



DECEMBER 02, 2016

CHARLOTTE- DESOTO
BUILDING INDUSTRY
OVERSIGHT
COMMITTEE
MEETING
PACKET



AGENDA

CHARLOTTE-DESOTO BUILDING INDUSTRY OVERSIGHT COMMITTEE

Charlotte County Community Development, BCS Conference Room
18400 Murdock Circle, Port Charlotte, FL

December 02, 2016 at 8:00 a.m.

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES – October 28, 2016

4. CHAIRMAN'S COMMENTS

5. NEW BUSINESS

- a. Guest Speaker – Anthony Cissell, Right of Way Supervisor to discuss topics related to Line and Grade inspections

6. OLD BUSINESS

- a. Accela
- b. Financials (month of October, 2016)
- c. Permitting (month of October, 2016)
- d. Staffing
- e. General Discussion

7. PUBLIC COMMENTS

8. NEXT MEETING - January 27, 2017

9. ADJOURNED

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**DRAFT - MINUTES OF THE REGULAR MEETING OF
CHARLOTTE-DESOTO BUILDING INDUSTRY OVERSIGHT COMMITTEE**

Charlotte County Community Development, BCS Conference Room
18400 Murdock Circle
Port Charlotte, Florida 33948

October 28, 2016

This was the regular monthly meeting of the Charlotte-Desoto Building Industry Oversight Committee.

Committee Members Present:

Chair - Kevin Koch
T.J. Thornberry
Robert Markel

Committee Members Absent:

Geoff Lorah
Peter Cocco
Suzanne Graham

County Staff Present:

Ben Bailey
Michelle Roman
Travis Perdue

County Staff Present:

Don Jascomb
Kelly Shoemaker

Visitors Attending:

Donna Barrett

1. CALL TO ORDER:

Kevin Koch, President CDBIA, AA Disaster Restoration called the meeting to order at 8:06 a.m.

2. ROLL CALL:

Roll Call/Sign-In

3. APPROVAL OF MINUTES:

Chairman Koch called for action on the minutes of the September 23, 2016 BIOC Meeting, *there was a motion to approve by T.J. Thornberry, seconded by Robert Markel; the motion passed unanimously.*

4. CHAIRMAN'S COMMENTS:

Kevin Koch stated that he had noticed and was pleased to see new building in various locations.

5. NEW BUSINESS:

Ben Baily introduced Travis Perdue, Project Manager Facilities Construction, explaining that he would be updating the BIOC on the possible addition to the Building Construction Services (BCS) Building.

Travis Perdue - I am here to discuss the possible BCS Building expansion and ask for recommendation and approval. Working with the strategic plan and upcoming needs for expansion, we've been asked to build up to a 6000 square foot addition to the current building. There is a tentative budget of \$2.5 million and we would like to put it out for design build with an RFP under one contractor. Currently, the basic idea is for a two story addition to the back of the existing BCS building; working with an architect to determine what is best for this size expansion. Recently, at the feasibility meeting we discussed incorporating some other asset management and condition assessment needs that may require replacement or repair and incorporating them into this project. According to the Community Development Strategic Plan the goal is to incorporate the entire building, including the interior of the old building into the plan.

Kevin Koch - With this addition, how long will it be before further work will need to be done?

Travis Perdue – Our goal is to meet their strategic twenty (20) year plan.

Kevin Koch – Will you still have plenty of parking to meet your needs?

Travis Perdue - If we put this out to an architect for design, the design team will look at all options and determine which would be best to meet parking needs.

Donna Barrett – What is the timeline for an RFP and groundbreaking?

Travis Perdue – Our goal is to have a workshop next month and go out to RFP in January, 2017. Tentatively, we are looking at a twenty-five month timeframe before groundbreaking.

T.J. Thornberry – *T.J. Thornberry made a motion for county staff to move forward with the planning feasibility process, seconded by Robert Markel; the motion passed unanimously.*

Travis Perdue stated that he would provide updates as to milestones.

Donna Barrett asked if staff could send her an email with the workshop date.

