

Contractor Licensing Department

Department Director: Michelle Krickovic
OMB Budget Analyst: Belinda Amundson

Department Purpose

The Contractor Licensing Department (CLD) licenses contractors, monitors insurance, and investigates reports of unlicensed contracting and complaints against licensed contractors to reduce risk to consumers and protect workers in the construction trades on behalf of the Pinellas County Construction Licensing Board (PCCLB).

Budget Summary

Fund: 1071 - Construction License Board						
Major Object	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request
Personnel Services	\$1,053,797	\$1,002,046	\$858,905	\$904,700	\$736,650	\$938,490
Operating Expenses	\$672,566	\$728,140	\$694,083	\$729,660	\$729,660	\$626,350
Capital Outlay	\$7,616	\$0	\$0	\$0	\$0	\$0
Transfers to Other Funds	\$0	\$144,480	\$0	\$0	\$0	\$0
Reserves	\$0	\$0	\$0	\$451,570	\$0	\$267,790
Expenditures Total	\$1,733,979	\$1,874,666	\$1,552,987	\$2,085,930	\$1,466,310	\$1,832,630
FTE	12.0	12.0	11.0	10.3	10.3	10.3

Fund: 1071 - Construction License Board						
Major Object	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request
Fund Balance	\$598,968	\$831,509	\$358,134	\$466,790	\$382,500	\$303,200
Licenses and Permits	\$0	\$0	\$0	\$743,240	\$743,240	\$600,160
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$1,733,979	\$1,403,194	\$1,587,830	\$0	\$0	\$0
Fines and Forfeitures	\$0	\$0	\$0	\$872,190	\$640,060	\$929,270
Interest Earnings	\$23,211	\$1,988	(\$10,483)	\$3,710	\$3,710	\$0
Other Miscellaneous Revenues	\$598,968	\$0	\$0	\$0	\$0	\$0
Non-Operating Revenue Sources	\$209,330	(\$3,891)	\$0	\$0	\$0	\$0
Revenues Total	\$3,164,456	\$2,232,800	\$1,935,480	\$2,085,930	\$1,769,510	\$1,832,630

FY24 Budget Drivers and Topics for Discussion

- The FY24 Budget includes 3.0% Salary Adjustments on the Mid-Point for all employees and an overall increase in Personnel Services of \$33,790 (from \$904,700 to \$938,490). This increase is primarily due to an increase in Retirement Contributions.
- The FY24 Budget includes a reduction in Other Contractual Services by nearly \$76,000.
 - The request to add these funds back are addressed in the two decision packages below.

Contractor Licensing Department

- House Bill 735 eliminated local construction licensing in certain specialty trades effective July 1, 2023. However, House Bill 1383 and partner Senate Bill 1570 both passed. This legislation extends the July 1, 2023 deadline for most specialty licenses to July 1, 2024.

FY24 Decision Packages

- **Temporary Administrative Support #1 (Contractor Licensing Fund 1071, Non-recurring \$39,000)**
 - Continue utilizing temporary staff to maintain administrative support to ensure effective and efficient delivery of county services and support by performing vital clerical functions, equivalent to 1.0 FTE for twelve months.
 - This position performs essential daily administrative tasks such as; documenting the receipt, scanning and distribution of incoming formal complaints against licensed contractors; validating and confirming contractor change of address requests and printing and mailing new license cards; processing all new state-certified contractor registrations, scanning and distributing incoming legal documents; and mail processing and customer support.
- **Temporary Administrative Support #2 (Contractor Licensing Fund 1071, Non-recurring \$39,000)**
 - Continue utilizing temporary staff to maintain administrative support to ensure effective and efficient delivery of county services and support by performing customer assistance and required insurance verification, equivalent to 1.0 FTE for twelve months.
 - This position is critical to receiving and processing contractor insurance certificates.

FY24 Operating Budget Analysis

Construction Licensing Board - Fund 1071

The Contractor Licensing Department budget consists of one fund. Excluding Reserves, the FY24 Budget for CLD has decreased in comparison to the FY23 Budget by \$69,520 or 4.3% (from \$1.63M to \$1.56M) due to department cost-saving efforts.

The Construction Licensing Board Fund is supported by Licensing Fees (\$600,160), Citations (\$599,820), and Expired Permits (\$333,450). Legislation and resulting unfunded mandates have impacted projected revenues in recent years.

