



CITY OF SANDY

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STAFF REPORT

MEETING DATE: December 4, 2017

FROM: Lisa Young, Finance Director
Kim Yamashita, City Manager

SUBJECT: 2017-19 BUDGET CHANGES AFTER ADOPTION

Background:

At the [November 14, 2017 City Council Workshop](#), staff presented to Council proposed workload and responsibility changes to the Community Center Department and Planning & Building Departments. After discussion, staff was directed to continue with the planning process as outlined and bring the proposed budget adjustments to council on December 4, 2017 for review, and consideration. The proposed budgetary changes are to fund two new positions for the remaining biennium 17-19. The total cost to fund the positions are as follows:

Senior Services Manager
\$175,234 - 100% fund by GF Contingency -
/Non-Departmental.

Associate Planner
\$139,216 - 33% funded by GF Contingency/Non-Departmental, 52% Planning
(budgetary saving and increased planning fees) and 15% Building Department
(budgetary savings)

The attached resolution makes budget adjustments for additional unplanned expenditures to the FY 2017-19 biennium adopted budget.

The budget changes after adoption are permitted under Oregon Revised Statute(ORS); appropriation transfers (294.463) and supplemental budget (294.471 & 294.473).

Appropriation transfer is an interfund transfer between appropriation categories, and/or contingency transfer if less than 15% of the total fund appropriation. A supplemental budget is required when new appropriations authority is needed and/or contingency transfer is greater than 15% of the total appropriation, and/or expenditure category change is less than 10%.

Per ORS, a public notice of the meeting to discuss the supplemental budget must be published if change is greater than 10% and at least 5 days before the meeting. The public notice was published in the Sandy Post on November 29th and on the city's website. Below is a summary of the budget changes to the FY 17-19 budget.

General Fund

		Budget	Budget	Total	Supp Bud
	General Fund - Programs	Adopted	Revised	Change	or Appr.
1	Non-Departmental	1,600,560	1,600,560	0	<15, A
2	Senior Center	1,017,797	1,193,031	175,234	>10, SB, PN
3	Planning	543,877	563,418	19,541	<10, SB,
	Total			194,775	

Parks Capital Projects Fund

	Adopted	Revised	Change	Sup Bud.Appr
Operations	2,000	44,268	42,268	>10, SB, PN
Total Revised PCP Fund	1,258,556	1,300,824	42,268	

Recommendation:

Conduct a public hearing and adopt Resolution No. 2017-23 adjusting the City's FY 2017-19 adopted budget.

Financial Impact:

General Fund Non-Departmental budget total will not change. As \$217,502 will be an interfund transfer from the General Fund Contingency line item to a Transfers Out line item. The Contingency of \$785,000 will be reduced to \$567,498.

General Fund - Senior Services Department will increase by \$175,234 to fund the new Senior Services Manager.

General Fund - Recreation Department will increase by \$6,350 to account for unanticipated grant funds received for a map guide project.

General Fund - Planning Department will increase by \$19,541 to fund a portion of the Associate Planner position through higher than anticipated Planning Fees.

Parks Capital Fund - Operations will increase by \$42,268 to fund a portion of the Associate Planner position through a GF Transfer In.

Attachments:

[Budget Summary Worksheet](#)

[Resolution No. 2017-23](#) - Appropriations Transfer

[Resolution No. 2017-24](#) - Supplemental Budget Adjustments

[Public Notice - Budget Hearing](#)