

W. 4. a.

AGENDA COVER MEMORANDUM

AGENDA DATE: Wednesday, June 23, 2010

PRESENTED TO: Board of County Commissioners

PRESENTED BY: Christine Moody, Budget & Financial Planning Manager
Shari Higgins, Management Analyst (Career Development)

AGENDA TITLE: PUBLIC HEARING AND ORDER/IN THE MATTER OF ADOPTING THE FY 2009-2010 SUPPLEMENTAL BUDGET #4, MAKING, REDUCING AND TRANSFERRING APPROPRIATIONS

I. MOTION
MOVE APPROVAL OF THE ORDER ADOPTING THE FY 2009-2010 SUPPLEMENTAL BUDGET #4 MAKING, REDUCING AND TRANSFERRING APPROPRIATIONS.

II. AGENDA ITEM SUMMARY

The Board is being asked to adopt the FY 2009-2010 Supplemental Budget #4. 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. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The Board adopted the FY 2009-2010 budget on June 24, 2009, in Board Order #09-6-24-2. Supplemental #1 was approved by the Board in Board Order #09-9-23-1. Supplemental #2 was approved by the Board in Board Order #09-12-9-1. Supplemental #3 was approved by the Board in Board Order #10-4-7-1 on April 7, 2010.

This supplemental budget was advertised in The Register-Guard on June 13, 2010, which is not less than 5 days or more than 30 days prior to the scheduled public hearing.

The publication form used for the supplemental budget process is available under state budget law. Separate rules apply to proposed changes above or below 10%. This supplemental does not contain changes greater than 10%.

B. Policy Issues

The supplemental budget is in compliance with state budget law. It is County policy to hold a Public Hearing when processing each supplemental budget, whether or not it is required by state budget law. That policy is being followed here.

C. Board Goals

Lane County's budget and financial management policies support the County's strategic goal of ensuring stability in service delivery to promote the efficient use of public funds.

D. Financial and/or Resource Considerations

The supplemental budget submitted for approval represents a balanced budget.

E. Analysis

Analysis and detail on the proposed changes are found on Board Order Attachment A and should be referred to. This supplemental increases the total resources and expenditures by \$1,633,416 and increases FTE by .25. If approved as presented, the total County Budget will total \$587,783,467 and 1,501.52 FTE across all funds.

F. 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.

V. RECOMMENDATION

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

VI. TIMING/IMPLEMENTATION

There is no specific deadline for adopting the supplemental budget other than if it is delayed, a second public hearing would have to be held. If more than 30 days passes since the advertisement date stated above, a new legal ad would have to be placed at least five days prior to adoption.

VII. FOLLOW-UP

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

VIII. ATTACHMENTS

Board Order

Board Order Attachment A – Analysis and detail of requested adjustments

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

RESOLUTION AND ORDER) IN THE MATTER OF ADOPTING THE FY 2009-
10-6-23- ___) 2010 SUPPLEMENTAL BUDGET #4 MAKING,
) REDUCING AND TRANSFERRING
) APPROPRIATIONS

WHEREAS, Supplemental Budget #4 for Fiscal Year 2009-2010 was advertised in The Register-Guard on June 17, 2010, 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 FY 2009-2010 Supplemental Budget #4 was held in the Public Service Building, Lane County on June 23, 2010, 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;

IT IS ALSO HEREBY RESOLVED AND ORDERED that the amounts for the fiscal year beginning July 1, 2009 and for the purposes as outlined on Attachment A be additionally appropriated, reduced or transferred as follows:

Fund 124 General Fund

Youth Services	<u>Amount</u>	<u>FTE</u>
Revenue	\$18,100	
Expenditures	\$18,100	0.00
Management Services	<u>Amount</u>	<u>FTE</u>
Revenue	\$158,000	
Expenditures	\$10,000	0.00
General Expense	<u>Amount</u>	<u>FTE</u>
Revenue	\$ -0-	
Operational Contingency	\$148,000	0.00

Fund 216 Parks and Open Spaces

Public Works	<u>Amount</u>	<u>FTE</u>
Revenue	(\$200,000)	
Expenditure	(\$200,000)	0.00

