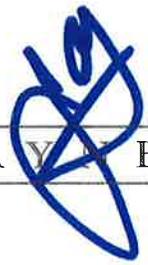




VILLAGE OF KEY BISCAYNE



Office of the Village Manager

Village Council
Mayra P. Lindsay, *Mayor*
Franklin H. Caplan, *Vice Mayor*
Luis F. de La Cruz
Theodore Holloway
Michael E. Kelly
Edward London
James Taintor

DATE: January 12, 2016
TO: John C. Gilbert, Village Manager
FROM: Jud Kurlancheek, Building, Zoning
Planning Director
RE: Monthly Report Exceptions: November 2015

Village Manager
John C. Gilbert

During the month of November 2015 the following exceptions were noted specifically to the monthly report

Building, Zoning, and Planning Department Revenue: Total Department Revenue for November 2015 was the third highest of any November for the past five years, 11.5% higher than the five year average of \$218,582.62.

Building Permit Revenue: Building Permit Revenue for November 2015 was the fourth highest of any November for the past five years, 12.4% higher than the five year average of \$180,134.88. This includes \$1,271.40 in Building Permit fees for 350 Ocean Drive.

Permit and Inspection Data: November 2015 Building Permits totaled 252, 13.2% lower than the 12-month average of 290.3. Inspections totaled 856, 19.9% lower than the 12-month average of 1,069.3. Demolition Permits totaled 4 in November 2015 compared to 3 in November 2014. 2 Tree Removal Permits were issued in November 2015 compared to 5 in November 2014. 56 Single Family Residences were in the construction process (permitted and not yet in receipt of a Certificate of Occupancy), and 1 Building Permit was issued for new Single Family Residential construction.

Open Permit and Lien Searches: November 2015 Open Permit and Lien Searches totaled 36, 26.4% lower than the 12-month average. Special Event Permits totaled 3, lower than the monthly average by 0.8 or 21.1%.

Business Tax Receipts: Total Business Tax Receipts for November 2015 were the lowest of any November for the past five years, 89.6% lower than the five year average of 539.8.

Code Enforcement: Total Code Enforcement complaints resolved for November 2015 were the third highest of any November for the past five years, 13.5% lower than the five year average of 31.2. Special Master heard 2 cases in November 2015 as compared to 0 cases in November 2014.

Public Works: There were no exceptions for Public Works



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning

Village Council
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James S. Taintor, *Vice Mayor*
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Luis F. de la Cruz
Theodore Holloway
Michael E. Kelly
Edward London

Director
Jud Kurlancheek, AICP

Chief Building Official
Eugenio M. Santiago, P.E., CFM

MONTHLY REPORT SUMMARY FOR NOVEMBER 2015

A. CUSTOMER SERVICE

Total number of BZP Customers for November 2015 was 1,240 for an average of 82.7 per day, compared to a general monthly average of 74.7 per day, 10.7% higher than the monthly average. 15,237 customers have been assisted by staff in the past 12 months.

B. BUILDING, ZONING & PLANNING DEPARTMENT REVENUE

November 2015...\$243,723.21* November 2014...\$283,246.81 November 2013...\$245,155.76
November 2012...\$181,597.85 November 2011...\$139,189.45

Summary: Total Department Revenue for November 2015 was the third highest of any November for the past five years, 11.5% higher than the five year average of \$218,582.62.

*Includes \$1,271.40 in Building Permit fees for 350 Ocean Drive.

BUILDING PERMIT REVENUE

November 2015...\$202,530.01* November 2014...\$269,345.81 November 2013...\$164,050.86
November 2012...\$145,856.98 November 2011...\$118,890.74

Summary: Building Permit Revenue for November 2015 was the fourth highest of any November for the past five years, 12.4% higher than the five year average of \$180,134.88.

*Includes \$1,271.40 in Building Permit fees for 350 Ocean Drive.

C. DEPARTMENT ACTIVITY

PERMIT & INSPECTION DATA

November 2015 Building Permits totaled 252, 13.2% lower than the 12-month average of 290.3. Inspections totaled 856, 19.9% lower than the 12-month average of 1,069.3. Demolition Permits totaled 4 in November 2015 compared to 3 in November 2014. 2 Tree Removal Permits were issued in November 2015 compared to 5 in November 2014. 56 Single Family Residences were in the construction process (permitted and not yet in receipt of a Certificate of Occupancy), and 1 Building Permit was issued for new Single Family Residential construction.