The FY24 Budget includes License Fees Revenues decreasing \$143,080 (from \$743,240 to \$600,160). This is primarily due to the impacts of House Bill 735 / 1383.

Contractor Licensing Department

The FY24 Budget includes Citations Revenues decreasing \$31,360 (\$627,180 to \$595,820). This is based on a reduction in citation activity.

The FY24 Budget includes Administrative Fines Revenues increasing \$88,440 (from \$245,010 to \$333,450). These represent fines for expired permit violations. The department now has the staff and processes in place to move forward in processing these, and Accela will provide further efficiencies in the process.

The Construction Licensing Board Fund, which provides 100% funding for the Contractor Licensing Department, maintains total reserves of \$267,790 for FY24, a decrease of \$183,780 or 40.7%, from the FY23 Revised Budget of \$451,570.

FY24 Proposed Fee Changes

Revenue Name & Type of Change	FY23 Adopted	FY24 Proposed	Net Revenue Impact	Reason for Change or Addition	Change in Fee
CHANGE I-A(a) Journeyman by Reciprocity (Applications and Renewals)	\$75.00	\$25.00	-\$3,800.00	HB 735, changes to chapter 489.1455(3)	-66.7%
CHANGE III-A(a) Active License HB735	\$150.00	\$112.50	-\$45,000.00	HB 735, elimination of local specialty licenses	-25.0%
CHANGE III-B(a) Inactive License HB735	\$75.00	\$56.25	-\$1,050.00	HB735, elimination of local specialty licenses	-25.0%
CHANGE Verification of License Status	\$20.00	\$30.00	\$675.00	Reflects cost of service delivery	50.0%
CHANGE Reciprocity Letters	\$20.00	\$30.00	\$675.00	Reflects cost of service delivery	50.0%
DELETE Duplicate or Replacement of Competency License	\$1.00	\$0.00	-\$40.00	This is a fee to duplicate/reprint license cards. Fee often waived by staff.	-

FY23 Accomplishments

- Introduced the Building Officials Roundtable, a series of networking events for County and municipal building officials.
- Implemented licensing and renewal fee changes required by HB735; licenses due to be eliminated in July 2023 renewed at discounted rates. This will continue into FY24.
- Data clean-up and conversion in preparation for Accela roll-out, Accela configuration, scripting and report prep.
- Contractor Licensing was an early adopter of SharePoint to manage projects, processes, documents, and data in a dynamic platform. In early FY23 the department deployed an updated SharePoint site as a platform for the team to connect, collaborate and communicate.
- Improved registration process for state-certified contractors; registered 965 new state contractors (LY 890 to 5/31), an increase of 8.4% over same period last year; 10.5% of state certified contractors are from out-of-state (up from 10% over same period last year).

Contractor Licensing Department

- Improved application process for new contractors, reducing the number of days from application received to committee meeting date from 74 days (FY21) to 57 days (FY22) to 26 days in FY23. This is part of our goal to get new applicants approved faster to be eligible to schedule their trade and business law exams required for licensure.
- Improved intake process for contractor Change of Status applications, reduced processing time from 71 days (FY21) to 48 days (FY22) to 23 days (FY23 to 5/31). Once licensed, a contractor must submit a “Change of Status” application to register to do business under a business name. Our goal is to get contractors (and keep contractors) working in Pinellas County.

Work Plan

- Improve Insurance Processing.
 - This is a process improvement effort to implement technology solutions to automate manual processes and move to a contractor self-service model. 65% complete.
- Update Local Technical Amendments – Florida Building Code.
 - The Special Act designates the PCCLB as the sole authority for making technical amendments to the Florida Building codes applicable within the boundaries of Pinellas County. 65% complete.
- Manage the State Adoption of HB 735 – Preemption of Local Licensing to the State / HB 1383 Special Licensing.
 - Preparation and communication to contractors about the upcoming changes due to Legislation. 45% complete.
- Improve Communications and Community Outreach.
 - Improve communications to contractors, citizens, and government agencies to improve service levels and compliance, and protect the public. 60% complete.
- Implement Accela.
 - Implementing the Accela Licensing and Case Management solution will streamline internal processes to improve productivity and support staff and management needs. 65% complete.
- Improve Unpaid Citations Collections.
 - This is a strategy to pursue unpaid citations and administrative fines. 30% complete.

