

RESOLUTION NO. 2018-68

A Resolution making a budgetary transfer of appropriation authority for fiscal year 2018-2019 in the Building Fund.

RECITAL:

Oregon Revised Statute (ORS) 294.463 allows a governing body to authorize a transfer of appropriation authority after a budget has been adopted by passing a resolution or ordinance. Transfers may be made from an operating contingency appropriation or other appropriation category to the appropriation category from which it will be expended.

This is a budgetary transfer within the Building Fund, including \$65,000 from the contingency fund to Materials and Services and \$5,200 from Capital Outlay to Materials and Services.

This transfer reflects unanticipated costs associated with staff turnover and a transition to a new e-permitting software program.

In April, 2018, the City's Building Official left his position. The City then engaged a temporary, part-time Building Official. With this transition, the City elected to contract for plan review services. Overtime, the City elected to maintain this set-up for nine months. The cost of the consultant services in 2018-2019 was unanticipated at the time the 2018-2019 budget was adopted, and is estimated to be approximately \$70,000. \$15,000 was already appropriated in the budget that could be used for this purpose under professional services. An additional \$55,000 is needed for the balance.

In May 2018, the City started to initiate a transition to the state e-permitting Accela software platform. As the City started meeting with staff at the Oregon Building Codes Division it became apparent that the Building Fee Schedule was out-of-date and out-of-compliance with state laws and rulemaking. The last user fee study for the Building Program was conducted in 2002. Previously, in April 2018, the City had contracted with a consultant to perform a user fee study of the Planning Program. The contract with the consultant was amended to include updating and assessing the Building Program fees. The cost of the fee assessment for the Building Program, which was unanticipated at the time the 2018-2019 budget was adopted, is approximately \$8,800.

Additionally, with the transition to a new e-permitting software program, the Building Program is restructuring its workspaces to provide more efficient customer service. \$5,200 from Capital Outlay will be transferred to Materials and Services for the amended work stations. This \$5,200 is from unanticipated savings on a vehicle purchase at the beginning of the fiscal year.

This resolution transfers appropriation authority from the Building Fund operating contingency, decreasing the operating contingency by \$65,000 and increasing materials and services appropriations by \$65,000, and decreasing the capital outlay by \$5,200 and increasing materials and services by an additional \$5,200.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, that the following transfer of appropriation authority under the fiscal year 2018-2019 City of McMinnville adopted budget is hereby made, as follows:

1. The following emergency need exists in the Building Fund:

In the Materials & Services category due to unanticipated costs related to the Building Fund user fee study and the need to contract with a consultant for Building plan review services.

<u>Building Fund:</u>	<u>Adopted Budget</u>	<u>Budget Adjustment</u>	<u>Amended Budget</u>
Requirements:			
Personnel Services	\$ 577,546	-	\$ 577,546
Materials & Services	101,758	70,200	171,958
Capital Outlay	27,000	(5,200)	21,800
Transfers Out to Other Funds	79,151	-	79,151
Contingencies	75,000	(65,000)	10,000
Ending Fund Balance	<u>838,506</u>	<u>-</u>	<u>838,506</u>
Total Requirements	<u>\$1,698,961</u>	<u>-</u>	<u>\$1,698,961</u>

This resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 11th day of December 2018 by the following votes:

Ayes: Drabkin, Garvin, Menke, Peralta, Ruden, Stassens

Nayes: _____

Approved this 11th day of December 2018.



 MAYOR

Approved as to form:



 CITY ATTORNEY