AGENDA REQUEST & STAFF REPORT
For Board Business Meeting of May 25, 2016

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
BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

A Resolution Transferring Appropriations
Within the Various Funds of the 2015-2016 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
DESHUTES COUNTY, OREGON

ALAN UNGER, Chair

ATTEST: TAMMY BANEY, Vice-Chair

Recording Secretary ANTHONY DEBONE, Commissioner
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

<table>
<thead>
<tr>
<th>Item</th>
<th>Line Number</th>
<th>Category</th>
<th>Description</th>
<th>Current Budgeted Amount</th>
<th>To (From)</th>
<th>Revised Budget</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>160-9400-465.70-35</td>
<td>Materials &amp; Services</td>
<td>Central Or Vistors Assoc - 6%</td>
<td>759,283</td>
<td>100,000</td>
<td>859,283</td>
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<tr>
<td>2</td>
<td>160-9400-465.70-37</td>
<td>Materials &amp; Services</td>
<td>Central Or Vistors Assoc - 1%</td>
<td>660,048</td>
<td>90,000</td>
<td>750,048</td>
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<td>5</td>
<td>001-4500-501.97-01</td>
<td>Contingency</td>
<td>Contingency</td>
<td>8,104,710</td>
<td>(218,360)</td>
<td>7,886,350</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>9,547,514</strong></td>
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<td><strong>9,547,514</strong></td>
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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: Transient Room Tax
Dept: Finance
Requested by: 
Date: 