

March 15, 2023

Agenda Item	2021-23 BN Supplement Budget & Resolution	
From	Sabrina Cotta	Interim Finance Director
Contact	Sabrina.Cotta@ashland.or.us (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.

<u>Increase In resource:</u>		
General Fund	Various Grants	368,668
CDBG Fund	Grants	277,311
	Total Increased Resource	\$ 645,979
<u>Increase In appropriation:</u>		
General Fund	Police - Contract	21,714
General Fund	Fire - Profession Services, Overtime, Radios, Equipment	346,954
CDBG Fund	Community Development Department - Personnel & Grants	277,311
	Total Increased Appropriation	\$ 645,979

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 2023-05 authorizing a 2021-23 BN supplemental budget.

REFERENCES & ATTACHMENTS

Attachment 1: Resolution Adopting the Supplemental Budget

Attachment 2: Staff Supplemental Budget Request

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RESOLUTION NO. 2023-05

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

RECITALS:

- A. The City of Ashland 2021-23 Biennium Budget was adopted on June 18, 2022 for the period of July 1, 2021 through June 30, 2023.
- B. The City of Ashland (City) is authorized by ORS 294.471 to approve a supplemental budget for one or more of the following reasons:
 - 1. 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.
 - 2. A pressing necessity which was not foreseen at the time of the preparation of the budget for the current year which requires prompt action.
 - 3. 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

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON,
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:

	Additional appropriations:	
	Appropriation	Resource
General Fund		
Intergovernmental Revenues		368,668
Police Department	21,714	
Fire and Rescue Department	346,954	
	\$ 368,668	\$ 368,668
CDBG Fund		
Personnel Services	55,461	
Materials and Services	221,850	
Intergovernmental Revenues		277,311
	\$ 277,311	\$ 277,311

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 _____, 2023.

ATTEST:

Melissa Huhtala, City Recorder

SIGNED and APPROVED this _____ day of _____, 2023.

Tonya Graham, Mayor

Reviewed as to form:

Doug McGeary, Interim City Attorney

Budget Supplemental Request

Date: 12/29/2022

Department: Police

Explanation of request:

The Police Department has an IGA with Talent to provide police services in addition to occassional shift work for Talent PD. Chief O'Meara would like to request the funds be transferred back into our department to supplement our current budaget. The funds requested are from Billing Requests from July 2022 to December 2022.


New Revenue

Account Number	Line Item Name	Amount
110.440011	SVCS	\$ 21,714
	List of Dates and Amounts Attached	
Total Amount of Transfer		<u>\$ 21,714.00</u>

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
060900.604160	OTHER/CONTRACTS	\$ 21,714.00
Total Amount of Transfer		<u>\$ 21,714.00</u>

Requested By: 

Approved By: 
Department Head

<u>Date Submitted</u>	<u>Title</u>	<u>Amount</u>
7/28/2022	Talent IGA July 2022	\$ 2,394.00
8/31/2022	Talent IGA August 2022	\$ 10,488.00
9/12/2022	Talent IGA Monthly Fees (July/August)	\$ 1,500.00
9/28/2022	Talent IGA September 2022	\$ 3,030.00
10/25/2022	Talent IGA October 2022	\$ 1,890.00
11/21/2022	Talent IGA November 2022	\$ 1,662.00
12/29/2022	Talent IGA December 2022	\$ 750.00
	Total	\$ 21,714.00

Budget Supplemental Request

Date: 2/7/2023

Department: Fire

Explanation of request:

VanMeter Fire State Conflagration reimbursement request for the
personnel during the 9/7/2023-9/9/2023 fire

New Revenue

Account Number	Line Item Name	Amount
0110.430273	Fire Grants	\$ 23,061
Total Amount of Transfer		<u>\$ 23,060.74</u>

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
071200.601400	SCBA Blast Chamber	\$ 14,000.00
071200.601400	Flashlights	\$ 4,799.60
070900.601300	Uniforms	\$ 4,261.14
Total Amount of Transfer		<u>\$ 23,060.74</u>

Requested By: MATLOCK.EMILY.IRENE.13 79171148
Digitally signed by MATLOCK.EMILY.IRENE.1379171148
 DN: cn=MATLOCK.EMILY.IRENE.1379171148, o.ou,
 email=emily.matlock@ci.ashland.or.us
 Date: 2023.02.07 11:17:59 -08'00'

Approved By: Ralph E Sartain II
Digitally signed by Ralph E Sartain II
 Date: 2023.02.07 14:00:32 -08'00'
 Department Head

Budget Supplemental Request

Date: 2/7/2023

Department: Fire & Rescue

Explanation of request:

Unbudgeted GEMT CCO remittance for 2022 Phase 1 Jan 1- June 30 2022

Gurney & Stair Chair=2 for current fleet will bring to capacity. Powerload = lift

the gurney into medic unit (employee protection). BK Radio= Needed for wildfir

deployment, do not currently have any. Base Radio = 3 Needed for new vehicle

Laerdal = Replace current 10 year old units.

