



Cover Memorandum/Staff Report

File #: 21-1297

Agenda Date: 12/7/2021

Item #: 7.F.

TO: Mayor and Commissioners
FROM: Anthea Gianniotis Director, Development Services
THROUGH: Terrence R. Moore, ICMA-CM
DATE: December 7, 2021

DIRECTION AND STRATEGIES FOR IMPROVING THE LEVEL OF SERVICE IN THE
DEVELOPMENT SERVICES DEPARTMENT

Recommended Action:

Provide direction.

Background:

Staff will provide an update of the resources approved in the 2021-2022 budget, anticipated schedule and needs for a successful transition to electronic plan review, current staffing levels, and department workload. In addition to the services provided for the City, the department provides building permit review and inspection services to the Town of Gulfstream.

Two new positions are requested:

E-Permitting Technical Strategist.

The adopted Capital Improvement Projects for the FY21-22 included \$1.1 million in software to shift the numerous departments involved in building permit review from literally passing paper through three different buildings (Development Services and the cashier in City Hall, Engineering and Public Utilities in the Swinton Operational Center, and the Fire Department) to a more efficient electronic system that will allow for simultaneous review functions, and eliminate days added to the review process by physically moving plan sets. After conferring with colleagues in nearby municipalities with similar systems, a dedicated IT position is needed to oversee the initial data transfers from the outdated AS400 to the new system, aid in the launch of the programs, and maintain the system over time. Staff is requesting the addition of an E-Permitting Technical Strategist. The position will be funded by the Building Fund, which has sufficient resources.

Building Permit Services Manager

This position will fill a missing link between development approval and building permit issuance by managing complex projects through the building permitting process, resolving conflicts among various requirements, as well as oversee compliance with green building standards and flood plain management. This position will assume responsibility of the Board of Adjustment, which hears appeals from the Building Official's interpretation of the Florida Building Code (FBC), as well as variances. The addition of this management position will help balance management workload, improving efficiencies in the department. The position will be funded by the Building Fund, which has sufficient resources.

City Attorney Review:

N/A

Funding Source/Financial Impact:

A budget amendment will follow if direction is provided to add the proposed positions.

Timing of Request:

N/A