



Staff Report

File #: 24-412
Version: 1

Date: 10/14/2024
Item #: 4.c.

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

SUBJECT:

Supplemental Budget 1 for unanticipated expenses in the General Fund, Equipment Replacement Reserve Fund, and Emergency Services Fund.

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Good Governance; Natural Environment Stewardship; Safe and Healthy Community.

SUMMARY:

Since budget adoption, the City has been awarded various grants related to public safety issues facing the community and one for implementation of the Climate Action Plan. Additionally, the City was notified of donation revenue for Police Department equipment. To access these dollars, additional budget authority through the supplemental budget is requested. This supplemental budget will also move spending authority from the Materials & Services category in the Emergency Services Fund to create authority in the Debt Services category.

ISSUE:

Shall City Council adopt Resolution No. 2024-44, Fiscal Year Supplemental Budget 1, increasing resource and expenditure appropriation authority in the General Fund and Equipment Replacement Reserve Fund and move authority to create a new budget category in the Emergency Services Fund?

RECOMMENDATION:

Adopt Resolution No. 2024-44, Fiscal Year Supplemental Budget 1, increasing resource and expenditure appropriation authority in the General Fund and Equipment Replacement Reserve Fund and move authority to create a new budget category in the Emergency Services Fund?

FACTS AND FINDINGS:

General Fund

The Police Department has been awarded various State and Federal grants to address issues facing the community and department priorities including organized retail theft, safe neighborhoods, trauma informed training, and community trust building.

In order to perform work related to these grants this fiscal year, a supplemental budget action to add budget authority in the General Fund is needed.

Resources:

Add: Digital Forensics Laboratory, State grants, 101-35252060, \$99,360

Expenditures

Add: Digital Forensics Laboratory, Overtime, 101-35252060, \$16,760

Add: Digital Forensics Laboratory, Communication-other, 101-35252060, \$49,060

Add: Digital Forensics Laboratory, Small equipment & supplies, 101-35252060, \$7,000

Add: Digital Forensics Laboratory, Computer software & licenses, 101-35252060, \$26,540

Resources:

Add: Strategic Investigations Unit, State grants, 101-35253075, \$103,780

Expenditures

Add: Strategic Investigations Unit, Communication-other, 101-35253075, \$18,100

Add: Strategic Investigations Unit, Training, 101-35253075, \$14,680

Add: Strategic Investigations Unit, Small equipment & supplies, 101-35253075, \$1,000

Add: Strategic Investigations Unit, Computer software & licenses, 101-352523075, \$20,000

Add: Strategic Investigations Unit, Other special payments, 101-35253075, \$50,000

Resources:

Add: Domestic Violence Response Team, US Dept of Justice (Other), 101-35252014, \$19,600

Expenditures

Add: Domestic Violence Response Team, Training, 101-35252014, \$19,600

Resources:

Add: Strategic Investigations Unit, US Dept of Justice (Other), 101-35253075, \$113,400

Expenditures

Add: Strategic Investigations Unit, Supplies, 101-35253075, \$8,000

Add: Strategic Investigations Unit, Other professional services, 101-35253075, \$75,000

Add: Strategic Investigations Unit, Controlled equipment, 101-35253075, \$8,400

Add: Strategic Investigations Unit, Building rental, 101-352523075, \$20,000

Add: Strategic Investigations Unit, Printing, 101-35253075, \$2,000

The Public Works Department has been notified that a reimbursable grant from the US Department of Energy has been awarded to the City. The grant will be used to create an energy master plan, conduct rapid assessments for Municipal facilities, and provide options for funding implementation of recommended changes. In order to pay for the audit in the current fiscal year, a supplemental budget action is needed.

Resources

Add: Non Departmental, US Dept of Energy, 101-60961000, \$214,750

Expenditures

Add: Non Departmental, Other professional services, 101-60961000, \$214,750

Equipment Replacement Fund

Resources

Add: Donations, 388-88151035, \$80,000

Expenditures

Add: Fleet replacement, 388-88151035, \$80,000

Over the last few years, the Police Department has been working to secure external funding for a replacement of the City's bomb truck that has reached the end of its useful life. The Salem Police Foundation has agreed to donate approximately \$80,000 to purchase the chassis for a replacement Bomb Truck this fiscal year.

Emergency Services Fund

As part of the internal loan between the Building & Safety Fund and the Emergency Services Fund for capital expenses to begin City-provided ambulance services, a supplemental budget action is needed to add the debt services budget category. There is no increase to the overall budget with this change, rather it creates budget authority for the debt service payment to begin in the Emergency Services Fund this fiscal year.

FROM:

Materials & Services: Other professional services, 320-37401000, \$360,000

TO:

Debt Service: Principal, 320-37401000, \$230,000

Debt Service: Interest, 320-37401000, \$130,000

BACKGROUND:

ORS 294.471(1)(a) authorizes a supplemental budget when an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current

year or a current budget period and that requires a change in financial planning.

Kelli Blechschmidt
Management Analyst II

Attachments:

1. Resolution No. 2024-44
2. Resolution No. 2024-44, Exhibit A
3. Resolution No. 2024-44, Exhibit B