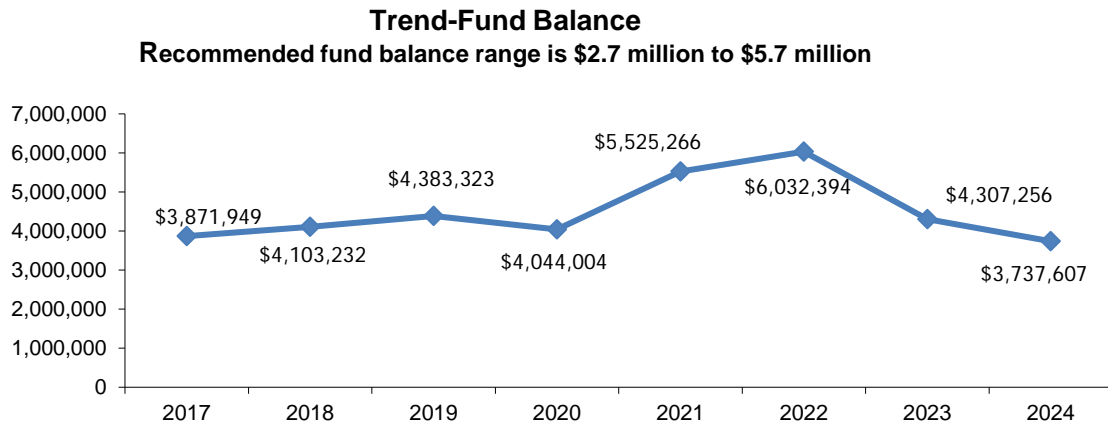




BUILDING PERMIT FUND
FINANCIAL SUMMARY
Fiscal Year 2023-24

Beginning Fund Balance - As of September 30, 2022		\$ 6,032,394
Projected Revenues FY 2022-23		5,631,348
Projected Expenditures FY 2022-23		6,356,487
Net Increase/(Decrease) in Fund Balance		<u>(725,139)</u>
Move to Restricted for Building Renovation/Replacement		<u>(1,000,000)</u>
Expected Fund Balance as of September 30, 2023		\$4,307,256
Add Fiscal Year 2023-24 Budgeted Revenues		
Building Permits	7,446,811	
Charges for Services	100	
Interest Income	71,000	
Grants and Miscellaneous Revenue	0	<u>7,517,911</u>
TOTAL AVAILABLE RESOURCES		11,825,167
Less Fiscal Year 2023-24 Budgeted Expenditures		
Personnel Services	4,096,002	
Operating Expenses	1,408,853	
Technology Services	420,687	
Transfer - Self-Insurance	115,164	
Transfer - Administration & Fire Inspectors	1,011,853	
Capital Expenses	1,035,000	<u>8,087,559</u>
BUDGETED CASH FLOW		(569,648)
Projected Fund Balance as of September 30, 2024		<u><u>\$3,737,607</u></u>



Projected Fund Balance complies with Fund Balance Policy



Building Permit Fund

Building Department

2

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.

2022-23 Department Accomplishments

- CityView Electronic Permitting Software System allowed uninterrupted service to City customers after hurricane Ian. 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.
- Implemented an Emergency permitting process for hurricane Ian related permits, issuing permits within 24 hours of application when a complete and sufficient application was submitted.
- 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.
- Continued meeting 5 day review workflow and next day inspections with increased work load from hurricane Ian.
- 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).
- Obtained approval on 6/9/2023 from the Building Code Administrators and Inspectors Board for an Internship Program for all Plans Examiner and Inspectors licenses.

