



Commission Memorandum

REPORT TO: Honorable Mayor and City Commission

FROM: Bob Risk, Chief Building Official
Wendy Thomas, Director of Community Development

SUBJECT: Building Division 1st Quarter FY14 Update
July 1, 2013 – September 30, 2013

MEETING DATE: TBD

AGENDA ITEM TYPE: Consent

RECOMMENDATION: Accept this report detailing the financial and workload position of the Building Division for the quarter ending September 30, 2013.

BACKGROUND: To keep the City Commission and the City Administration informed regarding the Building Division revenues and workloads we committed to make quarterly reports regarding revenues, staffing levels and operating costs within the department.

The following sections represent the FY14 1st Quarter.

A. REVENUE: Our total revenue for the 1st quarter was **\$403,620**.

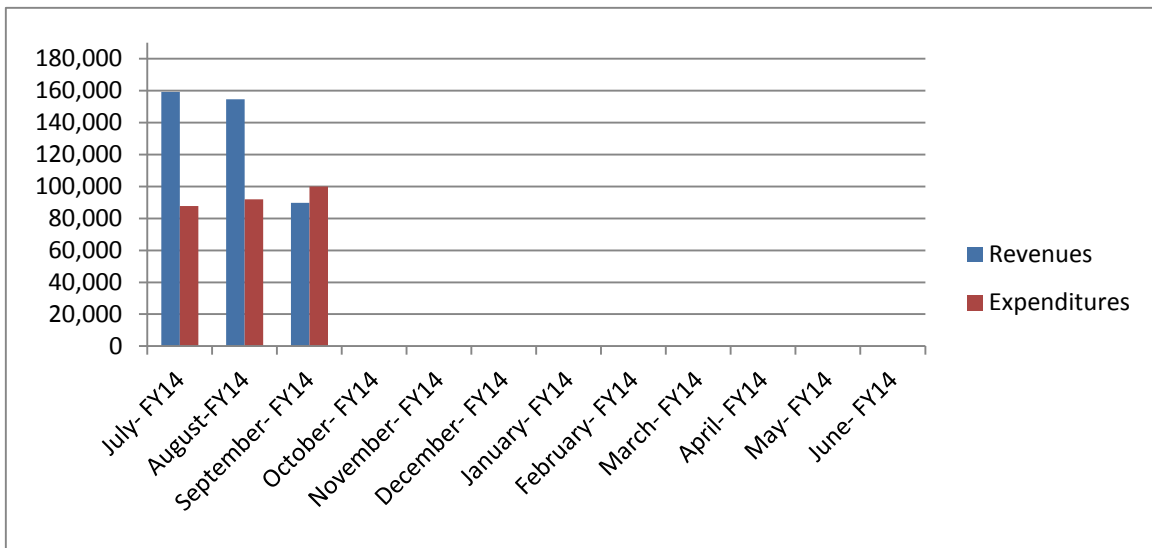
First Quarter Monthly Revenues	
July	\$159,137
August	\$154,695
September	\$89,788
Average Monthly Revenues:	\$134,540

