



# Council Business Meeting

March 19, 2024

Agenda Item	2023-25 BN Supplement Budget & Resolution 2024-08 – Revenue Recognition & Budget Appropriation for Parks Department		
From	Mariane Berry	Finance Director	
Contact	<a href="mailto:Mariane.Berry@ashland.or.us">Mariane.Berry@ashland.or.us</a> (541) 552-2015		
Item Type	Requested by Council <input checked="" type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input type="checkbox"/>		

## **SUMMARY**

During the biennium there are times that budget adjustments are necessary to recognize unplanned revenues and expenditures. The proposed budget amendments do not increase appropriations by more than ten percent.

## **POLICIES, PLANS & GOALS SUPPORTED**

N/A

## **BACKGROUND AND ADDITIONAL INFORMATION**

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

This supplement budget request is to recognize and appropriate unbudgeted revenue. These changes consist of additional appropriations of less than ten percent of the budgeted fund. Within this limitation, Oregon budget law allows adoption by Council Resolution with no public hearing required.

This budget amendment is to acknowledge revenue from a \$2,000 Ashland Parks Foundation and a \$29,945 Age+ grant to provide COVID and flu vaccination clinics for the City's senior residents. The following reflects recognition of the grant revenue and the related increase in appropriation to the Parks Division:

### Increase In resource:

General Fund	Parks Grants	31,945
<i>Total Increased Resource</i>		<u>\$ 31,945</u>

### Increase In appropriation:

General Fund	Parks Senior Services, Professional Services	31,945
<i>Total Increased Appropriation</i>		<u>\$ 31,945</u>

Details of the request can be found on the attached Staff Supplemental Budget Request forms.

## **FISCAL IMPACTS**

This Supplemental Budget adjustment increases revenue and appropriations within the budget.

## **DISCUSSION QUESTIONS**

N/A

## **SUGGESTED NEXT STEPS**

Council adopts the attached resolution to authorize proposed changes as defined within this report for a 2023-25 BN supplemental budget.



# Council Business Meeting

## **ACTIONS, OPTIONS & POTENTIAL MOTIONS**

I move to adopt Resolution 2024-08 authorizing a 2023-25 BN supplemental budget.

## **REFERENCES & ATTACHMENTS**

Attachment 1: Resolution Adopting the Supplemental Budget

Attachment 2: Staff Supplemental Budget Requests

## RESOLUTION NO. 2024-08

### A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR CHANGES TO THE 2023-25 BIENNIUM BUDGET

#### RECITALS:

- A. The City of Ashland 2023-25 Biennium Budget was adopted on June 6, 2023, for the period of July 1, 2023, through June 30, 2025.
- B. The City of Ashland (City) is authorized by ORS 294.471 to approve a supplemental budget for one or more of the following reasons:
1. 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 pressing necessity which was not foreseen at the time of the preparation of the budget for the current year which requires prompt action.
  3. 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 HEREBY 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>Additional appropriations:</u>	
	<u>Appropriation</u>	<u>Resource</u>
<u>General Fund</u>		
Parks - Parks Division	31,945	
Intergovernmental Revenue		31,945
	<u>\$ 31,945</u>	<u>\$ 31,945</u>

SECTION 2. This resolution is effective upon adoption.

This resolution was duly PASSED and ADOPTED this 19th day of March 2024, and takes effect upon signing by the Mayor.

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Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this 19th day of March 2024.

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Tonya Graham, Mayor

Reviewed as to form:

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Douglas M. McGeary, Acting City Attorney



## Budget Supplemental Request

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Explanation of request:

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### 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: \_\_\_\_\_  
Department Head

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Rick Landt  
Jim Bachman  
Justin Adams  
Jim Lewis  
Stefani Seffinger



