



MIAMI BEACH

OFFICE OF THE CITY MANAGER

NO. LTC # 242-2013

LETTER TO COMMISSION

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CITY CLERK'S OFFICE

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: July 11, 2013

SUBJECT: New Building Department Procedures for Annual Elevator Inspections

The purpose of this Letter to Commission is to inform the City Commission of the Building Department's desire to implement new procedures regarding annual elevator tests and inspections, along with the fees associated with them. Currently the City has contracts with three outside elevator contractors to conduct annual inspections of all elevators in the City of Miami Beach. The Building Department's Elevator Safety Division manages the entire process, collects payments from customers, makes all payments to contractors, and maintains all records related to these inspections. After reviewing these procedures, it is apparent that they create unnecessary redundancies, are inefficient, and may prove more costly to customers.

Our proposal for a new, more transparent process is as follows. Licensed companies that wish to conduct elevator inspections in the City of Miami Beach would register annually with the Building Department to do so and pay a modest registration fee. Rather than be forced to use only three companies selected by the City, Building Department customers could use any registered company to conduct the testing and inspections of their elevators. Customers would then be responsible for filing the necessary documents with the City to obtain their Certificate of Operation for their elevators. Attached you will find a diagram outlining the proposed new procedures for elevator inspections and tests, a proposed memorandum to our elevator section customers describing the new procedures, and a proposed adjustment to the fee structure.

The advantages of this new system are numerous. First, it is more *transparent*. Customers are now responsible for hiring their own inspectors. They will communicate directly with those inspectors, and make repairs as required by their own inspectors. They will be fully apprised of the reasons for any delays and/or expenses caused by necessary repairs. In essence, the process will be "owned" by the customer and not the City. Second, licensed elevator inspectors will be responsible for certifying the safety of elevators, significantly *reducing the bureaucracy* our customers must endure to obtain their annual certificates. The City will no longer have to oversee this burdensome and repetitive (annual) process for elevators throughout the City, freeing staff members to focus on other more critical matters in the Building Department like reducing plan review turnaround times. This should lead to *greater customer satisfaction*. Third, this system will promote *greater accountability* for all parties involved. Our customers will know at all times where they stand with regard to the elevator certification process and who is responsible.

Finally, the proposed revisions to the fees associated with these processes should be *revenue neutral*. While the City will collect fewer fees for these inspections and other

