	3	3	3
Principal City Planner	1	1	1
Permit Specialist II <sup>3</sup>	1	1	1
Permit Specialist I	1	1	0
Permit Specialist I P/T	0	1	1
Real Estate Director	0	1	0
Economic Development Director	1	0	0
GIS/LMS Specialist	0	0	1
Secretary II	1	1	1
Secretary I	2	2	2
<b>Subtotal Planning</b>	<b>13</b>	<b>13</b>	<b>12</b>
<b><u>Engineering</u></b>			
City Engineer <sup>3</sup>	1	0	0
Assistant Director/City Engineer <sup>3</sup>	0	1	1
Assistant City Engineer	1	1	1
Chief Engineering Inspector <sup>3</sup>	1	1	1
Engineering Inspector <sup>3,5</sup>	3	3	1
Urban Forester	1	1	1
Plans Processing Technician	1	1	1
Engineering Aide <sup>3</sup>	1	1	1
<b>Subtotal Engineering</b>	<b>9</b>	<b>9</b>	<b>7</b>
<b><u>Redevelopment and Grants</u></b>			
Redevelopment Manager <sup>2</sup>	1	1	1
Grants Administrator <sup>2</sup>	1	1	1
Secretary I <sup>2</sup>	1	1	1
<b>Subtotal Redevelopment and Grants</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b><u>Capital Projects</u></b>			
Assistant Director of Planning & Development <sup>1</sup>	1	0	0
Assistant Director/Capital Projects <sup>1</sup>	0	1	1
Senior Projects Manager <sup>2</sup>	1	1	1
Projects Manager <sup>1,6</sup>	2	2	1
Capital Projects Coordinator <sup>1</sup>	1	1	1
Office Manager <sup>1</sup>	1	1	0
Secretary I <sup>1</sup>	1	1	1
<b>Subtotal Capital Projects</b>	<b>7</b>	<b>7</b>	<b>5</b>

## Community Development Department

### Position Summary

Position Title	Amended FY 2009/2009	Amended FY 2009/2010	Adopted FY 2010/2011
<b><u>Building Division</u></b>			
Assistant Building Director	0	1	1
Chief Building Inspector	0	1	1
Chief Electrical Inspector	0	1	1
Chief Plumbing Inspector	0	1	1
Chief Mechanical Inspector	0	1	1
Mechanical Inspector	0	1	1
Plans Examiner	0	6	6
Building Inspector	0	5	4
Electrical Inspector <sup>4</sup>	0	2	2
Administrative Officer I	0	1	1
Secretary II	0	1	1
Clerk Typist II	0	1	1
Permit Supervisor	0	1	1
Permit Specialist II	0	4	4
Permit Specialist I	0	2	2
Permit Specialist I P/T	0	1	1
Plans Custodian	0	1	1
<b>Subtotal Building</b>	<b>0</b>	<b>31</b>	<b>30</b>
<b>Total Positions</b>	<b>32</b>	<b>63</b>	<b>57</b>
Part Time Positions	0	2	2
Full Time Positions	32	61	55

<sup>1</sup>Positions are funded through Fund 325

<sup>2</sup>Positions are funded through Grants

<sup>3</sup>Portions of the cost of these positions is funded through the Stormwater fund

<sup>4</sup>Position will be deleted upon employee retirement during FY 10/11

<sup>5</sup>Two positions transferred to the Utilities Department but funding for 20% of one position and 50% of the other position remain in Community Development

<sup>6</sup>One position is transferred to the Utilities Department

**This Building function was consolidated into a new Community Development Department for the FY 2009/2010 Adopted Budget**

