

15. Energov Software

Assertion: 2019: Need to get accounting for the computer software charge to Building. In May FY 2019, the fund was charged \$2,314,000 for Computer Software and we had asked for a complete accounting on the Tyler Software/EnerGov system and how the costs were distributed to each department. We received a copy of the proposal that was presented to City Council with no clear delineation of the costs distribution to the department citywide. This also applied to the maintenance fee we were charged for \$240,573 in 2020-2021 fiscal year - what is the total maintenance fee to the City and how is it being allocated to the departments. In addition, we paid for maintenance on a system that was not up and running for the industry to use.

The total cost of the purchase and implementation of the Energov software system exceeded \$5 million. In FY 2019, a total of \$2,314,549 was transferred from the Building Fund to the Computer System Fund to cover the Building Fund's share of costs. The software and implementation expenses were allocated among the various funds utilizing the system, and the same allocation methodology applies to the ongoing annual maintenance costs.

In FY 2021, the annual maintenance fee of \$240,573 for the EnerGov software was paid entirely from the Building Fund. As a result of the internal audit performed by the City Auditor's Office, corrective action was taken to reclass \$109,027 out of the Building Fund to the other appropriate funds. Moving forward, the annual maintenance is part of the full cost allocation and the Building Fund's portion is paid utilizing the Internal Service Fee.

Attached to support response:

- Building Fund Statement of Revenues, Expenses & Change in Fund Balance - September 2024
- Building Fund Audit
- Full Cost Allocation Excerpt from the FY 2024-2025 Budget Book, pages 434-441

Building Fund

FY 2024

Statement of Revenues, Expenses & Change in Fund Balance

Acct#	End Bal FY2023	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	YTD Total	Original Budget	Amended Budget	YTD as a % of Budget	Current Encumbrances	
Revenues																			
Building permits																			
Single family homes	422201	4,566,257	402,088	404,977	397,274	393,311	380,042	367,905	361,027	354,114	345,206	338,473	335,095	318,521	4,398,033	5,600,000	5,600,000	78.54%	
Single family add/remodel	422202	135,836	14,829	12,963	12,368	11,778	11,247	10,448	10,002	9,688	9,923	10,740	10,946	11,907	136,839	85,000	85,000	160.99%	
Duplexes	422204	77,873	9,583	9,984	10,090	9,753	9,701	8,731	8,796	7,819	7,749	8,021	7,847	7,402	105,476	100,000	100,000	105.48%	
Multi-family	422205	137,394	10,019	11,999	15,486	16,889	17,269	18,356	18,580	19,034	19,831	19,831	20,059	19,237	206,590	200,000	200,000	103.29%	
Commercial office	422206	280,392	26,061	27,995	30,967	29,936	31,596	29,829	29,779	28,955	29,959	28,820	27,679	27,775	349,351	255,000	255,000	137.00%	
Commercial add/remodel	422208	47,395	6,621	7,390	7,866	8,876	9,307	9,270	8,939	9,895	10,549	12,437	13,047	14,435	118,631	40,000	40,000	296.58%	
Miscellaneous permits	422212	6,983,588	513,855	502,376	436,354	507,733	400,295	446,702	485,617	477,010	415,476	446,704	451,626	308,934	5,392,682	5,000,000	5,000,000	107.85%	
Total building permits		12,208,735	983,055	977,684	910,405	978,276	859,456	891,239	922,742	906,516	838,693	865,027	866,298	708,212	10,707,602	11,280,000	11,280,000	94.93%	
General government charges																			
Reinspection	441910	725,786	68,491	62,373	63,728	62,721	58,352	56,001	52,022	55,416	56,930	58,306	60,093	51,740	706,173	450,000	450,000	156.93%	
Total general government charges		725,786	68,491	62,373	63,728	62,721	58,352	56,001	52,022	55,416	56,930	58,306	60,093	51,740	706,173	450,000	450,000	156.93%	
Public safety																			
Radon gas fees	442901	16,036	3,545	-	-	2,782	-	-	2,618	-	-	2,580	-	-	11,526	12,500	12,500	92.20%	
Bldg certification fees	442902	23,163	4,283	-	-	3,544	-	-	3,370	-	-	3,262	-	-	14,459	15,000	15,000	96.39%	
Total public safety		39,198	7,828	-	-	6,326	-	-	5,988	-	-	5,842	-	-	25,984	27,500	27,500	94.49%	
Other																			
Other judgment/fine/forfeits	459101	3,897	877	-	50	3,038	1,138	130	5,660	1,983	3,587	1,816	2,922	246	21,447	10,000	10,000	214.47%	
Penalties	459104	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	
Fed Grant Other Phy Environ	431390	87,127	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	
LeaseProceeds	483200	163,915	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	
Other Miscellaneous Revenue	469101	-	-	-	-	-	-	-	509	-	-	-	-	-	509	-	-	-	
Recovery P/L Insurance	469117	-	-	-	-	-	-	-	11,276	-	-	-	614	605	12,496	-	-	100.00%	
Rents and Royalties	462101	-	-	-	-	-	-	-	-	-	36,298	5,807	5,807	5,807	53,719	-	-	100.00%	
Total other		254,940	877	-	50	3,038	1,138	130	17,446	1,983	39,885	7,623	9,343	6,659	88,171	10,000	10,000	881.71%	
Total revenues		13,228,658	1,060,252	1,040,057	974,183	1,050,361	918,946	947,370	998,197	963,915	935,507	936,798	935,734	766,611	11,527,929	11,767,500	11,767,500	97.96%	
Building Code Expenses																			
Regular salary	512001	3,031,321	131,558	285,345	372,125	241,323	253,427	250,820	245,165	373,274	253,011	245,944	262,336	286,669	3,200,996	4,567,573	4,567,573	70.08%	
Contract Employees Salary	513102	-	-	-	-	-	-	-	-	-	-	-	-	-	107,052	107,052	107,052	0.00%	
Overtime	514101	360,069	9,701	24,679	30,751	26,996	27,549	17,074	23,548	42,219	25,639	24,860	30,579	32,924	316,519	368,000	368,000	86.01%	
Special pay/add pay	515101	2,125	90	120	180	-	1,914	20	174	798	136	125	110	3,777	2,280	2,280	2,280	165.64%	
Tuition Reimbursement	515103	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,000	1,500	0.00%	
Standby pay	515104	15,345	390	1,394	1,930	1,334	1,113	417	1,462	1,163	1,301	1,445	1,345	1,453	14,746	16,538	16,538	89.16%	
FICA taxes	521101	218,710	8,398	19,460	24,411	15,989	16,918	15,996	16,074	25,287	16,710	16,290	17,659	18,026	211,217	319,513	319,513	66.11%	
Medicare taxes	521102	50,429	1,964	4,627	5,709	3,739	3,957	3,741	3,759	5,914	3,908	3,810	4,130	4,216	49,472	74,721	74,721	66.21%	
General retirement	522101	807,700	30,695	64,558	86,126	59,124	63,092	58,976	58,801	90,877	57,915	56,497	58,041	59,163	743,864	1,126,229	1,126,229	66.05%	
ICMA (401A)	522104	2,875	-	-	-	-	-	-	-	-	-	-	-	1,376	2,751	11,624	11,624	23.67%	
Life health disability	523101	33,242	1,618	3,182	3,134	3,275	3,254	3,312	3,316	3,773	3,369	3,320	3,283	3,504	38,341	73,820	73,820	51.94%	
Self-Insured Health Plan	523102	639,886	22,181	42,908	43,169	42,454	41,646	42,575	42,152	48,081	43,544	43,486	42,352	44,159	498,706	816,053	816,053	61.11%	
Opt Out Health Ins Subs	523107	4,000	320	480	320	480	480	480	480	480	480	480	480	545	5,505	3,840	3,840	143.35%	
Workers compensation	524101	38,260	1,913	4,966	5,709	14	52	1,167	2,283	2,975	2,003	1,816	1,852	1,931	26,680	47,723	47,723	55.91%	