Building Permit Fund

Building Department (continued)

2023-24 Department Goals and Objectives

As part of the 2021 City of Naples Vision:

- **Preserve Small town Character and Culture:** Diligent enforcement of Local codes and Florida Building Codes, maintaining a focus on customer service, will ensure we maintain the character, culture while improving resiliency in our built community.
- **Our Nature-Environmental Sensitivity:** Proactively, through community outreach, educate our residents on flood prevention and flood protection of their homes, and care of our coastline.
- **Our Experience-Extraordinary Quality of Life for Residents:** Ensuring that the City of Naples has a highly trained and educated Building Code staff, with an emphasis on customer service. This is accomplished through diligent continuing education on current and best practices.
- **Our Economy-Economic Health and Vitality:** The Building Department will continue to evaluate and refine the permitting process to gain every efficiency possible while providing industry best services for plan review and inspections.
- **Our Governance-High performing government:** The Building Department will continue to provide the highest of levels of service possible with timely application processing and next day inspections as the building industry desires. Timely responsive services directly impact the costs our residents pay on their construction projects. Through regular meetings with local design professionals and building contractors, work to streamline processes in the Building Department.
- **Strategic Steps Top Priority Initiatives:** Review and amend building codes which ensure small town feel and charm while improving resiliency to storms and floods.

2023-24 Significant Budgetary Issues

The FY 23-24 budget for the Building Permit Fund anticipates revenue totaling \$7,517,911 and expenditures totaling \$8,087,559. The budget shows a negative cash flow of \$569,648 due to moving \$1,000,000 to a restricted Building replacement/addition fund, resulting in a decrease to the fund balance. The fund remains sufficient, in excess of the minimum requirements of the fund balance policy, and also remains below the maximum allowable per Florida Statute 553.80(7)(a).

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 23-24 budget are \$8,087,559, a \$1,731,073 increase from the FY 22-23 estimated actual.

Personal Services

Personal Services are budgeted at \$4,096,002, a \$448,386 increase over the FY 22-23 estimated actual.

Building Permit Fund

Building Department (continued)

Operating Expenses

Operating Expenses are budgeted at \$2,956,557, a \$572,694 increase over the estimated actual of FY 22-23. The major components of this category are as follows:

City Administration	\$ 493,070
Professional Services	\$ 350,000
Technology Services	\$ 420,687
Transfer Self-insurance	\$ 115,164
Fire Inspectors	\$ 518,783

Non-Operating Expenses

Capital projects planned for FY 23-24 total \$1,035,000, this includes \$1,000,000 to reserve for building renovation/replacement.

2023-24 Performance Measures and Benchmarking

	Actual 2019-20	Actual 2020-21	Actual 2021-22	Projected 2022-23	Projected 2023-24
Permits submitted	6,202	7,177	6,553	7,612	7,500
Permits Issued	5,832	6,433	6,116	6,800	7,100
Reviews Completed	16,999	22,613	20,901	25,500	27,000
Inspections Completed	22,885	28,089	28,861	33,318	36,000
C.O.'s Issued - Res	34	93	112	87	160
C.O.'s Issued – Non-Res	3	2	3	5	7
Total Demo Issued	140	187	156	268	150



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

	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 ADOPTED BUDGET	FY 22-23 ESTIMATED ACTUAL	FY 23-24 PROPOSED BUDGET	%
Building Permits	6,737,011	6,239,760	5,806,825	5,495,184	7,446,811	28.24%
Charges for Services	42	332	100	150	100	0.00%
Interest Income	50,292	67,259	45,000	83,000	71,000	57.78%
FEMA Mitigation Grant/Reimbuser	0	0	0	53,014	0	n/a
Other Revenue	13,350	5,132	0	0	0	n/a
Total	\$ 6,800,695	\$ 6,312,484	\$ 5,851,925	\$ 5,631,348	\$ 7,517,911	28.47%