Re: New Elevator Inspection Procedures

July 9, 2013

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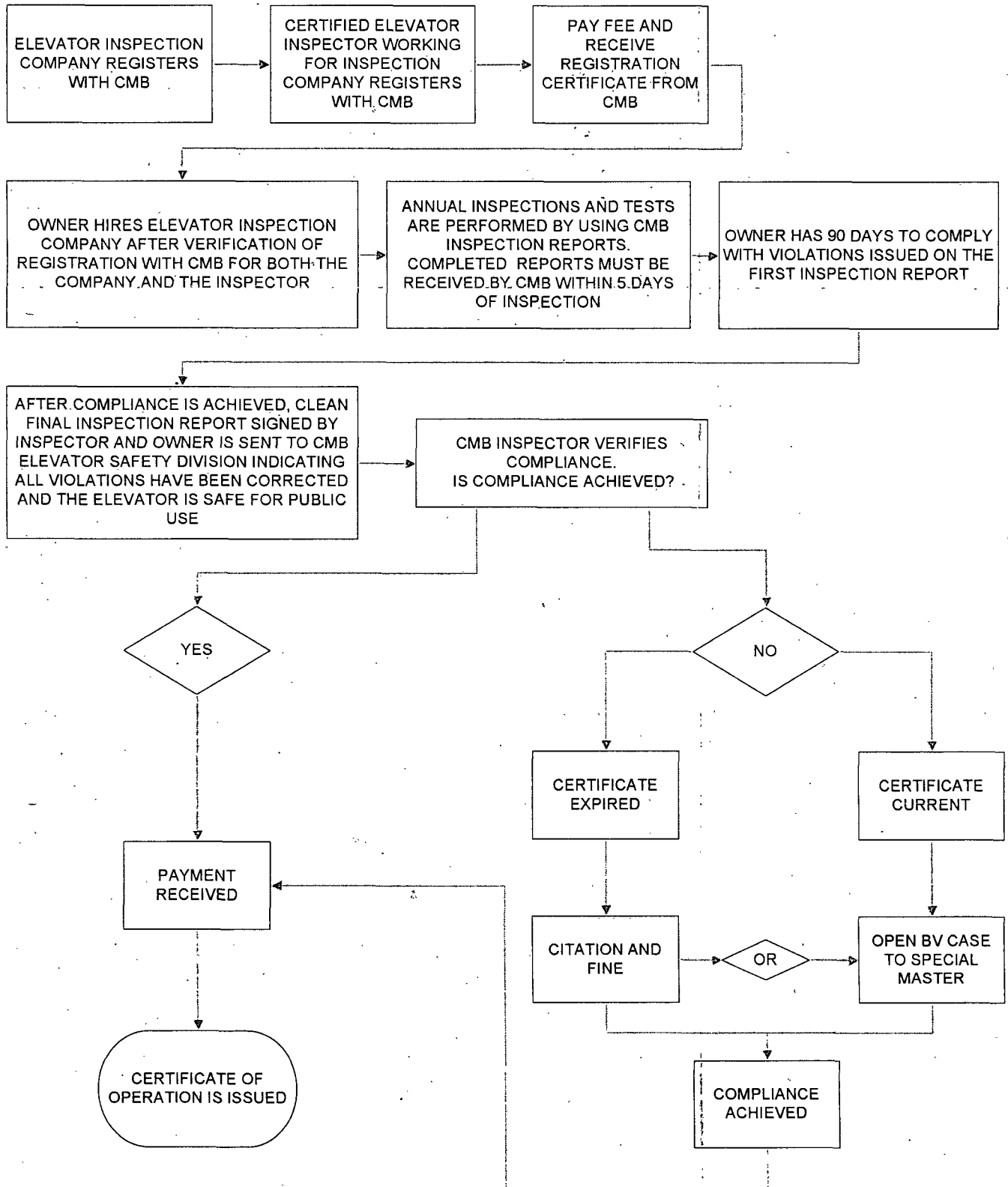
aspects of the process, these reductions should be more than offset by the fact that we no longer will need to collect money from customers, pay our contracted consultants, or maintain a staff to oversee this process each and every year. Staff will bring forward a Fee Ordinance Amendment to the City Commission's October meeting.

The Building Department will begin to implement the new procedures once the new fees have been approved by the City Commission.



JLM/JJ/MVF/SS

ELEVATOR INSPECTIONS AND TESTS NEW PROCEDURE 10/2013





MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139.

BUILDING DEPARTMENT – Elevator Safety Division
Tel: 305-673-7000 ext. 6874, Fax: 786.394.4040

**SUBJECT: ELEVATOR INSPECTIONS AND TESTS
NEW PROCEDURE**

ON OCTOBER 1 2013 A NEW PROCEDURE WILL BE ENFORCED CONCERNING THE INSPECTION AND TESTS OF EXISTING ELEVATORS AND OTHER VERTICAL CONVEYANCES THAT ARE SUBJECT TO AN ANNUAL CERTIFICATE OF OPERATION CERTIFYING THE UNIT SAFE FOR PUBLIC USE.

THE NEW PROCEDURE WILL RELY UPON THE OWNER OF THE BUILDING TO HIRE AND PAY FOR A PRIVATE INSPECTOR AND TO SCHEDULE THE INSPECTIONS AND TESTS AT LEAST ONCE A YEAR.

THE CERTIFICATE OF OPERATION IS VALID FOR 12 MONTHS FROM OCTOBER 1 TO SEPTEMBER 30 OF THE FOLLOWING YEAR. IN ACCORDANCE TO THE FLORIDA ELEVATOR SAFETY CODE, CHAPTER 61C-5, THE CERTIFICATE OF OPERATION RENEWAL IS THE RESPONSIBILITY OF THE ELEVATOR OWNER OR LESSEE, WHEN OWNER RESPONSIBILITIES ARE SPECIFICALLY ASSIGNED BY LEASE. FAILURE TO POST A CURRENT CERTIFICATE OF OPERATION IN THE ELEVATOR WILL VIOLATE CHAPTER 399, FLORIDA STATUTES AND MAY BE SUBJECT TO FINES AND OTHER PENALTIES AS ESTABLISHED IN CHAPTER 775, FLORIDA STATUTES.

