



Legislation Text

File #: 65626, **Version:** 1

Fiscal Note

The proposed resolution authorizes the transfer and reclassification of one vacant position from the Planning Division to the Building Inspection Division. The position is currently an Administrative Clerk, and would be reclassified as an Information Clerk. The proposed resolution also authorizes amending the 2021 Adopted Operating Budget for both agencies so that the position funding for the remainder of fiscal year 2021 follows the transfer of the position. No additional City appropriation is required.

Title

Amending the 2021 Adopted Operating Budget to transfer \$35,000 in salaries and benefits and position #619 from the Planning Division to the Building Inspection Division.

Body

WHEREAS, position #619 is a currently vacant Administrative Clerk position and in the operating budget of the Planning Division; and

WHEREAS, this position provides coverage for the Department of Planning, Community, and Economic Development reception desk, which functions as the reception desk for the Building Inspection and Planning Divisions; and

WHEREAS, given budget and staffing levels, the Building Inspection Division has a greater long term need for the duties of this position, including and beyond the reception desk customer service duties.

NOW, THEREFORE BE IT RESOLVED, position #619 be reclassified from Administrative Clerk 1 (CG 20/09) to Information Clerk 1 (CG 20/07).

BE IT FURTHER RESOLVED, the 2021 Adopted Operating Budget is amended to transfer position #619, and \$35,000 in salaries and benefits, from the Planning Division-Comprehensive Planning and Development Review service to the Building Inspection-Health and Welfare service to support hiring a full-time employee for the second half of the year.