



**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

March 25, 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
Kevin Koch

County Staff Present:

Ben Bailey
Don Jascomb
Michelle Roman
Erin Mullen-Travis

County Staff Present:

Shaun Cullinan
Claire Jubb
Kelly Shoemaker

Visitors Attending:

Donna Barrett

1. CALL TO ORDER:

- Kevin Koch, President CDBIA, AA Disaster Restoration called the meeting to order at 8:03 am.

2. ROLL CALL:

- Sign-in

3. APPROVAL OF MINUTES:

- February 26, 2016 Minutes approved unanimously.

4. CHAIRMAN'S COMMENTS:

- The CDBIA Parade of Homes was very successful and we have received a lot of positive feedback.

5. NEW BUSINESS:

- Claire Jubb stated that a request was received from a resident of the Parkside area to consider reductions in permit fees to try and encourage Parkside residents to repair their homes.

- T.J. Thornberry – I think, if you open up permit reductions for Parkside, you need to open it up for everyone. I understand why and I would love to see it encouraged but I am not sure how you would qualify it.

- Shaun Cullinan stated that the only way this could be qualified is due to the fact that Parkside is a CRA, deemed truly a redevelopment area.

- Claire Jubb stated that the Building Department needs to cover the cost of those inspections; if not, then the contractors will be covering the cost.

6. OLD BUSINESS:

a. Accela:

- Claire Jubb stated that Accela had a couple of items go into place this month. All contractors are now getting an email when a permit is applied for against their license and subcontractors will be getting an email when they are added to a permit. We have been struggling with subcontractors being listed without their knowledge. The permit number, address for the permit and a Charlotte County contact phone number are all listed in the email. Every time a subcontractor is added to a permit an email notification will be sent out.

- T.J. Thornberry asked as to why there is varied language from one permit to another for the same type of work, such as sheeting and decking.

- Discussion ensued as to the terminology used for different inspections and it was stated that this could be easily fixed.

b. Financials:

- Michelle Roman - For the month of February 2016, revenues totaled over \$365,000 and expenditures were about \$105,000 resulting in a profit for the month of \$260,000. The profit is inflated by the adjustment of \$95,000 to reduce the Central/Indirect charges. Year to date revenues total \$1.6 million, while expenditures total about \$1.4 million resulting in an overall profit of \$187,119, with \$2.9 million in reserves.

c. Permitting:

- Don Jascomb- Looking at fiscal year comparisons, we are still up on single family by 40% and we are at about 12% for overall permitting.

- Donna Barrett - With the numbers being up, would it be possible for Brian to provide monthly press releases for Building permits, showing the growth in our community?

- Claire Jubb stated that a monthly press release would be possible and that a Facebook page was being pulled together. She asked that Community Development be

notified if there is anything they would like to see posted on the FB page once it is up and running.

- Claire Jubb stated that Geoff Loran pointed out some inconsistencies in the numbers for last year, which were provided in this month's package. They will be corrected and revisions will be provided.

d. Staffing:

- Ben Bailey- We have hired a former inspector, Anthony Jones; he will be inspecting mainly structural. Another inspector will be starting soon for mechanical and building and an additional two inspectors will be starting next month for mechanical and plumbing. Our new Inspections Manager is Tim Rogers. We have reached out to Sarasota County and they have started to help us with inspections through our inter-local agreement.

- Claire Jubb - In 2009 an inter-local agreement was initially started with North Port, Venice and Charlotte County that allowed us to use inspectors from different areas; in the interim the City of Sarasota and a couple of other jurisdictions have been added. Sarasota County currently has capacity and beginning this week we have been using some of their inspectors. There is an agenda item going to the BCC for staffing on April 12th for several departments, including Community Development. We will be asking for ten positions, one is a Code Enforcement employee for Utilities to handle connection issues. This position will be fully funded by Utilities but will sit within the Code Enforcement Department. The rest are a combination of Building positions including inspectors, plans examiners, customer service specialists and one supervisor position to be determined. They will not be filled all at once but will be phased in. Babcock is moving very quickly, we want to be in a position to give them a great level of service.

- Claire Jubb - We are meeting at Babcock on April 15th with the contractors who are involved with the residential component for phase one. As for the planning side, they have brought in their final plat for phase one and they are bringing in their preliminary for the next phase. Phase one is for 198 mixed use units and the next phase is approximately 300 units. They are also looking at an area north of the main lake near the town center, which is approximately 400 acres in size. We are currently looking at the entire permitting process.

- Donna Barrett asked if they are looking at incorporating that area.

- Claire Jubb – This is an Independent Special District and they would like to let the citizens decide whether or not to incorporate. We are looking actively at the permitting because there are certain things they don't need to go through, due to unique aspects specific to them. We are trying to limit their permitting to the bare minimum so as not to hold up permitting for them and everyone else.

- Geoff Loran asked if we can look at the Babcock activity separately when we look at statistics, so we can still maintain an analysis of normal.

- Claire Jubb - Absolutely, we are looking at having specific Babcock permit types that the Babcock contractors can access and apply for online. We will definitely report those separately.

- Erin Mullen-Travis – Will there be a substation located in Babcock?

- Claire Jubb - Our aim is to offer permitting and application online. We would like them to masterplan everything and include their options. When they apply, they will tell us which masterplan they want to use; we will then attach the master plan to the permit. This process is still in the concept phase. We've made a commitment to have a designated inspector in Babcock for single family.

- Erin Mullen-Travis stated that she would like to provide information for the Babcock contractors, as many of them will be located Lee County.

- Donna Barrett - Going back to staffing, I have made a request through State to get a list of inactive contractors. The list is large and they are trying to determine the best way to provide the information to me. As soon as I have the list we can decide how best to supply notification for employment opportunities.

- Ben Bailey stated that there is still an open posting for a plans examiner.

- T.J. Thornberry -The level of service has been good and the new staffing positions will help.

- Claire Jubb stated that another position that has been requested for outside of this department is a Right of Way Inspector.

e. General Discussion:

- None

7. PUBLIC COMMENTS:

- Donna Barrett – On March 31st the BOAP, FHBA and DBPR will be providing a free course for Review of Building Codes. This course provides seven (7) free CDU's and is open to everyone. Lunch will be available at a cost of \$10.00. I would like to invite everyone to our Member Breakfast on April 1st at 7:30am, April 5th is our GMM at 5:00pm and at our meeting in May, CEO and Chief Lobbyist, Rusty Payton from the Florida Home Builders Association will be giving an update as to where we are after the Legislative session.

- Claire Jubb - I have scheduled a meeting with Suzanne Graham to discuss Legislative issues for the next session.

- Erin Mullen-Travis – Discussion ensued as to the citing of contractors. In the past if contractors aided and abated unlicensed activity and falsified sub-sheets the County could issue a Notice of Violation requesting immediate cease and desist; advising them that any further violation would result in a Board hearing. We are no longer allowed to cite contractors for such activity.

- Donna Barrett stated she would like to get some brochures explaining “How to Hire a Contractor” to provide at the Parkside Festival. She also suggested placing the brochures in different locations in the Parkside area to educate the public.

- Claire Jubb – The next meeting scheduled for April 22, 2016 coincides with the Babcock Grand Reveal; we would like to re-schedule the BIOC April meeting to Friday, April 29, 2016. The April 29, 2016 meeting date was approved by the BIOC.

8. NEXT MEETING: Friday, April 29, 2016 @ 8:00 a.m.

Meeting adjourned at 8:48 a.m.

Meeting recorded – Minutes transcribed by Beth Scott.

Approved unanimously at the 04-29-16 BIOC Regular Meeting.