Building Fund

FY 2024

Statement of Revenues, Expenses & Change in Fund Balance

Acct#	End Bal FY2023	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	YTD Total	Original Budget	Amended Budget	YTD as a % of Budget	Current Encumbrances	
Unemployment	524102	777	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%		
Leave payout	524103	85,620	-	17,940	-	2,101	-	-	528	-	-	1,000	-	21,568	88,165	88,165	24.46%		
Studies & Master Plans	531307	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	94,930	
Accounting & auditing	531312	3,245	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%		
Other Professional Services	531399	269,647	-	-	-	-	-	-	-	-	-	-	-	-	-	160,000	0.00%	100,000	
Outside services	534120	1,459,893	70,425	1,995	65,066	178,539	151,655	91,956	156,217	281,747	37,790	243,146	6,447	366,543	1,651,526	1,281,212	1,369,632	120.58%	223,229
Food & mileage (City)	540101	126	101	-	-	170	92	81	118	12	138	191	-	1,050	1,953	218	1,218	160.33%	
Recruitment travel	540101	-	-	-	-	-	-	-	-	844	-	-	-	288	1,132	1,040	1,040	108.85%	
Travel costs	540105	1,829	-	-	-	1,092	1,493	614	1,603	1,853	573	1,027	(145)	-	8,109	24,452	13,412	60.46%	
Communication service	541101	35,838	2,875	63	5,673	2,917	1,474	7,082	3,122	3,133	3,160	3,195	3,240	63	35,999	33,221	33,221	108.36%	
Telephone service	541102	54	-	10	5	4	6	2	-	1	-	0	1	28	7,284	7,284	0.39%		
Postage & shipping	541104	659	193	2	39	30	45	72	27	36	2	826	26,294	230	27,795	227	1,327	2094.58%	
Electric	543202	22,833	-	3,020	3,033	2,809	2,682	2,492	2,412	2,285	2,489	2,801	2,988	3,120	30,131	46,080	46,080	65.39%	
Water & sewer	543203	1,729	151	198	185	204	173	168	167	187	178	169	207	175	2,162	3,755	3,755	57.57%	
Copy & fax machine rent	544103	2,250	63	63	288	333	243	198	63	468	63	198	333	135	2,448	520	5,520	44.35%	308
Other rentals/leases	544199	-	4,712	4,712	9,423	-	9,423	4,712	4,712	4,712	4,712	-	4,509	9,017	60,643	-	4,712	1286.99%	5,321
Parts Repair/Maintenance	546105	-	-	-	-	-	-	275	-	-	-	-	-	-	350	-	500	70.03%	
Equip repair/maintenance	546102	35	-	-	-	-	-	-	-	-	-	-	-	-	6,503	2,503	0.00%		
Unleaded fuel	546106	89,540	7,096	5,680	5,239	6,394	6,203	7,556	7,530	7,084	6,459	7,077	7,230	5,672	79,220	91,410	91,410	86.66%	
Facilities Charges	546109	26,449	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	
Facilities Charges - Overhead	546109	(996)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	
Facilities Charges - Proj	546109	3,203	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	
Fleet Charges	546110	80,053	1,688	9,858	6,769	15,563	8,323	13,649	10,186	7,339	3,816	3,723	8,183	-	89,097	94,400	94,400	94.38%	
Fleet Charges - Overhead	546110	4,777	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	
Warranty/Maint/Service Plans	546300	-	-	-	-	-	-	-	-	-	-	-	-	(109,027)	(109,027)	-	-	0.00%	
Printing	547101	4,624	326	203	45	90	176	125	39	-	-	7,460	-	8,464	2,801	2,801	302.17%	78	
Advertising	548101	848	-	-	-	-	-	-	-	-	-	-	-	-	320	320	0.00%		
Various Fees	549103	1,356	88	-	-	-	-	-	871	-	-	-	610	1,569	532	1,532	102.40%		
Interfund Svc Payment	549110	2,106,300	207,891	207,891	207,891	207,891	207,891	207,891	207,891	207,891	207,891	207,891	207,891	2,494,687	2,535,847	2,494,687	100.00%		
Interfund Svc Payment	549110	-	-	-	10,290	-	-	10,290	-	-	10,290	-	-	30,870	-	-	41,160	75.00%	
Interfund Svc Payment	549110	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,662	0.00%	
Credit Card Fees*	549129	-	-	-	-	13,254	10,609	11,553	12,737	12,604	10,753	(71,510)	-	-	-	-	-	0.00%	
Office supplies	552101	5,133	388	619	149	436	315	200	220	291	338	199	-	3,346	3,450	4,250	78.74%		
Uniforms	552113	6,847	153	-	-	2,701	-	848	668	392	832	837	895	165	7,491	8,745	8,834	84.80%	1,430
Tools	552115	1,886	-	162	-	123	-	50	233	-	-	-	73	30	671	1,387	1,387	48.38%	
Small equipment	552116	7,107	230	-	550	-	1,152	43	179	-	200	337	328	-	3,019	2,202	3,002	100.58%	
Computer equip/accessory	552121	41,236	1,166	88	426	578	900	505	14,050	4,623	2,119	1,524	-	28,252	29,131	26,631	106.09%		
Computer software/license	552122	19,355	-	-	160,951	-	-	81	-	-	-	-	9,540	(13,712)	156,861	168,630	171,170	91.64%	
Safety equipment	552124	-	-	-	-	-	-	-	-	-	-	-	-	-	-	341	341	0.00%	
Other operating mat & sup	552199	4,588	241	336	607	376	121	161	373	381	813	122	412	26	3,969	2,185	8,249	48.11%	2,897
Books pubs subscrpt member	554101	10,192	707	2,058	4,098	926	882	234	4,538	709	3,813	155	697	-	18,818	9,721	16,521	113.90%	
Training & seminars	555101	9,950	3,340	4,315	2,095	4,505	2,128	1,650	150	1,279	1,000	3,184	454	24,100	83,013	27,513	87.60%		
CapitalLeaseAcquisition	564103	190,536	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	
PrincipalExpense-LeasedAsset	571101	26,789	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	
LeasedAsset-IntExp	572105	1,481	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	
In-house training	555102	-	-	-	-	-	-	-	-	-	-	-	-	-	418	418	0.00%		
Vehicles - Additional	564102	1,875	-	-	-	155,520	93,312	-	-	-	-	-	-	248,832	-	250,792	99.22%		
Total Building Code Expenses		9,731,626	510,663	710,928	1,056,387	975,925	917,446	756,120	823,228	1,131,931	709,796	886,022	642,470	925,739	10,046,656	12,076,176	12,528,915	80.19%	428,192

Building Fund

FY 2024

Statement of Revenues, Expenses & Change in Fund Balance																			
Acct#	End Bal FY2023	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	YTD Total	Original Budget	Amended Budget	YTD as a % of Budget	Current Encumbrances	
Building City Clerk Expenses																			
Regular salary	512001	39,470	1,579	3,262	4,894	3,262	3,262	3,262	4,894	2,742	1,287	340	9,686	41,734	42,346	42,346	98.55%		
Overtime	514101	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%		
FICA taxes	521101	2,472	97	201	302	201	201	201	302	168	79	20	30	2,001	2,625	2,625	76.24%		
Medicare taxes	521102	578	23	47	71	47	47	47	71	39	18	5	7	468	614	614	76.22%		
General retirement	522101	11,296	400	825	1,238	825	825	825	1,238	694	326	86	127	8,235	10,714	10,714	76.87%		
Life health disability	523101	467	20	41	44	44	44	44	44	44	22	22	22	430	682	682	63.04%		
Self-Insured Health Plan	523102	14,369	506	1,012	1,012	1,045	1,045	1,045	1,045	1,045	522	522	522	10,367	13,340	13,340	77.71%		
Workers compensation	524101	62	2	5	7	-	-	3	5	6	4	2	0	35	64	64	55.08%		
Outside Services	534120	-	-	-	-	-	-	-	-	-	-	-	1,873	1,873	-	2,043	91.69%	170	
Computer equip/accessory	552121	1,186	-	-	-	-	-	-	-	-	-	-	-	-	2,043	-	0.00%		
		69,913	2,627	5,393	7,564	5,424	5,427	5,429	7,599	4,736	2,256	996	12,269	65,144	72,428	72,428	89.94%	170	
Building Customer Service Expenses																			
Regular salary	512001	1,602,683	74,496	155,572	231,271	152,680	142,911	139,767	143,861	220,957	146,167	138,488	140,956	142,220	1,829,345	2,296,767	2,296,767	79.65%	
Overtime	514101	190,765	5,401	12,909	17,775	9,746	10,285	10,727	13,925	19,389	12,129	16,657	20,922	19,623	169,488	221,701	221,701	76.45%	
Special pay/add pay	515101	9,238	450	545	745	220	84	140	416	475	460	430	430	4,535	38,250	38,250	11.86%		
FICA taxes	521101	110,538	4,830	10,230	15,246	9,710	9,155	9,033	9,502	14,621	9,448	9,295	9,825	9,667	120,561	158,821	158,821	75.91%	
Medicare taxes	521102	25,851	1,129	2,393	3,566	2,271	2,141	2,113	2,222	3,419	2,210	2,177	2,298	2,261	28,199	37,149	37,149	75.91%	
General retirement	522101	506,847	19,971	41,533	61,574	41,150	38,780	38,110	39,974	61,178	40,169	39,215	40,608	40,052	502,314	651,063	651,063	77.15%	
Life health disability	523101	17,823	862	1,734	1,917	1,884	1,793	1,770	1,882	1,921	1,781	1,720	1,857	21,057	37,557	37,557	56.07%		
Self-Insured Health Plan	523102	395,680	19,205	37,000	39,860	40,566	38,001	37,153	35,815	39,681	40,906	37,175	35,723	38,772	439,857	637,913	637,913	68.95%	
Opt Out Health Ins Subs	523107	290	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%		
Workers compensation	524101	2,753	117	257	367	28	63	137	255	315	208	203	214	212	2,376	9,705	9,705	24.48%	
Leave payout	524103	12,371	-	-	1,916	-	1,007	-	-	-	-	-	1,392	-	4,315	5,119	5,119	84.29%	
Outside services	534120	15,773	-	633	-	-	-	1,433	-	-	-	-	-	(425)	1,641	31,215	36,506	4.49%	
Food & mileage (City)	540101	205	193	-	-	53	-	81	49	-	-	-	-	-	376	635	635	59.15%	
Communication service	541101	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,242	6,242	0.00%	
Telephone service	541102	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,931	3,931	0.00%	
Postage & shipping	541104	-	-	-	-	-	-	-	-	-	-	-	-	-	-	424	424	0.00%	
Copy & fax machine rent	544103	2,160	198	198	198	198	198	198	198	198	198	198	180	2,358	2,393	2,410	97.84%	418	
Equip repair/maintenance	546102	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,276	2,276	0.00%	
Facilities Charges	546109	4,313	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	
Facilities Charges - Overhead	546109	1,167	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	
Warranty/Maint/Service	546300	2,500	-	-	-	2,500	-	-	-	-	-	-	-	2,500	99,891	95,654	2.61%		
Printing	547101	1,226	-	142	-	186	-	-	-	-	101	-	-	428	2,275	2,275	18.83%	39	
Various Fees	549103	4,780	848	424	185	305	305	-	268	-	419	305	-	3,059	532	1,312	233.18%		
Credit Card Fees	549129	293,408	32,158	22,238	21,393	20,548	11,992	9,145	7,530	9,717	9,609	9,942	21,495	267,330	223,227	223,227	119.76%		
Office supplies	552101	6,596	159	167	100	97	45	200	205	167	227	184	282	-	1,832	10,612	10,612	17.27%	
Uniforms	552113	2,324	278	109	-	154	95	24	184	-	125	232	40	1,240	1,061	2,001	61.99%	1,068	
Small equipment	552116	6,378	196	-	-	-	-	-	-	-	-	-	196	2,472	2,472	7.94%			
Computer equip/accessory	552121	19,033	242	1,086	-	132	2,629	-	266	47	235	904	858	6,399	11,509	11,509	55.60%		
Computer software/license	552122	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,849	7,849	0.00%	
Other operating mat & sup	552199	6,206	47	139	582	211	225	219	431	264	304	241	369	3,169	5,400	7,900	40.11%	470	
Books pubs subscpt member	554101	3,744	-	-	-	-	-	121	-	73	-	-	-	194	11,060	11,060	1.75%		
Training & seminars	555101	-	-	-	-	-	-	-	-	-	-	-	-	-	18,574	18,574	0.00%		
		3,244,651	160,779	287,308	396,694	282,691	259,798	250,395	256,330	372,591	264,307	257,464	347,894	276,520	3,412,770	4,535,623	4,540,914	75.16%	1,995

