Council Business Meeting

June 6, 2023

Agenda Item	Public Hearing for BN 2023-25 Approval of Budget-Related Resolutions				
From	Sabrina Cotta, Mariane Berry	otta, Mariane Berry Administration & Finance			
Contact	Sabrina.Cotta@ashland.or.us, Ma	a.Cotta@ashland.or.us, Mariane.Berry@ashland.or.us			

SUMMARY

At its May 25, 2023 meeting, the Citizens' Budget Committee (CBC) recommended approval of the staff budget proposal with the summary of changes listed on page 2 of this document and one amendment. Per Oregon Budget Law, the City Council is responsible for completing the approval process by completing the first four resolutions below after the public hearing. The last resolution is related to the allocation of the Transient Occupancy Tax (TOT) Tourism Revenues to the City's destination marketing organization.

- Approval of resolution for budget appropriations
- Approval of resolution confirming jurisdictional qualification for state subventions (certifying City of Ashland services)
- Approval of resolution to receiving state funds
- Approval of resolution levying property taxes
- Approval of resolution to allocate anticipated TOT Tourism Restricted Revenues for fiscal year 2024

POLICIES, PLANS & GOALS SUPPORTED

Amendment for City Council and Staff to review the continued viability of Ashland Municipal Court.

PREVIOUS COUNCIL ACTION

N/A

BACKGROUND AND ADDITIONAL INFORMATION

Resolution for Budget Appropriations:

The Citizens' Budget Committee approved the proposed BN23-25 Budget with the following changes -

- 1. Net increase to the General Fund budget of \$263,758
- 2. Increase Charges in Housing Fund Budget \$23,798
- 3. Increase Electrification and Conservation Budget by a \$1,000,000 from Electric Ending Fund Balance, and Electric Distribution Dues of \$95,000
- 4. Increase Water Treatment Debt by \$747,000 and Water Conservation Charges by \$98,050
- 5. Increase SDC Water Debt by \$83,000
- 6. Increase Fleet Charges by \$44,109

A summary of the changes made from the Budget Officer's Proposed Budget to the CBC recommendations are as follows:



SUMMARY OF CHANGES

General Fund												
Expenditures:	Total Administration	\$	1,356,890)								
	Houseless Services to CM Budget		1,000,000)								
	Mayor and Council Stipend		146,890)								
	Dawn to Dusk/Emergency Shelter		200,000)								
	Municipal Court Incode Software Update		10,000)								
	Total Fire Department	\$	1,087,220)								
	Fire and Life Safety Temporary Employees		49,789)								
	Fire Operations Medical Screening rebudgete	2	92,500)								
	Fire Marshal		203,840)								
	Fire Training Officer		194,130)								
	Fire Department Materials & Services rebudg	e	481,961	L								
	Additional Wildfire Funding		65,000)								
	Community Development Pre-Approved ADU Pla	n	30,000)								
	Reduce Transfer to Housing Fund		(200,000									
	Correct PS Budget for Facilities		44,109									
		\$	2,318,219	_								
Revenue:	Recognize Higher Carryforward	s	1,374,461	L								
	Recognize Health Benefits Revenue		480,000									
	Recognize Higher Telecommunications Revenu	e	200,000									
			2,054,461		Fu	nd Balance	2	Poli	y Amou	nt	Over/(Un	der) Policy
							_					
	Net change to Ending Fund Balance	\$	(263,758	5)	Ş	6,126,83	3	\$	5,879,92	23	\$	246,910
Housing Fund												
	Houseless Services to CM Budget	\$	(1,000,000))								
	Professional Services*		23,798	3								
			(976,202	2)								
					Fu	nd Balance	2	Polie	y Amou	nt	Over/(Un	der) Policy
	Net change to Ending Fund Balance	\$	(23,798	3)	1	No Policy						
	Increased to use all of fund balance											
Electric Fund												
	Electric Distribution Dues \$;	95,000									
	Electrification and Conservation		1,000,000									
	Reduction to Ending Fund Balance		(1,095,000)	\$	5,0	031,986	5	4,32	1,845 \$	5	710	,141
Water Fund												
	Water Treatment Debt	5	747,000									
	Conservation increase		98,050									
	Reduction to Ending Fund Balance		(845,050)	\$	2,8	808,964 \$	>	2,23	2,241 \$	>	5/6	,723
SDC Water Fund												
	SDC Water Debt	5	83,000									
	Reduction to Ending Fund Balance		(83,000)		No P	olicy						
Equipment Fund				~	-							
	Correct PS Budget for Fleet)	44,109	\$	4,1	188,757 \$	>	3,06	5,381 \$	>	1,123	,376
	Reduction to Ending Fund Balance		(44,109)									

