

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

PASSED

RESOLUTION AND
ORDER 99-12-8-1

IN THE MATTER OF ADOPTING THE FY
1999-2000 SUPPLEMENTAL BUDGET #1
MAKING, REDUCING AND
TRANSFERRING APPROPRIATIONS

WHEREAS, Supplemental Budget #1 for Fiscal Year 1999-2000 was advertised at least two weeks in advance in The Register Guard on November 24, 1999 as required by local budget law; and

WHEREAS, after due notice, a public hearing on the FY 1999-2000 Supplemental Budget #1 was held at 9:00 a.m. in Harris Hall, Public Service Building, Lane County on December 8, 1999; 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, 1999 and for the purposes as outlined on Attachment A be additionally appropriated, reduced and transferred as follows:

<u>Fund 124</u>	<u>General Fund</u>	<u>Amount</u>	<u>FTE</u>
	(11) District Attorney		
	Resources	\$113,039	
	Expense	\$113,039	0.00
	(14) Justice Courts		
	Resources	\$12,375	
	Expense	\$12,375	0.00
	(36) Public Works		
	Resources	\$70,225	
	Expense	\$70,225	0.00
	(51) County Administration		
	Resources	\$4,716	
	Expense	\$4,716	0.00

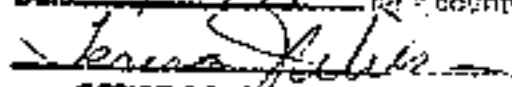
	(53) County Counsel		
	Resources	\$2,400	
	Expense	\$2,400	0.00
	(55) Management Services		
	Resources	\$71,328	
	Expense	\$71,328	0.00
	(57) General Expense		
	Materials & Services	\$591,295	
	Operational Contingency	(\$525,295)	
	Operational Reserves	<u>\$447,309</u>	
	57 Total	\$513,309	0.00
	(58) Information Services		
	Resources	\$81,443	
	Expense	\$81,443	0.00
<u>Fund 216</u>	<u>Parks and Open Spaces Fund</u>		
	(36) Public Works		
	Resources	\$303,465	
	Expenses	\$303,465	0.00
<u>Fund 225</u>	<u>General Road Fund</u>		
	(36) Public Works		
	Annual Appropriations	\$448,561	
	Unappropriated Reserves	<u>\$5,131,439</u>	
	36 Total	\$5,580,000	0.00
<u>Fund 240</u>	<u>Public Land Corner Preservation Fund</u>		
	(36) Public Works		
	Resources	\$161,000	
	Expense	\$161,000	0.00
<u>Fund 286</u>	<u>Health & Human Services Fund</u>		
	(34) Health & Human Services		
	Resources	\$1,746,658	
	Expense	\$1,746,658	0.00
<u>Fund 454</u>	<u>Juvenile Justice Center Construction Fund</u>		
	(57) General Expense		
	Capital Projects	<u>(\$1,314,103)</u>	
	57 Total	(\$1,314,103)	0.00
<u>Fund 530</u>	<u>Solid Waste Disposal Fund</u>		
	(36) Public Works		
	Resources	\$1,173,720	

Expense		\$1,173,720	0.00
<u>Fund 785</u>	<u>Joint Social Services Fund</u>		
	(34) Health & Human Services		
	Resources	\$46,860	
	Expense	\$46,860	0.00

Dated this 8th day of December 1999.



 Chair, Board of County Commissioners

APPROVED AS TO FORM
 Date: 11/30/99 for county

 OFFICE OF LEGAL COUNSEL

IN THE MATTER OF ADOPTING THE FY 1999-2000 SUPPLEMENTAL BUDGET #1 MAKING,
 REDUCING AND TRANSFERRING APPROPRIATIONS

ATTACHMENT A

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

<u>Fund 124</u>	<u>General Fund</u>	<u>Amount</u>	<u>FTE</u>
(11) District Attorney			
	Resources	\$113,039	
	Expense	\$113,039	0.00

Child Advocacy Center: Board Order 99-9-1-9 approved the acceptance of \$53,320 grant funds from the Oregon Department of Justice to establish four temporary positions in the Child Advocacy Center of the District Attorney's (DA's) Office to assist with the impact of the Kinkel trial and sentencing. This adjustment appropriates the additional grant revenue.

Criminal Prosecution: This supplemental also appropriates \$60,719 in additional revenue and expense authority from the Domestic Violence Investigator grant that was awarded to the DA's office by the Oregon State Police in July 1999. The Board Order number authorizing acceptance is 99-6-16-1. Funds will be disbursed from the Professional and Consulting line item to the Sheriff's office who hires and pays for the position, which is then located in the DA's office.

