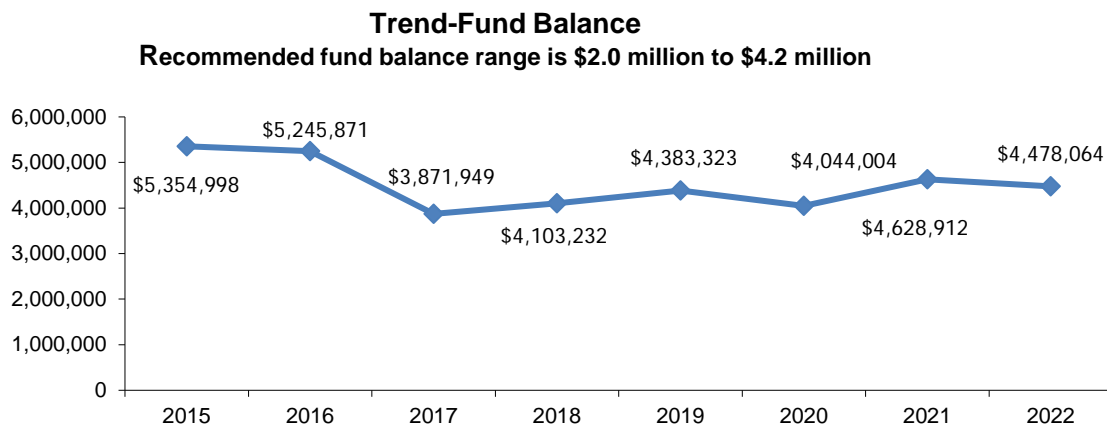




BUILDING PERMIT FUND FINANCIAL SUMMARY Fiscal Year 2021-22

Beginning Fund Balance - As of September 30, 2020		\$ 4,044,004
Projected Revenues FY 2020-21		5,869,300
Projected Expenditures FY 2020-21		5,284,392
Net Increase/(Decrease) in Fund Balance		584,908
Expected Fund Balance as of September 30, 2021		\$4,628,912
Add Fiscal Year 2021-22 Budgeted Revenues		
Building Permits	6,001,209	
Charges for Services	68	
Interest Income	46,031	
Grants and Miscellaneous Revenue	81	6,047,389
TOTAL AVAILABLE RESOURCES		10,676,301
Less Fiscal Year 2021-22 Budgeted Expenditures		
Personal Services	3,739,273	
Operating Expenses	963,306	
Technology Services	246,310	
Transfer - Self-Insurance	92,929	
Transfer - Administration & Fire Inspectors	826,419	
Capital Expenses	330,000	6,198,237
BUDGETED CASH FLOW		(150,848)
Projected Fund Balance as of September 30, 2022		<u>\$4,478,064</u>



Projected Fund Balance complies with Fund Balance Policy



Building Permit Fund

Building Department

Mission Statement:

The mission of the Building Department is to provide the highest standards of customer service and public input while professionally implementing the City's Vision Plan and the Florida Building Code through the timely review of development permits.

Fund Description

The Building Permit Fund was created in Fiscal Year 1998-99 when it was separated from the General Fund and is used to account for the activities related to the construction industry in the City, such as issuing building permits and conducting building inspections. The Building Department primarily derives its budget from the collection of fees charged for the review and inspection of construction activities as required by the Florida Building Code, Florida Fire Prevention Code and local zoning ordinances. The department is managed by the Building Official who reports to the City Manager.

2020-21 Department Accomplishments

- CityView Electronic Permitting Software System allowed uninterrupted service to City customers during Covid-19. The new electronic permit process eliminated the use of paper, streamline the permitting process. The Building Team has proven that level of service goals can be maintained during periods of remote work if needed in the future during hazardous events.
- Maintained focus on customer service. Continued review of the permit process and re-organized as needed to become more efficient and speed up permit processing. Implemented 5-business day review workflow to enhance customer service and reduce permit processing time. Re-examined customer service goals as applicable to be in-line with new electronic system.
- Implemented streamlined Historic Building permit process for interior renovations. Implemented administrative variance procedure to reduce permitting time for Historic Structures. Continued to work with Naples Historic Society to reduce permitting procedures to preserve Naples Historic Structures.
- Maintained the Department's Customer Service Initiative (CSI projects) for all new single-family applications approximately 5,000 square feet and above, and new commercial/multi-family permits. The initiative provides for expedited plan review and special inspection teams of staff and outside engineering firms to provide enhanced field inspection services.
- Updated the department's web site and expanded available information online. Provided electronic permitting information on the Departments web site.
- Maintained full-time and Saturday/Sunday construction site inspection. Added part-time inspection staff to better respond to resident complaints and the enforcement of City Code section 16-291 (construction site management).
- Completed building renovations to replace the HVAC fresh air unit.