Building Fund

FY 2024

Statement of Revenues, Expenses & Change in Fund Balance															YTD			Current Encumbrances																				
Acct#	End Bal FY2023	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	YTD Total	Original Budget	Amended Budget	as a % of Budget																					
Disaster Projects																																						
Building Rental	544101	8,904	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,905	0.00%	8,904																			
Emergency Pay	514104	161,084	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	-																			
		169,988	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,905	0.00%	8,904																			
																	Total Encumbrances		439,262																			
Non operating revenue (expense)																																						
Interest & other earnings*																																						
Local bank investment interest	461101	594,788	71,989	53,709	49,992	61,639	61,564	56,517	54,667	56,461	55,551	53,690	56,076	87,091	718,946	-	-	100.00%	-																			
Longterm investment earnings	461107	144,485	(32,717)	25,646	4,858	12,494	14,854	8,416	14,743	17,719	5,193	11,524	11,730	22,911	117,371	-	-	100.00%	-																			
Change in fair value inv	461301	(60,634)	317,933	-	-	-	-	-	-	-	-	-	-	-	317,933	-	-	100.00%	-																			
Gain (loss) on investment	461401	(165,406)	(14,321)	(14,986)	(17,092)	6	(4,690)	(5,220)	(6,715)	(8)	(5,411)	(2,618)	735	1,991	(68,329)	-	-	0.00%	-																			
Purchasing card rebate	469115	-	-	-	-	-	-	-	-	-	-	-	-	-	-	750	750	0.00%	-																			
Total non operating revenue (expense)															513,233	342,883	64,369	37,759	74,139	71,728	59,713	62,695	74,173	55,334	62,596	68,540	111,992	1,085,922	750	750	144789.65%							
Income / (loss) before transfers															525,712	729,067	100,797	(448,704)	(139,540)	(191,993)	(4,859)	(24,095)	(474,034)	12,002	(146,348)	12,915	(335,925)	(910,718)	(4,915,977)	(5,382,912)	0.00%							
Transfers																																						
Xfer out to Debt	591701	(21,782)	(1,842)	(1,842)	(1,842)	(1,842)	(1,842)	(1,842)	(1,842)	(1,842)	(1,842)	(1,842)	(1,842)	(1,842)	(22,104)	(22,103)	(22,103)	100.00%	-																			
Total transfers															(21,782)	(1,842)	(1,842)	(1,842)	(1,842)	(1,842)	(1,842)	(1,842)	(1,842)	(1,842)	(1,842)	(1,842)	(22,104)	(22,103)	(22,103)	0.00%								
Change in fund balance income / (loss)															503,930	727,225	98,955	(450,546)	(141,382)	(193,835)	(6,701)	(25,937)	(475,876)	10,160	(148,190)	11,073	(337,767)	(932,822)	(4,938,080)	(5,405,015)								
															2 payrolls		2 payrolls		3 payrolls		2 payrolls		2 payrolls		2 payrolls		3 payrolls		2 payrolls		2 payrolls							
															Original Budget		Approved Budget		Revenue Balance Forward		Total		Expense Reserves		Total		Xfers		Use of Fund Balance		Restricted Fund Balance		Balanced					
															11,768,250	-	11,768,250	-	16,684,227	-	17,151,162	-	16,684,227	-	17,151,162	-	22,103	4,938,080	-	-	-	-	-	-	-	-	-	-
Revenue	\$	13,741,891	\$ 1,403,135	1,104,426.09	1,011,941.84	1,124,500.62	990,674.29	1,007,082.76	1,060,892.04	1,038,087.43	990,841.00	999,393.18	1,004,274.42	878,602.90																								
				2,507,561.25	3,519,503.09	4,644,003.71	5,634,678.00	6,641,760.76	7,702,652.80	8,740,740.23	9,731,581.23	10,730,974.41	#####	12,613,851.73																								
Expense	\$	13,237,961	\$ 675,910	1,005,471	1,462,487	1,265,882	1,184,510	1,013,784	1,086,829	1,513,963	980,681	1,147,584	993,201	1,216,370																								
				1,681,381.72	3,143,869.11	4,409,751.58	5,594,261.17	6,608,045.23	7,694,874.04	9,208,837.35	10,189,518.60	11,337,102.24	#####	13,546,673.61																								
Net	\$	727,225	\$ 826,180	\$ 375,634	\$ 234,252	\$ 40,417	\$ 33,716	\$ 7,779	\$ (468,097)	\$ (457,937)	\$ (606,128)	\$ (595,054)	\$ (932,822)																									

*Credit Card Fees were reclassified in August from Building Code Expenses to Building Customer Services expenses where the fees were originally budgeted

24-04 Building Fund Audit

Auditor-In-Charge: Andrea R. Russell, CPA, CFE, CIA,
CGMA

Auditors: Timothy DiSano, CIA, CISA, CFE

Jessica Pautz, MBA



Report Issued

August 21, 2024

Audit Report No. 24-04



**City of Cape Coral
City Auditor's Office**

P.O. Box 150027
Cape Coral, FL 33915-0027
239.242.3383



TO: Mayor Gunter and Council Members

FROM: Andrea R. Russell, City Auditor *ARR*

DATE: August 21, 2024

SUBJECT: 24-04 Building Fund Audit

The City Auditor's Office conducted a performance audit of the Building Fund special revenue fund. This audit was added to the City Auditor's FY24 approved Audit Plan at the request of the Financial Services Department. The audit was conducted in conformance with Generally Accepted Government Auditing Standards by the authority granted through City Ordinances 28-02 and 79-10.

We would like to express our sincere appreciation to Financial Services and Development Services management and staff for the courtesy, cooperation, and proactive attitude extended to the team members during the audit. If you have any questions or comments regarding this audit, please contact Andrea Russell at 242-3380 or Tim DiSano at 242-3308.

C: Michael Ilczyszyn, City Manager
Connie Barron, Assistant City Manager
Aleksandr Boksner, City Attorney
Kimberly Bruns, City Clerk
Mark Mason, Financial Services Director
Crystal Feast, Deputy Financial Services Director
Natalie Enrico, Senior Accounting Manager
Matt Grambow, Interim Development Services Director
Audit Committee

BUILDING FUND AUDIT

Issued August 21, 2024

Objectives

To determine if transactions in the Building Fund are allowable in accordance with Florida State Statute and City policies and procedures.

To determine if the Building Fund's fund balance is accurate and complies with the Florida State Statute.

Background

The Building Fund is a special revenue fund. The Fund is used to record financial transactions with fees received for building permits for the City as well as expenditures associated with supporting the Florida Building Code. Revenues from building permits averaged \$10.2 million for FY19 through FY23.

REPORT HIGHLIGHTS



WHY THIS MATTERS

Florida State Statute (FSS) 553.80 Building Construction Standards - Enforcement sets forth specifics for costs that are allowable to the Fund as well as certain restrictions on the fund balance. Municipalities must record revenues, expenditures, and other transactions in accordance with the FSS.

WHAT WE FOUND

The City Auditor's Office assessed compliance with FSS 553.80 (7)(a) and conducted a performance audit of the Fund. This audit was added to the City Auditor's FY24 approved Audit Plan. The audit scope included FY19 through March 31, 2024, and testing included data from five different systems due to changes that occurred with the City throughout the scope. This resulted in large populations from which we drew our samples for testing. We noted opportunities for improvement in the following areas:

- The fund balance was not in compliance with the FSS requirement for FY19 through FY21. (See Finding 2024-01)
- Supporting documentation is not attached to all transactions in the financial system. (See Finding 2024-02)
- Payroll expenditures charged to the fund were inaccurate. (See Finding 2024-03)

Details on these areas are included in the Findings and Recommendations section of the report. Although controls over the process need improvement, we noted that most transactions complied with City policies and procedures and FSS 553.80(7)(a). Costs identified as unallowable were not considered material.



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BACKGROUND



The Building Fund (Fund) is classified as a special revenue fund¹ and is used to account for building and permitting services related to construction in the City. Transactions in the Fund are regulated by Financial Services policies and procedures as well as the Florida State Statute (FSS) 553.80² Building Construction Standards - Enforcement. Fees, fines, or investment earnings related to the fees, must be used solely for activities associated with the enforcement of

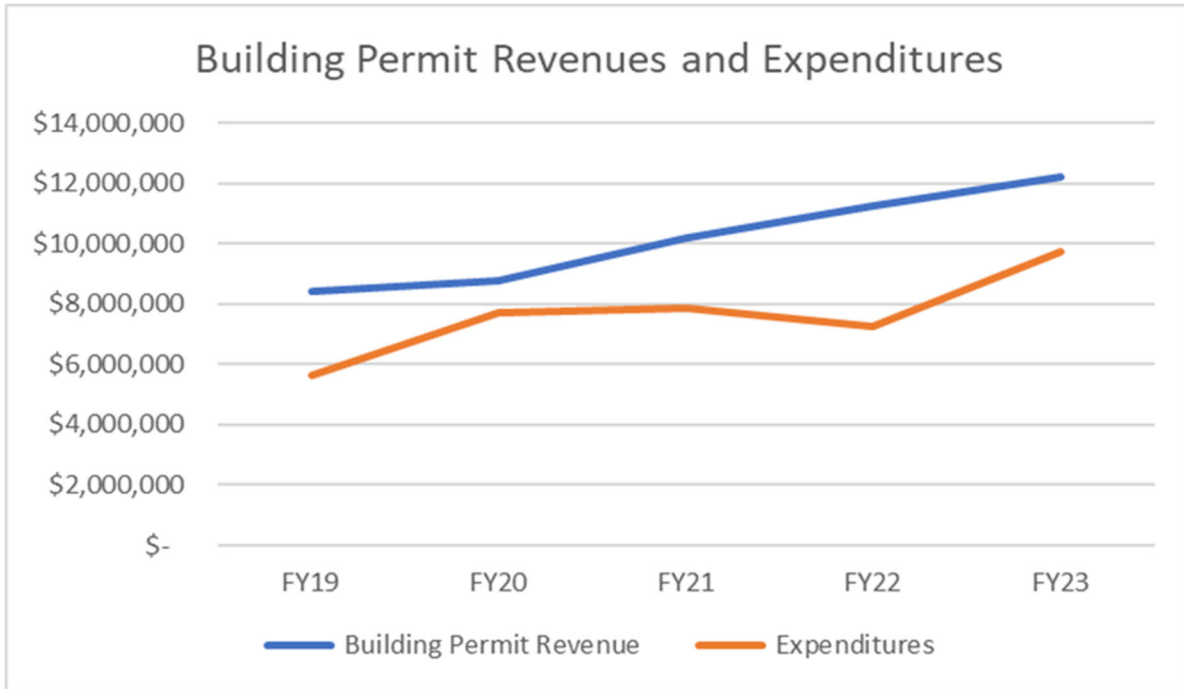
the Florida Building Code. FSS 553.80 (7)(a) states, “Any unexpended balances (in the fund balance) must be carried forward to future years for allowable activities or must be refunded at the discretion of the local government. A local government may not carry forward an amount exceeding the average of its operating budget for the previous 4 fiscal years.” FSS 553.80(7)(a)(1) also defines expenditures that are allowable to charge against building fund revenues, including expenditures used to support the enforcement of the Florida Building Code, such as the “direct costs and reasonable indirect costs associated with review of building plans, building inspections, reinspection’s, building permit processing, building code enforcement and fire inspections associated with new construction. Training costs associated with the enforcement of the Florida Building Code and enforcement action pertaining to unlicensed contractor activity to the extent not funded by other user fees.”



¹ The Governmental Accounting Standards Board defines Special Revenue Funds as funds “used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.”

² See Appendix B for the entire FSS.

Employees of the Building Division administer processing of the day-to-day expenditures including the procurement and processing of transactions. Financial Services has employees assigned to account for the transactions initiated by the Building Division as well as posting adjustments, accruals, and allocations. Expenditures are recorded to fund 140 in the financial system. Transactions posted to the Fund include permit fees (recorded as deferred revenue); transactions for goods and services; payroll; monthly allocations; transfers for debt service; investment income; capital projects; and transfers to and from the general fund. Building Permits and the activities associated with them, including inspections, are handled by the Development Services Building Division.³



³ The City Auditor's Office (CAO) conducted an inspection audit. For a copy of the entire audit see the CAO website audit report 23-02 Development Services Inspection Process Audit.

