

CITY OF CORAL GABLES

- MEMORANDUM -

TO: HONORABLE MAYOR AND
MEMBERS OF THE CITY COMMISSION

DATE: MARCH 11, 2008

FROM: DAVID L. BROWN
CITY MANAGER

SUBJECT:
BUILDING AND ZONING UPDATE

This Office was asked to provide a staffing update on the Building and Zoning Department at the City Commission meeting of February 26, 2008.

In order to begin to provide better service to the residents, the third floor space limitations had to be addressed. With the acquisition of the 427 Biltmore Way building, the Code Enforcement Division has moved to the building. Before the end of the first quarter of 2008, the Zoning Division, the Board of Architects, City Architect, and Concurrency Divisions will also relocate to 427 Biltmore Way freeing up space for the Building Division to spread out.

Salary scales have been adjusted and equalized for the Mechanical, Electrical, and the Plumbing Chiefs per the Duyos Report.

Over the last twelve months, a City Architect has been added. The Code Enforcement Lead has been newly hired. Other positions hired after vacancies are Code Enforcement Officers (2), Receptionist, Secretary, Chief Mechanical, Plumbing, and Electrical Officials and several Trade Inspectors. All have been hired with the mindset to serve the public in the most courteous and efficient manner possible. Nothing else will be accepted.

The following positions have been eliminated: Zoning Technician Lead, Assistant Director of Zoning, and several outside contractors. More outside contractors are expected to be eliminated as newer employees become more familiar with City procedures and the building industry continues to slow down.

In an effort to increase efficiency and effectiveness when answering questions and providing knowledge to the public, continued analysis of budgetary resources to shift staffing from part-time to full time occurs regularly. This action assists in maintaining employees that have full knowledge of the department and are able to fully answer the public's questions.

Organizational department efforts include management development training for senior staff, improvements in staff accessibility and courtesy by phone and in person. The speeds at which Zoning and Structural reviews are completed continue to be improved. The time for initial

review by the structural engineers has been reduced by 88% (8 weeks to 1 week). The Zoning Division is fully staffed with six (6) full time Zoning Technicians working on plans review. The time for initial review by the Zoning Technicians has been reduced by 83% (12 weeks to 2 weeks). Staff is reviewing methods to further streamline the process.

All these improvements and analyses to the Building and Zoning Department have occurred while the Department has implemented, installed, and trained for two new software systems. The demands on the department have been massive while improving the speed in which reviews are completed and the public is served.

The search for the Building and Zoning Director is in its final stages. It is hoped that a Director will be chosen in the very near future.