



CITY OF GRANTS PASS
COUNCIL AGENDA
June 20, 2016
11:45 a.m. City Council Workshop and
Special Council Meeting
Council Chambers - 101 N.W. "A" Street

MAYOR: Darin Fowler

CITY COUNCIL MEMBERS:

| Ward 1 | Ward 2 | Ward 3 | Ward 4 |
|----------------------------|--------------------------------|----------------------------|------------------|
| Dan DeYoung Roy Lindsay | Valerie Lovelace Rick Riker | Ken Hannum Dennis Roler | Vacant Vacant |

1. COUNCIL WORKSHOP
 - a. Mayor and Council email responses
 - b. Agenda review
 - c. Mobil Kitchen discussion
 - d. Discuss rescinding N Street Advance Finance District (AFD)
 - e. Master Plan order of adoption

2. CONVENE THE SPECIAL COUNCIL MEETING

3. COUNCIL ACTION
 - a. Resolution making an appropriation transfer for Fiscal Year 2016.

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate person with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations at least 48 business hours prior to the meeting. To request these arrangements, please contact Karen Frerk, City Recorder at (541) 450.6000.

Item: Resolution making an appropriation transfer for
Fiscal Year 2016.

Date: June 20, 2016

SUBJECT AND SUMMARY:

This resolution would implement a budget adjustment in the form of an appropriation transfer. This would allow the Building and Safety Division to fulfill all inspection needs for FY'16.

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of **LEADERSHIP** by maintaining the fiscal health of the City.

CALL TO ACTION SCHEDULE:

Call to action schedule: June 20, 2016.

BACKGROUND:

ORS 294.463(1) allows for budget appropriation transfers by resolution and states "Except as provided in subsection (2) of this section, transfers of appropriations may be made within a given fund when authorized by official resolution or ordinance of the governing body. The resolution or ordinance shall state the need for the transfer, the purpose for the authorized expenditure and the amount of appropriation transferred."

The Building and Safety Division had a busy year given the higher than expected residential and commercial building activity. This higher level of permitting activity was not planned in the budget and in order for the budget to accommodate the contractual costs of additional inspections needed in the fiscal year; a transfer of appropriation out of the Building Division's restricted contingency (fund balance) is needed.

The Building Division's revenue is on track to be more than 200% of budgeted revenue amounts for this fiscal year due to this higher level of activity. Therefore, the Building Division's restricted fund balance, maintained in the General Fund, will end FY'16 at a higher level than projected. The extra revenues this fiscal year and a higher fund balance have already been factored into next fiscal year's budget.

The Building Division has two full-time inspectors. It contracts for electrical and plumbing inspection services. This budget adjustment will increase the contractual services expenditure budget in the Building Division by \$25,000.

ITEM: 3.a. RESOLUTION MAKING AN APPROPRIATION TRANSFER FOR FISCAL YEAR 2016.

Staff Report (continued):

The following is a summary of the budget adjustment by appropriation transfer:

| <u>General Fund</u> | Existing | Changes | Adjusted |
|------------------------------------|---------------------|----------|---------------------|
| Mayor and Council | 291,328 | -0- | 291,328 |
| Public Safety Fire Rescue Division | 5,835,992 | -0- | 5,835,992 |
| Public Safety Police Division | 9,789,031 | -0- | 9,789,031 |
| Public Safety Support Division | 3,340,430 | -0- | 3,340,430 |
| Crisis Support | 44,500 | -0- | 44,500 |
| Sobering Center | 130,000 | -0- | 130,000 |
| Park Maintenance Services | 1,820,939 | -0- | 1,820,939 |
| Aquatic Services | 125,418 | -0- | 125,418 |
| Recreation Services | 155,300 | -0- | 155,300 |
| Planning Services | 829,211 | -0- | 829,211 |
| Building and Safety Services | 530,262 | 25,000 | 555,262 |
| Economic Development Services | 176,769 | -0- | 176,769 |
| Downtown Development Services | 416,514 | -0- | 416,514 |
| Tourism Promotion Services | 392,235 | -0- | 392,235 |
| General Program Operations | 1,393,240 | -0- | 1,393,240 |
| Inter-fund Transfers | 2,185,500 | -0- | 2,185,500 |
| Contingency | <u>2,367,115</u> | (25,000) | <u>2,342,115</u> |
| Total General Fund Appropriation | <u>\$29,823,784</u> | -0- | <u>\$29,823,784</u> |

COST IMPLICATION:

Additional permitting contractual expenditures may be approximately \$25,000 higher than the original budget for the year. The restricted revenues for this Division are on track to be more than 200% above budget for the year. The Building Fund balance will also be higher than budgeted at the end of this fiscal year.

ALTERNATIVES:

Council can choose to make an appropriation transfer; or
Council can reduce/place moratorium on building inspections to accommodate for the budget shortfall.

RECOMMENDED ACTION:

It is recommended the Council adopt the resolution making appropriation transfers in accordance with ORS 294.463(1).

POTENTIAL MOTION:

I move to approve the resolution to make appropriation transfers for the General Fund in Fiscal Year 2016.

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AUTHORIZING TRANSFERS OF APPROPRIATIONS FOR THE FISCAL YEAR ENDING JUNE 30, 2016.

WHEREAS:

1. ORS 294.463 allows for the transfer of appropriations by resolution; and
2. The Building and Safety Services Division has needed to perform a higher than expected number of inspections and permitting activities this fiscal year and additional resources need to be transferred from the Building Division's contingency to accommodate the additional inspections; and
3. The additional amount appropriated to the Building and Safety Services Division will be used for extra contractual services expenditures related to development and permitting activities.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants
Pass:

The following appropriation transfers are adopted for Fiscal 2016:

| <u>General Fund</u> | Existing | Changes | Adjusted |
|------------------------------------|---------------------|----------|---------------------|
| Mayor and Council | 291,328 | -0- | 291,328 |
| Public Safety Fire Rescue Division | 5,835,992 | -0- | 5,835,992 |
| Public Safety Police Division | 9,789,031 | -0- | 9,789,031 |
| Public Safety Support Division | 3,340,430 | -0- | 3,340,430 |
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EFFECTIVE DATE of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

ADOPTED by the Council of the City of Grants Pass, Oregon, in special session this 20th day of June, 2016.

SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this ____ day of June, 2016 to be effective on the date indicated as adopted by the City Council.

Darin Fowler, Mayor

ATTEST:

Karen Frerk, City Recorder

Date submitted to Mayor: _____

Approved as to Form, Mark Bartholomew, City Attorney


