

# CITY OF MARATHON

## Memorandum



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**Meeting Date:** August 13, 2019

**To:** Honorable Mayor Bartus and City Council Members

**Through:** Chuck Lindsey, City Manager

**From:** Douglas Lewis, Growth Management Director/Building Official

**Subject:** Growth Management Report  
May and June, 2019

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### **Code Compliance Department**

The next Code Hearing before the Special August 21, 2019, 2019 at 2:00 PM at Marathon City Hall Council chambers, 9805 Overseas Highway, Marathon FL. There are currently 7 cases noticed for this Hearing.

The Code Department is working with the City Marina staff to resolve issues with abandoned/derelict vessels, vessels being wet stored in the managed anchorage area and other violations within the City Marina.

The Code Department continues to work with Public Works and the Utility Department to resolve violations involving the City right of way as well as any activities that may impact the functioning of the central waste water and storm drainage systems.

The Code Department continues to work with Building and Planning staff to monitor storm damaged properties that have been deemed unsafe and/or Pre-Firm structures that are being reviewed for substantial damage.

<b><u>Code Cases:</u></b>	<b><u>May2019</u></b>	<b><u>June 2019</u></b>
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Cases opened:	16	24
Cases closed:	26	21

Total open cases: 254\*

(\* Approximately 50% of these cases remain open due to fines/fees or have complied by applying for building permits and the permits remain active)

Total payments received in May and June: \$3,900.00.

Code Department staff responded to 75 complaints either by telephone, email, online or in person. A total of 40 new cases were opened. The remaining were either quickly resolved, unfounded, civil in nature, or subsequent complaints on an existing code case

Case Type	May	June
Abandoned boat	0	4
Abandoned Vehicle	0	1
Building Code	8	9
Nuisance	1	0
Property Standards	1	8
Unsafe	2	1
Vacation Rental	2	0
Zoning	2	1
Total	16	24

**May and June 2019 Case Actions**

Notice of Violation: 14

Citations: 1

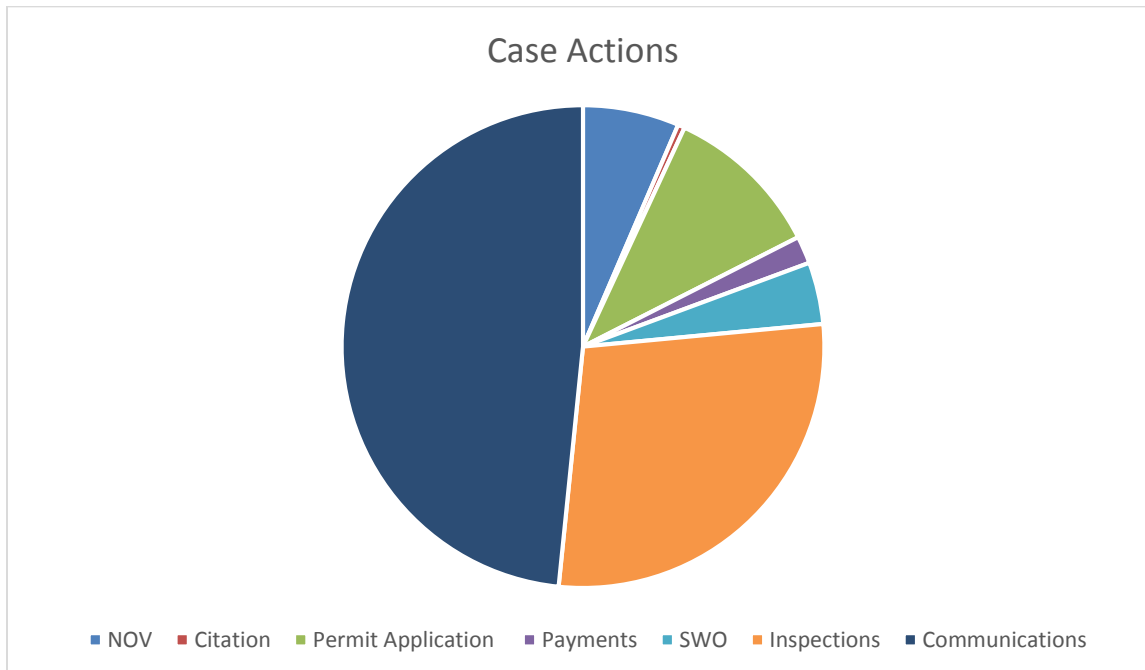
Building permit applications received on code cases: 23

