

# EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



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## Public Hearing and Action: Resolution Adopting a Supplemental Budget; Making Appropriations for the City of Eugene for the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020

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Meeting Date: June 22, 2020  
Department: Central Services  
[www.eugene-or.gov](http://www.eugene-or.gov)

Agenda Item Number: X  
Staff Contact: Vicki Silvers  
Contact Telephone Number: 541-682-5082

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### ISSUE STATEMENT

Council approval of the third Supplemental Budget (SB3) for Fiscal Year 2019-2020 (FY20) is requested. Oregon Local Budget Law (ORS 294.471) allows for supplemental budgets in the event of “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.” ORS 294.471 also allows for a supplemental budget if there are, “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.” This Supplemental Budget does not authorize any increase in the property tax levy and has been published in compliance with the Oregon Local Budget Law.

### BACKGROUND

This supplemental budget recognizes new revenues and authorizes changes in legal levels of appropriations for the current fiscal year (FY20). A summary of items included in this supplemental budget is presented below:

#### **General Fund**

##### Market Study Retroactive Payment

The supplemental budget increases appropriations in the General Fund to cover AFSCME union employees’ one-time retroactive payment of \$627,001 and decrease General Fund reserves by the same amount. This action provides funding to implement results to date of a contractually required market review of employees from FY17 through FY20.

##### State Conflagration Reimbursement

This item recognizes State conflagration reimbursement revenue by \$212,095 from Eugene’s fire response efforts for the November 2019 California wildfires. The City of Eugene participates in an interstate mutual aid agreement with California for emergencies or disasters and was able to send four personnel and one fire truck from October 27 to November 8, to help California’s fire response efforts. This revenue is generated by the State of Oregon to reimburse Eugene’s efforts.

### Eugene/Springfield Fire and Emergency Medical Services Staff

The City of Eugene has an Intergovernmental Agreement with the City of Springfield, which allows Eugene Fire and Emergency Medical Services Staff to fill Springfield positions as necessary. This appropriation recognizes reimbursement of \$165,139 for a Eugene Deputy Fire Marshall position working in Springfield.

### May 2020 Election

Costs from the May 2020 election are also included in the supplemental budget. The Central Services Department budget is increased by \$25,000 for May 2020 election costs which includes printing and mailing of the City of Eugene voter pamphlet, as approved by the City Council on March 9, 2020.

### COVID-19 Response

Additional funding of \$204,443 is requested for COVID-19 response efforts including temporary shelter sites and related services, portable restrooms, and handwashing stations which are funded from the Reserve for Revenue Shortfall. These unplanned, unbudgeted expenses were incurred by the General Fund, the Facilities Services Fund, and the Risk and Benefits Fund. The General Fund expenses of \$98,846 from the City Manager's Office (CMO) and Parks and Open Space (POS) budgets were for temporary shelter site operations and portable restrooms and handwashing stations. The interfund transfer from the General Fund of \$105,597 to the Facilities Services and Risk and Benefits funds covers applicable COVID-19 expenses initially incurred in those funds. Emergency Operations Center staff are actively pursuing federal reimbursement of these and other COVID-19 related costs.

### **Housing Programs and Construction Fund**

The market study retroactive payment affected many funds, but only the General Fund and the Housing Programs and Construction Fund are requesting increased operating appropriations in the supplemental budget for this purpose. Other funds will cover the payment with existing operating budget authority. The Housing Programs and Construction Fund operating appropriation is increased by \$36,552 due to limited department operating appropriations in the fund.

### **Ambulance Transport Fund**

The City of Eugene has an Intergovernmental Agreement with the City of Springfield, which allows Eugene Fire and Emergency Medical Services Staff to fill Springfield positions as necessary. This appropriation recognizes reimbursement of \$93,250 for a Eugene Fire Training Captain working in Springfield.

### **Facilities Services Fund**

COVID-19 Response efforts were expended in the General Fund, Facilities Services Fund, and Risk and Benefits Fund. The supplemental budget recognizes Interfund Transfers revenue from the General Fund in the amount of \$39,000 to the Facilities Services Fund and increases department operating appropriations by the same amount for COVID-19 response costs to provide portable restrooms and handwashing stations.