6. OLD BUSINESS:

a. Accela:

Currently in the process of upgrading.

b. Financials:

Michelle Roman - The total revenues for FY16 were about \$4.2 million, which is a 12% increase from FY15 with expenses for FY16 totaling about \$3.2 million, which is a 15% increase from FY15. This results in an overall profit of approximately \$968,000 for the year and will increase the reserve balance from \$2.6 million to \$3.6 million. These are preliminary numbers that will not be finalized until next month.

c. Permitting:

Don Jascomb – For the month of September we had eighty-five (85) single family permits, five (5) of which were in Babcock. We ended with 1034 single family permits for FY16 which is 13% over the previous fiscal year. Commercial permitting for September was up 30% over last year.

T.J. Thornberry – Has there been any discussion about the Septic approval issue?

Ben Bailey – I spoke with the Health Department about our program, Skip the Trip and automated permitting. They are limited in what they can do but have access to our system and are open to using Accela. We are looking into that but are in the midst of an upgrade and want to make sure the system is working properly before we add other departments to the system.

T.J. Thornberry – That would be great in the long-term. In the short-term is this something the Customer Service Representatives (CRS) could look at to determine if the paperwork is official and enter it into the computer, in order to generate pricing and a permit?

Ben Bailey – I will have to speak with the ROW group about drainage, as septic has drainage and slope requirements. When paperwork is received we look over what is shown for septic and how it compares to the as built drainage plan; if there are any variations, we catch them at that time. Maybe, we can have a CSR sign off and deal with this as a field issue when it comes to septic, slope and flood zone.

Discussion ensued as to water heater permits, cancellations and emergency situations. It was stated that in an emergency situation, notification can be sent advising Community Development that a permit will be obtained the next business day.

d. Staffing:

Ben Bailey – We just hired a new mechanical inspector and have an inspector position posted that closes soon. A Plans Examiner has been hired and we are actively looking for another. There is a chance we may need more positions in the beginning of 2017 as Babcock develops.

e. General Discussion:

None

7. PUBLIC COMMENTS:

Donna Barrett – We will be giving signs with our logo on them to our members to notify the public that it is a felony to steal from a construction site. The Sheriff's Office has been very proactive, as they have seen an increase in construction site theft in Sarasota County and anticipate it will come south.

8. NEXT MEETING:

Donna Barrett – Historically, we have met the first Friday in December for a November/December meeting. This date is also the day before our installation banquet where our new President, Patrick Lewis will be installed. December 2nd is the first Friday, if that will work for everyone. Also, we can ask for a motion to add the date for a November/December BIOC meeting in 2017, which will be December 1, 2017. Meeting dates December 2, 2016 and December 1, 2017 were agreed on.

Next Meeting to be held Friday, December 2, 2016 @ 8:00 a.m.

Meeting adjourned at 9:03 a.m.

Meeting recorded and transcribed by Beth Scott.

Kevin Koch, Chair

Minutes of the Building Industry Oversight Committee Meeting

Approved this ____ day of ____ 2016.

PERMITTING STATISTICS

October-16

Item	Total FY16	Oct-15	Oct-16	FY16 YTD	FY17 YTD
Total Single Family Permits Issued (including Babcock)	1024	80	85	80	85
Babcock Only SF Permits Issued	10	0	1	0	1
Total Multi Family Permits Issued (including Babcock)	8	0	0	0	0
Babcock Only Multi Family Permits Issued	0	0	0	0	0
Total Commercial Permits Issued (including Babcock)	118	4	4	4	4
Babcock Only Commercial Permits Issued	0	0	0	0	0
All Other Permits Issued	20683	1696	1706	1696	1706
Customers Served	26223	2126	2082	2126	2082
Inspections	71373	5780	6331	5780	6331

AVERAGE PLAN REVIEW TIME (DAYS)

Item	Building	50% Review	Fire	Landscape	Natural Resources	Trees	Zoning	Total Review Days
Commercial Building	4	7	6	0	2	0	0	19
Commerical MEP*	5							5
Residential Building	4	4	0	0	9	6	3	26

