



CHRISTA BOSSERMAN WOLFE, CPA
INTERIM DIRECTOR

DEPARTMENT OF FINANCE

PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

October 11, 2018

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Resolution for a Clackamas County Supplemental Budget
(Less Than Ten Percent) for Fiscal Year 2018-2019

Purpose/Outcome	Supplemental Budget changes for Clackamas County FY 2018-2019
Dollar Amount and fiscal Impact	The effect has an increase in appropriation of \$1,299,667
Funding Source	Fund Balance, Federal and State Operating, Charge for Services and Miscellaneous Revenue.
Safety Impact	N/A
Duration	July 1, 2018-June 30, 2019
Previous Board Action/Review	Budget Adopted June 28, 2018
Strategic Plan Alignment	Build public trust through good government
Contact Person	Christa Bosserman Wolfe, 503-742-5407

BACKGROUND:

Each fiscal year it is necessary to allocate additional sources of revenue and appropriate additional expenditures to more accurately meet the changing requirements of the operating departments. The attached resolution reflects such changes requested by departments in keeping with a legally accurate budget. These changes are in compliance with O.R.S. 294.480 which allows for governing body approval of supplemental budget changes of less than ten percent of qualifying expenditures in the fund(s) being adjusted.

The Social Services Fund is recognizing additional funding from Emergency Housing, HUD, Oregon Housing & Community Services, Oregon Health Authority, State Veterans Office and fund balance carry over from fiscal year 2017-18 and budgeting to add two full-time Case Managers and one full-time Human Services Assistant for additional program support.

The Clackamas Health Centers Fund is recognizing additional services fee revenue and budgeting to add a full-time Mental Health Specialist position for additional program support.

The effect of this Resolution is an increase in appropriations of \$1,299,667 including revenues as detailed below:

Fund Balance	\$ 137,000.
Federal Operating Grants	78,768.
State Operating Grants	801,172.
Charge for Services	197,127.
Miscellaneous Revenue	<u>85,600.</u>
Total Recommended	<u>\$ 1,299,667.</u>

RECOMMENDATION:

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

Sincerely,

Christa Bosserman Wolfe, CPA
Interim Director

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

In the Matter of Providing
Authorization Regarding Adoption of a
Supplemental Budget for items Less
Than 10 Percent of the Total
Qualifying Expenditures and Making
to Appropriations for Fiscal 2018-19



Resolution Order 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 one appropriation category to another;

WHEREAS, a supplemental budget for the period of July 1, 2018 through June 30, 2019 inclusive, has been prepared, published and submitted to the taxpayers as provided by statute;

WHEREAS; the funds being adjusted are:

- . Social Services Fund
- . Clackamas Health Centers Fund;

It further appearing that it is in the best interest of the County to approve this less than 10 percent appropriations for the period of July 1, 2018 through June 30, 2019.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:

Pursuant to its authority under OR 294.471, the supplemental budget be adopted and appropriations established as shown in the attached Exhibit A which by this reference is made a part of this Resolution.

DATED this 11th day of October, 2018

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary

SUMMARY OF SUPPLEMENTAL BUDGET
Exhibit A
CHANGES OF LESS THAN 10% OF BUDGET
October 11, 2018

Recommended items by revenue source:

Fund Balance	\$ 137,000
Federal Operating Grants	78,768
State Operating Grants	801,172
Charge for Services	197,127
Miscellaneous Revenue	85,600
Total Recommended	<u><u>\$ 1,299,667</u></u>

SOCIAL SERVICES FUND

Revenues:

Fund Balance	\$ 137,000
Federal Operating Grant	78,768
State Operating Grant	801,172
Charge for Services	70,527
Miscellaneous Revenue	85,600
Total Revenue	<u><u>\$ 1,173,067</u></u>

Expenses:

Health and Human Services	\$ 1,173,067
Total Expenditures	<u><u>\$ 1,173,067</u></u>

Social Services Fund is recognizing additional funding from Emergency Housing, HUD, Oregon Housing & Community Services, Oregon Health Authority, State Veterans Office and fund balance carry over from fiscal year 2017-18 and budgeting to add two full-time Case Managers and one full-time Human Services Assistant for additional program support.

CLACKAMAS HEALTH CENTERS FUND

Revenues:

Charge for Services	\$ 126,600
Total Revenue	<u><u>\$ 126,600</u></u>

Expenses:

Health and Human Services	\$ 126,600
Total Expenditures	<u><u>\$ 126,600</u></u>

Clackamas Health Centers Fund is recognizing additional services fee revenue and budgeting to add a full-time Mental Health Specialist position for additional program support.