FINDINGS AND RECOMMENDATIONS

FINDING 2024-01: Fund Balance Does Not Comply With FSS

Rank: High

Condition:

FSS 553.80(7)(a) – Enforcement, effective 7/1/2019, states: “A local government may not carry forward an amount exceeding the average of its operating budget for enforcing the Florida Building Code for the previous 4 fiscal years.” No policies or procedures exist to support periodic review of the fund balance or to monitor the balance to ensure compliance with the FSS. We analyzed the balance for the Fund for FY19 through FY23 and determined the Fund did not comply with this requirement for FY19, FY20 and FY21. The Fund balance complied with the FSS for FY22 and FY23.

Criteria:

- FSS 553.80(7)(a)

Cause:

- Insufficient monitoring of Fund Balance
- Lack of policies and procedures

Effect:

- Noncompliance with FSS

Recommendation

2024-01:

Develop policies and procedures to periodically review the fund balance to ensure compliance with FSS and define procedures to identify corrective action if the balance does not comply.

Management Response and Corrective Action Plan:

2024-01 Select one of these boxes:
 Agree **Partially agree*** **Disagree***

***For partially agree or disagree a reason must be provided as part of your response:**

2024-01 *The City will develop policies and procedures to periodically review fund balance to ensure compliance with Florida Statutes and define procedures to identify corrective action if the balance does not comply.*

2024-01 **Management Action Plan Coordinator:**
Financial Services Director

2024-01 **Anticipated Completion Date:** 09/30/2024



FINDING 2024-02: Building Fund Administrative Policies and Procedures Need Improvement

Rank: Medium

Condition:

The City utilizes the Fund to accumulate revenues and expenditures for resources associated with the Development Services Building Division. Daily operations are tracked and recorded by Development Services. Financial Services performs high level oversight and records allocations to the Fund. Generally, policies and procedures for the Fund follow accounting policies and procedures for the City; however, there are certain restrictions placed on expenditures and revenues that are specified in the FSS for the Building Code, 553.80 Enforcement - Section (7)(a)(1), states expenditures for “enforcing the building code” includes “direct costs and reasonable indirect costs associated with review of building plans, building inspections, reinspection, and building permit processing; building code enforcement; and fire inspections associated with new construction. The phrase may also include training costs associated with the enforcement of the Florida Building Code and enforcement action pertaining to unlicensed contractor activity to the extent not funded by user fees.”

We evaluated compliance with FSS 533.80(7)(a)(3) for expenditures, allocations, and transfers in the Fund. We found overall the expenditures were allowable in accordance with the FSS 553.80(7)(a)(3), however, we noted that certain transactions did not have supporting documentation attached in the system. It is important to note that all supporting documentation was provided upon request. We also noted that in some instances when documentation was attached, the allocation and the methodology applied for the allocation was not clear. For example:

- Support for transfers and adjustments was available and accurately supported the transaction but were not attached to the transaction in the financial system.
- Certain expenditures did not have support available or clearly document the allocation to the Fund.
- Support for expenditures for outside services, such as third parties performing services for the Building Department, did not contain evidence of review by the department and did not always have the support attached in the system⁴.
- Support for software licenses included the total number of licenses but not which licenses were allocable to the Fund⁴.

Policies and procedures related to Fund transactions need to be more specific to assist individuals processing transactions with compliance with the FSS for the Building Code.

⁴ We noted some expenditures were not allowable and have reported these to management. For details, see Appendix C.

Criteria:

- FSS 553.80
- Financial Services Accounts Payable Policies and Procedures

Cause:

- Incomplete policies and procedures
- Lack of monitoring

Effect:

- Potential inaccurate Fund balance
- Potential inaccurate financial reporting

Recommendation

2024-02:

Develop policies and procedures specific to transactions for the Building Fund to ensure proper support is attached and expenditures are allowable in accordance with FSS requirements.

Management Response and Corrective Action Plan:

2024-02 Select one of these boxes:

Agree **Partially agree*** **Disagree***

***For partially agree or disagree a reason must be provided as part of your response:**

2024-02 *Management agrees and will expand on policies and procedures to add an additional step in the electronic workflow for certain accounts in the Building Fund and/or certain transactions in the Building Fund that meet a certain dollar threshold to include a review by a Senior Accountant. Management will also set up charge codes on the printers in Development Services as a way to accurately capture printing costs for the Building Fund.*

2024-02 **Management Action Plan Coordinator:**
Financial Services Director

2024-02 **Anticipated Completion Date:** 09/30/2024

FINDING 2024-03: Payroll Expenditure Allocation Process Needs Improvement

Rank: Medium

Condition:

FSS 553.80 - Enforcement, allows expenditures for enforcement and support of the Florida Building Code to be charged to the Fund. Payroll for the Development Services Building Division is an allowable expenditure and includes payroll and benefits charges for building inspectors, individuals working in permitting, construction plans reviewers, and administrative and Building Division Management. Individuals are set-up in the payroll system to charge their payroll and benefits to certain accounts linked to the Fund designated as fund 140.

We reviewed 184 individuals with job descriptions that included activities which support the Building Division and were charged to the Fund, according to reports received for the scope of the audit. There were 88⁵ instances where individuals moved either to or from the Building Division. We performed additional testing on these individuals to verify if the correct account was charged for their payroll and benefits. Of these 88, we noted updates were not made for five (6%) individuals in a timely manner. This resulted in both unallowable expenditures charged to the Fund, as well as allowable expenditures not charged to the Fund totaling a net amount of \$28,302. The detail of these expenditures is included in Appendix C.

Changes to individual payroll accounts are made by completion of a Status Change Notice (SCN). The SCN is used to update the individual's payroll account directly in the payroll system. We noted several instances where individuals did not work for the Building Division and therefore were not normally charged to the Fund but provided temporary assistance to the Building Division for backlogs in permitting or other areas. These individuals' salary accounts were updated directly in the payroll system to charge wages and benefits to Fund 140 but were not changed back to their original non-building payroll account after the temporary assistance ended. Often when allocations are made to certain funds, they are completed by a journal entry adjustment and not direct entry into the accounting system. Periodic review of the charges would help to ensure allocations are allowable to the Fund. It is important to note that payroll system capabilities are updated and now has capabilities to allow for direct updates to the payroll accounts as well as better tracking mechanisms to ensure the expenditures are allowable in accordance with the FSS.

Criteria:

- Job description duties in support of the Building Division
- Payroll policies and procedures

⁵ The sample included 89 individuals; however, one individual was on FMLA and therefore there was no payroll data available for testing.

Cause:

- Direct update to payroll accounts
- Insufficient monitoring
- Noncompliance with FSS

Effect:

- Inaccurate accounting for the Fund
- Unallowable costs charged to the Fund
- Inaccurate Fund balance

Recommendation

2024-03:

Update procedures to reflect new payroll system capabilities for recording updates to payroll accounts to ensure payroll charges are allowable.

Management Response and Corrective Action Plan:

2024-03 Select one of these boxes:

Agree **Partially agree*** **Disagree***

***For partially agree or disagree a reason must be provided as part of your response:**

2024-03 *Management agrees and will utilize the functions within the new timekeeping and payroll system to properly record time and payroll expenditures to the general ledger.*

2024-03 **Management Action Plan Coordinator:**
Financial Services Director

2024-03 **Anticipated Completion Date:** 09/30/2024

SCOPE

Based on the work performed during the planning and assessment of risk phase, the audit covered the transactions in the Fund for FY19, FY20, FY21, FY22, FY23 and FY24 through March 31, 2024. To evaluate the processes in place to record activity in the Fund we reviewed policies and procedures, applicable laws, regulations, and associated processes. We completed walkthroughs with key staff to gain an understanding of the interaction between departments and their effect on the Fund.

STATEMENT OF AUDITING STANDARDS

We conducted this performance audit in accordance with Generally Accepted Government Auditing Standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

METHODOLOGY

In order to achieve the audit objectives and gain a better understanding of the transactions and processes surrounding the activity in the Fund, we conducted several walkthroughs with individuals in Financial Services, the cashier's office, and Information System Technology. Sample sizes and selection were based on the CAO sampling methodology. We utilized both random and judgmental sampling for our sample selections.

To determine our sample of transactions, we performed a dollar and percentage change analysis on accounts for FY19 through FY23 in the planning phase. Transactions included revenue, expenditures, transfers, allocations, and adjustments recorded in the Fund for our scope.

To determine compliance with policies and procedures and the FSS, we judgmentally selected items identified in the analysis then judgmentally selected transactions in the accounts, in the categories identified. We also selected all transactions for certain vendors where we identified potential non-compliance to review in more detail.

To determine other expenditure compliance with the FSS, we selected a random sample of expenditures from the population that had not already been tested in one of the other areas.

To test allowability of payroll expenditures charged to the Fund we obtained a report of all individuals charged to the Fund during the audit scope. We reviewed their duties per the position job description with time charged to the Fund to identify positions for further testing.

METHODOLOGY (continued)

Using these positions identified, we then reviewed the detail for accounts charged to the Fund to determine if charges were allowable.

To determine fund balance compliance with the FSS, we utilized operating budget and fund balance data obtained from Financial Services.

We utilized expenditure data from the City's financial accounting system to verify details of expenditure transactions. The financial accounting system is tested by the external auditors as part of the Annual Comprehensive Financial Report. Based on the results of their procedures, no additional data reliance testing was deemed necessary.

We also utilized data from the payroll system. We assessed the reliability of the data as part of planning and deemed the data was sufficiently reliable for the purposes the data was used to meet the audit objectives.

Unless specifically stated otherwise, based on our selection methods and testing of transactions and records, we believe that it is reasonable to project our results to the population and ultimately draw our conclusions for testing, findings, and recommendations on those results. Additionally, for proper context we have presented information concerning the value and/or size of the items selected for testing compared to the overall population and the value and/or size of the exceptions found in comparison to the items selected for testing.

APPENDIX A

Finding Classification

Findings are grouped into one of three classifications: High, Medium, or Low. Those findings that are categorized as low are not included in the report but rather are communicated separately to management. Classifications prioritize the findings for management to address and also indicate the level of testing required to determine if a finding's Corrective Action Plan is fully implemented in accordance with recommendations and Management's Response.

High: A finding that is ranked as "High" will have a significant impact on the organization. It is one that *prevents* the achievement of a substantial part of significant goals or objectives, or noncompliance with federal, state, or local laws, regulations, statutes, or ordinances. Any exposure to loss or financial impact for a High finding is considered *material*. Examples include direct violation of City or Department policy, blatant deviation from established policy and procedure, such as actions taken to circumvent controls in place, material non-compliance with federal, state, or local laws, regulations, statutes or ordinances, or an area where significant cost savings could be realized by the Department or the City through more efficient operations.

High findings require immediate management attention and should take management's priority when considering implementation for corrective action.

Medium: A "Medium" finding is one that *hinders* the accomplishment of a significant goal or objective or non-compliance with federal, state, or local laws, regulations, statutes, or ordinances, but can't be considered as preventing the accomplishment of the goal or objective or compliance with federal, state, or local laws, regulations, statutes or ordinances.