Contractor Licensing Department

Performance Measures

Measure	Unit of Measure	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
Citations Issued	Count	2,346	498	-	-
Complaints Against Contractors (Licensed and Unlicensed)	Count	1,428	822	-	-
Licensed Contractors (Includes Journeymen)	Count	14,435	14,081	-	-
Licensed Contractors with an Active License	Percent	75.2	81.2	-	-
Overall Customer Satisfaction - CLD	Percent	72.0	88.0	87.0	-

Budget Summary by Program and Fund

CLB Licensing

Operational functions for the Pinellas County Construction Licensing Board (PCCLB) which regulates the construction and home improvement industry. Supports administration, records maintenance, and licensing of contractors, as well as investigating complaints against licensed and unlicensed contractors.

Fund	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
7051-CLB Licensing	\$1,794,138	\$1,507,865	\$1,634,360	\$1,564,840
Total	\$1,794,138	\$1,507,865	\$1,634,360	\$1,564,840

Reserves

Oversees the management and allocation of the County's financial reserves.

Fund	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
1008-Reserves Program	\$0	\$0	\$451,570	\$267,790
Total	\$0	\$0	\$451,570	\$267,790

Transfers

Oversees the transfer of intra- and intergovernmental funds.

Fund	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
1009-Transfers Program	\$144,480	\$0	\$0	\$0
Total	\$144,480	\$0	\$0	\$0

Contractor Licensing Department

Emergency Events

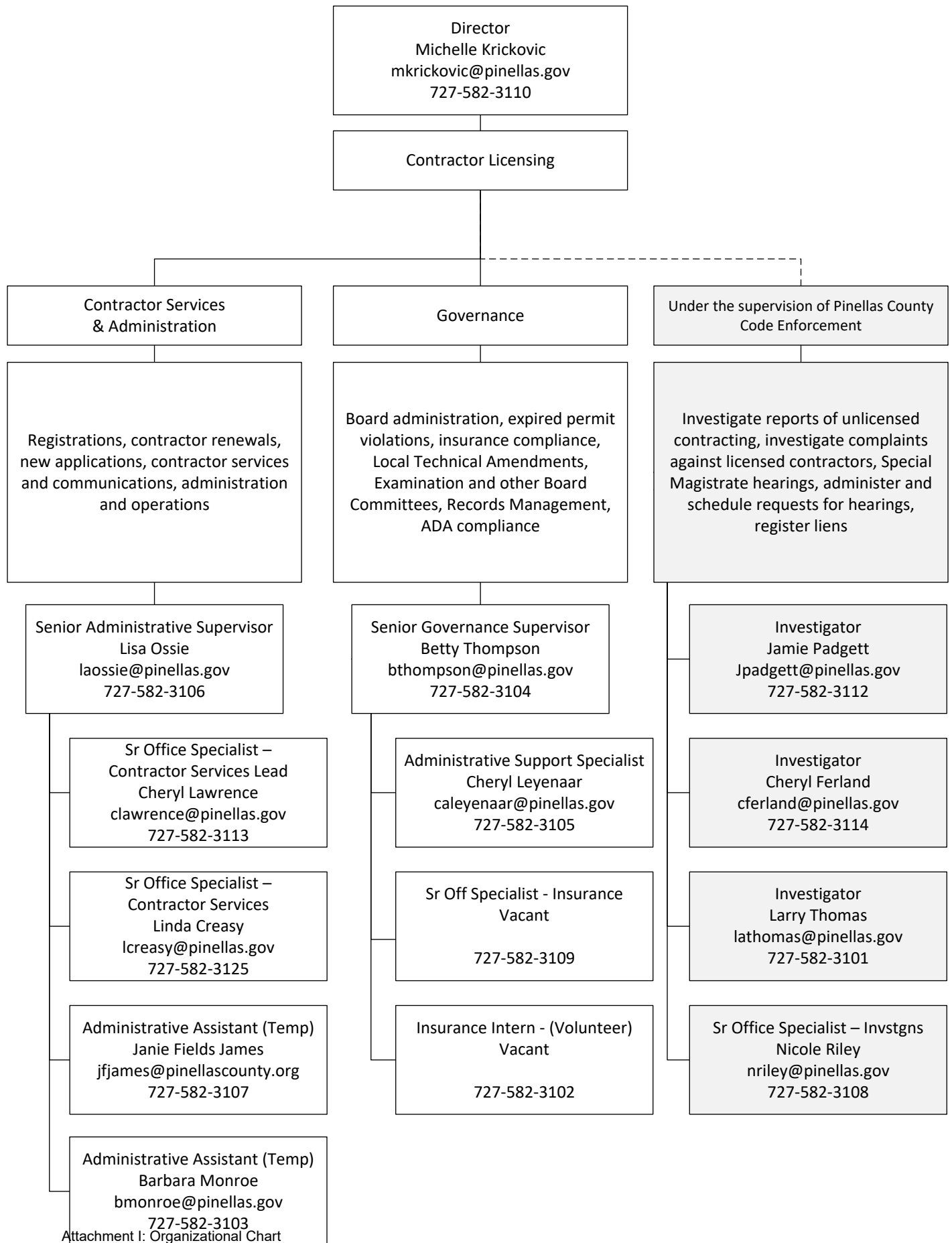
Expenditures incurred during a disaster event to allow for accurate tracking of those expenses in support of reimbursement of eligible expenditures from the Federal Emergency Management Agency's (FEMA) Public Assistance Grant Program or other funding sources, as applicable.