Proposed CM BN 2023/25		Revised CM BN
Budget	Staff Revisions	2023/25 Budget
383,731,807	1,454,463	\$ 385,186,270



The resolution to establish appropriations has been constructed to reflect the action taken by the CBC on May 25, 2023 and staff will be prepared to incorporate any changes that may occur during the public hearing.

Oregon budget law allows the elected body to increase expenditures by \$5,000 (\$10,000 for a biennium) or 10 percent (whichever is greater) of any fund without further review and approval by the CBC. Council cannot change the tax rate without republishing the amended budget and a second hearing before July 1.

Total increased changes to a fund beyond 10 percent also would require re-publishing the amended budget and holding another public hearing prior to July 1.

Allocation of TOT funds is based on anticipated revenue estimates done within the biennial budget process. From these funds, Staff proposes an allocation of \$517,000 for fiscal year 2024 to the City's destination marketing organization, Travel Ashland, operated by the Visitor and Convention Bureau of the Ashland Chamber of Commerce. This is an increase from \$446,338 which has remained static from previous years, and therefore we are adjusting the allocation for inflationary factors.

FISCAL IMPACTS

N/A

STAFF RECOMMENDATION

Staff recommends approval of all four resolutions associated and consistent with the recommendations made by the CBC, and the resolution for the allocation of TOT funds to Travel Ashland.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the following resolutions titled:

- Resolution No. 2023-10: A Resolution to Adopt the BN2023-2025 Budget and Appropriate Such Amounts As Necessary to Implement the BN2023-2025 Budget
- Resolution No. 2023-11: A Resolution Certifying City of Ashland Services
- Resolution No. 2023-12: A Resolution Declaring the City's Election to Receive State Revenues
- Resolution No. 2023-13: A Resolution to Levy Taxes for the Fiscal Year July 1, 2023 through June 30, 2024
- Resolution No. 2023-15: A Resolution to Approve Allocation of Transient Lodging Tax Proceeds to Travel Ashland

REFERENCES & ATTACHMENTS

Attachment 1: Resolution No. 2023-10 Attachment 2: Resolution No. 2023-11 Attachment 3: Resolution No. 2023-12 Attachment 4: Resolution No. 2023-13 Attachment 5: Resolution No. 2023-15



RESOLUTION NO. 2023-10

A RESOLUTION TO ADOPT THE BN2023-2025 BUDGET AND APPROPRIATE SUCH AMOUNTS AS NECESSARY TO IMPLEMENT THE BN2023-2025 BUDGET

RECITALS:

A. The City of Ashland City Council hereby appropriates the following amounts for the biennial budget period beginning July 1, 2023 through June 30, 2025:

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City of Ashland City Council hereby appropriates the 2023-2025 Biennial Budget as shown:

