



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 June 3, 2015**

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

**DATE:** May 12, 2015

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

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2015-040, transfer of appropriation in the Deschutes County Community Development Fund.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2015-040. The Personnel category in the Community Development Fund will be increased by \$69,309 due to the addition of a Permit Technician (1.00 FTE). A significant increase in development activity requires the need for additional staffing. This position was not anticipated when the FY 2015 original budget was adopted.

**FISCAL IMPLICATIONS:**

A transfer of appropriation from Contingency to Personnel for \$69,309 is necessary.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2015-040.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 388-6559  
Nick Lelack, Community Development 385-1708

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. 2015-040  
Deschutes County Budget and Directing Entries \*

WHEREAS, attached is an e-mail from the Community Development Department 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:	295-3601-501.97-01	Deschutes County Community Development, Contingency	\$ 69,309
TO:	295-3061-419.11-11	Deschutes County Community Development, Permit Technician (1.00 FTE)	\$ 41,781
TO:	295-3061-419.21-10	Deschutes County Community Development, Personnel, Life/Disability	\$ 46
TO:	295-3061-419.21-50	Deschutes County Community Development, Personnel, Health/Dental	\$ 17,750
TO:	295-3061-419.22-01	Deschutes County Community Development, Personnel, FICA/Medicare	\$ 3,113
TO:	295-3061-419.23-01	Deschutes County Community Development, Personnel, PERS – Employee/Employer	\$ 6,066
TO:	295-3061-419.25-01	Deschutes County Community Development, Personnel, Unemployment	\$ 92
TO:	295-3061-419.26-01	Deschutes County Community Development, Personnel, Worker’s Compensation	\$ 461

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

DATED this \_\_\_\_\_ rd day of June, 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:** Nick Lelack  
**Sent:** Friday, April 24, 2015 10:22 AM  
**To:** Wayne Lowry  
**Cc:** Lacy Nichols; Jeanine Faria; Erik Kropp; Kathleen Stockton  
**Subject:** FW: Appropriation Transfer Request  
**Attachments:** Appropriation Transfer Fund 295 FY 2015-Permit Tech.xlsx

Wayne,

Please accept this email as my request to Finance to prepare a resolution to transfer appropriation to the Personnel category to increase FY 2015's FTE by 1.00 per the attachment.

Tom Anderson and I briefly discussed this issue last month, but I do not have written documentation of his approval. Hence, I am cc'ing Erik Kropp in Tom's absence in the event he needs to approve this transfer.

Please let me know if you have any questions.

Thank you.

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Nick Lelack, AICP, Director  
Deschutes County Community Development Department PO Box 6005  
117 NW Lafayette  
Bend, OR 97708-6005  
Office: 541.385.1708 / Cell: 541.639.5585 / Fax: 541.385.1764 [www.deschutes.org/cdd](http://www.deschutes.org/cdd)

-----Original Message-----

**From:** Jeanine Faria  
**Sent:** Wednesday, April 22, 2015 3:17 PM  
**To:** Nick Lelack  
**Cc:** Kathleen Stockton; Wayne Lowry; Lacy Nichols; Tracy I Scott; Loni Burk; Teri Maerki  
**Subject:** Appropriation Transfer Request

Nick,

Attached is a work sheet for you to use as part of the request for Finance to prepare a resolution to transfer appropriation to the Personnel category to increase FY 2015's FTE by 1.00.

Please review the worksheet, enter the date the BOCC/Administrator approved the increase to FY 2015 FTE and make any other modifications to the worksheet as necessary. You will note that the transfer of appropriation is for the full year, even though the position may be filled for approximately two months in FY 2015.

Then, please send an email to Wayne, with a copy to Lacy, requesting that Finance prepare a resolution. The Excel file should be attached to that email. Upon receipt of the email, Finance will contact the Board's office and request a resolution number. Finance will let Personnel know that an increase in FTE has been approved and therefore Personnel can proceed with the recruitment.

Please contact me with any questions.  
Jeanine

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	295-3601-419-11-11	Personnel Services	Permit Technician (1.00 FTE)	311,165	41,781	352,946
2	295-3601-419.21-10	Personnel Services	Life/Long Term Disability	2,428	46	2,474
3	295-3601-419.21-50	Personnel Services	Health/Dental Insurance	142,891	17,750	160,641
4	295-3601-419.22-01	Personnel Services	FICA/Medicare	35,946	3,113	39,059
5	295-3601-419.23-01	Personnel Services	PERS	78,877	6,066	84,943
6	295-3601-419.25-01	Personnel Services	Unemployment Insurance	2,838	92	2,930
7	295-3601-419.26-01	Personnel Services	Workers' Compensation	5,301	461	5,762
8	295-3601-501.97-01	Contingency	Contingency	386,181	(69,309)	316,872
<b>TOTAL</b>				<b>965,627</b>	<b>-</b>	<b>965,627</b>

A transfer of appropriation is required for the following reason and will be used for the following purpose:  
 Due to increasing development activity, it has been determined that it is necessary to add a Permit Technician prior to FY 2016. The position has been included in the FY 2016 requested budget. The addition of the 1.00 FTE was approved by BOCC/County Administrator verbally in March 2015. It is anticipated this position will be filled in May or June 2015.