Exposure to loss or potential or actual financial impact is *significant but not material* to the Department or City. Examples include lack of monitoring of certain reports, insufficient policies and procedures, procedure in place or lack of procedure that can result in *potential* noncompliance with laws and or regulations.

Medium findings require management attention within a time frame that is agreed upon by the Department and the City Auditor. Priority for implementation of management's corrective action should be considered in light of other High or Low findings.

Low: A "Low" finding is one that warrants communication to management but is one that isn't considered as hindering the accomplishment of a significant goal or objective and isn't causing noncompliance with federal, state, or local laws, regulations, statutes, or ordinances. Financial impact or risk of loss is minimal to none; however, low findings can *hinder the effectiveness or quality of department operations and thus are communicated to management separately. Low ranked findings are not included in the final audit report.*

The City Auditor's Office will not follow up on the status of Low findings communicated to Management.

APPENDIX B

Title XXXIII
REGULATION OF TRADE, COMMERCE, INVESTMENTS, AND
SOLICITATIONS

Chapter 553
BUILDING CONSTRUCTION
STANDARDS

[View Entire
Chapter](#)

553.80 Enforcement.—

(1) Except as provided in paragraphs (a)-(g), each local government and each legally constituted enforcement district with statutory authority shall regulate building construction and, where authorized in the state agency's enabling legislation, each state agency shall enforce the Florida Building Code required by this part on all public or private buildings, structures, and facilities, unless such responsibility has been delegated to another unit of government under s. [553.79\(11\)](#).

(a) Construction regulations relating to correctional facilities under the jurisdiction of the Department of Corrections and the Department of Juvenile Justice are to be enforced exclusively by those departments.

(b) Construction regulations relating to elevator equipment under the jurisdiction of the Bureau of Elevators of the Department of Business and Professional Regulation shall be enforced exclusively by that department.

(c) In addition to the requirements of s. [553.79](#) and this section, facilities subject to the provisions of chapter 395 and parts II and VIII of chapter 400 shall have facility plans reviewed and construction surveyed by the state agency authorized to do so under the requirements of chapter 395 and parts II and VIII of chapter 400 and the certification requirements of the Federal Government. Facilities subject to the provisions of part IV of chapter 400 may have facility plans reviewed and shall have construction surveyed by the state agency authorized to do so under the requirements of part IV of chapter 400 and the certification requirements of the Federal Government.

(d) Building plans approved under s. [553.77\(3\)](#) and state-approved manufactured buildings, including buildings manufactured and assembled offsite and not intended for habitation, such as lawn storage buildings and storage sheds, are exempt from local code enforcing agency plan reviews except for provisions of the code relating to erection, assembly, or construction at the site. Erection, assembly, and construction at the site are subject to local permitting and inspections. Lawn storage buildings and storage sheds bearing the insignia of approval of the department are not subject to s. [553.842](#). Such buildings that do not exceed 400 square feet may be delivered and installed without need of a contractor's or specialty license.

(e) Construction regulations governing public schools, state universities, and Florida College System institutions shall be enforced as provided in subsection (6).

(f) The Florida Building Code as it pertains to toll collection facilities under the jurisdiction of the turnpike enterprise of the Department of Transportation shall be enforced exclusively by the turnpike enterprise.

(g) Construction regulations relating to secure mental health treatment facilities under the jurisdiction of the Department of Children and Families shall be enforced exclusively by the department in conjunction with the Agency for Health Care Administration's review authority under paragraph (c).

The governing bodies of local governments may provide a schedule of fees, as authorized by s. [125.56\(2\)](#) or s. [166.222](#) and this section, for the enforcement of the provisions of this part. Such fees shall be used solely for carrying out the local government's responsibilities in enforcing the Florida Building Code. The authority of state enforcing agencies to set fees for enforcement shall be derived from authority existing on July 1, 1998. However, nothing contained in this subsection shall operate to limit such agencies from adjusting their fee schedule in conformance with existing authority.

(2)(a) Any two or more counties or municipalities, or any combination thereof, may, in accordance with the provisions of chapter 163, governing interlocal agreements, form an enforcement district for the purpose of enforcing and administering the provisions of the Florida Building Code. Each district so formed shall be registered with the department on forms to be provided for that purpose. Nothing in this subsection shall be construed to supersede provisions of county charters which preempt municipal authorities respective to building codes.

(b) With respect to evaluation of design professionals' documents, if a local government finds it necessary, in order to enforce compliance with the Florida Building Code and issue a permit, to reject design documents required by the code three or more times for failure to correct a code violation specifically and continuously noted in each rejection, including, but not limited to, egress, fire protection, structural stability, energy, accessibility, lighting, ventilation, electrical, mechanical, plumbing, and gas systems, or other requirements identified by rule of the Florida Building Commission adopted pursuant to chapter 120, the local government shall impose, each time after the third such review the plans are rejected for that code violation, a fee of four times the amount of the proportion of the permit fee attributed to plans review.

(c) With respect to inspections, if a local government finds it necessary, in order to enforce compliance with the Florida Building Code, to conduct any inspection after an initial inspection and one subsequent reinspection of any project or activity for the same code violation specifically and continuously noted in each rejection, including, but not limited to, egress, fire protection, structural stability, energy, accessibility, lighting, ventilation, electrical, mechanical, plumbing, and gas systems, or other requirements identified by rule of the Florida Building Commission adopted pursuant to chapter 120, the local government shall impose a fee of four times the amount of the fee imposed for the initial inspection or first reinspection, whichever is greater, for each such subsequent reinspection.

(3)(a) Each enforcement district shall be governed by a board, the composition of which shall be determined by the affected localities.

- (b)1. At its own option, each enforcement district or local enforcement agency may adopt rules granting to the owner of a single-family residence one or more exemptions from the Florida Building Code relating to:
- a. Addition, alteration, or repairs performed by the property owner upon his or her own property, provided any addition or alteration shall not exceed 1,000 square feet or the square footage of the primary structure, whichever is less.
 - b. Addition, alteration, or repairs by a nonowner within a specific cost limitation set by rule, provided the total cost shall not exceed \$5,000 within any 12-month period.
 - c. Building and inspection fees.
2. However, the exemptions under subparagraph 1. do not apply to single-family residences that are located in mapped flood hazard areas, as defined in the code, unless the enforcement district or local enforcement agency has determined that the work, which is otherwise exempt, does not constitute a substantial improvement, including the repair of substantial damage, of such single-family residences.
3. Each code exemption, as defined in sub-subparagraphs 1.a., b., and c., shall be certified to the local board 10 days prior to implementation and shall only be effective in the territorial jurisdiction of the enforcement district or local enforcement agency implementing it.
- (4) When an enforcement district has been formed as provided herein, upon its registration with the department, it shall have the same authority and responsibility with respect to building codes as provided by this part for local governing bodies.
- (5) State and regional agencies with special expertise in building code standards and licensing of contractors and design professionals shall provide support to local governments upon request.
- (6) Notwithstanding any other law, state universities, Florida College System institutions, and public school districts shall be subject to enforcement of the Florida Building Code under this part.
- (a)1. State universities, Florida College System institutions, or public school districts shall conduct plan review and construction inspections to enforce building code compliance for their building projects that are subject to the Florida Building Code. These entities must use personnel or contract providers appropriately certified under part XII of chapter 468 to perform the plan reviews and inspections required by the code. Under these arrangements, the entities are not subject to local government permitting requirements, plans review, and inspection fees. State universities, Florida College System institutions, and public school districts are liable and responsible for all of their buildings, structures, and facilities. This paragraph does not limit the authority of the county, municipality, or code enforcement district to ensure that buildings, structures, and facilities owned by these entities comply with the Florida Building Code or to limit the authority and responsibility of the fire official to conduct firesafety inspections under chapter 633.
2. In order to enforce building code compliance independent of a county or municipality, a state university, Florida College System institution, or public school district may create a board of adjustment and appeal to which a substantially affected party may appeal an interpretation of the Florida Building Code which relates to a specific project. The decisions of this board, or, in its absence, the decision of the building code administrator, may be reviewed under s. ~~553.775~~.
- (b) If a state university, Florida College System institution, or public school district elects to use a local government's code enforcement offices:
1. Fees charged by counties and municipalities for enforcement of the Florida Building Code on buildings, structures, and facilities of state universities, state colleges, and public school districts may not be more than the actual labor and administrative costs incurred for plans review and inspections to ensure compliance with the code.
 2. Counties and municipalities shall expedite building construction permitting, building plans review, and inspections of projects of state universities, Florida College System institutions, and public schools that are subject to the Florida Building Code according to guidelines established by the Florida Building Commission.
 3. A party substantially affected by an interpretation of the Florida Building Code by the local government's code enforcement offices may appeal the interpretation to the local government's board of adjustment and appeal or to the commission under s. ~~553.775~~ if no local board exists. The decision of a local board is reviewable in accordance with s. ~~553.775~~.
- (c) The Florida Building Commission and code enforcement jurisdictions shall consider balancing code criteria and enforcement to unique functions, where they occur, of research institutions by application of performance criteria in lieu of prescriptive criteria.
- (d) School boards, Florida College System institution boards, and state universities may use annual facility maintenance permits to facilitate routine maintenance, emergency repairs, building refurbishment, and minor renovations of systems or equipment. The amount expended for maintenance projects may not exceed \$200,000 per project. A facility maintenance permit is valid for 1 year. A detailed log of alterations and inspections must be maintained and annually submitted to the building official. The building official retains the right to make inspections at the facility site as he or she considers necessary. Code compliance must be provided upon notification by the building official. If a pattern of code violations is found, the building official may withhold the issuance of future annual facility maintenance permits.

This part may not be construed to authorize counties, municipalities, or code enforcement districts to conduct any permitting, plans review, or inspections not covered by the Florida Building Code. Any actions by counties or municipalities not in compliance with this part may be appealed to the Florida Building Commission. The commission, upon a determination that actions not in compliance with this part have delayed permitting or construction, may suspend the authority of a county, municipality, or code enforcement district to enforce the Florida Building Code on the buildings, structures, or facilities of a state university, Florida College System institution, or public school district and provide for code enforcement at the expense of the state university, Florida College System institution, or public school district.

(7)(a) The governing bodies of local governments may provide a schedule of reasonable fees, as authorized by s. ~~125.56(2)~~ or s. ~~166.222~~ and this section, for enforcing this part. These fees, and any fines or investment earnings related to the fees, shall be used solely for carrying out the local government's responsibilities in enforcing the Florida Building Code. When providing a schedule of reasonable fees, the total estimated annual revenue derived from fees, and the fines and investment earnings related to the fees, may not exceed the total estimated annual costs of

allowable activities. Any unexpended balances must be carried forward to future years for allowable activities or must be refunded at the discretion of the local government. A local government may not carry forward an amount exceeding the average of its operating budget for enforcing the Florida Building Code for the previous 4 fiscal years. For purposes of this subsection, the term "operating budget" does not include reserve amounts. Any amount exceeding this limit must be used as authorized in subparagraph 2. However, a local government that established, as of January 1, 2019, a Building Inspections Fund Advisory Board consisting of five members from the construction stakeholder community and carries an unexpended balance in excess of the average of its operating budget for the previous 4 fiscal years may continue to carry such excess funds forward upon the recommendation of the advisory board. The basis for a fee structure for allowable activities must relate to the level of service provided by the local government and must include consideration for refunding fees due to reduced services based on services provided as prescribed by s. 553.791, but not provided by the local government. Fees charged must be consistently applied.

