

FISCAL IMPACT STATEMENT

Indicate the **Total Fiscal Impact** of the action requested, including personnel, operating, and capital costs. Indicate costs for the current fiscal year and continuing costs in future years. Include all related costs necessary to place the asset in service.

1. DESCRIPTION: Requesting City Council approval of a new employment for an Accounting Clerk Contract position. This position is located at Cashier's office.

COSTS:

2. Does the acceptance of this action require the hiring of additional or new personnel or the use of overtime?
☐ Yes ☒ No (if Yes, include all personnel costs below).

3. Is the action funded in the current year budget and/or through reallocation of existing Department resources:
☒ Yes ☐ No If No, how will this item be funded? _____ PLEASE NOTE: If the action is funded by a grant received by the City please include the fiscal year of the funding award, grantor name, granting agency or office name (if any), grant name and when the grant agreement was approved by City Council.

Did this item require BRC action? ☐ Yes ☒ No If Yes, BRC Date: _____ BRC Item #: _____

4. This item will be charged to Fund/Dept/Program/Project: 1110 F/EDV/PER0003 C Permitting Services.

5.	(a) Current Year Estimate	(b) Next Year Annualized	(c) Annual Continuing Costs Thereafter
Personnel	\$8,736.00	\$43,680.00	\$
Operating			
Capital	\$		
Total	<u>\$8,736.00</u>	<u>\$43,680.00</u>	<u></u>

6. If costs do not continue indefinitely, explain nature and expiration date of costs: One year contract expires August 07, 2019.

7. OTHER COSTS

(a). Are there any future costs, one-time payments, lump sum payments, or other costs payable for this item at a later date that are *not* reflected above: ☐ Yes ☒ No

(b) If yes, by Fiscal Year, identify the dollar amount and year payment is due: \$ _____ Payment due date _____

(c) What is the nature of these costs: _____

REVENUE:

8. What is the estimated increase in "valuation" added to the tax rolls? \$ N/A. Tax roll increase is:
☐ real property, ☐ tangible personal property, ☐ other (identify _____).

9. What is source of the revenue and the estimated annual recurring revenue? Source: _____ \$ _____

10. If non-recurring, what is the estimated Fiscal Year and amount of non-recurring revenue that will be realized?
Source _____ Fiscal year _____ \$ _____ non-recurring revenue

11. What is the Payback period? N/A years

12. JUSTIFICATION: Document justification for request. Include anticipated economies or efficiencies to be realized by the City, including reductions in personnel or actual cost (cash flow) reductions to be realized in your budget. This contract position is responsible for performing specialized work involving the application of basic bookkeeping principles, collect EDV payments from Citizens as: Business Tax Receipts, Permits, Code Enforcement liens, among others; practices in the preparation and maintenance of a variety of financial records and/or manual record keeping. Most of the payments are from Permitting and due to the increase in the economic activity, EDV Department is requesting the approval of contract agreement for Ms. Monique Joachin in the Accounting Clerk position. This agreement is for a one-year period, beginning on or about August 8, 2018 and ending August 7, 2019.

13. APPROVED: Lillian C Scott-Payne (Submitting Director or authorized Division Mgr Only)