## **Risk and Benefits Fund**

COVID-19 Response efforts were expended in the General Fund, Facilities Services Fund, and Risk and Benefits Fund. The supplemental budget recognizes Interfund Transfers revenue from the General Fund in the amount of \$66,597 to the Risk and Benefits Fund and increases department operating appropriations by the same amount for COVID-19 response costs to provide temporary shelter site set up, fencing, meals, tents, and outreach for the sites.

## **PREVIOUS COUNCIL DIRECTION**

The supplemental budget includes some budget changes as a result of previous council direction and discussion. Some of the recent council meetings that have resulted in supplemental budget appropriations include, but are not limited to:

### [March 9, 2020, Approval of Motion Relating to Voters' Pamphlet for May 19, 2020 Primary Election](#)

Council made a motion directing the City Manager to include on a supplemental budget sufficient appropriation offset by General Fund contingency and the Reserve for Revenue Shortfall to produce a voter's pamphlet for the May 19, 2020 Primary Election.

## **COUNCIL OPTIONS**

Particular requests requiring more information or discussion may be removed from the supplemental budget and delayed for action to a future supplemental budget in the next fiscal year. In certain cases, there may be a financial or legal impact to delaying budget approval. These impacts may include Oregon Local Budget Law violations due to exceeding the legal appropriation levels. Council may also adopt amended appropriation amounts or funding sources for specific requests in the supplemental budget.

## **CITY MANAGER'S RECOMMENDATION**

Approve the attached resolution adopting the Supplemental Budget.

## **SUGGESTED MOTION**

Move to adopt a resolution adopting a Supplemental Budget; making appropriations for the City of Eugene for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

## **ATTACHMENTS**

- A. Transaction Summary
- B. Resolution

## **FOR MORE INFORMATION**

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Staff E-Mail: [vsilvers@eugene-or.gov](mailto:vsilvers@eugene-or.gov)

## Transaction Summary

## 010 General Fund

	FY20 Adopted	FY20 SB1 Action	FY20 SB2 Action	FY20 SB3 Action		FY20 Revised
<b>I. RESOURCES</b>						
<b>BEGINNING WORKING CAPITAL</b>	60,834,217	2,295,822	0	0		63,130,039
<b>CHANGE TO WORKING CAPITAL</b>						
REVENUE						
Taxes	125,022,000	0	0	0		125,022,000
Licenses/Permits	9,000,543	0	0	0		9,000,543
Intergovernmental	6,145,000	2,254,784	0	0		8,399,784
Rental	565,802	0	0	0		565,802
Charges for Services	16,140,771	1,610,000	0	212,095	a	17,962,866
Fines/Forfeitures	1,856,500	0	0	0		1,856,500
Miscellaneous	3,169,414	0	0	165,139	b	3,334,553
Interfund Transfers	11,443,096	0	0	0		11,443,096
Total Revenue	173,343,126	3,864,784	0	377,234		177,585,144
<b>TOTAL RESOURCES</b>	<b>234,177,343</b>	<b>6,160,606</b>	<b>0</b>	<b>377,234</b>		<b>240,715,183</b>
<b>II. REQUIREMENTS</b>						
Department Operating						
Central Services	27,401,970	3,695,577	0	181,170	c, d, e	31,278,717
Fire and Emergency Medical Services	32,885,929	570,894	0	416,184	a, b, c	33,873,007
Library, Recreation and Cultural Services	33,051,134	2,087,266	0	322,823	c	35,461,223
Planning and Development	8,213,562	2,215,187	0	42,378	c	10,471,127
Police	57,418,869	1,534,201	0	71,415	c	59,024,485
Public Works	6,807,147	374,641	0	94,111	c, d	7,275,899
Total Department Operating	165,778,611	10,477,766	0	1,128,081		177,384,458
Non-Departmental						
Interfund Transfers	4,949,300	8,204,760	0	105,597	d	13,259,657
Contingency	12,000	(12,000)	0	0		0
Special Payments	700,000	3,000,000	0	0		3,700,000
Reserves	31,287,898	(11,220,386)	0	(856,444)	c, d, e	19,211,068
Reserve for Encumbrances	4,289,534	(4,289,534)	0	0		0
UEFB	27,160,000	0	0	0		27,160,000
Total Non-Departmental	68,398,732	(4,317,160)	0	(750,847)		63,330,725
<b>TOTAL REQUIREMENTS</b>	<b>234,177,343</b>	<b>6,160,606</b>	<b>0</b>	<b>377,234</b>		<b>240,715,183</b>