Fund 260 Special Revenue Fund

Youth Services	<u>Amount</u>	<u>FTE</u>
Revenue	\$82,926	
Expenditures	\$82,926	0.00

Public Safety	<u>Amount</u>	<u>FTE</u>
Revenue	\$122,154	
Expenditures	\$122,154	0.00

Children and Families	<u>Amount</u>	<u>FTE</u>
Revenue	\$14,010	
Expenditures	\$14,010	0.00

General Expense	<u>Amount</u>	
Revenue	\$250,000	
<u>Expense Detail</u>		
Materials and Services	\$250,000	
Fund Transfers	\$250,000	
Operational Contingency	<u>(\$250,000)</u>	
	\$250,000	

Fund 283 Animal Reg Authority Fund

Health and Human Services	<u>Amount</u>	<u>FTE</u>
Revenue	\$32,000	
Expense	\$32,000	0.00

Fund 285 Intergov Human Svcs Fund

Health & Human Services	<u>Amount</u>	<u>FTE</u>
Revenue	\$0	
Expenditures	\$0	0.00

Fund 286 Health & Human Services Fund

Health & Human Services	<u>Amount</u>	<u>FTE</u>
Revenue	\$1,089,122	
Expenditures	\$1,089,122	0.25

Fund 435 Capital Improvement Fund

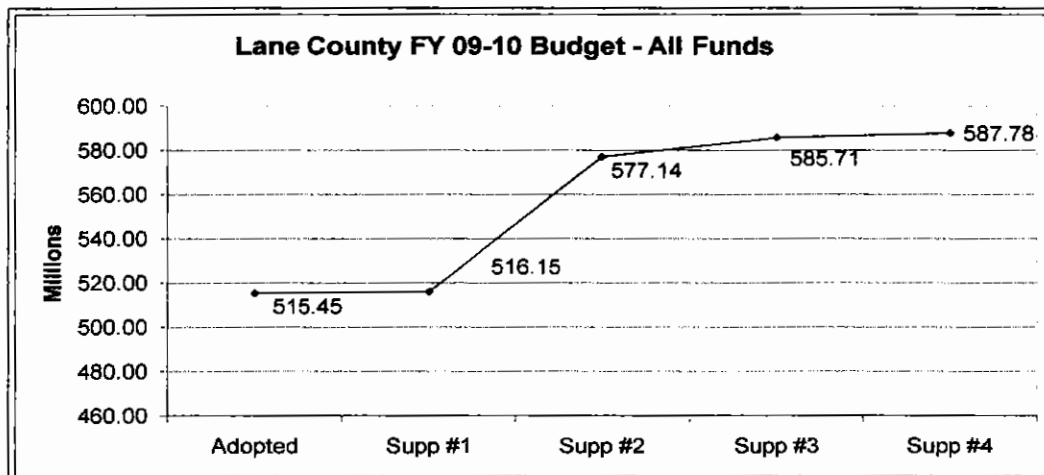
Management Services	<u>Amount</u>	<u>FTE</u>
Revenue	\$67,104	
Expenditures	\$67,104	0.00

Effective date: ____ day of June, 2010.

Bill Fleenor, Chair
Lane County Board of Commissioners

LANE COUNTY - All Funds

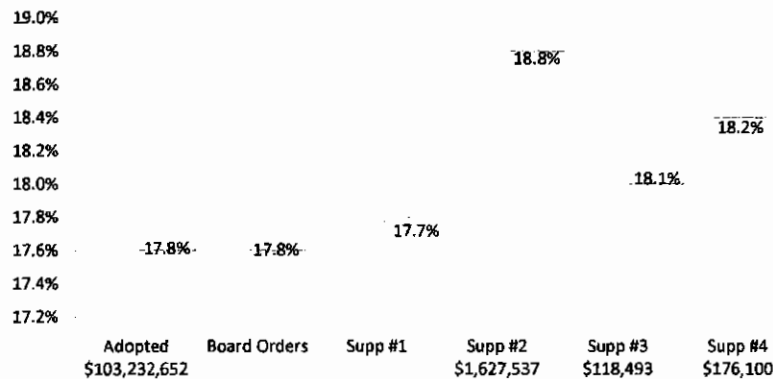
	ADOPTED BUDGET	BOARD ORDERS	SUPP BUDGET #1	SUPP BUDGET #2	SUPP BUDGET #3	SUPP BUDGET #4	CURRENT BUDGET
RESOURCES	\$515,480,013	\$3,192,971	\$700,000	\$58,200,404	\$8,576,663	\$1,633,416	\$587,783,467
EXPENDITURES	\$515,480,013	\$3,192,971	\$700,000	\$58,200,404	\$8,576,663	\$1,633,416	\$587,783,467
FTE	1441.16	44.00	5.00	7.00	4.11	0.25	1501.52



