



**BUILDING DEPARTMENT QUARTERLY
REPORT
FISCAL YEAR 2018/19
2nd Quarter**

**Building Department Activity
Permits & Building Fund**

PERMIT APPLICATIONS (estimated 10/1/18 thru 3/31/19)
Total Budget Year

YEAR	SINGLE FAMILY NEW	SINGLE FAMILY ADDITION/ ALTERATION	MULTI-FAMILY ALTERATION	NEW COMMERCIAL & MULTI-FAMILY	DEMO single family	IRMA	TOTAL
2018/19	65	71	219	11	58	14	3,035
2017/18	125	224	749	10	104	342	7,194
2016/17	97	213	638	16	86	0	6,164

BUILDING FUND

YEAR	REVENUE	OPERATION EXPENDITURES	CIP EXPENDITURES
2018/19 2nd Qtr.	\$2,137,597	\$1,919,901	\$870,185
2017/18 Total Budget Year.	\$4,839,573	\$4,051,272	\$557,017

Building Department Goals and Objectives

Building Department Goals and Objectives	Estimated Start	Estimated Completion	Status
<p>As part of Vision Goal #2(b): Make Naples the green jewel of Southwest Florida. Explore options to utilize local Building Departments resources relating to Green Building practices:</p>			
<p>Implement electronic permit plan submittal process. Select Team for project implementation. Review permit process and determine changes required for implementation. Determine computer and furniture upgrades needed for new system. Research and select software package best suited for Building Department</p>	<p>October 2016</p>	<p>2/11/19</p>	<p>CityView E-permitting, Planning, and Code Implementation “go live” was 12/10/18. Computer and furniture upgrades completed. Paper permit submissions ended on 2/11/19</p>
<p>Vehicle Replacement Program</p>	<p>Oct. 2018</p>	<p>Spring 2019</p>	<p>One Vehicle replacement scheduled for 2018/19</p>
<p>As part of Vision Goal #4: Strengthen the economic health and vitality of the City. Monitor and maintain consistency regarding permit fee structure:</p>			

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<p>Increase 16-291 code compliance enforcement. Prevent inadvertent cutting down of trees and eagles nest disturbance associated with construction work. Prevent material storage in right-of-way and code non-compliant site signage.</p>	<p>On-Going</p>	<p>On-Going</p>	<p>Ian Jackson full time Construction Site Inspector leads the Department Team of (4 total) part time site construction inspectors. The Team will continue enforcement and provide Private Provider inspection verification and oversight.</p>
<p>Customer & Staff Training: Conduct E-Permitting training for Staff and Customers and educate users on the benefits of the new system. Provide computer stations in Lobby for customer permitting and training.</p>	<p>October 2015</p>	<p>Complete</p>	<p>Staff and customer training underway and on-going. CityView software implemented. New HCAP accessible lobby desk, and computer stations will aid training process. Public computers and scanner installed in conjunction with CityView implementation.</p>
<p>Expand the Departments Customer Service Initiative (CSI projects) to Commercial alteration projects. The initiative provides for expedited plan review and special inspection teams of staff and outside engineering firms to provide enhanced field inspection services.</p>	<p>January 2017</p>	<p>Ongoing</p>	<p>Customer Service Initiative expansion implementation strategy under review. CS Initiative test projects at Moorings Bldg. G and Naples Yacht Club are underway. CS Initiative continues to be provided for all New Commercial, New</p>

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			<p>Multi-Family, and single Family (5,000 sf and abv.). Program has been expanded to Historic Structures and Restaurant add/alterations. Program provides for expedited plan review, phased construction early-start, and dedicated inspection team providing time specific inspections.</p>
<p>As part of Vision Goal#5: Maintain and enhance governance for public service and leadership. Maximize department resources to educate contractors and citizens on building department services:</p>			

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<p>Enhance Customer Service:</p> <ul style="list-style-type: none"> a. Re-design Building Dept. website to include E-Permitting Information and add online submittal portal. b. Empower Staff Teams with the ability to propose policy changes to Enhance customer service. 	October 2015	Complete	<p>Web Site redesign completed. Web site updated to include new Florida Building Code documents. New on-line info and new permitting portal implemented with CityView E-Permitting system.</p>
<p>Increase contractor's code knowledge and code compliance.</p> <ul style="list-style-type: none"> a. Maintain Saturday morning construction site inspections to better respond to enforcement of ordinance 16-291 construction site management. b. Provide continuing education opportunities for team members 	On-Going	On-Going	<p>Building is maintaining Saturday enforcement along with 24hour call-in phone line. Inspectors and supervisors participate in education seminars and attend state conferences to improve knowledge of code and the methods of providing enhanced customer service.</p>
<p>Commence construction on proposed HVAC Replacement, Lobby and Site Renovations. Provide Geo-Thermal System to eliminate costly reuse water used for current building HVAC cooling systems. Upgrade Lobby work</p>	October 2015	April 2019	<p>Project has been awarded to Vantage construction. Start date was 7/23/18, project is 99% completed.</p>

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space for E-permitting. Add additional parking and improve site access.			
Obtain FEMA grant funding to support new Building wind retrofit project. Design wind retrofit upgrades and start construction.	September 2018	Winter 2019	FEMA grant funding obtained and approval; on Council 2/6/19 agenda for approval. Project Architect selected and design 75% completed. Bidding scheduled for end of April 2019.
Meet with outside building organizations to review department policy and enhance customer service	On-Going	On-Going	Building official attends AIA meetings and is a member of the Construction Specifications Institute. Building Official also has monthly E-Permitting coordination and quarterly meetings scheduled with CBIA.



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