## 010 General Fund

a) **New Revenues** : Increase Charges for Service revenue by \$212,095 for conflagration fire response to the November 2019 California wildfire, and increase the Fire and Emergency Medical Services department operating appropriation by the same amount.

b) **New Revenues** : Increase Miscellaneous revenue by \$165,139 for reimbursement of Eugene Fire and Emergency Medical Service staff filling Springfield positions, and increase the department operating appropriations by the same amount. Per the Intergovernmental Agreement between the Cities of Eugene and Springfield, City of Eugene Fire staff may fill Springfield positions and are reimbursed by Springfield. These funds are for a Deputy Fire Marshal position.

**Summary of New Revenue:**

a Charges for Service - Conflagration Response	\$212,095
b Miscellaneous - ESF Springfield Staff Billing	\$165,139
	<u>\$377,234</u>

c) **One-Time Funding Request** : Increase department operating appropriations to cover costs related to the one-time \$627,001 retroactive payments per the AFSCME collective bargaining agreement. Reserves are reduced by the same amount.

d) **One-Time Funding Request** : Increase appropriations to cover one-time COVID-19 response costs by \$204,443 and decrease reserves by the same amount. The appropriation is for unplanned, unbudgeted expenses for COVID-19 response efforts, including funds for temporary shelter site operations, shelter site supplies and meals, portable restrooms and handwashing stations. Appropriation includes \$105,597 in transfers to the Risk and Benefits Fund and Facilities Services Fund to cover COVID-19 response expenses.

e) **One-Time Funding Request** : Increase appropriations to the Central Services department one-time by \$25,000 for May 2020 Elections Costs, and decrease reserves by the same amount.

**Summary of One-Time Funding Requests:**

Central Services	
c Market Study Retrepayment	\$112,324
d COVID-19 Response	\$43,846
e May 2020 Election Funding	\$25,000
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	\$181,170
Fire and Emergency Medical Services	
a Conflagration Response Expense	\$212,095
b Eugene-Springfield Staff Reimbursement	\$165,139
c Market Study Retrepayment	\$38,950
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	\$416,184
Library, Recreation and Cultural Services	
c Market Study Retrepayment	\$322,823
Planning and Development	
c Market Study Retrepayment	\$42,378
Police	
c Market Study Retrepayment	\$71,415
Public Works	
c Market Study Retrepayment	\$39,111
d COVID-19 Response	\$55,000
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	\$94,111
<b>Total Increase in Department Appropriations</b>	<hr/> <hr/>
	\$1,128,081

**Interfund Transfers**

d Risk and Benefits Fund - COVID-19 Response	\$66,597
d Facilities Services Fund - COVID-19 Response	\$39,000
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	\$105,597

**Changes to Reserve for Revenue Shortfall (RRSF)**

c Market Study Retrepayment	(\$627,001)
d COVID-19 Response	(\$204,443)
e May 2020 Election Funding	(\$25,000)
<b>Total Impact on General Fund RRSF</b>	<hr/> <hr/>
	(\$856,444)