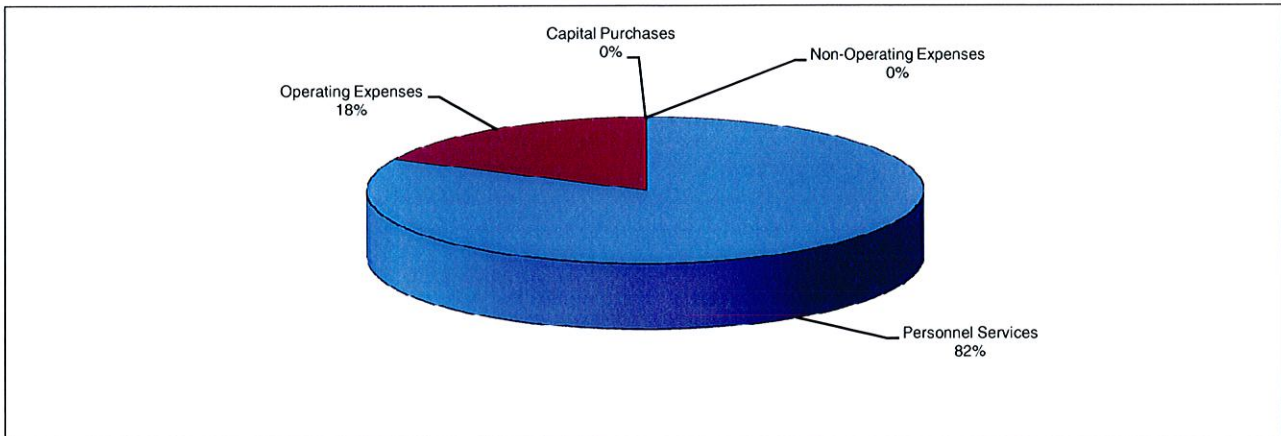
# Community Development Department--Planning & Development Division

<b>Mission</b>
The Planning and Development Division ensures the quality of the built environment through land use planning in a proactive and responsive manner, while enhancing and maintaining the community's unique character.

<b>Description of Programs</b>
The Planning and Development Division is primarily responsible for functions pertaining to the development and redevelopment of available land within the City of Sunrise corporate limits and for the management of municipal construction projects. The functions can basically be divided into various responsibilities: planning and growth management, development review, zoning and land use interpretation, site-related permitting and inspections, engineering, capital projects management, grants administration, and redevelopment.

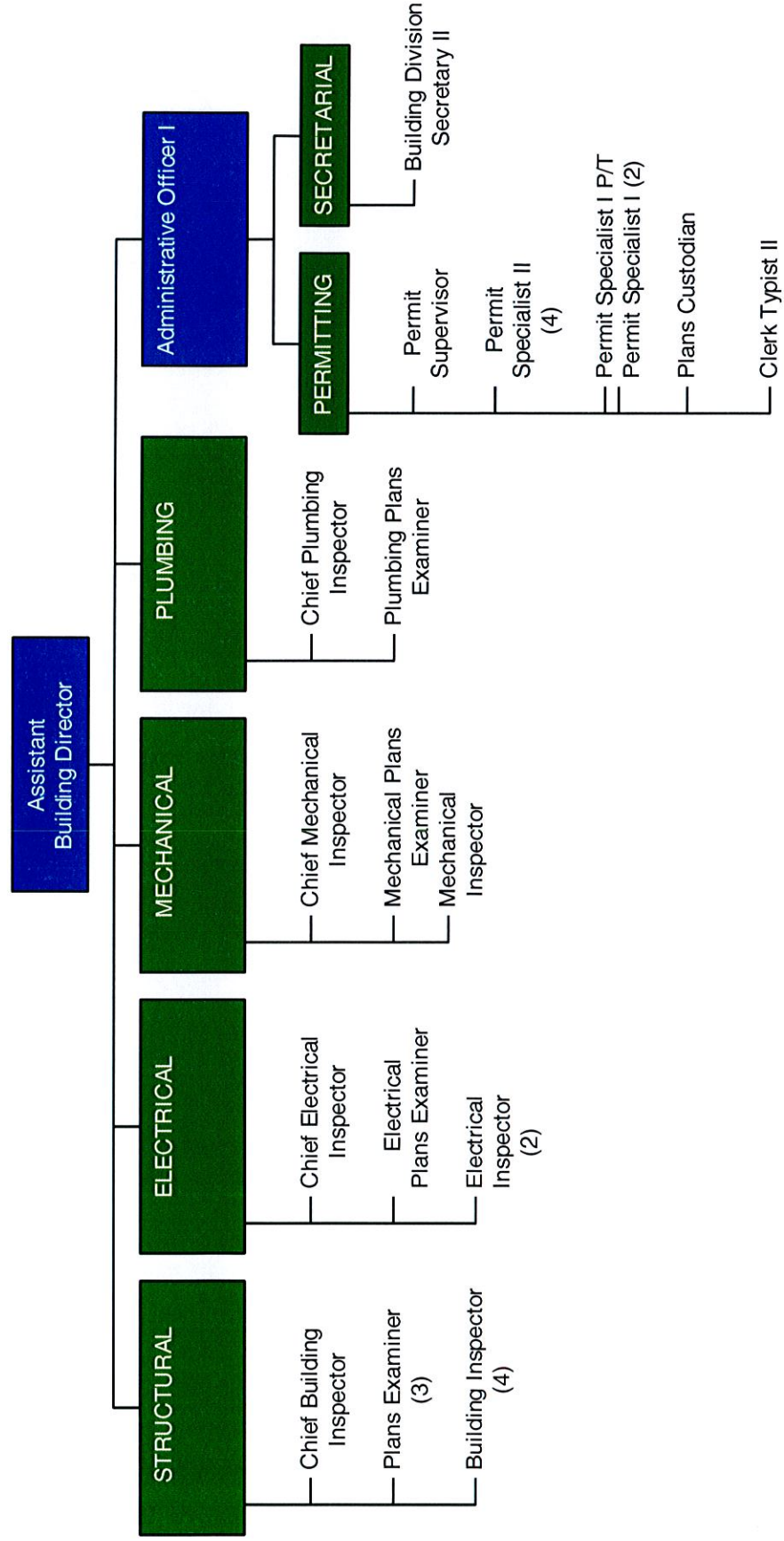
<b>Performance Measures</b>	<b>FY 09 Actual</b>	<b>FY 10 Projected</b>	<b>FY 10 YTD</b>	<b>FY 11 Projected</b>
Number of zoning reviews	965	865	647	900
Number of engineering plan reviews	36	40	31	44
Number of Developmental review committee (DRC) reviews	N/A	20	17	22

