

## OMB Granicus Review

<b>Granicus Title</b>	First Amendment to the Agreement to amend the payment terms with Joe Payne, Inc. d/b/a JPI for Building and Development Review On-Call Services.				
<b>Granicus ID#</b>	24-0827D	<b>Reference #</b>	23-0958A	<b>Date</b>	29-Aug-2024

**Mark all Applicable Boxes:**

Type of Review									
<b>CIP</b>		<b>Grant</b>		<b>Other</b>	<b>X</b>	<b>Revenue</b>		<b>Project</b>	

**Fiscal Information:**

<b>New Contract (Y/N)</b>	N	<b>Original Amount</b>	\$200,000 per year for 2 years for a \$400,000 total contract
<b>Fund(s)</b>	1030	<b>Amount of Change (+/-)</b>	\$400,000 total contract for 2 years (removal of per-year cap of \$200,000)
<b>Cost Center(s)</b>	222010	<b>Total Amount</b>	\$400,000
<b>Program(s)</b>	1263	<b>Amount Available</b>	\$400,000
<b>Account(s)</b>	5340001	<b>Included in Applicable Budget? (Y/N)</b>	Y
<b>Fiscal Year(s)</b>	FY24-FY25		

### Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

#### Summary

The agreement with JPI provides on-call professional services to augment BDRS operations on an as-needed basis to provide building plan examining services or building inspection and engineering site plan review services, particularly when there is more demand than the department has capacity to complete within defined levels of service. Historically the department has used lapse savings to assist in covering overages within this account string.

#### Data

The FY24 Budget for account 5340001-Other Contractual Services for the Building Services Fund 1030 is \$202,400. FY24 expenditures, through August 28, 2024 (including encumbrances), for Other Contractual Services is \$248,118. This is \$45,718 (122.6%) over budget. The total FY24 budget for Fund 1030 (minus reserves) is \$8,303,080 and Building Services has expended \$6,958,615 (83.8%) (including encumbrances) to date.

The FY25 Budget for account 5340001-Other Contractual Services for Fund 1030 is \$131,800.

The total budgeted for Other Contractual Services in FY24 and FY25 combined is \$334,200, not enough to cover the total two-year contract amount of \$400,000. However, historically the department has used lapse savings to assist in covering overages within Other Contractual Services. Lapse in Personnel Services for Fund 1030; FY22 = \$204,917, FY23 = \$683,722. The budget for Personnel Services in FY24 is \$6,047,550 and the department has expended \$4,821,617 (79.7%) to date. This is \$1,225,933, or 20.3%, under budget with 3.5 pay periods remaining in the fiscal year.

The department has paid invoices totaling \$229,413 to JPI against this contract so far, leaving \$170,587 remaining for this contract.

**Fiscal Impact**

None projected. Current trends show the department's remaining budget should be sufficient to cover its expenditures in FY24. The FY25 budgeted amount of \$131,800 in Other Contractual Services, along with expected lapse savings, should be sufficient to cover the currently remaining contractual amount of \$170,587. OMB strongly advises the department to be extremely diligent in spending within their FY Budgets and monitor spending regularly.

**Analyst:****Belinda Amundson**

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**Ok to Sign:** ☒