Fund	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget
1123-Emergency Events	\$1,061	\$0	\$0	\$0
Total	\$1,061	\$0	\$0	\$0

Attachments:

1. Attachment I: Organizational Chart.....Page 7
2. Attachment II: Budget ReportsPages 8-9
3. Attachment III: Decision Packages Report.....Pages 10-11
4. Attachment IV: User Fees Report with Changes.....Page 12
5. Attachment V: Fund Forecast.....Page 13
6. Attachment VI: Stress Test.....Page 14

Contractor Licensing / PCCLB
March 3, 2023



Pinellas County
Standard Detail
Fund: 1071 - Construction License Brd

Expenditures

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance	Explanation
5200001 - Employee Benefits-Overtime	0	0	0	0	0	0	0	0.00%		
5210001 - FICA Taxes	51,597	49,077	36,659	38,540	36,020	40,990	2,450	6.36%		Due to the 3% increase to the midpoint.
5220001 - Retirement Contributions	57,592	63,407	54,391	57,160	52,500	73,290	16,130	28.22%		Due to the state increase in retirement contributions.
5230001 - Hlth,Life,Dntl,Std,Ltd	241,958	215,586	178,884	196,440	168,690	203,710	7,270	3.70%		Due to the 3% increase to the midpoint.
5110001 - Executive Salaries	292,325	224,171	52,790	47,940	46,310	49,420	1,480	3.09%		Due to the 3% increase to the midpoint.
5140001 - Overtime Pay	6,303	7,167	23,965	3,000	3,000	3,000	0	0.00%		
5299992 - Benefits-Contra-Projects	(650)	2,114	25,380	27,860	0	27,860	0	0.00%		
5299991 - Reg Salary&Wgs-Contra-Prj	(1,199)	3,620	45,627	52,960	0	52,960	0	0.00%		
5120001 - Regular Salaries & Wages	405,872	436,905	441,209	468,400	423,930	487,260	18,860	4.03%		3.0% Salary Adjustments, retirement contributions and salary lower than mid-point.
5150001 - One Time COLA Wage Disbursement	0	0	0	12,400	6,200	0	(12,400)	-100.00%		Reduction due to one-time \$1,200 retention pay in FY23.
5320001 - Accounting & Auditing	5,910	5,743	6,395	8,800	8,800	8,800	0	0.00%		
5540001 - Bks, Pub, Subscrp & Membrshps	300	0	150	660	660	710	50	7.58%		Increase in membership
5410001 - Communication Services	10,136	7,000	7,175	6,360	6,360	5,340	(1,020)	-16.04%		Verizon mifi service and CLEAR Investigation subscription to replace current Lexis/Nexis search tool.
5330001 - Court Reporter Services	0	0	0	7,600	7,600	6,000	(1,600)	-21.05%		Estimated 4 hearings at \$1500 each
5420001 - Freight	11	5	0	0	0	0	0	0.00%		
5420002 - Postage	26,169	19,676	20,843	20,600	20,600	20,400	(200)	-0.97%		Access Mail annual renewal mail service, postage and mail processing.
5496501 - Intgv Sv-Info Technology	173,620	147,060	209,280	202,560	202,560	202,560	0	0.00%		
5496521 - Intgv Sv-Fleet-Op & Maint	6,035	12,515	7,177	15,660	15,660	15,660	0	0.00%		
5496522 - Intgv Sv-Fit-Veh Rplcmnt	7,290	6,545	6,300	6,000	6,000	6,000	0	0.00%		
5496551 - Intgv Sv-Risk Financing	61,350	16,120	8,810	6,820	6,820	6,820	0	0.00%		
5496901 - Intgv Sv-Cost Allocate	189,360	295,380	274,520	268,490	268,490	243,220	(25,270)	-9.41%		Full cost allocation less than FY23.
5510001 - Office Supplies Exp	10,146	5,394	5,260	8,450	8,450	5,500	(2,950)	-34.91%		Adjusted based on prior year actuals/usage.
5520001 - Operating Supplies Exp	327	859	2,610	1,800	1,800	1,800	0	0.00%		
5520009 - Oper. Supplies-Computer	0	40	139	0	0	0	0	0.00%		
5520099 - PC Purchases under \$1000	4,534	1,305	2,406	0	0	0	0	0.00%		
5520098 - PC Purchases under \$5,000	0	0	6,813	6,000	6,000	2,740	(3,260)	-54.33%		Per EDM.

