

Building Department

September 14, 2016



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POWERPOINT PRESENTATION2-6

FUND 600-1306 BUILDING DEPARTMENT 7-18



CITY OF SOUTH BEND

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

BUILDING DEPARTMENT

SEPTEMBER 14, 2016

BUILDING DEPARTMENT

Department Vision

- The goal of BUILDING DEPARTMENT is to attain a 100% verifiable code compliant “Built Environment”.
- This goal can be achieved by:
 - Hiring the Best – inspectors and front office
 - Insuring Quality – by education, inspiration and communication
 - Tracking Information – plan for trends before they happen
 - Highest Caliber Service – processing, inspection and information

BUILDING DEPARTMENT
Overall Budget Summary

- Revenue – \$1,368,350 –
projected 3% increase based on
trends
- Expenditures - \$1,367,032 –
6.7% increase from 2016 -
primarily interfund allocations

BUILDING DEPARTMENT
Overall Staffing Changes

- Change of status – Secretary V –
Administrative Assistant
- Plumbing Inspector – retirement
replacement
- HVAC Inspector – new hire
- Secretary V – retirement
replacement

BUILDING DEPARTMENT 2016 Accomplishments

- State Archives granted us ability to digitally archive docs after verifying that our permitting/archiving system has sufficient failsafe backups. First in State to be allowed.
- 100% of all County Commercial files have been scanned and archived
- All City residential files consolidated by 50% and archiving has started
- BPA – Business Process Analysis – all business processes have been mapped and made available – visual guide for those unfamiliar with otherwise complex procedures – an org. chart of step-by-step guide
- All forms changed to fillable forms
- 2 new Inspectors; 1 new Secretary V
- Working on plan to consolidate ABZA and associated procedures out of the Building Department program list – non revenue generators

BUILDING DEPARTMENT 2016 Goals & Challenges What We Have Accomplished So Far

| 2016 Goals & Challenges | How We Are Proceeding to Meet Goals |
|--|--|
| Archiving to reduce paper use and help speed access to vital property information. | Agreement with State Archives for digital archiving |
| | Configure permitting/accounting system to better use and access digital data. |
| Streamline Procedures | BPA – Business Process Analysis – configure processes for universal use and comprehension |
| | Digital Cash Register – linked directly to permitting system; will reduce cash out time for clients and reduce time for inputting accounting information |
| 2 retirement positions; 1 new position | Filled – 2 new Inspectors; 1 new Secretary V |
| Exponential Growth of Variances/Sp. Exceptions/Sp. Use | Plan in process for shared duties of ABZA |

BUILDING DEPARTMENT 2017 Goals & Challenges

- Scan remainder of all property files and permits (100+ I.f. of file cabinets)
- Transition iPads to Surface Pros for field inspections
- Schedule regular seminars for homeowners on remodeling/repair either by Contractor or as homeowner
- Create an emergency packet/checklist including Business Process Analysis (BPA) so tiered personnel can operate without instruction
- Set up Commercial Plan Review structure when/if State allows Local Plan Review.
- File Ordinance changes for same when given okay
- Link Credit Card use to Commercial Submissions for Local Plan Review
- Operate at current permitting levels with current staff
- Transition ABZA duties to Area Plan Commission

BUILDING DEPARTMENT Key Performance Indicators

| Measure | Mayoral Goal | Type | 2018 | 2015 | 2016 | 2017 |
|--------------------------|--------------|---------------|----------------|----------|-----------------|---------|
| | | | Long Term Goal | Actual | Estimated (YTD) | Target |
| Avg. Permit Process Time | GG | Effectiveness | 3:00 | 2:22 | 2:45 | 3:00 |
| Revenue/Inspection | BE | Efficiency | \$94.10 | \$126.45 | \$106.56 | \$90.35 |
| | | | | | | |
| | | | | | | |
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BUILDING DEPARTMENT Key Programs and Costs

| Program Name | Program Description | Estimated FTE Program Cost |
|------------------------------|---|----------------------------|
| Inspections | Traveling to and making various types of building inspections | \$410,560 |
| Customer Inquiries | Direct conversation, research and investigation time associated with customer inquiries | \$137,990 |
| Permitting | Processing, filing, archiving and distributing permits | \$71,053 |
| Area Board of Zoning Appeals | Processing all variances, Special Exceptions, Special Uses, along with meeting, filing and research for same. | \$65,087 |
| Zoning Ordinance Violations | Investigating Ordinance Violations including those commonly associated with Code Enforcement | \$48,944 |

