

DEVELOPMENT SERVICES

Building, Code Enforcement, and Planning & Zoning

The Building and Code Enforcement Divisions oversee the enforcement of all building codes to ensure the safety, health and welfare of the public while serving the permitting, inspections and licensing needs of residents and contractors. Staff serves in assistance to the City Manager and Sarasota County for emergency response and would provide critical services in the event of major damage and rebuilding efforts from a natural disaster or other catastrophic event. Staff also assists in support of the Technical review Committee, Code Enforcement Board, the Construction Board of Adjustment and Appeals, and the Architectural Review Board.

The Planning and Zoning Department is an integral component of the Development Services Division. The department guides growth and development by initiating current and long-range planning activities. These activities are performed through implementation of the Land Development Code, review of new development projects, the coordination and development of master plans, and the city's Comprehensive Plan. The department regulates the zoning code, maintains and revises the Comprehensive Plan and Land Development Regulations, and coordinates all city-wide special events, issues business tax receipts to all businesses within the city, and manages the city's development activities.

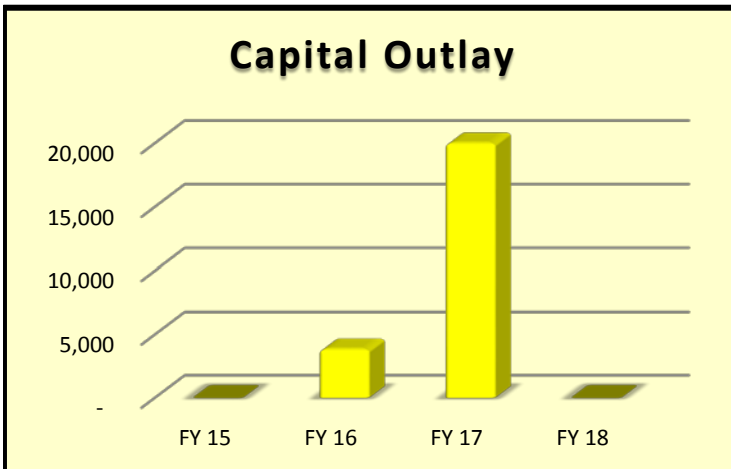
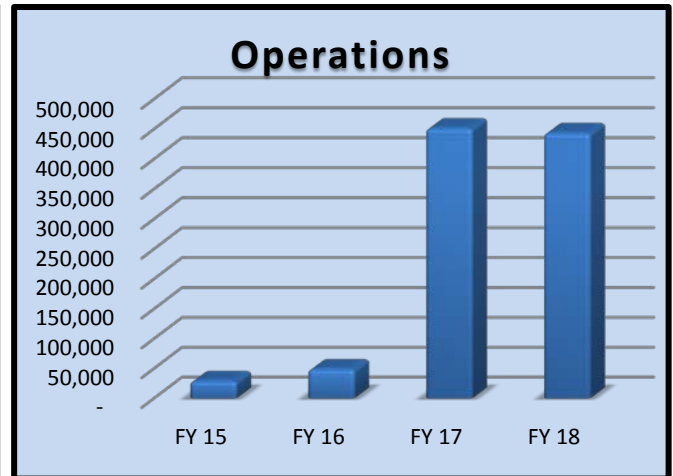
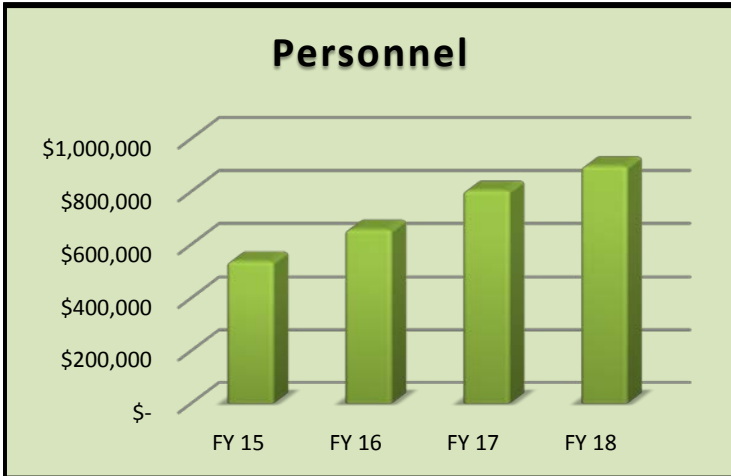
Planning and Zoning staff members work in partnership with advisory boards, the development community, community groups and stakeholders and City Council to balance the needs of residents, business owners, customers and visitors. This department serves as staff to the Planning Commission Board. The department coordinates the review of development proposals for all affected city and county departments.

