



Staff Report

File #: 24-387

Version: 1

Date: 10/14/2024

Item #: 5.a.

TO: Mayor and City Council
THROUGH: Keith Stahley, City Manager
FROM: Josh Eggleston, Chief Financial Officer

SUBJECT:

Transfer of appropriations within the City's Fiscal Year (FY) 2025 Budget, the addition of 60 full-time equivalent (FTE) positions for Emergency Medical Services, and 1 FTE position for the General Fund along with needed transfer authority in the Emergency Services Fund and General Fund.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe and Healthy Community.

SUMMARY:

In March 2024, the City Council provided direction to proceed to an ambulance services transport provider model operated and administered by City staff.

Three actions are being requested:

- New positions in Emergency Services Fund - With a service date starting on July 1, 2025, positions need to be hired during FY 2025 to allow for adequate onboarding and training prior to beginning ambulance service. 60 positions are being requested.
- New position in General Fund - 1 Position to support the hiring and onboarding of the 60 new Emergency Services positions and needed expenditure authority in General Fund and Emergency Services Fund in the amount of \$102,950.
- Transfer Authority - A transfer of budget authority in the amount of \$6,000,000 from the Equipment Replacement Reserve Fund to the Building and Safety Fund is the first of two Council actions necessary to complete the internal borrowing from the Building and Safety Fund to the Emergency Services Fund. No actual cash will be transferred from the Equipment Replacement Reserve.

ISSUE:

Shall City Council adopt Resolution No. 2024-42 authorizing a transfer of \$6,102,950 in appropriation within the City's FY 2025 budget as well as adding 60 FTE positions in the Emergency Services Fund and 1 FTE position in the General Fund?

RECOMMENDATION:

Adopt Resolution No. 2024-42 authorizing a transfer of \$6,102,950 in appropriation within the City's FY 2025 budget as well as adding 60 FTE positions in the Emergency Services Fund and 1 FTE position in the General Fund.

FACTS AND FINDINGS:

There are three aspects to this resolution, the addition of 60 full-time positions in the Emergency Service Fund, the addition of and the transfer authority to fund one full-time Human Resources position in the General Fund, and the transfer of budget authority to accommodate transfer and spending of proceeds from an internal loan previously approved by City Council in May 2024.

Positions

- FROM: Emergency Services Fund, Fire EMS Admin Svcs, Other Professional Services, 320-37401000-52670, \$102,950
- TO: Emergency Services Fund, Fire EMS Admin Svcs, Transfer to Other Funds, 320-37401000-62110, \$102,950
- ADD: General Fund, Personnel Admin Svcs, Interfund transfers, 101-15101000-39110, \$102,950
- ADD: General Fund, Personnel Admin Svcs, Salaries & wages, 101-15101000-51010, \$102,950

Currently, the Emergency Services Fund has two authorized FTE. To transition to ambulance services provided by city staff as directed by City Council, 60 additional full-time positions are needed in the Emergency Services Fund. Positions will be hired in accordance with timing needed for necessary onboarding and training. For example, staff assistants will be hired in June closer to the July 1, 2025, service start date whereas Paramedics and EMTs will be hired beginning in January 2025.

To support the hiring and onboarding of the 60 new Emergency Services positions, one additional position with an estimated cost this fiscal year of \$102,950 is needed by the Human Resources Division of the Enterprise Services Department in the General Fund. The cost of this General Fund position will be reimbursed by the Emergency Services Fund through a transfer.

A breakdown of all 61 positions to be hired through this action is below. The Emergency Services Fund already has sufficient budget authority and will be using cash on hand to pay for these positions in the current fiscal year. Estimated expenses for these positions during FY 2025 total \$1,092,310.

1 FTE: Deputy Fire Chief
1 FTE: Program Manager I
3 FTE: Management Analyst I
1 FTE: Admin Analyst II
2 FTE: Staff Assistant
22 FTE: Paramedic
30 FTE: EMT Basic
1 FTE: Sr HR Analyst

Budget Action - Additional Transfer Authority

FROM: Equipment Replacement Reserve, CM Fleet Reserve GF, Equipment Replacement - Reserve, 388-88151013-55151, \$6,000,000

TO: Equipment Replacement Reserve, CM Fleet Reserve GF, Transfer to Other Funds, 388-88151013-62110, \$6,000,000

ADD: Building & Safety, CD Building & Safety, 185-25500000-39110, Interfund Transfers, \$6,000,000

ADD: Building & Safety, CD Building & Safety, Transfer to Other Funds, 185-25500000-62110, \$6,000,000

To execute the internal loan in the amount of \$6 million previously approved by City Council in May 2024, the first of two Council actions is executed through Resolution No. 2024-42.

This action moves budget authority (or permission to spend) from the Equipment Replacement Reserve Fund to the Building & Safety Fund. This will allow the Building & Safety Fund to execute the loan between the Building & Safety Fund and the Emergency Services Fund as already approved by Council for capital expenses such as ambulances and other necessary equipment as described in the Resolution No. 2024-24.

The second action, included in Supplemental Budget 1 as a separate Council agenda item, creates budget authority in the correct budget category in the Emergency Services Fund to make debt service payments back to the Building & Safety Fund during FY 2025. These actions were unable to be included as part of the budget process during the FY 2025 budget adoption due to timing.

BACKGROUND:

Oregon State budget law allows the City Council to approve a transfer of appropriation from one fund to another when a specific need is identified.

Ryan Zink
Senior Fiscal Analyst

Attachments:

1. Resolution No. 2024-42