New Revenue

Account Number	Line Item Name	Amount
110.440032	Jackson County Care Connect	\$ 221,065
110.440032	HealthShare	\$ 3,522
110.440032	AllCare	\$ 96,980.00
110.440032	Cascade Health	\$ 1,195.00
110.440032	Centene Mgmt	\$ 1,132.00
Total Amount of Transfer		\$ 323,894.00

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
071200-606600	Stryker Gurney x2 (\$35,000 ea.)	\$ 70,000.00
071200-606600	Powerload System	\$ 35,000.00
071200-603500	BK Deployment Radio x5 (\$3,500 ea.)	\$ 17,500.00
071200-603500	Base Radio Vehicle x3 (\$8,766 ea.)	\$ 26,300.00
071200-606600	Laerdal Suction Units x10 (\$1,000 ea.)	\$ 10,000.00
071200-606600	EMS Stair Chair (\$4,179 ea.)	\$ 8,400.00
Total Amount of Transfer		\$ 167,200.00

Requested By: Emily Matlock

Approved By: Emily Matlock

Department Head

Digitally signed by Emily Matlock,
DN: cn=Emily Matlock, o=City of Ashland Fire & Rescue, ou=Fire & Rescue,
email=emilmat@cityofashland.org, ou=2023
Date: 2023.02.07 09:42:53 -0800

Budget Supplemental Request

Date: 2/7/2023

Department: Fire & Rescue

Explanation of request:

Unbudgeted GEMT CCO remittance for 2022 Phase 1 Jan 1- June 30 2022

Radios- Need to replace 8 out of date radios./ Ventilator = need to replace

23 year old vent does not supply current pressures needed. The additional funds

are needed to off-set mutiple equipment pieces as well as pre-employment needs

for staff positions.

New Revenue

Account Number	Line Item Name	Amount
110.440032	Jackson County Care Connect	\$ 221,065
110.440032	HealthShare	\$ 3,522
110.440032	AllCare	\$ 96,980.00
110.440032	Cascade Health	\$ 1,195.00
110.440032	Centene Mgmt	\$ 1,132.00
Total Amount of Transfer		<u>\$ 323,894.00</u>

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
071200-603500	Portable Radios x8 (\$8,466 ea.)	\$ 67,728.00
071200-601400	Automatic Air Ventilator	\$ 10,000.00
070900-510100	Regular Employee Salary	\$ 32,512.00
070900-520100	Regular Employee Benefits package	\$ 17,884.00
070900-604100	Professional Services	\$ 13,750.00
070900.601300	Uniforms	\$ 14,820.00
Total Amount of Transfer		<u>\$ 156,694.00</u>

Requested By: Emily Matlock

Approved By: Emily Matlock

Department Head

Digitally signed by Emily Matlock,
 DN: cn=Emily Matlock, o=Department of Fire & Rescue, ou=Fire & Rescue,
 email=emily.matlock@ashland.or.us, ou=23
 Date: 2023.02.08 10:58:00 -0800

Budget Supplemental Request

Date: 2/27/2023

Department: Comm Development

Explanation of request:

Additional allocation of Community Development Block Grant Funds to prevent
prepare for and respond to issues related to COVID-19. Grant was received
later than anticipated

New Revenue

Account Number	Line Item Name	Amount
0250.430111	CDBG - Grants	\$ 277,311
Project #G00007		
Total Amount of Transfer		<u>\$ 277,311.00</u>

Additional Appropriations (Expense)

Account Number	Line Item Name	Amount
095600.5****	Personnel Services	\$ 55,461.00
095600.609199	Other Grants	\$ 221,850.00
Total Amount of Transfer		<u>\$ 277,311.00</u>

Requested By: _____

Approved By: 
Department Head

Increase In resource:

General Fund	Various Grants	368,668
CDBG Fund	Grants	277,311
	Total Increased Resource	\$ 645,979

Increase In appropriation:

General Fund	Police - Contract	21,714
General Fund	Fire - Profession Services, Overtime, Radios, Equipment	346,954
CDBG Fund	Community Development Department - Personnel & Grants	277,311
	Total Increased Appropriation	\$ 645,979

Additional appropriations:

Appropriation **Resource**

General Fund

Intergovernmental Revenues		368,668
Police Department	21,714	
Fire and Rescue Department	346,954	
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	\$ 368,668	\$ 368,668

CDBG Fund

Personnel Services	55,461	
Materials and Services	221,850	
Intergovernmental Revenues		277,311
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	\$ 277,311	\$ 277,311

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