Goal	Objective	Performance Measure	FY 16 Actual	FY 17 Estimated	FY 18 Goal
Provide Efficient, Responsive Service by Streamlining the Permit, Plan Review and Inspection Processes	Assess service & delivery demands	Monthly activity reports	√	√	√
		Monitor permit turn-around time frames	√	√	√
		Monitor inspection turn-around time frames	√	√	√
	Obtain 50% electronic plan review submittal (all permit types)	Track % of ePlan review submittals	N/A	15%	50%
		Monitor ePlan review turn-around time frames	N/A	√	√
	Ensure 95% real-time inspection results	Track % of in-field inspection results	N/A	50%	95%
		Analyze and monitor inspector's tools for real-time inspection results	N/A	√	√
		Assess real-time inspection resulting software (current vs other)	N/A	√	√

Goal	Objective	Performance Measure	FY 16 Actual	FY 17 Estimated	FY 18 Goal
<i>Planning and Zoning Division</i>					
Preserve the Venice quality of life through Planning	Complete Update to the Comprehensive Plan (End of FY 2017)	Project Schedule	N/A	√	√
	Initiate Update to Land Development Code	Execute work assignment for project	N/A	√	√
Provide quality and timely customer service	Implement electronic petition submittal process	Track percentage of electronic petitions	5%	15%	50%
	Maintain a maximum response time for petition review of 10 business days (currently 15-20 days)	Track review times	X	X	√
<i>Code Enforcement Division</i>					
Provide proactive code enforcement services	Hold an annual code enforcement workshop	Track workshops	N/A	√	√
	Engage neighborhood associations and citizens through outreach	Track number of presentations to home owner associations, citizen groups, or other organizations	1	1	4
Provide quality and timely customer service	Maintain working knowledge of laws and code enforcement best practices	Ensure each officer attends at least one training session annually	100%	100%	100%
	Respond to all complaints within 72 hours	Track complaint response times	75%	75%	100%

DEVELOPMENT SERVICES PLANNING & ZONING BUDGET SUMMARY

	Actual FY 15	Actual FY 16	Amended Budget FY 17	Proposed Budget FY 18
Personnel	\$ 536,315	\$ 656,566	\$ 804,394	\$ 896,293
Operations	29,365	49,139	451,570	443,760
Capital Outlay	-	3,840	20,000	-
Totals	\$ 565,680	\$ 709,545	\$ 1,275,964	\$ 1,340,053