OPEN PERMIT AND LIEN SEARCHES, CONCURRENCY REVIEWS AND SPECIAL EVENT PERMITS

November 2015 Open Permit and Lien Searches totaled 36, 26.4% lower than the 12-month average. Special Event Permits totaled 3, lower than the monthly average by 0.8 or 21.1%.

LOCAL BUSINESS TAX RECEIPTS

November 2015...56 receipts issued
November 2013...839 receipts issued
November 2011...185 receipts issued

November 2014...866 receipts issued
November 2012...753 receipts issued

Summary: Total Business Tax Receipts for November 2015 were the lowest of any November for the past five years, 89.6% lower than the five year average of 539.8. The lower numbers for 2011 and 2015 reflect earlier billing cycles when the majority of receipts were issued in October rather than November.

D. CODE ENFORCEMENT

November 2015...27 complaints resolved
November 2013...22 complaints resolved
November 2011...43 complaints resolved

November 2014...22 complaints resolved
November 2012...42 complaints resolved

Summary: Total Code Enforcement complaints resolved for November 2015 were the third highest of any November for the past five years, 13.5% lower than the five year average of 31.2. Special Master heard 2 cases in November 2015 as compared to 0 cases in November 2014.



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning

Village Council
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 Edward London

DATE: December 15, 2015

Director
 Jud Kurlancheek, AICP

TO: John C. Gilbert, Village Manager

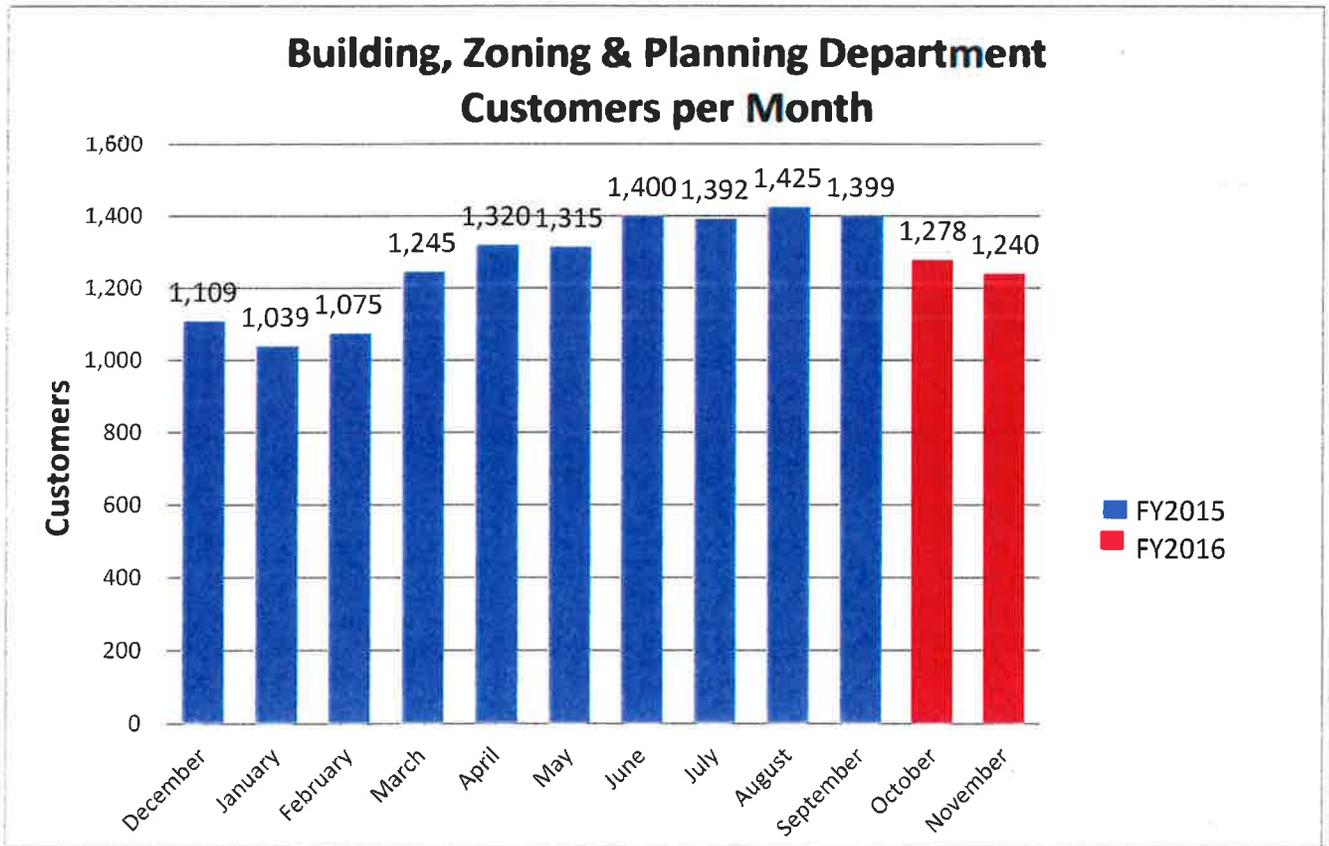
Chief Building Official
 Eugenio M. Santiago, P.E., CFM