Payments (administrative fees and citations): 4

Stop work orders: 9

Initial/re-inspections: 61

Communication in person, via telephone or email regarding open cases: 105



## **Building Department Report – May and June 2019**

### **Viewpoint Software**

City staff has been reviewing different options to replace our current permitting and tracking software. Viewpoint is the software package that best meets the needs of the Building, Code and Planning Departments while remaining cost effective. The software allows for electronic permit submission and plan review with real time updates for inspections. Pricing can be done at intake which will significantly increase turnaround time for issuing permits. Viewpoint is mobile friendly allowing Building Inspectors and Code Officers to search permit information, view plans and enter inspections while in the field. It is entirely cloud based and has an excellent portal for the public to view permits and inspections in real time. Approved builders will be able to apply, pay and print permits without coming to the building department in person. Viewpoint has the ability to grow as the City grows and incorporate other departments such as Parks and Recreation or the Marina if necessary.

The initial startup costs are \$37,100.00 which includes historical data migration and ESRI ArcGIS server integration. The annual fees are \$20,300.00 for maintenance, management and support. We have included these expenses in our next year's budget, but we are requesting that Council approve the expenditure in August, 2019, so that we can start the training and data transfer as soon as possible with the goal of being live on January 1, 2020.

### **Staffing Updates**

The building permit technician and part time scanner positions have been filled.

### **Permit and Impact Fees**

We have commissioned complete studies of our permit and impact fees. The impact fees study should show us where we have the most impacts and costs associated with new growth and how to help offset those costs with fees collected from new construction.

The permit fee study will focus on the cost to operate and support the building department. This will give us the ability to show the public what the fees are based on and why. Additionally, we will be able to see what the cost savings are with private provider projects, (both inspections and plan review), so we can set a fee reduction schedule when those services are involved.

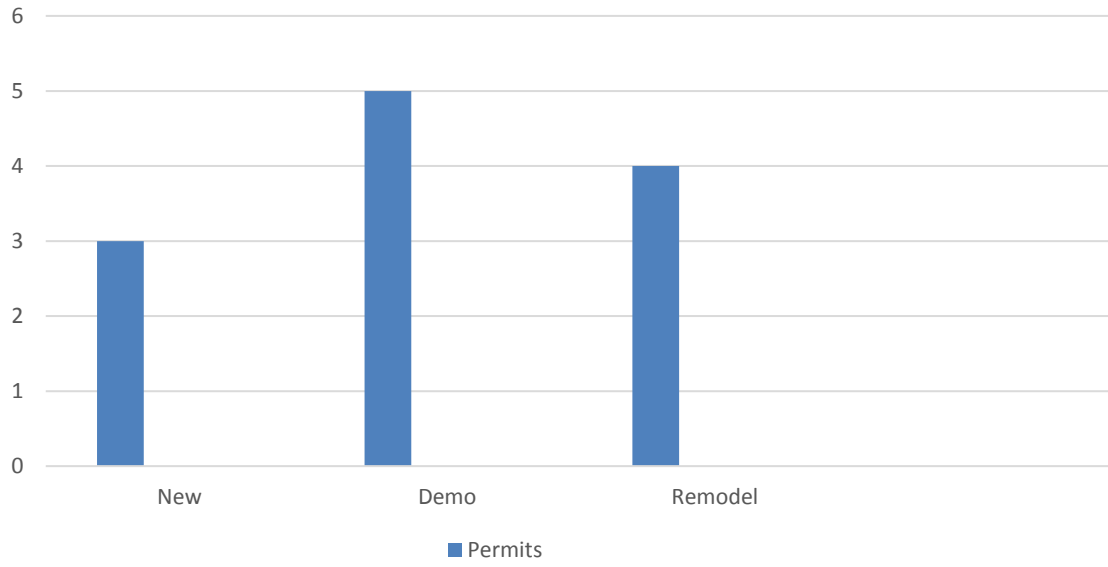
Once these studies are completed, the building department will bring proposed fee schedules before Council to account for commercial and residential growth. We will include in that proposal, fee schedules that take into consideration community needed projects, affordable housing and non-profits.