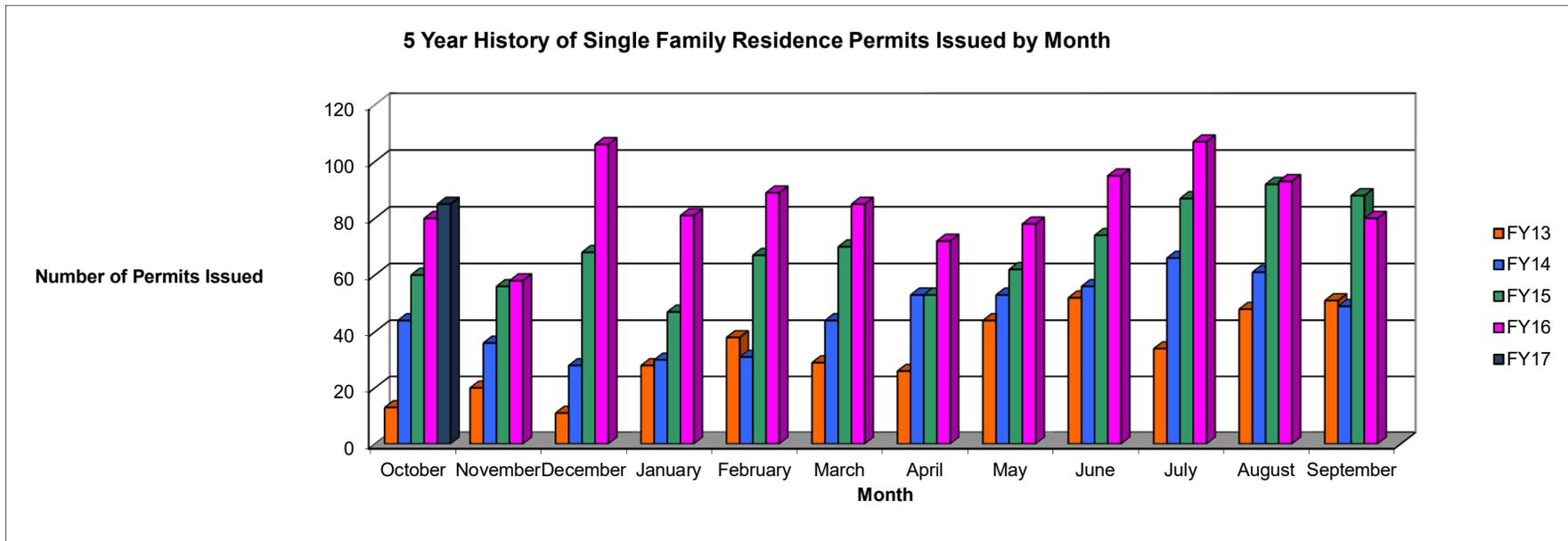
*Mechanical, Electrical, Plumbing

Notes:

- 1) Plan Review numbers reflect permits assigned in October and include rejections and resubmittals.
- 2) Some reviews are done concurrently (ex: Residential Building & 50% Review).

