

City of Brookings
MEETING AGENDA

CITY COUNCIL/URBAN RENEWAL AGENCY

Wednesday, June 26, 2019, 5:00pm

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Public Hearings/Resolutions

1. Transfer of Appropriations for FY 2018-19 Budget [F&HR, Pg. 2]
 - a. Resolution 19-R-1162 [Pg. 4]
 - b. Resolution 19-R-1163 [Pg. 5]
 - c. Resolution 19-R-1164 [Pg. 7]

E. Oral Requests and Communications from the audience

1. Public Comments on non-agenda items – 5 minute limit per person.*

F. Remarks from Mayor and Councilors

G. Adjournment

URBAN RENEWAL AGENCY

A. Call to Order

B. Roll Call

C. Public Comments

D. Staff Reports

1. Transfer of Appropriation for FY 2018-19 [F&HR, Pg. 8]
 - a. Resolution 19-R-1165 [Pg. 9]

E. Agency Remarks

F. Adjournment

*Obtain Public Comment Forms and view the agenda and packet information on-line at www.brookings.or.us, at City Hall and at the local library. Return completed Public Comment Forms to the City Recorder before the start of meeting or during regular business hours.

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 14 days advance notification. Please contact 469-1102 if you have any questions regarding this notice.

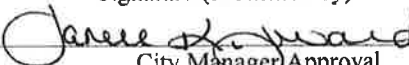
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 26, 2019

Originating Dept: Finance and HR

Signature (submitted by)


City Manager Approval

Subject: Transfer of Appropriations for FY 2018-19 Budget

Recommended Motion:

- Adopt Resolution 19-R-1162 approving appropriation transfers in the General Fund, Capital Projects Reserve Fund, and Streets SRF Fund.
- Adopt Resolution 19-R-1163 accepting specific purpose grants and donations in the General Fund, Water Fund, Capital Projects Reserve Fund, Water SRF Fund, Street SDC Fund, and Special Police Fund.
- Adopt Resolution 19-R-1164 approving appropriation transfers from Contingency in the General Fund, Water Fund, and Wastewater Fund.

Financial Impact:

There is no net impact to the 2018-19 budget; additional revenues equaled additional expenditures, expenditure increases netted against expenditure decreases.

Background /Discussion:

Oregon local budget law allows municipalities to make transfers of appropriations through a resolution adopted by the governing body, and accept donations and grants, and appropriate through a resolution; accept and appropriate insurance proceeds; appropriate loan proceeds, and transfer up to 15% of fund expenditures from contingency. Appropriation transfers are for the following funds:

General Fund

Transfer \$15,000 from contingency for increased wages costs in Swimming Pool.

Non-departmental - Accept grant of \$7,500 from City County Insurance Services for public works return to work program.

Fire – Accept reimbursements of \$25,322 from Oregon State Fire Marshal for personal services.

Parks – Accept donation of \$2,000 from Jean Kaiser for memorial bench at Azalea Park.

Capital Projects Reserve Fund - Accept reimbursement of \$6,570 from Oregon State Fire Marshal reimbursement for use of City vehicle. Accept \$50,000 from the US Economic Development Administration, \$40,000 from the Oregon Dept of Land Conservation and Development (DLCD) and \$5,000 from Travel Oregon for the Chetco Bar Fire Economic Impact Grant, and

Water Treatment – Transfer \$8,000 from contingency for increased permit costs, required once every three years.

Wastewater Treatment – Transfer \$3,000 from contingency for increased permit costs and dues.

Street SRF – Increased capital outlay expense of \$29,000 to complete Spruce Street paving project, from prior year carryover funds that were higher than anticipated.

Water SRF Fund - Accept grant of \$407,813 from the State of Oregon, Oregon Military Department, Office of Emergency Management, Hazardous Mitigation Grant Program for the Reservoir Seismic Valves for Safe Drinking.

Street SDC Fund - Accept grant of \$1,528,437 from the Oregon Department of Transportation, Locally Delivered State Funded Program for the Railroad Street Project.

Special Police Fund - Accept a grant of \$825 from Oregon Department of Justice for police safety vests.

Attachments:

Resolution 19-R-1162 Appropriation transfers

Resolution 19-R-1163 Accept grants and donations and make appropriations

Resolution 19-R-1164 Appropriation transfer from contingency

CITY OF BROOKINGS

RESOLUTION 19-R-1162

A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS IN THE GENERAL FUND AND THE CAPITAL PROJECTS RESERVE FUND.