Fund:	295-3601
Dept:	CDD
Requested by:	Nick Lelack
Date:	4/24/2015



Deschutes County Board of Commissioners  
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**AGENDA REQUEST & STAFF REPORT**

**For Board Business Meeting of June 3, 2015**

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

**DATE:** May 12, 2015

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

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2015-041, transfer of appropriation within the Early Learning Hub Fund.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2015-041. The need for Management Analyst services in the Early Learning Hub Fund was not anticipated when the FY 2015 budget was adopted.

**FISCAL IMPLICATIONS:** An appropriation transfer within the Early Learning Hub Fund from Contingency to Personnel for \$6,750 is necessary.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2015-041.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 388-6559  
Jane Smilie, Public Health 322-7502  
Sherri Pinner, Public Health 322-7509

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. 2015-041  
Deschutes County Budget and Directing Entries \*

WHEREAS, attached is a request from the Business Manager 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:	370-1500-501.97-01	Deschutes County Early Learning Hub, Contingency	\$ 6,750
TO:	370-1500-501.97-01	Deschutes County Early Learning Hub, Management Analyst	\$ 6,750

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

DATED this \_\_\_\_\_rd day of June, 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:** Sherri Pinner  
**Sent:** Monday, May 11, 2015 11:47 AM  
**To:** Wayne Lowry  
**Cc:** Lacy Nichols; Jeanine Faria  
**Subject:** Fund 370 - appropriation transfer request - increase in personnel  
**Attachments:** ELH Personnel appropriation transfer.xls

Our Early Learning Division is requesting an increase in appropriation for the personnel category in Fund 370. At the time we prepared our FY 15 requested budget, the need for a management analyst was not foreseen.

Please let me know if you have any questions or need additional information.

Thank you,

Sherri Pinner  
Business Manager  
Deschutes County Health Services  
541-322-7509  
541-322-7565 fax

Our mission: To promote and protect the health and safety of our community.

**REQUIREMENTS**

Item	Line Number (HTE 14 digit code)	Project Code	Category (Pers, M&S, Cap Out, Contingency)	Description (Element-Object, e.g. Time Mgmt, Temp Help, Computer Hardware)	Current Budgeted Amount	To (From)	Revised Budget
1	370-1500-444.18-07		Personnel	Management Analyst	-	6,750	6,750
2	370-1500-501.97-01		Contingency	Contingency	261,986	(6,750)	255,236
3							-
4							-
5							-
6							-
7							-
8							-
9							-
<b>TOTAL</b>					<b>261,986</b>	<b>-</b>	<b>261,986</b>

This appropriation transfer is requested for the following reason:

Our Early Learning Division is requesting an increase in appropriation for the personnel category in Fund 370. At the time we prepared our FY 15 requested budget, the need for a management analyst was not foreseen.

Fund:  
Dept:  
Requested by:  
Date:

370
Health Services - Early Learning Division
Sherri Pinner
5.11.15



Deschutes County Board of Commissioners  
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**AGENDA REQUEST & STAFF REPORT**

**For Board Business Meeting of June 3, 2015**

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

**DATE:** May 12, 2015

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

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2015-042, transferring appropriation from General Fund Contingency and from the Veterans Services Materials & Services category to the Personnel category in the Veterans Services Fund.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2015-042. The Personnel category will exceed the amount anticipated in the FY 2015 due to the payment of time management and the reclassification of an employee. The FY 2015 budget included appropriation for Extra Help in the Materials & Services category. This appropriation will be transferred to the Personnel category.

**FISCAL IMPLICATIONS:**

An appropriation transfer from General Fund Contingency and from the Veterans Services Materials & Services category to the Personnel category in the Veterans Services Fund for \$10,100 is necessary.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2015-042.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 388-6559  
Keith Macnamara, Veterans Services 385-3207

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. 2015-042  
Deschutes County Budget and Directing Entries \*

WHEREAS, attached is an e-mail 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 General Fund Non-Departmental, Contingency	\$	5,000
FROM:	001-2300-444.34-20	Deschutes County Veterans Services, Temp Help-Admin, Management, Office	\$	5,100
TO:	001-2300-444.18-72	Deschutes County Veterans Services Fund, Time Management	\$	3,000
TO:	001-2300-444.18-75	Deschutes County Veterans Services Fund, Extra Help	\$	5,100
TO:	001-2300-444.18-81	Deschutes County Veterans Services Fund, Customer Service Clerk II	\$	2,000

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

DATED this \_\_\_\_\_rd day of June, 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:** Keith MacNamara  
**Sent:** Monday, May 04, 2015 4:01 PM  
**To:** Wayne Lowry  
**Cc:** Lacy Nichols; Erik Kropp  
**Subject:** Transfer of funds  
**Attachments:** Appropriation Transfer Fund 001 Dept 23.xls

Hi Wayne,

I am requesting an appropriation transfer of \$11,000 due to unbudgeted payouts of Time Management, and the Reclassification of an employee. Please see the attached excel worksheet for an explanation for the transfer of funding. Of that \$11,000 the amount of \$5100 was in the FY 2015 budget under Extra help in the Materials and Services category and those funds need to be transferred to the personnel category. Please let me know if I need to do anything else or if you have any questions concerning my request.

