



CITY OF HAYWARD

Hayward City Hall
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Cover Memo

File #: CONS 22-041, **Version:** 1

DATE: January 25, 2022

TO: Mayor and City Council

FROM: Assistant City Manager / Development Services Director

SUBJECT

Adopt a Resolution Authorizing the City Manager to Amend the FY2022 Operating Budget for the Development Services Department Building Division for Outside Plan Check, Building Inspection, and Permit Technician Services

RECOMMENDATION

That Council adopts a resolution (Attachment II) approving an amendment to the FY2022 budget for the Development Services Department (DSD) - Building Division, increasing the appropriation from \$330,000 to \$800,000 for consulting services for outside plan check, building inspections, and permit technician services.

SUMMARY

The City currently has executed agreements with five outside consulting firms to augment DSD Building Division staff by providing plan check, inspection, and permit technician services. The compensation for these agreements is for an amount not-to-exceed the annual budget appropriation (distributed as appropriate amongst the consultants for work performed) for FY22, and for a term up to three years or until 2024.

The additional \$470,000 of appropriated funds will be offset by fees paid for building plan check by permit applicants at the time plans and applications are submitted and permit fees for inspections are collected. To date, approximately \$1.5 million in revenue has been collected for permit and inspection fees. Staff is requesting an additional appropriation of \$470,000 to cover the cost of outside plan checking, building inspections, and permit technician services for a total of \$800,000. There will be no impact to the General Fund due to this increase.

Moving forward as part of the FY23 budget process, staff intends to review and consider updating the annual Building Division budget to more accurately reflect the actual revenues and expenditures related to Building Division services.

ATTACHMENTS

Attachment I Staff Report
Attachment II Resolution