Building Department - 600-1306

Fund Summary - Operating and Capital Budget

| Description | 2014 Actual | 2015 Actual | 2016 Amended Budget | 30-Jun Actual | 2017 Proposed Budget | Forecast | | | | Budget Variance 2016-2017 | % Change |
|-------------------------------------|------------------|------------------|---------------------|----------------|----------------------|------------------|------------------|------------------|------------------|---------------------------|--------------|
| | | | | | | 2018 | 2019 | 2020 | 2021 | | |
| REVENUES | | | | | | | | | | | |
| Property Taxes | - | - | - | - | - | - | - | - | - | - | - |
| Local Income Taxes | - | - | - | - | - | - | - | - | - | - | - |
| Other Taxes | - | - | - | - | - | - | - | - | - | - | - |
| Grants/Intergovernmental | - | - | - | - | - | - | - | - | - | - | - |
| Charges for Services | 1,007,213 | 1,421,675 | 1,321,100 | 625,646 | 1,360,350 | 1,387,557 | 1,415,308 | 1,443,614 | 1,472,486 | 39,250 | 3.0% |
| Interfund Allocations | - | - | - | - | - | - | - | - | - | - | - |
| Fines & Forfeitures | - | - | - | - | - | - | - | - | - | - | - |
| Donations | - | - | - | - | - | - | - | - | - | - | - |
| Other Income | 3,326 | 22,242 | 22,700 | 10,690 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 | (14,700) | -64.8% |
| Transfers In | - | - | - | - | - | - | - | - | - | - | - |
| Total Revenue | 1,010,539 | 1,443,917 | 1,343,800 | 636,336 | 1,368,350 | 1,395,557 | 1,423,308 | 1,451,614 | 1,480,486 | 24,550 | 1.8% |
| EXPENDITURES BY PROGRAM | | | | | | | | | | | |
| 1 | | | | | | | | | | - | - |
| 2 | | | | | | | | | | - | - |
| 3 | | | | | | | | | | - | - |
| 4 | | | | | | | | | | - | - |
| 5 | | | | | | | | | | - | - |
| 6 | | | | | | | | | | - | - |
| 7 | | | | | | | | | | - | - |
| 8 | | | | | | | | | | - | - |
| 9 | | | | | | | | | | - | - |
| 10 | | | | | | | | | | - | - |
| EXPENDITURES BY TYPE | | | | | | | | | | | |
| Personnel | | | | | | | | | | | |
| Salaries & Wages | 622,889 | 617,080 | 699,947 | 291,001 | 706,139 | 764,041 | 779,322 | 794,908 | 810,807 | 6,192 | 0.9% |
| Fringe Benefits | 237,544 | 264,243 | 327,051 | 135,491 | 357,210 | 391,806 | 399,643 | 407,635 | 415,788 | 30,159 | 9.2% |
| Total Personnel | 860,433 | 881,323 | 1,026,998 | 426,492 | 1,063,349 | 1,155,847 | 1,178,965 | 1,202,543 | 1,226,595 | 36,351 | 3.5% |
| Supplies | 26,269 | 21,636 | 27,484 | 5,753 | 27,922 | 28,480 | 29,050 | 29,631 | 30,224 | 438 | 1.6% |
| Services & Charges | | | | | | | | | | | |
| Professional Services | 6,374 | 18,122 | 12,046 | 1,066 | 9,646 | 9,839 | 10,036 | 10,237 | 10,441 | (2,400) | -19.9% |
| Printing & Advertising | 812 | 887 | 195 | 62 | 1,700 | 1,734 | 1,769 | 1,804 | 1,840 | 1,505 | 771.8% |
| Utilities | - | - | - | - | - | - | - | - | - | - | - |
| Education & Training | 1,151 | 2,511 | 2,055 | 450 | 2,000 | 2,040 | 2,081 | 2,122 | 2,165 | (55) | -2.7% |
| Travel | 22 | 2,442 | 3,650 | 1,091 | 3,650 | 3,723 | 3,798 | 3,873 | 3,951 | - | 0.0% |
| Repairs & Maintenance | 11,277 | 30,611 | 37,000 | 14,264 | 37,000 | 37,740 | 38,495 | 39,265 | 40,050 | - | 0.0% |
| Payment In Lieu of Taxes | - | - | - | - | - | 44,186 | 45,070 | 45,972 | 46,891 | - | - |
| Other Interfund Allocations | 53,540 | 50,495 | 53,839 | 24,732 | 157,093 | 160,235 | 163,440 | 166,708 | 170,043 | 103,254 | 191.8% |
| Debt Service: | | | | | | | | | | | |
| Principal | 15,129 | 19,688 | 22,648 | 10,240 | 30,492 | 31,102 | 31,724 | 32,358 | 33,006 | 7,844 | 34.6% |
| Interest & Fees | 898 | 1,008 | 1,180 | 402 | 1,929 | 1,968 | 2,007 | 2,047 | 2,088 | 749 | 63.5% |
| Grants & Subsidies | - | - | - | - | - | - | - | - | - | - | - |
| Transfers Out | - | - | - | - | - | - | - | - | - | - | - |
| Other Services & Charges | 8,773 | 8,741 | 24,395 | 6,933 | 27,140 | 27,683 | 28,236 | 28,802 | 29,377 | 2,745 | 11.3% |
| Total Services & Charges | 97,976 | 134,505 | 157,008 | 59,240 | 270,650 | 320,250 | 326,656 | 333,188 | 339,851 | 113,642 | 72.4% |
| Capital | - | - | - | - | - | - | - | - | - | - | - |
| Total Expenditures by Type | 984,678 | 1,037,464 | 1,211,490 | 491,485 | 1,361,921 | 1,504,577 | 1,534,671 | 1,565,362 | 1,596,670 | 150,431 | 12.4% |
| Net Surplus / (Deficit) | 25,861 | 406,453 | 132,310 | 144,851 | 6,429 | (109,020) | (111,363) | (113,748) | (116,184) | | |
| Beginning Cash Balance | 151,741 | 173,097 | 579,550 | 579,550 | 711,860 | 718,289 | 609,269 | 497,906 | 384,158 | | |
| Cash Adjustments | 21,356 | 406,453 | - | - | - | - | - | - | - | | |
| Ending Cash Balance | 173,097 | 579,550 | 711,860 | 724,401 | 718,289 | 609,269 | 497,906 | 384,158 | 267,974 | | |
| Cash Reserves Target | 246,170 | 259,366 | 302,873 | 122,871 | 340,480 | 376,144 | 383,668 | 391,340 | 399,168 | | 25.00% |

