



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Adoption of 7th Amendment to the FY 2021-22 Budget to appropriate funds for design and planning services

MEETING DATE: June 2, 2022

SUBMITTED BY: Kelcey Young, Director of Finance

PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to consider adopting an adjustment to the FY 2021-22 Budget to appropriate additional funds for design and planning services coming from revenue from 100-413-500 to 100-1400-750-560 Planning Consultant Services and 100-3025-750-560 Engineering Consulting Services.

BACKGROUND/DISCUSSION:

Due to an increase in development, the City has increased design and planning costs. These costs are being directly of set by building fees. The increase in costs is \$35,000 in design costs plus an additional \$35,000 in planning fees. The City has received addition \$70,000 in revenue from 100-413-500 Building Permit Fees which will cover costs.

On March 3, 2022, the City Council adopted Mid-Year adjustments to the FY 2021-22 budget. Based on a review by staff, an additional adjustment needs to be made to account for the additional revenue and to pay for additional development expenses.

FISCAL IMPACT:

☐ None ☒ \$70,000 Budgeted Item? ☐ Yes ☒ No

Budget Adjustment Needed? ☒ Yes ☐ No If yes, amount of appropriation increase: \$70,000

Affected fund(s): ☒ General Fund ☐ Measure P Fund ☐ Measure V Fund ☐ Other:

Comments: No net impact as increased expenses are being covered by increased revenues.

STRATEGIC PLAN IMPACT:

☒ Goal #1: Make Clearlake a Visibly Cleaner City

☒ Goal #2: Make Clearlake a Statistically Safer City

- ☐ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☒ Goal #4: Improve the Image of Clearlake
- ☒ Goal #5: Ensure Fiscal Sustainability of City
- ☐ Goal #6: Update Policies and Procedures to Current Government Standards
- ☒ Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to adopt the resolution.

- ☒ **Attachments:** 1) Resolution No. 2022- ADOPTION OF 7th AMENDMENT TO THE FY 2021-22 BUDGET (RESOLUTION 2021-33)

RESOLUTION NO. 2022-

ADOPTION OF 7th AMENDMENT TO THE FY 2021-22 BUDGET (RESOLUTION 2021-33) APPROPRIATING FUNDS FOR SOFTWARE AND ADDITIONAL DESIGN SERVICES

WHEREAS, the City Council desires to appropriate funding from the Building Permit fees for the cost of planning and engineering services.

WHEREAS, the City Council desires to appropriate additional funding from the Building Permit fees to pay for these development services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clearlake:

Section 1. The FY 2021-22 Budget, adopted via Resolution 2022-33, is amended as follows:

Appropriations Adjustment							
Fund	Fund Name	Department	Account	Description	FY 21-22 Budget	Adjustment	FY 21-22 Amended Budget
100	General	Community Development	100-1400-750-560	Consultant Services	\$ 220,316.94	\$ 35,000.00	\$ 255,316.94
100	General	City Engineer	100-3025-750-560	Consultant Services	\$ 70,539.00	\$ 35,000.00	\$ 105,539.00
Revenue Adjustments							
Fund	Fund Name		Account	Description	FY 21-22 Budget	Adjustment	FY 21-22 Amended Budget
100	General	NA	100-413-500	Building Permit Fees	\$ 150,000.00	\$ 70,000.00	\$ 220,000.00

PASSED AND ADOPTED by the City Council of the City of Clearlake, County of Lake, State of California, on this 2nd day of June 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____

City Clerk

Mayor