FROM: Jud Kurlancheek, AICP, Director

RE: Monthly Report - November 2015

I. Building, Zoning, & Planning Department

A. CUSTOMER SERVICE



In November 2015, 1,240 customers visited the BZP Department for an average of 82.7 per day.

During the past 12 months, an average of 1,269.8 customers per month visited the Building, Zoning & Planning Department. The average customer count per day over the 12 month period has been 74.7. 15,237 customers have been assisted by staff in the past year.

B. BUILDING, ZONING & PLANNING DEPARTMENT REVENUE

The November 1 - 30, 2015, Building Department revenue is reported below. The following figures reflect income deposited by the Department and may not reflect all income posted for the month, subject to final reconciliation by the Village of Key Biscayne Finance Department.

Building Division:

\$ 197,369.51	Building Permit Fees (Includes \$1,271.40 in Building Permit fees for 350 Ocean Drive)
\$ -	Certificates Of Completion & Occupancy
\$ 1,962.00	Lien Letters & Research Fees
<u>\$ 30,000.00</u>	Building Code Violation Fines
\$ 229,331.51	

Planning Division & Zoning Division:

\$ 5,160.50	Zoning & Site Plan Review Fees
\$ -	Zoning Code Violation Fines
<u>\$ -</u>	Planning & Zoning Hearing Fees
\$ 5,160.50	

Local Business Tax Receipts & Certificates of Use:

\$ 9,231.20	
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Property Maintenance Violations Fines:

\$ 243,723.21	Total Department Fees Collected
<u>\$ 3,571.64</u>	County Business Tax Receipt Fees Collected
\$ 247,294.85	Total Fees Collected

FY16 Revenue	\$524,378.47
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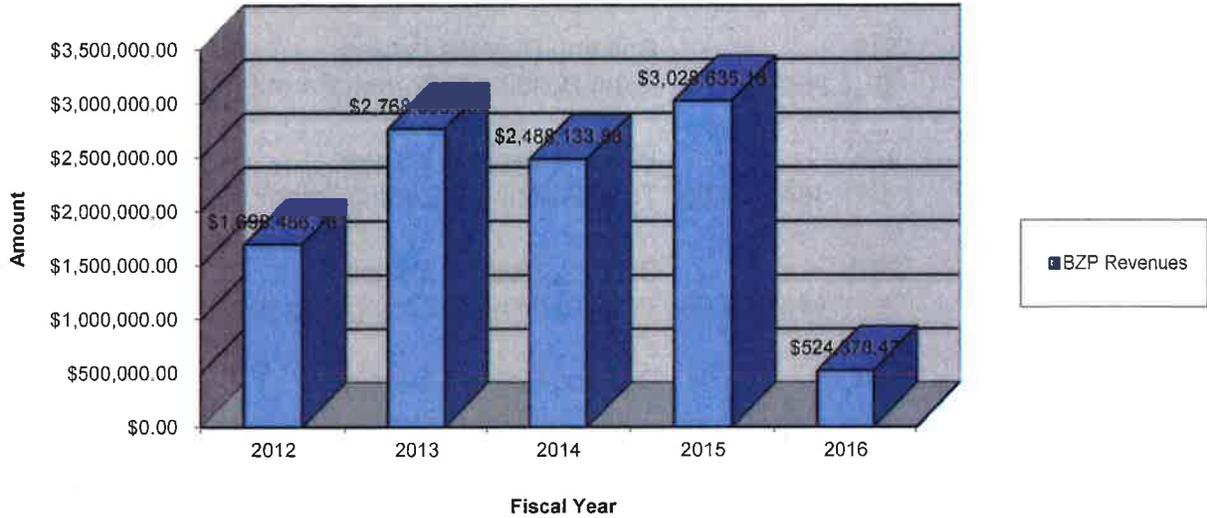
**C. BUILDING PERMIT RECAPITULATION (INCLUDING ZONING & SITE PLAN
PROCESS FEES ASSOCIATED WITH BUILDING PERMITS)**

