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AGENDA COVER MEMORANDUM

AGENDA DATE: Wednesday, November 25, 2003

PRESENTED TO: Board of County Commissioners

PRESENTED BY: Dave Garnick, Senior Management Analyst
County Administration

AGENDA TITLE: PUBLIC HEARING AND ORDER/IN THE MATTER OF ADOPTING
THE FY2003-2004 SUPPLEMENTAL BUDGET #1, MAKING,
REDUCING AND TRANSFERRING APPROPRIATIONS

I. MOTION

MOVE APPROVAL OF THE ORDER ADOPTING THE FY2003-2004 SUPPLEMENTAL
BUDGET #1 MAKING, REDUCING AND TRANSFERRING APPROPRIATIONS.

II. ISSUE

Under Oregon's local budget law, a supplemental budget is required to appropriate unanticipated revenues and expenses that could not have been foreseen at the time of budget preparation for the current year. A supplemental budget adjustment is also required where transfers create a new appropriation category or where there are reductions in appropriations.

III. DISCUSSION

A. Background

Submitted for the Board's consideration and approval is Supplemental Budget #1 for Fiscal Year 2002-2003. This supplemental budget was advertised in The Register-Guard on November 18, 2003.

We use the publication form of supplemental budget process available under state budget law. Separate rules apply to proposed changes above or below 10%. Because this supplemental contains changes greater than 10% for five funds (Special Revenue and Services Fund, Workforce Partnership Fund, Special Obligation Bond Retirement Fund, General Obligation Bond Retirement Fund, and the Capital Improvement Fund), the Board of Commissioners is required to hold a public hearing before taking final action.

B. Analysis

Please refer to the analysis and description of proposed changes in Board Order Attachment A.

C. Alternatives/Options

Within local budget law, the Board of Commissioners may amend the supplemental budget as published, with any increases limited to \$5,000 or 10% per fund, whichever is greater.

D. Recommendation

Budget staff recommends the Board adopt the supplemental budget and make the necessary appropriations, transfers and reductions as requested.

IV. IMPLEMENTATION/FOLLOW-UP

Upon approval of the supplemental, County Administration budget staff will adjust the appropriations on the general ledger.

V. ATTACHMENT

Board Order
Board Order Attachment A
Board Order Attachment B

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

RESOLUTION AND ORDER)
03-11-25- __)
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**IN THE MATTER OF ADOPTING THE FY2003-
2004 SUPPLEMENTAL BUDGET #1 MAKING,
REDUCING AND TRANSFERRING
APPROPRIATIONS**

WHEREAS, Supplemental Budget #1 for Fiscal Year 2003-2004 was advertised in The Register-Guard on November 18, 2003, which is not less than 5 days nor more than 30 days in advance of the public hearing date as required by local budget law; and

WHEREAS, after due notice, a public hearing on the FY2003-2004 Supplemental Budget #1 was held in the Public Service Building, Lane County on November 25, 2003; and

WHEREAS, in accordance with ORS 294.480, the governing body of any municipal corporation may make a supplemental budget for the fiscal year for which the regular budget has been prepared; and

WHEREAS, the Board having fully considered the matters discussed at the public hearing; now, therefore,

IT IS HEREBY RESOLVED AND ORDERED that the amounts for the fiscal year beginning July 1, 2003 and for the purposes as outlined on Attachment A be additionally appropriated, reduced or transferred as follows:

<u>Fund 124</u>	<u>General Fund</u>	<u>Amount</u>	<u>FTE</u>
	(11) District Attorney		
	Resources	38,872	
	Expenditures	38,872	0.00
	(15) Public Safety		
	Resources	216,901	
	Expenditures	216,901	0.00
	(55) Management Services		
	Resources	0	
	Expenditures	0	1.00
	(57) General Expense		
	Resources	214,392	
	Materials & Services	158,945	
	Operational Contingency	0	
	Operational Reserves	<u>55,447</u>	
	Total	0	0.00