Explain Significant Revenue and Expenditure Changes Below:

We expect an approximate 3% increase in revenue over 2016 levels. This reflects continued development in the multi-family, commercial and industrial sectors. Our front office needs have changed. As a result, we are adding an additional Administrative Assistant and removing one Secretary V. Interfund Allocations, driven by IT, will increase 213% over 2016 levels.

Building Department - 600-1306

Fund Summary - Description, Accomplishments, Goals, KPI's

Fund Description & Purpose

The mission of the Building Department is to insure the health, safety and welfare of the general public through proper construction of all structures in the built environment. We provide precise, up-to-date, innovative and technical expertise based on nationally recognized Building Codes. We also serve as the Zoning Administrator and Floodplain Administrator for St. Joseph County and the City of South Bend. Through rigorous and precise inspections along with the supervision and regulation of zoning and construction in and about the floodway, we insure that St. Joseph County and the City of South Bend are a safe place to work, play and live.

2016 Accomplishments & Outcomes

- We recently received an update from the State Building Commissioner that a plan will be in place by the end of 2016 for the allowance of Local Plan Review. This will reduce turnaround time for local commercial projects.

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- We are adding a new position of Administrative Assistant to replace one of our Secretary V positions. This will better serve our current and projected needs.

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2017 Department Goals & Objectives & Linkage to City Goals

Basics are Easy (BE)

- We recently purchased a new cash register that will now be linked to our permitting and accounting system. This will make our daily/monthly/yearly financial balancing run much smoother and require fewer hours to accomplish.

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Good Government (GG)

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The Building Department website is now more user friendly than ever. We now include fillable forms for most any type of building related issue.

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People/Places (PP)

- Our policy that "every commercial building project is critical to the community" has helped in making sure that projects are completed on time and with the fewest obstacles possible.

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Key Performance Indicators (KPI's)

| Measure | City Goal | Type | 2017 | | | |
|---------------------------|-----------|---------------|----------------|-------------|----------------|-------------|
| | | | Long Term Goal | 2014 Actual | 2015 Estimated | 2016 Target |
| - Permit Processing Times | GG | Effectiveness | 3:00 | | 3:00 | |
| - Fence | GG | Effectiveness | | | 3:00 | |
| - Reconnect | GG | Effectiveness | | | 3:00 | |
| - Roof | GG | Effectiveness | | | 3:00 | |
| - Average | GG | Effectiveness | | | 3:00 | |
| - Revenue/Inspection | BE | Efficiency | 94 | | \$83 | \$94 |
| - | | | | | | |
| - | | | | | | |
| - | | | | | | |
| - | | | | | | |
| - | | | | | | |

Types: output, efficiency, effectiveness, quality, outcome, technology

2017 Significant Changes/Challenges/Opportunities (with a focus on solutions)

- Staff retirements have started. Two employees retired so far this year. I expect three or more to retire within the next two years.

- Staffing for retirements has become more challenging due to lower numbers in the skilled work force and monetary incentives to retain current employees. This will become more of a challenge with each passing year.

- If the State allows us Local Plan Review next year, we will see yet another change in the dynamics and focus of the Department. We may request a significant staff increase if this is the case. The increase would be offset by the additional projected revenue.