November 2015:	252	Building Permits Issued
	\$ 202,530.01	Total Building & Zoning Permit Fees
November 2014:	316	Building Permits Issued
	\$ 269,345.81	Total Building & Zoning Permit Fees
November 2013:	246	Building Permits Issued
	\$ 164,050.86	Total Building & Zoning Permit Fees
November 2012:	297	Building Permits Issued
	\$ 145,856.98	Total Building & Zoning Permit Fees
November 2011:	264	Building Permits Issued
	\$ 118,890.74	Total Building & Zoning Permit Fees

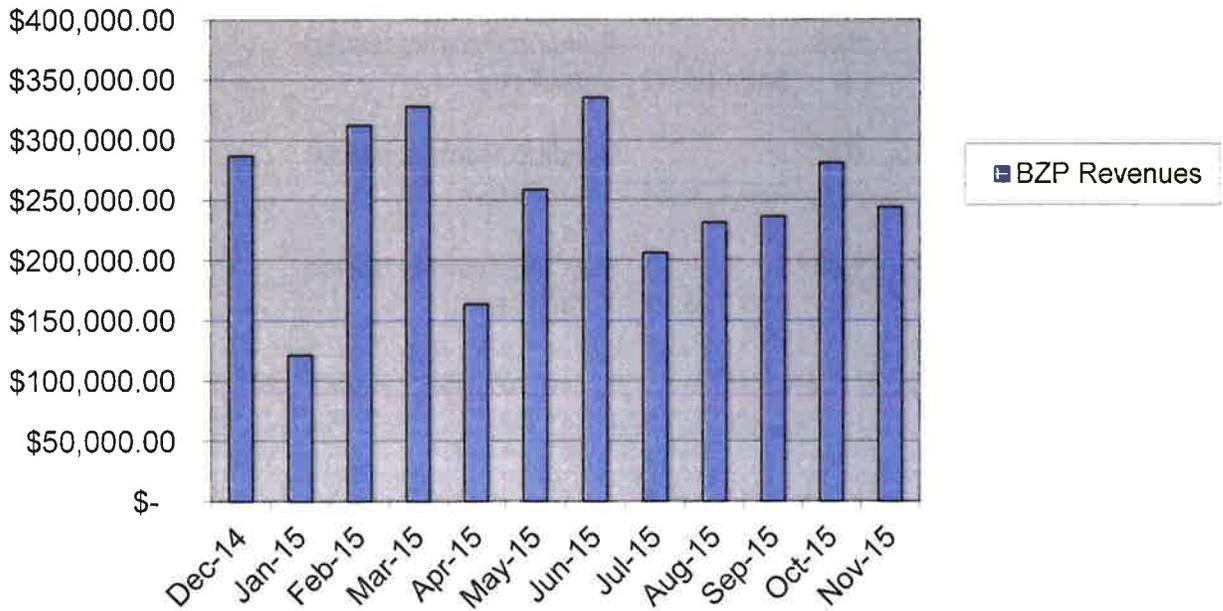
Fiscal Year:

2016 Year to Date:	237	Building Permits Issued
	\$ 368,119.33	Total Fees
2015 Year to Date:	689	Building Permits Issued
	\$ 473,438.27	Total Fees
2014 Year to Date:	599	Building Permits Issued
	\$ 348,555.62	Total Fees
2013 Year to Date:	671	Building Permits Issued
	\$ 399,776.64	Total Fees
2012 Year to Date:	528	Building Permits Issued
	\$ 226,793.22	Total Fees

