



Special City Council Meeting

Monday, June 24, 2024 at 5:00 pm

Meeting Location

320 N Main St. Falls City, OR 97344

How to Attend and/or Participate:

1. In Person: 320 N Main St. Falls City, OR 97344
2. Write-In: Using regular mail or email.
 - a. info@fallscityoregon.gov; 299 Mill St. Falls City, OR 97344

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1. CALL TO ORDER & ROLL CALL

Mayor TJ Bailey, Council President Houghtaling, Councilor Nick Backus, Councilor Martha Jirovec, Councilor Tony Meier, Councilor Dennis Sickles, Councilor Lori Jean Sickles

2. REOLUTIONS

- a. **Resolution 09-2024 - 23-24 Financial Supplementals**

3. ADJOURN

Posted at City Hall, Community Center, Falls City Website

Contact: Jeremy Teal, City Recorder (jteal@fallscityoregon.gov 503-787-3631) | Agenda published on 06/23/2024 at 7:23 PM

AGENDA REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: AJ FOSCOLI, CITY MANAGER
SUBJECT: RESOLUTION 09-2024, FY 23-24 SUPPLEMENTAL BUDGET 2
DATE: JUNE 24, 2024

SUMMARY

A budget amendment request to adjust budget after the Fiscal Year 23-24 .

BACKGROUND

Oregon Local Budget Law requires that a city budget be balanced, and that the agency will not spend more than budgeted. The law does allow provisions for adjustments for unforeseen revenues, or expenditures that would not have been known were needed at the time of the preparation of the budget.

This supplemental budget does not change any fund's overall expenditures by 10% or more.

PREVIOUS COUNCIL ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

None.

STAFF RECOMMENDATION

Staff recommends the City Council approve the resolution allowing the adjustment and making appropriations.

ATTACHMENTS

Resolution 09-2024, FY23-24 Supplemental Budget No. 2
Exhibit A, Supplemental Budget No. 2

PROPOSED MOTION

I move that the Falls City Council adopt Resolution 09-2024, FISCAL YEAR 2023-2024
SUPPLEMENTAL BUDGET 2

Falls City 2023-2024 Budget Adjustment 2
Resolution 9-2024

Vote:

AYE _____ NAY _____ ABSTAIN _____ ABSENT _____

Attest:

TJ Bailey, Mayor

Jeremy Teal, City Recorder

Fund	Account	Original Budget	Increase/Decrease	Revised Budget	
ADMIN FUND EXPENSES	Operational Expenses	8,000.00	5,000.00	13,000.00	Need to adjust amount to \$12,000
ADMIN FUND EXPENSES	Professional Services	25,000.00	9,000.00	34,000.00	Need to adjust amount to \$32,000
ADMIN FUND EXPENSES	Equipment O & M	0.00	1,200.00	1,200.00	Need to adjust amount to \$1,000
ADMIN FUND EXPENSES	Facilities O & M	2,500.00	-800.00	1,700.00	Need to adjust amount to \$1,500
ADMIN FUND EXPENSES	Water/Sewer	0.00	3,000.00	3,000.00	Need to adjust amount to \$2,500
ADMIN FUND EXPENSES	Internet/Phone	0.00	8,000.00	8,000.00	Need to adjust amount to \$7,500
ADMIN FUND EXPENSES	Power	0.00	3,000.00	3,000.00	Need to adjust amount to \$2,500
ADMIN FUND EXPENSES	Total UTILITIES	0.00	14,000.00	14,000.00	Need to adjust amount to \$12,500
ADMIN FUND EXPENSES	Total MISCELLANEOUS	0.00	1,500.00	1,500.00	Need to adjust amount to \$1,500
ADMIN FUND EXPENSES	20 COVID - Cares	112,136.00	-89,136.00	23,000.00	Need to adjust amount to \$25,000
ADMIN FUND EXPENSES	Worker's Comp Insurance	1,000.00	-400.00	600.00	Need to adjust amount to \$500
ADMIN FUND EXPENSES	Total City Clerk	0.00	40,757.34	40,757.34	Need to adjust amount to \$41,000
ADMIN FUND EXPENSES	Total Wages & Salaries	84,000.00	46,000.00	130,000.00	Need to adjust amount to \$120,000
ADMIN FUND EXPENSES	WBF Assessment Tax Expense	0.00	200.00	200.00	Need to adjust amount to \$200
ADMIN FUND EXPENSES	State Unemploy Tax Expense	0.00	300.00	300.00	Need to adjust amount to \$300
ADMIN FUND EXPENSES	Social Security Tax Expense	0.00	11,000.00	11,000.00	Need to adjust amount to \$10,000
ADMIN FUND EXPENSES	Medicare Tax Expense	0.00	2,500.00	2,500.00	Need to adjust amount to \$2,500
ADMIN FUND	Total PERSONNEL SERVICES	108,000.00	74,884.98	182,884.98	Need to adjust amount to \$180,000

