

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.

CPHD 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 CHANGES

The FY 2015 adopted expenditure budget for the CPHD Development Fund is \$14,509,070, a three percent increase from the FY 2014 adopted budget. The FY 2015 adopted budget reflects:

- ↑ Personnel increases include the County Board’s approval of a one percent increase for employees at Step 19. Additionally, the transfer of a Business Systems Analyst (\$72,110, 0.50 FTE) from the CPHD General Fund, employee step increases, a 7.5 percent increase in the County’s cost for employee health insurance, adjustments to retirement contributions based on current actuarial projections, and increases due to reclassification of positions identified to be substantially below comparative pay studies. These increases are partially offset by a decrease for the conversion of an Elevator Inspector (\$106,910, 1.0 FTE) and savings from position reclassifications (\$43,090) to contractual services for the elevator inspection program.
- ↑ Non-personnel increases due to the conversion of an Elevator Inspector (\$106,910, 1.0 FTE) and savings from position reclassifications (\$43,090) to contractual services for the elevator inspection program, and building rent for the 10th floor of Courthouse Plaza (\$13,643). These increases are partially offset by a decrease for an adjustment to the annual expense for maintenance and replacement of County vehicles (\$927).

FINANCIAL SUMMARY

| | FY 2013 Actual | FY 2014 Adopted | FY 2015 Adopted | % Change '14 to '15 |
|-------------------------------|--------------------|--------------------|--------------------|------------------------|
| Personnel | \$7,672,781 | \$9,181,118 | \$9,494,967 | 3% |
| Non-Personnel | 3,892,082 | 4,851,387 | 5,014,103 | 3% |
| Total Expenditures | 11,564,863 | 14,032,505 | 14,509,070 | 3% |
| Fees | 14,415,475 | 13,606,955 | 13,606,955 | - |
| Total Revenues | 14,415,475 | 13,606,955 | 13,606,955 | - |
| Change in Fund Balance | \$2,850,612 | (\$425,550) | (\$902,115) | -112% |
| Permanent FTEs | 87.00 | 90.00 | 89.50 | |
| Temporary FTEs | - | - | - | |
| Total Authorized FTEs | 87.00 | 90.00 | 89.50 | |

Expenses by Line of Business

| | FY 2013 Actuals | FY 2014 Adopted | FY 2015 Adopted | % Change '14 to '15 |
|---|----------------------------|----------------------------|----------------------------|--------------------------------|
| Zoning Administration | \$2,321,534 | \$2,674,771 | \$2,741,082 | 2% |
| Construction Permit Administration Services | 4,575,596 | 5,524,788 | 5,834,441 | 6% |
| Construction Field Inspection Services | 2,508,563 | 3,115,149 | 3,247,170 | 4% |
| Construction Plan Review Services | 2,159,170 | 2,717,797 | 2,686,377 | -1% |
| Total Expenditures | \$11,564,863 | \$14,032,505 | \$14,509,070 | 3% |

