

RESOLUTION 2018-005

ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2017-18 AND MAKING APPROPRIATIONS

WHEREAS, on June 20, 2017, the City of Sherwood budget for fiscal year 2017-18 was adopted and funds were appropriated by the City Council; and

WHEREAS, the City of Sherwood has since received or expects to soon receive unanticipated revenues and a supplemental budget is required in order to expend those revenues; and

WHEREAS, the accounting for interfund activity related to fleet was changed from transfers to cost recovery; and

WHEREAS, certain unplanned events have occurred during the course of this budget year; and

WHEREAS, in order not to overspend appropriations in any category of expenditures, it is necessary to transfer appropriations within several funds from certain expenditure categories to other expenditure categories; and

WHEREAS, the purpose of all new and transferred appropriations are detailed in Exhibit A attached hereto; and

WHEREAS, pursuant to ORS 294.463, Oregon Municipalities can transfer appropriation between existing categories during the budget year; and

WHEREAS, pursuant to ORS 294.471 and 294.473, Oregon Municipalities can make one or more supplemental budgets; and

WHEREAS, in accordance with local budget law, notice was published on January 25, 2018 of the public hearing that was held before the City Council on February 6, 2018.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. Adoption of an FY17-18 Supplemental Budget. The City Council of the City of Sherwood, Oregon hereby adopts the supplemental budget for FY17-18 in the sum of \$2,953,318.

<u>Section 2.</u> Making Appropriations. The additional amounts for the fiscal year beginning July 1, 2017 shown below are hereby appropriated as follows:

Fund	General	General Construction	Grants	Street Operations	Street Capital	Water	Sanitary	Storm	Telecom
Resources									
Beginning fund balance	110,850	1,175							
Intergovernmental	107,880	.,							
Charges for Service	150,000								100,000
Miscellaneous Revenue	5,000		8,000						100,000
Sale of Land	,		-,		1,780,780				
Transfers In	684,360		5,273		,				
Total Resources	1,058,090	1,175	13,273		1,780,780	***	(*)	-	100,000
			=======================================						
Requirements									
Administration	148,074								
Comm. Development	172,586								
Public Safety	150,349								
Community Services	52,510								
PW Operations	(78,857)								
Operations Department			8,000	30,600		33,650	34,050	42,340	105,000
Capital Department		1,250							
Debt Service									
Transfers Out	5,348	(75)		(30,600)	825,000	(33,650)	(34,050)	(42,340)	
Contingency	(129,249)			·					(5,000)
Total Appropriations	320,761	1,175	8,000		825,000	3		(€	100,000
Total Unanananista de and									
Total Unappropriated and Reserve Amounts	737,329		E 272		055 700				
Total Requirements	1,058,090	1,175	5,273 13,273		955,780 1,780,780				100,000
i otal Nequirements	1,050,050	1,175	13,213		=======================================				

Section 3. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 6th day of February, 2018.

Lee Weislogel, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Purpose behind appropriations for supplemental budget

(Appropriation level underlined)

Exhibit A Resolution 2018-005

GENERAL FUND (GF)

- 1. Items that were identified by the Budget Committee to be paid for from funds obtained from the sale of land to the School District-General Fund
 - a. Professional Services for Comprehensive Plan Visioning (Community Development CDD)

			\$60,000	
b.	Deferre	ed maintenance items (Public Works Operations PW)		
	i.	Replace chairs at PW	2,450	
	ii.	Civic Building VFD #2 replacement	8,000	
	iii.	Fieldhouse in-fill turf field	5,000	
	iv.	Civic Building Brick Sealing	30,000	
	V.	Stella Olsen asphalt from bridge to stage	5,000	
	vi.	Pioneer basketball court crack seal	1,820	
	vii.	Snyder trail crack seal phase II	1,000	
	viii.	Murdock Park trails crack seal	400	
	ix.	Oregon Trail Park trails crack seal	200	
	х.	Stella pathway crack seal phase II	413	
	xi.	Snyder Park concession building restroom sealing	<u>1,500</u>	
		Total use of proceeds from sale of land	\$115 783	

Total use of proceeds from sale of land \$115,783

2. Use of Washington County Cooperative Library Services Pool 2 funds and Book Match grant. (Community Services CS)

a.	Book Match printing (boo	oklets, advertisements, forms, bookmarks)	\$ 4,400
b.	Book Match display acces	ssories	600
c.	Marketing and outreach		4,000
d.	Picture books		2,300
e.	Multi-media		3,000
f.	Furniture		6,820
g.	iPads		1,200
h.	Signage/Children's area		3,590
		Total use of unanticipated Library funds	\$ 25,910