## **May 2019**

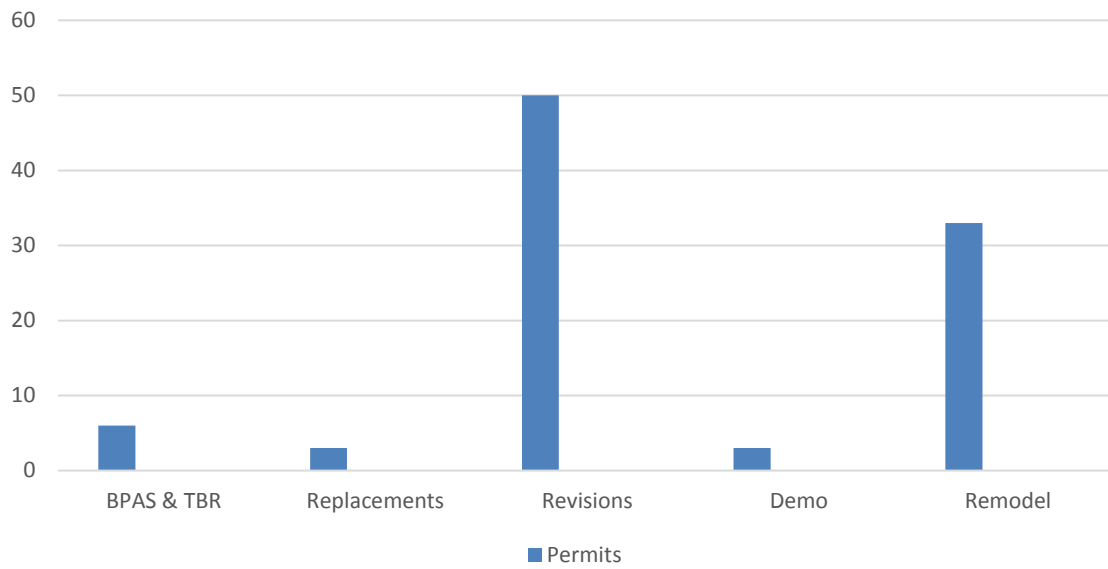
### **Permit Totals**

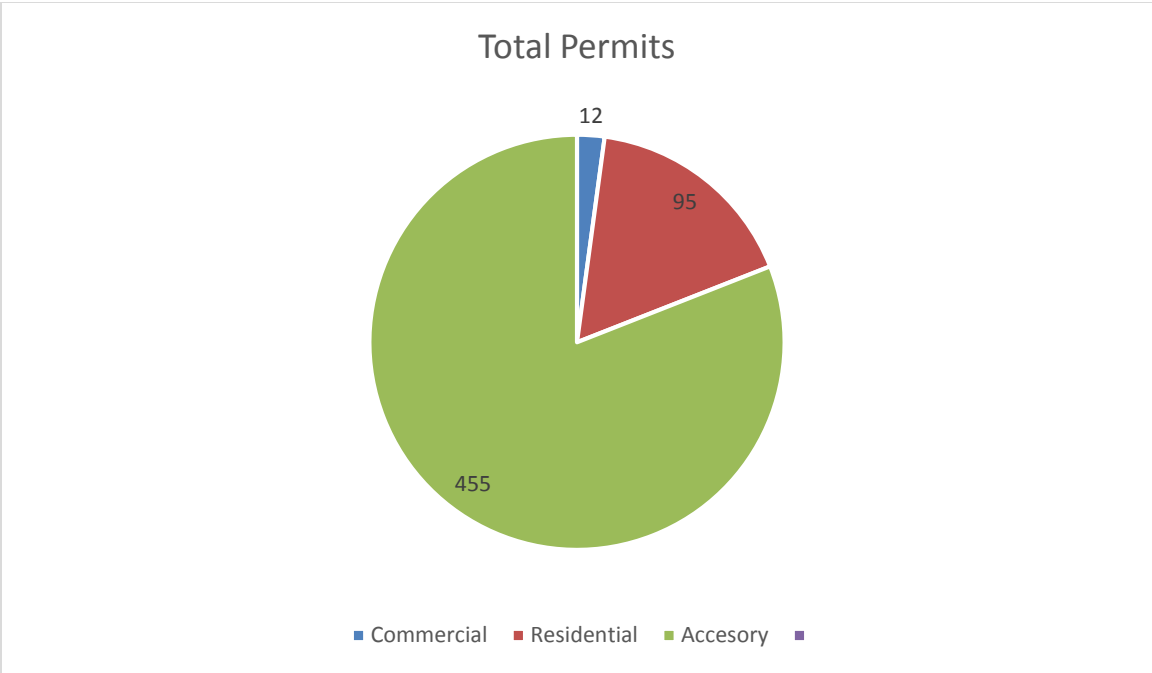
Permit Intake	394
Permits Issued	537
Permits Picked Up	498