Thank you, Keith

Deschutes County  
Appropriation Transfer Request

Item	Line Number (HTE 14 digit code)	Category (Pers, M&S, Cap Out, Contingency)	Description (Element-Object, e.g. Time Mgmt, Temp Help, Computer Hardware)	Current Budgeted Amount	To (From)	Revised Budget
1	001-2300-444.18-72	Personnel	Time Management	-	3,000	3,000
2	001-2300-444.18-75	Personnel	Extra Help	-	5,100	5,100
3	001-2300-444.18-81	Personnel	Customer Service Clerk II	31,506	2,000	33,506
4	001-2300-444.34-20	Materials & Services	Temp Help-Admin, Mgmt, Office	5,100	(5,100)	-
5	001-4500-501.97-01	Contingency	Contingency	5,910,289	(5,000)	5,905,289
<b>TOTAL</b>				<b>5,946,895</b>	<b>-</b>	<b>5,946,895</b>

A transfer of appropriation is required for the following reason and will be used for the following purpose:

Personnel expenditures will exceed what was foreseen at the time the FY 2015 budget was adopted. Due to payment of Time Management and the reclassification of an employee, additional appropriation in the Personnel Category is required. The FY 2015 budget included appropriation for Extra Help in the Materials & Services category. This appropriation needs to be transferred to the Personnel category.

Fund:  
Dept:  
Requested by:  
Date:

General Fund
Veterans' Services
Keith Macnamara
May 1, 2015



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 June 3, 2015**

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

**DATE:** May 12, 2015

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

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2015-043, transfer of appropriation within the Law Library Fund.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2015-043. Expenditures are projected to be in excess of what was anticipated in the FY 2015 adopted budget due to the requirement for Extra Help and the retirement of the Law Librarian. Additional appropriation is needed in the Personnel category.

**FISCAL IMPLICATIONS:**

A transfer of appropriation from Contingency to Personnel for \$16,000 is necessary.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2015-043.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 388-6559  
Erik Kropp, Board of County Commissioners 388-6584

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. 2015-043  
Deschutes County Budget and Directing Entries \*

WHEREAS, attached is an e-mail from the Deputy County Administrator 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:	215-1200-501.97-01	Deschutes County Law Library, Contingency	\$ 16,000
TO:	215-1200-412.18-72	Deschutes County Law Library, Time Management	\$ 6,000
TO:	215-1200-412.18-75	Deschutes County Law Library, Extra Help	\$ 10,000

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 June, 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:** Erik Kropp  
**Sent:** Friday, May 01, 2015 4:39 PM  
**To:** Wayne Lowry; Lacy Nichols  
**Cc:** Jeanine Faria  
**Subject:** FW: Appropriation Transfer  
**Attachments:** May 2015 Copy of Appropriation Transfer Fund 215.xls

Wayne and Lacy:

I am requesting that Finance prepare a resolution for the attached appropriation transfer.

(Thanks Jeanine)

Thanks,  
Erik

**From:** Jeanine Faria  
**Sent:** Thursday, April 30, 2015 3:08 PM  
**To:** Erik Kropp  
**Subject:** Appropriation Transfer

Due to unbudgeted payouts of Time Management and extra help costs, projections show that at least another \$6,512 will be required in the Personnel Category for Law Library. The attached worksheet shows a request to increase Personnel appropriation by \$11,000. Please verify that this will be sufficient (I would not know of any overtime, extra help for May or June) and modify the explanation as necessary.

Then - - - please send an email to Wayne Lowry requesting that Finance prepare a resolution for the BOCC to approve an appropriation transfer. Please attach the Excel file to that email and copy Lacy Nichols.

Please contact me with any questions.  
Jeanine

Deschutes County Finance  
541-385-1411

Deschutes County  
Appropriation Transfer Request

	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	215-1200-412.18-72	Personnel	Time Management	-	6,000	6,000
2	215-1200-412.18-75	Personnel	Extra Help	1,000	10,000	11,000
3	215-1200-501.97-01	Contingency	Contingency	421,824	(16,000)	405,824
<b>TOTAL</b>				<b>422,824</b>	<b>-</b>	<b>422,824</b>

A transfer of appropriation is required for the following reason and will be used for the following purpose:

The Personnel expenditures are projected to exceed what was estimated in the original budget due to requirement for Extra Help and the retirement of the Law Librarian. Additional appropriation in the Personnel Category is required.

