

Council Business Meeting

June 6, 2023

Agenda Item	Public Hearing for BN 2023-25 Approval of Budget-Related Resolutions	
From	Sabrina Cotta, Mariane Berry	Administration & Finance
Contact	Sabrina.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	92,500
	Fire Marshal	203,840
	Fire Training Officer	194,130
	Fire Department Materials & Services rebudget	481,961
	Additional Wildfire Funding	65,000
	Community Development Pre-Approved ADU Plan	30,000
	Reduce Transfer to Housing Fund	(200,000)
	Correct PS Budget for Facilities	44,109
		\$ 2,318,219

Revenue:	Recognize Higher Carryforward	\$ 1,374,461
	Recognize Health Benefits Revenue	480,000
	Recognize Higher Telecommunications Revenue	200,000
		2,054,461

Fund Balance	Policy Amount	Over/(Under) Policy
\$ 6,126,833	\$ 5,879,923	\$ 246,910

Housing Fund

Houseless Services to CM Budget	\$ (1,000,000)
Professional Services*	23,798
	<u>(976,202)</u>
Net change to Ending Fund Balance	\$ (23,798)

Fund Balance	Policy Amount	Over/(Under) Policy
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	<u>(1,095,000)</u>

\$ 5,031,986	\$ 4,321,845	\$ 710,141
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Water Fund

Water Treatment Debt	\$ 747,000
Conservation increase	98,050
Reduction to Ending Fund Balance	<u>(845,050)</u>

\$ 2,808,964	\$ 2,232,241	\$ 576,723
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SDC Water Fund

SDC Water Debt	\$ 83,000
Reduction to Ending Fund Balance	<u>(83,000)</u>

No Policy

Equipment Fund

Correct PS Budget for Fleet	\$ 44,109
Reduction to Ending Fund Balance	<u>(44,109)</u>

\$ 4,188,757	\$ 3,065,381	\$ 1,123,376
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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

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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:

GENERAL FUND	BN 2023/25 ADOPTED BUDGET
Administration Department	9,175,482
Innovation and Technology Department	4,286,114
Finance Department	6,570,211
City Recorder	574,140
Police Department	18,569,062
Fire and Rescue Department	28,552,434
Public Works Department	8,944,655
Community Development Department	4,891,264
Parks Department	14,435,317
Transfers	621,000
Contingency	2,279,998
TOTAL GENERAL FUND	\$98,899,677
Unappropriated Ending Fund Balance	6,126,833
TOURISM FUND	
Personnel Services	145,677
Materials and Services	2,322,676
Contingency	74,050
TOTAL TOURISM FUND	\$2,542,403
Unappropriated Ending Fund Balance	457,831
HOUSING FUND	
Materials and Services	423,798
TOTAL HOUSING FUND	\$423,798
Unappropriated Ending Fund Balance	-

BN 2023/25 ADOPTED BUDGET

1	COMMUNITY DEVELOPMENT BLOCK GRANT FUND	
	Personnel Services	69,654
2	Materials and Services	<u>345,927</u>
	TOTAL CDBG FUND	\$415,581
3	Unappropriated Ending Fund Balance	-
4	RESERVE FUND	
5	Transfers	<u>-</u>
	TOTAL RESERVE FUND	-
6	Unappropriated Ending Fund Balance	1,834,761
7	STREET FUND	
	Public Works - Street Operations	20,623,413
8	Public Works - Street Debt	4,968,539
	Contingency	<u>276,982</u>
9	TOTAL STREET FUND	\$25,868,934
10	Unappropriated Ending Fund Balance	2,059,740
11	SDC STREET FUND	
	Materials and Services	50,000
12	Capital Outlay	3,104,875
	Contingency	<u>94,647</u>
13	TOTAL SDC STREET FUND	\$3,249,522
14	Unappropriated Ending Fund Balance	3,158,109
15	AIRPORT FUND	
	Materials and Services	190,849
16	Capital Outlay	4,915,000
	Contingency	<u>5,726</u>
17	TOTAL AIRPORT FUND	\$5,111,575
18	Unappropriated Ending Fund Balance	23,756
19	CAPITAL IMPROVEMENTS FUND	
	Public Works - Construction Capital Outlay	<u>1,953,074</u>
	TOTAL CAPITAL IMPROVEMENTS	\$1,953,074
20	Unappropriated Ending Fund Balance	202,288
21	PARKS CAPITAL IMPROVEMENTS FUND	
	Capital Outlay	15,341,100
22	Transfer Out	<u>1,217,080</u>
23	TOTAL PARKS CAPITAL IMPROVEMENTS FUND	\$16,558,180
24	Unappropriated Ending Fund Balance	6,489,699
25	SDC PARKS FUND	
	Capital Outlay	373,532
26	Contingency	<u>11,206</u>
	TOTAL SDC PARKS FUND	\$384,738
27	Unappropriated Ending Fund Balance	140
28		