13	GENERAL	EUND	BN 2023/25 ADOPTED BUDGET
14	GENERAL	Administration Department	9,175,482
14		Innovation and Technology Department	4,286,114
15		Finance Department	6,570,211
10		City Recorder	574,140
16		Police Department	18,569,062
10		Fire and Rescue Department	28,552,434
17		Public Works Department	8,944,655
± /		Community Development Department	4,891,264
18		Parks Department	14,435,317
		Transfers	621,000
19		Contingency	2,279,998
		TOTAL GENERAL FUND	
20			
-		Unappropriated Ending Fund Balance	6,126,833
21			
	TOURISM	FUND	
22		Personnel Services	145.677
		Materials and Services	2,322,676
23		Contingency	74,050
-		TOTAL TOURISM FUND	
24			
		Unappropriated Ending Fund Balance	457,831
25			-
	HOUSING	FUND	
26		Materials and Services	423,798
		TOTAL HOUSING FUND	\$423,798
27			
		Unappropriated Ending Fund Balance	-
28			
	Resolution No. 2023-10		Page 1 o

	3/25 ADOPTED BUDG
COMMUNITY DEVELOPMENT BLOCK GRANT FUND Personnel Services	69,654
Materials and Services	345,927
TOTAL CDBG FUND	\$415,581
Unappropriated Ending Fund Balance	-
RESERVE FUND	
Transfers	-
TOTAL RESERVE FUND	-
Unappropriated Ending Fund Balance	1,834,761
STREET FUND	
Public Works - Street Operations	20,623,413
Public Works - Street Debt	4,968,539
Contingency	276,982
TOTAL STREET FUND	\$25,868,934
Unappropriated Ending Fund Balance	2,059,740
SDC STREET FUND	
Materials and Services	50,000
Capital Outlay	3,104,875
Contingency	94,647
TOTAL SDC STREET FUND	\$3,249,522
Unappropriated Ending Fund Balance	3,158,109
AIRPORT FUND	
Materials and Services	190,849
Capital Outlay	4,915,000
Contingency	5,726
TOTAL AIRPORT FUND	\$5,111,575
Unappropriated Ending Fund Balance	23,756
CAPITAL IMPROVEMENTS FUND	
Public Works - Construction Capital Outlay	1,953,074
TOTAL CAPITAL IMPROVEMENTS	\$1,953,074
Unappropriated Ending Fund Balance	202,288
PARKS CAPITAL IMPROVEMENTS FUND	15 241 100
Capital Outlay Transfer Out	15,341,100 1,217,080
TOTAL PARKS CAPITAL IMPROVEMENTS FUND	\$16,558,180
Unappropriated Ending Fund Balance	6,489,699
SDC PARKS FUND	
Capital Outlay	373,532
Contingency	11,206
TOTAL SDC PARKS FUND	\$384,738
Unappropriated Ending Fund Balance	140

Resolution No. 2023-10

Page 2 of 5

		BN 2023/25 ADOPTED BUD
	DEBT SERVICE FUND Debt Service	2 520 724
2	TOTAL DEBT SERVICE FUND	3,520,736 \$3,520,736
	Unappropriated Ending Fund Balance	844,885
.	WATER FUND	
	Public Works - Conservation Division	581,198
	Public Works - Water Operations	71,567,892
	Public Works - Water Debt	1,472,514
	Transfers Out	100,000
	Contingency	436,793
	TOTAL WATER FUND	\$74,158,397
	Unappropriated Ending Fund Balance	2,808,964
	SDC WATER FUND	
	Materials and Services	150,000
	Capital Outlay	8,659,843
	Debt	410,512
	Contingency	274,121
	TOTAL SDC WATER FUND	\$9,494,476
	Unappropriated Ending Fund Balance	7,178,521
,	WASTEWATER FUND	
	Public Works - Wastewater Operations	20,381,099
	Public Works - Wastewater Debt	342,928
	Contingency TOTAL WASTEWATER FUND	<u> </u>
	Unappropriated Ending Fund Balance	4,844,568
;	SDC WASTEWATER FUND	
	Capital Outlay	1,650,525
	Contingency	49,516
	TOTAL SDC WASTEWATER FUND	\$1,700,041
	Unappropriated Ending Fund Balance	1,566,362
;	STORMWATER FUND	
	Public Works - Stormwater Operations	3,408,275
	Public Works - Stormwater Debt	22,094
	Contingency	64,479
	TOTAL STORM FUND	\$3,494,848
	Unappropriated Ending Fund Balance	539,009
	SDC STORMWATER FUND	
	Capital Outlay	64,908
	Contingency	1,947
	TOTAL SDC STORMWATER FUND	\$66,855
	Unappropriated Ending Fund Balance	8,099
1	ution No. 2023-10	