<b>Financial Summary--Program Expenditures</b>					
	<b>Actual FY 2009</b>	<b>Amended FY 2010</b>	<b>Adopted FY 2011</b>	<b>\$ Change</b>	<b>% Change</b>
Personnel Services	\$2,041,496	\$2,037,630	\$1,746,846	(290,784)	-14.3%
Operating Expenses	176,978	461,804	380,974	(80,830)	-17.5%
Non-Operating Expenses	0	0	0	0	N/A
Capital Purchases	0	21,080	0	(21,080)	-100.0%
<b>TOTALS</b>	<b>\$2,218,474</b>	<b>\$2,520,514</b>	<b>\$2,127,820</b>	<b>(\$392,694)</b>	<b>-15.6%</b>



	ACTUAL FY 2008-2009	AMENDED FY 2009-2010	ADOPTED FY 2010-2011
<b>COMMUNITY DEVELOPMENT</b>			
<b>PLANNING &amp; DEVELOPMENT DIVISION</b>			
<b>PERSONNEL SERVICES</b>			
3301-515.12-01 Salaries	\$1,400,384	\$1,346,539	\$1,101,084
3301-515.14-01 Time and a Half Overtime	1,119	2,500	2,500
3301-515.14-02 Straight-Time Overtime	1,946	3,000	3,000
3301-515.15-04 Auto Allowance	2,045	2,280	2,280
3301-515.21-01 SS and Medicare Matching	105,517	102,857	82,634
3301-515.22-01 Pension-General	297,548	337,075	338,505
3301-515.23-01 Health Insurance	203,094	215,811	198,742
3301-515.24-00 Workers' Compensation	29,843	27,568	18,101
<b>REQUESTED APPROPRIATION</b>	<b>\$2,041,496</b>	<b>\$2,037,630</b>	<b>\$1,746,846</b>
<b>OPERATING EXPENSES</b>			
3301-515.31-30 Professional Services	\$43,928	\$63,300	\$70,000
3301-515.34-02 Records Retention	1,288	1,200	1,200
3301-515.34-04 Temporary Services	27,936	5,275	100
3301-515.34-20 Misc. Contractual Services	0	6,830	31,830
3301-515.40-01 Travel and Per Diem	0	1,188	951
3301-515.40-02 Local Mileage	336	500	500
3301-515.41-01 Telephone	10,329	25,000	28,000
3301-515.41-05 Data Line	2,154	2,751	0
3301-515.44-02 Buildings- Rent	0	121,000	148,049
3301-515.46-10 Maint Auto Equipment	8,858	17,900	18,795
3301-515.46-11 Maint Office Equipment	511	1,560	1,500
3301-515.47-01 Printing and Binding	1,007	1,560	1,560
3301-515.47-02 Photocopying Costs	14,644	19,000	18,000
3301-515.49-54 Vehicle Replacement Funding	0	39,999	8,159
3301-515.51-01 Office Supplies	6,325	7,820	8,000
3301-515.52-01 Gas & Oil	12,135	21,300	20,000
3301-515.52-03 Uniforms	1,015	2,000	2,000
3301-515.52-90 Other Supplies & Expenses	38,365	97,705	7,686
3301-515.54-01 Subs & Memberships	4,121	8,894	7,644
3301-515.54-02 Tuition & Training	4,026	17,022	7,000
<b>REQUESTED APPROPRIATION</b>	<b>\$176,978</b>	<b>\$461,804</b>	<b>\$380,974</b>
<b>CAPITAL PURCHASES</b>			
3301-515.64-02 Computer Equipment	\$0	\$17,030	\$0
3301-515.64-04 Office Furniture & Equipment	0	4,050	0
<b>REQUESTED APPROPRIATION</b>	<b>\$0</b>	<b>\$21,080</b>	<b>\$0</b>
<b>TOTAL REQUESTED APPROPRIATION</b>	<b>\$2,218,474</b>	<b>\$2,520,514</b>	<b>\$2,127,820</b>

