

**September 6, 2022**

<b>Agenda Item</b>	2021-23 BN Supplement Budget & Resolution	
<b>From</b>	Sabrina Cotta	Interim Finance Director
<b>Contact</b>	<a href="mailto:Sabrina.Cotta@ashland.or.us">Sabrina.Cotta@ashland.or.us</a> (541) 552-2106	

**SUMMARY**

During the course of the Biennium there are times that budget adjustments are necessary. The proposed budget amendments do not increase appropriations by more than ten percent.

**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 amendments to the budget through the supplemental budget process.

This supplement budget will recognize and appropriate unbudgeted revenue. These changes consist of additional appropriations 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.

<b><u>Increase In resource:</u></b>		
General Fund	Grants and Charges for Services	1,780,103
Parks Fund	Various Grants	14,143
	<i>Total Increased Resource</i>	<b>\$ 1,794,246</b>
<b><u>Increase In appropriation:</u></b>		
General Fund	Police - AED's in patrol vehicles	2,000
General Fund	Fire - Profession Services, Overtime, Radios, Equipment	478,103
General Fund	PW Facilities - For improvements to Briscoe School	1,300,000
Parks Fund	Nature center feeder watch	708
Parks Fund	Nature center benches	7,185
Parks Fund	Senior services for outdoor activity	6,250
	<i>Total Increased Appropriation</i>	<b>\$ 1,794,246</b>

The budget amendments reflect several adjustments for transfer of appropriation to ensure compliance level. Below is the explanation of the needed transfers.

<b><u>Transfer of appropriation only:</u></b>		
General Fund	IT - Server Hard Drive	84,000
General Fund	IT - HVAC cooling System	21,250
Telecommunication Fund	IT - HVAC cooling System	63,750
<i>Total transfer of appropriation needed</i>		<b>\$ 169,000</b>

The explanations of each change can be found on the attached Staff Supplemental Budget Request form.

**FISCAL IMPACTS**

The Supplemental Budget transfers increases revenue and appropriations within the budget.

**STAFF RECOMMENDATION**

That the Council adopt the attached resolution to authorize proposed changes as defined within this report for a 2021-23 BN supplemental budget.

**ACTIONS, OPTIONS & POTENTIAL MOTIONS**

I move to adopt Resolution 2022-xx authorizing a 2021-23 BN supplemental budget.

**REFERENCES & ATTACHMENTS**

Attachment 1: Resolution Adopting the Supplemental Budget

Attachment 2: Staff Supplemental Budget Request

1 **RESOLUTION NO. 2022-XX**

2 A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR CHANGES TO THE  
3 2021-23 BIENNIUM BUDGET

4 **RECITALS:**

5 A. The City of Ashland 2021-23 Biennium Budget was adopted on June 18, 2022 for the  
6 period of July 1, 2021 through June 30, 2023.

7 B. The City of Ashland (City) is authorized by ORS 294.471 to approve a supplemental  
8 budget for one or more of the following reasons:

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

17  
18 **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON,**  
19 **RESOLVES AS FOLLOWS:**

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

	<u>Transfers:</u>	
	<u>Appropriation</u>	<u>Resource</u>
IT Department	105,250	
General Fund Contingency		105,250
	<b>\$ 105,250</b>	<b>\$ 105,250</b>
IT Department - Capital	63,750	
Telecommunication Fund Contingency		63,750
	<b>\$ 63,750</b>	<b>\$ 63,750</b>

		<u>Additional appropriations:</u>	
		<u>Appropriation</u>	<u>Resource</u>
<b>General Fund</b>			
Intergovernmental Revenues			1,667,181
Charges for Services			112,922
Police Department	2,000		
Fire and Rescue Department	478,103		
Public Works Department	1,300,000		
	<b>\$ 1,780,103</b>		<b>\$ 1,780,103</b>
<b>Parks Fund</b>			
Recreation Division	7,893		
Senior Services Division	6,250		
Intergovernmental Revenues			14,143
	<b>\$ 14,143</b>		<b>\$ 14,143</b>

**SECTION 2.** All other provisions of the adopted 2021-2023 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 \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_  
Melissa Huhtala, City Recorder

SIGNED and APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Julie Akins, Mayor

Reviewed as to form:

\_\_\_\_\_  
Doug McGeary, Interim City Attorney

**CITY OF  
ASHLAND**

## Budget Supplemental Request

Date: 08/15/2022

Department: Police

**Explanation of request:**

APD was asked by Elk Lodge to partner on a public safety grant to purchase  
4 AED's. These AED's will be placed in patrol vehicles and used when needed.  
All sworn officers are trained to use AED's. The GS Bulter Memorial Fund  
heard about project and donated \$2000.00 additional dollars towards program

### New Revenue

Account Number	Line Item Name	Amount
0110.430122	Police Grants	\$ 2,000
Total Amount of Transfer		<u>\$ 2,000.00</u>

### Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
061100-60100	Supplies	\$2,000
Total Amount of Transfer		<u><del>\$0.00</del> \$2,000</u>

Requested By: LYNN Merrifield

Approved By: [Signature]  
Department Head

## Budget Supplemental Request

Date: 8/3/2022

Department: Fire & Rescue

**Explanation of request:**

This is an unbudgeted CCO remittance for 2021.