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Building Department - 600-1306

Fund Summary - Full-Time Employees

| <i>Report ONLY Full-Time positions</i> | | | | | | | | | |
|--|----------------|-------------------|---------------------|--------------------|-------------|-------------|-------------|-------------|-------------|
| Position | 2016 | | | 2017 | Forecast | | | | |
| | 2015 Actual | Amended Budget | 6/30/2016 Actual | Proposed Budget | 2018 | 2019 | 2020 | 2021 | |
| Staffing (Full-Time Employees) | | | | | | | | | |
| Non-Bargaining | | | | | | | | | |
| Building Commissioner | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Plan/Design Review Specialist | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Zoning & Business Services Administrator | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Building Inspector | 6.0 | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 |
| Combo Commercial Inspector | - | 4.0 | 4.0 | 4.0 | 5.0 | 5.0 | 5.0 | 5.0 | 5.0 |
| | - | - | | - | - | - | - | - | - |
| Secretary V | 2.0 | 2.0 | 2.0 | 1.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| Administrative Assistant | 2.0 | 2.0 | 2.0 | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 |
| | - | - | | - | - | - | - | - | - |
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| | - | - | | - | - | - | - | - | - |
| Total Non-Bargaining | 13.0 | 14.0 | 14.0 | 14.0 | 16.0 | 16.0 | 16.0 | 16.0 | 16.0 |
| Bargaining | | | | | | | | | |
| | - | - | | - | - | - | - | - | - |
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| | - | - | | - | - | - | - | - | - |
| Total Bargaining | - | - | - | - | - | - | - | - | - |
| Total Full-Time Employees | 13.0 | 14.0 | 14.0 | 14.0 | 16.0 | 16.0 | 16.0 | 16.0 | 16.0 |
| Explain Significant Staffing Changes Below: | | | | | | | | | |
| | | | | | | | | | |

