



Council Business Meeting Agenda

**ASHLAND CITY COUNCIL
SPECIAL MEETING AGENDA
Thursday, June 29, 2023
Council Chambers, 1175 E Main Street**

**View on Channel 9 or Channels 180 and 181 (Charter Communications)
or live stream via rvtv.sou.edu select RVTV Prime.**

Public testimony will be accepted for this agenda item. **Please complete the online Public Testimony Form, for WRITTEN and ELECTRONIC testimony only.** Indicate on the Public Testimony Form if you wish to provide WRITTEN testimony, or if you wish to speak ELECTRONICALLY during the meeting.

Please submit your testimony no later than 10:00 a.m., Wednesday, June 28, 2023.

10:30 a.m. Special Business Meeting*

- I. **CALL TO ORDER**
 1. Land Acknowledgement**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL**
- IV. **ORDINANCES, RESOLUTIONS AND CONTRACTS**
 1. Resolution 2023-20, 2021-2023 BN Budget Supplemental Resolution
- V. **ADJOURNMENT OF BUSINESS MEETING**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Manager's office at 541.488.6002 (TTY phone number 1.800.735.2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).

* Items on the Agenda not considered due to time constraints are automatically continued to the next regularly scheduled Council meeting [AMC 2.04.030.(D)(3)]

**** LAND ACKNOWLEDGEMENT**

We acknowledge and honor the aboriginal people on whose ancestral homelands we work—the Ikirakutsum Band of the Shasta Nation, as well as the diverse and vibrant Native communities who make their home here today. We honor the first stewards in the Rogue Valley and the lands we love and depend on: Tribes with ancestral lands in and surrounding the geography of the Ashland Watershed include the original past, present and future indigenous inhabitants of the Shasta, Takelma, and Athabaskan people. We also recognize and acknowledge the Shasta village of K'wakhakha – "Where the Crow Lights" – that is now the Ashland City Plaza.

***Agendas and minutes for City of Ashland Council, Commission and Committee meetings may be found at the City website, ashland.or.us/Agendas.asp.





Council Business Meeting

June 29, 2023

Agenda Item	Resolution 2023-20, Supplemental 2021-2023 BN Budget Resolution		
From	Scott Fleury PE, Mariane Berry	Public Works Director, Finance Director	
Contact	<u>Scott.fleury@ashland.or.us</u> ; <u>Mariane.Berry@ashland.or.us</u>		
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☒ Presentation ☐		

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



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RESOLUTION NO. 2023-20

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 1, 2021 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:

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

1 SECTION 2. All other provisions of the adopted 2021-2023 Biennium Budget not specifically
2 amended or revised in this Supplemental Budget remain in full force and effect as stated therein.

3 SECTION 3. This resolution is effective upon adoption.

4
5 ADOPTED by the City Council this _____ day of _____, 2023.

6
7 ATTEST:

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10 _____
Melissa Huhtala, City Recorder

11
12 SIGNED and APPROVED this _____ day of _____, 2023.

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14 _____
Tonya Graham, Mayor

15
16 Reviewed as to form:

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19 _____
Doug McGeary, Interim City Attorney



Budget Transfer Request

Date: 6/22/2023

Department: Public Works

Explanation of request:

The request is to transfer \$300,000 in existing fund balance from the Purchasing and Acquisition Fund (Equipment) to the Maintenance Property and Equipment Fund to cover increased cost associated with the City's fleet and property maintenance requirements. If funds are not transferred the Maintenance, Property and Equipment fund will exceed its appropriation level.

Transfer From

Account Number	Line Item Name	Amount
0081000.703000	Equipment	\$ 300,000.00
Total Amount of Transfer		<u>\$ 300,000.00</u>

Transfer To

Account Number	Line Item Name	Amount
086500.602221	Equipment, Parts & Supplies	\$ 300,000.00
Total Amount of Transfer		<u>\$ 300,000.00</u>

Requested By: Scott Fleury

Approved By: Mariane Berry

Mariane Berry
Department Head