1	BN 202	23/25 ADOPTED BUDGET
2	ELECTRIC FUND	
2	Administration - Conservation Division	3,230,022
3	Electric - Operations	36,908,160
	Electric - Debt	443,624
4	Contingency	1,136,604
5	TOTAL ELECTRIC FUND	\$41,718,410
6	Unappropriated Ending Fund Balance	5,031,986
	TELECOMMUNICATIONS FUND	
7	Personnel Services	2,133,731
0	Materials and Services	3,713,090
8	Capital Outlay	1,205,681
9	Contingency	175,405
2	TOTAL TELECOMMUNICATIONS FUND	\$7,227,907
10		
11	Unappropriated Ending Fund Balance	1,312,058
	INSURANCE SERVICES FUND	
12	Materials and Services	3,056,418
	Contingency	97,632
13	TOTAL INSURANCE SERVICES FUND	\$3,154,050
14	Unappropriated Ending Fund Balance	1,462,483
15		
16	EQUIPMENT FUND	
	Public Works - Maintenance	4,917,140
17	Public Works - Purchasing and Acquisition	7,963,000
	Contingency	146,191
18	TOTAL EQUIPMENT FUND	\$13,026,331
19	Unappropriated Ending Fund Balance	4,188,757
20	CEMETERY TRUST FUND	
21	Transfers Out TOTAL CEMETERY TRUST FUND	298,094 \$298,094
	IOTAL CEMETERY IRUST FUND	\$298,094
22	Unappropriated Ending Fund Balance	699,301
23	Chappropriated Linding 1 and Datance	099,501
24	TOTAL APPROPRIATIONS ALL FUNDS	\$334,348,120
25	TOTAL UNAPPROPRIATED ALL FUNDS	\$50,838,150
26	TOTAL ADOPTED BUDGET ALL FUNDS	\$385,186,270
27		
28		

Resolution No. 2023-10

Page 4 of 5

1	SECTION 2. This resolution is effective upon adoption.
2 3	This resolution was duly PASSED and ADOPTED this day of
4	, 2023, and takes effect upon signing by the Mayor.
5	
6 7	
8	Melissa Huhtala, City Recorder
9	
10	SIGNED and APPROVED this day of, 2023.
11	
12	Tonya Graham, Mayor
13 14	
15	Reviewed as to form:
16	
17	Douglas M. McGeary, Acting City Attorney
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	Resolution No. 2023-10 Page 5 of 5

1	RESOLUTION NO. 2023-11
2	
3	A RESOLUTION CERTIFYING CITY OF ASHLAND SERVICES
4	
5	RECITALS:
6	
7 8	A. ORS 221.760 provides that for cities located within counties having population over 100,000 to receive state revenues from cigarette, gas and liquor taxes, the State of Oregon must be satisfied that the City provides certain municipal services.
9	satisfied that the City provides certain municipal services.
10	THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:
11	SECTION 1. The City of Ashland hereby certifies that is provides the following municipal
12	services:
13	Police protectionFire protection
14	 Fire protection Planning, zoning and subdivision services
15	Street construction, maintenance and lighting
16	 Storm sewers Water utilities
17	• Sanitary sewer
18	Electric distribution
19	
20	SECTION 2. This resolution is effective upon adoption.
21	
22	This resolution was duly PASSED and ADOPTED this day of
23	, 2023, and takes effect upon signing by the Mayor.
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26	
27	Melissa Huhtala, City Recorder
28	
	Resolution No. 2023-11 Page 1 of 2

1 SIGNED and APPROVED this day of, 2023. 2				
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Resolution No. 2023-11 Page 2 of	28			
		Resolution No. 2023-11		Page 2 of 2