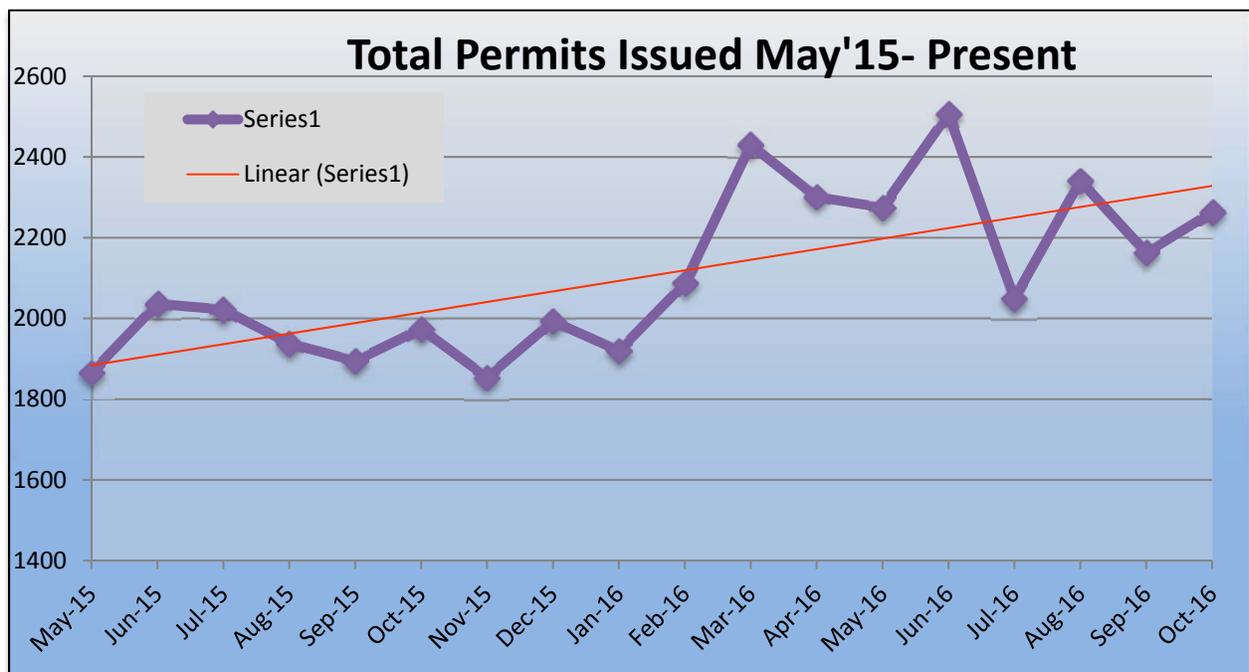
Permits Issued - FiveYear History

	FY 2012/2013		FY 2013/2014		FY 2014/2015		FY 2015/2016		FY 2016/2017	
	Units	Value \$M	Units	Value \$M	Units	Value \$M	Units	Value \$M	Units	Value \$M
October	13	\$2.5	44	\$6.9	60	\$14.3	80	\$16.9	85	\$19.5
November	20	\$5.8	36	\$7.2	56	\$13.5	58	\$12.9		
December	11	\$3.2	28	\$5.3	68	\$15.0	106	\$22.8		
January	28	\$6.2	30	\$5.3	47	\$9.0	81	\$17.4		
February	38	\$5.8	31	\$6.4	67	\$13.7	89	\$18.7		
March	29	\$5.9	44	\$11.3	70	\$13.3	85	\$19.8		
April	26	\$5.7	53	\$9.6	53	\$10.6	72	\$17.0		
May	44	\$8.3	53	\$10.8	62	\$12.7	78	\$18.4		
June	52	\$11.0	56	\$13.6	74	\$18.6	95	\$24.5		
July	34	\$8.0	66	\$12.2	87	\$16.6	107	\$25.0		
August	48	\$10.9	61	\$12.2	92	\$19.0	93	\$22.1		
September	51	\$9.9	49	\$10.4	88	\$18.5	80	\$21.3		
Total	394	\$83.2	551	\$111.2	824	\$174.8	1,024	\$236.8	85	\$19.5



Financial Update

For the month of October, revenues totaled \$324,282. Expenditures totaled \$201,191 which resulted in a profit of \$123,091 for the month. This profit is inflated slightly by the reversal of expense accruals from fiscal year 2016.





