

Development Services Fund

Managing Bureau: Bureau of Development Services

Statement of Purpose: The Development Services Fund accounts for all revenues and expenditures related to activities and services provided by the Bureau of Development Services (BDS).

Sources of Revenue: The fund has received restricted resources from electrical, building, mechanical, and plumbing permits, plan reviews and all associated fees and charges. The fund also received committed resources from land use, site development, environmental soils, signs, zoning enforcement, and neighborhood inspections programs permit, review, enforcement fees and penalties, and all associated fees and charges.

Contingency Requirements: Per Financial Policy 2.04, contingency funds should be used to address reasonable but unforeseen requirements within the fiscal year. There are no minimum or maximum contingency requirements for the Development Services Fund.

Reserve Requirements: Reserve goals are based upon a percentage of each individual program's annual operating budget. The purpose of the reserve is to allow BDS time to recognize and respond to unanticipated declines in revenues and to maintain the staffing needed to carry out its obligation to provide services on permits for which BDS has already been paid. The size of the reserve determines how much time BDS will have to adjust to change and still provide necessary services. Fee increases are recommended when workload remains high, costs increase, and the reserve is projected to dip below recommended levels.

Disposition of Funds: In the event the fund is closed, all remaining resources shall revert to the General Fund.