

CITY OF KEIZER MISSION STATEMENT

KEEP CITY GOVERNMENT COSTS AND SERVICES TO A MINIMUM BY PROVIDING CITY SERVICES TO THE COMMUNITY IN A COORDINATED, EFFICIENT AND LEAST COST FASHION

A G E N D A

KEIZER CITY COUNCIL

SPECIAL SESSION

Wednesday, September 10, 2014

12:30 p.m.

Robert L. Simon Council Chambers

Keizer Civic Center

Keizer, Oregon 97303

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC HEARING**
- 4. ADMINISTRATIVE ACTION**
 - a. RESOLUTION – Correcting Error With Regard to Regard to R2014-2489; Amending R2014-2489**
 - b. RESOLUTION – Authorizing the City Manager to Enter Into Agreement with Day Heating for Repair of Police Department HVAC System**
 - c. RESOLUTION – Authorization for Supplemental Budget and Appropriations Transfer**
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**

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SPECIAL CITY COUNCIL MEETING: September 10, 2014

AGENDA ITEM NUMBER:_____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

**SUBJECT: RESOLUTION AUTHORIZING SUPPLEMENTAL BUDGET
AND RESOLUTION AUTHORIZING CITY MANAGER TO
ENTER INTO AGREEMENT WITH DAY HEATING TO
REPAIR POLICE DEPARTMENT HVAC DAMAGE**

The HVAC system in the Police Department failed over Labor Day weekend. It has been determined that the mounting bracket failed causing the motor and fan to fall and damage the coil. The damage is significant and the vendor's estimate is approximately \$27,000.00. This estimate is to replace the damaged parts that are known (mounting bracket, motor, fan, coil, special fluid, gaskets, etc.). If additional parts are required, these are not included in the estimate.

Due to the fact that the air becomes stagnate and uncomfortably warm, the City Manager has declared this project an emergency under public contracting rules.

A resolution authorizing the City Manager to enter into an agreement with Day Heating is attached and the matter is scheduled to be completed approximately five (5) days after the starting date. Council action is required because the amount is in excess of \$25,000. In addition, because this is a pressing necessity that could not reasonably be foreseen when the budget was prepared, a budget resolution is required to account for the unanticipated expense. Oregon Budget Law (ORS 294) allows for:

1. A supplemental budget when an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning;
2. A transfer of appropriation within a fund;
3. Transfers of appropriations or of appropriations and an equal amount of budget resources between funds.

The attached budget resolution allows the expenditure of funds for the repairs of the Police Department HVAC system.

I have also attached a budget resolution amending Resolution R2014-2489. This resolution corrects a scrivener's error in which the Administrative Services Fund – Contingency item was increased rather than decreased. Correction is necessary to correctly account for the Administrative Services Fund – Contingency line item.

RECOMMENDATION:

Adopt the attached Resolutions in the following order:

1. Resolution Correcting Error With Regard to Resolution R2014-2489; Amending Resolution R2014-2489.
2. Resolution Authorizing the City Manager to Enter Into Agreement with Day Heating for Repair of Police Department HVAC System.
3. Resolution Authorization for Supplemental Budget and Appropriations Transfers.

Please contact me if you have any questions in this regard. Thank you.

ESJ/tmh
attachments

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2014-_____

**CORRECTING ERROR WITH REGARD TO RESOLUTION R2014-2489;
AMENDING RESOLUTION R2014-2489**

WHEREAS, the City Council of the City of Keizer passed Resolution R2014-2489 with regard to expenditure authorizaiton for statue, production, auto insurance, taining, cameras, appraisal, ADA and computer software & hardware on August 18, 2014;

WHEREAS, Resolution R2014-2489 was incorrect in that the Administrative Services Fund - Contingency item was increased by \$15,300 instead of decreased;

WHEREAS, Resolution R2014-2489 should have a Revised Budget under Administative Services Fund Contingency of \$233,500;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that Resolution R2014-2489 is amended as follows:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
Street Fund				
Materials & Services	752,900	600		753,500
Contingency	43,600		600	43,000
Funds are needed from contingency to pay the Street Funds share of land appraisals in Keizer Station Area B. These costs were not anticipated when the budget was adopted				
Public Education Government Access Fund				
Contingency	50,000		4,900	45,100
Matrials & Services	91,300	4,900		96,200
Appropriation is needed from contingency for an unanticipated social media experiment as outlined to and approved by City Council at the 08/04/2014 Council Meeting.				
Administrative Services Fund				
Resources	3,584,600	17,100		3,601,700
Matrials & Services	853,500	1,000		854,500
Capital Outlay	87,500	31,400		118,900
Contingency	248,800		15,300	233,500
\$300 in donated funds was received for Statue Maintenance and is held in contingency. These funds are needed for waxing costs not anticipated when the budget was adopted.				
\$7,500 for three security cameras are needed for the Civic Center lobby area to safeguard the City's assets and loaned art work.				
\$16,100 in Web Design costs budgeted in FY13-14 needs to be carried over to FY14-15 due to delays in this project completion. Working Capital Carryforward is available to fund this cost.				
The Street Fund's share of auto insurance (\$600) and certain Public Works Travel & Training costs (\$400) were inadvertently omitted from the Administrative Services Fund. Charges for Services will be available to fund these costs.				
\$7,500 is needed for ADA entry button installation in the common area restrooms. Contingency is available to cover these costs.				

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2014

SIGNED this _____ day of _____, 2014

Mayor

City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2014-_____

AUTHORIZING THE CITY MANAGER TO ENTER INTO
AGREEMENT WITH DAY HEATING FOR REPAIR OF POLICE
DEPARTMENT HVAC SYSTEM

WHEREAS, the HVAC system located in the Keizer Police Department has
failed;

WHEREAS, the City Manager has determined that this project is an emergency
under public contracting rules due to being a substantial risk of interruption of services
due to the failure of equipment and a threat to the health, welfare and safety of the public
and employees;

WHEREAS, the parties have negotiated an agreement for the repair of the HVAC
system;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City
Manager is authorized to enter into an agreement with Day Heating in the amount of
\$26,967.00 for the repair of the HVAC system located in the Keizer Police Department.

BE IT FURTHER RESOLVED that the City Manager is directed and authorized
to take all actions necessary and appropriate to repair the HVAC system.

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
2 upon the date of its passage.

3 PASSED this _____ day of _____, 2014.

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5 SIGNED this _____ day of _____, 2014.

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Mayor

City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2014-

AUTHORIZATION FOR SUPPLEMENTAL BUDGET AND APPROPRIATIONS TRANSFERS

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning.

WHEREAS ORS 294 allows for a transfer of appropriation within a fund when authorized by resolution of the governing body of a municipal corporation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2015:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
Administrative Services Fund				
Materials & Services	854,500	27,000		881,500
Contingency	233,500		27,000	206,500
To transfer appropriations from contingency to materials and services to provide for the repair of the Police Department's HVAC system.				

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon the date of its passage.

PASSED this ____ day of _____, 2014

SIGNED this ____ day of _____, 2014

Mayor

City Recorder