Fund:  
Dept:  
Requested by:  
Date:

Law Library
Law Library
Erik Kropp
May 1, 2015



Deschutes County Board of Commissioners  
1300 NW Wall St., Suite 200, Bend, OR 97701-1960  
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**AGENDA REQUEST & STAFF REPORT**

**For Board Business Meeting of June 3, 2015**

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

**DATE:** May 13, 2015

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

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2015-044 transfer of appropriation in the Legal Counsel Fund.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2015-044. Additional appropriation is required in the Personnel category due to greater than anticipated time management sellback. In addition, several Materials & Services expenditures related to the reconfiguration of the Department's office space were not foreseen at the time the FY 2015 budget was adopted.

**FISCAL IMPLICATIONS:**

A transfer of appropriation from Contingency to Personnel and Materials & Services for \$18,500 is necessary.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2015-044.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 388-6559  
David Doyle, Legal Counsel 388-6625

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. 2015-044  
Deschutes County Budget and Directing Entries \*

WHEREAS, attached is an e-mail from Legal Counsel 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:	640-2700-501.97-01	Deschutes County Legal Counsel, Contingency	\$	18,500
TO:	640-2700-415.18-72	Deschutes County Legal Counsel, Time Management	\$	10,000
TO:	640-2700-415.43-20	Deschutes County Legal Counsel, Building Repair & Maintenance	\$	2,000
TO:	640-2700-415.62-10	Deschutes County Legal Counsel, Electricity	\$	1,500
TO:	640-2700-415.66-60	Deschutes County Legal Counsel, Minor Office Furniture & Fixtures	\$	5,000

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

DATED this \_\_\_\_\_rd day of June, 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:** David Doyle  
**Sent:** Thursday, April 30, 2015 4:13 PM  
**To:** Wayne Lowry  
**Cc:** Lacy Nichols  
**Subject:** Legal - Appropriation Transfer  
**Attachments:** approp20130430161207.pdf

Wayne –

I am requesting that Finance prepare a Resolution for the BOCC to approve an appropriation transfer from Contingency as per the attached Transfer Request.

The primary reason for the transfer is TML buy back and costs associated with our office remodel. Thanks.

DAVID DOYLE  
**Deschutes County Legal Counsel**  
1300 NW Wall Street, Suite 205  
Bend, OR 97701  
Telephone: (541) 388-6625  
Facsimile: (541) 617-4748  
Email: [David.Doyle@deschutes.org](mailto:David.Doyle@deschutes.org)

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Deschutes County  
Appropriation Transfer Request

Item	Line Number (HTE 14 digit code)	Category (Pers, M&S, Cap Out, Contingency)	Description (Element-Object, e.g. Time Mgmt, Temp Help, Computer Hardware)	Current Budgeted Amount	To (From)	Revised Budget
1	640-2700-415.18-72	Personnel	Time Management	4,216	10,000	14,216
2	640-2700-415.43-20	Materials & Services	Building Repair & Maintenance	250	2,000	2,250
	640-2700-415.62-10	Materials & Services	Electricity	3,346	1,500	4,846
3	640-2700-415.66-60	Materials & Services	Minor Office Furniture & Fixt	300	5,000	5,300
4	640-2700-501.97-01	Contingency	Contingency	82,399	(18,500)	63,899
<b>TOTAL</b>				<b>90,511</b>	<b>-</b>	<b>90,511</b>

A transfer of appropriation is required for the following reason and will be used for the following purpose:  
 Additional appropriation in the Personnel category is required due to greater than anticipated participation in the County's Time Management buy-back program.  
 Additional appropriation in the Materials & Services category is required. Expenditures related to the reconfiguration of the Department's office space was not foreseen at the time the FY 2015 budget was prepared.

Fund:	ISF - Legal
Dept:	Legal
Requested by:	David Doyle
Date:	May 1, 2015



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 June 3, 2015**

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

**DATE:** May 13, 2015

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

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2015-045, transfer of appropriation in the General County Projects Fund.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2015-045 transferring appropriation from Contingency to the Capital Outlay and Materials & Service categories in the General County Projects Fund due to higher than anticipated expenditures for the following: 1.) unanticipated design and engineering costs were incurred for the development of capital projects 2.) unanticipated AV upgrades were necessary in the Board hearing room 3.) State Courts requested court security upgrades 4.) the County participation in several Energy Trust of Oregon projects to upgrade equipment and controls 5.) the Annex building remodel project incurred expenses not anticipated in the FY 2015 adopted budget.