BUILDING PERMIT FUND (110)
BUILDING DEPARTMENT
FISCAL YEAR 2023-24

2022 Adopted	2023 Adopted	2024 Proposed	JOB TITLE	FY 2024 Proposed
1	1	1	Building Director/Building Official	151,125
1	1	1	Deputy Building Official	128,089
0.5	0	0	Traffic Engineer (a)	-
6	6	6	Building Inspector	435,759
0	0	1	Chief Inspector	105,325
0	0	1	Chief Plans Examiner	105,325
3	3	3	Construction Site Inspector	160,361
6	6	6	Plans Examiner	536,803
1	1	1	Floodplain Coordinator	71,995
1	1	1	Land Management Coordinator	92,211
1	1	1	Community Development Analyst	54,946
1	1	1	Building Technology Analyst	56,521
0	0	1	Permit Supervisor	58,229
6	6	6	Permit Coordinator	330,159
3	3	4	Permit Technician	181,640
2	2	1	Records Clerk	42,292
1	1	0	Building Technology Manager	-
1	1	1	Executive Assistant	60,271
34.5	34	36		2,571,051
			Regular Salaries	2,571,051
			Other Salaries/Authorized Compensation	193,245
			Overtime	210,000
			Employer Payroll Expenses	1,121,706
			Total Personnel Services	\$ 4,096,002