1. As used in this subsection, the phrase "enforcing the Florida Building Code" includes the direct costs and reasonable indirect costs associated with review of building plans, building inspections, reinspections, and building permit processing; building code enforcement; and fire inspections associated with new construction. The phrase may also include training costs associated with the enforcement of the Florida Building Code and enforcement action pertaining to unlicensed contractor activity to the extent not funded by other user fees.

2. A local government must use any excess funds that it is prohibited from carrying forward to rebate and reduce fees, or to pay for the construction of a building or structure that houses a local government's building code enforcement agency or the training programs for building officials, inspectors, or plans examiners associated with the enforcement of the Florida Building Code. Excess funds used to construct such a building or structure must be designated for such purpose by the local government and may not be carried forward for more than 4 consecutive years. An owner or builder who has a valid building permit issued by a local government for a fee, or an association of owners or builders located in the state that has members with valid building permits issued by a local government for a fee, may bring a civil action against the local government that issued the permit for a fee to enforce this subparagraph.

3. The following activities may not be funded with fees adopted for enforcing the Florida Building Code:

- a. Planning and zoning or other general government activities.
- b. Inspections of public buildings for a reduced fee or no fee.
- c. Public information requests, community functions, boards, and any program not directly related to enforcement of the Florida Building Code.
- d. Enforcement and implementation of any other local ordinance, excluding validly adopted local amendments to the Florida Building Code and excluding any local ordinance directly related to enforcing the Florida Building Code as defined in subparagraph 1.

4. A local government must use recognized management, accounting, and oversight practices to ensure that fees, fines, and investment earnings generated under this subsection are maintained and allocated or used solely for the purposes described in subparagraph 1.

5. The local enforcement agency, independent district, or special district may not require at any time, including at the time of application for a permit, the payment of any additional fees, charges, or expenses associated with:

- a. Providing proof of licensure under chapter 489;
- b. Recording or filing a license issued under this chapter;
- c. Providing, recording, or filing evidence of workers' compensation insurance coverage as required by chapter 440; or
- d. Charging surcharges or other similar fees not directly related to enforcing the Florida Building Code.

(b) By December 31, 2020, the governing body of a local government that provides a schedule of fees shall create a building permit and inspection utilization report and post the report on its website. The information in the report shall be derived from relevant information available in the most recently completed financial audit. After December 31, 2020, the governing body of a local government that provides a schedule of fees shall update its building permit and inspection utilization report before making any adjustments to the fee schedule. The report shall include:

1. Direct and indirect costs incurred by the local government to enforce the Florida Building Code, including costs related to:

- a. Personnel services costs, including salary and related employee benefit costs incurred by the local government to enforce the Florida Building Code.
- b. Operating expenditures and expenses.

2. Permit and inspection utilization information, including:

- a. Number of building permit applications submitted.
- b. Number of building permits issued or approved.
- c. Number of building inspections and reinspections requested.
- d. Number of building inspections and reinspections conducted.
- e. Number of building inspections conducted by a private provider.
- f. Number of audits conducted by the local government of private provider building inspections.
- g. Number of personnel dedicated by the local government to enforce the Florida Building Code, issue building permits, and conduct inspections.
- h. Other permissible activities for enforcing the Florida Building Code as described in subparagraph (a)1.

3. Revenue information, including:

- a. Revenue derived from fees pursuant to paragraph (a).
- b. Revenue derived from fines pursuant to paragraph (a).
- c. When applicable, investment earnings from the local government's investment of revenue derived from fees and fines pursuant to paragraph (a).
- d. Balances carried forward by the local government pursuant to paragraph (a).
- e. Balances refunded by the local government pursuant to paragraph (a).

f. Revenue derived from other sources, including local government general revenue.

(c) The governing body of a local government that issues building permits may charge a person only one search fee, in an amount commensurate with the research and time costs incurred by the governing body, for identifying building permits for each unit or subunit assigned by the governing body to a particular tax parcel identification number.

(8) Effective January 1, 2023, local governments located in areas designated in the Federal Emergency Management Agency disaster declarations for Hurricane Ian or Hurricane Nicole may not raise building inspection fees, as authorized by s. [125.56\(2\)](#) or s. [166.222](#) and this section, before October 1, 2024. This subsection expires June 30, 2025.

(9) The Department of Agriculture and Consumer Services is not subject to local government permitting requirements, plan review, or inspection fees for agricultural structures, such as equipment storage sheds and pole barns that are not used by the public.

(10) A single-family or two-family dwelling that is converted into a certified recovery residence, as defined in s. [397.311](#), or a recovery residence, as defined in s. [397.311](#), that has a charter from an entity recognized or sanctioned by Congress does not have a change of occupancy as defined in the Florida Building Code solely due to such conversion.

History—s. 11, ch. 74-167; s. 3, ch. 75-111; s. 5, ch. 77-365; s. 3, ch. 85-97; s. 805, ch. 97-103; ss. 50, 51, ch. 98-287; ss. 85, 86, ch. 2000-141; ss. 34, 35, ch. 2001-186; ss. 3, 4, ch. 2001-372; s. 87, ch. 2002-1; s. 27, ch. 2002-20; s. 12, ch. 2005-147; s. 64, ch. 2006-1; s. 15, ch. 2008-191; s. 37, ch. 2010-176; s. 127, ch. 2014-17; s. 276, ch. 2014-19; s. 23, ch. 2014-154; s. 21, ch. 2016-129; s. 10, ch. 2017-149; s. 7, ch. 2019-75; s. 3, ch. 2019-121; s. 6, ch. 2021-128; s. 5, ch. 2021-201; s. 4, ch. 2021-212; s. 6, ch. 2022-136; s. 13, ch. 2023-304.

APPENDIX C

The information below represents adjustments to the Fund.

()= adjustments from/ (out of) the Fund

Description	Amount to Adjust (From)/To
Outside Services	\$ (425.25)
Software	\$ (5,953.50)
Software	\$ (1,764.00)
Software	\$ (3,307.50)
Software	\$ (3,307.50)
Software	\$ (3,307.50)
Software	\$ (7,717.50)
Software	\$ (15,435.00)
Software	\$ (6,615.00)
Software	\$ (61,619.30)
Software/License	\$ (2,443.00)
Software/License	\$ (635.25)
Software/License	\$ (5,676.30)
Software/License	\$ (625.00)
Software/License	\$ (1,745.00)
Software/License	\$ (247.50)
Software/License	\$ (2,340.00)
Payroll	\$ (8,603.38)
Payroll	\$ (7,572.68)
Payroll	\$ (285.32)
Payroll	\$ 35,579.78
Payroll	\$ 9,183.15
Total Adjustment from 140	\$ (94,862.55)

Full Cost Allocation

A cost allocation plan (CAP) is an accounting report that documents the value of indirect costs provided by central services to operating departments. The primary goal of a CAP is to accurately attribute costs to the specific activities, departments, products, or projects that generate those costs. This helps in understanding the true cost of each activity or output, aiding in decision-making processes such as pricing, budgeting, and performance evaluation.

PURPOSE OF THE COST ALLOCATION PLAN

Reasons for compiling a cost allocation are:

- Recovering indirect costs associated with Federal programs
- Charging services provided by the General Fund to Special Revenue, Internal Service, and Enterprise Funds
- Determine the full cost of services when considering outsourcing options
- Identifying useful management information such as recognizing cost drivers and benchmarking

As the above indicates, most agencies prepare Cost Allocation Plans to measure and recover General Fund dollars. This has become increasingly important in view of the limitations on taxes and the general need for additional local revenues. However, in the process of preparing a CAP, considerable valuable management information is also developed. To manage programs better, more agencies are utilizing this information.

For the City of Cape Coral's cost allocation purposes, its departments and divisions are categorized into two main groups: central services agencies and receiving agencies. Central service agencies are those units of government that provide centralized services to other governmental entities. These services benefit other government agencies and may extend to the general public, but the focus remains on functions that support other agencies in delivering their services, as outlined in the CAP. Receiving agencies, on the other hand, are units of government that primarily deliver services directly to the public without providing central services.

Determining direct costs is typically straightforward as they can be readily linked to a specific service. However, the same does not apply to indirect costs. Therefore, to ascertain the total cost of delivering a particular service, it is necessary to establish a method for apportioning indirect costs to direct cost programs.

Indirect costs are:

1. Incurred for a common or joint purpose benefiting more than one cost objective, and
2. Not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.

METHODOLOGY

The costs associated with providing central services are extracted from the city's financial records. Expenditures of central service agencies undergo review to ensure compliance with federal standards and to pinpoint expenditures that disproportionately benefit other agencies. These expenditures are then grouped into cost pools designated as functions.

Each central service agency is assigned one or more functions or activities. Common examples of such functions include accounting, purchasing, personnel administration, and building maintenance. Identifying

Full Cost Allocation

these activities within the city's units of government enables the utilization of various allocation bases to distribute the costs associated with providing each function accurately.

The city uses a complex sequential allocations software system to analyze and calculate the indirect costs based on the data entered and applied to the functions. This cost allocation method operates under the assumption that all indirect costs correlate proportionately with the direct costs of the program. However, this assumption may not always hold true, especially when certain support services derive benefits more closely tied to factors other than cost. For instance, if a program heavily relies on contracted services without direct City staffing involvement, distributing personnel costs to it might lead to an unfair cost allocation. To address this, the City's Cost Allocation Plan establishes distinct allocation bases for each major category of indirect costs. This ensures that indirect costs are distributed to each direct cost program equitably, conveniently, and consistently.

Indirect costs have been included in this allocation and details are provided in the tables to follow. Schedule A presents an overview of the main allocation methods utilized to distribute indirect costs to direct cost programs. Included in the allocation is the direct cost of the external auditing services, currently provided by CliftonLarsonAllen LLP.

Budgeted City expenditures were allocated for the following Central services:

City Attorney	City Auditor	City Clerk
City Council	City Manager	Financial Services
Human Resources	Information Technology Services	Property Management
Public Works Administration	Risk Management	

Additionally, the General Fund receives reimbursement from other funds/agencies based on varying formulas as summarized below:

- Road Impact Fees: In accordance with Section 2-24.29 of the Code of Ordinances, an administrative charge of 3% of the road impact fees collected is charged by the General Fund



Full Cost Allocation

SCHEDULE A

Allocation Basis

Here we see the basis of indirect cost allocation used for each indirect cost agency.

