

Council Business Meeting

April 17, 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 transfer funds from the Central Services Contingency budget to the City Recorder to pay for the cost of the March 13th Recall Election.

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 a transfer of appropriation from one category to another which does not increase nor decreases the original budget. Because these proposed changes consist of transfers only, Oregon budget law allows adoption by Council resolution with no public hearing requirement.

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

The following illustrates the proposed budget changes:

	<u>Transfers:</u>	
	<u>Appropriation</u>	<u>Resource</u>
<u>Central Service Fund</u>		
City Recorder	24,582	
Contingency		24,582
	\$ 24,582	\$ 24,582

Attachments:

Resolution adopting the supplemental budget
Staff budget transfer requests & invoice

RESOLUTION NO. 2018-08

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>Transfers:</u>	
	<u>Appropriation</u>	<u>Resource</u>
<u>Central Service Fund</u>		
City Recorder	24,582	
Contingency		24,582
	\$ 24,582	\$ 24,582

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 17th day of April, 2018, and takes effect upon signing by the Mayor.

Melissa Huhtala, City Recorder

SIGNED and APPROVED this ____ day of April, 2018.

John Stromberg, Mayor

Reviewed as to form:

David Lohman, City Attorney



Budget Transfer Request

Date: 4/9/2018

Department: City Recorder

Explanation of request:

To cover unanticipated special election cost.

Transfer From

Account Number	Line Item Name	Amount
990710.905000	Contingency	\$ 24,582.00
Total Amount of Transfer		<u>\$ 24,582.00</u>

Transfer To

Account Number	Line Item Name	Amount
040000.604300	Elections	\$ 24,582.00
Total Amount of Transfer		<u>\$ 24,582.00</u>

Requested By: _____

Approved By:  _____
Department Head



Jackson County, Oregon

COUNTY CLERK

COUNTY CLERK
Christine D. Walker

ELECTIONS
(541) 774-6148

Invoice

Date: April 5, 2018

Invoice Number: 2018-1

Bill to: City of Ashland

Notes: Recall Election 2018

<u>QTY</u>	<u>ITEM</u>	<u>COST</u>
1	March 13, 2018 Recall Election	\$24,581.76

TOTAL DUE: \$24,581.76

Please make all checks payable to **Jackson County Elections.**

Due Upon Receipt.....Thank You

Approved for Payment

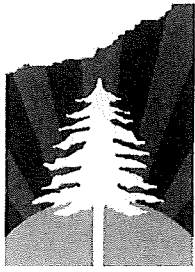
Signature 

PO # _____

Account # 040000.604300

Date 4/11/18

PLEASE RETURN TO PAYABLES



Jackson County, Oregon

COUNTY CLERK

COUNTY CLERK
Christine D. Walker

ELECTIONS
(541) 774-6148

City of Ashland
Attn: Melissa Huhtala, Recorder
20 East Main St
Ashland, OR 97520

April 5, 2018

Re: Election Billing

Enclosed is your invoice for the cost of the March 13, 2018 Recall Election.

If you have any questions, please feel free to contact our office at your convenience.

Sincerely,

Jackson County Elections