CPHD Development Fund
Fund Statement

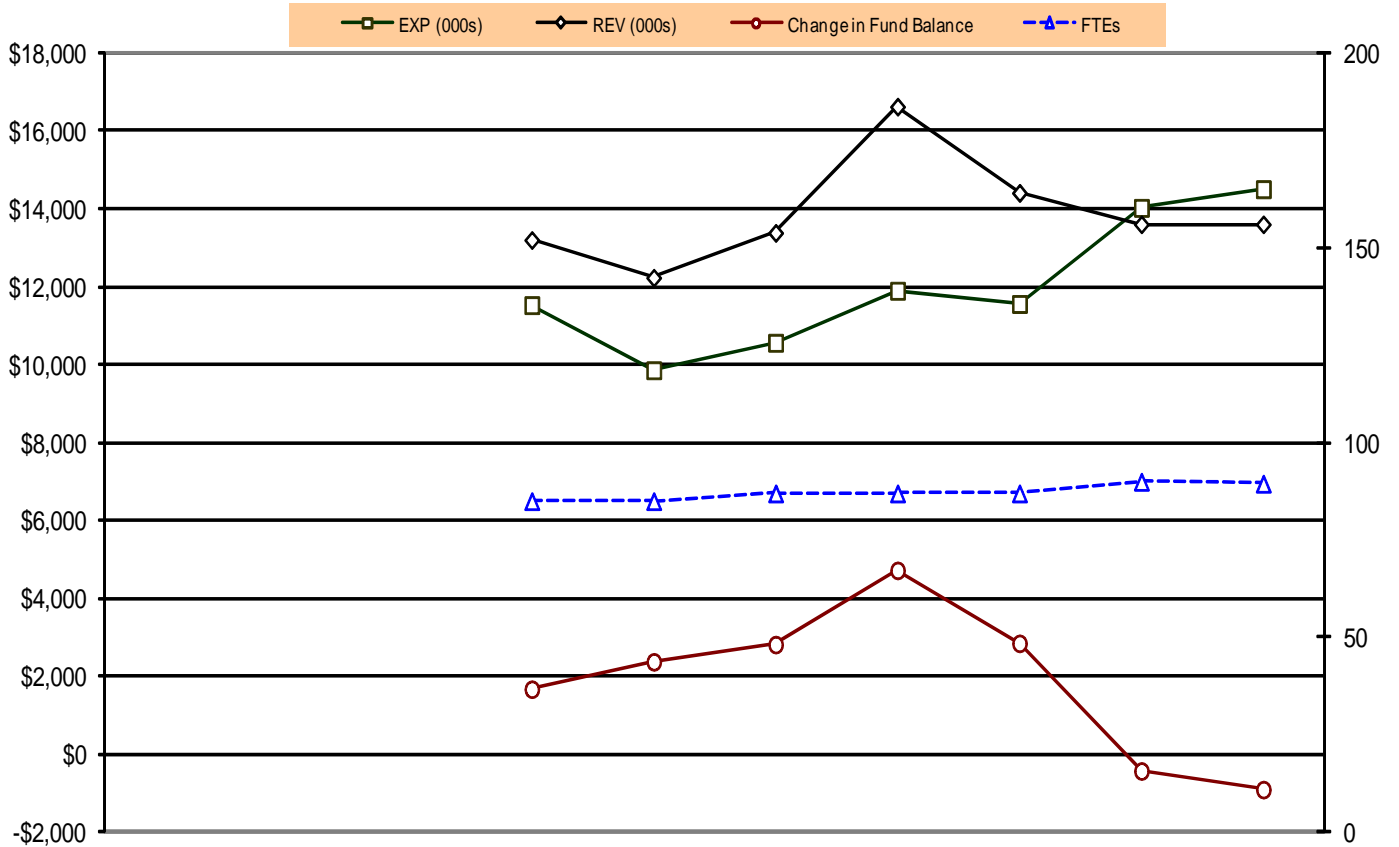
| | FY 2013 Actual | FY 2014 Adopted | FY 2014 Re-estimate | FY 2015 Adopted |
|------------------------------------|---------------------|---------------------|------------------------|---------------------|
| ADJUSTED BALANCE, JULY 1 | | | | |
| Contingent Fund Reserve | \$3,570,676 | \$4,209,752 | \$4,209,752 | \$4,352,721 |
| Capital Reserve | 10,907,897 | 10,268,821 | 13,119,433 | 12,550,914 |
| TOTAL BALANCE | 14,478,573 | 14,478,573 | 17,329,185 | 16,903,635 |
| REVENUE | | | | |
| Fees | 14,415,475 | 13,606,955 | 13,606,955 | 13,606,955 |
| TOTAL REVENUE | 14,415,475 | 13,606,955 | 13,606,955 | 13,606,955 |
| TOTAL REVENUE & BALANCE | 28,894,048 | 28,085,528 | 30,936,140 | 30,510,590 |
| EXPENSES | | | | |
| Personnel | 7,672,781 | 9,181,118 | 9,181,118 | 9,494,967 |
| Non-personnel | 3,892,082 | 4,851,387 | 4,851,387 | 5,014,103 |
| TOTAL EXPENSES | 11,564,863 | 14,032,505 | 14,032,505 | 14,509,070 |
| BALANCE, JUNE 30 | 17,329,185 | 14,053,023 | 16,903,635 | 16,001,520 |
| Contingent Fund Reserve | 3,469,459 | 4,209,752 | 4,209,752 | 4,352,721 |
| Capital Reserve | 13,859,726 | 9,843,271 | 12,693,883 | 11,648,799 |
| TOTAL BALANCE | \$17,329,185 | \$14,053,023 | \$16,903,635 | \$16,001,520 |

Notes:

- Beginning in FY 2013, the CPHD Development Fund maintains a contingent reserve, which is a 30 percent balance of the total fiscal year's operating budget, this amount is equivalent to three to four 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 (\$7.4 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 ongoing), 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), 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 2006 Actual | FY 2007 Actual | FY 2008 Actual | FY 2009 Actual | FY 2010 Actual | FY 2011 Actual | FY 2012 Actual | FY 2013 Actual | FY 2014 Adopted Budget | FY 2015 Adopted Budget |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------------------|------------------------------|
| EXP (000s) | | | | \$11,531 | \$9,859 | \$10,566 | \$11,902 | \$11,564 | \$14,032 | \$14,509 |
| REV (000s) | | | | \$13,204 | \$12,237 | \$13,387 | \$16,627 | \$14,415 | \$13,607 | \$13,607 |
| Change in Fund Balance | | | | \$1,673 | \$2,378 | \$2,821 | \$4,725 | \$2,851 | -\$425 | -\$902 |
| FTEs | | | | 85.00 | 85.00 | 87.00 | 87.00 | 87.00 | 90.00 | 89.50 |

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 | ▪ Transfer of FTEs from the CPHD General Fund to the CPHD Development Fund. | 65.0 |
| | ▪ 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. | 20.0 |
| | ▪ 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. | |
| FY 2010 | ▪ 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 | ▪ 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. | 2.0 |
| FY 2012 | ▪ Revenue increased based on a projected increase in permitting activity. There are no fee increases for FY 2012. | |
| FY 2013 | ▪ 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"> ▪ Increased personnel costs due to the addition of a Sign Coordinator position (\$106,020), a Zoning Plan Reviewer position (\$84,169), and a Business Systems Analyst position (\$102,737). ▪ Non-personnel expenditures decreased due to the following items: reduction in consultant services (\$210,000), elimination of the contingent funding (\$210,000), reduction in other non-personnel costs to reflect actual spending (\$167,000), partially offset by an increase in building rent for the 10th floor of Courthouse Plaza (\$130,588). ▪ 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 decreased 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 decreased by \$25 from \$92 per application to \$57 per application (\$76,950). These three fee changes also reduced 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 |
| FY 2015 | <ul style="list-style-type: none"> ▪ Transferred a Business Systems Analyst from the CPHD General Fund (\$72,110). ▪ Converted an Elevator Inspector (\$106,910) as well as position reclassification savings (\$43,090) to contractual services for the elevator inspection program. ▪ Increased building rent for the 10th floor of Courthouse Plaza (\$13,643). ▪ Reduced annual expense for maintenance and replacement of County vehicles (\$927). | 0.5 (1.0) |