**FISCAL IMPLICATIONS:**

A transfer of appropriation from Contingency to Capital Outlay and Materials & Services in the General County Projects Fund for \$180,000 is necessary.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2015-045.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 388-6559  
Susan Ross, Property & Facilities 383-6713

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. 2015-045  
Deschutes County Budget and Directing Entries \*

WHEREAS, attached is a request from the Property & Facilities Director 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:	142-0800-501.97-01	Deschutes County General County Projects, Contingency	\$ 180,000
TO:	142-0800-419.33-15	Deschutes County General County Projects, Architect/Design	\$ 50,000
TO:	142-0800-419.61-71	Deschutes County General County Projects, Building Grounds Repair & Maint Supplies	\$ 50,000
TO:	142-0800-419.43-20	Deschutes County General County Projects, Building Grounds Repair & Maintenance	\$ 60,000
TO:	142-0800-419.92-10	Deschutes County General County Projects, Building Remodel	\$ 20,000

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

DATED this \_\_\_\_\_rd day of June, 2015.

BOARD OF COUNTY COMMISSIONERS OF  
DESCHUTES COUNTY, OREGON

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

ATTEST:

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

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

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

## Lacy Nichols

---

**From:** Susan Ross  
**Sent:** Thursday, April 30, 2015 1:33 PM  
**To:** Wayne Lowry  
**Cc:** Lacy Nichols; Jeanine Faria  
**Subject:** appropriation transfer request  
**Attachments:** Appropriation Transfer (2) Fund 142.xls

Hi Wayne. Please see attached request for fund 142. Let me know if you have any questions. Thanks.



**Susan Ross | Director**

**Deschutes County Property & Facilities Department**

PO Box 6005 | Bend, Oregon 97708

14 NW Kearney Avenue | Bend, Oregon 97701

[susan.ross@deschutes.org](mailto:susan.ross@deschutes.org) | Tel: (541) 383-6713 | Fax: (541) 317-3168

[www.deschutes.org](http://www.deschutes.org)

Deschutes County encourages persons with disabilities to participate in all programs and activities. If you need accommodations to make participation in an event possible or to request this information in an alternate format, please contact us.

Deschutes County  
Appropriation Transfer Request

Item	Line Number (HTE 14 digit code)	Category (Pers, M&S, Cap Out, Contingency)	Description (Element-Object, e.g. Time Mgmt, Temp Help, Computer Hardware)	Current Budgeted Amount	To (From)	Revised Budget
1	142-0800-501-9701	Contingency	Operating Contingency	1,247,454	(180,000)	1,067,454
2	142-0800-419-3315	Materials & Services	Architect & Design	10,000	50,000	60,000
3	142-0800-419-6171	Materials & Services	Bldg/Grounds Repair & Maint Supp	30,000	50,000	80,000
4	142-0800-419-4320	Materials & Services	Bldg/Grounds Repair & Maint Serv	255,000	60,000	315,000
5	142-0800-419.92-10	Capital Outlay	Building Remodel	250,000	20,000	270,000
				-		
<b>TOTAL</b>				<b>1,792,454</b>	<b>-</b>	<b>1,792,454</b>

A transfer of appropriation is required for the following reason and will be used for the following purpose:

In Materials & Services, there are design and engineering costs for development of capital projects that will eventually be reimbursed, there were Board hearing room AV upgrades that had been unanticipated, and court security upgrades requested by State Courts for which the County will be reimbursed. We also participated in several Energy Trust of Oregon projects to upgrade equipment and controls which will or have received significant amounts of cash rebates, but nevertheless required appropriations.

In capital outlay, the annex remodel project incurred additional expenditure, and although the benefiting department reimbursed the fund, we again used appropriation beyond what was budgeted.

Fund:  
Dept:  
Requested by:  
Date:

Gen County Projects
BOCC
Susan Ross
April 30, 2015



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 June 3, 2015**

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

**DATE:** May 13, 2015

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

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2015-046, transfer of appropriations within the Public Health and Behavioral Health Funds.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2015-046. The Health Services department will replace all current fax machines with an automated system. Initial expenditures will be paid by the Public Health and Behavioral Health Funds. As other County departments convert to the new system, Health Services will be reimbursed accordingly.

**FISCAL IMPLICATIONS:**

A transfer of appropriation within the Public Health and Behavioral Funds for \$11,100 is necessary.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2015-046.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 388-6559  
Jane Smilie, Behavioral Health 322-7502  
Sherri Pinner, Behavioral Health 322-7509

REVIEWED  

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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. 2015-046  
Deschutes County Budget and Directing Entries \*

WHEREAS, attached is an e-mail from Health Services 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:	259-2000-501.97-01	Deschutes County Public Health Department, Contingency	\$ 3,350
TO:	259-2000-441.94-43	Deschutes County Public Health Department, Computer Software	\$ 3,350
FROM:	275-2200-501.97-01	Deschutes County Behavioral Health Department, Contingency	\$ 7,750
TO:	275-2200-444.94-43	Deschutes County Behavioral Health Department, Computer Software	\$ 7,750

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

DATED this \_\_\_\_\_ rd day of June, 2015.

BOARD OF COUNTY COMMISSIONERS OF  
DESCHUTES COUNTY, OREGON

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

ATTEST:

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

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

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

## Lacy Nichols

---

**From:** Sherri Pinner  
**Sent:** Wednesday, April 22, 2015 11:02 AM  
**To:** Wayne Lowry  
**Cc:** Lacy Nichols; Jeanine Faria; David Inbody; Joe Sadony  
**Subject:** Health Services appropriation transfer  
**Attachments:** BH and PH Capital Outlay - Zones fax service.xls

Attached you will find an appropriation transfer request increasing capital outlay in both Fund 275 and Fund 259. The Health Services department is replacing their fax machines with an automated system, RightFax. They will make the initial capital purchase and as other County departments are added to the system, will be compensated proportionately.

Please let me know if you have any questions or need additional detail.

Thank you,

Sherri Pinner  
Business Manager  
Deschutes County Health Services  
541-322-7509  
541-322-7565 fax

Our mission: To promote and protect the health and safety of our community.

REQUIREMENTS

Item	Line Number (HTE 14 digit code)	Project Code	Category (Pers, M&S, Cap Out, Contingency)	Description (Element-Object, e.g. Time Mgmt, Temp Help, Computer Hardware)	Current Budgeted Amount	To (From)	Revised Budget
1	259-2000-441.94-43		Capital Outlay	Computer Software	20,200	3,350	23,550
2	259-2000-501.97-01		Contingency	Contingency	1,456,339	(3,350)	1,452,989
3	275-2200-444.94-43		Capital Outlay	Computer Software	-	7,750	7,750
4	275-2200-501.97-01		Contingency	Contingency	2,611,855	(7,750)	2,604,105
5							-
6							-
7							
8							-
9							
TOTAL					4,088,394	-	4,088,394

This appropriation transfer is requested for the following reason:

The Health Services department is replacing their fax machines with an automated system, RightFax. They will make the initial capital purchase and as other County departments are added to the system, will be compensated proportionately.

Fund:  
Dept:  
Requested by:  
Date:

259 and 275
Health Services
Sherri Pinner
4.21.15



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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 June 3, 2015**

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

**DATE:** May 14, 2015

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

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2015-047, transfer of appropriation to the Transient Room Tax and Transient Room Tax – 1% Fund from General Fund Contingency.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2015-047. Room Tax collections are projected to be higher than estimated for the FY 2015 budget. Appropriations need to be increased so these unforeseen revenues can be distributed to Central Oregon Visitor's Association, the Law Enforcement District #2 (Rural) Fund and the Fair & Expo Center Funds.

**FISCAL IMPLICATIONS:**

A transfer of \$379,970 of appropriation from General Fund Contingency to the Materials & Services category and the Transfer Out category of the Transient Room Tax Fund and the Transient Room Tax – 1% Fund.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2015-047.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department (541) 388-6559

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. 2015-047  
Deschutes County Budget and Directing Entries \*

WHEREAS, attached is an e-mail from the Finance Department 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 General Fund, Non Departmental, Contingency	\$ 379,970
TO:	160-9400-465.70-35	Deschutes County Transient Room Tax, Central Oregon Visitors Assoc (COVA) – 6%	\$ 95,000
TO:	160-9400-465.70-36	Deschutes County Transient Room Tax, COVA – FY 14 Close Out	\$ 6,260
TO:	160-9400-415.59-17	Deschutes County Transient Room Tax, Law Enforcement District 2 – Rural	\$ 160,000
TO:	160-9400-415.59-18	Deschutes County Transient Room Tax, Law Enforcement District 2 - Other	\$ 23,484
TO:	160-9400-491.96-10	Deschutes County Transient Room Tax, Transfers Out – Fair & Expo Center FY 2014	\$ 2,226
TO:	170-9400-491.96-01	Deschutes County Transient Room Tax – 1%, Transfers Out – General Fund	\$ 28,000
TO:	170-9400-491.96-48	Deschutes County Transient Room Tax – 1%, Transfers Out – Fair & Expo Center (618)	\$ 48,495
TO:	170-9400-491.96-49	Deschutes County Transient Room Tax – 1%, Transfers Out - Annual County Fair (619)	\$ 9,040

TO: 170-9400-491.96-75 Deschutes County Transient Room Tax – 1%,  
Transfers Out – RV Park (601) \$ 7,465

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

DATED this \_\_\_\_\_rd day of June, 2015.

BOARD OF COUNTY COMMISSIONERS OF  
DESCHUTES COUNTY, OREGON

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

ATTEST:

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

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

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

## Lacy Nichols

---

**From:** Cheryl L Circle  
**Sent:** Wednesday, May 13, 2015 9:10 AM  
**To:** Wayne Lowry  
**Cc:** Jeanine Faria; Lacy Nichols  
**Subject:** Appropriation Transfer Request - Room Tax  
**Attachments:** Appropriation\_Transfers 0515.est.xls

Wayne,

As a result of our recent conversation regarding room tax collections estimated to be higher than budgeted, please find attached a Appropriation Transfer Request.

Cheryl Circle, Revenue Supervisor  
Deschutes County Finance Department  
1300 NW Wall Street  
Bend OR 97701  
(541) 383-4399

Deschutes County  
Appropriation Transfer Request

Item	Line Number (HTE 14 digit code)	Project Code	Category (Pers, M&S, Cap Out, Contingency)	Description (Element-Object, e.g. Time Mgmt, Temp Help, Computer Hardware)	Current Budgeted Amount	To (From)	Revised Budget
1	160-9400-465.70-35		Materials & Services	COVA 6%	1,206,199	95,000	1,301,199
2	160-9400-465.70-36		Materials & Services	COVA - FY 14 Close Out	-	6,260	6,260
3	160-9400-415.59-17		Materials & Services	Law Enforcement Dist 2 - Rural	2,920,654	160,000	3,080,654
4	160-9400-415.59-18		Materials & Services	Law Enforcement Dist 2 - (Other)	-	23,484	23,484
5	160-9400-491.96-10		Transfers Out	Fair & Expo Center - FY 2014	-	2,226	2,226
6	170-9400-491.96-01		Transfers Out	General Fund	167,929	28,000	195,929
7	170-9400-491.96-48		Transfers Out	Fair & Expo Center (618)	292,333	48,495	340,828
8	170-9400-491.96-49		Transfers Out	Fair & Expo Center (619)	54,500	9,040	63,540
9	170-9400-491.96-75		Transfers Out	RV Park (601)	45,000	7,465	52,465
10	001-4500-501.97-01		Contingency	Contingency	5,910,289	(379,970)	5,530,319
<b>TOTAL</b>					<b>10,596,904</b>	<b>-</b>	<b>10,596,904</b>

A transfer of appropriation is required for the following reason and will be used for the following purpose:  
 Room Tax collections are estimated to be higher than budget and FY 14 ending balance of \$31,968.83 to be distributed. The additional resources will be paid to COVA, Sheriff's Office, Fair and Expo and General Fund. Therefore, additional appropriation is required.

Fund:  
 Dept:  
 Requested by:  
 Date:

Transient Room Tax	
Finance	



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 June 3, 2015**

---

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

**DATE:** May 13, 2015

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

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2015-048 transfer of appropriation in the Justice Court Fund.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2015-048. Additional appropriation is required in the Personnel and Materials & Services categories due to the following: 1.) additional personnel expenditures were necessary to assist with an unanticipated change in locations 2.) personnel expenditures related to the need for Pro-Tem judges were not anticipated 3.) cost of converting to a new software system. These expenditures were not anticipated at the time the FY 2015 budget was adopted.

**FISCAL IMPLICATIONS:**

A transfer of appropriation from Contingency to Personnel and Materials & Services for \$23,000 is necessary.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2015-048.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 388-6559  
Charles Fadely, Justice Court 617-4757



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

DATED this \_\_\_\_\_rd day of June, 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:** Jodi Stacy  
**Sent:** Wednesday, May 13, 2015 3:53 PM  
**To:** Wayne Lowry  
**Cc:** Lacy Nichols  
**Subject:** FW: Request for Appropriation Transfer  
**Attachments:** Appropriation Transfer Fund 123 (2).xls

Wayne,

Please see attached appropriation transfer request modified by Judge Fadeley. He is requesting that Finance prepare the resolution to transfer appropriation.

Thank you,



**JODI L STACY | COURT COORDINATOR**  
**Deschutes County Justice Court**  
2444 SW Glacier Place | Redmond, Oregon 97756  
[Jodi.Stacy@deschutes.org](mailto:Jodi.Stacy@deschutes.org) Tel: (541) 617-4757  
[www.deschutes.org](http://www.deschutes.org)

**From:** Charles Fadeley  
**Sent:** Wednesday, May 13, 2015 3:18 PM  
**To:** Jodi Stacy  
**Subject:** FW: Request for Appropriation Transfer

Please forward to appropriate parties.

**From:** Jeanine Faria  
**Sent:** Tuesday, May 12, 2015 12:16 PM  
**To:** Charles Fadeley; Jodi Stacy  
**Cc:** Wayne Lowry; Lacy Nichols  
**Subject:** Request for Appropriation Transfer

Attached is a revised worksheet for the appropriation transfer request. The conversion cost for the new software will be expended from FY 2015's budget. Please modify the changes to the appropriations as necessary and make any changes to the narrative to describe the reason for the change to FY 2015 original budget.

The next step is to send an email to Wayne Lowry with a copy Lacy, requesting that Finance prepare the resolution to transfer appropriation.

Thank you.  
Jeanine  
Deschutes County Finance

Deschutes County  
Appropriation Transfer Request

	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	123-8100-412.12-23	Personnel	Justice of the Peace	58,196	4,000	62,196
2	123-8100-412.18-39	Personnel	Court Services Assistant	129,052	12,000	141,052
3	123-8100-412.50-75	Materials & Services	Tech Improvement Support	-	7,000	7,000
4	123-8100-501.97-01	Contingency	Contingency	51,296	(23,000)	28,296
<b>TOTAL</b>				<b>238,544</b>	<b>-</b>	<b>238,544</b>

A transfer of appropriation is required for the following reason and will be used for the following purpose:

The additional personnel expenditures, due to moving from one location to another, were not foreseen at the time the FY 2015 budget was adopted. It is necessary to increase the appropriation in the Personnel category. The cost of converting to a new software system was not included in the FY 2015 budget. Additional appropriation in the Materials & Services category will be necessary. The Justice of the Peace additional personnel is for Pro-Tems. Previously the JP was budgeted at 1 FTE, both paid at .6 FTE. This budget reflected .6 FTE, so there was no excess in this budget line for Pro-Tems.

Fund:  
Dept:  
Requested by:  
Date:

Justice Court
Justice Court
Charles Fadeley
May 1, 2015



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 June 3, 2015**

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

**DATE:** May 14, 2015

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

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2015-049, transfer of appropriation in the General Support Services-Admin Services Fund.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2015-049. Actual expenditures for program expenses, employee recognition activities and minor office furniture/fixtures are projected to exceed the amounts anticipated at the time the FY 2015 budget was prepared.

**FISCAL IMPLICATIONS:**

A transfer of appropriation within the General Support Services-Admin Services Fund from Contingency to the Materials & Service category for \$30,000 is necessary.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2015-049

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 388-6559  
Erik Kropp, BOCC 388-6584



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

DATED this \_\_\_\_\_rd day of June, 2015.

BOARD OF COUNTY COMMISSIONERS OF  
DESCHUTES COUNTY, OREGON

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

ATTEST:

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

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

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

## Lacy Nichols

---

**From:** Wayne Lowry  
**Sent:** Thursday, May 14, 2015 8:06 AM  
**To:** Jeanine Faria; Lacy Nichols  
**Subject:** FW: Fund 625 Appropriation Transfer  
**Attachments:** 5-14-15 Appropriation Transfer Fund 625.xls

Here is Eriks request for a budget adjustment.



**Wayne Lowry, CPA** Finance Director/Treasurer  
Deschutes County  
1300 NW Wall St., Ste. 200 . Bend, Oregon 97701-1906  
Office: (541) 388-6559 Cell: (541) 788-0093  
[Wayne.Lowry@deschutes.org](mailto:Wayne.Lowry@deschutes.org)

**From:** Erik Kropp  
**Sent:** Thursday, May 14, 2015 7:51 AM  
**To:** Wayne Lowry  
**Cc:** Tom Anderson  
**Subject:** RE: Fund 625 Appropriation Transfer

Wayne:

Thanks for preparing the requested appropriation transfer. Attached is the completed request.

-Erik

**From:** Wayne Lowry  
**Sent:** Tuesday, May 12, 2015 4:03 PM  
**To:** Erik Kropp  
**Cc:** Tom Anderson  
**Subject:** FW: Fund 625 Appropriation Transfer

We will need you to request a budget adjustment for this so we can get it prepared for you.

Thanks



**Wayne Lowry, CPA** Finance Director/Treasurer  
Deschutes County  
1300 NW Wall St Ste 200 Bend Oregon 97701-1906  
Office: (541) 388-6559 Cell: (541) 788-0093  
[Wayne.Lowry@deschutes.org](mailto:Wayne.Lowry@deschutes.org)

**From:** Jeanine Faria  
**Sent:** Tuesday, May 12, 2015 3:45 PM  
**To:** Wayne Lowry  
**Subject:** Fund 625 Appropriation Transfer

Here is a DRAFT of the worksheet to be included with the Administration Department's request for appropriation transfer. Please modify as necessary and then forward to either Tom or Erik (I'm not sure who has responsibility for the budget) and request that he make a request to Finance to prepare the resolution.

Thanks

Jeanine

Deschutes County Finance

541-385-1411

Deschutes County  
Appropriation Transfer Request

	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	625-0800-413.50-94	Materials & Services	Program Expense	6,500	10,000	16,500
2	625-0800-413.50-98	Materials & Services	Dept Employee Recognition	10,000	10,000	20,000
3	625-0800-413.66-60	Materials & Services	Minor Office Furniture & Fixt	250	5,000	5,250
4	625-0800-413.66-65	Materials & Services	Minor Office Equipment	-	5,000	5,000
5	625-0800-501.97-01	Contingency	Contingency	100,595	(30,000)	70,595
<b>TOTAL</b>				<b>117,345</b>	<b>-</b>	<b>117,345</b>

A transfer of appropriation is required for the following reason and will be used for the following purpose:

Subsequent to the adoption of the FY 2015 budget, additional activities were added to the Employee Recognition Program. Also, the need to acquire office furniture and equipment was not foreseen at the time the FY 2015 budget was prepared. Additional appropriation in the Materials & Services category is required.