



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

AGENDA REQUEST & STAFF REPORT

For Board Business Meeting of February 10, 2016

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

DATE: February 01, 2016

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

TITLE OF AGENDA ITEM:

Consideration and signature of Resolution #2016-002, transfer of appropriation in the Deschutes County Road Fund.

PUBLIC HEARING ON THIS DATE? NO

BACKGROUND AND POLICY IMPLICATIONS:

Consideration of Resolution #2016-002. Due to increased activity, the Road Department will hire an additional PW Equipment Operator (1.00 FTE). Approval to increase FTE for the remainder of FY 2016 was granted by the Board of County Commissioners.

FISCAL IMPLICATIONS:

A transfer of appropriation from Contingency to Personnel for \$59,494 is necessary.

RECOMMENDATION & ACTION REQUESTED:

Approval and signature of Resolution #2016-002.

ATTENDANCE: Wayne Lowry

DISTRIBUTION OF DOCUMENTS:

Wayne Lowry, Finance Department 388-6559
Chris Doty, Road Department 322-7105

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 2015-2016 * RESOLUTION NO. 2016-002
Deschutes County Budget and Directing Entries *

WHEREAS, attached is a request from the Deschutes County Road 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:	325-5000-501.97-01	Deschutes County Road Department, Contingency	\$ 59,494
TO:	325-5000-431.15-06	Deschutes County Road Department, PW Equipment Operator (1.00 FTE)	\$ 32,343
TO:	325-5000-431.21-10	Deschutes County Road Department, Life/Long Term Disability	\$ 85
TO:	325-5000-431.21-50	Deschutes County Road Department, Health/Dental Insurance	\$ 18,461
TO:	325-5000-431.22-01	Deschutes County Road Department, FICA/Medicare	\$ 2,474
TO:	325-5000-431.23-01	Deschutes County Road Department, PERS-Employee/Employer	\$ 4,690
TO:	325-5000-431.25-01	Deschutes County Road Department, Unemployment Insurance	\$ 353
TO:	325-5000-431.26-01	Deschutes County Road Department, Workers' Comp Insurance	\$ 1,088

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 February, 2016.

BOARD OF COUNTY COMMISSIONERS OF
DESCHUTES COUNTY, OREGON

ALAN UNGER, Chair

ATTEST:

TAMMY BANEY, Vice-Chair

Recording Secretary

ANTHONY DEBONE, Commissioner

Lacy Nichols

From: Chris Doty
Sent: Tuesday, December 29, 2015 3:34 PM
To: Wayne Lowry
Cc: Lacy Nichols; Jeanine Faria; Susan Bailey
Subject: FW: Appropriation Transfer Fund 325.xlsx
Attachments: Appropriation Transfer Fund 325.xlsx

Follow Up Flag: Follow up
Flag Status: Flagged

Dear ~~Mr. Lowry~~, Wayne,

Please accept this email as a request for Finance to prepare a resolution to authorize an FTE increase and an appropriation transfer per the attached form.

Yours truly,

Chris Doty, PE/PTOE, Director
Deschutes County Road Department
61150 SE 27th Street / Bend, OR 97702
O: 541.322.7105 / C: 541.279.1134
Chris.Doty@co.deschutes.or.us

From: Jeanine Faria
Sent: Tuesday, December 29, 2015 3:16 PM
To: Chris Doty
Cc: Lacy Nichols
Subject: Appropriation Transfer Fund 325.xlsx

Attached is a DRAFT of the worksheet. The next steps are:

1. Modify the narrative as necessary and save the Excel file.
2. Send an email to Wayne Lowry, copy to Lacy Nichols, requesting that Finance prepare a resolution to authorize an FTE increase and an appropriation transfer. Attach the Excel file to that email.
3. Wayne will review the request and then ask Lacy prepare the resolution and the agenda request.
4. Lacy will obtain a hearing date and prepare the necessary documents.

Separately, Lacy will contact Bonnie to obtain a resolution number and provided the number to Human Resources so that they can begin the recruitment process. The resolution preparation and approval AND the recruitment process occur simultaneously, not sequentially.

Jeanine
541-385-1411

Deschutes County
Appropriation Transfer 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	325-5000-431.15-06	Personnel	PW Equipment Operator (1.00 FTE)	1,153,241	32,343	1,185,584
2	325-5000-431.21-10	Personnel	Life/Long Term Disability	17,108	85	17,193
3	325-5000-431.21-50	Personnel	Health/Dental Insurance	971,562	18,461	990,023
4	325-5000-431.22-01	Personnel	FICA/Medicare	267,274	2,474	269,748
5	325-5000-431.23-01	Personnel	PERS	611,469	4,690	616,159
6	325-5000-431.25-01	Personnel	Unemployment Insurance	18,552	353	18,905
7	325-5000-431.26-01	Personnel	Workers' Compensation Insurance	54,397	1,088	55,485
8	325-5000-501.97-01	Contingency	Contingency	2,079,334	(59,494)	2,019,840
TOTAL				5,172,937	-	5,172,937

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

Due to an increase in the Road Department's workload, which was not foreseen at the time the FY 2016 budget was adopted, there is a need for an additional PW Equipment Operator. The Board of County Commissioners has approved a limited duration position for the remainder of FY 2016.

Fund:	Road Department
Dept:	Road Department
Requested by:	Chris Doty
Date:	December 29, 2015