



# Council Business Meeting

June 29, 2023

<b>Agenda Item</b>	Resolution 2023-20, Supplemental 2021-2023 BN Budget Resolution	
<b>From</b>	Scott Fleury PE, Mariane Berry	Public Works Director, Finance Director
<b>Contact</b>	<a href="mailto:Scott.fleury@ashland.or.us">Scott.fleury@ashland.or.us</a> ; <a href="mailto:Mariane.Berry@ashland.or.us">Mariane.Berry@ashland.or.us</a>	
<b>Item Type</b>	Requested by Council <input type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input checked="" type="checkbox"/> Presentation <input type="checkbox"/>	

## **SUMMARY**

Before the Council is a request to authorize a budget transfer request from Purchasing and Acquisition (Equipment) to the Maintenance and Repair (Shop), both in the Equipment Fund. This transfer is required in order to provide appropriations necessary to cover current and projected expenses in Equipment Maintenance and Repair through the end of Fiscal Year '23.

## **POLICIES, PLANS & GOALS SUPPORTED**

Oregon Budget Law Requirements

## **BACKGROUND AND ADDITIONAL INFORMATION**

During the course of the Biennium there are times that budget adjustments are necessary. The proposed budget transfer does not increase total 2021-2023 BN Budget appropriations by more than ten percent.

A significant level of vehicle maintenance needs was recognized over the months of May and into June with staff expecting to exceed the existing appropriation level within the fund by the end of the fiscal year, unless a transfer is completed. The transfer of funds will provide for adequate fund coverage through the end of the fiscal year.

Due to a backlog associated with new vehicle/equipment acquisition because of supply chain related issues, the City has expended more on maintenance of existing vehicles/equipment in order to keep them operational. This has led in part to the projected exceedance for Maintenance & Repair, in combination with inflationary pressures, impacting the cost of goods and services. Consequently, an underspend occurred in the Equipment Fund's Purchasing and Acquisition line-item and an overspend in the Shop's Maintenance and Repair line-item, and a transfer is requested between the two appropriation line-items.

According to Oregon Budget Law, appropriations can be transferred within a fund from an existing appropriation category to another existing appropriation category by resolution.





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## **FISCAL IMPACTS**

The proposed transfer of \$300,000 will allow appropriate coverage of incurred and projected costs within the Maintenance and Repair – Equipment Fund through the end of Fiscal Year '23.

## **DISCUSSION QUESTIONS**

N/A

## **SUGGESTED NEXT STEPS**

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 2023-20 authorizing a 2021-23 BN supplemental budget transfer of \$300,000 from the Equipment Fund's appropriated Purchasing and Acquisition line-item to its Maintenance and Repair line-item.

## **REFERENCES & ATTACHMENTS**

Attachment #1: Resolution Adopting the Supplemental Budget

Attachment #2: Staff Supplemental Budget Request

1 **RESOLUTION NO. 2023-20**

2 A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR CHANGES TO THE  
3 2021-23 BIENNIUM BUDGET

4 **RECITALS:**

5 A. The City of Ashland 2021-23 Biennium Budget was adopted on June 1, 2021 for the  
6 period of July 1, 2021 through June 30, 2023.

7 B. The City of Ashland (City) is authorized by ORS 294.471 to approve a supplemental  
8 budget for one or more of the following reasons:

9 1. An occurrence or condition which had not been ascertained at the time of the  
10 preparation of a budget for the current year which requires a change in financial  
11 planning.

12 2. A pressing necessity which was not foreseen at the time of the preparation of the  
13 budget for the current year which requires prompt action.

14 3. Funds were made available by another unit of federal, state or local government and  
15 the availability of such funds could not have been ascertained at the time of the  
16 preparation of the budget for the current year

17  
18 **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON,**  
19 **RESOLVES AS FOLLOWS:**

20 SECTION 1. In accordance with provisions stated above, the Mayor and City Council of the  
21 City of Ashland determine that it is necessary to adopt a supplemental budget, establishing the  
22 following amendments:  
23

	<u>Transfers:</u>	
	<u>Appropriation</u>	<u>Resource</u>
Public Works - Maintenance	300,000	
Public Works - Purchasing and Acquisition		300,000
	<b>\$ 300,000</b>	<b>\$ 300,000</b>

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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 Transfer Request

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Explanation of request:

### Transfer From

Account Number	Line Item Name	Amount
Total Amount of Transfer		

### Transfer To

Account Number	Line Item Name	Amount
Total Amount of Transfer		

Requested By: Scott Fleury \_\_\_\_\_

Approved By: Mariane Berry *Mariane Berry* \_\_\_\_\_  
Department Head