

Council Business Meeting

June 7, 2022

Agenda Item	2021/23 Supplement Budget & Resolution	
From	Alison Chan	Interim Finance Director
Contact	Alison.Chan@ashland.or.us (541) 552-2003	

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 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 resources and appropriations.

<u>Increase In resource:</u>		
General Fund	Charges for Services	340,307
Parks Fund	Various Grants	25,396
		Total Increased Resource
		\$ 365,703
<u>Increase In appropriation:</u>		
General Fund	Overtime, radios and software	340,307
Parks Fund	Flooring Repair	1,250
Parks Fund	Nature center professional services	5,600
Parks Fund	playground equipment	14,400
Parks Fund	Furniture for the Senior Center	4,146
		Total Increased Appropriation
		\$ 365,703
<u>Transfer of appropriation only:</u>		
General Fund	City Recorder's for various software purchases	39,200
		Total transfer of appropriation needed
		\$ 39,200

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 supplemental budget.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to adopt Resolution 2022-17 authorizing a 2021/23 supplemental budget.

REFERENCES & ATTACHMENTS

Attachment 1: Resolution Adopting the Supplemental Budget

Attachment 2: Staff Supplemental Budget Request

1 **RESOLUTION NO. 2022-17**

2 A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR CHANGES TO THE
3 2021/23 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		
Charges for Services	340,307	
Fire and Rescue Department		340,307
	\$ 340,307	\$ 340,307
Parks Fund		
Parks Division	14,400	
Recreation Division	5,600	
Senior Services Division	5,396	
Intergovernmental Revenues		25,396
	\$ 25,396	\$ 25,396

	<u>Transfers:</u>	
	<u>Appropriation</u>	<u>Resource</u>
City Recorder	39,200	
General Fund Contingency		39,200
	\$ 39,200	\$ 39,200

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 _____, 20__.

ATTEST:

Melissa Huhtala, City Recorder

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

Julie Akins, Mayor

Reviewed as to form:

Katrina Brown, City Attorney

Budget Transfer Request

Date: 5/18/2022

Department: City Recorder

Explanation of request:

For purchases of Doc Sign (\$5,200 per year), Online Line Search (\$9,600 per year), Code Publishing (\$4,800 per year) being charged but not budgeted in the BN 21-23.

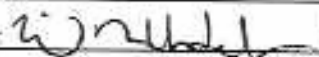
Transfer From

Account Number	Line Item Name	Amount
990110.905000	Contingency	\$ 39,200.00
Total Amount of Transfer		<u>\$ 39,200.00</u>

Transfer To

Account Number	Line Item Name	Amount
048000.604100	Professional	\$ 39,200.00
Total Amount of Transfer		<u>\$ 39,200.00</u>

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: *Ralph E Sartain IA*
Department Head

Budget Supplemental Request

Date: 5/3/2022

Department: APRC

Explanation of request:

1. Ashland Parks Foundation grant for Senior Center Flooring Repair
-
-
-
-


New Revenue

Account Number	Line Item Name	Amount
0211.430120	Parks Grants	\$ 1,250
Total Amount of Transfer		\$ 1,250.00

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
126900.602220	Building Maintenance	\$ 1,250.00
Total Amount of Transfer		\$ 1,250.00

Requested By: Tara Kiewel

Approved By: 
Department Head

Budget Supplemental Request

Date: 4/19/2022

Department: APRC

Explanation of request:

1. Grant from Ashland Parks Foundation fro AmeriCorps Service Member
2. Grant from Ashland Parks Foundation for Playground Equipment
3. Grant from Ashland Parks Foundation for Furniture at the Senior Center

New Revenue

Account Number	Line Item Name	Amount
0211.430120	Parks Grants	\$ 5,600
0211.430120	Parks Grants	\$ 14,400
0211.430120	Parks Grants	\$ 4,146.49
Total Amount of Transfer		\$ 24,146.49

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
125304.604100	Nature Center Professional Se	\$ 5,600.00
121200.704001	Park Ilmpvements	\$ 14,400.00
126900.601640	Senior Services Misc Supplies	\$ 4,146.49
Total Amount of Transfer		\$ 24,146.49

Requested By: Tara Kiewel

Approved By: 
Department Head