

**AGENDA COVER MEMORANDUM**

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AGENDA DATE: Wednesday, March 31, 2004

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 #2, MAKING,  
REDUCING AND TRANSFERRING APPROPRIATIONS

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I. MOTION

MOVE APPROVAL OF THE ORDER ADOPTING THE FY2003-2004 SUPPLEMENTAL  
BUDGET #2 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 #2 for Fiscal Year 2003-2004. This supplemental budget was advertised in The Register-Guard on March 18, 2004.

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 one fund (Liquor Law Enforcement 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

**IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON**

**RESOLUTION AND ORDER**            ) **IN THE MATTER OF ADOPTING THE FY2003-**  
**04-3-31- \_\_\_**                        ) **2004 SUPPLEMENTAL BUDGET #2 MAKING,**  
   ) **REDUCING AND TRANSFERRING**  
   ) **APPROPRIATIONS**

**WHEREAS**, Supplemental Budget #2 for Fiscal Year 2003-2004 was advertised in The Register-Guard on March 18, 2004, 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 #2 was held in the Public Service Building, Lane County on March 31, 2004; 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>
	Youth Services		
	Resources	581,632	
	Expenditures	581,632	0.00
	District Attorney		
	Resources	24,149	
	Expenditures	24,149	0.00
	Management Services		
	Resources	150,000	
	Expenditures	150,000	0.00
	General Expense		
	Resources	3,310	
	Materials & Services	<u>3,310</u>	
	Total	0	0.00
	Information Services		
	Resources	319,105	
	Expenditures	319,105	0.00


<u>Fund</u>	<u>General Fund</u>	<u>Amount</u>	<u>FTE</u>
<u>Fund 225</u>	<u>General Road Fund</u>		
	Public Works		
	Resources	0	
	Expenditures	0	0.99
<u>Fund 228</u>	<u>Special Revenue and Services Fund</u>		
	District Attorney		
	Resources	-190	
	Expenditures	-190	0.00
	Public Safety		
	Resources	4,966	
	Expenditures	4,966	0.00
	General Expense		
	Fiscal Transaction	75,000	
	Operational Reserves	-75,000	
	Total	0	0.00
<u>Fund 231</u>	<u>Liquor Law Enforcement Fund</u>		
	District Attorney		
	Resources	7,769	
	Expenditures	7,769	0.00
<u>Fund 241</u>	<u>County School Fund</u>		
	General Expense		
	Resources	300,000	
	Materials & Services	300,000	
	Total	0	0.00
<u>Fund 286</u>	<u>Health &amp; Human Services Fund</u>		
	Health & Human Services		
	Resources	1,628,923	
	Expenditures	1,628,923	-0.15
<u>Fund 521</u>	<u>Fair Board Fund</u>		
	Fair Board		
	Resources	75,000	
	Expenditures	75,000	
<u>Fund 619</u>	<u>Motor and Equipment Pool Fund</u>		
	Public Safety		
	Resources	97,745	
	Expenditures	97,745	0.00

<u>Fund 653</u>	<u>PC Replacement Fund</u>	<u>Amount</u>	<u>FTE</u>
	Information Services		
	Resources	-180,964	
	Expenditures	-180,964	0.00

Dated this \_\_\_\_ day of March 2004.

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Bobby Green, Sr., Chair  
Board of County Commissioners

APPROVED AS TO FORM  
Date 3/23/04 large county  
  
OFFICE OF LEGAL COUNSEL

PUBLIC HEARING AND ORDER/IN THE MATTER OF ADOPTING THE FY2003-2004 SUPPLEMENTAL BUDGET #2, MAKING, REDUCING AND TRANSFERRING APPROPRIATIONS

**ATTACHMENT A – IN THE MATTER OF ADOPTING THE FY2003-2004 SUPPLEMENTAL BUDGET #2 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>
(10) Youth Services		
Resources	581,632	
Expenditures	581,632	0.00

Appropriate federal and state grant funds and corresponding expenditures for a variety of programs such as Treatment Foster Care, Peer Courts, Peer Mentoring, Sex Offender services, Restorative Justice, Safe Schools counselor, and additional state reimbursement costs for the Pathways Program.