### Commercial Plan Review and Permits Processed



### Residential Plan Review and Permits Processed





**Total Inspections:** 1,076

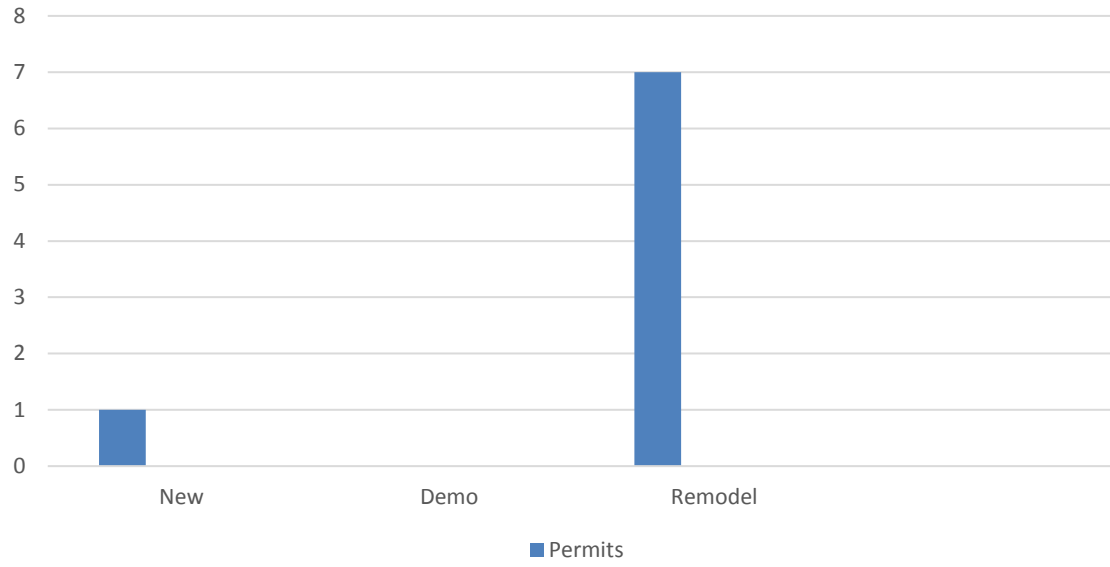
**Total Revenue for Building for May:** \$184,029.61

