

Council Business Meeting

June 15, 2021

Agenda Item	Resolution 2021-16 Adopting a Supplemental Budget for Changes to the 2019-21 Biennial Budget	
From	Melanie Purcell	Finance Director
Contact	Melanie.Purcell@ashland.or.us (541) 552-2003	

SUMMARY

During the Biennium, there are times that budget adjustments are required to recognize changes in revenues and expenditures. The proposed budget amendments do not increase appropriations by more than ten percent and a public hearing is not required.

POLICIES, PLANS & GOALS SUPPORTED

N/A

PREVIOUS COUNCIL ACTION

N/A

BACKGROUND AND ADDITIONAL INFORMATION

Oregon budget law (ORS 294.471) provides for a mid-year amendment to the budget through the supplemental budget process. This supplement budget contains two types of amendments: the first is merely a transfer of appropriations from one category to another which does not increase nor decrease the original budget; and the second is an additional appropriation of revenue which will increase the total budget. Because these proposed changes consist of transfer and additional appropriation of less than ten percent of the budgeted fund, Oregon budget law allows adoption by Council Resolution with no public hearing required.

The budget amendment reflects multiple increases in appropriations. These include covering professional services charges related to processing debt service payments. The purchase of hardware and software in the Recorder's Office and Information Technology Department are being offset by savings from vacant positions in other areas.

<u>Transfer of appropriation only:</u>		
Debt Service Fund	To transfer to cover the professional charges for GO Bonds	1,000
Central Service Fund	To cover the cost of additional software	20,000
Central Service Fund	To cover the cost of unanticipated equipment	150,000
Total transfer of appropriation needed		\$ 171,000

The budget amendments reflect several adjustments for transfer of appropriation to ensure compliance level. These include grants awarded to the Fire Department and the Ashland Parks and Recreation Commission. Below is the explanation of the needed transfers.

<u>Increase In appropriation:</u>		
General Fund	Grants received from various sources	258,250
Parks Fund	Grants received from various sources	34,764
Total Increased Appropriation		\$ 293,014

FISCAL IMPACTS

The Supplemental Budget transfers appropriations or increases appropriations within the budget to reflect additional revenue received from outside sources.

STAFF RECOMMENDATION

That the Council adopt the attached resolution to authorize proposed changes as defined within this report for a 2019/21 supplemental budget.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to adopt Resolution 2021-16 authorizing a 2019/21 supplement budget.

REFERENCES & ATTACHMENTS

Attachment 1: Resolution Adopting the Supplemental Budget

Attachment 2: Staff Budget Transfer Requests

1 **RESOLUTION NO. 2021-16**

2 A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR CHANGES TO THE
3 2019/21 BIENNIAL BUDGET

4 **RECITALS:**

5 ORS 294.471 permits the governing body of a municipality to make a supplemental budget for
6 one or more of the following reasons:

- 7 a. An occurrence or condition which had not been ascertained at the time of the preparation
8 of a budget for the current year which requires a change in financial planning.
- 9 b. A pressing necessity which was not foreseen at the time of the preparation of the budget
10 for the current year which requires prompt action.
- 11 c. Funds were made available by another unit of federal, state or local government and the
12 availability of such funds could not have been ascertained at the time of the preparation of the
13 budget for the current year.

14 **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON,**
15 **RESOLVES AS FOLLOWS:**

16 SECTION 1. In accordance with provisions stated above, the Mayor and City Council of the
17 City of Ashland determine that it is necessary to adopt a supplemental budget, establishing the
18 following amendments:

	Additional appropriations:	
	Appropriation	Resource
General Fund		
Fire Department	258,250	
Intergovernmental		258,250
	\$ 258,250	\$ 258,250
Parks General fund		
Parks Division	6,836	
Recreation Division	1,932	
Golf Course Division	987	
Forestry Division	15,000	
Senior Services Division	10,009	
Intergovernmental		34,764
	\$ 34,764	\$ 34,764