BN 2023/25 ADOPTED BUDGET

DEBT SERVICE FUND

Debt Service	3,520,736
TOTAL DEBT SERVICE FUND	\$3,520,736

Unappropriated Ending Fund Balance	844,885
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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
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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
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WASTEWATER FUND

Public Works - Wastewater Operations	20,381,099
Public Works - Wastewater Debt	342,928
Contingency	356,466
TOTAL WASTEWATER FUND	\$21,080,493

Unappropriated Ending Fund Balance	4,844,568
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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
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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
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SDC STORMWATER FUND

Capital Outlay	64,908
Contingency	1,947
TOTAL SDC STORMWATER FUND	\$66,855

Unappropriated Ending Fund Balance	8,099
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BN 2023/25 ADOPTED BUDGET

ELECTRIC FUND

Administration - Conservation Division	3,230,022
Electric - Operations	36,908,160
Electric - Debt	443,624
Contingency	1,136,604
TOTAL ELECTRIC FUND	\$41,718,410

Unappropriated Ending Fund Balance 5,031,986

TELECOMMUNICATIONS FUND

Personnel Services	2,133,731
Materials and Services	3,713,090
Capital Outlay	1,205,681
Contingency	175,405
TOTAL TELECOMMUNICATIONS FUND	\$7,227,907

Unappropriated Ending Fund Balance 1,312,058

INSURANCE SERVICES FUND

Materials and Services	3,056,418
Contingency	97,632
TOTAL INSURANCE SERVICES FUND	\$3,154,050

Unappropriated Ending Fund Balance 1,462,483

EQUIPMENT FUND

Public Works - Maintenance	4,917,140
Public Works - Purchasing and Acquisition	7,963,000
Contingency	146,191
TOTAL EQUIPMENT FUND	\$13,026,331

Unappropriated Ending Fund Balance 4,188,757

CEMETERY TRUST FUND

Transfers Out	298,094
TOTAL CEMETERY TRUST FUND	\$298,094

Unappropriated Ending Fund Balance 699,301

TOTAL APPROPRIATIONS ALL FUNDS \$334,348,120

TOTAL UNAPPROPRIATED ALL FUNDS \$50,838,150

TOTAL ADOPTED BUDGET ALL FUNDS \$385,186,270

1 SECTION 2. This resolution is effective upon adoption.

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3 This resolution was duly PASSED and ADOPTED this _____ day of
4 _____, 2023, and takes effect upon signing by the Mayor.

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Melissa Huhtala, City Recorder

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10 SIGNED and APPROVED this _____ day of _____, 2023.

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12 _____
13 Tonya Graham, Mayor

14 Reviewed as to form:

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17 _____
Douglas M. McGeary, Acting City Attorney

1 SIGNED and APPROVED this _____ day of _____, 2023.

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Tonya Graham, Mayor

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6 Reviewed as to form:

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Douglas M. McGearry, Acting City Attorney

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Reviewed as to form:

Douglas M. McGeary, Acting City Attorney

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RESOLUTION NO. 2023-13

**A RESOLUTION TO LEVY TAXES FOR THE FISCAL YEAR
JULY 1, 2023 THROUGH JUNE 30, 2024.**

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. That the City Council of the City of Ashland hereby levies a tax upon all real and personal property subject to assessment and levy within the corporate limits of the City of Ashland, Jackson County, Oregon for general government purposes.

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.

SECTION 3. That the City Council hereby declares taxes levied as follows:

	Bonded Debt	Per \$1000/Assessed Value
General Fund - Operations		4.2865
2011 General Obligation Bonds	210,040	
	<hr/>	<hr/>
	210,040	
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SECTION 4. This resolution is effective upon adoption

This resolution was duly PASSED and ADOPTED this _____ day of

_____, 2023, and takes effect upon signing by the Mayor.

Melissa Huhtala, City Recorder

SIGNED and APPROVED this _____ day of _____, 2023.

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Tonya Graham, Mayor

Reviewed as to form:

Douglas M. McGeary, Acting City Attorney

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RESOLUTION NO. 2023-15

**A RESOLUTION TO APPROVE ALLOCATION OF TRANSIENT LODGING TAX
PROCEEDS TO TRAVEL ASHLAND**

RECITALS:

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.

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 has historically provided transient lodging tax proceeds for the promotion of the City of Ashland to visitors.

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. This resolution is effective upon adoption.

This resolution was duly PASSED and ADOPTED this _____ day of

_____, 2023, and takes effect upon signing by the Mayor.

Melissa Huhtala, City Recorder

SIGNED and APPROVED this _____ day of _____, 2023.

Tonya Graham, Mayor

1 Reviewed as to form:

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Douglas M. McGeary, Acting City Attorney

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