WHEREAS, the City of Brookings (“City”) is a municipal corporation which is subject to Oregon Budget Law; and

WHEREAS, ORS 294.338 allows for a transfer of appropriation if authorized by the governing body; and

WHEREAS, the City received proceeds of \$25,322 during fiscal year 2018-19, from the Oregon State Fire Marshal for reimbursement of personal services, and

WHEREAS, the City received proceeds of \$6,570 during fiscal year 2018-19, from the Oregon State Fire Marshal for reimbursement for the use of City vehicle and transferred to the Capital Projects Reserve Fund, and

WHEREAS, the carryover balance was higher than anticipated in the Street System Replacement Fund due to timing of capital projects in the prior year, and were used for increased capital outlay expenditures of \$29,000 to complete the Spruce Street paving project,

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings hereby authorizes a transfer of appropriation pursuant to ORS 294.338.

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2018 and for purposes shown below are hereby revised by the City Council as follows:

| <u>General Fund</u> | |
|--|-----------|
| Resources: | |
| Other Revenue | \$ 25,322 |
| Requirements: | |
| Fire | \$ 25,322 |
| <u>Capital Projects Reserve Fund</u> | |
| Resources: | |
| Other Revenue | \$ 6,570 |
| Requirements: | |
| Capital Outlay | \$ 6,570 |
| <u>Street SRF</u> | |
| Resources: | |
| Carryover | \$ 29,000 |
| Requirements: | |
| Street Maintenance | \$ 29,000 |

Passed by the City Council June 26, 2019, and made effective the same date.

Attest:

Jake Pieper, Mayor

Janell K. Howard, City Recorder

Res 19-R-1162, City budget transfers

CITY OF BROOKINGS

RESOLUTION 19-R-1163

A RESOLUTION OF THE CITY OF BROOKINGS ACCEPTING SPECIFIC PURPOSE GRANTS AND DONATIONS AND APPROPRIATING THOSE FUNDS

WHEREAS, the City of Brookings (“City”) is a municipal corporation which is subject to Oregon Budget Law; and

WHEREAS, ORS 294.338 allows the governing body to accept and appropriate specific purpose donations in the year of receipt, and

WHEREAS, the City Council accepts a donation of \$2,000 from the Jean Kaiser for a memorial bench at Azalea Park, and

WHEREAS, the City Council accepts a grant of \$7,500 from City County Insurance Services for the Return to Work Program, and

WHEREAS, the City Council accepts a grant of \$407,813 from the State of Oregon, Oregon Military Department, Office of Emergency Management, Hazardous Mitigation Grant Program for the Reservoir Seismic Valves for Safe Drinking, and

WHEREAS, the City Council accepts a grant of \$1,528,437 from the Oregon Department of Transportation, Locally Delivered State Funded Program for the Railroad Street Project, and

WHEREAS, the City Council accepts a grant of \$50,000 from the US Economic Development Administration, \$40,000 from the Oregon Dept of Land Conservation and Development (DLCD) and \$5,000 from Travel Oregon for the Chetco Bar Fire Economic Impact Grant, and

WHEREAS, the City Council accepts a grant of \$825 from Oregon Department of Justice for police safety vests, and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings hereby accepts grants and appropriates funds pursuant to ORS 294.338.

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2018, and for purposes shown below are hereby revised by the City Council as follows:

General Fund

| | | |
|---------------|----|-------|
| Resources: | | |
| Donations | \$ | 2,000 |
| Requirements: | | |
| Parks | \$ | 2,000 |

Water Fund

| | | |
|-------------------|----|-------|
| Resources: | | |
| Grants | \$ | 7,500 |
| Requirements: | | |
| Water Collections | \$ | 7,500 |

Capital Projects Reserve Fund

| | | |
|----------------|----|--------|
| Resources: | | |
| Grants | \$ | 95,000 |
| Requirements: | | |
| Capital Outlay | \$ | 95,000 |

Water System Replacement Fund

| | | |
|---------------|----|---------|
| Resources: | | |
| Grants | \$ | 407,813 |
| Requirements: | | |
| Water System | \$ | 407,813 |

Street SDC Fund

| | | |
|----------------|----|-----------|
| Resources: | | |
| Grants | \$ | 1,528,437 |
| Requirements: | | |
| Street Program | \$ | 1,528,437 |

Special Police Fund

| | | |
|----------------|----|-----|
| Resources: | | |
| Grants | \$ | 825 |
| Requirements: | | |
| Grants Program | \$ | 825 |

passed by the City Council June 26, 2019, and made effective the same date.