General Fund EXPENSES	Equipment O & M	23,000.00	-2,000.00	21,000.00	Need to adjust amount to \$20,000
General Fund EXPENSES	Fire Hall	0.00	1,000.00	1,000.00	Add Fac. O & M Fire Hall budget line \$1,000
General Fund EXPENSES	Facilities O & M - Other	7,500.00	2,000.00	9,500.00	Need to adjust amount to \$9,000
General Fund EXPENSES	Total Facilities O & M	<u>7,500.00</u>	<u>3,000.00</u>	<u>10,500.00</u>	Need to adjust amount to \$10,000
General Fund EXPENSES	Insurance Expense	27,000.00	3,000.00	30,000.00	Need to adjust amount to \$2,000
General Fund EXPENSES	Travel/Training/Dues/Statutory	5,000.00	11,000.00	16,000.00	Need to adjust amount to \$16,000
General Fund EXPENSES	23 Pacific Power EV Mobility	0.00	15,300.50	15,300.50	Add PacificCorp EV Grant line \$15,000
General Fund EXPENSES	Weyerhaeuser Grant	0.00	2,842.62	2,842.62	(Adjusted in Supp. 1)
General Fund EXPENSES	OSHA Grant	0.00	877.99	877.99	Add Bootleg Fire budget line
General Fund EXPENSES	21 SAMHSA Rural EMS (Fire)	13,600.00	-4,516.59	9,083.41	(Adjusted in Supp. 1)
General Fund EXPENSES	20 COVID - Cares	<u>112,136.00</u>	<u>-95,867.21</u>	<u>65,000.00</u>	Need to adjust amount to \$65,000
General Fund EXPENSES	MATERIALS & SERVICES - Other	<u>0.00</u>	<u>300.00</u>	<u>300.00</u>	Need to adjust amount to \$300
General Fund EXPENSES	Payroll Expenses - Other	15,500.00	-15,500.00	19,000.00	Need to adjust amount to \$19,000

Fund	Account	Original Budget	Increase/Decrease	Revised Budget	
ADMIN FUND EXPENSES	Operational Expenses	8,000.00	5,000.00	13,000.00	Need to adjust amount to \$12,000
ADMIN FUND EXPENSES	Professional Services	25,000.00	9,000.00	34,000.00	Need to adjust amount to \$32,000
ADMIN FUND EXPENSES	Equipment O & M	0.00	1,200.00	1,200.00	Need to adjust amount to \$1,000
ADMIN FUND EXPENSES	Facilities O & M	2,500.00	-800.00	1,700.00	Need to adjust amount to \$1,500
ADMIN FUND EXPENSES	Water/Sewer	0.00	3,000.00	3,000.00	Need to adjust amount to \$2,500
ADMIN FUND EXPENSES	Internet/Phone	0.00	8,000.00	8,000.00	Need to adjust amount to \$7,500
ADMIN FUND EXPENSES	Power	0.00	3,000.00	3,000.00	Need to adjust amount to \$2,500
ADMIN FUND EXPENSES	Total UTILITIES	0.00	14,000.00	14,000.00	Need to adjust amount to \$12,500
ADMIN FUND EXPENSES	Total MISCELLANEOUS	0.00	1,500.00	1,500.00	Need to adjust amount to \$1,500
ADMIN FUND EXPENSES	20 COVID - Cares	112,136.00	-89,136.00	23,000.00	Need to adjust amount to \$25,000
ADMIN FUND EXPENSES	Worker's Comp Insurance	1,000.00	-400.00	600.00	Need to adjust amount to \$500
ADMIN FUND EXPENSES	Total City Clerk	0.00	40,757.34	40,757.34	Need to adjust amount to \$41,000
ADMIN FUND EXPENSES	Total Wages & Salaries	84,000.00	46,000.00	130,000.00	Need to adjust amount to \$120,000
ADMIN FUND EXPENSES	WBF Assessment Tax Expense	0.00	200.00	200.00	Need to adjust amount to \$200
ADMIN FUND EXPENSES	State Unemploy Tax Expense	0.00	300.00	300.00	Need to adjust amount to \$300
ADMIN FUND EXPENSES	Social Security Tax Expense	0.00	11,000.00	11,000.00	Need to adjust amount to \$10,000
ADMIN FUND EXPENSES	Medicare Tax Expense	0.00	2,500.00	2,500.00	Need to adjust amount to \$2,500
ADMIN FUND	Total PERSONNEL SERVICES	108,000.00	74,884.98	182,884.98	Need to adjust amount to \$180,000

