



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 June 22, 2016**

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

**DATE:** June 3, 2016

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

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2016-032, transfer of appropriation in the Property & Facilities Fund.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2016-032 transferring appropriation from Contingency & Personnel to the Materials & Services category due to the following: 1.) Due to personnel vacancies, temporary help was required. 2.) Additional Materials & Services appropriation is required due to maintenance expenditures not foreseen at the time the FY 2016 budget was adopted.

**FISCAL IMPLICATIONS:**

A transfer of appropriation from Contingency to Materials & Services for \$120,000 is required.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2016-032.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 388-6559  
Susan Ross, Property & Facilities 383-6713

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. 2016-032  
Deschutes County Budget and Directing Entries \*

WHEREAS, attached is an e-mail from the Property & Facilities Director 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:	620-1000-501.97-01	Deschutes County Property & Facilities, Contingency	\$ 120,000
TO:	620-1000-419.34-25	Deschutes County Property & Facilities, Temp Help - Labor	\$ 40,000
TO:	620-1000-419.43-20	Deschutes County Property & Facilities, Building/Grounds Repair & Maint	\$ 80,000

Section 2. That the Finance Director make the appropriate entries in the Deschutes County Budget document to show the above appropriations.

DATED this \_\_\_\_\_nd day of June, 2016.

BOARD OF COUNTY COMMISSIONERS OF  
DESCHUTES COUNTY, OREGON

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

ATTEST:

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

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

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

## Lacy Nichols

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**From:** Susan Ross  
**Sent:** Wednesday, June 01, 2016 10:32 AM  
**To:** Wayne Lowry  
**Cc:** Lacy Nichols; Jessica Campbell  
**Subject:** Appropriation transfers  
**Attachments:** 3027\_001.pdf

Wayne, see attached requests for appropriation transfers. Please let me know if you have any questions.



**Susan Ross | Director**

**Deschutes County Property & Facilities Department**

PO Box 6005 | Bend, Oregon 97708

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Deschutes County  
Appropriation Transfer Request

	Line Number		Category	Description	Current Budgeted Amount	To (From)	Revised Budget
Item	(HTE 14 digit code)	Project Code	(Pers, M&S, Cap Out, Contingency)	(Element-Object, e.g. Time Mgmt, Temp Help, Computer Hardware)			
1	620-1000-501-9701		Contingency	Contingency	277,102	(120,000)	157,102
2	620-1000-419-3425		Materials & Services	Temp help-labor	5,100	40,000	45,100
3	620-1000-419-4320		Materials & Services	Building/Grounds Repair & Maint	153,000	80,000	233,000
					-	-	-
					-	-	-
<b>TOTAL</b>					<b>435,202</b>	<b>-</b>	<b>435,202</b>

A transfer of appropriation is required for the following reason and will be used for the following purpose:  
 Instead of filling budgeted FTE in the personnel category we contracted for labor through a temporary employment agency, resulting in the need for more appropriation in material and services instead of personal services. In addition, appropriation is necessary in Building/Grounds repair and maintenance to ensure there is enough budget remaining to complete all year-end projects.

Fund:  
 Dept.:  
 Requested by:  
 Date:

620
Property & Facilities
Susan Ross
5/17/2016