Attest:

Jake Pieper, Mayor

Janell K. Howard, City Recorder

CITY OF BROOKINGS

RESOLUTION 19-R-1164

A RESOLUTION OF THE CITY OF BROOKINGS TRANSFERRING APPROPRIATIONS FROM GENERAL FUND CONTINGENCY TO SWIMMING POOL, WATER FUND CONTINGENCY TO TREATMENT, AND WASTEWATER FUND CONTINGENCY TO TREATMENT FUNDS.

WHEREAS, the City of Brookings (“City”) is a municipal corporation which is subject to Oregon Budget Law; and

WHEREAS, ORS 294.463(2) allows the governing body to transfer from Contingency to other appropriations category, up to 15% of the total appropriations of the fund, and

WHEREAS, expenditures will be more than expected in the General Fund, Swimming Pool, due to wage increases from the increase in Oregon minimum wage and all lifeguards receiving Water Safety Instructor Certification, and

WHEREAS, expenditures will be more than expected in the Water Treatment Fund, due to increased costs of operations, and

WHEREAS, expenditures will be more than expected in the Wastewater Treatment Fund, due to increased costs of operations, and

WHEREAS, the City Council approves transferring those funds from Contingency, and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings hereby transfers \$15,000 from General Fund Contingency to Swimming Pool, pursuant to ORS 294.463(2).

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2018, and for purposes shown below are hereby revised by the City Council as follows:

| | | |
|----------------------|------------------------|----------|
| | <u>General Fund</u> | |
| Requirements: | | |
| Swimming Pool | \$ | 15,000 |
| Contingency | \$ | (15,000) |
| | <u>Water Fund</u> | |
| Requirements: | | |
| Water Treatment | \$ | 8,000 |
| Contingency | \$ | (8,000) |
| | <u>Wastewater Fund</u> | |
| Requirements: | | |
| Wastewater Treatment | \$ | 3,000 |
| Contingency | \$ | (3,000) |

Passed by the City Council June 26, 2019, and made effective the same date.

Attest:

Jake Pieper, Mayor

Janell K. Howard, City Recorder


Res 19-R-1164, Transfer Appropriation from Contingency

BROOKINGS URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: June 26, 2019

Originating Dept: Finance & HR

Signature (submitted by)

City Manager Approval

Subject:

Transfer of Appropriations for FY 2018-19.

Recommended Motion:

Adopt Resolution 19-R-1165, approving appropriation transfers for the Brookings' Urban Renewal Agency for 2018-19.

Financial Impact:

There is no net impact to the General Fund Budget. Additional resources equal additional requirements in the fiscal year 2018-19 budget.

Background /Discussion:

Oregon local budget law allows municipalities to make transfers of appropriations through a resolution adopted by the governing body.

This includes receiving loan proceeds for additional capital expenditures for the Railroad Street project, and additional carryover from prior year, available for current year capital expenditures.

Attachment:

Resolution 19-R-1165 budget transfers

URBAN RENEWAL AGENCY OF THE CITY OF BROOKINGS

RESOLUTION 19-R-1165

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS IN THE GENERAL FUND.

WHEREAS, the Urban Renewal Agency of the City of Brookings is a municipal corporation which is subject to Oregon Budget Law, and

WHEREAS, ORS 294.338 and 294.463 allows for a transfer of appropriation if authorized by the governing body, and

WHEREAS, the Agency anticipates receiving additional loan proceeds during fiscal year 2018-19, for capital expenditures on the Railroad Street project, and

WHEREAS, the Agency had additional carryover funds due to timing of capital projects, available for capital expenditures on the Railroad Street project, and

NOW, THEREFORE BE IT RESOLVED THAT the Board of the Urban Renewal Agency of the City of Brookings hereby authorizes a transfer of appropriations pursuant to ORS 294.463(3) and (4).

BE IT FURTHER RESOLVED THAT the Board of the Urban Renewal Agency of the City of Brookings, Curry County, Oregon, for the fiscal year beginning July 1, 2018, and for purposes shown below are hereby revised as follow:

| | <u>General Fund</u> | |
|----------------|---------------------|---------|
| Resources: | | |
| Carryover | \$ | 90,000 |
| Loan Proceeds | | 350,000 |
| Requirements: | | |
| Capital Outlay | \$ | 440,000 |

Passed by the City Council on June 26, 2019, and made effective the same date.

Attest:

Jake Pieper, Chair

Janell K. Howard, City Recorder