Services Provided	Service Allocation Basis
City Council	Number of Council Agenda Items
City Attorney	Number of FTEs
City Auditor	Internal Audit Hours
City Manager	Number of FTEs
City Clerk	Number of FTEs
City Clerk – Records	Number of FTEs
Finance – Accounts Payable	Number of A/P Transactions
Finance – Administration	Number of FTEs
Finance – Accounting	Number of Accounting Transactions
Finance – Management/Budget	Budgeted Expenditures
Finance – Payroll	Number of FTEs
Finance – Procurement	Number of Purchase Orders Processed
Finance – Cashier	Number of Cashier Transactions Processed
Human Resources	Number of FTEs
Human Resources – Recruitment	Number of Personnel Requisitions
Human Resources – Retiree	Number of Retirees
Information Technology Services	Number of Devices
Energov	Number of Permits Processed
Public Works – Administration	Number of Public Works FTEs
Public Works – Real Estate	Number of Real Estate Transactions
Property Liability	Total Value of Assets
Property Management	Number of Labor Hours
Annual External Audit	Total Actual Expenditures

SUMMARY

The CAP helps make determining total program costs possible by establishing a reasonable method for identifying and allocating indirect costs to direct cost programs. Because of this, the CAP can be a valuable analytical tool for several situations, including establishing fees designed for full cost recovery, reimbursing support service costs provided by the General Fund to other funds, and recovering indirect costs associated with grant programs. Schedules B and C below are summaries of all indirect and direct costs in this plan.

Full Cost Allocation

Full Cost Allocation

Below is a summary of the central services recovered in this allocation and how much each chargeable fund is responsible for. The details on the statistical data for this allocation can be found in Exhibit A and Exhibit B in the pages to follow.

SCHEDULE B

Summary of Allocated Costs by Department

FY 2024 Central Services to be Allocated	General Fund Portion	All Hazards	Building	CRA	Economic & Dev	Fire Operations	Gas Tax	Solid Waste	Stormwater	Water & Sewer	Yacht Basin	Charter School	
Human Resources	\$ 14,741,480	\$ 9,788,107	\$ 5,689	\$ 623,790	\$ 3,696	\$ -	\$ 2,214,302	\$ 948	\$ 3,696	\$ 444,319	\$ 1,642,133	\$ 14,800	\$ -
Financial Services	11,347,957	5,232,095	22,276	176,404	9,702	-	453,910	7,448	53,311	406,772	4,977,253	8,786	-
City Clerk	1,835,436	800,151	3,882	368,977	1,294	-	193,859	647	1,294	69,546	395,268	518	-
City Manager	3,397,704	1,938,765	10,793	208,109	3,598	-	489,287	1,799	3,598	193,376	546,940	1,439	-
Information Tech	12,169,664	7,963,477	55,464	1,059,952	-	-	1,085,145	-	23,770	444,825	1,537,031	-	-
City Auditor	1,454,530	369,413	-	642,186	1,039	-	-	-	-	441,892	-	-	-
City Council	1,384,830	1,105,972	-	18,905	2,363	-	59,080	4,726	7,090	33,085	151,245	2,363	-
City Attorney	3,757,066	2,143,822	11,935	230,120	3,978	-	541,037	1,989	3,977	213,829	604,788	1,591	-
Public Works	1,732,647	1,156,688	-	-	-	-	-	3,277	6,555	365,607	200,520	-	-
Property Mgmt.	7,203,194	5,031,740	-	21,827	82,626	2,400	815,834	-	12,301	159,312	452,133	118,809	506,212
Total	\$ 59,024,508	\$ 35,530,230	\$ 110,039	\$ 3,350,270	\$ 108,296	\$ 2,400	\$ 5,852,454	\$ 20,834	\$ 115,592	\$ 2,772,563	\$ 10,507,311	\$ 148,306	\$ 506,212



Full Cost Allocation

Full Cost Allocation

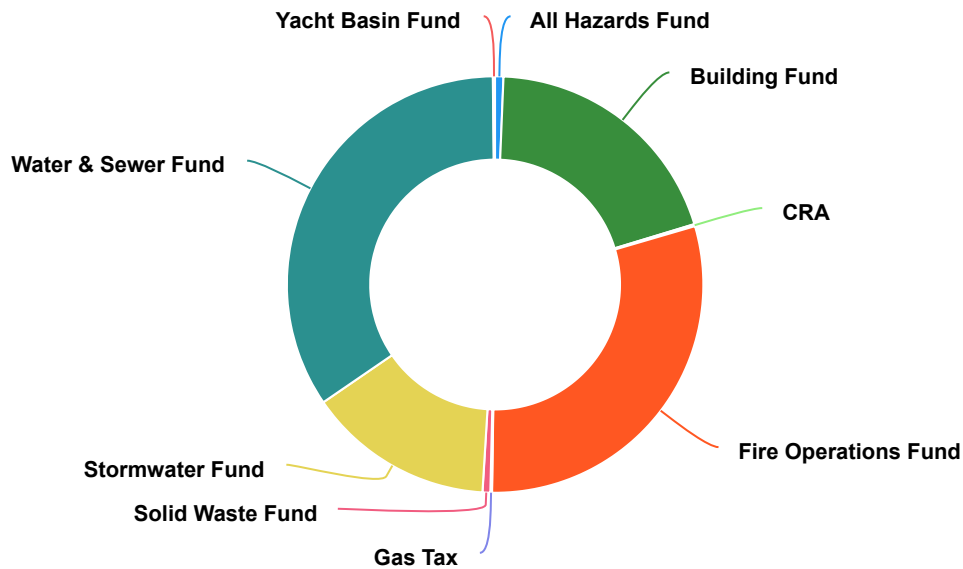
Central services provided by the General Fund are charged to Special Revenue, Internal Service and Enterprise Funds for reimbursement. Management determines which funds are charged for the centralized services. Below are the funds that reimburse the General Fund for the provided services.

SCHEDULE C

Central Service Reimbursement to the General Fund

Fund Name	FY 2023 Actual Allocation	FY 2024 Adopted Allocation	FY 2024 Estimated Allocation	FY 2025 Adopted Allocation	FY 2026 Forecast Allocation	FY 2027 Forecast Allocation
All Hazards Fund	\$ -	\$ 105,710	\$ 105,710	\$ 110,039	\$ 113,340	\$ 116,740
Building Fund	2,106,300	2,494,687	2,494,669	3,328,443	3,428,296	3,531,145
CDBG Fund	55,654	52,178	-	-	-	-
CRA	212,688	170,686	120,680	25,670	26,440	27,233
Fire Operations Fund	114,368	4,127,747	4,127,737	5,036,620	5,187,719	5,343,351
Gas Tax	-	19,630	19,630	20,834	21,459	22,103
Solid Waste Fund	77,280	89,357	89,357	103,291	106,390	109,582
Stormwater Fund	1,176,548	1,720,584	1,720,584	2,446,857	2,520,263	2,595,871
Water & Sewer Fund	5,066,192	5,421,302	5,421,300	5,817,482	5,992,006	6,171,766
Yacht Basin Fund	48,524	36,528	36,528	28,408	29,260	30,138
Total Charge Back	\$ 8,857,554	\$ 14,238,409	\$ 14,136,195	\$ 16,917,644	\$ 17,425,173	\$ 17,947,929

Central Service Reimbursement to the General Fund



Full Cost Allocation

Full Cost Allocation

Included in this allocation is the reimbursement to the Risk Management Fund for Property & Liability services. Prior to FY 2024, this allocation was done through the same methodology within the Financial Services Department. It is now illustrated here in the full cost allocation.

Central Service Reimbursement to the Risk Management Fund

Fund Name	FY 2023 Actual Allocation	FY 2024 Adopted Allocation	FY 2024 Estimated Allocation	FY 2025 Adopted Allocation	FY 2026 Forecast Allocation	FY 2027 Forecast Allocation
General Fund	\$ 1,380,136	\$ 1,701,616	\$ 1,701,616	\$ 1,968,874	\$ 2,027,940	\$ 2,088,778
Fleet Maint. Fund	1,648	-	-	-	-	-
Property Mgmt. Fund	935	-	-	-	-	-
Stormwater Fund	127,452	147,758	147,758	166,394	171,386	176,528
Water & Sewer Fund	3,294,981	3,767,857	3,767,857	4,237,696	4,364,827	4,495,772
Yacht Basin Fund	1,183	1,066	1,066	1,089	1,122	1,156
Total Charge Back	\$ 4,806,335	\$ 5,618,297	\$ 5,618,297	\$ 6,374,053	\$ 6,565,275	\$ 6,762,234

Also included in the full cost allocation is the reimbursement to the Property Management Fund for facilities maintenance services. Prior to FY 2024, this allocation was charged back on a department basis by labor rate through work orders.

Central Service Reimbursement to the Property Management Fund

Fund Name	FY 2023 Actual Allocation	FY 2024 Adopted Allocation	FY 2024 Estimated Allocation	FY 2025 Adopted Allocation	FY 2026 Forecast Allocation	FY 2027 Forecast Allocation
All Hazards	\$ 1,926	\$ 56	\$ 90	\$ -	\$ -	\$ -
Building Fund	34,138	41,160	65,765	21,827	22,482	23,156
Capital Improv Fund	31,584	-	-	-	-	-
Charter School Fund	-	-	-	506,212	521,398	537,040
CRA Fund	63,082	92,616	147,981	82,626	85,105	87,658
Economic & Dev. Fund	1,123	-	-	2,400	2,472	2,546
Fire Operations Fund	590,681	905,220	1,446,352	815,834	840,309	865,518
Fleet Maint. Fund	41,230	-	-	-	-	-
General Fund	3,320,963	4,332,626	6,932,805	5,031,741	5,182,693	5,338,174
Golf Course Fund ¹	52,267	-	-	-	-	-
Lot Mowing Fund ¹	25,668	-	-	-	-	-
Self-Insured Fund ¹	4,949	-	-	-	-	-
Solid Waste Fund	9,641	20,131	32,166	12,301	12,670	13,050
Stormwater Fund	98,804	96,564	154,289	159,312	164,091	169,014
Water & Sewer Fund	286,661	389,844	622,889	452,133	465,697	479,668
Yacht Basin Fund	52,267	63,030	100,709	118,809	122,373	126,044
Total Charge Back	\$ 4,614,984	\$ 5,941,247	\$ 9,503,046	\$ 7,203,195	\$ 7,419,290	\$ 7,641,868

