

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: April 19, 2022

DEPARTMENT: Community Sustainability
and Financial Services

TITLE:

Resolution No. 25-2022 – Eighth Operating Budget Amendment for FY 2022 to appropriate \$70,900 from Fund Balance to support the addition of a new Assistant Building Official

SUMMARY:

Resolution No. 25-2022 authorizes a budget amendment to grant authorization to Community Sustainability to add an Assistant Building Official position.

BACKGROUND AND JUSTIFICATION:

The City's Building Division has experienced significant increases in building permit requests over the last two years. With the increase in permit applications, there have been both increases in needs for building plans reviews and inspections as well as conversations with the applicants. When the building official is required to be out of the office, a back log of both plan reviews and applicant meetings and phone calls quickly occurs.

The request for the addition of an assistant building official position will greatly enhance the building division's ability to provide timely and effective customer service. It also will provide the availability a management oversight position and building code official when the building official is required to be away from the office. Lastly, the position should improve the turn around time for plan reviews and a backup for field inspections.

At this time, the Building Enterprise Fund has sufficient funds to cover the additional costs of the position.

MOTION:

Move to approve/disapprove Resolution No. 25-2022 authorizing a budget amendment to appropriate \$70,900 from Fund Balance to support the addition of a new Assistant Building Official.

ATTACHMENT(S):

Fiscal Impact Analysis
Resolution 25-2022
Exhibit A

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures	0	0	0	0	0
Operating Expenditures	70,900	0	0	0	0
External Revenues	70,900	0	0	0	0
Program Income	0	0	0	0	0
In-kind Match	0	0	0	0	0
 Net Fiscal Impact	 0	 0	 0	 0	 0
 No. of Addn'l Full-Time Employee Positions	 0	 0	 0	 0	 0

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Account Number	Department Name	Division Name	Account Description	Project Number	FY22 Budget	Current Balance	Budget Transfer	Agenda Expenditure	Balance
103-2020-515.12-10	Building Permits	Building Permit	Other Salaries/Full Time	N/A	627,772	414,164	48,000	48,000	366,164
103-2020-515.21-00	Building Permits	Building Permit	Community Development/FICA Taxes	N/A	53,400	39,063	3,900	3,900	35,163
103-2020-515.22-10	Building Permits	Building Permit	Retirement Contributions/Defined Benefit Plan	N/A	9,000	116,350	9,000	9,000	107,350
103-2020-515.23-00	Building Permits	Building Permit	Community Development/Life & Health Insurance	N/A	145,500	133,027	10,000	10,000	123,027