GENERAL FUND - Fund 124

	ADOPTED BUDGET	BOARD ORDERS	SUPP BUDGET #1	SUPP BUDGET #2	SUPP BUDGET #3	SUPP BUDGET #4	CURRENT BUDGET
RESOURCES	\$103,232,652	\$0	\$0	\$1,627,537	\$118,493	\$176,100	\$105,154,782
EXPENDITURES	\$103,232,652	\$0	\$0	\$1,627,537	\$118,493	\$176,100	\$105,154,782
FTE	550.68	1.00	0.00	4.45	0.00	0.00	556.13
10% Prudent Person	\$7,857,232	\$0	\$0	\$0			\$7,857,232
Service Stabilization	\$10,521,316	(\$24,999)	(\$60,000)	\$1,229,993	(\$633,760)	\$148,000	\$11,180,550
O&C Reserve				\$148,801			\$148,801

GENERAL FUND RESERVE PERCENTAGE



KEY for type of budget change

TA = Routine technical adjustments, corrections.

GR = Grants (specific limitations on how funds are used)

RB = Rebudgeting (revenue or expense did not happen in period anticipated so it is budgeted at

INC = Increases in FTE or appropriations without a change in service.

AD = Increases FTE or appropriations with a change in service

RD = Reduction of FTE or appropriations without a service reduction.

RX = Reduction of FTE or appropriations with a change in service.

Children & Families

Fund 260 - Special Revenue Fund (Subfund 265)

This fund consists of several dedicated revenue sources and programs. Within the Department of Children & Families this revenue consists of grants and state and federal revenue. Beginning FY 06-07 the Department received discretionary general fund for a resource development position.

	ADOPTED BUDGET	BOARD ORDERS	SUPP BUDGET #1	SUPP BUDGET #2	SUPP BUDGET #3	SUPP BUDGET #4	CURRENT BUDGET
RESOURCES	\$2,908,694	\$0	\$0	\$11,343	\$0	\$14,010	\$2,934,047
EXPENDITURES	\$2,908,694	\$0	\$0	\$11,343	\$0	\$14,010	\$2,934,047
FTE	5.90	0.00	0.00	0.00	0.00	0.00	5.90

EVENT	CHANGE TYPE	DESCRIPTION
SUPPLEMENTAL #4	GR	Increase revenue & expenses for Juvenile Crime Prevention \$7,596 - Prepare, Administer and Oversee Request for Proposals and contracts issued for mentoring at risk youth of diverse cultures and United Way - Road to Recovery Grant Funds \$6,414 to rural Family Resource Centers for newly in need families.

General Expense

Fund 124 - General Fund

The primary operating fund for the County, this fund consists of discretionary revenues from tax collections, O&C timber receipts, investment earnings, cigarette and liquor taxes, and other state and local revenue sources. The remaining revenues are generated by activities such as recording and election fees, and other revenues generated by department activities or services. General Expense is where the discretionary general fund amount is held as well as the 10% prudent person reserve and service stabilization reserve.

	ADOPTED BUDGET	BOARD ORDERS	SUPP BUDGET #1	SUPP BUDGET #2	SUPP BUDGET #3	SUPP BUDGET #4	CURRENT BUDGET
RESOURCES	\$74,762,095	\$0	\$0	\$1,520,673	\$0	\$0	\$76,282,768
EXPENDITURES	\$20,759,635	\$0	\$0	\$1,368,046	\$0	\$148,000	\$22,275,680

EVENT	CHANGE TYPE	DESCRIPTION OF CHANGE
SUPPLEMENTAL #4	TA	Increase reserve in General Fund to offset revenue of \$148,000 received in Management Services for reimbursement of Forest Work Camp caretaker staff.

