

BUILDING AND DEVELOPMENT REVIEW SERVICES

Kevin McAndrew, Director BDRS

Phone Number: (727) 464-3888

Michelle Krickovic, Deputy Director BDRS/Director CLD

<https://pinellas.gov/departments/building-and-development-review-services/>

Department Purpose

Building and Development Review Services (BDRS) oversees development and construction activities within Pinellas County to ensure compliance with codes and ordinances and help shape and safeguard the County's built environment while protecting its natural habitat.

Performance Measures

| Measure | Unit of Measure | FY22 Actual | FY23 Actual | FY24 Budget | FY25 Budget |
|---|-----------------|---------------|---------------|---------------|---------------|
| Building Inspections Completed | Count | 76,474 | 69,690 | 72,000 | 72,000 |
| Building-Related Permits Issued | Count | 30,402 | 26,307 | 28,000 | 28,000 |
| Code Enforcement Cases | Count | | | | 3,600 |
| Code Enforcement Cases Resolved Through Voluntary Compliance | Percent | 80.0% | 80.0% | 79.0% | 80.0% |
| Contractor Licensing Citations Issued | Count | 1,022 | 1,047 | 975 | 975 |
| Development Site Plans Submitted and Under Review | Count | 63 | 75 | 60 | 60 |
| Early Assistance Records Inquiries Converted to Permit Records | Percent | | | | 43.0% |
| Licensed and Registered contractors (includes Journeymen) | Count | 13,459 | 13,080 | 14,000 | 14,000 |
| Liens Resolved through Lien Reduction Program | Percent | | | | 25.0% |
| Total Value of Permitted Construction Projects in Unincorporated Pinellas | US Dollars | \$882,005,485 | \$781,413,000 | \$800,000,000 | \$800,000,000 |

BUILDING AND DEVELOPMENT REVIEW SERVICES

FY23 Accomplishments

- Land Development Code Update (Batch 1 – October 2023) – introduced Minor Plat provision, raised thresholds for Site Plans and shifted waivers from Development Review Committee (DRC) to staff delivering efficiencies and relief to small scale land development projects.
- Land Development Code Update (Batch 2 – March 2024) – revised DRC role for enhanced flexibilities and shifted administrative adjustments out of DRC to Director level decision to optimize early assistance to customers.
- Stormwater Manual Update (effective April 23, 2024) – delivers enhanced flexibilities and improved “ease of use” while incentivizing integration of green infrastructure.
- Improved efficiencies to Building Inspections by having senior inspectors perform both office duties and field inspections, increased the number of inspections per day per inspector, incorporated “2 of 1” inspections and increasing virtual inspections.
- Merged the Zoning team from Housing & Community Development with the Project Management team to establish the Zoning & Project Management Division within BDRS to optimize customer services.
- Code Enforcement Division is advancing a Special Magistrate demolition based on an injunctive court order for the first time in over 20 years.
- Contractor Licensing launched Accela (effective February 26, 2024) – Replacing our legacy software system, Accela delivers an integrated system for issuing and governing licenses, handling investigations, streamlining the complaint process and efficiently managing violations through to collection.
- Contractor Licensing continued improvements to insurance processing that saw the pipeline of policies reduced to zero on multiple occasions throughout the year. Timely insurance processing results in greater insurance compliance and an increase in penalties assessed for non-compliance.

Work Plan

- BDRS – Implement Phase 2 VuSpex Virtual Inspections within Building Division and Expand to DRS services
- Code Enforcement – Deploy Foreclosure Initiative
- Delivering Predictability to Building Permits – Level of Service
- DRS – Full Deployment of the Project Management Program and Integration with Zoning Group
- Improving the Building Inspections Process – Configure and Deploy Selectron/Atlas Technology
- Utilizing automated plan/permit review to support and optimize BDRS operations

BUILDING AND DEVELOPMENT REVIEW SERVICES

Budget Analysis

Building and Development Review Services FY25 Budget, excluding Reserves, increases by \$1.8M (11.3%) to \$17.7M and is supported by three funds: the General, Building Services, and Construction License Board Funds.

General Fund

The General Fund increases by \$1.5M (27.0%) to \$7.3M which includes Development Review Services and Code Enforcement.