# Community Development Department Building Division FY 10/11



## Community Development Department--Building Division

### Mission

The Building Division is responsible for protecting the lives, safety, and general welfare of the residents of Sunrise through the enforcement of the Florida Building Code and all local ordinances to ensure the highest level of building code compliance

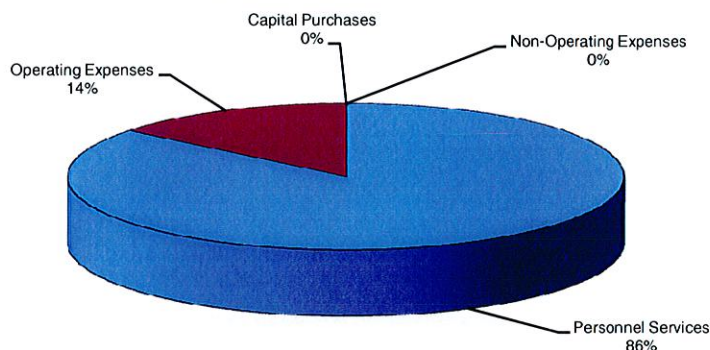
### Description of Programs

The Building Division provides the following services: performs plan review for all commercial and residential construction and performs mandatory inspections for all phases of construction to ensure compliance with the Florida Building Code and all local ordinances; collects permit fees and issues permits for all new residential, commercial, and industrial construction as well as residential and commercial improvements; issues Certificates of Completion and Certificates of Occupancy; and processes building code violations before the Special magistrate.

Performance Measures	FY 09 Actual	FY 10 Projected	FY 10 YTD	FY 11 Projected
Number of permit applications issued	3,866	3,300	3,310	3,500
Percentage of building permit applications processed within 15 business days	100%	100%	100%	100%
Number of requested inspections performed	23,435	25,000	23,100	27,000
Percentage of requested inspections performed within 1 business day	100%	100%	100%	100%

### Financial Summary--Program Expenditures

	Actual FY 2009	Amended FY 2010	Adopted FY 2011	\$ Change	% Change
Personnel Services	\$0	\$2,851,195	\$2,747,553	(103,642)	-3.6%
Operating Expenses	0	571,642	455,235	(116,407)	-20.4%
Non-Operating Expenses	0	0	0	0	N/A
Capital Purchases	0	33,974	0	(33,974)	-100.0%
<b>TOTALS</b>	<b>\$0</b>	<b>\$3,456,811</b>	<b>\$3,202,788</b>	<b>(\$254,023)</b>	<b>-7.3%</b>





