

RESOLUTION NO. 2024 - 28

A Resolution adopting a supplemental budget for fiscal year 2023-24 and making appropriation transfers.

RECITALS:

Whereas, this resolution proposes a supplemental budget for the General Fund, Emergency Communications Fund, Information Services Fund, Affordable Housing Fund, and Building Fund; and

Whereas, this supplemental budget is to accommodate unknown circumstances at the time the budget was adopted based on a Year-End Review of the City's budget status; and

Whereas, Oregon Local Budget Law allows a local government to prepare a supplemental budget when circumstances were unknown at the time the budget was prepared thus requiring a change in financial planning (ORS 294.471); and

Whereas, the supplemental budget for General Fund, Emergency Communications Fund, Information Services Fund, Affordable Housing Fund, and Building Fund expenditures are not changed by more than 10%, and therefore a public hearing is not required; and

Whereas, the General Fund's appropriation transfers are to move \$50,000 from the designated ending fund balance for committed funds supporting ongoing work on American Rescue Plan Act (ARPA) projects' technology spend approved by Council in 2021 to the transfer out category and to move \$25,500 in appropriations from the Finance department, which did not fill two limited-duration positions included in the FY2023-24 budget, to the Municipal Court (\$10,000), the Non-departmental program appropriation category (\$10,000) and to the Transfer Out category (\$5,500) to accommodate small additional appropriation needs unanticipated at the time of budget adoption; and

Whereas, the General Fund's new revenue that was not known at the time the budget was adopted comes from grants to the Library (\$100,000) to expand its Library of Things program and Administration (\$57,614) with an additional match transferred in from the Urban Renewal Agency of (\$7,044) to cover environmental studies made on the newly acquired property in the Alpine District; and

Whereas, the Emergency Communication Fund's added appropriation for emergency communications services (\$5,500) is funded by transfer in revenue from the General Fund needed due to a higher than anticipated contribution this fiscal year due the YCOM-911; and

Whereas, the Affordable Housing Fund has received more Construction Excise Tax revenues estimated at \$300,000 in additional possible revenue for the balance of the year and four percent of these revenues are dedicated to the administration of the program largely provided by Building Fund personnel; and

Whereas, the Affordable Housing Fund's transfer out category will be in violation of Oregon budget law if an addition is not made of a corresponding \$12,000; and

Whereas, the Building Fund will be the recipient of the above noted transfer out of \$12,000 and will accordingly increase its program appropriation category by the same amount; and

Whereas, the Information Services Fund's added appropriation for technology investments associated with ARPA-approved projects (\$50,000) is funded by transfer in revenue from the General Fund needed due to accelerated project timelines; and

Whereas, the governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations; and

Whereas, the supplemental budget for expenditures in the General Fund, Emergency Communications Fund, Information Services Fund, Affordable Housing Fund, and Building Fund are not changed by more than 10%, therefore a public hearing is not required; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:

- 1. Adopt the following Supplemental Budget:** The Common Council of the City of McMinnville adopts the following Supplemental Budget for 2023-24 in the General Fund, Emergency Communications Fund, Information Services Fund, Affordable Housing Fund, and Building Fund.
- 2. Make Supplemental Appropriations:** The additional appropriations for fiscal year 2023-24 are hereby appropriated as detailed in Attachment A.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 28th day of May 2024 by the following votes:

Ayes: _____ Geary, Garvin, Menke, Chenoweth, Peralta _____

Nays: _____

Approved this 28th day of May 2024.



MAYOR

Approved as to form:



CITY ATTORNEY

Attest:



CITY RECORDER

EXHIBITS:

- A. Detailed supplemental appropriations.

Exhibit A

	Amended Budget as of Mar 15, 2024	Budget Adjustment	Amended Budget
General Fund:			
Resources:			
Intergovernmental	\$ 7,793,606	\$ 157,614	\$ 7,951,220
Transfers In	10,227,736	7,044	10,234,780
All resources unchanged	<u>36,029,232</u>	<u>-</u>	<u>36,029,232</u>
Total Resources	<u>\$ 54,050,574</u>	<u>164,658</u>	<u>\$ 54,215,232</u>
Requirements:			
Administration	6,585,513	64,658	6,650,171
Finance	1,153,296	-25,500	1,127,796
Municipal Court	681,556	10,000	691,556
Library	2,679,298	100,000	2,779,298
Non-departmental program	155,880	10,000	165,880
Transfers Out	6,740,304	55,500	6,795,804
Designated Ending Fund Balance	2,803,764	-50,000	2,753,764
All other requirements unchanged*	<u>33,250,963</u>	<u>-</u>	<u>33,250,963</u>
Total Requirements	<u>\$ 54,050,574</u>	<u>164,658</u>	<u>\$ 54,215,232</u>
Emergency Communications Fund:			
Resources:			
Transfers In	\$ 572,772	\$ 5,500	\$ 578,272
All other resources unchanged	<u>193,414</u>	<u>-</u>	<u>193,414</u>
Total Resources	<u>\$ 766,186</u>	<u>\$ 5,500</u>	<u>\$ 771,686</u>
Requirements:			
911 Emergency Communications	\$ 593,676	\$ 5,500	\$ 599,176
All other requirements unchanged*	<u>172,510</u>	<u>-</u>	<u>172,510</u>
Total Requirements	<u>\$ 766,186</u>	<u>\$ 5,500</u>	<u>\$ 771,686</u>
Affordable Housing Fund:			
Resources:			
Licenses and Permits	\$ 500,000	\$ 300,000	\$ 800,000
All other resources unchanged	<u>3,302,507</u>	<u>-</u>	<u>3,302,507</u>
Total Resources	<u>\$ 3,802,507</u>	<u>\$ 300,000</u>	<u>\$ 4,102,507</u>
Requirements:			
Transfers Out	\$ 104,404	\$ 12,000	\$ 116,404
Unappropriated Ending Fund Balance	20,397	288,000	308,397
All other requirements unchanged	<u>3,677,706</u>	<u>-</u>	<u>3,677,706</u>
Total Requirements	<u>\$ 3,802,507</u>	<u>\$ 300,000</u>	<u>\$ 4,102,507</u>

Exhibit A continued

	Amended Budget as of Mar 15, 2024	Budget Adjustment	Amended Budget
Building Fund:			
Resources:			
Transfers In	\$ 20,018	\$ 12,000	\$ 32,018
All other resources unchanged	<u>2,461,281</u>	<u>-</u>	<u>2,461,281</u>
Total Resources	<u>\$ 2,481,299</u>	<u>\$ 12,000</u>	<u>\$ 2,493,299</u>
Requirements:			
Building Services	\$ 862,123	\$ 12,000	\$ 874,123
All other requirements unchanged*	<u>1,619,176</u>	<u>-</u>	<u>1,619,176</u>
Total Requirements	<u>\$ 2,481,299</u>	<u>\$ 12,000</u>	<u>\$ 2,493,299</u>
Information Services Fund:			
Resources:			
Transfers In	\$ 614,858	\$ 50,000	\$ 664,858
All other resources unchanged	<u>1,654,315</u>	<u>-</u>	<u>1,654,315</u>
Total Resources	<u>\$ 2,269,173</u>	<u>\$ 50,000</u>	<u>\$ 2,319,173</u>
Requirements:			
Information Technology Services	\$ 2,092,344	\$ 50,000	\$ 2,142,344
All other requirements unchanged*	<u>176,829</u>	<u>-</u>	<u>176,829</u>
Total Requirements	<u>\$ 2,269,173</u>	<u>\$ 50,000</u>	<u>\$ 2,319,173</u>

* Total includes unappropriated ending fund balance