DATE: June 6, 2023

TO: Mayor and Council Members

FROM: Public Works Department

SUBJECT: Resolution Amending the Fiscal Year 2022-2023 Budget for Third Party Plan Check and Permit Application Review

RECOMMENDATION:
It is recommended that the Mayor and Council Members adopt a resolution amending the Fiscal Year 2022-2023 Annual Budget, in the amount of $402,137, to provide funding for third party plan check and permit application review.

BACKGROUND:
The Public Works Department is responsible for managing and delivering Capital Improvement Program (CIP) projects. These projects require various services, including engineering and design, construction engineering, project management, construction management and inspections, materials testing, and design review. Public Works is also responsible for processing permit applications, including plan reviews and field inspections for permits.

To ensure the timely delivery of projects, Public Works uses professional engineering services to supplement staff as needed by using a system to issue task orders for as-needed engineering services rapidly. This system greatly reduces the time required to commence and complete priority CIP projects and permit application processing.

On October 26, 2021, the Mayor and Council Members approved Agreement No. 22-023 with Willdan Engineering (Consultant) to provide as-needed professional services. These services include support for plan review and permit applications.

DISCUSSION:
Project permit applications continue to increase in size and complexity, thereby requiring support from on-call engineering support. This increase in engineering support has risen from an average of $27,720 per month (Fiscal Year 2021-2022) to an average of $44,506 per month; fortunately, the revenue from permit fees offsets this amount, as well as City staff costs. Staff estimates that a budget amendment of $402,137 is required to cover outstanding invoices in the amount of $151,625 and $250,512 for invoices anticipated for services from April through September 2023.
A summary of the proposed budget amendment is shown in the following table:

<table>
<thead>
<tr>
<th>Account Description</th>
<th>FY 2022-23 Current Amount</th>
<th>FY 2022-23 Increase</th>
<th>Amended Total</th>
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</thead>
<tbody>
<tr>
<td>001.060.6021.44860</td>
<td>$158,550</td>
<td>$402,137</td>
<td>$560,687</td>
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<tr>
<td>(General Fund-Public Works-Engineering-Administration - Contract Services)</td>
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</table>

Due to the continued high volume of permit applications, adequate revenue funding is anticipated to be available for the proposed budget amendment under revenue account 001.060.6021.2015 Street and Curb Permits.

FINANCIAL/FUNDING ISSUES AND SOURCES:
Upon City Council adoption of the proposed resolution, adequate appropriations will be available for estimated plan review expenditures through September 30, 2023, under Account Code No. 001.060.6021.44860 (General Fund-Public Works-Engineering-Administration - Contract Services).

DESCRIPTION OF ANY ATTACHMENTS:
Attachment No. 1 - Resolution

PREPARED BY:
Boytrese Osias, Senior Engineer
Rae Aldridge, Management Assistant to the Director
Robert M. Braden, Management Consultant

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
RESOLUTION NO.: ____

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF INGLEWOOD, CALIFORNIA, AMENDING
THE FISCAL YEAR 2022-23 BUDGET TO
PROVIDING FUNDING FOR THIRD PARTY PLAN
CHECK AND PERMIT APPLICATION REVIEW.

WHEREAS, on September 27, 2022, the City Council adopted Resolution No. 22-156 which adopted the Fiscal Year 2022-2023 Annual Budget; and

WHEREAS, on October 26, 2021, the Mayor and Council Members approved Agreement No. 22-023 with Willdan Engineering to provide as-needed professional services; and

WHEREAS, in the current fiscal year, as permit applications continue to increase, the required consultant support has increased to an average cost of $44,506 per month; and

WHEREAS, this budget amendment will provide the funding for continued plan check and permit application review and will help track said funds.
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of
Inglewood, California, does hereby:

Section 1. Amend the City’s 2022-2023 fiscal year budget as shown in Exhibit “A,”
which is attached to this resolution and incorporated herein as if set forth in full.

Section 2. Request that the City Clerk shall certify 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 __________, 2023

CITY OF INGLEWOOD:

________________________________________
James T. Butts, Jr.,
Mayor

ATTEST:

______________________________
Aisha L. Thompson,
City Clerk
EXHIBIT A
BUDGET AMENDMENT

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<tr>
<td>Agency:</td>
<td>060</td>
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<td>Orgn:</td>
<td>6021</td>
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<th>Increase / Decrease</th>
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<td>2015</td>
<td>Street and Curb Permits</td>
<td>1,161,880.00</td>
<td>1,564,017.00</td>
<td>402,137.00</td>
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<td></td>
<td>Total</td>
<td>1,161,880.00</td>
<td>1,564,017.00</td>
<td>402,137.00</td>
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Revenue Source: 6021 Permit Applications and Plan Review Fees

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<tr>
<td>Agency:</td>
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<td>Contract Services</td>
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<td>402,137.00</td>
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<td>Total</td>
<td>158,550.00</td>
<td>560,687.00</td>
<td>402,137.00</td>
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</tbody>
</table>

Budget Amendment for Plan Review Services
Exhibit A
Page 1 of 1