

RESOLUTION NO. 14-01

BE IT RESOLVED that the following wages be paid per month starting July 1, 2013 as well as the payroll taxes affiliated with said wages:

Recorder/Water Clerk		\$2,273.00
Recorder	\$1,068.31	
Water Clerk	\$1,204.69	

Maintenance Person		\$2,520.00
Park	\$ 604.80	
Street	\$ 730.80	
Water	\$1,184.40	

and that the following hourly rate be paid as well as payroll taxes affiliated with said wages:

Librarian \$13.97 July 1, 2013 through June 30, 2014

The contract with the Special Library District mandates that librarians be paid 1.5 times the minimum wage set by the State of Oregon, which is reflected in the above wage increase.

These wages and hourly paid are for employees currently on the payroll effective July 1, 2013.

The purpose of this resolution is to set the wages that were budgeted for the fiscal year 2013-2014.

PASSED BY THE COMMON COUNCIL this 8 day of January, 2014.



Mayor



Recorder

RESOLUTION NO. 14-02

BE IT RESOLVED that the following transfers occur:

GENERAL FUND

ADMINISTRATIVE:

Transfer From:	Transfer to Other Funds	\$5,000.00
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CITY EQUIPMENT CAPITAL FUND

Transfer To:	Equipment	\$5,000.00
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The purpose of this resolution is to transfer a portion of the funds that were budgeted for transfer in the 2013-2014 fiscal year.

ADOPTED by the Common Council this 8 day of January, 2014.



Mayor



Recorder

RESOLUTION # 14-03

This resolution establishes procedures for major and minor acquisitions for the City of Adams and replaces Resolution #91-16 therefore:

BE IT RESOLVED by the Common Council of the City of Adams that the following procedures be established.

A. PURCHASES AND CONTRACTS (No Personal)

Purchases and contracts for equipment, materials and supplies involving no personal services shall be made in the following manner:

- (1) The Recorder or other qualified individuals so delegated by the Common Council, shall make purchases not to exceed \$2,000 in the open market using small purchases procedure (including petty cash and blanket purchase agreements) after such inquiry as necessary to ensure that the price obtained is the most advantageous to the City. The Common Council shall adopt procedure for audit of the petty cash fund to eliminate abuse and misuse. Specific use of the petty cash fund should be defined by the Common Council.
- (2) Purchases involving a single project and a dollar amount from \$2,001 to \$5,000 must have approval of two (2) council members, or his/her delegee.
- (3) Purchases involving a single project and a dollar amount from \$5,001 to \$50,000, the Contract Review Board or their delegee shall use competitive quotes and invite offers orally, by telephone, or in writing. A file shall be kept with an abstract of invitations made and offers received. No contractor may be awarded in the aggregate within a fiscal year contracts in excess of \$100,000 without competitive bidding. To be binding on the City, all contracts over \$5,000 shall be in writing and executed by the Contract Review Board.
- (4) For purchases and contracts in excess of \$50,000, the Contract Review Board or their delegee shall use formal advertising methods soliciting sealed bids (unless otherwise justified). All bid advertisements shall comply with the statutory requirements prescribed in ORS. All bid advertisements shall contain the phrase "Equal Opportunity Provider and Employer". The City Council shall after a recommendation from the Contract Review Board, award the contract to the appropriate party or reject all bids.
- (5) The City shall endeavor to enter into intergovernmental agreements if appropriate, enabling the City to use State and local purchasing contracts, and request that the contracting agency note in the applicable contracts that use by the City is authorized.
- (6) All procurement of equipment, materials, and supplies involving no personal services shall be submitted on "Request for Reimbursement" form along with proofs of expenditures.
- (7) Mileage shall be paid at a rate to be determined by the City Council in alignment with IRS standard mileage rates.

B. PURCHASES AND CONTRACTS

Purchases and contracts for the construction, maintenance and repair of City property shall be by a competitive bidding process (as defined by Oregon Statutes) unless the Contract Review Board determines that the awarding of the contract without competitive bidding is in the public interest and the following conditions are met:

RESOLUTION NO. 14-04

BE IT RESOLVED that the following transfers occur:

GENERAL

ADMINISTRATION:

Transfer From:	Transfer Out	\$5,000.00
	Contingency	\$ 400.00
	League of Oregon Cities	\$ 100.00
	Treasurer's Expense	\$ 100.00

GENERAL

ADMINISTRATION:

Transfer To:	Insurance	\$ 200.00
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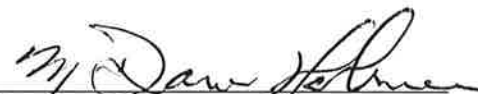
CITY EQUIPMENT FUND

Transfer To:	Transfers In	\$5,400.00
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The purpose of this resolution is to transfer funds for unanticipated expenses and as budgeted.