Building, Zoning, and Planning Revenues - Past Fiscal Years vs. Current FYTD



Monthly BZP Revenues



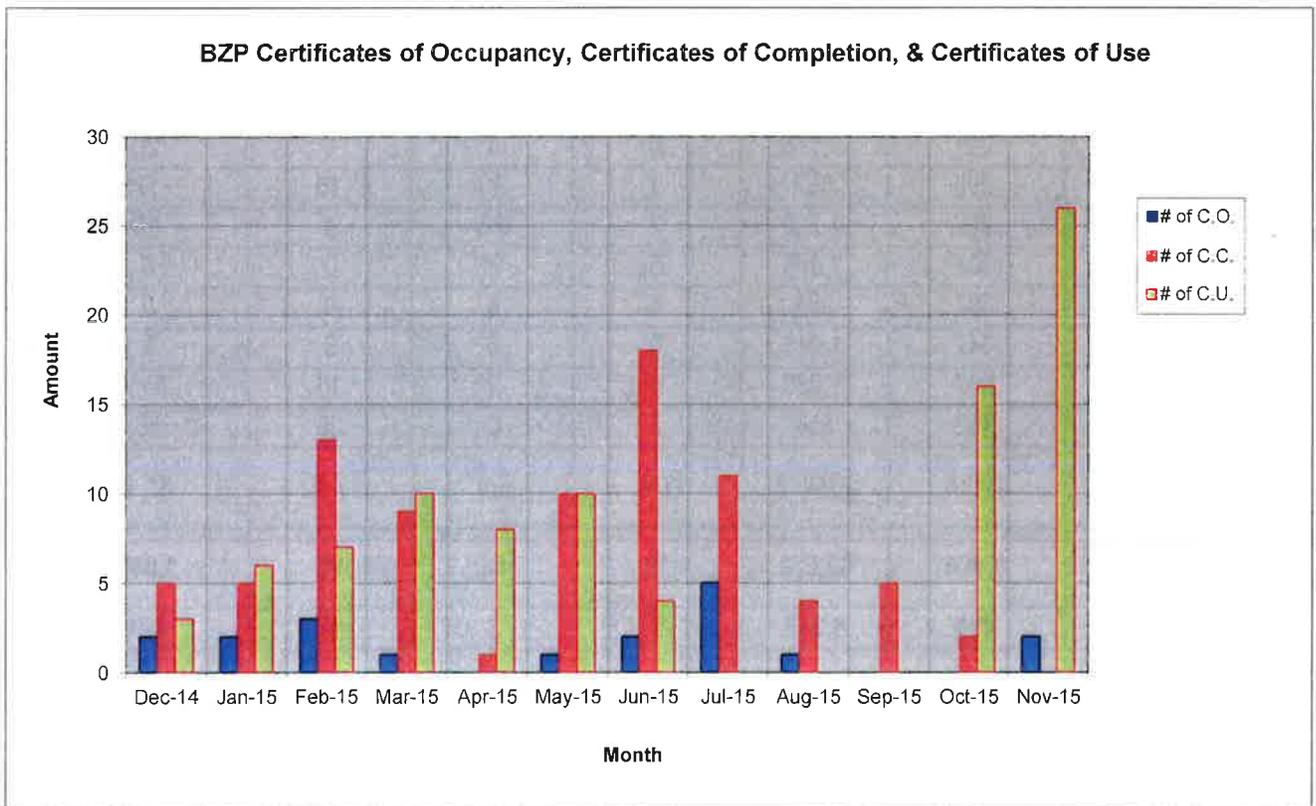
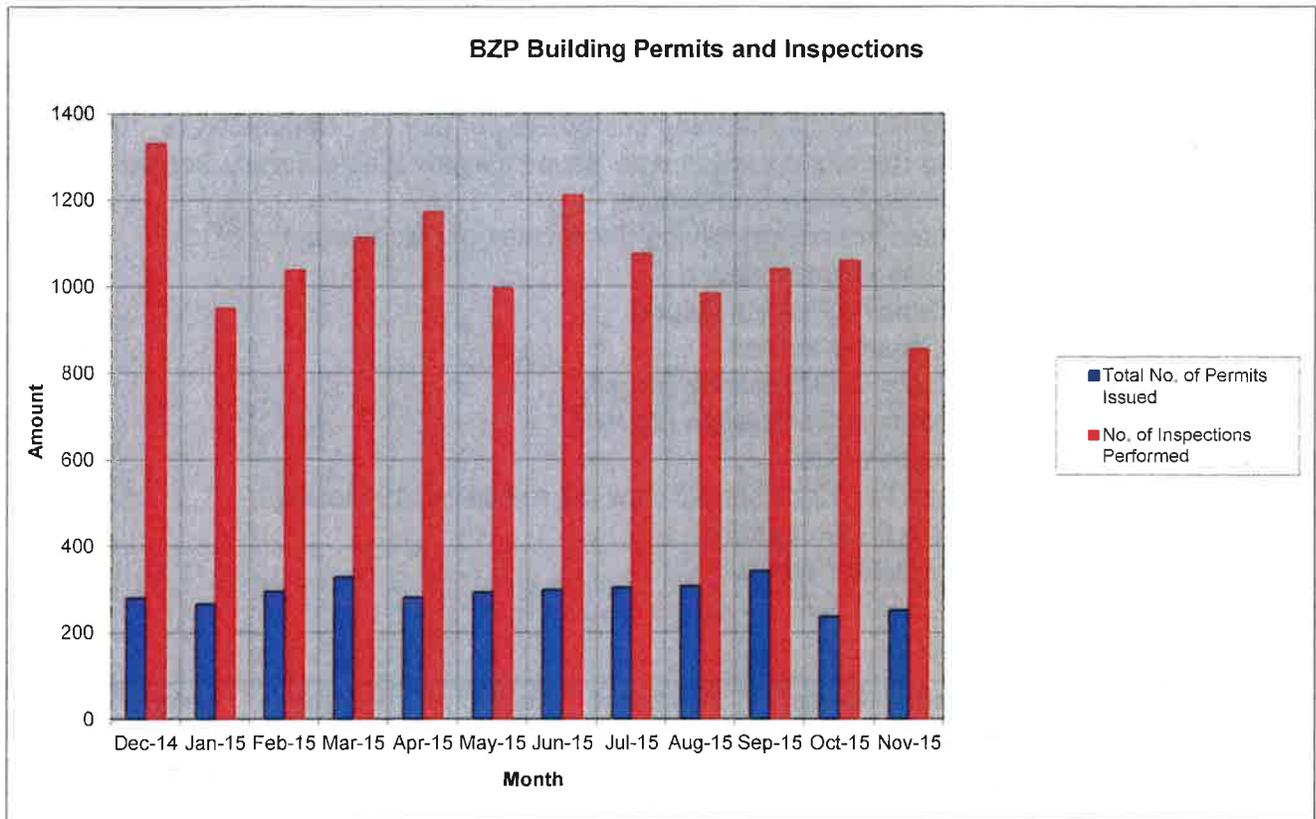
D. SUMMARY OF BUILDING DEPARTMENT ACTIVITY