(a) moved to 100% in the Streets Fund 190

This fund is also charged for 5 fire inspectors via an interfund charge

**FISCAL YEAR 2023-24
BUDGET DETAIL
BUILDING PERMIT FUND**

110.0602.524

	FY 21-22 ACTUAL	FY 22-23 ADOPTED BUDGET	FY 22-23 ESTIMATED ACTUAL	FY 23-24 PROPOSED BUDGET	CHG FROM PROPOSED BUDGET	%	CHG FROM ESTIMATED ACTUAL	%	
PERSONNEL SERVICES									
510200	REGULAR SALARIES & WAGES	2,055,538	2,309,074	2,128,962	2,571,051	261,977	11.35%	442,089	20.77%
510300	OTHER SALARIES	45,581	55,020	136,985	118,245	63,225	114.91%	(18,740)	-13.68%
	<i>Standby pay (\$10,140); temporary positions for peak periods (\$30,160)</i>								
510305	PERSONAL LEAVE PAYOUTS	70,306	75,000	144,318	75,000	0	0.00%	(69,318)	-48.03%
510400	OVERTIME	189,308	200,000	200,000	210,000	10,000	5.00%	10,000	5.00%
525010	FICA	173,552	201,891	217,464	219,516	17,625	8.73%	2,052	0.94%
525030	RETIREMENT CONTRIBUTIONS	259,886	346,361	308,433	361,038	14,677	4.24%	52,605	17.06%
525040	LIFE/HEALTH INSURANCE	511,654	504,254	504,254	533,952	29,698	5.89%	29,698	5.89%
525070	EMPLOYEE ALLOWANCES	6,940	7,200	7,200	7,200	0	0.00%	0	0.00%
	TOTAL PERSONNEL SERVICES	\$ 3,312,764	\$ 3,698,800	\$ 3,647,616	\$ 4,096,002	\$ 397,202	10.74%	\$ 448,386	12.29%
OPERATING EXPENSES									
530000	OPERATING EXPENDITURES	11,115	10,000	10,000	10,000	0	0.00%	0	0.00%
530010	CITY ADMINISTRATION	423,830	458,792	458,792	493,070	34,278	7.47%	34,278	7.47%
531012	PROFESSIONAL SERVICES	38,897	150,000	159,022	350,000	200,000	133.33%	190,978	120.10%
	<i>Outside engineering inspection</i>							0	
531001	BANK/CREDIT CARD FEES	168,106	200,000	160,000	250,000	50,000	25.00%	90,000	56.25%
531220	INVESTMENT ADVISOR FEES	3,040	3,000	3,000	3,000	0	0.00%	0	0.00%
532100	OUTSIDE COUNSEL	0	35,000	35,000	30,000	(5,000)	-14.29%	(5,000)	-14.29%
534010	UNSAFE STRUCTURE MGMT	0	50,000	50,000	50,000	0	0.00%	0	0.00%
534040	CHARGES FOR FIRE INSPECTOR	402,589	422,718	422,718	518,783	96,065	22.73%	96,065	22.73%
540000	TRAINING & TRAVEL COSTS	20,985	30,000	16,180	30,000	0	0.00%	13,820	85.41%
541000	COMMUNICATIONS	29,415	33,000	29,478	30,000	(3,000)	-9.09%	522	1.77%
	<i>Monthly access for cellular phones, tablets and landlines</i>							0	
542100	EQUIP. SERVICES - REPAIRS	39,458	32,000	39,000	30,000	(2,000)	-6.25%	(9,000)	-23.08%
542110	EQUIP. SERVICES - FUEL	23,981	25,250	35,500	22,473	(2,778)	-11.00%	(13,028)	-36.70%
543010	ELECTRICITY	69,878	65,000	73,370	75,000	10,000	15.38%	1,630	2.22%
543020	WATER, SEWER, GARBAGE	38,169	31,000	24,530	30,000	(1,000)	-3.23%	5,470	22.30%
545220	SELF INSURANCE CHARGE	92,929	93,238	93,238	115,164	21,926	23.52%	21,926	23.52%
546000	REPAIR AND MAINTENANCE	4,526	10,000	6,650	10,000	0	0.00%	3,350	50.38%
546020	BUILDING & GROUND MAINT.	12,781	24,000	10,550	24,000	0	0.00%	13,450	127.49%
546170	SOFTWARE MAINTENANCE	297,315	350,000	341,445	391,126	41,126	11.75%	49,681	14.55%
547000	PRINTING AND BINDING	1,474	10,000	8,478	10,000	0	0.00%	1,522	17.95%
549020	TECHNOLOGY SVC CHARGE	222,360	361,610	361,610	420,687	59,077	16.34%	59,077	16.34%
551000	OFFICE SUPPLIES	1,002	1,000	1,000	0	(1,000)	-100.00%	(1,000)	-100.00%
552000	OPERATING SUPPLIES	20,851	22,000	21,030	25,000	3,000	13.64%	3,970	18.88%
	<i>Inspector supplies, Shred-It, Naples Rubber Stamp, Federal Express, Office Depot</i>							0	
552070	UNIFORMS	6,635	9,000	8,900	10,000	1,000	11.11%	1,100	12.36%
552090	OTHER CLOTHING/SAFETY SHOES	3,082	3,472	3,472	3,255	(217)	-6.25%	(217)	-6.25%
554010	MEMBERSHIPS	12,809	22,000	10,900	25,000	3,000	13.64%	14,100	129.36%
	TOTAL OPERATING EXPENSES	\$ 1,945,228	\$ 2,452,080	\$ 2,383,864	\$ 2,956,557	\$ 504,477	20.57%	\$ 572,694	24.02%
NON-OPERATING EXPENSES									
560300	BUILDING IMPROVEMENTS *	138,770	300,000	58,557	1,000,000	700,000	233.33%	941,443	1607.74%
560400	MACHINERY & EQUIPMENT	0	0	36,926	0	0		(36,926)	
560700	VEHICLES	29,097	70,000	85,824	35,000	(35,000)	-50.00%	(50,824)	-59.22%
560810	COMPUTER SOFTWARE	0	250,000	143,700	0	(250,000)		(143,700)	
	TOTAL NON-OPERATING EXPENSES	\$ 167,867	\$ 620,000	\$ 325,007	\$ 1,035,000	\$ 415,000	66.94%	\$ 709,993	218.45%
	TOTAL EXPENSES	\$ 5,425,860	\$ 6,770,880	\$ 6,356,487	\$ 8,087,559	\$ 1,316,679	19.45%	\$ 1,731,073	27.23%

* The \$1M for building improvements will be moved to restricted fund balance at year end for building renovation/replacement

**CAPITAL IMPROVEMENT PROJECTS
BUILDING FUND - FUND 110**

CIP NUMBER	PROJECT DESCRIPTION	Dept Request 2023-24	2024-25	2025-26	2026-27	2027-28
24B04	Vehicle Replacement Program	35,000	35,000	35,000	35,000	35,000
TOTAL BUILDING FUND		35,000	35,000	35,000	35,000	35,000