

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 2016 adopted expenditure budget for the CPHD Development Fund is \$15,243,525, a five percent increase from the FY 2015 adopted budget. The FY 2016 adopted budget reflects:

- ↑ Personnel increases due to the transfer of a Business Systems Analyst (\$72,739, 0.5 FTE) from the DCPHD General Fund, the addition of a Plan Reviewer (\$84,711, 1.0 FTE), a Records Technician (\$74,079, 1.0 FTE), and a Zoning Planner (\$79,382, 1.0 FTE), as well as additional funding to offset the Zoning related expenses in the Office of the County Attorney for an Assistant County Attorney (\$83,000), employee step increases and an increase in the County’s cost for employee health insurance. These increases are partially offset by vacant positions filled at lower salary levels and adjustments to retirement contributions based on current actuarial projections.
- ↑ Non-personnel increases due to the ongoing costs associated with records management and scanning (\$225,000), adjustments to consulting expenses (\$18,297), and adjustments in the annual expense for the maintenance and replacement of County vehicles (\$7,404).
- ↑ Revenue increases are based on a projected increase in permitting activity (\$1,202,541). Expense increases are offset by the utilization of previous fiscal years’ fund balance (\$434,029). There are no fee increases for FY 2016.

FINANCIAL SUMMARY

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	% Change '15 to '16
Personnel	\$8,233,520	\$9,494,967	\$9,978,721	5%
Non-Personnel	5,024,549	5,014,103	5,264,804	5%
Total Expenditures	13,258,069	14,509,070	15,243,525	5%
Fees	14,694,558	13,606,955	14,809,496	9%
Utilization of Fund Balance	-	-	434,029	-
Total Revenues	14,694,558	13,606,955	15,243,525	12%
Change in Fund Balance	\$1,436,489	(\$902,115)	-	-
Permanent FTEs	90.00	89.50	93.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	90.00	89.50	93.00	

Expenses by Line of Business

	FY 2014 Actuals	FY 2015 Adopted	FY 2016 Adopted	% Change '15 to '16
Zoning Administration	\$2,527,745	\$2,741,082	\$3,292,789	20%
Construction Permit Administration Services	5,544,261	5,834,441	6,105,610	5%
Construction Field Inspection Services	2,875,642	3,247,170	2,998,432	-8%
Construction Plan Review Services	2,310,421	2,686,377	2,846,694	6%
Total Expenditures	\$13,258,069	\$14,509,070	\$15,243,525	5%

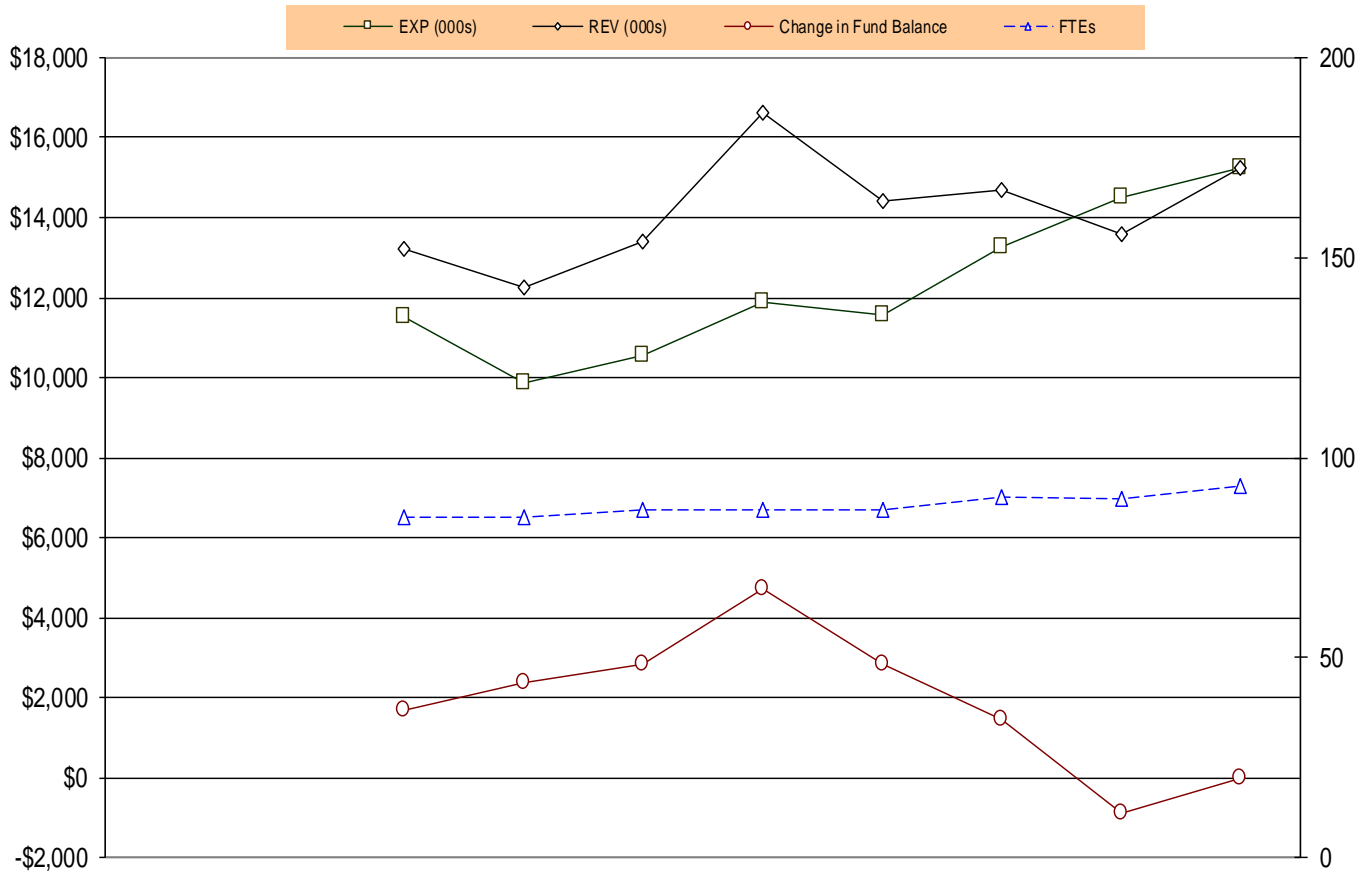
**CPHD Development Fund
Fund Statement**