Leslie Eldridge  
Interim Director

541.488.5340  
AshlandParksandRec.org  
parksinfo@ashland.or.us

## STAFF MEMORANDUM

**TO:** Ashland City Council

**FROM:** Natalie Mettler, Interim Senior Services Superintendent

**DATE:** February 29, 2024

**SUBJECT:** Narrative to accompany Budget Supplemental Request for APRC/Senior Services Division

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Ashland Senior Services Division hosted three vaccination clinics for Ashland seniors during October-November 2023. As this was not a budgeted expenditure, former APRC Senior Services Superintendent Isleen Glatt secured grant funding to pay Wellness2000 to acquire and administer COVID-19 and flu vaccines, as well as for incentive gift cards and refreshments. The grants obtained were:

- \$29,945 from Age+ (paid directly to City General Fund as miscellaneous revenue)
- \$2000 from Ashland Community Health Foundation (paid to City General Fund as Park Grants through Ashland Parks Foundation)

I am providing MUNIS receipts to show both grants as received, as we only have a grant letter and proof of payment for the ACHF grant (also included in this packet).

## RECEIPTS

Year/Bill	2024 6308	Payment	Effective Date	12/28/2023
Category	01 General Billing & Misc Cash		Entry Date/Time	01/10/2024 13:30
Receipt	1597860		Clerk	natalie.thomason
Amount	29,945.00		Department	03 Finance
Batch	37196		Source	Payment Entry
Transaction	2099128		GL Eff. Date	12/28/2023
Customer	14599 AGE+		Posted Date	01/10/2024
Property Code			Yr/Per/Jnl	2024 06 617
Web Transaction? N			Batch Status:	Completed
External Batch			Reversal Status:	Not Reversed
Reference			Reason	Voided? N
Comment			Paid By Ref	AGE+

Seq.	Pmt. Method	Check/Card	Paid By	Pay Date
Total Amount	Applied Amount	Deposit	Clear Date	
1	WIRE TRANSFER		14599	01/10/2024
	29,945.00	29,945.00		

Line	Charge	Description	Principal Paid	Interest Paid
1	0110M	0110 MISC REVENUE	29,945.00	0.00

Inst.	Principal Paid	Interest Paid
1	29,945.00	0.00

## COVID-19 & Flu Vaccination Uptake Partnership Agreement

This Agreement outlines the partnership between APRC (partner organization) and AGE+ to host COVID-19 and Flu vaccination clinic events and assistance connecting older adults and people with disabilities to existing events in collaboration with local public health authorities (or alternate vaccination partner) effective between July 1, 2023, through March 31, 2024. While this is our priority population, eligible individuals will not be turned away. Vaccination partners on-the-ground will make appropriate determination and accommodation.

Partner organization will provide organizing and promotion of events during times that are relevant to older adults and individuals with disabilities interests, activities, and local public health authorities' availability as defined below. AGE+ will provide technical support, marketing, and project management as defined below.

### Organizational Roles & Responsibilities:

#### **AGE+ will:**

- Lead the initiative, manage partnership, place paid and donated advertising, manage reporting, evaluation activity and disperse contract payments to partners after proof of activity completion and receipt of invoice.
- Coordinate statewide schedule, align local schedules, and communicate adjustments when necessary.
- Coordinate mass marketing and outreach campaigns.
- Provide an outreach and engagement tool kit for partners composed of volunteer recruitment and training materials, vaccination incentives, event registration tools, appointment scheduling and reminder phone scripts, and data collection tools. Outreach may include customized direct mail, flyers, radio PSAs, videos and "novellas," print ads and social media templates in English and Spanish.
- Provide technical support, publicity materials, and phone bank training to partner organization staff and volunteers in English and Spanish.
- Coordinate with local public health authorities (LPHAs) and partner organizations for shared hosting of clinics to deliver COVID-19 and influenza vaccinations.
- Ensure marketing campaign content is Age-Friendly and in Spanish using plain language, clear design, large-font, and effectively distributed via service providers, healthcare entities and faith-based organizations.
- Leverage existing relationships and credibility with statewide organizations to continue exploring non-traditional vaccination uptake strategies.
- Provide additional relationship management and problem-solving support.
- Ensure vaccination outreach is equitable and reaches all community groups, including communities of color by coordinating communication among small and local community-based organizations (CBOs), especially those serving communities of color.