(11) District Attorney	<u>Amount</u>	<u>FTE</u>
Resources	24,149	
Expenditures	24,149	0.00

Appropriate additional grant revenue and expense in the Victim Services program. Appropriate gift received from a deceased individual's estate for the Victim Services program lending library.

(55) Management Services	<u>Amount</u>	<u>FTE</u>
Resources	150,000	
Expenditures	150,000	0.00

Appropriate reimbursement from the state for February special election and increase expenditures in Elections division for conversion to optical scan voting system.

(57) General Expense	<u>Amount</u>	<u>FTE</u>
Resources	3,310	
Materials & Services	<u>3,310</u>	
(57) Total	0	0.00

Appropriate additional timber receipts and a corresponding Council of Forest Trust Lands special assessment payment approved by the Board of Commissioners on March 10, 2004.

(58) Information Services	<u>Amount</u>	<u>FTE</u>
Resources	319,105	
Expenditures	319,105	0.00

Adjust fund balance carried forward to actual amount from FY02-03 audit figures

<u>Fund 225 General Road Fund</u>	<u>Amount</u>	<u>FTE</u>
(36) Public Works		
Resources	0	
Expenditures	0	0.99

The amount of FTE for the Road Fund was understated in the FY03-04 budget adoption resolution due to a clerical error. This is to correctly state the amount of FTE authorized by the

Board during the budget adoption process. The dollars were correctly reflected in the budget adoption resolution and therefore no adjustment is required for expenditures.

<u>Fund 228 Special Revenue and Services Fund</u>	<u>Amount</u>	<u>FTE</u>
(11) District Attorney		
Resources	-190	
Expenditures	-190	0.00

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

(15) Public Safety		
Resources	4,966	
Expenditures	4,966	0.00

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

(57) General Expense		
Fiscal Transaction	75,000	
Operational Reserves	<u>-75,000</u>	
(57) Total	0	0.00

Transfer an additional \$75,000 of Transient Room Tax to the Lane County Fair Board per Board Order 02-1-9-4. The additional funds may be used to make an extra or additional payment over and above that authorized by Board Order 03-6-18-1 on the Planetarium Loan.

<u>Fund 231 Liquor Law Enforcement Fund</u>	<u>Amount</u>	<u>FTE</u>
(11) District Attorney		
Resources	7,769	
Expenditures	7,769	0.00

Adjust fund balance carried forward to actual amount from FY02-03 audit figures

<u>Fund 241 County School Fund</u>	<u>Amount</u>	<u>FTE</u>
(57) General Expense		
Resources	300,000	
Materials & Services	<u>300,000</u>	0.00
(57) Total	0	

Appropriate additional timber receipts received and corresponding payment to Lane ESD for distribution to local school districts.

<u>Fund 286 Health &amp; Human Services Fund</u>	<u>Amount</u>	<u>FTE</u>
(34) Health & Human Services		
Resources	1,628,923	
Expenditures	1,628,923	-0.15

Appropriate additional state grant funds under the Mental Health Developmental Disabilities Services contract and increase corresponding expenses. Appropriate additional state Death Certificate fees and program expenses and increase .10 FTE in Vital Records. Eliminate .25 FTE in Parole & Probation. This is a net reduction of .15 FTE for the entire Fund.

<u>Fund 521 Fair Board Fund</u>	<u>Amount</u>	<u>FTE</u>
(35) Fair Board		
Resources	75,000	
Expenditures	75,000	0.00

Appropriate additional transfer in of Transient Room Tax funds from the Special Revenue Fund per Board Order 02-1-9-4. The additional funds may be used to make an extra or additional payment over and above that authorized by Board Order 03-6-18-1 on the Planetarium Loan.

<u>Fund 619 Motor and Equipment Pool Fund</u>	<u>Amount</u>	<u>FTE</u>
(15) Public Safety		
Resources	97,745	
Expenditures	97,745	0.00

Adjust fund balance for FY02-03 audit adjustment. Appropriate revenue and expenditure authority for new telephone system in Sheriff's Dispatch center. Transfer funds from reserves to purchase 2 replacement vehicles for Federal Forest Crew that were damaged in accident.

<u>Fund 653 PC Replacement Fund</u>	<u>Amount</u>	<u>FTE</u>
(58) Information Services		
Resources	-180,964	
Expenditures	-180,964	0.00

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