3. Use of Marijuana tax distribution (Public Safety PS)

a.	DOJ grant match for body worn cameras	\$ 43,000
b.	Contribution to Justice Center	10,000
c.	Training for body worn cameras	3,000
	Total use of one-time Marijuana tax funds	\$ 56,000

4. Use of additional revenue from unanticipated development projects (CDD)

a.	Professional Services for building plan reviews	\$ 25,000
b.	Shifting of engineering priorities to General Fund-personnel costs	86,442
c.	Upgrade part time permit tech to full time-personnel costs	13,600

		Total use of unanticipated development revenue	\$125,042
5.	Housing	g needs grant	
		Professional services for housing needs analysis (<u>CDD</u>)	\$ 30,000
		Total use of Housing Needs grant funds	
6.	Transfe	r of appropriated contingency budget	
•	a.	SPOA contract implementation-personnel costs (<u>PS</u>)	\$ 70,109
	b.	Meals at the senior center (<u>CS</u>)	12,000
	с.	Part time staff for senior center-personnel costs (<u>CS</u>)	14,600
	d.	Insurance consulting fee (Administration Adm)	19,540
	e.	Website hosting (Adm)	5,000
	f.	Navigator support (<u>Adm</u>)	5,000
	g.	OpenGov transparency tool (Adm)	3,000
	J	Total transferred contingency budget	\$129,249
7	lles of l	hasianing fund halanga	
7.		beginning fund balance	\$ 2,500
	a.	Late billing for Rose Festival 2016 (Adm)	• ,
		Additional unanticipated elections (<u>Adm</u>)	27,000
	C.	Professional services for compensation study (Adm)	17,800 500
	d.	Printing additional materials for new councilors (Adm)	
	e. f.	Cameras under bridge at Stella Olsen park (Adm)	7,500
		Employee retirement-personnel costs (Adm)	17,778
	g. b	Employee retirement-personnel costs (<u>PS</u>) Duracs buttons at Sonior Contar, Arts Contar, Bublic Works (<u>PW</u>)	24,240
	h. i.	Duress buttons at Senior Center, Arts Center, Public Works (<u>PW</u>) Excess Metro CEP funds to new grant fund (<u>Transfers Out</u>)	6,000 5.248
	1.	Total use of beginning fund balance	5,348 \$108,666
			7100,000
8.	Approp	riation transfers with no effect on bottom line	
	a.	Receptionist moved into Finance/Court-personnel costs (Adm)	\$ 42,456
	b.	Receptionist moved out of Community Development-personnel (<u>CDD</u>) (42,456)
MULTIP	LE FUND	ns.	
		in accounting for fleet reimbursement from transfers to cost recovery	<i>1</i> .
	a.	Fleet reimbursement (GF-PW)	\$(140,640)
	b.	Fleet reimbursement (Street Ops - Operations)	30,600
	c.	Fleet reimbursement (Water – Operations)	33,650
	d.	Fleet reimbursement (Sanitary – Operations)	34,050
	e.	Fleet reimbursement (Stormwater - Operations)	42,340
		Net appropriation change for fleet reimbursement	\$ 0
	f.	Transfer out to GF (Street Ops)	\$ (30,600)
	g.	Transfer out to GF (Water)	(33,650)
	h.	Transfer out to GF (Sanitary)	(34,050)
	i.	Transfer out to GF (Stormwater)	(42,340)
Арр	ropriati		\$(140,640)

GRANTS FUND

10. Materials and supplies related to the HEAL grant (Operations) Total increase in appropriations for the Grants Fund	-	8,000 8,000
GENERAL CONSTRUCTION FUND		
11. Use of PEG fees for Microphone mixers (<u>Capital</u>)12. Remaining Metro CEP grant funds (<u>Transfers out</u>)Total increase in appropriations offset by beginning fund balance	_	1,250 (75) 1,175
STREET CAPITAL FUND		
13. Transfer to GF of portion of receipts from sale of land to School District that purchase price of the land plus accrued interest (<u>Transfers out</u>) Total increase in appropriations for the Street Capital Fund	\$8	ed initial 25,000 25,000
TELECOM – (<u>Operations</u>)		
14. Complete initial Salesforce implementation 15. Engineering work to bring fiber down Herman Rd 16. Build fiber into Hillsboro data center 17. Salesforce and DocuSign software 18. Internet and cabling costs 19. Workbench, splicing door, additional supplies 20. Communications equipment 21. Spool of 288 count fiber for anticipated projects 22. Change in vehicle need from trailer to van Total increases to Telecom appropriations, offset by unanticipated revenue from	13	15,000 10,000 5,000 7,000 9,000 11,000 35,000 8,000
customers (\$100,000) as well as use of \$5,000 of contingency		