	ACTUAL FY 2008-2009	AMENDED FY 2009-2010	ADOPTED FY 2010-2011
<b>COMMUNITY DEVELOPMENT</b>			
<b>BUILDING DIVISION</b>			
<b>PERSONNEL SERVICES</b>			
3308-524.12-01 Salaries	\$0	\$1,929,119	\$1,841,814
3308-524.14-01 Time and a Half Overtime	0	6,000	1,000
3308-524.14-02 Straight-Time Overtime	0	13,500	1,500
3308-524.15-04 Auto Allowance	0	2,400	0
3308-524.21-01 SS and Medicare Matching	0	147,996	140,209
3308-524.22-01 Pension-General	0	410,050	395,645
3308-524.23-01 Health Insurance	0	274,838	298,927
3308-524.24-00 Workers' Compensation	0	67,292	68,458
<b>REQUESTED APPROPRIATION</b>	<b>\$0</b>	<b>\$2,851,195</b>	<b>\$2,747,553</b>
<b>OPERATING EXPENSES</b>			
3308-524.31-30 Professional Services	\$0	\$56,000	\$30,000
3308-524.34-02 Records Retention	0	4,000	4,000
3308-524.34-04 Temporary Services	0	100	100
3308-524.34-06 Demolition	0	100	100
3308-524.34-20 Misc. Contractual Services	0	22,000	22,000
3308-524.40-01 Travel and Per Diem	0	800	640
3308-524.40-02 Local Mileage	0	100	100
3308-524.41-01 Telephone	0	35,159	35,793
3308-524.41-05 Data Line	0	6,793	6,793
3308-524.43-01 Electricity	0	100	100
3308-524.43-10 Water & Wastewater	0	100	100
3308-524.44-02 Buildings-Rental	0	207,000	189,260
3308-524.46-10 Maint Auto Equipment	0	41,000	38,000
3308-524.46-11 Maint Office Equipment	0	7,920	6,833
3308-524.47-01 Printing and Binding	0	5,000	5,000
3308-524.47-02 Photocopying Costs	0	5,500	5,500
3308-524.49-33 Unsafe Structures/Demo & Maint.	0	30,000	30,000
3308-524.49-54 Vehicle Replacement Funding	0	77,835	16,114
3308-524.51-01 Office Supplies	0	5,600	5,600
3308-524.52-01 Gas & Oil	0	34,000	30,000
3308-524.52-03 Uniforms	0	5,000	5,000
3308-524.52-17 Small Equipment	0	2,000	1,750
3308-524.52-90 Other Supplies & Expenses	0	10,933	9,700
3308-524.54-01 Subs & Memberships	0	2,650	2,332
3308-524.54-04 Tuition & Training	0	4,852	3,320
3308-524.54-06 Defensive Driving	0	100	100
3308-524.54-07 Certification & Cert. Training	0	7,000	7,000
<b>REQUESTED APPROPRIATION</b>	<b>\$0</b>	<b>\$571,642</b>	<b>\$455,235</b>
<b>CAPITAL PURCHASES</b>			
3308-524.64-02 Computer Equipment	\$0	\$33,974	\$0
<b>REQUESTED APPROPRIATION</b>	<b>\$0</b>	<b>\$33,974</b>	<b>\$0</b>
<b>TOTAL REQUESTED APPROPRIATION</b>	<b>\$0</b>	<b>\$3,456,811</b>	<b>\$3,202,788</b>

## Building & Code Department--Building Division

### Mission

The Building Department is responsible for protecting the lives, safety, and general welfare of the residents of Sunrise through the enforcement of the Florida Building Code and all local ordinances to ensure the highest level of building code compliance

### Description of Programs

The Building Department provides the following services: performs plan review for all commercial and residential construction and performs mandatory inspections for all phases of construction to ensure compliance with the Florida Building Code and all local ordinances; collects permit fees and issues permits for all new residential, commercial, and industrial construction as well as residential and commercial improvements; issues Certificates of Completion and Certificates of Occupancy; and processes building code violations before the Special magistrate.