5340001 - Other Contractual Svcs	112,496	124,931	59,524	85,220	85,220	10,680	(74,540)	-87.47%	Anticipated reduction in 2 temp staff and .PCSO is no longer charging for services related to Special Magistrate hearings.
5349000 - Contract Services-Other	6,000	6,000	5,000	6,500	6,500	6,300	(200)	-3.08%	Armour pickup of receipts \$500 X 12 mos = \$6,000.
5490001 - Othr Current Chgs&Obligat	262	850	402	800	800	480	(320)	-40.00%	Tampa Bay Times - Public Hearing Advertising -Average cost \$100 per meeting x 3 meetings.
5490060 - Incentives & Awards	0	0	0	0	0	0	0	0.00%	
5490070 - Employee Celebrations &	0	0	0	0	0	160	160	100.00%	\$15 per employee.
5470001 - Printing and Binding Exp	6,977	2,573	4,530	4,000	4,000	4,000	0	0.00%	
5310001 - Professional Services	7,805	36,540	27,853	25,360	25,360	27,760	2,400	9.46%	Special Magistrate Hearings - 16 scheduled per year, renewed contract \$195 per hour, 8 hour days.
5311031 - Legal (Other Than Court)	0	0	0	0	0	0	0	0.00%	
5481100 - Promotional-Advertising	0	0	0	300	300	0	(300)	-100.00%	Not needed in FY24.
5440001 - Rentals and Leases	1,597	737	1,231	2,960	2,960	2,960	0	0.00%	
5442000 - Rental&Leases-Buildings	32,967	35,275	35,658	36,100	36,100	42,000	5,900	16.34%	Anticipated increase in rent.
5460001 - Repair&Maintenance Svcs	2,376	2,274	923	1,950	1,950	720	(1,230)	-63.08%	Reduced copier supplies and maintenance anticipated.
5550001 - Training&Education Costs	910	0	175	2,200	2,200	2,200	0	0.00%	
5400001 - Travel and Per Diem	0	0	0	0	0	0	0	0.00%	Overall Travel costs reducing.
5400110 - Mileage-Out of Town	460	0	240	160	160	170	10	6.25%	
5400200 - Meals/Per Diem	568	0	276	1,360	1,360	940	(420)	-30.88%	
5400300 - Hotels/Motels/Lodging	1,063	0	366	2,630	2,630	2,110	(520)	-19.77%	
5400900 - Travel-Other	8	26	27	60	60	60	0	0.00%	
5430001 - Utility Service	0	233	0	260	260	260	0	0.00%	
5640001 - Machinery And Equipment	0	0	0	0	0	0	0	0.00%	
5640099 - PC Purchases over \$1000	7,616	0	0	0	0	0	0	0.00%	
Expenditures Total	1,730,088	1,729,125	1,552,987	1,634,360	1,466,310	1,564,840	(69,520)	-4.25%	

