

W.7.h.

## AGENDA COVER MEMO

**DATE:** June 25, 2003

**TO:** Lane County Board of Commissioners

**DEPT.:** Public Works/Parks

**PRESENTED BY:** Rich Fay, Parks Manager

**AGENDA ITEM TITLE:** **IN THE MATTER OF AUTHORIZING THE DIRECTOR OF MANAGEMENT SERVICES TO EFFECT AN INTERFUND LOAN FROM FLEET SERVICES TO THE PARKS DIVISION (PARKS OPERATION AND PARKS IMPROVEMENTS FUNDS) IN AN AMOUNT NOT TO EXCEED \$30,000**

---

### I. MOTION

**MOVE TO AUTHORIZE THE DIRECTOR OF MANAGEMENT SERVICES TO EFFECT AN INTERFUND LOAN FROM FLEET SERVICES TO THE PARKS DIVISION OPERATIONS AND IMPROVEMENTS FUNDS IN AN AMOUNT NOT TO EXCEED \$30,000.**

### II. ISSUE OR PROBLEM

Park's revenues for the FY 03 are insufficient to provide adequate funds for scheduled capital improvements affecting the Richardson Picnic Shelter. In order to pay these costs associated with construction of the picnic shelter prior to the end of the fiscal year, the Division needs to obtain a short-term source of funds. The Lane County Parks Division will be reimbursed from the Oregon Parks and Recreation Department Local Opportunity Grant.

### III. DISCUSSION

#### A. Background

Lane County Parks Division was awarded an Oregon Parks and Recreation Department Local Opportunity Grant to construct a large picnic shelter at Richardson Park. The grant provided \$75,000 from Oregon Parks and Recreation Department Local Opportunity Grant and required a \$75,000 match in cash or in-kind services from Lane County. Due to weather conditions, some of the work was delayed in the spring of 2003. In order to submit a request for reimbursement the project must be completed to a greater percentage than is possible prior to the end of this fiscal year on June 30, 2003.

B. Analysis

The Richardson Shelter will be completed in the upcoming fiscal year of 2003-04. The Parks Division will receive a reimbursement from Oregon Parks and Recreation Department Local Opportunity Grant sufficient to repay this portion of the costs associated with the shelter construction. Therefore, the Parks Division will receive adequate funds to repay this interfund loan in the fall of 2003.

The proposed interfund loan of thirty thousand dollars (\$30,000) will be used to only to provide funds necessary to cover the capital expenses incurred in the construction of the Richardson Picnic Shelter.

C. Alternatives/Options

1. The Board may approve the Order to authorize the Director of Management Services to affect a loan from Fleet Services Fund to Parks Operations and Improvements Funds.
2. The Board may decide not to approve this Order in which case the Parks Division will need to reduce and/or eliminate services in order to fund the construction.
3. The Board may direct staff to research other funding options.

D. Recommendation

Approve the Board Order.

E. Timing

The Parks Division will need to balance expenditures and revenues prior to June 30, 2003.

**IV. IMPLEMENTATION/FOLLOW-UP**

If the Board approves the Order, the Parks Manager will coordinate with the Director of Management Services to effect a loan from Fleet Services Fund to Parks Operations and Improvements Funds.

**V. ATTACHMENTS**

Board Order

IN THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.	IN THE MATTER OF AUTHORIZING THE DIRECTOR OF MANAGEMENT SERVICES TO EFFECT AN INTERFUND LOAN FROM FLEET SERVICES TO THE PARKS DIVISION (PARKS OPERATION AND PARKS IMPROVEMENTS FUNDS) IN AN AMOUNT NOT TO EXCEED \$30,000
-----------	---

WHEREAS, the Parks Division is constructing a new picnic shelter at Richardson Park; and

WHEREAS, the Parks Division has inadequate funds in its capital program to complete construction of the shelter; and

WHEREAS, the Parks Division will be reimbursed for funds expended on the shelter from an Oregon State Parks grant after completion of the shelter; and

WHEREAS, Lane County has sufficient cash within its Motor and Equipment Pool Fund to meet the additional requirement of an additional \$30,000 loan to the Parks and Open Spaces Fund to provide cash flow for the project; and

WHEREAS, it is deemed in the County's best financial interest to satisfy this short-term requirement through an interfund loan, which is expressly authorized by ORS 294.460;

**IT IS HEREBY ORDERED** that the Director of Management Services is authorized to effect an interfund loan from the Motor and Equipment Pool Fund (619) to the Parks and Open Spaces Fund (216) in a cumulative amount not to exceed thirty thousand dollars (\$30,000), for the purpose of providing cash for the completion of the Richardson Picnic Shelter capital improvement project; it is

**FURTHER ORDERED** that the interest will be assessed against the borrowing fund at a rate equivalent to what the funds would otherwise have earned by the inclusion in the County's investment portfolio and all amounts hereby loaned will be fully repaid out of the Parks' budget as to principal and interests from cash receipts no later than June 30, 2004.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2003

\_\_\_\_\_  
Peter Sorenson, Chair,  
Lane County Board of Commissioners

APPROVED AS TO FORM  
Date 6/18/03 Lane County  
Jessica Whit  
OFFICE OF LEGAL COUNSEL