

Council Business Meeting

January 4, 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 required. 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 appropriations.

Increase In appropriation:		
General Fund	Grant received from Oregon DEQ	75,000
Parks Fund	Various Grants received	18,528
Housing Fund	Grant received for Emergency Shelter	300,000
Street Fund	Grant received for chip seal project	400,000
Parks CIP Fund	Grant received for Parks	1,500
Water Fund	Grant received from APRA	3,000,000
	Total Increased Appropriation	\$ 3,795,028

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

FISCAL IMPACTS

The Supplemental Budget transfers appropriations, or increases 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 2021-xx authorizing a 2021/23 supplement budget.

REFERENCES & ATTACHMENTS

Attachment 1: Resolution Adopting the Supplemental Budget

Attachment 2: Staff Budget Transfer Requests

1 **RESOLUTION NO. 2022-xx**

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:

	<u>Additional appropriations:</u>	
	<u>Appropriation</u>	<u>Resource</u>
<u>General Fund</u>		
Fire Department	75,000	
Intergovernmental		75,000
	\$ 75,000	\$ 75,000
<u>Parks General fund</u>		
Forestry Division	5,000	
Senior Services Division	13,528	
Intergovernmental		18,528
	\$ 18,528	\$ 18,528
<u>Housing Fund</u>		
Materials and Services	200,000	
Capital	100,000	
Intergovernmental		300,000
	\$ 300,000	\$ 300,000

1	<u>Street Fund</u>		
2	Operations	400,000	
3	Intergovernmental		400,000
		<u>\$ 400,000</u>	<u>\$ 400,000</u>
4	<u>Parks CIP Fund</u>		
5	Material and Services	1,500	
6	Intergovernmental		1,500
		<u>\$ 1,500</u>	<u>\$ 1,500</u>
7			
8	<u>Water Fund</u>		
9	Operations	3,000,000	
10	Intergovernmental		3,000,000
		<u>\$ 3,000,000</u>	<u>\$ 3,000,000</u>

11

12 **SECTION 2.** All other provisions of the adopted 2021-2023 BIENNIUM BUDGET not

13 specifically amended or revised in this Supplemental Budget remain in full force and effect as

14 stated therein.

15 **SECTION 3.** This resolution is effective upon adoption.

16 ADOPTED by the City Council this _____ day of _____, 20__.

17 ATTEST:

18 _____

19 _____

20 Melissa Huhtala, City Recorder

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

22 _____

23 _____

24 _____

25 _____

26 _____

27 _____

28 _____

29 _____

30 _____

Julie Akins, Mayor

26 Reviewed as to form:

27 _____

28 _____

29 Katrina Brown, City Attorney

Budget Supplemental Request

Date: December 15th, 2021

Department: Fire Dept

Explanation of request:

This is a request to add revenue and expenditure in the Wildfire Division of the
Fire Department for a new grant from Oregon DEQ.

New Revenue

Account Number	Line Item Name	Amount
110.430123		\$ 75,000
Total Amount of Transfer		\$ 75,000.00

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
072900.604160	Other	\$ 22,320.00
072900.510200	Temp Employees	\$ 52,680.00
Total Amount of Transfer		\$ 75,000.00

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: *Tara Kiewel*

Approved By: *Michael A. Black*
Department Head

Budget Supplemental Request

Date: 11/17/2021

Department: Comm Dev - Housing

Explanation of request:

State Grant received to Provide Emergency Shelter for Homeless Populations.

New Revenue

Account Number	Line Item Name	Amount
0240.430200 & G19.100	Emergency Shelter Grant	\$ 300,000
Total Amount of Transfer		\$ 300,000.00

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
096800.various	Materials	\$ 200,000.00
096800.various	Capital	\$ 100,000.00
Total Amount of Transfer		\$ 300,000.00

Requested By: 

Approved By: _____
Department Head

Budget Supplemental Request

Date: 11-22-2021

Department: Public Works

Explanation of request:

The City of Ashland is receiving transportation related funding dispensed
through the Rogue Valley Metropolitan Planning Organization (RVMPO)
for the City's proposed Chip Seal Project. The RVMPO approved the City's and
ODOT's request to accept back previously awarded grant funding with Federal
obligations and providing non-Federal covid relief funds for the project.

New Revenue

Account Number	Line Item Name	Amount
0260.430125		\$ 400,000
Total Amount of Transfer		\$ 400,000.00

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
081200.704200	Capital	\$ 400,000.00
Total Amount of Transfer		\$ 400,000.00

Requested By: _____

Approved By:  _____
Department Head

Budget Supplemental Request

Date: 9/30/21

Department: APRC

Explanation of request:

Ashland Parks Foundation Grants

1. Lord Property Donation Environmental Assessment

New Revenue

Account Number	Line Item Name	Amount
0411.430120	Grants	\$ 1,500
Total Amount of Transfer		\$ 1,500.00

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
123000.704200	Parks CIP	\$ 1,500.00
Total Amount of Transfer		\$ 1,500.00

Requested By: Tara Kiewel

Approved By: Michael A. Black
Department Head

Budget Supplemental Request

Date: 12/1/2021

Department: Public Works

Explanation of request:

The City of Ashland is receiving American Rescue Plan Act Funding for

Talent-Ashland-Phoenix (TAP) intertie improvements.

This supplemental recognizes the un-anticipated grant revenue and associated
expenses.

New Revenue

Account Number	Line Item Name	Amount
0670.480300	Misc. Income	\$ 3,000,000
Total Amount of Transfer		<u>\$ 3,000,000.00</u>

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
081800.704200	Capital	\$ 3,000,000.00
Total Amount of Transfer		<u>\$ 3,000,000.00</u>

Requested By: _____

Approved By:  _____
Department Head