(14) Justice Courts			
	Resources	\$12,375	
	Expense	\$12,375	0.00

Additional Justice Court fine revenue is appropriated to cover unanticipated costs for computer and printer replacements required due to Y2K problems at all three justice courts.

(36) Public Works			
	Resources	\$70,225	
	Expense	\$70,225	0.00

Land Management Div. (LMD) Planning: Due to the passage of Measure 56, LMD was required to send land use notifications to property owners. This was an unanticipated revenue and expense. Reimbursement was received from the State Dept. of Land Conservation and Development (\$18,625) for expenses such as LCOG's services, mailing service, postage, and printing.

LMD Planning: Rebudget FY99 U of O McKenzie Watershed Review contract balance to make final payment of \$3,250 in October. The work was completed by 6/30/99 but the revised billing was received only recently.

LMD Planning/Building: Correct the budget to balance to costs allocated by position. During the preparation of the FY2000 budget, the cost allocation by position did not balance to the budgeted amount in permanent salaries by \$5,000

in Planning and \$6,996 in Building due to a reduction in the budgeted PERS rate from 13.73% to 13.16% as per Board action.

LMD Building: Purchase and install an Interactive Voice Response System (\$31,854) so permittees can schedule building inspections automatically, as well as obtain the results of their building inspections via touch-tone phone. This would enable the 0.5 Office Assistant 2 allocated to this function to be re-assigned to counter assistance where more staffing is needed to handle the workload.

LMD Compliance: The Board delegated the enforcement of the noise ordinance to LMD after the adoption of the budget. In order for Compliance to enforce this ordinance, an additional expense of \$4,500 is needed: \$1,500 for an Acoustical Engineer; \$2,000 for a Type II noise meter; and \$2,000 for overtime.

LMD Planning/Building: A more recent projection of the revenues was made to determine funding for the aforementioned expenditure items. Adjustments were made to more accurately reflect the revenue flow.

(51) County Administration

Resources	\$4,716	
Expense	\$4,716	0.00

Economic Development: Adjust Cash Balance to reflect unspent grant balances as of June 30, 1999. Increase Fleet Vehicle by PERS savings of \$287. Increase Business Travel expense by \$800 to reflect travel costs related to Fiber Optics work and balance into Operational Contingency.

(53) County Counsel

Resources	\$2,400	
Expense	\$2,400	0.00

Legal Services: Increased revenue and expense of \$2,400 due to a contract with the Oregon State Bar to reimburse the County \$5/hour up to the \$2,400 through the Minority Student Bar program for hours worked by the law student intern.

(55) Management Services

Resources	\$71,328	
Expense	\$71,328	0.00

Funds for National Guard Armory Site: \$407,603 from foreclosed property sales was set aside several years ago, as was then allowed by statute, for eventual purchase of property to site a new National Guard armory. This purchase was to be made so the National Guard would vacate their current site on the youth campus, thus making the old site available for classroom and training purposes. In the meantime, interest earnings on the original amount have been accruing. The cumulative additional earnings totaling \$71,328 were inadvertently left out of the budget and so need to be appropriated.

In addition, the new National Guard Armory site has been purchased out of the Juvenile Justice Center (JJC) Construction Fund. The \$407,603 currently budgeted in the General Fund now needs to be moved from its Operational Reserve into the Fiscal Transfer line and, coupled with the interest earnings, be transferred to the JJC Const. Fund to reimburse that fund for actual costs incurred.

(57) General Expense

Materials & Services	\$591,295	
Operational Contingency	(\$525,295)	
Operational Reserves	<u>\$447,309</u>	
57 Total	\$513,309	0.00

Y2K Contingency: The \$500,000 Y2K contingency funding cannot be spent directly out of the Operational Contingency account. These funds are to be transferred out of Operational Contingency into Materials & Services to make the funds available for expenditure pending Board approval.

Extension Services: The OSU/Lane County Extension Service is requesting an increase of \$25,295 in their Materials & Services budget by reducing their Operational Contingency account for a net zero change. The additional funds are for the following:

- \$10,295 - rehire of an Extension Nutrition program assistant
- \$10,000 - hire an half-time horticulture program assistant to help with the huge increase in public calls and walk-in's
- \$ 5,000 - computer replacement

The money will be used to support two program assistants who will help with the increased client and public load at the OSU/Lane County Extension office. Matching money is also being received from the various Oregon State University program areas. The money will also be used for two computers. One computer is to replace one that was damaged from a leaking roof, and the second one is to replace an older model.

