

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2015-27

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE DESIGNATION OF THE FACILITY AND EQUIPMENT PURCHASE OR MAINTENANCE FUND**

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WHEREAS, DMC Chapter 4.04, Fiscal Policies, Section 4.03.030, Funds Designated, allows that additional funds may be created as needed by resolution; and

WHEREAS, Resolution No. 2010-27 created the Equipment Replacement Capital Project Fund which is to provide funds and access to financing to purchase vehicles and motorized equipment; and

WHEREAS, it has been determined that this fund is too restrictive for its use; and

WHEREAS, this resolution will modify the above resolution to expand the usage of this fund for repair and maintenance of facilities and for the purchase of small equipment that is needed throughout the City; and

WHEREAS, capital equipment has been changed to facility and equipment with a replacement or repair cost of >\$5,000 (greater than \$5,000); and

WHEREAS, the newly named Facility and Equipment Purchase or Maintenance Fund expenditures will be considered yearly during the budget process with recommendations coming from the following documents:

1. City of Dillingham Vehicles, Heavy Equipment and other Equipment >\$20,000; and
2. City of Dillingham Equipment, Attachments and Technology \$5,000 - \$20,000; and
3. City Facilities Maintenance & Repairs; and

WHEREAS, expenditures from the account needed from the fund after the budget is approved will be presented to the council for approval; and

WHEREAS, City of Dillingham staff will update the above documents on a yearly basis and bring recommendations forward; and

WHEREAS, the fund will maintain a minimum balance of \$50,000 for unforeseen needs; and

WHEREAS, if an emergency purchase was necessary funds would be appropriated by the City Council and deposited into this fund to address the emergency; and

WHEREAS, funding for the Facility and Equipment Purchase or Maintenance Fund will be from unappropriated reserves, sales of City's salvageable capital equipment, or other sources in the amount the Council deems appropriate;

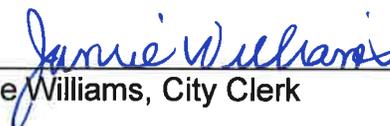
NOW, THEREFORE, BE IT RESOLVED that Dillingham City Council renames the Equipment Replacement Capital Project Fund created through Resolution 2010-27 to the Facility and Equipment Purchase or Maintenance Fund with facility and equipment cost >\$5,000.

PASSED and ADOPTED by the Dillingham City Council on May 14, 2015.

  
Alice Ruby, Mayor

ATTEST:

[SEAL]

  
Janice Williams, City Clerk

Attachment to:

Ordinance No. \_\_\_\_\_ / Resolution No. 2015-27

**Subject:**

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE DESIGNATION OF THE FACILITY AND EQUIPMENT PURCHASE OR MAINTENANCE FUND

City Manager: Recommend Approval

Signature: Rose Doera

Route to	Department Head	Signature	Date
X	Finance Director	<i>Amelia M. Fuller</i>	5/4/15
X	City Clerk	<i>J. Williams</i>	5/4/15

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- Resolution No. 2010-27

**Summary Statement:**

Resolution No. 2010-27 created a Equipment Replacement Capital Project Fund that was used only for vehicle replacement. The Council has been putting \$50,000 per year into this fund to replace vehicles with capital expenditures defined as equipment with a replacement cost >\$10,000.

There are other needs for purchases and repairs in the City and it is being recommended that the above mentioned fund be used for those as well. Changing the name to Facility and Equipment Purchase or Maintenance Fund with expenditures being >\$5,000.



Ordinance No. \_\_\_\_\_ / Resolution No. 2015-27

**Summary Statement continued:**

Staff has created three documents that will be updated annually and recommendations from the fund will be done through the budget process:

1. City of Dillingham Vehicles, Heavy Equipment and other Equipment >\$20,000
2. City of Dillingham Equipment, Attachments and Technology \$5,000 - \$20,000
3. City Facilities Maintenance and Repairs.

The fund will maintain a balance of \$50,000 for unseen expenditures. Any expenditures from this fund will need council approval if not appropriated through the budget process.



CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2010-27

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE DESIGNATED USE OF THE EQUIPMENT REPLACEMENT CAPITAL PROJECT FUND AND ADOPTING THE FLEET MANAGEMENT OPERATING PROCEDURES.**

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WHEREAS, DMC Chapter 4.04, Fiscal Policies, Section 4.03.030, Funds Designated, allows that additional funds may be created as needed by resolution; and,

WHEREAS, during the FY 2008 budget the Council determined there was a need to establish the Equipment Replacement Fund, hereto named the Equipment Replacement Capital Project Fund, to provide funds and access to financing to purchase vehicles and motorized equipment; and,

WHEREAS, the Dillingham City Council approved the following transfer of funds to the Equipment Replacement Capital Project Fund through the annual budget process as follows:

FY 2008	\$50,000
FY 2009	\$50,000
FY 2010	<u>\$50,000</u>
Total	\$150,000

WHEREAS, capital equipment is defined as equipment with a replacement cost of >\$10,000 (greater than \$10,000); and,

WHEREAS, when capital equipment approaches the last five years of its useful life it will be placed on the Five (5) Year Capital Equipment Replacement Schedule and reviewed as part of the City's Five (5) Year Capital Improvement Program during the City's annual budget cycle; and,

WHEREAS, funding for the Equipment Replacement Capital Project Fund will be from unappropriated reserves, sales of the City's salvageable capital equipment, or other sources in an amount the Council deems appropriate; and,

WHEREAS, annually at the adoption of the fiscal budget a portion of the anticipated unappropriated reserve may be transferred to the fund;

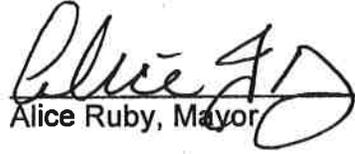
NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council approves the designated use of the Equipment Replacement Capital Project Fund;

BE IT FURTHER RESOLVED that the City Council adopts under Policies and Procedures, Fleet Management Operating Procedures, Policy No. 03-10, which includes procedures for determining when COD vehicles and motorized equipment are eligible for replacement, and to describe the process of accomplishing replacement;

BE IT FURTHER RESOLVED that a copy of Policy No. 03-10, Fleet Management Operating Procedures, is attached to this resolution.

PASSED and ADOPTED by the Dillingham City Council on May 20, 2010.

SEAL:

  
\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

  
\_\_\_\_\_  
Karen McCambly, Acting City Clerk