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DIRECTOR

DEPARTMENT OF FINANCE

PUBLIC SERVICES BUILDING

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October 29, 2015

Board of County Commissioners  
Clackamas County

Members of the Board:

Approval of a Resolution for Clackamas County for  
Transfer of Appropriations for Fiscal Year 2015-2016

Purpose/Outcome	Budget changes for Clackamas County FY 2015-2016
Dollar Amount and fiscal Impact	No fiscal impact. Transfer of existing appropriations.
Funding Source	N/A
Safety Impact	N/A
Duration	July 1, 2015-June 30, 2016
Previous Board Action/Review	Budget Adopted June 25, 2015.
Contact Person	Diane Padilla, 503-742-5425
Contract No.	N/A

**BACKGROUND:** Periodically during the fiscal year it is necessary to transfer appropriations to more accurately reflect the changing requirements of the operating departments.

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 accomplishes the above mentioned changes as requested by the following operating departments in keeping with a legally accurate budget.

The General Fund – Not Allocated to Organization Unit is transferring from contingency to Employee Services for the technology upgrade costs budgeted in 2014-15 and completed in 2015-16. This fund is also doing an interfund transfer to Children, Youth and Families Fund to help support A Safe Place and to Facilities Management Fund for an increase in contracted janitorial services costs and transferring appropriations from materials and services to special payments to better categorize use of funds.

The Building Codes Fund is transferring from contingency and budgeting to add one full-time Plan Examiner, one full-time Plumbing Inspector and one full-time Permits Specialist to accommodate increasing development and permit activity.

The Road Fund is transferring from contingency and budgeting for one full-time Permits Specialist to accommodate increased development and permit activity.

The Code Enforcement and Sustainability Fund is transferring from contingency and budgeting for a part-time Sustainability Analyst.

The Behavioral Health Fund is transferring from contingency and budgeting to add a full-time Program Supervisor for the Oregon Health Plan Adult and Child Program. This fund is also reducing interfund transfers to better categorize them as materials and services program expenses.

The Social Services Fund is realigning its budget to better account for the expenses of the Housing Vets First Program and adding one full-time Case Manager position.

The Children, Youth and Families Fund is recognizing an interfund transfer from the General Fund and budgeting to add a full-time Office Specialist position to help support A Safe Place Family Justice Center and other program costs. This fund is also realigning its revenue to better reflect year to date revenue.

The Health Centers Fund is transferring appropriations from interfund transfer to materials and services to better categorize use of program expenses.

The Facilities Management Fund is recognizing additional General Fund support and budgeting for higher janitorial services contract costs. This fund is also reducing fund balance and budgeting to add a full-time Building Maintenance position and adjusting contingency accordingly.

**RECOMMENDATION:**

Staff respectfully recommends adoption of the attached supplemental budget and Exhibit A in keeping with a legally accurate budget.

Sincerely,

Diane Padilla  
Budget Manager

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

In the Matter of Providing Authorization  
To Transfer Appropriations Within  
the Fiscal Year 2015-16



Resolution No. \_\_\_\_\_

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, transfer of appropriations for the period of July 1, 2015 through June 30, 2016, inclusive is necessary to continue to prudently manage the distribution of those expenditures for the needs of Clackamas County residents;

WHEREAS; the funds being adjusted are:

- . General Fund – Not Allocated to Organizational Unit
- . General Fund – Employee Services
- . Building Codes Fund
- . Road Fund
- . Code Enforcement and Sustainability Fund
- . Behavioral Health Fund
- . Social Services Fund
- . Children, Youth and Families Fund
- . Health Centers Fund
- . Facilities Management Fund;

It further appearing that it is in the best interest of the County to approve this transfer of appropriations for the period of July 1, 2015 through June 30, 2016.