Building Department - 600-1306

Fund Summary - Five-Year Capital Improvement Plan

| | Minimum Thresholds | | Equipment Buildings | \$10,000 \$100,000 | | | | | | |
|----------------------------|-----------------------|----------------|------------------------|-----------------------|----------|--------|------|-------|---------------|--|
| Name | Funding Source | 2016 Budget | BUDGET | | FORECAST | | | Total | Justification | |
| | | | 2017 | 2018 | 2019 | 2020 | 2021 | | | |
| Replacement Capital | | | | | | | | | | |
| SUV - Hybrid | Lease | - | 23,000 | - | - | - | - | - | 23,000 | |
| SUV - Hybrid | Lease | - | 23,000 | - | - | - | - | - | 23,000 | |
| SUV - Hybrid | Lease | - | 23,000 | - | - | - | - | - | 23,000 | |
| | | - | - | - | - | - | - | - | - | |
| SUV - Hybrid | Lease | - | - | 23,000 | - | - | - | - | 23,000 | |
| SUV - Hybrid | Lease | - | - | 23,000 | - | - | - | - | 23,000 | |
| | | - | - | - | - | - | - | - | - | |
| SUV - Hybrid | Lease | - | - | - | 23,000 | - | - | - | 23,000 | |
| SUV - Hybrid | Lease | - | - | - | 23,000 | - | - | - | 23,000 | |
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| | | - | - | - | - | - | - | - | - | |
| Totals | | - | 69,000 | 46,000 | - | 46,000 | - | - | 161,000 | |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2014 Actual | 2015 Actual | 2016 Original Budget | 2016 Amended Budget | 2016 YTD Actual | 6/30/16 YTD Actual | 2017 Estimated Revenue |
|-------------------------|--|----------------|----------------|----------------------------|---------------------------|-----------------------|--------------------------|------------------------------|
| CONSOLIDATED BLDG. FUND | | | | | | | | |
| 600-0000-322.01-00 | BUILDING | 837,868 | 1,254,012 | 1,038,270 | 1,038,270 | 719,192 | 536,900 | 1,074,717 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | ESTIMATION BASED ON FEE SCHEDULE | | 1 | | | | | |
| | 2017 PERMITS PROJECTION | | 1,074,716 | | | | | |
| | | | 1,074,717 | | | | | |
| 600-0000-322.01-10 | CONTRACTOR'S REGISTRATION | 155,600 | 164,000 | 266,250 | 266,250 | 113,739 | 86,289 | 268,913 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | 2017 LICENSE AND REG PROJECTION | | 268,913 | | | | | |
| | | | 268,913 | | | | | |
| 600-0000-322.01-11 | INSPECTION FEES | 660 | 0 | 720 | 720 | 0 | 0 | 960 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | 24 INSPECTIONS @\$40.00 EA | | 960 | | | | | |
| | 2017 PROJECTION | | 960 | | | | | |
| 600-0000-322.01-12 | FIRE PLAN REVIEW FEES | 1,768 | 1,743 | 2,500 | 2,500 | 975 | 840 | 2,500 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | ADMINISTRATIVE FEES FOR COLLECTING FIRE DEPT. PLAN | | 2,500 | | | | | |
| | REVIEW FEES | | | | | | | |
| | 2017 PROJECTION | | 2,500 | | | | | |
| 600-0000-322.01-13 | NE NEIGHBORHD DESIGN FEES | 2,400 | 1,920 | 2,560 | 2,560 | 1,760 | 1,600 | 2,560 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | 16 REVIEWS @160.00 EACH - 2017 PROJECTION | | 2,560 | | | | | |
| | | | 2,560 | | | | | |
| 600-0000-322.01-15 | COUNTY/CED CHARGES | 8,917 | 0 | 10,700 | 10,700 | 0 | 0 | 10,700 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | CHARGES FOR DESIGN SERVICES & 311 OFFICE SPACE | | 10,700 | | | | | |
| | *** COUNTY DEMO NOW PAID DIRECTLY BY COUNTY | | | | | | | |
| | | | 10,700 | | | | | |
| * | | 1,007,213 | 1,421,675 | 1,321,000 | 1,321,000 | 835,666 | 625,629 | 1,360,350 |
| 600-0000-360.51-00 | INSURANCE REIMBURSEMENT | 0 | 0 | 0 | 100 | 17 | 17 | 0 |
| * | | 0 | 0 | 0 | 100 | 17 | 17 | 0 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2014 Actual | 2015 Actual | 2016 Original Budget | 2016 Amended Budget | 2016 YTD Actual | 6/30/16 YTD Actual | 2017 Estimated Revenue |
|--------------------|---------------------------------------|----------------|----------------|----------------------------|---------------------------|-----------------------|--------------------------|------------------------------|
| 600-0000-361.00-00 | INTEREST EARNINGS | 930 | 6,892 | 5,000 | 17,700 | 11,126 | 9,520 | 5,000 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | ESTIMATION OF INTEREST ON INVESTMENTS | | 5,000 | | | | | |
| | 2017 PROJECTION | | 5,000 | | | | | |
| * | | 930 | 6,892 | 5,000 | 17,700 | 11,126 | 9,520 | 5,000 |
| 600-0000-380.10-99 | MISC. REIMBURSEMENTS | 649 | 14,522 | 0 | 2,000 | 1,170 | 1,170 | 0 |
| * | | 649 | 14,522 | 0 | 2,000 | 1,170 | 1,170 | 0 |
| 600-0000-391.00-00 | PROCEEDS F.A. DISPOSAL | 0 | 0 | 3,000 | 3,000 | 0 | 0 | 3,000 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | SALE OF 3 VEHICLE - 2017 PROJECTION | | 3,000 | | | | | |