			Original Budget	Increase/D ecrease	Revised Budget	
Fire Fund	REVENUES		0.00	11,362.38	11,362.38	Need to adjust amount to \$11,000
Fire Fund	EXPENSES	Operational Expenses	2,200.00	2,800.00	5,000.00	Need to adjust amount to \$5,000
Fire Fund	EXPENSES	Fire Fighter Retention	6,500.00	-4,000.00	2,500.00	Need to adjust amount vs Professional expenses \$5,000
Fire Fund	EXPENSES	Professional Services - Other	10,000.00	6,000.00	16,000.00	Need to adjust amount vs Fire Fighter Retention expenses
Fire Fund	EXPENSES	Equipment O & M	20,000.00	-6,000.00	14,000.00	Need to adjust amount vs Equipment O & M expenses
Fire Fund	EXPENSES	Facilities O & M	2,000.00	5,500.00	7,500.00	Adjust amount vs Facilities O & M expenses \$7,000
Fire Fund	EXPENSES	Travel/Training/Dues/Statutory	2,000.00	4,500.00	6,500.00	Need to adjust amount to \$6,000
Fire Fund	EXPENSES	Total UTILITIES	0.00	12,000.00	12,000.00	Need to adjust amount to \$10,000
Fire Fund	EXPENSES	21 SAMHSA Rural EMS (Fire)	13,600.00	-4,516.59	9,083.41	Grant purchases limited by supply chain reduced \$9,000
Fire Fund	EXPENSES	Total MATERIALS & SERVICES	67,300.00	19,700.00	87,000.00	Need to adjust amount to \$80,000

Fund	Account	Original Budget	Increase/ Decrease	Revised Budget	
13 SEWER FUND REVENUE	BEGINNING FUND BALANCE	100,000.00	-92,521.00	7,479.00	Adjustment based on Audit
13 SEWER FUND REVENUE	Facilities Plan Grant (Polk County)	0.00	67,015.44	67,015.44	Received grant for Facilities Plan
13 SEWER FUND REVENUE	USDA RD Search Grant	0.00	30,000.00	30,000.00	Received grant for Sewer Project
13 SEWER FUND REVENUE	22 CDBG Wastewater (Sewer)	0.00	2,000,000.00	2,000,000.00	CDBG Grant Designation adjustment (17 CDBG to 22 CDBG)
13 SEWER FUND REVENUE	17 CDBG Wastewater (Sewer)	2,500,000.00	-2,500,000.00	0.00	CDBG Grant Designation adjustment (17 CDBG to 22 CDBG)
13 SEWER FUND EXPENSES	Operational Expenses - Other	0.00	25,698.00	25,698.00	Adjustment from Professional Services to Operational Expenses
13 SEWER FUND EXPENSES	Professional Services	21,000.00	-20,400.00	600.00	Adjustment from Professional Services to Operational Expenses
13 SEWER FUND EXPENSES	Equipment O & M	6,000.00	7,000.00	13,000.00	Need to adjust amount to \$12,000
13 SEWER FUND EXPENSES	Facilities O & M	3,000.00	-1,300.00	1,700.00	Need to adjust amount to \$1500
13 SEWER FUND EXPENSES	Insurance Expense	6,000.00	2,500.00	8,500.00	Need to adjust amount to \$8,000
13 SEWER FUND EXPENSES	Travel/Training/Dues/Statutory	500.00	-500.00	0.00	No travel during current fiscal year
13 SEWER FUND EXPENSES	UTILITIES				
13 SEWER FUND EXPENSES	Internet/Phone	0.00	3,500.00	3,500.00	IT Revamp of digital tracking system
13 SEWER FUND EXPENSES	UTILITIES - Other	1,000.00	-1,000.00	0.00	IT Revamp of digital tracking system
13 SEWER FUND EXPENSES	Total UTILITIES	1,000.00	2,500.00	3,500.00	Need to adjust amount to \$3,000
13 SEWER FUND EXPENSES	22 CDBG Wastewater (Sewer)			2,000,000.00	CDBG Grant Designation adjustment (from 17 CDBG to 22 CDBG)
13 SEWER FUND EXPENSES	17 CDBG Wastewater (Sewer)	2,500,000.00	-2,500,000.00	0.00	CDBG Grant Designation adjustment (from 17 CDBG to 22 CDBG)