	<u>Transfers:</u>	
	<u>Appropriation</u>	<u>Resource</u>
<u>Debt Fund</u>		
Material & Services	1,000	
Ending Fund Balance		1,000
	\$ 1,000	\$ 1,000
<u>Telecommunication Fund</u>		
IT - Materials and Services	150,000	
IT - Personnel Services		100,000
Contingency		50,000
	\$ 150,000	\$ 150,000
<u>Central Services Fund</u>		
City Recorder Division	20,000	
Finance Department		20,000
	\$ 20,000	\$ 20,000

SECTION 2. All other provisions of the adopted 2019-2021 BIENNIUM BUDGET not specifically amended or revised in this Supplemental Budget remain in full force and effect as stated therein.

SECTION 3. This resolution is effective upon adoption.

ADOPTED by the City Council this _____ day of _____, 20__.

ATTEST:

Melissa Huhtala, City Recorder

SIGNED and APPROVED this _____ day of _____, 20__.

Julie Akins, Mayor

Reviewed as to form:

David H. Lohman, City Attorney

Budget Transfer Request

Date: _____

Department: _____

Explanation of request:

Transfer From

Account Number	Line Item Name	Amount
Total Amount of Transfer		

Transfer To

Account Number	Line Item Name	Amount
Total Amount of Transfer		

Requested By: _____

Approved By: _____
Department Head

Budget Transfer Request

Date: _____

Department: _____

Explanation of request:

Transfer From

Account Number	Line Item Name	Amount
Total Amount of Transfer		

Transfer To

Account Number	Line Item Name	Amount
Total Amount of Transfer		

Requested By: _____

Approved By: _____
Department Head

Budget Transfer Request

Date: _____

Department: _____

Explanation of request:

Transfer From

Account Number	Line Item Name	Amount
Total Amount of Transfer		

Transfer To

Account Number	Line Item Name	Amount
Total Amount of Transfer		

Requested By: _____

Approved By: _____
Department Head

Budget Supplemental Request

Date: 6/4/21

Department: Fire

Explanation of request:

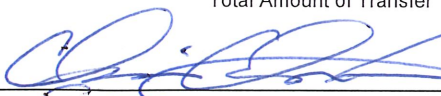
This budget supplement encompasses several external grants received by
Ashland Fire & Rescue in the past six months including the FEMA pre-disaster
mitigation grant awarded May 10th that will start expenditure this fiscal year
and continue for 3 years.

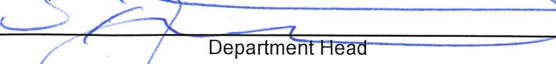
New Revenue

Account Number	Line Item Name	Amount
	ODF Fuels Grant	\$ 173,500
	DEQ Air Quality	\$ 35,000
	FEMA PDM	\$ 14,000.00
	BLM Fire Education	\$ 750.00
	TNC Fire Learning Network	\$ 10,000.00
	Fire Learning Network	\$ 25,000.00
Total Amount of Transfer		\$ 258,250.00

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
Personal Services		\$ 24,671.00
Materials & Services		\$ 233,579.00
Total Amount of Transfer		\$ 258,250.00

Requested By: 

Approved By: 
Department Head

Budget Supplemental Request

Date: _____

Department: _____

Explanation of request:

New Revenue

Account Number	Line Item Name	Amount
Total Amount of Transfer		_____

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
Total Amount of Transfer		_____

Requested By: _____

Approved By: Michael A. Black
Department Head



Board Members

*Mike Gardiner, President * Donna Rhee, Vice President * Michael Murray, Treasurer
Jeff Mangin, Secretary * Mark Knox*

December 07, 2020

APRC - Ashland Parks & Recreation Commission
340 S. Pioneer St
Ashland, OR 97520

It is a pleasure to present a grant in the amount of \$87.83 to APRC - Ashland Parks & Recreation Commission to be used to support the following program activity: Equipment for Virtual Programs. This grant was made to further the mission of the Ashland Parks Foundation (APF), to enhance Ashland's quality of life by financially supporting its parks system and other non-profit recreational groups and projects.

