

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE January 7, 2014	AGENDA ITEM NUMBER
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TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE Public Hearing and Adoption of Resolution 14-01

BACKGROUND

The FYE 13 County Wide CAD Fund budget anticipated a carryover of \$18,645 wherein the actual carryover was \$32,154, an additional \$13,509. Staff proposes to appropriate the additional carryover to ensure a positive cash flow with the purchase of a computer server to replace an aged server as part of the capital replacement program. ORS 294.473 allows appropriation of additional carryover through the public hearing and supplemental budget process and approval by resolution of the governing body.

County Wide CAD Fund

	<u>Total Appropriation Before Resolution 14-1</u>	<u>Resolution 14-1</u>	<u>New Total Appropriation</u>
Carryover	\$ 18,645	\$13,509	\$32,154
Capital	16,000	13,509	29,509
Total Fund	41,071	13,509	54,580

When the Oregon State Library Technology grant was awarded to the Library in FYE 13 by Resolution 12-26 it was anticipated that the grant funds would be received by the end of the fiscal year. After the FYE 14 budget process was completed the Library was notified that the grant funds would not be released until FYE 14. This resolution appropriates the grant funds into FYE 14.

Library Fund

	<u>Total Appropriation Before Resolution 14-1</u>	<u>Resolution 14-1</u>	<u>New Total Appropriation</u>
Grants (Resources)	\$ 1,000	\$5,400	\$ 6,400
Grants (Expenditures)	1,000	5,400	6,400
Total Fund	1,429,543	5,400	1,434,943

The allocation of staff resources has been reviewed due to budget concerns to more accurately identify the amount of staff time spent on the wastewater capital improvement projects. Subsequently, a reallocation of personnel services in the budget is required to reflect the increase in time spent by staff on wastewater projects. The Wastewater fund has sufficient carryover for the adjustments.

Wastewater Fund

	<u>Total Appropriation Before Resolution 14-1</u>	<u>Resolution 14-1</u>	<u>New Total Appropriation</u>
Carryover	\$1,500,000	\$687,328	\$2,187,328
Wastewater Collection /Treatment	3,720,245	180,000	3,900,245
Contingency	157,579	507,328	664,907
Total Fund	6,466,340	687,328	7,153,668

As a cost savings measure due to budget constraints, the Technology Fund will not receive a budgeted transfer of funds from the Major Capital Fund in FYE 14. There was sufficient unanticipated carryover from FYE 13 of \$99,079 due to projects not being completed within that fiscal year.

Technology Fund

	<u>Total Appropriation Before Resolution 14-1</u>	<u>Resolution 14-1</u>	<u>New Total Appropriation</u>
Carryover	\$26,407	\$99,079	\$125,486
Material & Services	50,000	40,000	90,000
Capital	58,822	59,079	117,901
Total Fund	113,407	99,079	212,486

ADVANTAGES

The City will be in compliance with ORS 294.473 and have sufficient funding.

DISADVANTAGES

None.

BUDGET

The appropriations will provide the resources needed to balance proposed expenditures.

RECOMMENDATION

It is staff's recommendation the City Council hold a public hearing to accept public comment and then adopt Resolution 14-01.

City of Coos Bay

Resolution 14 – 01

A RESOLUTION OF THE CITY OF COOS BAY, COOS COUNTY, OREGON, SUPPLEMENTAL BUDGET APPROPRIATING COUNTY WIDE CAD AND WASTEWATER FUNDS CARRYOVER; AND MAKING APPROPRIATIONS IN THE LIBRARY FUND.

WHEREAS, appearing to the City of Coos Bay that the City of Coos Bay has complied with the provisions of ORS 294.473 to appropriate funds to adjust one fund's expenditures by more than 10% of the fund's adopted expenditure total; a public hearing shall be held; the governing body at a regularly scheduled meeting shall adopt a supplemental budget by resolution stating the need, purpose, and amount of the appropriation; provide notice of the meeting by publishing not less than five days before the meeting; and the notice includes a summary of the changes proposed; and

WHEREAS, the County Wide CAD Fund requires an appropriation for the purchase of a computer server to replace an aged server as part of the capital replacement program and the County Wide CAD Fund has sufficient unanticipated carryover from FYE 13 of \$13,509; and

County Wide CAD Fund

Resources	Carryover	\$13,509	
Requirements	Capital	13,509	
	New Total Capital Requirements		\$29,509
	New Total County Wide CAD Fund Requirements		39,509

WHEREAS, the City of Coos Bay has complied with the provisions of ORS 294.338 to appropriate a grant of \$5,400 for the specific purpose of purchasing technology products; and

WHEREAS, when the Oregon State Library Technology grant was awarded to the Library in FYE 13 by Resolution 12-26, it could not have been foreseen at the time of the preparation of the budget for the current fiscal year that the funds would not be released until FYE 14; and

Library Fund

Resources	Grants	\$5,400	
Requirements	Material & Services	5,400	
	New Total Library Operations		\$1,149,912
	New Total Library Fund		1,434,943

WHEREAS, the Wastewater Fund requires an appropriation for reallocation of personnel services due to the concentration of staff time on the capital improvement projects, the fund has sufficient unanticipated carryover from FYE 13 of \$687,328; and

Wastewater Fund

Resources	Carryover	\$687,328	
Requirements	Personnel Services	180,000	
	Contingency	507,328	

New Total Wastewater Collection and Treatment	\$3,900,245
New Total Contingency	664,907
New Total Wastewater Fund	7,153,668

WHEREAS, the Technology Fund requires an appropriation of prior year carryover to alleviate the necessity of transferring budgeted funds from the Major Capital Fund as a cost savings measure due to budget constraints and there is sufficient unanticipated carryover from FYE 13 of \$99,079; and

Technology Fund

Resources	Carryover	\$99,079	
Requirements	Material & Services	40,000	
	Capital	59,079	
	New Total Materials & Services Requirements		\$ 90,000
	New Total Capital Requirements		117,901
	New Total Technology Fund Requirements		212,486

NOW, THEREFORE, BE IT RESOLVED THAT, the City of Coos Bay, Coos County Oregon hereby adopts the FY 2013-2014 Resolution as set forth above, and appropriates the sums as shown above. The foregoing resolution was duly adopted by the City of Coos Bay, Coos County, Oregon this 7th day of January 2014.

Crystal Shoji, Mayor

ATTEST:

Susanne Baker, City Recorder