13 SEWER FUND EXPENSES	Worker's Comp Insurance	10,000.00	-9,000.00	1,000.00	Adjusted allocation of Sewer Share
13 SEWER FUND EXPENSES	Gross Payroll	0.00	6,000.00	<u>6,000.00</u>	Adjusted allocation of Sewer Share
13 SEWER FUND EXPENSES	Social Security Tax Expense	0.00	3,000.00	3,000.00	Need to adjust amount to \$3,000
13 SEWER FUND EXPENSES	Medicare Tax Expense	0.00	800.00	800.00	Need to adjust amount to \$700
13 SEWER FUND EXPENSES	Payroll Expenses - Other	10,385.00	-5,385.00	<u>5,000.00</u>	Need to adjust amount to \$0
13 SEWER FUND	Total PERSONNEL SERVICES	106,675.00	-31,675.00	75,000.00	Need to adjust amount to \$70,000

Fund	Account	Original Budget	Increase/ Decrease	Revised Budget	
11 STREET FUND REVENUE	18 SCAG (Streets)	100,000.00	-100,000.00	0.00	Construction portion of project hasn't begun yet
11 STREET FUND REVENUE	20 Safe Routes (Streets)	420,000.00	-419,000.00	1,000.00	Construction portion of project hasn't begun yet
11 STREET FUND EXPENSES	Professional Services	2,000.00	-1,300.00	700.00	Less road grading in the past year
11 STREET FUND EXPENSES	Equipment O & M	8,000.00	2,500.00	10,500.00	Purchased traffic control devices
11 STREET FUND EXPENSES	Insurance Expense	0.00	4,500.00	4,500.00	Reallocation of insurance expense across departments
11 STREET FUND EXPENSES	Power	0.00	6,500.00	6,500.00	Specific allotment of power expens
11 STREET FUND EXPENSES	UTILITIES - Other	5,000.00	-5,000.00	0.00	Reallocate total expense to power expense
11 STREET FUND EXPENSES	MISCELLANEOUS	1,000.00	-1,000.00	0.00	Need to adjust amount to \$0
11 STREET FUND	Total MATERIALS & SERVICES	29,500.00	8,500.00	38,000.00	Need to adjust amount to \$35,000
11 STREET FUND EXPENSES	18 SCAG (Streets)	100,000.00	-100,000.00	0.00	Construction portion of project hasn't begun yet
11 STREET FUND EXPENSES	20 Safe Routes	420,000.00	-409,079.12	10,920.88	Construction portion of project hasn't begun yet
11 STREET FUND EXPENSES	Total Street Capital	520,000.00	-509,079.12	10,920.88	Construction portion of project hasn't begun yet
11 STREET FUND	Total CAPITAL OUTLAY	520,000.00	-509,079.12	10,920.88	Construction portion of project hasn't begun yet
11 STREET FUND EXPENSES	Total Payroll Expenses	3,500.00	-2,500.00	1,000.00	Need to adjust amount to \$1,000
11 STREET FUND	Total PERSONNEL SERVICES	22,000.00	-5,000.00	17,000.00	Need to adjust amount to \$16,000

