

Our Mission: To set the standard for excellence in public service by providing consistent quality and timely permitting, plan review and inspection services both in building construction and zoning.

DEVELOPMENT FUND SUMMARY

The fee-supported units that comprise the CPHD Development Fund are the Zoning Division and the following sections of the Inspection Services Division: Construction Permit Administration Services, Construction Field Inspection Services and Construction Plan Review Services.

SIGNIFICANT BUDGET HIGHLIGHTS

The FY 2014 adopted expenditure budget for the CPHD Development Fund is \$14,032,505, a two percent increase from the FY 2013 adopted budget. The FY 2014 adopted budget reflects:

- ↑ Personnel increases due to the addition of a new Sign Coordinator position (\$106,020, 1.0 FTE), the addition of one new Zoning Plan Reviewer (\$84,169, 1.0 FTE), the addition of a new Business Systems Analyst position to provide support for the new permitting system (\$102,737, 1.0 FTE), an increase in the payment for internal services provided by County staff (\$51,252), employee step increases, a three percent increase in the County's cost for employee health insurance, and adjustments to retirement contributions based on current actuarial projections.
- ↓ Non-personnel decreases due to a reduction in consultant services (\$210,000), the elimination of the contingent (\$207,911), and a reduction in other non-personnel costs that reflect actual spending (\$167,000), partially offset by an increase in building rent for the 10th floor of Courthouse Plaza (\$130,588) and an increase in the annual expense for the maintenance and replacement of County vehicles (\$41,559).
- ↓ Revenue decreases are based on three fee reductions: the automation fee decreases from 10% to 5% (\$590,920), the permitting fees for residential construction and residential additions to one- and two-family buildings decreases by \$0.05 per square foot from \$0.54 to \$0.49 per square foot (\$79,071), and the minimum permit fee and application filing fee for new construction, alteration and addition to one- and two-family residential buildings decreases by \$25 from \$92 per application to \$57 per application (\$76,950). These three fee changes also reduce the amount of indirect cost revenue (\$23,404). The reduction in revenue from these fee changes is partially offset by a projected increase in permitting activity (\$570,000).

FINANCIAL SUMMARY

	FY 2012 Actual	FY 2013 Adopted	FY 2014 Adopted	% Change '13 to '14
Personnel	\$7,551,128	\$8,543,149	\$9,181,118	7%
Non-Personnel	4,351,125	5,264,151	4,851,387	-8%
Total Expenditures	11,902,253	13,807,300	14,032,505	2%
Fees	16,627,632	13,807,300	13,606,955	-1%
Total Revenues	16,627,632	13,807,300	13,606,955	-1%
Change in Fund Balance	\$4,725,379	-	(\$425,550)	-
Permanent FTEs	87.00	87.00	90.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	87.00	87.00	90.00	

Expenses by Line of Business

	FY 2012 Actuals	FY 2013 Adopted	FY 2014 Adopted	% Change '13 to '14
Zoning Administration	\$2,326,395	\$2,432,583	\$2,674,771	10%
Construction Permit Administration Services	4,924,450	5,517,061	5,524,788	-
Construction Field Inspection Services	2,641,161	3,023,194	3,115,149	3%
Construction Plan Review Services	2,010,247	2,834,462	2,717,797	-4%
Total Expenditures	\$11,902,253	\$13,807,300	\$14,032,505	2%

