



CITY OF INGLEWOOD

OFFICE OF THE CITY MANAGER



DATE: September 27, 2022

TO: Mayor and Council Members

FROM: Public Works Department

SUBJECT: Resolution Amending the Fiscal Year 2021-2022 Annual Budget to Fund Plan Review and Engineering Services

RECOMMENDATION:

It is recommended that the Mayor and Council Members adopt a resolution amending the Fiscal Year 2021-2022 Annual Budget, in the amount of \$243,390, to fund plan review and engineering services.

BACKGROUND:

The Public Works Department is responsible for the management and delivery of Capital Improvement Program (CIP) projects. These projects require a range of services, including engineering and design, construction engineering, project management, construction management and inspections, materials testing, and design review. Additionally, Public Works performs plan review, processes permit applications, and performs field inspections for permits.

In order to ensure timely project delivery, Public Works uses professional services to supplement staff as needed. The department has developed and uses a system to rapidly issue task orders for as-needed professional engineering services. This system greatly reduces the time required to commence and complete services, especially for priority projects.

On October 26, 2021, the Mayor and Council Members approved Agreement No. 22-023 with Kimley-Horn and Associates, Inc. and Willdan Engineering to provide as-needed professional services. These services include providing support for plan review and permit applications. The City has received a steady increase in permit applications; this increase in service volume has resulted in an increase in the use of consultant services, from an average of \$6,000 per month to over \$27,720 per month.

Staff estimates that a budget amendment for \$243,390 is required to cover current invoices and for invoices to be received for services through September 30, 2022.

DISCUSSION:

Consultant services for plan reviews permit applications and field inspections are charged to Public Works Division 6021 Engineering – Administration. While expenditures for plan review have increased, this trend is offset by a strong increase in revenues. Division 6021 revenues have

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**Mayor and Council Members
 Resolution Amending FY2021-2022 Annual Budget
 To Fund Plan Review and Engineering Services
 September 27, 2022**

exceeded costs, including staff costs, materials and consultants. Including the proposed budget amendment increase to Division 6021, the division will still end the year with an approximate net cash flow of \$590,000.

A summary of the proposed amendment is shown in the following table:

Account Code No.	Description	FY 2021-2022 Current Total	FY 2021-2022 Increase	Amended Total
001.060.6021.44860	General Fund-Public Works- Engineering-Administration- Contract Services	\$142,223	\$243,390	\$385,613

Adequate funding is available for the proposed budget amendment under revenue account 001.060.6021.2015 (General Fund-Public Works-Engineering-Administration-Street and Curb Permits). Upon adoption of the resolution amending the Fiscal Year 2021-2022 Annual Budget, invoices will be submitted for direct payment processing.

FINANCIAL/FUNDING ISSUES AND SOURCES:

Upon City Council adoption of the proposed resolution, adequate appropriations will be available through September 30, 2022, under Account Code Number 001.060.6021.44860 (General Fund-Public Works-Engineering-Administration-Contract Services), for estimated plan review expenditures.

DESCRIPTION OF ANY ATTACHMENTS:

Attachment No. 1 - Resolution

PREPARED BY:

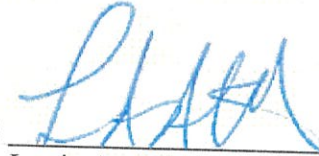
Boytrese Osias, CIP Manager *BO*
 Gudelia Valdovinos, Acting Management Assistant *GV*
 Robert M. Braden, Management Consultant *RB*

COUNCIL PRESENTER:

Louis A. Atwell, P.E., Public Works Director/Assistant City Manager

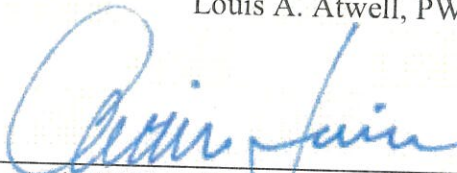
APPROVAL VERIFICATION SHEET

**DEPARTMENT HEAD/
ASSISTANT CITY MANAGER APPROVAL:**



Louis A. Atwell, PW Director/Asst. City Mgr.

CITY MANAGER APPROVAL:



Artie Fields, City Manager

ATTACHMENT NO. 1

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RESOLUTION NO.: _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF INGLEWOOD, CALIFORNIA, AMENDING THE
FISCAL YEAR 2021-22 BUDGET TO FUND PLAN
REVIEW AND ENGINEERING SERVICES.**

WHEREAS, the Public Works Department is responsible for the management and delivery of Capital Improvement Program (“Projects”); and

WHEREAS, these Projects require a range of services including engineering and design, construction engineering, project management, construction management and inspections, materials testing, and design review; and

WHEREAS, in order to ensure timely Project delivery, Public Works uses professional service consultants to supplement staff as needed; and

WHEREAS, in October 26, 2021, the Mayor and Council Members approved Agreement No. 22-023 with Willdan Engineering to provide as-needed professional services which include support for plan review and permit applications; and

WHEREAS, the City has received a steady increase of permit applications which has resulted in an increase in the use of consultant services; and

WHEREAS, this budget amendment is needed to provide funding for continued consultant services through September 30, 2022.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Inglewood, California, does hereby:

Section 1. Amend the City’s 2021-2022 fiscal year budget to reflect the adjustments shown in Exhibit “A,” which is attached to this resolution and incorporated herein as if set forth in full.

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Section 2. The City Clerk shall certify to the adoption of this resolution and the same shall be in full force and effect immediately upon adoption.

Passed, approved and adopted this _____ day of _____, 2022

CITY OF INGLEWOOD:

James T. Butts, Jr.,
Mayor

ATTEST:

Aisha L. Thompson,
City Clerk

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EXHIBIT A
BUDGET AMENDMENT

Fund: 001
Agency: 060
Orgn: 6021

Revenue Code	Revenue Description	Current Budget FY 21/22	Amended Budget	Increase / Decrease
2015	Street and Curb Permits	800,000.00	0.00	800,000.00
	Total	800,000.00	0.00	800,000.00

Revenue Source: 6021 Permit Applications and Plan Review Fees

Fund: 001
Agency: 060
Orgn: 6021

Expenditure Code	Expenditure Description	Current Budget FY 21/22	Amended Budget	Increase / Decrease
44860	Contract Services	143,223.21	386,613.21	243,390.00
	Total	143,223.21	386,613.21	243,390.00