



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

### **For Board Business Meeting of January 13, 2016**

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

**DATE:** December 16, 2015

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

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2016-001, adopting a supplemental budget of the Deschutes County 911 County Service District Budget for Fiscal Year 2016.

**PUBLIC HEARING ON THIS DATE?** YES

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2016-001 to adopt a supplemental budget and make appropriations totaling \$6,301,091.

**FISCAL IMPLICATIONS:**

The supplemental budget will increase the budget by \$6,301,091. The total of the Deschutes County 911 County Service District budget after adoption of the supplemental will be \$30,580,621.

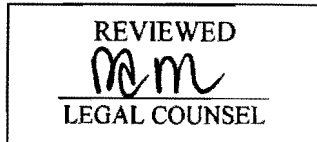
**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2016-001.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 388-6559  
Loni Burk, Finance Department 388-6536



For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

A Resolution Adopting a Supplemental \*  
Budget of the Deschutes County 911 County \* RESOLUTION NO. 2016-001  
Service District Fiscal Year 2015-2016 and \*  
Making Appropriations. \*

WHEREAS, the Deschutes County 911 County Service District FY 2015-2016 Adopted Budget contemplated the Radio System Project moving forward into FY 2017; however, due to the timing of the negotiations with the State of Oregon, the decision has been made to move ahead with the project in the current fiscal year; and

WHEREAS, reserve funds must be appropriated to provide the budget authority for the project to move forward in FY 2016 as set forth in this resolution; and

WHEREAS, ORS 294.480 authorizes the adoption of a Supplemental Budget; and

WHEREAS, Notice of Supplemental Budget Hearing was published in the Bulletin on January 6, 2016; now, therefore,

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

Section 1. The Board of County Commissioners hereby adopts the attached Supplemental Budget for Fiscal Year 2015-2016, marked as Attachment "A," attached hereto and by this reference, incorporated herein.

Section 2. The amounts set forth in the Adopted Supplemental Budget are hereby appropriated in the amounts set forth in Section 1 of this Resolution.

Section 3. That the Finance Director makes the appropriate modifications to the 2015-2016 Fiscal Year Budget to reflect the adoption of the Supplemental Budget as set forth in Section 1 of this Resolution.

DATED this \_\_\_\_\_th day of January, 2016.

BOARD OF COUNTY COMMISSIONERS OF  
DESCHUTES COUNTY, OREGON

\_\_\_\_\_  
ALAN UNGER, Chair

ATTEST:

\_\_\_\_\_  
TAMMY BANEY, Vice-Chair

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

\_\_\_\_\_  
ANTHONY DEBONE, Commissioner

Deschutes County 911 County Service District  
FY 2016 Supplemental Budget - Attachment A

Fund	Account Code	Adjusted Budget	Supplemental	Revised Budget	Comments
<b>705 Deschutes County 911 County Service District Fund</b>					
Consulting Fee	705-7500-429.34-52	75,000	95,000	170,000	Costs associated with CAD/RMS technology improvements
Education & Training	705-7500-729.50-40	18,000	30,000	48,000	Costs associated with CAD/RMS technology improvements
Software Maint Agreements	705-7500-429.43-10	462,200	120,000	582,200	Costs associated with CAD/RMS technology improvements
<i>Materials &amp; Services Category Totals</i>		<u>2,019,097</u>	<u>245,000</u>	<u>2,264,097</u>	
Contingency	705-7500-501.97-01	4,641,955	(245,000)	4,396,955	Resources required for additional expenditures
<i>Contingency Category Totals</i>		<u>4,641,955</u>	<u>(245,000)</u>	<u>4,396,955</u>	
<b>Total DC 911 County Svc. Dist Fund Requirements</b>		<u>12,937,788</u>	<u>-</u>	<u>12,937,788</u>	
<b>707 Deschutes County 911 Communications Fund</b>					
State Grant	707-0000-334.12-00	-	278,000	278,000	State grant funds for upgrade to radio system
Transfers In-911 CSD Equipment Reserve	707-0000-361.11-00	200,000	5,523,091	5,723,091	Transfer for cost to upgrade the radio system
<b>Total DC 911 Communications Fund Resources</b>		<u>1,067,742</u>	<u>5,801,091</u>	<u>6,868,833</u>	
Radios	707-7500-429.66-50	289,203	15,000	304,203	Costs associated with radio upgrade
<i>Materials &amp; Services Category Totals</i>		<u>289,203</u>	<u>15,000</u>	<u>304,203</u>	
Technology Improvements	707-7500-429.94-45	250,000	5,251,091	5,501,091	Costs associated with radio upgrade
Building Remodel	707-7500-429.92-10	-	200,000	200,000	Costs associated with radio upgrade
Automobiles	707-7500-429.94-22	-	70,000	70,000	Costs associated with radio upgrade
<i>Capital Outlay Category Totals</i>		<u>250,000</u>	<u>5,521,091</u>	<u>5,771,091</u>	
Contingency	707-7500-501.97-01	241,298	265,000	506,298	Resources increased for radio system upgrade
<i>Contingency Category Totals</i>		<u>241,298</u>	<u>265,000</u>	<u>506,298</u>	
<b>Total DC 911 Communications Fund Requirements</b>		<u>1,067,742</u>	<u>5,801,091</u>	<u>6,868,833</u>	
<b>710 Deschutes County 911 County Service District Equipment Reserve</b>					
State Grant	710-0000-334.12-00	-	500,000	500,000	State grant funds for upgrade to telephone system
<b>Total DC 911 County Service District Equipment Reserve Resources</b>		<u>10,274,000</u>	<u>500,000</u>	<u>10,774,000</u>	
Transfers Out-Deschutes County Communications	710-7500-491.96-10	200,000	5,523,091	5,723,091	Assist in radio system upgrade funding
<i>Transfers Out Category Totals</i>		<u>200,000</u>	<u>5,523,091</u>	<u>5,723,091</u>	
Reserve for Future Expenditures	710-7500-521.98-51	9,070,000	(5,023,091)	4,046,909	Reserves expended for radio system upgrade
<i>Reserve for Future Expenditures Category Totals</i>		<u>9,070,000</u>	<u>(5,023,091)</u>	<u>4,046,909</u>	
<b>Total DC 911 County Service District Equipment Reserve Requirements</b>		<u>10,274,000</u>	<u>500,000</u>	<u>10,774,000</u>	