Pinellas County
Standard Detail
Fund: 1071 - Construction License Brd

Revenues

Account	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change	Variance	Explanation
3670001 - Pinellas County Construction Licensing Board	0	0	0	743,240	743,240	600,160	(143,080)	-19.25%		FY24 impacts of House Bill 735 / 1383.
3540201 - Citations-CLB - Ord 98.9	0	0	0	627,180	430,050	595,820	(31,360)	-5.00%		Reduction in citation activity
3594000 - Adm Fne CLB-Lw FI 75-4912	0	0	0	245,010	210,010	333,450	88,440	36.10%		Staffing and technology enhancements.
3699350 - Refund Of Prior Yrs Exp	0	0	(3)	0	0	0	0	0.00%		
3699990 - Overage & Shortage	0	0	0	0	0	0	0	0.00%		
3699991 - Other Miscellaneous Revenue	0	0	0	0	0	0	0	0.00%		
3699380 - Contributions-PCCLB	598,968	0	0	0	0	0	0	0.00%		
3829997 - Contriution from PCCLB	205,439	0	0	0	0	0	0	0.00%		
Revenues Total	804,407	0	(3)	1,615,430	1,383,300	1,529,430	(86,000)	-5.32%		

Change Request Summary

Report data returned based on the user's security permissions.

Change Request	AUTO - 752 - Contractor Licensing Decision Package #1
Budget Year	2024
Change Request Type	Operating Decision Package Request
Change Request Stage	County Admin Review [Operating Decision Package Request]
Acct. Reference	
Publish Date	
Description (What is it) *	Senior Office Specialist – Administrative Assistant (Temp) -This is a request to continue funding support for an existing PSP Position ID# PC-C014; an equivalent Senior Office Specialist contract worker at a pay rate of \$14.00 per hour (Bill Rate \$18.62 per hour) for 40 hours per week (Total Estimated Request \$39,000.00).
Summary of Request	Summary of Request: Under the current PSP contract and for this temporary worker, the current hourly billing rate is \$18.62. The funding request is \$39,000.00 at the current rate.
Justification *	<p>Justification: The Administrative Assistant (Temp) provides department-critical services to the operation. The Contractor Licensing Department model has always been dependent upon the ongoing support of temporary employees. This position provides critical support to Department administration and is principally responsible for the following day-to-day operations, including:</p> <ul style="list-style-type: none">• receiving and processing incoming mail• recording checks into the Department check log• validating and confirming contractor change of address requests, including printing and mailing new license cards• processing all new state-certified contractor registrations• scanning and distributing incoming legal documents (subpoenas, hearing notices, legal briefs, motions, etc)• documenting the receipt, scanning and distribution of incoming formal complaints against licensed contractors• providing customer service support, answering the phones, and replying to incoming emails.
Net Operating Budget	39,000
Net Capital Budget	-
Net Budget	39,000

Change Request Summary

Report data returned based on the user's security permissions.

Change Request	AUTO - 753 - Contractor Licensing Decision Package #2
Budget Year	2024
Change Request Type	Operating Decision Package Request
Change Request Stage	County Admin Review [Operating Decision Package Request]
Acct. Reference	
Publish Date	
Description (What is it) *	Senior Office Specialist – Administrative Assistant (Temp) This is a request to continue funding support for an existing PSP Position ID# PC-C002; an equivalent Senior Office Specialist contract worker at a pay rate of \$14.00 per hour (Bill Rate \$18.62 per hour) for 40 hours per week (Total Estimated Request \$39,000.00).
Summary of Request	Under the current PSP contract and for this temporary worker, the current hourly billing rate is \$18.62. The funding request is \$39,000.00 at the current rate.
Justification *	<p>The Administrative Assistant (Temp) provides department-critical services to the operation. The Contractor Licensing Department model has always been dependent upon the ongoing support of temporary employees. This position provides critical support to Department administration, including:</p> <ul style="list-style-type: none">• receiving and processing contractor insurance certificates.• providing customer service support, answering the phones, and replying to incoming emails.
Net Operating Budget	39,000
Net Capital Budget	-
Net Budget	39,000

