



**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

January 22, 2016

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

Committee Members Present:

Robert Markel
T.J. Thornberry

Committee Members Present:

Geoff Lorah

County Staff Present:

Commissioner Truex
Claire Jubb
Shaun Cullinan
Don Jascomb
Maryann Franks

County Staff Present:

Michelle Roman
Ben Bailey
Kelly Shoemaker
Erin Mullen-Travis

Visitors Attending:

Donna Barrett
Tom Thornberry
Patrick Lewis

1. CALL TO ORDER:

- Patrick Lewis, Sharp Development of SWFL and 1st Vice-President BIA, called the meeting to order at 8:05 AM.

2. ROLL CALL:

- Sign-in

3. APPROVAL OF MINUTES:

- December 04, 2015 Minutes approved unanimously.

4. CHAIRMAN'S COMMENTS:

- Discussion began with New Business.

5. NEW BUSINESS:

- Clair Jubb stated there is currently \$2.7 million dollars in reserves and staffing options are being looked at. The limiting factor is the size of the building. Presently changes are being made internally by eliminating unneeded storage and consolidating employee space. Community Development will be going to the BCC next week for one additional position; later this year approximately ten additional positions will be asked for. These positions will be discussed with the BIOC at a later date. An addition to the Building Construction Services facility is being considered. The BIOC's opinion is needed as to the use of reserve funds for this project. The existing building has 16,000 sq. ft. an additional four or five thousand square feet might be appropriate.

- Geoff Lorah asked how much of the 16,000 square feet is utilized by BCS?

- Claire Jubb stated that those figures could be provided; other departments are charged for their use of the building. Discussion continued as to parking; it was stated that the proposed addition will not affect parking, we will have the same parking issues if we fit everyone into the existing building or build the proposed addition.

- Geoff Lorah asked if there will be a potential need for a satellite office in Babcock.

- Claire Jubb explained that the conversation with Babcock has been about facilitating business online and using space that is available in Babcock if and when it is needed. In the future, many years down the road, a satellite office may need to be considered.

- Discussion ensued as to the immediate position that is going before the BCC. Claire stated the position is for an Inspector. By asking for this position, we are assuring that a position is available if and when we get someone who wants to apply. The additional ten positions will be phased in as the need arises.

- Discussion ensued as to technology needs for the plans examiners and the growing necessity for everything to be accessible online.

- Claire Jubb explained that the current contract allows for help with electronic document review; part of that is to obtain what we can for plans examiners. A dedicated I&T person has been hired for this department which may potentially reduce the I&T allocation.

- Geoff Lorah stated, there was a six or seven hundred thousand dollar surplus from the last fiscal year and that this year's budget, very conservatively, says a three hundred thousand dollar surplus. Conceivably, we are looking at three million dollars that will be available by September 30, 2016. Claire stated that even if we filled all the additional positions we should still see an increase each year.

6. OLD BUSINESS:

a. Accela:

It was stated that notifications are being received.

b. Financials:

For the month of December 2015 revenues totaled \$383,000 and expenditures were \$756,000, resulting in a loss of \$373,000. Year to date revenues total \$973,000, while expenditures total about one million. There was an overall loss of approximately \$81,000; the loss is due to the County's annual amount of central and indirect expenses totaling \$487,000 hitting in December.

- Geoff Lorah questioned why this figure had gone up in the last couple fiscal years. It was explained that a large portion of this is for the County Attorney's Office. In the last two years the central impact has actually been discounted. Hopefully, by the next meeting there will be a better understanding as to what has caused the change from \$300,000 to \$500,000. The various departments involved include the Commission Office, County Administrator, I&T, Clerk of the Court, Facilities and Risk Management, all budget administrative services. The largest of these being I&T and the Attorney's Office.

- Geoff Lorah stated for the record that the showing of excess expenses is not unusual in the first half of the year, when this charge hits. This almost always produces excess expenses for that particular month. We will recover from that in the next month or two and be positive again.

Permitting:

For the month of December 2015 there was a 56% jump in single family permits over the previous year. Total permitting is roughly at 12% and Commercial permits are approximately the same as 2014. Currently there are 60 single family permits for the month of January 2016, which is an increase over the 47 permits this time last year.

c. Staffing:

An Inspections Manager position is currently posted and we will be asking the BCC for an additional Inspector at the next Commission Meeting. Maryann Franks is the new Permitting Licensing Supervisor and Maggie Horton is our new Business Services Manager. We have been struggling to find Planners and have changed one of our Planner positions to a Project Coordinator; we are looking to fill this position with someone who has strong logistical skills. The Zoning Techs and Customer Service Representatives have been consolidated under Maryann, who is now under Maggie for Customer Service.

General Discussion:

- Erin Mullen-Travis stated they have been busy with licensing and expired permits. Presently, there is a back log of seven or eight thousand expired permits that go back many years; they are being dealt with in a random manner. When a lien search is requested, if any outstanding code cases exist we are letting them know along with the lien and permit results. Payment of fees is being managed by refusing finals until all fees are paid, annual requirements for managed septic are being managed proactively and emails are currently being sent to contractors a month prior to the permit expiration date.

- Claire Jubb stated she gave a presentation to the Commission at the last BCC meeting regarding the local Flood Plan Ordinance, in order to get direction as to what the Commission would like to see in our Flood Plan Ordinance. There are various changes being proposed; one suggestion is changing the five year cumulative substantial improvement. The BCC has directed staff to bring it down to a minimum of one year. The five year was not working and was encouraging unpermitted work, creative numbers, appraisals and cost estimates. This modification will enable the progression of work, allowing homeowners to improve and make their homes safer. This adjustment will be consistent with other local jurisdictions. The ordinance may be brought back to the Commission for a public hearing in March for approval.

- Donna stated that the Charlotte Desoto County Building Industry Association (BIA) will have its next general membership meeting February 2, 2016. Senior leaders will be headed to Tallahassee for the Florida Home Builders Association Spring Conference February 8th through the 10th, the Parade of Homes will run March 4th through the 13th and the membership meeting in March will be combined with the Awards Banquet on March 3rd. The BIA is looking to have advanced building code training at Kimball Lumber and in June they hope to have CEU and Home Inspection classes.

- Discussion ensued about the presentation given by the Utility Director provided at the last meeting about proposed Utility Extension Fees. Many felt that the presentation did not emphasize the fact that the fees are only for extensions and not for everything requiring a connection fee to CCU.

7. PUBLIC COMMENTS:

- No Public Comment

8. NEXT MEETING: Friday, February 26, 2016 @ 8:00 a.m.

Meeting adjourned at 9:42 a.m. Minutes recorded – transcribed by Beth Scott.
Minutes Approved unanimously at the February 26, 2016 BIOC Meeting.