



2019-20 FY Supplemental Budget



SUPPLEMENTAL BUDGET

Budget Committee Meeting Goal

1. Required Only a Council Meeting as a Resolution Change
2. Information on Audit Issues in Relation to Oregon Budget Law
3. Explain Structure of the Budget – Some Terms
4. Provide Information on the Budget Process
5. Answer Questions on the Budget





SUPPLEMENTAL BUDGET

Reason for Supplemental Budget

1. Correct Audit Findings to Budget Line Items
2. Errors in Original Appropriation Resolution No. 991
3. Budget Changes Needed





FUND TYPES

GOVERNMENTAL FUND

PERS STABILIZATION

GENERAL FUND

Main Operating

- Police
- Admin
- Planning
- Court
- Council
- Streetlights
- Operating

ENTERPRISE FUND (Utility)

- Water
- Wastewater (sewer)
- Stormwater
- Water SDC
- Wastewater (sewer) SDC
- Stormwater SDC

INTERNAL SERVICES

- Public Works Admin
- Facilities

CAPITAL PROJECT FUNDS

- Vehicle Replacement
- Street SDC
- Parks SDC

SPECIAL REVENUE FUND

- Library
- Pool
- Parks
- Street



SUPPLEMENTAL BUDGET

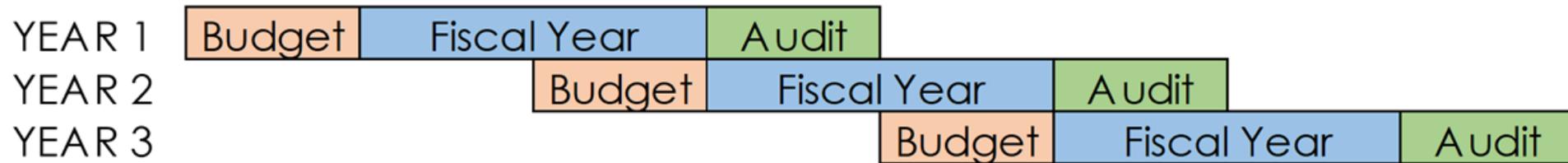
Budget Terms Definitions

1. **Contingency**: *Unidentified Operating Expense, Cannot be Foreseen and Planned*
2. **Reserved For Future Expenditures**: *Saved for Future Spending*
3. **Appropriations**: *Authorization for Spending a Specific Amount of Money for a Specific Purpose During a Fiscal Year*
4. **Capital Outlay**: *This Cost Over \$10,000 and Has a Life Value Over One Year*



SUPPLEMENTAL BUDGET

Budget Timeline





SUPPLEMENTAL BUDGET

Budgets are Living Documents, Always Changing

- Budgets are Decided on in **March** to Cover Costs for:
Next Fiscal Year – July to June
- **Unplanned Situations**
 1. Something Breaks
 2. Cost Higher Than Planned
 3. Staff Change
- **Changes Are Expected**



CORRECT AUDIT FINDINGS

Use of Operating Contingency in Non-Operating Funds:

OAR 150-294-0430(1) states: "An estimate for General Operating Contingency may be included in any Operating Fund"

OAR 150-2 94-0430(1)(a) Defines an Operating Fund as:

An operating fund is one which contains estimates for

- Personnel Services
- Materials And Services
- Capital Outlay

Appropriations for contingency were made but did not include personnel services, materials and services, or capital outlay.

2018-19 BUDGETS

- Parks System Development Charge (SDC)
- Stormwater System Development Charge (SDC)
- Vehicle Replacement Funds (SDC)

2019-20 BUDGETS

- Parks System Development Charge (SDC)
- Street System Development Charge, (SDC)
- Stormwater System Development Charge (SDC)



CORRECT AUDIT FINDINGS

SDC Fund Corrections

<input type="checkbox"/> Stormwater System Development Charge Fund (SDC)	\$155,792
<input type="checkbox"/> Parks System Development Charge Fund (SDC)	\$143,436
<input type="checkbox"/> Street System Development Charge Fund (SDC)	\$754,345

Moved From Contingency To Capital Outlay

<input type="checkbox"/> Water System Development Charge Fund (SDC)	\$522,347
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Moved To Have All SDC Funds Consistent

**See handouts*



ERRORS IN ORIGINAL RESOLUTION

Errors in Original Appropriation Resolution No. 991 Corrections to Match Approved Budget