Fund 260 - Special Revenue Fund (Subfund 269)

This fund consists of several dedicated revenue sources and programs. Within General expense, these revenues include transient room tax which funds tourism, the museum and other special projects. Rural and community/economic development projects receive video lottery and grant funds and court fines fund the Courthouse Security operations.

	ADOPTED BUDGET	BOARD ORDERS	SUPP BUDGET #1	SUPP BUDGET #2	SUPP BUDGET #3	SUPP BUDGET #4	CURRENT BUDGET
RESOURCES	\$7,834,557	\$0	\$0	\$977,181	\$0	\$250,000	\$9,061,738
EXPENDITURES	\$7,834,557	\$0	\$0	\$977,181	\$0	\$250,000	\$9,061,738

EVENT	CHANGE TYPE	DESCRIPTION OF CHANGE
SUPPLEMENTAL #4	TA	Decreasing Operational Contingency in Rural Tourism and Economic Development Projects accounts by \$250,000 to cover interfund loan to new Overnight Stay Development Program in the amount of \$250,000. Funds will be used for loans to agencies in an effort to bolster overnight stay and Transient Room Tax revenues.

Health & Human Services

Fund 283 - Animal Services Fund

This fund contains revenue from the General Fund as well as contract revenue from cities within the County and license and registration fees received from the public. Animal services are provided for unincorporated Lane County, City of Eugene and other small cities.

	ADOPTED BUDGET	BOARD ORDERS	SUPP BUDGET #1	SUPP BUDGET #2	SUPP BUDGET #3	SUPP BUDGET #4	CURRENT BUDGET
RESOURCES	\$1,983,266	\$0	\$0	(\$11,842)	\$0	\$32,000	\$1,983,424
EXPENDITURES	\$1,983,266	\$0	\$0	(\$11,842)	\$0	\$32,000	\$1,983,424
FTE	15.00	0.00	0.00	0.00	0.00	0.00	15.00

EVENT	CHANGE TYPE	DESCRIPTION
SUPPLEMENTAL #4	INC	Animal Services: Additional Revenue/Expenses from State Jobs Plus & Donations to pay for Extra Help and Medical/Behavioral expenses.

Fund 285 - Intergovernmental Human Services Fund

This fund contains funds administered by Lane County to governmental and private nonprofit agencies for health, mental, and other services. It provides for the receipt and expenditure of revenues from the County and the cities of Eugene and Springfield under an intergovernmental agreement.

	ADOPTED BUDGET	BOARD ORDERS	SUPP BUDGET #1	SUPP BUDGET #2	SUPP BUDGET #3	SUPP BUDGET #4	CURRENT BUDGET
RESOURCES	\$14,889,610	\$0	\$0	\$1,175,741	\$384,339	\$0	\$16,449,690
EXPENDITURES	\$14,889,610	\$0	\$0	\$1,175,741	\$384,339	\$0	\$16,449,690
FTE	20.00	0.50	0.00	0.00	0.00	0.00	20.50

EVENT	CHANGE TYPE	DESCRIPTION
SUPPLEMENTAL #4	TA	Increase Transfer to Special Revenue (HHS Administration Indirect) \$36,703, decrease Operational Contingency \$36,703 for Charnelton Bond Payment. Net Zero Change.

Fund 286 - Health and Human Services Fund (Includes Community Health Ctr Subfund)

This fund contains revenues received from Federal, State and local resources, enabling Lane County to provide a wide variety of health and human services to the community. Programs funded include, but are not limited to, Public Health, Medical Examiner, Child & Adolescent Behavioral Health services, Mental Health Services, Alcohol/Drug Offender Services, Development Disability, Environmental Health Services, Family Mediation, and Community Health Centers.

