AGENDA REQUEST & STAFF REPORT

For Board of Commissioners Business Meeting of September 28, 2016

DATE: September 16, 2016

FROM: Wayne Lowry, Finance, 541-388-6559

TITLE OF AGENDA ITEM: Consideration of Board Signature of Resolution # 2016-055, Transferring Appropriations in the Deschutes County Community Development Fund.

PUBLIC HEARING ON THIS DATE?: No

CONTRACTOR: N/A

AGREEMENT TIMEFRAME: N/A

INSURANCE: N/A

BACKGROUND AND POLICY IMPLICATIONS: Due to increased development activity, the Community Development Department requests to hire an additional 1.00 FTE Permit Technician and a 1.00 FTE Environmental Health Specialist I. Funding will be provided from the fund 295 contingency.

FISCAL IMPLICATIONS: A transfer of appropriation from Fund # 295 contingency of $100,486 is necessary.

ATTENDANCE: Consent

RECOMMENDATION & ACTION REQUESTED: Approval and signature of Resolution # 2016-055
BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

A Resolution Transferring Appropriations
Within the Various Funds of the 2016-2017
Deschutes County Budget and Directing Entries

WHEREAS, attached is a request from the Deschutes County Community Development Department requesting a transfer of appropriations for the addition of a 1.00 FTE Permit Technician and a 1.00 FTE Environmental Health Specialist, 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 in the Community Development fund #295:

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contingency</td>
<td>($100,486)</td>
</tr>
<tr>
<td>Operating Budget</td>
<td>$100,486</td>
</tr>
</tbody>
</table>

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 September, 2016.

BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

ALAN UNGER, Chair

ATTEST: TAMMY BANEY, Vice-Chair

Recording Secretary ANTHONY DEBONE, Commissioner
Wayne,

The attached appropriation transfer request adds 1.0 permit technician and 1.0 environmental health specialist I to Community Development. Tom Anderson and the BOCC approved this request on 9/7/16.

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

Thank you,

Sherri Pinner
Management Analyst
Community Development Department
541-385-1712
A transfer of appropriation is required for the following reason and will be used for the following purpose:

This appropriation transfer adds 1.0 permit technician to our coordinated services team and 1.0 environmental health specialist I to our environmental health on site team.

Tom Anderson and the BOCC approved this fte request on 9/7/2016.