CPHD DEVELOPMENT FUND
FUND STATEMENT

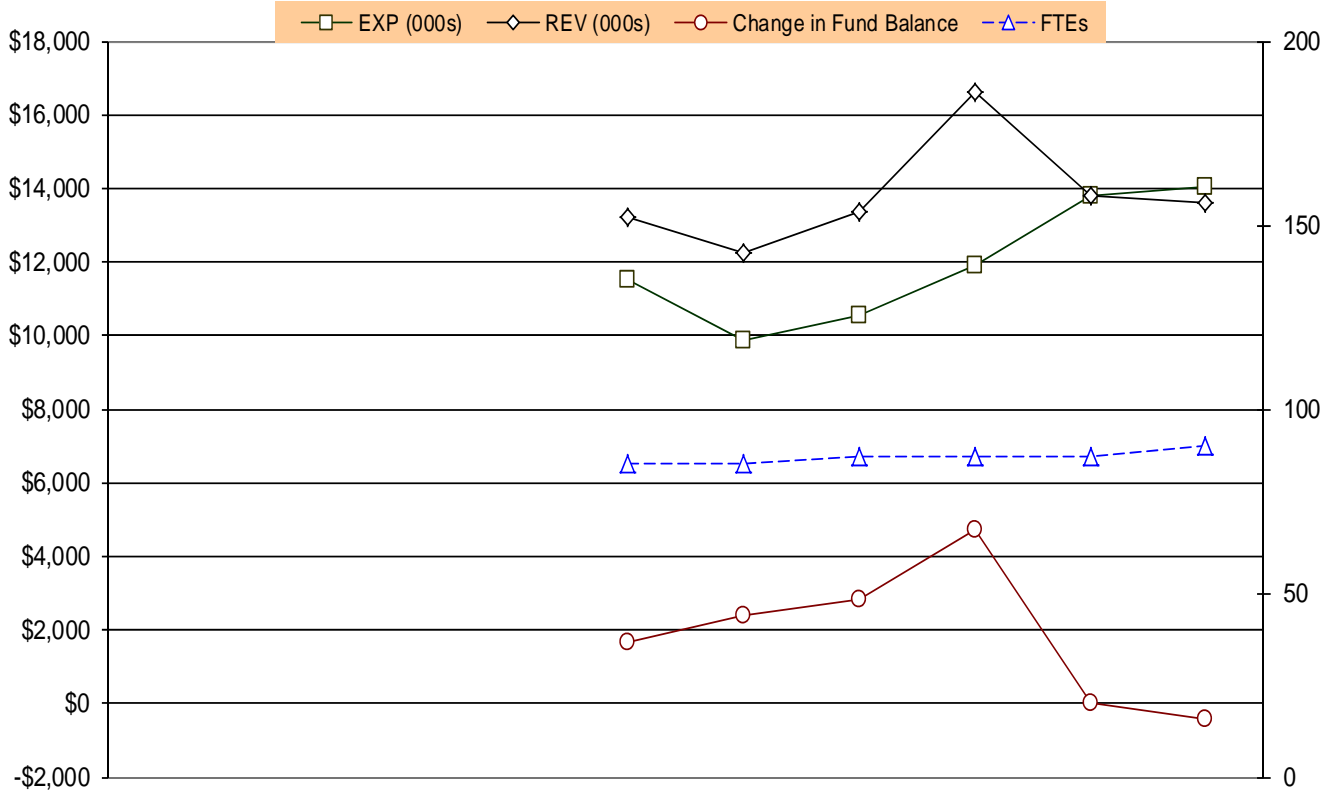
	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 RE-ESTIMATE	FY 2014 ADOPTED
ADJUSTED BALANCE, JULY 1				
Carryover Balance	\$9,753,193	-	-	-
Contingent Fund Reserve	-	\$4,142,190	\$4,142,190	\$4,209,752
Capital Reserve	-	5,611,003	10,336,382	10,268,821
TOTAL BALANCE	9,753,193	9,753,193	14,478,572	14,478,572
REVENUE				
Fees	16,627,632	13,807,300	13,807,300	13,606,955
TOTAL REVENUE	16,627,632	13,807,300	13,807,300	13,606,955
TOTAL REVENUE & BALANCE	26,380,825	23,560,493	28,285,872	28,085,527
EXPENSES				
Personnel	7,551,128	8,543,149	8,543,149	9,181,118
Non-personnel	4,351,125	5,264,151	5,264,151	4,851,387
TOTAL EXPENSES	11,902,253	13,807,300	13,807,300	14,032,505
BALANCE, JUNE 30	14,478,572	9,753,193	14,478,572	14,053,022
Contingent Fund Reserve	-	4,142,190	4,142,190	4,209,752
Capital Reserve	14,478,572	5,611,003	10,336,382	9,843,271
TOTAL BALANCE	\$14,478,572	\$9,753,193	\$14,478,572	\$14,053,022

NOTES:

- Beginning in FY 2013, the CPHD Development Fund maintains a contingent reserve, which is a 30% balance of the total fiscal year's operating budget; this amount is equivalent to 3 to 4 months of annual operating expenditures. The CPHD Development Fund is not authorized to spend from this contingent without the County Board's approval.
- The Capital Reserve is a funding source for planned and unanticipated needs that exceed the amount available in the annual operating budget. The Department currently anticipates the following multi-year technology and one-time projects may need to use Capital Reserve monies: replacement of the enterprise-wide permitting system (\$4.9 million one-time); scanning and indexing of thousands of architectural, engineering and trade documents and the procurement of equipment or outsourcing for enhancing records management (\$350,000 one-time and \$1 million on-going); engagement of a vendor with expertise in customer assessments to collect data on improving customer service delivery and provide customer service training (\$200,000 on-going); continued updates and consultant work on the Customer Paper Tracking System (CPTS) (\$50,000 one-time); and any needed furniture replacement or remodeling of the 10th floor service center to improve customer service.