By accepting this grant your organization certifies that the grantee will furnish to APF any information concerning a change in the proposal. When making any public announcement about this grant, we would appreciate it if you would recognize the support from the Ashland Parks Foundation.

Sincerely,

Mike Gardiner, President
Ashland Parks Foundation

Senior Services Grants

0211.430120.000723.100

check # 918



Ashland

PARKS FOUNDATION

Board Members

*Mike Gardiner, President * Donna Rhee, Vice President * Michael Murray, Treasurer
Jeff Mangin, Secretary * Mark Knox*

December 07, 2020

APRC - Ashland Parks & Recreation Commission
340 S. Pioneer St
Ashland, OR 97520

It is a pleasure to present a grant in the amount of \$1,501.58 to APRC - Ashland Parks & Recreation Commission to be used to support the following program activity: Computer Equipment. This grant was made to further the mission of the Ashland Parks Foundation (APF), to enhance Ashland's quality of life by financially supporting its parks system and other non-profit recreational groups and projects.

By accepting this grant your organization certifies that the grantee will furnish to APF any information concerning a change in the proposal. When making any public announcement about this grant, we would appreciate it if you would recognize the support from the Ashland Parks Foundation.

Sincerely,


Mike Gardiner, President
Ashland Parks Foundation

*Senior Services Grants
0211,430120.000723.100
check #918*



Board Members

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Jeff Mangin, Secretary * Mark Knox*

March 16, 2021

APRC - Ashland Parks & Recreation Commission
340 S. Pioneer St
Ashland, OR 97520

It is a pleasure to present a grant in the amount of \$119.99 to APCR - Ashland Parks & Recreation Commission to be used to support the following program activity: Folding Screen for Zoom Classes. This grant was made to further the mission of the Ashland Parks Foundation (APF), to enhance Ashland's quality of life by financially supporting its parks system and other non-profit recreational groups and projects.

By accepting this grant your organization certifies that the grantee will furnish to APF any information concerning a change in the proposal. When making any public announcement about this grant, we would appreciate it if you would recognize the support from the Ashland Parks Foundation.

Sincerely,

Mike Gardiner, President
Ashland Parks Foundation



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March 16, 2021

APRC - Ashland Parks & Recreation Commission
340 S. Pioneer St
Ashland, OR 97520

It is a pleasure to present a grant in the amount of \$987.29 to APRC - Ashland Parks & Recreation Commission to be used to support the following program activity: Driving Range Mats. This grant was made to further the mission of the Ashland Parks Foundation (APF), to enhance Ashland's quality of life by financially supporting its parks system and other non-profit recreational groups and projects.

By accepting this grant your organization certifies that the grantee will furnish to APF any information concerning a change in the proposal. When making any public announcement about this grant, we would appreciate it if you would recognize the support from the Ashland Parks Foundation.

Sincerely,

Mike Gardiner, President
Ashland Parks Foundation



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March 16, 2021

APRC - Ashland Parks & Recreation Commission
340 S. Pioneer St
Ashland, OR 97520

It is a pleasure to present a grant in the amount of \$1,035.40 to APRC - Ashland Parks & Recreation Commission to be used to support the following program activity: Nature Center Bird Seed. This grant was made to further the mission of the Ashland Parks Foundation (APF), to enhance Ashland's quality of life by financially supporting its parks system and other non-profit recreational groups and projects.

By accepting this grant your organization certifies that the grantee will furnish to APF any information concerning a change in the proposal. When making any public announcement about this grant, we would appreciate it if you would recognize the support from the Ashland Parks Foundation.

Sincerely,

Mike Gardiner, President
Ashland Parks Foundation



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March 16, 2021

APRC - Ashland Parks & Recreation Commission
340 S. Pioneer St
Ashland, OR 97520

It is a pleasure to present a grant in the amount of \$896.36 to APCR - Ashland Parks & Recreation Commission to be used to support the following program activity: Nature Center Sign Replacement. This grant was made to further the mission of the Ashland Parks Foundation (APF), to enhance Ashland's quality of life by financially supporting its parks system and other non-profit recreational groups and projects.