**BE RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:**

Pursuant to its authority under OR 294.463, transfer of appropriation 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.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2015

**CLACKAMAS COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Chair

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

## TRANSFER REQUEST

Exhibit A

### GENERAL FUND – NOT ALLOCATED TO ORGANIZATIONAL UNIT- EMPLOYEE SERVICES

Decrease:		
Expenses:		
Materials & Services		\$ (872,282.)
Contingency		<u>(173,313.)</u>
Total		<u><u>\$(1,045,595.)</u></u>
Increase:		
Expense:		
Special Payments		\$ 700,000.
Interfund Transfer		312,685
General Fund – Employee Services		<u>32,910.</u>
Total		<u><u>\$ 1,045,595.</u></u>

General Fund – Not Allocated to Organization Unit is transferring from contingency to Employee Services for the technology upgrade costs budgeted in 2014-15 and completed in 2015-16. This fund is also doing an interfund transfer to Children, Youth and Families Fund to help support A Safe Place and to Facilities Management Fund for an increase in contracted janitorial services costs and transferring appropriations from materials and services to special payments to better categorize use of funds.

### BUILDING CODES FUND

Expense:		
Building Codes		\$ 327,295.
Not Allocated to Organizational Unit		
Contingency		<u>(327,295.)</u>
Total		<u><u>\$ 0.</u></u>

Building Codes Fund is transferring from contingency and budgeting to add one full-time Plan Examiner, one full-time Plumbing Inspector and one full-time Permits Specialist to accommodate increasing development and permit activity.

### ROAD FUND

Expense:		
Road		\$ 73,582.
Not Allocated to Organizational Unit		
Contingency		<u>(73,582.)</u>
Total		<u><u>\$ 0.</u></u>

Road Fund is transferring from contingency and budgeting for one full-time Permits Specialist to accommodate increased development and permit activity.

## CODE ENFORCEMENT & SUSTAINABILITY FUND

Expense:	
Code Enforcement & Sustainability	\$ 70,850.
Not Allocated to Organizational Unit	
Contingency	<u>(70,850.)</u>
Total	<u>\$ 0.</u>

Code Enforcement and Sustainability Fund is transferring from contingency and budgeting for a part-time Sustainability Analyst.

## BEHAVIORAL HEALTH FUND

Expense:	
Behavioral Health	\$ 147,632.
Not Allocated to Organizational Unit	
Contingency	<u>(147,632.)</u>
Total	<u>\$ 0.</u>

Behavioral Health Fund is transferring from contingency and budgeting to add a full-time Program Supervisor for the Oregon Health Plan Adult and Child Program. This fund is also reducing interfund transfers to better categorize them as materials and services program expenses.

## SOCIAL SERVICES FUND

Expense:	
Social Services	\$ 0.
Total	<u>\$ 0.</u>

Social Services Fund is realigning its budget to better account for the expenses of the Housing Vets First Program and adding one full-time Case Manager position.

## CHILDREN, YOUTH AND FAMILIES

Increase:	
Revenue:	
Charge for Services	\$ 260,577.
Decrease:	
Revenue:	
Interfund Transfer	<u>(88,295.)</u>
Total	<u>\$ 172,282.</u>
Increase:	
Expense:	
Children, Youth and Families	\$ 172,282.
Total	<u>\$ 172,282.</u>

Children, Youth and Families Fund is recognizing an interfund transfer from the General Fund and budgeting to add a full-time Office Specialist position to help support A Safe Place Family Justice Center and other program costs. This fund is also realigning its revenue to better reflect year to date revenue.

**HEALTH CENTERS FUND**

Expense:	
Health Centers	\$ 0.
Total	<u>\$ 0.</u>

Health Centers Fund is transferring appropriations from interfund transfer to materials and services to better categorize use of program expenses.

**FACILITIES MANAGEMENT FUND**

Increase:	
Revenue:	
Interfund Transfer	\$ 108,522.
Expense:	
Facilities Management	\$ 322,733.
Not Allocated to Organizational Unit	
Contingency	<u>(214,211.)</u>
Total	<u>\$ 108,522.</u>

Facilities Management Fund is recognizing additional General Fund support and budgeting for higher janitorial services contract costs. This fund is also reducing fund balance and budgeting to add a full-time Building Maintenance position and adjusting contingency accordingly.