



CITY OF SALEM

585 Liberty St SE
Salem, OR 97301

Staff Report

File #: 22-292

Version: 1

Date: 6/27/2022

Item #: 3.2d.

TO: Mayor and City Council

THROUGH: Kristin Retherford, Interim City Manager

FROM: Josh Eggleston, Chief Financial Officer

SUBJECT:

Transfer of FY 2022 year-end budget appropriations.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

SUMMARY:

Several year-end transfers are needed to maintain compliance with Oregon budget law.

ISSUE:

Shall the City Council adopt Resolution No. 2022-40 authorizing a transfer of appropriations within the City's fiscal year 2022 budget for unanticipated changes?

RECOMMENDATION:

Adopt Resolution No. 2022-40 authorizing a transfer of appropriations within the City's fiscal year 2022 budget for unanticipated changes.

FACTS AND FINDINGS:

Emergency Medical Services (EMS) Fund and General Fund

Fund 101, General Fund, Non Departmental

From: Non Departmental, Contingency, 101-60961000-61110, \$350,000

To: Non Departmental, Transfers out, 101-60961000-62110, \$350,000

Add: Fire Department, Transfers in, 320-37401000-39110, \$350,000

Add: Fire Department, Transfers out, 320-37401000-62110, \$350,000

Falck Ambulance has not been able to provide the required and necessary service requirements to the community due to a decrease of available Paramedics along with the impacts of COVID. These impacts impacted the Unit Hour Availability and Falk was not able to meet the response standards that are set forth in the contract. Due to these issues, the Fire department has provided additional ambulance transport services.

Due to the additional transports, the EMS Fund has experienced higher than anticipated revenue and expenses for FY 2022. In addition, the Fire Department General Fund budget has experienced increased overtime. This transfer allows the EMS Fund to reimburse the General Fund for this expense.

Downtown Parking Fund

From: Contingency, 170-64301000-61110, \$125,000
To: Materials and Services, 170-64301000-53812, \$50,000
To: Materials and Services, 170-64301000-53770, \$60,000
To: Materials and Services, 170-64301000-53620, \$15,000

Additional budget authority is needed for unanticipated parkade cleaning and bad debt expense.

Library Relocation Costs

Fund 101, General Fund, Non Departmental
From: Non Departmental, Contingency, 101-60961000-61110, \$98,830
To: Non Departmental, Transfers out, 101-60961000-62110, \$98,830

The library relocation costs were higher than estimated and a transfer is needed to close out the relocation cost center. The library operating budget has sufficient savings to cover this cost.

General Fund Departments

Fund 101, General Fund, Non Departmental
From: Non Departmental, Contingency, 101-60961000-61110, \$80,000
To: Mayor and Council, Other Professional Services, 101-10100000-52670, \$10,000
To: Human Resources Admin, Computer software, 101-15101000-52830, \$70,000

Mayor and Council and Human Resources Admin are both small budgets that cannot absorb increases in planned expenses. The cost of providing interpretation services at City Council meetings was higher than anticipated in the budget. Ongoing software licensing costs for products used by Human Resources increased at a rate higher than what was included in the budget.

BACKGROUND:

State law allows local governments to approve transfers of appropriations within the limits established by the adopted budget to address unanticipated changes.

Attachments:

1. Resolution No. 2022-40