SUPPLEMENTAL BUDGET TOTAL  
FISCAL YEAR 2016 ADJUSTED BUDGET  
TOTAL REVISED 2016 BUDGET

\$ 6,301,091  
24,279,530  
\$ 30,580,621

## NOTICE OF SUPPLEMENTAL BUDGET HEARING

- For supplemental budgets proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for Deschutes County 911 County Service District for the current fiscal year will be held in the William D. Barnes Room at the Deschutes Services Center located at 1300 NW Wall St, Bend, Oregon.

The hearing will take place on January 13, 2016 at 10:00 a.m.

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after January 6, 2016 at the Deschutes County Board of Commissioners' Office located at 1300 NW Wall Street, Bend, Oregon, between the hours of 8:00 a.m. and 5:00 p.m.

### SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

#### FUND: Deschutes County 911 CSD Fund

Resource	Amount	Expenditure	Amount
1		1 Materials & Services	2,264,097
2		2 Contingency	4,396,955
3		3	
<b>Revised Total Fund Resources</b>	<b>12,937,788</b>	<b>Revised Total Fund Requirements</b>	<b>12,937,788</b>

#### Comments:

Materials and Services for Deschutes County 911 County Service District increases by \$245,000 and Contingency decreases by \$245,000 to improve CAD/RMS technologies and give staff the capacity to deploy call receiving protocols for fire incidents. Other requirements remain unchanged.

#### FUND: Deschutes County 911 Communications Fund

Resource	Amount	Expenditure	Amount
1 State Grant	278,000	1 Materials & Services	304,203
2 Transfers In-911 CSD Equip Reserve	5,723,091	2 Capital Outlay	5,771,091
3		3 Contingency	506,298
<b>Revised Total Fund Resources</b>	<b>6,868,833</b>	<b>Revised Total Fund Requirements</b>	<b>6,868,833</b>

#### Comments:

State grant funding and Transfers In from 911 County Service District Equipment Reserve Fund increase resources by \$5,801,901. These resources will allow for an upgrade to the Radio Project to occur in FY 2016 rather than in a future year as had been anticipated. This requires an increase in Materials & Services in the amount of \$15,000, Capital Outlay of \$5,521,091 and Contingency of \$265,000. Other resources and requirements remain unchanged.

#### FUND: Deschutes County 911 CSD Equipment Reserve

Resource	Amount	Expenditure	Amount
1 State Grant	500,000	1 Transfers Out	5,723,091
2		2 Reserve for Future Expenditures	4,046,909
3		3	
<b>Revised Total Fund Resources</b>	<b>10,774,000</b>	<b>Revised Total Fund Requirements</b>	<b>10,774,000</b>

#### Comments:

State grant funding increased by \$500,000 to reimburse part of the cost of the 911 phone system upgrade. This request authorizes a transfer out to the Deschutes County 911 Communications Fund in the amount of \$5,723,091 and reduces the Reserve for Future Expenditures by \$5,023,091. Other resources and requirements remain unchanged.

Deschutes County  
Supplemental Budget Request

	Line Number	Category	Description			
Item	(HTE 14 digit code)	(Pers, M&S, Cap Out, Contingency)	(Element-Object, e.g. Time Mgmt, Temp Help, Computer Hardware)	Current Budgeted Amount	To (From)	Revised Budget
1	705-7500-429.34-52	Materials & Services	Consulting Fee	75,000	95,000	170,000
2	705-7500-429.50-40	Materials & Services	Education & Training	18,000	30,000	48,000
3	705-7500-429.43-10	Materials & Services	Software Maint Agreements	462,200	120,000	582,200
4	705-7500-501.97-01	Contingency	Contingency	4,641,955	(245,000)	4,396,955
<b>TOTAL</b>				<b>5,197,155</b>	<b>-</b>	<b>5,197,155</b>

**A supplemental budget is required for the following reason and will be used for the following purpose:**

The FY 2016 budget did not include appropriation for consulting to improve CAD/RMS technologies including full integration (\$95,000). Also, staff has the capacity to deploy call receiving protocols for fire incidents and would like to start now rather than in FY 2017 as originally planned (\$150,000). An additional appropriation in the Materials & Services Category is required for these two new projects. The 9-1-1 User Board recommended moving forward with both projects.