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INTERIM DIRECTOR

DEPARTMENT OF FINANCE
PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

October 11, 2018

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Resolution for Clackamas County for Budgeting of
New Specific Purpose Revenue for Fiscal Year 2018-2019

Purpose/Outcome	Budget change for Clackamas County FY 2018-2019
Dollar Amount and Fiscal Impact	The effect is an increase in appropriations of \$222,142
Funding Source	Includes Federal and State Operating Revenues
Duration	July 1, 2018-June 30, 2019
Previous Board Action/Review	Budget Adopted June 28, 2018
Strategic Plan Alignment	Build public trust through good government
Contact Person	Christa Bosserman Wolfe, 503-742-5407

BACKGROUND:

Each fiscal year it is necessary to appropriate additional expenditures and allocate additional sources of revenue to more accurately meet the changing requirements of the operating departments of the County. The attached resolution reflects those changes that departments have requested which pursuant to O.R.S. 294.338, qualify as grants in trust for specific purposes in keeping with legally accurate budget.

The District Attorney is recognizing additional Federal Grant funding and budgeting to add a full-time Senior Attorney for the Family Support Program.

The Behavioral Health Fund is recognizing funding from the Oregon Health Authority through HealthShare Oregon and budgeting to add a limited term full-time Program Planner to coordinate a regional approach to addressing “super high utilizers” of Behavioral Health Services.

The effect of this Board Order is an increase in appropriations of \$222,142 including new revenues as detailed below:

Federal Operating Grant Revenue	\$ 103,022.
State Operating Grant Revenue	<u>119,120.</u>
Total Recommended	<u><u>\$ 222,142.</u></u>

RECOMMENDATION:

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

Sincerely,

Christa Bosserman Wolfe, CPA
Interim Director

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

In the Matter of Providing
authorization to Appropriate Grants
For Specific Purposes within the
Fiscal 2018-19



Resolution Order 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 one appropriation category to another;

WHEREAS, appropriation of grants entrusted for specific purposes within Clackamas County budget for the period of July 1, 2018 through June 30, 2019, inclusive is necessary to authorize the expenditure of funds, for the needs of Clackamas County residents`

WHEREAS; the fund being adjusted is:

- . District Attorney Fund
- . Behavioral Health Fund;

It further appearing that it is in the best interest of the County to approve these grants entrusted for specific purpose of appropriations for the period of July 1, 2018 through June 30, 2019.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:

Pursuant to its authority under OR 294.338, appropriation of specific purpose grants is authorized as shown in the attached Exhibit A which by this reference is made a part of this Resolution.

DATED this 11th day of October, 2018

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary

NEW SPECIFIC PURPOSE REVENUE REQUESTS
Exhibit A
October 11, 2018

Recommended items by revenue source:

Federal Operating Grants	\$ 103,022
State Operating Grants	119,120
Total Recommended	<u>\$ 222,142</u>

DISTRICT ATTORNEY

Revenues:

Federal Operating Grants	\$ 103,022
Total Revenue	<u>\$ 103,022</u>

Expenses:

Public Protection	\$ 103,022
Total Expenditures	<u>\$ 103,022</u>

District Attorney is recognizing additional Federal Grant funding and budgeting to add a full-time Senior Attorney for the Family Support Program.

BEHAVIORAL HEALTH FUND

Revenues:

State Operating Grants	\$ 119,120
Total Revenue	<u>\$ 119,120</u>

Expenses:

Health and Human Services	\$ 119,120
Total Expenditures	<u>\$ 119,120</u>

Behavioral Health Fund is recognizing funding from the Oregon Health Authority through HealthShare Oregon and budgeting to add a limited term full-time Program Planner to coordinate a regional approach to addressing "super high utilizers" of Behavioral Health Services.



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DEPARTMENT OF FINANCE
PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

October 11, 2018

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Resolution for Clackamas County for
Transfer of Appropriations for Fiscal Year 2018-2019

Purpose/Outcome	Budget change FY 2018-2019
Dollar Amount and Fiscal Impact	No fiscal impact. Transfer of existing appropriations.
Funding Source	Includes Interfund Transfers
Duration	July 1, 2018-June 30, 2019
Previous Board Action/Review	Budget Adopted June 28, 2018
Strategic Plan Alignment	Build public trust through good government
Contact Person	Christa Wolfe, 503-742-5407

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 Organizational Unit is transferring from contingency to budget an interfund transfer to the District Attorney Fund for higher costs associated with the elected officials benefit costs not in the original budget. This fund is also adjusting benefit costs for the Commissioners, Treasurer, Assessor and the Clerk.

The General Fund – Not Allocated to Organizational Unit is transferring from contingency to budget for a vehicle purchase by the Surveyor which was originally budgeted in fiscal year 2017-18 and is being carried over to fiscal year 2018-19.

The General Fund – Not Allocated to Organizational Unit is transferring from contingency and budgeting for advance learning training to perform complex system and data analyst for the Human Resources Department which was originally budgeted fiscal year 2016-17 and is being carried over to fiscal year 2018-19.

The General Fund – Not Allocated to Organizational Unit is transferring from contingency and budgeting for the Directors and Officers liability insurance and fee costs for PGA Community Planning Organizational expense.

