



Deschutes County Board of Commissioners
1300 NW Wall St, Bend, OR 97703

(541) 388-6570 – Fax (541) 385-3202 – <https://www.deschutes.org/>

AGENDA REQUEST & STAFF REPORT

For Board of Commissioners Business Meeting of September 28, 2016

DATE: September 21, 2016

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

TITLE OF AGENDA ITEM:

Consideration of Board Signature of Resolution # 2016-058, Transferring Appropriation in the Finance Fund #630.

PUBLIC HEARING ON THIS DATE?: No

CONTRACTOR: N/A

AGREEMENT TIMEFRAME: N/A

INSURANCE: N/A

BACKGROUND AND POLICY IMPLICATIONS:

The Finance HR Software project has been underway since May of 2016. As the project moves into the implementation phase, it has become clear that a full time project manager will be necessary. We began this process with a .8 FTE project manager. This budget adjustment increases the project manager by .2 FTE to a full 1.0 FTE. The cost of this change is estimated to be \$22,429 for the remainder of FY 2017.

FISCAL IMPLICATIONS:

The increase in cost of \$22,429 will be appropriated in the Finance fund but will be charged to the project fund and included in the total cost of the project to be charged to departments over time.

ATTENDANCE:

Consent

RECOMMENDATION & ACTION REQUESTED:

Approval of Resolution #2016-058, increasing the Project Manager FTE by .2 and appropriating the related costs in the Finance fund.

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 2016-2017	*	RESOLUTION NO. 2016-058
Deschutes County Budget and Directing Entries	*	

WHEREAS, attached is a request from the Deschutes County Finance Department requesting a transfer of appropriations for the addition of a .20 FTE to the existing Project Manager position, 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 Finance fund #630:

Expenditures

Contingency	(\$ 22,429)
Operating Budget	\$ 22,429

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

Deschutes County
Appropriation Transfer Request

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	630-1400-415.18-28	Personnel	Wages	174,650	15,090	189,740
2	630-1400-415.21-10	Personnel	Disability/Life Ins	3,781	73	3,854
3	630-1400-415.21-50	Personnel	Health Insurance	189,964	2,908	192,872
4	630-1400-415.22-01	Personnel	FICA	71,372	1,154	72,526
5	630-1400-415.23-01	Personnel	PERS	198,457	3,204	201,661
6	630-1400-501.97-01	Contingency	Contingency	155,345	(22,429)	132,916
TOTAL				793,569	-	793,569

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

As the Finance and HR software project progresses, it is becoming clear that a full time project manager will be necessary. This budget adjustment for the project increases the FTE of the project manager to 1.0 from .8. The tasks to be monitored by the project manager are increasing and to ensure that the project continues to move forward we believe more time will be required of the project manager than her current FTE will allow.

Fund:

Dept:

Requested by:

Date:

Finance
Finance Department
Wayne Lowry
9/19/2016

Wayne Lowry

From: Jeanine Faria
Sent: Monday, September 19, 2016 2:13 PM
To: Wayne Lowry
Subject: FW: Budget Adjustment Request
Attachments: budget adjustment teri FTE 630.xls

Looks good to me. Lacy can prepare the resolution based on this.
Jeanine

Deschutes County Finance
541-385-1411

-----Original Message-----

From: Wayne Lowry
Sent: Monday, September 19, 2016 1:25 PM
To: Jeanine Faria
Subject: Budget Adjustment Request

I would like to adjust the Finance Budget to accommodate an increase in the FTE of Teri's project manager position to 1.0, and increase of .2FTE. I have attached the details of the budget adjustment and an explanation. We need more hours in the project manager position to successfully complete this project and Teri is willing to work the additional day per week in this capacity.

If you have any questions, please let me know.

Thanks

Wayne Lowry, CPA
Finance Director/Treasurer, Deschutes County
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E-Mail: wayne.lowry@deschutes.org