The funds are needed to off-set radios and equipment for new fire engine

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### New Revenue

Account Number	Line Item Name	Amount
110.440032	Jackson County Care Connect	\$ 58,049
Total Amount of Transfer		<u>\$ 58,049.00</u>

### Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
071200.603500	Radios	\$ 58,049.00
Total Amount of Transfer		<u>\$ 58,049.00</u>

Requested By: Emily Matlock

Approved By: Emily Matlock  
Digitally signed by Emily Matlock  
 DN: cn=Emily Matlock, o=Ashland Fire & Rescue, ou=Fire & Rescue,  
 email=emily.matlock@ci.ashland.or.us, c=US  
 Date: 2022.07.15 14:09:18 -0700  
 Department Head

## Budget Supplemental Request

Date: 7/14/2022

Department: Fire & Rescue

**Explanation of request:**

This is an unbudgeted CCO remittance for 2021.

The funds are needed to off-set professional service costs

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### New Revenue

Account Number	Line Item Name	Amount
110.440032	Cascade Health	\$ 1,132
110.440032	Allcare Health Plan Inc	\$ 18,741
Total Amount of Transfer		<u>\$ 19,873.00</u>

### Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
071200.601400	Professional Services	\$ 19,873.00
Total Amount of Transfer		<u>\$ 19,873.00</u>

Requested By: Emily Matlock

Approved By: Emily Matlock  
Digitally signed by Emily Matlock  
 DN: cn=Emily Matlock, ou=Fire & Rescue, ou=Fire & Rescue,  
 o=emilymatlock@ashland.or.us, email=emilymatlock@ashland.or.us, ou=2  
 Date: 2022.07.14 14:58:19 -0700

Department Head

## Budget Supplemental Request

Date: 7/14/2022

Department: Fire & Rescue

**Explanation of request:**

This is an unbudgeted Oregon State Fire Marshall (OSFM)

Grant Money received. The funds are needed to off-set overtime costs

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### New Revenue

Account Number	Line Item Name	Amount
110.43027	OSFM	\$ 35,000
Total Amount of Transfer		\$ 35,000.00

### Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
071200.510310	Overtime	\$ 35,000.00
Total Amount of Transfer		\$ 35,000.00

Requested By: Emily Matlock

Approved By: Emily Matlock

Digitally signed by Emily Matlock  
DN: cn=Emily Matlock, o=Portland Fire & Rescue, ou=Fire & Rescue,  
email=emily.matlock@portlandfire.org, c=US  
Date: 2022.07.15 14:54:43 -0700

Department Head



## Budget Supplemental Request

Date: 8/11/2022

Department: Fire & Rescue

**Explanation of request:**

This is an unbudgeted money from Department of Homeland Security

Assistance to Firefighters Grant (AFG) Grant

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### New Revenue

Account Number	Line Item Name	Amount
110.43023	AFG Grant	\$ 365,181.82
Total Amount of Transfer		\$ 365,181.82

### Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
071200.604100	Professional Services	\$ 198,681.82
071200.606600	Medical and Labratory	\$ 166,500.00
Total Amount of Transfer		\$ 365,181.82

Requested By: Emily Matlock

Approved By: Emily Matlock  
Digitally signed by Emily Matlock  
 DN: cn=Emily Matlock, ou=Fire & Rescue, ou=Fire & Rescue,  
 email=emily.matlock@ashlandcity.org, c=US  
 Date: 2022.08.11 11:01:57 -0700  
 Department Head



## Budget Supplemental Request

Date: 7/19/2022

Department: APRC

**Explanation of request:**

- 1. Ashland Parks Foundation grant for Nature Center birdseed for project
- Feederwatch 2. Ashland Parks Foundation grant for Nature Center benches
- 3. Senior Service AAPR OR Grant for outdoor activity venue

### New Revenue

Account Number	Line Item Name	Amount
0211.430120	Parks Grants	\$ 708
0211.430120	Parks Grants	\$ 7,186
0211.430120	Parks Grants	\$ 6,250.00
Total Amount of Transfer		\$ 14,143.92

### Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
125304.602118	General Maintenance	\$ 708.07
125304.604100	Professional Services	\$ 7,185.85
126900.602220		\$ 6,250.00
Total Amount of Transfer		\$ 14,143.92

Requested By: Tara Kiewel

Approved By: Rachel Dials  
Department Head

## Budget Transfer Request

Date: 8/24/2022

Department: IT

**Explanation of request:**

Server hard drive array, 100+ TB of storage to replace and upgrade existing hard drives.

### Transfer From

Account Number	Line Item Name	Amount
990110.90500	Contingency	\$ 84,000.00
Total Amount of Transfer		<u>\$ 84,000.00</u>

### Transfer To

Account Number	Line Item Name	Amount
027500.703000	Equipment	\$ 84,000.00
Total Amount of Transfer		<u>\$ 84,000.00</u>

Requested By: *Juan Lopez*

Approved By: *Scott*  
Department Head

## Budget Transfer Request

Date: 7/28/2022

Department: IT

Explanation of request:

Replacement of the Data Center HVAC cooling system. This data center houses all the servers for the City and Outside agency's. The cost will be split 25% Computers service in the General Fund (City Network) and 75% to AFN in the Telecommunication Fund. Work to begin in November for next summer's heat.


### Transfer From

Account Number	Line Item Name	Amount
990110.905000	Contingency	\$ 21,250.00
990950.905000	Contingency	\$ 63,750.00
Total Amount of Transfer		\$ 85,000.00

### Transfer To

Account Number	Line Item Name	Amount
027500.703000	Capital Outlay	\$ 21,250.00
024700.703000	Capital Outlay	\$ 63,750.00
Total Amount of Transfer		\$ 85,000.00

Requested By: 

Approved By:   
Department Head