### Financial Summary--Program Expenditures

	Actual FY 2009	Amended FY 2010	Adopted FY 2011	\$ Change	% Change
Personnel Services	\$2,583,290	\$0	\$0	0	N/A
Operating Expenses	343,226	0	0	0	N/A
Non-Operating Expenses	0	0	0	0	N/A
Capital Purchases	19,935	0	0	0	N/A
<b>TOTALS</b>	<b>\$2,946,451</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>

**This function was consolidated into a new Community Development Department for the FY 2009/2010 Adopted Budget**

## Building & Code Department--Building Division

### Position Summary

Position Title	Amended FY 2008/2009	Amended FY 2009/2010	Adopted FY 2010/2011
Building Director	1	0	0
Assistant Building Director	1	0	0
Chief Building Inspector	1	0	0
Chief Electrical Inspector	1	0	0
Chief Plumbing Inspector	1	0	0
Chief Mechanical Inspector	1	0	0
Mechanical Inspector	1	0	0
Electrical Plan Examiner P/T	1	0	0
Structural Inspector P/T	0	0	0
Plans Examiner	6	0	0
Building Inspector	5	0	0
Electrical Inspector	2	0	0
Plumbing Inspector	1	0	0
Administrative Officer I	1	0	0
Secretary II	1	0	0
Clerk Typist II	1	0	0
Permit Supervisor	1	0	0
Permit Specialist II	4	0	0
Permit Specialist I	4	0	0
Permit Specialist I P/T	0	0	0
Plans Custodian	1	0	0
<b>Total Positions</b>	<b>35</b>	<b>0</b>	<b>0</b>
Part Time Positions	1	0	0
Full Time Positions	34	0	0

**This function was consolidated into a new Community Development Department for the FY 2009/2010 Adopted Budget**

	ACTUAL FY 2008-2009	AMENDED FY 2009-2010	ADOPTED FY 2010-2011
<b>BUILDING</b>			
<b>PERSONNEL SERVICES</b>			
3401-524.12-01 Salaries	\$1,796,555	\$0	\$0
3401-524.14-01 Time and a Half Overtime	6,262	0	0
3401-524.14-02 Straight-Time Overtime	17,499	0	0
3401-524.21-01 SS and Medicare Matching	132,957	0	0
3401-524.22-01 Pension-General	326,020	0	0
3401-524.23-01 Health Insurance	225,411	0	0
3401-524.24-00 Workers' Compensation	78,586	0	0
<b>REQUESTED APPROPRIATION</b>	<b>\$2,583,290</b>	<b>\$0</b>	<b>\$0</b>
<b>OPERATING EXPENSES</b>			
3401-524.31-30 Professional Services	\$1,650	\$0	\$0
3401-524.34-02 Records Retention	5,500	0	0
3401-524.34-20 Misc. Contractual Services	28,828	0	0
3401-524.41-01 Telephone	32,143	0	0
3401-524.41-05 Data Line	5,307	0	0
3401-524.43-01 Electricity	2,480	0	0
3401-524.44-02 Buildings-Rental	160,060	0	0
3401-524.46-10 Maint Auto Equipment	32,846	0	0
3401-524.46-11 Maint Office Equipment	6,828	0	0
3401-524.47-01 Printing and Binding	4,577	0	0
3401-524.47-02 Photocopying Costs	5,364	0	0
3401-524.51-01 Office Supplies	3,302	0	0
3401-524.52-01 Gas & Oil	29,548	0	0
3401-524.52-03 Uniforms	4,557	0	0
3401-524.52-17 Small Equipment	11	0	0
3401-524.52-90 Other Supplies & Expenses	12,772	0	0
3401-524.54-01 Subs & Memberships	2,487	0	0
3401-524.54-04 Tuition & Training	850	0	0
3401-524.54-07 Certification & Cert. Training	4,116	0	0
<b>REQUESTED APPROPRIATION</b>	<b>\$343,226</b>	<b>\$0</b>	<b>\$0</b>
<b>CAPITAL PURCHASES</b>			
3401-524.64-02 Computer Equipment	\$18,284	\$0	\$0
3401-524.64-04 Office Furniture & Equipt.	1,651	0	0
<b>REQUESTED APPROPRIATION</b>	<b>\$19,935</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL REQUESTED APPROPRIATION</b>	<b>\$2,946,451</b>	<b>\$0</b>	<b>\$0</b>

## Building Department--Code Enforcement Division

### Mission

Code Enforcement preserves the public's health and safety and protects property values through the enforcement of City Codes to maintain community standards and appearance.

