

**BUDGET CHANGE FORM**

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:				
<input checked="" type="checkbox"/> Budget Appropriation	100-413-4112 100-3612	\$ 104,889 20,000	100-413-4111 100-413-4132	\$ 121,558 3,331
<input type="checkbox"/> Budget Transfer				

**Explain the reason for the budget change:**

**Background:** There is currently an emerging increase in the work load in the Engineering Land Development Section, primarily due to an increase in in-fill development project submittals and associated construction. The complexity of these projects requires the skills of a licensed Engineer to manage the submittals and review process. A higher skilled Engineer will be better able to assist the developments to meet the timelines and deliver a good work product. The Associate Civil Engineer position is required to possess a valid California Professional Civil Engineer's license.

The division has a vacant funded temporary Assistant Engineer position. The funding for that position can be utilized to fill the full time Associate Engineer position. The difference in compensation between the two positions is approximately \$20,000. Staff therefore requests that the City Council also approve a budget appropriation of \$20,000 should the Council authorize the City Manager to fill the full time Associate Engineer position. The additional funding for the Associate Engineer will be reimbursed from private development projects.

**Fiscal Impact:** None. Funding for this position is reimbursable through the private development projects.

**Recommendations:**

1. Authorize the City Manager to fill a full time Associate Civil Engineer Position and
2. Approve a Budget Appropriation in the amount of \$20,000.

Check if City Council Approval required.

Meeting Date: August 19, 2014

Requested by:	Department Head: Jeff Moneda, PW Director/City Engineer	Date: July 24, 2014
Reviewed by:	Finance Director: <i>[Signature]</i>	Date: 7/28/14
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by: