



## Staff Report March 12, 2019

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**TO:** Honorable Mayor and Members of the Town Council  
**FROM:** Roger Carroll, Finance Director  
**DATE:** February 26, 2019  
**RE:** Budget Amendment for Code Enforcement Contract

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### **Recommendation**

Adopt resolution.

### **Issue Statement and Discussion**

The Town began contracting for Code Enforcement with CSG Consultants, Inc. in April 2018. With very little data to go on regarding the time it would take for CSG's staff to service the Town's needs, we budgeted \$25,000 for the 2018-19 fiscal year.

We are very pleased with the results of the code enforcement officer they provide us; she is consistently closing old cases, addressing new issues as they arise and has begun to collect outstanding citations issued.

Now that we are almost one year into the contract, though, we have determined the average monthly cost to be about \$3,200 and expect the budget to run out of funding with the February 2019 invoice.

To not interrupt the flow of successful code enforcement activity, we are recommending a budget amendment increasing the annual allocation to \$38,500. According to the contract with CSG, the contracted amount for services is equal to the Town's budgeted amount for code enforcement so amendment of the budget amends the contract without further action.

### **CEQA Requirements**

There are no CEQA issues.

### **Financial and/or Policy Implications**

Adopting the resolution will increase the budget for code enforcement by \$13,500. This will be funded by excess General Fund revenues generated during the current fiscal year.

Currently, the code enforcement budget is in the Planning Department budget (page 14 of the adopted budget) included in the \$40,000 budgeted for Consulting (account number 51210). The attached resolution will pull the budgeted \$25,000 out of the Consulting line and create its own account number of 51211, Code Enforcement, budgeted for \$38,500.

### **Attachments**

A. Resolution

# **TOWN OF LOOMIS**

## **RESOLUTION NO. 19 -**

### **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS APPROVING AMENDMENT OF THE 2018-2019 OPERATING BUDGET FOR CODE ENFORCEMENT**

WHEREAS, The Town adopted 2018-19 Operating Budget at the June 12, 2018 Town Council Meeting; and

WHEREAS, subsequent data has shown the \$25,000 budgeted for code enforcement to be insufficient for fiscal year; and

WHEREAS, good progress is being made the code enforcement and failure to keep the same level of activity would be detrimental to the progress made.

NOW THEREFORE, IT IS HEREBY RESOLVED that the Town Council of the Town of Loomis does hereby amend the 2018-19 Operating Budget as follows:

Reduce line item 110-0700-51210, Consulting, by \$25,000.  
Increase line item 110-0700-51211, Code Enforcement by \$38,500.

PASSED AND ADOPTED this 12th day of March 2019 by the following vote:

AYES:

NOES:

ABSENT:

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Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk