



Deschutes County Board of Commissioners  
1300 NW Wall St., Suite 200, Bend, OR 97701-1960  
(541) 388-6570 - Fax (541) 385-3202 - [www.deschutes.org](http://www.deschutes.org)

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## **AGENDA REQUEST & STAFF REPORT**

### **For Board Business Meeting of January 28, 2015**

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*Please see directions for completing this document on the next page.*

**DATE:** January 13, 2015

**FROM:** Wayne Lowry  Finance (541) 388-6559

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2015-003, transfer of appropriation to the District Attorney Department from General Fund Contingency.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2015-003. The District Attorney will increase appropriation in the Personnel and Materials & Services Categories in conjunction with the addition of a Deputy District Attorney (1.00 FTE). This was not anticipated at the time the FY 2015 budget was adopted.

**FISCAL IMPLICATIONS:**

A transfer of appropriation from General Fund Non-Departmental Contingency category to the Personnel and Materials & Services categories in the District Attorney Department for \$123,209 is necessary.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2015-003.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 388-6559  
John Hummel, District Attorney 388-6520

REVIEWED

LEGAL COUNSEL

For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

A Resolution Transferring Appropriations \*  
Within the Various Funds of the 2014-2015 \* RESOLUTION NO. 2015-003  
Deschutes County Budget and Directing Entries \*

WHEREAS, attached is an e-mail from the District Attorney's Office requesting a transfer of appropriations, and

WHEREAS it is necessary to transfer appropriations within the Deschutes County Budget to accommodate the request; now therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, as follows:

Section 1. That the following transfers of appropriations be made:

FROM:	001-4500-501.97-01	Deschutes County Non-Departmental, Contingency	\$ 123,209
TO:	001-1100-412.12-57	Deschutes County District Attorney, Deputy District Attorney	\$ 81,367
TO:	001-1100-412.21-10	Deschutes County District Attorney, Personnel, Life/Disability	\$ 419
TO:	001-1100-412.21-50	Deschutes County District Attorney, Personnel, Health/Dental	\$ 17,750
TO:	001-1100-412.22-01	Deschutes County District Attorney, Personnel, FICA/Medicare	\$ 6,224
TO:	001-1100-412.23-01	Deschutes County District Attorney, Personnel, PERS – Employee/Employer	\$ 11,814
TO:	001-1100-412.25-01	Deschutes County District Attorney, Personnel, Unemployment	\$ 353
TO:	001-1100-412.26-01	Deschutes County District Attorney, Personnel, Worker's Compensation	\$ 610

TO:	001-1100-412.43-10	Deschutes County District Attorney, Software Maintenance Agreements	\$	2,500
TO:	001-1100-412.50-10	Deschutes County District Attorney, Memberships & Dues	\$	557
TO:	001-1100-412.50-30	Deschutes County District Attorney, Conferences & Seminars	\$	250
TO:	001-1100-412.53-10	Deschutes County District Attorney, Telephone	\$	375
TO:	001-1100-412.66-70	Deschutes County District Attorney, Computers & Peripherals	\$	990

Section 2. That the Finance Director make the appropriate entries in the Deschutes County Budget document to show the above appropriations.

DATED this \_\_\_\_\_ th day of January, 2015.

BOARD OF COUNTY COMMISSIONERS OF  
DESCHUTES COUNTY, OREGON

\_\_\_\_\_  
ANTHONY DEBONE, Chair

ATTEST:

\_\_\_\_\_  
ALAN UNGER, Vice-Chair

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
TAMMY BANEY, Commissioner

## Lacy Nichols

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**From:** Mary Anderson  
**Sent:** Monday, January 12, 2015 10:09 AM  
**To:** Wayne Lowry  
**Cc:** Lacy Nichols; John Hummel; Kara Palacio  
**Subject:** Appropriation Transfer Fund 001-1100 (1 00 FTE DDA).xlsx  
**Attachments:** Appropriation Transfer Fund 001-1100 (1 00 FTE DDA).xlsx

Good morning Wayne, District Attorney John Hummel has reviewed and approved the appropriation request and the attached worksheet for the 1.0 FTE DDA position. Please prepare a resolution for BOCC's approval of the appropriation transfer. The resolution number for this appropriation transfer is 2015-003. Thank you for your assistance, Mary

Mary F. Anderson  
Chief Deputy District Attorney  
Deschutes County District Attorney's Office  
1164 NW Bond Street  
Bend, OR 97701  
541-388-6520  
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[www.facebook.com/deschutesDA](http://www.facebook.com/deschutesDA)

**\*\*CONFIDENTIALITY NOTICE \*\*\***

This e-mail may contain information that is privileged, confidential, or otherwise exempt from disclosure under applicable law. If you are not the addressee or it appears from the context or otherwise that you have received this e-mail in error, please advise me immediately by reply e-mail, keep the contents confidential, and immediately delete the message and any attachments from your system.

Deschutes County  
Appropriation Transfer Request

Item	Line Number	Category	Description	Current Budgeted Amount	To (From)	Revised Budget
Item	(HTE 14 digit code)	(Pers, M&S, Cap Out, Contingency)	(Element-Object, e.g. Time Mgmt, Temp Help, Computer Hardware)			
1	001-1100-412.12-57	Personnel Services	Deputy District Attorney (1.00 FTE)	1,657,538	81,367	1,738,905
2	001-1100-412.21-10	Personnel Services	Life/Long Term Disability	15,240	419	15,659
3	001-1100-412.21-50	Personnel Services	Health/Dental Insurance	763,375	17,750	781,125
4	001-1100-412.22-01	Personnel Services	FICA/Medicare	240,900	6,224	247,124
5	001-1100-412.23-01	Personnel Services	PERS	487,716	11,814	499,530
6	001-1100-412.25-01	Personnel Services	Unemployment Insurance	15,268	353	15,621
7	001-1100-412.26-01	Personnel Services	Workers' Compensation	30,806	610	31,416
8	001-1100-412.43-10	Materials & Services	Software Maintenance Agreements	50,000	2,500	52,500
9	001-1100-412.50-10	Materials & Services	Memberships & Dues	15,000	557	15,557
10	001-1100-412.50-30	Materials & Services	Conferences & Seminars	3,000	250	3,250
11	001-1100-412.53-10	Materials & Services	Telephone	1,500	375	1,875
12	001-1100-412.66-70	Materials & Services	Computers & Peripherals	25,000	990	25,990
13	001-4500-501-9701	Contingency	Contingency	7,182,394	(123,209)	7,059,185
<b>TOTAL</b>				<b>10,487,737</b>	<b>-</b>	<b>10,487,737</b>

A transfer of appropriation is required for the following reason and will be used for the following purpose:  
Due to increased work load in the District Attorney's office, on 12/15/2014 the BOCC and Administration approved the request to add one Deputy District Attorney.

Fund:  
Dept:  
Requested by:  
Date:

General Fund
District Attorney
John Hummel
1/9/2015