| | | | 3,000 | | | | | |
| 600-0000-391.01-00 | SALE OF FIXED ASSETS | 828 | 828 | 0 | 0 | 0 | 0 | 0 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | NO VEHICLES IN 2013 | | | | | | | |
| * | | 828 | 828 | 3,000 | 3,000 | 0 | 0 | 3,000 |
| ** | CONSOLIDATED BLDG. FUND | 1,009,620 | 1,443,917 | 1,329,000 | 1,343,800 | 847,979 | 636,336 | 1,368,350 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2014 Actual | 2015 Actual | 2016 Original Budget | 2016 Amended Budget | 2016 YTD Actual | 6/30/16 YTD Actual | 2017 Proposed Expenditures |
|--------------------|---|----------------|----------------|----------------------------|---------------------------|-----------------------|--------------------------|----------------------------------|
| 600-1306-415.10-01 | REGULAR SALARIES | 616,366 | 617,080 | 684,947 | 684,947 | 387,353 | 286,632 | 691,139 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | 1 BUILDING COMMISSIONER | | 85,313 | | | | | |
| | 1 DESIGN/PLAN REVIEW SPECIALIST | | 59,720 | | | | | |
| | 1 ZONING & BUSINESS SERVICES ADMINISTRATION | | 59,720 | | | | | |
| | 3 BLDG INSPECTOR (3 X 46,774) | | 140,322 | | | | | |
| | 4 COMMERCIAL COMBO (4 X 49,113) | | 196,452 | | | | | |
| | 1 SECRETARY V (1 X 32,759) | | 32,759 | | | | | |
| | 3 ADMIN ASSISTANT I (3 X 38,951) | | 116,853 | | | | | |
| | | | 691,139 | | | | | |
| 600-1306-415.10-05 | TEMPORARY SERVICES | 6,523 | 0 | 15,000 | 15,000 | 6,115 | 4,369 | 15,000 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | TEMPORARY SERVICES | | 15,000 | | | | | |
| | | | 15,000 | | | | | |
| 600-1306-415.11-01 | FICA TAXES | 46,624 | 46,168 | 52,399 | 52,399 | 29,137 | 21,523 | 52,872 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | REGULAR - FICA | | 52,872 | | | | | |
| | \$691,139 X 7.65% | | 52,872 | | | | | |
| 600-1306-415.11-04 | PERF RETIREMENT | 68,978 | 69,113 | 76,715 | 76,715 | 43,643 | 32,477 | 74,408 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | REGULAR - PERF | | 74,408 | | | | | |
| | \$691,139 X 11.2% | | 74,408 | | | | | |
| 600-1306-415.11-07 | UNEMPLOYMENT COMP | 1,760 | 1,608 | 1,713 | 1,713 | 661 | 406 | 1,728 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | \$691,139 X .25% | | 1,728 | | | | | |
| | | | 1,728 | | | | | |
| 600-1306-415.11-08 | HEALTH INSURANCE | 115,222 | 142,844 | 190,104 | 190,104 | 98,662 | 77,724 | 221,722 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | LONG TERM DISABILITY: | | | | | | | |
| | \$96.00 X 14 | | 1,344 | | | | | |
| | HEALTH INSURANCE | | | | | | | |
| | \$15,500 X 12 | | 216,998 | | | | | |
| | HEALTH INS/REBATE: | | | | | | | |
| | \$1,690 X 2 | | 3,380 | | | | | |
| | | | 221,722 | | | | | |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2014 Actual | 2015 Actual | 2016 Original Budget | 2016 Amended Budget | 2016 YTD Actual | 6/30/16 YTD Actual | 2017 Proposed Expenditures |
|----------------------|---|----------------|----------------|----------------------------|---------------------------|-----------------------|--------------------------|----------------------------------|
| 600-1306-415.11-09 | LIFE INSURANCE | 1,545 | 1,535 | 1,680 | 1,680 | 950 | 750 | 1,680 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | GROUP INSURANCE - LIFE \$120 X 14 EMPLOYEES | | 1,680 | | | | | |
| | | | 1,680 | | | | | |
| 600-1306-415.11-22 | PARKING ALLOWANCE | 2,995 | 2,445 | 2,760 | 2,760 | 2,280 | 2,070 | 3,120 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | PARKING ALLOWANCE (7 EMPLOYEES) 3 EMP. X \$40.00 X 12 MONTHS 4 EMP. X \$35.00 X 12 MONTHS | | 3,120 | | | | | |
| | | | 3,120 | | | | | |
| 600-1306-415.11-24 | CELL PHONE ALLOWANCE | 420 | 530 | 1,680 | 1,680 | 630 | 540 | 1,680 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | CELL PHONE ALLOWANCE 4 @ \$420 EA | | 1,680 | | | | | |
| | | | 1,680 | | | | | |
| * PERSONNEL SERVICES | | 860,433 | 881,323 | 1,026,998 | 1,026,998 | 569,431 | 426,492 | 1,063,349 |
| 600-1306-415.21-02 | PRINT SHOP | 3,687 | 3,767 | 1,300 | 1,300 | 107 | 101 | 1,300 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | MATERIALS AND SUPPLIES | | 1,300 | | | | | |
| | | | 1,300 | | | | | |
| 600-1306-415.21-03 | CENTRAL STORES - OFFICE | 374 | 233 | 600 | 600 | 290 | 234 | 600 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | SUPPLIES | | 600 | | | | | |
| | | | 600 | | | | | |
| 600-1306-415.21-04 | OTHER OFFICE SUPPLIES | 5,150 | 4,087 | 3,000 | 3,000 | 1,681 | 1,093 | 3,500 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | SUPPLIES NOT CARRIED BY CENTRAL STORES | | 3,500 | | | | | |
