



CITY OF VENICE
FLORIDA
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Interoffice Memorandum

City Manager's Office

TO: Mayor and Council Members

FROM: Edward F. Lavallee, City Manager *EFL 6/3/16*

RE: Building Department – Addition of Permit Technician

DATE: June 2, 2016

Attached is a request from the Developmental Services Director for an increase in staff for the Building Department. A portion of the workload for building-related activity fluctuates with changes in the economy. Currently, there is a steady increase in demand for service. As you know, last year we issued a record number of permits, more than 5,000. Additionally, for the past year the Department has been working on a project to resolve an historic records issue. Over the course of years, many building permits that were issued were never officially terminated or expired. Literally thousands of permits were issued to applicants who did not conclude their projects and consequently the project were never inspected by the Building Department, thus the permits were never closed. This could be due to applicants electing not to follow through on projects they had received permits for, or in some cases applicants had preliminary inspections and were informed of additional work that would be required to meet code standards and elected to not complete the work. Researching and concluding this permit process and the increasing demand to meet current applicant needs on a timely basis warrants the addition of a Permit Technician.

As the Building Department is an Enterprise Fund, this increase in cost does not impact the General Operating budget. The Building Department has consulted with the Finance Department to project the impact on the Building Department budget and has concluded that the Building Department can support the additional cost. Council approval is requested to add one Permit Technician to the Building Department.



**City of Venice
Development Services
Building Division**

MEMORANDUM

DATE: April 25, 2016
TO: Ed Lavalley, City Manager
THRU: Jeff Shrum, Development Services Director
FROM: Frank O'Neill, Building Official
SUBJECT: Request for Additional Staff – Building Division

6/3/16

Last year a review of permit files disclosed a significant number of expired permits having transpired over the past 10 years. In an effort to reduce this backlog, the division hired a temporary Administrative Support position. This temporary position administratively reduced the number of expired permits by 33%. However, qualified technical staff must now be utilized to resolve the remaining backlog either administratively or through code compliance inspections.

Additionally, the Building Division has experienced a steady increase in building permit activity over the past six years. Last year, the division processed 5005 permits (a 2% increase from the previous year and a 58% increase from 2010). With current growth and development, the division has seen a year-to-date increase of 20% in permit activity and an 80% increase in the value of construction. As a result, the division recently hired a full time plans examiner and full time multi-trade inspector to address the increased number of plan reviews and inspections. Likewise, an assessment of service and delivery demands clearly demonstrates that the division is now in need of a full time Permit Technician to assist with permit processing, front counter support and implementation of the division's expired permit policy.

The Building Division's Special Revenue Fund will support this position. The cost of increasing the work force has been analyzed by the Finance Department with a determination that the Building Division's revenues can support the additional staff. The cost for this position, with benefits, is estimated at \$63,000 annually. The salary and benefits cost of \$25,000 for the remainder of the fiscal year is supported within the current year budget (FY2016).

Administrative Services, as well as, the construction industry are in full support with filling this position.