By accepting this grant your organization certifies that the grantee will furnish to APF any information concerning a change in the proposal. When making any public announcement about this grant, we would appreciate it if you would recognize the support from the Ashland Parks Foundation.

Sincerely,

Mike Gardiner, President
Ashland Parks Foundation

Budget Supplemental Request

Date: _____

Department: _____

Explanation of request:

New Revenue

Account Number	Line Item Name	Amount
Total Amount of Transfer		

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
Total Amount of Transfer		

Requested By: _____

Approved By: Michael A. Black
Department Head



Ashland

PARKS FOUNDATION

Board Members

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December 07, 2020

APRC - Ashland Parks & Recreation Commission
340 S. Pioneer St
Ashland, OR 97520

It is a pleasure to present a grant in the amount of \$1,389.60 to APRC - Ashland Parks & Recreation Commission to be used to support the following program activity: Slide replacement at Lithia Park. This grant was made to further the mission of the Ashland Parks Foundation (APF), to enhance Ashland's quality of life by financially supporting its parks system and other non-profit recreational groups and projects.

By accepting this grant your organization certifies that the grantee will furnish to APF any information concerning a change in the proposal. When making any public announcement about this grant, we would appreciate it if you would recognize the support from the Ashland Parks Foundation.

Sincerely,

Mike Gardiner, President
Ashland Parks Foundation



Ashland

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December 07, 2020

APRC - Ashland Parks & Recreation Commission
340 S. Pioneer St
Ashland, OR 97520

It is a pleasure to present a grant in the amount of \$2,349.00 to APRC - Ashland Parks & Recreation Commission to be used to support the following program activity: Swing set replacement at Lithia Park. This grant was made to further the mission of the Ashland Parks Foundation (APF), to enhance Ashland's quality of life by financially supporting its parks system and other non-profit recreational groups and projects.

By accepting this grant your organization certifies that the grantee will furnish to APF any information concerning a change in the proposal. When making any public announcement about this grant, we would appreciate it if you would recognize the support from the Ashland Parks Foundation.

Sincerely,

Mike Gardiner, President
Ashland Parks Foundation



Ashland

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Board Members

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March 16, 2021

APRC - Ashland Parks & Recreation Commission
340 S. Pioneer St
Ashland, OR 97520

It is a pleasure to present a grant in the amount of \$1,280.00 to APCR - Ashland Parks & Recreation Commission to be used to support the following program activity: Memorial Plaques and Bench Frames. This grant was made to further the mission of the Ashland Parks Foundation (APF), to enhance Ashland's quality of life by financially supporting its parks system and other non-profit recreational groups and projects.

By accepting this grant your organization certifies that the grantee will furnish to APF any information concerning a change in the proposal. When making any public announcement about this grant, we would appreciate it if you would recognize the support from the Ashland Parks Foundation.

Sincerely,

Mike Gardiner, President
Ashland Parks Foundation



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March 16, 2021

APRC - Ashland Parks & Recreation Commission
340 S. Pioneer St
Ashland, OR 97520

It is a pleasure to present a grant in the amount of \$663.00 to APRC - Ashland Parks & Recreation Commission to be used to support the following program activity: Hunter Park Bleacher Repair (Maintenance). This grant was made to further the mission of the Ashland Parks Foundation (APF), to enhance Ashland's quality of life by financially supporting its parks system and other non-profit recreational groups and projects.

By accepting this grant your organization certifies that the grantee will furnish to APF any information concerning a change in the proposal. When making any public announcement about this grant, we would appreciate it if you would recognize the support from the Ashland Parks Foundation.

Sincerely,

Mike Gardiner, President
Ashland Parks Foundation



Ashland

PARKS FOUNDATION

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April 05, 2021

APRC - Ashland Parks & Recreation Commission
340 S. Pioneer St
Ashland, OR 97520

It is a pleasure to present a grant in the amount of \$1,155.00 to APCR - Ashland Parks & Recreation Commission to be used to support the following program activity: Nature Center String Trimmer. This grant was made to further the mission of the Ashland Parks Foundation (APF), to enhance Ashland's quality of life by financially supporting its parks system and other non-profit recreational groups and projects.