### Description of Programs

Code Enforcement provides the following services: issues Business Tax Receipts (Occupational Licenses) in accordance with Chapter 11 of the City Code and conducts inspections of businesses for proper licensing; inspects and monitors commercial properties for compliance with sanitation, sign, landscaping and City codes; inspects and monitors all other properties for compliance with City codes; investigates complaints and secures correction of violations by property owners; presents cases to the Code Enforcement Special Magistrate for disposition; and issues permits for special events within the City.

### Financial Summary--Program Expenditures

	Actual FY 2009	Amended FY 2010	Adopted FY 2011	\$ Change	% Change
Personnel Services	\$836,003	\$0	\$0	0	N/A
Operating Expenses	262,725	0	0	0	N/A
Non-Operating Expenses	0	0	0	0	N/A
Capital Purchases	20,148	0	0	0	N/A
<b>TOTALS</b>	<b>\$1,118,876</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>

The Code Enforcement function was transferred to the Police Department in the Adopted FY 2009/2010 Budget

## Building Department--Code Enforcement Division

### Position Summary

Position Title	Amended FY 2008/2009	Amended FY 2009/2010	Adopted FY 2010/2011
Code Enforcement Manager	1	0	0
Code Enforcement Coordinator	1	0	0
Code Enforcement Field Supervisor	0	0	0
Code Enforcement Officer <sup>1</sup>	5	0	0
Code Enforcement Officer (Solid Waste)	1	0	0
Code Enforcement Officer (Landscaping)	3	0	0
Secretary I	1	0	0
Clerk Typist II	2	0	0
Code Enforcement Officer P/T	1	0	0
Occupational License Specialist	1	0	0
<b>Total Positions</b>	<b>16</b>	<b>0</b>	<b>0</b>

Part Time Positions	1	0	0
Full Time Positions	15	0	0

<sup>1</sup>One position is funded through the CDBG Program in Fund 155

**The Code Enforcement function was transferred to the Police Department  
in the Adopted FY 2009/2010 Budget**

	ACTUAL FY 2008-2009	AMENDED FY 2009-2010	ADOPTED FY 2010-2011
<b>CODE ENFORCEMENT</b>			
<b>PERSONNEL SERVICES</b>			
3402-524.12-01 Salaries	\$555,583	\$0	\$0
3402-524.14-01 Time and a Half Overtime	115	0	0
3402-524.14-02 Straight-Time Overtime	846	0	0
3402-524.21-01 SS and Medicare Matching	40,004	0	0
3402-524.22-01 Pension-General	105,794	0	0
3402-524.23-01 Health Insurance	112,895	0	0
3402-524.24-00 Workers' Compensation	20,766	0	0
<b>REQUESTED APPROPRIATION</b>	<b>\$836,003</b>	<b>\$0</b>	<b>\$0</b>
<b>OPERATING EXPENSES</b>			
3402-524.31-30 Professional Services	\$8,000	\$0	\$0
3402-524.40-02 Local Mileage	21	0	0
3402-524.41-01 Telephone	17,543	0	0
3402-524.41-05 Data Line	5,307	0	0
3402-524.43-01 Electricity	1,335	0	0
3402-524.44-02 Buildings- Rental	86,186	0	0
3402-524.46-10 Maint Auto Equipment	8,443	0	0
3402-524.46-11 Maint Office Equipment	615	0	0
3402-524.47-01 Printing and Binding	2,991	0	0
3402-524.47-02 Photocopying Costs	3,156	0	0
3402-524.49-20 Title Searches	0	0	0
3402-524.49-21 Liens/Cleanup	101,192	0	0
3402-524.51-01 Office Supplies	3,823	0	0
3402-524.52-01 Gas & Oil	14,897	0	0
3402-524.52-03 Uniforms	1,716	0	0
3402-524.52-90 Other Supplies & Expenses	6,850	0	0
3402-524.54-01 Subs & Memberships	650	0	0
<b>REQUESTED APPROPRIATION</b>	<b>\$262,725</b>	<b>\$0</b>	<b>\$0</b>
<b>CAPITAL PURCHASES</b>			
3402-524.64-02 Computer Equipment	\$20,148	\$0	\$0
<b>REQUESTED APPROPRIATION</b>	<b>\$20,148</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL REQUESTED APPROPRIATION</b>	<b>\$1,118,876</b>	<b>\$0</b>	<b>\$0</b>