CPHD DEVELOPMENT FUND
TEN-YEAR HISTORY

EXPENDITURE, REVENUE, AND FULL-TIME EQUIVALENT TRENDS



	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted Budget	FY 2014 Adopted Budget
EXP (000s)					\$11,531	\$9,859	\$10,566	\$11,902	\$13,807	\$14,033
REV (000s)					\$13,204	\$12,237	\$13,387	\$16,627	\$13,807	\$13,607
Change in Fund Balance					\$1,673	\$2,378	\$2,821	\$4,725	-	(\$426)
FTEs					85.00	85.00	87.00	87.00	87.00	90.00

Note: Beginning in FY 2009, the Zoning Administration, Permit Processing, Code Compliance, and Plan Review Sections within the Department of Community Planning, Housing and Development (CPHD) became a separate fund, the CPHD Development Fund. At that time, 65 FTEs were transferred from the CPHD General Fund to the CPHD Development Fund.

CPHD DEVELOPMENT FUND
TEN-YEAR HISTORY

Fiscal Year	Description	FTEs
FY 2009	<ul style="list-style-type: none"> ▪ Transfer of FTEs from the CPHD General Fund to the CPHD Development Fund. ▪ Twenty new positions (20.0 FTEs and \$1,991,806) were added that were originally approved by the County Board as an FY 2008 supplemental appropriation. ▪ Non-personnel expenditures increased to reflect increased operating expenses to support the 20 new FTEs (\$98,046). In addition, increases were included to fund the following items: a lease for the space DCPHD Development Fund staff will occupy (\$880,000), various technology improvements in support of improved customer service (\$1,100,000), five additional vehicles and ongoing Auto Fund charge increases (\$149,526), and the move to new space, including new furniture (\$325,518). In addition, the CPHD Development Fund, like other enterprise funds in the County, pays a County overhead charge to the County's General Fund to cover the cost of support services, such as human resources, legal, and finance (\$1,285,704). ▪ Fee revenue included \$5,428,468 due to fee increases as of October 1, 2007. In addition, revenue increased to reflect a 3.3 percent increase in fee rates and a projected increase in permitting and construction activity (\$671,418). ▪ Upon creation of the CPHD Development Fund, ten temporary FTEs were converted to permanent FTEs. 	<p>65.0</p> <p>20.0</p>
FY 2010	<ul style="list-style-type: none"> ▪ Revenue increased by \$413,337 due to a 4.7 percent increase in fee rates and a projection of constant and sustainable permitting activity. 	
FY 2011	<ul style="list-style-type: none"> ▪ Revenue increased by \$191,460, a two percent increase, due to minor fee rate increases for Zoning fees and a projection of constant and sustainable permitting activity. ▪ Transferred two Community Code Inspector positions from the General Fund Community Code Enforcement Program (\$134,398) resulting in an increase of Zoning field inspectors from three to five. 	<p>2.0</p>
FY 2012	<ul style="list-style-type: none"> ▪ Revenue increased based on a projected increase in permitting activity. There are no fee increases for FY 2012. 	
FY 2013	<ul style="list-style-type: none"> ▪ Increased personnel costs to support the cost of a Fire Department Inspector position for site plan reviews (\$103,768). The FTE for the position is in the Fire Department. ▪ Increased payment to the County that covers internal services provided by County staff (\$241,900). ▪ Increased building rent for the 10th floor of Courthouse Plaza (\$43,630). 	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ Revenue increases are based on a projected increase in permitting activity (\$569,300). There are no fee increases in FY 2013. 	
FY 2014	<ul style="list-style-type: none"> ▪ Added a new Sign Coordinator position (\$106,020), one new Zoning Plan Reviewer (\$84,169), and a new Business Systems Analyst position to provide support for the new permitting system (\$102,737). ▪ Increased building rent for the 10th floor of Courthouse Plaza (\$130,588). ▪ Reduced three fees: the automation fee decreases from 10% to 5% (\$590,920), the permitting fees for residential construction and residential additions to one- and two-family buildings decreases by \$0.05 per square foot from \$0.54 to \$0.49 per square foot (\$79,071), and the minimum permit fee and application filing fee for new construction, alteration and addition to one- and two-family residential buildings decreases by \$25 from \$92 per application to \$57 per application (\$76,950). These three fee changes also reduce the amount of indirect cost revenue (\$23,404). The reduction in revenue from these fee changes is partially offset by a projected increase in permitting activity (\$570,000). 	3.0