By accepting this grant your organization certifies that the grantee will furnish to APF any information concerning a change in the proposal. When making any public announcement about this grant, we would appreciate it if you would recognize the support from the Ashland Parks Foundation.

Sincerely,

Mike Gardiner, President
Ashland Parks Foundation

Budget Supplemental Request

Date: _____

Department: _____

Explanation of request:

New Revenue

Account Number	Line Item Name	Amount
Total Amount of Transfer		

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
Total Amount of Transfer		

Requested By: _____

Approved By: Michael A. Black
Department Head



Ashland PARKS FOUNDATION

Board Members

Mike Gardiner, President * Donna Rhee, Vice President * Michael Murray, Treasurer
Jeff Mangin, Secretary * Mark Knox

March 16, 2021

APRC - Ashland Parks & Recreation Commission
340 S. Pioneer St
Ashland, OR 97520

It is a pleasure to present a grant in the amount of \$3,375.00 to APRC - Ashland Parks & Recreation Commission to be used to support the following program activity: Fire Mitigation along Beer Creek. This grant was made to further the mission of the Ashland Parks Foundation (APF), to enhance Ashland's quality of life by financially supporting its parks system and other non-profit recreational groups and projects.

By accepting this grant your organization certifies that the grantee will furnish to APF any information concerning a change in the proposal. When making any public announcement about this grant, we would appreciate it if you would recognize the support from the Ashland Parks Foundation.

Sincerely,

Mike Gardiner, President
Ashland Parks Foundation

ASHLAND PARKS FOUNDATION
340 S PIONEER ST
ASHLAND, OR 97520-2729

926

96-505/1232
50019

DATE 03.16.2021

PAY TO THE
ORDER OF

APRC

\$ 3375.00

Three thousand three hundred seventy five DOLLARS



UMPQUA BANK (866) 486-7782

FOR

Greenway

⑆ 123205054⑆

8072035429⑈

0926

Holland Clark

0211.430120,000735.100

A 501(c)3 Non-Profit Organization * IRS # 93-1158929



Ashland PARKS FOUNDATION

Board Members

Mike Gardiner, President * Donna Rhee, Vice President * Michael Murray, Treasurer
Jeff Mangin, Secretary * Mark Knox

March 16, 2021

APRC - Ashland Parks & Recreation Commission
340 S. Pioneer St
Ashland, OR 97520

It is a pleasure to present a grant in the amount of \$6,627.86 to APRC - Ashland Parks & Recreation Commission to be used to support the following program activity: Project Reimbursement (Enders Shelter, Dog Park & Hald Strawberry). This grant was made to further the mission of the Ashland Parks Foundation (APF), to enhance Ashland's quality of life by financially supporting its parks system and other non-profit recreational groups and projects.

By accepting this grant your organization certifies that the grantee will furnish to APF any information concerning a change in the proposal. When making any public announcement about this grant, we would appreciate it if you would recognize the support from the Ashland Parks Foundation.

Sincerely,


Mike Gardiner, Pres
Ashland Parks Foun

ASHLAND PARKS FOUNDATION
340 S PIONEER ST
ASHLAND, OR 97520-2729

925
96-505/1232
50019

DATE 03-17-2021

PAY TO THE
ORDER OF

APRC

\$ 6627.86

Six thousand Six hundred twenty Seven and 86/100 DOLLARS



UMPQUA BANK (866) 486-7782

FOR



⑆ 123 205054⑆

807 20354 29⑈

0925

Harland Clark

0211.430120.000735.100 - grant awarded for past projects finished. Projects completed using APRC funds. This reimbursement is being reallocated to wildfire mitigation.
A 501(c)3 Non-Profit Organization * IRS # 93-1158929

Budget Supplemental Request

Date: _____

Department: _____

Explanation of request:

New Revenue

Account Number	Line Item Name	Amount
Total Amount of Transfer		_____

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
Total Amount of Transfer		_____

Requested By: Tara Kiewel

Approved By: Michael A. Black
Department Head