	FY 2014 Actual	FY 2015 Adopted	FY 2015 Re-estimate	FY 2016 Adopted
ADJUSTED BALANCE, JULY 1				
Contingent Fund Reserve	\$3,469,459	\$4,352,721	\$4,352,721	\$4,573,057
Capital Reserve	13,859,726	12,550,914	14,412,952	13,767,066
TOTAL BALANCE	17,329,185	16,903,635	18,765,673	18,340,123
REVENUE				
Fees	14,694,558	13,606,955	13,606,955	14,809,496
TOTAL REVENUE	14,694,558	13,606,955	13,606,955	14,809,496
TOTAL REVENUE & BALANCE	32,023,743	30,510,590	32,372,628	33,149,619
EXPENSES				
Personnel	8,233,520	9,494,967	9,181,118	9,978,721
Non-personnel	5,024,549	5,014,103	4,851,387	5,264,804
TOTAL EXPENSES	13,258,069	14,509,070	14,032,505	15,243,525
BALANCE, JUNE 30	18,765,674	16,001,520	18,340,123	17,906,094
Contingent Fund Reserve	3,977,421	4,352,721	4,209,752	4,573,057
Capital Reserve	14,788,253	11,648,799	14,130,371	13,333,037
TOTAL BALANCE	\$18,765,674	\$16,001,520	\$18,340,123	\$17,906,094

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 require the use of Capital Reserve monies: replacement of the enterprise-wide permitting system (\$8.5 million one-time and \$250,000 on-going); scanning and indexing of thousands of architectural, engineering and trade documents and the procurement of equipment or outsourcing for enhancing records management (\$1.2 million one-time in FY 2015 and \$225,000 on-going), and enabling the submission of electronic plans through E-Plan Review (\$400,000 one-time).

EXPENDITURE, REVENUE, AND FULL-TIME EQUIVALENT TRENDS



	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted Budget	FY 2016 Adopted Budget
EXP (000s)			\$11,531	\$9,859	\$10,566	\$11,902	\$11,564	\$13,258	\$14,509	\$15,244
REV (000s)			\$13,204	\$12,237	\$13,387	\$16,627	\$14,415	\$14,695	\$13,607	\$15,244
Change in Fund Balance			\$1,673	\$2,378	\$2,821	\$4,725	\$2,851	\$1,437	-\$902	-
FTEs			85.00	85.00	87.00	87.00	87.00	90.00	89.50	93.00

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.

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).	
	▪ 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)
FY 2016	<ul style="list-style-type: none"> ▪ Transferred a Business Systems Analyst from the CPHD General Fund (\$72,739). ▪ Added a Plan Reviewer (\$84,711), Records Technician (\$74,079), and Zoning Planner (\$79,382). ▪ Added \$83,000 for Zoning related expenses in the Office of the County Attorney for an Assistant County Attorney. ▪ Non-personnel expenditures increased due to ongoing costs for records management and scanning (\$225,000) and consulting expenses (\$18,297). ▪ Revenue increased due to projected increase in permitting activity (\$1,202,541). There are no fee increases for FY 2016. ▪ Utilized previous fiscal years' fund balance (\$434,029). 	0.5 3.0