B. EXPENDITURES: Our total expenditures for the 1st Quarter were **\$279,576**

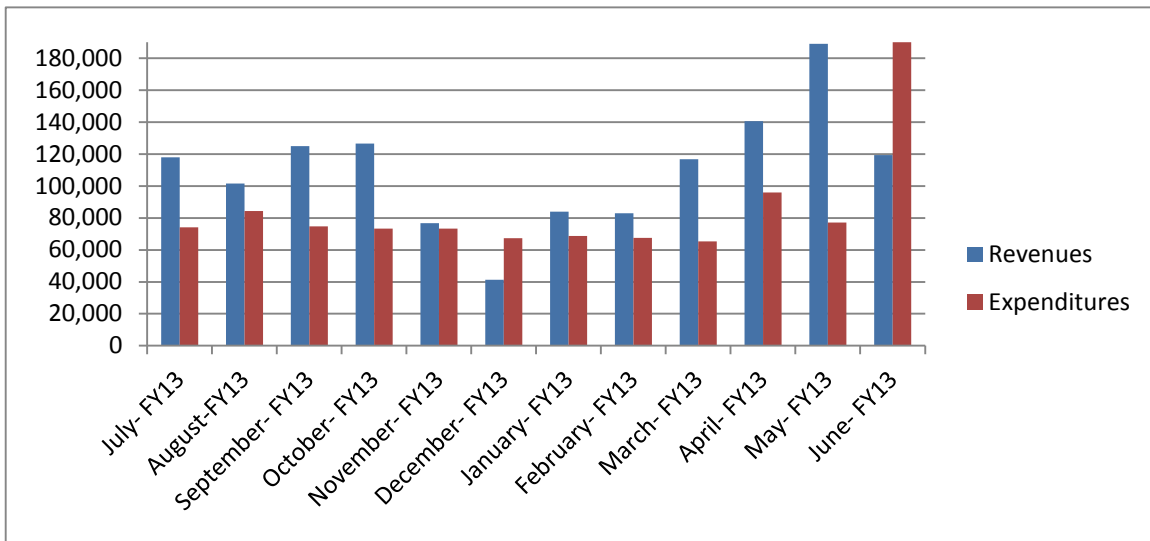
First Quarter Expenditures	
July	\$87,732
August	\$91,853
September	\$99,991
Average Monthly Expenditures:	\$93,192

Building Division Revenue/Expenditure Comparison- FY14, FY13

FY 2014



FY 2013



1st Quarter Budget Status – 25% of the year lapsed, 75% remains.

	Budget	Spent	Amount Remaining	Percent Remaining
Personnel	946,626	(\$200,176)	\$746,450	78.9%
Operating	\$181,984	(\$80,828)	\$101,156	55.6%
CIP	\$100,000	-	\$100,000	100%
Total	\$1,228,610	(\$281,004)	(\$947,606)	77.1%

C. CASH RESERVE: The Administrative Rules of Montana allow the building division to maintain a “cash reserve fund” derived from building permit fees provided that the reserve amount does not exceed the building division operating costs for a 12 month period. Our adjusted estimate of the building division operating cost for FY14 is \$1,356,763. At the beginning of the 1st quarter the Building Inspection Fund Cash Reserve was **\$1,132,359**. At the end of the 1st quarter our Cash Reserve balance was **\$1,228,603**.

D. PERMIT ACTIVITY: Permits for New Construction, Tenant Improvements, Remodels, etc.

Permit Type	1 st QTR	2 nd QTR	3 rd QTR	4 th QTR	Yearly Totals
Building	503				503
Electrical	230				230
Plumb/Mech	314				314
Fire Systems	4				4
Demolition	12				12
Total Permits	1063				1063

E. PLAN REVIEW: Completed Plan Reviews.

Permit Type	1 st QTR	2 nd QTR	3 rd QTR	4 th QTR	Yearly Totals
Commercial	104				104
Residential	378				378
Total	482				482

F. BUILDING INSPECTION: Completed Building Inspections;

Average Daily Inspections (per inspector)	Standard 15
July	22.97
August	22.08
September	19.15
Average inspections per day for the quarter	21.40

G. STAFFING: At this time, the Building Division staff consists of the Chief Building Official, one Building Permit Coordinator, one Temp Building Permit Technician, two Plans Examiners, five Building Inspectors, one Fire/Building Inspector, and one Code Compliance Officer. We are currently recruiting to fill one vacant Permit Coordinator Position.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the City Commission.

FISCAL EFFECTS: Our monthly revenue for the 1st Quarter averaged \$134,540 per month and totaled \$403,620 for the quarter.

Our monthly expenditures for the 1st quarter averaged \$93,192 per month and totaled \$279,576 for the quarter.

The Building Division Reserve Fund balance at the end of the 1st Quarter was \$1,228,603 which equals approximately 90% of our adjusted FY14 Budget Request of \$1,356,763.

Attachments: None

Report Compiled On: October 3, 2013