THE FOLLOWING ITEMS ARE REQUIRED FOR RENEWAL AND MUST BE RECEIVED BY THE ELEVATOR SAFETY DIVISION PRIOR TO THE ISSUANCE OF A RENEWAL CERTIFICATE OF OPERATION:

- (A) PROOF OF SATISFACTORY INSPECTION AND TEST COMPLETED WITHIN THE LAST 12 MONTHS AND,
 - (B) THE CERTIFICATE OF OPERATION RENEWAL FEE
- INVOICES WITH FEES ARE MAILED ON OR BEFORE AUGUST 1 EACH YEAR. DELINQUENT CERTIFICATES OF OPERATION WILL TRIGGER A LATE FEE

ELEVATOR INSPECTION ACTIVITY REQUIRES THAT:

- (A) THE INSPECTION COMPANY OR CORPORATION REGISTER WITH THE CITY OF MIAMI BEACH (CMB) ELEVATOR SAFETY DIVISION AND,
- (B) THE PRIVATE CEI-CERTIFIED INSPECTOR REGISTER WITH THE CMB ELEVATOR SAFETY DIVISION.

THE ELEVATOR OWNER HAS TO VERIFY THAT PROPER REGISTRATION CERTIFICATE ISSUED BY THE CMB IS OBTAINED PRIOR TO HIRING A PRIVATE ELEVATOR INSPECTOR. INSPECTION REPORTS COMPLETED BY ANY OTHER INSPECTOR WILL NOT BE ACCEPTED. INSPECTION REPORTS MUST BE RECEIVED BY CMB ELEVATOR DIVISION WITHIN 5 DAYS OF ANY INSPECTION OR TEST.

CMB INSPECTION AND TEST REPORTS WILL BE THE ONLY REPORTS ACCEPTABLE. SUCH REPORTS ARE AVAILABLE AT THE CMB ELEVATOR SAFETY DIVISION AND CAN BE PURCHASED BY CMB REGISTERED INSPECTION COMPANIES.

THE ENFORCING AGENCY IS THE BUILDING DEPARTMENT'S ELEVATOR SAFETY DIVISION.

ADDITIONAL INFORMATION CAN BE OBTAINED BY CALLING THE BUILDING DEPARTMENT, JOHN ANTONA, CHIEF ELEVATOR SAFETY DIVISION, TEL. NO. 305.673.7000 EXT. 6874

Elevator Safety Division
Elevator fees per meeting of 5-30-2013 (Rev 1 Clean)

Fees to be removed, Section 5- Elevator, Escalators and Other Lifting Apparatus
Permit Fees:

Existing Elevators:

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|------------------|----------------------------|----|--------|--------|
| <u>Existing:</u> | Annual Periodic Inspection | \$ | 207.40 | |
| | 1-Year witnessing of tests | \$ | 207.40 | |
| | 5-Year witnessing (if) | \$ | | 259.75 |
| | Administrative fee | \$ | 75.00 | |

Fees to be added new, Section 5- Elevator, Escalators and Other Lifting Apparatus
Permit Fees:

Annual Certificate of Operation for existing conveying system, per unit:

| | | |
|---|----|--------|
| Monitor/Jurisdictional fee. | \$ | 200.00 |
| Inspection and test reports with approved Certified Inspector by Owner | | |
| Administrative fee (mandated). | \$ | 75.00 |

Annual Registration fees:

| | | |
|---------------------------------------|----|--------|
| CEI Company or Corporation | \$ | 300.00 |
| CEI Authorized Inspector Registration | \$ | 30.00 |

New Installations permit:

| | | |
|---------------------------------------|----|----------|
| New Parking Lifts – per unit - | \$ | 200.00 |
| New Robotic Parking – per apparatus - | \$ | 3,000.00 |

Annual Certificate of Operations for existing parking conveyances, per unit:

| | | |
|--|----|--------|
| Parking Lifts – Administrative fee. | \$ | 75.00 |
| Inspection and test reports with approved Certified Inspector by Owner | | |
| Robotic Parking Lifts – Administrative Fee and Compliance Inspection. | \$ | 275.00 |
| Inspection and test reports with approved Certified Inspector by Owner. | | |