2021-22 Department Goals and Objectives

As part of Vision Goal 2(b): Make Naples the green jewel of Southwest Florida: Explore options to utilize local building departments' resources relating to green building practices.

- Maintain focus on Customer Service. Implement into the electronic system customer upgrades and include owners on all electronic communications.
- Continue review of the permit process and re-organize Teams as needed to streamline electronic permitting and become more efficient. Implement changes to enhance customer service and reduce permit processing time.
- Continue building renovations to improve Teamwork areas with focus on the building lobby.

Building Permit Fund

Building Department (continued)

- Scan and move critical records to the new Building record storage space in Fire Station 1.

As part of Vision Goal 4: Strengthen the economic health and vitality of the City: Maintain Building Code application consistency, increase staff efficiency to reduce permit processing time.

- Educate our customers on the changes incorporated in the Florida Building Codes, Florida Statutes, and current Flood Plain regulations.
- Implement new technologies modules in CityView to speed up the permitting process:
 1. Add chat customer assistant for customers online permitting portal.
 2. Add video inspection software in CityView to allow scheduling and remote inspections.
 3. Implement custom report software that allows staff to quickly generate reports with charts and graphs to monitor staff activity and efficiency.
 4. Add texting module in CityView to provide permit status, inspection scheduling, and inspection results.
- Move critical records into CAT 5 protected records space in new Fire Station 1.

As part of Vision Goal 5: Maintain and enhance governance for public service and leadership: Maximize department resources to educate contractors and citizens on Building Department services. Enhance the Department's level of Customer Service.

- Meet with residents to educate all interested residents on the new flood maps, floodplain rules/regulations. The emphasis is in helping residents obtain a lower cost flood insurance policy through education and answering questions regarding this complex program.
- Improve resident access to permitting information and their permit status.
- Meet with outside organizations to review new customer service initiatives and department policies. Establish working groups with the building association and architects/engineers, to review implementation of CityView electronic permitting.
- Meet with design professionals and contractors to review department policies.
- Educate and provide required training for staff and customers to use new systems.

2021-22 Significant Budgetary Issues

The FY 21-22 budget for the Building Permit Fund anticipates revenue totaling \$6,047,389 and expenditures totaling \$6,198,237. The budget uses \$150,848 of fund balance. Using fund balance is not unusual in building permit funds because the timing of the revenue stream does not always correspond to the timing of the permit review work required. The fund has a sufficient fund balance that is in excess of the maximum requirements of the fund balance policy.

The primary revenues to the Building Permit Fund are building construction permit and inspection fees. These fees are charged for buildings and structures that are built or altered. The fee structure is established by Ordinance and can be seen in Chapter 16 of the City Code of Ordinances.

Additional revenues to the fund include interest income and copy charges.

EXPENDITURES

Total expenditures for the FY 21-22 budget are \$6,198,237, a \$836,506 increase from the FY 20-21 adopted budget.

Personal Services

Personal Services are budgeted at \$3,739,273, a \$369,253 increase over the FY 20-21 adopted budget. This increase is primarily due to the addition of 5.0 positions for a total of 37.5 budgeted positions for FY 21-22.

Building Permit Fund

Building Department (continued)

Operating Expenses

Operating Expenses are budgeted at \$2,128,964, a \$437,253 increase over the adopted budget of FY 20-21. The major components of this category are as follows:

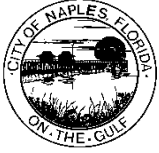
General Fund Chargeback/City Administration	\$423,830
General Fund/Four Fire Inspectors	\$402,589
Self-Insurance /Insurance Premium Charges	\$ 92,929
Equipment Services-Fuel and Repair	\$ 34,000
Technology Services Interfund Charge	\$246,310
Utilities	\$ 69,200

Non-Operating Expenses

Capital projects planned for FY 21-22 total \$330,000.

