



# City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: January 18, 2024

RE: Resolution Number 24-04: Budget Amendment for the Building Services

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## **Introduction:**

The Building Services Fund has committed to hiring a Building Official and a Deputy Building Official. The Building Official has worked with our current contractor and knows the City well.

## **Background:**

Since Fiscal Year 2018-2019 the City of Eustis has hired MT Causley LLC to conduct building inspections. The service provided compliant inspections and plan review services on an as requested basis.

### **The values account from 2018-19**

Building Permits Issued Single Family	22
Apartment Complex	1
Commercial Buildings	8
All other	1,718
Reviews & Inspections	<u>4,653</u>
Total	<u>6,402</u>

### **The values account from 2022-23**

Building Permits Issued Single Family	130
Apartment Complex	4
Commercial Buildings	7
All other	1,872
Reviews & Inspections	<u>10,121</u>
Total	<u>12,134</u>

The volume of work over the last five years is 89.5% higher. It is time to hire our own personnel, which will give us more control over when and how inspections are completed. This will improve customer service as well.

Resolution Number 24-04 provides an estimated remaining budget of \$341,230. The cost to hire a Building Official and a Deputy Building Official; including new vehicles and other cost described in Exhibit A, which amounts to \$318,925, leaving an approximate balance of \$22,305 in the Other Contractual Services should MT Causley need to be used for any special circumstances.

**Recommended Action:**

Development Service is recommending approval of Resolution Number 24-04 which approves a budget transfer of \$318,925 in expenses of the FY 23-24 budget for the Building Services Fund.

**Budget/Staff Impact:**

Resolution Number 24-04 approves a budget transfer in excess of \$50,000 and will only redistribute the expenditures to different accounts described in Exhibit A, which will be part of the Resolution.

**Prepared By:**

Mike Sheppard, Director of Finance

**Attachments:**

Resolution Number 24-04  
Exhibit A – Transfer Breakdown