



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

June 18, 2015

DEVELOPMENT SERVICES BUILDING  
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

Board of County Commissioners,  
Acting as Clackamas County Service District No. 5 Board  
Clackamas County

Members of the Board:

A Resolution Authorizing Transfer of  
Appropriations for Fiscal Year 2014-2015 for  
Clackamas County Service District No. 5

<b>Purpose/Outcomes</b>	Transfer of appropriations for the 2014-2015 budget to ensure adequate funds to cover contracted labor costs.
<b>Dollar Amount and Fiscal Impact</b>	None
<b>Funding Source</b>	District Rate Assessment
<b>Safety Impact</b>	None
<b>Duration</b>	Fiscal Year 2014-2015
<b>Previous Board Contact</b>	None
<b>Contact Person</b>	Wendi Coryell, Service District Specialist - DTD Engineering – 503-742-4657
<b>Contract No.</b>	None

**BACKGROUND:**

Clackamas County Service District No. 5 is requesting to transfer appropriations between major categories to recognize the 2014-2015 increased contracted labor and internal contracted labor changes which exceed the current year budget.

Transfers are a method of moving budgeted appropriations during the fiscal year as required by state budget law per ORS 294.463. There is no financial impact incurred as a result of transfers as appropriations for these amounts have been accomplished through the initial budget process.

The attached resolution meets the requirements of transferring funds in order for the District to maintain a budget which provides adequate funds needed to cover the street lighting contracted labor costs. Service District No. 5 is transferring from contingency to contracted labor in order to adjust to the anticipated year end expenditure for fiscal year 2014-2015.

**RECOMMENDATION:**

Staff respectfully recommends that the Board adopt the attached Resolution and Exhibit A to maintain an accurate budget.

For additional information, please contact Wendi Coryell at 503-742-4657.

Sincerely,

Wendi Coryell, Service District Specialist  
Clackamas County Service District No. 5

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

A Resolution Authorizing Transfer  
Of Appropriations for Fiscal Year  
2014-2015 for the Clackamas  
County Service District No. 5



RESOLUTION No.  
page 1 of 1

WHEREAS, during the fiscal year, changes in appropriated expenditures may become necessary and appropriations may need to be increased, decreased or transferred from appropriation category to another.

WHEREAS, changes in appropriated expenditures for the period of July 1, 2014 through June 30, 2015 is necessary to continue to prudently manage the distribution of those expenditures due to an unanticipated increase in contracted labor changes which exceed the current year budget.

WHEREAS, the fund being adjusted is  
the:

Service District No. 5 Street Lighting Fund

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, acting as Clackamas County Service District No. 5 Board, THAT:

Pursuant to its authority under ORS 294.463, changes in the appropriated expenditures within the fiscal year budget is authorized as shown in the attached Exhibit A which by this reference is made a part of this Resolution.

ADOPTED this \_\_\_\_ day of June, 2015.

BOARD OF COUNTY COMMISSIONERS,  
Acting as the Governing Body of Clackamas County Service District No. 5

\_\_\_\_\_  
Chair

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

**SUMMARY OF SUPPLEMENTAL BUDGET  
CHANGE OF LESS THAN 10% OF BUDGET  
INCREASE REQUEST  
JUNE 18, 2015**

Exhibit A

**Service District No. 5 Street Lighting Fund**

Decrease:		
Contingency		\$37,623
Increase:		
Internal County Contracted Services		\$900
Contracted Labors		<u>\$ 36,723</u>
	Total Recommended Increase	<u>\$ 37,623</u>

Increase in account internal contracted labor (431918) and contracted labor (431920) to recognize the 2014-2015 increased cost of contracted labor.

CLACKAMAS COUNTY BUDGET OFFICE

BUDGET CHANGE REQUEST COVER SHEET

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This completed form must accompany Form 10-B, 20-B, 30-B or 40-B.

I. REQUESTING DEPARTMENT INFORMATION

DATE: 06/11/2015

FUND NAME: CCSD#5 Street Lighting Fund

FUND NUMBER: 115

ORGANIZATION NAME: CCSD #5 Street Lighting

ORGANIZATION NUMBER: 2450

CONTACT NAME: Dan Johnson

CONTACT NUMBER: 4325

AUTHORIZING SIGNATURES: [Signature] Division Head

[Signature] 6-11-15 Department Head

II. TYPE OF BUDGET CHANGE REQUESTED:

Request only one type of change per form. Each change requires a separate cover sheet.

- BUDGET ADJUSTMENT WITHIN CATEGORY attach completed form(s) 10-B
x TRANSFER BETWEEN MAJOR CATEGORIES attach completed form(s) 20-B
SUPPLEMENTAL BUDGET (per ORS.294.480) attach completed form(s) 30-B
DEDICATED FUNDS INCREASE attach completed form(s) 30-B
TRANSFER FROM GENERAL FUND attach completed form(s) 30-B
BUDGET REDUCTION attach completed form(s) 40-B

III. JUSTIFICATION:

Provide a detailed explanation of circumstances necessitating change. Include sufficient information to explain the need to someone unfamiliar with your budget and programs.

Decreasing 499001 Contingency
Increasing expenditures in 431918 Internal County Contracted Svc, and 431920 Contracted Labors

IV. FINANCIAL IMPACT:

Indicate total dollar increase, decrease or no change. \$0

Budget Office Use only:

Date Ent'd J/E#

CLACKAMAS COUNTY BUDGET OFFICE

REQUEST FOR BUDGET TRANSFER BETWEEN MAJOR CATEGORIES

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Use this form to request transfers **BETWEEN** major budget categories. The major categories are: Personal Services, Materials & Services, Capital Outlay, Interfund Transfers, Debt Service and Contingency.

**INCREASE** the following Budget Accounts:

Fund	Org	Prog	Proj	Acct	Account Description	Current Budget	Increase	Revised Budget
115	2450	0	0	431918	Internal County Contracted Svc	-	900	900
115	2450	0	0	431920	Contracted Labors	150,277	36,723	187,000

**TOTAL INCREASE:** 37,623

**DECREASE** the following Budget Accounts:

Fund	Org	Prog	Proj	Acct	Account Description	Current Budget	Decrease	Revised Budget
115	2450	0	0	499001	Contingency	116,276	37,623	78,653

**TOTAL DECREASE:** 37,623

This form must be accompanied by completed Form 100-B, Budget Change Request Cover Sheet.

**BUDGET TRANSFERS BETWEEN MAJOR CATEGORIES REQUIRE BOARD APPROVAL.**