2021-22 Performance Measures and Benchmarking

	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Projected 2020-21	Projected 2021-22
Permit applications reviewed	6,164	7,194	5,522	5,896	6,100	6,200
Total Single Family	97	125	142	137	150	150
Certificates of Occupancy issued for larger structures	7	7	5	5	9	7
Total Multi-Family add/alt	638	749	721	842	875	900
Total Demo	86	104	128	140	155	150



**CITY OF NAPLES
BUILDING PERMITS FUND
REVENUE SUMMARY**

	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ADOPTED BUDGET	FY 20-21 ESTIMATED ACTUAL	FY 21-22 PROPOSED BUDGET
Building Permits	5,625,010	4,556,078	4,795,000	5,813,155	6,001,209
Charges for Services	0	0	0	0	68
Interest Income	82,512	73,440	60,000	56,000	46,031
FEMA Mitigation Grant/Reimbursen	61,136	248,617	0	0	0
Other Revenue	20,712	8,719	5,000	145	81
Total	\$ 5,789,369	\$ 4,886,853	\$ 4,860,000	\$ 5,869,300	\$ 6,047,389

BUILDING PERMIT FUND (110)**BUILDING DEPARTMENT****FISCAL YEAR 2021-22**

2020 Adopted	2021 Adopted	2022 Proposed	JOB TITLE	FY 2022 Proposed
1	1	1	Building Director/Building Official	145,526
1	1	1	Deputy Building Official	94,871
0.5	0.5	0.5	Traffic Engineer (a)	54,827
6	6	6	Building Inspector	368,432
2	2	3	Construction Site Inspector (b)	151,816
5	6	7	Plans Examiner (b)	554,138
1	1	1	Floodplain Coordinator	75,052
1	1	1	Land Management Coordinator	68,170
1	1	1	Community Development Analyst	46,104
1	1	1	Building Technology Analyst	47,755
8	6	6	Permit Coordinator	271,786
1	2	3	Permit Technician (b)	118,906
3	2	2	Records Clerk	85,251
1	1	1	Plans Review Engineer	92,542
0	1	1	Building Technology Supervisor	74,958
0	0	1	Engineering Aid (b)	63,788
0	0	1	Executive Assistant (b)	51,055
32.5	32.5	37.5		2,364,977

Regular Salaries	2,364,977
-------------------------	------------------

Other Salaries/Authorized Compensation	85,300
--	--------

Overtime	200,000
----------	---------

Employer Payroll Expenses	1,088,996
---------------------------	-----------

Total Personal Services	\$ 3,739,273
--------------------------------	---------------------

(a) 50% of this position is in the Streets Fund 190

(b) New Positions in FY21/22: Construction Site Inspector, Plans Examiner, Permit Technician,
Engineering Aid, Executive Assistant