| | | | 3,500 | | | | | |
| 600-1306-415.21-05 | SMALL OFFICE EQUIPMENT | 2,057 | 3,858 | 5,000 | 5,062 | 3,068 | 0 | 5,000 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | TELEPHONES, PRINTERS, CALCULATOR REPLACEMENTS | | 5,000 | | | | | |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2014 Actual | 2015 Actual | 2016 Original Budget | 2016 Amended Budget | 2016 YTD Actual | 6/30/16 YTD Actual | 2017 Proposed Expenditures |
|--------------------|--|----------------|----------------|----------------------------|---------------------------|-----------------------|--------------------------|----------------------------------|
| | | | 5,000 | | | | | |
| 600-1306-415.22-01 | CENTRAL SERVICE GASOLINE | 15,001 | 9,691 | 17,522 | 17,522 | 5,106 | 4,326 | 17,522 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | ESTIMATION OF GASOLINE USEAGE | | 17,522 | | | | | |
| | | | 17,522 | | | | | |
| | | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| * | SUPPLIES | 26,269 | 21,636 | 27,422 | 27,484 | 10,252 | 5,753 | 27,922 |
| 600-1306-415.31-06 | OTHER PROFESSIONAL SVCS | 6,374 | 18,122 | 9,646 | 12,046 | 6,007 | 1,066 | 9,646 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | REIMBURSEMENT FOR COUNTY ATTORNEY | | 9,646 | | | | | |
| | | | 9,646 | | | | | |
| 600-1306-415.31-70 | ADM FEE ALLOCATION | 30,944 | 37,549 | 35,148 | 35,148 | 23,432 | 17,574 | 41,747 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | 2017 FIXED COST ALLOCATION #1 | | 41,747 | | | | | |
| | ADMINISTRATIVE FEE | | 41,747 | | | | | |
| 600-1306-415.31-71 | CENTRAL STORES ALLOCATION | 264 | 341 | 319 | 319 | 216 | 162 | 336 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | 2017 FIXED COST ALLOCATION 3 | | 336 | | | | | |
| | CENTRAL STORES | | 336 | | | | | |
| 600-1306-415.31-73 | PRINT SHOP ALLOCATION | 0 | 0 | 2,868 | 2,868 | 1,912 | 1,434 | 2,291 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | PRINT SHOP ALLOCATION | | 2,291 | | | | | |
| | | | 2,291 | | | | | |
| 600-1306-415.31-75 | 311 CALL CENTER ALLOC | 0 | 0 | 5,111 | 5,111 | 454 | 366 | 0 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | 311 ALLOCATION | | | | | | | |
| 600-1306-415.32-02 | POSTAGE / FREIGHT | 1,578 | 2,145 | 1,000 | 3,105 | 3,513 | 2,451 | 5,000 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | POSTAGE, INCLUDING CERTIFIED MAIL, BASED ON 2016 | | 5,000 | | | | | |
| | | | 5,000 | | | | | |
| 600-1306-415.32-04 | TELEPHONE EXPENSE | 4,920 | 4,800 | 7,340 | 7,340 | 4,614 | 3,273 | 7,340 |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2014 Actual | 2015 Actual | 2016 Original Budget | 2016 Amended Budget | 2016 YTD Actual | 6/30/16 YTD Actual | 2017 Proposed Expenditures |
|--------------------|--|----------------|----------------|----------------------------|---------------------------|-----------------------|--------------------------|----------------------------------|
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | TELEPHONE SERVICES | | 5,040 | | | | | |
| | \$420 X 12 | | | | | | | |
| | INSPECTOR CELL PHONES | | 2,300 | | | | | |
| | | | 7,340 | | | | | |
| 600-1306-415.32-22 | TRAVEL - AIRFARE | 0 | 1,013 | 1,200 | 1,200 | 50 | 50 | 1,200 |
| 600-1306-415.32-23 | TRAVEL - HOTEL | 0 | 1,082 | 1,600 | 1,600 | 1,278 | 862 | 1,600 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | HOTEL CHARGES FOR THE ICC AND IABO CONFERENCES | | 1,000 | | | | | |
| | | | 1,000 | | | | | |
| 600-1306-415.32-24 | TRAVEL - MEALS | 10 | 290 | 650 | 650 | 293 | 141 | 650 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | MEALS FOR CONFERENCES AND SEMINARS | | 750 | | | | | |
| | | | 750 | | | | | |
| 600-1306-415.32-25 | TRAVEL - OTHER | 12 | 57 | 200 | 200 | 166 | 38 | 200 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | PARKING FEES AND OTHER MISC. TRAVEL EXPENSES | | 100 | | | | | |
| | | | 100 | | | | | |
| 600-1306-415.33-01 | OUTSIDE PRINTING SERVICES | 456 | 887 | 100 | 195 | 195 | 62 | 500 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | PRINTING NOT ABLE TO BE DONE BY PRINT SHOP | | 500 | | | | | |
| | | | 500 | | | | | |
| 600-1306-415.33-02 | PUBLICATION LEGAL NOTICE | 356 | 0 | 1,200 | 0 | 0 | 0 | 1,200 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | ADVERTISING FOR VACANCIES AND COUNTY DEMOLITIONS | | 1,200 | | | | | |
| | | | 1,200 | | | | | |
| 600-1306-415.34-02 | LIABILITY INSURANCE | 17,184 | 5,568 | 4,977 | 4,977 | 3,320 | 2,490 | 5,573 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | 2017 ALLOCATION FOR LIABILITY INSURANCE | | 5,573 | | | | | |
| | | | 5,573 | | | | | |