Fund:	DC 9-1-1 - Operations
Dept:	DC 9-1-1 - Operations
Requested by:	Steve Reinke
Date:	12/15/2015

Deschutes County  
Supplemental Budget Request

**RESOURCES**

	Line Number					
Item	(HTE 14 digit code)		Description	Current Budgeted Amount	To (From)	Revised Budget
1	707-0000-334-12-00	Intergovernmental Revenues	State Grant	-	278,000	278,000
2	707-0000-338-11-03	Intergovernmental Revenues	Deschutes County	329,089	-	329,089
3	707-0000-342.14-00	Charges for Services	Contract Payments	535,653	-	535,653
4	707-0000-361.11-00	Interest	Interest on Pooled Investments	3,000	-	3,000
5	707-0000-391.43-00	Transfers In		200,000	5,523,091	5,723,091
<b>TOTAL</b>				<b>1,067,742</b>	<b>5,801,091</b>	<b>6,868,833</b>

**REQUIREMENTS**

	Line Number	Category	Description			
Item	(HTE 14 digit code)	(Pers, M&S, Cap Out, Contingency)	(Element-Object, e.g. Time Mgmt, Temp Help, Computer Hardware)	Current Budgeted Amount	To (From)	Revised Budget
6	707-7500-429-xx-xx	Personnel Services	Personnel	259,775	-	259,775
7	707-7500-429.66-50	Materials & Services	Radios	-	15,000	15,000
8	707-7500-426.xx-xx	Materials & Services	All other Materials & Services	316,669	-	316,669
9	707-7500-429.94-45	Capital Outlay	Technology Improvements	250,000	5,251,091	5,501,091
10	707-7500-429.92-10	Capital Outlay	Building Remodel	-	200,000	200,000
11	707-7500-429.94-22	Capital Outlay	Automobiles	-	70,000	70,000
12	707-7500-501.97-01	Contingency	Contingency	241,298	265,000	506,298
<b>TOTAL</b>				<b>1,067,742</b>	<b>5,801,091</b>	<b>6,868,833</b>

**A supplemental budget is required for the following reason and will be used for the following purpose:**

The FY 2016 budget was prepared assuming that the radio project would occur subsequent to FY 2016. It has been determined the need to upgrade the radio system is urgent, therefore, the 9-1-1 User Board recommended starting the project in FY 2016.

Fund:	DC 9-1-1
Dept:	DC 9-1-1
Requested by:	Steve Reinke
Date:	12/15/2015

Deschutes County  
Supplemental Budget Request

**RESOURCES**

	Line Number					
Item	(HTE 14 digit code)		Description	Current Budgeted Amount	To (From)	Revised Budget
1	710-0000-301.00-00	Beginning NWC	Beginning Net Working Capital	10,204,000	-	10,204,000
2	710-0000-334.12-00	Intergovernmental Revenues	State Grant	-	500,000	500,000
3	710-0000-361.11-00	Interest	Interest on Pooled Investments	70,000	-	70,000
<b>TOTAL</b>				<b>10,274,000</b>	<b>500,000</b>	<b>10,774,000</b>

**REQUIREMENTS**

	Line Number	Category	Description			
Item	(HTE 14 digit code)	(Pers, M&S, Cap Out, Contingency)	(Element-Object, e.g. Time Mgmt, Temp Help, Computer Hardware)	Current Budgeted Amount	To (From)	Revised Budget
4	710-7500-429.66-50	Materials & Services	Minor Tools & Equipment	1,000	-	1,000
5	710-7500-429.94-41	Capital Outlay	Computer Hardware	3,000	-	3,000
6	710-7500-429.94-45	Capital Outlay	Technology Improvements	1,000,000	-	1,000,000
7	710-7500-491.96-10	Transfers Out	Transfer to DC Communications	200,000	5,523,091	5,723,091
8	710-7500-521.98-51	Reserve for Future	Reserve for Future	9,070,000	(5,023,091)	4,046,909
<b>TOTAL</b>				<b>10,274,000</b>	<b>500,000</b>	<b>10,774,000</b>

**A supplemental budget is required for the following reason and will be used for the following purpose:**

The FY 2016 budget for 9-1-1 CSD Equipment Reserve was prepared assuming that the radio project would occur subsequent to FY 2016. The 911 been User Board recommended upgrading the radio system in FY 2016. Therefore, resources need to be transferred from the Reserve fund to the 9-1-1 Communications Fund. Subsequent to adopting FY 2016 budget, the District learned it will receive \$500,000 from the State 9-1-1 Program Office from 9-1-1 telephone taxes to reimburse part of the cost of a replacement 9-1-1 telephone system.

Fund:	DC 9-1-1
Dept:	DC 9-1-1
Requested by:	Steve Reinke
Date:	12/15/2015