



# CITY OF VENICE

## DEVELOPMENT SERVICES DEPARTMENT

### MEMORANDUM

**To:** Edward Lavallee, City Manager

**From:** Jeff Shrum, Development Services Director

**Date:** January 20, 2021

**RE:** Request for New Position – Impact Fee and Building Permit Administrator

---

#### **Rational/Reason for Request:**

There are two primary reasons why I am making this request at this time:

- First, the City has recently added to the list of City impact fees to be administered by City staff. I believe this new position is needed to ensure that the City has an experienced and dedicated staff member to provide administration of these fees. The task of applying the impact fee ordinance to specific projects can be complex as projects often do not fit into the neatly defined categories of uses as defined in the impact fee ordinances. Further, constant coordination with Sarasota County staff has become more important to ensure the City is correctly collecting Sarasota County impact fees within the City.
- Secondly, state law FS 553.80(7)(a) has come into effect which has strict requirements relating to the annual budget for Building Departments. These requirements necessitate constant monitoring of building permit fees and the adjustment of those fees as necessary throughout a calendar year to ensure compliance with this state law. Further, the implementation of our TrakIT and impact fees along with the need to make adjustments to fees within the permitting system has significantly increased the work load for updating and ensuring consistency between the TrakIT permitting system and the impact fee and building permit fee systems.

#### **Job Description:**

This position serves dual functions for the administration of impact fees and building permit fees. See attached full job description for more details.

#### **Salary and Funding for Position:**

Recommended Salary (HR Department see attached Job Description): \$54,488 - \$87,180.

I am proposing to set this position up as a 50/50 position where half of the position salary and duties are assigned to the building division for the administration of permit fees to be funded using building division enterprise funds. The other half of this position will be funded through the City's general fund for the administration of impact fees. For the general fund portion of this positions funding I am recommending that the City immediately start withholding the 1.5% from all City impact fees to offset the cost of the administration of impact fees in accordance with the City's impact fee ordinance. I do not have an exact figure on how much the 1.5% will generate at this time based upon impact fees that have been collected but I will be working with the Finance Department to have a more definitive answer on that question prior to this budget request going to City Council.

I would like to move this forward as soon as possible to get started on the recruitment process. Please let me know if you have any questions or need additional information from me.