REVENUES vs EXPENDITURES MONTHLY REPORT

October 2016 - September 2017

1030

8.3 % of yr

252003 Building Construction Services

REVENUES

	Adopted FY 16-17	Amend- ments	Amended FY 16-17	Actual Oct 16	Year to Date	% of budget coll/spent	BALANCE
322.001.0000 Permits-Building	3,600,000		3,600,000	309,852	309,852	9%	3,290,149
329.001.0246 Fees-Othr-Garbage Fees	2,500		2,500	-	-	0%	2,500
329.001.0332 Fees-Othr-Filing/Bldg Variance	500		500	-	-	0%	500
329.006.0338 Permits-Othr-Inspect-Land Dev	23,000		23,000	2,743	2,743	12%	20,257
329.006.0339 Permits-Othr-Easements/Excavations	-		-	-	-	0%	-
335.141.0000 Mobile Home Licenses	70,000		70,000	9,658	9,658	14%	60,342
341.905.0335 OGGC Fees-Other-Coll/Impact Fee 3%	17,000		17,000	-	-	0%	17,000
341.905.0347 OGGC Fees-Other-Tree Ordinance	4,500		4,500	385	385	9%	4,115
342.905.0000 Bldg Permit Surcharge	12,000		12,000	975	975	8%	11,025
342.906.0349 Fees-Other Public Safety-Fees-Zoning	400		400	94	94	23%	307
342.906.0350 Fees-Other Public Safety-Fees-Rezoning	300		300	-	-	0%	300
342.906.0359 Fees-Other Public Safety-Plats	300		300	46	46	15%	254
349.201.0360 Othr Fees for Srvs-D.R.C.	-		-	20	20	0%	(20)
349.201.0361 Othr Fees for Srvs-Street Vacations	-		-	-	-	0%	-
361.001.0364 Interest Earnings Investments	-		-	(4,312)	(4,312)	0%	4,312
361.001.0365 Interest Earnings LGSFTF	-		-	-	-	0%	-
361.301.0364 Net Incr/Decr Fair Mkt Value - Investments	-		-	-	-	0%	-
362.001.0000 Rentals/Lease-Property	58,863		58,863	4,932	4,932	8%	53,931
369.001.0000 Misc Rev	300		300	78	78	26%	223
369.107.0000 Reimburs-Personal Srvs-InterDept	-	-	-	-	-	0%	-
369.006.0000 Cash Over/Short	-		-	(188)	(188)	0%	188
339.900.0000 Projected Beginning Balance	2,675,420		2,675,420	-	-	0%	2,675,420
399.990.0000 Less 5% New Rev FS129.01(2)b	(189,483)		(189,483)	-	-	0%	(189,483)
TOTAL REVENUES	\$ 6,275,600	\$ -	\$ 6,275,600	\$ 324,282	\$ 324,282	5.17%	\$ 5,951,318



REVENUES vs EXPENDITURES MONTHLY REPORT

October 2016 - September 2017

Adopted FY 16-17	Amend- ments	Amended FY 16-17	Actual Oct 16	Year to Date	% of budget coll/spent	BALANCE
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1030

8.3 % of yr

252003 Building Construction Services

EXPENSES

Salaries

12.0001 Regular Salaries & Wages	1,845,477		1,845,477	86,992	86,992	5%	1,758,485
12.0003 Salaries/Wages-Temporary	-		-	972	972	0%	(972)
14.0001 Overtime Pay	43,589		43,589	8,517	8,517	20%	35,072
18.0001 Accrued Compensted Absences	24,045		24,045	1,424	1,424	6%	22,621
21.0001 FICA Taxes	141,688		141,688	6,830	6,830	5%	134,858
22.0001 Retirement Contributions	130,207		130,207	6,746	6,746	5%	123,461
23.0001 Life & Health Insurance	670,048		670,048	75,661	75,661	11%	594,387
23.0003 Life & Health Insurance - Retiree	1,935		1,935	260	260	13%	1,675
24.0001 Worker's Compensation	41,390		41,390	1,602	1,602	4%	39,788
SUBTOTAL	2,898,379	-	2,898,379	189,004	189,004	7%	2,709,375

Operating Expenses

31.0051 Other Professional Srvs	-		-	-	-	0%	-
34.0001 Other Contractual Srvs	4,128		4,128	514	514	12%	3,614
34.0024 Janitorial	8,363		8,363	-	-	0%	8,363
34.0033 Pest Control	450		450	-	-	0%	450
34.0038 Security	89		89	947	947	1064%	(858)
34.0044 Smoke Alarm	125		125	54	54	43%	71
34.0050 Temporary Srvs	45,000		45,000	1,429	1,429	3%	43,571
39.0003 Central/Indirect Srvs	487,320		487,320	-	-	0%	487,320
40.0001 Travel & Per Diem	17,000		17,000	291	291	2%	16,709
41.0003 Telephone	30,601		30,601	-	-	0%	30,601
42.0051 Postage	3,900		3,900	-	-	0%	3,900
43.0001 Utility Srv-Electricity	28,549		28,549	-	-	0%	28,549
43.0004 Utility Srv-Water/Sewer	3,042		3,042	-	-	0%	3,042
44.0002 Rentals & Leases-Equip	35,750		35,750	325	325	1%	35,425