## 150 Housing Programs and Construction Fund

	FY20 Adopted	FY20 SB1 Action	FY20 SB2 Action	FY20 SB3 Action	FY20 Revised
<b>I. RESOURCES</b>					
<b>BEGINNING WORKING CAPITAL</b>	6,798,669	3,567,381	0	0	10,366,050
<b>CHANGE TO WORKING CAPITAL</b>					
<b>REVENUE</b>					
Licenses/Permits	4,565,685	0	0	0	4,565,685
Charges for Services	5,489,050	500,000	0	0	5,989,050
Fines/Forfeitures	25,000	0	0	0	25,000
Interfund Transfers	0	500,000	0	0	500,000
Miscellaneous	192,000	0	0	0	192,000
<b>Total Revenue</b>	<b>10,271,735</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>11,271,735</b>
<b>TOTAL RESOURCES</b>	<b>17,070,404</b>	<b>4,567,381</b>	<b>0</b>	<b>0</b>	<b>21,637,785</b>
<b>II. REQUIREMENTS</b>					
Department Operating					
Fire and Emergency Medical Services	357,432	0	0	0	357,432
Planning and Development	8,703,376	1,055,576	0	0	9,758,952
Public Works	505,577	0	0	36,552 a	542,129
<b>Total Department Operating</b>	<b>9,566,385</b>	<b>1,055,576</b>	<b>0</b>	<b>36,552</b>	<b>10,658,513</b>
Non-Departmental					
Interfund Transfers	1,024,000	0	0	0	1,024,000
Special Payments	1,020,000	0	0	0	1,020,000
Balance Available	5,460,019	3,511,805	0	(36,552) a	8,935,272
<b>Total Non-Departmental</b>	<b>7,504,019</b>	<b>3,511,805</b>	<b>0</b>	<b>(36,552)</b>	<b>10,979,272</b>
<b>TOTAL REQUIREMENTS</b>	<b>17,070,404</b>	<b>4,567,381</b>	<b>0</b>	<b>0</b>	<b>21,637,785</b>

### 150 Construction and Rental Housing Fund

a) **One-Time Funding Request** : Increase department operating appropriations to cover costs related to the one-time \$36,552 retroactive payments per the AFSCME collective bargaining agreement. Balance Available is reduced by the same amount.

## 615 Facilities Services Fund

	FY20 Adopted	FY20 SB1 Action	FY20 SB2 Action	FY20 SB3 Action	FY20 Revised
<b>I. RESOURCES</b>					
<b>BEGINNING WORKING CAPITAL</b>	3,636,277	(306,551)	0	0	3,329,726
<b>CHANGE TO WORKING CAPITAL</b>					
REVENUE					
Rental	715,478	0	0	0	715,478
Charges for Services	10,668,718	0	0	0	10,668,718
Miscellaneous	132,250	0	0	0	132,250
Interfund Transfers	0	0	0	39,000	a 39,000
Special Payments	150,000	0	0	0	150,000
Total Revenue	11,666,446	0	0	39,000	11,705,446
<b>TOTAL RESOURCES</b>	<b>15,302,723</b>	<b>(306,551)</b>	<b>0</b>	<b>39,000</b>	<b>15,035,172</b>
<b>II. REQUIREMENTS</b>					
Department Operating					
Central Services	10,525,244	(136,904)	0	39,000	a 10,427,340
Planning and Development	544,723	(30,926)	0	0	513,797
Total Department Operating	11,069,967	(167,830)	0	39,000	10,941,137
Capital Projects					
Capital Projects	351,712	0	0	0	351,712
Capital Carryover	664,022	(14,559)	0	0	649,463
Total Capital Projects	1,015,734	(14,559)	0	0	1,001,175
Non-Departmental					
Interfund Transfers	654,000	0	0	0	654,000
Reserves	200,000	0	0	0	200,000
Balance Available	2,363,022	(124,162)	0	0	2,238,860
Total Non-Departmental	3,217,022	(124,162)	0	0	3,092,860
<b>TOTAL REQUIREMENTS</b>	<b>15,302,723</b>	<b>(306,551)</b>	<b>0</b>	<b>39,000</b>	<b>15,035,172</b>

### 615 Facilities Services Fund

a) **New Revenue** : Increase Interfund Transfers revenues by \$39,000 from the General Fund and increase the Central Services department operating appropriations by the same amount for COVID-19 response costs. The Facilities Services Fund was used to provide portable restrooms and handwashing stations.