	ADOPTED BUDGET	BOARD ORDERS	SUPP BUDGET #1	SUPP BUDGET #2	SUPP BUDGET #3	SUPP BUDGET #4	CURRENT BUDGET
RESOURCES	\$36,265,457	\$0	\$0	\$2,832,624	\$2,062,059	\$1,089,122	\$43,271,280
EXPENDITURES	\$36,265,457	\$0	\$0	\$2,832,624	\$2,062,059	\$1,089,122	\$43,271,280
FTE	187.08	1.00	0.00	1.52	3.08	0.25	172.93

EVENT	CHANGE TYPE	DESCRIPTION
SUPPLEMENTAL #4	TA/INC/GR	Increase in Revenues/Expenses from additional amendments in MH Grant, OHD Grant, fees collected and reallocation of lines for payment of the Charnelton Bond pmt for FY 09/10. Net FTE increase of .25 FTE. Increasing Public Health Officer, Position from .75 to 1.0 FTE. Increase Expenditure for Bond Payment \$67,104, increase ARRA Revenue and drawing more of the Charnelton Capital Improvement Grant this FY.
BOARD ORDERS	INC	BO 09-10-20-03 1.0 FTE in Environmental Health. Board Order # 09-7-21-7: Community Health Center Adding 2.0 FTE Office Assistant 2 Positions. Revenue coming from reduction of Extra Help and additional revenue generated from addition of these positions. Board Order # 09-8-26-4: Adding 27 Positions at Community Health Center. Appropriating Revenue & Expenditures in the amount of \$755,029.

Management Services

Fund 124 - General Fund

The primary operating fund for the County, this fund consists of discretionary revenues from tax collections, O&C timber receipts, investment earnings, cigarette and liquor taxes, and other state and local revenue sources. The remaining revenues are generated by activities such as recording and election fees, and other revenues generated by department activities or services. The Department of Management Services receives revenue through the Indirect Cost Plan in which other departments pay for usage of central services as well as discretionary general fund as set through the budget process to maintain the approved service level.

	ADOPTED BUDGET	BOARD ORDERS	SUPP BUDGET #1	SUPP BUDGET #2	SUPP BUDGET #3	SUPP BUDGET #4	CURRENT BUDGET
RESOURCES	\$5,592,983	\$0	\$0	(\$1,422,492)	\$0	\$158,000	\$4,328,491
EXPENDITURES	\$7,550,499	\$0	\$0	(\$2,525,874)	\$0	\$10,000	\$5,034,625
Discretionary Gen Fd:	\$1,957,516	0	0	(1,103,382)	0	(148,000)	\$706,134
FTE	50.8	1	0	(12.80)	0	0	39.00

EVENT	CHANGE TYPE	DESCRIPTION
SUPPLEMENTAL #4	TA	Ready Stores activity has been higher than estimated; an adjustment is required to increase Ready Stores revenue by \$10,000 and inventory expense to account for the increase in use of this service. Reduce expense in the General Fund to offset revenue of \$148,000 received in Management Services for reimbursement of Forest Work Camp caretaker staff.

Fund 436 - Capital Improvement Fund

This fund was established in 1998 and is intended to meet major capital requirements of the County's building and computer systems. Revenue is collected annually from all operating funds on the basis of the County's federally approved indirect cost allocation plan, as well as occasionally from the sale of certain County property. The Lane County Board of Commissioners annually approves specific projects focusing on fire/life/safety requirements as the high priority, followed by preservation of County assets.

	ADOPTED	BOARD	SUPP	SUPP	SUPP	SUPP	CURRENT
RESOURCES	\$5,592,983	\$0	\$0	(\$1,422,492)	\$0	\$67,104	\$4,237,595
EXPENDITURES	\$7,550,499	\$0	\$0	(\$2,525,874)	\$0	\$67,104	\$5,091,729
Discretionary Gen Fd:	\$1,957,516	0	0	(1,103,382)	0	0	\$854,134
FTE	50.80	1	0	(12.80)	0	0	39.00

EVENT	CHANGE TYPE	DESCRIPTION
SUPPLEMENTAL #4	TA	Increase in Revenues/Expenses for payment of the Charnelton Bond payment for FY 09/10.

