

**City of Culver City, California
Agenda Item Report**

Meeting Date: November 22, 2010		Item Number: <u>A-4</u>	
CITY COUNCIL AGENDA ITEM: FOUR-FIFTHS VOTE REQUIREMENT - Authorization to Appropriate \$10,000 from the Permit Fee Surcharge to the Building Safety Division for Part-Time Labor related to Digitization of Plans and Documents.			
Contact Person/Dept.: Craig Johnson		Phone Number: 310.253.5802	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-MAIL) Meetings and Agendas – City Council (11.17.10);			
Department Approval: Sol Blumenfeld: (11/16/10)		City Attorney Approval: Carol Schwab (by H. Baker) (11/17/10)	
Chief Financial Officer Review: Jeff Muir (by N. Kimball) (11/17/10)		City Manager Approval: John M. Nachbar (11/17/10)	

RECOMMENDATION:

Staff recommends the City Council authorize a budget amendment appropriating an additional \$10,000 from the Permit Fee Surcharge to the Building Safety Division for part-time labor related to digitization of plans and documents.

A budget amendment requires a four-fifths vote.

BACKGROUND:

In June 2005, The Council established a 4% permit fee surcharge to fund digital imaging and storage of plans, documents and technology improvements for Building Safety, Fire Prevention, Planning and Engineering Divisions. Since its establishment, the surcharge has collected approximately \$600,000 and has a current unencumbered balance of approximately \$500,000. Funds collected from the surcharge fee have funded software enhancements, large format scanning equipment and student workers to scan the plans.

DISCUSSION:

The Building Safety Division budgeted approximately \$7,800 from the Permit Fee Surcharge fund for part time labor in FY 10-11. Since July, approximately \$5,700 has been spent for student workers to scan Building Safety plans. More than 17,000 plans have been scanned since the summer, however, a significant amount of work

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remains. Staff recommends that an additional \$10,000 be appropriated from the Permit Fee Surcharge to continue to fund student workers and digitization and cataloguing efforts for the remainder of this fiscal year.

FISCAL ANALYSIS:

The Permit Fee Surcharge fund (Fund 412) currently has an unencumbered balance of approximately \$500,000. An appropriation of an additional \$10,000 for additional student worker services will allow the Building Safety Division to continue current digitization efforts and will enable the division to provide more efficient resources and services to the public. Since this is a budget amendment, it requires a four-fifths vote.

ATTACHMENTS:

Exhibit A – Resolution 2005-R040

MOTION:

That the Culver City City Council:

Authorize a budget amendment increasing the Permit Fee Surcharge transfer to the Building Safety Division (41299900) by \$10,000 for part-time labor related to digitization of plans and documents (requires a four-fifths vote).