- 82.7 Building, Zoning & Planning customers per day (1,240 customers, 15 days)
- 252 Building Permits Issued (1 was issued for new Single Family Residential)
- 56 New Single Family Residences -
(Permitted but not yet having Certificates of Occupancy)
- 4 Demolition Permits Issued
- 2 Tree Removal Permits Issued
- 856 Inspections Performed
- 2 Certificates of Occupancy Issued
- 0 Certificates of Completion Issued
- 26 Certificates of Use
- 56 Business Tax Receipts (23 new, 33 re-newed, 19 closed)
- 36 Research & Lien Letters
- 3 Special Event Permits

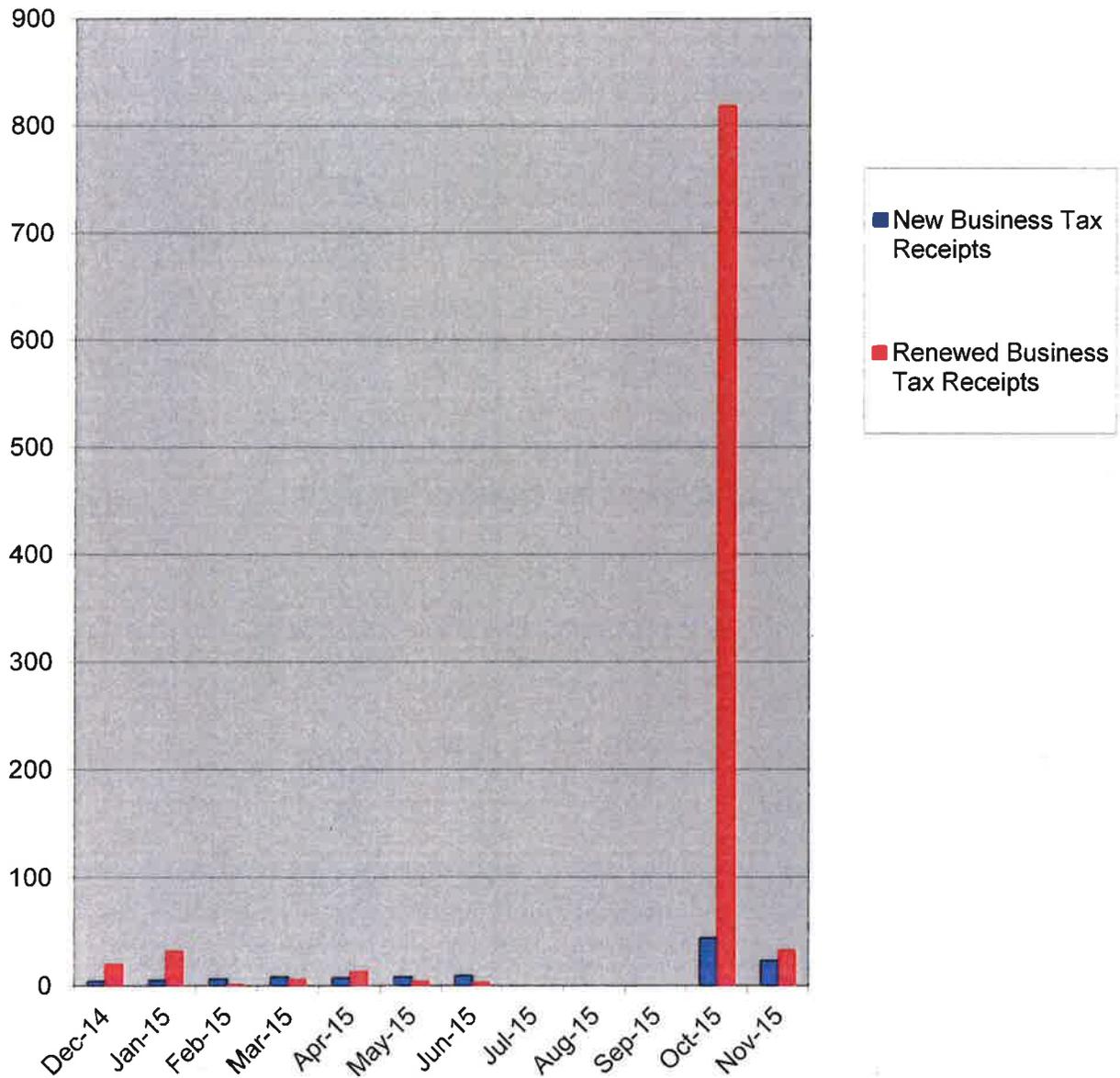
Permit Data

	Total Number of Permits Issued	Number of Inspections Performed	Number of C.O.'s Issued	Number of C.C.'s Issued	Number of C.U.'s Issued	Number of Business Tax Receipts Issued
Dec-14	280	1,331	2	5	3	24
Jan-15	266	950	2	5	6	37
Feb-15	295	1,038	3	13	7	7
Mar-15	328	1,113	1	9	10	14
Apr-15	281	1,173	0	1	8	20
May-15	293	997	1	10	10	12
Jun-15	299	1,212	2	18	4	12
Jul-15	304	1,076	5	11	0	0
Aug-15	307	985	1	4	0	0
Sep-15	342	1,041	0	5	0	0
Oct-15	237	1,060	0	2	16	863
Nov-15	252	856	2	0	26	56
Monthly Average	290.3	1,069.3	1.6	6.9	7.5	87.1
12 Month Total	3,484	12,832	19	83	90	1,045
FYTD	489	1,916	2	2	42	919

C.O. = Certificate of Occupancy, C.C. = Certificate of Completion, C.U. = Certificate of Use



