

City of Milpitas, California

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one: <input checked="" type="checkbox"/> Budget Appropriation <input type="checkbox"/> Budget Transfer	100-3210	\$ 75,000	100-532-4112	\$ 75,000

Explain the reason for the budget change:

Background: The proposed request is for a temporary Plan Check Engineer position. The use of a temporary Plan Check Engineer is necessary due to multiple development projects approved by the City that have increased the demand for plan review services and due to inability of backfilling the vacant position.

Fiscal Impact: None. Portion of plan check and building permit fees paid by the developer covers the additional staff salary and benefits.

Recommendations:

1. Approve and authorize the request for employment of Temporary Plan Check Engineer.
2. Approve budget appropriation for a total amount of not to exceed \$75,000 into the Building and Safety Department's budget for FY15-16.

Check if City Council Approval required. Meeting Date: January 5, 2016

Requested by:	Keyvan Irannejad, Building and Safety Department	Date:
Reviewed by:	Finance Director: <i>[Signature]</i>	Date: 12/23/15
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by: