

# AGENDA ITEM SUMMARY

City Council



---

## STAFF

---

Clay Frickey, Planning Manager

## SUBJECT

---

**Second Reading of Ordinance No. 108, 2024, Authorizing Transfer of Appropriations for the Affordable Housing and Planning and Development Process Improvement Project.**

## EXECUTIVE SUMMARY

---

This Ordinance, unanimously adopted on First Reading on August 20, 2024, transfers matching funds in the amount of \$55,000 from the Licensing, Permitting, and Code Enforcement operating business unit to the non-lapsing grant business unit for the Affordable Housing Development Review Process grant. On May 21, 2024, City Council adopted Ordinance No. 059, 2024, appropriating the \$200,000 awarded to the City by the State Department of Local Affairs (DOLA).

## STAFF RECOMMENDATION

---

Staff recommends adoption of the Ordinance on Second Reading.

## BACKGROUND / DISCUSSION

---

In February 2024, City staff applied for a \$200,000 grant from the Local Planning Capacity (LPC) grant program administered by the Department of Local Affairs (DOLA). In March 2024, staff received notification that the City's grant application had been awarded full funding. On May 21, 2024, City Council adopted Ordinance No. 059, 2024, appropriating the \$200,000 awarded to the City by DOLA. Staff had identified \$55,000 in matching funds to support the project. The matching funds are in a lapsing business unit supporting the Licensing, Permitting, and Code Enforcement project. Grant funds are appropriated into a non-lapsing business unit and matching funds must be in the same type of business unit. Moving funds from one business unit type to another requires Council action per Municipal Code.

This Ordinance will transfer the \$55,000 match from the Licensing, Permitting, and Code Enforcement operating business unit to a non-lapsing business unit and will allow staff to begin work on the grant.

At First Reading, Council had concerns about the \$55,000 match impacting code enforcement. The \$55,000 match was already set aside for process mapping and creating workflows for affordable housing projects in the new licensing and permitting software. This Ordinance will move this money that was already set aside to support this work to a business unit of the same kind as the grant money. This will have no impact on the budget for code enforcement.

## **CITY FINANCIAL IMPACTS**

---

This grant requires a 21% local match, which has already been integrated into the project scope and budget for software expenses as part of the development review and permitting digital transformation project.

The grant is reimbursement-based.

There is no ongoing financial impact to the City.

## **BOARD / COMMISSION / COMMITTEE RECOMMENDATION**

---

None.

## **PUBLIC OUTREACH**

---

None.

## **ATTACHMENTS**

---

First Reading attachments not included.

1. Ordinance for Consideration