

**MINUTES REPORT
BUILDING INDUSTRY OVERSIGHT COMMITTEE (BIOC)
THURSDAY, DECEMBER 09, 2021**

Committee Members Present

Bobby Lyons
Steve Wojcechowskyj
Steve Gabor
Matthew Johnson

Committee Members Absent

none

Lee County Government Representatives

David Loveland, Director, Community Development
Shawn McNulty, Building Official
Antia Richards, Senior Fiscal Officer
Debbie Carpenter, DCD Administrative Services, Recorder
Audra Ennis, Manager, DCD Regulatory Review

Members of the Public

none

Call to Order/Affidavit

Mr. Steve Gabor called the meeting to order at 8:30 a.m. Ms. Debbie Carpenter, recording secretary, reported that the County Attorney's office advised that the Affidavit of Posting was sufficient as to form and content and the meeting could proceed.

Approval of Minutes

Mr. Steve Wojcechowskyj made a motion to approve the August 12, 2021 minutes. Mr. Bobby Lyons seconded. The motion was called and carried unanimously.

Mr. Gabor began the meeting by saying that Lee County has performed exceptionally well recently. The response times are coming down and permits have been turned around quickly. Mr. Loveland said it appeared that the different strategies implemented such as increased staff and continued overtime, has made a significant difference.

Revenue/Expense/Fund Balance Reports

Mr. Loveland reviewed the fiscal reports and noted that the fund balance increased to over \$15M, a function of the level of activities. He referred to the "*Proposal to Reducethe Fund Balance*" sheet stating that most of the planned expenses, especially the technology, had not happened yet and therefore were not reflected in the fund balance. The 25% fee reduction was extended for another year as staff continues to work through the fee structure changes. Mr. Wojcechowskyj asked how the technology was going and Mr. Loveland said that staff is still working through the upgrades; he expected that these expenditures will lag through the entire fiscal year.

Staff Levels, Levels of Service

Mr. Loveland said that all 16 of the approved positions had been filled. Other than one vacancy in Inspections and one in Permitting, the department, including Plan Review, is fully staffed. As reported at the BIA meeting earlier, review times are down to 20 days and things are moving through the system smoothly.

Fee Schedule

Mr. Loveland reviewed what had been done to date: County hired a consultant; Consultant worked with staff to determine amount of time needed for each activity; Consultant made recommendations. Staff prepared a spreadsheet with the Consultant's recommendations, adding the County's recommendations which tried to provide consistency between fee types and focused on things that contributed to the fee. A column that showed the volume of activity for each activity type was included for reference.

Mr. Shawn McNulty said the residential fees had not changed from what was distributed in August except that it now included the column showing the volume of activity. Looking at the commercial fees, as expected the recommendations were to reduce many of the fees and a brief discussion followed. Mr. Gabor asked for the Excel spreadsheet to use for calculations and Mr. McNulty agreed to send it.

The Committee asked what it would take to implement the changes. Mr. Loveland said that fee changes require Board approval so once the Committee has reviewed the fees and makes their recommendation, the next step would be to brief the Commissioners then prepare an Agenda Item for Board approval. There is no waiting period for fee decreases but statutory requirements require a 90 day waiting period for increases. Therefore the timeline would be to review and discuss the fees at the next meeting in February. Following the Committee's motion to approve, prepare an Agenda Item for board approval at a March meeting. There will be a 90 days minimum waiting period. Staff will begin the process of making the changes to the fee manual and implementing the fee changes in Accela and notifying the public. Mr. Loveland estimated mid-summer or a July 1st implementation date as a possibility.

Adjournment

There was no further discussion and no new business. Mr. Wojcechowskyj made a motion to adjourn, Mr. Lyons seconded. Mr. Gabor adjourned the meeting at 9:05 a.m.

The next meeting was tentatively scheduled for February 10, 2022.