¹ These Funds are now included in the overall General Fund Reimbursement totals

Full Cost Allocation

Exhibit A

Detailed Allocation Results - Indirect Costs

Central Services Provided	All Hazards	Building Code	CDBG/SHIP/NSP	Charter School ³	CRA	Economic & Dev ²	Fire Operations	Gas Tax	General Fund ¹	Lot Mowing	Parks Impact	Public Safety Impact	Road Impact	Solid Waste	Stormwater	Water & Sewer	Yacht Basin	All Others	
City Manager Administration	\$ 1,659,696	\$ 5,272	\$ 101,656	\$ 879	\$ -	\$ 1,757	\$ 3,515	\$ 239,005	\$ 879	\$ 846,868	\$ 2,636	\$ -	\$ -	\$ -	\$ 1,758	\$ 94,460	\$ 267,167	\$ 703	\$ 93,142
Office of Communications	1,738,008	5,521	106,453	920	-	1,840	3,681	250,282	920	886,827	2,760	-	-	-	1,840	98,916	279,773	736	97,536
City Council	1,384,830	-	18,905	14,179	-	2,363	11,816	59,080	4,726	810,575	4,726	7,090	-	-	7,090	33,085	151,245	2,363	257,588
City Auditor	1,454,530	-	642,186	-	-	1,039	-	-	-	369,413	-	-	-	-	441,892	-	-	-	-
Finance Administration	1,038,426	3,299	63,603	550	-	1,100	2,199	149,539	550	529,862	1,649	-	-	-	1,100	59,101	167,159	440	58,276
Accounting	901,673	3,811	19,528	9,005	-	3,359	3,410	54,190	3,103	384,568	15,756	1,503	3,100	1,408	11,064	49,170	139,379	4,330	194,991
Accounts Payable	416,005	2,322	13,828	4,100	-	721	1,429	37,015	116	196,874	3,630	595	555	42	2,147	31,888	23,646	857	96,242
Cashier	719,329	2	28,440	2	-	18	992	563	-	4,803	15	540	1,601	547	475	2,156	219,509	54	459,610
Payroll	247,308	861	16,601	143	-	287	574	39,030	143	138,295	430	-	-	-	287	15,425	19,905	115	15,210
Budget	809,448	1,928	27,460	7,622	-	2,352	2,391	87,343	3,225	438,722	12,811	142	180	420	36,269	30,091	49,626	970	107,897
Procurement	841,715	10,053	6,944	622	-	1,866	1,866	86,230	311	306,573	3,213	-	1,451	-	1,969	52,547	120,333	933	246,805
Risk Mgmt	6,374,053	-	-	-	-	-	-	-	-	1,962,303	-	-	-	-	166,394	4,237,696	1,089	-	6,571
City Clerk Administration	1,173,886	3,729	71,900	622	-	1,243	2,486	169,046	622	598,981	1,864	-	-	-	1,243	66,811	188,965	497	65,878
Communications	48,061	153	2,944	25	-	51	102	6,921	25	24,523	76	-	-	-	51	2,735	7,737	20	2,697
Records Management	613,489	-	294,133	-	-	-	5,114	17,892	-	87,607	-	-	-	-	-	-	198,566	-	10,175
HR Administration	550,513	1,749	33,719	291	-	583	1,166	79,277	291	280,903	874	-	-	-	583	31,332	88,617	233	30,895
Comp & Classification	538,146	1,709	32,961	285	-	570	1,140	77,496	285	274,592	855	-	-	-	570	30,628	86,627	228	30,201
Employee Benefits	175,660	558	10,759	93	-	186	372	25,296	93	89,631	279	-	-	-	186	9,997	28,277	74	9,858
Employee Development	253,468	805	15,525	134	-	268	537	36,500	134	129,333	403	-	-	-	268	14,426	40,802	107	14,225
Employee/Labor Relations	273,170	868	16,732	145	-	289	578	39,338	145	139,386	434	-	-	-	289	15,547	43,973	116	15,330
Recruitment	790,773	-	64,773	-	-	1,799	4,498	46,781	-	433,621	900	-	-	-	1,799	5,398	132,245	-	98,959
City Attorney	3,757,066	11,935	230,120	1,989	-	3,978	7,956	541,037	1,989	1,917,062	5,967	-	-	-	3,978	213,829	604,788	1,591	210,845
ITS Administration	448,541	2,072	31,087	296	-	-	296	39,969	-	269,125	592	-	-	-	888	15,692	62,470	-	26,054
Business Application	2,774,059	12,817	192,262	1,831	-	-	1,831	247,193	-	1,664,435	3,662	-	-	-	5,493	97,046	386,354	-	161,133
GIS	706,930	3,266	48,995	467	-	-	467	62,995	-	424,158	933	-	-	-	1,400	24,731	98,457	-	41,063
Network Administration	2,324,074	10,740	161,073	1,533	-	-	1,533	207,096	-	1,394,445	3,070	-	-	-	4,602	81,304	323,683	-	134,997
Systems	4,443,910	19,030	513,443	2,719	-	-	2,719	382,489	-	2,499,264	5,437	-	-	-	8,156	168,968	598,407	-	243,278
Security	1,472,150	7,539	113,092	1,077	-	-	1,077	145,403	-	979,050	2,154	-	-	-	3,231	57,084	67,660	-	94,781
Retirement Costs	12,159,750	-	449,321	-	-	-	-	1,909,614	-	8,172,026	-	-	-	-	336,991	1,221,592	14,041	-	56,165
PW Administration	953,697	-	-	-	-	-	-	-	3,277	314,622	6,555	-	-	-	6,555	349,034	1,639	-	272,017
PW Real Estate	778,950	-	-	-	-	-	-	-	-	281,748	-	-	-	-	16,573	198,881	-	-	281,748
Facilities Mgmt Fund	7,203,194	-	21,827	-	506,212	82,626	2,400	815,834	-	4,010,617	-	-	-	-	12,301	159,312	452,133	118,809	1,021,124
	\$ 59,024,508	\$ 110,039	\$ 3,350,270	\$ 49,529	\$ 506,212	\$ 108,295	\$ 66,145	\$ 5,852,454	\$ 20,834	\$ 30,860,812	\$ 81,681	\$ 9,870	\$ 6,887	\$ 2,417	\$ 115,592	\$ 2,772,563	\$ 10,507,311	\$ 148,306	\$ 4,455,291

¹ General Fund includes totals from the Golf Course Fund, Alarm Fee Fund, Waterpark Fund, and Parks and Rec Program Fund

² All Economic & Development costs rolled into General Fund except for the reimbursement to the Property Management Fund

³ The Charter School Maintenance Fund is only calculated to cost out the reimbursement to the Property Management Fund with the rest of their costs are under All Others



Full Cost Allocation

Exhibit B

FY 2023 Data for Allocation Basis

Service Allocation Basis	FTEs	Public Works FTEs	Retirees	Accounting Transactions	Actual Expenditures	A/P Transactions	Purchase Orders	Cashier Transactions	Council Agenda Items	Real Estate Items	Internal Audit Hours	Files Images	Devices	Personnel Requisitions	Property Liability	Permits Reviewed	Work Orders	Budgeted Expenditures
General Fund	963	96	574	44,100	\$ 237,095,664	69,501	2,946	39,415	338	17	-	451,233	909	482	\$ 506,404,950	7,838	13,367	\$ 261,301,432
5 Cent Gas Tax Fund	-	-	-	132	501,235	21	2	-	1	-	-	-	-	-	-	-	-	960,758
6 Cent Gas Tax Fund	1	1	-	275	501,235	20	1	-	1	-	-	-	-	-	-	-	-	960,758
Road Impact Fee Fund	-	-	-	195	232,303	15	-	4,648	-	-	-	-	-	-	-	-	-	249,951
Park Impact Fee Fund	-	-	-	144	1,627,115	211	-	4,593	3	-	-	-	-	-	-	-	-	84,698
Police Impact Fee Fund	-	-	-	152	295,462	161	10	4,654	-	-	-	-	-	-	-	-	-	35,717
ALS Impact Fund	-	-	-	104	295,462	18	3	4,643	-	-	-	-	-	-	-	-	-	35,717
Fire Impact Fee Fund	-	-	-	156	295,462	18	1	4,300	-	-	-	-	-	-	-	-	-	35,717
Alarm Fee Fund	1	-	-	324	66,924	92	-	511	-	-	-	-	-	-	-	-	-	108,968
All Hazards Fund	6	-	-	505	1,121,228	824	97	18	-	-	-	1	7	-	-	-	-	1,149,024
Fire Operations	272	-	136	5,528	51,468,531	13,135	832	4,779	25	-	-	92,157	135	52	-	4,324	2,719	52,042,994
Lot Mowing Fund	3	2	-	2,133	3,664,585	1,288	31	130	2	-	-	-	2	1	-	-	-	7,633,138
Economic Development	4	-	-	455	934,769	507	18	8,427	5	-	-	26,343	1	5	-	-	8	1,424,826
Building Code Fund	116	-	32	2,240	13,216,181	4,907	67	241,574	8	-	1,236	1,514,981	105	72	-	63,690	73	16,362,115
CDBG Fund	1	-	-	913	1,277,814	892	3	9	6	-	-	-	1	-	-	-	-	4,541,822
HUD NSP Fund	-	-	-	37	-	-	-	6	-	-	-	-	-	-	-	-	-	-
SHIP Fund	-	-	-	247	1,284,771	563	3	6	-	-	-	-	-	-	-	-	-	-
CRA Fund	2	-	-	491	-	256	18	155	1	-	2	-	-	2	-	-	275	1,401,312
Waterpark Fund	-	-	-	18	-	14	-	-	4	-	-	-	-	-	-	-	-	-
PR Program Fund	-	-	-	625	-	165	-	871	-	-	-	-	-	-	-	-	-	-
Golf Course Fund	-	-	8	122	-	92	12	-	1	-	711	-	-	-	-	-	-	-
Solid Waste Fund	2	2	-	630	21,227,020	762	19	4,036	3	-	-	-	3	2	-	-	41	21,610,439
W&S Fund	304	1	87	11,792	109,534,923	33,658	1,750	4,883,938	64	12	-	1,022,754	211	147	1,093,608,157	6,923	1,507	81,953,270
W&S Debt Fund	-	-	-	683	-	-	-	-	-	-	-	-	-	-	-	-	-	-
W&S Reserve Fund	-	-	-	276	-	-	-	-	-	-	-	-	-	-	-	-	-	-
W&S Cap Proj Fund	-	-	-	251	-	2,439	46	3	-	-	-	-	-	-	-	-	-	-
Water Impact Fund	-	-	-	1,213	-	50	-	1,736	-	-	-	-	-	-	-	-	-	-
Sewer Impact Fund	-	-	-	1,315	-	54	-	1,883	-	-	-	-	-	-	-	-	-	-
Irrigation Impact Fund	-	-	-	1,220	-	71	3	1,512	-	-	-	-	-	-	-	-	-	-
Water CIAC Fund	-	-	-	163	-	-	-	524	-	-	-	-	-	-	-	-	-	-
Sewer CIAC Fund	-	-	-	163	-	-	-	1,031	-	-	-	-	-	-	-	-	-	-
Irrigation CIAC Fund	-	-	-	123	-	14	2	30	-	-	-	-	-	-	-	-	-	-
Stormwater Fund	108	107	24	6,409	16,753,154	11,316	507	18,316	14	1	851	-	53	6	42,940,755	6,951	531	17,929,786
Yacht Basin Fund	1	-	1	613	431,232	304	9	458	1	-	-	-	-	-	280,999	-	396	577,332
Charter School Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,687	-
All Other	104	83	-	24,973	18,072,412	32,433	2,369	3,901,796	108	17	-	14,043	87	110	1,695,819	1,129	3,404	19,461,685
TOTAL	1,888	292	862	108,720	\$ 479,897,482	173,801	8,749	9,134,002	585	47	2,800	3,121,512	1,514	879	\$ 1,644,930,680	90,855	24,008	\$ 489,861,459