| 600-1306-415.34-08 | TITLE INSURANCE | 0 | 0 | 1,500 | 1,650 | 0 | 0 | 1,500 |
| LEVEL | TEXT | | TEXT AMT | | | | | |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2014 Actual | 2015 Actual | 2016 Original Budget | 2016 Amended Budget | 2016 YTD Actual | 6/30/16 YTD Actual | 2017 Proposed Expenditures |
|----------------|--|----------------|--------------------|----------------------------|---------------------------|-----------------------|--------------------------|----------------------------------|
| 02 | TITLE SEARCHES FOR COUNTY DEMOLITION | | 300 300 | | | | | |
| | 600-1306-415.36-01 BUILDINGS | 0 | 20,000 | 10,000 | 10,000 | 465 | 465 | 10,000 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | PAYMENT FOR UTILITIES AND CLEANING OF OFFICE | | 10,000 10,000 | | | | | |
| | 600-1306-415.36-02 OFFICE EQUIPMENT | 238 | 0 | 12,000 | 12,300 | 8,208 | 6,208 | 12,000 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | PERMIT SOFTWARE 1,000 @ 12 MONTHS | | 12,000 12,000 | | | | | |
| | 600-1306-415.36-03 AUTOMOTIVE EQUIPMENT | 10,917 | 10,562 | 15,000 | 14,700 | 8,577 | 7,591 | 15,000 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | ESTIMATION OF COST OF REPAIRS OF VEHICLES | | 15,000 15,000 | | | | | |
| | 600-1306-415.36-04 COMPUTER EQUIPMENT | 5,148 | 7,037 | 5,416 | 5,416 | 3,608 | 2,706 | 107,146 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | 2017 FIXED COST ALLOCATION IT AND INNOVATION, GIS, PHONE, AND 311 | | 107,146 107,146 | | | | | |
| | 600-1306-415.36-06 RADIO EQUIPMENT | 122 | 49 | 0 | 0 | 0 | 0 | 0 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | REPLACED BY INSPECTOR CELL PHONES | | | | | | | |
| | 600-1306-415.37-11 CAPITAL LEASE PRINCIPAL | 15,129 | 19,688 | 22,647 | 22,648 | 13,457 | 10,240 | 30,492 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | 2015 HP COMPUTER LEASE | | 498 | | | | | |
| | 2012 PNC VEHICLE LEASE | | 5,754 | | | | | |
| | 2014 VEHICLE LEASE | | 3,918 | | | | | |
| | 2016 VEHICLE LEASE | | 18,490 | | | | | |
| | 2013 RICOH COPIER | | 879 | | | | | |
| | 2014 HP COMPUTER LEASE | | 953 | | | | | |
| | | | 30,492 | | | | | |
| | 600-1306-415.37-12 CAPITAL LEASE INTEREST | 898 | 1,008 | 1,180 | 1,180 | 510 | 402 | 1,929 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | 2015 HP COMPUTER LEASE | | 65 | | | | | |
| | 2012 PNC VEHICLE LEASE | | 57 | | | | | |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2014 Actual | 2015 Actual | 2016 Original Budget | 2016 Amended Budget | 2016 YTD Actual | 6/30/16 YTD Actual | 2017 Proposed Expenditures |
|--------------------|--|----------------|----------------|----------------------------|---------------------------|-----------------------|--------------------------|----------------------------------|
| | 2014 VEHICLE LEASE | | 170 | | | | | |
| | 2016 VEHICLE LEASE | | 1,512 | | | | | |
| | 2013 RICOH COPIER LEASE | | 61 | | | | | |
| | 2014 HP COMPUTER LEASE | | 64 | | | | | |
| | | | 1,929 | | | | | |
| 600-1306-415.39-01 | REFNDS,AWARDS,IMDEMNITIES | 340 | 551 | 1,000 | 1,000 | 125 | 125 | 1,000 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | REFUNDS ON PERMITS | | 1,000 | | | | | |
| | | | 1,000 | | | | | |
| 600-1306-415.39-10 | SUBSCRIPTIONS | 0 | 75 | 200 | 320 | 318 | 318 | 200 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | PAYMENT FOR POLK DIRECTORY | | 200 | | | | | |
| | | | 200 | | | | | |
| 600-1306-415.39-11 | DUES & MEMBERSHIPS | 1,588 | 1,170 | 2,000 | 1,880 | 886 | 766 | 2,000 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | MEMBERSHIP FOR 14 EMPLOYEES TO IABO, 3 EMPLOYEES TO IAEI-INDIANA CHAPTER, AND 1 TO ICC | | 2,000 | | | | | |
| | | | 2,000 | | | | | |
| 600-1306-415.39-38 | BAD DEBT/UNCOLLECT NSF CK | 347 | 0 | 100 | 100 | 0 | 0 | 100 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | RETURNED CHECKS | | 100 | | | | | |
| | | | 100 | | | | | |
| 600-1306-415.39-70 | EDUCATION & TRAINING | 1,151 | 2,511 | 2,000 | 2,055 | 650 | 450 | 2,000 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | FEES FOR IABO SEMINARS AND ANNUAL MEETING, IAEI ANNUAL MEETING, AND THE ICC ANNUAL CONFERENCE | | 2,000 | | | | | |
| | | | 2,000 | | | | | |
| 600-1306-415.39-89 | MISC CHARGES & SERVICES | 0 | 0 | 10,000 | 9,000 | 0 | 0 | 10,000 |
| LEVEL | TEXT | | TEXT AMT | | | | | |
| 02 | COUNTY DEMOLITIONS | | 10,000 | | | | | |
| | | | 10,000 | | | | | |
| * | OTHER SERVICES & CHARGES | 97,976 | 134,505 | 154,402 | 157,008 | 82,254 | 59,240 | 270,650 |
| ** | BUILDING | 984,678 | 1,037,464 | 1,208,822 | 1,211,490 | 661,937 | 491,485 | 1,361,921 |