

**Metropolitan Nashville Budget & Finance Committee
Metro Council
Responses to Preliminary Questions to Metropolitan Government Departments**

1. **What is the amount of the proposed funding decrease from the previous fiscal year?**
\$77,300 decrease

2. **Please provide a statement regarding the impact the proposed reductions will have on your department's operations. Specifically, please be sure to address the following questions:**
 - a) **What services currently provided by your department do you anticipate will be reduced/eliminated?** Under the particular circumstances and given the constraints of this particular budget year of FY21, the Department of Codes & Building Safety does not anticipate any of its services will be eliminated by the decrease in funding mentioned above.

 - b) **What impact will such reduction or elimination have on the residents and businesses of Davidson County?** None or minimal – see above

 - c) **How many department employees do you anticipate will be impacted by the reduction in funding?** 62% of our department will be impacted by the reduction in the elimination of longevity pay

3. **Regarding the number of FTE employees in your department:**
 - a) **How many budgeted employees do you have for the current fiscal year?**
118

 - b) **How many unfilled FTE employees does your department currently have?**
6

 - c) **How many FTE positions are included in the Mayor's proposed budget?**
Status quo - 118

4. **Regarding your department's "departmental savings":**
 - a) **What is the amount of your department's 'targeted savings' for FY2020?**
\$287,900

 - b) **What was your department's budget for FY2020 after the targeted savings?**
\$11,901,300

 - c) **How does that compare with the Mayor's proposed FY2021 budget?**
\$11,824,000

5. **Regarding any previous audits in which your department has participated:**
 - a) **What operations or expenditures have been audited within the last three years? Five years? Ten years?**
The Department of Codes & Building Safety has been audited as follows:

Findings and Recommendations from the Special Committee on Enforcement of our Codes (undated)

Audit of the Department's Short-Term Rental Property Permit Issuance/Renewal Process (July 2017)

Audit of Credit Card Usage (April 2016)

Analysis of Proposed Fee Increase (September 2013)

Audit of Proposed Fee Increases (December 2009)

b) Has any capital spending been audited during the last five years? Ten years?

Audit of the CityWorks/KIVA computer upgrade/replacement (FY15)

c) Are there any prior audit recommendations still shown as pending/outstanding? If so, please identify these recommendations and provide a response regarding your department's plan to address the recommendations (s).

The following items were recommended in the undated Findings and Recommendations from the Special Committee on Enforcement of our Codes:

- Hiring of the following additional employees to provide improved customer service:
 - Two (2) Zoning Examiners
 - One (1) Mechanical/Gas Inspector
 - One (1) Plumbing Inspector
 - One (1) Administrative Services Officer IV-Development Services
 - One (1) Office Support Representative Senior- Use & Occupancy
 - One (1) Plans Examiner
 - Two (2) Property Standards Inspectors
 - One (1) Administrative Services Manager – STR Enforcement
- Utilize a six-month pilot program to rent fleet for the Department Codes & Building Safety in order to provide vehicles for all Codes inspectors and to eliminate down time and wasted manhours
- Form a Short-Term Rental Appeals Board to improve efficiency for resolution of STR appeals that presently are handled by the Board of Zoning Appeals.