Transfer from Health & Human Services (H&HS): Each year H&HS does a year-end reconciliation of General Fund dollars budgeted versus dollars actually spent in the Health & Human Services Fund. All unspent General Fund dollars are then returned to the General Fund and become part of 2% anticipated lapse from all departments. This year the amount returned is \$447,309. All of these funds are placed into the Operational Reserve as per the Financial Forecast Plan.

County Jail Assessment: The County Jail Assessment is an assessment on top of fines collected by all courts in Lane County. The assessment is paid to Lane County and can only be used for the specific purposes set forth in statute that include juvenile and adult corrections (operations and planning) and for certain alcohol and drug treatment programs approved by the governor's office. The funds are currently divided between alternative corrections programs and youth

services. Funds last year exceeded the amount budgeted by \$66,000. These one-time funds are appropriated as Non-discretionary cash carry forward.

(58) Information Services

Resources	\$81,443	
Expense	\$81,443	0.00

This is the non-discretionary cash carryover budget amount from FY 98-99. The funds are to be used for continuing countywide DP purchases and projects that benefit all funds and departments.

Fund 216 Parks and Open Spaces Fund

(36) Public Works

Resources	\$303,465	
Expenses	\$303,465	0.00

Parks Capital Improvement Projects (CIP): Adjust CIP revenues and expenses to include grant resolutions, rebudget of expenditures and increased fund balance. These changes are due to the timing of grant payments received, construction delays and new grant resolutions approved by the Board. Grant Resolutions this fiscal year include \$72,535 Westlake; \$50,000 Bender/Triangle Lake; \$22,000 Symms Trail Grant.

Fund 225 General Road Fund

(36) Public Works

Annual Appropriations	\$448,561	
Unappropriated Reserves	\$5,131,439	
36 Total	\$5,580,000	0.00

Roads – Surveyors: Surveyors ran out of filing capacity for maps and purchased a \$3,300 cabinet so the maps could continue to be accurately filed, organized and readily available when needed by staff and/or the public.

Roads – Admin: A 30+ year old vertical filing system is not operational and cannot be repaired. The system is centrally located and holds working files that staff uses on a regular basis. Replacing the vertical file with file cabinets is not an option due to the floor space that would be required and is not available. It is anticipated that this system will cost \$20,000 and will last as long as the one it is replacing.

It is anticipated that benefits have been underbudgeted. \$140,000 is to fund this anticipated shortfall for the entire Public Works Road Fund.

The fund balance was also adjusted to reflect the actual carryover as well as to fund the additions and rebudgets in the Road Fund. The balance of \$5,131,439 is budgeted in the Unappropriated Reserves to carry forward into next year's budget.

Roads – Engineering: Engineering has \$114,000 in rebudgets from last year. The video van equipment, GPS system for the video van and portable traffic signals were either not purchased or received last fiscal year.

Roads – CIP: The Board approved using the remaining funds from the original \$1M affordable housing allocation for Ash Meadows.

Fund 240 Public Land Corner Preservation Fund

(36) Public Works

Resources	\$161,000	
Expense	\$161,000	0.00

Corners: HB3581 which became effective on 10/23/99 transfers \$.50/recording (5% surcharge on \$10 fee) to the Records Clerk's office to offset collection costs, for acquiring storage and retrieval systems, and for maintaining and restoring records. It is anticipated that this will reduce the revenues to the Corners Preservation Fund by \$27,000 or 5% of \$550k of the estimated revenue from 11/01/99-6/30/200. Also, since Deeds & Records will transfer the net fee only, the payment to Deeds & Records for the period 11/01-6/30 or 4 months has been reduced from the original annual amount of \$25,125.

The fund balance was adjusted to reflect the actual cash carry forward and the remainder was put into operational reserves.

Fund 286 Health & Human Services Fund

(34) Health & Human Services

Resources	\$1,746,658	
Expense	\$1,746,658	1.00

Administration: Expend \$57,801 plus benefits to establish a 1.0 FTE Sr Program Service Coordinator to provide lead worker functions to the contracts unit so the department can be more accountable and to provide contract monitoring for approximately \$60,000,000 in contracts. In the future, interest earnings will pay for this position. \$209,762 is also being appropriated in building improvements to help with the remodel and relocation of HHS Admin to the space being vacated by LCOG on the third floor of the Public Service Building.

In January 1999, the BCC accepted a \$20,300 grant from the State of Oregon for a universal Library Service Assessment (LSTA). These funds were neither received nor expended last fiscal year, contracts have been written and services have now been provided, consequently, the funds need to be appropriated.