### **Partner Organization will:**

- Design, promote and host COVID-19 and flu vaccination events with pre-determined senior center activities such as congregate meals, bingo, movie nights, and holiday-centered parties etc.
- Collaborate with AGE+ on marketing strategy and localized messaging.
- Coordinate with LPHAs to co-host clinics to deliver COVID-19 and flu vaccinations.
- Schedule events in advance and communicate any changes to schedule with at least 10 days' notice for marketing and messaging updates.
- Lead and manage all recruitment and scheduling appointment activities including but not limited to phone and face-to-face communications.
- Recruit vaccination candidates.
- Provide appropriate tables, chairs, and set-up for vaccination event.
- Provide, coordinate, or refer transportation for vaccination candidates as needed.
- Recruit and train volunteers to register and assist at events.
- Distribute and track vaccination incentives (i.e. gift cards) to vaccine recipients.
- Document events with photography, social media, or recorded vaccination story to share with NCOA via AGE+.
- Complete activity reports according to NCOA guidelines and in concert with AGE+ instructions.
- Submit invoices and vaccination activity reports within 15 days of event to AGE+ for payment. Invoice template attached.
- Ensure vaccination outreach is equitable and reaches all community groups, including communities of color by coordinating communication among small and local CBOs, especially those serving communities of color.

### Eligible Activities for Contract Payments

Partners will receive contract payments based on:

- The number of vaccinations achieved. COVID-19 and Flu vaccinations are counted separately. For example, if a person receives one of each, credit is given for 2 vaccinations.
- OR**
- The number of Supportive Services per person performed. Supportive Services is defined as physical transport to a clinic.

Projected Timeline and Activities:

May – June 2023

- Partners and Agreements secured
- Kick off call and partner orientation
- Determine and confirm with AGE+ clinic event schedule and dates

*Clinic Schedule Guidance It is highly recommended to 'front load' the calendar, meaning schedule more events in the Fall before winter weather becomes a barrier. If the vaccines are available, AGE+ would entertain even earlier dates such as August.*

July – August 2023

- AGE+ plan marketing and media buys
- Launch marketing according to calendared events


September – March 2024

- Host clinic events
- Reporting and billing

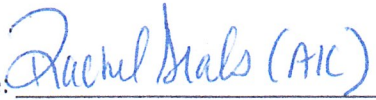
**Partner organization will submit to AGE+ the following list of support resources with a signed Partnership Agreement.**

1. High resolution logo electronically for use in co-branded event marketing
2. W-9
3. US Postal Office Nonprofit Mailing Permit #. If partner does not currently have a permit number, a completed [USPS Application to Mail at Nonprofit USPS Marketing Mail Prices](#)
4. Senior Center or CBO point of contact name, cell phone, and email address

We agree to above conditions and will work with AGE+ to achieve 150 number of COVID-19 and flu vaccinations and/or 0 of support services.

Signature:   
Lori Silverman, Chief Programs Officer  
AGE+

Date: 6/20/2023

Partner Signature:   
Partner Name: Rachel Dials  
Partner Title: Deputy Director  
Partner Organization: Ashland Parks & Recreation  
Date: 6/20/23 Commission



**BILLING REQUEST**  
Complete and send form to Finance

Person or Firm to be Billed:

Today's Date

Name

c/o

Address


Phone: (      )

City

State

Zip

Detailed Description of Materials, Supplies, or Services Rendered:

Activity Date	Description	Project & Revenue Account Number 	Amount
		Total	

Authorizing employee signature: \_\_\_\_\_

*Isleen Glatt*

Department: \_\_\_\_\_

Please complete submit form with all pertinent data attached for account billing.