	Original Budget	Increase/ Decrease	Revised Budget	
19 CITY UTILITY RESERVE F REVENUE				
BEGINNING FUND BALANCE	350,000.00	52,311.00	402,311.00	Adjust based on Audit Need to adjust
19 CITY UTILITY RESERVE F REVENUE				
Utility Capital Reserve Fee	50,000.00	-5,000.00	45,000.00	amount to \$45,000 Need to adjust
19 CITY UTILITY RESERVE F Total REVENUES	400,000.00	50,000.00	450,000.00	amount to \$445,000
19 CITY UTILITY RESERVE F EXPENSES				
Professional Services	0.00	32,000.00	32,000.00	TMDL Renewal
19 CITY UTILITY RESERVE F EXPENSES				
'22 CDBG Wastewater (Sewer)	0.00	10,000.00	10,000.00	Lagoon Easement Need to adjust
19 CITY UTILITY RESERVE F Total MATERIALS & SERVICES	0.00	42,000.00	42,000.00	amount to \$42,000
19 CITY UTILITY RESERVE F EXPENSES				
Water Capital	50,000.00	-50,000.00	0.00	
19 CITY UTILITY RESERVE F EXPENSES				
'17 CDBG Wastewater (Sewer)	50,000.00	-50,000.00	0.00	Adjust amount to \$0
19 CITY UTILITY RESERVE F EXPENSES				
New Sewer - Other	200,000.00	-186,000.00	14,000.00	Drainage Field Repair

		Original Budget	Increase/ Decrease	Revised Budget	
20 WATER OPE REVENUE	BEGINNING FUND BALANCE	200,000.00	131,195.42	331,195.42	Adjustment based on Audit
20 WATER OPE REVENUE	Water Use	199,248.86	110,751.14	310,000.00	Increased water revenue
20 WATER OPE REVENUE	Water Connection Fee	1,500.00	2,300.00	3,800.00	Increased water connections
20 WATER OPE REVENUE	Back Flow Device Fee	11,000.00	4,500.00	15,500.00	Increased waster backflow fees
20 WATER OPE REVENUE	Utility Late Fee	4,000.00	-1,300.00	2,700.00	Reduction in late fees
20 WATER OPE REVENUE	Lot Fee	0.00	900.00	900.00	No new lot fees
20 WATER OPE EXPENSES	Total Operational Expenses	25,242.22	13,757.78	39,000.00	Increased water line repairs
20 WATER OPE EXPENSES	Equipment O & M	8,781.99	3,218.01	12,000.00	Increased parts purchases
20 WATER OPE EXPENSES	Facilities O & M	7,616.44	383.56	8,000.00	
20 WATER OPE EXPENSES	Insurance Expense	2,383.20	9,616.80	12,000.00	Need to adjust allocation to \$11,00
20 WATER OPE EXPENSES	Travel/Training/Dues/Statutory	491.82	608.18	1,100.00	Increased travel expenses to \$1,000
20 WATER OPE	Total MATERIALS & SERVICES	71,655.25	33,344.75	105,000.00	Need to adjust amount to \$100,000
20 WATER OPE EXPENSES	17 H2O Bond Principal (Water)	35,000.00	17,331.22	52,331.22	Reallocation of Principal vs Interest
20 WATER OPE EXPENSES	17 H2O Bond Interest	26,800.00	-13,668.91	13,131.09	Reallocation of Principal vs Interest
20 WATER OPE	Total DEBT SERVICE	61,800.00	4,200.00	66,000.00	
20 WATER OPE EXPENSES	Worker's Comp Insurance	844.62	155.38	1,000.00	Need to adjust amount to \$1,000
20 WATER OPE EXPENSES	Payroll Expenses				
20 WATER OPE EXPENSES	Payroll Expenses - Other	6,180.00	-6,180.00	0.00	Need to adjust amount to \$4500
20 WATER OPE	Total PERSONNEL SERVICES	131,613.62	-11,613.62	120,000.00	Need to adjust amount to \$100,000