1	RESOLUTION NO. 2023-12
2	
3	A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES
4	
5	RECITALS:
6	
7 8	A. The City must annually adopt a resolution electing to receive an apportionment of the Oregon Department of Administrative Services General Fund revenues derived from tax imposed on the sale of liquor as part of State Revenue Sharing.
9	B. The City must also attest that it has allowed for recreational marijuana businesses.
10	C. A public hearing on the City of Ashland's election to receive State Revenues was held on
11	June 6, 2023
12	THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:
13	
14 15	SECTION 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2023-2024.
16	
17	SECTION 2. This resolution is effective upon adoption.
18	This resolution was duly PASSED and ADOPTED this day of
19	, 2023, and takes effect upon signing by the Mayor.
20	, 2025, and takes effect upon signing by the Mayor.
21	
22	
23	Melissa Huhtala, City Recorder
24	
25	SIGNED and APPROVED this day of, 2023.
26	
27	Tonya Graham, Mayor
28	Resolution No. 2023-12 Page 1 of 2

- 17		
	Reviewed as to form:	
	Douglas M. McGeary, Acting City Attorney	
14		

1	RESOLUTION NO. 2023-13				
2					
3	A RESOLUTION TO LEVY TAXES FOR THE FISCAL YEAR JULY 1, 2023 THROUGH JUNE 30, 2024.				
4					
5					
6	THE CITY OF ASHLAND HERI	EBY RESOLVES AS FOLLO	WS:		
7	SECTION 1. That the City Council of the City of Ashland hereby levies a tax upon all real and				
8	personal property subject to assessment and levy within the corporate limits of the City of				
9	Ashland, Jackson County, Oregon for general government purposes.				
10	SECTION 2. The City Council also levies a tax on all taxable property within the City of Ashland as authorized for the repayment of General Obligation Debt.				
11					
12	SECTION 3. That the City Council hereby declares taxes levied as follows:				
13		Bonded Debt	Per \$1000/Assessed Value		
14	Compared Friend Opportunitions		1 2965		
15	General Fund - Operations		4.2865		
16	2011 General Obligation Bonds	210,040			
17	-	210,040			
18	-				
19	SECTION 4. This resolution is effective upon adoption				
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21	This resolution was duly PA	SSED and ADOPTED this	day of		
22 23	, 2023, and take	es effect upon signing by the May	/or.		
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26		Melissa Huhtala, City	Recorder		
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	Resolution No. 2023-13		Page 1 of 2		

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4		Tonya Graham, Mayor	
5	Reviewed as to form:		
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8	Douglas M. McGeary, Acting City Attorney		
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	Resolution No. 2023-13		Page 2 of 2

1	RESOLUTION NO. 2023-15	
2		
3	A RESOLUTION TO APPROVE ALLOCATION OF TRANSIENT LODGING TAX PROCEEDS TO TRAVEL ASHLAND	
4		
5	RECITALS:	
6		
7 8	A. The City of Ashland City Council hereby allocates \$517,000 to Travel Ashland, operated by the Visitor and Convention Bureau of the Ashland Chamber of Commerce for the fiscal year beginning July 1, 2023.	
9 10 11	B. The Visitors and Convention Bureau promotes the City of Ashland to visitors traveling from more than fifty (50) miles to Ashland and to visitors who stay overnight in Ashland. The City ha historically provided transient lodging tax proceeds for the promotion of the City of Ashland to visitors.	
12		
L3	THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:	
L4	SECTION 1. This resolution is effective upon adoption.	
L5		
L6 L7	This resolution was duly PASSED and ADOPTED this day of	
	, 2023, and takes effect upon signing by the Mayor.	
L8		
L9		
20		
21	Melissa Huhtala, City Recorder	
22		
23	SIGNED and APPROVED this day of, 2023.	
24		
25		
26	Tonya Graham, Mayor	
27		
28		
	Resolution No. 2023-15 Page 1 of 2	

	Reviewed as to form:	
	Douglas M. McGeary, Acting City Attorney	
	Resolution No. 2023-15	
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