



Deschutes County Board of Commissioners  
1300 NW Wall St., Suite 200, Bend, OR 97701-1960  
(541) 388-6570 - Fax (541) 385-3202 - [www.deschutes.org](http://www.deschutes.org)


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## **AGENDA REQUEST & STAFF REPORT**

**For Board Business Meeting of November 23, 2015**

*Please see directions for completing this document on the next page.*

**DATE:** November 10, 2015

**FROM:** Wayne Lowry  Finance

Phone # (541) 388-6559

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2015-103, transfer of appropriation in the Deschutes County Community Development Fund.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2015-103. Due to increased planning activity, the Community Development Department will hire an additional Assistant Planner position (1.00 FTE). Approval to increase FTE was granted by the Board of County Commissioners and the County Administrator on 11/09/2015.

**FISCAL IMPLICATIONS:**

A transfer of appropriation from Contingency to Personnel for \$48,756 is necessary.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2015-103.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 388-6559  
Nick Lelack, Community Development 385-1708

REVIEWED  

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LEGAL COUNSEL

For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

A Resolution Transferring Appropriations                   \*  
Within the Various Funds of the 2015-2016               \*               RESOLUTION NO. 2015-103  
Deschutes County Budget and Directing Entries         \*

WHEREAS, attached is a request from the Community Development Department requesting a transfer of appropriations, and

WHEREAS it is necessary to transfer appropriations within the Deschutes County Budget to accommodate the request; now therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, as follows:

Section 1.       That the following transfers of appropriations be made:

FROM:	295-3600-501.97-01	Deschutes County Community Development, Contingency	\$ 48,756
FROM:	295-3600-419.18-75	Deschutes County Community Development, Extra Help	\$ 35,000
TO:	295-3600-419.11-10	Deschutes County Community Development, Assistant Planner (1.00 FTE)	\$ 51,043
TO:	295-3600-419.21-10	Deschutes County Community Development, Life/Long Term Disability	\$ 8
TO:	295-3600-419.21-50	Deschutes County Community Development, Health/Dental Insurance	\$ 18,462
TO:	295-3600-419.22-01	Deschutes County Community Development, FICA/Medicare	\$ 3,905
TO:	295-3600-419.23-01	Deschutes County Community Development, PERS-Employee/Employer	\$ 10,163
TO:	295-3600-419.25-01	Deschutes County Community Development, Unemployment Insurance	\$ 98
TO:	295-3600-419.26-01	Deschutes County Community Development, Workers' Comp Insurance	\$ 77

Section 2. That the Finance Director make the appropriate entries in the Deschutes County Budget document to show the above appropriations.

DATED this \_\_\_\_\_rd day of November, 2015.

BOARD OF COUNTY COMMISSIONERS OF  
DESCHUTES COUNTY, OREGON

\_\_\_\_\_  
ANTHONY DEBONE, Chair

ATTEST:

\_\_\_\_\_  
ALAN UNGER, Vice-Chair

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
TAMMY BANEY, Commissioner

## Lacy Nichols

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**From:** Nick Lelack  
**Sent:** Monday, November 09, 2015 5:28 PM  
**To:** Wayne Lowry  
**Cc:** Lacy Nichols; Kathleen Stockton; Peter Gutowsky  
**Subject:** FW: FTE  
**Attachments:** Appropriation Transfer Fund 295 FY 2016 Planner.xlsx

Wayne,

Please prepare a resolution for Board approval on Nov. 23, 2015 on the consent calendar. As stated in the attachment, the Board approved the position today.

Please let me know if you have any questions.

Thank you.

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Nick Lelack, AICP, Director  
Deschutes County Community Development Department  
PO Box 6005  
117 NW Lafayette  
Bend, OR 97708-6005  
Office: 541.385.1708 / Cell: 541.639.5585 / Fax: 541.385.1764  
[www.deschutes.org/cdd](http://www.deschutes.org/cdd)

**From:** Jeanine Faria  
**Sent:** Monday, November 9, 2015 4:09 PM  
**To:** Nick Lelack  
**Cc:** Wayne Lowry; Lacy Nichols  
**Subject:** FTE

Now that you have the approval to increase FTE, the next step is to send an email to Wayne, with a copy to Lacy, requesting that Finance prepare the resolution. Please attach the Excel file to that email.

I've attached the Excel file. You will need to modify it to include the actual dates.  
Jeanine

Deschutes County Finance  
541-385-1411

Deschutes County  
Appropriation Transfer Request

Item	Line Number	Category	Description	Current Budgeted Amount	To (From)	Revised Budget
Item	(HTE 14 digit code)	(Pers, M&S, Cap Out, Contingency)	(Element-Object, e.g. Time Mgmt, Temp Help, Computer Hardware)			
1	295-3600-419-11-10	Personnel Services	Assistant Planner (1.00 FTE)	-	51,043	51,043
2	295-3600-419.18-75	Personnel Services	Extra Help	88,500	(35,000)	53,500
3	295-3600-419.21-10	Personnel Services	Life/Long Term Disability	11,972	8	11,980
4	295-3600-419.21-50	Personnel Services	Health/Dental Insurance	646,135	18,462	664,597
5	295-3600-419.22-01	Personnel Services	FICA/Medicare	192,457	3,905	196,362
6	295-3600-419.23-01	Personnel Services	PERS	425,973	10,163	436,136
7	295-3600-419.25-01	Personnel Services	Unemployment Insurance	12,337	98	12,435
8	295-3600-419.26-01	Personnel Services	Workers' Compensation	25,500	77	25,577
9	295-3600-501.97-01	Contingency	Contingency	508,907	(48,756)	460,151
<b>TOTAL</b>				<b>1,911,781</b>	<b>-</b>	<b>1,911,781</b>

A transfer of appropriation is required for the following reason and will be used for the following purpose:  
 Due to increasing activity in CDD's "Planning - Current" Division, it has been determined that instead of Extra Help, a full time Assistant Planner needs to be added.

The BOCC/County Administrator gave its approval to increase FTE on 11/09/2015. It is anticipated this position will be filled on January 4, 2016. (Planning - Current Division is 3661)

Fund:	CDD
Dept:	CDD
Requested by:	Nick Lelack
Date:	11/09/2015