## 620 Risk and Benefits Fund

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	FY20 Adopted	FY20 SB1 Action	FY20 SB2 Action	FY20 SB3 Action	FY20 Revised
<b>I. RESOURCES</b>					
<b>BEGINNING WORKING CAPITAL</b>	22,590,053	358,112	0	0	22,948,165
<b>CHANGE TO WORKING CAPITAL</b>					
REVENUE					
Intergovernmental	235,000	0	0	0	235,000
Charges for Services	46,018,762	0	0	0	46,018,762
Miscellaneous	1,013,160	0	0	0	1,013,160
Interfund Transfers	0	0	0	66,597	66,597
Total Revenue	47,266,922	0	0	66,597	47,333,519
<b>TOTAL RESOURCES</b>	<b>69,856,975</b>	<b>358,112</b>	<b>0</b>	<b>66,597</b>	<b>70,281,684</b>
<b>II. REQUIREMENTS</b>					
Department Operating					
Central Services	40,426,779	(153,592)	0	66,597	40,339,784
Total Department Operating	40,426,779	(153,592)	0	66,597	40,339,784
Non-Departmental					
Debt Service	7,339,400	0	0	0	7,339,400
Interfund Transfers	281,000	0	0	0	281,000
Reserves	6,779,890	172,683	0	0	6,952,573
Balance Available	15,029,906	339,021	0	0	15,368,927
Total Non-Departmental	29,430,196	511,704	0	0	29,941,900
<b>TOTAL REQUIREMENTS</b>	<b>69,856,975</b>	<b>358,112</b>	<b>0</b>	<b>66,597</b>	<b>70,281,684</b>

## 620 Risk and Benefits Fund

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a) **New Revenue** : Increase Interfund Transfers revenues by \$66,597 from the General Fund and increase the Central Services department operating appropriations by the same amount for COVID-19 response costs. The Risk and Benefits Fund was used to provide temporary shelter sites, fencing, meals, tents, and outreach for the sites.



Resolution Number 5299

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET;  
MAKING APPROPRIATIONS FOR THE CITY OF EUGENE  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2019,  
AND ENDING JUNE 30, 2020.**

The City Council of the City of Eugene finds that Adopting the Supplemental Budget and Making Appropriations is necessary under ORS 294.471.

**NOW THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EUGENE,** A Municipal Corporation of the State of Oregon, as follows:

Section 1.

That the Supplemental Budget for the City of Eugene, Oregon, for the fiscal year beginning July 1, 2019, and ending June 30, 2020, as set forth in attached Exhibit A is hereby adopted.

Section 2.

The supplemental amounts for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and for the purposes shown in attached Exhibit A are hereby appropriated.

Section 3.

That this Supplemental Budget is prepared in accordance with ORS 294.471(1), which authorizes the formulation of a supplemental budget resulting from "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." This Supplemental Budget was published in accordance

Section 4.

This resolution complies with ORS 294.471(4), and does not authorize an increase in the levy of property taxes above the amount in the Adopted Budget publication.

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City Recorder

EXHIBIT A

Amounts  
in dollars

**GENERAL FUND**

<b>Department Operating</b>	
Central Services	181,170
Fire and Emergency Medical Services	416,184
Library, Recreation and Cultural Services	322,823
Planning and Development	42,378
Police	71,415
Public Works	94,111
<b>Total Department Operating</b>	<u>1,128,081</u>
<b>Non-Departmental</b>	
Interfund Transfers	105,597
Reserves	(856,444)
<b>Total Non-Departmental</b>	<u>(750,847)</u>
<b>TOTAL GENERAL FUND</b>	<u>377,234</u>

**HOUSING PROGRAMS AND CONSTRUCTION FUND**

<b>Department Operating</b>	
Public Works	36,552
<b>Total Department Operating</b>	<u>36,552</u>
<b>Non-Departmental</b>	
* Balance Available	(36,552)
<b>Total Non-Departmental</b>	<u>(36,552)</u>
<b>TOTAL CONSTRUCTION AND RENTAL HOUSING FUND</b>	<u>0</u>

**AMBULANCE TRANSPORT FUND**

<b>Department Operating</b>	
Fire and Emergency Medical Services	93,250
<b>Total Department Operating</b>	<u>93,250</u>
<b>TOTAL AMBULANCE TRANSPORT FUND</b>	<u>93,250</u>

**FACILITIES SERVICES FUND**

<b>Department Operating</b>	
Central Services	39,000
<b>Total Department Operating</b>	<u>39,000</u>
<b>TOTAL FACILITIES SERVICES FUND</b>	<u>39,000</u>

**RISK AND BENEFITS FUND**

<b>Department Operating</b>	
Central Services	66,597
<b>Total Department Operating</b>	<u>66,597</u>
<b>TOTAL RISK AND BENEFITS FUND</b>	<u>66,597</u>
<b>TOTAL REQUIREMENTS - ALL FUNDS</b>	<u><u>576,081</u></u>

\* Reserves and Balance Available are not appropriated for spending and are shown for informational purposes only.