Personnel Services increases by \$1.3M (25.8%) to \$6.1M. The increase is the result of the transition of five Zoning staff member from the Housing and Community Development department to Development Review Services (\$603,200). In addition, four FTE are being added to Code Enforcement due to a decision package (addressed in the next paragraph) (\$345,500). The changes to Personnel Services also include a general salary increase of up to \$600 to the base for all positions, an additional 4.25% increase to the base salary, and Florida Retirement System (FRS) actuarial retirement contributions for the County. FTE increases to 60.7.

Operating Expenses increase by \$292,980 (33.4%) to \$1.2M. This is the result of a decision package to implement a Short-Term Rental Program in the Code Enforcement division which includes an ordinance update, 3rd party technology, and four additional FTE to augment staffing during evenings and weekends. The General Fund portion of this program totals \$434,670 in operating expenses. The largest decrease in Operating Expenses include a reduction in Professional Services of \$157,000 due to two decision packages budgeted for in FY24 and not needed in FY25.

Development Review Services is implementing a the first of a three-year fee increase which focuses on cost recovery, simplifies the fee structure, and updates it to align with new processes, ordinances, statutes, and technology changes. The fiscal impact is anticipated to increase revenues \$208,000 in FY25 (25% of the overall fee adjustment), \$264,000 in FY26 (45% of the overall fee adjustment), and \$102,000 in FY27 (30% of the overall fee adjustment). The aggregate over three years is an increase of \$574,000 in revenue.

Building Services Fund

The Building Services Fund, excluding Reserves, increases by \$559,590 (6.5%) to \$9.1M.

Personnel Services increases by \$299,070 (5.0%) to \$6.3M. This increase is due to overtime of \$250,000 included in the Short-Term Rental decision package, the addition of one FTE moving from the Construction License Department and a small adjustment in allocations. The changes to Personnel Services also include a general salary increase of up to \$600 to the base for all positions, an additional 4.25% increase to the base salary, and Florida Retirement System (FRS) actuarial retirement contributions for the County. FTE increases to 62.1.

Operating Expenses increases by \$260,520 (10.4%) to \$2.8M due to an increase of \$413,040 in intergovernmental cost allocations. Decreases in expenses are due to a reduction in the department's reliance on third party private provider support (\$70,000) along with a decrease in Professional Services of \$50,000 for a decision package budgeted for in FY24 not needed in FY25.

The Building Services Fund maintains total Reserves of \$5.8M, an increase of \$794,900 (16.0%) from the FY24 budget. This is 63.4% of the total FY25 Revenue.

Building Services is supported by Building Permits (\$8.4M), Building Permits Red Tag (\$301,080), Miscellaneous Revenue (\$283,500), Technology Fees (\$51,530), and Florida Department of Business and Professional Regulation Surcharges (\$18,600).

Construction License Board Fund

The Construction License Board Fund, excluding Reserves, decreases by \$307,070 (19.7%) to \$1.2M.

Personnel Services decreases by \$216,350 (22.3%) to \$752,970. This is the result of personnel shifts stemming from legislative impacts on the department's revenue. One FTE is moving to Building Services and two positions will be eliminated. The director's allocations have also shifted slightly to the Building Services Fund. Also included are a general salary increase of up to \$600 to the base for all positions, an additional 4.25% increase to the base salary, and Florida Retirement System (FRS) actuarial retirement contributions for the County. FTE is decreasing to 7.2.

BUILDING AND DEVELOPMENT REVIEW SERVICES

Operating Expenses decreases by \$90,720 (15.5%) to \$495,970. The primary drivers are a decrease of \$77,280 in Professional Services from two decision packages budgeted for in FY24 not needed in FY25 as well as a decrease of \$43,480 in rents and leases due to the move from the STAR Center to the Building and Development Review Services facility in downtown Clearwater.

The Construction License Board Fund maintains total Reserves of \$130,730, a decrease of \$223,510 from the FY24 budget. This is 11.1% of the total FY25 Revenue.

The Construction License Board Fund is supported by Citations (\$595,820), Expired Permits (\$367,630), and Licensing Fees (\$217,460). Licensing Fees decrease by \$382,700 due to legislative impacts.