ADOPTED by the Common Council this 13 day of March, 2014.


Recorder


Mayor

RESOLUTION NO. 14-05

BE IT RESOLVED that the following transfers occur:

LIBRARY:


Transfer From: Training \$1,000.00

LIBRARY:

Transfer To: Special Programs \$1,000.00

The purpose of this resolution is to transfer funds for unanticipated expenses and as budgeted.

ADOPTED by the Common Council this 14 day of May, 2014.



Recorder



Mayor

RESOLUTION NO. 14-06

**A RESOLUTION AUTHORIZING THE CONVERSION OF
THE BASIS OF ACCOUNTING FROM ACCRUAL TO MODIFIED-CASH
FOR ALL CITY FUNDS.**

WHEREAS, the City of Adams maintains ten governmental funds known as General Fund, Library Fund, Gas Tax Fund, State Revenue Sharing Fund, Water System Replacement Fund, Water Reserve Loan Fund, Park Recreational Capital Fund, Library Capital Fund, City Equipment Capital Fund, and Capital Outlay Reserve Fund; one fiduciary fund known as MERP Fiduciary Fund; and one business-type fund known as Water Fund,

AND, WHEREAS, all city funds' financial activities are reported annually on the accrual basis of accounting,

AND, WHEREAS, every other city fund uses the modified-cash basis of accounting for financial reports,

AND, WHEREAS, as the use of the accrual basis of accounting for all city funds is not a legal requirement and only required under GAAP (Generally Accepted Accounting Principles),

AND, WHEREAS, the use of accrual basis of accounting requires more staff time and presents a different picture of the financial status of a fund than the modified-cash basis of accounting,


NOW, THEREFORE, BE IT RESOLVED, the Adams City Council, beginning with fiscal year 2013-2014, authorizes the use of the modified-cash basis of accounting for all funds, including governmental, fiduciary, and business-type funds, to reduce the time required to develop the City's financial reports and the annual audit.

ADOPTED by the Common Council of the City of Adams on this 11 day of June, 2014.

APPROVED:


Mayor

ATTEST:


City Recorder

RESOLUTION NO. 14-07

BE IT RESOLVED, that the Adams City Council hereby adopts the budget approved by the budget committee of the City of Adams on April 14, 2014 for fiscal year 2014-2015 in the sum of \$651,468 now on file at the City Hall.

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2014, and for the purposes shown below are hereby appropriated:

GENERAL FUND

Administrative Dept.	
Personal Services	\$ 26,430
Materials and Services	43,500
Capital Outlay	7,000
Transfers	11,500
Fund Total	\$ 88,430
Park Dept.	
Personal Services	10,730
Materials and Services	16,300
Transfers	1,500
Fund Total	\$ 28,530
Non Operational	
Contingency	29,410
Fund Total	\$ 29,410

WATER

Personal Services	38,930
Materials and Services	34,700
Capital Outlay	25,510
Debt Service	25,000
Transfers	15,500
Contingency	17,000
Fund Total	\$156,640

LIBRARY

Personal Services	24,260
Materials and Services	17,600
Fund Total	\$ 41,860

STREETS-GAS TAX

Personal Services	12,370
Materials and Services	29,500
Capital Outlay	56,000
Transfers	1,500
Fund Total	\$ 99,370

STATE REVENUE SHARING

Materials and Services	3,200
Fund Total	\$ 3,200

WATER SYSTEM REPLACEMENT FUND

Capital Outlay	71,550
Fund Total	\$ 71,550

RESOLUTION NO. 14-08

BE IT RESOLVED that the City of Adams resolves as follows:

SECTION 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for the fiscal year 2014-2015.

Passed by the Common Council the 11 day of June, 2014.

Approved by the Mayor this 11 day of June, 2014.

Mayor 

Attest 

I certify that a public hearing before the Budget Committee was held on April 14, 2014 and a public hearing before the City Council was held on June 11, 2014, giving citizens an opportunity to comment on use of State Revenue Sharing.


City Recorder

RESOLUTION NO. 14-10

BE IT RESOLVED that the following transfers occur:

GENERAL FUND

ADMINISTRATIVE:

Transfer From:	Miscellaneous Planning	\$1,100.00
	Insurance	\$800.00

PARK:

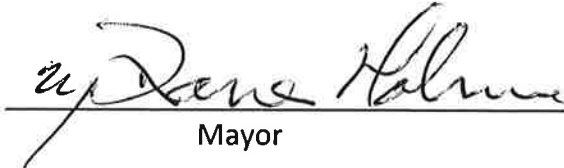
Transfer To:	Insurance	\$550.00
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STREET FUND


Transfer To:	Insurance	\$1,350.00
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The purpose of this resolution is to transfer funds for unanticipated expenses in the 2014-2015 fiscal year.

ADOPTED by the Common Council this 10th day of December, 2014.



Mayor



Recorder