

Business of the City Council

City of Oakridge, Oregon

February 2, 2023

Agenda Title: Supplemental Budget #1 for Fiscal Year 22-23 (Resolution 02-2023).

Agenda Item No: 13.2

Proposed Council Action: A motion from the floor to approve

Exhibits: Resolution 02-2023

Author: Colleen Shirley

ISSUE:

Oakridge Finance Director Colleen Shirley has drafted a Supplemental Budget (#1) for fiscal year 2022-23, for consideration for passage by the Council, through Resolution 02-2023. See the attached resolution for details.

FISCAL IMPACTS: See Supplemental Budget (Resolution 02-2023)

STAFF RECOMMENDATION: Approve

RECOMMENDED MOTION: *"I move to approve the Supplemental Budget for fiscal year 2022-2023, as outlined in Resolution 02-2023."*

STRATEGIC THEMES/GOALS INVOLVED:

Theme 2 (Responsive Government), Goal #3: *Manage finances in a fiscally responsible manner ensuring long term financial stability.*

RESOLUTION NO. 02-2023

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2022-2023 AND MAKING APPROPRIATIONS

The City of Oakridge resolves the following:

WHEREAS, ORS 294.471 permits the governing body of a municipal corporation to make a supplemental budget for the fiscal year for which the regular budget has been prepared if one or more of the following circumstances exist:

- a. An occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires a change in financial planning.
- b. A pressing necessity that could not reasonably be foreseen when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires prompt action.
- c. Funds that are made available by another unit of federal, state or local government and the availability of which could not reasonably be foreseen when preparing the original budget or a previous supplemental budget for the current year or current budget period.
- d. A request for services or facilities the cost of which is to be supplied by a private individual, corporation or company or by another governmental unit and the amount of which could not be accurately estimated when preparing the original budget or a previous supplemental budget for the current year or current budget period.
- e. Proceeds from the involuntary destruction, involuntary conversion, or sale of property that necessitates the immediate purchase, construction or acquisition of different facilities in order to carry on governmental operations.
- f. Ad valorem property taxes that are received during the fiscal year or budget period in an amount sufficiently greater than the amount estimated to be collected such that the difference will significantly affect the level of government operations to be funded by the taxes as provided in the original budget or a previous supplemental budget for the current year or current budget period.
- g. A local option tax described in ORS 294.476 that is certified for extension on the assessment and tax roll under ORS 310.060 for the fiscal year or budget period in which the local option tax measure is approved by voters.

- h. A reduction in available resources that requires the governing body to reduce appropriations in the original budget or a previous supplemental budget for the current year or current budget period.
- i. The original budget of the municipal corporation adopted under ORS 294.456 did not include estimated requirements to pay debt service pursuant to ORS [294.477](#) or the actual requirements are different from the estimated requirements included in the original budget or a previous supplemental budget.

WHEREAS, the supplemental budget proposed meets one or more requirements of ORS 294.471;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakridge hereby adopts a supplemental budget for fiscal year 2022-2023 in the amounts shown below for each Fund and,

BE IT FURTHER RESOLVED that the amounts shown below as appropriations for the fiscal year beginning July 1, 2022 and for purposes shown are hereby appropriated for each Fund:

SUMMARY OF PROPOSED BUDGET CHANGES
 AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Emergency Services

	Resource	Amount	Expenditure	Amount
1	OSFM Seasonal Worker Grant	\$ 35,000.00	OSFM Seasonal Work Grant	\$ 35,000.00
2	EMR Grant	\$ 2,500.00	Travel/Training	\$ 2,500.00
3	Westfir Contract Increase	\$ 18,391.00	EMS Wages	\$ 18,391.00
	ARPA	\$ 9,000.00	Professional Services non-legal	\$ 9,000.00
	Revised Total Fund Resources	\$ 64,891.00	Revised Total Fund Requirements	\$ 64,891.00

Explanation of Changes:

The City of Oakridge EMS and Fire Department received an Oregon State Fire Marshal's grant for seasonal workers. This helped to pay for part of the seasonal workers expense. An EMR grant was received adding more funds to training. There was an increase in the Westfir IGA this year that was not accounted for. This enabled the department to hire a highly qualified employee instead of an entry level employee.

SUMMARY OF PROPOSED BUDGET CHANGES
 AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: General

	Resource	Amount	Expenditure	Amount
1	Library Grant	\$ 3,000.00	Library New Equipment	\$ 3,000.00
2	ARPA	\$ 26,150.00	Capital Outlay-Building	\$ 26,150.00
3	ARPA	\$ 95,590.00	New Equipment --Capital	\$ 95,590.00
	ARPA	\$ 15,594.58	Patrol Officers Wages	\$ 15,594.58
	Revised Total Fund Resources	\$ 124,740.00	Revised Total Fund Requirements	\$ 124,740.00

Explanation of Changes:

The library received a grant for new computer equipment. ARPA funds were approved to replace the 21 year carpet in the city hall. ARPA funds were approved to purchase a new software system at the city hall. During a change in staff at the police department we were down to 2 officers for the whole city and had to have the City of Coburg help us while the staffing was in transiton.

SUMMARY OF PROPOSED BUDGET CHANGES
 AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Water

	Resource	Amount	Expenditure	Amount
1	Operating Contingency	\$ 23,000.00	Water Loan Tank 7 principal	\$ 23,000.00
2				
3				
	Revised Total Fund Resources	\$ 23,000.00	Revised Total Fund Requirements	\$ 23,000.00

Explanation of Changes:

During budgeting the principal loan amount for Tank 7 was changed to a lesser amount than the principal amount of the loan. Adding back in the missing 23k for the loan that is due.

SUMMARY OF PROPOSED BUDGET CHANGES
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Stormwater

	Resource	Amount	Expenditure	Amount
1	Operating Contingency	\$ 3,500.00	Professional Services Legal	\$ 3,500.00
2	Operating Contingency	\$ 2,500.00	Staff Training	\$ 2,500.00
3				
	Revised Total Fund Resources	\$ 6,000.00	Revised Total Fund Requirements	\$ 6,000.00

Explanation of Changes:

We are adding two budget line items, Professional services legal and staff training to the Stormwater fund.

SUMMARY OF PROPOSED BUDGET CHANGES
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Wastewater

	Resource	Amount	Expenditure	Amount
1	Operating Contingency	\$ 40,000.00	UV Light Fixtures-Capital Outlay	\$ 40,000.00
2				
3				
	Revised Total Fund Resources	\$ 40,000.00	Revised Total Fund Requirements	\$ 40,000.00

Explanation of Changes:

UV light fixtures are on a set plan to be replaced for wastewater treatment and were removed from the budget. This is part of a several year maintenance plan for the treatment plant.

PASSED BY THE OAKRIDGE CITY COUNCIL this 2 day of February, 2023.

Ayes 4 Nays 1

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE this 2 day of February, 2023.

EFFECTIVE DATE: Immediately upon passage and enactment.



Bryan Cutchen, Mayor



James Cleavenger, City Administrator & Recorder