**Citizen’s Budget Review Committee**

**Minutes**

**Thursday, August 25, 2022 at 3:00 pm**

**Florida Room, Building C, 3rd Floor**

**Government Center, 2725 Judge Fran Jamieson Way, Viera**

# **Call to Order**

**The regular meeting of the Citizen’s Budget Review Committee was called to order at 3:00 pm on Thursday, August 25, 2022, at the Government Center, 2725 Judge Fran Jamieson Way, Viera.**

# **Roll Call**

1. **Sign‐in sheet was circulated among the attendees.**
2. **Present:**
   1. **D2 - Stephen Burdett**
   2. **D3 – Kevin Gholston**
   3. **D4 - Peter Fusscas**
   4. **D5 – John Silvers**
   5. **John Denninghoff – Assistant County Manager**
   6. **Jill Hayes – Budget Office Director**
   7. **Boris Soudakoff – Budget Office, Administrative Assistant**
3. **Absent:**
4. **D1 – Eric Hoppenbrouwer**

# **Approval of minutes from last meeting.**

**Minutes approved from the previous meeting on May 12, 2022.**

**Motion passed 4-0 with no specific comments.**

# **Open Issues**

1. **Proposed Recommendations for Permit Fees and Fund Balances**
2. **Fund Balance for Building Department**

**Stephen Burdett discusses the trend on permitting fees and the resulting fund balance.**

**John Silver suggests to transfer such balance to the licensing program, while Jill Hayes points that building fees are not transferable to other purposes.**

**John Denninghoff informs about a recent reduction in some licensing requirements, and that licensing has been eliminated for certain amount of trades as part of a less regulatory effort.**

**Peter Fusscas proposes a potential fee waiver, or “fee holiday” in line with a “pro-growth” policy and as a perk to attract business in Brevard, while fighting a coming inflation.**

**Stephen Burdett points to the fact that in times of low economy the Building Department needed to be subsidized.**

**John Denninghoff states that Brevard County is very low in matter of fees compared to other communities, and as we hit a saturation of the market, it is hard to find professionals – the same argument is made about the impact fees.**

**John Denninghoff confirms that the permitting process has become more efficient, and John Silvers praised the electronic processing and streamline.**

**Stephen Burdett asks if the County has difficulties to enforce the codes in view of Counties Associations and legislators being lobbied by contractors’ interests, while John Silvers mentions the public distaste for permitting but recognizing that licensing and enforcing actually impacts the community’s housing quality and durability.**

**John Denninghoff discusses the upcoming replacement of the Accela software, which the cost is more than initially anticipated. Stephen Burdett mentions that this upgrade was not included in the capital budget. The committee discussed the importance of identifying software upgrades in the County’s capital plan.**

1. **Staffing**

**Focus was also brought on the staffing, and the issue of outsourcing that comes with higher costs.**

**John Denninghoff highlighted the problem resulting from aging personnel, and the challenge to replace it with the appropriate licensed one, hence the need for outsourcing. On another hand the pay structure improved for inspection examiners and planners with incentive programs, and the planning to acquire a planner additional license.**

1. **Public Works Software Upgrade**

**John Denninghoff provided an update of the Public Works Software Upgrade, and stated that they were in the process of beta testing, and had gone live with some major projects. Since this software upgrade was included in the internal audit, it will be subject to a follow-up report.**

# **New Business**

**A. Open Discussion**

**1. Discussion on the required 2022 Annual Report:**

**The Members discussed and passed motions to submit the following recommendations to the Board in the 2022 Annual Report;**

* **Capital budgeting, software upgrades should be identified in capital budgets**
* **Continue to review and track projects and fund balance and consider reallocating unused funds to other projects related to Public Works project management software**

**The Members passed motions to target the following goals for the Fiscal Year 2022-2023;**

* **Evaluate the Contractor Licensing Program and effect of changes in requirements**
* **Review the Grant Administrator position’s impact and effectiveness**
* **Examine and discuss Uniform Fiscal Impact Statements for Ordinances and Agendas**

**2. Requests for the next meeting**

**The Committee has requested updates/presentations on Contractor Licensing and the Grant Manager position.**

**B. Next Meeting Date**

**The next meeting date has been approved as Thursday, November 17 2022 at 3:00pm in the Atlantic Room.**

# **Public Comments**

* **N/A**

# **Adjournment**

**Meeting adjourned at 5:10pm**