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Special Instruction - Please check one that applies to this billing

Check all that apply

<input type="checkbox"/>	Add disclaimer -
<input type="checkbox"/>	
<input type="checkbox"/>	DO NOT MAIL Return Invoice to:
<input type="checkbox"/>	
<input type="checkbox"/>	EFT Do Not Mail Invoice - Email Barbara the expected date of transfer and amount
<input type="checkbox"/>	
<input type="checkbox"/>	Other:
<input type="checkbox"/>	

## RECEIPTS

Year/Bill	2024 6329	Payment	Effective Date	02/15/2024
Category	01 General Billing & Misc Cash		Entry Date/Time	02/15/2024 09:06
Receipt	1620391		Clerk	angelica.real
Amount	2,000.00		Department	03 Finance
Batch	37535		Source	Web Service
Transaction	2143629		GL Eff. Date	02/15/2024
Customer	1793	ASHLAND PARKS FOUNDATION		Posted Date 02/16/2024
Property Code			Yr/Per/Jnl	2024 08 271
Web Transaction?	N		Batch Status:	Completed
External Batch	22741		Reversal Status:	Not Reversed
Ext. Reference	9765	/504707	Reason	Voided? N
Comment			Paid By Ref	ASHLAND PARKS FOUNDATION

Seq.	Pmt. Method	Check/Card		Paid By	Pay Date
	Total Amount	Applied Amount	Deposit		Clear Date
1	CHECK	1033		1793	02/15/2024
	2,000.00	2,000.00	MLAR021524		

Line	Charge	Description	Principal Paid	Interest Paid
1	12-01P	SENIOR SERVICE GRANT	2,000.00	0.00

Inst.	Principal Paid	Interest Paid
1	2,000.00	0.00



# Ashland

## PARKS FOUNDATION

### **Board Members**

*Mike Gardiner, President \* Donna Rhee, Vice President \* Michael Murray, Treasurer  
Jeff Mangin, Secretary \* Mark Knox \* Jim Lewis \* Nan Kane \* Sean Sullivan*

December 14, 2023

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

It is a pleasure to present a grant in the amount of \$2000 to APCR - Ashland Parks & Recreation Commission to be used to support the following program activity: Fall 2023 vaccination clinics for Ashland Seniors. 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 recreational programs.

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



**BILLING REQUEST**

Complete and send form to A/R  
accts-receivable@ashland.or.us

Person or Firm to be Billed:

Today's Date 1/2/2024

Name Ashland Parks Foundation

c/o

Address PO Box 247

Phone: ( )

City Ashland

State OR

Zip 97520

Detailed Description of Materials, Supplies, or Services Rendered:

Activity Date	Description	Project & Revenue Account Number	Amount
12/18/23	Grant for Senior Services Vaccine Clinic	0110.430120	2,000.00
		Total	\$2,000.00

Authorizing employee signature:

Department: Parks

Please complete submit form with all pertinent data attached for account billing.

**Special Instruction - Please check one that applies to this billing**

Check all that apply

<input type="checkbox"/>	Add disclaimer -
<input type="checkbox"/>	DO NOT MAIL Return Invoice to:
<input type="checkbox"/>	DO NOT MAIL - TRACKING PURPOSES ONLY
<input checked="" type="checkbox"/>	Other: Do not mail grant received



# Ashland

## PARKS FOUNDATION

### APF GRANT FORM

This form should be used by APRC to request Grants for APRC Activities & Projects

Date Submitted: Enter Date 12/13/2023

Requested by: Enter Your Name Isleen Glatt

Amount Requested: \$ Dollar Amount \$2000

Identify Fund: Fund General - Senior Services

Current Balance of Selected Fund\*: \$ Fund Balance \$13K +

#### Project Description:

The Ashland Community Health Foundation made a \$2000 grant to Ashland Parks Foundation in support of fall 2023 vaccination clinics for Ashland seniors. This request is to transfer those funds to the Senior Services Division revenue to cover expenditures.

Payable to to APRC

APRC Expense Code & Name N/A

APRC Revenue Code & Name 0211.430120

Requester Signature: Isleen Glatt

Admin Only below this line:

Note: Fields in red are for the use by the Accounting Firm

APRC Director Signature:

Julia M. Eldridge

Additional Accounting Note (to be filled in by APRC Admin Only):

BUDGET AMENDMENT NECESSARY