The General Fund – Not Allocated to Organizational Unit is budgeting an interfund transfer from the Marijuana Tax revenue to the Road Fund and the Code Enforcement & Resource Conservation & Solid Waste Fund and reducing contracted services.

The Road Fund is recognizing an interfund transfer from the General Fund and budgeting for public outreach messaging on the use of Marijuana.

The Code Enforcement & Resource Conservation & Solid Waste Fund is recognizing an interfund fund transfer from the General Fund and budgeting to add a full-time Code Enforcement Officer.

The District Attorney Fund is recognizing an interfund transfer from the General Fund and budgeting for higher than anticipated benefit costs.

The Justice Court Fund is transferring from contingency and budgeting for higher than anticipated benefit costs.

The Tourism Fund is moving arts funding from materials and services to special payments to better align with actual costs.

RECOMMENDATION:

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

Sincerely,

Christa Bosserman Wolfe, CPA
Interim Director

**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
2018-19



Resolution Order 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, transfer of appropriations for the period of July 1, 2018 through June 30, 2019, 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
- . Road Fund
- . Code Enforcement Resource Conservation & Solid Waste Fund
- . District Attorney Fund
- . Justice Court Fund
- . Tourism 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, 2018 through June 30, 2019.

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 11th day of October, 2018

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary

TRANSFER REQUEST
Exhibit A
October 11, 2018

GENERAL FUND - NOT ALLOCATED TO ORGANIZATIONAL UNIT AND VARIOUS PROGRAMS

Expenses:	
Board of County Commissioners	\$ 11,406
Assessor	1,265
Clerk	1,670
Treasurer	846
Public Government & Affairs	6,721
Human Services	40,914
Surveyor	62,706
Not Allocated to Organizational Unit	
Materials & Services	(209,054)
Interfund Transfers	211,792
Contingency	(128,266)
Total Expenditures	<u>\$ -</u>

General Fund – Not Allocated to Organizational Unit is transferring from contingency to budget an interfund transfer to the District Attorney Fund for higher costs associated with the elected officials benefit costs not in the original budget. This fund is also adjusting benefit costs for the Commissioners, Treasurer, Assessor and the Clerk.

General Fund – Not Allocated to Organizational Unit is transferring from contingency to budget for a vehicle purchase by the Surveyor which was originally budgeted in fiscal year 2017-18 and is being carried over to fiscal year 2018-19.

General Fund – Not Allocated to Organizational Unit is transferring from contingency and budgeting for advance learning training to perform complex system and data analyst for the Human Resources Department which was originally budgeted fiscal year 2016-17 and is being carried over to fiscal year 2018-19.

General Fund – Not Allocated to Organizational Unit is transferring from contingency and budgeting for the Directors and Officers liability insurance and fee costs for PGA Community Planning Organizational expense

General Fund – Not Allocated to Organizational Unit is budgeting an interfund transfer from the Marijuana Tax revenue to the Road Fund and the Code Enforcement & Resource Conservation & Solid Waste Fund and reducing contracted services.

ROAD FUND

Revenues:

Interfund Transfers	\$ 25,000
Total Revenues	<u>\$ 25,000</u>

Expenses:

Public Ways and Facilities	\$ 25,000
Total Expenditures	<u>\$ 25,000</u>

Road Fund is recognizing an interfund transfer from the General Fund and budgeting for public outreach messaging on the use of Marijuana

CODE ENFORCEMENT RESOURCE CONSERVATION & SOLID WASTE FUND

Revenues:

Interfund Transfers	\$ 184,054
Total Revenues	<u>\$ 184,054</u>

Expenses:

General Government	\$ 184,054
Total Expenditures	<u>\$ 184,054</u>

Code Enforcement & Resource Conservation & Solid Waste Fund is recognizing an interfund fund transfer from the General Fund and budgeting to add a full-time Code Enforcement Officer.

DISTRICT ATTORNEY FUND

Revenues:

Interfund Transfers	\$ 2,738
Total Revenues	<u>\$ 2,738</u>

Expenses:

Public Protection	\$ 2,738
Total Expenditures	<u>\$ 2,738</u>

District Attorney Fund is recognizing an interfund transfer from the General Fund and budgeting for higher than anticipated benefit costs.

JUSTICE COURT

Expenses:

Public Protection	\$ 1,029
Not Allocated to Organizational Unit	
Contingency	(1,029)
Total Expenditures	<u>\$ -</u>

Justice Court Fund is transferring from contingency and budgeting for higher than anticipated benefit costs.

TOURISM

Expenses:

Culture, Education and Recreation	\$ (299,359)
Not Allocated to Organizational Unit	
Special Payments	<u>299,359</u>
Total Expenditures	<u><u>\$ -</u></u>

Tourism Fund is moving arts funding from materials and services to special payments to better align with actual costs.