

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 09/10/07		Item Number: <u>A-4</u>	
AGENDA ITEM: Approval of a Budget Amendment to Fund an Increase of the Code Enforcement Secretary to a Full-Time Position.			
Contact Person/Dept. Glenn Heald Community Development		Phone Number: (310) 253-5752	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: Master Notification List (09/05/07).			
Department Approval: Sol Blumenfeld (08/28/07)		City Attorney Approval: Carol Schwab (by H. Iker) (09/04/07)	
City Controller Approval: Marlee Chang (09/04/07)		City Manager Approval: Jerry Fulwood (09/05/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a budget amendment adding \$4,115 to Account 10152500.411100 – ‘Regular Salaries’ for Fiscal Year 2007-08, to fund an increase of the Code Enforcement Secretary position to a full-time position from that of a fully-benefited reduced-hours position. Staff recommends this change be adopted permanently. A Budget Amendment requires a 4/5ths vote. <u>BACKGROUND/DISCUSSION:</u> The position of Code Enforcement Secretary was originally a fully-benefited, full-time position. Some years back, the incumbent employee requested the hours be reduced to accommodate their personal schedule. As a result, the budget funding for this position was reduced from 100% to 84% though the authorized position remained as a full time position. The current adopted budget includes the consolidation of Enforcement Services Division which will require a higher level of public interaction as well as public counter service for this division; the work capacity for this position will be significantly increased, and therefore, it is recommended to restore this position to be a full time position. <u>FISCAL ANALYSIS:</u> The cost to increase the Code Enforcement Secretary to a full-time position for the remainder of Fiscal Year 2007-2008 is estimated to be approximately \$4,115 including salary and related benefits.			

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ATTACHMENTS:

None.

MOTION:

That the City Council:

Approve a Budget Amendment to increase the personnel costs for the Code Enforcement Secretary to a Full-Time Position, authorize the fund transfer from the General Fund Reserve to fund the increase of \$4,115 to Account Number 10152500.41110 "Regular Salaries" for Fiscal Year 2007-08.

This item requires a 4/5ths vote.