

**COMMITTEE MEMBERS PRESENT:**

Paul Trampe, Board Member
Larry K. Pritchett, Treasurer
Debbie Williams, Commissioner of Revenue
Mark Cole, Deputy County Administrator
Bonnie Jewell, Chief Financial Officer

OTHER STAFF MEMBERS PRESENT:

Ed Petrovitch, County Administrator
Dave Ansell, Director of Code Compliance
Debbie Aylor, Tourism Director
Julie Elliott, Budget Manager

Budget Adjustment & Appropriation for Replacement of Damaged Tourism Information Sign on I-95 at Exit 126

Debbie Aylor, Tourism Director, explained that staff requests the transfer of \$10,000 from Tourism Reserves to cover the cost of replacing the large tourism information sign on I-95 at Exit 126 that was damaged in an accident. It is unknown who hit the sign, so there is not a way to recoup the funding from that person. The tourism reserves stem from the portion of prior years' Transient Occupancy tax receipts that must, by State Code, be designated for tourism purposes.

Mr. Petrovitch asked if the County's insurance would pay for the sign replacement. Mrs. Aylor will coordinate with the Accounting staff to determine if a claim can be made for this purpose to the County's insurance. Conversation ensued as to whether the Board would have to take action on adjusting the budget if the insurance pays the claim. Ms. Jewell explained that regardless of the source of funding, since no expense is currently budgeted and appropriated for replacement of the sign, if the sign is to be replaced, the Board would need to take action to appropriate the funding. Initially it was anticipated that this item would be presented to the Board for action on January 14, 2020, but it may be delayed to a subsequent meeting depending upon how quickly a response is received from the insurance company.

On a motion by Mr. Pritchett, seconded by Ms. Williams and passed unanimously, the Finance Committee recommended approval of the request for a budget adjustment and appropriation for \$10,000 to replace the damaged tourism. The source of funding will depend upon the response received from the insurance company.

Request for Funding of Additional Commercial Inspector Position

Dave Ansell, Director of Code Compliance, explained that even with the hiring of a new inspector position approved in the FY 2020 Budget, staff is not able to meet in a timely manner the demand for inspections. Currently, six apartment complexes are under construction with several more expected in the near term. Each apartment project has several

buildings and each building requires 150 – 175 inspections compared to a single family home which averages 25 – 30 inspections.

To meet the continued demand for inspections, Building Safety requests the addition of a full-time Commercial Inspector (1.0 FTE) which will be funded by an increase in fee revenue stemming from the increase in permit activity. The \$67,691 estimated partial-year cost of the position includes start-up costs such as a phone, chair, computer, as well as a vehicle for use in the performance of inspections.

Because they are closely related in nature, the Finance Committee determined to take action on this item in conjunction with the following agenda item.

Budget Adjustment & Appropriation for Additional Overtime Expenditures for the Building Safety Office

Dave Ansell, Director of Code Compliance, reported that Building Safety budgeted \$21,504 for overtime in FY 2020 which is being used primarily for plan review services. To date, the overtime budget is overspent by \$7,000 (33%) as a result of there being a vacant Plans Reviewer position as well as overtime worked to help meet the increased demand for inspections. The Plans Reviewer position is expected to be filled in January 2020 which will help reduce the need for continued overtime once trained. While overtime related to inspections has temporarily slowed to decreased daylight hours, the need for inspections-related overtime is expected to resume in the spring and early summer.

To cover the likely overtime costs for the remainder of FY 2020, the Building Safety Office is requesting \$25,000 be added to its overtime budget line item. \$7,000 will cover the current shortfall and \$18,000 will cover the overtime costs anticipated for the remainder of FY 2020.

Increases in Building fee revenue stemming from increased inspections and permitting volumes is expected to cover this requested increase in overtime.

On a motion by Ms. Williams, seconded by Dr. Trampe and passed unanimously, the Finance Committee recommended approval of the request for an additional Commercial Inspector position, as well as the request for additional overtime in the Building Safety Office.

Other Business:

Adjournment:

Ms. Jewell adjourned the meeting.