

## APPROPRIATION NO. 3, 2024

AN ORDINANCE TO APPROPRIATE AN ADDITIONAL SUM OF MONEY FOR EXPENSES INCURRED DURING THE YEAR 2024.

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget; now, therefore:

BE IT ORDAINED by the Common Council of the City of Terre Haute, Vigo County, Indiana, that for the expenses of said municipal corporation the following additional sum of money is hereby appropriated and ordered set apart out of the fund herein named and for the purposes herein specified, subject to the laws governing the same:

		<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
FROM:	Engineering N/R #0292-0042	\$90,640.86	\$90,640.86
TO:	Lead Inspector (Engineering N/R) #0292-0042-01-412174	\$62,307.69	\$62,307.69
	Employer Group Health #0292-0042-01-413030	\$16,511.40	\$16,511.40
	Employer Social Security #0292-0042-01-413010	\$ 3,863.08	\$ 3,863.08
	Employer Medicare #0292-0042-01-413020	\$ 903.46	\$ 903.46
	Employer Life Insurance #0292-0042-01-413050	\$ 76.77	\$ 76.77
	Employer PERF #0292-0042-01-413060	\$ 6,978.46	\$ 6,978.46
	<b>TOTAL</b>	<b>\$90,640.86</b>	<b>\$90,640.86</b>

Introduced by: Cheryl Loudermilk Cheryl Loudermilk, Councilperson

Passed in open Council this 1<sup>st</sup> day of February, 2024.

Tammy Boland Tammy Boland, President

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk

Presented by me to the Mayor this 2 day of February, 2024

at 2:47pm o'clock.

Michelle L. Edwards Michelle L. Edwards, City Clerk

Approved by me, the Mayor, this 2<sup>nd</sup> day of February, 2024.

Brandon C. Sakbun Brandon C. Sakbun, Mayor

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk

DEPARTMENT  
OF  
ENGINEERING



# Memo

**To:** Mayor Sakbun

**From:** Sally Roetker – Project Coordinator, Engineering

**CC:** Jessica Thome - City Controller  
Marcus Maurer – City Engineer  
Brad Utz - Director of Construction/Asset Mgmt  
Molly Meeks - City Legal  
Michelle Edwards - City Clerk

**Date:** January 16, 2024

**Re:** Request for Appropriation of Reimbursement

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The Department of Engineering is requesting an additional appropriation of \$90,640.86 from the Engineering Non-Reverting Fund into the Lead Inspector Line for the New Position of Lead Inspector.

Please see the attached Request.

If you have any questions please contact me.

Thank you.

**REQUEST FOR ADDITIONAL APPROPRIATION**  
(For Approval by Mayor, Controller, and City Council)

This form is to be used when a department needs additional monies for a depleted line item or account  
This form is also used for appropriations required for certain N/R accounts.

If a Department has sufficient monies in other line items to cover the funds needed in the depleted line item, a transfer of those monies should be made rather than an appropriation of new money.

DEPARTMENT or FUND: Engineering Non-Reverting DATE 1/16/2024

FUND FROM WHICH APPROPRIATION IS TO BE MADE: 0292-0042

<u>DEPT or FUND</u>	<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
TO:	<u>0292-0042-01-412174</u>	<u>Lead Inspector</u>	<u>\$62,307.69</u>
TO:	<u>0292-0042-01-413030</u>	<u>Employer Group Health</u>	<u>\$16,511.40</u>
TO:	<u>0292-0042-01-413010</u>	<u>Employer Social Security</u>	<u>\$38,633.08</u> <i>MEM</i>
TO:	<u>0292-0042-01-413020</u>	<u>Employer Medicare</u>	<u>\$903.46</u>
TO:	<u>0292-0042-01-413050</u>	<u>Employer Life Insurance</u>	<u>\$76.77</u>
TO:	<u>0292-0042-01-413060</u>	<u>Employer PERF</u>	<u>\$6,978.46</u>
<b>TOTAL AMOUNT TO BE APPROPRIATED</b>			<u>\$90,640.86</u>

DEPARTMENT HEAD APPROVAL  
(Forward to Mayor)

*Memor L. M.* DATE

1/16/2024

MAYORAL APPROVAL  
(Forward to Controller)

*[Signature]* DATE

1/16/2024

CONTROLLER APPROVAL  
(Forward to Legal)

*Jessica Stone* DATE  
**RECEIVED**

1/16/24

RECEIVED BY LEGAL

JAN 16 2024 DATE

Appropriation #

CITY LEGAL DEPARTMENT

**Position Description  
City of Terre Haute**

**Lead Building Inspector**

**Department:** Engineering

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**Reports To:** City Engineer

**Content Revision Date:**  
1/12/24

**FLSA:** Exempt

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**Summary:**

This individual will be responsible for managing the Building Inspection division of the Department of Engineering and will be a primary point of contact to the public regarding building inspection related information. Primary responsibilities include assuring the conformance of all new and existing buildings and properties with local, state and federal building codes and zoning uses.

**Position Responsibilities (include but are not limited to the following):**

- Plan review of building construction and issuance of permits
- Ensure compliance with all building, licensing, and zoning requirements within the City
- Provides leadership and guidance to plumbing inspector, electrical inspector and housing inspectors
- Inspection of all new buildings during construction and at completion
- Ensure compliance with Unsafe Building Code
- Communication and coordination with Police Department and Code Enforcement
- Modification and updating as needed of City codes and standards for building construction
- Stay current on updates to building codes, regulations, and industry best practices
- Collaborate with architects, contractors, and other stakeholders to address and resolve issues related to building code compliance
- Answer office telephone
- Assist at front desk, as needed
- Other duties, as assigned

**Knowledge, Skills, and Abilities Required:**

- Ability to work well with others
- Ability to read and understand blue prints
- Must be able to direct and manage others
- Ability to interact and communicate with public effectively
- Ability to manage effectively manage others

**Minimum Qualifications:**

**Education/Training:** High School Diploma or equivalent

**Experience:** Extensive experience in building trades management experience preferred

**Working Conditions:**

- Visiting job sites, inside and outside
- Office work and management

**Physical Requirements:**

- The ability to operate a vehicle
- Ability to walk large job sites
- Ability to climb and stand for long periods of time
- Ability to withstand all weather
- Ability to lift 25 pounds