City of Venice
PLANNING & ZONING

Excluding
Encumbrances
5/19/17
↓

Department 1301	Actual FY 2014	Actual FY 2015	Actual FY 2016	Amended Budget FY 2017	Expected FY17	Amended Budget FY 2017	Proposed Budget FY2018	Increase (Decrease)	Comments
Grand Total	481,212	565,680	709,545	1,275,964	1,255,964	1,275,964	1,340,053	64,089	
Exp - Capital Outlay	0	0	3,840	20,000	20,000	20,000	0	(20,000)	
515.64-00 - MACHINERY & EQUIPMENT	0	0	3,840	20,000	20,000	20,000	0	(20,000)	New vehicle in FY17 BA#2
Exp - Maintenance	1,015	1,033	1,870	1,020	1,020	1,020	1,250	230	
515.46-00 - REPAIR & MAINTENANCE SVCS	1,015	1,033	1,870	1,020	1,020	1,020	1,250	230	
Exp - Miscellaneous, services and supplies	14,118	19,639	20,542	36,240	36,240	36,240	38,300	2,060	
515.40-00 - TRAVEL AND TRAINING	5,084	3,538	6,930	14,800	14,800	14,800	16,800	2,000	
515.41-00 - COMMUNICATION SERVICES	383	580	1,520	2,640	2,640	2,640	3,600	960	
515.44-00 - RENTALS & LEASES	4,270	2,977	3,867	3,510	3,510	3,510	2,500	(1,010)	
515.44-50 - RENTALS & LEASES-FLEET REPL	0	0	0	0	0	0	0	0	
515.47-00 - PRINTING AND BINDING	0	1,051	0	4,000	4,000	4,000	4,000	0	
515.49-00 - OTHER CHARGES-OBLIGATIONS	0	3,091	0	0	0	0	0	0	
515.51-00 - OFFICE SUPPLIES	3,381	6,090	6,352	8,700	8,700	8,700	8,000	(700)	
515.54-00 - BOOKS, PUBS, SUBS, MEMBER	999	2,311	1,873	2,590	2,590	2,590	3,400	810	
Exp - Professional Services	21,517	3,286	24,540	412,500	392,500	412,500	402,500	(10,000)	
515.31-00 - PROFESSIONAL SERVICES	21,517	3,286	10,875	352,500	352,500	352,500	362,500	10,000	Added trans/envirom consultant reviews
515.31-03 - PROFESSIONAL SERV-LEGAL	0	0	13,665	60,000	40,000	60,000	40,000	(20,000)	This is: Planning-related legal
Exp - Salaries and Wages	443,789	536,315	656,566	804,394	804,394	804,394	896,293	91,899	
515.12-00 - REGULAR SALARIES & WAGES	292,108	349,533	454,350	558,939	558,939	558,939	620,027	61,088	2 new FTE's in FY17 BA#2
515.14-00 - OVERTIME	8,790	0	0	0	0	0	0	0	
515.15-00 - SPECIAL PAY	0	7,929	4,761	0	0	0	0	0	
515.21-00 - FICA	21,982	25,852	33,093	42,758	42,758	42,758	47,432	4,674	same
515.22-00 - RETIREMENT CONTRIBUTIONS	21,681	26,818	32,033	39,153	39,153	39,153	47,142	7,989	same
515.23-00 - LIFE AND HEALTH INSURANCE	99,228	123,648	129,048	160,263	160,263	160,263	179,131	18,868	same
515.24-00 - WORKERS' COMPENSATION	0	2,535	3,281	3,281	3,281	3,281	2,561	(720)	same
Exp - Services and Supplies	774	5,406	2,187	1,810	1,810	1,810	1,710	(100)	
515.52-00 - OPERATING SUPPLIES	774	5,406	2,187	1,810	1,810	1,810	1,710	(100)	

DEVELOPMENT SERVICES PLANNING & ZONING STAFFING

CLASSIFICATION	Actual FY 15	Actual FY 16	Amended Budget FY 17	Proposed Budget FY 18
Planning/Community Develop Dir	1.00	1.00	1.00	1.00
Planning/GIS Tech	1.00	1.00	1.00	1.00
Administrative/Planning Coord	1.00	1.00	2.00	2.00
Senior Planner	1.00	2.00	2.00	2.00
Planner	1.00	1.00	1.00	1.00
Code Enforcement Inspector	2.00	2.00	2.00	2.00
Planning Manager	0.00	0.00	1.00	1.00
Code Enforcement Supervisor	1.00	1.00	1.00	1.00
Total Department Staff	8.00	9.00	11.00	11.00

