

**MINUTES REPORT
BUILDING INDUSTRY OVERSIGHT COMMITTEE (BIOC)
THURSDAY, April 14, 2022**

Committee Members Present

Steve Wojcechowskyj
Steve Gabor
Matthew Johnson
Marc Malanick

Committee Members Absent

Bobby Lyons

Lee County Government Representatives

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

Members of the Public

Phillip Ford

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 February 10, 2022 minutes. Mr. Marc Malanick seconded. The motion was called and carried unanimously.

Revenue/Expense/Fund Balance Reports

Ms. Antia Richards reviewed the fiscal reports. Expenses year to date were \$7,293,420. The March expenses were \$2,217,800. The Revenue for March was \$1,205,260 the highest per month revenue so far this fiscal year, bringing the total revenue for the year to \$10,563,570.

With expenses of \$2,217,800 and revenue of \$1,205,260, March showed a loss of \$1,012,530 increasing the total loss for the year to \$1,427,070. The Fund Balance decreased to \$13,527,590.

There was a brief discussion about encumbrances, with Ms. Richards and Mr. Loveland explaining that three service contracts / maintenance agreements will need to be paid this fiscal year and have been included in the capital expenditure totals intended to pay down the fund balance.

Ms. Richards explained that all of the new positions were not yet included in the salary totals, but that the last of those new hires are scheduled to start at the end of April. With the economy the way it is and everything going up, there is the possibility that healthcare insurance costs could go up along with the overall operating cost, in particular IGS charges.

Mr. Loveland said that initially the goal was to reduce the fund balance to \$10M which was based on what the operating budget used to be. The operating budget is much higher now; Mrs. Richards calculated \$11M for next year.

Staff Levels, Levels of Service

Mr. Loveland reported that Permitting has one vacancy to be filled. Building Inspections will be fully staffed with the last 2 inspectors starting at the end of this month. Regulatory Review is fully staffed. Plan review has one vacancy, but is basically caught up so holding off on filling that position to see if it is needed. There is a pending vacancy for the Fire Reviewer retiring at end of the month. Salary-wise the County appears to be competitive. Ms. Richards said that memberships, certification fees and licensing which has gone up to \$5000 a month.

Fee Schedule

Mr. Gabor asked about the fee schedule. Mr. Loveland said it is currently in the hands of County Administration. Once the changes have been thoroughly vetted and understood, the next step is to brief the Commissioners before putting it on an agenda. Mr. Loveland said it's moving, slowly, but moving and staff is trying to package it in such a way as it is easy to digest and understand.

Mr. Gabor offered the help of the BIA if needed, or whatever the Committee can do to help the process along.

Miscellaneous Discussion

Mr. Loveland commented that at the zoning and development order level, old subdivisions created 20 years ago are all coming forward now in an effort to find land to build on. Mr. Malanick gave kudos to staff saying they've been fantastic and everyone has been more than gracious. Mr. Loveland commented that the other side is the complaints about why the county keeps approving things with respect to traffic and resources. It looks like activity is leveling off, still high but not going up, so no additional positions are included in next year's budget.

Mr. Shawn McNulty said the Accela upgrade went well. For now there have just been small improvements but the upgrade does bring some efficiencies that will be rolled out now that staff knows the program is working. This time Accela provided a lot of support which made a big difference with this upgrade and a lot of effort went into it before going live. There is an update for ProjectDox coming soon which is supposed to work better with Accela. There was a brief discussion about Accela versus other software programs and the issues each jurisdiction has had with each.

Adjournment

There was no further discussion and no new business. Mr. Wojcechowskyj made a motion to adjourn, Mr. Malanick seconded. Mr. Gabor adjourned the meeting at 8:55 a.m.

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