<u>Fund 225</u>	<u>General Road Fund</u>	<u>Amount</u>	<u>FTE</u>
	(36) Public Works		
	Resources	0	
	Expenditures	0	-1.00
<u>Fund 228</u>	<u>Special Revenue and Services Fund</u>		
	(57) General Expense		
	Resources	1,418,947	
	Materials & Services	435,100	
	Operational Contingency	536,855	
	Operational Reserves	<u>446,992</u>	
	Total	0	0.00
<u>Fund 249</u>	<u>Workforce Partnership Fund</u>		
	(37) Lane Workforce Partnership		
	Resources	777,683	
	Expenditures	777,683	0.00
<u>Fund 286</u>	<u>Health & Human Services Fund</u>		
	(34) Health & Human Services		
	Resources	-795,670	
	Expenditures	-795,670	-3.88
<u>Fund 333</u>	<u>Special Obligation Bond Retirement Fund</u>		
	(57) General Expense		
	Resources	5,666,740	
	Materials & Services	2,736,740	
	Fiscal Transaction	<u>2,930,000</u>	
	Total	0	0.00
<u>Fund 336</u>	<u>General Obligation Bond Retirement Fund</u>		
	(57) General Expense		
	Resources	28,864,130	
	Fiscal Transaction	28,746,036	
	Bonded Indebtedness Reserve	<u>118,094</u>	
	Total	0	0.00
<u>Fund 435</u>	<u>Capital Improvement Fund</u>		
	(55) Management Services		
	Resources	2,930,000	
	Expenditures	2,930,000	0.00
<u>Fund 539</u>	<u>Corrections Commissary Fund</u>		
	(15) Public Safety		
	Resources	15,312	
	Expenditures	15,312	0.00
<u>Fund 552</u>	<u>Regional Information System Fund</u>		
	(59) Regional Information System		
	Resources	722,959	
	Expenditures	722,959	0.00

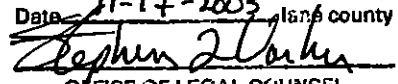
<u>Fund 619</u>	<u>Motor and Equipment Pool Fund</u>	<u>Amount</u>	<u>FTE</u>
	Public Safety		
	Resources	431,769	
	Expenditures	431,769	0.00

and it is further **ORDERED** that the Board hereby delegates authority to the County Administrator to sign contracts as shown on Attachment B.

Dated this ____ day of November 2003.

Peter Sorenson, Chair
Board of County Commissioners

APPROVED AS TO FORM

Date 11-17-2003 lane county

 OFFICE OF LEGAL COUNSEL

ATTACHMENT A – IN THE MATTER OF ADOPTING THE FY2003-2004 SUPPLEMENTAL BUDGET #1 MAKING, REDUCING AND TRANSFERRING APPROPRIATIONS

Budget changes and their explanations are listed below by Fund and department:

<u>Fund 124 General Fund</u>	<u>Amount</u>	<u>FTE</u>
(11) District Attorney		
Resources	38,872	
Expenditures	38,872	0.00

To appropriate additional grant revenue and expenses for the Domestic Violence grant. To appropriate additional state revenues and expenses in the criminal prosecution, victim services, and child advocacy center programs as a result of the final State adopted budget.

<u>(15) Public Safety</u>	<u>Amount</u>	<u>FTE</u>
Resources	216,901	
Expenditures	216,901	0.00

To appropriate additional grant revenues and expenses for FEMA emergency response grant, Oregon State Police physical security equipment grant, domestic violence deputy grant. Appropriate additional Title II funds for forest crews equipment purchase.

<u>(55) Management Services</u>	<u>Amount</u>	<u>FTE</u>
Resources	0	
Expenditures	0	1.00

Transfer Landscape Technician position (FTE only) from Public Works Road Fund to Management Services - Facilities Maintenance division in General Fund. Resources and expenditures for this position were included in the adopted FY03-04 budget for Management Services.

<u>(57) General Expense</u>	<u>Amount</u>	<u>FTE</u>
Resources	214,392	
Materials & Services	158,945	
Operational Contingency	0	
Operational Reserves	<u>55,447</u>	
(57) Total	0	0.00

To appropriate South 79th/Marcola Regional Housing Rehabilitation Program funds. Transfer funds from Fund 286 representing the Health and Human Services department 2% general fund lapse from the close of FY02-03 back to General Fund reserves. Adjust NACO and O&C membership dues by amount of dues increase.