Budget Summary

| Expenditures | FY24 General Fund | FY24 Non-General Fund | FY24 Total | FY25 General Fund | FY25 Non-General Fund | FY25 Total |
|--------------------|-------------------------|-----------------------------|----------------------|-------------------------|-----------------------------|----------------------|
| Personnel Services | \$ 4,862,480 | \$ 7,016,870 | \$ 11,879,350 | \$ 6,116,250 | \$ 7,099,590 | \$ 13,215,840 |
| Operating Expenses | \$ 877,600 | \$ 3,098,060 | \$ 3,975,660 | \$ 1,170,580 | \$ 3,267,860 | \$ 4,438,440 |
| Reserves | \$ 0 | \$ 5,315,610 | \$ 5,315,610 | \$ 0 | \$ 5,887,000 | \$ 5,887,000 |
| Total | \$ 5,740,080 | \$ 15,430,540 | \$ 21,170,620 | \$ 7,286,830 | \$ 16,254,450 | \$ 23,541,280 |
| FTE | 50.7 | 72.3 | 123.0 | 60.7 | 69.3 | 130.0 |

Budget Summary by Program and Fund

Building Permits

Permitting, plan review, inspections, code administration, and unpermitted work complaints and violations as required by the Florida Building Code.

| Fund | FY22 Actual | FY23 Actual | FY24 Budget | FY25 Budget |
|---------------------------|---------------------|---------------------|----------------------|----------------------|
| Building Services | \$ 8,487,459 | \$ 9,421,965 | \$ 13,520,290 | \$ 14,874,780 |
| Total Expenditures | \$ 8,487,459 | \$ 9,421,965 | \$ 13,520,290 | \$ 14,874,780 |
| FTE by Program | 56.8 | 62.9 | 62.0 | 62.1 |

Code Enforcement

Enforcement of county codes regulating trash, debris, excessive overgrowth, and lot clearing; zoning/sign enforcement; inoperative and prohibited vehicle enforcement; minimum standard housing enforcement; noise enforcement; and special magistrate process.

| Fund | FY22 Actual | FY23 Actual | FY24 Budget | FY25 Budget |
|---------------------------|---------------------|---------------------|---------------------|---------------------|
| General Fund | \$ 1,931,671 | \$ 2,101,140 | \$ 2,355,100 | \$ 3,213,250 |
| Total Expenditures | \$ 1,931,671 | \$ 2,101,140 | \$ 2,355,100 | \$ 3,213,250 |
| FTE by Program | 21.2 | 21.6 | 21.6 | 25.6 |

BUILDING AND DEVELOPMENT REVIEW SERVICES

CLB Licensing

Operational functions for the Pinellas County Construction Licensing Board (PCCLB) which regulates construction contractors through uniform competency licensing, local technical amendments to the Florida Building Code, and arbitrates building code disputes in Pinellas County. The department is responsible for licensing of contractors, as well as investigating complaints against licensed and unlicensed contractors to ensure compliance with Florida and County construction licensing law and protect the public.

| Fund | FY22 Actual | FY23 Actual | FY24 Budget | FY25 Budget |
|------------------------------|---------------------|---------------------|---------------------|---------------------|
| Construction Licensing Board | \$ 1,552,987 | \$ 1,505,036 | \$ 1,910,250 | \$ 1,379,670 |
| Total Expenditures | \$ 1,552,987 | \$ 1,505,036 | \$ 1,910,250 | \$ 1,379,670 |
| FTE by Program | 11.0 | 10.3 | 10.3 | 7.2 |

Development Review Services

Evaluation and permitting of land development proposals and uses inclusive of site plans, zoning clearances, building permits, right-of- way utilization permits for alignment with the County's Land Development Code through comprehensive technical review.

| Fund | FY22 Actual | FY23 Actual | FY24 Budget | FY25 Budget |
|---------------------------|---------------------|---------------------|---------------------|---------------------|
| General Fund | \$ 2,884,225 | \$ 2,986,805 | \$ 3,384,980 | \$ 4,073,580 |
| Total Expenditures | \$ 2,884,225 | \$ 2,986,805 | \$ 3,384,980 | \$ 4,073,580 |
| FTE by Program | 31.0 | 32.2 | 29.1 | 35.1 |

Reserves

Oversees the management and allocation of the County's financial reserves.

