



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 May 25, 2016**

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

**DATE:** May 12, 2016

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

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2016-027, transfer of appropriations in the Transient Room Tax Fund.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2016-027. Room Tax collections are projected to be higher than budgeted resulting in greater payments to COVA through their contract. In addition, the County contributed \$21,833 to the Phoenix non-stop flight initiative and made a larger payment to the Sunriver Chamber than originally budgeted in the FY 2016 budget. Appropriations need to be increased so these unforeseen revenues can be distributed.

**FISCAL IMPLICATIONS:**

A transfer of \$218,360 of appropriation from General Fund Contingency to the Materials & Services category in the Transient Room Tax Fund.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2016-027.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 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 2015-2016 \* RESOLUTION NO. 2016-027  
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	\$ 218,360
TO:	160-9400-465.70-35	Deschutes County Transient Room Tax, Central Oregon Visitors Assoc (COVA) – 6%	\$ 100,000
TO:	160-9400-465.70-37	Deschutes County Transient Room Tax, COVA – 1%	\$ 90,000
TO:	160-9400-415.59-20	Deschutes County Transient Room Tax, Grants/Contributions Misc.	\$ 28,360

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 May, 2016.

BOARD OF COUNTY COMMISSIONERS OF  
DESCHUTES COUNTY, OREGON

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

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

ATTEST:

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

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

## Lacy Nichols

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**From:** Cheryl L Circle  
**Sent:** Wednesday, April 13, 2016 2:48 PM  
**To:** Wayne Lowry  
**Cc:** Lacy Nichols  
**Subject:** Appropriation Transfer Request - Room Tax  
**Attachments:** Appropriation Transfer.0416xls.xls

Wayne,

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

Cheryl Circle, Revenue Supervisor  
Deschutes County Finance Department  
1300 NW Wall Street  
Bend OR 97703  
(541) 383-4399

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	160-9400-465.70-35	Materials & Services	Central Or Vistors Assoc - 6%	759,283	100,000	859,283
2	160-9400-465.70-37	Materials & Services	Central Or Vistors Assoc - 1%	660,048	90,000	750,048
3	160-9400-415.59-20	Materials & Services	Grants / Contributions	23,473	28,360	51,833
4						-
5	001-4500-501.97-01	Contingency	Contingency	8,104,710	(218,360)	7,886,350
6						-
7						-
8						-
<b>TOTAL</b>				<b>9,547,514</b>	<b>-</b>	<b>9,547,514</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, resulting in additional resources to be paid through the COVA contract. In addition, the County paid its share of the Phoenix non-stop contribution through this fund as well as increased the amount contributed to the Sunriver Chamber by \$6,527. These two changes were not in the original budget.

Fund:  
 Dept:  
 Requested by:  
 Date:

Transient Room Tax
Finance