



CITY OF SACRAMENTO
APPROVED
BY THE CITY COUNCIL

19

DEPARTMENT OF PLANNING AND DEVELOPMENT
1231 "I" Street
Sacramento, Ca. 95814

OCT 7 1986

OFFICE OF THE
CITY CLERK

Administration
Room 300 449-5571
Building Inspections
Room 200 449-5716
Planning
Room 200 449-5604

September 3, 1986

CITY MANAGER'S OFFICE
RECEIVED
SEP 25 1986

City Council
Sacramento, CA

Honorable Members in Session:

SUBJECT: DATA ENTRY CLERK FOR THE PERMIT MANAGEMENT SYSTEM

SUMMARY

The Planning and Development Department requires an additional 0.5 limited-term position to perform data entry for the Permit Management System. This position will be funded from salary savings created by vacant positions.

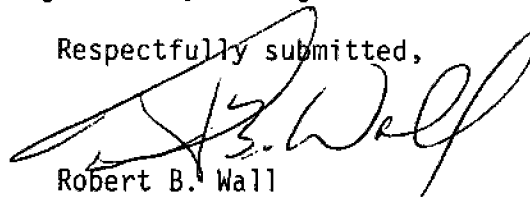
BACKGROUND

Telos Consulting Services is developing a computer-assisted Building Permit Management System. The data entry for this system was to be provided by existing staff; however, the heavy workload in the Building Inspections Division has provided little available time for this activity. To meet this need, an additional part-time Typist Clerk I will be required for the duration of the fiscal year. This position will be funded from salary savings which will occur due to delays in filling vacant positions.


RECOMMENDATION

Staff and the Budget and Finance Committee recommend that the City Council adopt the attached resolution amending the City's Budget.

Respectfully submitted,


Robert B. Wall
Acting Director of Planning
and Development

APPROVAL RECOMMENDED:


Walter J. Slipes, City Manager

October 7, 1986
All Districts

19 2

RESOLUTION No. 86-763

Adopted by The Sacramento City Council on date of

October 7, 1986

A RESOLUTION AMENDING THE CITY BUDGET FOR FISCAL
YEAR 1986-87 FOR IMPLEMENTATION OF THE BUILDING
PERMIT MANAGEMENT SYSTEM

APPROVED
BY THE CITY COUNCIL

OCT 7 1986

OFFICE OF THE
CITY CLERK

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO:

1. Data entry is required for the continued implementation of the City's Building Permit Management System.
2. The City Budget for fiscal year 1986-87 is hereby amended by adding an 0.5 FTE, limited-term Typist Clerk I to Building Inspections Division's Administration for the purpose stated in Paragraph 1 above.

MAYOR

ATTEST:

CITY CLERK



CITY OF SACRAMENTO

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August 29, 1986

Budget and Finance Committee
Sacramento, CA

Honorable Members in Session:

SUBJECT: DATA ENTRY CLERK FOR THE PERMIT MANAGEMENT SYSTEM

SUMMARY

The Planning and Development Department requires an additional 0.5 limited-term position to perform data entry for the permit management system. This position will be funded from salary savings created by vacant positions.

BACKGROUND

The Planning and Development Department is currently contracting with Telos Consulting Services to perform a management study of the City's field inspection activities and to develop a computer-assisted permit management system. The data entry for this system was to be provided by City staff; however, with the construction activity level that the Building Inspections Division has experienced, City staff has not been able to continue this service.

The Telos Consultant has designed the base system and cannot progress unless data entry into the system is continued. To meet this need staff is recommending the employment of a limited-term Typist Clerk I position half-time for the balance of the fiscal year. This position can be financed from expected salary savings within the Department's budget.

FINANCIAL INFORMATION

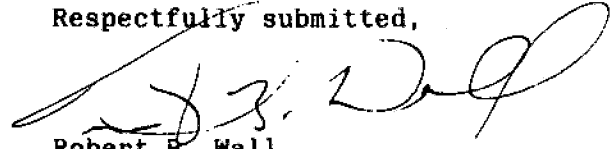
The cost of providing a part-time, limited-term Typist Clerk I for the duration of the fiscal year will be approximately \$8,900. This expenditure is offset by salary savings which will occur with the delay in filling two Economic Development positions and in the vacant Director position. This request will not require an addition to the Department's budget.

The continued need for funding the position beyond this fiscal year will be addressed by Telos in its report on our field inspection activities and, if needed, in the Department's 1987-88 budget submittal.

RECOMMENDATION

It is recommended that the Budget and Finance Committee recommend that the City Council adopt the attached resolution amending the City's budget.

Respectfully submitted,

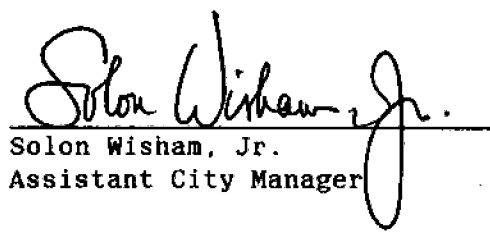


Robert B. Wall
Acting Director of Planning
and Development

RBW/JK/sch

Attachment

Recommendation Approved:



Solon Wisham, Jr.
Assistant City Manager

9/16/86
All Districts



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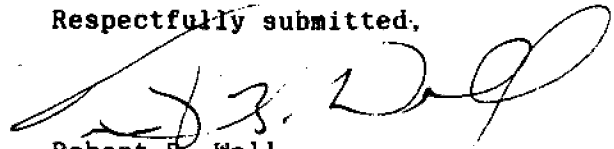
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