REVENUES vs EXPENDITURES MONTHLY REPORT

October 2016 - September 2017

	Adopted FY 16-17	Amend- ments	Amended FY 16-17	Actual Oct 16	Year to Date	% of budget coll/spent	BALANCE
1030				8.3 % of yr			
252003 Building Construction Services							
45.0015 Self-insurance Costs	14,012		14,012	-	-	0%	14,012
46.0001 R/M-Bldgs-Gen	10,000		10,000	-	-	0%	10,000
46.0002 R/M-Bldgs-Air Conditioning	1,000		1,000	-	-	0%	1,000
46.0004 R/M-Bldgs-Fire/Smoke Alarms	300		300	-	-	0%	300
46.0031 R/M-Equip	1,000		1,000	-	-	0%	1,000
46.0035 R/M-Vehicles	16,495		16,495	1,612	1,612	10%	14,883
46.0041 Maint-Computer Software	95,000		95,000	-	-	0%	95,000
47.0001 Printing & Binding	4,000		4,000	75	75	2%	3,925
48.0001 Promo Activities-Gen	15,000		15,000	4,500	4,500	30%	10,500
49.0001 Other Current Chrgs and Oblig	-		-	-	-	0%	-
49.0002 Advertising-Legal	-		-	-	-	0%	-
49.0030 Credit Card Fees	55,000		55,000	-	-	0%	55,000
51.0001 Office Supplies	29,600		29,600	172	172	1%	29,428
51.0002 Equipment-Under \$1000 Each	10,000		10,000	-	-	0%	10,000
52.0001 Operating Supplies - General	2,000		2,000	-	-	0%	2,000
52.0003 Clothing & Uniforms	-		-	-	-	0%	-
52.0008 Gas/Oil/Lubricants	48,641		48,641	2,178	2,178	4%	46,463
52.0010 Janitorial Supplies	1,500		1,500	-	-	0%	1,500
52.0017 Miscellaneous Supplies	1,500		1,500	-	-	0%	1,500
54.0001 Books/Pubs/Subs	7,500		7,500	-	-	0%	7,500
54.0002 Dues & Memberships	8,000		8,000	-	-	0%	8,000
55.0002 Educational Expenses	21,200		21,200	91	91	0%	21,109
56.0001 Equipment-Over \$1,000/Under \$5,000 Each	-		-	-	-	0%	-
SUBTOTAL	1,006,065	-	1,006,065	12,188	12,188	1.21%	993,877
Capital Equipment							
62.0001 Buildings-Const and/or Imprv	-		-	-	-	0%	-
64.0001 Equipment	-		-	-	-	0%	-
64.0002 Computer Software-Capital	-		-	-	-	0%	-



REVENUES vs EXPENDITURES MONTHLY REPORT

October 2016 - September 2017

1030

8.3 % of yr

	Adopted FY 16-17	Amend- ments	Amended FY 16-17	Actual Oct 16	Year to Date	% of budget coll/spent	BALANCE
252003 Building Construction Services							
SUBTOTAL			-	-	-		-
Reserves and Transfers							-
91.0001 Interfund Trf-General Fund	-		-	-	-	0%	-
91.1034 Interfund Trf-IT Equipment Replacement	9,000		9,000	-	-	0%	9,000
91.1038 Interfund Trf-Vehicle Replacement	66,032		66,032	-	-	0%	66,032
91.3001 Interfund Trf-Capital Projects	-		-	-	-	0%	-
98.0015 Rsv-Restricted	-		-	-	-	0%	-
98.0030 Rsv-Building Department	2,296,124		2,296,124	-	-	0%	2,296,124
SUBTOTAL	2,371,156	-	2,371,156	-	-	0.00%	2,371,156
TOTAL EXPENDITURES	\$ 6,275,600	\$ -	\$ 6,275,600	\$ 201,191	\$ 201,191	3%	\$ 6,074,409
NET GAIN (LOSS)	\$ -	\$ -	\$ -	\$ 123,091	\$ 123,091		\$ (123,091)