

Council Business Meeting

May 1, 2018

Title: 2017/19 Supplemental Budget & Resolution
From: Mark Welch Director of Administrative Services
mark.welch@ashland.or.us

Summary:

It is necessary to amend the 2017/19 biennial budget in order to recognize new grant funds.

Actions, Options, or Potential Motions:

I move to adopt a Resolution authorizing a 2017/19 supplemental budget.

Staff Recommendation:

That Council adopt the attached resolution to authorize proposed changes as defined within this report for a 2017/19 supplemental budget.

Policies, Plans and Goals Supported:

Administrative/Governance goal:

“To ensure on-going fiscal ability to provide desired and required services at an acceptable level”

Background and Additional Information:

Oregon budget law (ORS 294.471) provides for mid-year amendments to the budget through the supplemental budget process.

This supplemental budget contains an additional appropriation of revenue which will increase the total budget. Because these proposed changes consist of transfers and additional appropriation of less than 10% of the budgeted fund, Oregon budget law allows adoption by Council resolution with no public hearing requirement.

For additional detail, please refer to the attached “Budget Supplemental Request” forms which provide a revenue source, expenditure account and brief description of the request.

The following illustrates the proposed budget changes:

	<u>Appropriation</u>	<u>Resource</u>
General Fund		
Fire and Rescue Department	2,277,903	
Grant Revenue		2,277,903
	\$ 2,277,903	\$ 2,277,903

Attachments:

Resolution Adopting the Supplemental Budget
Staff Budget Supplemental Requests & Information

Memo from the Fire Department

RESOLUTION NO. 2018-11

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET
FOR CHANGES TO THE 2017/19 BIENNIAL BUDGET**

Recitals:

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

- a. 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.
- b. A pressing necessity which was not foreseen at the time of the preparation of the budget for the current year which requires prompt action.
- c. Funds were made available by another unit of federal, state or local government and the availability of such funds could not have been ascertained at the time of the preparation of the budget for the current year.

THE CITY OF ASHLAND RESOLVES AS FOLLOWS:

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

	<u>Appropriation</u>		<u>Resource</u>
<u>General Fund</u>			
Fire and Rescue Department	2,277,903		
Grant Revenue			2,277,903
	\$ 2,277,903		\$ 2,277,903

Section 2. All other provisions of the adopted 2017-2019 BIENNIUM BUDGET not specifically amended or revised in this Supplemental Budget remain in full force and effect as stated therein.

Section 3. This resolution was duly PASSED and ADOPTED this 1st day of May, 2018, and takes effect upon signing by the Mayor.

Melissa Huhtala, City Recorder

SIGNED and APPROVED this ____ day of May, 2018.

John Stromberg, Mayor

Reviewed as to form:

David Lohman, City Attorney

Budget Supplemental Request

Date: April 17th, 2018

Department: Ashland Fire & Rescue

Explanation of request:

This supplemental budget request is to add previously unbudgeted grant funds into the Forest Division from various sources, the largest of which is from the City's six-year grant from the Oregon Watershed Enhancement Board, or OWEB for forest habitat restoration and wildfire safety.

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New Revenue

Account Number	Line Item Name	Amount
0110.430123	OWEB Implementation Grant	\$ 1,997,902
0110.430123	TNC PERFECT Grant	\$ 31,000
0110.430123	TNC FLN Grant	\$ 10,000.00
0110.430123	County Title III Grants	\$ 49,078.16
0110.430123	OWEB and AFR SPA Grants	\$ 153,920.00
0110.430123	OWEB Technical Assistance	\$ 6,000.00
Total Amount of Transfer		\$ 2,247,900.16

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
072900.604106	Forestry	\$ 1,997,902.00
072900.604160	Other	\$ 10,000.00
072900.606100	Advertising	\$ 37,000.00
072900.610355	Firewise Communities	\$ 33,120.50
075100.510200	Personal Services-Temp	\$ 9,403.50
072900.510200	Personal Services-Temp AFR	\$ 160,474.16
Total Amount of Transfer		\$ 2,247,900.16

Requested By: 

Approved By: 
Department Head

Budget Supplemental Request

Date: April 17th, 2018

Department: Ashland Fire & Rescue

Explanation of request:

Page 2 of Fire Dept request for supplemental budget to bring in grant funds to
the 2017-2019 biennium.

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New Revenue

Account Number	Line Item Name	Amount
0110.430123	Fire Learning Network Grant	\$ 25,000
0110.430123	State & Private Forestry Grant	\$ 5,003
Total Amount of Transfer		<u>\$ 30,002.68</u>

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
072900.604160	Other	\$ 13,871.81
072900.510100	Regular Employees	\$ 7,000.00
072900.606320	Lodging	\$ 6,130.87
072900.606330	Meals	\$ 3,000.00
Total Amount of Transfer		<u>\$ 30,002.68</u>

Requested By: 

Approved By: _____
Department Head

Memo

DATE: April 17th, 2018
TO: Mark Welch, City Financial Officer
FROM: Chris Chambers, Forest Division Chief, Ashland Fire & Rescue
RE: Fire Department General Fund Budget Supplement Request for BN17-19

The following is a budget supplement request for the current biennial budget in the Fire Department Forest Division (General Fund). These are items that are previously unbudgeted expenditures with corresponding new revenue from various grant sources as listed.

FOREST INTERFACE ACCOUNT (GENERAL FUND, FIRE DEPARTMENT)

*Oregon Watershed Enhancement Board (OWEB) Focused Implementation Partnerships Grant
\$1,997,902 Account #072900.604106 Forestry (Includes \$217,222 carried over from BN15-17)
(\$89,905.59 admin fee included)*

*OWEB and AFR Sub-Awards for Community Engagement Coordinator
NOTE: Though a Limited Duration 1.0 FTE was approved in the budget, the expense was never added to the budget. This allocates funds from OWEB and AFR grants for the full biennium FTE cost.
\$153,920.00 Account #072900.510200 for 1.0 FTE LDA biennium
(\$13,992.73 admin fee included)*

*OWEB Community Engagement Supplies
\$6,000 Account #072900.606100 advertising
(\$545.45 Admin included)*

*Fire Adapted Communities Learning Network Grant
\$6,130.87 Account #072900.606320 Lodging
\$3,000.00 Account #072900.606320 Meals
\$8,869.13 Account #072900.604160 Other (contractual)
\$7,000.00 Account #072900.510100 Regular Employees
No admin fee*

*TNC Fire Learning Network Grant
\$10,000 Account #072900.604160 Other
No admin fee*

*TNC PERFACT Grant
\$31,000 Account #072900.606100 advertising
No Admin fee*

State and Private Forests Grant (TNC Subaward)

*\$5,002.68 for smoke camera
(\$215.42 admin fee included)*

Title III CWPP Grant

*\$6,554.16 Account #072900.510200 Forest Division Temp Employees
No admin Fee*

Title III Firewise Grant

*\$9,403.50 to #075100.510200 F&LS Temp Employees
\$33,120.50 Account #072900.610355
No admin fee*

\$ 2,277,902.70 TOTAL REQUEST (\$104,659.19 admin fee included)