| Fund | FY22 Actual | FY23 Actual | FY24 Budget | FY25 Budget |
|------------------------------|-------------|-------------|---------------------|---------------------|
| Building Services | \$ 0 | \$ 0 | \$ 4,961,370 | \$ 5,756,270 |
| Construction Licensing Board | \$ 0 | \$ 0 | \$ 354,240 | \$ 130,730 |
| Total Expenditures | \$ 0 | \$ 0 | \$ 5,315,610 | \$ 5,887,000 |
| FTE by Program | 0.0 | 0.0 | 0.0 | 0.0 |

PCCLB/Contractor Licensing Department Budget & Expense History

Monday, January 13, 2025

| | | FY22 | | FY23 | | FY24 | | FY25 | | 25% |
|--------------------------------|---------------------------|-----------------|--------------------|-----------------|--------------------|-----------------|--------------------|-----------------|--------------------|-----|
| Expense Category | GL Account Description | Budget | Transaction Amount | Budget | Transaction Amount | Budget | Transaction Amount | Budget | Transaction Amount | |
| Revenue | Citations-CLB - Ord 98.9 | -\$747,370.00 | -\$598,215.27 | -\$627,180.00 | -\$548,314.20 | -\$595,820.00 | -\$523,776.52 | -\$595,820.00 | -\$98,549.09 | 17% |
| | Adm Fne CLB-Lw Fl 75-4912 | -\$245,010.00 | -\$12,548.34 | -\$245,010.00 | -\$65,287.07 | -\$333,450.00 | -\$147,757.45 | -\$367,630.00 | -\$3,855.11 | 1% |
| | Pinellas Co Constr Lic Bd | -\$758,010.00 | -\$865,215.57 | -\$743,240.00 | -\$706,419.94 | -\$600,160.00 | -\$451,387.68 | -\$217,460.00 | -\$89,677.50 | 41% |
| Revenue Total | | -\$1,750,390.00 | -\$1,475,979.18 | -\$1,615,430.00 | -\$1,320,021.21 | -\$1,529,430.00 | -\$1,122,921.65 | -\$1,180,910.00 | -\$192,081.70 | 16% |
| | | | -16% | | -18% | | -27% | | | |
| Expense Category | GL Account Description | Budget | Transaction Amount | Budget | Transaction Amount | Budget | Transaction Amount | Budget | Transaction Amount | |
| Personal Services Total | | \$974,530.00 | \$858,904.53 | \$892,300.00 | \$846,502.24 | \$963,120.00 | \$984,907.73 | \$752,970.00 | \$191,456.77 | |
| Operating Expenses Total | | \$716,180.00 | \$687,269.57 | \$723,660.00 | \$645,026.69 | \$583,630.00 | \$272,194.67 | \$492,200.00 | \$137,124.48 | |
| Total Expenses Before Reserves | | \$1,690,710.00 | \$1,546,174.10 | \$1,615,960.00 | \$1,491,528.93 | \$1,546,750.00 | \$1,257,102.40 | \$1,245,170.00 | \$328,581.25 | |
| (Net Income) Net Loss | | -\$59,680.00 | \$70,194.92 | \$530.00 | \$171,507.72 | \$17,320.00 | \$134,180.75 | \$64,260.00 | \$136,499.55 | |
| | | | | | | | | | | |
| Capital Outlay Total | | \$195,220.00 | \$0.00 | \$208,590.00 | \$0.00 | \$0.00 | \$16,810.21 | \$0.00 | \$0.00 | |
| Reserves Total | | \$67,180.00 | \$0.00 | \$242,980.00 | \$0.00 | \$354,240.00 | \$0.00 | \$38,700.00 | \$0.00 | |
| Total Expenses Total | | \$1,953,110.00 | \$1,546,174.10 | \$2,067,530.00 | \$1,491,528.93 | \$1,900,990.00 | \$1,273,912.61 | \$1,283,870.00 | \$328,581.25 | |
| (Net Income) Net Loss | | \$202,720.00 | \$70,194.92 | \$452,100.00 | \$171,507.72 | \$371,560.00 | \$150,990.96 | \$102,960.00 | \$136,499.55 | |

Full time Employees

11.00

10.30

10.30

7.20