Contractor Licensing Department	FY23 Adopted	FY24 Adopted
I. Application for Examination or Reciprocity:		
I-A. Journeyman	\$75.00	\$25.00
I-B. Contractor	\$250.00	\$250.00
,		
II. Registration/Renewals of State Certified Contractors	\$35.00	\$35.00
,		
III. Renewals:		
III-A. Active License	\$150.00	\$112.50
III-B. Inactive License	\$75.00	\$56.25
III-C. Journeyman	\$35.00	\$35.00
,		
IV. Late Fees:		
IV-A. After September 30 for Six (6) Months	\$100.00	\$100.00
IV-B. After Six (6) Months	\$150.00	\$150.00
,		
V. Reinstatement of License (See exception for State Certified Contractors)	\$125.00	\$125.00
,		
VI. Countywide Board of Adjustments and Appeals Appeal	\$100.00	\$100.00
,		
VII. Product Approval	\$100.00	\$100.00
,		
VIII. Change of Status Applicants Qualifying a Corporation, LLC, or a Fictitious Name	\$100.00	\$100.00
,		
IX. Verification of License Status	\$20.00	\$30.00
,		
X. Reciprocity Letters	\$20.00	\$30.00
,		
XI. Duplicate or Replacement of Competency License	\$1.00	0.00
,		
NOTE: The Construction Licensing Board will be assessing equity and market		

FY24 Assumptions						
Forecast Assumptions	FY24	FY25	FY26	FY27	FY28	FY29
REVENUES						
Licenses	0.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Citations	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Fines	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Interest	4.5%	3.9%	3.3%	3.3%	3.3%	3.3%
EXPENDITURES						
Personal Services	3.8%	3.1%	3.1%	3.1%	3.1%	3.1%
Operating Expenses	7.7%	3.8%	3.8%	3.8%	3.8%	3.8%
Capital Outlay	7.7%	3.8%	3.8%	3.8%	3.8%	3.8%

	FORECAST							
	Actual FY22	Estimated FY23	Requested FY24	Estimated FY25	Estimated FY26	Estimated FY27	Estimated FY28	Estimated FY29
BEGINNING FUND BALANCE	358,135	382,494	135,344	99,934	34,112	(64,223)	(196,975)	(366,766)
REVENUES								
Licenses	865,216	743,240	600,160	600,160	606,162	612,223	618,345	624,529
Citations	598,215	472,210	0	0	0	0	0	0
Fines	123,548	0	929,270	947,855	966,813	986,149	1,005,872	1,025,989
Interest	4,642	3,710	0	3,897	1,126	(2,119)	(6,500)	(12,103)
Other	(14,274)		0	0	0	0	0	0
TOTAL REVENUES	1,577,347	1,219,160	1,529,430	1,551,913	1,574,100	1,596,253	1,617,717	1,638,415
% vs prior year								
TOTAL RESOURCES	1,935,482	1,601,654	1,664,774	1,651,847	1,608,212	1,532,029	1,420,742	1,271,649
EXPENDITURES								
Personal Services	858,905	736,650	938,490	967,583	997,578	1,028,503	1,060,387	1,093,259
Operating	694,083	729,660	626,350	650,151	674,857	700,502	727,121	754,751
TOTAL EXPENDITURES	1,552,988	1,466,310	1,564,840	1,617,734	1,672,435	1,729,005	1,787,507	1,848,010
% vs prior year								
ENDING FUND BALANCE	382,494	135,344	99,934	34,112	(64,223)	(196,975)	(366,766)	(576,361)
Ending balance as % of Revenues	24.2%	11.1%	6.5%	2.2%	-4.1%	-12.3%	-22.7%	-35.2%
TOTAL REQUIREMENTS	1,935,482	1,601,654	1,664,774	1,651,847	1,608,212	1,532,029	1,420,742	1,271,649
REVENUE minus EXPENDITURES (NOT cumulative)	24,359	(247,150)	(35,410)	(65,822)	(98,336)	(132,752)	(169,790)	(209,595)

Financial Analysis Stress Test

FY24 Budget Development

Contractor Licensing

As part of the FY24 Budget development process, a financial analysis stress test was conducted for County Administrator Departments that are not enterprise-funded Departments. As such, the financial and operational impacts were determined for three scenarios:

- 1) Remaining at a flat budget from the FY23 Adopted Budget to the FY24 Proposed Budget
- 2) Reducing the budget by 3% below the FY23 Adopted Budget
- 3) Reducing the budget by 5% below the FY23 Adopted Budget.

Items such as grants and one-time expenditures were not included in these analyses.

For the Contractor Licensing Department, all three scenarios would be achieved by reducing two temporary positions performing administrative functions for the entire office, processing contractor insurance certificates, and providing customer support. These reductions would reduce the overall service given to all contractors and increase the time taken to complete investigations of unlicensed contracting and complaints against licensed contractors.

It is important to know that these impacts on services and financial scenarios are not recommended at this time. Readers should not assume that the results of these stress tests will be implemented as this is, in fact, not the intention at this time.