This fund is also charged for 4 fire inspectors via an interfund charge

**FISCAL YEAR 2021-22
BUDGET DETAIL
BUILDING PERMIT FUND**

110.0602.524

	FY 19-20 ACTUAL	FY 20-21 ADOPTED BUDGET	FY 20-21 ESTIMATED ACTUAL	FY 21-22 PROPOSED BUDGET	CHANGE FROM FY 20-21
<u>PERSONAL SERVICES</u>					
510200 REGULAR SALARIES & WAGES	1,948,255	2,069,407	2,049,923	2,364,977	295,570
510300 OTHER SALARIES	47,155	102,700	66,000	40,300	(62,400)
<i>Standby pay (\$10,140); temporary positions for peak periods (\$30,160)</i>					
510305 PERSONAL LEAVE PAYOUTS	26,778	29,274	45,180	45,000	15,726
510400 OVERTIME	98,022	198,080	144,000	200,000	1,920
525010 FICA	155,922	172,307	172,307	194,972	22,665
525030 RETIREMENT CONTRIBUTIONS	276,596	288,971	294,632	330,199	41,228
525040 LIFE/HEALTH INSURANCE	436,573	502,081	486,170	556,145	54,064
525070 EMPLOYEE ALLOWANCES	7,280	7,200	7,200	7,680	480
TOTAL PERSONAL SERVICES	\$ 2,996,580	\$ 3,370,020	\$ 3,265,412	\$ 3,739,273	\$ 369,253
<u>OPERATING EXPENSES</u>					
530000 OPERATING EXPENDITURES	1,842	4,000	4,000	10,000	6,000
530010 CITY ADMINISTRATION	372,370	398,200	398,200	423,830	25,630
531000 PROFESSIONAL SERVICES	39,333	80,000	115,000	180,000	100,000
<i>Outside engineering inspection</i>					
531001 BANK/CREDIT CARD FEES	110,043	95,000	99,230	170,000	75,000
531220 INVESTMENT ADVISORY FEES	2,204	3,000	3,000	3,000	0
532100 OUTSIDE COUNSEL	0	5,000	5,000	5,000	0
534010 UNSAFE STRUCTURE MGT	0	20,000	10,000	25,000	5,000
534040 CHARGES FOR FIRE INSPECTOR	283,235	293,148	293,148	402,589	109,441
540000 TRAINING & TRAVEL COSTS	11,194	20,000	20,000	30,000	10,000
541000 COMMUNICATIONS	23,579	32,000	32,000	40,000	8,000
<i>Monthly access for cellular phones, tablets and landlines</i>					
542100 EQUIP. SERVICES - REPAIRS	25,536	20,000	23,039	20,000	0
542110 EQUIP. SERVICES - FUEL	11,457	12,000	12,000	14,000	2,000
543010 ELECTRICITY	50,240	48,000	48,000	49,200	1,200
543020 WATER, SEWER, GARBAGE	18,302	20,000	20,000	20,000	0
545220 SELF INSURANCE CHARGE	83,783	90,415	90,415	92,929	2,514
546000 REPAIR AND MAINTENANCE	6,772	8,000	8,000	10,000	2,000
546020 BUILDING & GROUND MAINT.	10,309	20,000	15,000	24,000	4,000
546170 SOFTWARE MAINTENANCE	203,198	240,788	240,788	300,000	59,212
547000 PRINTING AND BINDING	3,983	5,000	5,000	10,000	5,000
549020 TECHNOLOGY SVC CHARGE	225,270	232,540	232,540	246,310	13,770
551000 OFFICE SUPPLIES	47	1,000	1,000	1,000	0
552000 OPERATING SUPPLIES	16,447	18,000	18,000	20,200	2,200
<i>Inspector supplies, Shred-It, Naples Rubber Stamp, Federal Express, Office Depot</i>					
552070 UNIFORMS	7,522	7,000	7,000	8,000	1,000
552090 OTHER CLOTHING/SAFETY SHOES	2,800	4,620	4,620	3,906	(714)
554010 MEMBERSHIPS	13,995	14,000	14,000	20,000	6,000
TOTAL OPERATING EXPENSES	\$ 1,523,461	\$ 1,691,711	\$ 1,718,980	\$ 2,128,964	\$ 437,253
<u>NON-OPERATING EXPENSES</u>					
560300 BUILDING IMPROVEMENTS	758,512	200,000	200,000	300,000	100,000
560400 MACHINERY & EQUIPMENT	8,548	0	0	0	0
560700 VEHICLES	0	100,000	100,000	30,000	(70,000)
560810 COMPUTER SOFTWARE	0	0	0	0	0
TOTAL NON-OPERATING EXPENSES	\$ 767,060	\$ 300,000	\$ 300,000	\$ 330,000	\$ 30,000
TOTAL EXPENSES	\$ 5,287,102	\$ 5,361,731	\$ 5,284,392	\$ 6,198,237	\$ 836,506

CAPITAL IMPROVEMENT PROJECTS

BUILDING FUND - FUND 110

CIP NUMBER	PROJECT DESCRIPTION	Dept				
		Request 2021-22	2022-23	2023-24	2024-25	2025-26
22B25	Building Renovations	300,000	0	0	0	0
22B04	Vehicle Replacement Program	30,000	30,000	30,000	30,000	30,000
TOTAL BUILDING FUND		330,000	30,000	30,000	30,000	30,000