**June 2019**

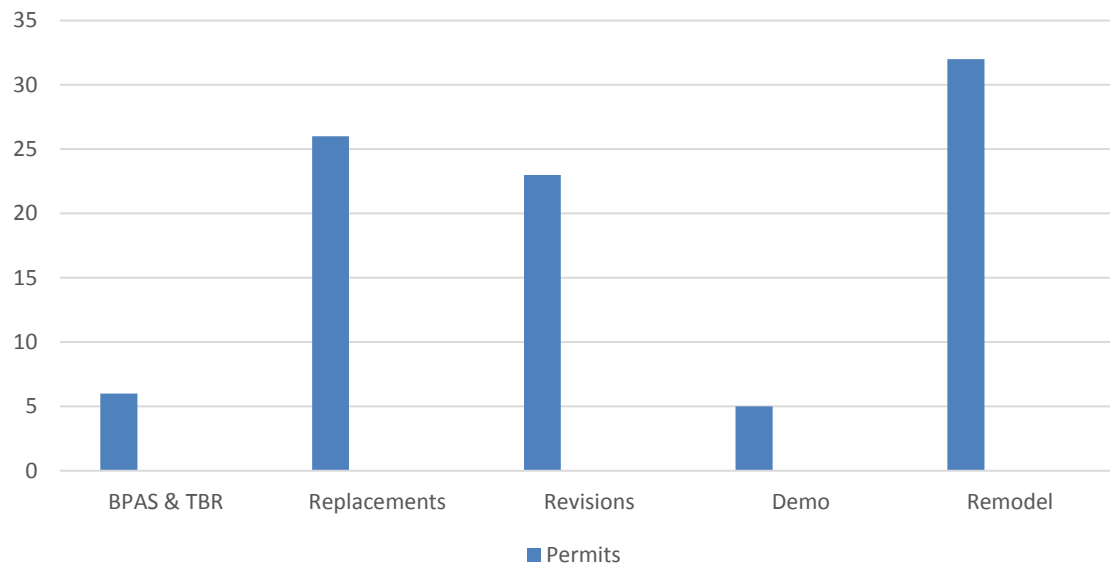
**Permit Totals**

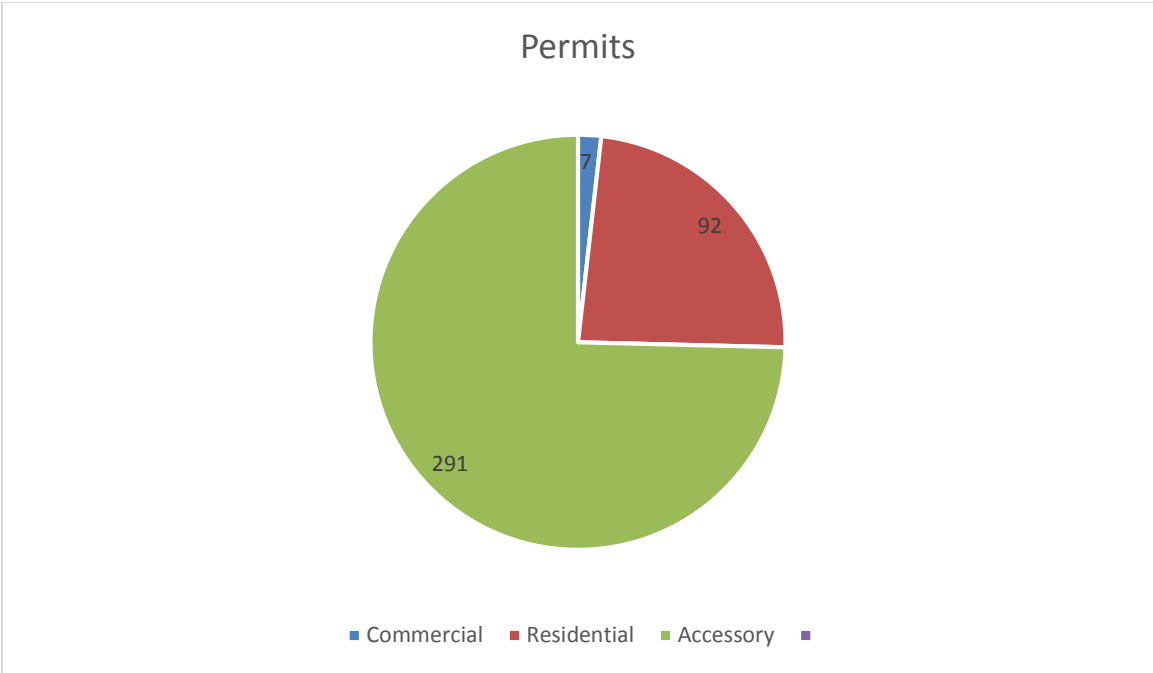
Permit Intake	497
Permits Issued	425
Permits Picked Up	509

### Commercial Plan Review and Permits Processed



### Residential Plan Review and Permits Processed





**Total Inspections: 962**

**Total Building Revenue for June, 2019: \$210,126.49**

**Total YTD Revenue: \$1,788,998.48**