Business Tax Receipts Issued

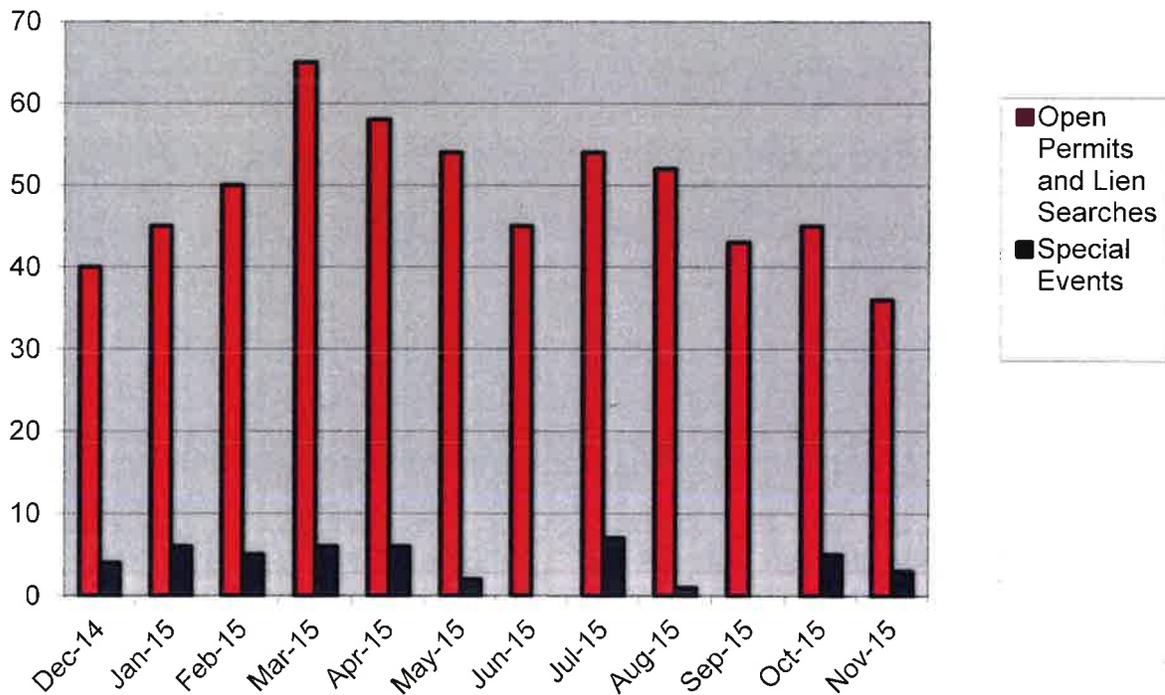


NOTE: October is the renewal month for Business Tax Receipts

Open Permit and Lien Searches, Special Event Permits

	Number of Open Permit and Lien Searches	Number of Special Event Permits
Dec-14	40	4
Jan-15	45	6
Feb-15	50	5
Mar-15	65	6
Apr-15	58	6
May-15	54	2
Jun-15	45	0
Jul-15	54	7
Aug-15	52	1
Sep-15	43	0
Oct-15	45	5
Nov-15	36	3
Monthly Average	48.9	3.8
12 Month Total	587	45
FYTD	81	8

Open Permits/Lien Searches
and Special Event Permits



E. Code Enforcement Violations

Total Code Enforcement Inspections Conducted

215

The following is a summary of the events that followed:

- 45 Complaints Received
- 22 Open Cases
- 27 Closed Cases
- 35 Warning of Violation Notices Issued
 - 1 Civil Violation Notices Issued
 - 1 Stop Work Orders Issued
 - 0 Notice to Appear Before the Special Master Issued
 - 2 Cases Heard Before Special Masters Hearing

Business Tax Receipts (Occupational Licences)

1072 Total Business Tax Receipts

The following is a summary of the activities that followed:

- 56 Business Tax Receipts Issued (23 New, 33 Re-newed, 19 closed)
- 88 Business Tax Receipts Outstanding
 - 5 Civil Warning Notices Issued
- 13 Civil Violation Notices Issued
 - 0 Notice to Appear Before the Special Master Issued
 - 0 Cases Heard at Special Masters Hearing
 - 8 Certificate of Use Inspections
- 26 Certificate of Use

CODE ENFORCEMENT ACTIVITY

	Complaints	Open Cases	Closed Cases	Warning Violation Notices Issued	Civil Violation Notices Issued	Stop Work Orders Issued	Notice to Appear Before the Special Master Issued	Cases Heard Before Special Magistrate
Dec-14	25	19	20	41	3	3	4	0
Jan-15	37	26	24	39	2	2	0	0
Feb-15	21	20	18	37	2	2	2	0
Mar-15	23	19	21	45	1	1	0	0
Apr-15	18	41	50	59	11	10	0	0
May-15	19	32	29	57	2	2	0	0
Jun-15	18	20	17	22	2	1	0	0
Jul-15	14	17	19	29	1	1	0	0
Aug-15	17	19	21	27	1	1	4	0
Sep-15	23	15	16	35	1	1	0	4
Oct-15	37	19	21	41	1	1	0	0
Nov-15	45	22	27	40	14	1	0	2
Monthly Average	24.8	22.4	23.6	39.3	3.4	2.2	0.8	0.5
12 Month Total	297	269	283	472	41	26	10	6
FYTD	82	41	48	81	15	2	0	2