Public Works

Fund 216 - Parks and Open Spaces (includes covered Bridges Subfund 217)

This fund receives revenue from state and local sources for implemental of the parks capital improvement plan and park operations. Effective in the FY 07-08 Parks also began receiving a percentage of Transient Room Tax revenue when a portion of the Car Rental Tax was diverted to the General Fund.

	ADOPTED BUDGET	BOARD ORDERS	SUPP BUDGET #1	SUPP BUDGET #2	SUPP BUDGET #3	SUPP BUDGET #4	CURRENT BUDGET
RESOURCES	\$3,019,661	\$0	\$0	\$73,290	\$0	(\$200,000)	\$2,892,951
EXPENDITURES	\$3,019,661	\$0	\$0	\$73,290	\$0	(\$200,000)	\$2,892,951
FTE	15.50	0.00	0.00	0.00	0.00		15.50

EVENT	CHANGE TYPE	DESCRIPTION
SUPPLEMENTAL #4	RD	Decrease revenue by \$200,000 due to loss of land sale; decrease reserves to balance fund.

Youth Services

Fund 124 - General Fund

The primary operating fund for the County, this fund consists of discretionary revenues from tax collections, O&C timber receipts, investment earnings, cigarette and liquor taxes, and other state and local revenue sources. The remaining revenues are generated by activities such as grants and contracts, recording and election fees, and other revenues generated by department activities or services.

	ADOPTED BUDGET	BOARD ORDERS	SUPP BUDGET #1	SUPP BUDGET #2	SUPP BUDGET #3	SUPP BUDGET #4	CURRENT BUDGET
RESOURCES	\$1,200,146	\$0	\$0	\$73,636	\$20,000	\$18,100	\$1,311,882
EXPENDITURES	\$8,784,721	\$0	\$0	\$73,636	\$20,000	\$18,100	\$8,876,457
Discretionary Gen Fd:	\$7,584,575	0	0	0	0	0	\$7,584,575
FTE	50.74	0.00	0.00	2.55	0.00	0.00	53.29

EVENT	CHANGE TYPE	DESCRIPTION
SUPPLEMENTAL #4	TA	\$100 donated to Counseling program to be used for youth incentives in groups and programs. Additional revenue earned by Catering program from events in amount of \$15,000 due to youth involvement. Funds to pay for stipends earned by these youth. Increased number of youth having meals on campus resulted in increased reimbursements from State Department of Education school lunch program of \$3,000. Funds to be used for additional food costs associated with those increased meals.

Fund 260 - Special Revenue Fund (Subfund 260)

This fund consists of several dedicated revenue sources and programs. Within Youth Services this revenue consists of grants, Children Services Division, federal and state funding, video lottery, and Title II/III funding.

	ADOPTED BUDGET	BOARD ORDERS	SUPP BUDGET #1	SUPP BUDGET #2	SUPP BUDGET #3	SUPP BUDGET #4	CURRENT BUDGET
RESOURCES	\$2,007,285	\$1,012,608	\$0	\$378,200	\$144,429	\$82,926	\$3,830,218
EXPENDITURES	\$2,007,265	\$1,012,608	\$0	\$378,200	\$144,429	\$82,926	\$3,830,218
FTE	12.88	4.00	0.00	0.83	(1.00)	0.00	16.71

EVENT	TYPE	DESCRIPTION OF CHANGE
SUPPLEMENTAL #4	GR	Martin Luther King Jr. Educational Center received \$36,730 additional American Recovery and Reinvestment Act funds to be used in the summer youth work program. Funds to be used for work experience for qualified youth. Received \$20,000 from Oregon Community Foundation for Peer Court programs. Funds to be used by City of Florence and City of Oakridge peer courts. Additional youth crew assignments in the Community Service program generated an additional amount of \$3,150. Funds to be used for maintenance of program equipment and tools. A change in the parking contract with the Science Factory resulted in department received additional \$16,304 in parking revenue. Additional revenue of \$6,262 in Special Projects fund received from youth reimbursing department for restitution. This combined amount of \$22,566 to be used to cover cost of Treatment Foster Care. Amount received from American Recovery and Reinvestment Act for department kitchen equipment was \$480 less as result of lower cost of equipment.