



COBURG CITY COUNCIL MONTHLY REPORTS

TOPIC: Resolution 2022-11, A Resolution Approving Transfer of Appropriations for Fiscal Year 2021-2022

Meeting Date: May 10, 2022
Staff Contact: Tim Gaines, Finance Director
Contact: 541-682-7870, Tim.Gaines@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

Approve Resolution 2022-11 transferring appropriations for fiscal year 2021-2022

Suggested Motion for Resolution:

"I move to approve Resolution 2022-11 A resolution approving the transfer of appropriations for fiscal year 2021-2022."

CITY COUNCIL GOAL

Fiscal Stewardship

BACKGROUND

Oregon revised statute allows for a transfer of appropriations when necessary in order to adjust the adopted budget.

In February of 2021 the City Council adopted priority goals and a work plan which included conducting a salary analysis for all City positions.

The City Council met in a work session on August 31, 2021, and gave staff direction to amend the current salary scale based upon the information contained in the Salary Analysis.

The City Charter requires that City Council fix the amount of compensation for City officers and approve compensation plan for City Employees.

The City's approved fiscal policy calls for adoption of the Salary Schedule by Resolution annually and adjusted periodically through a formal salary analysis.

The amended Salary Schedule was presented and adopted as the official Salary Schedule of the City of Coburg for Fiscal Year 2021-2022.

This action can be completed by a resolution of the council as these are transfers within funds. Due to contingency in every fund available, transfers are allowed without a supplemental budget which becomes unnecessary.

These transfers within the funds do not change the total appropriations for any fund. Therefore, the overall budget amount for the City remains the same.

While the City did receive unexpected revenues and higher than budgeted revenues, it is not necessary to declare those amounts unless we can't cover budget shortages without increasing revenues. Therefore, the City can collect and record the revenues without the necessity of changing the budget so long as we have contingency funds to cover the changes. In the past, the City would not have been able to do a budget transfer as there were never contingency funds available. However, due to the ongoing policy of contingency reserves in every fund, it changes the requirements for adjusting the budget.

Contingency in all funds will be restored in the new budget year. For example, the General Fund contingency will be restored to \$250,000 for budget year 2023.

BUDGET APPROPRIATION CHANGES

The following are budget changes:

GENERAL FUND

Admin Personal Services – Increased for salary adjustments due to salary analysis results as directed by City Council

Police Personal Services – Increased for salary adjustments due to salary analysis results as directed by City Council

Court Personal Services – Increased for salary adjustments due to salary analysis results as directed by City Council

Economic Development Personal Services – Increased for salary adjustments due to salary analysis results as directed by City Council

Public Works Personal Services – Increased for salary adjustments due to salary analysis results as directed by City Council

STREET FUND

Personal Services Allocation – Increase transfer to reimburse General Fund for Street share of Public Works Personal Services.

WATER FUND

Personal Services Allocation – Increase transfer to reimburse General Fund for Water Fund share of Public Works Personal Services.

SEWER FUND

Personal Services Allocation – Increase transfer to reimburse General Fund for Sewer Fund share of Public Works Personal Services.

ALTERNATIVES

Council may choose to not approve the transfer in appropriations which will result in over expenditure of department budgets which will result in a note in the audit and a violation of Oregon Budget Law.

RECOMMENDATIONS

Staff recommends that Council adopt the resolution as written.

NEXT STEPS

Staff will adjust the budget according to this adopted resolution

ATTACHMENTS

A. Draft Resolution 2022-11

REVIEWED BY:

Anne Heath, City Administrator
Sammy Egbert, City Recorder
