

TO: JAMES L. APP, CITY MANAGER  
FROM: ROBERT A. LATA, COMMUNITY DEVELOPMENT DIRECTOR  
SUBJECT: ELECTRONIC ARCHIVING OF NEW INDUSTRIAL, AND COMMERCIAL  
CONSTRUCTION BUILDING PLANS

DATE: JUNE 7, 2005

Needs: For the City Council to consider appropriating funds to cover the costs associated with the electronic archiving of building plans and documents.

Facts:

1. The State health and Safety code requires jurisdictions to archive copies of building plans associated with commercial, industrial, and multi-family development.
2. The Building Division contracts conversion of building plans and documents to an outside vendor.
3. The cost for this service is collected from the developer by resolution and deposited in General Ledger Account No. 100-000-4739-000.
4. At the end of each budget year, an allocation is required to cover the cost of electronic archiving for that year.

Analysis & Conclusion: The cost of electronic archiving are collected from the developer. The City can comply with the need to archive plans without impacting the General Fund.

Policy Reference: Resolution 02-229

Fiscal Impact: General Fund Reserve for Electronic Archiving in an amount of \$16,800 for fiscal year 2005.

The one year budget/four-year financial plan adopted by the Council on May 4, 2004 indicated that the General Fund would experience a \$(976,000) operating deficit for fiscal year 2005 and would increase to \$(1,242,500) by the end of fiscal year 2008.

Due to the passage of Proposition 1A, the City's General Fund benefited significantly. The revised General Fund projections for fiscal year 2005 reduce the deficit to \$(345,200) for the current fiscal year.

Since July 1, 2004, the Council has approved the following additional General Fund budget appropriations:

Approved Carry-over Requests	\$747,700
Local Hazard Mitigation Plan	52,000
Utility Billing Software Upgrade	9,000
FEMA Consultant	100,000
Tribune News Rack Settlement	110,500

Geo Thermo Study	17,300
Landfill Wood Grinding & Hauling	35,000
Landfill Liner Monitoring	134,100
Gas Conversion @ Sulfur Spring	17,000
CD Contract Counter Assistance	5,000
PWS Incentive Payment	<u>153,700</u>
 Total YTD	 <u>\$1,381,300</u>

These additional appropriations plus this request for \$16,800 would increase the projected General Fund deficit to \$(1,398,100). The projected deficit will be paid from General Fund savings (reserves).

Options:

Subject to consideration of public comments, that the City Council:

- a.** Adopt Resolution No. 05-xx appropriating \$16,800 to cover the cost of electronic archiving for fiscal year 2005.
- b.** Amend, modify, or reject the option above.

RESOLUTION NO. 05-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
APPROVING A BUDGET APPROPRIATION FOR ELECTRONIC ARCHIVING OF  
CONSTRUCTION DOCUMENTS FOR THE CITY OF EL PASO DE ROBLES

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WHEREAS, the City Council of the City of El Paso Robles has determined the need for the electronic archiving of construction documents; and

WHEREAS, fees have been paid by the Development Community for the purpose of electronic archiving of construction documents.

THEREFORE BE IT HEREBY RESOLVED by the City Council of the City of El Paso de Robles to approve a one time budget appropriation from General Fund Reserves in the amount of \$16,800 to Budget Account 100-710-5224-217 to cover electronic archiving costs for the fiscal year 2005.

ADOPTED by the City Council of the City of El Paso de Robles at a regular meeting of said Council held on the 7<sup>th</sup> day of June 2005 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Frank R. Mecham, Mayor

ATTEST:

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Sharilyn M. Ryan, Deputy City Clerk