<u>Fund 225 General Road Fund</u>	<u>Amount</u>	<u>FTE</u>
(36) Public Works		
Resources	0	
Expenditures	0	-1.00

To transfer Landscape Technician position (FTE only) from Public Works Road Fund to Management Services - Facilities Maintenance division in General Fund. Resources and expenditures for this position were included in the adopted FY03-04 budget for Management Services.

<u>Fund 228</u>	<u>Special Revenue and Services Fund</u>		
(57) General Expense	<u>Amount</u>	<u>FTE</u>	
Resources	1,418,947		
Materials & Services	435,100		
Operational Contingency	536,855		
Operational Reserves	<u>446,992</u>		
(57) Total	0	0.00	

Adjust Community Development Projects fund balance to actual carried forward from FY02-03. Carry forward Intergovernmental Agreements for these projects to be paid in FY03-04. Adjust Transient Room Tax Special Projects fund balance to actual carried forward from FY02-03.

<u>Fund 249</u>	<u>Workforce Partnership Fund</u>	<u>Amount</u>	<u>FTE</u>
(37) Lane Workforce Partnership			
Resources	777,683		
Expenditures	777,683	0.00	

Appropriate additional state and federal grant funds and associated job re-training services. Adjust fund balance to actual carried forward from FY02-03.

<u>Fund 286</u>	<u>Health & Human Services Fund</u>		
(34) Health & Human Services	<u>Amount</u>	<u>FTE</u>	
Resources	-795,670		
Expenditures	-795,670	-3.88	

Reduce budgets and positions for Direct Support program, Gambling program, Developmental Disabilities program, Public Health (Tobacco) program, Supervision and Treatment Services program due to reduced state and grant funding allocations. Transfer 2% lapse of General Fund allocation from FY02-03 back to Fund 124.

<u>Fund 333</u>	<u>Special Obligation Bond Retirement Fund</u>		
(57) General Expense	<u>Amount</u>	<u>FTE</u>	
Resources	5,666,740		
Materials & Services	2,736,740		
Fiscal Transaction	<u>2,930,000</u>		
Total	0	0.00	

Appropriate resources and expenditures for the refinancing of the HVAC I and II bonds. \$2,930,000 is transferred to Fund 435 to pay for the purchase and remodel of the Elections building as well as to pay for the renovation of the courthouse plaza.

<u>Fund 336</u>	<u>General Obligation Bond Retirement Fund</u>		
(57) General Expense	<u>Amount</u>	<u>FTE</u>	
Resources	28,864,130		
Fiscal Transaction	28,746,036		
Bonded Indebtedness Reserve	<u>118,094</u>		
Total	0	0.00	

Appropriate resources and expenditures for the refinancing of the Juvenile Justice Center construction bonds.

Fund 435 Capital Improvement Fund

	<u>Amount</u>	<u>FTE</u>
(55) Management Services		
Resources	2,930,000	
Expenditures	2,930,000	0.00

Appropriate resources from Fund 333 and expenditures for the purchase and remodel of the Elections building as well as the renovation of the courthouse plaza.

Fund 539 Corrections Commissary Fund

	<u>Amount</u>	<u>FTE</u>
(15) Public Safety		
Resources	15,312	
Expenditures	15,312	0.00

Adjust fund balance to actual carried forward from FY02-03.

Fund 552 Regional Information Systems Fund

	<u>Amount</u>	<u>FTE</u>
(59) Regional Information Systems		
Resources	722,959	
Expenditures	722,959	0.00

Adjust fund balance to actual carried forward from FY02-03. Appropriate additional revenues and expenditures related to the AIRS conversion project.

Fund 619 Motor and Equipment Pool Fund

	<u>Amount</u>	<u>FTE</u>
(15) Public Safety		
Resources	431,769	
Expenditures	431,769	0.00

Adjust fund balance to actual carried forward from FY02-03 for the Sheriff's office fleet program.

ATTACHMENT B – IN THE MATTER OF ADOPTING THE FY2003-2004 SUPPLEMENTAL BUDGET #1 MAKING, REDUCING AND TRANSFERRING APPROPRIATIONS

Contracts requiring delegation of authority to the County Administrator:

Expense contract with Siuslaw Outreach Services to provide Energy Assistance Eligibility Screening in West Lane County for the period of November 1, 2003 through September 30, 2005 in the amount of \$84,000.

The competitive selection process was completed after the FY03-04 budget was adopted and therefore this contract was not included in the budget adoption order.