

**City of Fayetteville Staff Review Form**

**2022-0772**

**Legistar File ID**

**9/6/2022**

City Council Meeting Date - Agenda Item Only  
N/A for Non-Agenda Item

Paul A Becker

8/17/2022

CHIEF FINANCIAL OFFICER (110)

**Submitted By**

**Submitted Date**

**Division / Department**

**Action Recommendation:**

A RESOLUTION TO APPROVE THE ADDITION OF A NEW FULL TIME EQUIVALENT (1.00 FTE) GRANT ADMINISTRATOR POSITION TO FACILITATE AND ADMINISTER FAYETTEVILLE'S AMERICAN RESCUE PLAN (ARPA) FUNDS DISBURSEMENTS AND TO APPROVE THE ADDITION OF A NEW FULL TIME EQUIVALENT (1.00 FTE) PLANNER POSITION. IN ADDITION, APPROVAL OF A BUDGET ADJUSTMENT.

**Budget Impact:**

1010.131.1310-51xx.xx/  
1010.630.6300-51xx.xx

General

Account Number

Fund

Project Number

Project Title

**Budgeted Item?** Yes

Current Budget \$ 1,331,214.00

Funds Obligated \$ 783,835.56

Current Balance **\$ 547,378.44**

**Does item have a cost?** No

Item Cost \$ -

**Budget Adjustment Attached?** Yes

Budget Adjustment \$ 68,833.00

Remaining Budget **\$ 616,211.44**

V20210527

**Purchase Order Number:** \_\_\_\_\_

**Previous Ordinance or Resolution #** \_\_\_\_\_

**Change Order Number:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**Original Contract Number:** \_\_\_\_\_

**Comments:**



**MEETING OF SEPTEMBER 6, 2022**

**TO:** Mayor and City Council

**FROM:** Paul A. Becker, Chief Financial Officer

**DATE:** August 17, 2022

**SUBJECT:** **City Council Approval of the additions of two new positions to the 2022 budget. One for a Grant Administer position and one for a Planner. Also approval of a related budget amendment to fund those positions is requested.**

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**RECOMMENDATION:**

This request. would authorize two new positions in the 2022 budget and would appropriate the necessary funding for the balance of the budget year.

**BACKGROUND:**

As previously discussed with the City Council the administration needs a new position to Monitor ARPA grant compliance and reporting issues. The grant rules require additional monitoring and quarterly reporting though the grant period which are extensive.

Also, during 2022 the administration has been carefully monitoring the volume of activity in the planning department as applications for rezoning and building plan reviews have increased dramatically. It is felt that a new position is necessary at this time to help handle the increased workflow. The attached memo from Johnathan Curth explains the need for this new position. It should be noted that over \$200,000 higher than anticipated through June which is more than sufficient to fund this new position.

**BUDGET/STAFF IMPACT:**

The cost these positions for 2022 are \$68,833 and will be funded based on reserves from the general fund created by the increased revenues generated in 2022 from operations. Ongoing costs will be approximately \$159,500 annually.

**Attachments:**

Budget Adjustment



**CITY OF  
FAYETTEVILLE  
ARKANSAS**

**DEPARTMENTAL CORRESPONDANCE**

**TO:** Paul Becker, Chief Financial Officer  
**THRU:** Susan Norton, Chief of Staff  
**FROM:** Jonathan Curth, Development Services Director  
**DATE:** August 19, 2022  
**SUBJECT:** New Personnel Request - Planner

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For approximately twenty years, Fayetteville has operated with three planners dedicated to development review. In that time, Fayetteville's population has increased from approximately 60,000 to 95,000. Projections suggest this trend will continue. At the same time, ordinances have expanded to include varied zoning types, new design standards, mobile vendors and door-to-door solicitation permitting, accessory dwelling units, outdoor lighting standards, and many others. With no change in development review planners, the same number of planners from 2000 are charged with evaluating the application of these new and evolving codes in 2022, along with their enforcement post-development.

Additionally, the same number of planners see steadily increasing numbers of project applications. Most recently, a comparison of planning application numbers in the first six months of 2021 and 2022 shows a 38.8% increase. Prominently, this includes a 50% increase in large scale developments and a 200% increase in final plats. Both project categories lead to construction permitting, whether grading or building, and further reviews.

Put differently, a planner's review responsibilities do not end at the Planning Commission or an administrative approval. Increases in the number of many Planning applications result in a commiserate or greater number of construction permits. This is manifested through the fees collected during permitting. Further, with minimal changes to development fees for at least 20 years, any increase in fees paid occurs as a result of heightened levels of permitting. In 2021, Development Services collected 20.8% more in permit fees than 2020. Recent permit fees suggest a continuation of this trend, with the first six months of 2022 seeing a 25.6% increase over the first six months of 2021.

With planners playing a role in both project entitlement and construction permitting, and with the above demonstration of increased development activity, there is a clear need for an additional planner. Without the added personnel, reviews will be delayed, inquiries may go unanswered for extended periods, and prompt responses to both residents and developers may be unfeasible.