

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 09/10/07		Item Number: ____	
AGENDA ITEM: Consideration 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	
City Controller Approval: Marlee Chang		City Manager Approval: Jerry Fulwood	
<u>RECOMMENDATION:</u> Staff recommends the Culver City City Council (the "Council") authorize 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. Accordingly, the budget office reduced the funding for this position, though the position remained fully benefited and was not reclassified as Regular Part Time. The position has now become vacant and staff recognizes the opportunity to restore the position to its intended full-time status. As well, staff feels that the nature of the position, having a high degree of public interaction acting as the first point of contact with the Code Enforcement Division, strongly recommends itself as warranting full-time status. <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 at \$4,115.			

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ATTACHMENTS:

None.

MOTION:

That the City Council:

Approve a Budget Amendment to Increase the Position of Code Enforcement Secretary to a Full-Time Position, and authorize an increase of \$4,115 to Account Number 10152500.41110 "Regular Salaries" for Fiscal Year 2007-08.

This item requires a 4/5ths vote.