Developmental Disabilities: Increase of \$170,260 in fund balance for extra help, purchase furniture and DP supplies for new employees, and budget the balance in Operational Contingency.

Public Health: The family planning expansion project requires that we expand the program with any excess fees collected, the \$153,532 in excess fee revenue are

being budgeted in Professional and Consulting until a plan is finalized. The balance will be put into M&S and Operational Contingency

Mental Health: Increase of \$434,106 in Mental Health Div. grant funds and \$175,744 in fund balance revenue carryforward. Increase extra help, reserve funds in salary offset for the future hiring of staff, increase Professional and Consulting to pay for out of county hospital charges and guardianship services not previously budgeted as well as increasing travel & training to maintain QMHP/QMHA designations, and put the balance of \$104,760 in Operational Contingency.

Parole & Probation: Budget \$80,890 in carryover funds, putting \$67,127 into miscellaneous payments to back fill M&S lost in the budget process and the balance into Agency Payments.

LaneCare, Environmental Health & Family Mediation will budget their carryover into Operational Contingency.

Drug Court: Budget \$71,365 in carryover funds into miscellaneous payments until Judge Larson can decide how the funds should be spent.

Drug Court and LaneCare: \$60,000 in fees need to be appropriated as they were not included in the adopted budget.

Prevention Coordination: The Commission on Children and Families is transferring \$13,308 funds to Health & Human Services to cover prevention coordination activities and assistance to close their CSAP grant.

Protection Services: In October 1998 the Board accepted a \$44,865 grant from the Dept of Justice for the drug free communities program. A time extension was granted for year 1 through 12/31/99 due to delays in implementing our treatment provider training.

Fund 454 Juvenile Justice Center Construction Fund

(57) General Expense		
Capital Projects	(\$1,314,103)	
57 Total	(\$1,314,103)	0.00

Reduce cash balance to reflect actual cash balance as of June 30, 1999. Reviewed and adjusted each account to reflect budget left in project budget. Budget balance placed in construction.

Fund 530 Solid Waste Disposal Fund

(36) Public Works		
Resources	\$1,173,720	
Expense	\$1,173,720	0.00

Waste Management: The fund balance was adjusted to reflect the actual (+\$1,155,000) and is used to fund the shortfall in salaries, and the Master Recycler program which is mostly funded by a DEQ grant. The remaining funds are in placed into Operational Reserves.

a). Correct the budget to balance to costs allocated by position. During the preparation of the FY2000 budget, the cost allocation by position (SBFS) did not balance to the budgeted (BRASS) amount in permanent salaries by \$19,887.

b) A DEQ grant (\$18,720) was received for the Master Recycler program but the budget was not adjusted in time to reflect this.

Fund 785 Joint Social Services Fund

(34) Health & Human Services

Resources	\$46,860	
Expense	\$46,860	0.00

Summary: The cash balance line item has been adjusted and revenue moved from the cash balance into specific revenue accounts as the money expected to be collected in FY 98-99 did not actually post until FY 99-00. Overall appropriations have been increased by a total of \$29,930 (4 separate program areas). This is all from prior year grant dollars that were not collected or spent in FY 98-99, but which will be collected and spent in FY 99-00. The details are listed below.

Home Tenant Based Assistance: Move cash balance from Non-discretionary to Fund Balance account coding and increase it by \$161. Also increase expense in Client Support by \$161. This is Adult and Family Services (AFS) rent match that was refunded and will be spent this fiscal year. Net increase = \$161

Intergovernmental Human Services: Move cash balance from Non-discretionary to Fund Balance account coding and decrease it by \$46,086. Increase prior year revenue by \$62,855 (these are dollars that came in FY99/00 but should have been in cash carryover). Increase M&S expense account to cover improvement costs for our move to PSB 3rd floor by \$22,769 and reduce Financial System Assessment by \$6,000 since this expense was paid last year. Net increase = \$16.

Emergency Shelter Services: Increase HUD revenue by \$4,569 and place into Salary Offset until decision made how to program the funds. Net increase = \$4,569

Emergency Assistance: Increase federal grant revenue by \$5,456 and state match revenue by \$5,456 from prior year grant rollover. Increase agency payments by \$10,912. Net increase = \$10,912.

Open Doors Supportive Housing: Increase HUD revenue by \$14,449 from prior year grant rollover to continue grant program. Increase salary offset by \$1,058, client support by \$3,756 and agency payments by \$9,635. Net increase = \$14,449.