Wastewater Fund	
Personnel	508,200
Materials and Services	1,183,000
Capital Outlay	175,000
Transfers	598,400
Debt Service	825,300
Contingency	453,700
Total	\$3,743,600

Water Fund	
Personnel	378,300
Materials and Services	558,900
Capital Outlay	149,000
Transfers	471,800
Debt Service	328,600
Contingency	756,422
Total	\$2,643,022

Street Fund	
Personnel	\$92,700
Materials and Services	275,700
Capital Outlay	470,000
Transfers	264,200
Contingency	957,284
Total	\$2,059,884

Total appropriations, All Funds	\$20,410,204
Total unappropriated and reserve amounts, All Funds	\$3,739,345
Total Budget	\$24,149,549



BUDGET CHANGES NEEDED

General Fund

Revenue

- New Grant from Marion County \$15,000
- Increased Beginning Fund Balance \$66,532 (*Total \$1,418,192*)
 - From Restricted Funds For Pool

**See handouts*



BUDGET CHANGES NEEDED

General Fund

Expenditures

- **Police Department**
 - Software And Building Maintenance – \$39,000
- **Planning**
 - Material And Services – \$15,000
 - New Grant Marion County Cost
- **Administration**
 - Consulting, Software, Office Supplies – \$17,500
- **Transfer**
 - Increase Transfer To Pool – \$66,532

**See handouts*



BUDGET CHANGES NEEDED

Library Fund

Expenditures

<input type="checkbox"/> Materials And Services	(\$9,900)
<input type="checkbox"/> Capital Outlay	\$10,200
<input type="checkbox"/> Contingency	(\$300)

- Transfer Cost of HVAC to Capital Outlay

**See handouts*



BUDGET CHANGES NEEDED

Pool Fund

Revenue

- Increase Transfer from General Fund – \$66,532

Expenditures

- Materials and Services – \$26,532
- Capital Outlay – \$40,000

Additional Maintenance Needed

- Lights in Pool
- Boiler Repair
- New Fire Alarm System

**See handouts*



BUDGET CHANGES NEEDED

Parks Fund

Revenue

- Increase Beginning Fund Balance – \$100,000 (Total \$196,893)

Expenditures

- Capital outlay \$40,000
- Transfer (\$100,000)
- Contingency \$60,000

This is moving the cost to repair the Jordan Bridge from Facilities to Parks with additional cost of \$40,000 to complete the repairs.

**See handouts*



BUDGET CHANGES NEEDED

Facilities Fund

Expenditures

- Contingency (\$100,000)

This is moving the cost to repair the Jordan Bridge from Facilities to Parks

**See handouts*



BUDGET CHANGES NEEDED

Stormwater Fund

Expenditures

<input type="checkbox"/> Material And Services	\$25,000
<input type="checkbox"/> Contingency	(\$25,000)

Added additional fees for the Santiam Water Control District MOU

**See handouts*



SUPPLEMENTAL BUDGET

New Budget Appropriation Amounts

BEST PRACTICE AND RECOMMENDATION OF THE STATE

Appropriations by Program or Organizational Unit

ORS 294.388

CHANGE FROM:

WATER FUND

Personnel Services	\$100
Materials & Services	\$100
Capital Outlay	\$100
Debt Service	\$100
Transfers	\$100
Contingency	<u>\$100</u>
TOTAL APPROPRIATION	\$600

CHANGE TO:

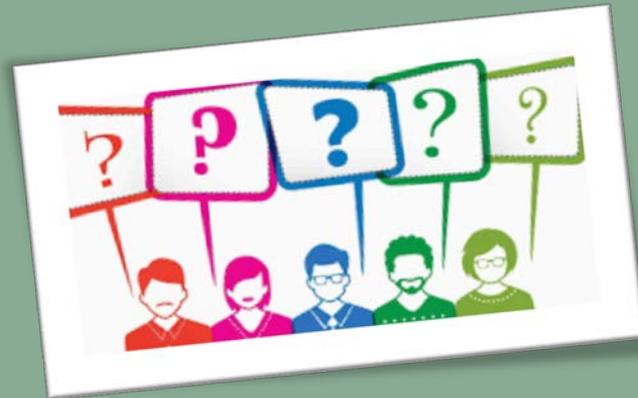
WATER FUND

Water Operations	\$300
Not Allocated to Org. Unit:	
Debt Service	\$100
Transfers	\$100
Contingency	<u>\$100</u>
TOTAL APPROPRIATION	\$600





QUESTIONS



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