

Item # 25

**City of Carson City
Agenda Report**

Date Submitted: November 20, 2009

Agenda Date Requested: December 3, 2009

Time Requested: 10 minutes

To: Mayor and Supervisors

From: Public Works

Subject Title: Action to approve a reduction in service level for the Building Permit function due to declining revenues and approve a transfer from the General Fund of approximately \$200,000 to the Building Fund. (Burnham).

Staff Summary: Revenues in the Building Enterprise Fund have declined by approximately 65% from the anticipated budget. This requires a reduction in the level of service provided, which will result in reduced building inspections and plan checking and longer waiting periods for permits.

Type of Action Requested: (check one)

☒ Resolution

☐ Ordinance

☐ Formal Action/Motion

☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to approve a reduction in service level for the Building Permit function due to declining revenues and approve a transfer from the General Fund of approximately \$200,000 to the Building Fund.

Explanation for Recommended Board Action: Revenues for the Building Enterprise Fund were budgeted for approximately \$676,000 for the current fiscal year and projections based on the first 4 months now suggest that approximately \$300,000 in revenues can be expected. As a result it is necessary to reduce expenses including reducing staff. We recommend that the current staff of 6 be reduced to 3 with the transfer of positions to un-filled positions which are available in other areas of Public Works such as the landfill, sewer, and water divisions. No lay-offs would be required. The remaining staff would continue to operate the building division at a reduced level. In general, inspections for projects would be reduced to foundation, rough framing and a final inspection. This would place a higher burden on the contracting community for code compliance. In addition a less rigorous plan review process can be expected as well. Accompanying this action is a revision to the building code administrative chapter, Title 15, Buildings And Construction, to allow for the reduced level of service. The reduction in expenses will not result in a balanced budget for this fiscal year and will require a subsidy from the general fund of approximately \$200,000.

Applicable Statute, Code, Policy, Rule or Regulation: NA

Fiscal Impact: \$200,000

Explanation of Impact: Subsidy to Building Fund

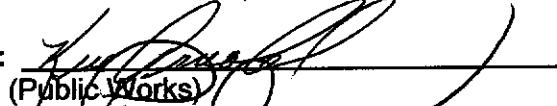
Funding Source: General Fund

Alternatives: Eliminate Building function altogether

Supporting Material: NA

Prepared By: Andrew Burnham, Public Works Director

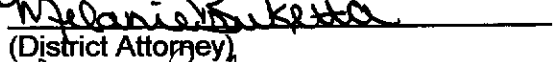
Reviewed By:


(Public Works)

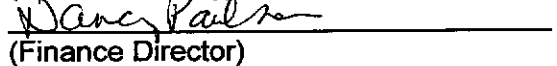
Date: 11/23/09


(City Manager)

Date: 11/23/09


(District Attorney)

Date: 11-23-09


(Finance Director)

Date: 11/23/09

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)